



Needs Assessment: Asking Significant Questions

*Workshop Agenda
Summer 2007*

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Instructor
An Infopeople Workshop

Welcome, Workshop Overview, Introductions

Define Needs and Needs Assessment in General

- ◆ Basic Human Needs
- ◆ Needs Typically Met by Libraries
- ◆ Specific Needs of People in Your Environment
- ◆ Reasons Why Your Library Could Benefit from Conducting Needs Assessments
Exercise #1 Solving a Personal Problem
Exercise #2 Defining Needs
Exercise #3 Defining Gaps in Service

Types of Needs Assessment Methods

- ◆ Informal (observation, research data)
- ◆ Formal (interviews, focus groups, surveys)
Exercise #4 Close-ended Interview

Steps in an Overall Information Gathering Process

- ◆ Defining the Purpose(s)
- ◆ Determining What Resources Are Available
- ◆ Deciding Who Will Conduct the Process
- ◆ Deciding What Kinds of Information Should Be Collected
- ◆ Deciding How Information Will Be Collected
- ◆ Deciding How Information Will Be Analyzed and Interpreted
- ◆ Deciding How the Results Will Be Shared

Specific Considerations for Grant Applications

- ◆ What Funding Sources Look For Regarding Needs Assessment Elements
- ◆ Common Weaknesses in Grant Application Needs Statements
- ◆ Tips for Meeting State Library Expectations for Good Needs Assessments
Exercise #5 Critiquing a Sample Needs Statement

Putting It All Together

Exercise #6 Designing an Information Gathering Process
Exercise #7 Preparing a Grant Needs Statement

Summary and Evaluation

There will be two 15-minute breaks and an hour for lunch.