



Library Jurisdictional Information and Branch Needs Assessment Surveys

This survey is composed of the two parts:

- The Library Jurisdictional Information Survey
- The Library Branch Needs Assessment Survey

We strongly recommend that you have all of your information gathered before completing the online survey.

THIS PDF COPY OF THE ASSESSMENT SURVEY IS PROVIDED TO FACILITATE YOUR DATA GATHERING ONLY. THE SURVEY MUST BE COMPLETED ONLINE. PLEASE FOLLOW THE LINKS THAT WILL BE PROVIDED IN A SUBSEQUENT E-MAIL.



LIBRARY JURISDICTIONAL INFORMATION SURVEY

Contact Information

Library Jurisdiction Name:	
Library Director:	
Phone:	
E-mail Address:	
Primary Technical Contact:	
Phone:	
E-mail Address:	
Person Completing Survey:	
Phone:	
E-mail Address:	

Staff and Finance

Does your library currently take advantage of federal E-rate discounts for circuit or equipment costs?	Yes for both circuit and equipment
	Only for the circuit
	Only for internal connection (equipment)
	No
Does your library current take advantage of state Teleconnect Fund (CTF) discounts?	Yes
	No
Do you have IT or networking staff on site, either part-time or full time?	Yes
	No
If not, do you have access to networking staff from your county, city, or other agency/department?	Yes
	No
Can you provide 24-hour remote hands support during emergencies?	Yes
	No
Please list all branches for which you will be completing the Needs Assessment Survey:	<hr/> <hr/> <hr/> <hr/> <hr/>

Desired/Planned Usage

What would be your desired/planned **INSTRUCTIONAL** usage if you had a broadband connection with the necessary bandwidth? (Check all that apply.)

- Support for individual online learning
- Support for group online learning
- Computer classes
- One-on-one tutorials
- Partnerships with community organizations offering instruction (ex. literacy, health care, veterans services)
- Videoconferencing with experts (ex. health professionals, legal aid)
- Other (Please describe below.)

What would be your desired/planned **LIBRARY ADMINISTRATION** usage if you had a broadband connection with the necessary bandwidth? (Check all that apply.)

- Install or expand your wireless network
- Administrative efficiencies (ex. videoconferencing meetings and self check out)
- Patron support (ex. online tutorials for frequently asked questions and librarians on the floor answering questions using mobile devices)
- Cloud hosting of applications or services
- Voice over IP telephone (VoIP)
- Expand existing computer terminals
- Other (Please describe below.)

What would be your desired/planned **DIGITAL CONTENT** usage if you had a broadband connection with the necessary bandwidth? (Check all that apply.)

<input type="checkbox"/>	Streaming live events from around the country into the library
<input type="checkbox"/>	Expanding community research options (ex. digitizing family and community history materials)
<input type="checkbox"/>	Develop and support a small business incubation center
<input type="checkbox"/>	Provide and support use of social media by patrons
<input type="checkbox"/>	Distribution of e-books and/or video on demand services
<input type="checkbox"/>	Creating a “maker space” where patrons can create content (ex. use video equipment and 3-D printers)
<input type="checkbox"/>	Enriching website with video content (ex. taped story times, speakers, etc.)
<input type="checkbox"/>	Other (Please describe below.)

What is the most compelling argument you could make about why expanded broadband is critical to the future of your library and your community?



LIBRARY BRANCH NEEDS ASSESSMENT SURVEY

Your Jurisdiction must complete a Library Branch Needs Assessment for each branch listed in Question 16 in the Library Jurisdictional Information Survey. This includes main library, branches, or headquarters.

We recommend that you have all your information gathered before completing the survey.

Branch or Jurisdiction Information

1. Jurisdiction Name:	
2. Branch Name:	
3. Branch Address:	
Address 1:	
Address 2:	
County:	
City:	
State:	
ZIP:	

Existing Internet Connection

4. Please select your Internet provider from the list below:

<input type="checkbox"/>	Allegiance	<input type="checkbox"/>	Cricket	<input type="checkbox"/>	SureWest
<input type="checkbox"/>	AT&T	<input type="checkbox"/>	Ducor	<input type="checkbox"/>	TelePacific
<input type="checkbox"/>	Cal-ORE	<input type="checkbox"/>	Frontier/Citizen	<input type="checkbox"/>	Time Warner Cable
<input type="checkbox"/>	Calaveras	<input type="checkbox"/>	Level3	<input type="checkbox"/>	TW Telecom
<input type="checkbox"/>	CA Broadband Co-op	<input type="checkbox"/>	Plumas-Sierra	<input type="checkbox"/>	Vast Networks
<input type="checkbox"/>	Charter	<input type="checkbox"/>	Ponderosa	<input type="checkbox"/>	Verizon
<input type="checkbox"/>	Cogent	<input type="checkbox"/>	Sebastian	<input type="checkbox"/>	Volcano
<input type="checkbox"/>	Comcast	<input type="checkbox"/>	Sierra Telephone	<input type="checkbox"/>	Other (please specify)
<input type="checkbox"/>	Cox Communications	<input type="checkbox"/>	Siskiyou	<input type="checkbox"/>	

5. What is your current connection speed to the Internet?

<input type="checkbox"/>	1.5 Mbps (T1 or less)	<input type="checkbox"/>	45 Mbps (DS3)	<input type="checkbox"/>	300 Mbps
<input type="checkbox"/>	5 Mbps	<input type="checkbox"/>	50 Mbps	<input type="checkbox"/>	500 Mbps
<input type="checkbox"/>	10 Mbps	<input type="checkbox"/>	100 Mbps	<input type="checkbox"/>	1000 Mbps (1 Gbps)
<input type="checkbox"/>	20 Mbps	<input type="checkbox"/>	155 Mbps (OC3)	<input type="checkbox"/>	
<input type="checkbox"/>	30 Mbps	<input type="checkbox"/>	250 Mbps	<input type="checkbox"/>	

6. What form or type of Internet connection do you currently have?

ATM circuit
Cable modem
DSL (Digital subscriber line)
Metro Ethernet
Point-to-point circuit
Other (please specify)

7. What is your current upload speed?

1.5 Mbps (T1 or less)	45 Mbps (DS3)	300 Mbps
5 Mbps	50 Mbps	500 Mbps
10 Mbps	100 Mbps	1000 Mbps (1 Gbps)
20 Mbps	155 Mbps (OC3)	Other (please specify)
30 Mbps	250 Mbps	

8. What is your current download speed?

1.5 Mbps (T1 or less)	45 Mbps (DS3)	300 Mbps
5 Mbps	50 Mbps	500 Mbps
10 Mbps	100 Mbps	1000 Mbps (1 Gbps)
20 Mbps	155 Mbps (OC3)	Other (please specify)
30 Mbps	250 Mbps	

9. What is the current utilization percentage of your Internet connection, if known?

Up to 25%
25% to 50%
50% to 75%
75% to 100%
Unknown

10. When does the contract of your existing Internet connection expire?

We are on a month-to-month basis.
0 to 6 months
6 to 12 months
12 to 18 months
18 to 24 months
24 to 36 months
36 to 48 months

11. What is the pre-discounted monthly cost of your existing Internet connection?

\$0 to \$25
\$25 to \$50
\$50 to \$100
\$100 to \$200
\$200 to \$300
\$300 to \$500
\$500 to \$1000
\$1000 to \$1500
\$1500 to \$2000
\$2000 to \$2500
Over \$2500

12. What is the local telephone company that services your location?

Allegiance	Cricket	SureWest
AT&T	Ducor	TelePacific
Cal-ORE	Frontier/Citizen	Time Warner Cable
Calaveras	Level3	TW Telecom
CA Broadband Co-op	Plumas-Sierra	Vast Networks
Charter	Ponderosa	Verizon
Cogent	Sebastian	Volcano
Comcast	Sierra Telephone	Other (please specify)
Cox Communications	Siskiyou	

13. If known what cable company provides services in your area?

Cablevision	Cox	SureWest
Charter	Mediacom	Time warner Cable
Comcast	SuddenLink	Other (please specify)

Space and Equipment

DEFINITION OF TERMS:

HVAC: Heating, ventilation and air conditioning

Telco: Service provider such as telephone company or cable company

MPOE: Main Point of Entry. This is where telephone and data circuits come into your facility and where the local phone company has its equipment.

Server room: The location where you keep your router/modem and servers if you have any, or where you would likely place a new router for a possible new broadband connection.

Relay Racks: Standardized 19-inch frame or enclosure for mounting multiple equipment modules.

Router: Electronic device that handles and manages the flow of data to and from the Internet.

Switch: Electronic device that connects individual devices (PCs, printers) to each other, to the Integrated Library System, and to the router for connection to the Internet.

UPS (Uninterruptible Power Source): An electrical device that combines battery backup and power sensing features that will deliver electricity to data equipment for a period of time in the event of power failure.

14. Where is the MPOE for your library site located? (Bldg, floor room #)

15. What is the length, width, and height of your MPOE?

Length in feet:	
Width in feet:	
Height in feet:	

16. What is the composition of the walls?

	Drywall
	Plywood
	Concrete
	Block or brick
	Other (please specify)

17. What type of flooring does the MPOE have?

	Concrete
	Raised
	Wood
	Tile
	Other (please specify)

18. If known, is there vacant entrance conduit to the MPOE for a new fiber optic cable?

	Yes
	No

Library Networking Equipment

19. Is your equipment (router or modem) kept in the MPOE or in a different location or separate server room?

	MPOE
	Server room
	Other (please specify)

20. If you have a separate server room, what is the length, width, and height?

Length in feet:	
Width in feet:	
Height in feet:	

21. Do you use relay racks to mount your library's telecommunication equipment?

	Yes
	No

22. If you use relay racks, how much unused rack space do you have available, in inches?

	0 to 6 inches
	6 to 12 inches
	12 to 18 inches
	18 to 24 inches
	24 to 36 inches

23. Is there sufficient overhead space for seismic bracing of racks, if required?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

24. Does your library currently have a router and Ethernet switches in place?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

25. If you answered yes to question 24, who is the equipment manufacturer of the router?

<input type="checkbox"/>	3COM	<input type="checkbox"/>	Enterasys	<input type="checkbox"/>	Nortel
<input type="checkbox"/>	ADC	<input type="checkbox"/>	Fujitsu	<input type="checkbox"/>	Panasonic
<input type="checkbox"/>	Alcatel-Lucent	<input type="checkbox"/>	Hawking Technologies	<input type="checkbox"/>	Paradyne
<input type="checkbox"/>	Asante	<input type="checkbox"/>	HP	<input type="checkbox"/>	Perle Systems
<input type="checkbox"/>	Asus	<input type="checkbox"/>	IMC Networks	<input type="checkbox"/>	QLogic
<input type="checkbox"/>	Belkin	<input type="checkbox"/>	IOMagic	<input type="checkbox"/>	Samsung
<input type="checkbox"/>	Brocade	<input type="checkbox"/>	Juniper	<input type="checkbox"/>	Siig
<input type="checkbox"/>	Canary	<input type="checkbox"/>	Kentrox	<input type="checkbox"/>	TRENDNet
<input type="checkbox"/>	Ciena	<input type="checkbox"/>	LG	<input type="checkbox"/>	US Robotics
<input type="checkbox"/>	Cisco	<input type="checkbox"/>	Linksys	<input type="checkbox"/>	Western Digital
<input type="checkbox"/>	CMS	<input type="checkbox"/>	Motorola	<input type="checkbox"/>	ZOOM
<input type="checkbox"/>	Cnet	<input type="checkbox"/>	Multitech Systems	<input type="checkbox"/>	Other (please specify)
<input type="checkbox"/>	D-Link	<input type="checkbox"/>	Netgear	<input type="checkbox"/>	
<input type="checkbox"/>	Edge-CorE	<input type="checkbox"/>	Netopia	<input type="checkbox"/>	

26. If you answered yes to question 24, what is the model of the router?

27. If you answered yes to question 24, does your router have a Gigabit Interface Converter (GBIC) or Small Form-factor Pluggable (SFP) transceiver interface capability?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

28. If you answered yes to question 27, have you installed a GBIC or SFP?

<input type="checkbox"/>	Yes, GBIC
<input type="checkbox"/>	Yes, SFP
<input type="checkbox"/>	No

29. Does your library currently have any fiber optic equipment or services in use?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Power

30. Is the telco equipment in your MPOE on UPS backup power?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

31. If so, how many minutes/hours can your UPS provide power?

<input type="checkbox"/>	Less than 15 min
<input type="checkbox"/>	15 to 30 min
<input type="checkbox"/>	Over 30 min

32. If you have a server room, is it on UPS backup power?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

33. If so, how many minutes/hours can your UPS provide power?

<input type="checkbox"/>	Less than 15 min
<input type="checkbox"/>	15 to 30 min
<input type="checkbox"/>	Over 30 min

34. Is your library or building the library is part of, on backup generator power?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

35. If you have a backup generator, how many minutes/hours is it rated for?

<input type="checkbox"/>	0 to 30 min
<input type="checkbox"/>	30 to 60 min
<input type="checkbox"/>	1 hour to 2 hours
<input type="checkbox"/>	Over 2 hours

36. Can you have additional AC power outlets installed in the MPOE, if needed?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

37. Can you have additional AC power outlets installed in your server room, if needed?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Environment

38. Is the telco equipment in the MPOE water/rodent proof?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

39. Is your server room water/rodent proof?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

40. Does your server room have overhead water or sewer pipes?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

41. Does your server room or the location of your current equipment have overhead lighting?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

HVAC Systems

42. Does your library have 24-hour HVAC?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

43. Are your HVAC systems on backup power?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

44. If so, how many minutes/hours is backup power available?

<input type="checkbox"/>	0 to 30 min
<input type="checkbox"/>	30 to 60 min
<input type="checkbox"/>	1 hour to 2 hours
<input type="checkbox"/>	Over 2 hours

45. Please characterize the airflow for your server room or the location of your current equipment.

<input type="checkbox"/>	HVAC, same as library
<input type="checkbox"/>	Separate HVAC for server room/equipment
<input type="checkbox"/>	Passive ventilation (ex. airflow to outside)
<input type="checkbox"/>	None
<input type="checkbox"/>	Other please specify)

46. Do you control the ambient temperature in your server room?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

47. Do you control the humidity in your server room?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Fire Suppression

48. Does your server room have a fire suppression system (water, gas, Halon)?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

49. If you have a water/sprinkler system, is it a wet or dry pipe system?

<input type="checkbox"/>	Wet
<input type="checkbox"/>	Dry

50. Is there a manual power shutdown switch for your server room?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

51. Do you have a fire alarm system for your server room?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Security

52. Is your server room locked (ex. key/card key/cypher)?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

53. If so, are keys/access codes issued to a limited number of staff?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

54. Can you provide 24-hour access for emergencies?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Location Permanency

55. Do you expect your library to move/relocate in the next 5 years?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

56. Do you expect that your telco equipment or server room will need to be relocated in the next 2 years?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No