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):

______________________________________________

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:

Cecily Johns
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Collection Management Initiative
Davidson Library
University of California
Santa Barbara, CA 93106