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Please specify your type of library in your answer (i.e. public, academic, etc.) If you are in
the planning stages comment on how to develop an effective plan and how you are
developing your policies

# THE QUESTIONNAIRE

## Introductory Information and Characteristics of the Sample

- 1. Please give us the following contact information:
  - A. Name:
  - B. Organization:
  - C. Work Title:
  - D. Country:
  - E. Email Address:
  - F. Phone Number
- 2. Type of Library
  - A. Public Library
  - B. Private College Library
  - C. Public College Library
  - D. Special Library
  - E. Other (please specify):
- 3. The number of total employees (full time equivalent) at your library is approximately?
- 4. Does your library lend out tablet computers to library patrons?

A. Yes

- B. No but we plan to introduce a tablet lending program within a year
- 5. How long, in number of years and/or months, has the library been lending out tablet computers?

# CHAPTER 1 – Stock and Flow of Tablets & Apps

- 6. What is the library's stock of tablet computers for lending to patrons? (Or, if you plan to introduce tablets within the next year how many tablets do you plan to start with?)
- 7. How many tablet computers for library lending did the library purchase in each of the following years:

A. 2013:

- B. 2014 (estimated for the full year)
- 8. How much did the library spend for tablet computers (\$ US) for the library's tablet lending program in each of the following years?

A. 2013:

B. 2014 (estimated for the full year)

- 9. Does the library pre -load its tablets with any software, apps or other materials? If so what do you pre -load or plan to pre -load if you are in the introductory stage?
- 10. What are some of the most favorite apps that you find that your library patrons download to use with the tablet computers that they borrow?

#### CHAPTER 2–Tablet Brand Preferences

- 11. What brand is the single most common tablet for loan in your library? (or what are your current plans if you are in the planning stages?)
- 12. What percentage of your total stock of tablets for lending is accounted for by this most common brand?
- 13. Break down the library's current stock of tablet computers for patron use by type of tablet and brand. (If you are in the planning stages what is your anticipated stock of brands?)
- 14. How likely is your library to purchase any of the following brands of tablet computer for patron lending in the next two years?

	Highly Likely	Likely	Not Very Likely	Highly Unlikely
iPad				
Samsung Galaxy				
Google Nexus				
Hisense				
Microsoft				
Surface				
Nook				
Amazon Kindle				
SONY				
Asus				
Transformer				

15. What were the key factors that led you to purchase one brand of tablet over another?

#### **CHAPTER 3** – Funding the Lending Programs In Libraries

- 16. How is your laptop lending program primarily financed?
  - A. Library Operating Budget
  - B. Library Capital Budget
  - C. Grant
  - D. Endowment of other Special Fund
  - E. Other (please specify):

#### CHAPTER 4 – Impact on Existing Resources

Note: Libraries that are in the planning stages may skip questions 16 through 21.

- 17. What has been the impact of your tablet lending program on the lending of laptops to your library patrons? Has it reduced demand? If so by how much? Will you continue to purchase laptops to lend to library patrons?
- 18. What has been the impact of the tablet lending program on use of the eBooks offered by the library? If it has led to an increased use of these resources, by how much? Has it affected the use of other library materials?

#### CHAPTER 5 – Returns Policies, Theft and Negligence

- 19. Has the library lost any tablets to theft or negligence?
  - A. Yes
  - B. No
- 20. If so what was lost to theft?
- 21. Has the library lost any tablets to accidents or patron/staff neglect or maltreatment of the resource?
  - A. Yes
  - B. No
- 22. What percentage of tablets loaned out are returned overdue or not returned at all?
- 23. For how long does the library allow patrons to checkout a tablet computer?

# **CHAPTER 6 – Library Support for Tablet Users**

Libraries that are in the planning stages may skip questions 25 and 28 and discuss their plans for the other questions in this section.

- 24. Does the library offer any formal sessions or classes to teach patrons how to use the tablets that they can borrow at the library?
  - A. Yes
  - B. No
- 25. What are some of the most common problems that patrons have in using tablets?
- 26. Did the library reference desk or help desk experience a surge in patron inquiries about how to use tablets when you started your tablet lending program?
  - A. Yes
  - B. No

- 27. How does your library "wipe tablets clean" of all patron content and history once they are returned by patrons?
- 28. About how long does it take in minutes to check in, wipe clean and reset a tablet to make it available to the next patron?
- 29. Share with us some of your tablet circulation statistics for the past year. How many tablet lending sessions or check outs occurred in the past year?

# CHAPTER 7 – Advice

30. What advice can you offer to your peers about how to develop a tablet lending program? Please specify your type of library in your answer (i.e. public, academic, etc.) If you are in the planning stages comment on how to develop an effective plan and how you are developing your policies.

# **PARTICIPANTS LIST**

Albert Einstein College of Medicine Anoka County Library Austin Comm. College BridgeValley Community and Technical College Carrollton Public Library Central Texas College Oveta Culp Hobby Memorial Library **Cleveland Clinic Alumni Library** Cone Health **Cromaine District Library CUNY Queens College Gibbs** Library **Gibbs Memorial Library Greece Public Library** Ina Dillard Russell Library at Georgia College Indiana State University Kingsbrook Jewish Medical Center Lansing Community College Library Lewiston Public Library Limestone College Marriott Library Univ. of Utah MCCS Mercy College/Manhattan Naples Library North Central Regional Libraries/Wenatchee Public Library Northshore Technical Community College **OU-Tulsa** Pellissippi State Community College Pfeiffer University Prairie du Chien Memorial Library Speer Memorial Library St. Ambrose University TouroCollege UNCP University of Baltimore, Langsdale Library University of Connecticut University of Hartford Libraries **UO Portland Library & Learning Commons** Virginia Commonwealth University in Qatar Virginia Western Community College Wake Forest Baptist School of Medicine ZweigbibliothekMedizin, University Munster