**Collection Survey Template**

**Notes for Library Worker making the survey.**

* The following questions *could* be used in a survey to assess your collection.
* Each content area has its own section (do not include the content type in your actual survey).
* Anything in brackets you need to fill in/choose from
* Go through each question and make sure it’s tailored to your survey and your library
* Each question on here has tags for other types of survey it could be used in (**Program Evaluation, Usage, Visioning, Satisfaction, Collection**) We do not recommend including this information on your survey
* Anything in italics is not intended to be used in your actual survey

**“Thanks for taking the time to fill out this survey about our library’s collection. By “collection”, we mean the items you can check out including but not limited to books, movies, laptops [insert more]. This survey is anonymous and the information we receive will help guide us in further decisions about the library’s collection. This survey will take about [10 minutes].”**

**Satisfaction & Value Content**

*Questions answered: how satisfied are your customers? Do they value what you’re doing, your space, or their experience?*

1. **How would you rate each of the following library collections? Please check one answer for each service. *Usage, Visioning, Satisfaction, Collection***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | Excellent | Good | Neutral | Poor | Terrible | Don’t know/Not applicable |
| Print books (Adult) |  |  |  |  |  |  |
| Print books (Young Adult (YA)) |  |  |  |  |  |  |
| Print books (Children’s) |  |  |  |  |  |  |
| Audiobooks (Adult) |  |  |  |  |  |  |
| Audiobooks (YA) |  |  |  |  |  |  |
| Audiobooks (Children’s) |  |  |  |  |  |  |
| Reference materials (dictionaries, Atlases, etc.) |  |  |  |  |  |  |
| eBooks (Adult) |  |  |  |  |  |  |
| eBooks (YA) |  |  |  |  |  |  |
| eBooks (children) |  |  |  |  |  |  |
| eAudiobooks (adult) |  |  |  |  |  |  |
| eAudiobooks (YA) |  |  |  |  |  |  |
| eAudiobooks (Children) |  |  |  |  |  |  |
| DVDs/Movies |  |  |  |  |  |  |
| Music |  |  |  |  |  |  |

1. **How could the library’s collection be improved, if at all? *Program Evaluation  Satisfaction Collection Visioning***

|  |
| --- |
|  |

**Outcome Content**

*Question being answered: what do your customers get out of their experience at your library, in a program, or using a service?*

1. **How does the library’s collection benefit you or the community? *Program Evaluation Satisfaction Collection Visioning***

|  |
| --- |
|  |

1. **How do you think the library’s collection will help you in your personal and/or professional life? *Program Evaluation Satisfaction Collection Visioning***

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| --- |
|  |

1. **How has the library’s collection previously helped you in your personal and/or professional life? *Satisfaction Collection Visioning***

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| --- |
|  |

**Demographic Content**

*Question being answered: who is taking your survey?*

Please tell us about yourself [or the person you’re filling this survey out for in the case of a program] so that we may better serve you. Please check one answer for each of the following.

1. **How old are [you/your child]? *Program Evaluation, Usage, Visioning, Satisfaction, Collection***
* 0-5
* 6-12
* 13-18
* 19-25
* 26-40
* 41-60
* 60 or older
1. **What gender best describes [you/your child]? (Fill in.)  *Program Evaluation, Usage, Visioning, Satisfaction, Collection***

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1. **What is the highest level of education you have completed? *Program Evaluation, Usage, Visioning, Satisfaction, Collection***
* Some high school
* High school graduate or GED
* Some college
* College degree or higher
1. **What is [your/your child’s] preferred language?**

***Program Evaluation, Usage, Visioning, Satisfaction, Collection***

* English
* Spanish
* Vietnamese
* Other—please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **What is your employment status? *Program Evaluation, Usage, Visioning, Satisfaction, Collection***
* Employed or self-employed
* Stay-at-home
* Retired
* Student
* Unemployed

**Usage Content**

*Question being answered: how are people interacting with your library?*

1. **On average, how often do you visit the library? Circle one. *Usage***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Daily** | **Weekly** | **Monthly** | **Less than once a month** | **Yearly** | **Never** |

1. **On average, how often do you check out materials? Circle one. *Usage Visioning Collection***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Daily** | **Weekly** | **Monthly** | **Less than once a month** | **Yearly** | **Never** |