



# MONTANA PUBLIC LIBRARIES SURVEY BIBLIOSTAT COLLECT INSTRUCTIONS

The Montana State Library uses Bibliostat Collect to complete the Public Libraries Survey. If you have questions on using this platform, please contact Jessica Edwards, Montana State Library Data Coordinator, at [jedwards@mt.gov](mailto:jedwards@mt.gov).

## Getting Started

### How do I access the survey?

Go to Bibliostat Collect at <https://collectconnect.baker-taylor.com/login.aspx>.

### How do I get my login information?

Contact Montana State Library Data Coordinator Jessica Edwards at [jedwards@mt.gov](mailto:jedwards@mt.gov).

### What computer requirements are there to complete the survey?

Windows and macOS can be used to complete the survey. Recommended browsers are Microsoft Internet Explorer 6.0 or higher and Firefox 1.5 or higher. Other browsers such as Chrome may be used, but there may be issues loading pages. The recommended screen resolution is 1024x768 or higher.

### Is there a session timeout period?

Yes, at 90 minutes the session will be timed out. Any information entered will still be saved.

## Completing the Survey

### How do I see what questions I haven't answered?

Click **Show Status** at the top of the screen, then click **Unanswered Questions**.

### How do I use Notes?

Use **Notes** to annotate an answer to a question. Annotations are required if the data from your survey generates an **Edit Check**. Annotations can also be entered if you wish to provide additional information about the data. Click on **Note**, enter the annotation, and click **Save**.

### How do I use Flags?

Use **Flags** to highlight a question you want to return to. Click on **Flag** to change its color to red. To view all flagged questions, click **Show Status** at the top of the screen, then click **Flagged Questions**. Once you have answered the question and no longer need to save it, click the **Flag** icon to unmark it.

### How do I enter phone numbers?

Enter the 10 digit numbers only. Formatting will occur after you tab out of the field.



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## **Why are some boxes gray?**

These fields have been pre-populated and locked. They cannot be modified.

## **How do I fix an Edit Check?**

**Edit Checks** alert you when responses are out of the specified range. The reason for an edit check will appear in red. The edit check message will notify you whether it is a federal edit check or a state edit check. If the data is incorrect, correct the data in the entry box. If the data is correct, write a brief annotation on the **Note** to explain. If an edit check occurs on an automatic total and the figure is incorrect, the data in the contributing questions will need to be corrected. Once all the edit checks are addressed, click **Submit Corrections**.

## **Submitting the Survey**

### **What are my last steps before submitting the survey?**

Click **Show Status** at the top of the screen. Review the **Edit Checks**, **Unanswered Questions**, and **Flagged Questions** tabs for any missing or incomplete data. Print a copy of the survey for your records and/or save an electronic copy. Once everything is complete, click **Submit Survey**.

### **How do I print the survey?**

Click the **Print** icon at the top of the screen and select **Survey Reports**. Select your printing options and click **Show Web Report** or **Show PDF Report**.

### **How do I print the annotations I entered?**

Click the **Print** icon at the top of the screen and select **Annotation Reports**. Select your printing options and click **Show Web Report** or **Show PDF Report**.

### **How do I save an electronic copy of the reports?**

Click **Show PDF Report** after selecting your printing options. Save the generated file as a PDF.

### **What happens once I submit the survey?**

Bibliostat Collect checks for any required questions that have been unanswered and reviews edit checks. Once all questions are answered and edit checks have been addressed, the survey is locked for editing. If you need to access the survey after it has been locked, please contact Jessica Edwards for assistance.