

(NLM Letterhead)

Name

Address

Date

Dear (Name):

Thank you for agreeing to take part in an online focus group on the future of resource sharing in the National Network of Libraries of Medicine on (Date, Time). Your participation will be of great value to our working group.

The focus group will be held as an interactive webinar using Adobe Connect. If you have never attended an Adobe Connect meeting before, please test your connection:

https://webmeeting.nih.gov/common/help/en/support/meeting_test.htm. You will be sent an email with the link to the meeting several days before the focus group. The one hour session will be led by a member of the NLM staff and will include a small group of NN/LM librarians. You will see a slide with a question and have an opportunity to discuss your answer with the other librarians in the webinar. Subsequent questions will be posed by the facilitator to further the discussion. After that segment of the discussion is over, another slide will reveal the next discussion topic. Three broad questions will be posed and then there will be a time for any follow up discussion. Although the focus group discussion will be recorded, your name will not be used in any of the study group's reports.

If you should have to cancel your attendance before the webinar, please let us know by email as soon as possible. If you have any questions about the focus group, or the work of the working group, feel free to contact me at the email address below, or contact me by telephone.

Thanks again for assisting our research work.

Sincerely,

Deirdre Clarkin
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