



U.S. DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL RESEARCH AND IMPROVEMENT

NATIONAL CENTER FOR EDUCATION STATISTICS

October 20, 2008

Dear ALS Key Holder:

As **Key Holder** for the FY 2008 Academic Library Survey (ALS), you play an important role in this national data collection effort sponsored by the National Center for Education Statistics (NCES). You are responsible for your institution's data submission and for "locking" the data on time. Only designated staff with assigned ALS user IDs and passwords can access the survey system, located at <http://surveys.nces.ed.gov/libraries/als>. Data collection begins on November 5, 2008 and ends on February 25, 2009. Registration can begin on November 5 and should be completed as soon as possible.

This packet contains the following information to help you register and submit data for your institution:

- **Registration Guide** (Attachment A) – This document provides general instructions for completion of the on-line Web registration process.
- **Key Holder Certificate** (Attachment B) – This document contains your ALS user ID number, personal password, UNIT-ID, institution name, FY 2006 respondent name, as well as critical dates and ALS Help Desk Information. Please keep this document in a safe place, and do not share this password with anyone.

You will register using the *Key Holder Certificate, FY 2008 ALS* (Attachment B). The Web registration form asks for specific contact information, which will then be used by NCES and Census, the data collection agent for NCES, in all further contacts with your library during this data collection. If more than one staff person will need to enter data into the Web-based survey form, you may request additional passwords for them. However, all further contacts will flow through you as the ALS Key Holder, and only you can lock your data. Once your data have been entered, edited and locked, the Census Bureau will review your submission and may contact you with questions about the data.

Report data for all branch and independent libraries on the campus and for libraries on **branch campuses** (i.e., located in another community) if those campuses are registered under the same NCES UNIT-ID number as the main campus. Your Institutional Research Office will know the NCES UNIT-ID number of any branch campus.

The collection of salary and benefits data is an important component of this library survey. NCES protects the confidentiality of salary and benefits data when there is a risk of disclosure of personally identifiable data. For the purposes of this survey, when the FTEs within a staffing category are less than or equal to two, salary and benefits data will be removed from the file.

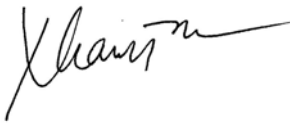
Changes to the survey have been reviewed by the ALS Steering Committee. A copy of the FY 2008 ALS survey, instructions, and survey changes can be found on the ALS Web site at <http://nces.ed.gov/surveys/libraries/AcaRRQuestDefs.asp>.

A network of Library Representatives (LRs), one in each state, has agreed to work with NCES to promote survey response. A list of the LR's can be found at <http://www.ala.org/ala/ors/natlctrforedstats/lrsals.cfm>.

Technical assistance for your data submission will be available from the Census Bureau at govs.aclib@census.gov or by calling (877) 749-4925. If you have questions or comments about the survey program, you may contact me, Tai Phan at NCES at Tai.Phan@ed.gov or call (202) 502-7431.

Thank you for your cooperation and support of this survey.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tai Phan', with a long horizontal flourish extending to the right.

Tai Phan
Program Director, Libraries Statistics Program

Enclosures