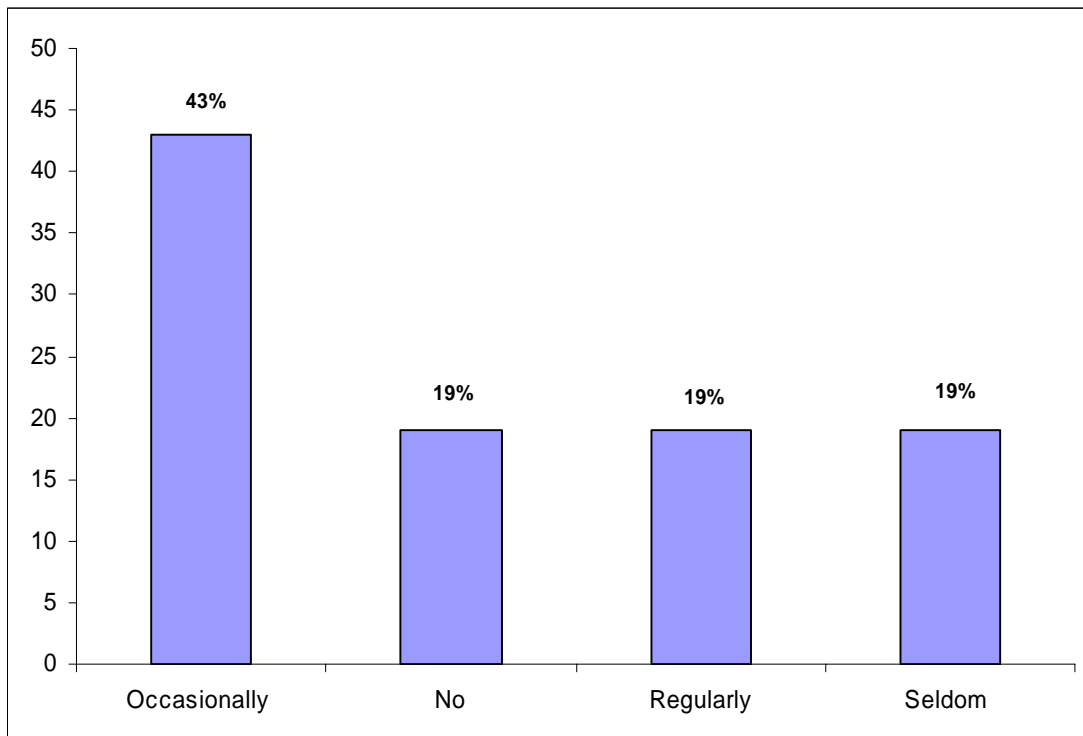


Policy Library General

Q1. Do you use the UC Policy Library?

Occasionally	43%
Regularly	19%
Seldom	19%
No	19%

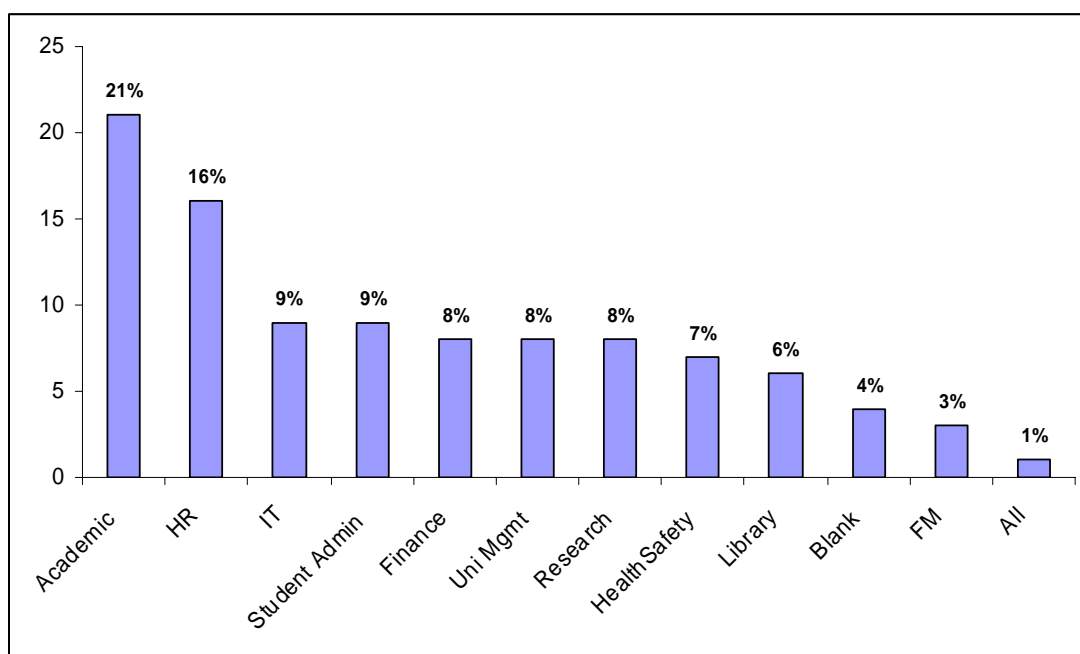


Comment

Of the 157 respondents, 81% indicated they used the Policy Library. Of some concern was that almost 20% used it not at all. The recommendation from this data will be to address the issue of awareness in a series of annual seminars.

Q2. Which categories would you access most?

All	1%
FM	3%
Blank	4%
Library	6%
H&S	7%
Finance	8%
Uni Mgmt	8%
Research	8%
IT	9%
Student Admin	9%
HR	16%
Academic	21%

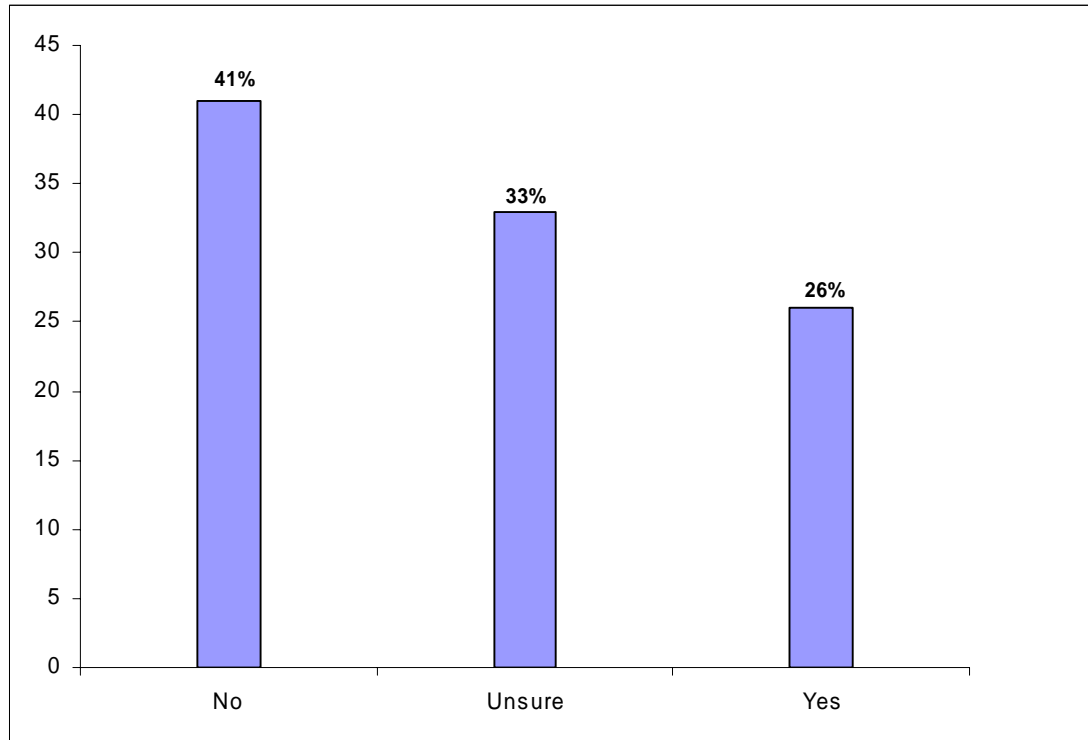


Comment

The Policy Library covers numerous categories, and by far the categories accessed most by users are Academic, HR, Student Administration, IT and Research. The recommendation from this data will be to discuss the possibility of creating a live link to the Policy Library from the related departmental internet/intranet sites.

Q3. Are you aware who has access to the Policy Library?

No	41%
Unsure	33%
Yes	26%

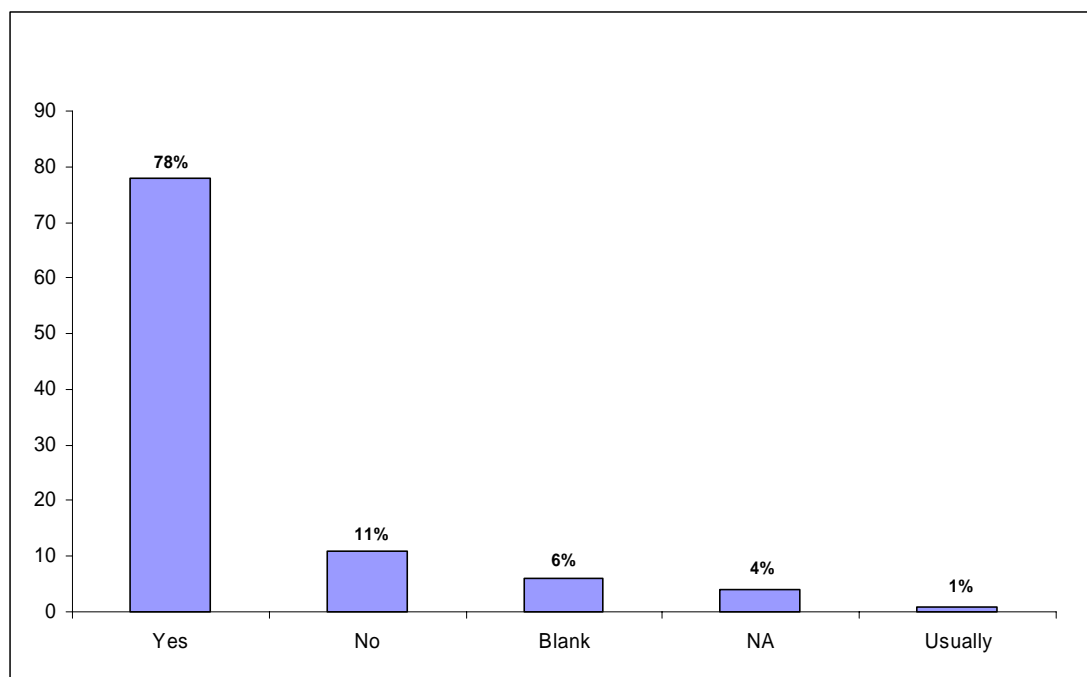


Comment

The recommendation from this data suggests there needs to be more education surrounding access to the policy library on the Internet. The UC Diary will be utilised for this purpose along with the general policy updates information (raise awareness of UCPL being in Quicklinks on UC Home Page)

**Q4. Does the Policy Library meet your needs/requirements
(do you get what you need?)**

Yes	78%
No	11%
Blank	6%
NA	4%
Usually	1%



Comment

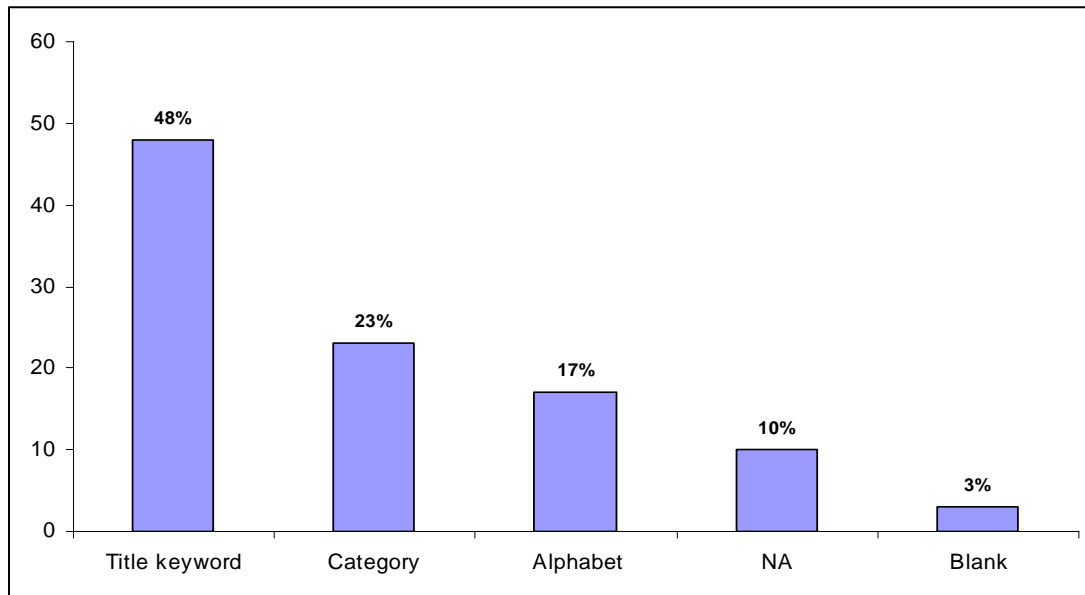
Of the respondents that answered the question relating to the Policy Library meeting their needs, almost 80% indicated that they were happy with the outcome.

Comments from Recipients

- Have an * search capability function (e.g. Search for disabilit* in all policies)
- Hyperlinks are a faint brown colour which is hard to distinguish from black
- Knowing what things will be called problematic (Recommendation from this feedback is to create an All Title Summary page listing all the policies in the UCPL)
- Handy laminated poster on wall with links and index or table of contents would be useful

Q5. Which of the three Search options do you find most useful?

Title Keyword	47%
Category	23%
Alphabet	17%
NA	10%
Blank	3%



Comment

Three search engines are available for users to identify potential policies. Nearly half of respondents use the Title Keyword search. The recommendation from this data is to enhance this search function, and discussions are now underway with ICTS to increase the capability and functionality of this search engine. An overwhelming theme flowed through the survey indicating that search engine functionality needs to be enhanced across the UC internet site. In discussions with ICTS, we will be imbedding a new search engine similar to the one embedded in the New Zealand Family Violence Clearinghouse site.

With nearly 40% of respondents struggling to find what they're looking for, addressing the key word search functionality will be a priority this year.