

TLA50 Community Assessment Strategy Worksheet

Please fill in as much detail as you can now and continue to add to this worksheet as your further refine your community assessment strategy.

Your name:

Name of Library/Branch:

Date:

Things to Consider

Your Strategy

Overall data collection

- What further data need to be collected?
 - How will you achieve triangulation? (i.e., which two or more methods will be used to collect data)
 - How will data be used ? (e.g., to plan new service or program; write a grant; add materials to the collection)
 - Which population to target?
 - What potential barriers to overcome? (e.g., languages, technology, literacy)
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Key informants

- Who to interview?
- How to recruit key informants?
- What to ask?
- Who will conduct interview?

Surveys

- What type of survey to administer?
(online, face-to-face interview, telephone interview, pencil-and-paper)
- What to ask?
- Who to survey? How large a sample?
- What languages to use?
- Where to administer survey?
- Who will administer survey?

Focus groups

- Who to interview?
- How many groups and how many participants per group?
- How to recruit participants?
- What to ask?
- Who will conduct focus groups?
(discussion leader and recorder)
- Is an interpreter needed?
- Where to conduct focus groups?
- Participant incentives?
- Post-focus-group survey?