APPENDIX 1. INTERVIEW SCHEDULE.

Overview

1. Which of the following tasks relate to your role as data services librarian?

    a) Assist with locating secondary research data

    b) Data management plan review

    c) Outreach/collaboration

    d) Research data management training

    e) Data curation

    f) Manage institutional or digital repository (i.e., system side)

    g) Other:

2. How many people work in data services at your institution?

3. Do you work with specific disciplines, please list

4. Do you work with specific departments, please list

5. Do you work with specific data types (e.g., observational, experimental), please list:

6. Do you work with particular user populations (i.e., faculty, students, staff)

Locating Data, DMPs, Outreach, and Collaboration

7.   If you assist with locating secondary research data, please provide a few examples of that work.

8.   If you assist with data management plan review, please provide a few examples of that work.

9.   Do you assist with locating appropriate repositories?

10.   Who is responsible for data management plan implementation at your institution?

11.   How are data management plans evaluated at your institution?

12. What would be the ideal structure and process for data management plan implementation and evaluation?

13. If you perform any outreach or collaboration, please provide a few examples of that work.

14. If you assist with data visualization, please provide a few examples of that work.

Training, Policy, and Budget

15. If you provide research data management training, what types of research data management training do you offer?

16. What types of research data management training have you received?

17. Does someone at your institution offer responsible conduct of research (RCR) training?

a) Do you have a role?

18. Does your institution have any data policies?

19. If you provide data curation, which of the following services do you provide?

a) Check files/code and read documentation (i.e., risk mitigation, file inventory, appraisal/selection)

b) Understand the data (or try to), if not… (i.e., run files/code, QA/QC issues, readmes)

c) Request missing information or changes (i.e., tracking provenance of changes & why)

d) Augment metadata for findability (i.e., DOIs, metadata standards, discoverability)

e) Transform file formats for reuse (i.e., data preservation, conversion tools, data visualization)

f) Evaluate for FAIRness (i.e., transparent usage licenses, responsibility standards, metrics for tracking use)

g) Document all curation activities throughout the process

20. If you manage an institutional or digital repository, please provide a few examples of that work.

21. What is your institution's commitment to the long-term management of research data?

a) In your IR?

b) In DRs?

c) For all other data?

22. What budget allocated exists for your IR or DR?

a) Personnel?

b) Other infrastructure?

23. How are data management efforts for research projects at your institution funded for sponsored projects and/or all other projects?

Job Analyses

24. What is your current job title?

25. What is your current rank?

26. How many years in total have you been working in your current job?

27. How many years in total have you been working with research data (including relevant higher education and experience as a researcher)?

28. Please indicate your credentials and degrees.

29. Please provide any other education or training you have received that is applicable to performing your job.

30. Please provide any other feedback about this project here.