

Random Acts of Continuing Education
A RACE Webinar

**South Dakota
2012-2013 School Library Survey
Participant Guide**

March 21, 2013



**south dakota
STATE LIBRARY**

Leadership. Innovation. Excellence.

**With
Mary G. Johnson
Joan Upell
Julie Erickson**

Welcome

By the end of this webinar, you will have learned everything you'll need to know to quickly and easily complete the 2012-2013 School Library Survey. Be sure to print this guide as it will assist you in today's workshop and be a helpful tool in the future.

Today's Objectives

- Learn to navigate the School Library Survey in *Collect*
- Gather tips on easily completing the survey.
- Save you time, energy and effort
- Provide a forum for you to ask us questions

Important Details

Timeframe for submission is April 1 through May 15, 2013

- Submit one survey per district
- You can print out your completed Collect survey to keep for your records.
- Data will be available for use and comparison via Connect at <http://connect.informata.com>
- The State Library will again highlight data in a School Library Data Digest.
- The 2012 Data Digest may be found at <http://www.library.sd.gov/LIB/SLC/index.aspx>

Survey address: <http://collect.btol.com/>

- Log-ins and passwords are the same as last year and the same for Connect
- If you no longer have that info call the State Library at 1/800-423-6665
- Or call or e-mail your School Library Coordinators:
joan.upell@state.sd.us, 295-3152
mary.johnson@state.sd.us, 295-3173

My Log-in _____

My Password _____

Some of the Basics of the Collect Program

Gold Bar Tabs:

Instructions: Specifically written for SD, print these and read before you begin

Frequent Questions: General information about the Collect program, contact us first

Printing: Print a copy of the survey without data to use as a rough draft and/or for multiple libraries in a district to use to compile data

Status:

- **Edit checks:** questions the Collect program may have for you
- **Unanswered questions:** All questions must have answers, even if 0 or N/A
- **Flagged questions:** Flagged questions are questions you flagged to return to later
- **SUBMIT SURVEY:** When you are completely done!

Survey: Takes you to the actual survey where you can begin or continue. Once you submit your survey it will be locked and the only thing you will be able to do when you login again is print

Inside the Survey:

Survey Navigation:	This is the box on the left side of each page of the survey. Click on any section in this box and you will go directly to it.
Buttons:	At the top and bottom of the each page will be:   BE SURE and SAVE your work after you complete each page.
Flags: 	Use flags to remind yourself to return to a question.
Notes: 	Use Local notes for your purposes, use State notes to communicate with the State Library.
Links:	Click on any question number underlined in blue B.10a and a Help box will pop up

A Few Definitions You May Need More Than Once:

When answering questions always select the category that best describes your situation using the definitions you will find in the Help boxes.

- **PK-12:** library serves preschool, pre-kindergarten, and/or kindergarten through grade 12.
- **Elementary:** library serves preschool, pre-kindergarten, and/or kindergarten through grades 5, 6, 7, and/or 8.
- **Middle School/Junior High:** library serves any combination of grades 4-8
- **High School:** library serves any combination of grades 6-12
- **School/Public Combined:** library serves any combination of grades PK-12 AND is a designated public library or branch of a public library
- **Certified Teacher Librarian:** individual holds a teaching certificate with the minimum 18 hour library endorsement, and/or MLS and is paid as a teacher
- **Certified Teacher, Not Librarian:** individual holds a teaching certificate with no library endorsement and is paid as a teacher
- **Library Paraprofessional:** may be called librarian, aide, clerk, technician, assistant, but is not paid as a teacher

Questions?

State Library 605-773-3131
Mary G. Johnson 605-295-3173
Joan Upell 605-295-3152
Our toll free number 1-800-423-6665

To complete the survey you must return to the Status tab on the Gold Bar, select the gray-colored SUBMIT SURVEY tab, and follow the instructions.

