

**A Needs Assessment of Texas Academic, Public, and School Libraries**

**School Library/Media Center Future Needs Survey**

Draft for PreTesting

April 6, 2002

Purpose: **Your input is critically important!** The purpose of this study is to identify future needs for Texas libraries and library users in the area of technology, training, and use of technology resources. Results from this survey will be used to make recommendations related to the future direction for TIFB programs and grants from which your library can potentially directly benefit.

**Section 1: Identification.**

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

Your School Library/Media Center Name:

\_\_\_\_\_

City/Area Where Your School Library is Located:

\_\_\_\_\_

Name of your School District:

\_\_\_\_\_

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

\_\_\_\_\_

Your Title:

\_\_\_\_\_

Your E-mail Address:

\_\_\_\_\_

Is your library a Texas Library Connection (TLC) member? *(Circle one response)*

**Yes**     **No**     **Do Not Know**

If your library is TEA accredited, please list the name of your certified librarian.

\_\_\_\_\_

Is your certified librarian *(Circle one)* **Full time**            **Part time**

48 **Section 2: Technology Resources**

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

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

51

52

53

<i>Circle "yes" or "no"</i>	<b>Staff</b>		<b>Public</b>		<b>Loan to users</b>	
	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 Pilots)	Yes	No	Yes	No	Yes	No
Laptops	Yes	No	Yes	No	Yes	No
Wireless Ethernet cards for laptops	Yes	No	Yes	No	Yes	No
Cameras for digitizing images	Yes	No	Yes	No	Yes	No
CD burners	Yes	No	Yes	No	Yes	No
DVD burners	Yes	No	Yes	No	Yes	No
Image editing software	Yes	No	Yes	No	Yes	No
Metadata software	Yes	No	Yes	No	Yes	No

54

55

56 Do your library staff and users regularly use the following software applications?

57

<i>Circle "yes" or "no"</i>	<b>Staff</b>		<b>Public</b>	
	Yes	No	Yes	No
Word processing software	Yes	No	Yes	No
Spreadsheet software	Yes	No	Yes	No
Database software	Yes	No	Yes	No
Presentation / graphics / publishing	Yes	No	Yes	No
Web development software	Yes	No	Yes	No
Electronic mail	Yes	No	Yes	No
Internet (other)	Yes	No	Yes	No
Imaging editing software	Yes	No	Yes	No
Anti-virus	Yes	No		
Filtering software - non-adult computers	Yes	No		
Filtering software - adult computers	Yes	No		

Security software to prevent computer abuse	Yes	No			
Print charging / control software	Yes	No			
User computer time control	Yes	No			

58

59 Does the library provide authentication (require passwords or login) for its users for remote  
60 access to locally provided databases? (*Check one response*)

61  **Yes**  **No**  **Do Not Know**

62

63 If your library provides authentication of its users what is the authentication method used?  
64 (*Check one response*)

65  **Proxy server**

66  **Integrated library system authentication module**

67  **Do not know**

68

69 From your experience, do you consider your Internet access speed to be?

70 “Fast” might mean access to a T-3 or T-1 line; “Slow” might mean 56 K speed.

71 (*Circle one response*).

72

73  **Fast**  **Adequate**  **Slow**  **Do Not Know**

74

75 In your opinion, is the technical support your library receives? (*Circle one response*)

76

77  **Very**

78  **Adequate**  **Adequate**

79

80 Does your library? (*Please circle the appropriate answer: Y=Yes N=No DNK=Do Not Know*)

81

82 Host the library website on a server in the library?  Y  N  DNK

83 Provide access to the Internet to staff inside the library on library computers?

84  Y  N  DNK

85 Provide access to the Internet inside the library to users?

86  Y  N  DNK

87 Provide users (students, teachers) access to your school library Internet connection from  
home?

88  Y  N  DNK

89 Provide access to the Internet outside the library from users' computers?

90  Y  N  DNK

91 Provide laptop computers for use inside the library?

92  Y  N  DNK

93 Provide laptop computers for checkout use outside the library?

94  Y  N  DNK

95 Make Texas Library Connection (TLC) databases available inside the library to users?

96  Y  N  DNK

97 Make TLC databases available outside the library to users?

98  Y  N  DNK

99 Provide workstations accessible to disabled persons?

Y  N  DNK

Does your school library have a long-term technology plan that discusses staff and student  
technology skill competencies?

Y  N  DNK

Does your school have a knowledgeable, skilled technology coordinator?  Y  N  DNK

Is library technology use supported by a visible advocate in your school such as a  
superintendent or principal?  Y  N  DNK

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In your opinion, are the following adequate? (*Circle a number for each statement*)

<i>Very Adequate</i>	<i>Adequate</i>	<i>Inadequate</i>	<i>Very 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

### 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.**

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

<i>Daily</i>	<i>1-2 times week</i>	<i>1-2 times month</i>	<i>Never</i>	<i>Do Not Know</i>
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

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

<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

Quality of the 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
Relationship to student coursework	4	3	2	1	9

146 How frequently do you use your library technology to assist users? *(Circle a number for each*  
 147 *statement)*

	<i>Daily</i>	<i>1-2 times week</i>	<i>1-2 times month</i>	<i>Never</i>	<i>Do Not Know</i>
	<i>4</i>	<i>3</i>	<i>2</i>	<i>1</i>	<i>9</i>
150					
151					4 3 2 1 9
152					4 3 2 1 9
153					4 3 2 1 9

154  
 155 In your opinion has the availability of online resources? *(Circle a number for each statement)*

	<i>Definitely</i>	<i>Somewhat</i>	<i>Not Much</i>	<i>Not at All</i>	<i>Do Not Know</i>
	<i>4</i>	<i>3</i>	<i>2</i>	<i>1</i>	<i>9</i>
158					
159					4 3 2 1 9
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169  
 170 In your opinion, how important are the following factors in your library’s use of the Internet?  
 171 *(Circle a number for each statement)*

	<i>Very</i>	<i>Somewhat</i>	<i>Somewhat</i>		
	<i>Important</i>	<i>Important</i>	<i>Unimportant</i>	<i>Unimportant</i>	<i>Do Not Know</i>
	<i>4</i>	<i>3</i>	<i>2</i>	<i>1</i>	<i>9</i>
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176					4 3 2 1 9
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**Section 4: Training Issues**

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

How would you rate your skill level in the following areas? (Circle a number for each statement)

<i>Very Skilled</i>	<i>Somewhat Skilled</i>	<i>Somewhat Unskilled</i>	<i>Unskilled</i>	<i>Do Not Know</i>
4	3	2	1	9
Using a personal computer (mouse use, etc.)				4 3 2 1 9
Using basic software programs, (Microsoft Word, Excel, etc.)				4 3 2 1 9
Sending and receiving an e-mail messages				4 3 2 1 9
Printing out information				4 3 2 1 9
Troubleshooting computer problems				4 3 2 1 9
Looking up specific factual information on the Internet				4 3 2 1 9
Using an Internet search engine				4 3 2 1 9
Integrating technology into classroom assignments				4 3 2 1 9
Creating multimedia presentations				4 3 2 1 9
Searching TLC databases				4 3 2 1 9
Other: Please specify _____				

How do you currently get training? (Circle a response for each statement)

*Y=Yes N=No DNK=Do Not Know*

TIFB Tech training	Y	N	DNK
In house training from your library or jurisdiction	Y	N	DNK
Local commercial providers	Y	N	DNK
Distance education	Y	N	DNK
Regional Educational Service Centers	Y	N	DNK
Other: Please specify _____			

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

Your library automation system				
_____ 1 day	_____ 2-5 days	_____ 6-10 days	_____ 11-15 days	
_____ 16+ days	_____ No training in the last year		_____ Do not know	
TexShare databases				
_____ 1 day	_____ 2-5 days	_____ 6-10 days	_____ 11-15 days	
_____ 16+ days	_____ No training in the last year		_____ Do not know	
Personal computer training				
_____ 1 day	_____ 2-5 days	_____ 6-10 days	_____ 11-15 days	
_____ 16+ days	_____ No training in the last year		_____ Do not know	

234 Internet searching  
 235 \_\_\_\_\_ 1 day \_\_\_\_\_ 2-5 days \_\_\_\_\_ 6-10 days \_\_\_\_\_ 11-15 days  
 236 \_\_\_\_\_ 16+ days \_\_\_\_\_ No training in the last year \_\_\_\_\_ Do not know

237  
 238 If you attended TIF Tech training, how effective was this training in promoting your  
 239 understanding of these ideas? (*Circle a number for each statement*)  
 240 *Very Somewhat Somewhat Very*  
 241 *Effective Effective Ineffective Ineffective Not Applicable*  
 242 *4 3 2 1 9*

243  
 244 Creating an understanding of the history and design of The Internet 4 3 2 1 9  
 245 Helping you manage Internet use at your library 4 3 2 1 9  
 246 Helping you understand how Internet access can affect student performance 4 3 2 1 9  
 247 Assist you in involving parents and the community in the Internet program at your school  
 248 4 3 2 1 9

249  
 250 How important would you rate the need for **your staff** to receive training in the following areas?  
 251 (*Circle a number for each statement*)

252 *Very Somewhat Somewhat*  
 253 *Important Important Unimportant Unimportant Do Not Know*  
 254 *4 3 2 1 9*

255  
 256 Teaching basic computer skills 4 3 2 1 9  
 257 Creating multimedia presentations 4 3 2 1 9  
 258 Troubleshooting computer peripheral problems 4 3 2 1 9  
 259 Troubleshooting hardware problems 4 3 2 1 9  
 260 Troubleshooting software problems 4 3 2 1 9  
 261 Using the Internet to conduct research 4 3 2 1 9  
 262 Integrating online and Internet resources into classroom assignments 4 3 2 1 9  
 263 Scanning images (maps, etc) 4 3 2 1 9  
 264 Evaluating the quality and reliability of online info. 4 3 2 1 9

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

268 *Very Somewhat Somewhat*  
 269 *Important Important Unimportant Unimportant Do Not Know*  
 270 *4 3 2 1 9*

271 Teaching basic computer skills 4 3 2 1 9  
 272 Creating multimedia presentations 4 3 2 1 9  
 273 Troubleshooting computer peripheral problems 4 3 2 1 9  
 274 Troubleshooting hardware problems 4 3 2 1 9  
 275 Troubleshooting software problems 4 3 2 1 9  
 276 Using the Internet to conduct research 4 3 2 1 9  
 277 Integrating online and Internet resources into classroom assignments 4 3 2 1 9  
 278 Scanning images (maps, etc) 4 3 2 1 9  
 279 Evaluating the quality and reliability of online info. 4 3 2 1 9

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

281 *(Circle a number for each statement)*

282	<i>Very</i>	<i>Somewhat</i>	<i>Somewhat</i>		
283	<i>Important</i>	<i>Important</i>	<i>Unimportant</i>	<i>Unimportant</i>	<i>Do Not Know</i>
284	4	3	2	1	9
285					
286	Learning basic computer skills				4 3 2 1 9
287	Creating multimedia presentations				4 3 2 1 9
288	Troubleshooting computer peripheral problems				4 3 2 1 9
289	Troubleshooting hardware problems				4 3 2 1 9
290	Troubleshooting software problems				4 3 2 1 9
291	Using the Internet to conduct research				4 3 2 1 9
292	Integrating online and Internet resources into classroom assignments				4 3 2 1 9
293	Scanning images (maps, etc)				4 3 2 1 9
294	Evaluating the quality and reliability of online info.				4 3 2 1 9

295

296 Does your library staff have access to professional development programs that stress basic  
297 technology skills? Y N DNK

298

299 Does your school library have distance-learning capability? Y N DNK

300

301 Can students utilize your library’s computers to take distance education courses offered by  
302 another institution? Y N DNK

303

304 Can teachers utilize your library’s computers to take distance education courses offered by  
305 another institution? Y N DNK

306

307 Can library staff utilize your library’s computers to take distance education courses offered by  
308 another institution? Y N DNK

309

310 How important are each of the future training needs for your staff during the time 2003-2005?

311 *(Circle a number for each statement)*

312	<i>Very</i>	<i>Somewhat</i>	<i>Somewhat</i>		
313	<i>Important</i>	<i>Important</i>	<i>Unimportant</i>	<i>Unimportant</i>	<i>Do Not Know</i>
314	4	3	2	1	9
315					
316	Using the library’s online catalog				4 3 2 1 9
317	Using TLC online databases				4 3 2 1 9
318	Managing the library’s network (LAN, WAN, etc.)				4 3 2 1 9
319	Managing email activities				4 3 2 1 9
320	Provide basic computer support				4 3 2 1 9
321	Scanning images				4 3 2 1 9
322	Searching the Internet				4 3 2 1 9
323	Processing materials and books				4 3 2 1 9

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325

326 What other training needs do you anticipate for your staff during the time period 2003-2005?  
327  
328 \_\_\_\_\_  
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331 **Section 5: Technology Impact**

332 **This section asks you about the impact of TIFB funding on your library technology**  
333 **services.**

334 As a result of TIFB technology funding has your library developed other sources of local funds?  
335 \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Do Not Know**  
336  
337

338 If yes, please describe \_\_\_\_\_  
339

340 As a result of TIFB technology funding has your library developed other grants from other  
341 sources?  
342 \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Do Not Know**  
343  
344

344 If yes, please describe \_\_\_\_\_  
345

346 Has the receipt of TIFB technology funds by your library encouraged your library to develop  
347 partnerships with other institutions in your community?  
348 \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Do Not Know**  
349  
350

350 If yes, please list your library's partners \_\_\_\_\_  
351

352 Has the receipt of TIFB technology funds by your library encouraged your library to develop  
353 partnerships with other TIF-eligible libraries? (TIF-eligible libraries include academic, public,  
354 K-12 schools and health-related organizations)  
355 \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Do Not Know**  
356  
357

357 If yes, please describe \_\_\_\_\_  
358  
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360 **Section 6 : Future Needs**

361 **This section asks about your future technology services.**  
362

363 How important has having access to technology for your users and students available in your  
364 library?  
365

365 **Very                  Somewhat      Somewhat**  
366 **Important    Important    Unimportant    Unimportant          Do Not Know**  
367  
368  
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370 In order to maintain your current level of public access computing, how important would the  
371 future TIF B grants be for your library? (*Circle a number for each statement*)

372	<i>Very</i>	<i>Somewhat</i>	<i>Somewhat</i>		
373	<i>Important</i>	<i>Important</i>	<i>Unimportant</i>	<i>Unimportant</i>	<i>Do Not Know</i>
374	4	3	2	1	9
375					
376	Desktop computers & associated equipment				4 3 2 1 9
377	Online library catalog installation, upgrade, or replacement				4 3 2 1 9
378	Enhanced connectivity (more bandwidth, more speed)				4 3 2 1 9
379	Technical training				4 3 2 1 9
380	More online databases				4 3 2 1 9
381	Website development				4 3 2 1 9
382	Information security				4 3 2 1 9
383	Distance learning				4 3 2 1 9

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

387	<i>Very</i>	<i>Somewhat</i>	<i>Somewhat</i>		
388	<i>Important</i>	<i>Important</i>	<i>Unimportant</i>	<i>Unimportant</i>	<i>Do Not Know</i>
389	4	3	2	1	9
390					
391	Being able to hire staff with technical skills				4 3 2 1 9
392	Providing current staff with more access to technical training				4 3 2 1 9
393	Overcoming staff resistance to technology				4 3 2 1 9
394	Improving staff digitization skills				4 3 2 1 9
395	Having adequate technical support for my library				4 3 2 1 9
396	Having adequate Internet bandwidth for my library				4 3 2 1 9
397	Improving my library's website				4 3 2 1 9
398	Increasing the number of staff desktop computers				4 3 2 1 9
399	Increasing the number of public desktop computers				4 3 2 1 9
400	Increasing the number of library catalog (OPAC) computers				4 3 2 1 9
401	Increasing the capability of my library's desktop computers				4 3 2 1 9
402	Keeping library equipment secure from viruses and other security problems				4 3 2 1 9
403	Replacing obsolete technology in a regular schedule				4 3 2 1 9
404	Managing technology issues of filtering				4 3 2 1 9
405	Adding more online information resources				4 3 2 1 9
406	Adding more wireless technology for my building				4 3 2 1 9
407	Having the ability to provide public laptop computing				4 3 2 1 9
408	Improving the level of user technical skills				4 3 2 1 9
409	Providing users with access to technology training				4 3 2 1 9
410	Integrating the library technology with my district's technology planning				4 3 2 1 9
411	Coping with the speed of technological change				4 3 2 1 9
412	Meeting competition from other information sources				4 3 2 1 9

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 415 **Thank you for completing this survey. Your responses are important input to the**  
 416 **TIF B planning and evaluation process.**