



## Donors Forum *of* Chicago

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Dear Forum*otes* reader,

The Donors Forum of Chicago is conducting a survey to find out what information you use, how you use it and how we can improve as information providers. Please help us by taking a few moments to complete this survey.

**To thank you for giving us feedback, we will enter your name into a raffle for the following five great prizes:**

- \* **Electronic edition of the *Directory of Illinois Foundations*, on CD-ROM or disk  
OR  
Print edition of the *Directory of Illinois Foundations*, plus other DFC core publications**
- \* **\$50 voucher redeemable for library-sponsored workshops (2 winners)**
- \* **Ticket to the 26<sup>th</sup> Annual Donors Forum Member and Forum Partners Luncheon (2 winners)**

Your name and contact information will only be used for purposes of the raffle and will not be used in the survey tabulation. However, we do respect your need for privacy and providing your contact information is optional. Please fax the completed survey back to us by

**Monday, December 20, 1999  
Fax: (312) 578-0103**

Our mailing address is: Donors Forum of Chicago, 208 S. LaSalle Street, Suite 740, Chicago, IL 60604-1006.

If you have any questions or comments on about this survey, please contact Kristin Anderson or Siu Pang at (312) 578-0090.

Thank you. We look forward to receiving your response.

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# Donors Forum of Chicago

## Information Users Survey

As part of our efforts to improve services, we ask that you take a few moments to complete this survey.

1. Please tell us your job title/function. \_\_\_\_\_

2. Which of the following information sources do you know about and/or use? (Please check all that apply.)

	Don't know about	Know about but don't use	Know about and use
Staff (Member Services/Library/Other)	---	---	---
Committees and Member Issue Groups	---	---	---
Library Reference Services	---	---	---
Library-Sponsored Workshops (e.g. Proposal Writing)	---	---	---
Donors Forum Web Site	---	---	---
Philanthropic Database (PhD)	---	---	---
<b>Print</b> <i>Directory of Illinois Foundations</i>	---	---	---
<b>Electronic</b> <i>Directory of Illinois Foundations</i>	---	---	---
<i>Members, Associate Members, and Forum Partners Directory</i>	---	---	---
Forumnotes	---	---	---
Other Donors Forum Publications: _____	---	---	---
Other(s), (please specify): _____	---	---	---

3. What are the three most useful information products and services you get from the Donors Forum?

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

4. Please tell us the how the information products and services you have listed in Question 3 relate to your work.  
(How you use it, what you use it for, how often do you use it, etc.)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

5. What is your opinion about the quality of our information services and products?

Please **rate 1 = Good. 2 = Fair. 3 = Poor**

	Substantive	Accurate	Timely
Staff (Member Services/Library/Other)	---	---	---
Committees and Member Issue Groups	---	---	---
Library Reference Services	---	---	---
Library-Sponsored Workshops (e.g. Proposal Writing)	---	---	---
Donors Forum Web Site	---	---	---
Philanthropic Database (PhD)	---	---	---
<b>Print</b> <i>Directory of Illinois Foundations</i>	---	---	---
<b>Electronic</b> <i>Directory of Illinois Foundations</i>	---	---	---
<i>Members, Associate Members, and Forum Partners Directory</i>	---	---	---
Forumnotes	---	---	---
Other Sources: _____	---	---	---

Comments: \_\_\_\_\_

6. I get information from the Donors Forum via: (please check all that apply)

- |  |                                |
|--|--------------------------------|
| ___ Phone calls to library reference staff | ___ Phone calls to other staff |
| ___ Networking with professional peers     | ___ Printed materials by mail  |
| ___ Faxes                                  | ___ E-mail                     |
| ___ Library visits                         | ___ Donors Forum web site      |
| ___ Other(s), please specify: _____        |                                |

7. I prefer to get information from the Donors Forum via: (please check up to three choices)

- |   |   |
|---|---|
| <input type="checkbox"/> Phone calls to library reference staff | <input type="checkbox"/> Phone calls to other staff |
| <input type="checkbox"/> Networking with professional peers     | <input type="checkbox"/> Printed materials by mail  |
| <input type="checkbox"/> Faxes                                  | <input type="checkbox"/> E-mail                     |
| <input type="checkbox"/> Library visits                         | <input type="checkbox"/> Donors Forum web site      |
| <input type="checkbox"/> Other(s), please specify: _____        |   |

8. What can we do to make it easier for you to get the information that you need from the Donors Forum?

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9. If the Donors Forum could provide you with additional information/tools to help you do your job, what would they be?

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10. Which of the following might be of interest to you? (Check all that apply, specifying areas of interest):

- |  |                |
|--|----------------|
| <input type="checkbox"/> New publications                | specify: _____ |
| <input type="checkbox"/> Online resources                | specify: _____ |
| <input type="checkbox"/> E-mail groups/Listservs         | topics: _____  |
| <input type="checkbox"/> Briefing papers/Research        | topics: _____  |
| <input type="checkbox"/> Briefings/Workshops             | topics: _____  |
| <input type="checkbox"/> Orientation to the Donors Forum |                |
| <input type="checkbox"/> Other(s), specify: _____        |                |

11. Please read the following statements and check all that apply.

	Yes	No
I have an e-mail account.	___	___
I have access to the Internet	___	___
I currently subscribe to at least one listserv.	___	___
I participate in online discussions in newsgroups and/or electronic bulletin boards.	___	___

If you answered yes to any of the above statements, please answer Questions 12-13. If you have answered no to all the above statements, please skip to Question 14.

12. How often do you check your e-mail?

- Never     Infrequently     Once a day     Regularly throughout the day

13. On average, how many hours a week do you spend on the Internet?

- 0 hours     0-1 hours     1-3 hours     3-5 hours     5-7 hours     7+ hours

14. Contact Information (optional).

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel (work): \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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Thank you! Please feel free to enclose additional comments on a separate sheet of paper.

Fax the completed survey to Donors Forum at (312) 578-0103 by **Monday, December 20, 1999.**