

**Library Services and Technology Act (LSTA)  
Fiscal Year 2014/2015 Final Program Narrative Report - FAQs**

- 1. We have multiple grants going at one time and having only one login to the account could prove to be problematic as many people will be accessing the account. Plus, the people with open grants changes each year. It would be great if each user could have their own login and those that no longer need access could be deleted.**

It's really up to each library as to whether they want to have one login for all reports or individual logins for each report. Multiple users can use the same login simultaneously and access different reports simultaneously. If one login is used for all reports, then library staff/management will be able to access all reports through that one login. However, it does mean that all users will share that login and all users can access all reports – which could lead to problems if a user accesses someone else's report. If each user has a unique login, then that user would only be able to access the report(s) they created, eliminating the potential problem above. However, with the shared login, if the director wanted to access all reports to approve them, that could be done easily through the one account; with the multiple accounts the director would need to log in to each account separately.

- 2. Are there word/character limits for longer fields? (sometimes limits are stated, and sometimes they aren't)**

The only text box with a word limit is the Project Abstract with a 300 word limit. The other text boxes do not have word or character limits. Please let your grant monitor know if you have problems with entering text in any of the other boxes.

- 3. Under Project Activities: What input is expected for the “Activity Title” field?**

This would be the specific title of the Activity. As an example, under Instruction-Program, if you had a program that focused on robotics for teens, the title could be Teen Robotics.

- 4. For the ethnicity types question, is it possible to choose all that apply, if more than one group is targeted?**

No, only one ethnicity type can be chosen.

- 5. It's my understanding that work can be saved as you complete each page.**

Yes, that is correct.