



# New Mexico State Library

Library Development Services Bureau

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# 2015/2016 Public Library Survey Guide

**Please read this guide in its entirety.**

Bibliostat Collect: 1-866-785-9935

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Contact Bibliostat Collect, toll free 1-866-785-9935, or by email [bibliostat@btol.com](mailto:bibliostat@btol.com) with any technical questions.

For questions about the annual survey or about definitions, contact State Data Coordinator Carmelita Aragon at (505) 476-9740, 1-800-340-3890 or by email at [Carmelita.Aragon@state.nm.us](mailto:Carmelita.Aragon@state.nm.us)

The Public Library Survey (a.k.a Annual Report) **opens Friday July 1, 2016** and is due by **COB Monday, August 15, 2016**.

## Getting Started

Using **Internet Explorer 6.0** or higher or **Firefox 1.5** or higher, go to <http://collect.btol.com> and login using your username and password. Note: Username & Password stay the same each year. Note: Google Chrome and Internet Explorer 10 and higher cannot be used to access Collect at this time.

- Click *Start Survey* next to the 2015/2016 NM Public Library Annual Report. Please be aware of the 90 minute Timeout Period (information is saved when session times out).
- As you navigate through each section, to see last year's answers click the *SHOW LAST YEAR'S ANSWERS* button at the upper right of each page. Showing last year's answers is recommended when completing this year's survey. If current data is significantly different from the previous year, you **must** add a detailed note in the federal tab.
- The navigation bar at the top of the page, allows you to view the Status of your survey, Printing options, Frequent Questions, Instructions, etc.
  - The *Status* tab is useful to review any Edit Checks, Unanswered Questions, Flagged Questions, etc.
  - The *Printing* tab allows you to print the entire survey or print a selected section in PDF or HTML format. You have the option to print with or without the current year's data, and with or without the previous year's data. You can also print Annotation Reports if you want to review all notes left on questions.
- When returning to the survey, click *Continue Survey*.
- Once complete, before you submit the survey, it is important that you print a copy for your records.

## Finalizing and Submitting Your Survey

Bibliostat Collect will not allow submission of the survey unless all required questions have been answered and all edit checks have been addressed. Click on the *Status* tab in the navigation bar and review the *Edit Checks* and *Unanswered Questions* tabs.

### Edit Checks

- Edit Checks alert you to responses that are questionable when compared to state or national norms and appear only if the data entered is outside the specified range. The question will appear with the reason below in bright red and will alert you to use either the Federal or State note tab when leaving a note explaining any differences.
- If the data is incorrect, simply correct the data in the entry box. If the edit check is on an automatic total and the figure is wrong, you will need to change the data in the corresponding questions.
- Once the data is within the specified range (after clicking *Submit Corrections*), the edit check will disappear. If the data in the entry box is correct, leave a note using the note icon to annotate your response. When you note a correct response using the note icon and after clicking *Submit Corrections*, the edit check message will turn green.
- To get back into the survey, click the underlined Section Heading above the edit check.

### Unanswered Questions

- If any questions remain unanswered, simply fill in the missing data.

Once all questions have been reviewed and answered, the survey is ready to submit. When you click the *Submit Survey* button, Bibliostat Collect does 3 things:

1. Checks and lists any unanswered required questions.
2. Checks all Edit Checks to ensure they have been corrected and/or that a note (State or Federal) has been provided.
3. After the first two items have been checked, Bibliostat Collect locks the survey so the integrity of the data is protected.

If you need to access your survey after submission, contact Carmelita Aragon at the New Mexico State Library for assistance. You can still view a printable copy of your submitted survey by logging in, clicking *Home* and selecting the survey link under *Other Surveys*.

## Important Information

**Federally Required Questions:** Federally required questions are in navy font and all other questions are in gray font.

**Auto-Totals:** Questions in dark red with shaded grey answer boxes are totals automatically calculated from answers supplied in previous fields. You cannot change these totals, except by changing the responses in the fields that relate to the Total field and clicking "Update."

**Blank Answers:** All fields must contain data before the survey can be submitted. If a question does not apply to your library, enter N/A. Only enter "0" if the appropriate answer is zero.

**Estimates:** If an exact figure is not available, use an estimate. An estimate should involve a reasonable method to derive a result to use in place of an exact count. Using last year's figure is *not* an estimate. If using an estimate, explain your method by adding a note using the Note feature in Bibliostat Collect.

**Definitions:** To view a questions definition, click the [blue line](#) underneath each question number or consult the Instructions page (the last tab in the navigator bar).

**Notes:** Notes are useful to help explain any anomalies in the library's data. If there is a significant change in data in the current year from the previous year, a note is

necessary to explain the difference. Click on the  icon to the right of each question to add a note. Notes should be specific and written clearly. **Using the note feature helps the State Data Coordinator with reviewing all 94 public libraries data from 150+ questions for accuracy, etc. If notes are not left, then it requires a phone call and/or email to clarify any data discrepancies. Placing detailed notes saves everyone time!**

**Edit Checks:** As you enter numbers, your data is being "edit checked". An edit check can be a current-year edit check or a historical edit check. Bibliostat Collect will alert you if the data is out-of-range, has an arithmetic error, or is outside a range from last year's data. Most edit checks are based on your library's previous year's responses. If you receive an edit check message, review the answer for accuracy. If your data is

correct, click on the  icon and leave a detailed note for the state and federal reviewers. Explain why the number is correct and be specific (e.g., we received a one-time \$3,000 grant this year).

**Questions D10 through D21:** Only Tribal Libraries should have data stored in questions D10 through D21. If your library is not a Tribal Library these fields should remain blank.

**Questions H01 & M13:** For libraries WITHOUT branches or bookmobiles questions H01 and M13 must match. For libraries WITH branches and bookmobiles the sum of the entire outlet's data in question M13 must match question H01.

H01: How many actual hours was the library open to the public this year (include all hours of the main library, branches, and bookmobiles)?

M13: How many actual hours was this outlet open to the public between July 1, 2014 to June 30, 2015

**Section M (Outlet Questions):** This section must be completed for each library. Each library has at least 1 outlet, the main library. If a library has a branch or a bookmobile, that's another outlet. Therefore, if you have 1 main library, 1 branch and 1 bookmobile, you have 3 outlets. The main libraries information is prefilled and most of the branches and bookmobiles information is also prefilled. Review all of the information to ensure its accuracy. Outlets can be removed or added by clicking "Remove Group" or "Add Group" (a group is an outlet) at the bottom of the screen.

**Section N (Additional Questions):** Though optional, answering these questions is strongly encouraged, as the State Library uses this information to establish benchmark data.

**Added/Changed Questions:** If you have questions about these additions/changes, please contact me to discuss. Also, if you cannot obtain data to input into these fields insert N/A. Over the next year we will work with Gale and public libraries to be able to input data for next year.