

## Case Study Guidelines

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The Project Outcome for Academic Libraries resources include [case studies](#) to help users learn from other libraries engaged in outcome measurement. If you would be interested in contributing a case study, please fill out this [feedback form](#) in as much detail as possible.

### Purpose

The purpose of these case studies is to share how your library has used the Project Outcome toolkit. The focus should be on use of the tool to make improvements in practice. It is intended to be action research focused on how you were able to make improvements at your institution.

This is not intended to be peer-reviewed social science research. It should be focused on your use of the Project Outcome toolkit rather than the results of your research.

For more information, see our Resource on [Survey Best Practices](#).

### Content Guidelines

We suggest that the case study include discussion of the following areas:

1. **Summary:** Institutional / library background. What need did the project target? Which surveys did you use?
2. **Methods:** Did you make modifications to the survey? How did you administer it? Did you use other complementary assessment methods alongside Project Outcome?
3. **Results:** What were the results? What were the key takeaways from the survey data? Including images from Project Outcome dashboards and reports is encouraged.
4. **Taking Action:** How have you used the data collected? Has it been useful in advocacy? Have you made any changes? Have you assessed those changes and were they successful?
5. **Next Steps:** What lessons did you learn from this process? What would you do differently next time?

Case studies should be approximately 1,500-2,500 words in length. Images or charts can be included.

## Selection

The Project Outcome Editorial Board will review your submission and may ask you to make changes. These guidelines and other factors will be considered prior to approval. For example, the Project Outcome Editorial Board seeks to represent a variety of institutional settings and surveys used in the case studies provided.

The Project Outcome Editorial Board utilizes a collaborative editing process in Google Documents. Due to the focus on the institution in a case study, we are not able to offer anonymous review. Instead, our process favors transparency and open review between the authors and editors. Multiple rounds of revision may be requested.

## Publishing

If accepted, case studies are published on the Project Outcome for Academic Libraries site licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/) (CC-BY-NC-SA).

**Questions?** Please email [acrl@projectoutcome.org](mailto:acrl@projectoutcome.org).