

## Survey Instructions: Colorado School Library Survey, 2017-18

### To login to the survey:

1. Open your Internet browser.
2. Go to <https://www.lrs.org/school-library-survey/>
3. Click the link "Take survey here":  
<http://www.surveygizmo.com/s3/3770189/School-Libraries-2018>
4. Enter your library's *Username* and *Password*. This information is found on the accompanying letter.

### To take the survey:

1. If your school has multiple library staff, please have only **one staff member** complete the survey. If there is a teacher librarian at your school, they should complete the survey.
2. Respond to each item of the survey in the space provided. If you must use an estimate, please enter your best response.
3. To navigate to different sections of the survey, click on "Back" or "Next" on the bottom of each page.
4. When you reach **Page 4: Library Access**, your survey will automatically save and you will receive a link to return to your survey via email. From then on, your survey will always save when you hit the "Next" button at the bottom of a page.
5. To save your responses at any point, you can also click on the "Save and continue later" button on the top right of the screen.
6. On the last page, click the "Submit" button and your responses will be submitted and you will receive a confirmation email.
7. If you need to make modifications, after you submit, refer to the email link sent to you automatically from [noreply@surveygizmo.com](mailto:noreply@surveygizmo.com).
8. In the same email, you will also receive a PDF copy of your responses for your records.
9. You can return to the survey to add or change answers any time before the **survey deadline of Friday, June 1, 2018**.

### To access your responses from last year:

1. If you completed the survey in 2016-17, you can access your responses by logging in here:  
<http://www.LRS.org/slsurvey>
2. Use the same username and password that appears on the enclosed letter.

### To print a blank copy of the survey\*:

1. Go to <https://www.lrs.org/school-library-survey/>
2. Click the link "**Downloadable PDF of a blank survey**"
3. Survey will open as a PDF document (Adobe Acrobat Reader is free software that lets you view and print PDF files. Download at <http://get.adobe.com/reader/>).
4. To print in Adobe Acrobat click on the printer icon on the tool bar or select "File" and "Print."

\*PDF is for planning only. You still need to complete and submit the survey online.

### Questions or Problems:

Contact Katie Fox at the Library Research Service

- Phone: 303-866-6927
- E-mail: [School\\_Library\\_Survey@cde.state.co.us](mailto:School_Library_Survey@cde.state.co.us)