



# **State Library Administrative Agency Survey, FY 2016**

## **Web-Based Data Collection Tool User's Guide**

Institute of Museum and Library Services

The Institute of Museum and Library Services is authorized under 20 U.S.C. Chapter 72 to fulfill the congressional mandate to carry out analyses of the impact of library services.

## Introduction

This user's guide provides information needed to complete the FY 2016 State Library Administrative Agency (SLAA) Survey. There are six steps you must complete to submit your data: log-in, data entry, edit review and resolution, data submission, State Librarian certification, and post-edit survey follow-up. Each of these steps, as well as other information relevant to completing the survey, is discussed below.

If you encounter any problems with the system, please contact the American Institutes for Research (AIR) survey administrators at [SLAA@air.org](mailto:SLAA@air.org) or 1-866-261-2295. The Help Desk is open 8am – 5pm EST Monday through Friday. Respondents who would like assistance outside of these hours may schedule an appointment with an AIR representative.

## Log-in

AIR will provide a user ID and temporary password to key holders in a separate document.

You must change your password the first time you log in to the system. On subsequent log-ins, you will be taken to the **Dashboard**, which displays the survey status. If you forget your password, click on the **Forgot Password** link to gain access to the survey. After a successful log-in, you can click on **Start** in the **Action** column to begin a part of the survey.

## Logout

You may leave a session at any time using the **Logout** button found on the banner of each survey page.

## Navigation

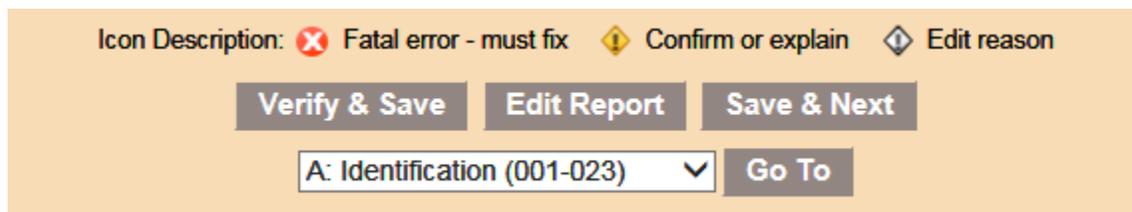
Each page of the survey includes a banner at the top with four menus (**Dashboard**, **Reports**, **Help**, and **Logout**).

There are **three** ways to navigate through the survey:

1. **Dashboard.** This is the home screen of the survey and is where the user should go to begin each part of the survey. By clicking the **Start/Continue** link for each part in the **Action** column, the user will be taken to that part of the survey. The **Dashboard** also shows the status of each part of the survey, as pictured below.

Survey Sections			
Action	Part	Part Status	Accepted
<a href="#">Start</a>	Part A: State Library Administrative Agency Identification	Not started	No
<a href="#">Start</a>	Part B: Governance	Not started	No
<a href="#">Start</a>	Part C: Allied Operations	Not started	No
<a href="#">Start</a>	Part D: Services to Libraries	Not started	No
<a href="#">Start</a>	Part E: Public Service	Not started	No
<a href="#">Start</a>	Part F: Collections	Not started	No
<a href="#">Start</a>	Part G: Library Service Transactions	Not started	No
<a href="#">Start</a>	Part H: Library Development Transactions	Not started	No
<a href="#">Start</a>	Part I: Staff	Not started	No
<a href="#">Start</a>	Part J: Revenue	Not started	No
<a href="#">Start</a>	Part K: Expenditures	Not started	No
<a href="#">Start</a>	Part L: LSTA State Program Expenditures	Not started	No
<a href="#">Start</a>	Part M: Electronic Services and Information	Not started	No

2. **Go To** button. This button appears at the bottom of each survey section. Select a section in the drop-down menu and then click the **Go To** button to jump to that part of the survey. Clicking on the Go To button also will save the survey data entered on the current page.



3. **Save & Next** and **Save & Previous** buttons. These buttons appear at the bottom of each survey section. Clicking on these buttons will save the data on the current page and will move you to either the next page or the previous page.



## Part Status

The SLAA survey consists of 13 parts, A-M. The status of each part of the survey is recorded in the Part Status column on the Dashboard. There are four possible statuses:

1. **Not Started** means that the user has not entered data for that part.
2. **Errors Exist** means that the user has entered data, but errors exist.

3. **Incomplete** means that the user has entered data, no errors exist, but the section is not complete. Note: this status was added beginning with FY 2016.
4. **Clean** means that data have been entered and no questionable data exist.

The status of each part of the survey is continually updated, so you will be able to identify which parts need additional information.

## Printing

Use your browser's **Print** button or the **Print** option under the **File** menu to print the survey data directly from the data entry screens.

A blank version of the survey data entry form may be viewed and printed using the **Survey Form (Blank)** option found on the **Reports** menu. You also can view and print forms that include any current-year data that has been entered via the **Survey Form (Current Year Data)** found on the **Reports** menu. Similarly, you can view and print forms that include prior-year data via the **Survey Form (Prior Year Data)** option. After clicking on each of these options, a **File Download** dialogue box will open, and you will be able to open or save the .pdf document. Once opened, the document can be printed. Use your browser's **Back** button to return to the previously viewed screen.

## Data Entry

Although the survey does not have to be completed in a specific order, you may wish to move sequentially through Parts A through M, as edits in later parts are affected by entries in earlier parts. Please note the following instructions:

1. **Identification verification. Part A. (State Library Administrative Agency Identification)** is prefilled with data provided by your agency. *Please verify this information and correct or update anything that has changed.*
2. **Saving/viewing data.** You must save your data before exiting each part of the survey.
  - The **Verify & Save** button will save the data and stay on the current screen.
  - The **Save & Next** button will save the data and move to the next screen.
  - The **Save & Previous** button will save the data and move to the previous screen.

*It is recommended that you save data frequently.* When a screen is saved, edit icons (described in the Edit Review and Resolution section of the guide) will appear next to data cells that have missing or questionable data. Click on an icon to review the edit message and the required action.

NOTE: Your session will expire after 15 minutes of inactivity. Saved data will not be lost. However, unsaved data will be lost. Please be sure to save your responses frequently. A timeout warning pop-up box was added beginning in FY 2016.

3. **Navigating the survey.** Use the **Tab** and **Shift+Tab** keys to move forward and backward between the data entry boxes. The **Delete** and **Backspace** keys are active inside each data entry box.

## Edit Review and Resolution

A full list of edit messages and conditions are included in the Ready Reference Shelf. Edit messages are generated for individual survey pages as data are saved (e.g., after clicking the **Verify & Save** button). There are three types of edit messages, each identified by a unique icon:

1. **Fatal Error** (denoted with a red icon ). Indicates that either data are missing and must be provided or the data entered failed an edit check and must be corrected. Fatal errors must be resolved before you can submit the survey.
2. **Confirm or Explain** (denoted with a yellow icon ). Indicates that the data are questionable. Please review the data for accuracy and enter correct data, if appropriate. If the questionable data are correct, the edit message can be resolved by entering an explanation in the **Justification** field in the Edit Report and clicking **Save Justification**. Providing a clear, concise explanation may eliminate the need for future follow-ups about the data. Please note that text entered in the Justification field will not be saved unless you click on one of the **Save Justification** buttons located at the top and bottom of the Edit Report.
3. **Edit Reason (Accepted)** (denoted with a gray icon ). An explanation for questionable data has been provided.

The edit icons also serve as links to the specific edit message(s) for that item. Clicking on an icon will take you to the **Edit Report** that notes the edit message and the action required to resolve the message. You also may access the **Edit Report** option by clicking the button at the bottom of each page. Each edit message contains seven items:

1. Edit Code (edit message number)
2. Line Number (survey item)
3. Section (survey part and page)
4. Message
5. Value (current-year or prior-year data that are related to the edit)
6. Justification (text box to enter explanations, if applicable)

7. Accepted (edit message resolution status — Yes or No)

Once all edit messages are resolved, “Yes” will appear for each section in the **Accepted** column

NOTE: All edit messages must be resolved by revising or confirming the data in order to lock and submit the survey. Changes to data may generate new edit messages that you will need to resolve.

of the **Dashboard** and the **Submit Data** button will be enabled.

## Data Submission

When the survey is complete and all edit messages have been resolved, the **Edit Report** will display **Yes** in the **Accepted** column for each edit failure. To submit the data, click the **Submit Data** button on the **Dashboard** screen. After clicking **Submit Data**, you will be asked to provide an estimate of the number of hours it took to complete the survey. After clicking the **Submit Data** button, you will have two options:

1. **Continue with Locking.** By clicking this button, you will finish the process of locking the data, and the system will send an e-mail to the State Librarian confirming that the data has been submitted and is ready for certification.
2. **Return to Dashboard.** This button will navigate back to the survey without submitting the data.

After your survey is locked, you will still be able to view and print your data; however, you will not be able to make any changes to the data unless a request is submitted to the SLAA Help Desk. *This action should not be a substitute for entering the correct data initially.*

If you discover a data error after locking your survey, contact the SLAA Help Desk at [SLAA@air.org](mailto:SLAA@air.org) or **1-866-261-2295**. The Help Desk will assist in correcting any errors and resubmitting the data. The survey administrators will notify the State Librarian that previously locked data have been “unlocked” and certification will be required after the data is resubmitted.

## State Librarian Certification

After the key holder locks the survey data, an e-mail will be sent to the State Librarian describing the certification process. The e-mail will include a web link for the certification, as well as a user ID and password for authorization. The key holder will be notified by e-mail once the State Librarian certifies the data.

## **Post-Edit Survey Follow-up**

After data submission, AIR will review the data. After the review, a document containing any follow-up questions will be posted on the survey website. You will receive e-mail notification that this document is available for review. After logging in to the survey, the Dashboard will have a **Files Available for Download** section at the bottom with a link to the follow-up edit report. After clicking on the link, you can choose to save or open the file.

After providing explanations for each question, you will save the file and then upload it to the website. To upload the document, click the link under the **File Uploads** section of the dashboard. Click the **Browse** button to find the file that needs to be uploaded. After selecting the file, click **Open** and then **Upload File**. When providing explanations in the follow-up edit report, only write a response in the yellow column, labeled **Response**. Changes to any other cells in the spreadsheet will not be reviewed. If there are problems providing an explanation in the table, please contact the AIR survey administrators.

## **Changes from the Prior Survey (SLAA FY2014 Survey)**

### **A. Help Section**

Names and contact information were updated in the Help Section for the SLAA FY 2016 Survey.

### **B. Help Button Added**

A help button, called “Helpdesk”, has been added in the upper right corner of the screen. Clicking on this button opens a new window with a form for the key holder to send an email to the SLAA Help Desk. After submitting (or cancelling) the form, the key holder is returned to the Dashboard.

### **C. Timeout Warning Added**

A timeout warning will pop up after 15 minutes of inactivity. When the timeout warning appears, the user can choose to continue the session or logout. If no option is selected, the user is automatically logged out after 60 seconds.

### **D. New Line Number Scheme**

Line numbers were converted to a new scheme in FY 2016. The new scheme uses a section code (e.g., “D”), a sub-section category code where applicable (e.g., “CS”), and a three-digit numeric indicator. Spaces are included between each number to allow for additional items to be added. The PDF version of the FY 2016 includes the old line numbers in parentheses adjacent to the new line numbers.

**E. Changes to Definitions**

Three items located in parts J and L required changes or updates to definitions. These changes are shown below.

**Part J: Revenue**

**17. Federal Revenue**

**154. LSTA (Library Services and Technology Act) State Programs**

(Report all LSTA funds drawn down from the federal government during state fiscal year 2016, regardless of year of authorization)

FY 2014 Definition
<p>LSTA (Library Services and Technology Act) State Programs</p> <p>Note: Report the funds drawn down from the federal government from the LSTA State Program during state fiscal year 2016. Do not report LSTA National Leadership Grants--report these grants in item 155 (Other Federal revenue).</p>

FY 2016 Definition
<p>LSTA (Library Services and Technology Act) State Programs</p> <p>Note: Report the funds drawn down from the federal government from the LSTA <i>Grants to States</i> Program during state fiscal year 2016, <i>whether drawn from one or more federal fiscal year allotments. Do not include IMLS Discretionary funds such as National Leadership Grants, Laura Bush 21st Century Librarian Program, or Sparks! Ignition -- report these grants in item 155 (Other Federal revenue).</i></p>

**Part J: Revenue**

**17. Federal Revenue**

**155. Other Federal revenue**

FY 2014 Definition
<p>Other Federal revenue. If the SLAA received other federal revenue (e.g., National Endowment for the Humanities grants, National Historical Publications and Records Commission grants, LSCA Title II grants, LSTA National Leadership Grants, etc.), report that revenue in this item. If your state acts as the fiscal agent for a multi-state grant, report only the funds designated for your state.</p>

FY 2016 Definition
<p>Other Federal revenue. If the SLAA received <i>federal revenue other than LSTA Grants to States funds (e.g., National Endowment for the Humanities grants, National Historical Publications and Records Commission grants, LSTA National Leadership Grants, Laura Bush 21st Century Librarian grants, etc.)</i>, report that revenue in this item. If your state acts as the fiscal agent for a multi-state grant, report only the funds designated for</p>

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your state.
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## Part L: LSTA State Program Expenditures

**19. Enter total SLAA state program expenditures, by type of expenditure.**

**192. LSTA administration**

FY 2014 Definition
LSTA administration. Expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.

FY 2016 Definition
LSTA administration. Expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.  <i>Note: These are the costs associated with the SLAA's management, oversight, and administration of the IMLS LSTA Grants to States program and are costs that would be considered administrative costs and subject to the 4% cap.</i>

## F. New Items to Collect Additional Information

Question 17 was modified to allow the entry of up to 10 programs so that IMLS may collect additional information on other federal revenue. The image below displays how the change was implemented in the Web Tool.

Part J. Revenue-Federal, State, and Other			
<p><b>17. Enter total SLAA revenue, by source and type of revenue. Exclude carryover funds. Include revenue for allied operations only if it is a part of SLAA budget. Include all funds distributed to libraries and library cooperatives if the funds are administered by the SLAA. Specify other sources of federal revenue and the amount of funding received for each of the other sources.</b></p> <p><a href="#">View Survey Instructions</a></p>			
	<b>Federal Revenue</b>	<b>Amount</b>	<b>Prior Year</b>
J-070	<p><b>LSTA (Library Services and Technology Act) Grants to States Programs</b>                      (Report the funds drawn down from the federal government from the LSTA Grants to States Program during state fiscal year 2016, whether drawn from one or more federal fiscal year allotments. Do not include IMLS Discretionary funds such as National Leadership Grants, Laura Bush 21st Century Librarian Program, or Sparks! Ignition – report these grants in item J-080 (Other Federal revenue).)</p>	<input type="text"/>	
J-080	<p><b>Other Federal revenue</b>                      (If the SLAA received federal revenue other than LSTA Grants to States funds (e.g., National Endowment for the Humanities grants, National Historical Publications and Records Commission grants, LSTA National Leadership Grants, Laura Bush 21st Century Librarian grants, etc.), report that revenue in this item. If your state acts as the fiscal agent for a multi-state grant, report only the funds designated for your state.)</p>	<input type="text"/>	
<p><b>Specify program(s), title(s), and funding amount for each source of revenue if other federal revenue is reported in item J-080.*</b></p>			
	<b>a) Program and Title</b>	<b>b) Amount</b>	
J-080.1	<input type="text"/>	<input type="text"/>	
J-080.2	<input type="text"/>	<input type="text"/>	
J-080.3	<input type="text"/>	<input type="text"/>	
J-080.4	<input type="text"/>	<input type="text"/>	
J-080.5	<input type="text"/>	<input type="text"/>	
J-080.6	<input type="text"/>	<input type="text"/>	
J-080.7	<input type="text"/>	<input type="text"/>	
J-080.8	<input type="text"/>	<input type="text"/>	
J-080.9	<input type="text"/>	<input type="text"/>	
J-080.10	<input type="text"/>	<input type="text"/>	
J-090	<b>TOTAL FEDERAL REVENUE</b>	<input type="text"/>	

## G. Re-ordering of Items

In question 18, “capital outlay” and “other expenditures” were moved from the end of the list of expenditures to the middle, following “Operating expenditures for SLAA and allied operations.”