

**Request for Approval under the “Generic Clearance for the Collection of
Routine Customer Feedback” (OMB Control Number: 3137-0081)**

TITLE OF INFORMATION COLLECTION: Data Summit Participant Survey

PURPOSE:

RESPONSE: Data will be gathered from approximately 75 individuals participating in a two-day Data Summit (Summit) hosted by the Chief Officers of State Library Agencies (COSLA) and the Institute of Museum and Library Services (IMLS). The Summit, to be held in Baltimore, Maryland on September 19 and 20, 2017, is designed to inform development of a written data action plan for the library field. This plan will outline strategies for improving the collection, storage, use and dissemination of public library data and service outcomes in the future.

Following their attendance at the Summit, respondents will be asked by email to complete a short online survey that will be linked to the email (please see attached draft). The survey will ask respondents to rate their overall experience at the Summit and to offer suggestions about issues to include the data action plan. The information gathered from the survey will be used to assess the success of the Summit and to help guide development of the data action plan.

DESCRIPTION OF RESPONDENTS:

RESPONSE: Approximately 75 individuals will be invited to attend the Summit. Those who actually attend will be asked to complete the survey. Participants include those who are in leadership positions at IMLS, state library administrative agencies, local libraries, national library organizations, researchers from universities, and individuals who have expertise in collaborations between libraries and community-based groups (such as schools or youth-serving organizations).

TYPE OF COLLECTION: (Check one)

- Customer Comment Card/Complaint Form Customer Satisfaction Survey
 Usability Testing (e.g., Website or Software) Small Discussion Group
 Focus Group Other: Online survey after attending event

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Sandra R. Webb, Ph.D. Senior Advisor, IMLS_____

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

RESPONSE: Payment will be made for participant travel costs to the Summit (regardless of whether the participants complete the Survey). Costs will be paid in accordance with federal travel cost requirements, including 2 CFR section 200.474, as well as with the terms of cooperative agreement RE-00-16-0181-16 between COSLA and IMLS. The Summit will be held at the Hyatt Regency hotel in Baltimore, Maryland beginning at 8:00 am on September 19, 2017 and ending at 4:00 pm on September 20. Travel costs include transportation, lodging, subsistence, and related items.

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals (who attended Data Summit)	Approx. 75	10 minutes/ respondent	12.5 hours
Totals			

FEDERAL COST: The estimated annual cost to the Federal government is \$0

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

RESPONSE: All individuals who attend the Summit will be asked to complete the survey. While the number of registered participants will not be finalized until shortly before the event, the expected minimum number of participants (and, thus, respondents) based on those who have confirmed participating in the event already would be approx. 60 and the maximum number would be approximately 75. Completing the survey is completely voluntary.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain
2. Will interviewers or facilitators be used? Yes No
3. **Please make sure that all instruments, instructions, and scripts are submitted with the request.**

RESPONSE: A copy of the final online version of the survey is attached to this application. Respondents will receive two email invitations to complete the survey, including an initial invitation and, for those who do not complete it, a reminder email approximately 7 days after the initial invitation. The key text of the two emails is provided below.

Initial Invitation:

Greetings:

Thank you for attending the Data Summit in Baltimore earlier this week. As we discussed during the Summit, our goal is to prepare a Data Action Plan for the library field. As one final step toward this goal, we hope you will take a few moments to complete a short survey about the Summit and the plan. The survey should take no more than 10 minutes to complete. You can find a link to the survey below.

Reminder Invitation:

Greetings:

Last week you received an invitation to complete a survey about the Data Summit you attended in Baltimore. We still haven't heard back from you.

We hope you'll take a few moments to complete this survey. As we discussed during the Summit, our goal is to prepare a Data Action Plan for the library field. Your responses to the survey will help us prepare this plan. The survey should take no more than 10 minutes to complete. You can find a link to the survey below.