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APPENDIX A - FOCUS GROUP DISCUSSIONS' SCHEDULE

FOCUS GROUP DISCUSSIONS SCHEDULE FOR THE SECONDARY GEOGRAPHY TEACHERS
Information needs and information seeking patterns of secondary geography teachers in Lesotho: implications for information service.
Likonelo Bitso

I am a PhD student in the Department of Information Science, University of Pretoria. The title of my study is outlined above. As part of my research, I have to carry out an empirical study using focus group discussions with the secondary geography teachers in Lesotho. Our discussion will be focused on your information needs and information-seeking patterns for purposes of your teaching.

Your participation in this study is totally voluntary and there will be no consequences if you do not want to be interviewed. If you agree to participate in the interview, you still have the right to withdraw at any time during the interview. If you feel uncomfortable to answer some questions, please feel free to decline answering those questions. I assure you that all the information you provide will be treated with the utmost confidentiality.

May I request your permission to voice record the interview proceedings? I will personally guard these recordings to ensure the highest confidentiality. Please feel free to decline being recorded if you are uncomfortable with it.

I am willing to answer any questions that you may have regarding this study. My contact details are: Institute of Education, National University of Lesotho, P.O. Roma, 180. Tel: +266 28322141 or +266 58864935 or +27 78 419 8701
Email: connie.bitso@up.ac.za or likonelobitso@yahoo.com

If you agree to participate in this study, please append your signature below.
Participants' signatures:

Signature……………..…………….   Signature………………………..

Signature …………………………..   Signature…………………………

Signature…………………………..   Signature…………………….…

Researcher's signature……………

Location ……………………..………   Date ………………………………..

Number of participants in the focus group……........

Time interview starts………..…….   Time interview ends………………

Each participant will receive a copy of this consent form

321

1. BACKGROUND INFORMATION[15]

Please tell me:

- Number of classes (streams) in this school.
- Average number of learners per class.
- Number of teachers that are currently teaching geography in this school.
- Your teaching load (number of periods per week).
- Your other roles and responsibilities that you have in this school e.g. sports teacher, class teacher, disciplinary committee.
- Number of years you have been teaching.
- All the subjects that you teach.
- Your highest qualification.
- Your position (principal, head of department).

2. INFORMATION NEEDS

I would like to know about your information needs regarding your teaching.

2.1 How often do you need information for … ?

- Content.
- Teaching methods.
- Classroom management.
- Assessment.
- Adolescence social problems such as substance abuse, violence, pregnancies, etc.
- Other roles and responsibilities that you mentioned earlier in the background information.
- Any other thing that I have not mentioned.

2.2 Is the information that you find generally satisfying your information needs?

3. INFORMATION-SEEKING

I would like to know how you usually find information for your teaching.

3.1 If you want information that you are going to use for teaching, particularly a new topic, how do you usually find it?

3.2 Please tell me the challenges that you usually encounter when you have to find information for teaching.

3.3 Do you have any suggestions on how these challenges may be resolved?

3.4 Have you had any training or formal guidance on how to find information, especially from various electronic sources?

3.5 As you gain teaching experience, is there still a need to make an effort to find more information for your teaching?

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[15] This question was formulated to make the participants at ease; it was part of the introduction between the researcher and the participants.

3.6 If you were to select a book/document for teaching geography, which factors would you consider?

4. INFORMATION SOURCES
I would like to know the information sources that you use to find information for teaching.

4.1 Do you use the library? Where is this library?

4.2 Do you use the internet? Where do you access the internet?

4.3 Do you have adequate books? How do you acquire these books? Are you satisfied with their information?

4.4 Do you use reference books such as encyclopaedias, dictionaries, etc.

4.5 Do you use journals?

4.6 Which media (TV, radio, newspapers, etc.) do you often use?

4.7 Which people do you consult for information?
- Colleagues at this school.
- Colleagues from other schools.
- Other professionals such as farmers, miners, etc.
- Any other category not mentioned above.

4.8 Which institutions do you consult for information?
- Government ministries.
- Private companies.
- Institutions of learning.
- Associations/unions.
- Any other category.

4.9 Do you use personal knowledge and experience?

4.10 Is there any information source that is not available to you that you would like to use?

4.11 Are most of your information sources in electronic or print format? Which of these formats do you generally prefer?

5. INFORMATION SHARING
I would like to know how you generally share information related to your teaching.

5.1 Do you have departmental meetings /workshops? How often?

5.2 Have you attended any geography teachers' workshop or conference?

5.3 Are you a member of any teachers association?

5.4 Have you ever gone out to look for information on the same topic and come back to compare notes?

5.5 Have you ever divided a topic into sub-topics and gone out individually to find information on the different sub-topics and come back to share it with colleagues?

5.6 Is there any other way that you share or exchange information?

6. INFORMATION COMMUNICATION
6.1 Which modes of communication do you often use to obtain and exchange information?

6.2 Are there any other modes of communication that you would like to use to obtain and exchange information?

6.3 Are there any information and communication technologies that you believe would provide a better service to you?

7. INFORMATION SERVICE
I would like to have your suggestions on an information service for the secondary geography teachers in Lesotho.

7.1 What kind of information material would you like to receive?

7.2 How should the information material be delivered to you?

7.3 Are there any other suggestions that you may have regarding your information service?

THANK YOU VERY MUCH FOR YOUR TIME

APPENDIX B – INTERVIEW SCHEDULE

INTERVIEWS SCHEDULE FOR THE OFFICIALS IN INSTITUTIONS INVOLVED IN SECONDARY GEOGRAPHY EDUCATION IN LESOTHO
Information needs and information seeking patterns of secondary geography teachers in Lesotho: implications for information service.
Likonelo Bitso

I am a PhD student in the Department of Information Science, University of Pretoria. The title of my study is outlined above. As part of my research, I have to carry out an empirical study using interviews with the institutions that disseminate information to the secondary geography teachers in Lesotho. The interview will be focused on your experiences and opinions with regards to information service delivery for the secondary geography teachers in Lesotho.

Your participation in this study is totally voluntary and there will be no consequences if you do not want to be interviewed. If you agree to participate in the interview, you still have the right to withdraw at any time during the interview. If you feel uncomfortable to answer some questions, please feel free to decline answering those questions. I assure you that all the information you provide will be treated with the utmost confidentiality.

May I request your permission to voice record the interview proceedings? I will personally guard these recordings to ensure the highest confidentiality. Please feel free to decline being recorded if you are uncomfortable with it.

I am willing to answer any questions that you may have regarding this study. My contact details are:
Institute of Education, National University of Lesotho, P.O. Roma, 180.
Tel: +266 28322141 or +266 58864935 or +27 78 419 8701
Email: connie.bitso@up.ac.za or likonelobitso@yahoo.com

If you agree to participate in this study, please append your signature below.

Participant's signature …………………………..

Researcher's signature…………………………...

Location ……………………………

Date ………………………………..

Time interview starts………..   **Time interview ends………………**

Each participant will receive a copy of this consent form.

1. BACKGROUND INFORMATION

Please tell me about:

- The main function of your institution.
- The work that you do in this institution.
- Number of years you have been working in this institution.
- Your work with the in-service geography teachers.
- Your experience, if any, regarding geography in the secondary schools.

2. INFORMATION DISSEMINATION

2.1 Do you disseminate information to secondary geography teachers?

2.2 How do you disseminate the information to these teachers?

2.3 Please tell me about the challenges that you encounter when disseminating information to these teachers.

2.4 Do you have any suggestions on how these challenges may be solved?

3. INFORMATION NEEDS

3.1 Do you receive any information requests from the secondary geography teachers?

3.2 If you receive information requests from these teachers, what kind of information requests do you receive?

3.3 In your opinion, what are the major issues that these teachers may need information for?

4. INFORMATION COMMUNICATION

4.1 Which modes do you use to communicate information with the secondary geography teachers? Please give reasons for using these modes.

4.2 Which modes do these teachers use to communicate information with you?

4.3 Are there any information and communication technologies that you believe would provide a better service, which are not available to the teachers?

5. INFORMATION SERVICE

5.1 What is your overall comment on the improvement of the information service for the secondary geography teachers in Lesotho?

THANK YOU FOR YOUR TIME

APPENDIX C - OBSERVATION SCHEDULE

OBSERVATION SCHEDULE FOR SCHOOL LIBRARY SERVICES

Information needs and information seeking-patterns of secondary geography teachers in Lesotho: implications for information service.
Likonelo Bitso

Name of school……………………………………………………………………

Location…………………………………………………………………………...

Items	Observation remarks
Does the information in the library cover all the schools' subjects? Are the topics required by the geography teachers sufficiently covered?	
Is the information updated regularly?	
Is there any inter-library service or effort to solicit external information for the teachers?	
Is the library conveniently located for the geography teachers?	
Which facilities are available in the library?	
Is there enough staff to provide the information service required by the teachers? Establish the staff qualifications.	
Is the information service timely?	
Is there any budget for the library?	

APPENDIX D - QUESTIONNAIRE

PROSPECTIVE SECONDARY GEOGRAPHY TEACHERS' QUESTIONNAIRE

Information needs and information-seeking patterns of secondary geography teachers in Lesotho: implications for information service.

Likonelo Bitso

I am a PhD student in the Department of Information Science, University of Pretoria. The title of my study is outlined above. As part of my research, I have to carry out an empirical study using this questionnaire for the prospective geography teachers at the National University of Lesotho. These are final-year education students who are majoring in geography. The questionnaire requests information on your experiences regarding your information needs and information-seeking patterns during your teaching practice.

Your participation in this study is totally voluntary and there will be no consequences if you do not fill in this questionnaire. All the information you provide will be treated with the utmost confidentiality.

I am willing to answer any questions that you may have regarding this study. My contact details are:
Institute of Education, National University of Lesotho, P.O. Roma, 180.
Tel: +26628322141 or +26658864935 or +27 78 419 8701
Email: connie.bitso@up.ac.za or likonelobitso@yahoo.com

Your time and support are much appreciated.

1. DEMOGRAPHIC INFORMATION

1.1 Please indicate your age range:

20-25	
26-30	
31–35	
36-40	
Older than 40	

1.2 Degree being studied.

B Ed	
BA Ed	
BSc Ed	
Other, specify	

1.3 NUL[16] entrance highest qualification.

COSC[17] or equivalent	
Post-school teaching certificate	
Post-school diploma	
Other, specify	

1.4 Where did you do your teaching practice?

School	
Proprietor	
District	

1.5 Have you taught before? (This does not include teaching practice)

YES	
NO	

If yes, please provide the following information:

Number of years you were teaching	
The subject(s) you were teaching	
Your position e.g. teacher, principal, head of department	

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[16] NUL is the National University of Lesotho.

[17] COSC is the Cambridge Overseas School Certificate.

2. ACCESSIBILITY AND AVAILABILITY OF INFORMATION IN SCHOOLS

2.1 What is your opinion about the information resources at the school where you did your teaching practice? Please tick **only** if you found that the resource was available, if you think the information resource **provided sufficient information** for teaching and if you experienced **no restrictions** on use the information resource.

Information resource	Information resource was available	Information resource provided sufficient information	No restrictions on using the information resource
1. Library			
2. Internet			
3. Journals (printed and electronic)			
4. Newspapers/magazines			
5. Radio/TV			
6. Reference books (e.g. encyclopaedia, dictionaries)			
7. Books			
8. Other, specify			

3. INFORMATION NEEDS

3.1 Please indicate by ticking the issues on which you needed information during your teaching practice

Information need	Tick
1. Content	
2. Teaching methods	
3. Classroom management	
4. Learners' assessment	
5. Educational policies (legislation, teaching regulations)	
6. Syllabus	
7. Schools' performance in national examinations	
8. Adolescence social problems (drug abuse, violence, pregnancies, etc.)	
9. Other, specify	

3.2. Where did you find the information that you needed? (**Tick only one**)

Within the school	
Outside the school	
Both at school and outside the school	

330

3.3 How often did the information that you found satisfy your needs? (**Tick only one**)

Often	
Sometimes	
Never	

3.4 During the teaching practice, what did you generally experience with regard to information that you needed for your lesson plans? (**Tick only one**)

Too much information	
Average information	
Shortage of information	

3.5 Which information format do you generally prefer? (**Tick only one**)

Print	
Electronic	

4. INFORMATION-SEEKING

4.1 Please indicate your style of information-seeking and frequency of information-seeking during teaching practice. (**Please tick only one column in each row**)

Scope of effort	Often	Sometimes	Never
Consulting information sources with a specific purpose in mind			
Coming across needed information through regular interaction with information sources such as media			
Collaborating with others to seek information			
Using others to seek information on your behalf (please indicate the kind of person you use e.g. other students, family, friends, etc.)			

4.2 During the teaching practice, what were the difficulties that you encountered when you were seeking information at school? (**Please tick only one column in each row**)

Difficulties	Major difficulty	Minor difficulty	Did not experience
Information available was not adequately addressing the syllabus			
Could not find the relevant information easily			
Information was often out-dated			
Did not have enough time			
Information was not easy to interpret and use for lesson plans			
There was lack of information sources			
Other, specify			

5. INFORMATION SOURCES

5.1 How often did you utilise the following information sources during your teaching practice?

Information source	Often	Sometimes	Never
1. Internet/electronic databases			
2. Books			
3. Reference books (e.g. encyclopaedia, dictionaries)			
4. Printed/electronic journals			
5. Media (TV, radio, newspapers, etc.)			
6. School library			
7. Personal knowledge/experience			
8. Teachers at the school			
9. Personal friends/family/relatives			
10. Conferences/workshops reports			
11. Government ministries (specify ministry)			
12. Para-statal/private institutions documents (specify institution)			
13. Associations/unions (specify which one)			
14. Other, specify			

6. INFORMATION COMMUNICATION

6.1 How often did you use the following modes of communication to obtain information during the teaching practice?

Method	Often	Sometimes	Never
Face-to-face discussions			
Post office mail			
E-mail			
Internet			
Telephone			
Cell-phone			
Fax			
Media (radio, TV, etc)			
Other, specify			

7. INFORMATION SERVICE

7.1 What is your overall comment on the improvement of the information service for the secondary geography teachers in Lesotho?

Thank you for taking time to complete the questionnaire!