

Completing the Interlibrary Loan and Reciprocal Borrowing Statistical Survey Using LibPAS Online

Bookmark the site so that you can return to it in the future. Contact the Illinois State Library for username and password at the following:

Library Development Group: 217-524-8836

Toll-free: 1-800-665-5576 x2

Email: ISLServices@ilsos.gov

Once on the landing page, enter your Username and Password and click “Login”.


The screenshot shows the login page for the Illinois State Library. At the top, there is a navigation bar with 'Libraries', 'Locations', and 'Maps' links. The main heading is 'ILLINOIS STATE LIBRARY'. Below this is a 'Login' form with fields for 'Username:' and 'Password:', and a 'Login' button. Under the form are links for 'Instructions on Creating Reports', 'IPLAR: Instructions Worksheet Data Input Instructions', and 'Interlibrary Loan Survey: Instructions Worksheet Data Input Instructions'. At the bottom, there is contact information for Lindsay Thompson and a copyright notice for 2015 Counting Opinions (SQUIRE) Ltd.

After login, you will be taken to the Illinois “Member” screen, which provides links to Data Input, and provides updates or timely information on completing the annual report. After reviewing the Portal screen, select “Enter” after which you should be directed automatically to the data entry screen for your library (some libraries, particularly public libraries, may need to use the Collection pull-down menu on the Data Input screen to select either the “Illinois Public Annual Report (IPLAR)” or “ILLINET” survey.

The screenshot shows the member screen for the Illinois State Library. At the top, there is a navigation bar with 'Reports', 'Data Input', 'Home', and 'Logout' links. Below this is a 'Profile' link and a navigation bar with 'Libraries', 'Locations', and 'Maps' links. The main heading is 'ILLINOIS STATE LIBRARY'. Below this is a welcome message: 'Welcome A. HERR SMITH & E. E. SMITH LIBRARY'. Below the welcome message is a blue 'Enter' button. Under the button are links for 'Instructions on Creating Reports', 'IPLAR: Instructions Worksheet Data Input Instructions', and 'Interlibrary Loan Survey: Instructions Worksheet Data Input Instructions'. At the bottom, there is contact information for Lindsay Thompson and a copyright notice for 2015 Counting Opinions (SQUIRE) Ltd.

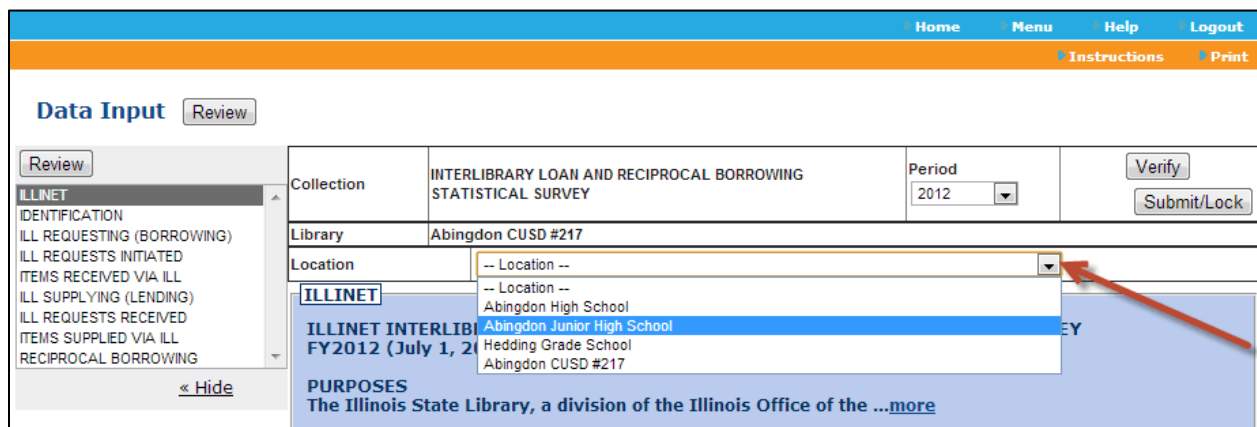
Navigating the Form

If you are a public library completing the Interlibrary Loan and Reciprocal Borrowing Statistical Survey you may be required to select the "Collection" from the Data Input screen using the Collection select-list.



The screenshot shows the "Data Input" form. At the top, there is a navigation bar with links for Home, Menu, Help, and Logout. Below this is a secondary navigation bar with links for Reports, Manage Collections, Instructions, Print, Locations, and Accounts. The main content area is titled "Data Input" and contains a "Collection" dropdown menu with "-- Select --" as the current selection. A red arrow points to the dropdown arrow. Below the dropdown is a "Review" button. At the bottom of the form, there is a copyright notice: "© 2012 Counting Opinions (SQUIRE) Ltd."

Aggregate your data to include all of the information for your administrative entity or main library including all branches.



The screenshot shows a more detailed view of the "Data Input" form. On the left, there is a sidebar with a "Review" button and a list of categories: ILLINET, IDENTIFICATION, ILL REQUESTING (BORROWING), ILL REQUESTS INITIATED, ITEMS RECEIVED VIA ILL, ILL SUPPLYING (LENDING), ILL REQUESTS RECEIVED, ITEMS SUPPLIED VIA ILL, and RECIPROCAL BORROWING. Below the list is a "Hide" button. The main form area contains several fields: "Collection" is set to "INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY"; "Library" is "Abingdon CUSD #217"; "Period" is "2012"; and "Location" is a dropdown menu with "-- Location --" selected. A red arrow points to the dropdown arrow. Below the dropdown, a list of locations is visible: Abingdon High School, Abingdon Junior High School, Hedding Grade School, and Abingdon CUSD #217. The "ILLINET INTERLIB" category is selected. At the bottom, there is a "PURPOSES" section with the text "The Illinois State Library, a division of the Illinois Office of the ...more". Buttons for "Verify" and "Submit/Lock" are also present.

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

The screenshot shows a web form titled "Data Input" with a navigation sidebar on the left and a main form area on the right. The sidebar contains a list of sections: IDENTIFICATION, ILL REQUESTING (BORROWING), ILL REQUESTS INITIATED, ITEMS RECEIVED VIA ILL, ILL SUPPLYING (LENDING), ILL REQUESTS RECEIVED, ITEMS SUPPLIED VIA ILL, and RECIPROCAL BORROWING. The main form area includes fields for Collection (INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY), Library (Abingdon CUSD #217), and Period (2012). There are buttons for Review, Save, Reset, Previous, Next, Verify, and Submit/Lock. A "Print" button is located in the top right corner. Callout boxes provide instructions: "Print" generates a PDF document; the Review button lists all questions and responses in a single-page display; some questions are locked and shaded in gray; the navigation sidebar can be used to navigate to specific sections; and the sidebar can be minimized by clicking "Hide" and restored by clicking the ">>" chevron.

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

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

Some questions are locked, those questions are shaded in gray. If this data requires an update please update the data in part 'b'.

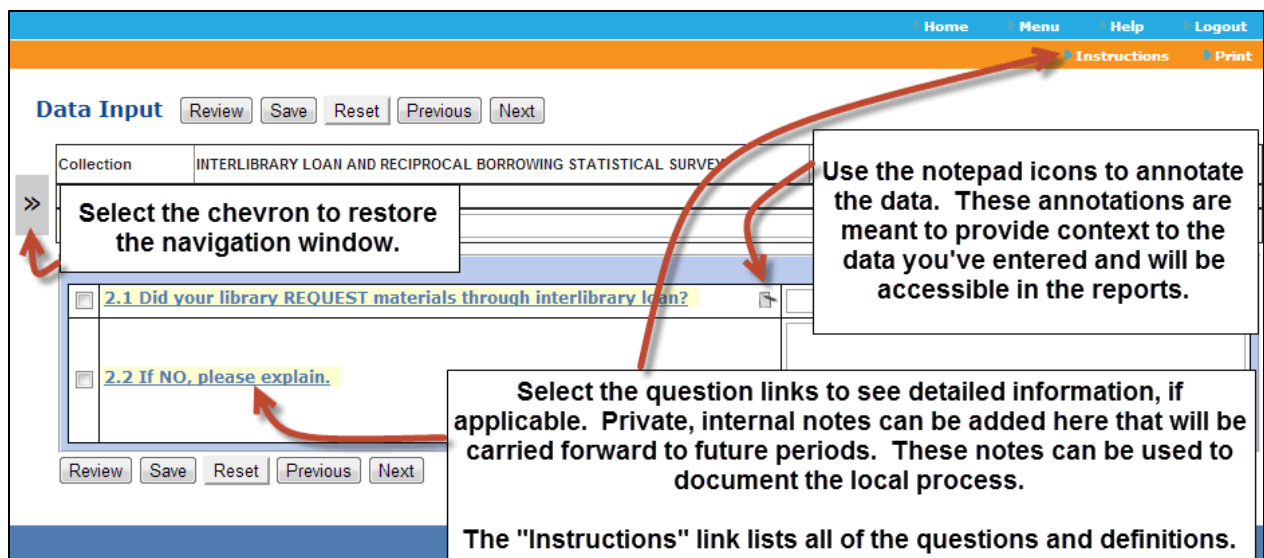
Use this navigation sidebar to navigate to a specific section of the report.

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 new 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 navigate to 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. Please note that 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 will be saved as you go. You can login and out as many times as you'd like. There are several links that you may find useful; "Instructions" lists all of the questions and definitions; "Print" merges the data entered in the form into a PDF file which can be saved or printed. The PDF file will feature a "DRAFT" watermark until the form has been submitted.



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 a scope of access that determines the Collection(s) available for data input. Each Collection has an associated data input form enabling users to input data for each reporting period. Each of these steps is optional.

1. Step One:
Select the appropriate Collection form. This step is only necessary when there is more than one Collection form.
2. 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 correctly.*
3. Step Three:
Select the outlet using the Location select-list, if applicable.

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 menu on the left side of the screen. You can “hide” that list by selecting on the “Hide” link. To restore the navigation panel, select the >> chevron symbol.
- Use the Next and Previous buttons to navigate through the form, once section at a time.
- Select the Review button to display the entire form on one web page.


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 name to reveal more information or select the “Instructions” link.

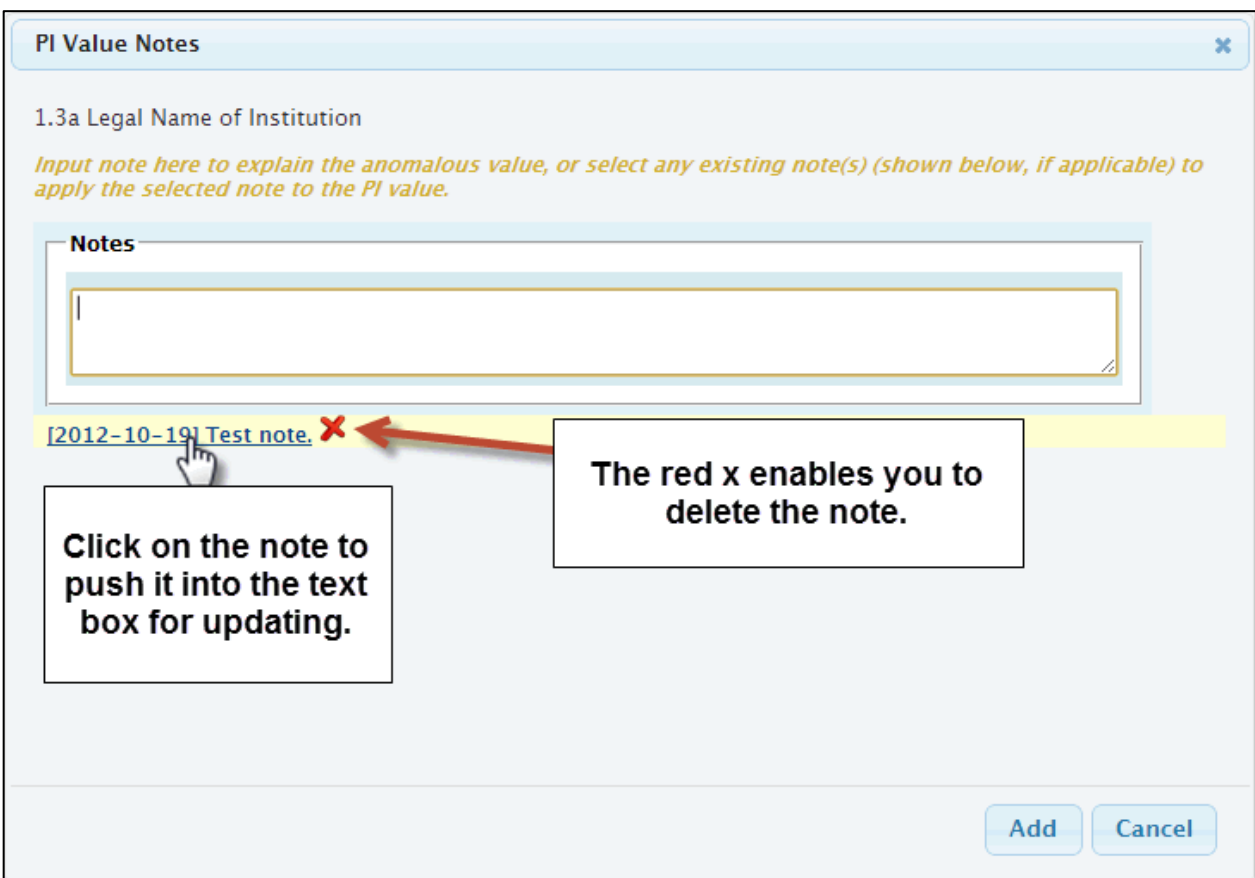
Entering Data

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

Adding Annotations to Explain Data

Using the Annotations icon (), explanations can be added for Data values. Explanatory Annotations are designed to help people 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.



PI Value Notes

1.3a Legal Name of Institution

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.

Notes

[2012-10-19] Test note. **X**

Click on the note to push it into the text box for updating.

The red x enables you to delete the note.

Add Cancel

Verify Data

The Verify button is an optional step. Verifying will highlight all required fields that do not contain data. If you decide not to use the Verify button these questions will be listed on a review screen when you attempt to Submit/Lock your report. You will be required to satisfy these questions by entering a value (even if that value is 0 or N/A).

Locking Data

Users should use the Submit/Lock button to signify when the Data Input process is complete. If a change is required, only the Collection Manager can Unlock the data to make changes or enable the submitting Location to modify its data.

If you need your form unlocked, please contact the Library Development Group at the following:

Library Development Group: 217-524-8836

Toll-free: 1-800-665-5576 x2

Email: ISLServices@ilsos.gov

Technical questions regarding the functionality of the form should be directed to:

support@countingopinions.com