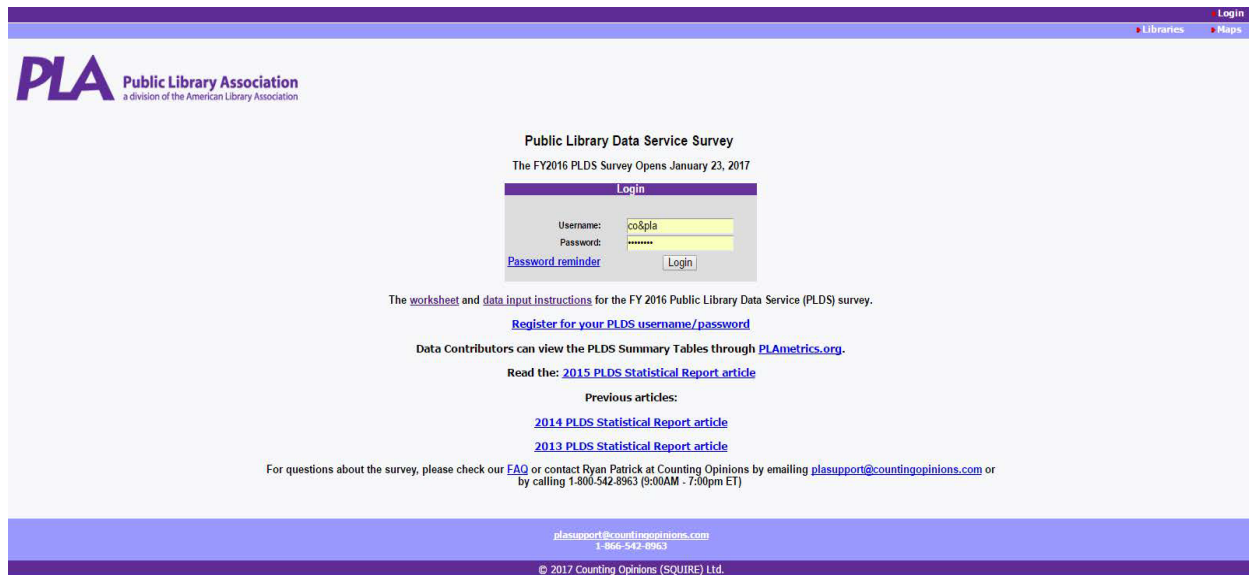


Completing the PLDS Survey Using LibPAS Online

The library will receive a letter or an email from PLA via the vendor announcing when the form is ready to use, and the message will include the link to access the site, <http://pla.countingopinions.com>, as well as the *username* and *password* to be used. Bookmark the site so that you can return to it in the future. If you misplace the username and password, you can click on “Password reminder,” enter the email address for your account, and your login and password will be sent to you.

Once on the landing page login by entering your Username and Password.



The screenshot shows the login page for the Public Library Data Service Survey. At the top right, there are links for "Login" and "Maps". The PLA logo is on the left. The main heading is "Public Library Data Service Survey" with the subtext "The FY2016 PLDS Survey Opens January 23, 2017". Below this is a "Login" section with a "Username:" field containing "co&pla" and a "Password:" field with masked characters. There is a "Password reminder" link and a "Login" button. Below the login form, there are links for "worksheet" and "data input instructions", a "Register for your PLDS username/password" link, and a link to "PLAmetrics.org". There are also links for "2015 PLDS Statistical Report article" and "Previous articles" including "2014 PLDS Statistical Report article" and "2013 PLDS Statistical Report article". At the bottom, there is contact information for the survey support team.

Navigating the Form

After logging in you will be presented with a screen similar to the one below showing the statistical data collection for your library for the reporting period. Before entering data, review the two screen shots below to familiarize yourself with navigation features:

Home Menu Help Logout

Reports Manage Collections Prompts Print Locations Accounts

Review Save Reset Previous Next

PLDS Period FY2016

Verify Submit/Lock

CONTACT INFORMATION

A. GENERAL INFORMATION

PLA

Date of Submission Library website

Address

Street address City State/Province Country

50 E Huron St Chicago Illinois United States

Library phone Extension Library fax

(800) 545-2433

Certification

I certify that the information submitted is accurate and complete to the best of our ability Yes

« Hide

1. Ending date for latest completed fiscal year

2.a. Population of legal service area

2.b. Square miles of legal service area

3. Number of registered borrowers

4. Holdings

2013-03-05

9,726

2 N/A

10,348 N/A

70,198 N/A

accurate as of the end of the most recently completed fiscal year. Only one survey should be completed per library system.

ear

2013-03-05

9,726

2 N/A

10,348 N/A

70,198 N/A

2. Number of registered borrowers

4. Holdings

10,348 N/A

70,198 N/A

The "Review" button lists all questions and responses in one, long, single-page display.

Use this navigation sidebar to scroll to specific sections of the report.

To minimize the sidebar to view more of the form in your window, click "Hide". To restore the sidebar click on ">>" chevron that appears in its place.

"Print" generates a PDF that can be saved or printed. Be sure the period is set to 2016.

Do not click "Submit/Lock" until all of your data has been entered, checked and ready for submission. The "Verify" button may help identify errors before submitting.

The new forms site has features to navigate and complete the form. Data is stored as entered, and permanently retained when you click "save."

The Navigation Sidebar allows you to go to and work on individual sections. You do not have to complete the sections chronologically. Nor do you need to complete individual sections before moving on to other sections. Note that there are empty "check boxes" to the left of most field names. These are entirely for your use and do not affect the completion of the forms. You can use them to keep track of questions you want to return to, or questions you have completed, or you can ignore them entirely.

Data Input Review Save Reset Previous Next

Collection PLDS Period FY2016

Verify Submit/Lock

>> Library Location

Click this chevron to restore the navigation window.

CONTACT INFORMATION

Library Name Date of Submission

Address

Street address City State/Province Zip Code Country

Contact

Director's Name Submitted by Library phone Extension Library fax Email Address

A. GENERAL INFORMATION

Unless otherwise noted, all reported figures should be accurate as of the end of the most recently completed fiscal year. Only one survey should be completed per library system.

1. Ending date for latest completed fiscal year

2.a. Population of legal service area

2.b. Square miles of legal service area

3. Number of registered borrowers

4. Holdings

171,354,009

603,100 N/A

91,184,543 N/A

479,174,344 N/A

Click in the box to apply an exception value.

Click on the numbered field links to see detailed definitions. Questions with checkmarks have edit checks to prevent unacceptable entries or mistakes in data entry.

You can use the notepad icons to add notes to the data. Notes can be used to provide context to anomalous data.

Use pull-downs to select from pre-set options.

This screen shot shows features of the data entry screen for statistical data, as well as explanations of the icons and data entry points.

Edit check

Current Value: **100,099**
Previous period value: **6,089**

EDIT CHECK FAILED:
Registered Borrowers has increased by more than 30% please provide an explanation or correct your entry.

To Accept this value, please provide/select an explanatory Note, otherwise select Cancel to update the value.

Notes

This is an example of an edit check, please either enter a note to explain the data and click Add or click Cancel to adjust the value. You will either have to provide a note or fix the data in order for the value to be accepted.

Accept Cancel

This screen demonstrates an edit-check exception. The edit check is to prevent inadvertent changes in typically fixed information. Please provide justification for the change.

Data Input

Navigating the Data Input Form

Most Collection Forms are divided into sections. Typically, there are three ways to navigate through the Data Input form.

- Select the name of the section from the list down the left side of the screen. You can “hide” that list by clicking on the “Hide” link. To restore the section navigation box, click the >> chevron symbol.
- Use the Next and Previous buttons to proceed through the form, once section at a time.
- Select the Review button. This displays the entire form on one web page. This is the same as the initial view when you first load a Data Input form.

You can proceed through each field on the Data Input form by selecting the target field using your mouse, or by using the Tab and/or Enter key to proceed through fields one at a time. To see details for any item in the form, select the Name of the Data Input field to reveal more information.

Entering Data

The Data Input forms support many features for ensuring the quality and integrity of the data. Not all entries incorporate these features so you may or may not encounter the following:


- Edit Checks - that typically check to ensure that entered values are within an acceptable range, otherwise the user will be prompted to provide a detailed explanation.

- Field length limits - ensuring values contain at least the minimum and no more than the maximum number of characters specified
- Select lists - a limited set of valid values, presented in a pull-down selection for the user's choice
- Pre-filled values - Data Input fields may already contain data, especially when data for previous Periods is available and the data often does not change from period-to-period
- Previous Period values - typically displayed to the right of the data input field

Adding Notes to Definitions

By selecting the Name of any item, you can view more information about the data input field, including a complete definition for the value and other details. Users can enter Notes that are used to assist with understanding or localizing the definitions provided. For example, these Notes might explain where the values are locally sourced, who can provide the data or anything else that would assist users involved in approving data sets or entering data in subsequent periods. You can record as many Notes as required. Each Note is date and times stamped for ease of reference.

Adding Annotations to Explain Data


Using the Annotations icon (), explanations can be added for Data values, and are required when your response invokes an Edit Check (the value is outside an acceptable range, or information that typically doesn't change, such as library address, is altered). Explanatory Annotations are designed to help people understand and interpret the data and should be used whenever the data is anomalous or abnormal. For instance, when the data represents a significant change from the values previously reported there is typically one or more reasons. Providing explanations is useful to those responsible for approving or vetting the data submitted and also for those that might later reject or discount the results without a plausible explanation.

PI Value Notes

Registered Borrowers

Input note here to explain the anomalous value, or select any existing note(s) (shown below, if applicable) to apply the selected note to the PI value.

Notes

[2011-07-14] Test Note 

Click on the note to be able to update it in the text box

The red arrow allows you to delete notes

Add Cancel

Locking Data

Users should use the Lock button to signify when the Data Input process is complete. If a change is required, only the vendor can Unlock the data to make changes or enable the submitting Location to modify its data. If you need your form unlocked, contact the Counting Opinions at plsupport@countingopinions.com.