INTERVIEWS GUIDE COMPILED BY R SCHOOMBEE: M TECH STUDENT-UNISA

INTERRVIEW GUIDE

RESEARCHER’S INTERVIEW GUIDE

Interventions in Community Library Services for HIV/AIDS Awareness in the Bojanala Region

SECTION A:
RESEARCHER’S NOTES

Name of community library: _______________________________________________________

Job title of respondent answering this questionnaire: _________________________________

SECTION B:
LIST OF QUESTIONS TO DETERMINE WHAT INTERVENTIONS ARE CURRENTLY EMBARKED ON BY COMMUNITY LIBRARIES TO IMPROVE HIV/AIDS AWARENESS

USERS

1. Does your library support the idea that community libraries have a role to play in the dissemination of HIV/AIDS information? If your answer is “yes”, what do you think this role should entail?

_______________________________________________________________________________

2. In what way does your community make use of the library to obtain HIV/AIDS Information? Please describe.

_______________________________________________________________________________

3. What is the estimated monthly number of enquiries received regarding HIV/AIDS issues?

_______________________________________________________________________________

4. Percentage wise, how many of your library users have HIV/AIDS queries?

_______________________________________________________________________________

5. Please indicate which user group makes most enquiries the most about HIV/AIDS issues:

<table>
<thead>
<tr>
<th>User group</th>
<th>Average Age</th>
<th>Sex (M / F)</th>
<th>Literate</th>
<th>Semi-literate</th>
<th>Illiterate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Teenagers</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Adults</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

6. Do you find that it is easy for users to ask for information, or are they shy / scared?

_______________________________________________________________________________
7. How do you determine what the needs of the library users are regarding HIV/AIDS information?

☐ User surveys
☐ Interviews
☐ Statistics
☐ Other

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POLICIES

8. The North West Provincial Library Services does not have a formal policy regarding HIV/AIDS information resources and programming for libraries, although they do purchase books with this theme and support programmes pertaining to the HIV/AIDS theme. Does your library have a specific collection development policy regarding the purchasing of HIV/AIDS information sources?

_______________________________________________________________________________________________________

9. If so, what is this policy? What types of resources - related to HIV/AIDS - can you purchase and what does the policy exclude?

_______________________________________________________________________________________________________

10. Does your library have a service delivery policy regarding HIV/AIDS information dissemination?

_______________________________________________________________________________________________________

11. If so, what is this policy? What types of service are you allowed to deliver and what is excluded?

_______________________________________________________________________________________________________

HIV/AIDS INFORMATION SOURCES

12. What types of sources does your library incorporate into its collection regarding HIV/AIDS?

☐ Books
☐ Brochures
☐ Posters
☐ Bibliographies
☐ Videos
☐ DVDs
☐ Internet
☐ Other

13. Does your library distribute any of the following educational material on HIV/AIDS? How would you rate each of them? Are they Inadequate (I), Fair (F) or Excellent (E)?

<table>
<thead>
<tr>
<th>Source</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td></td>
</tr>
<tr>
<td>Brochures</td>
<td></td>
</tr>
<tr>
<td>Posters</td>
<td></td>
</tr>
</tbody>
</table>
14. Do you find that these resources only cater for a specific age group and exclude other users?
_______________________________________________________________________________________________________

15. What do you think can be done/changed to ensure that all the library users benefit from these resources - related to HIV/AIDS - which are available in your library collection?
_______________________________________________________________________________________________________

16. Has your library produced any of the following educational material on HIV/AIDS? Who was the target audience (children, teenagers, adults)? Please provide some examples, if possible.

<table>
<thead>
<tr>
<th>Source</th>
<th>Target group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>____________</td>
</tr>
<tr>
<td>Brochures</td>
<td>____________</td>
</tr>
<tr>
<td>Posters</td>
<td>____________</td>
</tr>
<tr>
<td>Flyers with useful information</td>
<td>____________</td>
</tr>
<tr>
<td>Bibliographies</td>
<td>____________</td>
</tr>
<tr>
<td>Videos</td>
<td>____________</td>
</tr>
<tr>
<td>DVDs</td>
<td>____________</td>
</tr>
<tr>
<td>Newsletters</td>
<td>____________</td>
</tr>
<tr>
<td>Other</td>
<td>____________</td>
</tr>
</tbody>
</table>

17. What is the estimated monthly number of resources used in the library regarding HIV/AIDS issues?
_______________________________________________________________________________________________________

18. What is the estimated monthly number of resources issued regarding HIV/AIDS issues?
_______________________________________________________________________________________________________

**COLLECTION DEVELOPMENT**

19. How many of the following resources do you have in the library?

<table>
<thead>
<tr>
<th>Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-fiction Books</td>
<td>__________</td>
</tr>
<tr>
<td>Fiction Books</td>
<td>__________</td>
</tr>
<tr>
<td>Pamphlet collection</td>
<td>__________</td>
</tr>
<tr>
<td>Videos/films/DVD</td>
<td>__________</td>
</tr>
<tr>
<td>Other</td>
<td>__________</td>
</tr>
</tbody>
</table>

20. How did you obtain these resources?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bought</td>
<td></td>
</tr>
<tr>
<td>Received from Provincial Library</td>
<td></td>
</tr>
<tr>
<td>Donations/gifts</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
21. Who is responsible for the funding of the HIV/AIDS resources that you purchase?
_______________________________________________________________________________________________________

22. Who decides what must be purchased with regards to HIV/AIDS resources?
_______________________________________________________________________________________________________

23. Is provision made in the collection development budget for the purchasing of HIV/AIDS resources or do you use another budget for this purpose? Please explain.
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________

PARTNERSHIPS

24. When you are unable to answer a query regarding HIV/AIDS, what is the usual path of referral?
_______________________________________________________________________________________________________

25. Please name any another institution, agency or organisation in your immediate geographic area that provides and/or distributes information on HIV/AIDS?
_______________________________________________________________________________________________________

26. Does the library receive support regarding HIV/AIDS information and programmes from these institutions?
_______________________________________________________________________________________________________

27. If "yes", to what extent (structured or unstructured)? Please describe the process.
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________

HIV/AIDS AWARENESS PROGRAMMES

28. Does your library present/host seminars/in-counselling sessions on HIV/AIDS?
- Yes
- No

29. If "yes", what made you decide to present such programmes?
_______________________________________________________________________________________________________

30. If "no", is there no need for such a programme?
_______________________________________________________________________________________________________

31. Does your library make use of professional HIV/AIDS councillors when presenting seminars/in-counselling sessions?
- Yes
32. If “no”, who presented the HIV/AIDS sessions?

__________________________________________________________________________________________

INTERVENTIONS

33. Does your library engage in the following HIV/AIDS interventions?

- Arts initiatives (poetry, drama, murals, etc.)
- Book displays
- Collection development
- Community information programmes (Information dissemination)
- Marketing initiatives (radio talks, newspaper articles)
- Outreach programmes (workshops, children’s programmes, public health campaigns)
- Counselling sessions
- Consumer health information (in conjunction with HIV/AIDS partners)
- Films/video/DVD screenings
- Delivering books to homebound patrons
- Visiting schools
- Access to the Internet
- Other ______________

34. Who is your target audience (children, teenagers, adults) at each of these interventions? Please motivate why.

<table>
<thead>
<tr>
<th>Intervention</th>
<th>Target audience</th>
<th>Why the focus?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts initiatives (poetry, drama, murals, etc.)</td>
<td>_______________</td>
<td>_______________</td>
</tr>
<tr>
<td>Book displays</td>
<td>_______________</td>
<td>_______________</td>
</tr>
<tr>
<td>Collection development</td>
<td>_______________</td>
<td>_______________</td>
</tr>
<tr>
<td>Community information programmes (Information dissemination)</td>
<td>_______________</td>
<td>_______________</td>
</tr>
<tr>
<td>Marketing initiatives (radio talks, newspaper articles)</td>
<td>_______________</td>
<td>_______________</td>
</tr>
<tr>
<td>Outreach programmes (workshops, children’s programmes, public health campaigns)</td>
<td>_______________</td>
<td>_______________</td>
</tr>
<tr>
<td>Counselling sessions</td>
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<td>_______________</td>
</tr>
<tr>
<td>Consumer health information (in conjunction with HIV/AIDS partners)</td>
<td>_______________</td>
<td>_______________</td>
</tr>
<tr>
<td>Films/video/DVD screenings</td>
<td>_______________</td>
<td>_______________</td>
</tr>
<tr>
<td>Delivering books to homebound patrons</td>
<td>_______________</td>
<td>_______________</td>
</tr>
<tr>
<td>Visiting schools</td>
<td>_______________</td>
<td>_______________</td>
</tr>
<tr>
<td>Access to the Internet</td>
<td>_______________</td>
<td>_______________</td>
</tr>
<tr>
<td>Other ______________</td>
<td>_______________</td>
<td>_______________</td>
</tr>
</tbody>
</table>

35. Describe any problems/pitfalls that you have encountered while engaging in these interventions:

__________________________________________________________________________________________

36. Do you have any suggestions as to what you think might still be done to enhance and improve HIV/AIDS interventions?

__________________________________________________________________________________________
PROMOTION

37. How do you promote your HIV/AIDS awareness library programmes and services?

☐ Distribution of posters and flyers
☐ Newspapers
☐ Radio
☐ Word-of-mouth
☐ Other

38. Please describe the promotional process:

_______________________________________________________________________________________________________

39. Why do you think it is important to promote the HIV/AIDS awareness interventions?

_______________________________________________________________________________________________________

40. Does the promotion of HIV/AIDS resources and products make a difference in the use of the library resources and facilities?

_______________________________________________________________________________________________________

41. How much money do you spend on the promotion of the HIV/AIDS awareness interventions?

_______________________________________________________________________________________________________

42. Can the promotion of HIV/AIDS interventions by your library be extended and should it be? Explain your answer.

_______________________________________________________________________________________________________

STAFF TRAINING

43. Does your library have staff members who are specially trained to offer HIV/AIDS information?

_______________________________________________________________________________________________________

44. If the answer is "yes", what form of training did they receive?

_______________________________________________________________________________________________________

45. How many staff members participated in this training?

_______________________________________________________________________________________________________

46. Will those who have not received training be trained in future?

_______________________________________________________________________________________________________

47. If no, please give reasons?

_______________________________________________________________________________________________________

48. What does the training involve? Please supply topics/issues that have been discussed during the training.

_______________________________________________________________________________________________________
49. Where did the training take place?

50. Who conducted the training?

☐ Province
☐ Municipality
☐ Other

51. Were there any costs involved and who funded the training?

NOTES:
Understanding the world of a friend living with HIV

Supporting a friend who is HIV-positive

AIDS HELPLINE
0800 012 322

CIRCLES OF SUPPORT HOTLINE
0860 222 777
THE BEST OF FRIENDS

UNDERSTANDING THEIR WORLD

The only way to get HIV from an infected person is to share an infected needle or razor blade, or have unprotected sex with them. Other than this, you are at no risk of being infected with HIV. So there is no reason to abandon your friend. They need love and care.

Help and encourage your friend to continue working or studying as long as possible. This increases their senses of self-worth and achievement.

Seek help from support groups, help lines, health clinics and faith-based organisations that offer support for people living with HIV/AIDS.

THE MEANING OF TRUE FRIENDSHIP

We all value the fun and sharing of friendship, and we all have a list of people we call "friends". We enjoy sharing the good times with them, but will we still be friends during the bad times? Yes, it is during these bad times that true friends are most needed.

TAKing CARE OF THEIR HEALTH

Help your friend to reduce stress by encouraging them to exercise, get enough sleep, and seek solutions to their problems.

Help the person to eat healthy, nutritious food.

Encourage your friend to avoid smoking and drinking, as these habits weaken the body and make it harder to fight against the virus.

Do not share personal items like razor blades or toothbrushes. This will protect both of you from the dangers of spreading the virus.

Help your friend to go to the clinic or hospital for regular check-ups and medical advice. You may have to accompany your friend.

Stay calm and clean up carefully if your friend is injured or bleeds. Use rubber gloves or plastic to protect yourself.

HOW CAN I SHOW SUPPORT?

Think what your friend needs, and offer it. Offer to help with housework, cooking, fetching and carrying or doing shopping errands. Listen to their problems, ask them how you can help, and say things like "I know that you are going through a difficult time". A small act or a few words of encouragement can make a big difference.
ANNEXURE C

HIV/AIDS DISPLAY AT PHOKENG LIBRARY
LIBRARIES in partnership against AIDS

Never touch someone's blood without using gloves or a plastic bag.

What do you know about HIV/AIDS?

Parents should talk to their children about HIV/AIDS.

You cannot get HIV/AIDS through casual contact.

HIV/AIDS Precaution

Never have sex without using a condom.

Facts about HIV/AIDS

LIBRARIES: Answers for everyone! - Gauteng Provincial Library & Information Service
HIV/AIDS POSTERS: GAUTENG PROVINCIAL LIBRARY SERVICES

HIV/AIDS
What do you know about it?

Libraries
Answers for everyone

Gauteng Provincial Library and Information Services
In commemoration of World Aids Day on Wednesday, December 1, Lorraine Molai, Senior Library Assistant of the Rustenburg Public Library, decided to enlighten library users with an informative HIV/Aids display in the public library. “The display was an opportunity to inform library users about HIV/Aids - the facts, myths and other useful and important information concerning the disease,” Lorraine said.