Google Forms for Libraries: The Basics and Beyond!

- Book Recommendations
- Reading Logs or Summer Reading
- Contests
- Library Attendance and Usage Data
- Resource Requests
- Equipment Check In/Out
- Show Impact on Student Learning
- Annual Report
- Gathering Info and Feedback
- Track Runs of Barcode Numbers
- Event Registration
- Overdue Notices
- Newsletter Subscription
- Reporting Bugs

Presented by Billie Gillespie and Andria Morningstar-Gray, Lakeview Local, 2016
Create, simultaneously edit, and analyze surveys with your team, right in your browser.

Manage event registrations, whip up a quick opinion poll, create a pop quiz, and much more.

1. **Build your form.**
   - Rename your form
   - Customize your question and answer options
   - Change your form's look and feel
   - Add questions
   - Add titles and descriptions, images, videos, or sections
   - Edit, copy, or delete questions

2. **Share and collaborate on your form.**
   - Invite people
   - Send form

3. **Choose where to collect your responses.**
   - Select response destination
     - Create a new spreadsheet
     - Select existing spreadsheet

4. **Preview and send your form.**
   - Send form

5. **View and analyze responses.**
   - Survey (Responses)