

Completing the 2014 Pennsylvania Public Library Data Collection Report Using LibPAS Online

The 2014 Pennsylvania Public Library Data Collection (aka Annual Report) is a year-long snapshot of your library or library system that details the resources, finances and services provided to your community. This report, required by the Public Library Code, documents the library's compliance with standards and eligibility for state aid. The data collected is used to inform library stakeholders about library services and finances which can be instrumental in decisions about policy and funding.

Due Dates

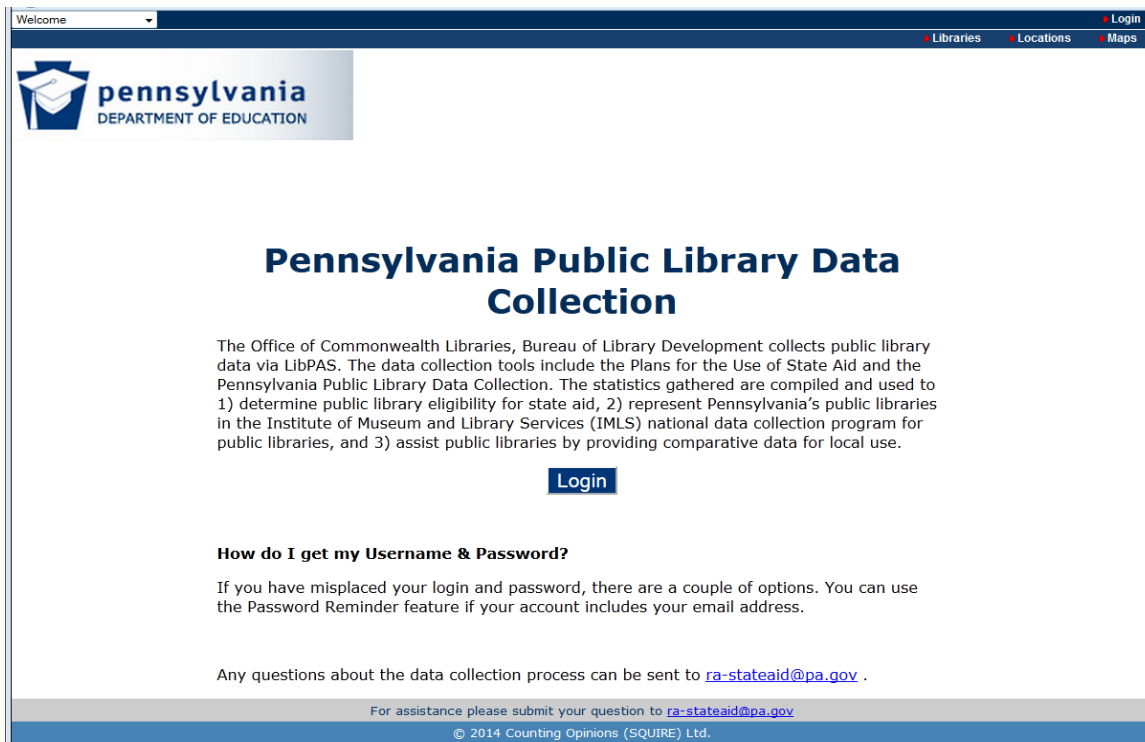
March 1, 2015 – Each library must complete and submit all required 2014 data on LibPAS for review by the District Library Consultant.

April 3, 2015 – District Library Consultants must approve and lock all submissions.

Accessing Data Collection


Pennsylvania Public Library data is collected through the data collection tool, LibPAS. To access LibPAS online use the following link: <https://pa.countingopinions.com/>

Once on the Counting Opinions portal page for LibPAS, click "Login."



Welcome

Libraries Locations Maps Login

 **pennsylvania**
DEPARTMENT OF EDUCATION

Pennsylvania Public Library Data Collection

The Office of Commonwealth Libraries, Bureau of Library Development collects public library data via LibPAS. The data collection tools include the Plans for the Use of State Aid and the Pennsylvania Public Library Data Collection. The statistics gathered are compiled and used to 1) determine public library eligibility for state aid, 2) represent Pennsylvania's public libraries in the Institute of Museum and Library Services (IMLS) national data collection program for public libraries, and 3) assist public libraries by providing comparative data for local use.

[Login](#)

How do I get my Username & Password?

If you have misplaced your login and password, there are a couple of options. You can use the Password Reminder feature if your account includes your email address.

Any questions about the data collection process can be sent to ra-stateaid@pa.gov.

For assistance please submit your question to ra-stateaid@pa.gov

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Enter your Username and Password. If you misplaced 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 via email. If you are still unable to obtain your login information, please send a request for the information to ra-stateaid@pa.gov.

Screenshot of the Pennsylvania Department of Education login page. The page features the department's logo and a central login form. The form includes fields for Username (containing 'PA0000') and Password (masked with dots), a 'Password reminder' link, and a 'Login' button. A footer contains contact information and a copyright notice for 2014 Counting Opinions (SQUIRE) Ltd.

After login, you will be taken to the Pennsylvania “Member” screen, which provides links to “INSTRUCTIONS”, “DOCUMENTS AND FORMS”, and step-by-step “VIDEO TUTORIALS”. Note: The “VIDEO TUTORIALS” are not viewable using the Firefox browser.

After reviewing the Member screen, select “Begin.” You will be automatically directed to the data entry screen for your library.

Screenshot of the Pennsylvania Public Library Data Collection Member screen. The page displays the department's logo and a central heading: "Pennsylvania Public Library Data Collection Welcome ADAMS MEMORIAL LIBRARY". Below the heading is a "Begin" button. The page is organized into sections: "LibPAS" with a "LibPAS F.A.Q." button; "2013-2014 Plan For The Use Of State Aid" with "INSTRUCTIONS" and "PROJECTED STATE AID" buttons; and "2013 Pennsylvania Public Library Data Collection (aka Annual Report)" with "INSTRUCTIONS", "ANNUAL REPORT FAQ", "DOCUMENTS AND FORMS", and "VIDEO TUTORIAL" buttons. A top navigation bar includes links for Home, Data Input, Logout, Libraries, Locations, and Maps.

Navigating the Form

In most cases, 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 (if not, click “menu,” select “data input,” then set the “Collection” to “Annual Survey” and check that the “Period” is set to the correct

reporting year). Before entering data, review the two screen shots below to familiarize yourself with navigation features:

Data Input Review Save Reset Previous Next

Home Menu Help Logout
Prompts Print Locations

Collection Pennsylvania Annual Report Period 2012 Verify Submit/Lock

Review Save

GENERAL INFORMATION

Enter the library's official name. LIBRARY OF GLEN ROCK

Fiscal year start date. 01/01/2011

Fiscal year end date. 12/31/2011

Mailing address of the library. 32 MAIN STREET

Mailing address city. GLEN ROCK

PA

17327

1112

« Hide

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

"Print" generates a PDF document that can be saved or printed.

Do not select "Submit/Lock" until all of your data has been entered, checked, and is ready for submission.

Use this navigation sidebar to navigate to specific section of the report.

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

The 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 select 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: 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

Home Menu Help Logout
Prompts Print Locations

Collection Pennsylvania Annual Report Period 2012 Verify Submit/Lock

>> Click this chevron to restore the navigation window.

GENERAL INFORMATION

Enter the library's official name. A HUFNAGEL PUBLIC LIBRARY OF GLEN ROCK

State Aid Yes

Fiscal year start date.

Fiscal year end date.

Mailing address of the library. 32 MAIN STREET

Mailing address city. GLEN ROCK

Mailing address state. PA

Mailing address zip. 17327

Select the question links to see detailed definitions, if applicable. To access all definitions select "Prompts" at the top right-hand quadrant of the screen.

You can use the notepad icons to annotate the data. These annotations are meant to provide context to the data entered and will be accessible in the reports.

Use the 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.

Data Input

Each User Account has specific access within LibPAS that determines the Collection(s) available for data input. Each Collection has an associated data input form enabling users to input data for the reporting period. Each of these steps is optional.

Step One:


Select the appropriate Collection form. This step is only necessary when there is more than one Collection form.

Step Two:

Once a Collection form is selected, the user must next select the appropriate reporting Period. In most instances the latest collection period is selected by default. **Note:** *Be sure the collection period is set to 2014.*

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. To display 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 question number to reveal more information, such as a definition.

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:

- 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

Correcting Pre-filled Data

Some data has been pre-filled and have been locked, such as the library’s name and telephone number. If there is an error or any change in the pre-filled information, please send a correction to ra-stateaid@pa.gov and our office will make the correction.

Adding Annotations to Explain Data

Using the annotation or notes icon (), explanations can be added for Data values. Explanatory annotations are designed to help reviewers 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.

The screenshot shows a window titled "PI Value Notes" with a close button (X) in the top right corner. Below the title bar, the text "Registered Borrowers" is displayed. A yellow instruction box reads: "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." Below this is a large text area labeled "Notes". Underneath the text area is a list of notes, with one note "[2011-07-14] Test Note" highlighted in yellow and marked with a red X. A mouse cursor is pointing at the note. Two callout boxes provide instructions: one says "Click on the note to be able to update it in the text box" and the other says "The red x allows you to delete notes." At the bottom of the window are two buttons: "Add" and "Cancel".

Submitting the Report

Submit/Lock Data

Users should use the **Submit/Lock** button to signify when the Data Input process is complete. If a change is required or the user needs to modify its data, contact your district consultant or the state library to unlock the report. If any mandatory data fields were not completed the Submit/Lock function will not operate.

Approving Data (for District Consultants)

After the library has **Locked** its data, the District Consultant will review and **Approve** the data. Once the data is approved, District Consultants can no longer **Unlock** or modify any data for that period. If a change is required, only the State Library can **Unlock** the report to make changes.