
Letter to Library Directors Inviting their Participation in the Study

Dear [librarian's name]

I am conducting a project for the Council on Library and Information Resources that investigates the way librarians, academic officers, and architects are now thinking about the design of library space. The project investigates how the goals that motivate new investments in library space are articulated and how library design makes those investments responsive to institutional priorities.

The first part of this project involves an easily used Web-based questionnaire to which I hope you will respond. Doing so should take you no more than 15 minutes. I am asking you to respond to this questionnaire because a literature survey suggests your library has undertaken one or more significant library construction, renovation, or remodeling projects within the last ten years. I know you receive dozens of questionnaires each year and must decide which to answer. Given the vital importance (and huge cost!) of adequate library space, I hope you will feel this survey merits your attention. The demonstrated ability of your library to act on its space needs can be most instructive to others.

You can gain access to the questionnaire customized for your library by going to CLIR's Web site, <http://www.clir.org/survey>, and inserting the Project Identification Number given at the top of this letter. When you do this, Project Data for your library will be automatically supplied. In some cases, more than one Project Identification Number is listed above because you have undertaken more than one project (sometimes in the same library unit), as indicated by differences in the date, project size, or architect identified for each project. Please fill out a questionnaire for each Project Identification Number you receive. You may want to look over the entire questionnaire before beginning to respond, especially if you are adding comments to your checked responses (which you are encouraged to do!). You may find that a given comment fits better with one question than another. If someone else at your library is in a better position to respond to the questionnaire, please forward this letter to him or her.

May I have your survey responses by no later than 30 September 2002?

I will conduct a number of follow-up phone interviews to learn more about individual projects. Please indicate your willingness to be interviewed in your response to Question 14.

Responses to this questionnaire and the phone interviews will be treated as confidential. Data will be aggregated, and none of the information will be reported in a way that enables others to identify the respondent or the respondent's institution, except with the permission of the respondent.

The Council on Library and Information Resources and I hope to publish the findings of this questionnaire and the phone interviews early in 2003. Those who complete the online questionnaire will be sent a free copy of the final report. I will be most grateful for your help in getting the project launched.

With many thanks for your assistance,

Scott Bennett
CLIR Consultant
Yale University Librarian Emeritus