

Participant Information Sheet

1. Research Project Title

Research data management and libraries international survey

2. Invitation

You are being invited to take part in this research project. Before you decide to do so, it is important you understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part. Thank you for reading this.

3. What is the project's purpose?

This research project aims to investigate how academic and research libraries are supporting the management of research data in their institutions and how are they planning to develop services in the future. This project builds on research previously carried out by the research team and that of others and has been designed to allow comparisons with previous findings.

4. Why have I been chosen?

You have been chosen because as University Librarian, Director of Academic Services, Manager of Research Support Services, or person in a similar role, you will have knowledge about research data services in your library and institution.

5. Do I have to take part?

It is up to you to decide whether or not to take part. If you do decide to take part you will be able to keep a copy of this information sheet and you should indicate your agreement to the online consent form. You can still withdraw at any time. You do not have to give a reason.

6. What will happen to me if I take part?

You will be asked to complete a web-based questionnaire which we estimate will take you 15 minutes. You may also wish to agree to a follow-up interview to find out more about your approach.

7. What do I have to do?

Please answer the questions in the questionnaire. There are no other commitments or lifestyle restrictions associated with participating.

8. What are the possible disadvantages and risks of taking part?

Participating in the research is not anticipated to cause you any disadvantages or discomfort. The potential physical and/or psychological harm or distress will be the same as any experienced in everyday life

9. What are the possible benefits of taking part?

Whilst there are no immediate benefits for those people participating in the project, it is hoped that this work will have a beneficial impact on how RDM is supported by libraries. Results will be shared with participants in order to inform their professional work.

10. What happens if the research study stops earlier than expected?

Should the research stop earlier than planned and you are affected in any way we will tell you and explain why.

11. What if something goes wrong?

If you have any complaints about the project in the first instance you can contact any member of the research team. If you feel your complaint has not been handled to your satisfaction you can contact the University of Sheffield's Registrar and Secretary to take your complaint further (see below).

12. Will my taking part in this project be kept confidential?

All the information that we collect about you during the course of the research will be kept strictly confidential. You will not be able to be identified or identifiable in any reports or publications. Your institution will also not be identified or identifiable. Any data collected about you in the online questionnaire will be stored online in a form protected by passwords and other relevant security processes and technologies.

Data collected may be shared in an anonymised form to allow reuse by the research team and other third parties. These anonymised data will not allow any individuals or their institutions to be identified or identifiable.

13. Will I be recorded, and how will the recorded media be used?

You will not be recorded in any way other than your input to the questionnaire without separate permission being gained from you.

14. What type of information will be sought from me and why is the collection of this information relevant for achieving the research project's objectives?

The questionnaire will ask you about your opinions and current practices in relation to RDM. Your views and experience are just what the project is interested in exploring.

15. What will happen to the results of the research project?

Results of the research will be published. You will not be identified in any report or publication. Your institution will not be identified in any report or publication. If you wish to be given a copy of any reports resulting from the research, please ask us to put you on our circulation list.

16. Who is organising and funding the research?

The project is a partnership involving Dr Andrew Cox and Dr Stephen Pinfield of the University of Sheffield (UK), Dr Mary Anne Kennan of Charles Sturt University (Australia), and Dr Liz Lyon of Pittsburgh University (USA).

17. Who has ethically reviewed the project?

This project has been ethically approved by the Information School's ethics review procedure and subsequently endorsed by the ethics procedures of Charles Sturt University and Pittsburgh University. The University of Sheffield's Research Ethics Committee monitors the application and delivery of the University's Ethics Review Procedure across the University.

18. Contacts for further information

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Dr Liz Lyon, School of Information Sciences, University of Pittsburgh, Tel: +1 412 624 9436, Email: elyon@pitt.edu

Dr Stephen Pinfield, Information School, Regent Court, University of Sheffield, UK. Tel: +44 (0)114 222 2649, email: s.pinfield@sheffield.ac.uk.

The University of Sheffield's Registrar and Secretary is Dr Philip Harvey. He can be contacted at the following address: Dr Philip Harvey, The Registrar and Secretary's Office, University of Sheffield, Firth Court, Western Bank, Sheffield S10 2TN, UK.

Thank you for taking part in this research.