



Connecting People to Information and Ideas

December 2016

Dear State Data Coordinator:

I am writing to request your participation in the Public Libraries Survey (PLS) for **fiscal year (FY) 2016**, conducted by the Institute of Museum and Library Services with support from the American Institutes for Research (AIR) as our data collection agent.

Your participation in this annual census of approximately 9,300 public libraries in the 50 states, the District of Columbia, and the outlying areas is both important and voluntary. Your response to this survey will contribute to a national file of public library data that will be available to the library research community, state and federal policy makers, and other interested users.

States have been placed into one of three reporting groups (see table below) based on their fiscal cycles or extraordinary reporting hardship, in order to stagger data submissions and thus enable timelier processing and release of the data file and survey report.

Reporting group and fiscal cycle	States and U.S. territories	Survey due date
Group #1 (July–June)	AK, AZ, CA, CT, DE, GA, HI, IA, KY, MA, MD, MO, MT, NC, NM, NV, OK, OR, RI, SC, TN, VA, WV, WY	April 7, 2017
Group #2 (October–September, January–December)	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	July 28, 2017
Group #3* (January–December)	TX	August 18, 2017

*Extraordinary reporting hardship

The FY 2016 PLS has a firm due date of April 7, 2017 for group #1 states, July 28, 2017 for group #2 states, and August 18, 2017 for group #3 states. No state data submission will be accepted after the due date specified for the state. If you cannot submit data for all of your public libraries by the due date, please submit the data you do have available instead of not submitting data at all.

Please report for ALL libraries that qualify under the FSCS Public Library Definition to avoid under-coverage, including those with data nonresponse.

The FY 2016 data collection will be conducted over the Internet via a web-based reporting system called PLS Web Portal. The scheduled web release is December 13, 2016. If you need any assistance in the use of PLS Web Portal, please call the PLS Help Desk at 1-866-744-5746 or email at PLS@air.org.

This email contains the following materials for completion of the survey:

1. **FY 2016 PLS Web Portal User's Guide.** This guide contains important information for using the web-based survey application including an overview of its key components, detailed instructions on processing your data, data element definitions, and other useful information. The user's guide is also available on the PLS Web Portal on the Home Page under Helpful Documents and under the Help menu. To access the **PLS Web Portal** click on the following: www.plswebportal.org.
2. **Attachment A. Important Links and Information.** This document contains information about your PLS username and password, the web address for the PLS Web Portal online data collection, survey due dates, and PLS Help Desk information.
3. **Attachment B. Data Submission Requirements.** This document lists the data submission requirements.
4. **Attachment C. Important Points in Reporting Your Data.** This document discusses valid data entry, FY 2016 survey changes, and other important information. Please review it before completing the survey.
5. **Attachment D. Francis Keppel Award Criteria.** This document lists the criteria for this award. States that accumulate at least 16 out of the 20 maximum points will receive the award.

IMLS will release the FY 2016 data files and report, including on the IMLS website (www.imls.gov). Visualizations tools, historical reports, and prior year data files may also be available on this website.

According to the Paperwork Reduction Act of 1995, no person should be asked to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is xxxx-xxxx, which expires xx/xx/20xx. The time required to complete this information collection is estimated to average 104.98 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this collection of information, please send them to mpelczar@imls.gov.

If you have any questions regarding this data collection, please contact the PLS Help Desk at PLS@air.org or 1-866-744-5746 between 9:00 am and 5:00 pm Eastern time. We look forward to receiving your FY 2016 data submission. I thank you for your cooperation in this important effort.

Sincerely,



Kathryn K. Matthew
Director
Institute of Museum and Library Services

Attachments

Attachment A

Accessing the Survey

- Login information
 - PLS Web Portal Username: Your email address
 - PLS Web Portal Password: If you logged into the PLS Web Portal for the FY 2015 data collection you can login using that password. If you forgot your password please click “Forgot Password” on the login screen and follow the on screen instructions. If you are a new SDC, an email from PLS@air.org will provide a link to create your password on December 13, 2016.

- PLS Help Desk contact information
 - Email: PLS@air.org
 - Phone: 1-866-744-5746
 - Hours: 9:00am to 5:00pm ET (Monday – Friday)

- PLS Web Portal: <http://www.plswebportal.org/>

Attachment B

Data Submission Requirements

Please note the following important requirements

1. Critical edits must be resolved. Noncritical edits must be reviewed and annotated.
2. Edit annotations must be imported into PLS Web Portal. Annotations can be imported as an .xls, .xlsx, or .CSV file. The can be imported either through the annotated data file or the annotated edit report.
3. After completion of the above steps and when your data are considered edited and final, you must lock your data. This signifies the official submission of your state data.
4. When you lock your data, IMLS requests that you enter the number of hours it took to prepare your data for entry into PLS Web Portal and to review and annotate the edit report. IMLS is required to provide the Office of Management and Budget (OMB) with statistics regarding your total paperwork burden.
5. After your data is locked it is ready for review and certification by the Chief Officer. The Chief Officer will be notified via email when your data is locked and ready for review for the certification procedure.

Attachment C

Important Points when Reporting Your Data

Valid data entry. The PLS Web Portal software uses a -2 to indicate a blank data field that needs your response. The user must replace all -2s with a valid entry (i.e., -1, -3, 0, a positive number, or alphanumeric data, as appropriate) before locking the data. Estimates can be used if exact data are not available.

Inaccurate reporting of -1 versus 0 adversely affects data quality, prevents reliable imputations, and results in inaccurate state totals/national totals/trend data. It is very important to remind local respondents of the correct reporting of -1 versus 0 (defined in the table below) as part of every data collection.

The following responses are valid in the PLS Web Portal:

Numeric Data Elements	
Any positive number for numeric data elements	Enter the appropriate numeric data.
0	Zero means, “We have none of this item” for numeric data (e.g., the library does not maintain a video collection).
-1	“-1” means “We don’t know the answer, don’t collect the data, or can’t get the data right now.”
-3	“-3” means “Not Applicable” <u>and is used for this item only</u> : <i>Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)</i>
Alphanumeric Data Elements	
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See Appendix A of the user guide.
-3	“-3” means “Not Applicable” <u>and is used for these items only</u> : <i>Phone (use only if library has no phone)</i>
Structure, Name, and Address Changes	
-3	“-3” means “Not Applicable” <u>and is used for these items only</u> : <i>LINKID, OLDDID, and PARENTID</i>

Historical tracking. PLS Web Portal tracks historical (inter-year) changes in the identity and structure of administrative entities and outlets. Historical tracking is performed on (a) name changes, (b) address changes, and (c) structural changes (e.g., library closings, the addition of new libraries, and library mergers).

Total Unduplicated Population of Legal Service Areas (data element 103 on the State Characteristics screen) and Population of the Legal Service Area (data element 208 on the Administrative Entity “Population/Outlets/Staff” screen). These data are critical for per capita calculations and presentation of data by population ranges in the survey report. Please be certain to:

- Report Population of Legal Service Area for all administrative entities.
- Verify that the Total Unduplicated Population of Legal Service Areas does NOT exceed the total Population of the Legal Service Area for all active administrative entities. (Edit check #10323 will assist you.)

‘State Summary: Two-Year Comparison Table for “State” table. This table is on worksheet ‘T1’ in the Excel workbook that you can generate with the PLS Web Portal “Reports” drop-down menu option ‘View Tables’. Please review this table prior to submitting your data. Large 2-year changes may indicate significant errors still remaining on your file.

PLS Data Element Changes

This section outlines the changes to any data definitions for FY 2016 data collection.

- There have been new data elements added the FY 2016 data collection.
- There have been changes to data elements for the FY 2016 data collection.
- There have been changes to data element numbers for the FY 2016 data collection to accommodate new data elements.

See appendix A in the PLS Web Portal User's Guide for specific information.

New Data Elements

553 Physical Item Circulation

The total annual circulation of all physical library materials of all types, including renewals.

Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

554 Successful Retrieval of Electronic Information

The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.

Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]

555 Electronic Content Use (Total of 552 and 554)

The total annual count of the use of electronic materials and the successful retrieval of electronic information (Data elements #552 and #554).

556 Total Collection Use (Total of 553, 552, and 554)

The total annual count of physical item circulation, use of electronic materials, and successful retrieval of electronic information (Data elements #552, #553, and #554).

Changed Data Elements

LIBRARY COLLECTION

This section of the survey (450-460) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures (data elements #353, #354, and #355). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a

physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

450 Print Materials

Report a single figure that includes the following:

Books in print. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose-leaf format. Do not include unbound sheet music. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

552 Use of Electronic Material (change to existing measure)

Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use.

550 Total Circulation of Materials (Total of 553 and 552)

This is the sum of Use of Electronic Material and Physical Item Circulation (data elements #552 and #553).

Changed Data Element Numbers

575 Interlibrary Loans Provided To (formerly data element 553)

576 Interlibrary Loans Receive From (formerly data element 554)

Attachment D

Francis Keppel Award Criteria

Minimum points required for award = 16

Maximum points required for award = 20

A data submission includes a locked data file and an annotated Edit Report. IMLS makes the final decision on who receives the Keppel Award.

Keppel Award Point Criteria – Group 1	
	Points
Submission Points	
Data Submission on or before March 10	10
Data Submission received March 11 through March 17	8
Data Submission received March 18 through March 24	6
Data Submission received after March 24	Disqualified
Final Deadline is April 7	
Edit Follow-up Points	
Responded to Edit Follow-up within two weeks	10
Responded to Edit Follow-up within three weeks	8
Did not responded to Edit Follow-up	Disqualified
Item Non Response	
A data item that has been collected over 3 years is missing for an entire state	Disqualified
Keppel Award Point Criteria – Group 2	
	Points
Submission Points	
Data Submission on or before June 30	10
Data Submission received July 1 through July 7	8
Data Submission received July 8 through July 14	6
Data Submission received after July 14	Disqualified
Final Deadline is July 28	
Edit Follow-up Points	
Responded to Edit Follow-up within two weeks	10
Responded to Edit Follow-up within three weeks	8
Did not responded to Edit Follow-up	Disqualified
Item Non Response	
A data item that has been collected over 3 years is missing for an entire state	Disqualified
Keppel Award Point Criteria – Group 3	
	Points
Submission Points	
Data Submission on or before August 4	10
Data Submission received August 5 through August 11	6
Data Submission received after August 11	Disqualified
Final Deadline is August 18	
Edit Follow-up Points	
Responded to Edit Follow-up within two weeks	10
Responded to Edit Follow-up within three weeks	8
Did not responded to Edit Follow-up	Disqualified
Item Non Response	
A data item that has been collected over 3 years is missing for an entire state	Disqualified