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Appendices

Appendix A Questionnaire

NEEDS ANALYSIS FOR THE TRAINING OF CATALOGUERS IN ACADEMIC LIBRARIES

In the past decade, the task cataloguers perform have changed radically. As a cataloguer, I am convinced of the importance of the proper education and training of cataloguers to equip them with the necessary knowledge and skills to meet their job challenges. As part of my studies for a MBibI degree, I am doing this survey in order to get your opinion as cataloguers on this matter. Since the results of this survey will be used to suggest improvements on the training of cataloguers, your most genuine response and cooperation will be appreciated. Please complete the questionnaire and return it to the following address :

K A Maphoha
P O Box 5289
Pietersburg North
0750

I would appreciate it if your completed questionnaire can be returned before : 15 November 1998

You can also contact me on the following :

<i>Tel</i>	<i>015-268 2467 (w)</i>
<i>Fax:</i>	<i>015-268 2198</i>
<i>E-mail</i>	<i><u>KhomotsoM@unin.unorth.ac.za</u></i>

GENERAL													
1. INSTITUTION													
2. POSITION	Full-time	<input type="checkbox"/>	Part-time										
3. QUALIFICATIONS													
4. EXPERIENCE (as a cataloguer)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;">less than 1 year</td> <td style="width: 20%; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">1-3 years</td> <td style="padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">4-6 years</td> <td style="padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">7-9 years</td> <td style="padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">10+ years</td> <td style="padding: 5px;"><input type="checkbox"/></td> </tr> </table>			less than 1 year	<input type="checkbox"/>	1-3 years	<input type="checkbox"/>	4-6 years	<input type="checkbox"/>	7-9 years	<input type="checkbox"/>	10+ years	<input type="checkbox"/>
less than 1 year	<input type="checkbox"/>												
1-3 years	<input type="checkbox"/>												
4-6 years	<input type="checkbox"/>												
7-9 years	<input type="checkbox"/>												
10+ years	<input type="checkbox"/>												



5. What other (outside cataloguing) library work experience do you have ?

6. Do you like cataloguing work ?

Yes

No

B TASK PERFORMANCE

This section is meant to establish only those duties that you currently perform.

7. What type of library materials do you catalogue?

Monographs	
Serials	
Music	
Cartographic materials	
Computer software	
CD's	
Sound recordings	
Microforms	
Slides	

Others (Please specify)

8. Which of the following duties do you perform ?

Original cataloguing

Copy cataloguing

9. Is the cataloguing work divided into professional and paraprofessional in your library?

Yes

No

10. Is cataloguing in your library centralized?

Yes

No



11. Which tasks do you perform ?

Bibliographic description	
Classification	
Subject cataloguing	
Authority work	
Coding (MARC)	
Catalogue maintenance	
On-line verification	
Holdings data input	

Others tasks – cataloguing or not (please specify)

12. Do your work online ?

Yes		No	
-----	--	----	--

13. Which system do you use for cataloguing (eg ERUDITE)

14. Do you use other on-line databases for copy cataloguing (eg SABINET, OCLC, Prompcat, etc.)

Yes		No	
-----	--	----	--

C EDUCATION AND TRAINING HISTORY

15. Where did you receive your librarianship education?



16. In which cataloguing procedures did you receive education?

Bibliographic description	<input type="checkbox"/>
Classification	<input type="checkbox"/>
Subject cataloguing	<input type="checkbox"/>
Authority work	<input type="checkbox"/>
Coding (MARC)	<input type="checkbox"/>

17. Rate the knowledge of cataloguing you gained in your **academic programme** :

1 = Poor 2 = Fair 3 = Good 4 = Very good 5 = Excellent

18. Did you perceive cataloguing as a prospective job?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

19. Did you choose to become a cataloguer?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

20. How long after qualifying did you start to do cataloguing work ?

--

21. Did you receive any on-the-job training in your job when you were a first time cataloguer?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If yes, what was the length of the training period ?

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22. Which training methods were used during your training period ?

Formal lecture	<input type="checkbox"/>
One to one verbal training	<input type="checkbox"/>
Individual reading of training manuals	<input type="checkbox"/>
Practical cataloguing with error correction by trainer	<input type="checkbox"/>

Others methods (Please specify)

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23. How was your cataloguing training programme structured ?	Formally structured	Unstructured	
24. Did the training you receive on the job satisfy all your training needs ?	Yes	No	
25. Is there any set programme of continuous on-the-job training in your library ?	Yes	No	
26. Is there a way of keeping you informed about new developments in cataloguing and in library work in general? (Eg journal circulation, articles, workshops, meetings, discussions, etc.)	Yes	No	
27. Are you aware of any cataloguing meetings seminars or conferences relevant to your work that you missed the opportunity to attend?	Yes	No	
28. Please rate your library training programme for cataloguing in terms of identified features: 1 = Poor 2 = Fair 3 = Good 4 = Very good 5 = Excellent			
	Duration		
	Content		
	Methods		
	Training tools		
	Planning		
29. What areas of cataloguer training at your institution need improvement on ?			



D TRAINING NEEDS

30. On which aspects of the work you are doing would you prefer to receive more intensive training ?

Bibliographic description	
Classification	
Subject cataloguing	
Authority file work	
Coding (MARC)	
Catalogue maintenance	

Others (Please specify)

31. Do you have any training manuals in your library ?

Yes		No	
-----	--	----	--

32. Are cataloguing standards regularly updated in your library?

Yes		No	
-----	--	----	--

33. Is the quality of your cataloguing evaluated ?

Yes		No	
-----	--	----	--

If yes by whom ?

34. Is there a way of discussing your training needs with your supervisors or trainer on a regular basis ?

Yes		No	
-----	--	----	--

35. Give additional comments on your present and future needs for improved training for your present position
