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## THE QUESTIONNAIRE

### CHAPTER 1 – STAFF

1. What is the total staff of the library in terms of the number of full-time equivalent<sup>1</sup> positions?
2. What is the total annual cost of salaries, benefits, and other compensation for the library in the 2013-14 academic year?
3. Over the past year, how have the salaries and benefits for the librarians employed by your institution changed?
  - A. More less declined
  - B. Kept up with inflation
  - C. Increased by less than 5%
  - D. Increased by more than 5%
4. What was the total percentage change, if any, in the number of librarians<sup>2</sup> employed by your institution for the 2013-14 academic year?

### CHAPTER 2 – STUDENT WORKERS

5. How many students work in your library?
6. What is the average number of hours worked per week for the students who work in your library?
7. What is the average hourly rate of pay (in USD) for the students who work in your library?
8. Describe the library training, if any, your student workers receive.

### CHAPTER 3 – CHANGES IN THE DEPLOYMENT OF LABOR

9. Describe any significant changes in the way the library has deployed labor in the past few years (or any upcoming plans for changes). Have you increased (or plan to increase) the number of full- or part-time positions in a given division? Have you been able to increase productivity in a division and make do with less labor?

---

<sup>1</sup> Includes full-time equivalent of all personnel (technical, clerical, professional, etc.)

<sup>2</sup> Not support staff



10. As a general rule, how do you expect resource allocation to the library over the next few years to stack up vis-à-vis other academic departments in your institution?
- A. We expect to do better than other departments
  - B. We expect to keep pace with other departments
  - C. We expect to do worse than other departments

#### **CHAPTER 4 – MATERIALS & A/V SPENDING**

11. What is the library's total spending on materials/content<sup>1</sup> for the 2013-14 academic year?
12. By how much did materials spending change (not accounting for inflation) in the 2013-14 academic year?
13. By how much do you expect materials spending to change in the 2014-15 academic year?
14. How much will the library spend of information accessed online in the 2013-14 academic year?
15. What was the rate of change in the library's spending on online content/information between the 2012-13 and 2013-14 academic years?
16. Over the past two years, how has the library's spending on video resources such as films, DVDs, film downloads via the web, and other video-streaming technologies changed?
- A. Declined
  - B. Remained the same
  - C. Increased by less than 5%
  - D. Increased by more than 5%
17. What was the library's spending on audio-visual resources in the 2013-14 academic year?
18. What do you expect the library's spending on audio-visual resources to be in the 2014-15 academic year?

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<sup>1</sup> Includes books, e-books, online databases, CD-ROM/DVD/tape databases, audio-visual resources, journals, magazines, directories, and other periodicals

## CHAPTER 5 – GRANTS

19. Has the library received any grant support in the past year from \_\_\_\_\_?
- A. Federal agencies
  - B. State or local government agencies
  - C. Foundations
  - D. Private companies
  - E. Special funds of the university
  - F. Alumni
20. What was the total value of spending derived from grants in the 2012-13 academic year?
21. What do you expect will be the total value of spending derived from grants in the 2013-14 academic year?
22. How much did the library accrue from special endowments in the past year?

## CHAPTER 6 – CAPITAL SPENDING

23. In the past two years, how has the library's capital budget changed?
- A. Decreased
  - B. Remained the same
  - C. Increased somewhat
  - D. Increased significantly
24. Over the next three years, how do you expect the library's capital budget to change?
- A. Decrease
  - B. Remain the same
  - C. Increase somewhat
  - D. Increase significantly
25. How has capital spending<sup>1</sup> on \_\_\_\_\_ changed over the past three years?
- A. New library buildings
  - B. Extensions or significant renovations of existing library buildings
  - C. Repairs to library buildings
  - D. Maintenance of IT equipment stock

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<sup>1</sup> If spending has been impacted by funds from another source (e.g. grants, special legislative earmarks, and donations or other sources that are not part of the capital budget), you should consider this as part of the capital budget for the purposes of this question

- E. New IT equipment

## **CHAPTER 7 – TECHNOLOGY EDUCATION CENTER**

- 26. How much has the library spent over the past three years to develop new library instructional centers or to re-equip/upgrade existing ones with new computers, workstations, or other technology?
- 27. If your library plays a role in the student retention efforts of your college, explain this role, including what services, technologies, and approaches you have found effective, as well as your plans for the future.

## **CHAPTER 8 – BOOKS**

- 28. How much did the library spend on traditional print books in the 2013-14 academic year?
- 29. How much do you expect the library to spend on print books in the 2014-15 academic year?
- 30. How much did the library spend on subscribing to or purchasing e-books in the \_\_\_\_\_ academic year?
  - A. 2012-13
  - B. 2013-14
- 31. How much do you expect the library to spend on subscribing to or purchasing e-books in the 2014-15 academic year?
- 32. What was the library's total spending on books or other intellectual property with \_\_\_\_\_ in the 2012-13 academic year?
  - A. Amazon
  - B. Alibris
  - C. Barnes & Noble
  - D. Powell's Books
  - E. Books-A-Million
  - F. All other online booksellers
- 33. What was the library's total spending (including all online booksellers) on books or other intellectual property in the 2012-13 academic year?
- 34. Has the library purchased e-book readers, iPads, or any other devices for patrons to read e-books?

35. Over the past two years, how much has the library spent on \_\_\_\_\_?
- A. E-book readers and devices
  - B. Books and other content for e-book readers and devices
  - C. Software to e-book enable computers or mobile devices

### **CHAPTER 9 – JOURNALS**

36. How much did the library spend on print and electronic subscriptions to scholarly and professional journals in the \_\_\_\_\_ academic year?
- A. 2012-13
  - B. 2013-14
  - C. 2014-15 (anticipated)
37. Approximately what percentage of the library's total spending on scientific and professional journals was dedicated to \_\_\_\_\_?
- A. Print subscriptions only
  - B. Subscriptions with electronic access only
  - C. Subscriptions with both print and electronic access

### **CHAPTER 10 – SPECIAL COLLECTIONS**

38. What is the library's aggregated overall budget for its special collections division (or the departments that would fall under such a characterization)?
39. What was the percentage change in the library's total budget for special collections for the 2013-14 academic year?
40. What is the expected percentage change in the library's total budget for special collections for the 2014-15 academic year?
41. How would you describe the digitization efforts of your special collections division?
- A. We don't have special collections
  - B. Have not digitized much
  - C. Have digitized small-scale projects
  - D. Have made a significant effort to digitize
42. How would you characterize the library's attitude concerning the future of digitization of special collections at the library?
- A. Won't be doing much of this in the future

- B. Definitely in the plans, but we are just getting started
- C. Plans have been approved for significant investments
- D. Plan on making a major push to digitize appropriate segments

## **CHAPTER 11 – SPENDING TRENDS**

43. What are the library's spending plans for \_\_\_\_\_ in the next year?
- A. Video streaming
  - B. Digital repository software and services
  - C. Cloud computing web storage services
  - D. RFID, barcoding, and other inventory-tracking technologies
  - E. Book- or serials-binding technology and services
  - F. Artwork for the library
  - G. Whiteboards, classroom clickers, and other presentation/testing technologies
  - H. Mobile computing and telecommunications devices
  - I. Public relations or marketing services for the library
  - J. Applications software for media and computer centers or information commons
  - K. Librarian travel and conferences
  - L. Librarian staff training

## **CHAPTER 12 – COMPUTING DEVICES AND LIBRARY INFORMATION TECHNOLOGY**

44. Does the library lend \_\_\_\_\_ to library patrons?
- A. Laptop computers
  - B. Tablet computers
  - C. E-book reading devices
45. If the library lends \_\_\_\_\_ to patrons, what is the total stock of devices available for loan?
- A. Laptop computers
  - B. Tablet computers
  - C. E-book reading devices
46. How much does the library plan to spend in the next year on \_\_\_\_\_?
- A. Laptop computers
  - B. Tablet computers
  - C. E-book reading devices

47. Does the library use any outsourced or cloud computing services on which to store metadata, files, special collections, or any other information?

## **SURVEY PARTICIPANTS**

Angelina College  
Cincinnati State Technical and Community College  
Coastal Carolina University  
Eckerd College  
Emporia State University  
Florida Keys Community College  
Gogebic Community College  
Gulf Coast State College  
Institute Superior de Agronomia-Universidade de Lisboa  
Jackson State Community College  
Johnson County Community College  
Lawrence Technological University  
Limestone College  
London Metropolitan University  
Mercer County Community College  
Mott Community College  
Muscatine Community College  
Pfeiffer University  
Quinnipiac University  
South Arkansas Community College  
South Dakota State University  
Southern Polytechnic State University  
University of Chichester  
University of Tsukuba

## CHARACTERISTICS OF THE SAMPLE

Overall sample size: 24

### By Type of College

Community college	11
4-year BA- or MA-granting college	6
PhD-granting college or research university	7

### By Full-Time Enrollment

Less than 2,500	8
2,500 to 7,499	9
7,500 or more	7

### By Public or Private Status

Public	19
Private	5

### By Annual Full-Time Tuition

Less than \$5,000	10
\$5,000 to \$14,999	7
\$15,000 or more	7