# Instructions For Submitting ARL Statistics Data Online

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Overview

The ARL Statistics Web interface automatically performs many required calculations, and generally provides for simpler, faster, and more accurate submission of data to ARL. Below is a general overview of the data submission process:

Stage 1: Survey Set Up – Review Authorized Users and Your Survey Settings
Stage 2: Monitor and Complete Data Entry – Enter and Save Data
Stage 3: Review and Submit Data

Data Entry Roles

There are two types of account holders that assist with coordinating the ARL Statistics submission process: Primary Contacts and Users.

Primary contact—The primary contact is your institution’s point person for the ARL Statistics survey. This person is responsible for defining the system users and the library branches that will report data. The primary contact has edit rights for all survey forms and is exclusively responsible for the completion of steps 1 and 3 of the submittal process outlined above. These individuals should read this document in its entirety.

Users—Other staff members at your institution who are involved with data submission can be added to the system as users. Generally, these individuals may be involved in step 2 of the submittal process. Users involved in data submittal should read the General Instructions in the next section and then skip to the section on data entry (pg 10).

Adding New Account Holders

To create a new account for a user with edit rights to one or more survey forms:

1. Add the user by clicking Manage Users in the left-hand navigation bar and completing the form at the bottom of the Manage Users screen.
2. Email stats@arl.org to inform ARL that the new contact needs data entry/edit rights.
Home Page & Site Features

Access branch-level survey forms
For Primary Contacts
For all other Users
Prior Year Data
Contact Information for ARL

Manage your account; Logout

The dashboard shows all of your institution's open surveys, each survey's status, and your rights (either 'Edit' or 'View')

Helpful hints:
- This interface allows member libraries to enter, revise, and submit data while also providing easy access to peer data. As you acquaint yourself with the site, please note the following features and resources:
  - Survey Instructions Archive – Instructions for the annual surveys are available at http://www.arlstatistics.org/about/Mailings.
  - Data Repository – On the left side of this page is the Data Repository. This is where we keep the branch-level surveys for all member libraries going back to 2001-02. Downloads for the Law and Health Sciences data are in the also available in the Data Repository.
  - Analytics – located in the top of the page, this link takes you to our interactive interface for the combined aggregated data from all branches going back to 1993.
  - 'My Account' link – located in the top right corner of each page, this link takes you to a page where you can update your personal contact information.
  - 'Logout' link – also located in the top right corner of each page. This link logs you out of the system. Be sure to do this when you leave the website to prevent the possibility of unauthorized access to your account.

If you have questions, please contact Sharenka Morris (stats@arl.org). You can also reach us by phone at (202) 295-2296 or fax at (202) 872-0084.
How to Login

Go to www.arlstatistics.org:

Enter your e-mail address and password. If you have forgotten your password, please click on the ‘Forgot your password?’ link. You will be prompted for your e-mail address.

Enter it in the space provided and click ‘Submit’. If your email is in the database, you will receive a message at this address to reset your password.

If the system returns the message “User does not exist” or if you do not receive an e-mail promptly, please contact ARL at 202-296-2296 or stats@arl.org.
Instructions for Primary Contacts

Step 1: Review Authorized Users and Your Survey Settings:

1) Review Authorized Users

Click ‘Manage Users’ (#1 below) to review the individuals who have access to the ARL Statistics data entry system for your institution. Follow the directions at the top of the page to make any additions or changes.

2) Review Your Survey Settings

Click #2 below to access your survey settings. If you agree with the settings shown, click ”Survey Dashboard”. If you would like to change your survey settings, please email stats@arl.org. Once you have approved your survey settings and/or contacted us to make changes and approved the subsequent changes, you will be ready to enter your data.
Step 2: Monitor and Complete Data Entry

Click the icon next to each question to access definitions regarding the question.

If the data for any question are unavailable, or if the question doesn’t apply, do not enter zero. Leave the question blank. You will be able to mark the question as ‘NA/UA’ (Not available/unavailable) at the review stage.

For auto-calculated questions: If you wish to manually enter a figure for a calculated question, select "Manual Override", and you will be able to enter a total rather than the sub parts.
After completing data entry for a survey, click the ‘Data Entry Complete’ button.

If applicable, to proceed to the next data entry form for your library, click the next survey in the Surveys Section of the left navigation.

After "Data Entry Complete" is clicked on all surveys, the system will take you back to the survey dashboard.
Step 3: Review and Submit your Data (Data Summaries)

Click as shown to access the “Stage 3: Review” screen:

You will be presented with the following page, which shows the aggregated data that will be published in the ARL Statistics publication (see the ‘ARL Statistics Publication’ tab) along with the Law and Health Sciences data on their respective tabs. This page also allows you to compare your figures to last year's figures, as shown below:

NOTE: For most member libraries, the data on this tab will be the sum of Main + Law + HSL.
For EACH tab, please do the following:

1) Review your response for each question and compare with the previous year’s total. Any large shifts in reported data from last year should be explained with footnotes. Use the Percentages Used to Check Data Accuracy spreadsheet to determine whether percentage changes are within bounds or need to be addressed in your footnotes.

2) If you find data that needs adjusting, return to the appropriate individual branch survey by clicking on the branch name in the Surveys section in the left-hand navigation bar.

After you have made the correction, click the “Data Entry Complete” button at the bottom of the branch survey form.

To return to the Review screen, click the appropriate survey in the Manage Surveys section in the left-hand navigation bar.

3) At the end of each response row is a checkbox in a column marked NA/UA (“Not Applicable/Unavailable”). Check this box only if you wish for the data displayed for this question to appear as ‘NA/UA’ in the publication. Responses marked as NA/UA are not included in publication. Otherwise, leave the checkbox blank.

4) As you complete your review of each tab, click the “Save All Tabs” button at the bottom of the page. When you have finalized all data for your institution, click the “Submit All Tabs to ARL” button at the bottom of the page. This step cannot be reversed.
After clicking “Submit”, you will see Step 4) Survey Complete’ displayed at the top of the page, and the ARL Statistics will disappear from your Survey Dashboard. This means that you have closed the survey for your institution. No further edits can be made via the arlstatistics.org website, but you will still be able to view the branch forms and summaries if needed in the Data Repository (blue box below).

The ARL Statistics Survey will disappear from the Management Center after you submit all tabs to ARL.

If you need to make corrections to your data after submittal, please contact the ARL at 202-296-2296 or stats@arl.org.
Instructions for Users (data entry personnel)

From the home page, links to survey forms for each reporting branch are available from the navigation bar on the left of your screen and from the Survey Dashboard. You may edit data if designated with those rights by your institution’s Primary Contact (your rights will appear in red at the top). On each branch form, note the following features:

1) Click the icon next to each question to access definitions regarding the question.
2) Click to enter footnotes. Footnotes provide you with the opportunity to explain discrepancies in your data, document local practices that differ from the survey definitions, and add additional information about figures. After you have entered a footnote, the icon will change in appearance to .
3) Calculated fields—These are identified by their darker color appearance as well as your inability to enter data. These fields are calculated based on entries in other boxes according to the formula indicated in parentheses.
4) There is a “Manual Override” box next to each calculated field. If you wish to manually enter a figure for a calculated question rather than entering sub parts for that question, select “Manual Override”, and you will be able to enter a total.

If the data are unavailable, or if the question doesn’t apply, do not enter zero. Leave it blank, and your Primary Contact will be able to select NA/UA at Stage 3 for all questions that do not apply and/or for which data was not available.

Other form features include:

‘Save’ button—To save your entries, be sure to click the ‘Save’ buttons located throughout the form. Clicking a ‘Save’ button will save all entries in the form regardless of location. If you attempt to leave the page without saving your entries, a dialogue box will appear to remind you of this. Any data you entered and did not save will NOT be available next time you login. A notice will appear on the top of the form to indicate you that your data has been saved data successfully.

‘Data Entry Complete’ button—located at the bottom of each form, this button should only be clicked when data entry for a branch is complete. Clicking this button alerts your institution’s Primary Contact that the data are ready for review. However, you are able to return to this form to edit data until its final submission to ARL by your institution’s Primary Contact.

Entry area for branch inclusion and general footnotes—entry boxes for general footnotes can be found at the bottom of each survey form.

As you enter data, here are a few other key points to remember:

• If you exit the web form for any reason, remember to save your data!
• Footnotes must be entered in the footnote box attached to each item. Do not attempt to place notes in the response fields.
• Any large shifts in reported data from last year should be explained with footnotes. Use the Percentages Used to Check Data Accuracy spreadsheet to determine whether changes are within bounds or need to be addressed in your footnotes.
• Document local practice that differs from the definitions found in the instructions by including a footnote.

Resources

• All documents needed to complete the ARL Statistics survey are available on the ARL website at http://www.arlstatistics.org/About/Mailings. These documents include item definitions, data collection instructions, and helpful worksheets.
• For assistance, e-mail: stats@arl.org or call 202-296-2296.