
Completing the Alberta Public Library Survey and Annual Report using LibPAS

New Tool for Online Reporting

An easier-to-use, entirely Web-based utility called LibPAS, developed by Counting Opinions, will be utilized for the 2011 Public Library Survey and 2010 Annual Report. No special software is required on your computer, and the system should work with any recent Web browser, including Firefox, Safari, Chrome, and Opera, as well as Internet Explorer (best with version 7 and newer), with CSS, images and JavaScript options enabled, as is typical.

Steps to Completing Your Annual Report

Completing the report involves several steps, only one of which is entering the data online. The steps include:

1. Collect information required to complete the annual report.
2. Check www.albertalibraries.ca for information and resources. Review the Instructions for the Annual Report for definitions as well as any information supplied by your system.
3. Enter the data on the site as required (see below), print out drafts as necessary, and review the data entered. When you are comfortable that the data is entered properly, present the draft to your library board for approval.
4. Once approved, enter the date in the appropriate field on the report. Lock the data and print the report for your records.

Getting Started

The library manager/director (or designated survey contact person) will receive an email from PLSB via the vendor announcing when the form is ready to use, and the message will include the link to access the site, <http://ab.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 had bookmarked the annual report address used in previous years, you should delete it). Note that if you misplace your username and password, you can click on "Password reminder," enter the email address for your account, and the information will be re-sent to you.

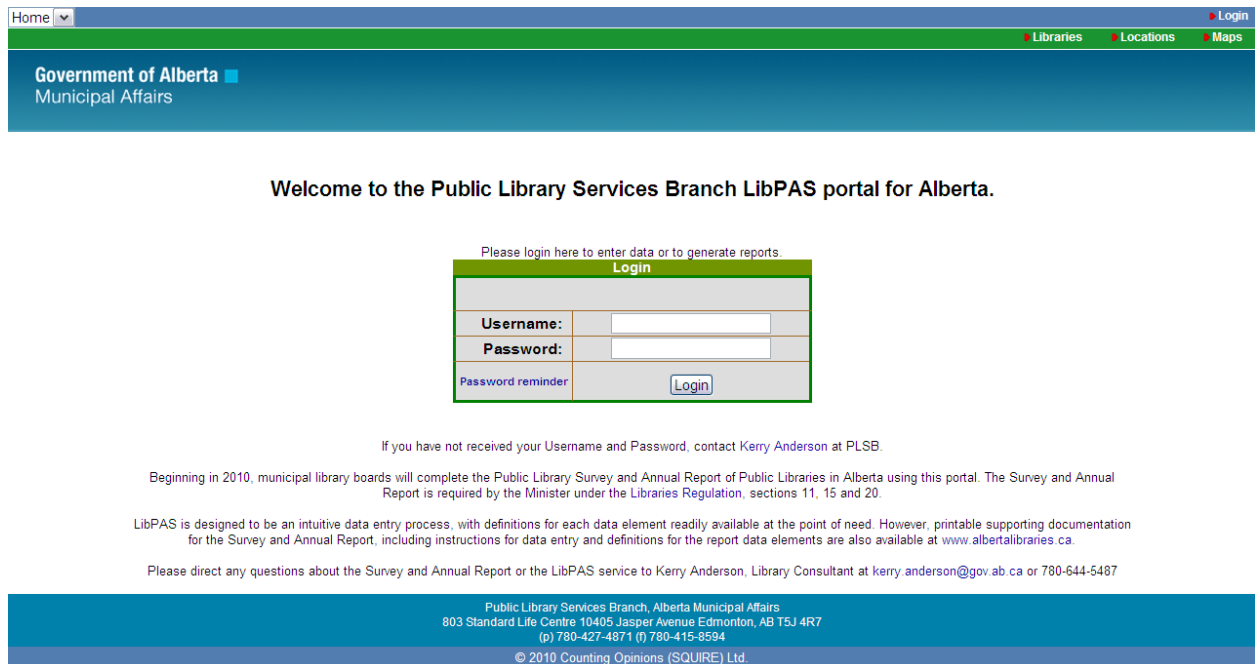


Figure 1. The LibPAS portal for Alberta – Welcome Page.

Logging in

To login, enter the Username and Password you received by email (if you do not have a Username/Password, email kerry.anderson@gov.ab.ca). After login, you will be taken to the “portal” screen. To begin working on the Survey and Annual Report, select “data input,” after which you should be directed automatically to the data entry screen for your library's annual report.

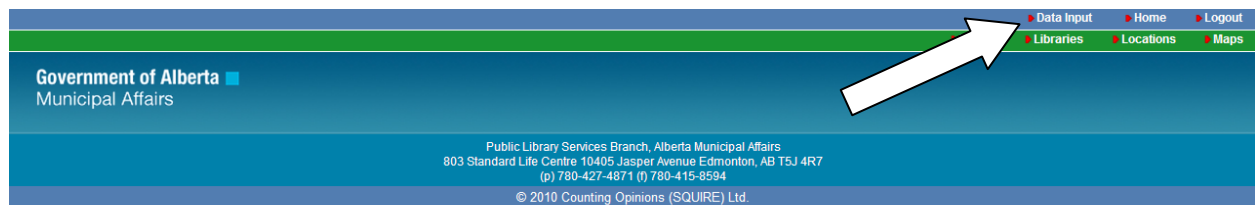


Figure 2. Portal screen after login. Click on “Data Input” in top RH corner to get started.

Navigating the Form

You should be presented with a screen similar to the one below showing the statistical data collection for your library for the reporting period (be sure that the “Period” is set to the current reporting year).

The screenshot shows a web-based data entry form titled "Data Input". At the top, there are navigation links: Home, Menu, Help, Logout, Reports, Prompts, Print, and Locations. The form is for "Alberta Public Library Statistics" for the year "2010". It includes a "Verify" button and a "Submit/Lock" button. The form is divided into several sections:

- Directory:** A list of fields for library information, each with a checkbox and a chevron icon. Fields include: Name of Library Board, Name of Library/Libraries, Library Email, National Library Code, Website, Library Manager, Library Manager email, Respondent, Respondent email, Mailing/Street address of Library, City/Town, Province, Postal Code, and Date Report Approved by Board.
- Library Management - Board Members:** A table with columns: Name, Address, Email, Phone, Term Expiry, and Councillor. It has rows for Chairperson, Board Member 1, and Board Member 2.
- Library Management - General:** A list of fields for general library management information, each with a checkbox and a chevron icon. Fields include: Board meeting dates, Volunteer hours - Board (with a "No Data" checkbox), Sites, Building Ownership, and Library System Membership.

On the left side, there is a sidebar with a list of report sections and navigation buttons: Review, Save, Previous, Next, and a "Hide" link.

Figure 3. 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 Survey form is divided into sections. There are two ways to navigate through the Data Input form.

- 1) Select the name of the section from the list down the left side of the Data Input screen.

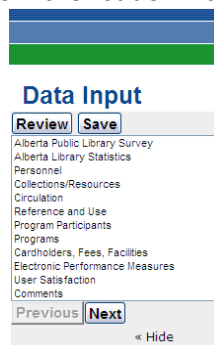



Figure 4. List of report sections, seen on LH side of Data Input screen

You can "hide" the 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.

2) Select the Review All button,  to display the entire form on one page.



Proceed through each field on the Data Input form by selecting the target field using your mouse or by using the Tab or Enter key to proceed through fields one at a time.

To see details/instructions for any item in the form, select the name of the data input field to reveal more information. A complete list of definition for all data fields is available by clicking the Prompts button  at the top right side of the screen.

Entering Data

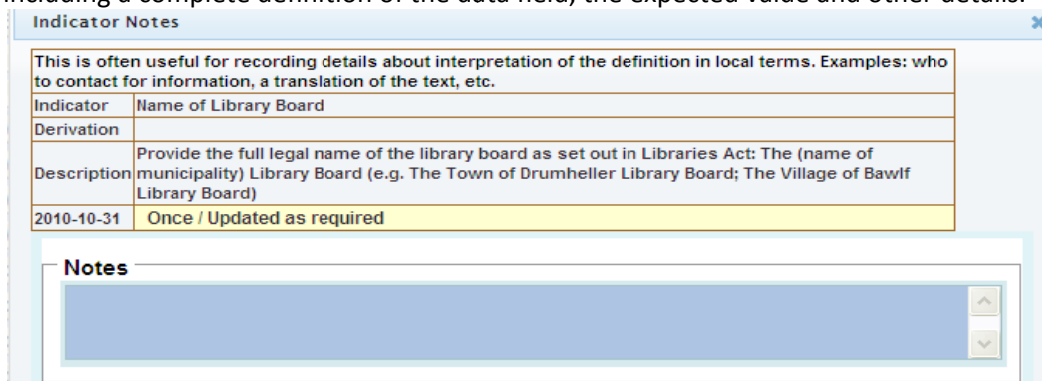
You do not have to complete the sections chronologically. Nor do you need to complete individual sections before moving on to other sections. Note that there are “check boxes” to the left of each data prompt. You may use those check boxes to mark individual questions for later attention, or to mark your progress—the check boxes are for your own use and do not affect the outcome of the report.

The Data Input forms support various features to ensure the quality and integrity of the data. Throughout the form, you may encounter the following:

- Edit Checks - check to ensure that entered values are within an acceptable range. If they are not, the user will be prompted to provide an explanation using the Notes icon (). Fields with edit checks are indicated on the form with a green checkmark ().
- 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 is presented for selection in a pull-down format
- 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 for reference

Indicator Notes

- By selecting the Name of any item, you can view more information about the data input field, including a complete definition of the data field, the expected value and other details.



The image shows a pop-up window titled "Indicator Notes" with a close button (X) in the top right corner. The window contains a table with the following information:


This is often useful for recording details about interpretation of the definition in local terms. Examples: who to contact for information, a translation of the text, etc.	
Indicator	Name of Library Board
Derivation	
Description	Provide the full legal name of the library board as set out in Libraries Act: The (name of municipality) Library Board (e.g. The Town of Drumheller Library Board; The Village of Bawlf Library Board)
2010-10-31	Once / Updated as required

Below the table is a "Notes" field, which is a large text area with a blue background and a scroll bar on the right side.

Figure 5. Indicator notes pop-up. Enter your own notes in the “Notes” field.

- Users can enter notes that are helpful in understanding or localizing the definitions provided. For example, the notes might explain where the values are locally sourced, who can provide the data or anything that would assist users involved in approving data sets or entering data in subsequent periods.
- You can record as many notes as required. These notes are for local use only and will not be shared with other participating libraries.
- Each note is date and timed stamped for ease of reference.

PI Value Notes

- Using the Notes icon,  explanations can be added to the data values.
- These notes are designed to help libraries understand and interpret the data submitted, particularly when the data is considered anomalous or abnormal. For instance, when the data represents a significant change from the values previously reported.
- Providing explanations is useful to those responsible for approving or vetting the data submitted and for those that might later reject or discount the results without a plausible explanation.

Locking and Approving Data

- Users should use the **Submit/Lock** button to signify when the data input process is complete. You may be required to enter Edit Check information you missed before. Depending on the assigned roles, Users may be able to use the **Approve** button to signify when the data for the selected Period has been checked and approved by the library board.
- Once data is locked, only Data Approvers can unlock a data set, thus allowing changes to the data entered for the period.
- When data is approved, users at the submitting location can no longer unlock or modify any data for that period. If a change is required, contact PLSB to unlock the data for making additional changes.

*If you have problems with the form or require assistance,
Contact Kerry Anderson at kerry.anderson@gov.ab.ca or 780-644-5487.*