**Interview Schedule for collecting information on the library building**

**Building the South African nation through legal deposit in times of rapid climate change.**

|  |
| --- |
| **Demographic Data** |

1. Male [ ] Female [ ]

2. Which age group do you fall under?

⁭Under 20 [ ] 20 – 30 [ ] 31 – 40 [ ] 41 – 50 [ ] 51-60 [ ] over 60 [ ]

3. What is the highest level of education you have reached?

(Please specify the level and field of study in the space provided)

|  |  |  |
| --- | --- | --- |
|  | Primary school | Grade………………………….. |
|  | High school | Grade………………………….. |
|  | Technikon | Qualifications…………………………………………………………… |
|  | University | Qualifications…………………………………………………………… |
|  | Other | ……………………………………………………………………………. |

**The building**

4. Type of building:

a) Was the building constructed for the purpose of its current use?

Yes [ ] No [ ] Unsure [ ]

b) Was it adapted for use?

Yes [ ] No [ ] Unsure [ ]

c) When was it built? …………………………………………….

d) Is the building a historic structure?

Yes [ ] No [ ] Unsure [ ]

5. Is the site for the library located in a geographical area?

[ ] Affected by flooding

[ ] Near a body of water

[ ] Build on a stream, river or in a swampy area

[ ] Adjacent to sites that can be affected by fire or explosions

[ ] Near a place or a building which attracts rodents, insects and other pests

[ ] Near a plant or installation emitting harmful gases, smoke, dust, and so on

[ ] In an especially polluted area

[ ] Near a strategic installation which could be a target in an armed conflict

5. What is the general condition of the building?

Very poor [ ] Poor [ ] Average [ ] Good [ ] Excellent [ ]

6. Has it been well maintained?

Yes [ ] No [ ] Unsure [ ]

7. What materials were the predominant materials used to build the walls of the building?

Brick [ ] Concrete [ ] Steel [ ] Wood [ ] Unsure [ ]

Other [ ], please, specify ……………………………………………..……………………. ………………………………………...............................................................................

8. What material is the floor in the stack areas made of?

Concrete [ ] Wood [ ] Ceramic tiles [ ] PVC tiles [ ] Unsure [ ]

Other [ ], please, specify ……………………………………………..……………………...……………………………………….......................................…………………………………………..

9. Has the building ever been renovated?

Yes [ ] No [ ] Unsure [ ]

a.) If yes to question 4, please state the year the building was last renovated

………………………………………………..…………………………………………

b.) If yes to question 4, were the renovations addressed by an architect and engineers?

Yes [ ] No [ ] Unsure [ ]

c.) If yes to question 4, describe the type of renovations done.

………………………………………………………………………………………………..

d.) If yes to question 4, were there or are there preservation concerns.

Yes [ ], the type of concern…………………………………………………………………

No [ ] Unsure [ ]

e.) Are renovations planned for the building in the future?..........................................

10. How long has your institution occupied the building?

0 - 10 [ ]

11 - 20 [ ]

21 - 30 [ ]

31 - 40 [ ]

41 - 50 [ ]

Over 50 years [ ]

11. Is your institution the only tenant in the building?

Yes [ ] No [ ] Unsure [ ]

1. If no, what other activities take place in the building that could pose a hazard to the collections?

……………………………………………………………………………………………..

12. Is there a regular schedule of inspections and maintenance of the building (e.g., roof, drains, plumbing)?

Yes [ ] No [ ] Unsure [ ]

a.) If yes, who performs inspections and maintenance?.....................................

13.) How often is maintenance done?

Every six months [ ]

Every year [ ]

Every two to five years [ ]

Only when the need arises [ ]

Other, please specify ………………………………………………………………...

14. Is there a written schedule for these activities?

Yes [ ] No [ ] Unsure [ ]

15. Is an on-going log of building problems kept?

Yes [ ] No [ ] Unsure [ ]

16. Is there a history of problems with the building (e.g., roof leaks, pipe leaks, flooding, blown fuses, mold growth)?

Yes [ ] No [ ] Unsure [ ]

a.) If yes, please specify the problems …………………………………………….

…………………………………………………………………………………………..

17. What material is the roof made of?

Cement [ ]

Clay tiles [ ]

Corrugated iron [ ]

Metal [ ]

Slate [ ]

Other, please specify…………………………………………………………….

18. Is the roof flat or pitched?

Flat [ ] Pitched [ ] other, please specify………………………………..

a.) If it is flat, does water accumulate on the roof when it rains?

Yes [ ] No [ ] Unsure [ ]

19. What is the condition of the roof?

Very poor [ ] Poor [ ] Average [ ] Good [ ] Excellent [ ]

20. Are gutters and drains well attached, in good condition, and functioning?

Yes [ ] No [ ] Unsure [ ]

21. Are the gutters and drains cleaned routinely?

Yes [ ] No [ ] Unsure [ ]

a.) If yes, how often are they cleaned?………………………….

22. What is the condition of the exterior of the building?

Very poor [ ] Poor [ ] Average [ ] Good [ ] Excellent [ ]

23. Are exterior surfaces and finishes intact (e.g. is paint blistered or peeling, has plaster deteriorated, are there growths on building materials that point to water or condensation problems)?

Yes [ ] No [ ] Unsure [ ]

24. What is the condition of the interior of the building?

Very poor [ ] Poor [ ] Average [ ] Good [ ] Excellent [ ]

25. What the condition of the plumbing system?

Very poor [ ] Poor [ ] Average [ ] Good [ ] Excellent [ ]

26. What is the condition of the electrical system?

Very poor [ ] Poor [ ] Average [ ] Good [ ] Excellent [ ]

27. Is the building equipped with? (Please specify the applicable options).

a) De-humidifiers Yes [ ] No [ ] Unsure [ ]

b) Humidifiers Yes [ ] No [ ] Unsure [ ]

c) Air filtering Yes [ ] No [ ] Unsure [ ]

d) Windows with filtering glass Yes [ ] No [ ] Unsure [ ]

e) Air conditioning Yes [ ] No [ ] Unsure [ ]

28. Are the stack areas isolated from the other parts of the building?

Yes [ ] No [ ] Unsure [ ]

29. Is there a shortage of collections storage space in the building?

Yes [ ] No [ ] Unsure [ ]

1. If yes, what has been done to address this problem?

………………………………………………………………………………………………………………………………………………………………………………………………

30. Does the building have a basement?

Yes [ ] No [ ] Unsure [ ]

a.) If yes, are collections stored in the basement?

Yes [ ] No [ ] Unsure [ ]

31. Is there any evidence of dampness in the basement?

Yes [ ] No [ ] Unsure [ ]

a.) If yes, please explain what is causing the dampness ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

32. Is there evidence of water leaks inside the building (e.g., around windows, on interior walls, or on ceilings)?

Yes [ ] No [ ] Unsure [ ]

a.) If yes to question to question 32, please explain what is causing the leaks

……………………………………………………………………………………………………………………………………………………………………………………………………

33. How many access points are there to the building? …………………………… Unsure [ ]

34. Who has the keys to the building? ……………………………………………….. Unsure [ ]

35. Has this geographical area experienced any drastic changes in climate?

Yes [ ] No [ ] Unsure [ ]

1. If yes, please explain what climatic changes have been experienced....................

……………………………………………………………………………………………..

36. Does the library use any green building approaches?

Yes [ ] No [ ] Unsure [ ]

1. If yes, does the library use any of the approaches below?

[ ] Utilize renewable energy resources (solar/wind/hydro/biomass energy)

[ ] Utilize natural daylight for office and lobby areas

[ ] Use automatic lighting controls

[ ] Use renewable construction materials

[ ] Utilize natural air conditioning

[ ] Berm against the building

[ ] Plant trees around the building

[ ] Plant local, drought resistant and pest resistant plants in the landscaping

[ ] Use green roof technique

[ ] Use of a storm water management and rainwater catch system

37. Do you have any additional comments or concerns related to the building or the environment in which the legal deposit materials are stored?

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