

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

TITLE OF INFORMATION COLLECTION: SDC Annual Meeting Evaluation

PURPOSE:

The State Data Coordinators (SDCs) are one of IMLS’ key customers, playing a central role in the reporting of data about libraries in their states/territories, including to the Public Libraries Survey (PLS) and, in most cases, the State Library Administrative Agency (SLAA) survey. An annual meeting of the SDCs is held in order to (1) Train the new SDCs to these surveys and IMLS; (2) Provide a forum within which data collection and reporting issues associated with the PLS, including potential changes, are discussed; and (3) Enable SDCs to share best practices with each other. Unlike many other Federal surveys, the IMLS library data community approach has resulted in a survey that has maintained a response rate in excess of 90% since its inception in 1988.

IMLS seeks to gather feedback from: (a) new SDCs about a half-day orientation and (b) all SDCs about the annual meeting.

DESCRIPTION OF RESPONDENTS:

SDCs are individuals who have responsibility for data collection and reporting in their states/territories, with specific responsibility for the PLS. New SDCs who attend the orientation will be asked to respond to one survey (Attachment a) at the end of the orientation session. All SDCs who attend the Annual Meeting (including the new SDCs who attended the orientation) will be asked to respond to a second survey (Attachment b).

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

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: Lisa M. Frehill

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

Personally Identifiable Information:

- 1. Is personally identifiable information (PII) collected? [] Yes [X] 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 *Not Applicable*
- 3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [] Yes [] No *Not Applicable*

Gifts or Payments:

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

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
New SDCs (two surveys)	15	5 min/response x 2 surveys = 10 min/ total response	2.50 hr
SDCs (one survey only)	40	5 min/response	3.33 hr
Totals	55		5.83 hr

FEDERAL COST: The estimated annual cost to the Federal government is \$500

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? [X] 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?

A sample will not be drawn. The customer lists are a) the list of new SDCs who attend the orientation and b) the list of SDC annual meeting attendees. For the new SDC orientation (a), one survey will be completed at the end of the orientation. For the annual meeting survey (b), each attendee will be given a survey and asked to complete it before they leave the conference.

Administration of the Instrument

- 1. How will you collect the information? (Check all that apply)
 - [] Web-based or other forms of Social Media
 - [] Telephone
 - [X] In-person
 - [] Mail
 - [] Other, Explain
- 2. Will interviewers or facilitators be used? [] Yes [X] No

Please make sure that all instruments, instructions, and scripts are submitted with the request.

Appendices attached: “New State Data Coordinators Orientation Evaluation” and “Event Evaluation, Annual State Data Coordinators’ Meeting”