

APPENDIX 7

PROJECT REPORT:

Reference Interviews

ADMINISTRATIVE UNITS:

Civil Reference Branch (NNRC)

Military Reference Branch (NNRM)

DATES:

June 4-15, 1990

METHOD:

Observation/Direct Measurement.

NUMBER OF ANALYSIS UNITS:

NNRC - 18; NNRM - 12

ATTACHMENTS:

Observation Questionnaire

RESEARCHER CONSULTATION LOG

Note the question or request as stated by the researcher. Use the researcher's words as exactly as possible, or use information from the Researcher Application, if available.

Circle the numbers of the "question elements" that are included in the researcher's original inquiry, as stated to the archivist or noted on the Researcher Application. (Circle all that apply.)

First End

- | | |
|-----|---|
| 1. | 1. Personal name stated or implied |
| 2. | 2. Organization/agency name stated or implied |
| 3. | 3. Date, or era, or time frame |
| 4. | 4. Type of document (ship deck log, patent file) |
| 5. | 5. Media of information
IF #5 IS CIRCLED, SEE BELOW. |
| 6. | 6. Geographic place |
| 7. | 7. Broad subject |
| 8. | 8. Specific event |
| 9. | 9. Action (eg bill signing) |
| 10. | 10. Citation or footnote, specific reference |
| 11. | 11. Title of document, publication, report |
| 12. | 12. Record Group or series, name or number |
| 13. | 13. NARA administrative division |
| 14. | 14. Language of records |
| 15. | 15. Other _____ |
| 16. | 16. None |

If a specific media of information was stated, circle the number(s) of the appropriate type below.

- | | | | |
|----|----------------------|-----|----------------------------|
| 1. | 1. Paper | 6. | 6. Cartographic records |
| 2. | 2. Still photographs | 7. | 7. Electronic records |
| 3. | 3. Motion pictures | 8. | 8. Microfilm |
| 4. | 4. Videotape | 9. | 9. Printed/bound materials |
| 5. | 5. Sound recordings | 10. | 10. Don't know |

State the substance of the researcher's question as finally determined in the consulting process. Circle the numbers of the appropriate question elements above.

Approximately how much time did the archivist and researcher spend in consultation?

1. Less than one minute
2. 1 - 5 minutes
3. 5 - 15 minutes
4. More than 15 minutes

What sources of information did the archivist use to advise the researcher? (Circle all numbers that apply.)

1. Memory (for substantive subject/collection info)
2. NARA Guide
3. NARA inventories, finding aids
4. Other directories, guides, finding aids, secondary sources
5. Other consultants in the office
6. Telephone call to NARA records specialists
7. Telephone call to other NARA staff
11. Telephone call to federal agency
12. Telephone call to other person or persons
13. Don't know, not ascertained
14. Other source _____
(specify)

Did the archivist refer the researcher to other NARA branches or other places for information?

1. YES
2. NO

IF YES, where did the archivist refer the researcher?
(Circle all that apply.)

1. Referred to branch archivist _____
(Civil, Military, Legislative, German)
2. Referred to special media archives _____
(Cartographic, Motion, Still, Electronic)
3. Central Reading Room
4. Microfilm Reading Room
5. NARA Library
6. Suitland
7. Nixon Materials Project
8. Field branch outside Washington
9. Presidential library
10. Other NARA staff
11. Library of Congress
12. Other archives or manuscript repository
13. Other _____
(specify)

INTERVIEW WITH RESEARCHER

1. How did you make the connection between the National Archives and the information you needed on your project?
-

2. Have you ever done research at the National Archives before today?

1. YES

2. NO

- 2a. IF YES: About how many days have you been here since the first of the year, not including today?

_____ DAYS

- 2b. IF NO: Who directed you to come to this room?

1. Guard
2. Consultant
3. Archivist
4. Friend
5. Signs
6. Just knew
7. Don't know
8. Other

- 2c. IF YES: In what year did you first do research at the National Archives?

_____ YEAR

3. EXPERIENCED RESEARCHER:
Have you had occasion to call or write NARA for any information in the past year?

1. YES

2. NO

- FIRST TIME RESEARCHER:
Did you call or write for information before you visited?

8. DON'T KNOW

4. Are you doing genealogical research or family history?

1. YES

2. NO

5. Are you collecting information in this room for your private use, or is your research for work, school, or some other purpose?

1. PERSONAL/PRIVATE
 2. SCHOLARLY/ACADEMIC
 3. PROFESSIONAL/OCCUPATIONAL
 4. OTHER _____
-

6. What is your occupation?

12a. IF PROFESSIONAL: Are you working for a client?

- 1. YES
- 2. NO

7. Could you briefly describe your project?

8. What do you expect to result from your research?

9. Please look at this card and tell me which phrase best describes how important are the materials you are using at the National Archives for the successful completion of your project.

_____ NUMBER INDICATED

REFERENCE BRANCH

- 1. Civil Reference (NNRC)
- 2. Military Reference (NNRM)

DAY

- 1. Monday
- 2. Tuesday
- 3. Wednesday
- 4. Thursday
- 5. Friday

RESEARCH CARD NUMBER _____
