

## Survey Guidelines

Do NOT submit individual surveys to ASL. Attach the General Public Survey Results and/or Library Staff Survey Results form with your final report.

### When to use surveys

Surveys are required whenever an instructional program for library staff or the general public is conducted. This could include classes/workshops on a new database, computer skills, using new computers, etc.

For each instructional program you will select one of two types of Surveys, indicated below, for your participants. Record results from the individual Surveys for that program on the Tally Sheet. Once all programs have been conducted, you will record information from all Tally Sheets on the Total Survey Results sheet.

### Surveys

There are two surveys – Library Staff Survey (green) and General Public Program Survey (blue). The questions on these surveys are required. You do not have to use the forms on the ASL ARPA webpage. You may create your own surveys that include the IMLS questions and add any additional questions.

### Tally Sheet

There is a tally sheet for each survey.

This tally sheet is for each instructional program conducted during the award period of July 1, 2021 – June 30, 2022 using ARPA funds. These sheets are for your records, and are not required to be submitted to ASL.

### Total Survey Results

This is a total compilation of all instructional programs by topic. If you present classes/workshops on different databases, you will use database training as an overall topic and combine responses on the Total Survey Results Form. The Total Survey Results sheet will be submitted with the Final Report.

The Survey Results tally sheets differentiate between programs and sessions. An example follows.

Training has been scheduled for library staff and the public on a new genealogy database. One training/workshop is presented for library staff, and 6 are presented for the general public. Each training will be 60 minutes.

The Library Staff Survey will be used for the one staff training and the General Public Program Survey will be used for the other 6.

If you only provide training on the genealogy database, this is the breakdown on the Total Survey Results tally form:

	<u>Library Staff</u>	<u>General Public</u>
<b>Project:</b>	Institutional Capacity	Information Access
<b>Program Topic:</b>	Genealogy	Genealogy
<b>Total Number of surveys:</b>	This will sometimes be less than Total Attendance	
<b>Session length in minutes:</b>	60	60
<b>Number of sessions in program:</b>	1	1
[If you offer a program that has a number of sessions that covers different material, especially if one 60 minute session is not long enough to cover all the training materials, the number of sessions is larger than 1.]		
Example:	2	2
<b>Total number in attendance:</b>	5	30
<b>Average in Attendance:</b>	This is automatically computed	
<b>Number of times program administered:</b>	1	6