

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB#: 0925-0648 Exp. Date: 06/30/2024)**

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**TITLE OF INFORMATION COLLECTION:** 2022 NLM Office Hours: Medical Subject Headings (MeSH) Webinar Polls

**PURPOSE:**

The goal of this National of Library of Medicine (NLM) activity is to gauge audience interest and opinions related to public input in the development of the Medical Subject Headings (MeSH).

**DESCRIPTION OF RESPONDENTS:**

Approximately 100 attendees of a June 30, 2022 public webinar will be posed questions verbally and via the polling feature of Zoom and will respond via the polling feature and/or chat. The webinar has been publicized via the NLM Technical Bulletin and the intended audience for the webinar is health sciences library staff who use NLM products and services.

**TYPE OF COLLECTION:** (Check one)

- |  |   |
|--|---|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input 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 checked="" type="checkbox"/> Other: <u>Webinar polling</u> |

**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: Katherine B. Majewski

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, is the information that will be collected included in records that are subject to the Privacy Act of 1974?  Yes  No
3. If Applicable, has a System or Records Notice 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

**ESTIMATED BURDEN HOURS and COSTS**

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Individuals or households	100	1	3/60	5
<b>Totals</b>		<b>100</b>		<b>5</b>

**COST TO RESPONDENT**

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals or households	5	\$28.01	\$140.05
<b>Totals</b>			<b>\$140.05</b>

\*The mean national hourly wage rate for All Occupations was obtained from [https://www.bls.gov/oes/current/oes\\_nat.htm#00-0000](https://www.bls.gov/oes/current/oes_nat.htm#00-0000)

**FEDERAL COST:** The estimated annual cost to the Federal government is \$138.86

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Librarian	13/10	\$138,868	.1%		\$138.86
<b>Contractor Cost</b>					N/A
Travel					N/A
Other Cost					N/A
<b>Total</b>					<b>\$138.86</b>

\*\*The Salary in table above is cited from: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/22Tables/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?

[ ] Yes [X] 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?

Participants of our webinars are generally health sciences library staff who learn of our webinars from the NLM Technical Bulletin, the Network of the NLM website, or via redistribution via library listservs, other professional communications, or Twitter.

### **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

[ ] Other, Explain

The questions (see attached) will ask verbally and via polls presented via the webinar and attendees will be asked to respond via the poll and/or via chat. Responses will be downloaded and analyzed separately from any identifying information used to sign into the webinar.

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