



IMPACT SURVEY LIBRARY INTAKE FORM

We recommend gathering this information off-line prior to completing and submitting this form on at <http://impactsurvey.org>

Please provide the following information about your library system. By library system we mean the library as an administrative entity, which may have a single outlet or multiple outlets. Research has shown that these library inputs make a difference with regard to patron outcomes. This information will be included in your library's survey report. The information you report will also be used to continue research that benefits the library community. Your library's name will not be associated with this data when it is used for research purposes.

RESOURCES AND INFRASTRUCTURE

- Average age of the library's public Internet workstations/laptops (in months) _____
- Average length of time (in days) it takes to get a computer back in service when it undergoes maintenance _____
- What is the source of the library's Internet connection?
 - ☐ Municipal network
 - ☐ State network
 - ☐ ISP
 - ☐ Other (School/university, cooperative)
- Maximum download speed of library Internet connection (in Mbps) _____
- Does the library provide wireless Internet access? [Yes, No]
- If the library does provide wireless Internet access, does it share the same bandwidth with computer terminals? [Yes, No, N/A]
- Number full-time equivalent paid dedicated IT staff _____
- Library's source of IT support: [Check all that apply]
 - ☐ Library public service staff (aka the "accidental IT librarian")
 - ☐ Library IT staff
 - ☐ Library Director
 - ☐ Library consortia or other library organization
 - ☐ County/City IT staff
 - ☐ State telecommunications network staff
 - ☐ State Library IT staff
 - ☐ Outside vendor/contractor
 - ☐ Volunteer(s)
 - ☐ Other

TRAINING

- Annual library-supported staff technology training hours per FTE staff _____
- Annual volunteer hours supporting IT _____
- Annual volunteer hours supporting patron technology training _____
- Maximum time a librarian is permitted to spend providing technology tutoring per patron (in minutes) _____
- Total number of patron-hours of public technology training classes taught by the library in the past year (length of class in hours x number of sessions x number of participants) _____

POLICIES

- Percent of budget that supports public access technology (including equipment and personnel) _____%
- Does the library have a replacement plan for public access Internet terminals [Yes, No]
- If there is a replacement plan, what percent of public access Internet terminals are replaced on schedule? _____%
- What is the standard maximum daily time limit for patrons? (in minutes) _____
- Are librarians permitted to extend the session time for patrons? [Yes, No]
- Does the library have dedicated Internet terminals for the following uses? [Check all that apply]
 - ☐ Employment
 - ☐ eGovernment
 - ☐ Business or non-profit
 - ☐ Multimedia
 - ☐ Games
 - ☐ Health
 - ☐ Education
 - ☐ No, the library does not have dedicated terminals for any of the uses listed