

## FY2009 ANNUAL PROFILE SUMMARY FREQUENTLY ASKED QUESTIONS

### What is the process for completing the APS?

There are three basic steps for completing the APS. Here is a table that shows the steps and who does what:

What	Who	When
Print out working copy of APS form on LTLS web page (if needed) and gather data for the online form.	Library staff	When needed
Fill out the APS Form on the web. A print option is available after the agency and building sections that you can retain for your permanent copy.	Library staff	By October 16, 2009
Before you officially 'submit', show the form to your agency administrator. Answer the final certification questions online, then submit the entire APS form.	Library staff	When form is complete

### What is the time period for FY2009?

The time period covered for FY2009 differs from agency to agency. The data you report is the data that is covered by the time period that is considered to be FY2009 for your library agency but this fiscal year must end sometime between July 1, 2008-June 30, 2009, the time period that is followed by LTLS for its FY2009 fiscal year.

### What if I need a final, printed copy for the library files?

There are two ways to get a final printed copy of the APS for the library's files.

- 1) Print out the 'printable' copy, using the link on the LTLS web site. Fill this data in before submitting the form online and retain this copy for your records.
- 2) After completing either the agency or building data, follow the on-screen instructions to print either the completed agency or building data. This will give you a printed copy for your records.

### I notice that some data is already there – can incorrect data be changed?

As you fill out the FY2009 APS, you will notice that some fields are 'populated' from data that was entered last year. This will cut down on the time it takes to complete the APS. However, if you notice any errors or changes that need to be made, you should correct this data on the online form.

### If I only have one building, do I have to fill out both the agency and building sections?

Yes. As in last year's form, the FY2009 online form asks different questions in the agency and building sections. All agencies must complete the agency level data and the building level data even if there is only one building. Library agencies that have multiple

buildings need to complete the agency level data once and the building level data for each building.

#### **Must I complete this form on the web?**

We would like all libraries to fill out their data on the web form. If there are particular circumstances that make this difficult, please contact Pat Boze, 217-352-0047, x. 219, to arrange for an alternate data collection procedure.

#### **Which web browser works best with the online form?**

The online web form works when viewed with any browser but we recommend that you download the most recent version to correctly view fonts and page layouts.

#### **Can I start inputting some of the data and return at a later time to finish the form?**

Yes. The data that is entered on each web page is saved when you select the **Save** button at the bottom of that page. Once the data on a page has been saved, it is possible to quit the web form and return at a later time to complete the data. You will need to enter your password and click **Save**, proceeding to the last page where you saved the data and then continuing to complete the form.

#### **Is there any way to tell what I have already completed on the online form?**

As you move from screen to screen, check the 'Mark as Complete' box at the bottom of each screen. This allows you to see a summary of what has been completed and what hasn't in the left-hand navigation box..

#### **How do I submit the data when I am done?**

After all of the agency and building data has been entered, a final web page allows you to click the **Submit** button to send the data to LTLS. This step also notifies LTLS that you have finished the online form.

#### **Is any new data being collected on this year's form?**

The questions are very similar to last year. We are asking for electronic resources expenditure information and are no longer asking about periodical back title counts.

#### **My agency's FY2009 is over. When can I submit this data?**

Data can be submitted now. Libraries should complete the data submission process by October 16, 2009.