

**ILLINOS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)  
FY2009  
INFORMATION: BIBLIOSTAT COLLECT**

**AUTOMATION VENDOR**

Informata, a division of Baker and Taylor, is the automation vendor for the IPLAR. The software product designed to collect the IPLAR data is Bibliostat **Collect**. Approximately 40 of the 50 states use the Bibliostat software to collect the public library annual report data. There is also a **related** product called Bibliostat **Connect** that empowers end-users with statistical comparison and analysis capabilities. More information will be forthcoming regarding Bibliostat Connect.

For more information about using Bibliostat Collect click on the Frequent Questions tab after logging in to Collect. The “web version” of Collect is: (1) supported on both Windows and MAC operating systems and (2) best viewed using Microsoft Internet Explorer 6.0 or higher, Firefox 1.5 or higher, OR any other web browser compatible with these browsers.

**ACCESS**

The web IPLAR URL is: <http://collect.btol.com>. Note this is a new URL this year.

The User Name is the library’s ELI (Every Library in ILLINET) control number plus 00 (zero, zero) which is the “main” branch. The Password is the library’s ELI (Every Library in ILLINET) password for the “main” branch. The Password is based on the original one supplied to Bibliostat; therefore, if your Password has changed your library’s access to Bibliostat will be based on the former Password NOT your current Password. For User Name and Password contact: Becky Hunter, Illinois State Library: [bhunter1@ilsos.net](mailto:bhunter1@ilsos.net), 217-782-7849, 1-800-665-5576 x1.

**WORKING COPY & INSTRUCTIONS**

A blank, working copy of the IPLAR can be printed: click on the Instructions tab (tabs at the top of the Collect web page) and then select Click here to view a printable version of the survey.

All of the information that is available in online help is also accessible and can be printed by clicking on the Instructions tab (tabs at the top of the Collect web page) and then selecting Click here to view a printable version of the instructions.

**DATA COLLECTION FORMAT**

**Question Format:** The basic format for each question is: Question Number, Question, Answer Blank for Current Year Data, Flag, and Notes (Federal, State, and Local). The previous year’s answers will display above the current year answer blank if you click on the Show Last Year’s Answers button (on the right side of each page’s header).

**HELP FOR THE QUESTIONS**

- **Online Help:** Online help is available in the web IPLAR by clicking on any question number that is underlined. The online help may include definitions, information, and/or instructions.

- **Instructions:** All of the information that is available in online help is also accessible and can be printed by clicking on the Instructions tab (tabs at the top of the Collect web page) and then clicking on Click here to view a printable version of the instructions.

**Current Year Data Answer Blank:** The answer blank for the current year data may: be pre-populated with ELI or other data; be blank for completion; have drop down menus for appropriate choices; be locked in order to perform mathematical calculations or for ISL to answer specific questions (The user can cursor over these fields, but the user will not be able to input data.); OR, be a repeating group (more explanation of repeating groups later).

**Flag a Question:** The user can flag a question as a reminder that the question is incomplete and needs further work or investigation.

**Notes for a Question:** Notes permits the user to select federal (default), state, or local note options. Notes automatically default to the federal tab in order for the user to write justifications/provide information regarding the federal edit checks. Notes also permit the user to add state notes (for the Illinois State Library staff) or local notes (for the local library to use as a reminder or informational field).

## QUESTION TYPES

**Locked Questions/Answer Blanks for ISL to Answer:** These are the questions that are locked for the Illinois State Library to answer: 1.1, 1.2, 1.3, 1.29, 2.4, 2.5, 2.13, 2.14, 2.15, 2.16, 27.1 through 27.15.

**“A” and “B” Questions:** Some questions have both an “a” and “b” component. If data has been pre-populated, then the “A” component is locked. If the answer has changed enter the correct answer in the “B” component. This quickly alerts Illinois State Library staff to changes that must be made in ELI or that will need to be fixed before our State’s data is submitted to the federal level. These questions are: 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 1.10, 1.11, 1.12, 1.13, 1.14, 1.19, 1.23, 1.28, 2.3, 2.6, 2.7, 2.8, 2.9, 2.10, 2.11, 2.12, and 7.1.

**Locked Questions/Answer Blanks that Perform Mathematical Computations:** These questions are locked, and the resulting answers are mathematical formula computations: 9.8, 9.13, 9.16, 9.17, 10.3, 11.4, 12.2, 13.1c, 13.6, 14.8, 14.16, 14.17, 14.21, 14.25, 14.29, 14.30, 14.31, 16.5, 16.6, 18.6, 18.15, 19.3, 19.12, 19.21, and 20.3.

**Repeating Groups:** Repeating groups are a “group” of repeatable questions that allow the user to add as many groups of the same questions needed. IPLAR has the following repeating groups:

Contract Libraries (Question 1.22)  
 Branches (Questions 2.3 – 2.16)  
 Referenda (Questions 4.2 – 4.6)  
 Board Members (Questions 5.5 – 5.14)  
 Librarians: ALA-MLS (Questions 14.1 – 14.7)  
 Other Librarians: Non ALA-MLS (Questions 14.9 – 14.15)  
 Librarian Vacancies (Questions 14.32 – 14.37b)  
 Newly Created Librarian Positions (Questions 14.38 – 14.43)  
 Eliminated Librarian Positions (Questions 14.44 – 14.50)

In order to correctly save each group, the user must first *Add Group*, fill out the data for that group, and click *Save* before adding subsequent groups. When the user adds groups, it is possible that the section will be split into parts. If the user has blank or unwanted groups of questions, then the user should click *Remove Group* to delete the extra response boxes.

**However, even if the question does not apply to the user's library (no branches, for example), at least one group must be completed with "N/A" in each data entry box.**

**Narrative Questions:** Narrative questions permit question answers to exceed 250 characters. The IPLAR narrative questions are:  
Future IPLAR Questions (Question 25.1)  
District Supplement Questions (Questions 26.6, 26.9, 26.11)

## **FORMATTING ANSWERS FOR DATES AND PHONE NUMBERS**

Format dates and phone/fax numbers as indicated below:

### **Dates**

Answer questions 3.1, 3.2, 4.4, 4.6, 4.7, 4.8, 4.10, and 4.12 using this format: mm/dd/year  
Answer questions 5.7 and 22.20 using this format: mm/year

### **Phone/Fax**

Answers questions 1.13, 1.14, 2.11, 3.5, 3.6 and 5.8 using this format: xxx-xxx-xxxx

## **CERTIFICATION PAGE**

For the Certification Page, data should pre-populate from IPLAR answers for Name of Community, Name of Library, Fiscal Year Start Date, and Fiscal Year End Date.

## **EVERY QUESTION MUST BE ANSWERED**

**Question Not Applicable or Answer Not Known:** For all questions that do not apply (branches, referenda, district supplement if the library type is not a public library district, etc.) **OR** that the answer is not known, the user must enter N/A; otherwise the user will NOT be able to electronically submit the IPLAR.

**Valid Responses to Questions:** Use the guidelines below for supplying appropriate answers to questions:

Enter "0" if the appropriate answer is "zero." (Use zero not alpha "o.")

Enter an estimate when an exact figure is not known—if the estimate can be pragmatically determined.

Enter "N/A" when the library does NOT: know the answer, collect the data, or is unable to supply the data.

## **MANDATORY FINAL STEPS PRIOR TO ELECTRONIC SUBMISSION**

The IPLAR **CANNOT BE** electronically submitted until the following two areas are resolved:

1. **Resolution of Required Unanswered Questions:** The user must view and resolve all **required** unanswered questions. Required Unanswered Questions can be located by following these steps: Click on the Status tab; click on Unanswered Questions; select from the drop down View Required Unanswered Questions.
2. **Resolution of Edit Checks:** The user must view and resolve all edit checks. Edit Checks can be located by following these steps: Click on the Status tab; click on Edit Checks tab.

## EDIT CHECKS EXPLAINED

For all federal (FSCS) questions, the current year's IPLAR answer is automatically compared to the previous year's IPLAR answer.

Edit checks are generated based on the type of data in the answer; for example:

- (1) for NUMERIC answers: (a) when the current year's answer is exactly equal to the previous year's answer OR (b) when the current year's answer compared to the previous year's answer exceeds or falls below a percentage range that is established nationally;
- (2) for TEXTUAL answers: when the current year's answer differs from the previous year's answer; or
- (3) for NUMERIC AND/OR TEXTUAL answers: when the previous year's data was not available or was not loaded for comparison purposes.

## RESOLVING EDIT CHECKS

- Log in to Bibliostat Collect: <http://collect.btol.com>;
- Select the IPLAR FY2009;
- Click on the Status tab;
- Click on Edit Checks tab;
- The question/edit check is arranged in the following order:
  - (1) Question number;
  - (2) Question;
  - (3) The federal language is in red. Bottom line: why is this year's answer equal to, less than, or more than last year's answer? That explanation is the narrative you enter in the Federal note in the area on the right.
  - (4) FY09 answer
  - (5) FY08 answer (if you selected the tab Show Last Year's Answer which is on the upper right hand side of the screen);
  - (6) The Notes automatically default to the Federal note;
- Cursor over, click your mouse in the federal note area for the cursor to appear in the box, and write your narrative explanation.
- **Enter a brief, pragmatic explanation why the answer is the same or differs from the previous year's answer—that is really all an edit check is! (For example, less money for materials because the staff received raises; no e-books because our library discontinued the service; DVD/video collection weeded heavily);**
- Click the Submit Corrections button at the bottom of the page;

## HOW TO ANSWER SPECIFIC EDIT CHECKS WHEN PREVIOUS YEAR DATA WAS NOT LOADED OR A QUESTION WAS NOT ANSWERED

If a question was not answered in the previous fiscal year, then an automatic edit check will be generated because there is no data to compare the current year's answer with the prior year's answer. For those edit checks the answer is: FY09 answer correct. FY08 no data or answer submitted.

## REMINDERS RELATED TO ELECTRONIC SUBMISSION

- **Print Paper Copies of the IPLAR:** Print paper copies prior to electronic submission. To print your IPLAR click on the Printing tab. Print three copies of all web IPLAR components. Printing options are located in the Printing tab. For the paper copy being submitted to the Illinois State Library choose the option: print entire survey, with current year data only. The "Overview" (click on the Instructions tab in Bibliostat Collect) includes information on submitting a completed paper IPLAR packet to the Illinois State Library.

- **Submit Survey:** To electronically submit the electronic IPLAR, click on the Status tab, the Submit Survey tab, and then on the Submit Survey green button in the lower right hand corner of the screen.

#### **ADDITIONAL INFORMATION, DETAILS, AND HELP**

1. IPLAR & Bibliostat information on Cyberdrive:  
[http://www.cyberdriveillinois.com/departments/library/whats\\_new/iplar2009.html](http://www.cyberdriveillinois.com/departments/library/whats_new/iplar2009.html)
2. Information within Bibliostat Collect: <http://collect.btol.com>
  - Frequent questions tab: Information about Bibliostat Collect
  - Instructions tab: Viewable and printable Instructions and Survey

#### **PERSONAL CONTACTS**

Follow these guidelines to request help:

**USERNAME/PASSWORD:** Becky Hunter, Illinois State Library: [bhunter1@ilsos.net](mailto:bhunter1@ilsos.net), 217-782-7849, 1-800-665-5576 x1

**CONTENT/SUBJECT MATTER:** Ron Winner, Illinois State Library: [rwinner@ilsos.net](mailto:rwinner@ilsos.net), 217-785-1168, 1-800-665-5576 x1

**EDIT CHECKS:** Ron Winner, Illinois State Library: [rwinner@ilsos.net](mailto:rwinner@ilsos.net), 217-785-1168, 1-800-665-5576 x1

**SOFTWARE OR TECHNOLOGY ISSUES:** Bibliostat at 1-866-785-9935

#### **TROUBLESHOOTING TIPS**

Make sure you are using the correct URL: <http://collect.btol.com>

Make sure you are using the correct User Name/Password.

Make sure you are using Adobe version 6.0 or above for PDF printing.