

# DOWNLOAD PDF INSTANT WEB FORMS AND SURVEYS FOR PUBLIC LIBRARIES

## Chapter 1 : Instant Web Forms And Surveys For Academic Libraries | Jonathan Sousa - calendrierdelascie

*ake the expense and work out of designing and uploading online forms and surveys with these one of a kind toolkits. Each toolkit comes with a manual and CD ROM customized by type of library or service.*

InfoPath InfoPath More In the document library, users can fill out forms that are based on your form template, export data from completed forms to Microsoft Office Excel or Microsoft Office Excel , or merge the data from several forms into one form. To allow users to submit forms that are based on your form template to a document library, you can add a secondary data connection to your form template that submits the data. After you add the submit data connection, you can configure the form template to allow your users to submit their form data to the document library. You can also customize the submit options for your form template in the following ways: Change the text that appears on the Submit button on the Standard toolbar and the Submit command on the File menu. Change the keyboard shortcut for the Submit button on the Standard toolbar and the Submit command on the File menu. Create custom messages to display to your users when they submit their forms. Specify whether to leave the form open, close the form, or open another blank form after the form is submitted. Add a submit data connection On the Tools menu, click Submit Options. In the Submit Options dialog box, select the Allow users to submit this form check box. Click Send form data to a single destination, and then click SharePoint document library in the list. In the File name box, type a name that will be used to identify the form in the document library. You can also use a formula to ensure that each form name is unique. In the Insert Formula dialog box, do one of the following: To use a field in the formula, click Insert Field or Group, click the field that you want to use in the Select a Field or Group dialog box, and then click OK. To use a function in the formula, click Insert Function, select the function that you want to use in the Insert Function dialog box, and then click OK. If the function requires parameters, select the function in the Insert Function dialog box, click OK, and then in the Formula box in the Insert Formula dialog box, double-click the function that you added, and click a field or group. Find links to more information about functions in the See Also section. To insert a value or mathematical operator into the formula, type the value or the symbol for the mathematical operation in the Formula box.

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## Chapter 2 : Submit form data to a SharePoint library - InfoPath

*Get this from a library! Instant Web forms and surveys for public libraries. [Gail Junion-Metz; Derrek L Metz] -- Contains twenty-four customizable public library forms and surveys in HTML format.*

Polldaddy for unlimited poll and survey responses Yes, "poll" is in the name, but Polldaddy is also great at making surveys. You can receive your responses via email or RSS and set a date or entry quota to automatically close your survey automatically after it reaches that number. SurveyNuts starts you out with three blank questions, which you can fill in and customize, then add more questions if you need. Add your email address at the bottom, and SurveyNuts will save your survey, create an account for you, and give you a link to share your survey. SurveyPlanet takes away that pain by automatically adding a blank answer spot as soon as you type an answer in the last blank field. You can tap and type as many times as you need to enter all your answers. Then, you can duplicate your questions in a tap to reword them for detailed branched surveys easily. You can have the answers display one at a time or in a list—and if you choose the former, expect to be surprised at how quickly they load. Odds are, your audience fills out your survey on the go. And you might even find yourself wanting to throw together a new survey on your tablet. Its drag-and-drop editor is touch-ready, so you can put together a survey from any device. And, you can include a media gallery in a question, where you can use large images as questions to let people pick a graphical option in your survey—perhaps to say which food looks most tempting. SurveyMethods, though, thinks a survey is the perfect thing for the job. You can gather responses anonymously, if you need, or print your survey and poll people at your events or stores. Or, you can import your email marketing list, and use SurveyMethods to send your survey to everyone at once. See SurveyMethods integrations on Zapier Survs for quickly adding questions Tired of looking through a list of question types to find the format you need? Survs makes this part simple. There are also color-based themes, so you can customize your survey without having to dig in too deep. If you like it, you can then sign up for an account and immediately dive into adding your questions. You can switch back and forth between survey pages, without waiting for anything to load. And, if you happen to also make quizzes, forms, or polls often, building them all in FreeOnlineSurveys is a simple way to keep everything together. These and other professional tools—including scripting in surveys, tools to purchase survey responses, and more—help make SurveyMonkey a great option for business surveys. QuestionPro makes that possible with its mobile apps and iBeacons support. With iBeacons placed throughout your location, and QuestionPro surveys embedded in your mobile app or the QuestionPro app installed, you can send push notifications and ask people to complete surveys based on where they are. But if your business is online, QuestionPro works, too. QuestionPro supports dozens of languages, so you can see what people are thinking no matter where they live. SmartSurvey, though, gives you an easier option, with its shared library. Everyone on your team can add questions and multimedia you want to include in a survey, and share it with each other. Finally, you can share your results page with a download or with an online, password-protected dashboard, so everyone can get the feedback immediately. With a list of your pages on the left, your survey in the middle, and a palette of tools on the right, it looks much like any other creative tool. You can upload photos of your own, store them in Surveypal, and reuse them later in your surveys—and you can add custom code to your survey to track analytics and more. You can be editing your survey and quickly jump to its results, then go back to tweaking in seconds. You can even take PayPal payments in a survey, making them a bit more like a standard form with questions. But some surveys are best filled out offline—from door-to-door surveys where you may not have consistent internet coverage, to in-house QA assessments inside factories and other areas with limited connectivity—and QuickTapSurvey is a great option to build offline surveys that are perhaps even better than online ones. And you can use the same tool to build online surveys for your website, too. Select one, fill in its info, then click the Add new question link underneath and repeat, or add equally simple logic jumps with the More options button. See Obsurvey integrations on Zapier Survmetrics for

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photo-powered surveys A plain background and a list of questions makes for a boring survey. Instead, what if your survey looked more like a presentation, with impactful graphics on every page? Instead of having theme options for the entire survey, you can tweak the font, color, opacity and more for each question. PopSurvey takes that same poll-style approach, and adds it to a normal survey that can have as many questions as you need—but your survey itself will look as simple as a poll, with only one question shown at a time. You can add full-featured survey questions, with everything from text answers to multiple choices with images and a matrix of answers. There are even rules to skip and branch your survey based on previous answers, and a dashboard to analyze your survey results that you can share with others. Its beautiful survey themes, with live previews in a demo browser and mobile device, might even make you smile. A survey that, perhaps, will even make them smile. You build your surveys online, relying on a simple interface that lets you type in your question and then pick the answer type. LimeSurvey is the app for you. Or, you might already have an app that includes a survey builder. Many form builder apps include survey templates, and all could be used to make a survey with a little extra work. Your new survey builder is likely great, with dashboards and notifications and reports and more. Here are some great ways to automatically send out your survey, thank and follow up with respondents, analyze your data, and make your survey fit into your workflow. You may be able to do some of these things with your app itself. For everything else, use Zapier, an automation tool that works with hundreds of apps, including many of the survey tools in this roundup. You might want to find out what each of your new customers think about your app, site, or store. For that, connect your e-commerce platform or payments app to your survey builder, and have it send a survey invite to each of your new customers. Zapier copies the email of the contact, and sends it to FluidSurveys, which then sends the survey invite to the new contact automatically. Just connect your survey builder to your team chat app, and everyone can be notified as soon as your survey is filled out. You could get the full survey results each time, or just a quick message to let you know of a new submission. All they need is a Zap that watches for survey responses, then sends out email notifications to various team members based on where the response is from. Managing surveys in a large team can be simple with customized email notifications. Zapier can copy your new survey results automatically to your favorites spreadsheet app, word processor, notebook tool, or database. Whenever their SurveyMonkey applicant survey is filled out with, their Zap copies the survey data into different worksheets in the spreadsheet based on types of meals the applicant can cook. Their team can then find cooks for each type of menu just by opening the correct sheet. That simple automation has helped their team work far more efficiently. You can list entries in a spreadsheet, save them to your notebook, or even generate unique documents automatically based on each survey response. All you need to do is have Zapier automatically send an email to each person who fills out your survey. You could even include extra info about your company, or perhaps a special coupon code as an extra thanks. Or, if you want to make sure you keep a long-term connection, add your contacts to your email newsletter list. If it supports webhooks or lets you subscribe to a feed of your results, you could use those to add your survey app to Zapier on your own. Otherwise, almost every survey app will send you email notifications when your survey is filled out, and you can use those to integrate with other apps. Just use the free Zapier Email Parser, or for more advanced features, try Mailparser. Forward your emails to the Zapier Email Parser, or add your Zapier Email Parser address as your notifications email in your survey app. Then, teach the Zapier Email Parser which parts of the emails include important survey information. That way, you save your survey results, add your respondents to your CRM and email lists, and more automatically. To download the cheat sheet, just jump back the index page for The Ultimate Guide to Forms and Surveys and scroll down to the Download section. But what will you do with all that data? Written by Zapier Marketer Matthew Guay. Clipboard photo by Dave Crosby. This eBook was crafted for you with love by the Zapier team.

## Chapter 3 : Library User Survey Templates & How-Tos – Library Research Service

*"This book makes available to libraries the means of collecting valuable user information and offering services that these days need only be a mouse-click away. Even libraries with degreed webmasters will wish to use this calendrierdelascience.com recommended for all."*

Yet designing a survey can be a daunting and painstaking process as it entails thoughtful planning and numerous revisions. The purpose of this brief guide is to help you to create a survey that produces quality information of maximum benefit to your organization. While the following questions, tips, and survey templates are intended to point you in the right direction and to save you time and other resources, it is important to consult with others in your organization, and "if possible" with a research professional, when planning or administering surveys. The most important points to consider when designing surveys are: What are the characteristics of the respondents? What are your information needs? Libraries typically develop surveys for 3 reasons: A fourth purpose of surveys is to gather demographic information about library users. However, an important guideline is to never collect more information than is absolutely necessary so as not to unduly burden or stress those who will be answering your survey. Also consider whether your information needs could be met through existing data, such as circulation statistics or community analysis. What are the characteristics of respondents? In designing your survey, it is important to think about who will fill it out as this information has bearing on the language used and also on survey administration. When writing a survey, it is best to avoid slang, jargon, and technical terms; instead, strive to use familiar language and offer definitions and examples wherever necessary. If your library serves non-English speaking communities, you might also have your survey translated to better accommodate those populations. Once you have answered these questions, you can begin designing your survey. At this stage, keep in mind the following issues: Of course another way to gather user feedback is via comment cards, so before drafting a satisfaction survey, it is wise to consider whether it is really necessary, or if this information can be obtained by other means. If your objective is to learn about how your patrons are using the library, consider whether circulation statistics or other such data are already available which could answer your question. Using existing data will prevent needlessly bothering your users with an unnecessary survey. Outcomes Outcomes can be described as what was accomplished or gained by using the library. Assessing outcomes can be difficult, as users are often unaware of the end results of their library use until days or months after using the library; for example, a patron using library computers to complete online job applications does not immediately know whether his or her efforts have been successful. Incorporating a question into your survey which asks whether you may contact respondents at a later date can be a good way to collect outcome information. Alternately, questions about what users hope to achieve by using the library i. As with any question, consider whether this information is essential before including it in your survey design. Again, it is important not to ask your users for any information that is not critical to your research question. Sample Size The general idea behind a survey is to generalize, or make statements about a whole population, based on data collected from a sample. To that end, a good sample should be representative of the population it speaks for in all characteristics except size for example, proportions of male to female, old to young, education levels, etc. A sample size must therefore be large enough to be reflective of the general population. Before distributing your survey, identify your target sample size using a tool such as a sample size calculator. To reach your sample size, consider offering respondents an incentive, such as candy or prizes, to encourage participation. Distributing Surveys Determining the characteristics of your sample is important because these factors also affect how you distribute your survey. Surveys can be offered in-house, mailed, or accessed electronically. Each has advantages and drawbacks. In-house surveys are easy to collect and free; however, they only capture information from those who are already using the library. Mailing surveys to everyone in your service area, or to a sample thereof, can be a good way to hear from those who do not regularly use the library, but is

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considerably more costly than administering them in-house. Mail surveys also have lower response rates than other delivery methods. Lastly, electronic surveys can be vulnerable to security risks, which can compromise the quality of the data you collect. Use short questions when possible. Carefully consider the placement of each question and set of related questions. Number the items consecutively from the beginning to the end. Use plenty of white space to ensure that the survey is readable. Use an easy-to-read font size and type. Use lead-ins for new or lengthy sections to orient and guide the user. For example, if your survey includes a demographics section, title it as such. Avoid questions that ask respondents to rank items e. A better approach is to ask respondents to rate items e. Include some open-ended questions. Do not use lines with open-ended questions. Instead, leave that area as white space. Include a closing statement. In addition to thanking patrons for participating in the survey, this statement might also include contact information should respondents have any questions about the survey. Checklist for survey construction. In Educational Research pp. How you analyze the data resulting from your survey is dependent upon how your survey was administered, i. Some tools, such as Survey Monkey , have built-in features for data analysis, or you might choose to use databases or statistical software. Comments can be coded and analyzed in-depth, unless your goal was simply to pull outstanding comments as a source of anecdotal evidence about, for example, what your library means to the community it serves. If resources allow, consider hiring a research professional to analyze and present your data. In all instances, it is best to think about how you will present your data before designing and administering the survey.

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## Chapter 4 : Instant Web forms and surveys for children's/YA services and school libraries - Evergreen Indiana

*Note: Citations are based on reference standards. However, formatting rules can vary widely between applications and fields of interest or study. The specific requirements or preferences of your reviewing publisher, classroom teacher, institution or organization should be applied.*

Jonathan Sousa Norway, Sweden, the United Kingdom, and the United States The book is more of a printed version of the CD than the wrote papers that are arranged under nine general headings: At this point it is necessary to make certain modifications tion on each contributor. Any work such as this one is uneven in the contributions. Finallyâ€™and the multi-national presentation. It is refreshing to read about here difficulties may ariseâ€™these forms need to be placed on a developments in various countries and to gain different perspec- Web server that will properly process Perl CGI scripts and in- tives on key issues confronting research libraries. For this re- cludes an e-mail server. This method, which its creators have the venerable and widely supported, if obtuse, Perl language, extensively marketed, relies on self-reporting, generates a re- there are definite obstacles to be overcome for certain Web sponse rate lacking in external validity, contains numerous servers. At any rate, the papers show forms. I eventually had to perform ways to gather and report data. It will be curious to see if, on a installations and modifications that exceed the knowledge of the global basis, e-metrics are embraced, perfected, and move into target audience for this volume. In short, make certain that you more important assessmentâ€™ outcomes that focus on learning will be using a Linux or other Unix Web server before purchas- and changes in behavior over time. As some of the papers may ing this book. Larry My primary criticism of the forms themselves concerns the Hardesty is concerned about socialization to the profession for method of formatting. Rarely do interactive Sorting Out the Web: Approaches to Subject Access, by Web pages turn out to be easy for anyone who has not com- Candy Schwartz. However, one must first be very clear about problems presented by Internet searching and information over- what this book is not. It is not a solution for tracking user refer- load. This focus makes sense as library subject approaches are ence requests or interfacing with a library catalog; it provides adopted for building digital libraries, cataloging Web resources, no database backend nor does it create a log of form use. What and developing Web-portal taxonomies. Despite these develop- it does offer are 24 basic and useful Web forms in HTML and ments, the professional literature does not yet offer a complete Perl that a technology- or budget-limited library could imple- picture of how library and information science principles and ment with a minimum of effort. These forms do nothing more practices, complemented by automatic techniques e. This gap vices for some libraries.

## Chapter 5 : The 20 Best Online Survey Builder Tools - The Ultimate Guide to Forms and Surveys | Zapier

*budget that wants to provide its users with more online service options.â€™Jonathan D. Sousa, Technical Applications Devel- Instant Web Forms and Surveys for Academic Libraries, by opment Manager, Association of Research Libraries, 21 Gail Junion-Metz and Derrek L. Metz.*

## Chapter 6 : Questionnaires and Surveys - New Mexico State Library

*Instant Web forms and surveys for children's/YA services and school libraries / Gail Junion-Metz and Derrek L. Metz.*

## Chapter 7 : Virginia Beach Public Library :: calendrierdelascience.com - City of Virginia Beach

*Gail Junion-Metz is the author of Instant Web Forms And Surveys For Children's Services And School Libraries ( avg rating, 1 rating, 0 reviews, publi.*

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## Chapter 8 : Web Survey Questionnaire Form Library and other Survey Resources

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