

Comment Cards Guidelines

We would like to gather for analysis and for the CMI project archive all the comments that you receive about the Collection Management Initiative project. We anticipate that comments will come to you in many forms:

- Paper comment cards available in the stacks where experimental volumes were held
- Paper comment cards available at public service desks
- Online comment forms available at campus websites that come to you as emails
- Anecdotal reports of user reactions to the project, such as oral comments from users at a public service desk, or in a conversation between a public service library staff member at the desk

Please forward copies of print versions of the comment card and any online comments you receive to the Project Director, Cecily Johns, at Davidson Library, UC Santa Barbara, or via email at johns@library.ucsb.edu.

There is a **staff comment form** on the CMI Staff Support Web Site to enable us to receive comments from campus librarians and support staff about the project.

We also have provided a **comment card** on the public web site and will appreciate your publicizing these appropriately.