Transcript – Status Structure Changes Training Video

Welcome to the Public Libraries Survey Web Portal Training. In this training, we will provide an overview of status structure changes. Additionally, we will also demonstrate how SDCs can execute a status structure change, using the two most common status structure changes. A "02" (zero-two) Birth and a "03" (zero-three) Death. To begin, I will review the AE status structure changes. Status structure changes or STATSTRU are as listed:

- If you have no changes between the current year and the prior year in your AE, then use the status structure "00" (zero-zero).
- "01" (zero-one) shows that an AE adopted another AE.
- "02" (zero-two) shows that a new AE was created.
- "03" (zero-three) shows that an AE closed permanently.
- "04" (zero-four) shows that an AE split into two AEs.
- "05" (zero-five) shows that two or more AEs merged to form a new AE.
- "08" (zero-eight) shows that a previously closed AE with a status structure of "03" (zero-three) has been reopened.
- "09" (zero-nine) shows that a previously deleted AE, using the status structure "10" reopened.
- Status structure "10" shows an incorrectly added or a planned AE that never opened.
- Status structure "11" is not applicable to AEs.
- "13" shows an existing AE that was not previously reported and has been added.
- "22" shows a future AE needs an FSCS ID.
- "23" shows that an AE has closed temporarily.
- And "24" shows a temporarily closed AE with a status structure "23" has been re-opened.

Next are the status structure changes for outlets. Many of these are similar to the AE:

- "00" (zero-zero) shows no changes have occurred between the PY and CY.
- "01" (zero-one) shows an existing outlet adopted another outlet.
- "02" (zero-two) shows a new outlet was created.
- "03" (zero-three) shows an outlet closed permanently.
- "04" (zero-four) shows an outlet split to form two new outlets.
- "05" (zero-five) shows two or more outlets merged to form one new outlet.
- "08" (zero-eight) shows that a previously closed outlet with the status structure "03" (zero-three) has been re-opened.
- "09" (zero-nine) shows that a previously deleted outlet with status structure "10" has been re-opened.
- "10" shows that an outlet was incorrectly added or was planned but never opened.
- "11" shows that an outlet moved to a different, previously existing AE.
- "13" shows an outlet that existed but was not previously reported should now be added.
- "22" shows a future outlet needs an FSCS ID.
- "23" shows an outlet closed temporarily.
- "24" shows that a temporarily closed outlet with a status structure "23" will be re-opened.

There are also status of name changes. These are also known as STATNAME:

- As with the status structure changes, "00" (zero-zero) means no changes have occurred between the PY and the CY.
- "06" (zero-six) means an official name change has occurred to the library.
- And "14" means the preferred spelling for a library has changed. A "14" also corrects misspellings, random capitalizations, and other things that may have occurred between the PY and CY.

And lastly, there are AE or Outlet address changes. This is also known as STATADDR:

- As with the other changes, "00" (zero-zero) simply means no changes have occurred between the PY and CY.
- "07" (zero-seven) means the library has moved to a new location.
- And "15" means the preferred street address has changed. Only use a status structure change "15" for address to correct misspellings or if the postal service has assigned a new mailing address but the library's physical location has not changed.

When entering status structure changes, you have two options:

1. You can either use the import data file, or
2. You can do it manually through the PLS Web Portal.

For example, when inputting your AE data, if you prefer to use the import method for your data entry, status structure changes should go here [in column STATSTRU], name changes should be entered here [in column STATNAME], and address changes should be entered here [in column STATADDR].

Now I will demonstrate the status structure change of 03 for import. To complete a structure change 03 through you import file:

1. Open the file you wish to make your structure change to.
2. Find the library you wish to close. I will be closing this last library here on this file.
3. Once you have found the library you wish to close, change the status structure (STATSTRU) to "03" (zero-three) for death. It is alright if the Excel file automatically removes the leading zero; the system will read the file just fine.
4. Next, I will input the Old ID (OLDID), which is the FSCS Key (FSCSKEY) hyphenated with the FSCS Sequence Number (FSCS_SEQ) on the outlet files. On the AE files it would just be the FSCSKEY. So I'll input the FSCS ID number here [in column OLDID].
5. And then once I have entered the OLDID, I will make the FSCSKEY field and the FSCS_SEQ field "-3s" (negative threes).
6. Those are the only fields I need to modify to close a library. Once I have filled out my import file, make sure you save the file.
7. Then make sure you are logged into the PLS Web Portal and go to Tools → Import Data.
8. Once you have reached the Import Data page, browse for the file you wish to import. Because I made my changes on the outlet file, that's the file I will import. Then click the Upload and

Import File button. It is very important that you select the right file type when importing a file. So, I'm importing an outlet file, so I change it to the outlet type, and click "Yes, Import File."

9. My file was imported successfully, so I can close the import file message. And to review my data, I can simply go to Tools → Export Data → Export Outlets, Current Year. As you can see, the library is now closed. Your Match Report will also confirm that the status structure changes have been properly applied.

When manually entering your data, go to Tools then either click the Status Structure Changes: AE or the Status Structure Changes: Outlet, depending on the type of library you wish to make changes to. This is an example of the AE Structure Changes page in the Web Portal. Both AE and Outlet pages work the same. Simply select the change you wish to make and follow the subsequent changes on the following pages.

I will now show you how to do a structure change "02" (zero-two) or opening a new library through the PLS Web Portal.

1. First make sure you are logged in.
2. Then go to Tools ad select Structure Changes: AE or Structure Changes: Outlet, depending on what type of library you wish to open. I'm going to go through the AE process.
3. On the next page, find the structure change you wish to complete. Since I'm doing "02" (zero-two), I'll select "(02) Add an AE Opened Since Last Survey (Birth)."
4. On the next page, you're going to enter the new AE's name, and you're going to enter its new LIBID. Then click the Add button.
5. My AE was successfully added, and because I don't have any more AEs to add, I simply click "Done." To add the additional data for that AE, I will need to go to Tools → Input Data: AE and then search for my library that I just added.
6. Once I find that library, I will need to fill out the rest of the information.

Thank you for watching this training video, providing an overview of the status structure changes. If you have any additional questions, please call the PLS Helpdesk or watch our other training videos. Thank you.