

(NLM Letterhead)

Name

Address

Date

Dear (Name):

I am the chair of a small working group at the National Library of Medicine which is conducting focus groups on resource sharing/Interlibrary loan in the National Network of Libraries of Medicine (NN/LM). Our group hopes to learn about current practices, challenges, and expectations of health librarians related to interlibrary loan.

Your name was forwarded to me by your Regional Medical Library DOCLINE coordinator as someone who might be interested in helping us by taking part in a one hour webinar-based focus group. The session will be led by a member of the NLM staff and will include a small group of NN/LM librarians. Three broad questions relating to literature usage and ILL at your institution will be asked and there will be a time for follow up discussion on each. You will need a quiet place with a telephone and the ability to log-in to the web conference. The focus group discussion will be recorded in order to accurately and fully capture the discussion, however your name will not be used in any of the study group's reports.

Our team will use the focus group discussion to discover trends in interlibrary loan among health sciences libraries. We will then conduct a formal survey of all DOCLINE libraries based in part on information learned in these focus group sessions. Ultimately, the input gathered from Network members will allow NLM to better respond to the needs of network libraries as they pertain to this important area of library work.

The focus groups are scheduled for the following days and times:

- Day 1, Time 1
- Day 2, Time 2
- Day 3, Time 3

NLM will use Adobe Connect web-conferencing software. If you have never attended an Adobe Connect meeting before, use the link below to test your connection:

https://webmeeting.nih.gov/common/help/en/support/meeting_test.htm

If you would like to participate, please email me your first and second choices of webinar slots by (State a specific date). Feel free to contact me with any questions about this focus group. We look forward to your response and thank you in advance for considering this request.

Sincerely,

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