

Appendix A: Survey Invitation Letter

This letter will be sent by OCLC on behalf of the evaluation to respondents, informing them of the purpose of the evaluation, the PPG's role, and the forthcoming request for data collection (survey) from PPG. This letter will be customized to the respondent type. This letter will be sent approximately 1 week before PPG plans to contact the stakeholder for data collection (survey).

To: [Email address for identified contact]

From: OCLC

Subject: Requesting your assistance in learning about your experience with the REALM project

Dear {First Name},

I'm inviting you to participate in an evaluation of the REALM project's performance.

The goals of this evaluation are to better understand your perspectives of the various components of the REALM project - the research on COVID retention on common materials and our REALM toolkit.

OCLC has contracted with the Partnership for Public Good (PPG), a national nonprofit research organization, to conduct this evaluation. In the coming weeks, researchers from PPG will be reaching out to you to collect your views via a survey. Your participation is entirely voluntary but will be most appreciated. Any information you provide to PPG will be reported to OCLC in aggregate form only - with no identifying information.

We hope you are willing to participate in this effort as it will enable us to better understand the performance of the REALM project and help improve this project in the future.

If you have any questions or concerns about this evaluation, please contact Mercy Proccacini at OCLC (procaccini@oclc.org) or Ijeoma Ezeofor at PPG (jezeofor@partnersforpublicgood.org).