

OUTCOMES

Outcomes will be based on responses to a survey or other mechanism used to:

- a) Record changes in program participants' knowledge, skills, behavior, attitude, status, or life condition; and/or
- b) Report number and percentage of program participants experiencing these changes if available.

TSLAC will provide the survey instruments. Subrecipients must use the questions and/or instrument provided as appropriate to the grant project.

Surveys

As required by the Institute of Museum and Library Services (IMLS), all TSLAC competitive grant programs will implement surveys to be delivered to library staff and patrons who are beneficiaries of the TSLAC grant-funded program.

Survey usage guidelines

- Participation should be voluntary and anonymous.
- The surveys can be administered by whatever means you'd like — electronic or hardcopy.
- The surveys should be administered at the logical conclusion of a stand-alone program or series of classes or sessions if the classes/sessions are part of a larger curriculum. For example, if you are offering a six (6)-week course on Microsoft Office basics, you will administer the survey at the end of the six (6) weeks. Likewise, if the classes or sessions are offered on a semester basis, you will administer the survey at the end of the semester.
- You may create your own survey **using the questions and scale below** or use the TSLAC survey form provided.
- Results must be submitted in the final performance report due September 7 at the end of the program.
- Raw data and/or completed surveys must be kept in your grant file for the specified retention period.

*The surveys will use a scale ranging from **Strongly Disagree** to **Strongly Agree**.*

<i>Scale:</i>	Strongly Agree Agree Neither Disagree or Agree Disagree Strongly Disagree
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Example:

1. I am likely to apply what I have learned.

Strongly Disagree	Disagree	Neither Disagree or Agree	Agree	Strongly Agree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The surveys are for projects falling into one of four (4) categories:

- Instructional program for the public
- Instructional program for library staff
- Acquisition and content creation activities (library staff)
- Planning and evaluation activities (library staff)

The questions for each survey are as follows:

Survey — Instructional Program for Public

1. I learned something by participating in this library activity.
2. I am confident about using what I have learned.
3. I am likely to apply what I have learned.
4. I am more likely to participate in a similar library activity.
5. I am more likely to use other library services and resources.
6. (OPTIONAL) Would you like to provide any other comments or suggestions about the program?

Survey — Instructional Program for Library Staff

1. I learned something by participating in this library activity.
2. I am confident about using what I have learned.
3. I am likely to apply what I have learned.
4. Applying what I learned will help improve library services to the public.
5. (OPTIONAL) Would you like to provide any other comments or suggestions about the program?

Survey — Library Content (acquisition and creation activities only)

1. I am satisfied that the resource is meeting library needs.
2. Applying the resource will help improve library services to the public.
3. (OPTIONAL) Would you like to provide any other comments or suggestions about the content activity?

Survey — Planning and Evaluation Activities

1. I believe the planning or evaluation addresses library needs.
2. I am satisfied with the extent to which the plan or evaluation addresses library needs.
3. I believe the informational from the plan or evaluation will be applied to address library needs.
4. (OPTIONAL) Would you like to provide any other comments or suggestions about the planning or evaluation activity?

In addition to administering the surveys, library staff members are requested to record the following information for each grant-funded instructional stand-alone program or series of classes/sessions.

Survey Information Form — Information for library staff to complete for instructional programs

1. Session Title and Dates
2. Session Length in Minutes
3. Number of Sessions in Program
4. Average Number in Attendance per Session
5. Number of Times the Program was Administered During the Grant Year

Survey Response Tally Sheet

After administering and gathering the surveys for the instructional programs, library staff will record the responses for each question from all surveys on the tally sheet as part of the Instructional Program Information sheet.

Staff will indicate from which type of instructional programming the surveys were received, the name of the class/session and/or program/series, and the dates offered.

- Instructional Programming for the Public
- Instructional Programming for Library Staff

The survey related to content is expected to capture only a few responses and, most likely, will not require a grid. If more than 5 responses are expected about content, you can create a tally sheet using the following as an example.

- Key: NR = Number of respondents who did not answer question
 SD = Number of respondents who reported 'Strongly Disagree'
 D = Number of respondents who reported 'Disagree'
 NA/ND = Number of respondents who reported 'Neither Agree nor Disagree'
 A = Number of respondents who reported 'Agree'
 SA = Number of respondents who reported 'Strongly Agree'

Staff will count and record the total number of surveys received. Once surveys are tallied, staff should initial and date the form.

Total number of surveys received:	
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The tally grid will follow this example for each question. You can include your own questions in the survey, but you will not be required to report the responses to those questions.

1. I learned something by participating in this library activity.

Survey Response	NR	SD	D	NA/ND	A	SA
# Responses						

6. Your Project Question A

Survey Response	NR	SD	D	NA/ND	A	SA
# Responses						

Keeping Completed Surveys Secure

It is best to keep the surveys in a secure location in a sealable envelope (for example, in one of the large, yellow inter-library/office communications envelopes). In fact, using an envelope to collect the completed surveys allows participants to feel confident their information is and will be kept confidential.

If you collect survey responses digitally via the Internet or e-mail, it is impossible to ensure that the data is secure unless you are saving the data as an encrypted file and storing it on a hard drive where hackers are less likely to access it.