

# **FY 2008 Public Libraries Survey**

## **WebPLUS User's Guide**

**Version 1.3**

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**Guide For Reporting Data For The Public Libraries Survey, FY 2008  
Using The Web Public Library Universe System Software**

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## 1 INTRODUCTION

### 1.1 Background of the Public Libraries Survey

The Institute of Museum and Library Services has administered the Public Library Survey since October 1, 2007. From its inception in 1989 through 2007, this survey was administered by the National Center for Education Statistics (NCES). The Institute collects this data through the Public Library Statistics Cooperative. It is collected under the mandate in the Museum and Library Services Act of 2003 as stated in SEC. 210. Current, accurate and ongoing collection of library data is an essential foundation for quality library services in the United States. The Institute is committed to the continued excellence of this program.

In 1985, the 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. This Committee has been integral to the design and conduct of the survey. Its membership has included State Data Coordinators (SDCs), representatives of the Chief Officers of State Library Agencies (COSLA), the NCLIS, the ALA, the IMLS, the U.S. Census Bureau (the data collection agent), and the NCES. With the transition of the collection from NCES to IMLS the steering committee was renamed the Public Library Statistics Cooperative (PLSC). Effective December 2008, this committee will become part of the new Library Statistics Working Group.

State Data Coordinators (SDCs) (appointed by COSLA) submit data for the annual "Public Libraries Survey" for a universe of over 9,000 public libraries in the 50 States, the District of Columbia, and the outlying areas. The IMLS will release the collection results in an annual data file (the only national database on public libraries) as well as a 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., 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.)

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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.

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.)

**1.3 WebPLUS 1.3 Revisions**

The Audio and Video definitions have been modified to include downloadables. (See Appendix B.)

## 2 OVERVIEW

### 2.1 WebPLUS

The URL for logging into WebPLUS is <http://harvester.census.gov/imls/plscollect/>. You will enter data directly into a database that is stored on a server at the Census Bureau for the IMLS. 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 first time you successfully enter WebPLUS, you will see a brief step-by-step set of instructions. You can access these again at any time from the Help menu at the top right of the screen or you can refer to Appendix A.

The menu choices available to you are dependent on a progression of steps to guide you through the collection process. **Please note: You must enter data on the state characteristics screen before you can access the Import or Data Keying features.** Once you complete entering the state characteristics information you can proceed. 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

State characteristics must be entered through the data keying option. This step must be completed before you can proceed with any further actions. Once you enter the state characteristics data, WebPLUS supports two methods of data entry. You can choose to import files that contain your administrative entity and outlet records or you can key the data directly via view/update screens.

#### 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 pre-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

The match process is used to resolve and record changes from the prior-year records to the current-year records. When the match is run, all structure, name, and location changes, if they exist, are processed and posted to the historical data tables. Inconsistencies in the status codes and record information are output to a report and you must resolve these problems before the match is completed successfully. Chapter 5 provides details on resolving problems with the report.

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

The match compares the status of the following for each record of your current-year file to the prior-year.

- **Structure changes** – These 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. All structure changes are recorded to the historical file.
- **Library name changes** – You must define library name changes from the prior-year as either an official name change or as a minor, preferred spelling. Official name changes are recorded to the historical file.
- **Physical street address changes** – You must define street address changes from the prior-year as either a location change or as minor, preferred spelling. Location changes are recorded to the historical file.

### 2.3.2 Compare Administrative Entity File to Outlet File

The match checks 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. All structure changes as well as official name and location (address) changes are recorded in the historical administrative entity and outlet tables. Changes for active records are included on the final current-year data files.

## 2.4 Edits and Annotations

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. You can import a formatted annotation file (see Appendix C) prior to running the edit report so that the explanations can be applied to the report for your review. You can also use the edit report to add new annotations by saving the report, typing comments in the annotations column, and import the revised 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 you have submitted your data. You will not be able to make any further changes to the data but you will be able to view the screens and download various reports. Chapter 7 details these options.

## 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 obtain the files:

- Go to the Tools menu and click on File Export.
- Click on the file format you would like to download.
  - The Excel workbook contains all current, prior, and restore records on separate worksheets.
  - If you choose the fixed length or comma-delimited options you must select the files you want to save or view individually.
- If you want to save the files to a local drive
  - Right-click on the links in the window and select “Save Target As”.
  - Navigate to where you want to save it and click “Save”.
- If you wish to view the data file right-click “Open”.
- If you want to save the file and open it right away the “Close this dialog box when download completes” must be unchecked. If it is checked and you want to clear it:
  - Go to the Tools menu for your browser (i.e., not the WebPLUS tools menu).
  - Select “Internet Options”.
  - Go to the “Advanced” tab.
  - Scroll down to find “Notify when downloads are complete” and check the box.
- 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 of the item 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 to 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 IMLS 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 FY2008 data submission.

- **IMLS Public Libraries Survey**

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

- The public release data files and publications for the previous years of the Public Libraries Survey
- The Compare Public Libraries tool that will compare individual libraries to their peers.
- The Search for Public Libraries tool that will search for public libraries by Library System, Central Library, Branch Library, Bookmobiles, and Books-by-Mail.
- Other general information about the Public Libraries Survey.

- **Public Library Statistics Cooperative (PLSC) Wiki**

This is the external link to the PLSC wiki for SDCs to find information about PLS data elements, history of the Public Libraries Survey, SDC conference information, PLS contact information, news and discussion, and other information.

## 2.8 User Options

You can affect the functionality of WebPLUS for the following operations:

- Sort Order for Administrative Entities in View/Key/Update
  - FSCSID
  - LIBID
  - NAME – the administrative entity name is the default setting.
  - CITY
- Sort Order for Outlets in View/Key/Update
  - FSCSID
  - LIBID
  - NAME – the outlet name is the default setting.
  - CITY
- Sort Order for Edit Report by Edit Number
  - EDIT by FSCSID – this is the default setting.
  - EDIT by Annotation Status by FSCSID
- Auto Save Data in View/Key/Update
  - On
  - Off – this is the default setting.
- Auto Generate Totals in View/Key/Update
  - On
  - Off – this is the default setting.

**Please note: The Generate Total feature, when selected, will only generate a total if all of the detail items are reported.**



### 3 IMPORT

#### 3.1 Overview of Import

After entering the state characteristics data, 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.

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.
- You can import Administrative Entity and Outlet data in Excel, comma delimited text, or fixed length text formats. Annotations only can be imported in comma delimited or fixed length formats.
- The files will not import successfully if any of the fields are blank. 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 for numeric data means the library has none of that item (e.g., the library does not maintain a video collection). Do not use zero when the value is not known (e.g. the city pays benefits but does not provide the figure). Use -1 described below.
-1	"-1" means that the appropriate figure is unavailable.
-3	"-3" means "Not Applicable" and is used for this item only: <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" and is used for these items only: <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>
<b>Structure, Name, and Address Changes:</b>	
-3	"-3" means "Not Applicable" and is used for these items only: <ul style="list-style-type: none"> <li>• Structure, name, and location change status codes</li> <li>• LINKID, OLDID, and PARENTID</li> </ul>

### 3.2 Preparing Administrative Entity and Outlet Import Files

Each year your current records are compared to the prior-year information. Any variance in the name, address, or organizational structure from the prior-year to the current must be explained by status codes defining the change.

The FSCS ID# is the link between each year and you must account for each record as it exists on the final FSCS prior-year data file. You can obtain the prior-year information through the File Export option on the Tools menu. Alternatively you can contact the Census staff to receive a file with the FSCS identification, name, and address information to use in constructing your import files.

If you are unsure what changes may have occurred since the last submission, import your file, run the match, and use the report to see what you need to resolve. You can then decide whether to process the changes in WebPLUS (please see details in Chapter 4) or you can include the information on your data files and import again.

In order to process structure, name, and location changes from your import file the following information must be included. Please see Appendix D for detailed information on constructing your import records.

- **STATSTRU:** This code indicates the structure status of the record.
  - 00 – No Change
  - 01 – Existing Administrative Entity/Outlet Absorbs Another (Adoption)
  - 02 – Newly Created Administrative Entity/Outlet
  - 03 – Closed Administrative Entity/Outlet (Death)
  - 04 – Move Outlet to Newly Created Administrative Entity (Divorce)
  - 05 – Merge Two or More Administrative Entities/Outlets to Form a New Administrative Entity/Outlet (Marriage)
  - 08 – Restore (Reopen) a Previously Closed Administrative Entity/Outlet
  - 09 – Restore (Undo) a Previously Deleted Administrative Entity/Outlet
  - 10 – Delete an Incorrect Record
  - 13 – Add an Existing Administrative Entity/Outlet Not Previously Reported
  
- **STATNAME:** This code indicates the status of the library name.
  - 00 – No Change
  - 06 – Official Name Change
  - 14 – Preferred Spelling for Library Name
  
- **STATADDR:** This code indicates the status of the physical location.
  - 00 – No Change
  - 07 – Move to New Location
  - 15 – Preferred Street Address
  
- **LINKID:** This is an identifier defined by the respondent and is used to associate two or more records that are involved in an adoption or marriage structure change. The LINKID must be unique for each set of records. 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 Administrative Entity (Marriage).
  
- **PARENTID:** This identifier is on the outlet import file and is used to associate the outlet to the proper parent. The value for this field should be the same as 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 for records that will not be on the current-year file.

### 3.3 Annotations Only

You can import a file that contains annotations prior to running your first edit report. You must include the FSCSKEY and Edit ID# in order for the explanation to be applied to the correct edit record. After successfully importing the annotation file, you can run the edit report (providing you have administrative entity and outlet information and completed a successful match) and review the results. See Appendix C for the import file record layout.

### 3.4 Upload and Import

Once you have prepared your files, you need to copy them from your local drive to the Census Bureau (for IMLS) server to import them into the WebPLUS database. After you log onto the web site, go to the Tools menu and select File Import/Log/Delete. In the 'File Upload and Import' window, click on 'Browse' to find the file you need. Click on 'Upload and Import Data File' once you have located your file.



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 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:

- User Options allows you to choose the sort order you want for retrieving administrative entity and outlet records and viewing the Edit Report. You can choose to automatically save changes and generate totals. These options are available from every View/Key/Update screen.
- View/Key/Update is the only means of entering state characteristics data. It also provides access to current administrative entity and outlet records.
- Structure Changes allows you to add, delete, merge, or restore. If you imported your file, you can use the structure change menu to resolve any prior-year records you may be missing from your current-year file. You can also reset a record previously coded or marked for a structure change. Choose AE or Outlet as appropriate for the change you want to make. Further details are provided in section 4.3.

### 4.1 User Options

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

You determine how to retrieve your administrative entity records for viewing and update as well as making structure changes.

- FSCS ID
- LIBID
- NAME – the administrative entity name is the default setting
- CITY

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

You determine how to retrieve your outlet records for viewing and structure changes.

- FSCS ID
- LIBID
- NAME – the outlet name is the default setting
- City

#### 4.1.3 Sort Order for Edit Report by Edit Number

You can sort your Edit Report by Edit Number with these options. (When you retrieve your edit report you also have an option to save a version sorted by FSCS ID by Edit number.)

- Edit number by FSCSID
- Edit number by Annotation Status by FSCS ID

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

You can set this option to:

- On
- Off – this is the default setting. If you change data and do not 'Save' you will receive a pop-up message when you attempt to leave the page. You can either cancel or accept the change at that time.

#### 4.1.5 Auto Generate Totals in View/Key/Update

- On – generates a total only if all details are reported.
- Off – this is the default setting.

## 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 can be 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 outlet can be 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, change, or reset records through the Structure Changes menus. You can also resolve any missing prior-year records. Go to the Tools menu and select 'Structure Changes' and then 'AE' or 'Outlet' depending on the record you need to change. Currently, you are restricted to one structure change for any administrative entity or outlet record.

**Please note: When you complete all of your structure changes you must complete a successful Match Report before you can continue processing your submission.**

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

An administrative entity or outlet can absorb one or more administrative entities or outlets. Only the adopting record will remain on the current-year file while the other record(s) (i.e. the records that are being adopted) will not be included.

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. If you continue, the next screen displays select information from the adopting record. Below this display are a number of drop down boxes - determined by the number of records being adopted from the previous screen - to choose the record or records that will be adopted.

When an administrative entity is adopted the outlets associated with it 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 option is only available under the Outlet Structure Change menu. First, you choose the outlet that is moving to the newly created administrative entity. If you continue, your next step is to create the new administrative entity record. **You will have to go to the View/Key/Update option 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. If you do not select the parent administrative entity record you will not be able to continue with the outlet merge action.

Once you have created the new record, indicate how many records are to be merged from the drop down menu and click “Continue”. Based on this response you will be provided with a number of drop-down boxes 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 were deleted as closed. 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 were deleted as an incorrect record. 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

This option allows you to change the administrative entity associated with an outlet. 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

If you made an earlier structure change that you now find is incorrect, you can reset the structure change to remove it from the current-year submission.

#### 4.3.12 Resolve Records Listed on Prior Year Not Included on Current Year

If you imported your data and your match report indicates that you are missing a record that existed in the prior year and you do not want to import again, you can use this option to indicate the reason it no longer belongs on the survey.



## 5 MATCH ROUTINE

After you enter data you must complete a successful match operation before continuing with your submission. This step is necessary to record structure changes, e.g., new or closed libraries, as well as official name and location changes to ensure file integrity. The match routine compares your current-year records to the prior-year records on the publicly released data file using the FSCS ID information.

From the Reports menu, select Run Match Report to generate an Excel workbook that will detail the results of the match. If the program does not encounter any problems, any new administrative entities and outlets will be assigned FSCS IDs and you will see a message to proceed with the edit report. If the program cannot resolve the information you provide, you will see messages in the report letting you know what is causing a problem.

You must resolve any of the discrepancies in the match report. You can fix your original file and re-import or you may be able to resolve problems through the Structure Change options under the Tools menu. If you need the prior-year FSCS ID information you can use the File Export facility under the Tools menu. Appendix E provides additional guidance in sorting out the match report messages.

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

The match checks are for the conditions listed below. **Sometimes one error in the format of a record will produce more than one message on the match report.** It is possible that the error will result in an error message on more than one worksheet. The following conditions are listed on the summary worksheet of the match report:

- Invalid status code - All structure, name, and address status change codes must be an acceptable value in order to continue processing the records. –See STATSTRU, STATNAME, and STATADDDR in section 3.2 for all valid codes.
- Duplicate identification information exists.
  - The FSCS ID and OLDID fields on the administrative entity and outlet files must be unique.
  - An entry in the FSCS ID field cannot equal an OLDID entry on the administrative entity and outlet files.
  - LIBID entry on the administrative entity file must be unique because it is used to link outlets to parents in various structure changes.
- Prior year FSCS ID is not on the current year file. – You must account for every FSCS ID from the prior year file.
  - If the FSCS ID is not active in the current year, i.e. it has closed, merged with or was adopted by another library it must be resolved either through a revised import file (Chapter 3) or the structure change menu (section 4.3).
  - If the record is active but missing from the file it must be added to a revised import file or resolved through the structure change menu.
- Current year FSCS ID or OLDID does not exist on the prior year. – The FSCS ID and OLDID fields must contain existing information.
  - New FSCS IDs are assigned by the software
  - If you need to restore a record you can obtain ID information from a list of restorable records available from the File Export option under the Tools menu.
- Record layout does not match the status code. – The logic of the match is based on the value of the status code to determine which fields contain information that

must be stored. If the record does not contain the required information for the status code, the match cannot be completed correctly.

- Records do not meet criteria for an adoption or marriage. – These transactions require a minimum number of records that are associated through the LINKID field. Specific formats apply to each record depending on whether it will be active for the current collection.
- Record marked as a restore is not valid. – Previously existing records must be on the historical file and you must restore it with the appropriate status code. You can obtain a file of restorable records from the File Export feature under the Tools menu that will include the ID information as well as the historic status code.
- An administrative entity does not have any outlet records. Every administrative entity record must have at least one outlet record associated with it.
- An outlet record exists with no parent administrative entity. No outlet can exist without a parent administrative entity.
- Name status code is inconsistent with current to prior year change.
- Address status code is inconsistent with current to prior year change.

## 5.1 Match Report

All results of the match are displayed in an Excel workbook with multiple worksheets. While you can view the report from the browser window, the implementation of Excel can be incomplete and we recommend saving the report by choosing “Save Target As” to your computer. If you wish to simply view the report, right-click on “Open”. The report is not linked to the database. You must make any corrections by either importing a new file or through the WebPLUS screens, i.e., structure change menu and the name and address status code fields.

- Summary worksheet.

If you do not have any match problems you will see the message “Match has completed successfully. Check 'New ID' Sheet.” Otherwise you will see a count of the number of administrative entity and outlet records that flagged the following conditions:

- 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 worksheet - provides the 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

The match starts with the assumption that the status change code is the intended value and checks that the format of the record is consistent with the code. For example, if you wanted to close a library and used the correct STATSTRU = '03' but did not make the appropriate entries for the FSCSKEY and OLDID fields, the software will generate an error message.

The report displays identifying information about the record, status code, and a message describing why the record flagged. The messages on the match report refer to problems with the format of a record based on the status change code you provide. If the status code is incorrect, you simply have to change it to the correct code. Otherwise, you must adjust the information to match the status code.

You can correct fields on your data file and import the revised file. For most problems, you can use the Structure Change menu option under the Tools menu. The “Resolve Records Listed on Prior Year Not Included on Current Year” option is useful in accounting for records that were on the prior-year but missing on the current year. You can use the “Reset an Administrative Entity Currently Coded for a Structure Change” option for many problems and use the menu to make the changes so that WebPLUS assigns the field values. However, you must fix problems with duplicate FSCS ID or OLDID information directly in the data file and import again.

Appendix E provides some detailed information by message by worksheet and includes some examples to aid in resolving match issues where appropriate. The diagrams provided demonstrate only the fields that pertain to the match operation and are not intended to represent a full import record but they contain all of the information you need to correct your import file.

**HINT:** Name and address changes can generate the largest number of error messages. You can run the match report and then decide how best to make corrections. For example, if you find that you are getting messages because all of the current-year address fields are incorrect you might want to copy the prior-year addresses to the current year and import the revised file. However, if you only need to change the status code for a few records, you can simply use the View/Update screens.

## 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 report is displayed in an Excel workbook with multiple worksheets and is not linked to the database (i.e., you must make changes to your data through the data keying options or through an updated import file). (Please note that if you import a corrected file you will have to run the match again.)

While you can view the report from the browser window, the implementation of Excel can be incomplete. We recommend saving the report by right-clicking on “Save Target As” and browsing to a location on your computer. Right-click on “Open” if you choose to simply view the report.

**Please note: You cannot annotate an edit report through the browser window. You must save the edit report, record and save your annotation(s) in the workbook, and import the revised version into WebPLUS.**

You can select one of two sort orders for the edit report from the browser window, edit number by FSCS ID or FSCS ID by edit number. (You can sort the Edit Number by FSCS ID report by annotation status from the User Options menu).

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.** If you make data changes or add annotations, you must run the edit report before you can lock your submission.

### 6.1 Edit Messages and Conditions

A full list of edits and conditions is in Appendix F. In addition to the current-year 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 are conditions that cannot exist if you want to lock your submission.
  - 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 its 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 fully reported detail data do 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., “Total Circulation” to “Annual Visits”)
  - Logical (e.g., an individual administrative entity’s report period start 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 only through the Import facility under the Tools menu. You have three format options:

- A comma delimited text file (see Annotation Import File Specifications in Appendix C)
- Fixed length text file (see Annotation Import File Specifications in Appendix C)
- Excel file (Save the Excel file generated by running the Edit Report, record your annotations, and import the revised version).

Please note that only annotations associated with an edit record will display in the edit report. If you have a general explanation that applies to several libraries you must copy that explanation into the annotations column for each record that applies.

## 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.