

Geauga County Public Library
Operating Policy Manual

SECTION: SURVEYS
SECTION NUMBER: 970
EFFECTIVE DATE: December 12, 1994
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In order to plan for new or improved services, the Library may survey its patrons or other residents in Geauga County. These surveys may be conducted in the library buildings by telephone (calling patron homes or businesses), by mail, online or by any other appropriate method. Surveys may be designed and/or completed by staff or third party vendors or volunteers approved by the Library. All survey instruments, methodology and implementation procedures must be approved by the Director prior to contacting any members of the public.

Surveys of library staff may be conducted for the purpose of pre-testing public surveys, or to obtain staff opinions on services or personnel issues. All survey instruments, methodology and implementation procedures must be approved by the Director prior to contacting any members of the staff.

Individuals or organizations that wish to survey staff or patrons must receive written permission from the Director to conduct any type of Library survey.

Reviewed December 16, 2008
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