



Participant Information FAQ: Plain Language Statement	
Study title and Researcher Details	
Title	(REVEAL) Reinforcing Ethics and Values for Effective Advocacy for Libraries - workforce survey
Researcher	David McMenemy (david.mcmenemy@glasgow.ac.uk)
Department	Information Studies George Service House 11 University Gardens University of Glasgow Glasgow G12 8QH
Invitation	
<p>You are being invited to take part in a research study. Before you decide it is important for you to 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.</p>	
What is the purpose of the study?	
<p>As part of the research project funded by the CILIPS Research Fund, we are gathering opinions and experiences of library staff related to the ethics and values of the profession to help inform the creation of future advocacy training materials. These materials will be freely available to all once completed in late summer of 2023.</p> <p>In gathering this information, <u>we wish to ensure that the ethics and values of the library and information workforce are recorded</u> to ensure that the advocacy materials created are not simply designed from a top-down approach, but instead reflect the reality of library and information work in the 21st century.</p>	
Why have I been chosen?	
<p>You will have received the notification related to the survey via professional mailing lists, or as a link forwarded by others in the profession.</p>	
Do I have to take part?	
<p>It is up to you to decide whether or not to take part. If you decide to begin the survey, you are still free to decide not to submit a response.</p>	
What will happen to me if I take part?	
<p>You will be asked to take part in an online survey which should take approximately 10 minutes to complete.</p>	
Will my taking part in this study be kept confidential?	
<p>No personal information will be collected, and anything entered by participants into the open box questions that may potentially identify a person or specific service will be redacted.</p> <p>The data will be stored on the Qualtrics online survey system, which is a fully secure package utilised by universities and other organisations across the world for survey and data gathering.</p>	



Please note that assurances on confidentiality will be strictly adhered to unless evidence of wrongdoing or potential harm is uncovered. In such cases the University may be obliged to contact relevant statutory bodies/agencies.

What will happen to the project data and the results of the research study?

The anonymised data will inform the elaboration of guidance materials and may be cited and discussed in research publications and other outputs.

Who is organising and funding the research? (If relevant)

CILIPS Research Fund

Who has reviewed the study?

Materials relating to the study have been reviewed and approved by members of the College of Arts Research Ethics panel.

Application reference number:

100220069

Date of approval letter:

24/04/23

How can I access information relating to me or complain if I suspect information has been misused/ used for purposes other than I agreed to?

You can contact the researcher or their supervisor in the first instance if you have any concerns. If you are not comfortable doing this, or if you have tried but don't get a response or if the person in question appears to have left the University, you can contact the College of Arts Ethics Officer (email: arts-ethics@glasgow.ac.uk).

Where there appear to have been problems, you can – and indeed may be advised to – submit an 'access request' or an objection to the use of data. As part of the University's obligations under UK General Data Protection Regulation (UK GDPR), participants retain the rights to access and objection with regard to the use of non-anonymised data for research purposes.

1. Access requests and objections can be submitted via the UofG online proforma accessible at: <https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/#>.
2. Access requests and objection are formal procedures not because we mean to intimidate participants into not raising issues, but rather because the University is legally required to respond and address concerns. The system provides a clear point of contact, appropriate support and a clear set of responsibilities.
3. Anyone who submits a request will need to provide proof of their identity. Again, this is not to deter inquiries, but rather reflects the University's duty to guard against fraudulent approaches that might result in data breaches.
4. You also have the right to lodge a complaint against the University regarding data protection issues with the Information Commissioner's Office (<https://ico.org.uk/concerns/>).