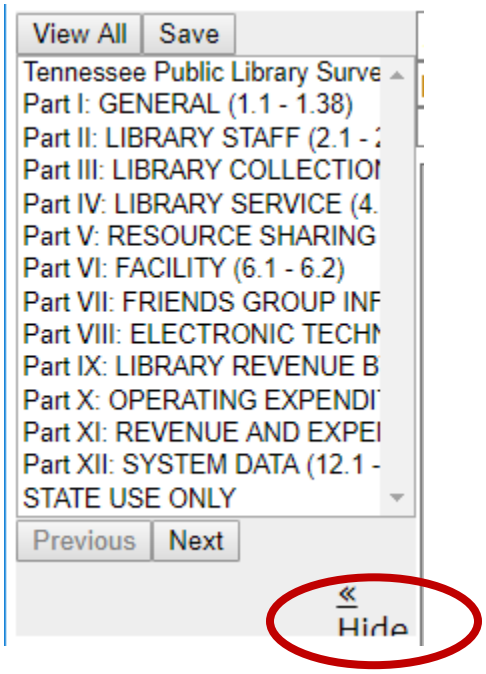
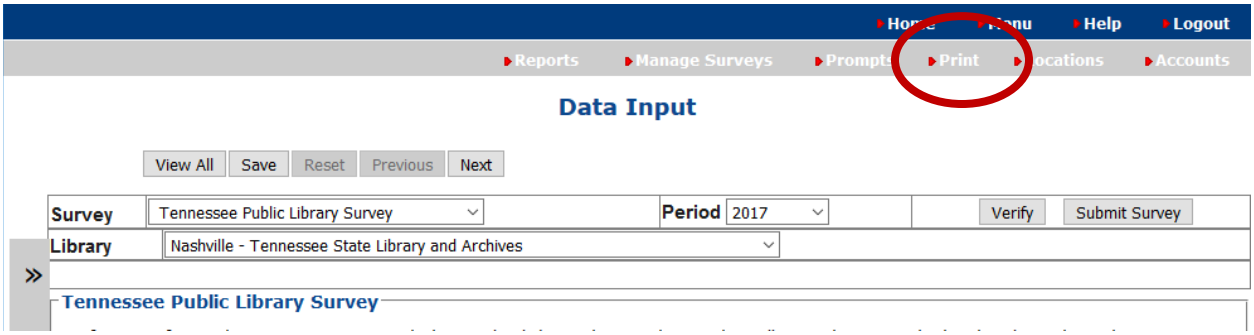
How to print your Public Library Survey in Counting Opinions

1. If you want to show the previous year's data with your current survey year, simply select Hide to hide the side navigation panel, right click on your screen, and select print.

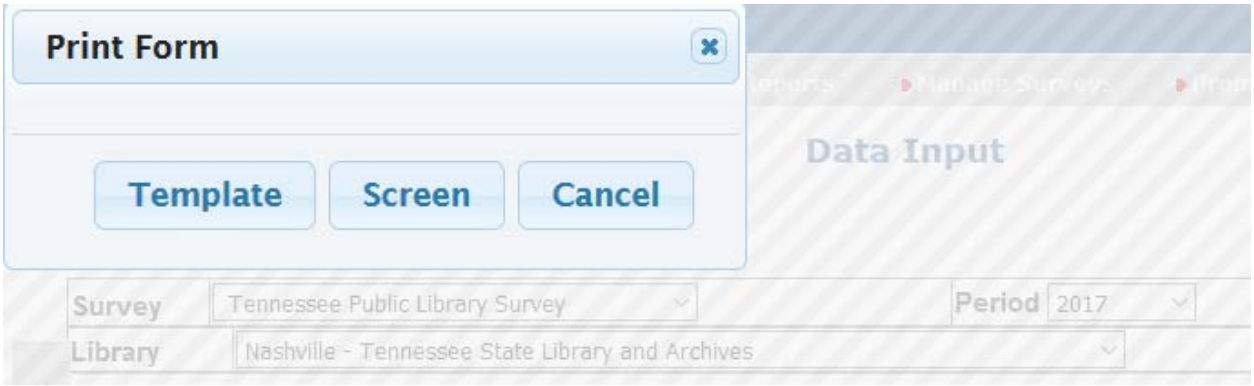


OR

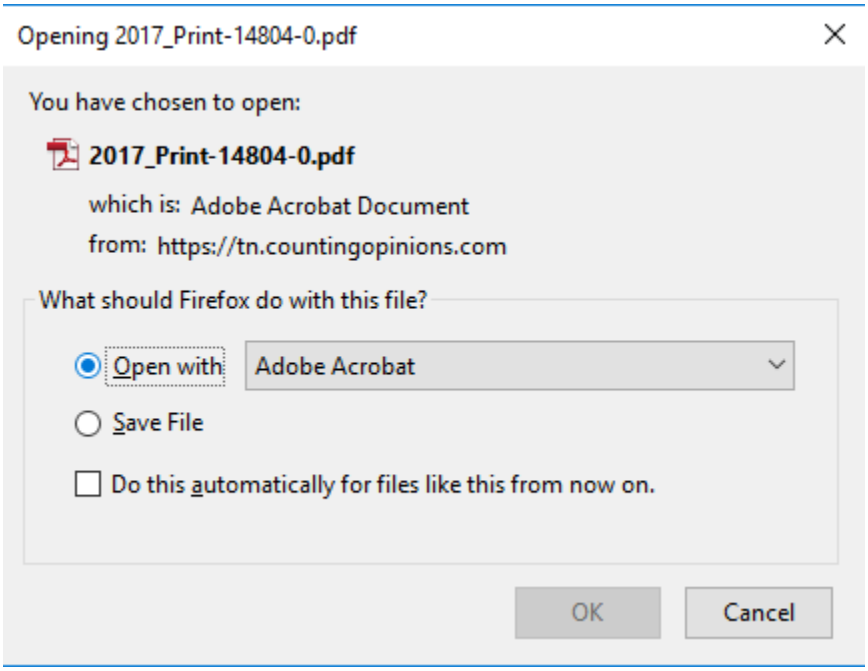
2. Select Print at the top of the screen.



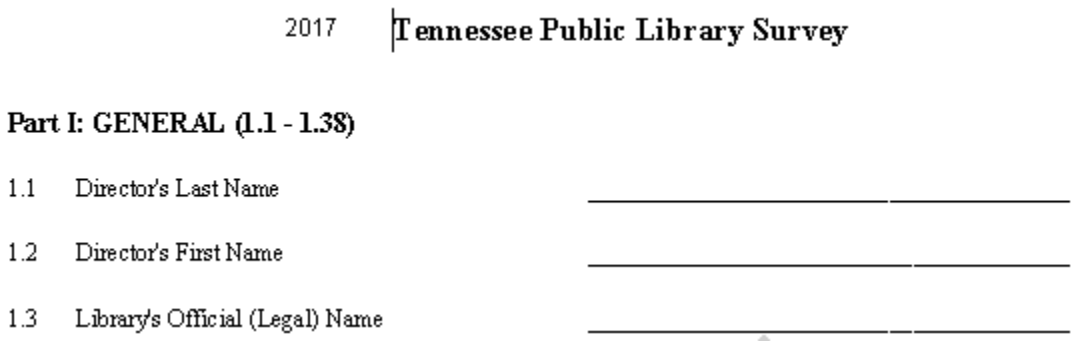
3. You then have the option to print the **Template** or **Screen** (which will include definitions).



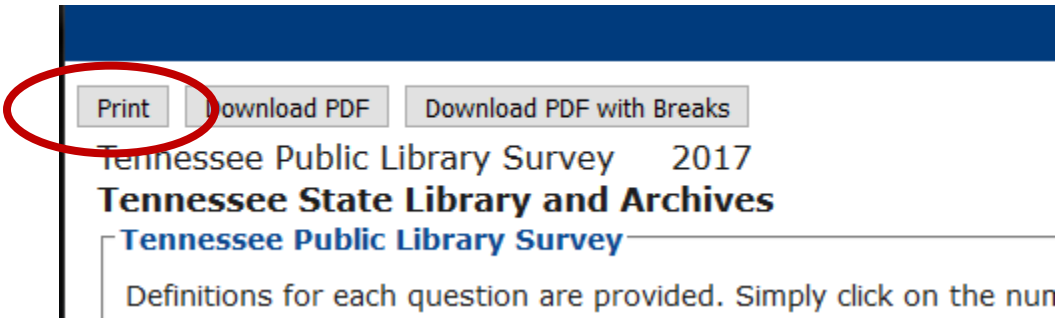
4. If you select **Template**, it will give you the option to open or save your file.



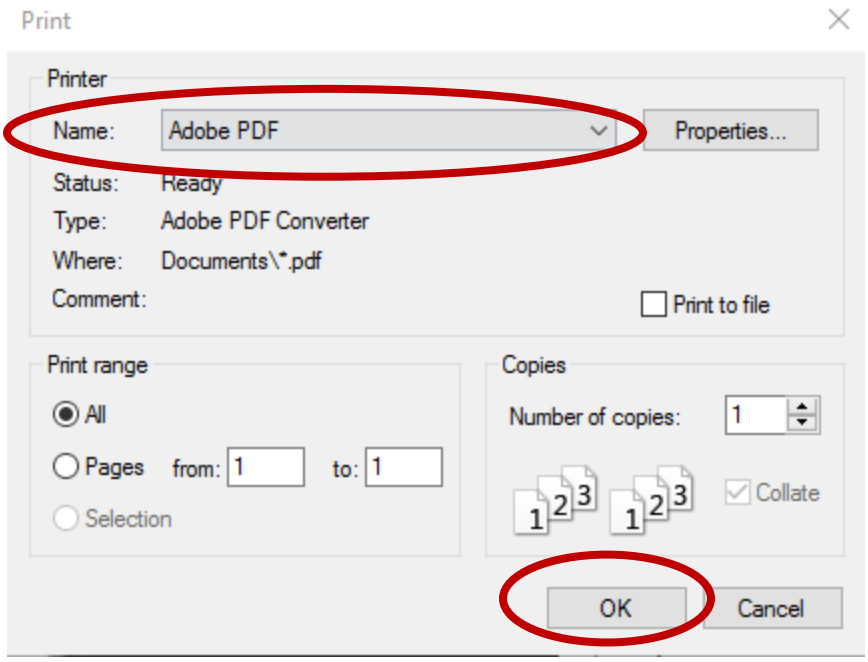
5. The Template will be formatted like this but will include your data.



6. If you select **Screen** it will ask you if you want to Print, Download PDF, or Download PDF with Breaks. We have found if you select either download it condenses the salary section and makes it illegible. We suggest selecting Print.



7. It will bring up your Printer box. In the Name dropdown menu select Adobe PDF or whatever your computer is set up to use (Illustrator, Paint, etc). Then select OK.



8. It will give you the option to name and save your file.

9. Once you have named and saved your file, you can open it and print. It will be formatted like this but will include your data along with the instructions/definitions.

Tennessee Public Library Survey 2017

Tennessee State Library and Archives

Tennessee Public Library Survey

Definitions for each question are provided. Simply click on the number and it will provide you with the details in the indicator note. This is also where you may enter a note for your in house use. If you need to leave an annotated note for state or regional staff be sure to enter it in the notepad icon on the left of the associated input field.

Adding Annotated Notes to Explain Data
Explanations can be added and are required when your response invokes an Edit Check (the value is outside an acceptable range, or information that typically doesn't change). They are designed to help people understand and interpret the data and should be used whenever the data is anomalous or abnormal. For instance, when the data represents a significant change or no change from the values reported from the previous year. Providing explanations is useful to those responsible for approving or vetting the data submitted and also for those that might later reject or discount the results without a plausible explanation.

Please do not leave any questions blank. Either report an actual number or provide an estimate BUT provide an explanation in the notes field explaining why it is an estimate. The grey fields are locked and/or automatically calculated for you.

Locking and Approving Data
You should use the Lock button to signify when the Data Input process is complete. Depending on the assigned roles, you may able to use the Approve button, to signify the data has been checked and validated and your regional library can then Lock it for you. If a change is required, only the State Data Coordinator can Unlock the data to make changes or enable the submitting Location to modify its data.

Questions: Contact Christy Chandler, TN State Data Coordinator at 615-532-4601 or christy.chandler@tn.gov.

Population Level

Population Level	

Part I: GENERAL (1.1 - 1.38)

Please review the pre-filled data. If changes/updates are necessary, please notify the State Data Coordinator in the notes field.

1.1 Director's Last Name	
1.2 Director's First Name	
1.3 Library's Official (Legal) Name	
1.4 Street Address	
1.5 City	
1.6 Zip	
1.7 Mailing Address	
1.8 City	
1.9 Zip	
1.10 Phone	
1.11 Director's FAX	
1.12 Director's E-Mail	
1.13 Library Webpage URL	
1.14 County	
1.15 Region	
1.16 Official Service Area Population	
1.17 Respondent Name	
1.18 Respondent Title	
1.19 Respondent Phone	
1.20 Respondent Email	

Hours (Please also report information in Part XII.)

1.21 Accessible Service Hours after 5 pm M-F	**1,464**
1.22 Accessible Service Hours on Saturdays	**1,388**
1.23 Accessible Service Hours on Sundays	**134**
1.24 Total Accessible Service Hours per week	**12,211**

What type of legally established governance does your library have?

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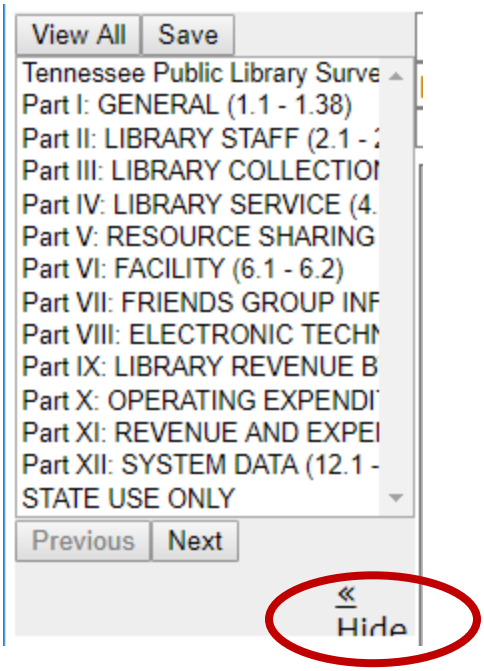
View All
Save
Tennessee Public Library Surve
Part I: GENERAL (1.1 - 1.38)
Part II: LIBRARY STAFF (2.1 -
Part III: LIBRARY COLLECTIOI
Part IV: LIBRARY SERVICE (4.
Part V: RESOURCE SHARING
Part VI: FACILITY (6.1 - 6.2)
Part VII: FRIENDS GROUP INF
Part VIII: ELECTRONIC TECHI
Part IX: LIBRARY REVENUE B
Part X: OPERATING EXPENDI
Part XI: REVENUE AND EXPEI
Part XII: SYSTEM DATA (12.1 -
STATE USE ONLY
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