

Research and Assessment Unit

Public Services and Assessment, Cornell University Library
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Initiation Dialog

To **design** the best-fit evaluation strategy for your project, the Research and Assessment Unit (RAU) needs some preliminary information so we can better understand the nature of your project, select the most appropriate evaluation and data collection strategies, and produce the most useful analysis for your research question(s).

RAU prioritizes our tasks in accordance with the goals and priorities of the Library and the University (see <http://research.library.cornell.edu>). We may not be able to take on a project due to competing priorities or skill constraints. If so, we may refer you to other people or services better equipped to address your needs.

Name

Netid

Phone number

Please answer the following five questions. If you're not sure about an answer, just note so.

1. Briefly, tell us about your assessment need. What do you hope to accomplish with the results from this assessment?

2. For actionable results, it is important to start with **specific and answerable** questions:
- a) What questions would you like to be able to answer with the results of this assessment?
 - b) What measures do you think would be most useful to answer those questions? What indicators best reflect or “tell the story” about your program/service/subject?

3. To whom will you report the assessment results? Do you anticipate sharing the results with a general audience beyond internal CUL use?

4. By what date do you want the assessment completed and the results reported to you?

5. Other thoughts, ideas, or comments regarding the proposed assessment you would like to share (you can also attach additional pages or send us an email)?

**Thank you for this information! We will respond to your inquiry below within 2 business days and schedule follow-up consultations with you as needed. If you have questions, please contact:
ResearchAndAssessment@cornell.edu.**