Completing the Online Annual Report Form

There are three steps to finalize your annual report:

1. Review each of the following tabs on the Status page: Edit Checks, Unanswered Questions, and Flagged Questions.
   Note: While not all of the items in these tabs are required by the annual report, we highly recommend that you go through each before submitting.
2. Print the annual report. Save an electronic version for your records. You may also want to print your annotations.
3. After steps 1 and 2 have been completed, your report is ready to submit to the State Library. The Submit Survey tab is located on the status page.

When you click the Submit Survey button, Bibliostat Collect does three things:

1. Checks for any required questions and lists any that have been left unanswered. These need to be addressed before you can submit your report.
2. Checks all Edit Checks to make sure they have been corrected or that a Federal Note has been provided. Only after every Edit Check has been satisfied, will you be allowed to submit your finalized annual report.
3. After the first two items have been checked and the Submit Survey button has been pressed, Bibliostat Collect locks the annual report so the integrity of your submitted data is protected. If, for any reason, you need to access your report again after being locked out, contact the annual report administrator at your State Library (jay.bank@ky.gov), to get your survey "unlocked." You will still be able to view a printable copy of your submitted survey by clicking Home and selecting the proper survey link under "Other Surveys". You will then be directed to the Printing options screen.

The Submission Process

1. Submit the survey, as detailed in the preceding steps
2. Your regional consultant will automatically be notified that you have submitted the annual report.
3. The regional consultant will contact you after they have reviewed the report. If changes are needed, then print the report and submit again.
4. When the report is complete, the regional consultant will contact you and request that the Authorization page be filled in. Do not collect signatures before this final OK is received.
5. Mail (do not fax) the completed authorization page. We recommend using tracking/certification to ensure that the page reaches its destination. Send to:

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