Design Survey  

To change the look of your survey, select a choice below. Click Add to create your own custom theme.

Theme: Blue Metallic  

Technical Skills Inventory

1. Name

1. Please enter your name

2. Department

Access Services
Administration
Archives
Cataloging
Collection Development and Acquisitions
History of Medicine
Information and Education Services
Information and Technology Services
Marketing and Publications
Serials

3. Public computers - startup, login/out, shutdown sequences

Not part of my job/do not use

4. Wall mounted LCD monitors in group study rooms - connect laptop to monitor, power on/off, adjustment controls (brightness, contrast, horizontal and vertical size)

Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

5. Computer projectors (ceiling mounted and portable) - connect laptop to projector (portable), power on/off, adjustment controls (keystone, zoom, focus, etc.)

Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

6. Public printers - power on/off, load paper, clear jams, replace toner cartridges

Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training

### 7. Public printers - print documents on public printers using Pharos system

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
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<tbody>
<tr>
<td>Not part of my job/do not use</td>
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<tr>
<td>Not part of my job, but have those skills</td>
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<tr>
<td>Part of my job and need no further training</td>
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<td>Part of my job and need advanced training</td>
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<tr>
<td>Part of my job, but need specific training - please specify below</td>
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</table>

### 8. Public flatbed scanners - power on and off, scan image, save file

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<thead>
<tr>
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<tr>
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<td>Part of my job and need advanced training</td>
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<td>Part of my job, but need specific training - please specify below</td>
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### 10. Media drives (flash drives, floppy disks, CDs, etc.) - save and retrieve data to and from

<table>
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<td>Part of my job, but need specific training - please specify below</td>
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</table>

### 11. Public copiers - power on and off, load paper, clear jams, replace toner cartridges

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</table>

### 12. Telephones - set up and use voicemail system

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<tr>
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</tbody>
</table>

### 13. Telephones - use of red paging phone behind LSD

<table>
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<tr>
<td>Not part of my job, but have those skills</td>
<td></td>
</tr>
</tbody>
</table>
14. Library lighting - locate system panel and use controls as necessary for day-to-day operations
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

15. Library and Archives security system - basic familiarity with purpose and functions of door alarms and security gates
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

16. Library security system - basic familiarity with security camera procedures, including videotape procedures
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below
20. Fax machine - start up and shutdown, send documents, load paper
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

21. DAC (copicard) coder - use to check copicard balance, add copies
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

22. Credit card machine - use to accept payment for ILLs and other purposes
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

23. Magnetic sensitizer/desensitizers - use equipment to sensitize and desensitize appropriate library materials, avoiding damage to magnetic media
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training

27. Caramate slide projectors - power on/off, adjustment controls (focus, slide advance), view slides
   - Not part of my job/do not use
   - Not part of my job, but have those skills
   - Part of my job and need no further training
   - Part of my job and need advanced training
   - Part of my job, but need specific training - please specify below

28. MLEC control panel - connect panel, raise/lower screen, turn on projector, project from computer, project from VCR
   - Not part of my job/do not use
   - Not part of my job, but have those skills
   - Part of my job and need no further training
   - Part of my job and need advanced training
   - Part of my job, but need specific training - please specify below

29. Digital sound recorder - on/off, record, play, adjust controls
   - Not part of my job/do not use
   - Not part of my job, but have those skills
   - Part of my job and need no further training
   - Part of my job and need advanced training

30. iPad - on/off, play, record, adjust controls
   - Not part of my job/do not use
   - Not part of my job, but have those skills

31. Do you have any other hardware skills that are not listed above?
   - Yes
   - No
   - If Yes, please specify below

3. Software

32. MS Word - control layout and appearance using tables, columns, and other program features
   - Not part of my job/do not use
   - Not part of my job, but have those skills
   - Part of my job and need no further training
   - Part of my job and need advanced training
   - Part of my job, but need specific training - please specify below

33. MS Excel - create and modify a spreadsheet
   - Not part of my job/do not use
   - Not part of my job, but have those skills
   - Part of my job and need no further training
   - Part of my job and need advanced training
   - Part of my job, but need specific training - please specify below

34. MS PowerPoint - create and modify and presentation
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

35. Graphics software (Photoshop, Paint, etc.) - create and modify an image
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

36. Multimedia (e.g. Dreamweaver, Fantasia) - create and modify a multimedia program
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

37. Adobe Acrobat Reader - open, navigate, save, and print PDF documents
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

38. Adobe Acrobat Professional - create PDF documents
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

39. Web browsers - save files and documents from the web
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

40. Web browsers - know how to search the web using 2 or 3 different search engines
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
Part of my job and need advanced training
Not part of my job, but need specific training - please specify below

41. Web browsers - turn on/off plug-ins, pop-ups, and cookies
Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

42. Do you have any other software skills that are not listed above?
Yes
No
If Yes, please specify below

43. Reference databases - determine scope and coverage of database
Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

44. Reference databases - conduct basic search functions
Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

45. Reference databases - identify relevant results
Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

46. Reference databases - download results to media storage, bibliographic software, or email
Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

47. Reference databases - use controlled vocabularies and content filters as available
Not part of my job/do not use

48. Reference databases - understand and use available display options (e.g. fulltext, citation and abstract, custom)
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

49. Do you have any other Reference Database skills that are not listed above?
- Yes
- No
- If Yes, please specify below

50. Library webpages - create webpages using HTML or web authoring software
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

51. Library webpages - run link checking software
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

52. Library webpages - add, edit, and remove content
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

53. Library webpages - upload webpages to server
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

54. Library webpages - use standard design elements to improve usability
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

55. Do you have any other Web Authoring skills that are not listed above?
- Yes
- No
- If Yes, please specify below

6. Notes email and calendar
56. Email - archive messages and access archived messages
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

57. Email - create and delete folders; save, retrieve, and delete messages in folders
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training

58. Email - attach files
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

59. Lotus Notes calendaring - open other email boxes
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

60. Lotus Notes calendaring - create, modify, and delete entries
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

61. Lotus Notes calendaring - schedule meetings and send invitations
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

62. Lotus Notes calendaring - open other calendars, check for availability
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

63. Do you have any other Notes Email and Calendar skills that are not listed above?
- Yes
- No
- If Yes, please specify below

7. Aleph - general
64. ALEPH system general functions - login and out
- Not part of my job/do not use
- Not part of my job, but have those skills

8. Aleph - circulation
67. ALEPH system circulation module - place holds and check hold status
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training

SurveyMonkey.com - Powerful tool for creating web surveys. Online survey software...
Page 19 of 34
68. ALEPH system circulation module - process and edit fine information
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

69. ALEPH system Circulation module - find and interpret information about item and patron status
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

70. ALEPH system circulation module - update patron record and register new patrons
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
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<tbody>
<tr>
<td><strong>74. ALEPH system cataloging module - create links between item records to series, editions, e-resources</strong></td>
<td>Not part of my job, not part of my job, but have those skills, part of my job and need no further training, part of my job and need advanced training, part of my job, but need specific training - please specify below</td>
</tr>
<tr>
<td><strong>75. ALEPH system cataloging module - upload, download, and edit using OCLC</strong></td>
<td>Not part of my job, not part of my job, but have those skills, part of my job and need no further training, part of my job and need advanced training, part of my job, but need specific training - please specify below</td>
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<tr>
<td><strong>10. Aleph - Serials</strong></td>
<td>Not part of my job, not part of my job, but have those skills, part of my job and need no further training, part of my job and need advanced training, part of my job, but need specific training - please specify below</td>
</tr>
<tr>
<td><strong>76. ALEPH system serials module - check serials in</strong></td>
<td>Not part of my job, not part of my job, but have those skills, part of my job and need no further training, part of my job and need advanced training, part of my job, but need specific training - please specify below</td>
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<tr>
<td><strong>77. ALEPH system serials module - create new serial entry</strong></td>
<td>Not part of my job</td>
</tr>
<tr>
<td><strong>78. ALEPH system serials module - add notes to serial entry records</strong></td>
<td>Not part of my job, not part of my job, but have those skills, part of my job and need no further training, part of my job and need advanced training, part of my job, but need specific training - please specify below</td>
</tr>
<tr>
<td><strong>79. ALEPH system serials module - access claims records</strong></td>
<td>Not part of my job, not part of my job, but have those skills, part of my job and need no further training, part of my job and need advanced training, part of my job, but need specific training - please specify below</td>
</tr>
<tr>
<td><strong>80. ALEPH system serials module - access claims records</strong></td>
<td>Not part of my job, not part of my job, but have those skills, part of my job and need no further training, part of my job and need advanced training, part of my job, but need specific training - please specify below</td>
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</tbody>
</table>
81. ALEPH system serials module - create claims records
- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

82. ALEPH system serials module - process bindery list
- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

83. ALEPH system serials module - change item location, status, and other elements
- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

84. ALEPH system serials module - add, remove, and edit e-journal links
- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

11. Aleph - acquisitions

85. ALEPH system acquisitions module - generate and receive orders
- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

86. ALEPH system acquisitions module - assigns orders to correct fund codes
- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

12. Aleph - OPAC

87. ALEPH system OPAC - know how to reach library resources outside the Library
    Not part of my job
    Not part of my job, but have those skills
    Part of my job and need no further training
    Part of my job and need advanced training
    Part of my job, but need specific training - please specify below
   
88. Do you have any other ALEPH skills that are not listed above?
    Yes
    No
    If Yes, please specify below

13. Interlibrary Loan/Document Delivery

89. ILL/DD - know how to use ILL systems (Lonesome Doc, DOCLINE, OCLC)
    Not part of my job
    Not part of my job, but have those skills
    Part of my job and need no further training
    Part of my job and need advanced training
    Part of my job, but need specific training - please specify below

90. ILL/DD - generate, disseminate, and archive reports from ILL systems
    Not part of my job
    Not part of my job, but have those skills
94. ILL/DD - digitize articles using overhead scanners
- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

95. ILLiad - retrieve ILL requests
- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

96. ILLiad - create ILL requests
- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

97. ILLiad - check status of requests
- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training

98. ILLiad - fill ILL requests
- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

99. ILLiad - change patron passwords
- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

100. ILLiad - maintain records as needed for copyright clearance, etc.
- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below
101. ILLiad - generate invoices, process payment
- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

102. ILLiad - distribute articles electronically
- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

103. Do you have any other Interlibrary Loan/Document Delivery technical skills that are not listed above?
- Yes
- No
- If Yes, please specify below

14. Online administrative systems

104. Use Duke administrative systems (Human Resources job applicant referral)
- Not part of my job/do not use

105. Use Duke financial systems (SAP R/3, Pillar, Paris)
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

106. Use online vendor systems (Rittenhouse, Swets)
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

107. Do you have any other Online Administrative System skills that are not listed above?
- Yes
- No
- If Yes, please specify below
15. Other Technical Skills

108. Are you fluent in any foreign languages?

- Yes
- No

If Yes, please specify the language(s) and your level of proficiency below - read, write, or speak:

109. Do you write scripts, macros, or special programs to automate tasks or write reports using MS Word macros, Java applets, SQL queries, or other applications?

- Yes
- No

If Yes, please list the applications below:

110. Do you have any other technical skills that are not listed in this survey?

- Yes
- No

16. Thank You!

The Staff Development/Customer Service Committee would like to thank you for completing this survey. Please click "Done" to submit your preferences.