Research Consultation Center Consultation Form

Librarian on Duty: ___________________________ Date: ___/___/20__

| Time of Day | | |
|-------------|------------------|
| 10 am -12 pm | ☐ | 12 pm - 2 pm | ☐ |
| 6 pm – 8 pm | ☐ | 8 pm – 10 pm | ☐ |

Member Institution: ☐ Morehouse College ☐ Spelman College ☐ Other
☐ Clark Atlanta University ☐ Interdenominational Theological Center

Classification:
Undergraduate: ☐ 1st Year ☐ 2nd Year ☐ 3rd Year ☐ 4th Year ☐ 5th Year or Higher
☐ Graduate Student ☐ Faculty/ Staff ☐ Other

State the Question (be as specific as possible):

Who Referred the User?
☐ Information Desk ☐ Faculty (specify): ____________________ ☐ Friend ☐ Walk In
☐ Website ☐ Other (specify): ___________________________

Which databases did you use during your consultation (check all that apply)?
☐ Academic Search Premier ☐ ABI/Inform ☐ ARTstor ☐ ATLA ☐ JSTOR
☐ Proquest Research Library ☐ CIAO ☐ OVRC ☐ Business & Industry
☐ BioRC ☐ BasicBIOSIS ☐ Black Studies Center
☐ CQ Researcher ☐ Communication & Mass Media Complete ☐ Worldcat
☐ Dissertation Abstracts ☐ ERIC ☐ Ethnic Newswatch ☐ Fastsearch
☐ Google Scholar ☐ Google ☐ WOODI/Catalog ☐ Medline
☐ Hoovers ☐ MLA ☐ Business Source Premier ☐ Campus Westlaw
☐ Project Muse ☐ PubMed ☐ Proquest Newspapers ☐ PsychINFO
☐ Other (specify): __________________________________________

How long was the transaction? ☐ <10min ☐ < 20min ☐ < 30min ☐ < 60min ☐ >60min

Did the patron establish a proxy account? ☐ Yes ☐ No

Did the patron need to use Interlibrary Loan? ☐ Yes ☐ No

Was the patron referred to a subject librarian? ☐ Yes ☐ No Librarian? ____________

Did patron request a follow up? ☐ Yes ☐ No
Name: ___________________________ Email Address: _________________________
Local Phone: ______________ Date Follow Up Requested? ___________________