Guideline 708 - Questionnaires and Surveys

The Library frequently receives questionnaires and surveys. Sometimes other campus departments telephone to request information about the Library so they may respond to surveys or studies they are handling.

Some of these questionnaires ensure that UMBC is represented in various national data gathering/reporting studies of libraries and universities. Other requests for Library data support budget requests or accreditation. It is very important for both the Library and the campus that the Library supply accurate, consistent data in conformity to standard definitions.

Therefore, all questionnaires, survey forms, and telephone calls requesting Library data should be forwarded immediately to the Director of the Library or designee. The Director or designee (ordinarily the Business Manager) will supply the necessary responses from data already assembled or will coordinate gathering and reporting of necessary data and responses.

Copies of all responses to questionnaires, surveys, and data reports are maintained in the Administrative Offices. Generally applicable surveys or data compilations are frequently disseminated to unit heads for their information.

Reference: Unit Heads minutes 10/14/91
effective 10/14/91, ed. LW 8/2/12