# Guidance for the PLS FY 2018 Data Collection: Import File and Edit Check Specifications

| **Date:** | June 15, 2018 [revised July 3, 2018] |
| --- | --- |
| **To:** | Institute of Museum and Library Services (IMLS) and State Data Coordinators (SDCs) |
| **From:** | American Institutes for Research (AIR) |

To help you and your libraries prepare for the PLS FY 2018 data collection in early 2019, this memo provides an overview of the following information:

1. Import file specifications
2. Edit check specifications
3. Data element addition

The two specifications documents and this memo will also be available on the IMLS website next week: <https://www.imls.gov/research-evaluation/surveys-data/public-libraries-survey/report-your-pls-data/fy-2018-pls-data>. Please provide these files to your vendor if you have one.

## Import File Specifications (FY 2018 PLS Import Specs Final.xlsx)

The import file specifications reflect the approved addition (WEBVISIT) to the data elements for FY 2018.

## Edit Check Specifications (FY 2018 PLS Edit Changes to SDCs Final\_v2.xlsx)

The first tab in the edit check specification document, labeled “Edit Changes FY18,” provides new or changed edit checks that reflect the approved changes to the FY 2018 data elements. As noted in the “Description of Change” column, changes to the edit checks for FY 2018 include:

* A new **critical** edit check (65320) for the new WEBVISIT data element added in FY 2018. This is a standard edit check that exists for most numeric items. (NOTE: The value for WEBVISIT should be “-1” [missing] for libraries unable to report this element.)
* A new **non-critical** edit check (10371) to flag states that have overlapping LSAs in the prior year (PY) but do not in the current year (CY) or vice versa. The data elements that report population of LSAs (#103 and #208) are essential to the annual reports that IMLS publishes, and thus it is important to verify structural changes to those elements.
* A new **non-critical** edit check (65264) to check that the CY value of WIFISESS is not the same as the PY value. Most other data elements already have this type of edit check.
* A new **critical** edit check (71421) to prevent WKS\_OPEN from being greater than 52. Formerly, this condition was flagged by non-critical edit check 71422, which has been revised to only flag values less than 20 (existing logic).
* Existing edit check 20623 has been revised to be a **critical** edit check to prevent reporting periods for individual libraries from being more than or less than 12 months.
* Seven existing edit checks that flag instances where the total is less than the sum of reported detail items and at least one detail item is -1 (25314, 30414, 35214, 35614, 35814, 40414, and 45814) have been revised to be **critical** edit checks.
* Three existing **non-critical** edit checks that flag outliers in the PY-to-CY change ratio for EBOOK (45165), YAPRO (60265), and YAATTEN (60565) have been revised to have wider bounds which will result in fewer values being flagged as outliers. These three edit checks had the highest rate of incidence in FY 2016.
* Two existing **non-critical** edit checks that flag outliers in the ratio of AE HRS\_OPEN to the sum of Outlet HOURS for single-outlet (71323) and multi-outlet (71328) libraries have been revised to flag inconsistencies between HRS\_OPEN and sum of HOURS. (Some states are already enforcing consistency between these two data elements.)
* ***[ADDED 7/3/18]*** Six **non-critical** edit checks that flag large year-to-year changes in capital revenue or expenditure (40162, 40163, 40363, and 40563) or that flag large differences between CY capital revenue and expenditure (40423 and 40522) have been **deleted** because they are unlikely to identify true errors.

The “All Edits FY18” tab includes both the unaltered edit checks brought forward from FY 2017 and the new and revised edit checks from FY 2018 changes. We provide definitions for each column header in the “Edit Changes FY18” and “All Edits FY18” table below:

* **Description of Change** (*“Edit Changes FY18”* *tab only*): Provides a detailed explanation of the new and revised edit checks.
* **Pubord**: Indicates the broad type of edit; “C” means a current year edit, and “H” means a historical edit (comparing current year and prior year values).
* **Critical**: Indicates if the edit is a critical, non-critical, or internal[[1]](#footnote-1) edit. “Y” indicates a critical edit, “N” indicates non-critical, and “I” indicates internal (which is also non-critical.
* **Code**:Presents the edit check code, a five-digit number, which is assigned in the following manner:
	+ First three digits refer to the data element number being checked. (If there are multiple data elements for the check it is typically the number of the data element that is a sum of the detail variables.)
	+ Last two digits usually refer to the specific type of logic. (The list of these edit type codes is available in the Web Portal under the Help menu: “Edit Messages and Conditions”.)
* **Flag Condition**: Presents edit check logic expression.
* **Edit Message**: Presents text that is displayed in the Edit Report associated with this edit.
* **Edit Condition**: Provides detailed explanation of the edit check that lists the data element numbers associated with this edit. This is not displayed in the Edit Report.

## Data Element Addition

The FY 2018 PLS data collection will include one new data element:

|  |  |  |
| --- | --- | --- |
| **Data Element Number** | **Data Element Name (Variable Name)** | **Data Element Definition** |
| 653 | Website Visits (WEBVISIT) | Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library’s domain. A website “visit” or “session” occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here. |

The first year of the life cycle of a new PLS data element cycle is a trial collection year to allow states adequate time to add the element to their state surveys and train their libraries about how to collect the new data element. Report “-1” (missing) if your states does not yet ask libraries for this information or if your state does collect it but a library was unable to report or does not have a website.

## Need Help?

Please contact us at PLS@air.org and/or 1-866-744-5746, option 1 (open from 9 am to 5 pm ET) if you have any questions.

1. In FY 2017, internal edits were incorporated into the Web Portal Edit Report. In prior cycles, internal edits were run only in the Post-Lock Edit Report and were not part of the Web Portal Edit Report. [↑](#footnote-ref-1)