

U.S. DEPARTMENT OF EDUCATION
 NATIONAL CENTER FOR EDUCATION STATISTICS
 WASHINGTON, D.C. 20006

PROGRAMS FOR ADULTS IN PUBLIC LIBRARY OUTLETS

FAST RESPONSE SURVEY SYSTEM

FORM APPROVED
 O.M.B. NO.: 1850-0733
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This survey is authorized by law (P.L. 103-382). While participation in this survey is voluntary, your cooperation is critical to make the results of this survey comprehensive, accurate, and timely.

DEFINITIONS AND INSTRUCTIONS

This questionnaire is designed to be completed by the person who is most knowledgeable about programs for adults in your individual library outlet. For the purposes of this survey:

Library outlet is a unit (usually a building) that provides direct public library service. An outlet may be a main or central library, a branch library, a bookmobile, or a books-by-mail only service.

Typical week, from Sunday through Saturday, is a time that is neither unusually busy nor unusually slow and is unaffected by holiday time, vacation periods for key staff, or unusual events in the community or in the library outlet. It would be a week in which the library outlet is open for regular hours.

Programs means planned activities for groups or individuals that are offered by libraries to provide information, instruction, or cultural enrichment. Library tours and brief overviews of library services are not considered programs for this questionnaire.

For this questionnaire, your library outlet should be considered as offering a program if:

- the outlet provides funding, materials, or staff to support the program, or
- the library system runs the program within or on behalf of the library outlet.

Programs offered by the library outlet may take place in the library or at off-site locations.

Programs that use library space rented or made available to outside groups with no other involvement of the library outlet or system are *not* considered offerings of the library outlet.

IF ABOVE INFORMATION IS INCORRECT, PLEASE MAKE CORRECTIONS DIRECTLY ON LABEL.

Name of person completing form: _____ Telephone: _____

Title/position: _____ E-mail: _____

Best days and times to reach you (in case of questions): _____

PLEASE RETURN COMPLETED FORM TO:

Laurie Lewis (716602)
 WESTAT
 1650 Research Boulevard
 Rockville, Maryland 20850-3129

IF YOU HAVE ANY QUESTIONS, CONTACT:

Laurie Lewis at Westat
 800-937-8281, ext. 8284 or 301-251-8284
 Fax: 800-254-0984
 E-mail: LEWISL1@westat.com

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1. Please estimate the number of persons (of all ages) who entered your library outlet in a typical week during spring 2000. *(Please use door counts rather than circulation information.)* Persons per week: _____
2. How many hours was your library outlet open to the public during a typical week in spring 2000?
Hours per week: _____

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Programs for Adult Literacy

3. During the last 12 months, did your library outlet offer any adult literacy program, including family literacy and English as a second language instruction for adults? *(Please refer to the information in the box above about when your library outlet should be considered as offering a program.)*

Yes 1 *(Continue with question 4.)* No 2 *(Skip to question 9.)*

4. Did your library outlet offer any of the following types of adult literacy programs during the last 12 months? *(Circle one on each line.)*

	Yes	No
a. Adult basic literacy skills (skills at 4 th grade level and below) ...	1	2
b. Pre-GED (skills from 5 th through 8 th grade levels).....	1	2
c. GED (skills from 9 th grade through high school equivalency)....	1	2
d. English as a second language (ESL)	1	2
e. Family literacy.....	1	2
f. Other <i>(specify)</i> _____	1	2

5. During the last 12 months, did your library outlet offer any adult literacy programs specifically for the following groups? *(Circle one on each line.)*

	Yes	No
a. High school dropouts	1	2
b. Limited English speaking and/or recent immigrants	1	2
c. Adults with learning disabilities.....	1	2
d. Adults with hearing impairments.....	1	2
e. Parents	1	2
f. Other <i>(specify)</i> _____	1	2

6. To what extent are the factors listed below barriers to your library outlet's offering adult literacy programs? *(Circle one on each line.)*

	Not a barrier	Minor barrier	Moderate barrier	Major barrier
a. Lack of library space for adult literacy programs	1	2	3	4
b. Lack of staff trained in adult literacy programs	1	2	3	4
c. Lack of staff with foreign language skills	1	2	3	4
d. Insufficient literacy workbooks and reading materials.....	1	2	3	4
e. Insufficient English as a second language materials	1	2	3	4
f. Other <i>(specify)</i> _____	1	2	3	4

7. During the last 12 months, did your library outlet offer any adult literacy programs at off-site locations?
 Yes 1 No..... 2
8. During the last 12 months, did your library outlet use computers as a hands-on learning tool for any adult literacy programs?
 Yes 1 (Skip to question 10.) No..... 2 (Skip to question 10.)
9. How important are the reasons listed below in your library outlet's decision *not* to offer adult literacy programs?
 (Circle one on each line.)
- | | Not
important | Somewhat
important | Very
important |
|--|------------------|-----------------------|-------------------|
| a. Other groups or educational institutions in the community (including other library outlets) offer adult literacy programs | | | |
| b. The community served by this outlet does not have a strong need for adult literacy programs..... | | | |
| c. The programming in this outlet emphasizes other groups (e.g., children, senior citizens)..... | | | |
| d. This outlet does not have the staff or resources to offer adult literacy programs..... | | | |
| e. Other (specify) _____ | | | |

Programs for Adult Lifelong Learning

10. Did your library outlet offer any of the following types of adult lifelong learning programs during the last 12 months?
 (Circle one on each line. Please refer to the information in the box on the previous page about when your library outlet should be considered as offering a program.)
- | | Yes | No |
|---|-----|----|
| a. Citizenship preparation | 1 | 2 |
| b. College/continuing education guidance..... | 1 | 2 |
| c. Employment/career guidance..... | 1 | 2 |
| d. Financial planning/investment information..... | 1 | 2 |
| e. Book/film discussions or presentations..... | 1 | 2 |
| f. Cultural performances | 1 | 2 |
| g. Recreational activities (e.g., crafts, travel, hobbies)..... | 1 | 2 |
| h. Parenting skills..... | 1 | 2 |
| i. Computer/Internet instruction | 1 | 2 |
| j. Other (specify) _____ | 1 | 2 |
11. During the last 12 months, did your library outlet offer any adult lifelong learning programs *specifically* for the following groups? (Circle one on each line.)
- | | Yes | No |
|--|-----|----|
| a. Adults with learning disabilities | 1 | 2 |
| b. Adults with physical disabilities, including visual or hearing impairments/other health impairments | 1 | 2 |
| c. Limited English speaking and/or recent immigrants | 1 | 2 |
| d. Senior citizens | 1 | 2 |
| e. Parents | 1 | 2 |
| f. Other (specify) _____ | 1 | 2 |

12. To what extent are the factors listed below barriers to your library outlet's offering programs for adult lifelong learning for **adults with learning and/or physical disabilities**? (Circle one on each line.)

	Not a barrier	Minor barrier	Moderate barrier	Major barrier
a. Insufficient accessibility to library facilities for the disabled.....	1	2	3	4
b. Lack of staff training in working with adults with disabilities	1	2	3	4
c. Lack of assistive/adaptive devices for adults with disabilities.....	1	2	3	4
d. Insufficient library materials for the blind or physically disabled	1	2	3	4
e. Other (specify) _____	1	2	3	4

Internet Access

13. Does your library outlet provide **Internet access** to adults for their independent use?

Yes..... 1 No..... 2

14. To what extent are the factors listed below barriers to your library outlet's ability to provide **access to the Internet** to adults for their independent use? (Circle one on each line.)

	Not a barrier	Minor barrier	Moderate barrier	Major barrier
Lack of library staff to assist Internet users	1	2	3	4
Lack of specialized training among library staff.....	1	2	3	4
Insufficient number of computers with Internet access.....	1	2	3	4
Insufficient space for computers		2	3	4
Insufficient number of telecommunications lines for Internet access		2	3	4
Other (specify) _____		2	3	4

15. During the last 12 months, did your *library outlet or system* apply for funding through the E-rate telecommunications discount program? If yes, did your *library outlet or system* receive funding through the E-rate program? (Circle one on each line.)

- a. Applied for E-rate funding Yes..... 1 No..... 2 Don't know..... 3
- b. Received E-rate funding Yes..... 1 No..... 2 Don't know..... 3 Not applicable..... 4

Staff Resources

16. Does your library outlet or system employ any staff for whom the following areas are a major responsibility? (Circle one on each line.)

	Yes	No	Don't know
a. Adult literacy	1	2	3
b. Adults with English as a second language	1	2	3
c. Senior citizens	1	2	3
d. Adults with learning and/or physical disabilities	1	2	3
e. Parents	1	2	3
f. Computer/Internet instruction.....	1	2	3

THANK YOU. PLEASE KEEP A COPY OF THIS SURVEY FOR YOUR RECORDS.