Technology Procedures for the Meeting

General Instructions

Please come prepared with an idea for a **qualitative research project** you might want to do in the future.

During the first half of the class you will learn about
- Evaluation Terms and Methodology
- Data Collection Practices
- Asking Questions and Designing Your Interview Guide
- Interviewing Techniques and Practice

During this presentation you will be filling out a **worksheet** as we go, using your example topic. You will be asked to formulate **three interview questions** to ask your patrons or stakeholders.

Practice Interview Sessions

At the end of the morning session we will break to share your project with another classmate and practice asking your questions to each other. Please choose and connect with your partner from the provided **Class Roster**. You may send them a message or look up their contact information on OHSLA's [Membership Directory](). If you would rather be assigned a partner, please contact Don Pearson at [dpearso7@kent.edu]().

Please contact your partner before class to arrange how you will communicate for the practice interview session. It is important to use a **video** application on your phone in order to get the most out of this exercise.

There are several ways you may decide to meet, based on your preferred and available technologies:

Suggested Video Technologies and HowTos
- If both are iPhones, use FaceTime, directions see: https://support.apple.com/en-us/HT204380
- If one or both are Android, use Skype, Google Duo, or Facebook Messenger, see: https://www.consumerreports.org/smartphones/how-to-video-chat-between-iphone-and-android-smartphone/
- Google Duo on a smartphone, https://support.google.com/duo/answer/6376137
- Zoom at https://support.zoom.us/hc/en-us/sections/200305413-Mobile

The goal of this session is to **explain** your project and then **ask your questions** to the other person, who plays the role of the patron/stakeholder. Then you will switch roles and listen to their project description and questions.

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Sharing Takeaways on Google Docs

At the end of your Practice Interview Session, please share takeaways on the experience with each other, and take some notes to share with the larger group when we reconvene.

Please type your takeaways into the shared Google Doc at https://docs.google.com/document/d/1GFFqfBdDFB9Rr_xIEppbnsVo_Ov4TozSl0GQk-ngbTc/edit?usp=sharing This link has also been emailed to you at the email address you provided during registration.

If you do not know how to work on a Google Doc, please review the instructions at https://support.google.com/docs/topic/9046002?hl=en&ref_topic=1382883 or you may want to watch this video, *Google Drive: Sharing and Collaborating*: https://youtu.be/npArx4_3fmw

Question Time on WebEx Chat

During the afternoon session, Elizabeth will be taking questions and comments via the Chat function in WebEx. Because everyone will be muted, please ask your question in the Chat panel, and Elizabeth will call on you individually to share by unmuting you to ask your question. If you want to review how to use the WebEx Chat panel read: https://help.webex.com/en-us/WBX21522/How-Do-I-Send-a-Chat-Message

We will use the same process for questions after Sam Watson's presentation on NNLM GMR and the New PubMed.

Meeting Evaluations

OHSLA values your experience and opinion. We are excited to have completed our first ever totally virtual meeting. We know there are many things to consider for our next virtual meeting, so please share your comments with us. At the end of the meeting please fill out our evaluation on Google Forms by clicking on this link: https://forms.gle/nPgkXg2b5zeGkHMY9

MLA Continuing Education

Please refer to the separate handout for directions on claiming your Medical Library Association 3.0 Continuing Education credits on MedLibEd at http://www.medlib-ed.org/ If you already know how to do this, all you will need is the Enrollment Code, which is **Tech420**

Thank you for participating! If you have any questions about the day, or the technology needed, please email Don Pearson at dpearso7@kent.edu