

**Standard Operating Procedure
For
Collection of Data for
The Institute of Museum and Library Science (IMLS)**

The Institute of Museum and Library Services (IMLS) is the primary source of federal support for the nation's libraries and museums. As part of its mission, IMLS conducts policy research, analysis, and data collection to extend and improve the nation's museum, library, and information services.

Each year, the Guam Public Library System submits data to the Public Library Survey Group (PLS) on the status of public libraries. This information of data is submitted on-line through the Web-based Public Libraries Survey Web Portal. These data collected are useful to researchers, journalists, the public and policymakers at the federal, state and local levels.

Each State and/or region is assigned a State Data Coordinator (SDC). Their role is to collect the data from the libraries, educates and trains staff in methods of submitting data, reviews completed data before final submission onto the Web Portal to meet the deadline as set forth by IMLS. Total number of hours to complete the on-line process takes approximately (40) hours.

STATISTICAL REPORTING CYCLE

► Statistics are collected daily at all branch locations to include the main library by the library technicians. This data consists of:

- Library visits
- Library programs
- Circulation
- Size of Collections
- Public Service hours
- Electronic resources

► Data is compiled by library technicians and submitted monthly to the Library Technician Supervisor for her review. The reporting period is from October thru September (*fiscal year*)

► Final data from the Library Technician Supervisor is then provided to the State Data Coordinator who is the Project Director for Guam Public Library System for all IMLS Grants.

► Additional data gathered by the SDC is information on staffing, operating revenue and expenditures as required by IMLS before final on-line submission which are provided by the Administrative Officer who also is the Project Director for GPLS for all IMLS Grants.

Deadline for Guam's on-line reporting is the last working day in July.

These data are used by federal, state and local officials, professional associations, and local practitioners for planning, evaluation, and policy making.

The Project Director for GPLS will meet with employees of the Administrative Support Unit on their willingness to attend the Conference usually held in December. Said employee will be responsible for collecting accurate data and submitting reports on-line after attending the Conference held in the United States.

Each year a PLS Web Portal User's Guide is provided.

At the Conference, all participants share their ideas or programs that are currently being provided and how to better improve library services.