

## **APPENDIX 7**

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**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.

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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.)

- | <u>First</u> | <u>End</u>  |
|--------------|---|
| 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<br>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.

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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)



