



STATE OF INDIANA

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FROM: Edythe Huffman (ehuffman@library.in.gov 800-451-6028, 317-232-3681) *edh*
DATE: December 2012

The Bibliostat Collect web entry annual report form (including the supplement) is ready for data entry now. You may use Internet Explorer 6.0 or higher or Firefox 1.5 or higher for the annual report. **The report (via web and signature page (by mail only) are due February 1, 2013.**

You will find the blank signature page, blank annual report, generic web letter, instructions, glossary, 2013 PLAC fee flyer, link to trustee certificates of appointment, and link to Bibliostat Collect at <http://www.in.gov/library/4644.htm> Please contact me if you have any questions.

Indiana Public Library Annual Report Form

- Username for Bibliostat Collect is:
- Password for Bibliostat Collect is:
- Web address: collect.btol.com
 1. You will be entering 2012 data (2011 data will be visible, if you click on the box "SHOW LAST YEAR'S ANSWERS" at the right top corner of the Survey page).
 2. The Frequent Questions section will guide you through the web report process; the instructions will help you with definitions.
 3. Read the instructions and questions *carefully, as some questions have changed.*
 4. You may end a session at any time and resume at your convenience.
 5. Go to "Status" to check for unanswered questions, flagged questions, and edit checks, as your report will not be finished and will not submit until everything is answered and annotated. An edit check will use red print, which changes to green print when you have annotated the reason in a note.
 6. Click "Save" at the bottom of a section before moving to another section or ending the session.
 7. Annotate all requests for information, in the federal notes section; your own notes go in the local notes section.
 8. Print out a copy of your report before you submit the report.
 9. Submit the report (green button), going through the "Status" tab.
 10. "Logout" when you have finished the report or are ending a particular session, so that no one else can access the report.
 11. Any grayed out section is either prefilled and locked (requiring you to contact me to make a change) or an automatically calculated total and can not be changed, except by changing the fields that feed into it.
 12. The **Save**, **Back**, and **Next** buttons are now added to the top of the screen, so that you do not need to scroll to the bottom of the screen to see these buttons.
 13. You now can print an **Edit Check** report, from the bottom of the **Edit Check** tab in **Status**. As with other reports, it will print as a Web or PDF report. This will print all of the answers and annotations for all edit checks.
 14. **Questions related to standards will be so indicated by bolded font.**
- You will not be able to enter any data for your library's name in the PLAC report, Part 12. This will allow for accurate data, as no library's own patrons can use PLAC cards to borrow materials.
- You must answer "YES" or "NO" to each standards question (or N/A, if allowed), unless the instructions instruct you to do otherwise. You can not answer "YES" and "NO", and you must answer each question, unless the instructions allow for no answer.
 - If neither answer seems applicable to your situation, answer "NO" and complete the *Statement of Intent to Comply with Standards*, Part 14.
- Answer all text questions fully as possible. The text entry sections are set to accept a certain number of characters. If you run out of room, mail your complete answer (with library name and question number) to Edythe Huffman, Indiana State Library, 315 W. Ohio St., Indianapolis, IN 46202 or email to ehuffman@library.in.gov