

## Helpful Hints

### 2007 Colorado Public Library Annual Report

---

Here are some important points to help you use *Bibliostat Collect* in submitting your library's 2007 Public Library Annual Report. The survey deadline is March 15, 2008.

#### Navigation Tip

To leave the Collect screen without closing the program, hold down the ALT key and then the TAB key. This will toggle you between programs.

#### Auto-totals

Some fields will automatically calculate for you. Questions in dark red with shaded grey answer boxes are totals of previous questions. These are automatically totaled from the answers you supplied in previous fields. When you enter an answer, you need to click "Update" to get a total. You cannot change these totals, except by changing the contributing responses used to create the total field and then clicking "Update." If the automatic calculation involves subtotals, you need to click "Update" twice to activate the automatic total.

#### Blank Answers

You must fill in all blanks on the survey before it can be submitted. If a question does not apply to your library, enter N/A.

#### Edit Checks

Your data is being "edit checked" as you enter numbers. An edit check can be a current-year edit check or an historical check. *Collect* will prompt you if your data is out-of-range, contains an arithmetic error, or is too different from last year's data. Most edit checks are based on *your library's* previous responses. If you receive an edit check message please review the answer for accuracy. If you know your data is correct, click on the notepad icon and leave a message for the state and federal reviewers. Explain why the number is correct and be specific (e.g., "we received a one-time \$3,000 Gates grant this year").

#### Question Definitions

If you have questions regarding a definition, click the question number for an explanation or consult the *Instruction* page (the second item on the *Collect* navigator bar). You can also click the green flag to the right of the question to identify a question you want to come back to later.

#### Problems

If you have technical questions about *Bibliostat Collect* please call Product Support at 1-1-866-785-9935. Questions about survey content should be directed to Nicolle Steffen at 303-866-6900 or [steffen\\_n@cde.state.co.us](mailto:steffen_n@cde.state.co.us). Call us, we'll be happy to help.

#### Survey Deadline

Don't forget your survey is due by March 15, 2008.

---

See reverse for more *Helpful Hints*

## Helpful Hints

### 2007 Colorado Public Library Annual Report

#### Submitting Your Survey

After finishing the survey...

- 1) Click on "Status and Printing" at the top of the page.
- 2) Under "Printable Reports" click on "Survey Reports"
- 3) On the "Print Options" page choose "Print Entire Survey and "With Current Year Data Only" then click on "show PDF report" or "show Web report." This will produce a PDF or web page of your library's report which you can print and save. When done close this window.
- 4) Back on the main page, click "Status and Printing" again, then click on "Submit Survey" in the middle of the page.
- 5) At this point *Collect* may request further information on edit checks, unanswered questions, and/or flagged questions. Go to "Views" to complete these outstanding questions [edit checks require a note explaining the out-of-range numbers – see **Edit Checks** above for more information].
- 6) Once all questions and edit checks are complete, submit the survey again.
- 7) When your survey is complete and submitted, *Collect* gives you the message "Congratulations, submission successful" and locks you out, voiding your username and password. You are done.

#### Missed deadline

If you know you are going to miss the March 15 deadline, please contact Nicolle Steffen at 303-866-6900 or [steffen\\_n@cde.state.co.us](mailto:steffen_n@cde.state.co.us) to extend your deadline. We know that extraordinary things happen and deadlines are missed. We are happy to work with you if you let us know what's going on with you and your library. However, library directors and library boards that have not contacted the LRS office before March 15 and have not completed their reports will be notified in writing that their report is overdue. Legally, the obligation to file an annual report rests with the library board.

**See reverse for more *Helpful Hints***