

# Completing the North Carolina Public Library Annual Report Using LibPAS Online

The library director will receive an email from the state library via the vendor announcing when the form is ready to use, and the message will include the link to access the site, <http://nc.countingopinions.com>, as well as the *username* and *password* to be used. Bookmark the site so that you can return to it in the future. If you misplace the username and password, you can click on “Password reminder,” enter the email address for your account, and your login and password will be sent to you.

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

Welcome

Libraries Locations Maps

STATE LIBRARY  
of NORTH CAROLINA

Welcome

Login

Username: co&nc

Password: .....

[Password reminder](#) Login

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After login, you will be taken to the North Carolina “Member” screen, which provides links to the Data Input and Reports options, 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.

Home

Reports Data Input Home Menu Logout

Profile Libraries Locations Maps

STATE LIBRARY  
of NORTH CAROLINA

Welcome ALBEMARLE REGIONAL LIBRARY

Enter

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## Navigating the Form

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 (if not, click “menu,” select “data input,” then set the “Collection” to “North Carolina Public Library Statistics” and check that the “Period” is set correctly). Before entering data, review the two screen shots below to familiarize yourself with navigation features:

The screenshot shows a web form for data input. At the top, there is a navigation bar with links for Home, Menu, Help, Logout, Reports, Prompts, and Print. Below this, the form is titled "Data Input" and includes buttons for Review, Save, Reset, Previous, and Next. A callout box points to the Print button, stating: "Print" generates a popup window with options to print or download a PDF copy.

The form itself is divided into sections. The top section includes fields for Collection (North Carolina Public Library Statistics), Period (2013), and a Submit/Lock button. A callout box points to the Submit/Lock button, stating: "Do not select 'Submit/Lock' until all of your data has been entered, checked and is ready for submission."

The middle section is a table with columns for field names and values. The fields are:

<input type="checkbox"/>	1. FSCS KEY (WebPLUS Identification Number)	NC0001
<input type="checkbox"/>	2. LIB ID (State Assigned Identification Number)	R-ALBEMARLE
<input type="checkbox"/>	3. Interlibrary Relationship Code	Not a Member of a System
<input type="checkbox"/>	4. FSCS Public Library Definition	Multi-jurisdictional
<input type="checkbox"/>	5. Geographic Code	Administrative entity with
<input type="checkbox"/>	6. Legal Service Area Boundary Change	Yes
<input type="checkbox"/>	7. Population of the Legal Service Area	Multi-County (exactly)
<input type="checkbox"/>	8. FSCS Public Library Definition	Yes
<input type="checkbox"/>	9. Geographic Code	Multi-County (exactly)
<input type="checkbox"/>	10. Legal Service Area Boundary Change	No
<input type="checkbox"/>	11. Population of the Legal Service Area	80.414

A callout box points to the "Review" button, stating: "The 'Review' button lists all questions and responses in one, long, single-page display." Another callout box points to the "Hide" button in the sidebar, stating: "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 sidebar on the left contains a list of sections: PUBLIC LIBRARY SURVEY, PLSC CODES, SUMMER READING PROGRAM, ROTATING QUESTIONS, IDENTIFICATION, LIBRARY PROFILE, LIBRARY STAFF, OPERATING INCOME, OPERATING EXPENDITURES, COLLECTION, SERVICE MEASURES, ELECTRONIC TECHNOLOGY, and BRANCH INFORMATION. A "Hide" button is located at the bottom of the sidebar.

*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 go 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. 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.

Home   Menu   Help   Logout  
Reports   Prompts   Print

**Data Input**   Review   Save   Reset   Previous   Next

Collection	North Carolina Public Library Statistics	Period	2013	Verify	Submit/Lock
Library	ALBEMARLE REGIONAL LIBRARY				
Location	Library Data				
LIBRARY STAFF					
Personnel					
<input type="checkbox"/> 205. AL					1.00
<input type="checkbox"/> 206. Lit					1.00
<input type="checkbox"/> 207. Total Librarians					2.00
<input type="checkbox"/> 208. All Other Paid Employees					17.00
<input type="checkbox"/> 209. Total Paid Employees					19.00
Salaries					
<input type="checkbox"/> 210. Director's Salary					\$67,626
<input type="checkbox"/> 211. Director's Salary Range					<input type="checkbox"/> N/A
<input type="checkbox"/> 212. Director's Appoin			2008		
<input type="checkbox"/> 213. Minimum MLS Sa					\$36,685 <input type="checkbox"/> N/A
<input type="checkbox"/> 214. Min. Hourly Rate					\$7.25 <input type="checkbox"/> N/A
<input type="checkbox"/> 215. Min. Hourly Rate					\$7.80 <input type="checkbox"/> N/A
<input type="checkbox"/> 216. Min. Hourly Rate					\$14.49 <input type="checkbox"/> N/A

Review   Save   Reset   Previous   Next

*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) and Location(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.

Step One:

Select the appropriate Collection form. This step is only necessary when there is more than one Collection form.

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.

### 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 list down the left side of the screen. You can “hide” that list by clicking on the “Hide” link. To restore the section navigation box, click the >> chevron symbol.
- Use the Next and Previous buttons to proceed through the form, once section at a time.
- Select the Review button. This displays the entire form on one web page. This is the same as the initial view when you first load a Data Input form.


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 Name of the Data Input field to reveal more information.

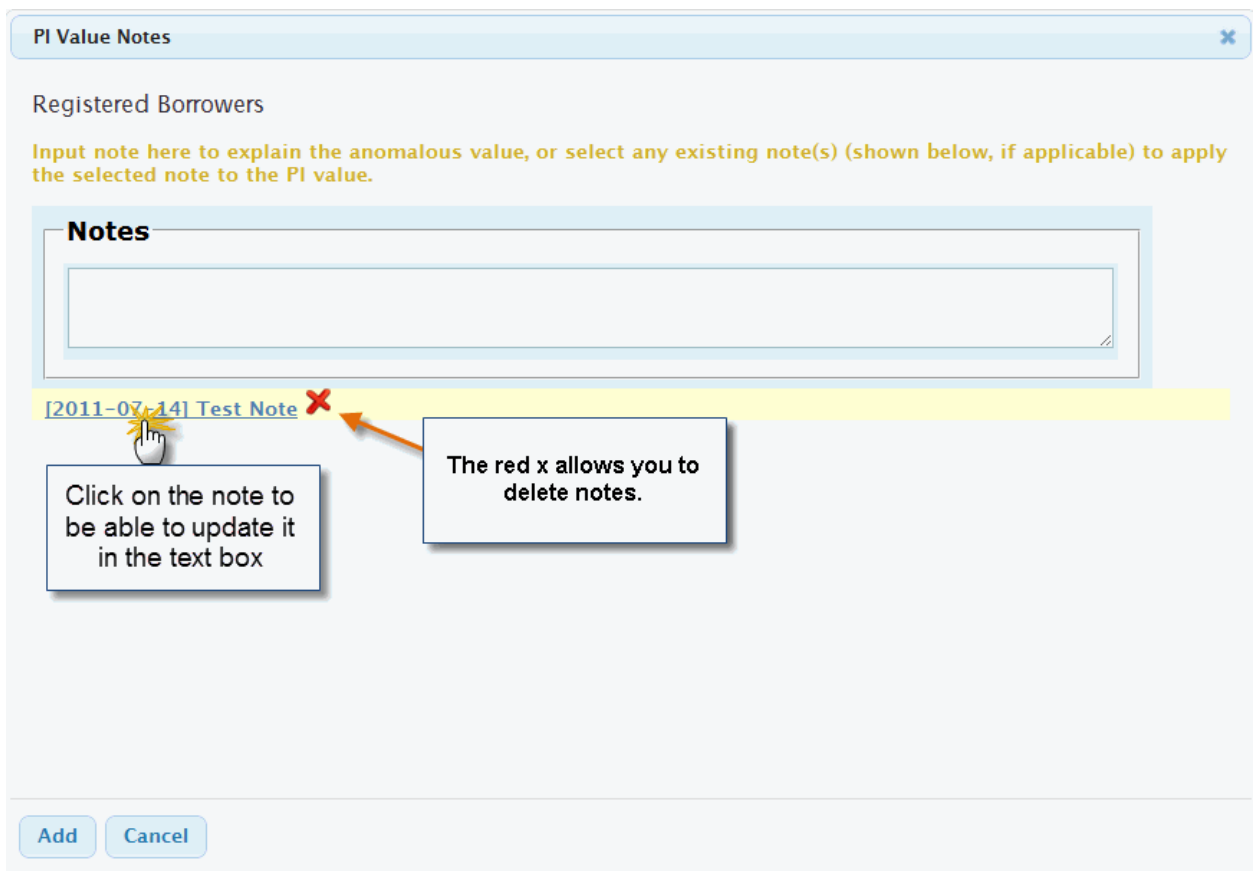
## Entering Data

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

Registered Borrowers

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**

[2011-07-14] Test Note

Click on the note to be able to update it in the text box

The red x allows you to delete notes.

Add Cancel

## Locking Data

Users should use the 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, contact the state library.