

# **Association of Seventh-day Adventist Librarians Distance Learning Survey**

This survey seeks to determine what distance learning library services are being provided in Seventh-day Adventist schools of higher learning. It also seeks to identify the distance learning topics of most concern to the ASDAL membership. It is based upon information and surveys created by the Association for College and Research Libraries *Guidelines for Distance Learning Library Services* and the National Center for Education Statistics *Academic Libraries Survey*. It is a collaborative product of the ASDAL Ad Hoc Committee on Distance Education.

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## **Instructions for completion:**

1. Please complete **ONE SURVEY PER INSTITUTION**
2. Complete the survey by August 31, 2001 and return to:  
Marilyn Gane  
James White Library  
Andrews University  
Berrien Springs MI 49104-1400  
mgane@andrews.edu
3. This survey may also be found on the ASDAL Web site (<http://www.asdal.org>) under the heading *Committee Reports and Resources*.

**Thank you for helping us to help you!**

# Association of Seventh-day Adventist Librarians

## Distance Learning Survey

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### Part A. Definitions

Distance Learning occurs when there is physical distance between the location of the instructor and the location of the student. References to Distance Learning often include the following phrases: extension, extended, off-campus, extended campus, distance, distributed, virtual, asynchronous or synchronous.

Distance Learning Library Services refers to those library services in support of college, university, or other post-secondary courses and programs offered to distance learners regardless of where credit is given.

### Part B. Demographics

Position:  Institution

Number Full Time Student Enrollment  Number Full Time Librarians

### Part C. General Questions

#### Facilities:

1. Can the institution's technology infrastructure adequately support distance learning?
2. Does your library belong to a consortium for the purchase of electronic resources?
3. Place a check  before each **service** your library provides:

\_\_\_\_\_ Electronic catalog

\_\_\_\_\_ Indexes, reference tools

\_\_\_\_\_ Reference tools

\_\_\_\_\_ Full-text periodicals

\_\_\_\_\_ Full-text course reserves/electronic reserves

- In-house reference files
- Library reference by e-mail
- Electronic interlibrary loan
- Technology for disabled distance learners such as TDD work stations
- Electronic document delivery to the distance learner's e-mail address
- Video/desktop conferencing by or for the library
- Satellite broadcasting by or for the library

4. Place a check  before each **virtual** service provided in the library:

- Web pages
- Internet searching
- Electronic connectivity

5. Place a check  before each service for which your library provides **designated building space**:

- Consultations
- Ready reference collections
- Reserve collections
- Electronic transmission of information
- Computerized database searching and interlibrary loan services
- Offices for library distance learning personnel

*Part D should be read by everyone, but answered only if your institution is currently engaged in distance learning.*

*Part E is for everyone, and critical to the work of the Ad Hoc Committee.*

### **Part D. Specific Questions**

Please identify the distance courses/ programs or degrees offered by your institution. Use the reverse side of this page if you need additional space.

<b>Course Title</b>	<b>Method of Delivery</b> (field-based, web, correspondence, etc.)

### **Management**

6. How does your institution demonstrate that it recognizes its responsibility to provide leadership for the provision of distance learning library services?
7. How are distance learning library services evaluated at your institution?
8. Are library services adequately promoted to distance learners (e.g. updated statements of policy, regulations, and management of information resources)? If so, how?
9. Has your library developed a written statement of goals and objectives for distance learning library services?
10. How does your library assess distance learning library services to determine their appropriateness, effectiveness and availability?
11. What partnerships has your library developed within the campus to provide the necessary automation support for the distance learning community? (i.e. Information Technology, Instructional Design and Technology, Faculty)

12. Does your library have representation on curriculum and planning committees?
13. Does your library have representation on institutional and/or departmental distance learning committees?
14. Has your accrediting body reviewed your institution's distance learning program(s)?

### **Personnel**

15. Does your institution provide **professional** personnel (campus-wide) with specific responsibility for distance learning library services?
16. Does your institution provide **support** staff (campus-wide) with specific responsibility for distance learning library services?
17. What professional development opportunities has the institution provided for library personnel to better support distance learning?

### **Documentation**

18. Does your library document ways in which it provides services to distance learners, especially as they relate to the ACRL Guidelines? (e.g. printed user guides, formal and written agreements, guides to computing services, statements of mission and purpose, policies, regulations, and procedures.)

### **Finances**

19. Does your library have a designated and specifically identified institutional budget for distance learning library services?
20. Is your budget for distance learning sufficient to cover the type and number of services provided for the distance learning community?
21. How are distance learning library services funded?

## **Resources**

22. Do distance learning library services adequately meet teaching and research needs? If not, please explain.

23. Do library resources fully allow distance learners to fulfill course assignments? If not, please explain.

## **Services**

24. What new services has your library provided to directly support distance learning?

25. In what ways has the institution's distance learning program impacted traditional library services?

26. What traditional services may have been marginalized to support distance learning? Please explain.

27. What kinds of materials are not accessible to distance learners that are accessible to traditional learners?

28. How does the library deliver bibliographic instruction to distance learners?

29. How are distance learners provided reference assistance?

30. Are distance learners provided assistance with and instruction in the use of nonprint media and equipment? Please explain.

31. Do distance learners have reliable, rapid, and secure access to institutional and other networks including the Internet?

32. Do library hours permit distance learners adequate access to library resources and facilities?

### **Materials delivery**

33. How are materials delivered to distance learners?

34. How are materials insured that are delivered to distance learners?

35. How does the library ensure that materials are delivered to distance learners in a timely manner?

36. What is an acceptable delivery time for delivering resources to distance learners?

### **Part E. Comments**

Please indicate distance learning topics/ activities that you would like presented in ASDAL Action or at a conference.

*Thank you for completing the survey!*