I. Survey questions regarding the survey handout:

A. The Survey should be universal and easily completed.
B. For the questions that are multiple ranking, should they instead be “check all that apply” or should we have them as “rank 1-13”
   • Is ranking too cumbersome?
   • Too much gradation?
   • Check all that apply seems to be more relevant.
C. The type of format that is chosen depends on the type of survey that we are doing.
   • We need to see what the purpose of the survey is?
     (a) Is it evaluative of the services?
     (b) Is it surveying the needs, patron’s library needs?
     (c) Is it customer satisfaction?
       • Ranking may not disclose satisfaction.
       • Satisfied vs. dissatisfied
       • Or ranking satisfaction 1-5
   • Overall we need basic demographics
   • Breakdown of services

II. For a copy of the survey thus far, see the L:// drive.