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## Survey on Faculty Self-Deposit Practices in Institutional Repositories

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## Survey on Faculty Self-Deposit Practices in Institutional Repositories

### Default Block

## Consent Information

### Background

You are being invited to participate in a research project conducted by Ruth Kitchin Tillman, Digital Collections Librarian, University of Notre Dame. This survey gathers basic and broad information about patterns of faculty self-deposit, or the lack thereof, in institutional repositories at institutions of higher education in the United States. The survey will be available through [date one month from launch]. This survey is open to anyone at an institution of higher education in the United States self-identifying as responsible in some way for bringing content into an institutional repository or otherwise involved in handling metrics of an institutional repository. The total number of participants will depend on responses to the survey.

### Study Procedure

This is a virtual, multi-location study. This study will ask respondents basic information about their institution and repository, information about self-deposit (including whether it is possible in their repository), and information about satisfaction with levels of self-deposit in the repository, whether they have developed alternative ingest methods, and whether outreach is currently being conducted to faculty members. The survey should take 5-20 minutes to complete. Respondents are asked to take the survey only once.

### Risks

While participating in a study carries the risk of a loss of confidentiality, the investigator has minimized risk by not collecting IP or other personally identifiable information. Questions about institutional affiliation are optional.

### Benefits

While you will not directly benefit from participation, your participation may help the investigator understand trends in faculty self-deposit in institutional repositories. As the resulting data will be shared through publication, your participation may also help the field understand patterns which will allow for the development of better practices in creating and promoting institutional repositories.

## Confidentiality

The results of this study may be published in professional journals. It may also be used for educational purposes or for professional presentations. However, no individual respondent will be identified. Your participation in this project is anonymous. The survey will not be collecting any personally identifying information, however, the first section contains optional identifying institutional information. These identifying fields are entirely optional and will be used for deduplication. Once deduplication has been performed, the identifying fields will be removed from the Qualtrics site. They will not be exported, saved, shared with any other researcher, or published.

## Persons to Contact

If you have any questions, you may contact Ruth Kitchin Tillman at [rtillman@nd.edu](mailto:rtillman@nd.edu) or 574-631-6067. If you have questions about your rights as a research participant, please contact the University of Notre Dame Institutional Review Board (IRB), Notre Dame Research Compliance, ([compliance@nd.edu](mailto:compliance@nd.edu)), phone (574-631-1461).

[IRB approval information]

## Voluntary Participation

Your participation is voluntary and you may refuse to participate or withdraw at any time. You may refuse to answer all but 3-4 core questions (the number depends in part on your responses) and still complete the survey. You may refuse to answer the core questions and withdraw from the survey without penalty.

## Costs and Compensation

There are no costs and there is no compensation for participating in this survey.

## Limitations on Participant Age

This survey is intended to be taken by persons 18 years of age or older. By continuing, you agree that you are 18 years of age or older.

Definitions: Questions about self-deposit specify *faculty* and should not be construed to include graduate students, undergraduate students, and staff. For the purposes of this survey, a faculty member is defined according to the institution's definitions and *may* include anyone from part-time lecturers and adjuncts to tenured full professors. If librarians in the institution hold faculty status, they may be counted as faculty.

## Identifying Information

The following two fields are not mandatory but will be used for deduplication, in the event

that more than one representative of the institution answers the survey. After initial deduplication, the information in these fields will be discarded from the Qualtrics results set and will not be shared with other researchers or published.

Institution name (this information will be discarded within Qualtrics after deduplication)

Repository URL (this information will be discarded within Qualtrics after deduplication)

## Demographic and Repository Information

### Institution Type and Size

Type of institution (required)

- ☐ Private 4-year college
- ☐ Public 4-year college
- ☐ Private 2-year college
- ☐ Public 2-year college
- ☐ Other, please fill in the blank

Faculty size (required)

- ☐ 1-500
- ☐ 500-1500
- ☐ 1500+

### Repository Information

### On what software is your institutional repository built?

- ☐ Digital Commons
- ☐ ContentDM
- ☐ DSpace
- ☐ Fedora (Hydra)
- ☐ Fedora (Islandora)
- ☐ Fedora (custom build)
- ☐ Other, fill in the blank

### How many years has your institutional repository been publicly-available? (not counting any initial development time and beta testing)

- ☐ 0-2 years
- ☐ 2-5 years
- ☐ 5+ years

### What types of materials does your repository accept? (please select all that apply)

- ☐ Articles and article-type objects (journal articles, preprints, conference papers, white papers)
- ☐ Books
- ☐ Research data (including datasets)
- ☐ Institutional records
- ☐ Software
- ☐ Other, fill in the blank

### From whom does your repository accept materials? (please select all that apply)

- ☐ Faculty and researchers
- ☐ Staff
- ☐ Graduate students

- ☐ Undergraduate students
- ☐ Alumni
- ☐ Non-academic departments

## Questions About Self-Deposit

Does your institutional repository allow faculty to self-deposit materials? (required)

- ☐ Yes
- ☐ No

How many faculty self-deposits do you receive in the average month? (required)

- ☐ 0
- ☐ 1-20
- ☐ 20-50
- ☐ 50-100
- ☐ 100+
- ☐ We collect information about self-deposit rates but cannot determine how many come from faculty
- ☐ We do not collect information about self-deposit rates

What is the primary type of material self-deposited by faculty? (please select only one)

- ☐ Articles and article-type objects (journal articles, preprints, conference papers, white papers)
- ☐ Books
- ☐ Research data
- ☐ Institutional records (teaching materials, departmental materials, etc.)
- ☐ Software
- ☐ Other, fill in the blank

What school or department at your institution is most heavily represented in faculty self-deposit? (Leave blank if unknown)

Do you plan to develop or add a self-deposit system for your repository?

- ☐ Yes
- ☐ No
- ☐ Unsure

## Questions About Satisfaction, Alternative Ingest Methods, and Outreach

You answered that your repository does not allow faculty self-deposit. When answering questions about satisfaction and outreach, please address them in the light of any interactions you have with faculty to encourage them to engage with the repository—working with you to deposit their materials, sharing CVs, developing a self-deposit system, etc.

What is your level of satisfaction with your current rate of faculty self-deposit?

- ☐ Completely satisfied
- ☐ Satisfied but planning further outreach
- ☐ Needs outreach to be satisfactory
- ☐ Dissatisfied
- ☐ Extremely dissatisfied

Which other methods do you use to add materials to the repository? (please select all that apply)

- ☐ Work with faculty members but deposit materials ourselves
- ☐ Work with department heads to identify publications which we add ourselves
- ☐ Work with other campus unit to identify publications which we add ourselves

- ☐ Use faculty CVs and/or websites to identify publications which we add ourselves
- ☐ Harvest publication metadata from major indexing sites
- ☐ Other, please fill in the blank

Does you plan to use any of the following methods to add materials to the repository in future? (please select all that apply)

- ☐ Work with faculty members but deposit materials ourselves
- ☐ Work with department heads to identify publications which we add ourselves
- ☐ Work with other campus unit to identify publications which we add ourselves
- ☐ Use faculty CVs and/or websites to identify publications which we add ourselves
- ☐ Harvest publication metadata from major indexing sites
- ☐ Other, please fill in the blank

When faculty work with librarians or repository staff to deposit materials, do they (please select all that apply)

- ☐ Approach the library independently
- ☐ Approach the library after outreach events
- ☐ Agree to deposit after targeted outreach (e.g. subject librarian identifies and approaches a faculty member whose research data could be deposited in the repository; conference presenters are asked whether they would deposit a copy of their paper or presentation in the repository.)
- ☐ Other, please fill in the blank

Do you conduct outreach about the institutional repository to faculty?

- ☐ Yes
- ☐ No

Who conducts the outreach to faculty? (please select all that apply)



- ☐ Librarians and/or staff responsible for the institutional repository
- ☐ Subject librarians/liaisons
- ☐ Other, please fill in the blank

What kind of outreach to faculty do you conduct? (please select all that apply)

- ☐ Events advertised to all faculty at the institution
- ☐ Events advertised to all faculty in a particular college or school
- ☐ Events advertised to all faculty in a particular department
- ☐ One-on-one meetings
- ☐ Other, please fill in the blank

Have you seen an increase in deposits after outreach?

- ☐ Yes, self-deposit
- ☐ Yes, deposit working with library or institutional repository staff
- ☐ Unsure
- ☐ No

Do you plan to conduct outreach to faculty in the future?

- ☐ Yes
- ☐ No

Was outreach conducted in the past?

- ☐ Yes
- ☐ No

Was outreach discontinued because it was...

- ☐ Successful, we felt we could stop
- ☐ Unsuccessful, we felt it would be a waste of time to continue
- ☐ No longer considered a priority

[Information about the IRB/IRB number and my contact information along with contact information for the IRB board.]

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