Information Consumption Survey

This survey is a toolkit designed to evaluate any organization's practices in information sharing and access. It will help improve information accessibility and copyright compliance.

Please answer the following questions honestly and accurately. Your answers will remain anonymous.

I. Information Usage and Permission

1. What department do you work in?
(Check all that apply.)

- ❍ Marketing + PR
- ❍ Human Resources
- ❍ Sales
- ❍ Information Technology
- ❍ Legal
- ❍ Intellectual Property
- ❍ Information Management/ Library
- ❍ Finance
- ❍ Engineering
- ❍ R&D
- ❍ Compliance

Other: _____

2. Approximately how many times a month do you use each of the following third party published content?

a) Text-based Publications (journals, books, newspapers: electronic or print):

Insert number here: _____

b) Photographs/Pictures/ Cartoons (presentations, collateral, website design)

Insert number here: _____

c) Videos (movies, documentaries, YouTube videos, TV broadcasts, etc.)

Insert number here: _____

d) Extracts of radio broadcasts

Insert number here: _____

e) Others (Please specify):

Insert number here: _____

3. Thinking about externally published content, how many different print or digital publications do you consider critical to your job function?
(books, journals, articles, newspapers, magazines)

Insert number here: _____

4. How many hours a week do you spend reading third party print or digital publications as a function of your job?

Insert number here: _____

5. How do you typically get access to third party publications? *(Check all that apply.)*

- ❍ I get access via the company's subscriptions
- ❍ I get access via my department's subscriptions
- ❍ I get access via personal subscriptions
- ❍ I order copies via document delivery services
- ❍ I purchase copies directly from the publisher
- ❍ I get copies from colleagues
- ❍ I find free copies on the Internet

Other: _____

6. Who normally obtains permissions to re-use and share published information?

- ❍ My department
- ❍ Central library department
- ❍ Not sure

▶ ▶ ▶

I. Information Usage and Permission *(Continued)*

7. **If your department is involved in obtaining permissions to re-use and share, how do you proceed to obtain such permissions?**
(Check all that apply.)

❍ Contact publisher
❍ Contact rightsholder (author, performer, photographer, etc.)
❍ Contact copyright clearance service

Other: _____

8. **How long does it normally take you to obtain permissions?**

❍ Less than 1 week
❍ 2-4 weeks
❍ More than a month
❍ More than a year
❍ Not sure

9. **Do you ever feel frustrated on how long it takes to receive permission?**

❍ Always
❍ Sometimes
❍ Rarely
❍ Never

10. **What do you do if you do not get the permission?**

❍ I would most likely share the publication anyway
❍ I would most likely not share the publication
❍ Not sure

Other: _____

11. **According to your estimate, how often do you use publications without obtaining permission?**

❍ Daily
❍ Weekly
❍ Monthly
❍ Yearly
❍ Never
❍ Not sure

12. **Do you know if the organization has a copyright policy?**

❍ Yes, we have a copyright policy
❍ No, we do not have a copyright policy
❍ Not sure

13. **Do you know who to contact if you have a question on copyright?**

❍ Yes
❍ No
❍ Not sure

14. **Do you know who in the organization is the point-of-contact for copyright questions?**

❍ Librarian/Information Manager
❍ Compliance Officer
❍ Legal Counsel/Department
❍ My direct manager
❍ R&D Manager/Intellectual Property Office
❍ General Manager/CFO

Other: _____

15. **Were you ever trained on the organization's copyright policy and if so, how often?**

❍ Yes, once when I first started
❍ Periodically
❍ Yearly
❍ Quarterly
❍ No, never

16. **What's your biggest frustration with regards to getting access to published content?**

_____

_____

_____

_____

▶ ▶ ▶

II. Information Sharing

17. With which group do you share third party published content inside the organization?
(Check all that apply.)

- ○ Executive management
- ○ Your immediate team on-site
- ○ Your immediate team across different sites
- ○ Colleagues across functions
- ○ Colleagues in international locations

18. How often do you share third party published content inside the organization?
(Check all that apply.)

- ○ Daily
- ○ Weekly
- ○ Monthly
- ○ Seldom/ Never

19. With which group do you share third party published content outside of the organization?
(Check all that apply.)

- ○ Government (for regulatory filings)
- ○ Customers
- ○ Suppliers
- ○ Business partners
- ○ Stockholders or board members
- ○ Individual contractors
- ○ Employees working for contracted agencies

20. How often do you share third party published content outside the organization?

- ○ Daily
- ○ Weekly
- ○ Monthly
- ○ Seldom/ Never

21. When you share content via email, postings, social networks, or photocopy, how many people do you typically forward it to?

Insert number here: _____

22. When you share third party published content with others, how is it typically delivered?
(Check all that apply.)

- ○ Fax
- ○ Email attachment
- ○ Link in email
- ○ Text pasted into an email
- ○ Hard copy print out/ photocopy
- ○ Intranet posting, shared network drive
- ○ Collaboration software (MS SharePoint or other)
- ○ Social Media

Other: _____

23. Where do you store third party published content? *(Check all that apply.)*

- ○ Local drive
- ○ Shared drive or network
- ○ Central repository
- ○ Specific databases
- ○ Collaboration platforms
- ○ Print copies in files
- ○ Intranet postings

Other: _____

24. How often do you store third party published content? *(Check all that apply.)*

- ○ Daily
- ○ Weekly
- ○ Monthly
- ○ Seldom/ Never

25. Do you share third party published content based on a customer request?

- ○ Daily
- ○ Weekly
- ○ Monthly
- ○ Seldom/ Never

26. How often do you receive externally published content from a colleague or business partner?

- ○ Daily
- ○ Weekly
- ○ Monthly
- ○ Seldom/ Never