

## Workshop #4: Community Voices: Partnering for Accessibility and Inclusion in Library Planning

Handout #2



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### Community Needs Assessment

#### Questions to Think About:

1. What are your reasons for choosing to do this survey?
2. What are your goals in doing this survey?
3. Are you ready to conduct this survey?
4. How much time do you have to plan and conduct the survey, from start to finish?
5. How many people are going to be asked to participate?
6. What kinds of people will be asked to participate?
7. Are there any local disability organizations that might co-sponsor or provide input for your survey?
8. Are there any local disability advocates who might provide you with feedback on your survey before implementing it?

#### Examples of Short-Response Questions:

1. Do you have a current library card?
2. How often do you use/go to the library?
3. Why do you use the library?
4. What materials do you think should be emphasized at your library?
5. Of the following assistive technologies at the library, which have you used?
6. Are there any assistive technologies that you think your library should have?
7. What services have you used at your library?
8. What events have you gone to at your library?
9. What services would you like to see at your library?
10. What events would you like to see at your library?

#### Different Types of Community Stakeholders:

1. Primary Stakeholders: Primary stakeholders are directly impacted by the actions you take. These are the groups that may be using the service or resource and participating in the program (or wish they were). For example, if a library holds a sensory storytime program specifically targeted for children with autism, those children, parents or caregivers, and possibly support organizations are primary stakeholders.
2. Secondary Stakeholders: Secondary stakeholders are indirectly affected by the actions you take. For example, suppose the library develops a program for adults with autism

focused on providing employment resources and opportunities. In that case, there may be an indirect effect on employers in the community. A specific group of people is affected but from the result of a program rather than the program itself.

3. Key Stakeholders: Key stakeholders are directly involved in the action itself, an action that could not be possible without participation from those stakeholders. For example, if your library is initiating a program run by library staff, the library staff would be considered a key stakeholder because the program could not be implemented without them.