

Attachment E:
**Museum Funder/Administrator
Interview Recruitment Protocol**

Introduction

Hello. My name is _____ and I am calling from the Urban Institute. The Urban Institute is a nonprofit research organization located in Washington, DC. We are conducting a study of museum public finance, on behalf of the Institute of Museum and Library Services and would be interested in talking to you about your experience at [name of institution].

The purpose of this research is to better understand how mechanisms currently in place for delivering federal dollars to museums around the country impact museum services, and how changes to these mechanisms might influence the museum field and public support for museums.

The interview itself would take about an hour and could be conducted at your offices. Over the course of the interview we will address four basic themes:

- the public roles of museums,
- the relationship between the public roles of museums and public support for museums,
- the relationship between federal and state funding of museums, and
- the ways in which funding mechanisms impact museum services.

The study will produce reports and other materials for use by a broad audience, but the main use of the study is to determine the extent to which IMLS is fulfilling the expectations of its authorizing mandate.

You should know that the study is completely voluntary, and your identity and the name of your institution will remain confidential – that is, we will not ever associate your name with any of the information you give us.

1. **Would you be willing to participate in our study?**

YES (*schedule visit*)

NO

If R is not hostile: Your participation in the study is completely voluntary, but it is very important that we talk many different museum professionals to better understand some of their experiences. We are willing to schedule the interview at a time that is convenient for you.

Will you reconsider participating in our study?

If still NO, **TERMINATE**.

2. **Schedule Visit**

For your convenience, the interviewers will come to your office and interview there. Usually, two interviewers visit each institution.

Can we schedule the interviews now?

(Go over possible dates and schedule visit.)

If you have any questions, please call the following toll-free number. (1-XXX-XXX-XXXX).

Your interview is scheduled for: ***(Repeat back the time and place where the interview will take place.*** You will receive a letter in the mail confirming your appointment.

Thank you!