

EXHIBIT A
Needs Assessment for the Medical Dental Library of
Truman Medical Center - Lakewood
Statement of Work

Background

Truman Medical Center – Lakewood specializes in family medicine and community health. It is a primary teaching hospital for the University of Missouri – Kansas City Medical School. The Medical Dental Library serves 36 residents, 3 geriatric fellows, 45 physician faculty members, rotating medical students, and other health care professionals every year. The other health professionals most often served include, 3 dental faculty members and 4 residents, the Rehabilitation Services Department (includes 7 physical therapists, 3 speech therapists, 6 occupational therapists and 6 recreation therapists) and a licensed nursing staff of over three hundred.

The Medical Dental Library has been in transition the last five years, and is lacking in technology, resources and services. The library requires a needs assessment to determine the unmet needs of its clientele. An award of \$3,200.00 will allow the clinical medical librarian to purchase a laptop computer and a digital camera to compare and collaborate with other local medical librarians, and survey and interview library clientele to determine what resources they require to continue providing excellent healthcare services.

Objectives

Specific Objectives

Expected Outcomes

<ul style="list-style-type: none"> • Create and perform a needs assessment for the Medical Dental Library. 	<ul style="list-style-type: none"> • To create the needs assessment, the clinical medical librarian will use the digital camera and laptop to collect data and collaborate with other local medical libraries and compare their current resources and services. After the needs assessment is complete, there will be a better understanding of what services and resources library clients are using and what they would like to have available.
<ul style="list-style-type: none"> • Enhance Medical Dental Library services and resources. 	<ul style="list-style-type: none"> • The clinical medical librarian will be in a better position to lobby hospital administration for financial resources after presenting the results from the needs assessment and the photographic evidence from the digital camera.
<ul style="list-style-type: none"> • Enhance the services and resources of other local medical libraries. 	<ul style="list-style-type: none"> • The clinical medical librarian will share the information learned from the needs assessment, allowing other librarians to perform needs assessments in their own facilities and will offer information about what other services and resources similar libraries are providing in the area.
<ul style="list-style-type: none"> • Apply for future grants to enhance the Medical Dental Library’s services and resources. 	<ul style="list-style-type: none"> • The clinical medical librarian will use the information learned from the needs assessment to apply for future grants.

Activities

- **By December 31, 2004**

The clinical medical librarian will meet with five local medical libraries to discuss what services and resources they are currently offering their clients. The clinical medical librarian will use a laptop and digital camera to collect data at the medical libraries.
- **By February 28, 2005**

The clinical medical librarian will create the survey to be distributed to the Family Practice residents and faculty at Truman Medical Center – Lakewood. The survey will collect quantitative data about:

 - What services patrons currently use in the Medical Dental Library
 - What materials and formats of material patrons currently use in the Medical Dental Library
 - What services are available at other local medical libraries that patrons would like offered at the Medical Dental Library
 - What materials and formats of material available at other local medical libraries that patrons would like offered at the Medical Dental Library
- **By March 31, 2005**

The surveys will be distributed to all Family Practice residents and faculty, Dental faculty and residents, ten health professionals from Rehabilitation Services and twenty-five individuals from the nursing staff at Truman Medical Center – Lakewood. There will be a return rate of 75%.
- **By June 30, 2005**

The clinical medical librarian will use the laptop to conduct open interviews with 10 Family Practice residents and faculty, 4 health professionals from Rehabilitation Services, 2 Dental residents and faculty and 5 licensed nurses about library services and resources that are presently available and that would be wanted for the future.
- **By August 31, 2005**

The information from the surveys and interviews will be compiled.
- **By September 30, 2005**

The information learned from the needs assessment will be presented to hospital administration, including evidence gathered with the laptop and digital camera. Results of the needs assessment will be used for future budget and decision making for Medical Dental Library.
- **By December 31, 2005**

The information learned from the needs assessment will be shared with all interested local medical libraries in a formal meeting. This will incorporate photographic evidence provided by the digital camera. The results of the needs assessment can be used by local medical libraries to 1) create their own needs assessment, and 2) use to enhance their library services.
- **By April 1, 2006**

The clinical medical librarian will apply for two grants that address the results of the needs assessment to enhance the Medical Dental Library's services and resources.

Evaluation

Through the use of surveys and interviews, the proposed needs assessment will provide both qualitative and quantitative data about the information needs of Medical Dental Library patrons. The survey will be created following visits to five other local medical libraries and will compare what services and materials they currently have available for their patrons versus what is available to the Medical Dental Library's patrons.

A section within the survey for open-ended discussion and comments about library services and materials will be assessed to look for trends.

After the results of the surveys are compiled, interviews will be conducted and assessed qualitatively.

By analyzing the results of the needs assessment both quantitatively and qualitatively, the librarian and hospital administration will be better able to develop a scope of collections that will better serve the information needs of the library's different users.

Deliverables

Deliverables to be submitted to the NN/LM-MidContinental Region in Salt Lake City, Utah:

- Quarterly reports are to be filed online at:
<http://nmlm.gov/projects/submitter.html?code=mcrquarterreport> Reports are due 15 days after the close of the quarter.
- Reports will be due:
 - January 15, 2005
 - April 15, 2005
 - July 15, 2005
 - October 15, 2005
 - January 15, 2006Last quarter and Final Report due: May 30, 2006
- A final report including the final evaluation is due 30 days from the last day of the performance period. The NN/LM-MidContinental Region will provide you with the form to be completed. The final report must include a narrative summary of project accomplishments; sites where training was done and a description of training sites; description of target audience; list of exhibits, if applicable; approaches and interventions used; project evaluation results; observations on problems or barriers encountered; impact of the project; and recommendations for improvements, alternative methods, insights, etc. In addition, a graphical compilation of web site statistics, classes and demonstrations conducted of NLM databases, and meetings attended, must be provided.
- Any materials (promotional materials, training materials, articles etc.) developed or produced for this project will be provided in electronic format (whether in ASCII, HTML, PDF or other document formats). In accepting the award, the bidder gives permission for use of such materials by the NLM and NN/LM.
- The bidder may also be asked to provide information to the RML or to NLM, such as IP addresses, which will be used to track usage of MedlinePlus, PubMed or *ClinicalTrials.gov* by institutions participating in the project.
- Information on training materials developed under this contract should be submitted to the [National Training Center and Clearinghouse](http://nmlm.gov/train/suggest.html) (NTCC) (<http://nmlm.gov/train/suggest.html>).

EXHIBIT B
Needs Assessment for the Medical Dental Library of Truman Medical Center -
Lakewood
Budget

Date Submitted: 7-30-2004

EXPENDITURE CATEGORY	AMOUNT
PROFESSIONAL PERSONNEL	N/A
SUPPORT PERSONNEL	N/A
FRINGE BENEFITS	N/A
EQUIPMENT	
1. Hewlett Packard NC6000 laptop with extra memory and carrying case	\$2,960.78
2. Kodak EasyShare CX7430 (Manufacture = Kodak)	\$233.00
SUPPLIES	N/A
TRAVEL	N/A
COMMUNICATIONS	N/A
REPRODUCTION	N/A
CONSULTANTS	N/A
OTHER COSTS (SPECIFY)	N/A
TOTAL DIRECT COST	\$3,200.00
[MODIFIED TOTAL DIRECT COST]	\$0
IDC/OVERHEAD (___% * Modified Total Direct Cost)	\$0
TOTAL	\$3,200.00

EXHIBIT C
Needs Assessment for the Medical Dental Library of Truman Medical Center -
Lakewood
Publishing

Recipients of NN/LM funding are strongly encouraged to consider publishing results from NN/LM funded projects in journals that make their contents freely available on the Web.

All publications should include the following statement or acknowledgement: “This project is supported under contract no. NO1-LM-1-3514 with the NN/LM MidContinental Region from the National Library of Medicine.”