**Virtual Library Open House YYYY Assessment Report**

Prepared by Project Lead(s):

Month Year

**DESCRIPTION**

Provide details on the project implementation, including its purpose, goals, organizers, partners, technology platforms, assessment methods, and outcomes.

Each virtual table/booth included elements such as:

YYYY Booths:

Schedule:

Participants:

**KEY METRICS**

* Clicks on Short URL:
* Number of survey responses:
* Number of swag bags distributed:
* Number of survey respondents who found the open house engaging (ranked it 4 or 5 out of five): Number / Percentage (see complete survey results below for more detail)
* Number of survey respondents who reported the open house was a valuable use of time: Number / Percentage
* YouTube video views

**OBSERVATIONS**

* This section captures the most takeaways or lessons learned based on reviewing the metrics/data collected.

**CONSIDERATIONS FOR NEXT YEAR**

* Project leads, organizers, and partners should contribute observations shortly after a project cycle closes in order to capture actionable ideas for the next cycle. This can include anything meaningful to participants that they want to remember.
* What worked, what didn’t work, what should be changed for next time

**SURVEY RESPONSE DETAILS**

Pull graphs and narrative responses from survey/form software into the report. It’s helpful to have all the assessment information in one place.

**SHORT URL REPORTS/GRAPHICS**

Traffic Statistics:

Traffic Sources: