



Information & Library Technology Association
A Division of the American Library Association

B-9
Program Evaluation
Summary Form

RETURN BY AUGUST 1st

Please tabulate the LITA Program Evaluation Forms, and transfer the results on this Summary Form. Add the number of attendees to this Summary Form.

Name of Program _____ Sponsoring Unit _____

Date _____ Time _____ # Attending _____

Your Name/Phone/E-mail _____

Employment: ___ Public Library ___ Academic Library ___ Special Library ___ School Library ___ Other

Where did you hear about this program? ___ LITA Newsletter ___ Flyers ___ Conference Bulletin
___ IG Mailing ___ Word of Mouth ___ Electronic Communication
___ LITA Website ___ Other

1. The program provided the information I expected or needed. ___ Agree ___ Disagree ___ Uncertain
2. Advance publicity adequately described the program's content, scope, and approach. ___ Agree ___ Disagree ___ Uncertain
3. The speaker(s) was (were) prepared for the presentation. ___ Agree ___ Disagree ___ Uncertain
4. The speaker(s) presented their information effectively. ___ Agree ___ Disagree ___ Uncertain
5. The handouts or visual aids used (if any) in the program were: ___ Excellent ___ Good ___ Fair ___ Poor ___ Not Applicable
6. Overall, the content of the presentation was: ___ Too Elementary ___ About Right ___ Too Advanced
7. In terms of use of my time, I consider the program to have been: ___ very effective ___ somewhat effective ___ ineffective
8. My overall rating of the program was: ___ Excellent ___ Good ___ Fair ___ Poor
9. The time allotted for this program was: ___ Too Long ___ Just Right ___ Too Short

Please transfer comments from questions 10-12 to another sheet. Attach that sheet to the summary.

10. How would you improve this program?
11. What program topics would you like to see presented which were not offered?
12. Other comments?