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THE QUESTIONNAIRE

1. Which term best describes your institution:
 - a. Community college
 - b. 4-year degree granting college
 - c. MA or PhD granting college
 - d. Research university
2. Is your college public or private?
3. What is the total full-time equivalent (FTE) enrollment of your college?
4. What is the size of your library staff?
5. What is the full “sticker price” average annual tuition at your college (using in-state tuition for state colleges)?
6. How many online tutorials are currently available at your library?
7. How do learners access your tutorials? (choose all that apply)
 - a. Library homepage
 - b. Subject guides
 - c. Course guides
 - d. Searchable database of tutorials
 - e. Facebook
 - f. YouTube
 - g. Static tutorials webpage
8. How does your library use tutorials? (choose all that apply)
 - a. To support face-to-face sessions or workshops (before, during, after)
 - b. As part of a department course
 - c. As part of a library credit course
 - d. Standalone
9. Describe how you have developed your segmentation strategy for developing tutorials for different groups such as graduate students versus undergrads, or general info literacy versus highly specialized databases, or even tutorials aimed primarily at faculty rather than students. How much of your effort is aimed at various groups and why?
10. Of all the online tutorials available from your library, what percentage of the total fall into the following categories:
 - a. Tutorials created by your library
 - b. Tutorials created by vendors
 - c. Tutorials created by other libraries

11. If your library does NOT use tutorials created by vendors, why? (choose all that apply)

- a. We use tutorials created by vendors
- b. Bad quality
- c. Doesn't meet intended learning outcomes
- d. Information is not current
- e. Undesirable technology format
- f. Unsupported technology format
- g. We prefer to develop our own tutorials
- h. I'm not aware of any vendor created tutorials
- i. I don't know

12. If your library does NOT use tutorials created by other libraries, why? (choose all that apply)

- a. We use tutorials created by other libraries
- b. Bad quality
- c. Doesn't meet intended learning outcomes
- d. Information is not current
- e. Undesirable technology format
- f. Unsupported technology format
- g. We prefer to develop our own tutorials
- h. I'm not aware of any tutorials created by other libraries
- i. I don't know

13. Is it important for your library to create its own tutorials? Why or why not?

14. If you have imitated or learned from the tutorials of other libraries, which libraries and tutorials have you found particularly useful or effective?

15. How many library staff or faculty are primarily responsible for creating tutorials?

- a. 0
- b. 1
- c. 2-5
- d. 6-10
- e. More than 10

16. Who in your library is primarily responsible for creating tutorials? (choose no more than 2)

- a. Instruction services department
- b. Subject specialist librarian
- c. Instructional design librarian
- d. Other type of librarian
- e. Web developer
- f. Programmer
- g. Non-librarian staff
- h. Student workers

- i. Graduate assistants/Interns
17. What are the qualifications of the person or people primarily responsible for tutorial creation? (choose all that apply)
- a. MLS or equivalent
 - b. Subject expertise
 - c. Instructional design expertise or training
 - d. Education degree or instruction background
 - e. Technology expertise or training
 - f. Other advanced degree
18. Who else participates in developing these tutorials? (choose all that apply)
- a. No one else develops tutorials
 - b. Subject specialist librarian
 - c. Instructional design librarian
 - d. Other type of librarian
 - e. Web developer/Programmer
 - f. Graphic designer/Artist
 - g. Non-librarian staff
 - h. Student workers
 - i. Non-librarian faculty
 - j. Graduate assistants/Interns
19. How are the people primarily responsible for tutorial development trained with regard to technology?
- a. No formal training
 - b. On the job
 - c. Face-to-face attendance at conferences
 - d. Face-to-face attendance at workshops
 - e. One-time webinars
 - f. Multisession online courses or workshops
 - g. Software company onsite trainings
 - h. Continuing education or credit courses
20. How are the people primarily responsible for tutorial development trained with regard to instructional design?
- a. No formal training
 - b. On the job
 - c. Face-to-face attendance at conferences
 - d. Face-to-face attendance at workshops
 - e. One-time webinars
 - f. Multisession online courses or workshops
 - g. Continuing education or credit courses
21. Do you feel that your library provides adequate support for tutorial development?

22. How many of the following types of tutorials are available at your library?
- a. Screencast or screen capture videos/slides
 - b. Live action video
 - c. Self-paced, interactive
 - d. Static webpages
 - e. Animations
 - f. Lectures (audio only or PowerPoint with audio)
23. Which skill sets/concepts are addressed in your tutorials? (choose all that apply)
- a. Database use
 - b. Catalogue use
 - c. Research strategy
 - d. Boolean searching
 - e. Controlled vocabulary
 - f. Evaluating information
 - g. Citation formatting
 - h. Plagiarism
 - i. Copyright
 - j. Staff training
 - k. Software and computer training
24. How much time does it take to create one tutorial?
- a. Less than 10 hours
 - b. 10 to 20 hours
 - c. 20 to 30 hours
 - d. 30 to 40 hours
 - e. More than 40 hours
25. Should your library devote more or less time to developing tutorials?
- a. Devote more time
 - b. Devote about the same time
 - c. Devote less time
 - d. I don't know
26. How would you characterize the general overall productivity of your library's online tutorial development effort?
- a. Highly efficient and effective
 - b. Efficient and effective
 - c. Somewhat efficient and effective
 - d. It's been a bit problematic for us
 - e. We don't have a really good idea of what we are doing
27. What are some characteristics of a good tutorial?
28. Describe the process your library generally uses when developing tutorials.

29. How often are tutorials maintained and/or revised at your library?

- a. Weekly
- b. Monthly
- c. Each semester or quarter
- d. Annually
- e. Rarely
- f. Never

30. What is your annual budget for software licenses or upgrades used to create tutorials?

- a. We do not have a budget allocated for the purchase of tutorial creation software programs
- b. Under \$500
- c. \$500 to \$1,000
- d. \$1,001 to \$2,000
- e. More than \$2,000
- f. I don't know

31. Should your library spend more or less for tutorial creation software?

- a. Spend more
- b. Spend about the same
- c. Spend less
- d. I don't know

32. Which type of software do you use to create tutorials? (choose all that apply)

- a. Purchased software
- b. Free/open-source software
- c. Software developed in-house

33. Which of these software programs does your library use for tutorial creation?

(choose all that apply)

- a. Adobe Captivate
- b. Adobe Flash
- c. Adobe Presenter
- d. Articulate Presenter
- e. Articulate Engage
- f. Articulate Storyline
- g. Camtasia
- h. Jing
- i. Lectora
- j. Microsoft PowerPoint
- k. Rapid Intake
- l. Raptivity
- m. Softchalk

34. What is your favourite program for tutorial creation and why is it your favorite?

35. Is there a program that you would like to use more if only you had the time or resources to learn how to use it or use it better? If so, what is that program and what would you like to learn to do with it?
36. How important are each of the following criteria when selecting tutorial creation software to purchase:
- a. Cost
 - b. Ease of use
 - c. Familiarity with brand
 - d. Interactivity options
 - e. Quizzing features
 - f. Audio
 - g. Design/aesthetic quality
 - h. IT approval/support
 - i. Mobile compatibility
 - j. SCORM compliant
 - k. ADA accessibility
 - l. Cloud based hosting
 - m. Flexible licensing
37. How often are the following technologies used at your library to create tutorials?
- a. Desktop PC
 - i. Never
 - ii. Rarely
 - iii. Sometimes
 - iv. Very often
 - v. Always
 - b. iMac
 - i. Never
 - ii. Rarely
 - iii. Sometimes
 - iv. Very often
 - v. Always
 - c. Microphone
 - i. Never
 - ii. Rarely
 - iii. Sometimes
 - iv. Very often
 - v. Always
 - d. Webcam
 - i. Never
 - ii. Rarely
 - iii. Sometimes
 - iv. Very often
 - v. Always

- e. Video camera
 - i. Never
 - ii. Rarely
 - iii. Sometimes
 - iv. Very often
 - v. Always
 - f. Tablet
 - i. Never
 - ii. Rarely
 - iii. Sometimes
 - iv. Very often
 - v. Always
38. If your library has significantly changes its program or methods fro creating online tutorials in the past two years, what did you change and why did you make these changes? What have been the results?
39. How does your library market online tutorials? (choose all that apply)
- a. News item on library homepage
 - b. Item on subject or course guides
 - c. Print material distributed around campus
 - d. During workshops, classes, or sessions
 - e. During meetings with faculty
 - f. Mass emails to campus listservs
 - g. Digital slide on library digital announcement system
 - h. Via social networking sites
40. How do you measure student learning outcomes as a result of completing a tutorial?
- a. We do not measure student learning outcomes
 - b. Automatically graded quiz at end of tutorial
 - c. Student self-evaluation of learning via survey
 - d. Faculty feedback and reflection on coursework
 - e. Post-test as part of instructional session
41. How do you evaluate the success of a tutorial project? (choose all that apply)
- a. High usage
 - b. Positive student feedback
 - c. Positive faculty feedback
 - d. Acceptance into PRIMO or other outside peer review
 - e. Award

SURVEY PARTICIPANTS

The American College of Greece
Antelope Valley College
Baker College
Berkeley College Online
Blue Mountain Community College
California State University – Long Beach
Canisius College
Cedarville University
Central Pennsylvania College
Central Piedmont Community College
Central Queensland University
Clemson University
Colgate University
Colorado School of Mines
Creighton University
East Central University
Eastern Michigan University
Eastern Michigan University
Eckerd College
Embry-Riddle Aeronautical University
Fashion Institute of Design & Merchandising
Florida Keys Community College
Frontier Nursing University
Glasgow Caledonian University
Gogebic Community College
Greenville Technical College
Guilford Technical Community College
Hartford Seminary
Higher Colleges of Technology, United Arab Emirates
Hood College
Indiana University-Purdue University Indianapolis
International Academy of Design and Technology - Las Vegas
Jackson State Community College
Kennedy King College
Khon Kaen University
LaGuardia Community College
Lake Superior State University
Lesley University
Loyola Notre Dame Library
McMaster University
Mercy College – Manhattan

Miles Community College
Minneapolis Community & Technical College
Mississippi College
Monmouth University
Montgomery College
Murray State University
Niagara University Library
North Dakota State University
Northwestern University
Nova Southeastern University
Pacific Northwest College of Art
Philadelphia University
Saint Mary's University of Minnesota
Salve Regina University
Simpson College
Suffolk County Community College, Eastern Campus Library
Touro College
Trinity Western University
Tshwane University of Technology
University at Albany
University of Arizona Libraries
University of Connecticut Libraries
University of Florida Libraries
University of Guam
University of Illinois - Springfield
University of Johannesburg
University of Memphis
University of New Haven
University of Piraeus
University of Seville
University of Sunderland
University of West London
University of Western Australia
University of Wisconsin – Whitewater
Uxbridge College
Washington & Jefferson College
Young Harris College

CHARACTERISTICS OF THE SAMPLE

Overall sample size: 78

By Public or Private

- Public: 45
- Private: 33

By Enrollment

- 2,500 or less: 22
- 2,501 to 7,000: 19
- 7,001 to 18,000: 20
- More than 18,000: 17

By Tuition

- \$4,000 or less: 19
- \$4,001 to \$10,000: 17
- \$10,001 to \$28,000: 20
- More than \$28,000: 22

By Library Staff Size

- 10 or less: 23
- 11-20: 20
- 21-50: 19
- More than 50: 16

By Primary Type of Institution

- Community college: 16
- 4-year degree granting: 26
- MA/PhD granting: 22
- Research university: 14

By Country

- USA: 62
- Other: 16