FACILITY NEEDS AND ASSESSMENT QUESTIONNAIRE

LIBRARY/MEDIA CENTER

Questionnaire Completed by: ________________________________

Position: _____________________________________________

Date: __________
LIBRARY/MEDIA CENTER

A. SPACE UTILIZATION

1. Functional adequacy?
   a. Research
   b. Informal Reading
   c. Meeting Space
   d. Small Groups
   e. Classroom Size Groups-Special Requirements?
   f. Computer Lab(s)
   g. Other

2. Storage & Adequacy?
   a. Shelving (Reference, Periodicals, Books)
   b. AV Storage
   c. Text Book Storage
   d. Other

3. Adequate cabinetry?
B. INTERIORS

1. Pin-up space?
2. Marker boards?
3. Flooring/type?
4. Wall finishes?
5. Ceiling finishes?
6. Ability to darken room?
7. Openable windows?
8. Are classrooms securable?
9. Acoustics

C. BUILDING SYSTEMS

1. Leaks?
2. Plumbing?
3. Temperature/Heating Ventilation and Air Conditioning?
4. Electrical outlets?
5. Lighting?
6. Communications systems?
7. **Technology:**
   
a. Computers for student use  
b. Desktop Publishing  
c. Electronic Card Catalog  
d. Electronic Check-out  
e. Security  
f. Video Viewing/Production  

8. **Other Spaces:**
   
a. Library Workroom:  
   1. Size adequate  
   2. Features  
   3. Electrical  
   4. Lighting  
   5. Equipment  

b. Library Office:  
   1. Size  
   2. Condition
3. Electrical

4. Lighting

5. Technology

9. Other comments or special needs?