**PLS Documentation**

**Communication**

* 6/2 draft instructions sent out to NCPLDA and LibPAS users
* 6/20 reminder email sent to pre-fill data contributors
* 7/8 follow-up with pre-fill data contributors if data not received
* 7/15 send survey opening email to NCPLDA and LibPAS users
* 9/1 two-week warning sent to LibPAS users
* 9/15 closing email sent to LibPAS users

**Sending emails in LibPAS**

1. Click Accounts
2. Select LibPAS under the first dropdown menu at the top
3. Click box next to accounts that should receive email (scroll to bottom of page to select all)
4. Choose email template and select send email (Initial email goes out on 7/15)
5. Review and edit email before sending

**Pre-fill data contributors:**

* NC Live: Heather Greer Klein
* NCDL: Ruth Ann Copley
* E-iNC: Ruth Ann Copley
* NC Cardinal: Johnnie Pippin
* LSTA and State Aid: Cathy Wood

**Resources for answering library questions:**

* State PLS Instructions
* PLS Web Portal User Guide (Federal Instructions)
* SDC Wiki: <http://plsc.pbworks.com/w/page/7422611/Data%20Element%20Definitions%3A%20Questions%20Comments%20Feedback%20Input%20Corrections>
* PLS LibGuide: <http://statelibrary.ncdcr.libguides.com/publiclibrarysurvey>

**Contacts:**

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