

Directory of Australian Public Libraries (DAPL)

Eighth edition 2010-2012

To the Library Manager

'Sorry for sending yet another questionnaire to complete – but it's the only way to compile a directory which every three years identifies the achievements, resources, contribution *and* needs of Australia's public libraries.

Please return by Friday 30 October 2009
to Auslib Press PO Box 622 Blackwood SA 5051
Fax(08)8278 4000 Tel(08)8278 4363

This questionnaire can also be downloaded from www.auslib.com.au

Even if your library is very small, *your response is important*—if there is anything you really can't answer, don't worry.

NAME OF LIBRARY SERVICE							
Recent former name/s							
Street address							
Postal address (if different from street address)							
Telephone ()				Fax ()			
Email				Website			
In charge <i>eg Jane Stevens Library Manager</i>							
Other senior staff and positions <i>eg Frank Bone Coordinator Reader Development</i>							
Hours of opening of main/headquarters library <i>eg 10am-8pm</i>							
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total hours per week
							<input type="text"/>
BRANCHES / DEPOTS <i>name, physical address, telephone, fax, email and <u>total hours open per week</u>. If any of your branches / depots is <u>joint use</u> please indicate <i>eg Eden (joint use with high school)</i></i>							

If insufficient space, or if your information is already in print form, please attach as additional pages

Number of bookmobiles	Recent new buildings or major redevelopments eg <i>Stirling 2007</i>	Local authority/s served	Population of local authority/s	% of population who are members of the library eg 52%	Frequency of membership renewal eg every 3 years
Number of stops per mobile	New buildings or major redevelopments planned for 2010-2013		Area served in sq kms		
Number of weekly hours per mobile					
LOANS Total loans in last 3 years. If your loans are for the financial year please indicate by adding year eg 2007/8			2006	2007	2008
Interlibrary loans (ILL) lent to other libraries in last 3 years					
Interlibrary loans (ILL) borrowed from other libraries in last 3 years					
Do you charge other libraries for ILL? Yes/No		Do you charge your users for ILL you obtain for them? Yes/No			
RESOURCES <i>If joint use show public stock first eg 5,700 + 7,700</i>	Number of normal print books	Number of Large print books	Number of print magazine titles paid for	Number of DVDs/videos	Number of CDs/tapes
		Number of Read How You Want books	Number of full text magazine databases used eg <i>World magazine bank</i>	Number of Talking books	Other resources eg <i>Posters 119, toys 300</i>
Living Books program Yes/No Number of lives available					
Subject strengths <i>in alphabetical order please</i>					
Special collections eg <i>Legal collection, parenting collection</i>					
Toy library Yes/No If no, who provides it in your area?					
Local studies/history collection Yes/No If no, who provides it in your area?					
Languages other than English represented in collection eg <i>Chinese 150 Spanish 700 in alphabetical order please</i>					
SERVICES AND OPERATIONS <i>please circle</i> Strategic plan Yes/No Most stock is purchased shelf ready Yes/No Nonfiction shelved in broad subjects (bookshop style) Yes/No Main loan period eg 4 weeks Number of loans permitted at a time for adults..... Number of loans permitted at a time for children..... Adult fines Yes/No Children's fines Yes/No Reserve charge Yes/No User self service holds Yes/No Book Start/Books for Babies kits given to all babies Yes/No Bibliotherapy/Books on prescription Yes/No Home library service Yes/No Using <i>Guidelines for home library services</i> of Australian Library and Information Association Yes/No Retirement/nursing home service Yes/No Community bus to library Yes/No Prison service Yes/No Community display facilities Yes/No Community meeting facilities Yes/No Regular story telling Yes/No Regular holiday programs Yes/No Coffee shop/facility in library Yes/No Reading group/s or club/s Yes/No Adult literacy programs Yes/No Patron self check units (number)..... Electronic security units (number)..... Photocopiers for public use (number)..... Colour photocopiers for public use (number)..... Friends of the Library (FOL) group/s (number)..... Member Friends of Libraries Australia (FOLA) Yes/No Member Public Libraries Australia (PLA) Yes/No Member Australian Library and Information Association (ALIA) Yes/No Book sales Yes/No Justice of the Peace (JP) service Yes/No Council/Region library advisory committee Yes/No If yes, community representatives on it Yes/No Council customer service centre in library Yes/No Other services and operations eg <i>immigration and detention centre service, text messaging to users</i>					

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PERFORMANCE INDICATORS USED

Suggestion box **Yes/No** Other user feedback mechanisms

AUTOMATION *please circle*

Acquisitions **Yes/No** Cataloguing **Yes/No** Circulation **Yes/No** Magazine checkin **Yes/No** Windows opac **Yes/No**
User reservations **Yes/No** Portal for single access to databases eg *Webfeat* **Yes/No**

System used eg *Amlib*

Number of online public access (opac) terminals

DISABILITY SERVICES *please circle*

Resources provided for users with print disabilities Audio **Yes/No** type eg *Daisy*

Large print **Yes/No** Read How You Want **Yes/No** Braille **Yes/No**

Other resources

Ramps for wheel chair/gopher access **Yes/No** At all branches **Yes/No** Reserved parking **Yes/No** At all branches **Yes/No**

Special toilet facilities **Yes/No** At all branches **Yes/No** High contrast signage of main facilities and collections **Yes/No**

Assistive technology eg *Kurzweil Reading Machine*

Other aspects of disability services

EDUCATIONAL AND INFORMATION SERVICES *please circle*

Council/Region has a formal lifelong learning statement/strategy **Yes/No** If yes, please give its title

Reader development/advisory plan **Yes/No**

Using the National and State Libraries Australasia (NSLA) *Information Literacy Standards* **Yes/No**

Contact with local schools is **very high/high/medium/low/nil** Please give any specific features of cooperation

Number of individual study places

Number of group study places

Formal homework service/club **Yes/No**

Access to online *Live Homework Help* (Tutoring Australasia) **Yes/No**

Online/CDRom databases eg *Apais, Factiva, Health and wellness resource centre*

Ask a Librarian electronic information service used and promoted **Yes/No**

Specific information service for Council professional staff **Yes/No**

INTERNET *please circle*

Broadband **Yes/No** Wireless **Yes/No** Interactive website **Yes/No** Catalogue accessible through the internet **Yes/No**

Web 2.0 tools/social networking sites **Yes/No** If yes, please list

Total number of internet pcs accessible to public

Number of branches/ depots available at eg *4 out of 6*

Filtering software in use **Yes/No**

Restrictions/charges eg *no email, chat*

Internet training programs provided for the public **Yes/No** Number of electronic training suites and pcs eg *2 suites with a total of 30 pcs*

If not providing public internet access yet when do you anticipate doing so?

If insufficient space, or if your information is already in print form, please attach as additional pages

STAFFING NUMBERS <i>full time equivalent (FTE)</i>	Librarians	Library technicians	Library assistants/clerical	Other	Total FTE	Total volunteer hours per week
Specialist positions <i>eg Children's Librarian, Local Studies Officer, Outreach Librarian</i>						
Volunteers assist with						
PUBLICATIONS Public annual report Yes/No Other publications						
POLICY GUIDELINES/STATEMENTS <i>eg Interlibrary loans, Home library services, Services to Older People, Services to Young People</i>						
NAMED LIBRARIES AND NAMED COLLECTIONS <i>eg Ivor Symons Library; Thomas Hardy Wine Collection</i>						
FEATURES OF LIBRARY SERVICE <i>please include <u>any</u> large or small initiative, resource, activity, operational, building or service features of potential interest to other libraries</i>						
LIBRARY SERVICE VISION/MISSION STATEMENT Yes/No <i>Wording if Yes</i>						
CLIENT SERVICE CHARTER Yes/No <i>If yes, how do users know about it?</i>						

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Thank you!

DAPL8 will be published in early 2010. We'll let you know when it's available

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