

Evaluation of Imus Institute High School Library

Introduction

This survey aims to determine the level of satisfaction of the Imus Institute academic community on the various services, resources, and facilities of the College Library. Please take a few minutes to complete this survey. We welcome your feedback and appreciate your honesty. With your help, we hope to improve our Library resources and services.

Personal Data: A. Faculty: _____ Full-time _____ Part-time _____ (dept/unit)
 Rank: _____ Length of Service: ____ (less than 5 yrs) ____ (5-10 yrs)
 ____ (11-15) ____ (more than 15 yrs)

B. Student: ____ Freshman ____ Sophomore ____ Junior ____ Senior

No. of Library visits in a week: ____ daily ____ 2x ____ 3x ____ 4x ____ Not at all

Gender: _____ Male _____ Female

Please answer all items. Encircle the number to indicate your response to each aspect with the rating scale as follows:

- 5 - Fully Satisfied (FS)
- 4 - Very Satisfied (VS)
- 3 - Moderately Satisfied (MS)
- 2 - Barely Satisfied (BS)
- 1 - Not Satisfied (NS)

Rating

High-----Low

FS VS MS BS NS

A. Quality of Collections in terms of instructional/curricular needs

1. General reference books	5	4	3	2	1
2. Circulating and reserve books	5	4	3	2	1
3. Filipiniana books	5	4	3	2	1
4. Special collections (Cavite Studies/Rizaliana)	5	4	3	2	1
5. Periodicals	5	4	3	2	1
6. Audiovisuals (VHS, audio tapes, etc.)	5	4	3	2	1
7. Vertical files	5	4	3	2	1
8. CDs/DVDs	5	4	3	2	1
9. E-resources	5	4	3	2	1
10. Others (specify_____)	5	4	3	2	1

B. Personnel

1. Communication skills	5	4	3	2	1
2. Customer care	5	4	3	2	1
3. Service delivery	5	4	3	2	1
4. Professional/Technical competency	5	4	3	2	1
5. Transactional ability	5	4	3	2	1
6. Helpfulness	5	4	3	2	1
7. Courteousness	5	4	3	2	1
8. Readiness to respond to users' questions	5	4	3	2	1
9. Understanding of user's needs	5	4	3	2	1
10. Orderliness in organization/maintenance of the collection on the shelf	5	4	3	2	1

C. Services and Programs

1. Ability to develop information literacy skills to students	5	4	3	2	1
2. Adequacy and relevance of library orientation	5	4	3	2	1
3. Reference assistance	5	4	3	2	1
4. Circulation or borrowing policies	5	4	3	2	1
5. Assistance in placing materials on Reserve	5	4	3	2	1
6. Ease of accessing/locating books on the shelf	5	4	3	2	1
7. Ease of accessing the journal articles	5	4	3	2	1
8. Quality and depth of the information technology available in the library	5	4	3	2	1

9. Public relations and promotion/exhibits	5	4	3	2	1
10. Inter-library loan service	5	4	3	2	1

D. Physical Facilities

1. Location accessibility	5	4	3	2	1
2. Hours of service	5	4	3	2	1
3. Lighting	5	4	3	2	1
4. Ventilation/air conditioning	5	4	3	2	1
5. Space area for reading	5	4	3	2	1
6. Aesthetics	5	4	3	2	1
7. Conduciveness for reading & study	5	4	3	2	1
8. Comfort	5	4	3	2	1
9. Computer facilities	5	4	3	2	1
10. Discussion Area	5	4	3	2	1

E. Which of the following should your library be spending more on (rank according to priority 1-5)

1. Traditional print books? _____
2. Additional computer stations and hardware technology in the library? _____
3. Journal subscriptions for a balanced collection? _____
4. E-books and other electronic resources? _____
5. Better facilities and other physical improvements? _____

F. What is your perception of the Library? (Choose all that apply in your particular case)

- Provider of access to information
- Place for quiet study
- Place to do research
- Venue for meeting friends
- Warehouse of information

Thank you for your time!