MIDWESTERN TRANSPORTATION LIBRARY CONSORTIUM

LIBRARY VISIT FORM

A. GENERAL INFORMATION

1. Library name

2. Library founded in

3. Library reports to (unit/supervisor title)

4. Address

5. Telephone

6. Fax

7. Staff name, title and email (list all permanent staff)

8. Hours of operations

9. Do you have a library web page? Y/N

   If yes, what is the address?

10. Web page statistics available? Y/N

11. Library open to general public? Y/N

    If yes, any restrictions?

12. Titles of publications produced by library (electronic or hardcopy)

13. Indexes produced by library

14. Do you have a branch?

15. Are most of your users geographically close to the library?

    Do you support users statewide?

Do you think remote patrons are fully utilizing your services?

16. How do you think a consortium will benefit your patrons?

17. General comments

B. COLLECTIONS

18. Provide a general description of your collection

19. Describe your collection's subject strengths

20. Describe special collections within your collection

21. Do you have a historical collection, please describe

22. Do you have a written collection development policy? Y/N

    If yes, please describe

23. Do you coordinate collection development with other libraries? Y/N

    If yes, please describe

    What libraries?

24. Are there subject areas in your collection you will like to develop? Which ones?

25. Which subject areas would you consider your weakest?

26. Which subject areas do you think your engineers/faculty will like you to develop?

27. How big is your collection?

28. Can you break it down by:
    Book volumes
    Technical reports
    Serial volumes
    Microfiche
    Microfilm
    Photographs
    Maps
    Videos
    Audiotapes
    CD-ROMs
    Other (please describe)

29. Approximate percentage of collection published
    After 1990

Between 1970 – 1989
Before 1970

30. Does the library automatically receive copy of all, most, some, reports published by your agency? Please describe

Do you have a "formal" agreement to receive them? Please describe

How well do you think this agreement is working?

31. Do you regularly receive copy of unpublished reports? Y/N

How do you get them?

32. How much of your collection do you think is duplicated somewhere else?

33. Do you use a jobber to purchase books? Y/N

If yes, what company?

How many titles a year?

34. Do you use a jobber to manage your magazine subscriptions? Y/N

If yes, what company?

How many subscriptions a year?

35. Do you collect international materials? Y/N

What countries?

What languages?

36. Do you have parts of your collection in remote storage? Y/N

If yes, how far away?

Describe collection and size

37. Do you have appropriate shelf space for your collection? Y/N

If no, please describe

Consortium Visit Form

38. Are parts of your collection in a fragile state of preservation? Y/N

    Please describe

    Please describe what measures you take to preserve your collection?

39. Do you subscribe to OCLC's WorldCat? Y/N

    If yes, who uses it? Is it available only at the library?

40. Do you subscribe to OCLC's FirstSearch? Y/N

    If yes, who uses it? Is it available only at the library?

41. Do you have OPAC terminals available to library users? Y/N

42. What other electronic resources do you subscribe to or purchase?

43. What is your annual acquisition's budget?

    For monographs

    For serials

44. How do you think a consortium will impact your collection?

45. General comments

Consortium Visit Form

C. REFERENCE SERVICES

46. Reference staff contact name

47. Reference telephone

48. Reference fax

49. Reference email

50. Reference hours of operations

51. Number of reference questions received last FY

    Number of in-house reference questions received

    Number of outside reference questions received

52. Do you keep reference statistics? Y/N

    If no, would you keep them for the Consortium?

53. Can you identify your top five in-house users?

54. Can you identify your top five outside users?

55. Average weekly staff hours providing reference

56. Approximate yearly percentage of reference requests received:
    In person
    Telephone
    Email
    Letter
    Fax
    Other (please describe)

57. Do other institutions provide reference services for you? Y/N

    If yes, please describe

58. Do you provide reference services for other institutions? Y/N

    If yes, please describe

Consortium Visit Form

59. Do you charge for reference work? Y/N

    If yes, please describe fee schedule

60. Do you provide online reference services? Y/N

    If yes, what software do you use?

61. Would you be willing to participate in a Consortium reference network?

62. How do you think the Consortium will affect your reference services?

63. General comments

Consortium Visit Form

D. INTERLIBRARY LOAN

64. ILL staff contact name

65. ILL telephone

66. ILL fax

67. ILL email

68. OCLC ILL symbol

69. RLIN identifier

70. How do you get your ILL requests? (please check all that apply)
    OCLC
    Email
    Telephone
    Mail
    Fax
    Onsite

71. Do you use the OCLC ILL module? Y/N

72. Do you require an ALA ILL form? Y/N

73. Do you belong to an ILL consortium (Illinet, CIC, etc)? Y/N

    If yes, which one(s)?

74. Do you charge for ILLs? Y/N

    If yes, please describe fee schedule

75. Do you allow patron-initiated ILLs? Y/N

    If yes, please describe

76. Do you have a written interlibrary loan policy? Y/N

    If yes, please describe

77. What will you lend?

78. What will you NOT lend?

79. What is your lending period?

80. What is your renewal period?

81. How many renewals allowed?

82. How do you get pay for your ILLs? (OCLC IMF, check, credit card, etc)

83. Do you have a written shipping policy? Y/N

    If yes, please describe

84. What is your preferred delivery method for loans?
        USPS (please specify)
        FedEx
        UPS
        Other (please specify)

85. What is your preferred delivery method for photocopies?
        Mail
        Fax
        Electronic
        Other (please describe)

86. For last available FY statistics:
        Number of ILL requests received
        Number of ILL requests filled
        Number of ILL YOU requested

87. Do you keep ILL statistics? Y/N

    If no, would you keep them for the Consortium?

88. Can you identify the top five libraries requesting items from you?

89. Can you identify the top five libraries YOU request items from?

90. How do you think an ILL consortium agreement will affect your library?

91. General comments

Consortium Visit Form

E. CATALOGUING

92. Cataloguing staff name

93. Cataloguing office telephone

94. Cataloguing fax

95. Cataloguer email

96. Is your catalogue online? Y/N

    If yes, what vendor?

97. Is your catalogue home developed? Y/N

    If yes, how old is it? What program does it use?

98. Do you use MARC tags? Y/N

    If no, what do you use?

99. Do you use straight LC subject headings? Y/N

    If no, please describe

100. Is your catalogue on the web? Y/N

    If yes, what is the address?

101. Number of items catalogued last year

    Percentage of originally cataloged items

    Percentage of copy catalogued items

102. Do you keep cataloguing statistics? Y/N

    If no, would you keep them for the Consortium?

103. Do you include URL's into bibliographic records? Y/N

104. Do you catalogue electronic resources (web pages, e-journals, etc)? Y/N

105. Do you catalogue items for other libraries? Y/N

    If yes, please describe arrangement and list libraries

106. Do other libraries catalogue items for you? Y/N

    If yes, please describe arrangement and list libraries

107. Are there "office collections" in your agency you will like to see catalogued? Y/N

    Approximate number of items

    Briefly describe these collections

    Comments

108. Do you maintain duplicate copies? Y/N

    Comments

109. Do you have an exchange program with other libraries? Y/N

    Can you list the top five libraries you send materials to?

    Can you list the top five libraries you receive materials from?

    Comments

110. Do you belong to OCLC? Y/N

    If yes, since when?

111. OCLC Symbol

112. Do you use OCLC cataloguing tools and/or services to catalogue? Y/N

    If yes, please describe

113. Do you use TechPro? Y/N

    If yes, how many titles a year?

114. Do you use PromptCat? Y/N

If yes, how many titles a year?

115. Have you received OCLC training?

    If yes, through whom?

116. Are your bibliographic records entered directly into OCLC? Y/N

117. Or are they part of your state or other agency load into OCLC?

    Please describe

118. Do you know of a way to identify your records from other participant's records?

119. Do you have a cataloguing backlog? (process or unprocessed items awaiting cataloguing)

    If yes, approximate number of records

    Briefly describe items

120. Do you have items catalogued but not entered into OCLC?

    If yes, approximate number of items

    Briefly describe items

121. General comments

Consortium Visit Form

F. PROCESSING

122. Do you use book pockets? Y/N

   Describe their location

123. Do you use barcodes? Y/N

   Describe their location and purpose

124. Do you use security strips? Y/N

125. Do you use spine labels? Y/N

   If no, what do you use?

126. Is processing done in-house? Y/N

   If no, please describe

127. General comments

G. CIRCULATION

128. What items circulate?

129. What items do NOT circulate?

130. Do you have a written circulation policy? Y/N

131. Number of items circulated last FY

132. Whom do you circulate items to? (please describe)

133. Do you use an electronic circulation system? Y/N

   If yes, what brand

   If no, what do you use?

134. Are patrons allowed to do own circulation? Y/N

135. What is your circulation period?

136. How many renewals allowed?

137. Do you recall items? Y/N

138. Do you circulate magazines? Y/N

   Number of issues a month

139. Do you photocopy table of contents (TOCs)? Y/N

   Number of issues a month?

   Do you use electronic delivery of TOCs? Y/N

140. Do you have a photocopier readily available? Y/N

141. General comments

Consortium Visit Form

H. MANAGEMENT SUPPORT

142. Briefly describe management support of your library