

SUBJECT: Missing contact information for Key Holder

Dear Chief Officer:

We recently requested that you provide contact information for the designated Key Holder for the State Library Administrative Agency (SLAA) Survey. We have not received Key Holder contact information from your state. The SLAA survey opens on January 17, 2017.

The FY 2016 SLAA Survey content is a web-based application that may be accessed only by the staff person you designate as the Key Holder. The Key Holder will be responsible for the data submission. We strongly urge you to appoint the survey respondent as the Key Holder. **Please designate the Key Holder now, by following the instructions below on how to electronically input this information.**

In order to collect contact information we have set up a website. Below are instructions on how to enter the Key Holder information in the website.

1. Click on <http://slaa.airprojects.org/Keyholder/default.aspx>.
(if the website link does not open you can copy and paste to your browser)
2. Scroll to the state you represent.
3. Click on the state.
4. Enter the contact information for your Key Holder.
5. Once you are finished entering the information press save and confirm.
6. The Key Holder information is now saved.

If you encounter any problems please contact the SLAA Help Desk at 1-866-261-2295 or at SLAA@air.org.

Best regards,
American Institutes for Research