

**EVALUATION OF USE OF
LIBRARY SERVICES AND TECHNOLOGY ACT
FUNDING IN OKLAHOMA
1997/1998 - 2000/2001**

**A STUDY
CONDUCTED FOR THE
OKLAHOMA DEPARTMENT OF LIBRARIES**

APPENDICES PART 1

**UNIVERSITY OF OKLAHOMA
SCHOOL OF LIBRARY AND INFORMATION STUDIES**

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APPENDIX 1: LIBRARY SERVICES AND TECHNOLOGY ACT LONG RANGE PLAN 1997-2002 GOALS, PRIORITIES, AND PROCEDURES¹

Goal I:

Oklahoma libraries will efficiently utilize electronic networks and information sources to find current, relevant and accurate information for their customers.

Priority 1: The Oklahoma Department of Libraries will facilitate access to electronic information resources.

Procedures:

1. ODL will offer competitive grant opportunities to libraries to facilitate their participation in networking activities statewide.
2. The ODL will allocate funds for the upgrading of electronic equipment for libraries or the provision of new equipment, including telecommunications and computing hardware.
3. The ODL will continue to develop and maintain a statewide on-line union catalog that includes an interlibrary loan component and weekly updates.
4. The ODL will provide funding for commercial database services in the form of a statewide license for all types of libraries.
5. The ODL will create a “virtual electronic doorway” through a sophisticated statewide networked environment utilizing Government Information Locator Service (GILS) standards that enable network access to locally mounted databases viz Z39.50 client protocol software.
6. The ODL will utilize Z39.50 client protocol software and a Sunspark 1000 workstation.
7. The ODL will increase the number of statewide licensed databases, as funds and development allow.
8. ODL will continue to maintain and expand its website **ODL Online** to facilitate access to the statewide catalog and licensed databases, as well as to a variety of types of information, both government and nongovernment, for the benefit of Oklahoma libraries and their customers.
9. ODL will serve as the out-of-state interlibrary loan referral for requests for materials not held in the state of Oklahoma.

¹ *Library Services and Technology Act Long Range Plan, 1997-2002, Submitted to the Oklahoma Department of Libraries Board, March 25, 1997* ([Oklahoma City: Oklahoma Department of Libraries, 1997]), 6-10.

Priority 2: The Oklahoma Department of Libraries will organize and implement technology training for all types of libraries.

Procedures:

1. Under the direction of the Deputy Director, ODL staff will coordinate group training for public, institutional, school and academic libraries in electronic information services and effective use of the internet.
2. The Oklahoma Department of Libraries will provide one-on-one training on statewide databases and selected electronic resources.
3. The Oklahoma Department of libraries will monitor the need for technology training for library staff and trustees and develop training to meet those needs.

Goal II:

Oklahoma libraries will stimulate excellence and promote access to learning and information resources in all types of libraries for individuals of diverse geographic, cultural and socio-economic backgrounds and to people with limited literacy or informational skills.

Priority 1: The Oklahoma Department of Libraries will provide statewide services to local librarians and trustees.

Procedures:

1. The ODL will assist local public and institutional libraries with library development issues, such as management and administration, technology and the internet, personnel, planning, collection maintenance, publicity, buildings, and grant-writing.
2. The ODL will provide training regionally, as needed, on current topics.
3. The ODL will provide fiscal and consultative information and assistance to city and county officials, librarians and trustees with regard to the formation of library systems.
4. The ODL will assist local librarians with development of their services to children and youth, with special emphasis on those at-risk.
5. The ODL will promote literacy services through family literacy, literacy legislation, workplace literacy and literacy for the homeless, institutionalized, and non-English speaking.
6. The ODL will provide training and consultation for public library trustees.
7. The ODL will produce a bi-monthly newsletter for all types of libraries in the state to keep librarians informed on current news and library development and technology issues, and to promote ODL services to the library community. ODL will use its web presence and attendance at state conferences, exhibits and events to disseminate this information.

Priority 2: The ODL will coordinate, facilitate and implement the Certification for Public Librarians Program.

Procedures:

1. The Continuing Education Consultant will coordinate the development of all classes for the Institute in Public Librarianship, including detailed class outlines, readings, handouts and evaluation instruments; and will facilitate the presentation of all Institute classes as dictated by the needs of the participants.
2. The Continuing Education Consultant will work with the Certification Board on a continuing basis to:
 - A. Certify public librarians who meet the requirements set forth in the Oklahoma Certification Manual for Public Librarians.
 - B. Issue CEU credit for workshops and other continuing education events meeting the requirements set forth in the Oklahoma Program Approval Manual for Certification.
 - C. Work with the Oklahoma Library Association, public libraries and systems and educational institutions to promote participation in the certification process and improve the quality of continuing education events available to public librarians.
 - D. Offer grants to organizations or individuals for preparation of classes to support the Certification Program or to facilitate training and continuing education opportunities to Certification participants.

Priority 3: ODL will offer special purpose grants to provide service to those segments of the population disadvantaged through poverty, illiteracy, age or geography.

APPENDIX 2: LSTA GRANT PROJECTS LISTED BY CATEGORY, GOAL, PRIORITY, AND PROCEDURE

Appendix 2a: Competitive Grants to Public and/or Institutional Libraries

Appendix 2b: Competitive Institutional Grants

Appendix 2c: Statewide Ongoing Projects

Appendix 2d: Statewide Innovative Projects

Appendix 2e: Centralized Services and Operations, Continuing

Appendix 2f: Centralized Services and Operations, One-time Projects

Appendix 2g: Targeted Projects

*Appendix 2a: Competitive Grants to Public and/or Institutional Libraries***Competitive Grants to Public and/or Institutional Libraries****FY 1998**

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1		\$4,160	Geographic Information Software Project
I	1	2	\$65,670	Data Protection and Recovery
I	1	2	\$70,560	Telecommunications Equipment / 56K or Higher Line Access
I	1	2	\$145,041	Computer Hardware Matching Grants for Public Libraries
I	2	3	\$30,000	Local Technology Training
II	2	2	\$15,000	Certification of Public Librarians
			\$20,000	OLA Conference Grants
Total			\$350,431	

FY 1999

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1	2	\$175,500	Automated Circulation System for Small Population (Under 4000) Libraries
I	1	2	\$212,000	ILL Computer Workstation Replacement
II	1	4	\$36,000	Library/Museum Programs on the West
II	1	4	\$110,000	Special Purpose Grants for Children At-Risk
II	2	2	\$15,600	Certification for Public Librarians Program
Total			\$549,100	

FY 2000

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1	1	\$113,027	Retrospective Conversion
I	1	2	\$64,336	Automated Circulation System Grant for Small Population (Under 10,000)
I	1	2	\$30,000	Video Conferencing
II	1	4	\$46,550	Special Purpose Grants for Children At-Risk
II	2	2	\$16,500	Certification for Public Librarians Program
Total			\$270,413	

FY 2001

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1	2	\$89,758	LAN Grant for Public Libraries Serving 10,000 Population and Less
I	1	2	\$44,000	Automation for Public Libraries with Populations under 4,000
II	1	2	\$5,000	Federal Depository Conference
II	1	4	\$42,500	Programs for Preschoolers
II	2	2	\$22,000	Certification for Public Librarians Program
Total			\$203,258	

*Appendix 2b: Competitive Institutional Grants***Competitive Institutional Grants****FY 1998**

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1	2	\$37,000	Institutional Libraries
II	3		\$4,500	Programming Grants for Institutional Libraries
Total			\$41,500	

FY 1999

Goal	Priority	Procedure	Amount	Name/Description of Project
II	3		\$45,000	Institutional Libraries
Total			\$45,000	

FY 2000

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1	2	\$42,000	Automated Circulation/Catalog System
II	3		\$70,000	Institutional Libraries
Total			\$112,000	

FY 2001

Goal	Priority	Procedure	Amount	Name/Description of Project
II	3		\$69,000	Institutional Libraries
Total			\$69,000	

*Appendix 2c: Statewide Ongoing Projects***Statewide Ongoing Projects****FY 1998**

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1		\$17,213	Internet Access
I	1	3	\$56,250	Additional Auto-Graphics ILL/Cataloging Sites
I	1	4	\$200,000	Shared Databases
II	1	4	\$28,000	Summer Reading Program
II	1	4	\$1,700	"Kid's Kits"
II	2	1	\$10,000	Institute in Public Librarianship
Total			\$313,163	

FY 1999

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1		\$17,500	R&D Technology Based Services - Internet Access
I	1	3	\$37,500	Auto-Graphics ILL/CAT Sites
I	1	4	\$263,953	Shared Databases
II	1	4	\$40,000	1999 Summer Reading Program
II	1	4	\$1,700	1999 "Kids Kits" for Library Programming
II	2	1	\$14,400	Certification for Public Librarians Program
II	2	1	\$3,000	Certification for Public Librarians
Total			\$378,053	

FY 2000

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1	3	\$93,750	Auto-Graphics Oklahoma Online Statewide Union List Holdings/Serials
I	1	4	\$413,399	Shared Databases
II	1	4	\$40,000	2001 Summer Reading Program
II	1	4	\$1,000	2000 "Kids Kits" for Library Programming
II	2	1	\$17,520	Certification for Public Librarians Program
Total			\$565,669	

FY 2001

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1	3	\$20,500	OLTNcat Licenses
I	1	4	\$368,016	Shared Databases
II	1	4	\$40,000	2000 Summer Reading Program
II	1	4	\$1,000	20001 "Kids Kits" for Library Programming
II	2	1	\$31,699	Certification for Public Librarians Program
Total			\$479,215	

*Appendix 2d: Statewide Innovative Projects***Statewide Innovative Projects****FY 1998**

Goal	Priority	Procedure	Amount	Name/Description of Project
II	3		\$8,500	First Amendment Resource Collections
Total			\$8,500	

FY 1999

Goal	Priority	Procedure	Amount	Name/Description of Project
II	1	1	\$5,000	Statewide Library Conference
II	1	2	\$6,000	OLD Workshops
II	1	5	\$10,705	Literacy/Learning Disabilities
Total			\$21,705	

FY 2000

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1		\$215	Early Oklahoma Documents
I	1	1	\$100,000	Statewide Library Public Relations Campaign
II	1	1	\$1,400	Small Libraries Organization and Operation
II	1	5	\$14,500	Literacy Resource Office
II	1	5	\$15,000	Oklahoma Literacy Foundation
Total			\$131,115	

FY 2001

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1	4	\$11,350	Electronic Books
I	1	4	\$5,000	Electronic Books
II	1	5	\$14,500	Literacy Resource Office
Total			\$30,850	

*Appendix 2e: Centralized Services and Operations, Continuing***Centralized Services and Operations, Continuing****FY 1998**

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1		\$45,000	NOTIS Software Maintenance
I	1	9	\$55,000	ILL-AMIGOS/OCLC Services
I	2	1	\$8,000	ODL Training Lab Materials
II	1	1	\$656,603	Consultative/Administrative Services: Salaries
II	1	4	\$3,200	Youth Services Workshop
II	1	4	\$500	Books for Young Readers
II	1	5	\$6,093	Literacy Newsletter
II	1	7	\$1,250	PR Services
II	1	7	\$17,100	ODL Source
Total			\$792,746	

FY 1999

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1		\$45,000	NOTIS Software Maintenance
I	1		\$10,000	DIALOG
I	1	9	\$60,000	Interlibrary Loan-AMIGOS/OCLC Services
I	2	1	\$25,000	Lab Equipment and Upgrades for OLD Computers
II	1	1	\$673,953	Consultative/Administrative Services: Salaries
II	1	4	\$3,200	1999 Youth Services Workshop/"Library Linkages"
II	1	4	\$500	1999 Books for Young Readers/"Terrific Titles"
II	1	5	\$7,100	Literacy Newsletter
II	1	7	\$1,574	PR Services
II	1	7	\$13,800	ODL Source/ODL Online Website
Total			\$840,127	

FY 2000

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1		\$10,000	DIALOG
I	1	9	\$60,000	Interlibrary Loan-AMIGOS/OCLC Services
I	2	1	\$15,000	ODL Computer Training Lab
II	1	1	\$753,673	Consultative/Administrative Services: Salaries
II	1	4	\$4,000	Youth Services Workshop/"Storytelling Festival 2000"
II	1	4	\$500	2000 Books for Young Readers/ "Terrific Titles"
II	1	5	\$7,231	Literacy Newsletter
II	1	7	\$9,400	Support for Services of the Office of Public Information
Total			\$859,804	

FY 2001				
Goal	Priority	Procedure	Amount	Name/Description of Project
I	1		\$10,000	DIALOG
I	1	9	\$7,000	Amigos/OCLC Service-Interlibrary Loan
I	1	9	\$65,000	Interlibrary Loan: AMIGOS/OCLC Services
I	2	1	\$17,800	Equipment and Training for ODL Computer Training Lab
II	1	1	\$608,857	Consultative/Administrative Services: Salaries
II	1	4	\$2,500	Youth Services Fall Workshop/"Serving Young Adults in Your Public Library"
II	1	4	\$500	2001 Books for Young Readers/"Terrific Titles"
II	1	5	\$8,055	Literacy Newsletter
II	1	7	\$7,600	Support for Services of the Office of Public Information
Total			\$727,312	

*Appendix 2f: Centralized Services and Operations, One-time Projects***Centralized Services and Operations, One-time Projects****FY 1998**

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1	8	\$5,080	Equipment and Software for ODL Website/Promotion
I	1	8	\$31,563	Establishment of In-House Web Server Configurations
I	2	1	\$1,500	Institution Librarians Workshop
I	2	1	\$7,000	Advanced Internet Training
I	2	1	\$25,000	OLD Laptops for Training
II	1	1	\$7,000	Consultant Training
II	1	5	\$9,000	Literacy Resource Office
II	1	6	\$2,500	Trustee Training
Total			\$88,643	

FY 1999

Goal	Priority	Procedure	Amount	Name/Description of Project
I	2	1	\$2,000	Institution Librarians Workshop
II	1	2	\$2,500	Collection Maintenance Workshop
Total			\$4,500	

FY 2000

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1	8	\$2,500	Directory of Oklahoma
II	1	1	\$3,500	Public Library and Museum Workshop
Total			\$6,000	

FY 2001

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1	3	\$5,910	Cataloging Records for CIS
I	1	8	\$5,000	Web Based Annual Report Maintenance
I	1	8	\$5,000	Web Based Annual Report Statistics
I	2	3	\$7,500	Training-Automation; Training; LAN; WAN; Router
II	1	1	\$2,695	Foundation Database for Public Library Training
II	1	1	\$25,000	Models of Library Service
II	1	2	\$16,000	Current Issues Speaker
II	1	3	\$100,000	Garfield County System
II	1	6	\$500	Advocacy Workshop for Library Trustees
Total			\$167,605	

*Appendix 2g: Targeted Projects***Targeted Projects****FY 1998**

Goal	Priority	Procedure	Amount	Name/Description of Project
Total			\$0	

FY 1999

Goal	Priority	Procedure	Amount	Name/Description of Project
I	1	2	\$20,000	Oklahoma Library for the Blind/Physically Handicapped
II	1	1	\$3,000	Oklahoma Library for the Blind/Physically Handicapped
Total			\$23,000	

FY 2000

Goal	Priority	Procedure	Amount	Name/Description of Project
Total			\$0	

FY 2001

Goal	Priority	Procedure	Amount	Name/Description of Project
Total			\$0	

APPENDIX 3: CERTIFICATION IMPLEMENTATION COMMITTEE²

Marilyn Shackelford, Tulsa City-County Library, Chair

Kay Boies, Oklahoma Library Association, Executive Director

Marilyn Hamlin, Duncan Public Library

Donna Morris, Metropolitan Library System

Elizabeth Neff, Buckley Public Library, Poteau; replaced by Carol Burgess, Arkoma Community Library and Lola Hill

Kathryn Ramsey, Hominy Public Library

Dee Ann Ray, Western Plains Library System

Jan Sanders, Bartlesville Public Library

Donna Skvarla, Oklahoma Department of Libraries

Pat Smith, Mangum Public Library

Robert Swisher, University of Oklahoma School of Library and Information Studies

Ginny Dietrich, Oklahoma Department of Libraries, Certification Specialist

² "Preface." *Oklahoma Certification Manual for Public Librarians*. Rev. Ed. Approved August, 2001 by the Oklahoma Library Association and the Oklahoma Department of Libraries. *ODL Online* <http://www.odl.state.ok.us/servlibs/certman/certpref.htm> > (accessed 27 January 2002).

APPENDIX 4: CERTIFICATION BOARD³

David Johansson, Pryor Public library

Bethia Owens, Muldrow Public Library (Eastern OK District Library System)

Earlene Piercy, Davis Public Library (Chickasaw Regional Library System)

Corby Poursaba, Mabel C. Fry Memorial Library, Yukon

Ginny Dietrich, Oklahoma Department of Libraries, Certification Specialist

Pat Williams, Oklahoma Department of Libraries, Certification Associate

³ “Preface.” *Oklahoma Certification Manual for Public Librarians*. Rev. Ed. Approved August, 2001 by the Oklahoma Library Association and the Oklahoma Department of Libraries. *ODL Online* <http://www.odl.state.ok.us/servlibs/certman/certpref.htm> > (accessed 27 January 2002).

APPENDIX 5: CERTIFICATION LEVELS⁴

Level I Certificate

will be issued to those attending and successfully completing the Institute in Public Librarianship.

Level II Certificate

a library technical assistance certificate or library technical assistant associate degree from an accredited college or university

or

six semester hours of library courses from an accredited college or university

or

three years of appropriate library experience and successful completion of the Institute in Public Librarianship.

Level III Certificate

bachelor's degree from an accredited college or university and successful completion of the Institute in Public Librarianship

or

five years of appropriate library experience and successful completion of the Institute in Public Librarianship

or

a bachelor's degree from an accredited college with a minimum of 15 semester hours of library courses from an accredited college or university

or

a library technical assistance certificate or library technical assistant associate degree from an accredited college or university and five years of appropriate library experience.

Level IV Certificate

a bachelor's degree from an accredited college or university with a major in library/information science

or

a non-American Library Association accredited master's degree in library/information science from an accredited college or university

or

a master's degree in a subject field other than library/information science from an accredited college or university. This degree must include a minimum of 15 upper-division or graduate semester hours of library/information science course work.

Level V Certificate

a master's degree in library/information science from a university program accredited by the American Library Association.

⁴ "Certification Levels." *Oklahoma Certification Manual for Public Librarians*. Rev. Ed. Approved August, 2001 by the Oklahoma Library Association and the Oklahoma Department of Libraries. *ODL Online* <<http://www.odl.state.ok.us/servlibs/certman/index.htm>> (accessed 27 January 2002).

Level VI Certificate

a master's degree in library science from a university program appropriate library experience after the MLS/MLIS.

Level VII Certificate

a master's degree in library/information science from a university program accredited by the American Library Association and six years of appropriate library experience (three must be appropriate administrative experience) after the MLS or MLIS.

or

a master's degree in library/information science from a university program accredited by the American Library Association, and a certificate of advance study, and five years of appropriate library experience (three must be appropriate administrative experience)

APPENDIX 6: METHODOLOGY FOR EVALUATION OF THE CERTIFICATION FOR PUBLIC LIBRARIANS PROGRAM AND THE INSTITUTE IN PUBLIC LIBRARIANSHIP

Appendix 6a: Description of methodology for survey and focus groups

Appendix 6b: LSTA Evaluation Survey Instrument

Appendix 6c: Informed Consent Forms

- 1. Focus groups of survey participants*
- 2. Focus group of ODL Consultants*
- 3. Interviews*

Appendix 6d: Focus group locations and dates

Appendix 6e: Focus group questions

- 1. Survey participants*
- 2. ODL Consultants*
- 3. Public Library Directors Council*

Appendix 6f: Interview questions

- 1. ODL Certification Specialist*
- 2. Institute in Public Librarianship participant*

Appendix 6a: Description of methodology for survey and focus groups

Based on the analysis of the available documents and information, a questionnaire to be sent to all Institute participants was constructed. The ODL Certification Specialist and the ODL Certification Associate reviewed the questionnaire and revisions were made based on their suggestions. The questionnaire was converted to a web document with capability for automatic recording and analysis of responses. It was mounted at a secure web site maintained at the University of Oklahoma and administered through that site.

Information about the questionnaire and invitation to complete it were sent in July via email letter to all Institute participants whose email addresses could be identified or to their library directors with a request to forward the information to the specific named individuals in that library who were Institute participants. An informed consent form was included with the email letter, with the request to return the informed consent form via email to the study coordinator. Separate email notification was made to all library system directors that the request to participate in the survey was being sent and asking directors to encourage participation in the survey. Members of the Public Library Directors Council (PLDC) had been previously apprised of the survey and their assistance solicited at the PLDC meeting in April.

No information on the names or locations of respondents to the survey was gathered, except that which was voluntarily provided by the respondents. Follow-up was planned based on the receipt of the informed consent forms.

Given the method of distribution of the request to participate, it is not possible to determine how many of the Institute participants actually received the request. In a number of instances, the emails were returned, and every effort was made to ascertain the new email addresses. In the instances where the requests were sent to directors, it was not possible to determine if the emails were actually forwarded to the participants.

Due to what may have been misunderstanding of instructions or some other reason, not all those who completed the survey returned the separate informed consent forms. This lack of return made it impossible to do the planned follow-up, since there was no information available on individuals who actually had completed the survey.

The survey response was much lower than was anticipated or desirable. A total of 89 valid responses was received.

Individuals completing the questionnaire were invited to volunteer to participate in follow-up focus groups. Based on the geographic dispersion of the volunteers, five focus groups were held around the state to pursue issues identified in the questionnaire, to clarify results, and to gather further information. In addition, a focus group of members of the Public Library Directors Council also was asked to comment on the Certification Program and the Institute. Following the analysis of the comments from the participant focus groups, a focus group interview was held with the ODL consultants who work

directly with the public libraries. The focus group locations and dates are in Appendix 6d and the general questions pursued are in Appendix 6e.

Appendix 6b: LSTA Evaluation Survey Instrument

LSTA Evaluation Survey

Oklahoma Public Librarian Certification Program

This survey is part of an in-depth evaluation of the statewide Certification Program, including the Institute in Public Librarianship and the Conference Grants Program, that is being carried out by the University of Oklahoma School of Library and Information Studies (SLIS) on behalf of the Oklahoma Department of Libraries (ODL). The evaluation is one aspect of a larger project evaluating the use of Library Services and Technology Act (LSTA) funds in Oklahoma being conducted by SLIS for ODL.

Please answer the items below by clicking on your response and/or entering your comments. Submit the survey when you have finished. Move from line to line by hitting the "Tab" key. Hitting the "Enter" key will submit the survey. Submit the survey when you have finished by clicking on the "Submit" button at the end. If you have any questions about the survey, contact either June Lester (jlester@ou.edu) or Connie Van Fleet (cvanfleet@ou.edu). (Please be sure that you have returned your "Informed Consent Form" via email.)

Thanks for your participation!
System Date/Time:

1. What is your current status regarding PARTICIPATION IN THE INSTITUTE IN PUBLIC LIBRARIANSHIP? Please check only one.

<input type="checkbox"/>	<i>I have COMPLETED the institute and AM CERTIFIED.</i>
<input type="checkbox"/>	<i>I have COMPLETED the institute but AM NOT CERTIFIED.</i>
<input type="checkbox"/>	<i>I have NOT COMPLETED BUT AM CONTINUING participation in the institute.</i>
<input type="checkbox"/>	<i>I have NOT COMPLETED AND DO NOT INTEND TO PARTICIPATE FURTHER but I am still employed by an Oklahoma library.</i>
<input type="checkbox"/>	<i>I have NOT COMPLETED THE INSTITUTE AND AM NO LONGER EMPLOYED by an Oklahoma library.</i>
<input type="checkbox"/>	<i>Other:</i>

--	--

**2. What are your current CONTINUING EDUCATION PLANS?
Please check all that apply.**

<input type="checkbox"/>	<i>I do NOT INTEND TO ATTEND workshops and classes.</i>		
<input type="checkbox"/>	<i>I intend to attend workshops and classes FOR PURPOSES NOT RELATED TO CERTIFICATION.</i>		
<input type="checkbox"/>	<i>I intend to attend workshops and classes TO RENEW CERTIFICATION.</i>		
<input type="checkbox"/>	<i>I intend to PURSUE A MASTER OF LIBRARY AND INFORMATION STUDIES upon completion of the institute.</i>		
<input type="checkbox"/>	<i>I am CURRENTLY ENROLLED IN A MASTER OF LIBRARY AND INFORMATION STUDIES program.</i>		
<input type="checkbox"/>	<i>I intend to PURSUE A DEGREE OTHER THAN THE MASTER OF LIBRARY AND INFORMATION STUDIES.</i>		
<input type="checkbox"/>	<p><i>Please list:</i></p> <table border="1" style="width: 400px; height: 100px; margin-left: 20px;"> <tr> <td style="width: 20px; height: 100px;"></td> <td style="width: 380px; height: 100px;"></td> </tr> </table>		

3. Which of the following best describes your participation in LIBRARY CONFERENCES? Please check all that apply.

<input type="checkbox"/>	<i>I HAVE NOT ATTENDED any library conferences.</i>
<input type="checkbox"/>	<i>I ATTENDED CONFERENCES BEFORE PARTICIPATING in the Institute in Public Librarianship.</i>

<input type="checkbox"/>	<p><i>I TAKE A MORE ACTIVE ROLE in conferences since participating in the Institute in Public Librarianship.</i></p>												
<input type="checkbox"/>	<p><i>I have RECEIVED AN LSTA GRANT to support conference attendance.</i></p> <p><i>Please list the conference supported by the grant. Give the name of the conference, the year in which attendance was supported, and years in which you subsequently attended the same conference.</i></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border: none;">Conference</th> <th style="text-align: left; border: none;">Grant Year</th> <th style="text-align: left; border: none;">Subsequent Years</th> </tr> </thead> <tbody> <tr> <td style="border: none;">Example: American Library Association Annual Conference</td> <td style="border: none;">1999</td> <td style="border: none;">2000-2001</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; width: 80px;"></td> <td style="border: 1px solid black; width: 100px;"></td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> </tbody> </table>	Conference	Grant Year	Subsequent Years	Example: American Library Association Annual Conference	1999	2000-2001						
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<input type="checkbox"/>	<p><i>I have NOT RECEIVED AN LSTA GRANT to support conference attendance, but have attended the following conferences since participating in the Institute in Public Librarianship.</i></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border: none;">Conference</th> <th style="text-align: left; border: none;">Years(s)</th> </tr> </thead> <tbody> <tr> <td style="border: none;">Example: American Library Association Annual Conference</td> <td style="border: none;">1998,2000,2001</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; width: 100px;"></td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black;"></td> </tr> </tbody> </table>	Conference	Years(s)	Example: American Library Association Annual Conference	1998,2000,2001								
Conference	Years(s)												
Example: American Library Association Annual Conference	1998,2000,2001												
<input type="checkbox"/>	<p><i>Other comment about your participation in LIBRARY CONFERENCES:</i></p> <div style="border: 1px solid black; height: 150px; width: 100%; margin-top: 10px;"></div>												

4. Please describe your ASSOCIATION MEMBERSHIPS. Please check all that apply.

<input type="checkbox"/>	<i>I am NOT A MEMBER of any professional library association.</i>																	
<input type="checkbox"/>	<p><i>I was A MEMBER OF PROFESSIONAL LIBRARY ASSOCIATIONS BEFORE PARTICIPATING in the Institute in Public Librarianship. Please list name of the association and year joined.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Association</th> <th style="width: 30%;">Year joined</th> </tr> </thead> <tbody> <tr> <td>Example: Oklahoma Library Association</td> <td>1995</td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> </tbody> </table>			Association	Year joined	Example: Oklahoma Library Association	1995	<input style="width: 95%;" type="text"/>										
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<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>																	
<input type="checkbox"/>	<p><i>I have RECEIVED AN LSTA GRANT to support association membership. Please list the membership supported by the grant. Give the name of the association, the year supported by the grant, and whether you renewed your membership.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 55%;">Association</th> <th style="width: 20%;">Grant Year</th> <th style="width: 25%;">Renewed</th> </tr> </thead> <tbody> <tr> <td>Example: American Library Association</td> <td>1999</td> <td>2000,2001</td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> </tbody> </table>			Association	Grant Year	Renewed	Example: American Library Association	1999	2000,2001	<input style="width: 95%;" type="text"/>								
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<input type="checkbox"/>	<p><i>I have NOT RECEIVED AN LSTA GRANT to support association membership, but have joined the following associations since participating in the Institute in Public Librarianship.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 65%;">Association</th> <th style="width: 35%;">Year joined</th> </tr> </thead> <tbody> <tr> <td>Example: Oklahoma Library Association</td> <td>1999</td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> </tbody> </table>			Association	Year joined	Example: Oklahoma Library Association	1999	<input style="width: 95%;" type="text"/>										
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<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>																	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>																	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>																	
<input type="checkbox"/>	<i>I TAKE A MORE ACTIVE ROLE (committee service, etc.) in professional associations since participating in the Institute in Public Librarianship.</i>																	
<input type="checkbox"/>	<i>Other comments about your ASSOCIATION MEMBERSHIPS:</i>																	

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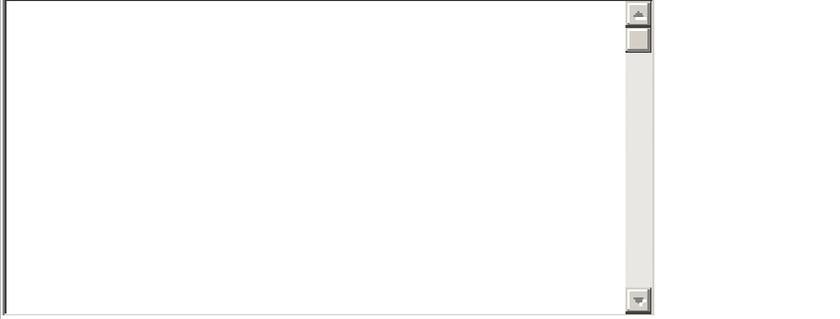
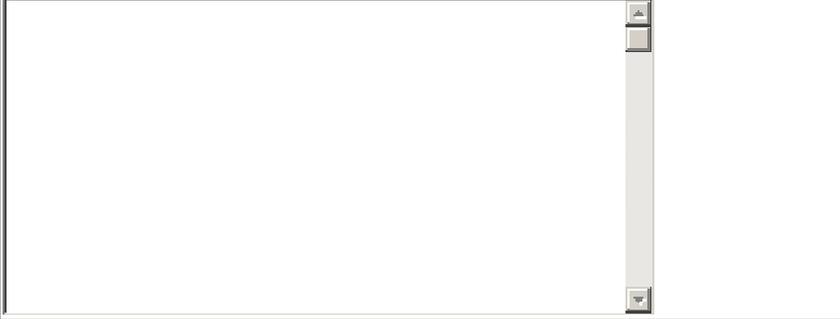
5. My library has made the following CHANGES IN HOW WE SERVE OUR CUSTOMERS as a result of my participation in the certification program. Please check all that apply.

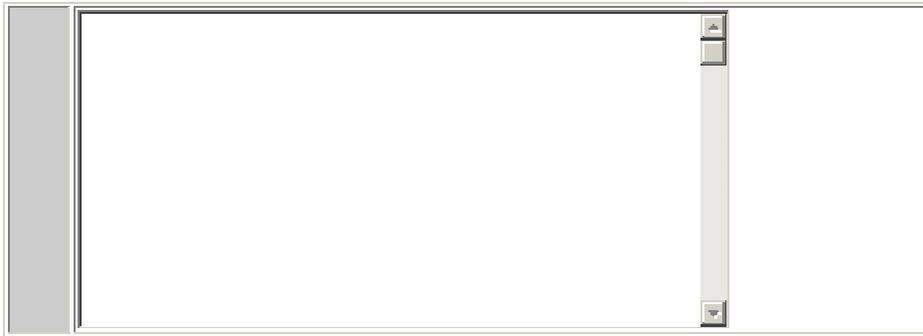
<input type="checkbox"/>	<p>NEW SERVICES HAVE BEEN ADDED.</p> <p><i>Please describe:</i></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<input type="checkbox"/>	<p>IMPROVEMENTS HAVE BEEN MADE TO EXISTING SERVICES.</p> <p><i>Please describe:</i></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<input type="checkbox"/>	<p>SOME SERVICES HAVE BEEN DISCONTINUED.</p> <p><i>Please describe:</i></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>

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6. My library has made changes in the following ADMINISTRATIVE PROCESSES as a result of my participation in the certification program. Please check all that apply.

	<p>PLANNING</p> <p><i>Please explain:</i></p>
<input type="checkbox"/>	
	<p>STAFFING</p> <p><i>Please explain:</i></p>
<input type="checkbox"/>	
	<p>BUDGETING</p> <p><i>Please explain:</i></p>
<input type="checkbox"/>	

	
<input type="checkbox"/>	<p>SCHEDULING</p> <p><i>Please explain:</i></p> 
<input type="checkbox"/>	<p>REPORT WRITING</p> <p><i>Please explain:</i></p> 
<input type="checkbox"/>	<p>EVALUATION</p> <p><i>Please explain:</i></p>



7. As a result of my participation in the certification program, I have observed the following CHANGES. Please check appropriate box for each statement.

	Strongly agree	Agree	Disagree	Strongly disagree	Does not apply
<i>I am more EFFICIENT.</i>	<input type="checkbox"/>				
<i>I am more EFFECTIVE.</i>	<input type="checkbox"/>				
<i>I am more PROFESSIONAL.</i>	<input type="checkbox"/>				
OTHERS PERCEIVE <i>me as more</i> PROFESSIONAL.	<input type="checkbox"/>				
<i>I am more KNOWLEDGEABLE.</i>	<input type="checkbox"/>				
	Strongly agree	Agree	Disagree	Strongly disagree	Does not apply
OTHERS BELIEVE <i>I am more</i> KNOWLEDGEABLE.	<input type="checkbox"/>				
<i>I am more CONFIDENT.</i>	<input type="checkbox"/>				
<i>I am more comfortable</i> COMMUNICATING WITH SUPERVISORS AND ADMINISTRATORS <i>in my library.</i>	<input type="checkbox"/>				

<i>I am more comfortable in DEALING WITH MY LIBRARY BOARD.</i>	<input type="checkbox"/>				
<i>I am more comfortable in DEALING WITH THE PUBLIC.</i>	<input type="checkbox"/>				
	Strongly agree	Agree	Disagree	Strongly disagree	Does not apply
<i>I am more likely to NETWORK WITH OTHER LIBRARIANS in my area.</i>	<input type="checkbox"/>				
<i>I KNOW WHO TO CALL with a problem.</i>	<input type="checkbox"/>				
<i>I am more comfortable CALLING SOMEONE FROM ANOTHER LIBRARY.</i>	<input type="checkbox"/>				
<i>I am more likely to CALL ON ODL STAFF for help.</i>	<input type="checkbox"/>				
<i>I am more likely to SUBMIT A GRANT application to ODL.</i>	<input type="checkbox"/>				
	Strongly agree	Agree	Disagree	Strongly disagree	Does not apply

8. Has your participation in the certification program had an IMPACT ON YOUR CAREER? Please check all that apply.

<input type="checkbox"/>	<i>Additional SUPERVISORY RESPONSIBILITY</i>
<input type="checkbox"/>	<i>Additional PLANNING RESPONSIBILITY</i>
<input type="checkbox"/>	<i>SALARY INCREASE</i>
<input type="checkbox"/>	<i>IMPROVED EVALUATION by supervisor</i>
<input type="checkbox"/>	<i>PROMOTION</i>
<input type="checkbox"/>	<i>TRANSFERABILITY (to another job in the same library)</i>
<input type="checkbox"/>	<i>TRANSFERABILITY (found position in different library)</i>

<input type="checkbox"/>	JOB SATISFACTION
	Other: <i>Please describe:</i>
<input type="checkbox"/>	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>

9. Has your participation in the certification program had any IMPACT ON SUPPORT FOR YOUR LIBRARY? Please check all that apply.

<input type="checkbox"/>	SALARY <i>increases for staff</i>
<input type="checkbox"/>	<i>Improved</i> EMPLOYEE BENEFITS
<input type="checkbox"/>	<i>Improved</i> WORKING CONDITIONS
<input type="checkbox"/>	<i>Increased</i> COLLABORATION WITH OTHER AGENCIES
<input type="checkbox"/>	GRANT SUPPORT <i>for services</i>
<input type="checkbox"/>	LOCAL FUNDING <i>for services</i>
	Other support: <i>Please describe:</i>
<input type="checkbox"/>	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>

10. Please rate the IMPORTANCE OF THE FOLLOWING PROGRAMS:

	Very important	Important	Marginally important	Unimportant
Public Librarian Certification Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Institute in Public Librarianship Classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ODL Workshops and Classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The following demographic information will be used for analysis purposes only. The information is not used to identify individuals, libraries, or systems.

11. I work in the following TYPE OF LIBRARY. Please check only one.

- PUBLIC LIBRARY
- INSTITUTION LIBRARY [*If you marked "institution library," please skip questions 12 and 13*]
- Other [*If you marked "other," please skip questions 12 and 13*]

12. My public library is PART OF A SYSTEM. Please check only one box.

- YES
- NO

13. My public library serves a population of: (Please check one.)

- 25,000 or more
- 10,000 - 24,999
- 5,000 - 9,999
- 2,000 - 4,999

fewer than 2000

14. One last comment I have is:

THANK YOU for completing this survey!

If you are willing to give a personal interview or participate in a focus group session, please provide your name and contact information below. Please be aware that this information will be connected with your survey responses in order for us to select individuals who can provide added perspective on the programs studied. Your responses, however, will be kept confidential.

Name:	optional
Library name:	optional
e-mail address:	optional

**BE SURE TO HIT THE SUBMIT
BUTTON SO YOUR ANSWERS
WILL BE RECORDED!**

Appendix 6c: Informed Consent Forms

Focus groups of survey participants

Focus group of ODL Consultants

- 1. Focus group of Public Library Directors Council*
- 2. Interviews*

Appendix 6c 1. Focus groups of survey participants

**Informed Consent Form
for research being conducted under the auspices of the
University of Oklahoma-Norman Campus**

This form provides your consent to participate in the Evaluation of Use of LSTA Funds in Oklahoma being conducted for the Oklahoma Department of Libraries by the OU School of Library and Information Studies, coordinated by June Lester. The purpose of the evaluation is to provide information to ODL for their report to the Institute of Museum and Library Services, the federal agency responsible for administration of LSTA funds, on the effectiveness and impact of use of LSTA funding in the state of Oklahoma.

The focus group in which you are asked to participate is one aspect of the gathering of information to be used in the evaluation. The focus group meeting should take approximately one hour.

There are no individual risks or benefits to your participation. The potential benefits to libraries and library users in Oklahoma include improvements in the projects funded by LSTA funds and more effective use overall of future LSTA funds by ODL. In addition, the information provided through the evaluation may be of assistance to IMLS and the library community in the process of reauthorization of the LSTA legislation.

Your participation in this study is voluntary and refusal to participate in the focus group will not involve any penalty or loss of benefits to your library. Your responses will not be individually identified in the report made to ODL.

If you have any questions about this evaluation project, contact June Lester at the School of Library and Information Studies at 405-325-3921 or jlester@ou.edu. Any inquiries about your rights as a participant in this evaluation should be made to the OU Office of Research Administration at 405-325-4757.

I hereby agree to participate in the above-described research. I understand my participation is voluntary and that I may withdraw at any time without penalty or loss of benefits.

Signature

Date

Appendix 6c 2. Focus group of ODL Consultants

**Informed Consent Form
for research being conducted under the auspices of the
University of Oklahoma-Norman Campus**

This form provides your consent to participate in the Evaluation of Use of LSTA Funds in Oklahoma being conducted for the Oklahoma Department of Libraries by the OU School of Library and Information Studies, coordinated by June Lester. The purpose of the evaluation is to provide information to ODL for their report to the Institute of Museum and Library Services, the federal agency responsible for administration of LSTA funds, on the effectiveness and impact of use of LSTA funding in the state of Oklahoma.

The focus group in which you are asked to participate is one aspect of the gathering of information to be used in the evaluation. The focus group meeting should take approximately one hour.

There are no individual risks or benefits to your participation. The potential benefits to libraries and library users in Oklahoma include improvements in the projects funded by LSTA funds and more effective use overall of future LSTA funds by ODL. In addition, the information provided through the evaluation may be of assistance to IMLS and the library community in the process of reauthorization of the LSTA legislation.

Your participation in this study is voluntary and refusal to participate in the focus group will not involve any penalty or loss of benefits to your department. Your responses will not be individually identified in the report.

If you have any questions about this evaluation project, contact June Lester at the School of Library and Information Studies at 405-325-3921 or jlester@ou.edu. Any inquiries about your rights as a participant in this evaluation should be made to the OU Office of Research Administration at 405-325-4757.

I hereby agree to participate in the above-described research. I understand my participation is voluntary and that I may withdraw at any time without penalty or loss of benefits.

Signature

Date

Appendix 6c 3. Focus group of Public Library Directors Council

Informed Consent Form

**for research being conducted under the auspices of the
University of Oklahoma-Norman Campus**

This form provides your consent to participate in the Evaluation of Use of LSTA Funds in Oklahoma being conducted for the Oklahoma Department of Libraries by the OU School of Library and Information Studies, coordinated by June Lester. The purpose of the evaluation is to provide information to ODL for their report to the Institute of Museum and Library Services, the federal agency responsible for administration of LSTA funds, on the effectiveness and impact of use of LSTA funding in the state of Oklahoma.

The members of the Public Library Directors Council are asked to participate in a brief guided discussion. We anticipate that the session will last no more than one hour. The session will be tape recorded to ensure that responses are accurately represented, and notes will be taken. No one but the project directors and research assistants will have access to the original recordings and notes. Attribution for comments used in the final report will be made only to the "Public Library Directors Council member(s)." Individuals who comprise the Public Library Directors Council will be identified in the report, but no specific idea, quote, or comment will be attributed to an individual.

There are no individual risks or personal benefits to your participation. The potential benefits to libraries and library users in Oklahoma include improvements in the projects funded by LSTA funds and more effective use overall of future LSTA funds by ODL. In addition, the information provided through the evaluation may be of assistance to IMLS and the library community in the process of reauthorization of the LSTA legislation.

Your participation in this study is voluntary and refusal to participate will not involve any penalty or loss. Your responses will not be individually identified in the report made to ODL.

If you have any questions about this evaluation project, contact June Lester at the School of Library and Information Studies at 405-325-3921 or jlester@ou.edu. Any inquiries about your rights as a participant in this evaluation should be made to the OU Office of Research Administration at 405-325-4757.

I hereby agree to participate in the above-described research. Further, I give permission to be tape-recorded with the confidentiality stipulation stated above. I understand my participation is voluntary and that I may withdraw at any time without penalty or loss of benefits.

Signature

Date

Appendix 6c 4. Interviews

**Informed Consent Form
for research being conducted under the auspices of the
University of Oklahoma-Norman Campus**

This form provides your consent to participate in the Evaluation of Use of LSTA Funds in Oklahoma being conducted for the Oklahoma Department of Libraries by the OU School of Library and Information Studies, coordinated by June Lester. The purpose of the evaluation is to provide information to ODL for their report to the Institute of Museum and Library Services, the federal agency responsible for administration of LSTA funds, on the effectiveness and impact of use of LSTA funding in the state of Oklahoma.

You are asked to participate in an interview session. We anticipate that the session will last no more than one hour. Notes will be taken. No one but the project directors and research assistants will have access to the original notes. All specific ideas, quotes, or comments attributed to you will be provided for your review for accuracy before use in the report.

There are no individual risks or personal benefits to your participation. The potential benefits to libraries and library users in Oklahoma include improvements in the projects funded by LSTA funds and more effective use overall of future LSTA funds by ODL. In addition, the information provided through the evaluation may be of assistance to IMLS and the library community in the process of reauthorization of the LSTA legislation.

Your participation in this study is voluntary and refusal to participate will not involve any penalty or loss.

If you have any questions about this evaluation project, contact June Lester at the School of Library and Information Studies at 405-325-3921 or jlester@ou.edu. Any inquiries about your rights as a participant in this evaluation should be made to the OU Office of Research Administration at 405-325-4757.

I hereby agree to participate in the above-described research. I understand my participation is voluntary and that I may withdraw at any time without penalty or loss of benefits.

Signature

Date

**Informed Consent Form
for research being conducted under the auspices of the
University of Oklahoma-Norman Campus**

This form provides your consent to participate in the Evaluation of Use of LSTA Funds in Oklahoma being conducted for the Oklahoma Department of Libraries by the OU School of Library and Information Studies, coordinated by June Lester. The purpose of the evaluation is to provide information to ODL for their report to the Institute of Museum and Library Services, the federal agency responsible for administration of LSTA funds, on the effectiveness and impact of use of LSTA funding in the state of Oklahoma.

The interview in which you are asked to participate is one aspect of the gathering of information to be used in the evaluation. The interview should take approximately 45 minutes.

There are no individual risks or benefits to your participation. The potential benefits to libraries and library users in Oklahoma include improvements in the projects funded by LSTA funds and more effective use overall of future LSTA funds by ODL. In addition, the information provided through the evaluation may be of assistance to IMLS and the library community in the process of reauthorization of the LSTA legislation.

Your participation in this study is voluntary and refusal to participate in the interview will not involve any penalty or loss of benefits to your library. Your permission is requested below to individually identify your response in the report made to ODL. Your name will be listed in the bibliography as one of the individuals interviewed in association with the evaluation.

If you have any questions about this evaluation project, contact June Lester at the School of Library and Information Studies at 405-325-3921 or jlester@ou.edu. Any inquiries about your rights as a participant in this evaluation should be made to the OU Office of Research Administration at 405-325-4757.

I hereby agree to participate in the above-described research. I understand my participation is voluntary and that I may withdraw at any time without penalty or loss of benefits.

_____ *Yes, I allow my name to be used to individually identify my responses in the report to ODL..*

_____ *No, I do not allow my name to be used in the ODL report other than in the list of participants in the bibliography section.*

Signature

Date

Appendix 6d: Focus group locations and dates

Belle Isle Library, Oklahoma City, Oklahoma, September 19, 2001 (Public Library Directors Council)

Chickasaw Regional Library, Ardmore, Oklahoma, November 12, 2001

Kingfisher Memorial Library, Kingfisher, Oklahoma, October 15, 2001

Moore Public Library, Moore, Oklahoma, October 29, 2001

Oklahoma Department of Libraries, Oklahoma City, Oklahoma, December 5, 2001 (ODL consultants)

Tahlequah Public Library, Tahlequah, Oklahoma, October 26, 2001

Talihina Public Library, Talihina, Oklahoma, October 22, 2001

Appendix 6e 1.: Focus group questions, Survey participants

1. Do you feel that participation in the certification program has changed your approach to your job, that is, the way you do things or the way you think about your work? (Examples? Specific aspect of program?)
2. Do you think participation in the certification program has had any impact on the way you feel about yourself and your job? (Examples? Specific aspect of program?)
3. Do you think participation in the certification program has affected the way other people think about you or interact with you? We're especially interested in co-workers, supervisors, trustees, city government officials.
4. Has your participation in the certification program had any impact on the way you think about professional associations (especially OLA and ALA)?
5. Do you think your participation (or your colleagues') has had any impact on service to patrons? (Examples? Specific aspect of program?)
6. Have you seen any changes (administrative or planning processes, budget, resources) in your library that you feel are attributable to certification?
7. Would you do it again? Would you encourage others?
8. Do you have anything to add? Are there aspects of the program or your reaction to it that we haven't addressed?

Appendix 6e 2.: Focus group questions, ODL Consultants

1. You work on a regular basis with many of the participants in the Public Library Certification Program. From your perspective as a consultant, do you feel that their participation in the certification program has changed their approaches to their jobs, that is, the way they seem to approach things or the way they think about their work? (Examples? Specific aspect of program?)
2. Do you think participation in the certification program has had any impact on communication between you and the participants? For example, are they more or less likely to call or has the nature of the questions changed? (Examples? Specific aspect of program?)
3. Do you think participation in the certification program has affected the way other people in the library community (i.e., peers, supervisors, trustees) think about or interact with the participants?
4. Do you think participation in the certification program has affected the way other people in the external constituencies (i.e., city officials, patrons) think about or interact with the participants or, by extension, the library?
5. Have you noticed any impact on the way certification program participants think about professional associations (especially OLA and ALA)?
6. From your perspective as a consultant, do you think participation in the certification program has had any impact on service to patrons? (Examples? Intuition, observation?)
7. Have you seen any changes (administrative or planning processes, budget, resources) in any of the state's libraries that you feel are attributable to certification?
8. What would you say is the greatest impact (positive or negative) of the public librarian certification program?
9. Do you have anything to add? Are there aspects of the program or your reaction to it that we haven't addressed?

Appendix 6e 3.: Focus group questions, Public Library Directors Council

1. Respondents indicated positive changes in almost all categories of self-perception, especially in areas of knowledge and confidence. This is consistent with the very high impact on job satisfaction.
2. Are the results in personal attributes and career impact consistent with your expectations for the program when it was implemented?
3. Respondents also report seeing changes in services and library support, although the impact is not as great as on the personal level. From your perspective as directors, are you seeing changes in library services or support?

Appendix 6f 1.: Interview questions, ODL Certification Specialist

1. Has the certification program affected the other continuing education activities of ODL? What connection do you see between the program and the other ODL training?
2. What is your assessment of the impact of the Certification Board on the program, the structure, course content, reception in the library community, or other?
3. Do you think the certification program has had an impact on the way program participants think about professional associations (especially OLA and ALA)?
4. What would you say is the greatest impact (positive or negative) of the public librarian certification program?
5. Do you think certification should be required?
6. What would happen if ODL decided not to continue use of LSTA funds for this program?
7. Do you have anything to add? Are there aspects of the program that you want to comment on that we may not have considered?

Appendix 6f 2. : Interview questions, Institute in Public Librarianship Participant

1. What connection, if any, is there between your decision to complete the public library certification program and your decision to enter the MLIS program?
2. What have been the differences in terms of what you gained from the 2 programs? That is, what did you gain from the certification program that was not available in the MLIS program? What did you gain from the MLIS program that was not available from the certification program?
3. Have you perceived any difference in the reactions of your peers and supervisors to your participation in the two programs?
4. Would you encourage others to complete the certification program?
5. Would you encourage others to enter the degree program?

APPENDIX 7: METHODOLOGY AND INSTRUMENTS FOR EVALUATION OF THE STATEWIDE INFORMATION DATABASES PROJECT

Appendix 7a: Description of methodology for survey and focus groups

Appendix 7b: Survey instruments

- 1. Academic libraries*
- 2. Public libraries*
- 3. School libraries*
- 4. Special libraries*

Appendix 7c: Cover letters

- 1. Academic libraries*
- 2. Public libraries*
- 3. School libraries*
- 4. Special libraries*

Appendix 7d: Informed Consent Forms

- 1. Focus group of Oklahoma Council of Academic Library Directors*
- 2. Focus group of Public Library Directors Council*
- 3. Focus group of school library media specialists*
- 4. Focus group of Oklahoma Health Sciences Library Association members*

Appendix 7e: Focus group locations and dates

Appendix 7f: Focus group questions

- 1. Oklahoma Council of Academic Library Directors*
- 2. Public Library Directors Council*

3. *School library media specialists*
4. *Oklahoma Health Sciences Library Association members*

Appendix 7a: Description of methodology for survey and focus groups

Survey instruments for each of the four types of libraries (academic, public, school, and special), designed to elicit both factual information about the use of the databases and evaluative information about the importance of the statewide program to the libraries and to their users, were constructed. Each of the four survey instruments was reviewed by individuals with expert knowledge of the conditions and environment of that type of library for clarity of questions, accuracy of predicted time for completion, and appropriateness of terminology used for the specific type of library. The surveys were then revised based on the comments of these experts.

Prior to the mailing of the survey, presentations about the LSTA evaluation and about the forthcoming survey were made by study team members to the Public Library Directors Council, to the Oklahoma Council of Academic Library Directors, and to the members of the Oklahoma Health Science Library Association. A notice about the evaluation and the survey was included in the newsletter of the of Library Media section of the Oklahoma State Department of Education, sent to all public school libraries.

The surveys were reproduced by the Oklahoma Department of Libraries and mailed by ODL to all academic, public, and special libraries or similar entities (such as state agency departments) registered for use of the databases. A random sample of approximately one-third of the school libraries registered was drawn and the school library survey was sent to those. Cover letters accompanied the surveys. Those sent to academic libraries were signed by the ODL Director and the Chair of the Oklahoma Council of Academic Library Directors, and those to school libraries were jointly signed by the ODL Director and the Head of Library Media for the Oklahoma State Department of Education. Cover letters to public libraries and special libraries were sent from the ODL Director.

All surveys were returned directly to the study team at the University of Oklahoma School of Library and Information Studies in self-addressed, postage-paid return envelopes. In an attempt to increase response rate, follow-up by phone call and postcard was made to non-respondents in the academic, public, and special library groups. Public library system headquarters assisted in encouraging returns from their branches, and the ODL consultant for institutional libraries provided assistance in encouraging returns from that group.

Although the response rate from school libraries was very low, after consultation with the head of school media for the State Department of Education, it was decided that any follow up attempt with that group would not be fruitful, since school was already out for the summer. A change in the vendor for the databases and subsequent change in the exact configuration of the databases available beginning during the summer eliminated the option of follow-up in August after school was back in session.

After initial analysis of the surveys and review of the comments in the surveys for each type of library, focus groups were held with members of the Public Library Directors

Council, the Oklahoma Council of Academic Library Directors, the Oklahoma Health Sciences Library Association, and a select group of school library media specialists. Discussions with these focus groups pursued clarification and interpretation of the findings from the surveys and also solicited information and comments not available through the survey.

The focus group discussions were transcribed and analyzed to gain additional insights and understanding of the effectiveness of the statewide information database program.

Appendix 7b: Survey instruments

- 1. Academic libraries*
- 2. Public libraries*
- 3. School libraries*
- 4. Special libraries*

Appendix 7b 1. Statewide Information Databases Survey Academic Libraries

STATEWIDE INFORMATION DATABASES SURVEY
(PLEASE COMPLETE AND RETURN BY JUNE 11, 2001)

Name of library _____ City _____ Zip code _____

Total number employed in this library _____

Name of institution _____

Person completing survey _____

Name _____ Position _____

Phone _____ Email address _____

Section I.

1. This library initially registered for the Statewide Information Databases in (*circle year*)
 1997 1998 1999 2000 2001

2. The total headcount number of students enrolled in the institution served by this library is (*give number*) _____.

3. The number of books (volumes, not titles) held in this library is _____.

4. The library has an Internet connection to access the Statewide Information Databases through a (*circle the number of your response*)
 - 1 fixed IP address
 - 2 dial-up provider
 - 3 other (*please specify*) _____
 - 4 no Internet connection

5. The number of work stations in the library from which patrons can gain access to the databases is ____.

6. Home or office access by users to the Statewide Information Databases is provided by this library.
 (*Circle the number of your response.*)
 - 1 Yes
 - 2 No

7. This library promotes patron use of the databases by (*circle the number for each that applies*)
 - 1 bookmarks
 - 2 library web pages
 - 3 newsletters
 - 4 signage
 - 5 announcements in student newspaper, campus radio
 - 6 announcements/flyers to faculty
 - 7 bibliographic instruction/information literacy sessions
 - 8 other (*please specify*) _____

8. This library provides instructions for user access to the Statewide Information Databases in the following ways. *(Circle the number for each that applies.)*
- 1 Instructions are on the library web pages.
 - 2 Instructions are provided in a handout available in the library.
 - 3 Instructions are provided in user training sessions.
 - 4 Instructions are provided in one-on-one sessions.
 - 5 No instructions are provided.
 - 6 Other *(please specify)* _____
9. Since implementation of the Statewide Information Databases, patron demand for staff assistance has *(circle the number of your response)*
- 1 increased
 - 2 not changed
 - 3 decreased
10. Funding for this library's use of the Statewide Information Databases is provided by *(circle the number for each that applies)*
- 1 Oklahoma Department of Libraries (ODL)
 - 2 Oklahoma State Department of Education
 - 3 Oklahoma State Regents for Higher Education
 - 4 Library Services and Technology Act federal funding
 - 5 Oklahoma State Legislature appropriations
 - 6 this library's budget
 - 7 other *(please specify)* _____
11. As a result of having access to the Statewide Information Databases program this library has been able to reallocate funds previously expended on access to these databases to *(circle the number for each that applies)*
- 1 provide access to additional databases
 - 2 provide additional patron-access computers
 - 3 purchase additional print resources
 - 4 increase number of library staff assisting users
 - 5 extend library hours
 - 6 other *(please specify)* _____
 - 7 no reallocation of funds has occurred

12. As a result of having access to the Statewide Information Databases program this library has received additional funding from *(circle the number for each that applies)*
- 1 the institution
 - 2 private individual gifts
 - 3 corporations/businesses
 - 4 private foundations
 - 5 other *(please specify)* _____
 - 6 no additional funding received
13. Staff of this library have received training in use of the Statewide Information Databases in the following forms. *(Circle the number for each that applies.)*
- 1 workshops at ODL
 - 2 ODL-delivered training at this library
 - 3 OLA-sponsored workshop
 - 4 professional association meeting *(specify which association)* _____
 - 5 inhouse training
 - 6 other *(please specify)* _____
 - 7 no training received
14. Approximate number of library staff who have received training in use of the Statewide Information Databases is *(fill in the number)* _____.
15. Approximate number of library staff using one or more of the Statewide Information Databases on a regular basis is *(fill in the number)* _____.
16. This library's use of databases **prior** to registering for the Statewide Information Databases program was *(circle the number that represents your best estimate)*
- 1 heavy
 - 2 moderate
 - 3 light
 - 4 not used
17. This library's use of databases **since** registering for the Statewide Information Databases program is *(circle the number that represents your best estimate)*
- 1 heavy
 - 2 moderate
 - 3 light
 - 4 not used
18. Please complete the sections of the following grid regarding access, volume, and importance of the individual databases in the Statewide Databases program.

Name of database	What Access Did Your Library Have to this Database Prior to Registering for the Statewide Information Databases? Check all that apply				Volume of Database Use (best estimate)		How Important is this Database to Your Library? 1 = Essential 2 = Useful 3 = Somewhat Useful 4 = Not Useful
	CD-ROM	ON-LINE	PRINT	NONE	Before Statewide Information Databases Program	During Statewide Information Databases Program	
ArticleFirst							
Books in Print							
ContentsFirst							
Electric Library							
Electronic Collections Online							
ERIC							
Expanded Academic ASAP							
FastDoc							
General Reference Center							
General Business File ASAP							
GPO Monthly Catalog							
Health Reference Center Academic							
Kid's Edition							
LegalTrac							
MEDLINE							
National Newspaper Index							
NetFirst							
PapersFirst							

Name of database	What Access Did Your Library Have to this Database Prior to Registering for the Statewide Information Databases? Check all that apply				Volume of Database Use (best estimate)		How Important is this Database to Your Library? 1 = Essential 2 = Useful 3 = Somewhat Useful 4 = Not Useful
	CD-ROM	ON-LINE	PRINT	NONE	Before Statewide Information Databases Program	During Statewide Information Databases Program	
Periodicals Abstracts							
ProceedingsFirst							
PROMT							
Union Lists of Periodicals							
World Almanac							
WorldCat							

19. If increased funds were available for the Statewide Information Databases program to add other databases, top priority for one additional database or service should be (*provide name of database or service*) _____.

Section II.

For the following items please indicate by circling the number after each item that best represents your agreement/disagreement with the statement, where

1 = strongly agree 2 = agree 3 = disagree 4 = strongly disagree

20.	Access to the Statewide Information Databases has enhanced the public image of our library.	1	2	3	4
21.	Access to the Statewide Information Databases has enhanced decision makers' perception of our library.	1	2	3	4
22.	The Statewide Information Databases are essential to the services provided by our library.	1	2	3	4
23.	The Statewide Information Databases have increased library use.	1	2	3	4
24.	Faculty use the Statewide Information Databases to support instruction.	1	2	3	4
25.	Faculty use the Statewide Information Databases to support research.	1	2	3	4
26.	Students use the Statewide Information Databases to strengthen their class assignments.	1	2	3	4
27.	Institution administrators use the Statewide Information Databases to support their planning and decision-making.	1	2	3	4
28.	The Statewide Information Databases have improved the quality of student learning.	1	2	3	4
29.	ODL training in use of the Statewide Information Databases has been critical to our use of the databases.	1	2	3	4
30.	Our library staff are more knowledgeable about and proficient in use of databases than they were before the implementation of the Statewide Information Databases program.	1	2	3	4
31.	Our library staff are competent users of the databases provided in the statewide program.	1	2	3	4
32.	Our library patrons are competent users of the databases provided in the statewide program.	1	2	3	4
33.	Staff in this library would benefit from additional training on the Statewide Information Databases.	1	2	3	4
34.	Patrons of this library would benefit from additional training on the Statewide Information Databases.	1	2	3	4
35.	Information about library participation in the Statewide Information Databases program is easily accessible from the ODL website.	1	2	3	4
36.	Assistance and trouble shooting for the Statewide Information Databases is provided by ODL when needed.	1	2	3	4
37.	The number of databases in the Statewide Information Databases program has been increased as needed to provide current, relevant and accurate information for my library users.	1	2	3	4

Section III.

38. The greatest benefit of the Statewide Information Databases program for this library has been
(complete the sentence)
39. The greatest problem of the Statewide Information Databases program for this library has been
(complete the sentence)
40. *Add any additional comments that you wish to make concerning the Statewide Information Databases Program.*

PLEASE RETURN THIS SURVEY BY JUNE 11, 2001, IN THE ENCLOSED SELF-ADDRESSED, POSTAGE-PAID ENVELOPE. THANK YOU FOR YOUR HELP IN THIS EVALUATION OF THE STATEWIDE INFORMATION DATABASES PROGRAM!

IF YOU HAVE ANY QUESTIONS ABOUT THE SURVEY, PLEASE CONTACT JUNE LESTER OR DANNY WALLACE, UNIVERSITY OF OKLAHOMA SCHOOL OF LIBRARY AND INFORMATION STUDIES, 405-325-3921.

Appendix 7b 2: Statewide Information Databases Survey Public Libraries

STATEWIDE INFORMATION DATABASES SURVEY
(PLEASE COMPLETE AND RETURN BY JUNE 11, 2001)

Name of library _____ City _____ Zip code _____

Total number employed in this library _____

Name of library system (if applicable) _____

Person completing survey _____

Name _____ Position _____

Phone _____ Email address _____

Section I.

1. This library initially registered for the Statewide Information Databases in (*circle year*)
 1997 1998 1999 2000 2001

2. The total population served by this library is (*give number*) _____.

3. The number of books (volumes, not titles) held in this library is _____.

4. The library has an Internet connection to access the Statewide Information Databases through a (*circle the number of your response*)
 - 1 fixed IP address
 - 2 dial-up provider
 - 3 other (*please specify*) _____
 - 4 no Internet connection

5. The number of work stations in the library from which patrons can gain access to the databases is _____.

6. Home or office access by users to the Statewide Information Databases is provided by this library.
 (*Circle the number of your response.*)
 - 1 Yes
 - 2 No

7. This library promotes patron use of the databases by (*circle the number for each that applies*)
 - 1 bookmarks
 - 2 library web pages
 - 3 newsletters
 - 4 signage
 - 5 announcements in local newspaper, radio, tv
 - 6 announcements/flyers to local organizations

- 7 bibliographic instruction/information literacy sessions
- 8 other *(please specify)* _____
8. This library provides instructions for user access to the Statewide Information Databases in the following ways. *(Circle the number for each that applies.)*
- 1 Instructions are on the library web pages.
- 2 Instructions are provided in a handout available in the library.
- 3 Instructions are provided in user training sessions.
- 4 Instructions are provided in one-on-one sessions.
- 5 No instructions are provided.
- 6 Other *(please specify)* _____
9. Since implementation of the Statewide Information Databases, patron demand for staff assistance has *(circle the number of your response)*
- 1 increased
- 2 not changed
- 3 decreased
10. Funding for this library's use of the Statewide Information Databases is provided by *(circle the number for each that applies)*
- 1 Oklahoma Department of Libraries (ODL)
- 2 Oklahoma State Department of Education
- 3 Oklahoma State Regents for Higher Education
- 4 Library Services and Technology Act federal funding
- 5 Oklahoma State Legislature appropriations
- 6 this library's budget
- 7 other *(please specify)* _____
11. As a result of having access to the Statewide Information Databases program this library has been able to reallocate funds previously expended on access to these databases to *(circle the number for each that applies)*
- 1 provide access to additional databases
- 2 provide additional patron-access computers
- 3 purchase additional print resources
- 4 increase number of library staff assisting users
- 5 extend library hours
- 6 other *(please specify)* _____
- 7 no reallocation of funds has occurred

12. As a result of having access to the Statewide Information Databases program this library has received additional funding from (*circle the number for each that applies*)
- 1 the city
 - 2 the county
 - 3 the library system administration (for libraries in systems)
 - 4 private individual gifts
 - 5 corporations/businesses
 - 6 private foundations
 - 7 other (*please specify*) _____
 - 8 no additional funding received
13. Staff of this library have received training in use of the Statewide Information Databases in the following forms. (*Circle the number for each that applies.*)
- 1 workshops at ODL
 - 2 ODL-delivered training at this library
 - 3 OLA-sponsored workshop
 - 4 professional association meeting (*specify which association*) _____
 - 5 inhouse training
 - 6 other (*please specify*) _____
 - 7 no training received
14. Approximate number of library staff who have received training in use of the Statewide Information Databases is (*fill in the number*) _____.
15. Approximate number of library staff using one or more of the Statewide Information Databases on a regular basis is (*fill in the number*) _____.
16. This library's use of databases **prior** to registering for the Statewide Information Databases program was (*circle the number that represents your best estimate*)
- 1 heavy
 - 2 moderate
 - 3 light
 - 4 not used
17. This library's use of databases **since** registering for the Statewide Information Databases program is (*circle the number that represents your best estimate*)
- 1 heavy
 - 2 moderate
 - 3 light
 - 4 not used
18. Please complete the sections of the following grid regarding access, volume, and importance of the individual databases in the Statewide Information Databases program.

Name of database	What Access Did Your Library Have to this Database Prior to Registering for the Statewide Information Databases? Check all that apply				Volume of Database Use (best estimate)		How Important is this Database to Your Library? 1 = Essential 2 = Useful 3 = Somewhat Useful 4 = Not Useful
	CD-ROM	ON-LINE	PRINT	NONE	Before Statewide Information Databases Program	During Statewide Information Databases Program	
ArticleFirst							
Books in Print							
ContentsFirst							
Electric Library							
Electronic Collections Online							
ERIC							
Expanded Academic ASAP							
FastDoc							
General Reference Center							
General Business File ASAP							
GPO Monthly Catalog							
Health Reference Center Academic							
Kid's Edition							
LegalTrac							
MEDLINE							
National Newspaper Index							
NetFirst							

Name of database	What Access Did Your Library Have to this Database Prior to Registering for the Statewide Information Databases? Check all that apply				Volume of Database Use (best estimate)		How Important is this Database to Your Library? 1 = Essential 2 = Useful 3 = Somewhat Useful 4 = Not Useful
	CD-ROM	ON-LINE	PRINT	NONE	Before Statewide Information Databases Program	During Statewide Information Databases Program	
PapersFirst							
Periodicals Abstracts							
ProceedingsFirst							
PROMT							
Union Lists of Periodicals							
World Almanac							
WorldCat							

19. If increased funds were available for the Statewide Information Databases to add other databases, top priority for one additional database or service should be *(provide name of database or service)*
- _____.

Section II.

For the following items please circle the number after each item that best represents your agreement/disagreement with the statement, where

1 = strongly agree 2 = agree 3 = disagree 4 = strongly disagree

20.	Access to the Statewide Information Databases has enhanced the public image of our library.	1	2	3	4
21.	Access to the Statewide Information Databases has enhanced decision makers' perception of our library.	1	2	3	4
22.	The Statewide Information Databases are essential to the services provided by our library.	1	2	3	4
23.	The Statewide Information Databases have increased library use.	1	2	3	4
24.	Library patrons use the Statewide Information Databases for work-related purposes.	1	2	3	4
25.	Library patrons use the Statewide Information Databases for education-related purposes.	1	2	3	4
26.	Library patrons use the Statewide Information Databases to support civic or volunteer activities.	1	2	3	4
27.	Library patrons use the Statewide Information Databases to support leisure-time activities.	1	2	3	4
28.	ODL training in use of the Statewide Information Databases has been critical to our use of the databases.	1	2	3	4
29.	Our library staff are more knowledgeable about and proficient in use of databases than they were before the implementation of the Statewide Information Databases program.	1	2	3	4
30.	Our library staff are competent users of the databases provided in the statewide program.	1	2	3	4
31.	Our library patrons are competent users of the databases provided in the statewide program.	1	2	3	4
32.	Staff in this library would benefit from additional training on the Statewide Information Databases.	1	2	3	4
33.	Patrons of this library would benefit from additional training on the Statewide Information Databases.	1	2	3	4
34.	Information about library participation in the Statewide Information Databases program is easily accessible from the ODL website.	1	2	3	4
35.	Assistance and trouble shooting for the Statewide Information Databases is provided by ODL when needed.	1	2	3	4
36.	The number of databases in the Statewide Information Databases program has been increased as needed to provide current, relevant and accurate information for my library users.	1	2	3	4

Section III.

39. The greatest benefit of the Statewide Information Databases program for this library has been
(complete the sentence)

39. The greatest problem of the Statewide Information Databases program for this library has been
(complete the sentence)

39. *Add any additional comments that you wish to make concerning the Statewide Information Databases Program.*

PLEASE RETURN THIS SURVEY BY *JUNE 11, 2001*, IN THE ENCLOSED SELF-ADDRESSED, POSTAGE-PAID ENVELOPE. THANK YOU FOR YOUR HELP IN THIS EVALUATION OF THE STATEWIDE INFORMATION DATABASES PROGRAM!

IF YOU HAVE ANY QUESTIONS ABOUT THE SURVEY, PLEASE CONTACT JUNE LESTER OR DANNY WALLACE, UNIVERSITY OF OKLAHOMA SCHOOL OF LIBRARY AND INFORMATION STUDIES, 405-325-3921.

Appendix 7b 3: Statewide Information Databases Survey School Libraries

STATEWIDE INFORMATION DATABASES SURVEY
(PLEASE COMPLETE AND RETURN BY MAY 21, 2001)

Name of library _____ City _____ Zip code _____

Total number employed in this library _____

Name of school district _____

Person completing survey _____

Name

Position

Phone

Email address

Section I.

1. This library initially registered for the Statewide Information Databases in (*circle year*)
1997 1998 1999 2000 2001

2. The total number of teachers and students served by this library is (*give number*) _____.

3. The number of books (volumes, not titles) held in this library is _____.

4. The library has an Internet connection to access the Statewide Information Databases through a (*circle the number of your response*)
 - 1 fixed IP address
 - 2 dial-up provider
 - 3 other (*please specify*) _____
 - 4 no Internet connection

5. The number of work stations in the library from which patrons can gain access to the databases is _____.

6. Home or office access by users to the Statewide Information Databases is provided by this library.
(*Circle the number of your response.*)
 - 1 Yes
 - 2 No

7. This library promotes patron use of the databases by (*circle the number for each that applies*)
 - 1 bookmarks
 - 2 library web pages
 - 3 newsletters
 - 4 signage
 - 5 announcements in school newspaper or other media
 - 6 announcements/flyers to teachers
 - 7 bibliographic instruction/information literacy sessions
 - 8 other (*please specify*) _____

8. This library provides instructions for user access to the Statewide Information Databases in the following ways. *(Circle the number for each that applies.)*
- 1 Instructions are on the library web pages.
 - 2 Instructions are provided in a handout available in the library.
 - 3 Instructions are provided in user training sessions.
 - 4 Instructions are provided in one-on-one sessions.
 - 5 No instructions are provided.
 - 6 Other *(please specify)* _____
9. Since implementation of the Statewide Information Databases, patron demand for staff assistance has *(circle the number of your response)*
- 1 increased
 - 2 not changed
 - 3 decreased
10. Funding for this library's use of the Statewide Information Databases is provided by *(circle the number for each that applies)*
- 1 Oklahoma Department of Libraries (ODL)
 - 2 Oklahoma State Department of Education (SDE)
 - 3 Oklahoma State Regents for Higher Education
 - 4 Library Services and Technology Act federal funding
 - 5 Oklahoma State Legislature appropriations
 - 6 this school's budget
 - 7 other *(please specify)* _____
11. As a result of having access to the Statewide Information Databases program this library has been able to reallocate funds previously expended on access to these databases to *(circle the number for each that applies)*
- 1 provide access to additional databases
 - 2 provide additional patron-access computers
 - 3 purchase additional print resources
 - 4 increase number of library staff assisting users
 - 5 extend library hours
 - 6 other *(please specify)* _____
 - 7 no reallocation of funds has occurred

12. As a result of having access to the Statewide Information Databases program this library has received additional funding from (*circle the number for each that applies*)
- 1 the building level administration
 - 2 the school district
 - 3 private individual gifts
 - 4 corporations/businesses
 - 5 private foundations
 - 6 other (*please specify*) _____
 - 7 no additional funding received
13. Staff of this library have received training in use of the Statewide Information Databases in the following forms. (*Circle the number for each that applies.*)
- 1 workshops at ODL
 - 2 ODL-delivered training at this library
 - 3 SDE-sponsored training
 - 4 OLA-sponsored workshop
 - 5 professional association meeting (*specify which association*) _____
 - 6 inservice training
 - 7 other (*please specify*) _____
 - 8 no training received
14. Approximate number of library staff who have received training in use of the Statewide Information Databases is (*fill in the number*) _____.
15. Approximate number of library staff using one or more of the Statewide Information Databases on a regular basis is (*fill in the number*) _____.
16. This library's use of databases **prior** to registering for the Statewide Information Databases program was (*circle the number that represents your best estimate*)
- 1 heavy
 - 2 moderate
 - 3 light
 - 4 not used
17. This library's use of databases **since** registering for the Statewide Information Databases program is (*circle the number that represents your best estimate*)
- 1 heavy
 - 2 moderate
 - 3 light
 - 3 not used
18. Please complete the sections of the following grid regarding access, volume, and importance of the individual databases in the Statewide Information Databases program.

Name of database	What Access Did Your Library Have to this Database Prior to Registering for the Statewide Information Databases? Check all that apply				Volume of Database Use (best estimate) 1 = Heavy 2 = Moderate 3 = Light 4 = None 5 = Don't know		How Important is this Database to Your Library? 1 = Essential 2 = Useful 3 = Somewhat Useful 4 = Not Useful
	CD-ROM	ON-LINE	PRINT	NONE	Before Statewide Information Databases Program	During Statewide Information Databases Program	
ArticleFirst							
Books in Print							
ContentsFirst							
Electric Library							
Electronic Collections Online							
ERIC							
Expanded Academic ASAP							
FastDoc							
General Reference Center							
General Business File ASAP							
GPO Monthly Catalog							
Health Reference Center Academic							
Kid's Edition							
LegalTrac							
MEDLINE							
National Newspaper Index							
NetFirst							

Name of database	What Access Did Your Library Have to this Database Prior to Registering for the Statewide Information Databases? Check all that apply				Volume of Database Use (best estimate)		How Important is this Database to Your Library? 1 = Essential 2 = Useful 3 = Somewhat Useful 4 = Not Useful
	CD-ROM	ON-LINE	PRINT	NONE	Before Statewide Information Databases Program	During Statewide Information Databases Program	
PapersFirst							
Periodicals Abstracts							
ProceedingsFirst							
PROMT							
Union Lists of Periodicals							
World Amanac							
WorldCat							

19. If increased funds were available for the Statewide Information Databases to add other databases, top priority for one additional database or service should be *(provide name of database or service)*
- _____.

Section II.

For the following items please circle the number after each item that best represents your agreement/disagreement with the statement, where

1 = strongly agree 2 = agree 3 = disagree 4 = strongly disagree

20.	Access to the Statewide Information Databases has enhanced the public image of our library.	1	2	3	4
21.	Access to the Statewide Information Databases has enhanced decision makers' perception of our library.	1	2	3	4
22.	The Statewide Information Databases are essential to the services provided by our library.	1	2	3	4
23.	The Statewide Information Databases have increased library use.	1	2	3	4
24.	Library media specialists use the Statewide Information Databases to support instruction and collaboration.	1	2	3	4
25.	Teachers use the Statewide Information Databases to support instruction.	1	2	3	4
26.	Students use the Statewide Information Databases to strengthen reports and projects.	1	2	3	4
27.	School administrators use the Statewide Information Databases to locate and identify current information on educational theory and practice.	1	2	3	4
28.	The databases have improved the school's integration of technology across the curriculum.	1	2	3	4
29.	ODL training in use of the Statewide Information Databases has been critical to our use of the databases.	1	2	3	4
30.	Our library staff are more knowledgeable about and proficient in use of databases than they were before the implementation of the Statewide Information Databases program.	1	2	3	4
31.	Our library staff are competent users of the databases provided in the statewide program.	1	2	3	4
32.	Our library patrons are competent users of the databases provided in the statewide program.	1	2	3	4
33.	Staff in this library would benefit from additional training on the Statewide Information Databases.	1	2	3	4
34.	Patrons of this library would benefit from additional training on the Statewide Information Databases.	1	2	3	4
35.	Information about library participation in the Statewide Information Databases program is easily accessible from the ODL website.	1	2	3	4
36.	Assistance and trouble shooting for the Statewide Information Databases is provided by ODL when needed.	1	2	3	4
37.	The number of databases in the Statewide Information Databases program has been increased as needed to provide current, relevant and accurate information for my library users.	1	2	3	4

Section III.

38 The greatest benefit of the Statewide Information Databases program for this library has been
(complete the sentence)

39 The greatest problem of the Statewide Information Databases program for this library has been
(complete the sentence)

40 *Add any additional comments that you wish to make concerning the Statewide Information Databases Program.*

PLEASE RETURN THIS SURVEY BY MAY 21, 2001, IN THE ENCLOSED SELF-ADDRESSED POSTAGE-PAID ENVELOPE. THANK YOU FOR YOUR HELP IN THIS EVALUATION OF THE STATEWIDE INFORMATION DATABASES PROGRAM!

IF YOU HAVE ANY QUESTIONS ABOUT THE SURVEY, PLEASE CONTACT JUNE LESTER OR KATHY LATROBE, UNIVERSITY OF OKLAHOMA SCHOOL OF LIBRARY AND INFORMATION STUDIES, 405-325-3921.

Appendix 7b 4: Statewide Information Databases Survey Special Libraries

STATEWIDE INFORMATION DATABASES SURVEY
(PLEASE COMPLETE AND RETURN BY JUNE 11, 2001)

Name of library _____ City _____ Zip code _____

Total number employed in this library _____

Name of organization or company _____

Person completing survey _____

Name

Position

Phone

Email address

Section I.

1. This library initially registered for the Statewide Information Databases in (*circle year*)
 1997 1998 1999 2000 2001

2. The total number of people served by this library is (*give number*) _____.

3. The number of books (volumes, not titles) held in this library is _____.

4. The library has an Internet connection to access the Statewide Information Databases through a (*circle the number of your response*)
 - 1 fixed IP address
 - 2 dial-up provider
 - 3 other (*please specify*) _____
 - 4 no Internet connection

5. The number of work stations in the library from which patrons can gain access to the databases is _____.

6. Home or office access by users to the Statewide Information Databases is provided by this library.
 (*Circle the number of your response.*)
 - 1 Yes
 - 2 No

7. This library promotes patron use of the databases by (*circle the number for each that applies*)
 - 1 bookmarks
 - 2 library web pages
 - 3 library newsletters
 - 4 signage
 - 5 announcements in inhouse organization/company newsletter
 - 6 announcements/flyers to organization/company personnel
 - 7 bibliographic instruction/information literacy sessions
 - 8 other (*please specify*) _____

8. This library provides instructions for user access to the Statewide Information Databases in the following ways. *(Circle the number for each that applies.)*
- 1 Instructions are on the library web pages.
 - 2 Instructions are provided in a handout available in the library.
 - 3 Instructions are provided in user training sessions.
 - 4 Instructions are provided in one-on-one sessions.
 - 5 No instructions are provided.
 - 6 Other *(please specify)* _____
9. Since implementation of the Statewide Information Databases, patron demand for staff assistance has *(circle the number of your response)*
- 1 increased
 - 2 not changed
 - 3 decreased
10. Funding for this library's use of the Statewide Information Databases is provided by *(circle the number for each that applies)*
- 1 Oklahoma Department of Libraries (ODL)
 - 2 Oklahoma State Department of Education
 - 3 Oklahoma State Regents for Higher Education
 - 4 Library Services and Technology Act federal funding
 - 5 Oklahoma State Legislature appropriations
 - 6 this library's budget
 - 7 this organization/company administration
 - 8 other *(please specify)* _____
11. As a result of having access to the Statewide Information Databases program this library has been able to reallocate funds previously expended on access to these databases to *(circle the number for each that applies)*
- 1 provide access to additional databases
 - 2 provide additional patron-access computers
 - 3 purchase additional print resources
 - 4 increase number of library staff assisting users
 - 5 extend library hours
 - 6 other *(please specify)* _____
 - 7 no reallocation of funds has occurred

12. As a result of having access to the Statewide Information Databases program this library has received additional funding from *(circle the number for each that applies)*
- 1 the organization/company administration
 - 2 private individual gifts
 - 3 corporations/businesses
 - 4 private foundations
 - 5 other *(please specify)* _____
 - 6 no additional funding received
13. Staff of this library have received training in use of the Statewide Information Databases in the following forms. *(Circle the number for each that applies.)*
- 1 workshops at ODL
 - 2 ODL-delivered training at this library
 - 3 OLA-sponsored workshop
 - 4 professional association meeting *(specify which association)* _____
 - 5 inhouse training
 - 6 other *(please specify)* _____
 - 7 no training received
14. Approximate number of library staff who have received training in use of the Statewide Information Databases is *(fill in the number)* _____.
15. Approximate number of library staff using one or more of the Statewide Information Databases on a regular basis is *(fill in the number)* _____.
16. This library's use of databases **prior** to registering for the Statewide Information Databases program was *(circle the number that represents your best estimate)*
- 1 heavy
 - 2 moderate
 - 3 light
 - 4 not used
17. This library's use of databases **since** registering for the Statewide Information Databases program is *(circle the number that represents your best estimate)*
- 1 heavy
 - 2 moderate
 - 3 light
 - 4 not used
18. Please complete the sections of the following grid regarding access, volume, and importance of the individual databases in the Statewide Information Databases program.

Name of database	What Access Did Your Library Have to this Database Prior to Registering for the Statewide Information Databases? Check all that apply				Volume of Database Use (best estimate)		How Important is this Database to Your Library? 1 = Essential 2 = Useful 3 = Somewhat Useful 4 = Not Useful
	CD-ROM	ON-LINE	PRINT	NONE	Before Statewide Information Databases Program	During Statewide Information Databases Program	
ArticleFirst							
Books in Print							
ContentsFirst							
Electric Library							
Electronic Collections Online							
ERIC							
Expanded Academic ASAP							
FastDoc							
General Reference Center							
General Business File ASAP							
GPO Monthly Catalog							
Health Reference Center Academic							
Kid's Edition							
LegalTrac							
MEDLINE							
National Newspaper Index							
NetFirst							

Name of database	What Access Did Your Library Have to this Database Prior to Registering for the Statewide Information Databases? Check all that apply				Volume of Database Use (best estimate)		How Important is this Database to Your Library? 1 = Essential 2 = Useful 3 = Somewhat Useful 4 = Not Useful
	CD-ROM	ON-LINE	PRINT	NONE	Before Statewide Information Databases Program	During Statewide Information Databases Program	
PapersFirst							
Periodicals Abstracts							
ProceedingsFirst							
PROMT							
Union Lists of Periodicals							
World Amanac							
WorldCat							

19. If increased funds were available for the Statewide Information Databases program to add other databases, top priority for one additional database or service should be (*provide name of database or service*) _____.

Section II.

For the following items please circle the number after each item that best represents your agreement/disagreement with the statement, where

1 = strongly agree 2 = agree 3 = disagree 4 = strongly disagree

20.	Access to the Statewide Information Databases has enhanced the public image of our library.	1	2	3	4
21.	Access to the Statewide Information Databases has enhanced decision makers' perception of our library.	1	2	3	4
22.	The Statewide Information Databases are essential to the services provided by our library.	1	2	3	4
23.	The Statewide Information Databases have increased library use.	1	2	3	4
24.	Personnel of this organization/company use the Statewide Information Databases to support their work.	1	2	3	4
25.	Personnel of this organization/company use the Statewide Information Databases to support their personal interests.	1	2	3	4
26.	Organization/company administrators use the Statewide Information Databases to support their planning and decision-making.	1	2	3	4
27.	ODL training in use of the Statewide Information Databases has been critical to our use of the databases.	1	2	3	4
28.	Our library staff are more knowledgeable about and proficient in use of databases than they were before the implementation of the Statewide Information Databases program.	1	2	3	4
29.	Our library staff are competent users of the databases provided in the statewide program.	1	2	3	4
30.	Our library patrons are competent users of the databases provided in the statewide program.	1	2	3	4
31.	Staff in this library would benefit from additional training on the Statewide Information Databases.	1	2	3	4
32.	Patrons of this library would benefit from additional training on the Statewide Information Databases.	1	2	3	4
33.	Information about library participation in the Statewide Information Databases program is easily accessible from the ODL website.	1	2	3	4
34.	Assistance and trouble shooting for the Statewide Information Databases is provided by ODL when needed.	1	2	3	4
35.	The number of databases in the Statewide Information Databases program has been increased as needed to provide current, relevant, and accurate information for my library users.	1	2	3	4

Section III.

36. The greatest benefit of the Statewide Information Databases program for this library has been
(complete the sentence)
37. The greatest problem of the Statewide Information Databases program for this library has been
(complete the sentence)
38. *Add any additional comments that you wish to make concerning the Statewide Information Databases Program.*

PLEASE RETURN THIS SURVEY BY JUNE 11, 2001, IN THE ENCLOSED SELF-ADDRESSED POSTAGE-PAID ENVELOPE. THANK YOU FOR YOUR HELP IN THIS EVALUATION !

IF YOU HAVE ANY QUESTIONS ABOUT THE SURVEY, CONTACT JUNE LESTER OR BOB SWISHER, UNIVERSITY OF OKLAHOMA SCHOOL OF LIBRARY AND INFORMATION STUDIES, 405-325-3921.

Appendix 7c 1. Cover letter to academic libraries

May 18, 2001

Dear Colleague,

On behalf of the Oklahoma Department of Libraries (ODL), the University of Oklahoma School of Library and Information Studies (SLIS) is undertaking an evaluation of the use of Library Services and Technology Act (LSTA) funds in Oklahoma. As part of this project, SLIS is conducting an in-depth evaluation of the Statewide Information Databases (Electric Library, the InfoTrac and the First Search databases) program.

Your help is urgently needed to provide information for this evaluation. A survey of libraries participating in the statewide program is one aspect of the evaluation. A copy of the survey for academic libraries is enclosed. Please complete the survey form and return it directly to the School in the enclosed, self-addressed, postage-paid envelope.

If you are not the appropriate person to complete the survey for your library, please pass this letter and the enclosed materials on to whoever should provide the information. The date for the survey to be returned is June 4, 2001.

Faculty of the School of Library and Information Studies will analyze the data from the surveys. No one from ODL or any other agency will have access to the evaluative responses in the individual survey forms. There may be follow-up interviews to gather additional information about uses of the databases, but your individual responses will not be identified in the evaluation report without your explicit permission.

The information gathered in this survey will help to determine the future of the Statewide Information Databases program in Oklahoma. It will also be used for the report to the Institute for Museum and Library Services, the federal agency with oversight of LSTA funds. ODL will share results of the evaluation with the Oklahoma library community.

Additional information about the evaluation project is printed on the other side of this page. If you have any questions about the evaluation or this survey, please contact June Lester (jlester@ou.edu) or Danny Wallace (dwallace@ou.edu), University of Oklahoma School of Library and Information Studies, 405-325-3921.

Thank you for your assistance in this evaluation. We're counting on your participation.

Sincerely,

Susan McVey, Director
Oklahoma Department of Libraries

Beth Freeman, Chair
Oklahoma Council of Academic Library Directors

Appendix 7c 2. Cover letter to public libraries

May 11, 2001

Dear Colleague,

On behalf of the Oklahoma Department of Libraries (ODL), the University of Oklahoma School of Library and Information Studies (SLIS) is undertaking an evaluation of the use of Library Services and Technology Act (LSTA) funds in Oklahoma. As part of this project, SLIS is conducting an in-depth evaluation of the Statewide Information Databases (Electric Library, the InfoTrac and the First Search databases) program.

Your help is urgently needed to provide information for this evaluation. A survey of libraries participating in the statewide program is one aspect of the evaluation. A copy of the survey for public libraries is enclosed. Please complete the survey form and return it directly to the School in the enclosed, self-addressed, postage-paid envelope.

If you are not the appropriate person to complete the survey for your library, please pass this letter and the enclosed materials on to whoever should provide the information. The date for the survey to be returned is May 28, 2001.

Faculty of the School of Library and Information Studies will analyze the data from the surveys. No one from ODL or any other agency will have access to the evaluative responses in the individual survey forms. There may be follow-up interviews to gather additional information about uses of the databases, but your individual responses will not be identified in the evaluation report without your explicit permission.

The information gathered in this survey will help to determine the future of the Statewide Information Databases program in Oklahoma. It will also be used for the report to the Institute for Museum and Library Services, the federal agency with oversight of LSTA funds. ODL will share results of the evaluation with the Oklahoma library community.

Additional information about the evaluation project is printed on the other side of this page. If you have any questions about the evaluation or this survey, please contact June Lester (jlester@ou.edu) or Danny Wallace (dwallace@ou.edu), University of Oklahoma School of Library and Information Studies, 405-325-3921.

Thank you for your assistance in this evaluation. We're counting on your participation.

Sincerely,

Susan McVey, Director
Oklahoma Department of Libraries

Appendix 7c 3. Cover letter to school libraries

May 4, 2001

Dear Colleague,

On behalf of the Oklahoma Department of Libraries (ODL), the University of Oklahoma School of Library and Information Studies (SLIS) is undertaking an evaluation of the use of Library Services and Technology Act (LSTA) funds in Oklahoma. As part of this project, SLIS is conducting an in-depth evaluation of the Statewide Information Databases (Electric Library, the InfoTrac and the First Search databases) program.

Your help is urgently needed to provide information for this evaluation. A survey of libraries participating in the statewide program is one aspect of the evaluation. A copy of the survey for school library media centers is enclosed. Please complete the survey form and return it directly to the School in the enclosed, self-addressed, postage-paid envelope.

If you are not the appropriate person to complete the survey for your library, please pass this letter and the enclosed materials on to whoever should provide the information. The date for the survey to be returned is May 21, 2001.

Faculty of the School of Library and Information Studies will analyze the data from the surveys. No one from ODL or any other agency will have access to the evaluative responses in the individual survey forms. There may be follow-up interviews to gather additional information about uses of the databases, but your individual responses will not be identified in the evaluation report without your explicit permission.

The information gathered in this survey will help to determine the future of the Statewide Information Databases program in Oklahoma. It will also be used for the report to the Institute for Museum and Library Services, the federal agency with oversight of LSTA funds. ODL will share results of the evaluation with the Oklahoma library community.

Additional information about the evaluation project is printed on the other side of this page. If you have any questions about the evaluation or this survey, please contact June Lester (jlester@ou.edu) or Kathy Latrobe (klatrobe@ou.edu), University of Oklahoma School of Library and Information Studies, 405-325-3921.

Thank you for your assistance in this evaluation. We're counting on your participation.

Sincerely,

Susan McVey, Director
Oklahoma Department of Libraries

Jeanie Johnson
Library Media
Oklahoma State Department of Education

Appendix 7c 4. Cover letter to special libraries

May 25, 2001

Dear Colleague,

On behalf of the Oklahoma Department of Libraries (ODL), the University of Oklahoma School of Library and Information Studies (SLIS) is undertaking an evaluation of the use of Library Services and Technology Act (LSTA) funds in Oklahoma. As part of this project, SLIS is conducting an in-depth evaluation of the Statewide Information Databases (Electric Library, the InfoTrac and the First Search databases) program.

Your help is urgently needed to provide information for this evaluation. A survey of libraries participating in the statewide program is one aspect of the evaluation. A copy of the survey for public libraries is enclosed. Please complete the survey form and return it directly to the School in the enclosed, self-addressed, postage-paid envelope.

If you are not the appropriate person to complete the survey for your library, please pass this letter and the enclosed materials on to whoever should provide the information. The date for the survey to be returned is June 11, 2001.

Faculty of the School of Library and Information Studies will analyze the data from the surveys. No one from ODL or any other agency will have access to the evaluative responses in the individual survey forms. There may be follow-up interviews to gather additional information about uses of the databases, but your individual responses will not be identified in the evaluation report without your explicit permission.

The information gathered in this survey will help to determine the future of the Statewide Information Databases program in Oklahoma. It will also be used for the report to the Institute for Museum and Library Services, the federal agency with oversight of LSTA funds. ODL will share results of the evaluation with the Oklahoma library community.

Additional information about the evaluation project is printed on the other side of this page. If you have any questions about the evaluation or this survey, please contact June Lester (jlester@ou.edu) or Bob Swisher (bswisher@ou.edu), University of Oklahoma School of Library and Information Studies, 405-325-3921.

Thank you for your assistance in this evaluation. We're counting on your participation.

Sincerely,

Susan McVey, Director
Oklahoma Department of Libraries

Appendix 7d 1.: Informed consent form Oklahoma Council of Academic Library Directors

**Informed Consent Form
for research being conducted under the auspices of the
University of Oklahoma-Norman Campus**

This form provides your consent to participate in the Evaluation of Use of LSTA Funds in Oklahoma being conducted for the Oklahoma Department of Libraries by the OU School of Library and Information Studies, coordinated by June Lester. The purpose of the evaluation is to provide information to ODL for their report to the Institute of Museum and Library Services, the federal agency responsible for administration of LSTA funds, on the effectiveness and impact of use of LSTA funding in the state of Oklahoma. Some of the compiled data may be used for research purposes.

The members of the Oklahoma Council of Academic Library Directors are asked to participate in a brief guided discussion. We anticipate that the session will last no more than one hour. The session will be tape recorded to ensure that responses are accurately represented, and notes will be taken. No one but the project directors and research assistants will have access to the original recordings and notes. Attribution for comments used in the final report will be made only to the "Oklahoma Council of Academic Library Directors member(s)." Individuals who comprise the Oklahoma Council of Academic Library Directors will be identified in the report, but no specific idea, quote, or comment will be attributed to an individual.

There are no individual risks or personal benefits to your participation. The potential benefits to libraries and library users in Oklahoma include improvements in the projects funded by LSTA funds and more effective use overall of future LSTA funds by ODL. In addition, the information provided through the evaluation may be of assistance to IMLS and the library community in the process of reauthorization of the LSTA legislation.

Your participation in this study is voluntary and refusal to participate will not involve any penalty or loss. Your responses will not be individually identified in the report made to ODL.

If you have any questions about this evaluation project, contact June Lester at the School of Library and Information Studies at 405-325-3921 or jlester@ou.edu. Any inquiries about your rights as a participant in this evaluation should be made to the OU Office of Research Administration at 405-325-4757.

I hereby agree to participate in the above-described research. Further, I give permission to be tape-recorded with the confidentiality stipulation stated above. I understand my participation is voluntary and that I may withdraw at any time without penalty or loss of benefits.

Signature

Date

Appendix 7d 2.: Informed consent form Public Library Directors Council

**Informed Consent Form
for research being conducted under the auspices of the
University of Oklahoma-Norman Campus**

This form provides your consent to participate in the Evaluation of Use of LSTA Funds in Oklahoma being conducted for the Oklahoma Department of Libraries by the OU School of Library and Information Studies, coordinated by June Lester. The purpose of the evaluation is to provide information to ODL for their report to the Institute of Museum and Library Services, the federal agency responsible for administration of LSTA funds, on the effectiveness and impact of use of LSTA funding in the state of Oklahoma.

The members of the Public Library Directors Council are asked to participate in a brief guided discussion. We anticipate that the session will last no more than one hour. The session will be tape recorded to ensure that responses are accurately represented, and notes will be taken. No one but the project directors and research assistants will have access to the original recordings and notes. Attribution for comments used in the final report will be made only to the "Public Library Directors Council member(s)." Individuals who comprise the Public Library Directors Council will be identified in the report, but no specific idea, quote, or comment will be attributed to an individual.

There are no individual risks or personal benefits to your participation. The potential benefits to libraries and library users in Oklahoma include improvements in the projects funded by LSTA funds and more effective use overall of future LSTA funds by ODL. In addition, the information provided through the evaluation may be of assistance to IMLS and the library community in the process of reauthorization of the LSTA legislation.

Your participation in this study is voluntary and refusal to participate will not involve any penalty or loss. Your responses will not be individually identified in the report made to ODL.

If you have any questions about this evaluation project, contact June Lester at the School of Library and Information Studies at 405-325-3921 or jlester@ou.edu. Any inquiries about your rights as a participant in this evaluation should be made to the OU Office of Research Administration at 405-325-4757.

I hereby agree to participate in the above-described research. Further, I give permission to be tape-recorded with the confidentiality stipulation stated above. I understand my participation is voluntary and that I may withdraw at any time without penalty or loss of benefits.

Signature

Date

Appendix 7d 3.: Informed consent form school library media specialists

**Informed Consent Form
for research being conducted under the auspices of the
University of Oklahoma-Norman Campus**

This form provides your consent to participate in the Evaluation of Use of LSTA Funds in Oklahoma being conducted for the Oklahoma Department of Libraries by the OU School of Library and Information Studies, coordinated by June Lester. The purpose of the evaluation is to provide information to ODL for their report to the Institute of Museum and Library Services, the federal agency responsible for administration of LSTA funds, on the effectiveness and impact of use of LSTA funding in the state of Oklahoma. Some of the compiled data may be used for research purposes.

You are asked to participate in a brief guided discussion. We anticipate that the session will last no more than one hour. The session will be tape recorded to ensure that responses are accurately represented, and notes will be taken. No one but the project directors and research assistants will have access to the original recordings and notes. Attribution for comments used in the final report will be made only to the "School Library Media Specialist Focus Group member(s)." Individuals who participated in this focus group will be identified in the report, but no specific idea, quote, or comment will be attributed to an individual.

There are no individual risks or personal benefits to your participation. The potential benefits to libraries and library users in Oklahoma include improvements in the projects funded by LSTA funds and more effective use overall of future LSTA funds by ODL. In addition, the information provided through the evaluation may be of assistance to IMLS and the library community in the process of reauthorization of the LSTA legislation.

Your participation in this study is voluntary and refusal to participate will not involve any penalty or loss. Your responses will not be individually identified in the report made to ODL.

If you have any questions about this evaluation project, contact June Lester at the School of Library and Information Studies at 405-325-3921 or jlester@ou.edu. Any inquiries about your rights as a participant in this evaluation should be made to the OU Office of Research Administration at 405-325-4757.

I hereby agree to participate in the above-described research. Further, I give permission to be tape-recorded with the confidentiality stipulation stated above. I understand my participation is voluntary and that I may withdraw at any time without penalty or loss of benefits.

Signature

Date

Appendix 7d 4.: Informed consent form Oklahoma Health Sciences Library Association members

**Informed Consent Form
for research being conducted under the auspices of the
University of Oklahoma-Norman Campus**

This form provides your consent to participate in the Evaluation of Use of LSTA Funds in Oklahoma being conducted for the Oklahoma Department of Libraries by the OU School of Library and Information Studies, coordinated by June Lester. The purpose of the evaluation is to provide information to ODL for their report to the Institute of Museum and Library Services, the federal agency responsible for administration of LSTA funds, on the effectiveness and impact of use of LSTA funding in the state of Oklahoma. Some of the compiled data may be used for research purposes.

The members of the Oklahoma Health Sciences Library Association are asked to participate in a brief guided discussion. We anticipate that the session will last no more than one hour. The session will be tape recorded to ensure that responses are accurately represented, and notes will be taken. No one but the project directors and research assistants will have access to the original recordings and notes. Attribution for comments used in the final report will be made only to the "Oklahoma Health Sciences Library Association member(s)." Individuals who comprise the Oklahoma Health Sciences Library Association group will be identified in the report, but no specific idea, quote, or comment will be attributed to an individual.

There are no individual risks or personal benefits to your participation. The potential benefits to libraries and library users in Oklahoma include improvements in the projects funded by LSTA funds and more effective use overall of future LSTA funds by ODL. In addition, the information provided through the evaluation may be of assistance to IMLS and the library community in the process of reauthorization of the LSTA legislation.

Your participation in this study is voluntary and refusal to participate will not involve any penalty or loss. Your responses will not be individually identified in the report made to ODL.

If you have any questions about this evaluation project, contact June Lester at the School of Library and Information Studies at 405-325-3921 or jlester@ou.edu. Any inquiries about your rights as a participant in this evaluation should be made to the OU Office of Research Administration at 405-325-4757.

I hereby agree to participate in the above-described research. Further, I give permission to be tape-recorded with the confidentiality stipulation stated above. I understand my participation is voluntary and that I may withdraw at any time without penalty or loss of benefits.

Signature

Date

Appendix 7e: Focus group locations and dates

Oklahoma Council of Academic Library Directors, Oklahoma City, Oklahoma,
September 27, 2001

Oklahoma Health Science Library Association members, University of Oklahoma,
Norman, Oklahoma, October 5, 2001

Public Library Directors Council, Belle Isle Library, Oklahoma City, Oklahoma,
September 19, 2001

School library media specialists, Oklahoma City, Oklahoma, September 27, 2001

Appendix 7f 1.: Focus group questions, Oklahoma Council of Academic Library Directors

1. Survey respondents (those answering the question) did not seem to know that the databases are funded jointly by funds from the state legislature and by the federal government through LSTA. Over half (52.4%) think State Regents provide funding. Very few (9.5%) are aware that LSTA funds provide a significant portion of the funding. Do you think this lack of awareness of source of funding is specific to this project or part of a more general pattern of misapprehension about where funding comes from? Is it important for librarians to know the sources of support for these databases? Why? How might this information be conveyed effectively?
2. A much higher percentage of respondents agreed that the databases were essential (95.2%) to the library services than found any individual database essential (Expanded Academic 71.1%). How would you account for this disparity?
3. The importance of World Cat (essential + useful = 92.5%, ranked 2nd) seems out of balance with the perceived use (heavy + moderate = 67.6%). What might be factors in this apparent difference between importance and use?
4. Perception of respondents indicates that student use for class assignments (97.5%) outranks faculty use for instruction (85 %) and faculty use for research (77.5%). Is this finding consistent with your observations, expectations? Why would students use for class more than faculty would for instruction? Do you have any anecdotes about use?
5. 32.6% of respondents indicated there has been no increase in demand for staff assistance since the database program. However, use of databases overall has increased substantially across libraries. What would account for no increase in demand for assistance?
6. In comments fewer concerns expressed about need for staff training in academic library responses, as compared to public and school libraries. How would you interpret this difference?
7. Any other comments about the databases that you want to share with us?

Appendix 7f 2.: Focus group questions, Public Library Directors Council

1. Librarians responding to the database survey indicate that the databases are used for educational purposes, followed by work, civic, and leisure (in that order). Do you think this perceived use is related to the specific databases made available?
2. Can you provide examples/anecdotes about use?
3. Survey respondents did not seem to know that the database access is funded jointly by the state legislature and by the federal government through the LSTA. Do you think this misapprehension is specific to this project or part of a more general pattern?
4. How important is it for the librarians to know the source of support for this access?
5. There appears to be a tension between the need for public awareness strategies and issues arising from an increased demand for database access. 42% of the respondents indicated that there was no increase in demand for staff assistance, but there were a number of comments voicing concern about the availability of staff training and staff numbers to fill demand. What are your perceptions and opinions about this tension?

Appendix 7f 3.: Focus group questions, school library media specialists

1. Regarding funding sources, only a few respondents could identify LSTA, a major funding source, and about 1/3 identified the Oklahoma State Legislature, another funding source. About 40% of the respondents think that the SDE is a major funding sponsor. Do you think most library media specialists are fuzzy about the pattern of most funding sources, or do you think the lack of awareness of funding sources is specific to this project? What might be some implications regarding the awareness of funding sources? What solutions might be suggested to database sponsors?
2. The respondents rated the overall database access higher (i.e., useful or essential) than they did individual databases. How would you explain this disparity?
3. Regarding the greatest benefits of the statewide information databases, respondents identified increased access for various customers, including teachers pursuing higher degrees; more student use; ability to locate MARC records. How have you found MARC records useful? Do you have additional comments to these responses?
4. Regarding the greatest problems for particular programs, respondents identified the need for more personnel, the need for more computers, the inability to login when needed, changes in URLs and passwords, unreliable connections, the need for staff training. Do you have additional comments to these responses? There is evidence that a minority of the respondents perceived the databases have no value for schools serving lower elementary students. Do you think that perception is typical among library media specialists in that service area? What are the implications? What might be done to change perceptions?
5. Can you share ways that illuminate the effects of the statewide information databases on your library media program's
 - a. public image
 - b. perceptions held by decision makers
 - c. support of instruction and collaboration
 - d. ability to strengthen reports and projects
 - e. support the building's administrators
 - f. ability to identify current theory and practice
 - g. the integration of technology
6. Public libraries rated the importance of individual databases higher than did school libraries. For example public libraries rated Electric Library at a level of higher importance than did school libraries by 10 percentage points. More significantly, Kids Edition was rated important by 72.25 of public library respondents but only 29.2% of the school library respondents. Can you explain the discrepancy in the level of use of Kids Edition in public and school libraries?
7. Other considerations or issues?

Appendix 7f 4.: Focus group questions, Oklahoma Health Sciences Library Association members

1. Survey respondents (those answering the question) did not seem to know that the databases are funded jointly by funds from the state legislature and by the federal government through LSTA. A little over 1/3 (36.4%) are aware that LSTA funds provide a significant portion of the funding, but that's a higher percentage than was the case for other types of libraries. Do you think this lack of awareness of source of funding is specific to this project or part of a more general pattern of misapprehension about where funding comes from?
2. Is it important for librarians to know the sources of support for these databases? Why? How might this information be conveyed effectively?
3. The importance of World Cat (essential + useful = 90.9%, ranked 2nd to Medline) seems out of balance with the perceived use (heavy + moderate = 72.7%). What might be factors in this apparent difference between importance and use?
4. 54.5% of respondents indicated there has been no increase in demand for staff assistance since the database program. However, use of databases overall has increased across libraries, although less in health sciences libraries than in other types. What would account for no increase in demand for assistance?
5. Overall, health sciences libraries (and special libraries), while responding positively to the database program, are less positive than public or academic libraries. Is this difference due to the nature of the databases included, the differences in clientele, or something else?
6. In comments fewer concerns expressed about need for staff training as compared to public and school libraries (more similar to pattern in academic libraries), although 80.0% indicated agreement with the statement that there was a need for additional staff training. How would you interpret this difference between the level of concern in public and school libraries and that in health science libraries?
7. Any other comments about the databases that you want to share with us?
8. Do you have any anecdotes about use? Please email me.

**APPENDIX 8: STATEWIDE INFORMATION DATABASES
SURVEY: SUMMARY OF RESPONSES**