Public Libraries Survey (PLS) FY2015

Survey Updates and Improvements

Danielle Battle – Assistant Survey Manager

Patrick Stark – Researcher

Survey and Data Sciences, American Institutes for Research

AIR®
AMERICAN INSTITUTES FOR RESEARCH®

December 2015

American Institutes for Research

Established in 1946, with headquarters in Washington, D.C., American Institutes for Research (AIR) is an independent, nonpartisan, not-for-profit organization that conducts behavioral and social science research and delivers technical assistance both domestically and internationally.

As one of the largest behavioral and social science research organizations in the world, AIR is committed to empowering communities and institutions with innovative solutions to the most critical challenges in education, health, workforce, and international development.

Outline

I. Introduction of AIR and LYRASIS
II. Data Element Revisions
III. Data Collection Similarities & Updates
IV. Post-collection Data Processing
V. Reminders
VI. Timeline & Help Desk
VII. Data Collection Tool Demonstration (instructions)
VIII. Questions

Take-away

- After this session, you will:
  - Know the data collectors and trainers
  - Be able to identify differences from the previous administration
  - Feel comfortable with the new data collection format and layout
  - Understand the help desk procedures

Introductions

AIR Introduction

1. ## What we do

   - Data collectors
   - Help desk management
   - Post-data processing

2. ## How you will work with us

   - Data collection email updates
   - Help desk
     - Email: PLS@air.org'
     - Phone: 1-866-744-5746
   - Data editing

AIR Staff Introduction

3. Who we are:

   Lead Staff:
   » Lynn Bauer – Primary Survey Manager
   » Danielle Battle – Assistant Survey Manager
   » Patrick Stark – Researcher

   To Contact us go through the Help Desk:
   » PLS@air.org
   » 1-866-744-5746

LYRASIS Introduction

1. ## Partnering with AIR for:
   - Trainings
   - Support

2. ## How you will work with us
   - Will provide trainings throughout the data collection

3. ## Who we are
   - Russell Palmer – Membership Program Manger

Data Collection Process

Cover Letter and User Guide

Email Invitation

Login using username (email) and password

Login

Enter Username

Enter Password

SUBMIT   Forgot Password ⟩

Input Data

SURVEY STATUS	
STEP	STATUS
Enter State Characteristics Data	Complete
Enter or Import Administrative Entities Data	Ready
Enter or Import Outlets Data	Ready
Run Match Report	Ready
Run Edit Report	-----
Import Annotations	-----
Lock Survey	-----

Run Reports

Reports ▾

Run Match Report

Run Edit Report

Run Tables

Lock Data

Lock Data Confirmation

Are you sure you want to lock your Data?

If at a later time, you need to make any revisions, please email at PLS@air.org or contact by telephone at 1-866-744-5746 and we will unlock your data submission.

YES, LOCK DATA

No, Return to Survey

Data Collection Process

- The data collection web portal looks very similar to the FY2014 survey.

- We have only made changes to improve user experience.

Data Element Changes for FY 2015

AIR
AMERICAN INSTITUTES FOR RESEARCH®

Data Element Revisions

- **Data Element Definition**
  - The following definitions have been modified:
    - 451 Electronic Books (E-Books)
    - 453 Audio – Downloadable Units
    - 455 Video – Downloadable Units
    - 552 Circulation of Electronic Materials – The total annual circulation of all electronic materials
    - Electronic collections (456-458) (Formerly Licensed Databases)

Data Collection Similarities & Updates

Similarities

- Login

- Interface
  - Same look and feel

- Functionality
  - Same step-by-step process
  - Input files
  - Match reports
  - Edit reports

Updates

- Name of the tool

Was	Now
WebPLUS	PLS Web Portal

- Interface
  - User friendly
- Functionality
  - State Librarian Certification

SDC Input

- **Meetings with SDCs – November 2015**
  - Met with SDCs from AZ, FL, LA, SC, WI
  - Discussed screen shots and functionality
  - Implemented recommendations
    - Helpful relevant documents on each page
    - Total line automatically calculated
    - Help Desk information on every screen
    - Changed "View/Key/Update" terminology to "Input"
    - Flip the import screen first see what has imported then import files on the bottom

Login

- **Process is similar to FY2014**

- **Step-by-step process for FY2015**
  1. Receive survey invitation email from AIR (email PLS@air.org) with link to setup password.
  2. Go to URL provided in the email
  3. Login with the information you received
     - Username = Email
     - Password = You set from the survey invitation email

- **Forgot your password?**
  1. Click on "Forgot Password" on login screen
  2. AIR will automatically send you an email with a link to reset your password

INSTITUTE of MuseumandLibrary SERVICES

PLS Data Collection User Login

**** Warning ****

You have accessed a United States government computer. Use of this computer without authorization or for purposes for which authorization has not been extended is a violation of federal law and can be punished with fines or imprisonment (Public Law 99-474). Violators are subject to having their processes terminated. System usage by an individual accessing the site may be monitored, recorded, and subject to audit. Use of this system indicates consent to monitoring and recording.

WebPLUS Access

User Id: [_____]

Password: [_____]

[Login] [Exit]

Browsers Supported and Recommended Screen Resolution

The PLS Web-based Data Collection System supports Internet Explorer 5.0 and above and Mozilla. For optimal viewing, screen resolution should be set to 800 by 600 or higher.

Section 508 Compliance

The PLS Web-based Data Collection System interface complies with Section 508 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794d. The current amendment went into effect June 21, 2001 and requires that federal agencies make their electronic and information technology accessible to people with disabilities. The PLS Web-based Data Collection System was designed to fully integrate with any additional adaptive equipment or software that may be required. If you need assistance, contact the help desk toll-free at 1-800-451-6235.

AIR ®
AMERICAN INSTITUTES FOR RESEARCH®

INSTITUTE *of*
Museum and **Library**
SERVICES

Welcome To The Public Libraries Survey

The Public Libraries Survey (PLS) provides statistics on the status of public libraries in the United States. These statistics include library visits, circulation, size of collections, public services hours, staffing, electronic resources, operating revenue and expenditures and number of service outlets. The Web-based Public Libraries Survey Web Portal (PLS Web Portal) is used to collect this data.

These data collected are useful to researchers, journalists, the public, and policymakers at the federal, state, and local levels. These data are used by federal, state and local officials, professional associations, and local practitioners for planning, evaluation, and policy making.

MEET THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES
The Institute of Museum and Library Services (IMLS) is the primary source of federal support for the nation's libraries and museums. Their mission is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement.

Login

Enter Username

Enter Password

SUBMIT   **Forgot Password** >

INSTITUTE *of*
Museum and **Library**
SERVICES

Help Desk
Email: PLS@air.org
Call: 1-866-744-5746
9:00 am to 5:00 pm EST (Mon-Fri)

INSTITUTIONAL BURDEN STATEMENT

Interface

- Home Page

- Survey Status

- Tools

  - User Options

  - Input Data

  - Structure Changes

  - Import Data

  - File Export

  - Lock Data

Home Page

- This is a new page

- Includes:
  - Survey status
  - Helpful Documents (Web Instructions, User's Guide)
  - Latest Correspondence (updated throughout collection)
  - File Import link
  - Help Desk Information (located on all pages)

Survey Status

Similarities	Differences
Same Information	Modified Layout

PLS Survey Status - Dewey

| Survey Status | Tools | Reports | Help | External Links | Logout |

IMLS Public Libraries
Public Library Statistics Cooperative (PLSC) Wiki

The table below shows the status of all PLS files and the next processing st...

Data File	Status	Next Step
State Characteristics	Has Data	
Administrative Entities	Has Data	
Outlets	Has Data	
All PLS Files	Have All Data Types	Run Match Report

File Status Descriptions

No Data	No data has been loaded for the file.
Has Data	Data has been loaded for the file.
No Annotations	Noncritical edit warnings have not been annotated as required.
Has Annotations	Noncritical edit warnings have been annotated.
Have All Data Types	State Characteristic, Administrative Entity and Outlet Data has been loaded.
Matched - Discrepancies Found	Match Program has identified discrepancies which must be resolved.
Matched - No Problems	Match Program has identified no problems.
Edited - Critical Edit Warnings Found	Edit Program has identified critical edit warnings which must be resolved.
Edited - NonCritical Edit Warnings Found	Edit Program has identified noncritical edit warnings which must be reviewed annotated.
Edited - No Edit Warnings Found	Edit Program has identified no edit warnings.
Submission Locked - Edit Warnings Annotated	Data for all PLS files has been locked and noncritical edit warnings reviewed and annotated.
Submission Locked - No Edit Warnings Found	Data for all PLS files has been locked.

INSTITUTE of
Museum and **Library**
SERVICES

Public Libraries Survey
Web Portal
Fiscal Year 2015

OMB No. 3137-0074
Expires 12/31/2016

Survey Status page | Home | Survey Status | Tools ‣ | Reports ‣ | Help ‣ | External Links ‣

Survey Status

PLS Survey Status and Next Processing Step

DATA FILE	STATUS	NEXT STEP
State Characteristics	No Data	Input Data
Administrative Entities	No Data	
Outlets	Has Data	

Survey Status Description

No Data	No Data has been loaded for the file.
Has Data	Data has been loaded for the file.
No Annotations	Noncritical edit warnings have not been annotated as required.
Has Annotations	Noncritical edit warnings have been annotated.
Have All Data Types	State Characteristic, Administrative Entity and Outlet Data has been loaded.
Matched - Discrepancies Found	Match Program has identified discrepancies which must be resolved.
Matched - No Problems	Match Program has identified no problems.
Edited - Critical Edit Warnings Found	Edit Program has identified critical edit warnings which must be reviewed.
Edited - NonCritical Edit Warnings Found	Edit Program has identified noncritical edit warnings which must be reviewed annotated.
Edited - No Edit Warnings Found	Edit Program has identified no edit warnings.
Submission Locked - Edit Warnings Annotated	Data for all PLS files has been locked and noncritical edit warnings reviewed and annotated.
Submission Locked - No Edit Warnings Found	Data for all PLS files has been locked.

AIR®
AMERICAN INSTITUTES FOR RESEARCH®

Tools

Tools: User Options

Similarities	Differences
Same options (except 1)	Removed recalculate totals when detail changes
Same order of options	Default automatically saves data
Process to apply changes	Default set to sort order by FSCSID
	Close window is an "x" on the top of screen.

Tools:
Input Data: State Char

Similarities	Differences
Same data elements	Changed name from View/Key/Update to Input Data
Same process to input and save data	Layout slightly modified (Save, Reset, Print Page)
	Link to helpful document (Data Element Definitions – Only State Char)

Tools
Input Data: AE

Similarities	Differences
Same data elements	Changed name from View/Key/Update to Input Data
Same process to input and save data	Layout slightly modified (Save, Reset, Print Page)
	Link to helpful document (Data Element Definitions – Only AE)
	Modified navigation
	Structure Change Link

INSTITUTE of
Museum and Library
SERVICES

View/Key/Update AE - Dewey

| Survey Status | User Options | Data Element Definitions | Logout |

Administrative Entity

Name ALBANY COUNTY PUBLIC LIBRARY

|< First   < Previous   Next >   Last >|

| Previous Page | Next Page |

Name / Addresses

Other Identification

Population / Outlets / Staff

Operating Revenue

Operating Expenditures

Capital

Library Collections

Service Measures

Programs / Other Electronic

Associated Outlet(s)

Population / Outlets / Staff

Item #	Item	Current Year	Prior Year
208	Population of the Legal Service Area	33,979	33,979
	Service Outlets		
209	Number of Centrals	1	1
210	Number of Branches	2	2
211	Number of Bookmobiles	0	0
	Paid Staff (Full-Time Equivalent)		
250	ALA-MLS Librarians	3.00	3.00
251	Total Librarians	3.92	3.92
252	All Other Paid Staff	13.57	13.57
253	Total Paid Employees	17.49	17.49

Save   Reset   Print Page

AIR
AMERICAN INSTITUTES FOR RESEARCH®

INSTITUTE *of* **Museum** and **Library** SERVICES

Public Libraries Survey
Web Portal
Fiscal Year 2015

OMB No. 3137-0074
Expires 12/31/2016

| Input Data: AE page | Home | Survey Status | Tools ▾ | Reports ▾ | Help ▾ | External Links ▾ |

SUB MENU | USER OPTIONS | STRUCTURE CHANGES: AE | DATA ELEMENT DEFINITIONS: AE

|◁ ◁   *Administrative Entity*   **NAME**   [Albany County Public Library ▾]   ❯ ❯|

Section Navigation

Name/Address	❯
Other Identification	❯
Population/Outlets/Staff	❯
Operating Revenue	❯
Operating Expenditures	❯
Capital	❯
Library Collections	❯
Service Measures	❯
Programs/Other Electronic	❯
Associated Outlet(s)	❯

Population / Outlets / Staff

ITEM #	ITEM	CURRENT YEAR	PRIOR YEAR
208	Population of the Legal Service Area	33,979	33,979
Service Outlets			
209	Number of Centrals	1	1
210	Number of Branches	2	2
211	Number of Bookmobiles	0	0
Paid Staff (Full-Time Equivalent)			
250	ALA-MLS Librarians	3.00	3.00
251	Tool Librarians	3.92	3.92
252	All Other Paid Staff	13.57	13.57
253	Total Paid Employees	17.49	17.49

🖨 PRINT PAGE   Reset   SAVE

AIR AMERICAN INSTITUTES FOR RESEARCH®

Tools
Input Data: Associated Outlet(s)

Similarities	Differences
Same data elements	Changed name from View/Key/Update to Input Data
Same process to input and save data	Layout slightly modified (Save, Reset, Print Page)
	Link to helpful document (Data Element Definitions – Only Outlet)
	Modified navigation to view outlets
	Structure Change Link

INSTITUTE of **Museum** and **Library** SERVICES

Public Libraries Survey
Web Portal
Fiscal Year 2015

OMB No. 3137-0074
Expires 12/31/2016

| Input Data: AE page | Home | Survey Status | Tools ▾ | Reports ▾ | Help ▾ | External Links ▾ |

SUB MENU | USER OPTIONS | STRUCTURE CHANGE: OUTLET | DATA ELEMENT DEFINITIONS: OUTLET

Administrative Entity NAME Albany County Public Library ▾

Associated Outlets NAME Albany County Public Library (CE) ▾

Section Navigation
- Name/Address ›
- Other Identification ›
- Population/Outlets/Staff ›
- Operating Revenue ›
- Operating Expenditures ›
- Capital ›
- Library Collections ›
- Service Measures ›
- Programs/Other Electronic ›
- **Associated Outlet(s)** ›

Associated Outlet(s)

ITEM #	ITEM	CURRENT YEAR	PRIOR YEAR
700	FSCS ID	DY0001-008	DY0001-008
700a	Structure Status	00	00
701	LIB ID	A1	A1
702	Name	ALBANY COUNTY PUBLIC LIBRARY	ALBANY COUNTY PUBLIC LIBRARY
702a	Name Status	00 (No Change) ▾	00
703	Street Address	261 WASHINGTON ST	261 WASHINGTON ST
703a	Address Status	00 (No Change) ▾	00
704	City	LARAME	LARAME
705	ZIP Code	83414	83414
707	County	ALBANY	ALBANY
708	Phone	Current Year Value Here	3015559781
709	Outlet Type Code	CE Central Library ▾	CE
711	Area in Square Footage	17,824	17,824
712	Number of Bookmobiles	0	0
713	Public Service Hours Per Year	2,184	2,184
714	Number of Weeks Open	52	52

🖨 PRINT PAGE   Reset   SAVE

AIR® AMERICAN INSTITUTES FOR RESEARCH®

Tools
Structure Changes: AE

Similarities	Differences
Same process	Modified layout
Same options	Structure Change: Outlet link

INSTITUTE of **Museum** and **Library** SERVICES

Survey Status	Tools	Reports	Help	External Links	Logout

Administrative Entity (AE) Structure Change Options

Addition
- ◉ (02) Add an AE Opened Since Last Survey (Birth)
- ○ (13) Add an Existing AE Not Previously Reported
- ○ (22) Add an AE that has Not Yet Opened to obtain FSCS ID (Future)

Closure
- ○ (03) Close an AE (Death)
- ○ (23) Temporarily Close an AE (Expected to Reopen)
- ○ (10) Delete an Incorrect AE (Out of Scope)
- ○ (26) Delete a Future AE (Will Not Open)

Modification
- ○ (01) Existing AE Absorbs another AE (Adoption)
- ○ (05) Merge two or more AEs to create a New AE (Marriage)

Restoration
- ○ (08) Reopen a Closed AE (Restore an 03)
- ○ (24) Reopen a Temporarily Closed AE (Restore a 23)
- ○ (09) Restore a Deleted AE (Restore a 10)

Other
- ○ Reset/Undo an AE Structure Change Code for the Current Year
- ○ Resolve AEs listed on Prior Year but not on Current Year

[Proceed with Structure Change]

AIR AMERICAN INSTITUTES FOR RESEARCH®

Tools
Structure Changes: Outlet

Similarities	Differences
Same process	Modified layout
Same options	Structure Change: AE link

INSTITUTE of
Museum and **Library**
SERVICES

| Survey Status | Tools | Reports | Help | External Links | Logout |

Outlet Structure Change Options

Addition

- ● (02) Add an Outlet Opened Since Last Survey (Birth)
- ○ (13) Add an Existing Outlet Not Previously Reported
- ○ (22) Add an Outlet that has Not Yet Opened to obtain FSCS ID (Future)

Closure

- ○ (03) Close an Outlet (Death)
- ○ (23) Temporarily Close an Outlet (Expected to Reopen)
- ○ (10) Delete an Incorrect Outlet (Out of Scope)
- ○ (26) Delete a Future Outlet (Will Not Open)

Modification

- ○ (01) Existing Outlet Absorbs another Outlet (Adoption)
- ○ (05) Merge two or more Outlets to create a New Outlet (Marriage)
- ○ (04) Move Outlet to a Newly Created Administrative Entity (Divorce)
- ○ (11) Move Outlet to a Different Previously Existing Administrative Entity

Restoration

- ○ (08) Reopen a Closed Outlet (Restore an 03)
- ○ (24) Reopen a Temporarily Closed Outlet (Restore a 23)
- ○ (09) Restore a Deleted Outlet (Restore a 10)

Other

- ○ Reset/Undo an Outlet Structure Change Code for the Current Year
- ○ Resolve Outlets listed on Prior Year but not on Current Year

[Proceed with Structure Change]

INSTITUTE of
MuseumandLibrary
SERVICES

Public Libraries Survey   OMB No. 3137-0074
Web Portal   Expires 12/31/2016
Fiscal Year 2015

| Structure Change: Outlet page | Home | Survey Status | Tools ▾ | Reports ▾ | Help ▾ | External Links ▾ |

SUB MENU | STRUCTURE CHANGE: AE

Addition

○ (02) Add an Outlet Opened Since Last Survey (Birth)
○ (13) Add an existing Outlet Not Previosuly Reported
○ (22) Add an Outlet that has Not Yet Opened to obtain FSCS ID (Future)

Closure

○ (03) Close an Outlet (Death)
○ (23) Temporarily Close an Outlet (Expected to Re open)
○ (10) Delete an Incorrect Outlet (Out of Scope)
○ (26) Delete a Future Outlet (Will Not Open)

Modification

○ (01) Existing Outlet Absorbs another Outlet (Adoption)
○ (05) Merge two or more Outlets to create a New Outlet (Marriage)
○ (04) Move Outlets to a Newly Created Administrative Enitity (Divorce)
○ (11) Move Outlet to a Different Previously Existing Administrative Enity

Restoration

○ (08) Reopen a Closed Outlet (Restore an 03)
○ (24) Reopen a Temporarily Closed Outlet (Restore a 23)
○ (09) Restore a Deleted Outlet (Restore a 10)

Other

○ Reset/Undo an Outlet Structure Change Code for the Current Year
○ Resolve Outlets listed on Prior Year but not on Current Year

Proceed with Structural Changes >

AIR ®
AMERICAN INSTITUTES FOR RESEARCH®

Tools: Import Data

Similarities	Differences
Same process to look for and upload the data	Modified Layout (SDC recommend)
	Able to upload .xlsx files (along with .xls, .txt, .csv)
	Links to helpful documents (Import Specs and Name/Addr/Structure Changes)

INSTITUTE *of*
Museum *and* **Library**
SERVICES

Public Libraries Survey   *OMB No. 3137-0074*
Web Portal   *Expires 12/31/2016*
Fiscal Year 2015

Import Data page	**Home**	**Survey Status**	**Tools -**	**Reports -**	**Help -**	**External Links -**

Files Currently Loaded - 3

FILE NAME	DATE FILE LOADED	FILE CONTENTS		
		Admin Entities	**Outlets**	**Annotations**
DY_annotations.xls	11/10/2014 10:19:23 AM			X
DY_CY.xls	11/10/2014 9:18:56 AM	X		
DY_OutletsGeneratedFromPriorYear	11/14/2014 4:02:21 PM		X	

DELETE ALL AE DATA	DELETE ALL OUTLET DATA	DELETE ALL ANNOTATIONS

File Upload and Import	**FILE NAME**	- Select File to Upload -	BROWSE...

When you press the "Upload and Import File: button, your browser will transmit the file to our web server. Data from the file will then be imported into our database. If the type of data from the loaded file above matches a data type previously loaded, the new data file will completely replace all records previously loaded for that data type.

UPLOAD AND IMPORT FILE

Tools: File Export

Similarities	Differences
Same process	Modified Layout

Tools: Lock Data

Similarities	Differences
Same process	Modified layout
	Different wording for either locking or not locking data

LOGOUT

INSTITUTE of
Museum and **Lib**
SERV

Lock Data Confirmation ✕

Are you sure you want to lock your Data?

If at a later time, you need to make any revisions, please email at PLS@air.org or contact by telephone at 1-866-744-5746 and we will unlock your data submission.

YES, LOCK DATA

No, Return to Survey

Home   elp ▾   External Links ▾

Information Input: AE   ENT DEFINITIONS: AE

Administrative Entity   NAME   Albany County Public Library ▾

|⟨ ⟨   ⟩ ⟩|

Section Navigation		Population / Outlets / Staff		
Name/Address	⟩			
Other Identification	⟩	**ITEM #** **ITEM**	**CURRENT YEAR**	**PRIOR YEAR**
Population/Outlets/Staff	⟩	208 Population of the Legal Service Area	33,979	33,979
Operating Revenue	⟩	*Service Outlets*		
Operating Expenditures	⟩	209 Number of Centrals	1	1
Capital	⟩	210 Number of Branches	2	2
Library Collections	⟩	211 Number of Bookmobiles	0	0
Service Measures	⟩	*Paid Staff (Full-Time Equivalent)*		
Programs/Other Electronic	⟩	250 ALA-MLS Librarians	3.00	3.00
Associated Outlet(s)	⟩	251 Tool Librarians	3.92	3.92
		252 All Other Paid Staff	13.57	13.57
		253 Total Paid Employees	17.49	17.49

🖨 PRINT PAGE   Reset   SAVE

Reports

Match Reports

- Process and reports are similar to FY2014

- Match Reports

  - File Structure issues; Current Year (CY) vs. Prior Year (PY) checks; Other

- Resolving Match Reports

  - Re-importing data

  - Fixing the problem in the web tool

Edit Reports

- Process and reports are similar to FY2014

- Types of Edits
  - Current-Year Edits
  - Historic Edits
  - Internal Edits

- Annotations

Tables

- Process and tables are similar to FY2014

  - Excel workbook that contains 18 tables

    - 2 summary tables
    - 16 individual library tables

Help

External Links

Functionality

- **Similarities**
  - Upload/Import
  - Edits checks
  - Many of the processes previously mentioned

- **Updates**
  - Relevant documents and information easily accessible
  - Import file type includes .xlsx (in addition to .csv, .txt, .xls)
  - State Librarian Certification

Functionality – State Librarian

- **After the survey is locked**
  - PLS Web Portal automatically informs the State Librarian
  - State librarian will be provided with login credentials to access the PLS Web Portal
    - Receive the credentials via email start of data collection (varies by group)
    - Review the data to certify the survey.
  - SDC receive confirmation email that the State Librarian has been notified
  - SDCs will receive an email once the State Librarian has certified the survey.
  - This process will eliminate the current manual process of faxing or scanning and e-mailing the certification.

Functionality – State Librarian

Lock Data

Email to notify State Librarian

Includes Login Credentials

SDC notified State Librarian Received Email

SDC notified data is certified

Done!

CERTIFIED

State Librarian Reviews and Certifies Data
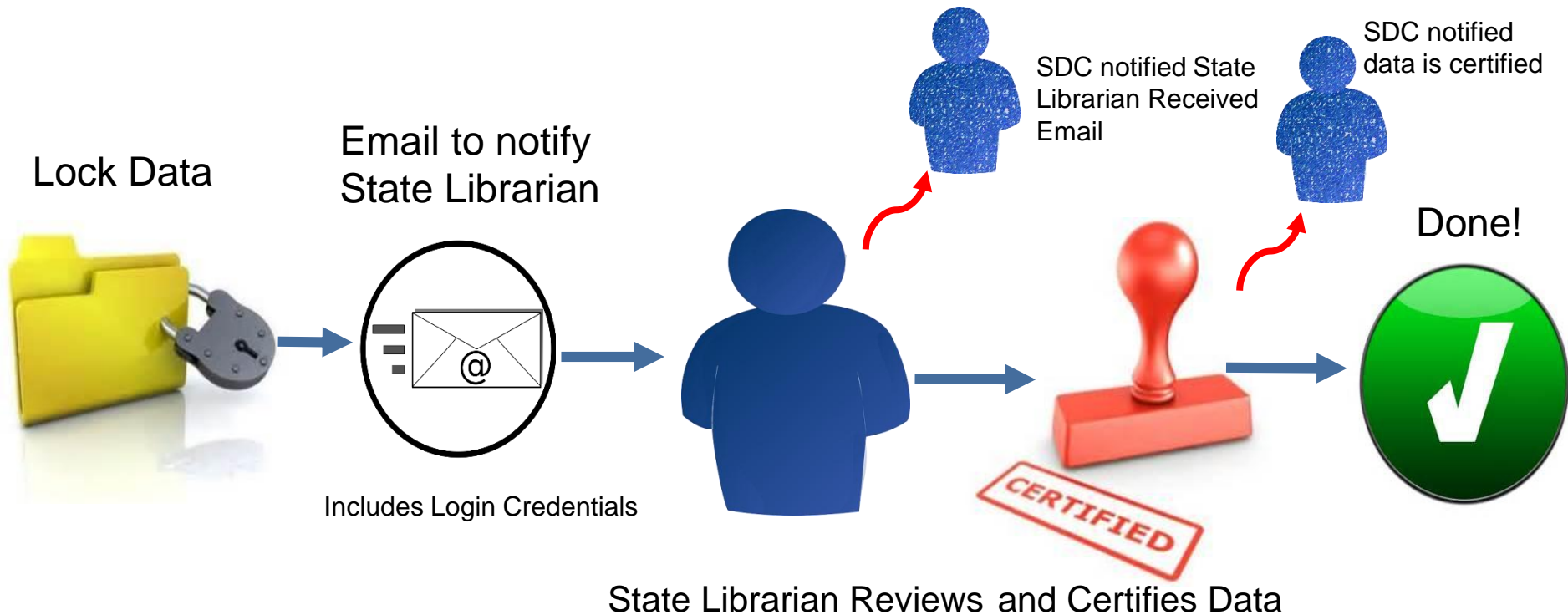
Post-collection Data Processing

Edits and Post-Edit Checks

- We have taken the post-edits and moved them to the data tool.

- Reduce the post-edit time and data processing time.

- Once the data is locked in the data tool we will do a full post-edit check.

- PLS Web Portal Edits versus Internal Edits

  - Web Portal Edits are built into the system (file specifications)

  - Internal edits are used by AIR for possible follow-up.

  - States can have vendors program internal edits for libraries to annotate during collection.

  - Internal edits are not run by the SDC's in the PLS Web Portal collection software.

ITEM #	ITEM	CURRENT YEAR	PRIOR YEAR
100	Reporting Period Start Date (MMYYYY)	07/2013	07/2012

Fill in Questions or Import Data

INSTITUTE of **Museum** and **Library** SERVICES

Systematic Edit Check

Correct Information

Data Accepted

Accepted	
Yes	
No	
No	

Message

PART OF LARGER AGENCY (029) is selected but (031) is not selected Yes or No (does SLAA have board or commission).

Error Report

Fatal Error

Confirm or Explain
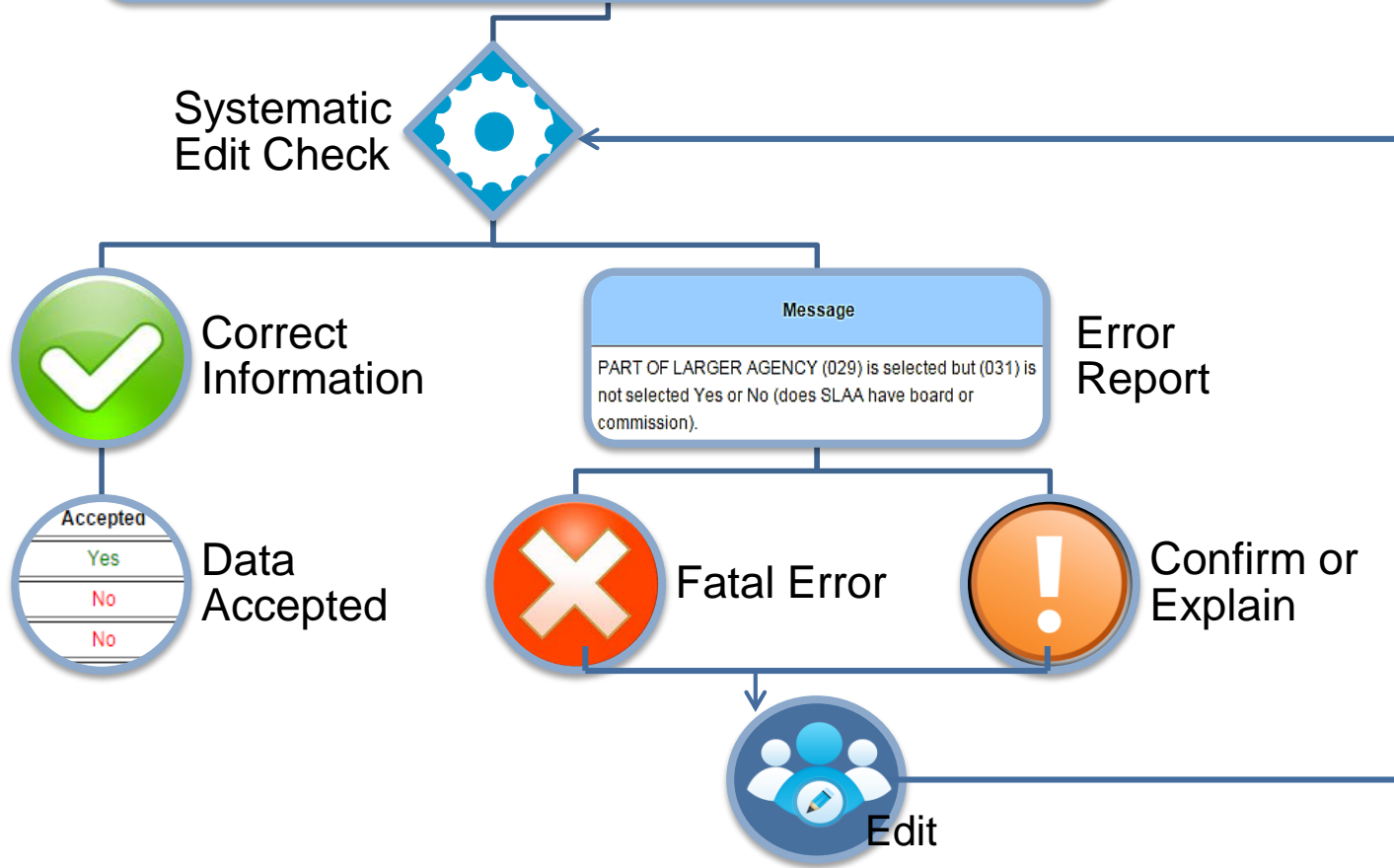
Edit

Survey Instruction

User's Guide

Help Desk

Reminders

System reminders

- Download your final prior year data from FY2014 for your vendor to prepare your current year file.

- As long as you save your data it will not be lost.

- Similar edit checks from previous collection.

- You can fill out the questions by section.
- Survey Link:

Timeline & Help Desk

Timeline – Groups

Group	States
Group 1	AK, AZ, CA, CT, DE, GA, HI, IA, KY, MA, MD, MO, MT, NC, NM, NV, OK, OR, RI, SC, TN, VA, WV, WY
Group 2	AL, AR, CO, DC, FL, ID, IL, IN, KS, LA, ME, MI, MN, MS, ND, NE, NH, NJ, NY, OH, PA, SD, UT, VT, WA, WI, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands
Group 3	TX

Timeline – Key Dates

	Group 1	Group 2	Group 3
Cover Letter & User's Guide (Mailed)		Jan 18, 2016	
Survey Opens • Email Username & Password		Jan 25, 2016	
Survey Closes	May 13, 2016	Jul 29, 2016	Aug 19, 2016

Timeline – Keppel Award

Data Submission	Group 1	Group 2	Group 3
Data Submission on or before • 10 points	Apr 15, 2016	Jul 1, 2016	Aug 5, 2016
Data Submission Received on • 8 points	Apr 18 – Apr 22	Jul 2 – Jul 8	N/A
Data Submission Received on • 6 points	Apr 25 – Apr 29	Jul 9 – Jul 15	Aug 6 – Aug 12
Data Submission Received after • Disqualified	Apr 29, 2016	Jul 15, 2016	Aug 12, 2016
Final Deadline	May 13, 2016	Jul 29, 2016	Aug 19, 2016

Timeline – Keppel Award: Cont.

| Edit Follow-up Points |
|---|
| Responded to Edit Follow-up within two weeks
• 10 points |
| Responded to Edit Follow-up within three weeks
• 8 points |
| **Item Non Response** |
| A data item that has been collected over 3 years is missing for an entire state
• Disqualified |

Help Desk

- Help Desk opens – January 25, 2015 9 a.m. EST and will remain open until all the data has been collected and after post-collection edits are complete.

- To contact the help desk:
  - Help desk number: **1-866-744-5746**
  - Help desk email: PLS@air.org

Help Desk: Procedures
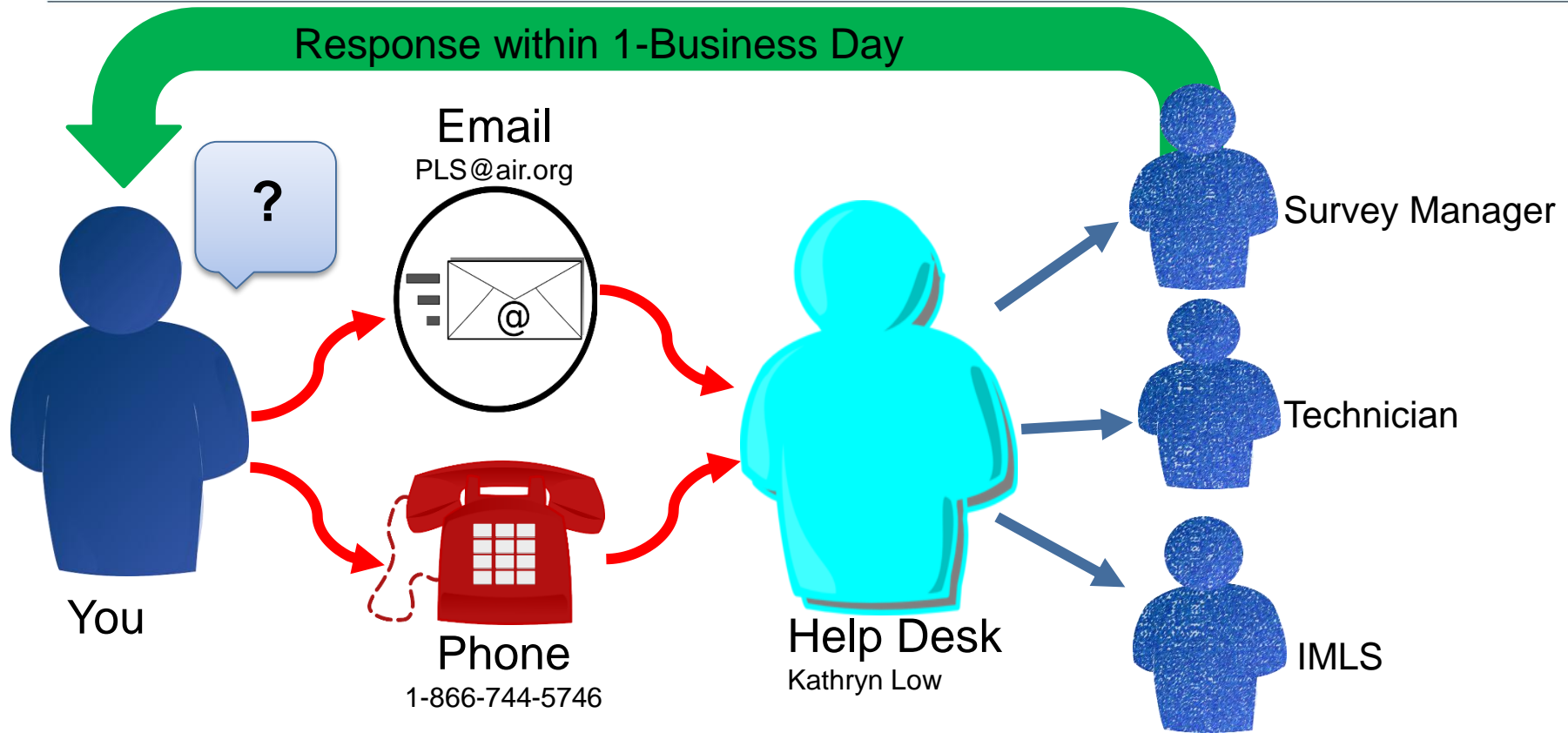
Trainings

- Live Online Courses to be offered by LYRASIS throughout the Data Collection Period, January-August, 2016

    1. Introduction to the IMLS Public Library Survey for New SDCs (30 minutes)
    2. Understanding the PLS: Arrangement, Question Types, and Changes (1 hour)
    3. Using the PLS Data Tool: Overview, Data Entry, and Problem Solving (1.5 hours)
    4. Facilitating Successful and Timely Completion of the PLS in Your State (1 hour)

- Others? We are open to suggestions.

Data Collection Tool Demonstration

Data Collection Tool Demonstration

- **Computers available with a demonstration version**
  - Demo includes:
    - Allow users the ability to click through various screens
  - Demo does not include:
    - Edit/save
    - Edit checks
    - Import functionality
- **Instructions on how to use the demo are next to the computers**
- **Draft User's Guide provided next to computers**
  - Final User's Guide mailed 1-week prior to data collection

AIR
AMERICAN INSTITUTES FOR RESEARCH®

Help Desk
1-866-744-5746
PLS@air.org

Danielle Battle   Patrick Stark
202-403-6409   202-403-6383
dbattle@air.org   pstark@air.org

1000 Thomas Jefferson Street NW
Washington, DC 20007
General Information: 202-403-5000
TTY: 887-334-3499
www.air.org
http://www.csmair.org

AIR®
AMERICAN INSTITUTES FOR RESEARCH®