

Library Faculty Survey Implementation Process

Develop Survey Instrument

1. Review the previous LLR faculty survey which is posted on the Assessment wiki-page.
2. Revise questions (revisions can: more clearly assess the LLR SLOs, collection outcomes or communication practices; identify new services and resources the library plans to offer, etc).
3. Present new survey instrument to all LLR faculty for feedback.
4. Revise survey instrument based on feedback.
5. 2010 Faculty survey was conducted using Google Forms. Survey Monkey is preferable; it should be used instead.

Distribute Survey

1. The LLR chair has access to the faculty@ccsf.edu listserv. The survey should be emailed to this listserv inviting faculty to help improve the library to better serve both faculty and student needs.
2. Two reminder emails should be sent out to the listserv on the Tuesday in the following 2 weeks.
3. Individual subject liaisons can contact their specific department chairs/ faculty to ask for participation and feedback.

Analyze Survey Results

1. Most survey software (e.g. Survey Monkey, Google Forms) generates charts with the data. Other manipulations can be possible as well. Depending on the software employed, cross tabulation is possible.
2. Being able to limit results to a specific campus library or department and run the report is useful to those working in that specific library/department.
3. The most tedious part of analyzing the results comes from the open answered questions. Make sure someone in the work group is proficient using excel. If no one has experience find someone in the library to help set up the spreadsheets. It is also possible to cut and paste the data into the previous year's spreadsheet and use it as a shell to calculate the new data.
4. Compare the results of the open ended questions with the chart data and see where the strengths and areas that need improvement lie for the library.
5. Compare data from the previous faculty survey and review previous recommendations.
6. Make recommendations for improvements based on current faculty needs.
7. Fill out the Assessment Analysis Form and post on Assessment wiki-page entitling the document 20xx LLR Faculty Survey Assessment Analysis.
8. Present findings to Staff.