



U.S. DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL RESEARCH AND IMPROVEMENT

NATIONAL CENTER FOR EDUCATION STATISTICS

October 11, 2006

Dear Chief Academic Officer:

The National Center for Education Statistics (NCES) conducts a biennial, voluntary survey of all libraries serving degree-granting colleges and universities in the fifty states and the District of Columbia. In the next few weeks, instructions for survey participation will be sent to the library director at your institution. On-line registration and web data collection opens November 22, 2006 and web data collection closes on March 22, 2007.

The Web-based survey will be available on the NCES Web site for four months, beginning in November. A copy of the ALS 2006 form and instructions has been posted on the NCES Web site (<http://nces.ed.gov/surveys/libraries/AcaRRQuestDefs.asp>) for your review. An online analysis tool for comparing academic libraries is also available on the Academic Libraries Survey Web page (<http://nces.ed.gov/surveys/libraries/academicpeer/>).

The collection of salary and benefits data is an important component of this library survey. NCES protects the confidentiality of salary and benefits data when there is a risk of disclosure of personally identifiable data. For the purposes of this survey, when the FTEs within a staffing category are less than or equal to two, salary and benefits data will be removed from the file.

The cooperation of your institution is important to the success of this national survey of academic libraries. If you have questions about the Academic Libraries Survey, please contact the Survey Director Jeffrey Williams at jeffrey.williams@ed.gov.

Sincerely,

Mark Schneider
Commissioner of Education Statistics

cc: Library Director



U.S. DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL RESEARCH AND IMPROVEMENT

NATIONAL CENTER FOR EDUCATION STATISTICS

October 18, 2006

Dear Library Director:

The National Center for Education Statistics conducts a biennial, voluntary survey of all libraries of degree-granting colleges and universities. Please designate a Key Holder to be responsible for data entry and forward the enclosed survey information to that person as soon as possible.

Registration and data collection for the FY 2006 Academic Libraries Survey (ALS) begins November 22, 2006, and the URL for the survey is <http://surveys.nces.ed.gov/libraries/als>. The Key Holder should *register* as soon as possible using the enclosed registration guide, user ID, and password. Data collection ends on March 22, 2007.

When reporting data for an institution, the Key Holder should include data for all branch and independent libraries on the campus. Libraries on branch campuses (i.e., located in other communities) should be included, if those campuses are registered under the same NCES UNIT-ID number as the main campus. Your institutional research representative can provide the UNIT-ID number for any branch campus.

NCES produces national and state tabulations of the final data in a report and also releases the final data file online. For more information about the survey, go to the ALS home page at <http://nces.ed.gov/surveys/libraries/>.

Collection of library data over time will enable the nation to plan effectively for the development and use of postsecondary education library resources. Congress uses the data to assess the need for revisions of existing legislation concerning libraries and the allocation of Federal funds. Federal agencies need the data to evaluate and administer library programs. State education agencies and college librarians and administrators use the data for regional and national comparisons of library resources. Finally, library associations and researchers use the survey results to determine the status of library operations and the profession.

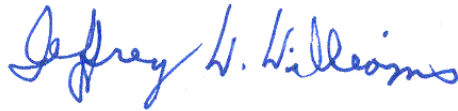
The collection of salary and benefits data is an important component of this library survey. NCES protects the confidentiality of salary and benefits data when there is a risk of disclosure of personally identifiable data. For the purposes of this survey, when the FTEs within a staffing category are less than or equal to two, salary and benefits data will be removed from the file.

The survey has minor changes, based on recommendations made by the ALS Steering Committee. A copy of the FY 2006 ALS survey, instructions, and survey changes can be found on the ALS Web site at <http://nces.ed.gov/surveys/libraries/AcaRRQuestDefs.asp>.

A network of Library Representatives (LRs), one in each state, has agreed to work with NCES to promote survey response. A list of the LR's can be found at <http://www.ala.org/ala/ors/statsaboutlib/ncesalslibrary.htm>

Thank you for your cooperation and support of this survey.

Sincerely,

A handwritten signature in blue ink that reads "Jeffrey W. Williams". The signature is written in a cursive style with a large initial "J".

Jeffrey W. Williams
Program Director, Library Statistics Program

Enclosure



October 18, 2006

Dear ALS Key Holder:

As **Key Holder** for the FY 2006 Academic Library Survey (ALS), you play an important role in this voluntary national data collection effort sponsored by the National Center for Education Statistics (NCES). You are responsible for your institution's data submission and for "locking" the data on time. Only designated staff with assigned ALS user IDs and passwords can access the survey system, located at <http://surveys.nces.ed.gov/libraries/als>. Registration can begin immediately and should be completed as soon as possible, whether or not you are ready to begin data entry. Data collection begins on November 22, 2006 and ends on March 22, 2007.

This packet contains the following information to help you register and submit data for your institution:

- **Registration Guide** (Attachment A) – This document provides general instructions for completion of the on-line Web registration process.
- **Key Holder Certificate** (Attachment B) – This document contains your ALS user ID number, personal password, UNIT-ID, institution name, FY 2004 respondent name, as well as critical dates and ALS Help Desk Information. Please keep this document in a safe place, and do not share this password with anyone.

You will register using the *Key Holder Certificate, FY 2006 ALS* (Attachment B). The Web registration form asks for specific contact information, which will then be used by NCES and Census, the data collection agent for NCES, in all further contacts with your library during this data collection. If more than one staff person will need to enter data into the Web-based survey form, you may request additional passwords for them. However, all further contacts will flow through you as the ALS Key Holder, and only you can lock your data. Once your data have been entered, edited and locked, Census will review your submission and may contact you with questions about the data.

Report data for all branch and independent libraries on the campus and for libraries on **branch campuses** (i.e., located in another community) if those campuses are registered under the same NCES UNIT-ID number as the main campus. Your Institutional Research Office will know the NCES UNIT-ID number of any branch campus.

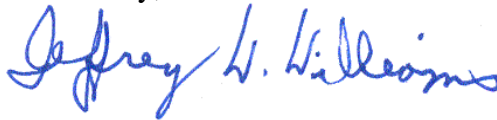
The collection of salary and benefits data is an important component of this library survey. NCES protects the confidentiality of salary and benefits data when there is a risk of disclosure of personally identifiable data. For the purposes of this survey, when the FTEs within a staffing category are less than or equal to two, salary and benefits data will be removed from the file.

To review survey changes from the 2004 ALS, go to the ALS Web site at <http://nces.ed.gov/surveys/libraries/AcaRRQuestDefs.asp>. Revisions to the survey were based on recommendations made by the ALS Steering Committee. In addition, a network of Library Representatives (LRs), one in each state, has agreed to work with NCES to promote survey response. A list of the LRs can be found at <http://www.ala.org/ala/ors/statsaboutlib/2006ncesalsinformation/lrRoster06.htm>

Technical assistance for your data submission will be available from the Bureau of the Census at govs.aclib@census.gov or by calling (800) 523-3205. If you have questions or comments about the survey program, you may contact Jeffrey Williams at NCES at Jeffrey.Williams@ed.gov or call (202) 502-7476.

Thank you for your cooperation and support of this survey.

Sincerely,



Jeffrey W. Williams
Program Director, Libraries Statistics Program

Enclosures

ATTACHMENT A
ACADEMIC LIBRARIES SURVEY
Registration Guide

You have already found the Academic Libraries Survey (ALS) Welcome page that provides general information about the ALS.

From the Welcome screen:

- § Click on the Login link at the top or bottom of the page to navigate to the Login page.
- § Enter the Key Holder User ID and Password that was printed on your Key Holder Certificate.
- § Click on the Login button or press the enter key to navigate to the registration site.

The Registration Site:

- § Enter the contact information on the registration screen and click the Update button. Note that several fields are required. These are marked with two asterisks at the end of the line. Once you have completed the update, click the Continue button to advance to the Library Director Information screen.
- If more than one person will be entering data for your academic library during the survey,
- § You can request additional User IDs and passwords by clicking the Additional Users/Passwords link under Tools.
 - § Give these passwords to the people who will be using them for data entry. If you later decide you need more User IDs and passwords, you can return to the registration screen and request more, up to a limit of six User IDs in addition to the Key Holder.

The Library Director Information screen:

- § Enter the library director information on the screen and click the Update button. Once you have completed the update, click the Continue button to advance to the Survey Eligibility screen.

The Survey Eligibility Screen:

- § This screen consists of four criteria questions, which are used to determine if your institution meets our definition of a library. If defined criteria are satisfied, you will have access to complete the ALS.
- § Click on the Yes or No radio buttons as appropriate and click on the Save button. If you answered Yes to all four questions and you have completed the update, click the Continue button to advance to the data entry screens.
- § If you confirm your responses after answering No to any of the four eligibility questions, you will be asked a question about providing financial support to another institution.
- § Click on the appropriate answer and click the Save button. You will again be asked to confirm your response.
- § After answering the financial support question, your registration is complete.

ATTACHMENT B

**Keyholder Certificate
FY2006 Academic Libraries Survey (ALS)**

Please keep this certificate in a safe place and
do not share the password with anyone

Library Representative: Jane Doe

ALS USERID: #####

ALS Password: JDoeALS

(Note: Passwords are case sensitive)

**ALS HELP DESK: govs.aclib@census.gov
1-800-523-3205**

On-line Registration and Data Collection Period

November 13, 2006 through March 22, 2007

(<http://surveys.nces.ed.gov/libraries/als>)

ATTACHMENT C
Calendar for ALS 2006

Calendar for ALS 2006

Note: Throughout this calendar, all mailings to library directors or to library key holders will also go to the library representatives (LRs).

August, 2006	E-mail message to the LRs checking to see if they will serve again this survey cycle.
October 4, 2006	“Alert” is published in C&RL News and posted on appropriate Web pages.
October 25, 2006	NCES sends letter to Chief Academic Officers of higher education institutions notifying them that NCES will conduct the Academic Libraries Survey in Fall 2006 and providing brief detail. A copy of that letter goes to directors of academic libraries. Snail mail is used in both cases and the master IPEDS file of institutional addresses for 2006 is used for address labels of approximately 4,000 institutions of higher education (i.e., degree granting eligible for Title IV funding). LRs receive a copy of the letter by email. 2006 ALS User’s Manuals sent to LRs by FedEx.
October 30, 2006	NCES sends letter to directors of academic libraries describing registration process and asking each director to appoint a “key holder” for the library data. For each library, an enclosure with the letter specifies: User ID, password, name of respondent from that library in 2004. Letter is sent via snail mail using IPEDS master file described above (see Oct. 25, 2006). A copy of the letter will be sent to the LRs electronically.
November 13, 2006	On-line Registration and Web data collection opens.

Soon after that:	Status report available on Web. Arranged by state and by institution's name, the report will show codes for each of the following steps: registered, started data entry, completed data entry. Linked to the status report will be a file showing for each institution that has registered: sector; name of key holder; phone, fax, email of key holder. For those that have not yet registered, this file will show: sector, name & email of person who responded in 2004.
December 11, 2006	Census sends first reminder to directors of libraries who have not registered reminding them that registration and Web data collection began November 22. This is sent via snail mail using the same address file as was used for the initial letter. LRs are notified by email, for their follow-up.
December 13, 2006	Census sends first broadcast email reminder to registrants who have not started data entry. Send copy to LRs to use in their follow-up.
January 24, 2007	Census sends second broadcast email reminder to registrants who have not started data entry. Send copy to LRs to use in their follow-up.
January 24, 2007	Census sends second reminder to directors of libraries who have not registered reminding them that registration and Web data collection began November 22. This is sent via snail mail using the same address file as was used for the initial letter. LRs receive a copy by email for their follow-up.
February 22, 2007	Census sends third electronic message to all registrants who have not yet entered any data. Copy goes to the library director as well as LR in respective states. LRs encourage response.
February 22, 2007	Census sends third reminder via snail mail to non-registrants following same procedure as for first reminder. A copy goes to the LRs by email. LRs check status report for non-registrants and contact them.
March 14, 2007	Census sends last electronic message to all registrants who have not yet entered any data. Copy goes to the library director, and to the LRs for their final follow-up.

March 22, 2007	Data collection window closed.
----------------	--------------------------------

Soon after that:	Status report available on Web. Arranged by state and by institution's name, the report will show codes for each of the following steps: registered, started data entry, completed data entry. Linked to the status report will be a file showing for each institution that has registered: sector; name of key holder; phone, fax, email of key holder. For those that have not yet registered, this file will show: sector, name & email of person who responded in 2004.
December 11, 2006	Census sends first reminder to directors of libraries who have not registered reminding them that registration and Web data collection began November 22. This is sent via snail mail using the same address file as was used for the initial letter. LRs are notified by email, for their follow-up.
December 13, 2006	Census sends first broadcast email reminder to registrants who have not started data entry. Send copy to LRs to use in their follow-up.
January 24, 2007	Census sends second broadcast email reminder to registrants who have not started data entry. Send copy to LRs to use in their follow-up.
January 24, 2007	Census sends second reminder to directors of libraries who have not registered reminding them that registration and Web data collection began November 22. This is sent via snail mail using the same address file as was used for the initial letter. LRs receive a copy by email for their follow-up.
February 22, 2007	Census sends third electronic message to all registrants who have not yet entered any data. Copy goes to the library director as well as LR in respective states. LRs encourage response.

February 22, 2007	<p>Census sends third reminder via snail mail to non-registrants following same procedure as for first reminder. A copy goes to the LRs by email.</p> <p>LRs check status report for non-registrants and contact them.</p>
March 14, 2007	<p>Census sends last electronic message to all registrants who have not yet entered any data. Copy goes to the library director, and to the LRs for their final follow-up.</p>
March 22, 2007	<p>Data collection window closed.</p>



U.S. DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

December, 2006

Dear ALS Key Holder:

You are registered as the Key Holder on the FY 2006 Academic Libraries Survey (ALS) Web-based application. This letter is a reminder that the survey closeout date is March 22, 2007. To date, your institution has not started entering data. To achieve successful survey results, we need your institution to enter and lock data as soon as possible on the ALS Web site at <http://surveys.nces.ed.gov/libraries/als>.

If you need your User ID and password or any other assistance, please contact the ALS Help Desk at 1-800-523-3205.

I look forward to receiving your FY 2006 data submission, and I thank you in advance for your cooperation and support with the Web-based application. If you have questions, please contact Jeffrey Williams at Jeffrey.Williams@ed.gov or 202-502-7476.

Sincerely,

A handwritten signature in blue ink that reads "Jeffrey W. Williams".

Jeffrey W. Williams
Program Director
Library Statistics Program