



information needs audit

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purpose

An essential part of the information specialist role of the teacher-librarian within a school is to know, understand and analyse your **information needs** so that these can be met efficiently and effectively.

In order to do this, we need to know what these needs are so we are asking you to complete this survey so we can identify priorities and initiate practices to address these.

method

All you are required to do is prioritise the items in the following survey (with **1** being the most important and **5** being the least) according to your **personal needs** (not the staff as a whole).

You are also urged to add any other **information-related** needs and so forth that you may have so we can consider and address these where appropriate and possible. Extra lines have been added to the table for you to include these.

As a benchmark we have also asked that you rank the quality of the services you currently receive so that we can measure our improved performance in this area.

Please return your survey to the teacher-librarian as soon as possible.

For those who prefer it, this survey is also available online at

results

Information gathered from this survey will be collated, individual needs identified, and services and strategies implemented so that you can receive the type and level of service you require and deserve.

We appreciate your feedback.

Name					
Service Offered/ Personal Needs Ranking	1	2	3	4	5
Provision of and access to resources suitable for teacher use in a variety of formats to support your delivery of the curriculum					
Selection, circulation and delivery of these to you on request					
Provision of and access to resources suitable for student use in a variety of formats to support your delivery of the curriculum					
Selection, circulation and delivery of these to you on request					
Provision of and access to resources in a variety of formats to support your professional development					
Provision of resources in a variety of formats to support your personal interests					
Provision of and access to fiction to support your personal reading					
Provision of and access to fiction to support students' instructional-level reading					
Provision of and access to fiction to support students' independent-level reading					
Promotion of literature to support your classroom reading program					
Promotion of literature for your students through displays and activities					
Development of print and digital pathfinders to support curriculum topics					
Collaborative planning and preparation of key topics in your proposed program to support an inquiry-based pedagogy					
Suggestions for the integration of ICT in your class program					
Suggestions for the integration of Information Literacy into your program					
Suggestions for the integration of fiction into your program					
Suggestions for community contacts to support your program					
Instruction in the independent use of the Resource Centre for yourself					
Instruction in the independent use of the Resource Centre for your students					
Instruction in the use of applications and/or program software					
Instruction in the use of our computer network					
Instruction in the use of hardware devices such as tablets, e-readers					
Instruction in the use of the departmental portal and associated websites					
Instruction in the effective use of the Internet as a teaching tool					
Instruction in the participation / development of ICT-based projects such as webpages, Book Raps, email exchanges and so forth					
Alerts for participation in online learning projects					
Instruction in the use of the functionality of Scoutle to access the National Digital Learning Resources Network and create Learning Paths					
Instruction in the use of appropriate social networking tools and how these can be used in the classroom					
Continued development of the school website to support professional needs					
Continued development of the school website to support classroom needs					

Delivery

Using the 1-5 scale (with 1 as your preferred option), please identify your preferred method of delivery of non-physical items, such as alerts.

Printed format in your pigeon hole	Email to your school address	Email to your home address (please provide this)	Announcement at staff/ faculty meetings
Announcement on school intranet	Announcement at recess	Casual conversation	Other (apart from a song and dance routine)

Frequency

Please indicate when you would like these services to be offered.

As they become available	On a weekly basis	On a fortnightly basis
On request only	On request AND as they become available	Not at all

Format

Please indicate your preferred **format of resources** (either personal or student use) ... using a scale of 1 –5 with 1 as your preferred option.

Books and other printed matter	Charts and maps
DVD	Audio resources
Database access	Hotlists of direct links to selected websites
Online resources	Learning Paths developed in Scootle
Apps suitable for tablets	Actual artefacts
Apps suitable for interactive whiteboards	Other

Please indicate those formats that you would like to be expanded

Please indicate those content areas that you would like to be expanded

Current Service Standards

Please rank the current services standards on a 1 – 5 basis with 1 being excellent ;2 being very good; 3 being satisfactory, 4 being fair and 5 being poor or non-existent.

Overall services	Provision and selection of resources	Support of teaching programs
ICT instruction/ assistance	Personal professional alerts	Provision of student-centred environment

The area that I believe needs urgent attention is (please elaborate)