



United States
National Commission on
Libraries and Information Science

September 1998

Dear Respondent:

On behalf of the National Commission on Libraries and Information Science (NCLIS) and the Government Printing Office, we are requesting that you complete this survey of Government Electronic Information Products.

The purpose of this assessment is to (1) identify medium and format standards that are the most appropriate for permanent public access, (2) assess the cost-effectiveness and usefulness of alternative medium and format standards, and (3) identify public and private medium and format standards that are or could be used for products throughout their entire information life cycle. The broader objective of the survey is to study the long-term impacts of shifting government information products from paper and microform mediums to federal agency web sites and other electronic mediums. We want to ensure that as more government information is available in a variety of electronic mediums and formats, the American public continues to have free and easy local access to this information through the Federal Depository Library Program.

We recognize that many respondents will complete surveys for more than one agency product. We also understand the burden this imposes upon you and appreciate the time and effort you will devote to completing the survey. However, we want to underscore the importance of your participation. We will send you a copy of the report summarizing the data from these surveys once it is completed.

Please carefully read all of the following suggested procedures and instructions that will assist you to successfully complete and return the product questionnaires. **However, some agency coordinators have decided to use different data collection procedures. You should contact your coordinator directly to find out if you are to follow the procedures outlined here. If your coordinator has made other arrangements, please contact him/her to determine what they are.**

1. Once you receive your packet(s) from your agency coordinator, please check to make sure each packet contains the following information for each product you are to survey: a cover letter, questionnaire, glossary of terms, and postage-paid return envelope. If you feel you are missing information or have incorrect information, please first contact your agency coordinator. (Your coordinator's contact information is available on the NCLIS web site at www.nclis.gov.) If your coordinator is unable to provide this information, call Debbie Alexander at Westat: 301-294-1088, or toll-free at 800-937-8281, ext. 2088.
2. Each product questionnaire contains the following preprinted information: a five-digit ID, the agency's name and subunit, and the name of the product.

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Washington, D.C. 20005-3522
(202) 606-9200
Fax: (202) 606-9203

3. Due to the specialized nature of many of the questions asked on the survey, it may be necessary for you to consult with other agency personnel such as records managers, information technology staff, planning officers, and others to complete the survey in its entirety. We suggest you leave blank the responses to questions you feel uncomfortable answering and then arrange for someone in your office or another office with more appropriate knowledge and expertise to answer those questions. Your agency coordinator may have standardized those arrangements in advance and made you are aware of their procedures. **The purpose of standardizing arrangements is to ensure that you do not lose control of a questionnaire because multiple individuals and offices are handling it.**
4. Please note that you are responsible for ensuring that **all** questions are answered on your respective questionnaires, even if you must consult with other personnel.
5. To ensure consistency and accuracy, coordinators might request that they be allowed to review the completed surveys before you return them to Westat.
6. Return completed questionnaires directly to Westat in the enclosed postage-paid envelope by October 16, 1998. Your coordinator may request that you also send him/her a copy of the completed questionnaire.
7. If you have any questions about this survey, please call Denise Glover at Westat: 301-251-2269, or toll-free at 800-937-8281, ext. 2269.

Please return the questionnaire by **October 16, 1998** by mailing it to:

Denise Glover
TA 2064
Westat, Inc.
1650 Research Blvd.
Rockville, MD 20850

Thank you very much for your assistance and cooperation.

Sincerely,



Robert S. Willard
Executive Director
National Commission on Libraries and Information Science



Francis J. Buckley, Jr.
Superintendent of Documents
Government Printing Office