On Friday 1 September will be launching a month-long study on the information resources and services at Fairbridges. I have calculated the cost to the firm of each of our information resources for one month, and I wish to view this alongside the actual use being made of the resource during the same period. I attach a copy of the motivation for this study as well as a yellow data capture form. Please note the information requested as you use a book, journal, database, newspaper, Internet Web site, etc.

You will see that I need to be able to identify the resource - usually a book or journal title, the name of the Jutastat database you are using (eg law reports / Statutes / Gazettes / Labour library), or the URL (address) of the Web site. Please record more or less how long you used the resource, eg 20 mins / 1 hour, and if your query was satisfied. I would like to know when you have had to use outside information sources or your personal sources as this will indicate where we have gaps in our collection.

Please record the data as you use the resource as this is difficult to reconstruct later and guesses will invalidate the findings. I will contact you on a weekly basis to collate the findings into a general spreadsheet and to discuss any matters that arise. The professional assistants and candidate attorneys will submit data on a daily basis, and if you would prefer me to contact you daily please advise me.

Please request additional data capture forms as required.

Carl has approved this study.