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

TITLE OF INFORMATION COLLECTION:

“Museums Respond: Strategies for Countering Antisemitism and Hate” March 5-6, 2024, Summit Feedback Survey

PURPOSE:

This is a proposed survey of participants attending the Summit “Museums Respond: Strategies for Countering Antisemitism and Hate” on March 5-6, 2024 - created by the IMLS, with content partnership from the Council of American Jewish Museums (CAJM). IMLS and CAJM seek to gather feedback from the attendees about this convening through a proposed survey. The survey data are intended to help inform and improve future programs and directions for field-wide advancement and partnership. It aligns with the nature of this convening in bringing data to bear upon decision-making regarding related work.

DESCRIPTION OF RESPONDENTS:

IMLS has planned for up to 125 participants at this convening, and it will be led by the Agency Deputy Director, Office of Museum Services - actively supported by a team of senior and program staff - with content leadership from CAJM’s Executive Director with support from project team members.

Attendees at the Summit will include professionals and stakeholders from culturally specific museums, libraries, and archives, as well as agency representatives, including those from IMLS, NEH, NEA, PCAH, and other recognized thought leaders working to further the work of museums, libraries, and archives in countering antisemitism and other forms of hate in the U.S.

Towards the end of the convening, IMLS organizers will ask all participants to respond to the survey (Attachment A) using two medium options: they can complete the survey onsite after the Summit on March 6 via the Internet using Survey Monkey URL link, or they can do so from their home computer via a follow-up e-mail with the same URL link on March 7. We expect the combination of two survey response opportunities and promotion by convening leadership will enhance response rates, and we are estimating an 80% response rate based on similar IMLS and CAJM event surveys.

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: Helen Wechsler, IMLS Supervisory Grants Management Specialist

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

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	# of Respondents	Total time/response	Total time burden	Mean hourly wage	Total cost burden
Museum Professionals *	60	15 min/resp	15 hrs.	\$32.45	\$486.75
Library Professionals**	20	15 min/resp	5 hrs.	\$31.14	\$155.70
Federal gov agency staff***	25	15 min/resp	6 hrs. 15 mins	\$62.41	\$390.06
Others ****	20	15 min/resp	5 hrs.	\$41.74	\$208.70
Total					\$1,241.21

The burden hour calculations are based on the mean hourly wages for Museum Curators; Librarians; Federal Government, Other Management Occupations; and Managers in BLS Occupational Employment and Wages, May 2022, https://www.bls.gov/oes/current/oes_nat.htm (visited February 2024)

FEDERAL COST: The estimated annual cost to the Federal government is \$619.31.

- \$229.25 for IMLS and CJAM staff time (CJAM time paid for through an IMLS cooperative agreement) to design and administer the survey (approximately 5 hours @ \$45.85(the average IMLS hourly salary)), and
- \$390.06 for Federal government agency staff responses to the survey (6 hours 15 minutes @ \$62.41).

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)?

We have an invitation list of approximately 125 attendees who will attend the whole program.

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 list is the list of attendees at the IMLS Museums Respond: Strategies for Countering Antisemitism and Hate Summit. Each attendee will be sent a survey link at the conclusion of the conference, with a reminder sent 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
 Telephone
 In-person
 Mail
 Other, Explain
2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request (survey attached with all questions).