



### School Library/Media Center Future Needs Survey

**Purpose:** The purpose of this study is to identify future needs for Texas school libraries, media centers, and library users in the areas of technology, training, and use of technology resources. Results from this survey will be used to make recommendations related to the future direction for Telecommunications Infrastructure Fund (TIF) Board programs and grants from which your library can potentially directly benefit.

**Directions:** For most questions, either place an X or circle a choice to indicate your answers, or enter text in the appropriate spaces.

**Help:** If you feel you are not qualified to answer these questions, please ask the person most qualified to compete this questionnaire and to return it promptly.

Please return the completed paper copy of the survey in the enclosed envelope. You may fax the completed questionnaire to 940-565-3101.

**PLEASE MAIL THE SURVEY NO LATER THAN MAY 22, 2002.**

You may contact William E. Moen or Carol Simpson at the Texas Center for Digital Knowledge with inquiries about the questionnaire.

Moen email: wemoen@unt.edu  
Moen telephone: 940-565-3563

Simpson email: simpson@lis.admin.unt.edu  
Simpson telephone: 940-565-3776

**Study Information:** The Texas Center for Digital Knowledge at the University of North Texas has a contract with the Telecommunications Infrastructure Fund Board to conduct the Needs Assessment of Texas Academic, Public, and School Library Study. More information is available at: <http://www.unt.edu/needz>.

### START HERE

*(This information will not be included in the survey reports and is for the purpose of asking follow up questions only)*

Respondent's Name: *(Person completing the survey)* \_\_\_\_\_

Respondent's Title: \_\_\_\_\_

Respondent's E-mail Address: \_\_\_\_\_

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**Section 1: Identification.**

**This section asks for general information about your library.**

1. Your School Library/Media Center name: \_\_\_\_\_
2. Grade levels served: \_\_\_\_\_
3. City/Area where your school library is located: \_\_\_\_\_
4. Name of your School District: \_\_\_\_\_
5. Region/county/district number (###-###-###) \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

6. Is the library part of a campus network? (*Circle one response*)

Yes	No	Do Not Know
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7. Is the library part of a district network?

Yes	No	Do Not Know
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8. Do all teachers have e-mail available through a district system?

Yes	No	Do Not Know
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9. Do all students have e-mail available through a district system?

Yes	No	Do Not Know
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10. Is your library a Texas Library Connection (TLC) member?

Yes	No	Do Not Know
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11. Did your campus library receive TIF Board funds – other than for TLC databases – for hardware, networking and/or connectivity? (Your technology support person may be able to help you with the answer to this question if you do not know.)

Yes	No	Do Not Know
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12. Per the current state library standards, is your library: (*Circle one answer*)

Exemplary	Recognized	Acceptable	Below Standard
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13. Does your librarian: (*Circle one response*)

Have school library certification?	Yes	No	No librarian
Have a master's degree in library science?	Yes	No	
Does your library have the services of a certified librarian?	Yes	No	

14. Is your certified librarian:

Full time?	Part time?
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15. Describe your library's staffing: (*Indicate number of each for all that apply*)

# of each	
	Certified librarian(s)
	Clerk(s)
	Clerk (part time)
	Non certified staff
	Volunteers
	No staff

**Section 2: Technology Resources**

**This section asks you about your library's current technology environment.**

16. Does your library provide the following equipment? (*Circle "yes or no" for each statement*)

	School Staff or Teachers		Students		Loan to users	
	Yes	No	Yes	No	Yes	No
Inkjet printers	Yes	No	Yes	No	Yes	No
Laser printers	Yes	No	Yes	No	Yes	No
Personal computers	Yes	No	Yes	No	Yes	No
Flatbed scanners	Yes	No	Yes	No	Yes	No
Handheld or pen scanners	Yes	No	Yes	No	Yes	No
Personal digital assistants (e.g., Palm)	Yes	No	Yes	No	Yes	No
Laptops	Yes	No	Yes	No	Yes	No
Digital cameras	Yes	No	Yes	No	Yes	No
CD burner	Yes	No	Yes	No		
DVD burner	Yes	No	Yes	No		
Wireless Ethernet card for laptops	Yes	No				
Video servers	Yes	No				
Caching servers	Yes	No				

17. Do your library staff and your students regularly use the following software applications? (*Circle "yes or no" for each statement*)

	Staff		Students	
	Yes	No	Yes	No
Word processing software	Yes	No	Yes	No
Spreadsheet software (Excel, etc.)	Yes	No	Yes	No
Database software (Access, etc.)	Yes	No	Yes	No
Presentation / graphics / publishing (PowerPoint, etc.)	Yes	No	Yes	No
Web development software	Yes	No	Yes	No
Electronic mail	Yes	No	Yes	No
Web browser (Netscape, etc.)	Yes	No	Yes	No
Imaging editing software	Yes	No	Yes	No
Anti-virus	Yes	No	Yes	No
Texas Library Connection Databases	Yes	No	Yes	No
Security software to prevent computer abuse	Yes	No		
Print charging / control software	Yes	No		
User computer time control	Yes	No		
Metadata software	Yes	No		

18. Does the library have an internal Local Area Network (LAN)?

Yes	No	Do Not Know
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19. What is the speed of the library's internal LAN? \_\_\_\_\_ (e.g., 10 mb/s, 100 mb/s)

20. From your experience, do you consider your Internet access speed to be? (*Circle one response*)

Fast	Adequate	Slow	Do Not Know
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21. Does the library provide authentication (require passwords or logins) for its users for remote access to Texas Library Connection (TLC) databases?

Yes	No	Do Not Know
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22. Does the library provide authentication (require passwords or logins) for its users for remote access to locally provided databases?

Yes	No	Do Not Know
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23. If your answer to Questions 21 or 22 was Yes, what authentication method(s) is used?

<input type="checkbox"/>	Proxy server by IP address
<input type="checkbox"/>	Proxy server by login/password
<input type="checkbox"/>	Integrated library system authentication module
<input type="checkbox"/>	Do not know

24. In your opinion, is the technical support your library receives from your District: *(Circle one response)*

Very Adequate	Adequate	Inadequate	Very Inadequate	Do Not Know
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25. If you receive technical support from a source other than your District, in your opinion, is the technical support your library receives: *(Circle one response)*

Very Adequate	Adequate	Inadequate	Very Inadequate	Do Not Know
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26. Does your library? *(Please circle the appropriate answer. DNK=Do Not Know)*

Have a library website?	Yes	No	DNK
Host the library website on a server in the library?	Yes	No	DNK
Provide access to the Internet to staff inside the library on library computers?	Yes	No	DNK
Provide access to the Internet inside the library to users?	Yes	No	DNK
Provide users (students, teachers) access to your school library TLC databases on an Internet connection from home?	Yes	No	DNK
Provide laptop computers for use inside the library?	Yes	No	DNK
Provide laptop computers for checkout use outside the library?	Yes	No	DNK
Make TLC databases available outside the library to users?	Yes	No	DNK
Provide workstations accessible to disabled persons?	Yes	No	DNK

27. Please circle the appropriate answer. *(DNK=Do Not Know)*

Has your district completed the Texas STaR Chart?	Yes	No	DNK
Does your school have a knowledgeable, skilled technology coordinator?	Yes	No	DNK
Do the librarian and the technology staff collaborate on a regular basis?	Yes	No	DNK
Does a visible advocate in your school, such as a superintendent or principal, support library technology use?	Yes	No	DNK

28. Does your school library have a long-range technology plan that discusses staff and student technology skill competencies? *(Please circle one answer)*

Yes	No	Do Not Know
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*Please continue →*

29. If answer to Question 28 is No, are these competencies included:

in a campus plan?

Yes	No	Do Not Know
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in a district plan?

Yes	No	Do Not Know
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30. Does your library have unique special collection materials (for example: archives, photographic images, letters, manuscripts) that have been digitized and made available over the web?

Yes	No	Do Not Know
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31. If yes, what percent of your unique special collections materials would you estimate have been digitized and made available via the web?

\_\_\_\_\_ %          \_\_\_\_\_ Do Not Know

32. Does your library have archival finding aids to assist users of special collections materials to find your materials on the web?

Yes	No	Do Not Know
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33. In your opinion, how adequate are the following: (*Circle a number for each statement*)

<i>Very Adequate</i>	<i>Adequate</i>	<i>Very Inadequate</i>	<i>Inadequate</i>	<i>Do Not Know</i>
4	3	2	1	9

Funding for library equipment maintenance, repair	4	3	2	1	9
Funding for library equipment upgrades	4	3	2	1	9
Funding for library automation software and support	4	3	2	1	9
Funding for curricular software and support	4	3	2	1	9
Funding for library technology software (anti-virus, desktop security, etc.)	4	3	2	1	9

**Section 3: Technology and the Curriculum**

**This section asks how your library uses technology to meet the needs of students and teachers and for instructional purposes.**

34. How frequently do you use a Texas Library Connection database to answer a question for a library user? (*Circle one response*)

Heavily	Daily	2 – 3 times per week	1-2 times per month	Never
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35. If you have used Texas Library Connection databases please give two or three recent examples of databases you have used most frequently.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

36. How frequently does your **library staff** use online resources to support teachers to do the following? *(Circle a number for each statement)*

Daily 4      1-2 times week 3      1-2 times month 2      Never 1      Do Not Know 9

Do basic library research	4	3	2	1	9
Create instructional materials/handouts	4	3	2	1	9
Enhance classroom instruction	4	3	2	1	9
Get information or pictures from the Internet for use in lessons	4	3	2	1	9
Develop electronic portfolios	4	3	2	1	9
Provide instruction on specific computer applications (spreadsheets, etc)	4	3	2	1	9
Create homework assignments	4	3	2	1	9
Correspond with parents	4	3	2	1	9
Create web-based courses or tutorials for students	4	3	2	1	9
Create web-based courses or tutorials for teachers	4	3	2	1	9
Use video streaming	4	3	2	1	9
Use online interactive projects such as Iditerod	4	3	2	1	9
Promote and collaboratively plan with teaching staff showing curriculum integration and Texas Library Connection (TLC)	4	3	2	1	9
Promote TLC databases inside the library to administrators, parents and students	4	3	2	1	9

37. How important are the following factors in helping to integrate information technology into classroom practice? *(Circle a number for each statement)*

Very Important 4      Somewhat Important 3      Somewhat Unimportant 2      Unimportant 1      Do Not Know 9

Quality of the computer technology available	4	3	2	1	9
Adequate access to hardware and software	4	3	2	1	9
Expectations of teachers	4	3	2	1	9
Teacher initiative	4	3	2	1	9
Staff technology skills	4	3	2	1	9
Teacher technology skills	4	3	2	1	9
Student technology skills	4	3	2	1	9
Resources that support the Texas Essential Knowledge and Skills	4	3	2	1	9
Relationship to student coursework	4	3	2	1	9
Available time	4	3	2	1	9

38. How frequently do **you** use library technology to assist users for the following: *(Circle a number for each statement)*

Daily 4      1-2 times week 3      1-2 times month 2      Never 1      Do Not Know 9

To do Internet searches	4	3	2	1	9
To search Texas Library Connection (TLC) databases	4	3	2	1	9
To use local software (Microsoft Word, etc.)	4	3	2	1	9
To search public access catalog	4	3	2	1	9
To use interlibrary loan	4	3	2	1	9

Please continue →

39. In your opinion, to what extent has the availability of online resources had an impact on the following? (Circle a number for each statement)

Definitely 4      Somewhat 3      Not Much 2      Not at All 1      Do Not Know 9

Strengthened students' research skills	4	3	2	1	9
Improved the quality of students' work	4	3	2	1	9
Helped students to work more effectively in groups	4	3	2	1	9
Enhanced students' interest and motivation	4	3	2	1	9
Increased creative and critical thinking	4	3	2	1	9
Facilitated collaborative work efforts	4	3	2	1	9
Promoted the role of the teacher as facilitator	4	3	2	1	9
Promoted the role of the librarian as facilitator	4	3	2	1	9
Engaged students in interdisciplinary activities	4	3	2	1	9
Incorporated skills relevant to the workplace	4	3	2	1	9
Created more access to the library beyond the scheduled school day	4	3	2	1	9
Created additional need for teachers to incorporate technology, databases, into content.	4	3	2	1	9

40. In your opinion, how important are the following as barriers to the use of your library's Internet services? (Circle one number for each statement)

Very Important 4      Somewhat Important 3      Somewhat Unimportant 2      Unimportant 1      Do Not Know 9

Cost of computer hardware	4	3	2	1	9
Cost of computer software	4	3	2	1	9
Cost of training and education	4	3	2	1	9
Cost of phone charges	4	3	2	1	9
Inadequacy of local telecommunications access	4	3	2	1	9
Cost of telecommunications line to Internet Service Provider	4	3	2	1	9
Cost of Internet Service Provider monthly fees	4	3	2	1	9
Physical space limitations	4	3	2	1	9
Inadequacy of Internet speed	4	3	2	1	9
Lack of training on how use the Internet	4	3	2	1	9
Lack of in-house technical expertise	4	3	2	1	9
Lack of management support	4	3	2	1	9
Staff's limited time for using technology	4	3	2	1	9
Teachers' limited time for using technology	4	3	2	1	9
Students' limited time for using technology	4	3	2	1	9
Librarians' lack of skills in using technology	4	3	2	1	9
Teachers' lack of skills in using technology	4	3	2	1	9
Teacher's lack of understanding on how to incorporate technology in classroom instruction.	4	3	2	1	9
Students' lack of skills in using technology	4	3	2	1	9
Lack of adequate funding to sustain technology	4	3	2	1	9

Other: (Please specify) \_\_\_\_\_

Please continue →

**Section 4: Training Issues**

**This section asks you to assess training needs for yourself and/or your staff.**

41. How do you currently get training? *(Please circle the appropriate answer. DNK=Do Not Know)*

TIF tech training	Yes	No	DNK
In-house training from your library or jurisdiction	Yes	No	DNK
Local commercial providers	Yes	No	DNK
Distance education	Yes	No	DNK
Regional Educational Service Centers	Yes	No	DNK
District technology department	Yes	No	DNK

Other: *(Please specify)* \_\_\_\_\_

42. For the last year, approximately how many days per staff member were allotted to technology training for the following? *(Check the appropriate # of days or other choice for each statement)*

	Number of days					No training in the last year	Do not know
	1	2-5	6-10	11-15	16+		
Your library automation system	1	2-5	6-10	11-15	16+	No training in the last year	Do not know
Texas Library Connection database content and use, scoping	1	2-5	6-10	11-15	16+	No training in the last year	Do not know
TLC databases	1	2-5	6-10	11-15	16+	No training in the last year	Do not know
Personal computer training	1	2-5	6-10	11-15	16+	No training in the last year	Do not know
Internet searching	1	2-5	6-10	11-15	16+	No training in the last year	Do not know

43. If you attended TIF technical training, how effective was this training in promoting your understanding of these ideas? *(Circle a number for each statement)*

*Very Effective*      *Somewhat Effective*      *Somewhat Ineffective*      *Very Ineffective*      *Not Applicable*  
 4                      3                      2                      1                      9

Creating an understanding of the history and design of the Internet	4	3	2	1	9
Helping you manage Internet use at your library	4	3	2	1	9
Helping you understand how Internet access can affect student performance	4	3	2	1	9
Assisting you in involving parents and the community in the Internet program at your school	4	3	2	1	9

*Please continue →*

44. How important would you rate **the need for your library staff to receive training** in the following areas? (Circle a number for each statement)

Very Important 4      Somewhat Important 3      Somewhat Unimportant 2      Unimportant 1      Do Not Know 9

Learning basic computer skills	4	3	2	1	9
Teaching basic computer skills	4	3	2	1	9
Creating multimedia presentations	4	3	2	1	9
Troubleshooting computer peripheral problems	4	3	2	1	9
Troubleshooting hardware problems	4	3	2	1	9
Troubleshooting software problems	4	3	2	1	9
Using the Internet to conduct research	4	3	2	1	9
Integrating online and Internet resources into classroom assignments	4	3	2	1	9
Digitizing documents and images for use in an electronic environment (maps, etc)	4	3	2	1	9
Evaluating the quality and reliability of online information	4	3	2	1	9
Teaching students and staff about databases available from TLC	4	3	2	1	9

45. How important would you rate **the need for teachers to receive training** in the following areas? (Circle a number for each statement)

Very Important 4      Somewhat Important 3      Somewhat Unimportant 2      Unimportant 1      Do Not Know 9

Learning basic computer skills	4	3	2	1	9
Teaching basic computer skills	4	3	2	1	9
Creating multimedia presentations	4	3	2	1	9
Troubleshooting computer peripheral problems	4	3	2	1	9
Troubleshooting hardware problems	4	3	2	1	9
Troubleshooting software problems	4	3	2	1	9
Using the Internet to conduct research	4	3	2	1	9
Integrating online and Internet resources into classroom assignments	4	3	2	1	9
Digitizing documents and images for use in an electronic environment (maps, etc)	4	3	2	1	9
Evaluating the quality and reliability of online information	4	3	2	1	9
Using the resources available on TLC	4	3	2	1	9
Collaborating with librarians	4	3	2	1	9

46. How important would you rate **the need for students to receive training** in the following areas?

Very Important 4      Somewhat Important 3      Somewhat Unimportant 2      Unimportant 1      Do Not Know 9

Learning basic computer skills	4	3	2	1	9
Creating multimedia presentations	4	3	2	1	9
Troubleshooting computer peripheral problems	4	3	2	1	9
Troubleshooting hardware problems	4	3	2	1	9
Troubleshooting software problems	4	3	2	1	9
Using the Internet to conduct research	4	3	2	1	9
Integrating online and Internet resources into classroom assignments	4	3	2	1	9
Digitizing documents and images for use in an electronic environment (maps, etc)	4	3	2	1	9
Evaluating the quality and reliability of online information	4	3	2	1	9
Using the resources available on TLC	4	3	2	1	9

47. Does your library staff have access to professional development programs that stress basic technology skills?

Yes	No	Do Not Know
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48. Does your school library have distance learning available? (*Circle one answer for each*)

Via T-STAR	Yes	No	Do Not Know
Via Internet	Yes	No	Do Not Know
Via videoconference	Yes	No	Do Not Know
Via teleconference	Yes	No	Do Not Know

49. Can **students** utilize your library's computers to take distance education courses offered by another institution?

Yes	No	Do Not Know
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50. Can **teachers** utilize your library's computers to take distance education courses offered by another institution?

Yes	No	Do Not Know
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51. Can **library staff** utilize your library's computers to take distance education courses offered by another institution?

Yes	No	Do Not Know
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52. How important are the following **current training needs** for your library staff? (*Circle a number*)

Very Important      Somewhat Important      Somewhat Unimportant      Unimportant      Do Not Know  
 4                      3                      2                      1                      9

Overview of Texas Library Connection Databases	4	3	2	1	9
Web based databases	4	3	2	1	9
Basic web design techniques	4	3	2	1	9
Preservation techniques	4	3	2	1	9
Resource sharing issues	4	3	2	1	9
Managing special collections	4	3	2	1	9
Managing electronic journals	4	3	2	1	9
Overview of grant writing	4	3	2	1	9
Interlibrary loan reporting software such as CLIO	4	3	2	1	9
Document transmission software for ILL such as Ariel	4	3	2	1	9
OCLC interlibrary loan issues	4	3	2	1	9

53. How important are the following **future training needs** for your library staff during 2003-2005?

Very Important      Somewhat Important      Somewhat Unimportant      Unimportant      Do Not Know  
 4                      3                      2                      1                      9

Using the library's online catalog	4	3	2	1	9
Using TLC online databases	4	3	2	1	9
Managing the library's network (LAN, WAN, etc.)	4	3	2	1	9
Managing e-mail activities	4	3	2	1	9
Providing basic computer support	4	3	2	1	9
Scanning images	4	3	2	1	9
Searching the Internet	4	3	2	1	9
Processing materials and books	4	3	2	1	9
Creating/enhancing the library web site	4	3	2	1	9
Using video streaming to provide digital resources	4	3	2	1	9

54. What other training needs do you anticipate for your library staff during the time period 2003-2005?

\_\_\_\_\_

**Section 5: Technology Impact**

**This section asks you about the impact of TIF Board funding on your library technology services.**

55. Do you believe your library is serving more students coming into the library now as compared to one year ago?

Yes	No	Do Not Know
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56. If you are serving more students than a year ago, please estimate the percentage increase as compared to one year ago. \_\_\_\_\_%

57. How has TIF benefited your library? Identify the two or three key benefits your library has experienced. *(Please describe.)*

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

58. What were the two or three greatest challenges you faced in applying for and/or implementing your TIF grant(s)?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

59. What are the most pressing needs your library faces in the next 2-3 years in fully implementing public access to electronic information resources for your constituents? *(Please describe.)*

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

60. As a result of TIF Board technology funding, has your library developed **other sources of local funds**?

Yes	No	Do Not Know
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61. If yes, please describe \_\_\_\_\_

*Please continue →*

62. As a result of TIF Board technology funding, has your library developed **other grants from other sources**?

Yes	No	Do Not Know
-----	----	-------------



63. If yes, please describe \_\_\_\_\_

64. Has the receipt of TIF Board technology funds by your library encouraged your library to develop **partnerships with other institutions in your community**?

Yes	No	Do Not Know
-----	----	-------------



65. If yes, please list your library's partners \_\_\_\_\_

66. Has the receipt of TIF Board technology funds by your library encouraged your library to develop **partnerships with other TIF-eligible libraries**? (TIF-eligible libraries include academic, public, K-12 schools and health-related organizations)

Yes	No	Do Not Know
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67. If yes, please describe \_\_\_\_\_

**Section 6: Future Needs**

**This section asks about your future technology services.**

68. How important is having available access to technology for your users and students in your library?

Very Important	Somewhat Important	Unimportant	Very Unimportant	Do Not Know
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69. In order to maintain your current level of computing access, please prioritize the importance of each of the following (Please rank each statement with a "1" for most important, "2" for second most important, "3" for third most important and so on.)

	Desktop computers & associated equipment
	Online library catalog installation, upgrade, or replacement
	Enhanced connectivity (more bandwidth, more speed)
	Technical training
	More online databases
	Website development
	Information security
	Distance learning

Other: (Please specify) \_\_\_\_\_

Please continue →

70. How important do you believe the following issues will be for your library in the next 1 to 3 years?  
(Circle the appropriate number for each question)

<i>Very Important</i>	<i>Somewhat Important</i>	<i>Somewhat Unimportant</i>	<i>Unimportant</i>	<i>Do Not Know</i>
4	3	2	1	9

	4	3	2	1	9
Being able to hire library staff with technical skills	4	3	2	1	9
Providing current staff with more access to technical training	4	3	2	1	9
Overcoming staff resistance to technology	4	3	2	1	9
Improving staff digitization skills	4	3	2	1	9
Having adequate technical support for our library	4	3	2	1	9
Having adequate Internet bandwidth for our library	4	3	2	1	9
Increasing the number of library staff desktop computers	4	3	2	1	9
Increasing the number of public desktop computers	4	3	2	1	9
Increasing the number of library catalog (OPAC) computers	4	3	2	1	9
Increasing the capability of my library's desktop computers	4	3	2	1	9
Keeping library equipment secure from viruses and other security problems	4	3	2	1	9
Replacing obsolete technology in a regular schedule	4	3	2	1	9
Managing technology issues of filtering	4	3	2	1	9
Adding more online information resources	4	3	2	1	9
Adding more wireless technology for my building	4	3	2	1	9
Having the ability to provide public laptop computing	4	3	2	1	9
Improving the level of user technical skills	4	3	2	1	9
Providing users with access to technology training	4	3	2	1	9
Integrating library technology with our district's technology planning	4	3	2	1	9
Meeting competition from other information sources	4	3	2	1	9
Retraining staff	4	3	2	1	9
Implementing a public access catalog	4	3	2	1	9
Enhancing the public access catalog	4	3	2	1	9
Integrating technology services with traditional library services	4	3	2	1	9
Enlarging the size of the library to accommodate technology	4	3	2	1	9
Increasing staff desktop computers	4	3	2	1	9
Increasing public access catalog computers	4	3	2	1	9

***Thank you for completing this survey!***  
**Your responses are important input to the TIF Board's  
planning and evaluation process.**