

Survey Proposal Form

Please fill in this form completely, attach a draft of the survey, and send this completed form to your committee's IS Executive Committee liaison for review by the Executive Committee and the ACRL.

Proposing Committee:

Committee Chair:

Committee Chair Email:

Date Submitted: Date Approved:

Proposed title of the survey:

Describe the purpose of this survey. How does it relate to the committee's charge and the Instruction Section strategic plan? Why is this survey important to do?

Who is the target audience for this survey? (check all that apply)

- IS members only
- Instruction librarians in general
- Academic librarians
- Library administrators
- Campus administrators

Other:

How will you create and provide access to this survey? (Which tool(s) do you plan to use to distribute the survey?)

How do you plan to promote this survey? (Provide names of email lists or other resources you plan to use to promote this survey.)

Describe your plans for analyzing and using the survey data.

What is the proposed time-line for promoting and conducting this survey, and analyzing and releasing the survey results?

Is this a one-time survey?

If not, how frequently would the committee conduct this survey?

Attach a draft of the proposed survey with this proposal form. The proposed survey should include an introductory paragraph describing the survey's purpose and should indicate anonymity or address the confidentiality of the responses collected.