

# Evaluation Form.

## Handle With Care: Manual Handling in Libraries – Guidelines for Loans and Shelving Staff.

Your feedback concerning the relevance of these guidelines and any comments on how they may be improved would be much appreciated.

Return to your supervisor when completed.

1. How easy/difficult was it to find your way around these guidelines?

Very easy  
1 2 3 4 5 6 7 8 9 10 Very difficult

Comments:

2. Was there any part of the guidelines that you would like expanded?

Yes  No

Comments:

3. Was there any part of the guidelines that you would like condensed?

Yes  No

Comments:

4. Were there any areas overlooked that would improve the guidelines?

Yes  No

Comments:

5. Did the media elements enhance your learning experience?

Video  
 Yes  No

Pictures  
 Yes  No

Illustrations  
 Yes  No

Comments:

6. What type of training would you prefer?

This form of self paced training  Yes  No

Or

A face to face session with a trainer  Yes  No

Comments:

7. Other comments:

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