

Dear CMI Liaison :

One of the objectives in the Collection Management Initiative grant proposal is to

“Design and test processes for consultation and decision-making for selection, processing, relocation and administrative management of print materials relocated to remote storage.”

The CMI Consultation Subgroup is surveying Campus Liaisons to gather information on the character and extent of consultation during Phase I of the project. Phase I covered January 1 through September 30, 2001, and was devoted to consultation, selection of journal titles and preparations for the relocation of journals to storage and for data gathering.

The survey questions below address consultation with the user community of faculty, students, and staff, with colleagues on our campuses and on other campuses and with CMI staff. Consultation is defined as sharing information about the CMI project and seeking advice on the selection of journal titles and on all aspects of project implementation.

We have designed a survey format that provides an opportunity for you to elaborate on your consultation endeavors. We appreciate your taking the time to answer these questions.

Internal Campus Consultation and Decision Making

Which campus library units, committees or individuals did you consult with? Please indicate your response by **yes**, **no**, or **don't know**

CMI task force or team _____

University Librarian _____

Technical Services committee or individuals _____

Public Services committee or individuals _____

Collection coordinators _____

Selectors/bibliographers _____

Library department heads _____

Assistant/Associate University Librarians _____

Local Storage Unit Manager _____

Campus Journal Clubs _____

Faculty liaisons _____

Academic Senate Library Committee _____

Graduate students or groups _____

Undergraduate students or groups _____

LAUC _____

Other campus groups or individuals (please specify):

Did Consultation with any of these groups or individuals result in a change in local implementation of the project or change in journal titles selected? If you answered **yes** to any of the above, please elaborate below.

If the consultation process identified needed changes in journal title selection or implementation, which individual(s) or group(s) influenced local decisions?

In hindsight, were there any campus group(s) or individual(s) that should have been consulted and were not? Please explain?

Describe the MOST effective consultation experience on your campus and why.

Describe the LEAST effective consultation experience on your campus and why.

Campus to Campus Consultation and Decision Making

Did you consult with any groups or individuals on other campuses? Please indicate below with **yes, no, don't know**

- _____ CMI Campus Liaison
 - _____ CMI Operations Advisory Committee Member
 - _____ Selectors/ bibliographers
 - _____ Technical Services committee or individuals
 - _____ Public Services committee or individuals
 - _____ Collection coordinators
 - _____ Library department heads
 - _____ University Librarian
 - _____ Assistant/Associate University Librarian
 - _____ Regional Storage Facility Manager
 - _____ Campus Storage Facility Manager
 - _____ Other groups or individuals (please specify):
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On which of the following aspects of the CMI project did you consult with library staff on other campuses during Phase I of the project (January – September 2001)?

- Management activities, e.g., communication _____
- Journal title selection _____
- Physical processing _____
- Volume relocation _____
- Bibliographic record changes _____

Publicity____
Training____
Other topics (please describe)_____

Did your consultation result in decisions to change journal title selection or implementation practices? Please elaborate.

Did you routinely communicate the results of campus-to-campus consultation to the CMI project staff?

Yes____ **No**____ **Don't know**____

In hindsight, was there sufficient consultation among campuses?

Yes____ **No**____ **Don't know**____

Are there suggestions or lessons learned from campus to campus consultation concerning title selection, processing, relocation and the administrative management of relocating print materials? Please explain.

Campus Consultation with CMI Staff

Were suggestions to revise Guidelines and to develop FAQ's addressed effectively and to your satisfaction?

Yes _____ **No** _____ **Don't know** _____

Were revisions to the various ***Titles in Study*** databases addressed effectively and to your satisfaction?

Yes _____ **No** _____ **Don't know** _____

How would you describe the overall consultation process between your campus and the CMI Project staff?

Guidance from CMI staff was clear.

Yes _____ **No** _____ **Don't know** _____

Responses to questions were timely.

Yes _____ **No** _____ **Don't know** _____

Campus advice was incorporated appropriately.

Yes _____ **No** _____ **Don't know** _____

Overall Consultation Assessment

If there were one improvement that you would recommend to the consultation process, what would it be? Please elaborate.

If there were one consultation activity or event that you would not repeat, what would it be and why? Please elaborate.

Was there any issues concerning the selection, processing, relocation or administrative management of print journals relocated to storage that was not addressed during Phase I consultation? Please describe.

Please return surveys by January 31, 2002 to:

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