From:	Corbett, Krysti
To:	O"Grady, John; Morrison, Denise; Tim Seidman; McBride, William; Mills, Lesley; Pitchford, Ann; Sims, Mark; Oliver, Leah
Cc:	Coryell, Mark; Johnson, StacyD
Subject:	Courtesy: Survey Regarding Use of EPA Libraries
Date:	Friday, July 28, 2017 11:36:00 AM
Attachments:	LibraryNeedsAssessmentSurvey_FRD_07-24-2017.pdf

Good morning-

EPA is partnering with the Library of Congress Federal Research Division (FRD), through an Interagency Agreement, to conduct an update of the previous 2009 library user needs assessment. The survey will be sent to a targeted sample drawn from an overall population of ~4,300 EPA staff who have used an EPA library within the last three years. The survey is totally voluntary, and responses will be aggregated to ensure anonymity. FRD will deploy the survey, collect the responses, analyze the data, and provide a summary report to EPA.

The following is the proposed plan/timeline for conducting the survey:

- Library Network Program Manager will send Survey Introduction Letter from EPA .
- FRD will deploy the survey and monitor participation on a regular basis to ensure there are no issues. Survey will be open for four weeks. Survey instrument includes introductory letter from FRD (attached).
- FRD will send weekly automated reminder emails to non-respondents or incomplete surveys.
- FRD will send automated thank you letters to respondents that complete the survey.
- FRD will tabulate quantitative and qualitative results and will synthesize survey findings into a narrative report which provides critical segmentation and highlights implications for EPA Library Network planning.

If you have comments/questions, you may direct them to Stacye Johnson, Labor and Employee Relations Specialist, at 202-564-3941.

Krysti Corbett
Director
Labor and Employee Relations Division
Office of Human Resources
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
WJC North 6317A
Washington DC 20460
Mail Code 3602A
Desk Phone: (202) 564-6295
Mobile: (202) 579-1681
corbett.krysti@epa.gov