

Questions? Contact...

State Library 605-773-3131 / toll free 800-423-6665

- School Library Coordinator, Scottie Bruch, Scottie.Bruch@state.sd.us, or
- Data Coordinator, Shawn Behrends, Shawn.Behrends@state.sd.us.

School Library Survey FAQs

What is the State Library going to do with this information?

The State Library uses data collected from the School Libraries Survey to track changes and trends in South Dakota school libraries. **Funding for services** such as the statewide electronic resources for research and education, **programs** like ExCITE! for school library staff, and **interlibrary loan services** are contingent on your participation in the SLS. The annual School Libraries Data Digest provides a snapshot of statewide summary data from the SLS. School districts have access to the data for comparison across districts and over time.

Who in the district or school system is responsible for completing the survey?

The district superintendent receives notice of the opening of the survey and signs the certification field, however, it is usually an appointed library staff member who completes the survey.

How do I access the survey? What information do I need?

Access the survey online at: <https://sd.countingopinions.com/>

Your login is the same as last year. Contact Scottie or Shawn if you need your district's credentials.

If you prefer to begin the survey on paper, a worksheet can be downloaded from the portal page after you log in.

Does every school complete their own survey?

No. Library staff completes a district level survey that includes information and statistics for all of the district's school libraries and library staff.

We don't have a school library that meets the survey definition of a school library so what do we have to do?

If you don't have a school library by definition, review and complete Section A on the survey. Skip to Section E, and follow the directions given to submit the survey. Because this status may change from to year to year it is important that we receive your information each year.

Can I complete the survey once the school year has ended?

Please complete and submit the survey before May 5. For a few questions (e.g., district circulation) that require end-of-year statistics, it is okay to project an estimate.

Do I have to complete the survey all at once?

No. You may stop and return to the survey as many times as you like. The survey will time out after an hour of inactivity, but your responses should be automatically saved each time you move to the next question.

If I don't have exact numbers is it okay to guess?

It is okay to make an educated estimate if you do not have exact numbers. If you must "guesstimate" tell us by clicking the notepad icon to the left of the input field and leave a note there.