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**INSTITUTE OF GUIDANCE COUNSELLORS**  
**MEMBERS SURVEY**

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Help us to provide the services you need and want by responding to this members' questionnaire concerning the *Institute of Guidance Counsellors Yearbook and Diary* and *Guideline*. Your input is valuable and much appreciated. **Just tick the appropriate box or make other entries as indicated.**

**Please return by Friday 18<sup>th</sup> September 2009**

**YEARBOOK AND DIARY**

**1. Usefulness**

*How useful do you find the Yearbook and Diary as an aid to the planning and execution of your daily work activities.*

Very Useful  Useful  Not Useful

**2. How Used**

*Please indicate how you use the Yearbook and Diary.*

**Planning (meetings, tasks, holidays etc.)** Yes  No

**Keeping notes** Yes  No

**As source of information** Yes  No

**Other (Please specify)**

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**3. Content**

*Do you think the Yearbook and Diary should contain any additional types of content.*

Yes  No

**If 'Yes', please describe**

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**4. Frequency of Use**

*How often do you use the Yearbook and Diary?*

**Daily**  **Weekly**  **Monthly**  **Other**

**If Other, please specify**

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**5. Format**

*The size of the current Yearbook and Diary is A4 (8.3” x 11.7”). Does this format suit your requirements?*

**Yes**  **No**

**If ‘No’, please indicate whether you would prefer one of the following alternatives and state reasons for your preference.**

**A5 (5.8” x 8.3”):**

**Yes**  **No**

**If ‘Yes’, state reasons**

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**Quarto (9” x 11”):**

**Yes**  **No**

**If ‘Yes’, state reasons**

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**Other (Please specify) .....**

**State reasons**

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**6. Distribution of Information**

**In the current publication all general information is placed at the front, before the Diary section.**

*Do you think it would be advantageous to divide the general information between the front and at the back of the publication?* **Yes**  **No**

**If 'Yes', state reasons**

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**7. If you have any further suggestions or comments regarding the Yearbook and Diary, please outline below.**

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**GUIDELINE**

**Guideline, the newsletter of the Institute of Guidance Counsellors is issued to members three times each academic year, in October, February and May.**

**1. Guideline serves as a source of information, newsletter and professional journal.**

*Do you think that Guideline should be mainly dedicated to one of these functions (or some other function)?* **Yes**  **No**

**If 'Yes', please specify**

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**2. Guideline contains news, articles and features relevant to your profession.**

*How relevant do you find Guideline to your work and profession?* **Very Relevant**  **Relevant**  **Not Relevant**

**If not relevant, please specify**

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**3. Content**

*Do you think Guideline should contain any additional type of content?* **Yes**  **No**

**If 'Yes', please describe**

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**4. Do you think it would be preferable to publish Guideline online rather than in print form?** **Yes**  **No**

**Please give specific reasons for your preference.**

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5. *In the event of the Institute being constrained by resources, would you be satisfied to have the May issue published online, probably as pdf.?* Yes  No

**If 'No', please give your reasons**

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6. *We currently rely on advertising to meet the costs of publication. Do you have any suggestions regarding potential advertisers who are relevant to our profession?* Yes  No

**If Yes, please specify**

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7. *Guideline is currently published three times each year. Do you think this situation should remain or that it should be published more or less frequently?*

**No Change**

**More Frequently**  **Please specify** .....

**Less Frequently**  **Please specify** .....

8. **If you have any further suggestions or comments regarding Guideline, please outline below.**

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**Respondent's Name:** .....

**Address:** .....

**Tele:** .....

**Fax:** .....

**Email:** .....

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**Please return the completed printed questionnaire to:  
Ann Pilkington  
Institute of Guidance Counsellors  
17 Herbert St.  
Dublin 2**

**If responding by email, forward to *office@igc.ie*.**

**You may also respond online through *www.igc.ie*.**

**Please return by Friday 18<sup>th</sup> September 2009**