Instructions for the Outreach Activity Data Collection Form

1. NLM project title: If the activity is being conducted in association with a particular NLM project, fill out the title of that project.

Please note that when entering an activity report into the OARF web form, a drop-down list of project names will be provided. If the project associated with the activity is not found in the drop-down list, then the link Other Projects should be used to select the correct project. This will also add the selected project to your default project list for access during future OARF sessions.

2. Activity name: Fill out a unique name to be used to track this activity within the online OARF database. Several RMLs have established their own naming conventions that include the place of the Activity and/or the date. Example: Greater Midwest Region_AHA PubMed Training 01-15-03.

Alternatively, wait for the default name that will be generated by the OARF system when filling out the web form.

3. Describe activity: If desired, fill out a description of the activity. This information can be used later to help distinguish this activity from other activities with similar names.

4. Date of activity: Fill out the date that the activity was conducted.

5. Organization conducting activity: Fill out the name of the organization conducting the activity. Please note that when entering this name into the OARF web form, a drop-down list of associated organizations will be provided. The default organization name will be that of the individual entering the data into the web form. If the organization conducting the activity is not found in the drop-down list, then the link Other Organizations should be used to find and select the correct organization.

6. Type(s) of organization(s) involved in activity: Check all of the categories of organization type which apply to the organizations involved in the activity, including the facilitator, host, sponsor, etc.

For example, if an academic health sciences library is facilitating the activity and it is being hosted at a clinic, the following three organization types should be checked:

> 1) Health Sciences Library and 2) Academic Institution (for the facilitating organization)
> 3) Clinic/Other Health Care Organization (for the host organization)

Note to RMLs: You should include the RML as one if the organizations involved if applicable and check “Health Sciences Library” and, for most RMLs, “Academic Institution”, but you should *not* check “Government Agency.”

7. Session content: Check all of the session content categories that were explicitly covered in the activity. If technology content was covered other than the listed NLM systems, check “Other Technology Content” and specify. If non-technology content was covered, check “Other, non-technology” and specify.

8. Length of activity: Record the length of the activity as a fraction of an hour. For example, if the activity was a half-hour, record .5. If the activity was an hour and a half, record 1.5.

9. Hands-on practice: Check "Yes" if hands-on practice was provided during or after the session to allow participants to practice what was taught during the activity. Otherwise, check "No".

10. Activity conducted remotely: Check "Yes" if the activity was conducted from a remote site, such as via teleconference, .NET session, or the Web. Otherwise, check "No."

11. Continuing education credit offered: Check "Yes" if continuing education credit was offered. Otherwise, check "No".

12. Significant number of minorities present: (>= 50%) Check "Yes" if half or more than half of the individuals who attended the activity are from minority populations, such as African American, Native American, Hispanic, etc.

13. Minority populations present: If you checked "Yes" for the above question, check all those minority populations that were present. Otherwise, skip this question.

14. Estimated number of participants: Record your estimate of the number of activity participants. This will provide class size in the event that not all participants fill out the sheet or in the event that the class size is too large for you to distribute the participant information sheet. It will also help determine what percentage of participants filled out the information sheet.

Please note that the estimated number of participants that is entered in the OARF web form is used by the system to determine how many rows to include in the blank participant information sheet that is generated when the Participant Information Sheet link is clicked initially (see #16 below).

15. Zip code and county where activity occurred: Record the ZIP code where the activity was held. The five-digit ZIP code for activities conducted in the United States is REQUIRED. If the activity was held outside of the U.S., you must instead check the "International" box. A six-digit ZIP code for activities conducted in Canada or Mexico is OPTIONAL.

For U.S. ZIP codes, the OARF system will determine matching county(ies). In the case that more than one county is associated with the entered ZIP code, you will be presented a list of counties from which to select. In this case, it is REQUIRED that you select a county from the provided list.

16. Participant information sheet distributed: Check "Yes" if a participant information sheet was distributed and collected. Note: Distribution of the Outreach Activity Participant Information (PI) Sheet is REQUIRED. We understand that there may be rare instances when use of the form is precluded by meeting style or that a form might be lost. If a PI sheet was collected, click the Participant Information Sheet link if you are ready to proceed with entering your participant information. Otherwise, click the "Save" button to save your entered data.