



Promoting Excellence in Library and
Information Science Education



Association for Library and Information Science Education Statistical Report 2012

Data Entry User Guide

Entering the System

Users can directly access the questionnaire by directing their browser to:
<http://alisesurvey.slis.ua.edu>

On the homepage there is a link in the bottom left hand corner that says: “Proceed to Surveys.” By clicking this link, the user will be directed to the list of survey sections which make up the statistical report.

Selecting a Survey

Association for Library and Information Science Education Statistical Report

The following surveys are available:

- Section I. Faculty
- Section Ia. Faculty Grid
- Section II. Students
- Section III. Curriculum
- Section IV. Income and Expenditure
- Section V. Continuing Education

Please contact (alisesstatistics@slis.ua.edu) for further assistance.

Click on the desired link to be directed to the token entry page for an individual survey section. When re-directed the screen should appear as such:

Tab I. Faculty Revised

This is a controlled survey. You need a valid token to participate.
If you have been issued a token, please enter it in the box below and click
continue.

Token

In the designated text box, enter your chosen “token” (password).

Entering Data

The survey uses a combination of input boxes, check boxes, and radio buttons for data entry.

Input Boxes

Some input boxes force numerical entry. When these boxes are encountered, also check if the directions require that you enter whole numbers.

Institute, Symposium, Conference, Forum	<input type="text"/>	<input type="text"/>
Workshop	<input type="text"/>	<input type="text"/>
Lecture-mode presentation	<input type="text"/>	<input type="text"/>

Check Boxes

Users are allowed to choose more than one answer per response field

Negotiated	<input type="checkbox"/>	<input type="checkbox"/>
Flat Fee	<input type="checkbox"/>	<input type="checkbox"/>

Radio Buttons

Users are limited to one answer per response field

Bachelor's	<input type="radio"/>	<input type="radio"/>
Master's	<input type="radio"/>	<input type="radio"/>

Instructions are found below questions and are denoted by a white question mark on a blue background.

Question Help

FTE part-time faculty	<input type="text"/>
Formula used to calculate part-time FTE:	<input type="text"/>



In the above computation of part-time faculty include:

- 1) individuals who have had the major share of the teaching responsibility for at least one credit course in the school. If a doctoral student was engaged by the school to assume the major share of the teaching of a credit course, that person should also be considered part-time faculty for the purpose of this survey.
 - 2) A faculty member with a joint appointment in the school should also be included here. Adjunct faculty are often practicing librarians (including retired persons) who teach an occasional course for the school - they should also be counted here.
- The following should not be included as part-time faculty:
- 1) students who assist a regular faculty in the teaching of a course;
 - 2) a technician in charge of a laboratory session for such courses as cataloging or media production;
 - 3) a librarian who instructs students in the use of the library; and
 - 4) a librarian who provides internships for library and information science students.
- In computing the full time equivalent (FTE) of part-time faculty, follow the institutional formula for this purpose.

Expandable Tables

A [+] at the end of a list indicates an expandable table. Click the [+] to add rows.

17	<input type="text"/>	<input type="text"/>
18	<input type="text"/>	<input type="text"/>
19	<input type="text"/>	<input type="text"/>
20	<input type="text"/>	<input type="text"/>

[+]

“Other” Option

If the answer choice “other” is selected as a response, ensure that the specification field is also completed.

Choose one of the following answers

Other:

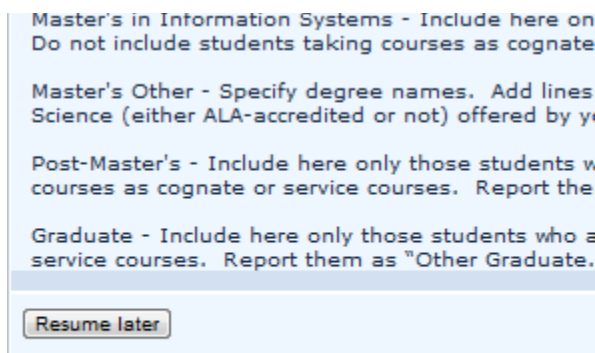
Navigation

Some of the surveys contain multiple pages of questions. To proceed to another part of the survey, you may navigate using the “previous” and “next” buttons located at the bottom of the webpage.



Saving the Survey for Editing Later

If you would like to complete a survey at a later date, find the “resume later” button in the lower left hand corner of the survey. When you return you will have to re-enter your token.



Submitting the Survey

After the survey has been completed, click the “submit” button located at the bottom of the webpage. If the survey has not been completed, do not click “submit” as your token will be locked from accessing the survey at that date. For instructions regarding an incomplete survey that you wish to complete at a later date, refer to the section “Saving the Survey for Editing Later” (above).



When the survey has been submitted, you are directed to a completion page.



If you have any further questions, please direct them to: alisesstatistics@slis.ua.edu