Appendix A: Survey Instrument

Research Data Services (RDS) in Academic Libraries: Continuing to Build an Understanding of Library Data Management Practices

You are invited to participate in a follow-up to the 2011 ACRL survey of research data practices at academic libraries. You are being contacted because you, or your institution, were part of the original survey. This follow-up survey asks about the research data practices and plans at your library, so please answer from the perspective of the institution.

Even if your library is not involved with research data, we would like you to respond to this survey. Every response will help us better understand how libraries are managing (or planning to manage) data and will contribute to building better tools and processes for data management and curation.

In addition to demographic information, the survey will ask you how your library participates in data-related activities. As such, no sensitive items are included and the survey therefore poses no foreseeable risk. Also, after data collection, there will be a pre-screening of responses that will include removing or anonymizing any potentially identifying information, thus assuring that the final data set is anonymous. Upon publication of the results of the study, the dataset will be made publically available.

The questionnaire should take you, or someone in your office, about 15 minutes to complete.

Your participation in this research is voluntary, and you may decline to participate without risk. While it is useful to be complete in your responses to the survey, you may skip any questions, and you are free to withdraw from the study at any time. The data from any questions that were answered before exiting the survey will be recorded.

If you have any questions about the study or procedures, please contact Dr. Carol Tenopir (ctenopir@utk.edu) or Dr. Suzie Allard (sallard@utk.edu) of the University of Tennessee. If you have questions about your rights as a participant, contact the University of Tennessee Office of the Research Compliance Officer at (865) 974-7697.

By proceeding to the survey I acknowledge that I have read the above statements, I am 18 years old or older, and I agree to participate.

Q2 How many FTE (full-time equivalent) students are enrolled in your academic institution?

   ○ Up to 1,999

   ○ 2,000 - 4,999

   ○ 5,000 - 9,999

   ○ 10,000 - 24,999

   ○ 25,000 or more

Q3 How many tenure-track and tenured faculty are employed at the academic institution you are working for?

   ○ Less than 100

   ○ 100 - 249

   ○ 250 - 499

   ○ 500 - 999

   ○ 1,000 or more

Q4 Does your institution receive external funding for research?

   ○ Yes

   ○ No

   ○ Don't know

[If No, Don't know, or No answer, go to Q7]

Q5 What is the approximate dollar value for all external research grants awarded on your campus each year?

   ○ Less than $1 million

   ○ $1 -9.9 million

   ○ $10 – 49.9 million

   ○ $50 – 100 million

   ○ More than $100 million

Q6 Of your institution's external research grants awarded on your campus each year, approximately how many of them were grants from the National Science Foundation?

- ○ None
- ○ 1-19
- ○ 20 - 29
- ○ 30 - 39
- ○ 40 - 49
- ○ 50 or more

Q7 Which of the following research data services (RDS) does your library currently offer or plan to offer in the future?

	Yes, our library currently offers this service	No, but plan to within the next 12 months	No, but plan to within 13-24 months	No, but plan to do so in more than 24 months	No, and we currently have no plans to do so
Consulting with faculty, staff, or students on data management plans	○	○	○	○	○
Consulting with faculty, staff, or students on data and metadata standards	○	○	○	○	○
Creating or transforming metadata for data or data sets	○	○	○	○	○
Outreach and collaboration with other research data services (RDS) providers either on or off campus	○	○	○	○	○
Identifying data / data sets that could be candidates for repositories on or off campus	○	○	○	○	○

Q8 Which of the following research data services (RDS) does your library currently offer or plan to offer in the future?

	Yes, our library currently offers this service	No, but plan to within the next 12 months	No, but plan to within 13-24 months	No, but plan to do so in more than 24 months	No, and we currently have no plans to do so
Providing technical support for research data services (RDS) systems (e.g., a repository, access and discovery systems)	○	○	○	○	○
Providing support for finding and citing data/data sets	○	○	○	○	○
Creating web guides and finding aids for data / data sets / data repositories	○	○	○	○	○
Deaccessioning/deselection of data / data sets for removal from a repository	○	○	○	○	○
Preparing data / data sets for deposit into a repository	○	○	○	○	○

Q9. Which of the following research data services (RDS) does your library currently offer or plan to offer in the future?

	Yes, our library currently offers this service	No, but plan to within the next 12 months	No, but plan to within 13-24 months	No, but plan to do so in more than 24 months	No, and we currently have no plans to do so
Directly participating with researchers on a project (as a team member)	○	○	○	○	○
Discussing research data services (RDS) with other librarians, or other people on campus, or RDS professionals, on a semi-regular frequency	○	○	○	○	○
Training co-workers in your library, or across campus, on research data services (RDS)	○	○	○	○	○
Selection of data / data sets for repository	○	○	○	○	○
Involved in either policy development or strategic planning related to research data services (RDS)	○	○	○	○	○

Q10. Who in the library provides research data reference/consultation/instruction services to researchers?

○   Individual discipline librarians/staff

○   Dedicated data librarian(s)/specialists

○   Other (please specify) [   ]

Q11. If your library is involved in any research data services (RDS), who in the library has primary leadership responsibility for plans and programs for research data services (RDS)?

- ○ A single individual is responsible
- ○ A group/committee/team is responsible
- ○ A department/unit is responsible
- ○ A combination of the above
- ○ Other (please specify) ▭
- ○ My library is not involved in RDS.

Q12. Does your library have policies and/or procedures associated with research data services (RDS)?

- ○ Yes (please specify) ▭
- ○ No

Q13. Does your library manage, or participate in managing, technology infrastructure that supports research data services (RDS)?

- ○ Yes
- ○ No   **[If no, or no answer, go to Q15]**

Q14. You have indicated that your library manages, or participates in managing, technology infrastructure that supports research data services (RDS). Please check all of the technology infrastructure components that apply.

- ☐ Data storage
- ☐ Tools for data analysis
- ☐ Virtual community support
- ☐ Other (please specify) ▭

Q15. Has your library ever conducted a formal self-assessment or self-audit of its research data services (RDS)?

    ○ Yes

    ○ No   **[If no, or no answer, go to Q18]**

Q16. You have indicated that your library has conducted a formal self-assessment or self-audit of its research data services (RDS). When was the last such assessment completed?

    ○ Within the last year

    ○ Between one and two years ago

    ○ Between two and five years ago

    ○ More than five years ago

Q17. You have indicated that your library has conducted a formal self-assessment or self-audit of its research data services (RDS). Please briefly describe the results of that assessment.

Q18. How has your library developed staff capacity for research data services (RDS)? (Check all that apply.)

    ☐ Hired staff specifically to support research data services (RDS)

    ☐ Reassigned existing staff

    ☐ Planning to hire staff

    ☐ Planning to reassign existing staff

    ☐ Other (please specify)

    ☐ Not applicable

Q19. Has your library provided opportunities for staff to develop skills related to research data services (RDS)?

○ Yes

○ No   **[If no, or no answer, go to Q21]**

Q20. You have indicated that your library has developed opportunities for staff to develop skills related to research data services (RDS). Which of the following opportunities has your library provided? Please check all that apply.

☐ In house staff workshops or presentations

☐ Support for staff to take courses related to research data services (RDS)

☐ Support for staff to attend conferences or workshops elsewhere related to research data services (RDS)

☐ Collaboration with an academic program to develop professionals with skills related to research data services (RDS)

☐ Other (please specify) [____]

Q21. Does your library collaborate with other units or offices in your college or university regarding research data services (RDS)?

○ Yes

○ No   **[If no, or no answer, go to Q23]**

Q22. You have indicated that your library collaborates with other units or offices regarding research data services (RDS). Please indicate the unit(s)/office(s) with which you have collaborated (check all that apply).

☐ Office of research

☐ Science departments

☐ Social Science departments

☐ Engineering departments

☐ Humanities / Arts departments

☐ Other (please indicate the unit or office) [____]

Q23. Does your library collaborate with other institutions regarding research data services (RDS)?

- ○ Yes

- ○ No   **[If no, or no answer, go to Q25]**

Q24. You have indicated that your library collaborates with other institution(s) regarding research data services (RDS). Please indicate the other type(s) of institution(s) with which your library collaborates (check all that apply).

- ☐ Associates colleges
- ☐ Baccalaureate colleges
- ☐ Master's colleges or universities
- ☐ Doctorate-granting universities
- ☐ Government agencies or government laboratories
- ☐ Other not-for-profit organizations
- ☐ Other (please specify) ☐

Q25. The following group of statements relates to your opinion on library involvement in research data services (RDS). Please tell us how much you agree or disagree with each.

	Strongly Agree	Somewhat Agree	Neither Agree Nor Disagree	Somewhat Disagree	Strongly Disagree
The library needs to offer research data services (RDS) to remain relevant to the institution.	○	○	○	○	○
The library will see decreased funding if it does not offer research data services (RDS).	○	○	○	○	○
Losing data/data sets jeopardizes future scholarship.	○	○	○	○	○
Librarians should be stewards of all types of scholarship, including data sets.	○	○	○	○	○
Researchers at my institution will be at a competitive disadvantage for grants if the library does not provide research data services (RDS).	○	○	○	○	○

Your survey is now complete.

Thank you very much!