Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback" (OMB#: 0925-0648, exp., date 5/31/2021)

TITLE OF INFORMATION COLLECTION:
NLM DIS Disaster Information Specialization Survey

PURPOSE:
The purpose of this National Library of Medicine (NLM) Division of Specialized Information Services (SIS) information collection is to obtain qualitative feedback from librarians interested in working in the specialization of disaster preparedness and response. The information collected from the survey will help NLM to better understand reasons and expectations with which professionals enroll in the online specialization coursework, as well as their satisfaction with the online courses and the coursework's impact on their work.

DESCRIPTION OF RESPONDENTS:
Respondents will be librarians and other professionals who had obtained Disaster Information Specialization between 2013 and 2018.

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form   [X] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software)   [ ] Small Discussion Group
[ ] Focus Group   [ ] 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 <u>not</u> raise issues of concern to other federal agencies.
4. The results are <u>not</u> intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> 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: <u>Alla Keselman, PhD</u>

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, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [ ] Yes [X] No
3. If Applicable, has a System or Records Notice been published? [ ] Yes [ ] No [X] N/A

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

ESTIMATED BURDEN HOURS and COSTS

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Private Sector (Librarians)	134	1	15/60	34
Totals	**134**	**134**		**34**

Category of Respondent	Total Burden Hours	Wage Rate*	Total Burden Cost
Private Sector (Librarians)	34	$29.21	$993.14
Totals	**34**		**$993.14**

*BLS: 254021 Librarians: https://www.bls.gov/oes/current/oes254021.htm

FEDERAL COST: The estimated annual cost to the Federal government is: $1,413.28

Staff	Grade/Step	Salary *	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Federal Oversight					
Social science analyst	14/8	$141,328	1%		$1,413.28
Contractor Cost					N/A
Travel					N/A
Other Cost					N/A
Total					**$1,413.28**

*the Salary in table above is cited from https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/html/DCB.aspx

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?

134 librarians have completed the specialization. MLA maintains a list of their email addresses and has agreed to send out the survey invitation to them via email. No sampling strategy will be used, as the whole population of participants will receive the invitation.

Administration of the Instrument
1. How will you collect the information? (Check all that apply)
    [X] Web-based or other forms of Social Media
    [ ] Telephone
    [ ] In-person
    [ ] Mail
    [X] Other, Explain
    Printed flyers with link to the online survey.

2. Will interviewers or facilitators be used? [ ] Yes [X] No