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# **WebPLUS User's Guide**

## **Version 1.0**

**Guide For Reporting Data For The Public Libraries Survey, FY 2005  
Using The Web Public Library Universe System Software**

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## 1 INTRODUCTION

### 1.1 Background of the Federal-State Cooperative System (FSCS) for Public Library Data

The U. S. Department of Education's National Center for Education Statistics (NCES) is the primary federal entity for collecting, analyzing, and reporting educational statistics in the United States. In 1985, NCES and the American Library Association (ALA) conducted a pilot project in 15 states to assess the feasibility of a federal-state cooperative program for collecting public library data. The project was jointly funded by NCES and the U.S. Department of Education's former Library Programs (LP) office. In 1987, the project's final report recommended the development of a nationwide data collection system. The Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)<sup>1</sup> charged NCES with developing a voluntary Federal-State Cooperative System (FSCS) for the annual collection of public library data. The NCES and the U.S. National Commission on Libraries and Information Science (NCLIS) formed a task force to carry out this mandate, and the FSCS was established in 1988.

The 1988 NCES-NCLIS task force evolved into the FSCS Steering Committee as we know it today. This Committee is integral to the design and conduct of the survey. Its membership includes State Data Coordinators (SDCs), representatives of the Chief Officers of State Library Agencies (COSLA), NCLIS, ALA, the Institute of Museum and Library Services (IMLS), the U.S. Census Bureau (the data collection agent), and NCES.

SDCs (appointed by COSLA) submit data for NCES's annual "Public Libraries Survey" for the universe of over 9,000 public libraries in the 50 States, the District of Columbia, and the outlying areas. NCES releases an annual data file (the only national database on public libraries) and survey report based on the survey. The data are used for planning, research, evaluation, and policymaking decisions by federal, state, and local officials, professional associations, researchers, educators, local practitioners, and other interested users.

### 1.2 Reporting Data: Administrative Entities and Outlets

The Public Libraries Survey collects statistics on administrative entities and outlets.

The administrative entity is the legally established agency that provides library services to the population of a local jurisdiction. An administrative entity must operate one or more direct public library service outlets. The administrative entity's offices may be located in one of the outlets (e.g., a single-outlet central library or a branch of a decentralized multi-outlet operation) or in separate quarters (e.g., a suite in an office building, or an office adjacent to an independent bookmobile's garage). The data reported for each administrative entity are the combined data for all of its outlets. (See Appendix B to review the administrative entity data elements included on the Public Libraries Survey.)

An outlet is a unit (i.e., central, branch, bookmobile, books-by-mail only) of an administrative entity that provides direct public library services. A single-outlet central library should not be confused with the administrative entity to which it belongs. Some data are reported for each outlet of an administrative entity, such as the outlet's name and address, telephone number, type of outlet, metropolitan status code, and square footage. (See Appendix B to review the outlet data elements included on the Public Libraries Survey.)

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<sup>1</sup> This was superseded by the National Education Statistics Act of 1994 (P.L. 103-382) and, more recently by the Education Sciences Reform Act of 2002.

1.3 WebPLUS 1.0 Revisions

<p><b>Import Process:</b></p> <p>The import file specifications were revised to accommodate processing in WebPLUS. See Chapter 3, Appendix C, for details.</p>
<p><b>Match Routine:</b></p> <p>The match is now required whether the user imports a data file or keys the data directly into the web application. See Chapter 5 and Appendix E for details.</p>
<p><b>Administrative Entity Data Collection:</b></p> <p>The LIBID field must be unique.</p> <p>All data elements were renumbered. See Appendix B for data element definitions.</p> <p>The import file specifications were revised to accommodate processing in WebPLUS. See Chapter 3, Appendix C, and Appendix D for details.</p> <p>No data elements were deleted or added.</p>
<p><b>Outlet Data Collection:</b></p> <p>All data elements were renumbered. See Appendix B for data elements definitions.</p> <p>The import file specifications are revised to accommodate processing in WebPLUS. See Chapter 3, Appendix C, and Appendix D for details.</p> <p>No data elements were deleted or added.</p>
<p><b>Edit Checks:</b></p> <p>The edits were renumbered using the new three-digit data element number followed by a two-digit edit type code.</p> <p>We conducted an edit research project to improve the editing process. This research resulted in several new types of edits as well as revision of historical parameters.</p> <p>See Appendix F for details.</p>
<p><b>Edit Report Annotations:</b></p> <p>Beginning with WebPLUS any annotation you make to your Edit Report will be stored in the database meaning you can rerun your Edit Report at any time without losing any explanations you have provided previously. See Chapter 6 for further details.</p>

## 2 OVERVIEW

### 2.1 WebPLUS

The URL for logging into WebPLUS is <http://surveys.nces.ed.gov/plscollect>. The web version of the collection is different from WinPLUS in that you will not download software and state data files to use on your own computer. You will be entering your data directly into a database that is stored on the server at the NCES. You will be provided a password to access the web site but if you lose or forget that password please contact the PLS staff on 800-451-6235.

The menu choices available to you are dependant on a progression of steps. You must have data for state characteristics, administrative entities, and outlets before you see the option to match. You must run a successful match before you will have the option to run the edits. You can refer to the Survey Status page for a look at how your submission stands at any time and the next step in the submission process.

After you input all of your data (see next section on Data Entry), perform a successful match, and complete your edit review, i.e., no critical edits remain and you have annotated your report, you can lock your data. Your submission is considered complete when you lock your data.

### 2.2 Data Entry

Except for entering state characteristics data, WebPLUS supports two methods of data entry. You can import a file that contains all of your administrative entity or outlet data or you can key the data directly via view/update screens. State characteristics must be entered directly into WebPLUS.

#### 2.2.1 Importing Files

You can import files that contain all of the data for administrative entities and outlets. You can also import annotation files that will be applied to your Edit Report. Chapter 3 provides details on the types of files you can import and how to prepare and format the files.

#### 2.2.2 Keying Data Directly

An alternate means of entering data is through the view/update screens. A number of fields are filled from the prior-year information such as the name, address, phone number, county, and selected data element fields that typically do not change. You can update these fields when necessary but name and address changes require special attention. Chapter 4 provides additional information on data keying.

### 2.3 Match

You must complete the match routine regardless how you choose to enter your data. When the match is run all structure, name, and location changes are processed and posted to the historical data table. If you do not get a successful report you must resolve all inconsistencies and rerun the routine. Chapter 5 provides details on the match process and resolving problems with the report.

#### 2.3.1 Compare Current-Year Records to Prior-Year Records

Structure changes are actions such as a library closing, or two libraries merging that affect the records from the prior-year. A new library to the survey affects the current-year file. Location and name changes also affect the data file.

The match compares current-year records to prior-year records for structure, name, or location changes. These changes are recorded via status codes. Inconsistencies in the status codes are output to the report.

### **2.3.2 Compare Administrative Entity File to Outlet File**

The match will also check that all administrative entities have at least one outlet record and that all outlets are associated with a parent administrative entity. If discrepancies exist between the number of central, branch and bookmobile outlets reported on the administrative entity record and the number reported on associated outlet record(s), your Edit Report will reflect this problem.

### **2.3.3 Historical Tracking**

The third component of the match process is to maintain the historical tracking feature that records structure, name, and location (address) changes. The information from the historical table will be output to the data files for geomapping and other purposes.

## **2.4 Edits**

Once the match routine is completed successfully you will be able to run the Edit Report by selecting Edit Report under the Reports menu. An Excel workbook will be generated containing multiple worksheets.

WebPLUS is designed with a facility to store annotations so you can fix data problems and rerun the Edit Report without losing any of your previous annotations. Once you have reviewed the Edit Report and completed your annotations, import the Excel workbook back into WebPLUS. You also have the option of importing your annotations as a comma delimited or fixed length text file. Chapter 6 explains more about the edits and the report.

## **2.5 Survey Lock**

The purpose of the survey lock is to let Census know that the respondent has submitted their data and also to prevent the respondent from making any further changes to the data after the submission is complete.

## **2.6 Other Helpful Tools**

### **2.6.1 File Export**

The export feature is located under the tools menu. Current-year and prior-year data are available for administrative entities, outlets, and state characteristics. Administrative entity and outlet records that were previously deleted, i.e., closed or removed as an incorrect record, are also available from the file export should any of these need to be restored to the survey.

To save your export files:

- Click on File Export under the Tools menu.
- Click on the file format you would like to download.
- Right-click on the links in the window and select "Save Target As".
- Navigate to where you want to save it and click save.
- You can choose to click "Open" to view the data file.
- Click the "Close Window" button to exit and return to the survey status page.

### 2.6.2 Tables

The tables feature creates an excel workbook that contains 18 tables. The user will be able to save them to their hard drive. There are two summary tables and 16 individual library tables. The two summary tables are a 2-year comparison on the state totals and a 2-year comparison the response rates for the state. The individual library tables list out each library in the state and some tables calculate per capita or percentages. The two summary tables allow the respondent perform a macro review of their whole state. The individual library tables will allow a micro review of the libraries.

To save your tables:

- Click on Tables under the Tools menu.
- Right-click on the “Tables Report” button in the window and select “Save Target As”
- Navigate to where you want to save it and click “Save”
- You can also choose to click “Open” to view the data file
- Click the “Close Window” button to exit and return to the survey status page

### 2.6.3 Help Menu Options

The help menu provides access to all of the appendices in the user’s guide.

- **Web Instructions**  
The web instructions (Appendix A) are a one-page list of the necessary steps to complete the submission process for the survey. This page is also displayed the first time you log into the application.
- **Data Element Definitions**  
Data element definitions (part of Appendix B) are all the items collected on the survey with the official definitions and item numbers.
- **Import Specifications**  
The import files must conform exactly to the specifications provided in Appendix C.
- **Name, Address and Structure Changes**  
Name, address and structure changes (Appendix D) provide descriptions and diagrams of the correct format of records for administrative entities and outlets.
- **Resolving the Match Report**  
Resolving the Match Report (Appendix E) is a more detailed list of suggestions than is available in chapter 5.
- **Edit Messages and Conditions**  
Edit Messages and Conditions (Appendix F) is a list of all checks performed by the Edit Report routine as well as a list of internal checks at Census during the edit follow-up.
- **PLS Contacts**  
PLS Contacts (Appendix G) is a list of the Census and NCES contact information including telephone numbers and e-mail addresses. This is also located on the main survey page before you log in.
- **Francis Keppel Award Criteria**  
The Francis Keppel Award for timely and accurate submission of data is based on a point system (Appendix H) covering important aspects of the original submission and post-submission processing.

- **Standard Abbreviations**

Standard abbreviations (Appendix I) should be used in this survey when the data exceed the field length.

### 2.7 External Links

Some external links have been provided to the user that might be helpful in preparing for their FY2005 data submission.

- **NCES Public Libraries**

This external link will take you to the NCES public libraries page. Things that can be found on this page are:

- The public release data files and the E.D. Tabs for the previous years of the Public Libraries Survey.
- The Compare Public Libraries tool that will compare individual libraries to their peers.
- Other general information about the Public Libraries Survey.

- **NCLIS**

This external link will take you to the U.S. National Commission on Library and Information Sciences' (NCLIS) FSCS page where you can find information on the steering committee, the awards, and other things relating to the FSCS.

- **Steering Committee FAQ**

This is the link to the FSCS FAQ blog for SDCs to share information about FSCS public library data elements, data collection, data conference, and data use.

### 2.8 User Options

There are four options available to users. They have to do with data keying and the Edit Report. The options are:

- The sort order of the Administrative Entities on the View/Key/Update pages. The default for this is by library name. The other two options are by LIBID or by FSCS ID.
- The sort order of the Outlet on the View/Key/Update pages. The default for this is by library name. The other two options are by LIBID or by FSCS ID.
- The sort order of the Edit Report. The default is by edit number by FSCS ID. The other option is by edit number by Annotation Status by FSCS ID.
- Autosave on the View/Key/Update pages. The default for this option is to have autosave turned off.

### 3 IMPORT

#### 3.1 Overview of Import

You can import data for administrative entities and outlets as well as annotation files into WebPLUS provided they are formatted correctly. The Administrative Entity Import File Specifications, Outlet Import File Specifications, and Annotation Import File Specifications are provided in Appendix C. State characteristics data must be keyed directly into WebPLUS via the View/Key/Update facility under the Tools menu.

Note:

- Each import file must contain only records of the same record types. For example, the administrative entity file can contain only administrative entity records; outlet records must be removed.
- Administrative Entity and Outlet data files must be imported in one of the following two formats:
  - Comma delimited text file
  - Fixed length text file
- Annotations to the Edit Report must be imported in one of the following three formats:
  - Comma delimited text file
  - Fixed length text file
  - Excel workbook from running the edits to which annotations have been applied
- The files will not import successfully if any of the fields are blank. Use -3 for fields where specific information is not required. Refer to the sections below for instructions on preparing files for import.
- Imported data must be valid (see below):

<b>Numeric Data Elements:</b>	
Any positive number for numeric data elements	Enter the appropriate numeric data.
0	Zero means, "We have none of this item" for numeric data (e.g., the library does not maintain a video collection).
-1	"-1" means "We don't know the answer, don't collect the data, or can't get the data right now."
-3	"-3" means "Not Applicable" <u>and is used for this item only:</u> <ul style="list-style-type: none"> <li>• Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)</li> </ul>
<b>Alphanumeric Data Elements:</b>	
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See Appendix B.
-3	"-3" means "Not Applicable" <u>and is used for these items only:</u> <ul style="list-style-type: none"> <li>• Phone (use only if library has no phone)</li> <li>• Web Address (use only if library has no Web Address)</li> </ul>

## 3.2 Preparing Import Files

In order to match current-year records to prior-year records and process structure, name, and location changes the following information must be included on import files. You can refer to detailed descriptions on how each record should be constructed in Appendix D.

- **FSCSKEY/FSCS\_SEQ:** This is the unique identification number assigned to each administrative entity and outlet record. This is the link from the current-year to prior-year records. Census will provide these numbers for existing records for the FY 2005 survey so you can input them into your files the first time.
- **STATSTRU:** This is a code that indicates the type of structure change that needs to occur. The structure changes (preceded by their status codes) for administrative entities and outlets are described separately in the rest of this document.
- **STATNAME:** This is a code that indicates the type of change to the library name.
- **STATADDR:** This is a code that indicates the type of change to the physical location of an administrative entity or outlet.
- **LINKID:** This is an identifier defined by the respondent and is used to associate two or more records that are involved in a structure change. The LINKID must be unique for each structure change. For example, a merge requires at least three import records with the same LINKID. (See Appendix D, structure change 05 – Merge two or more Administrative Entities to form a New Library (Marriage).
- **PARENTID:** This identifier is on the outlet import file and is the LIBID of the parent administrative entity.
- **OLDID:** This identifier is reserved for structure changes where it is necessary to track the prior-year FSCSKEY information.

## 3.3 Upload and Import

Once you have prepared your files, log onto the survey and choose File Import/Log/Delete from the Tools menu. Click on 'Browse', select the file(s) you want to upload, and select 'Upload Data File'.

**File Upload and Import**

File Name:

(When you press the "Upload and Import File" button, your browser will transmit the file to our web server. Data from the file will then be imported into our database. If the type of data from the load file above matches a data type previously loaded, the new data file will completely replace all records previously loaded for that data type.)

Several checks are performed while your file is being imported. If you have any problems that prevent a successful import, a message box will prompt you with the problem and the record affected. Please note, however, that this will only find one error at a time. If other problems exist, the import will continue to fail until all problems are resolved.

The software can identify the type of file you are importing. When you import a file again the previous one is deleted. A "Files Previously Deleted" log is maintained so you can track the files you have used.

## 4 DATA KEYING

The Tools menu contains selections that allow you to directly enter data into WebPLUS:

- Most of the User Options under the Tools menu relate to the data keying functions. This is where you choose the sort order you want for viewing administrative entities, outlets, and the Edit Report, as well as the Autosave option.

**NOTE: You can also access User Options from each View/Key/Update screen.**

- View/Key/Update is the only means of entering state characteristics data. It also provides access to existing administrative entity or outlet records.
- Structure Changes allows you to add, delete, merge, or restore records directly into WebPLUS. Choose AE or Outlet as appropriate for the change you want to make.

### 4.1 User Options

#### 4.1.1 Sort Order for Administrative Entities in View/Key/Update

You can sort your administrative entity records by:

- FSCS ID
- LIBID
- Library name

#### 4.1.2 Sort Order for Outlets in View/Key/Update

You can sort your outlet records by:

- FSCS ID
- LIBID
- Library name

#### 4.1.3 Sort Order for Edit Report

You can sort your Edit Report by:

- EDIT by FSCSID
- EDIT by Annotation Status by FSCSID

#### 4.1.4 Auto Save Data in View/Key/Update

You can set this option to 'Yes' or 'No'.

### 4.2 View/Key/Update

Select State Char, AE, or Outlet to navigate to the appropriate screen you wish to update. Buttons that allow you to 'Save', 'Reset', and 'Print Page' appear at the bottom of every page. If no field is highlighted on the screen when you access it, use your mouse and click on the field you want to update. Use your Tab key to move from field to field or use your mouse.

If you did not choose to automatically save your corrections, be sure to click on 'Save' before leaving the page. To exit any of these screens, select Survey Status from the menu bar to return to the main WePLUS page.

### 4.2.1 State Characteristics

This screen consists of only four data items. There is no link from this page to any other page except the Main Page, User Options, and the Data Element Definitions or you can choose to Logout. Once you have completed your updates you must return to the Main Page if you want to continue with further actions.

### 4.2.2 Administrative Entity

Data for administrative entity records require nine screens. An additional screen for the associated outlets is available to access outlet data for that administrative entity. The names of each screen are provided as links on the left side of the screen and you can use your mouse to click on any of the links to go to the next page you wish to correct. You can also scroll through the pages using the “Previous Page” and “Next Page” buttons located below the page links.

You can go to another administrative entity record by selecting one from the drop down menu at the top of the page. The records will be listed by FSCS ID if you did not specify another sort order under User Options. “First”, “Previous”, “Next”, and “Last” buttons are available at the top of the screen if you want to scroll through the records.

Changes to the name and address information for an administrative entity are made through the appropriate View/Key/Update screens. If you make a change to either field you must also select the appropriate status code (the name/address status codes and their values are included in Appendix D) to identify whether the change is an official name change or whether the address change indicates an actual location change. For administrative entities, status code changes are made in survey item 152a – Name Status or item 153a – Address Status.

**NOTE: Any changes to the name or address fields will require you to run the Match Report before you can proceed with any further processing of your submission.**

### 4.2.3 Outlets

Outlet records require only one screen. You have two options to view your outlet records:

- You can access an outlet record from the parent administrative entity record. Only those outlets associated with the administrative entity are available to view this way.
- You can access all outlet records from the Tools menu. You can navigate through all of the outlet records from this option by using the drop down menu or the ‘Next’ button if you choose to scroll.

Changes to the name and address information for an administrative entity are made through the appropriate View/Key/Update screens. If you make a change to either field you must also select the appropriate status code (the name/address status codes and their values are included in Appendix D) to identify whether the change is an official name change or whether the address change indicates an actual location change. For outlets, status code changes are made in survey item 702a – Name Status or item 703a – Address Status.

**NOTE: Any changes to the name or address fields will require you to run the Match Report before you can proceed with any further processing of your submission.**

### 4.3 Structure Changes

You can add, remove, or change records by selecting Structure Changes under the Tools menu. Select AE or Outlet to access the appropriate actions you can perform:

Administrative Entity structure changes:

- Existing Administrative Entity Absorbs Another Administrative Entity (Adoption)
- Newly Created Administrative Entity (Birth)
- Closed (Death)
- Merge Two or More Administrative Entities to Form a New Library (Marriage)
- Restore/Undo was a 03 (Reopen a Closed Administrative entity)
- Restore/Undo was a 10 (Undo a Deleted Administrative Entity)
- Delete an Incorrect Record
- Add an Existing Administrative Entity not Previously Reported
- Reset an Administrative Entity Currently Coded for a Structure Change

Outlet structure changes:

- Existing Outlet Absorbs Another Outlet (Adoption)
- Newly Created Outlet (Birth)
- Closed (Death)
- Move Outlet to Newly Created Administrative Entity (Divorce)
- Merge Two or More Outlets to Form a New Outlet (Marriage)
- Restore/Undo was a 03 (Reopen a Closed Outlet)
- Restore/Undo was a 10 (Undo a Deleted Outlet)
- Delete an Incorrect Record
- Outlet Moves to Different Previously Existing Administrative Entity
- Add an Existing Outlet not Previously Reported
- Reset an Outlet Currently Coded for a Structure Change

#### 4.3.1 Existing Administrative Entity/Outlet Absorbs Another Administrative Entity/Outlet (Adoption)

An administrative entity or outlet record can absorb one or more other administrative entity or outlet record(s) and only the adopting record that will be on the current-year file. The other record(s) (i.e. the records that are being adopted) will not be on the current-year file.

You must choose the record that will remain on the file from a drop down list of available records and then indicate the number of records that will be adopted. After you choose to continue, select the record or records that will be adopted from a drop down menu.

When an administrative entity is adopted the outlets must be dispatched. You can choose to move all of the outlets to the adopting administrative entity by selecting "Move all outlets to the same FSCS ID. Alternatively, you can choose to dispatch the outlet records individually by selecting "Will dispatch outlets on my own".

Choose 'Save' if you wish to continue with the structure change or 'Return to Menu' if you want to cancel the change.

#### 4.3.2 Newly Created Administrative Entity/Outlet (Birth)

This selection will take you to a template screen where you can enter data for selected items to identify the record. The outlet screen will provide you with a drop down list of all of the administrative entities from which you can select the parent record. Click "Create" to add the new

record or “Return to Menu” to cancel the action. You will have to go to the View/Key/Update option under the Tools menu to enter the rest of the data.

### **4.3.3 Closed (Death)**

If you need to remove a record for a closed administrative entity or outlet, select this option. The next screen requires you to choose the record that is closed from a drop down menu. Click “Continue” to proceed to the next screen. Click “Yes” to verify that you want the record deleted or “Return to the Menu” to cancel the action.

### **4.3.4 Move Outlet to Newly Created Administrative Entity (Divorce)**

This action is available under the Outlet option under the Structure Changes option and takes you to a screen to choose the outlet that is creating its own administrative entity. If you continue, your next step is to create the new administrative entity record. You can click “Continue” to create the new record or “Return to Menu” to cancel the action. You will have to go to the View/Key/Update under the Tools menu to enter the rest of the data.

### **4.3.5 Merge Two or More Administrative Entities/Outlets to Form a New Library/Outlet (Marriage)**

In order to merge administrative entities or outlets, you must first create a record for the new library or outlet. When creating a new outlet record you must have an existing parent administrative entity record on the current-year file.

Once you have created the new record, you must select at least two records that will merge. Indicate how many records are to be merged with the drop down menu and click “Continue”. Based on this response you will be provided with that many drop down menus on the next screen to select the records that will be merged.

You can proceed with the merge by clicking the “Save” button or you can cancel the action with the “Return to Menu” button. You will have to go to the View/Key/Update option under the Tools menu to enter the rest of the data.

### **4.3.6 Restore/Undo Was a 03 (Reopen a Closed Administrative Entity/Outlet)**

You can add a previously closed administrative entity or outlet to the survey by restoring the record. You will be provided a list of only those records that have a historic code of ‘03’. After you select a record and click “Continue” you reach a screen to verify the restore. You can proceed by clicking “Yes” or you can cancel the restore by clicking “Return to Menu”. You will have to go to the View/Key/Update option under the Tools menu to enter the rest of the data.

### **4.3.7 Restore/Undo Was a 10 (Undo a deleted Administrative Entity/Outlet)**

You can add a previously deleted administrative entity or outlet to the survey by restoring the record. You will be provided a list of only those records that have a historic code of ‘10’. After you select a record and click “Continue” you reach a screen to verify the restore. You can proceed by clicking “Yes” or you can cancel the restore by clicking “Return to Menu”. You will have to go to the View/Key/Update option under the Tools menu to enter the rest of the data.

### **4.3.8 Delete an Incorrect Record**

Select this option if you need to remove an administrative entity or outlet record from the survey that should not be included. Choose the record you wish to delete and click “Continue” which takes you to a screen to verify the delete. You can proceed by clicking “Yes” or you can cancel the delete by clicking “Return to Menu”.

**4.3.9 Outlet Moves to Different Previously Existing Administrative Entity**

When an outlet becomes associated with a new parent administrative entity select this option to identify the new parent. First select the outlet that is moving and click "Continue". On the next screen select the FSCS ID for the new parent administrative entity. You can proceed by clicking "Save" or you can cancel the action by clicking "Return to Menu".

**4.3.10 Add an Existing Administrative Entity/Outlet Not Previously Reported**

This selection will take you to a template screen where you can enter data for selected items to identify the record. The outlet screen will provide you with a drop down list of all of the administrative entities from which you can select the parent record. Click "Create" to add the new record or "Return to Menu" to cancel the action. You will have to go to the View/Key/Update option under the Tools menu to enter the rest of the data.

**4.3.11 Reset an Administrative Entity/Outlet Currently Coded for a Structure Change**

Both screens have an option to reset a record that is coded for a structure change. The drop down menus for all structure changes will display only those records that are available for change. If you made an earlier structure change that you now find is incorrect, you cannot simply do another structure change. You will have to reset the record and begin again.

As an example, you added an outlet record but realize it is a duplicate of another record. Since it is coded for a structure change when the match routine is performed the record cannot be removed by making another structure change. You must first reset the record and, in this case, delete it with the 'Delete an Incorrect Record' option.



## 5 MATCH ROUTINE

Once data entry is complete via import or data keying, select Match Report from the Reports menu. This step must be completed successfully before you can proceed with any further processing.

**Please note this important point: Anytime you import a data file or make any structure, name, or address change to either an outlet or administrative entity record from the data keying screens you must run the match routine.**

All results of the match will be displayed in an Excel workbook with multiple worksheets. You can choose to view or save the workbook. Right-click on the link to select “Open” to view or “Save Target As” to save to a directory for access later.

### 5.1 Match Report

The Match Report is an Excel workbook that contains eight worksheets. If you do not have any match problems you will see the following message on the Summary worksheet: “Match has completed successfully. Check 'New ID' Sheet.” If you do have match problems, the problems will be identified via messages on the appropriate worksheet. The following messages are possible for each worksheet:

- Summary – contains a list of all problems encountered in processing your match
  - Invalid structure change status code (STATSTRU)
  - Record found current year but not prior year
  - Record found prior year but not current year
  - Duplicate FSCS ID information or OLDID entries
  - Duplicate administrative entity LIBID entries
  - FSCS ID information must equal -3
  - FSCS ID information cannot equal -3
  - LINKID must equal -3
  - LINKID cannot equal -3
  - PARENTID must equal -3
  - PARENTID cannot equal -3
  - OLDID must equal -3
  - OLDID cannot equal -3
  - Records inconsistent with Adoption status code
  - Records inconsistent with Marriage status code
  - FSCS ID is not a valid restore ID
  - Administrative entity has no outlet records
  - Outlet record does not have a parent administrative entity
  - PARENTID does not exist on administrative entity file
  - Invalid address change status code (STATADDR )
  - Address change status code (STATADDR) inconsistent with current to prior year change
  - Invalid name change status code (STATNAME )
  - Name change status code (STATNAME) inconsistent with current to prior year change
  
- New ID – provides a list of any new FSCS ID numbers that were generated. No resolution will be required for these records because the software will not assign new identification numbers until the match is successful.

- Admin Single – displays problems with structure changes involving only one administrative entity record
  - INVALID Status Code
  - This AE was not on the PY file
  - This AE was reported last year, but is missing on the CY file
  - FSCSKEY cannot be -3 for STATUS ("00", "08", or "09") Records
  - FSCSKEY must be -3 for STATUS ("02", "03", "04", "05", "10", or "13") Records
  - LINKID cannot be -3 for STATUS ("01" or "05") Records
  - LINKID must be -3 for STATUS ("00", "02", "03", "04", "08", "09", "10", or "13") Records
  - OLIDID cannot be -3 for STATUS ("03" or "10") Records
  - OLDID must be -3 for STATUS ("00", "02", "04", "08", "09", or "13") Records
  - Cannot restore AE, there is no old AE with STATUS ("03" or "10")
  - Admin record does not have any outlets
- Admin Multi – displays problems with structure changes involving multiple administrative entity records
  - All FSCSKEYs and OLDIDs must be Unique (unless -3)
  - All LIBIDs must be UNIQUE for AE records
  - These records do not comply with the rules for Adoption
  - These records do not comply with the rules for Marriage
- Outlet Single – displays problems with structure changes involving only one outlet record
  - INVALID Status Code
  - This Outlet was not on the PY file
  - This Outlet was reported last year, but is missing on the CY file
  - FSCSKEY cannot be -3 for STATUS ("00", "08", or "09") Records
  - FSCSKEY must be -3 for STATUS ("02", "03", "04", "05", "10", "11", or "13") Records
  - FSCS\_SEQ cannot be -3 for STATUS ("00", "08", or "09") Records
  - FSCS\_SEQ must be -3 for STATUS ("02", "03", "04", "05", "10", "11", or "13") Records
  - LINKID cannot be -3 for STATUS ("01" or "05") Records
  - LINKID must be -3 for STATUS ("00", "02", "03", "04", "08", "09", "10", "11", or "13") Records
  - OLDID cannot be -3 for STATUS ("03", "04", "10", or "11") Records
  - OLDID must be -3 for STATUS ("00", "02", "08", "09", or "13") Records
  - PARENTID cannot be -3 for STATUS ("02", "04", "11", or "13") Records
  - PARENTID must be -3 for STATUS ("00", "01", "03", "08", "09", or "10") Records
  - Cannot restore AE, there is no old AE with STATUS ("03" or "10")
  - Outlet Record is not on the AE file
  - PARENTID is not on the AE File
- Outlet Multi – displays problems with structure changes involving multiple outlet records
  - All FSCSKEYs and OLDIDs must be Unique (unless -3)
  - These records do not comply with the rules for Adoption
  - These records do not comply with the rules for Marriage

- Name Changes – displays records with name change problems
  - STATNAME Invalid
  - STATNAME 00 and Name Change
  - STATNAME 06 and no name change
  - STATNAME 14 and no name change
  
- Address Changes – displays records with address change problems
  - STATADDR Invalid
  - STATADDR 00 and Address Change
  - STATADDR 07 and no name change
  - STATADDR 15 and no name change

## 5.2 Resolving Unsuccessful Records

Most of the errors listed on the Match Report will occur only with imported files. General suggestions are listed below to aid in reviewing your Match Report if it has any inconsistencies.

- Check the value of the appropriate status code for the structure, name, or address changes.
  - If it is invalid check Appendix E for the valid entry that you need.
  - If it is a valid entry check Appendix E to ensure you have the code that fits the action you are describing. Appendix D also provides diagrams of correct records for each type of administrative entity and outlet structure change if you need more information.
- Obtain the list of prior-year FSCS ID numbers from the Export Files utility under the Tools menu.
- Obtain a list of restorable records from the Export Files utility under the Tools menu.

Appendix E provides further suggestions by message by worksheet with examples to aid in resolving match issues where appropriate.



## 6 EDIT REPORT

Once you have completed a successful match you must generate the Edit Report by selecting Edit Report from the Reports menu.

The table below shows the status of your data files and the next processing step.

Data File	Status	Next Step
State Characteristics	Has Data	
Administrative Entities	Has Data	
Outlets	Has Data	
All PLS Files	Matched - No Problems	Run Edit Report

Critical edits, listed below, are included on the report. If you encounter any of these you must fix them before you will be able to lock your survey.

Annotations to accompany your Edit Report are also a critical part of your submission. These provide verification and explanations for data that flag edit conditions but are correct. **You must have at least one non-critical edit annotated before you can complete your submission.**

All results of the edits will be displayed in an Excel workbook with multiple worksheets. You can choose to view or save the workbook. Right-click on the workbook link and select 'Open' if you wish to view the results or select "Save Target As" to save to a directory for access later.

### 6.1 Edit Messages and Conditions

A full list of edits and conditions is in Appendix F. In addition to current and historical edits, the conditions for internal checks conducted by the Census Bureau during edit follow-up are included. The types of edits are listed below:

#### 6.1.1 Current-Year Edits

- Critical edits, i.e. conditions that cannot not exist at the time you wish to use the survey lock to signal the submission of your data consist of the following types of edits: Any -2 value
  - Zero or -1 in any population data element
  - The official state population is less than the unduplicated population
  - Non-response to 100% response items
  - Discrepancies between the number of outlets reported on the administrative entity record and the number of outlet records
  - A subset item is greater than the total (e.g. "Total Circulation" is less than "Circulation of Children's Materials")
  - Any occurrence where a fully reported range of detail data does not equal the reported total
- Other current-year edits
  - Reporting patterns for data elements with detail items where not all items are reported. (e.g., "Total Librarians" and "Total Staff" are reported as equal but "Other Paid Employees" is -1)
  - Inter-item comparison ratios (e.g., "Users of Electronic Resources" is greater than 90% of "Annual Visits")

- Logical (e.g., an individual administrative entity's report period date is before the state's report period start date)
- Magnitude (e.g., "Databases" is greater than 1,000)
- Definitional (e.g., "Print Materials" is zero)

### 6.1.2 Historical Edits

There are some miscellaneous checks but historic edits compare current-year to prior-year data as follows:

- Prior-year was -1 and current-year is zero
- Prior-year was -1 and current-year is 1
- Prior-year was greater than a calculated value and current-year is zero
- Current-year is greater than a calculated value and prior-year is zero
- Current-year and prior-year have the same value
- Current-year to prior-year ratio is outside a specified range

### 6.1.3 Internal Edits performed at the Census Bureau

- State level
  - Over 65% of a data element was -1 in the prior-year and is reported zero for the current-year
  - Sum of any numeric variable is zero
- Other edits
  - A special summation check for operating expenditures
  - More than 85% non-response for an administrative entity
  - Street address checks
  - Discrepancies in address information between administrative entity and outlet records
  - State abbreviations in the address or city fields
  - Testing inter-item ratios
  - Web address check

## 6.2 Annotations

Annotations are stored in the database and are applied to the edits when you run the report. You can incorporate annotations into your submission in two ways:

- Import a comma delimited or fixed length file following the Annotation Import File Specifications in Appendix C.
- Import your annotations via the Excel file generated by running the Edit Report. The annotations you entered in the Edit Report will be posted to the annotations table.

However, a current import file will completely replace all previous annotations, i.e., annotations from a previous import are deleted. The best way to ensure losing none of your annotations is to update the most recent Excel edit report that contains all previous annotations. If you choose the other file formats, you should be sure the file contains all of your annotations.

## 7 SURVEY LOCK

The Survey Lock is located under the Tools menu. The user must verify that they want to lock their data.

The following conditions must be met to lock your data:

- No critical edits are found when the edits are run. (Note: Critical edits are identified on the Edit Report in red. Also, "Critical Edit" is displayed in the edit message.)
- If there are non-critical edits flagged, then at least one annotation is present.

The respondent can perform the following actions after locking:

- View Survey Status
- Export data
- View blank survey form
- Run tables
- View help documents
- Access External Links
- Logout

After survey lock, the application does not allow the respondent to change any data, import files, perform the match routine, or run the Edit Report.

