# User Guide for the Library Search & Compare Tool

This short guide instructs users on how to get started using the features in the Library Search & Compare Tool on www.imls.gov/search-compare.

Find and select libraries:

- If you have a particular library or libraries you are interested in, use the drop-down menu under "Add/Remove to My Libraries" to create a set of libraries you are interested in.
- You can search libraries by scrolling the list or by typing the FSCS ID or library name in the white space at the top of the drop-down list.
- The libraries you select will populate under "My Libraries".
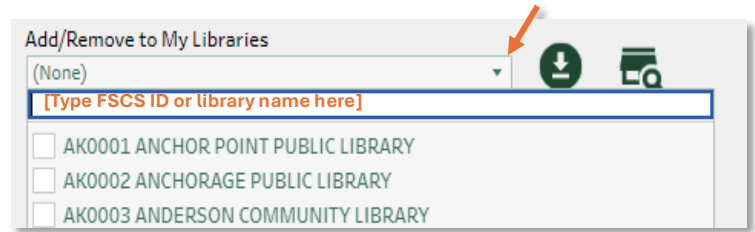
Change the data you want to view:

- Change the type of data you would like to view in the "Explore data on:" drop down menu at the very top of the page.
- To see the definitions of the categories (columns) included within each type of data, click the View Definitions icon.
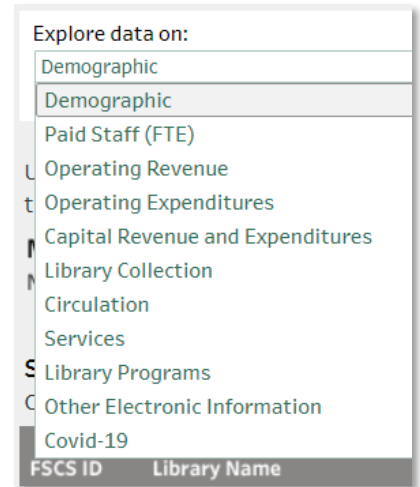
Use filters to explore or narrow your search:

- The side menu allows you to filter your search results on several factors.
  - **Fiscal Year:** Use the drop-down menu to explore the fiscal year you are interested in.
  - **State, Locale, Legal Basis:** Narrow search results by state(s), locale(s), or legal basis by clicking the drop-down arrow, unchecking (All) to unselect all options in that category, and then checking the boxes for the state(s), locale(s), and/or legal basis options you are interested in. Click Apply.
  - **Library Buildings, Population, Visits, Programs, Staff, Revenue, Circulation:** These remaining categories allow you to narrow your search by defined ranges. Use the sliders or click on the number above the slider (circled in the screenshot) to type your own minimum and maximum value.
- To clear your range selections, hover over the category you wish to clear until a filter icon appears to the right with a red X. Click on this filter icon to reset all ranges.
- The default is set to narrow your search results to libraries that fit the defined filters, but you can also exclude libraries that meet your filter selections by hovering over "Search for Libraries" until a down arrow appears on the right side. Click the arrow and select "Exclude Values" to exclude libraries that fit the defined filters in the search.
- Refining your search results with the filters will also be reflected in the libraries shown in the map below the results table.
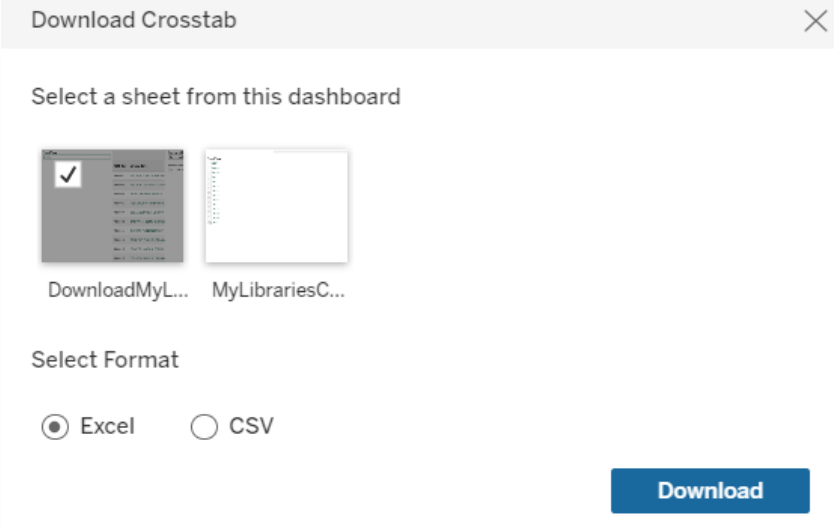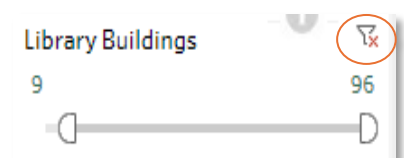
Sort My Libraries and Search Results:

- Sort the order of the libraries listed under My Libraries and Search Results by hovering over the first column of data and clicking the down arrow. Sort the FSCS ID by Data source order or Alphabetic or sort the data by one of the field or nested options.
- Sort the data columns of the libraries listed under My Libraries and Search Results (A->Z or Z->A) or numerically (Smallest to Largest or Largest to Smallest) by hovering over the column you wish to sort and clicking the icon that appears on the right side of the column title. In the FSCS ID column, avoid the triangle next to the AZ sort option.

Viewing and saving My Libraries dataset:

- Click this icon to open a new browser tab with only libraries selected under My Libraries.
- Explore the different types of data for only the libraries selected, download the data, bookmark the URL to view later, and/or share the URL for others to explore the data of the libraries you are interested in.
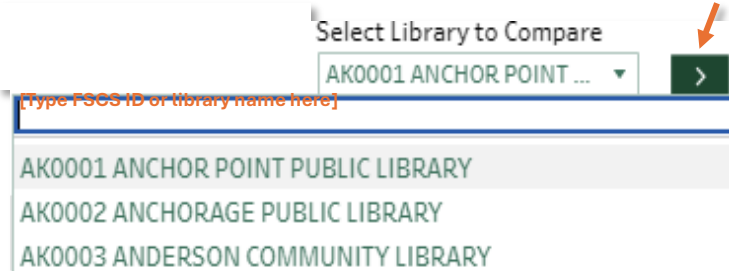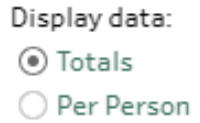
Downloading data:

- Click the icon with the down arrow to download the data. After clicking the download arrow, you will be directed to another page with your Search Results and My Libraries.
- Click the download icon again and select to download Search Results or My Libraries and the preferred download format, Excel or CSV.

Viewing detailed library data:

- Click on a library's name to view the library's detailed data tables.
  - Detailed data at the library level includes administrative data on library branches, library trends, contextual COVID-19 information, and more.
- Choose to have the data displayed as totals or per person on the top right of the individual library's detailed data page.

- Click the download arrow to view and download the library's detailed data.
  - There are 3 PDFs available to download for an individual library.
- Compare 2 libraries' detailed data side-by- side by selecting or typing a library in the drop-down menu under "Select Library to Compare" and clicking the arrow.