Welcome to the survey of information centres, libraries and documentation centres in the agricultural sector in sub-Saharan Africa. The Food and Agriculture Organization, Regional Office for Africa (FAO), based in Accra, Ghana, in coordination with the IAALD Africa Chapter and CTA, is carrying out the survey.

GOAL OF THE SURVEY

Establish the state of agricultural information centres, libraries and documentation centres in sub-Saharan Africa.

SPECIFIC OBJECTIVES

1. To examine human resources and skills available in agricultural information centres, libraries and documentation centres;
2. To examine information resources available in agricultural information centres, libraries and documentation centres;
3. To obtain information on the types of information services provided to users;
4. To examine the ICT infrastructure available to agricultural information centres, libraries, documentation centres and the users;
5. To obtain information on the existence of policies for sharing and exchange of agricultural data, information and knowledge;
6. To examine the financial resources (both internal and external) available agricultural information centres, libraries and documentation centres;
7. To obtain data to be included in the Directory of Agricultural Information Centres, Libraries and Documentation Centre.

TARGET INSTITUTIONS

Information centres, libraries, and documentation centres in public institutions, i.e. ministries of agriculture, fisheries, forestry, land and water, livestock, etc; agricultural research institutes/organizations, universities or faculties of agriculture, and technical colleges of agriculture.

POTENTIAL USE OF THE RESULTS

Design of capacity development and technical support initiatives to agricultural information centres, libraries and documentation centres to enhance access, dissemination and exchange of agricultural information and knowledge in sub-Saharan Africa.

CONTACT FOR CLARIFICATIONS/INFORMATION

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AGREEMENT TO TAKE PART IN THE SURVEY

*1. I agree to take part in the survey and provide the information requested as complete as possible.

☐ Yes
☐ No

SECTION A - GENERAL INFORMATION

Complete the survey online at: https://www.surveymonkey.com/s/survey-of-agric-information-centres
### SECTION A - GENERAL INFORMATION

**2. Country where the information centre, library or documentation centre is located.**

- [ ] Angola
- [ ] Benin
- [ ] Botswana
- [ ] Burkina Faso
- [ ] Burundi
- [ ] Cameroon
- [ ] Cape Verde
- [ ] Central African Republic
- [ ] Chad
- [ ] Comoros
- [ ] Congo (Brazzaville)
- [ ] Cote d'Ivoire
- [ ] Democratic Republic of Congo (DRC)
- [ ] Djibouti
- [ ] Equatorial Guinea
- [ ] Eritrea
- [ ] Ethiopia
- [ ] Gabon
- [ ] The Gambia
- [ ] Ghana
- [ ] Guinea
- [ ] Guinea-Bissau
- [ ] Kenya
- [ ] Lesotho
- [ ] Liberia
- [ ] Madagascar
- [ ] Malawi
- [ ] Mali
- [ ] Mauritania
- [ ] Mauritius
- [ ] Mozambique
- [ ] Namibia
- [ ] Niger
3. Type of parent organization

- Ministry of agriculture (includes livestock, forestry, fisheries, land, water, etc)
- Agricultural research organization/institute
- University/Faculty/School of Agriculture
- Technical / Vocational College of Agriculture
- Other (please specify)

4. What is your job title in your parent organization? (i.e. Director of Information Services, Head Librarian, Documentalist, Database Administrator, etc)

5. Which of the following do you have in your organization? (Note: in this survey, the term "Information Centre" is used to refer to all the units below)

- An information centre
- A library
- A documentation centre
- A knowledge centre
- None
6. How many agricultural Information Centres do you have in your organization? (Include information centres at headquarters, regional offices, institutes, campuses, departments, etc)

   - 1 Information Centre
   - 2
   - 3
   - 4
   - 5
   - 6
   - 7
   - 8
   - 9
   - 10
   - More than 10 Information Centres

7. What is the location of the Information Centre you are responding for?

   - At the headquarters/main office/main campus of the parent organization
   - At one of the regional or field or branch office or department of the organization
SECTION B: HUMAN RESOURCES AND SKILLS

* 8. How many of each category of staff do you have in the Information Centre?

<table>
<thead>
<tr>
<th>Category</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>&gt;10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information/knowledge professionals</td>
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<td>Support staff</td>
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</tbody>
</table>

* 9. How many members of staff have qualifications (first university degree and above) in a field related to information management or knowledge management or library studies or documentation, etc?

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- >10

* 10. In the Information Centre, do you have staff with academic qualifications in ICT (i.e. first degree and above in information systems, information technology, computer science, computing, etc)?

- Yes
- No
**11. In which of the following do you have staff with ADVANCED knowledge/skills?**

- [ ] Content management systems (Joomla, Drupal, Typo3, Wordpress, etc)
- [ ] Digital institutional repositories of METADATA only
- [ ] Digital institutional repositories of FULL-TEXT documents and associated METADATA
- [ ] Integrated library management systems (i.e. Koha, Aleph, Millenium, ABCD, etc)
- [ ] Intranet development and management
- [ ] Online searching/information retrieval
- [ ] Use of social media/web 2.0 (i.e. Facebook, Twitter, Blogs, etc) in information dissemination/knowledge sharing
- [ ] Use of computers in information and library management
- [ ] Website design and development
- [ ] None
- [ ] Other (please specify)
**12. Who are the target users for your Information Centre’s services?**

- Principally internal users only
- Internal and external users

**13. Approximately, what is the total size (titles) of your PHYSICAL collection in the Information Centre (please indicate only for documents such as journals, books, reports, etc)?**

- Don’t know
- Less than 1000 titles
- 1001 – 2000
- 2001 – 3000
- 3001 – 4000
- 4001 – 5000
- 5001 – 10,000
- Above 10,000 titles

**14. The Information Centre collects:**

- Information resources/documents produced by the parent ORGANIZATION
- Information resources/documents produced by STAFF members
- Both of the above

**15. Approximately, documents produced by your organization and staff constitute what percentage of the total Information Centre’s PHYSICAL collection?**

- Less than 10%
- 10% – 20%
- 21% - 30%
- 31% - 40%
- 41% - 50%
- 51% - 60%
- 61% - 70%
- 71% - 80%
- 81% - 90%
- 91% - 100%
16. Which of the following types of information resources are produced by your parent organization and staff?
- Audio files, i.e. radio programmes
- Advisory fact sheets
- Annual reports
- Books
- Conference proceedings, seminar and workshop papers
- Extension materials/booklets
- Films/videos
- Journals (complete issues)
- Journal articles (individual articles)
- Newsletters
- Newspaper articles
- Project reports
- Research reports
- Technical reports
- Theses and dissertations
- Other (please specify)

17. In what format(s) are information resources/documents MAINLY stored in your Information Centre?
- Print/analogue format only
- Digital format only
- Both print/analogue and digital formats

18. Which of the following do you have in place?
- Digital institutional repository of bibliographic records/metadata ONLY
- Digital institutional repository of FULL-TEXT documents with associated METADATA
- None
19. What are the reasons for not providing access to FULL-TEXT documents?

- Lack of access to computers servers
- Poor Internet connections
- Lack of appropriate technical skills in the Library
- Parent organization's policy forbids providing access to electronic documents
- Other (please specify)
**SECTION C2: Content and Access to e-Repository**

*20. How many bibliographic records/metadata do you have in your e-repository?*

- Less than 100
- 101 – 200
- 201 – 300
- 301 – 400
- 401 – 500
- 501 – 1000
- 1001 – 2000
- 2001 – 3000
- 3001 – 4000
- 4001 – 5000
- More than 5000 metadata

*21. How many full-text documents do you have in your e-repository?*

- None/Not Applicable
- Less than 100
- 101 – 200
- 201 – 300
- 301 – 400
- 401 – 500
- 501 – 1000
- 1001 – 2000
- 2001 – 3000
- 3001 – 4000
- 4001 – 5000
- More than 5000 documents

*22. Your e-repository is accessible?*

- Only on the computer hosting the e-repository
- Only on computers located in the library
- On any computer in the organization connected to the intranet/Local Area Network (LAN)
- Both on the intranet/LAN and the Internet
- Only on the Internet
23. What is the MAIN software you are using for your e-repository?

- AgriDrupal
- CDS/ISIS
- DSpace
- Eprints
- Fedora
- GENESIS
- Greenstone
- In-house developed system
- WebAGRIS
- WINISIS
- Other (please specify)

24. Is your e-repository listed in the Directory of Open Access Repositories (DOAR)

- Yes
- No

25. Which statement(s) is/are applicable to your Information Centre? (please tick all that apply)

- The centre contributes METADATA to a NATIONAL network or e-repository
- The centre contributes METADATA to a REGIONAL network or e-repository
- The centre contributes METADATA to an INTERNATIONAL network or e-repository
- The centre contributes FULL-TEXT documents to a NATIONAL network or e-repository
- The centre contributes FULL-TEXT documents to a REGIONAL network or e-repository
- The centre contributes FULL-TEXT documents to an INTERNATIONAL network or e-repository
- None

26. Use the space below to provide further information (i.e. names, URLs, etc) of the networks or e-repositories to which you contribute metadata/full-text documents
SECTION C4: External Information Resources

*27. Which of the following does the Information Centre have access to?

- Subscription/fee based online resources
- Free online resources
- Both subscription/fee based and free online resources
- None

*28. Which of the following online resources does your Information Centre have access to?

- AGORA (Access to Global Online Research in Agriculture)
- AJOL (African Journals Online)
- ARDI (Access to Research for Development and Innovation)
- CABI Online Information Resources
- HINARI Access to Research in Health Programme
- OARE (Online Access to Research in the Environment)
- OpenDOAR (Directory of Open Access Repositories)
- JSTOR
- None
- Other (please specify)


29. In your Information Centre or through your centre, do users have access to information resources/documents produced by the Food and Agriculture Organization (FAO)?

- Yes
- No
**30. In which format(s) do you normally provide your users with access to FAO information resources/publications?**

- Print format
- Digital format
- Both print/digital formats

**31. Your users access FAO digital information resources/documents:**

- On FAO website
- Through Google search
- Through other Internet search engines
- On CD-ROMs
- Not Applicable (only access print documents/resources)

Other (please specify)

**32. Are you are aware of FAO Corporate Document Repository (an online store of FAO documents and publications, as well as selected non-FAO publications, in electronic format)?**

- Yes
- No

**33. Which of the following FAO publications do you have in your Information Centre or provide access to?**

- The State of Food and Agriculture
- The State of Food Insecurity in the World
- The State of Agricultural Commodity Markets
- The State of the World's Forests
- The State of World Fisheries and Aquaculture
- None

**34. What challenges do you face, if any, regarding access to FAO information resources/documents?**
* 35. Which of the following ICT facilities/services does your Information Centre has access to?

- Computer servers
- Personal computers
- Laptops
- Netbooks
- Tablet computers (i.e. iPad, Galaxy Tabs, etc)
- Local Area network
- Intranet
- Internet via Local Area Network
- Internet via WiFi
- Internet via broadband modems
- None

* 36. Which of the following are physically located in the Information Centre or are managed by the Centre?

- Computer server(s)
- Personal computers
- Laptops
- Netbooks
- Tablet computers (i.e. iPad, Galaxy Tabs, etc)
- None of the above

* 37. How many of each of the following IT facilities do you have for use by staff in the Information Centre? (NOTE: each row requires an answer)

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<tr>
<th>Facility</th>
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<td>Computer server(s)</td>
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<td>Personal computers</td>
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<td>Netbooks</td>
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<tr>
<td>Tablet computers (i.e. iPad, Galaxy Tabs, etc)</td>
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</tbody>
</table>
### *38. How many of each of the following IT facilities do you have in the Information Centre for use by your USERS? (NOTE: each row requires an answer)*

<table>
<thead>
<tr>
<th>Facility</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>&gt;10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tablet computers (i.e. iPad, Galaxy Tabs, etc)</td>
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</tbody>
</table>

### *39. Who provides IT technical support to the Information Centre?*

- [ ] Information Centre's staff/IT unit
- [ ] Parent organization's IT department/unit
- [ ] External IT firm/consultant
- Other (please specify)
SECTION D1: Information Centre Automation

40. Which of the following operations are automated in the Information Centre?

- [ ] Acquisitions/purchase of information resources/documents
- [ ] Serials control
- [ ] Cataloguing/indexing
- [ ] Public catalogue (Public Online Access Catalogue - OPAC)
- [ ] Loans/circulations
- [ ] Information Centre's statistics
- [ ] None
- [ ] Other (please specify)

41. Which is the MAIN system/software for your automated operations in the Information Centre?

- [ ] ABCD Library Automation Software
- [ ] Aleph
- [ ] Cloud based library software
- [ ] Dynix
- [ ] Ex-Libris
- [ ] Greenstone
- [ ] Koha
- [ ] LIBSYS
- [ ] Millenium
- [ ] NewGenLib
- [ ] WINISIS
- [ ] Not Applicable/Library not automated
- [ ] Other (please specify)

42. Does your Information Centre have a web presence?

- [ ] Yes - we have a web site dedicated to the Information Centre
- [ ] Yes - we have pages on the organization's website
- [ ] No
43. Does your Information Centre use any social media to provide information services to users?

- Yes
- No
44. What is the MAIN reason for your Information Centre not using social media?

- [ ] Organization’s policy forbids use of social media
- [ ] Staff not familiar with the use of social media in library and information work
- [ ] Poor/slow Internet connection
- [ ] Lack of access to the internet
- [ ] Other (please specify)
45. If your Information Centre officially uses any of the following social media applications, please indicate their web addresses (URLs):

<table>
<thead>
<tr>
<th>Application</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blog</td>
<td></td>
</tr>
<tr>
<td>Facebook</td>
<td></td>
</tr>
<tr>
<td>Twitter</td>
<td></td>
</tr>
<tr>
<td>Social bookmarking (any)</td>
<td></td>
</tr>
<tr>
<td>YouTube</td>
<td></td>
</tr>
<tr>
<td>Wiki</td>
<td></td>
</tr>
</tbody>
</table>

46. Use the space below to provide some details about your social media-based services to users?
**47. Which of the following policies does your organization have?**

- [ ] A policy that includes collecting, preserving and disseminating information in DIGITAL FORMAT
- [ ] A policy on capacity development that includes acquiring skills related to digital information management
- [ ] A policy making it mandatory for staff to submit their publications/documents to the Information Centre
- [ ] Web 2.0/social media policy
- [ ] Open Access policy
- [ ] ICT policy
- [ ] Information and communication policy (related to the media, visibility and public relations)
- [ ] Not sure

Other (please specify)
48. Please, provide additional inputs or comments on any questions in this survey.
49. The Information centre's operations (other than staff salaries) are MAINLY financed by:

- [ ] Parent organization
- [ ] External donors/partners
- [ ] Both parent and external donors/partners

50. Which of the following are covered by your Information Centre's budget?

- [ ] Purchase/acquisition of library information resources
- [ ] Subscription to journals (print/hard copies)
- [ ] Subscription to electronic journals
- [ ] Internet access/services subscription
- [ ] IT equipment maintenance
- [ ] Annual fees for the Information Centre's automation software
- [ ] Other (excluding staff salaries. Please specify)
51. Do you want your Information Centre to be included in a directory of agricultural information centres, libraries and documentation centres?

- Yes – you will be required to provide more details
- No – you will end and exit this survey
**52. Directory Information**

<table>
<thead>
<tr>
<th>Name of Information Centre (if any)</th>
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<tbody>
<tr>
<td>Parent Organization:</td>
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<tr>
<td>Postal Address:</td>
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<td>City:</td>
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<tr>
<td>Country:</td>
</tr>
<tr>
<td>Telephone (include country and city codes):</td>
</tr>
<tr>
<td>Fax (include country and city codes):</td>
</tr>
<tr>
<td>Information Centre Email:</td>
</tr>
<tr>
<td>Information Centre Website:</td>
</tr>
<tr>
<td>Parent Organization Website:</td>
</tr>
<tr>
<td>Contact Person:</td>
</tr>
<tr>
<td>Information Centre Facebook page:</td>
</tr>
<tr>
<td>Information Centre Twitter page:</td>
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<tr>
<td>Title of Contact Person:</td>
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<tr>
<td>Email of Contact Person:</td>
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</tbody>
</table>