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Appendices

Appendix A Questionnaire
NEEDS ANALYSIS FOR THE TRAINING OF CATALOGUERS IN ACADEMIC LIBRARIES

In the past decade, the tasks 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 MBibl 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 Maphopha
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:
Tel 015-268 2467 (w)
Fax: 015-268 2198
E-mail KhomotsoM@uin.unorth.ac.za

<table>
<thead>
<tr>
<th>GENERAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. INSTITUTION</td>
</tr>
<tr>
<td>2. POSITION</td>
</tr>
<tr>
<td>3. QUALIFICATIONS</td>
</tr>
<tr>
<td>4. EXPERIENCE (as a cataloguer)</td>
</tr>
<tr>
<td>less than 1 year</td>
</tr>
<tr>
<td>1-3 years</td>
</tr>
<tr>
<td>4-6 years</td>
</tr>
<tr>
<td>7-9 years</td>
</tr>
<tr>
<td>10+ years</td>
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</tbody>
</table>
5. What other (outside cataloguing) library work experience do you have?


6. Do you like cataloguing work?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**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?

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monographs</td>
<td>Serials</td>
<td>Music</td>
<td>Cartographic materials</td>
<td>Computer software</td>
</tr>
<tr>
<td>CD’s</td>
<td>Sound recordings</td>
<td>Microforms</td>
<td>Slides</td>
<td></td>
</tr>
</tbody>
</table>

Others (Please specify)


8. Which of the following duties do you perform?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Original cataloguing</td>
<td>Copy cataloguing</td>
</tr>
</tbody>
</table>


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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

10. Is cataloguing in your library centralized?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
11. Which tasks do you perform?

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bibliographic description</td>
</tr>
<tr>
<td>Classification</td>
</tr>
<tr>
<td>Subject cataloguing</td>
</tr>
<tr>
<td>Authority work</td>
</tr>
<tr>
<td>Coding (MARC)</td>
</tr>
<tr>
<td>Catalogue maintenance</td>
</tr>
<tr>
<td>On-line verification</td>
</tr>
<tr>
<td>Holdings data input</td>
</tr>
</tbody>
</table>

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, Prompecat, etc.)

Yes | No

**C EDUCATION AND TRAINING HISTORY**

15. Where did you receive our librarianship education?
16. In which cataloguing procedures did you receive education?

<table>
<thead>
<tr>
<th>Bibliographic description</th>
<th>Classification</th>
<th>Subject cataloguing</th>
<th>Authority work</th>
<th>Coding (MARC)</th>
</tr>
</thead>
</table>

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    No

19. Did you choose to become a cataloguer?

Yes    No

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    No

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


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

- Formal lecture
- One to one verbal training
- Individual reading of training manuals
- Practical cataloguing with error correction by trainer
- Others methods (Please specify)


23. How was your cataloguing training programme structured?

<table>
<thead>
<tr>
<th>Formally structured</th>
<th>Unstructured</th>
</tr>
</thead>
</table>

24. Did the training you receive on the job satisfy all your training needs?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

25. Is there any set programme of continuous on-the-job training in your library?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</thead>
</table>

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.)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

27. Are you aware of any cataloguing meetings seminars or conferences relevant to your work that you missed the opportunity to attend?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Duration</th>
<th>Content</th>
<th>Methods</th>
<th>Training tools</th>
<th>Planning</th>
</tr>
</thead>
</table>

29. What areas of cataloguer training at your institution need improvement on?
30. On which aspects of the work you are doing would you prefer to receive more intensive training?

<table>
<thead>
<tr>
<th>Bibliographic description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification</td>
<td></td>
</tr>
<tr>
<td>Subject cataloguing</td>
<td></td>
</tr>
<tr>
<td>Authority file work</td>
<td></td>
</tr>
<tr>
<td>Coding (MARC)</td>
<td></td>
</tr>
<tr>
<td>Catalogue maintenance</td>
<td></td>
</tr>
</tbody>
</table>

Others (Please specify)

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

32. Are cataloguing standards regularly updated in your library?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

33. Is the quality of your cataloguing evaluated?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If yes by whom?

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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