

## **Informed Consent Form**

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The Duke Libraries are interested in improving services for faculty and graduate students in the Duke University Department of Cultural Anthropology. We would like to assess the research needs and strategies you use in order to better understand how you do your research. We would like to gather information about what materials you use, collect, and preserve; what services and technology tools you find useful; and the role the library plays in your research.

The goal of our study is to better understand the key challenges faced by scholars in the Cultural Anthropology Department and determine how the Duke University Libraries can better support these faculty and graduate students.

The study will involve one in-person interview and one follow-up survey. We hope that your input will help the Libraries improve services, and you will find the interviews to be beneficial in reflecting on your research process. At the conclusion of the study, we hope that we may contribute to a larger body of knowledge about how research is conducted by the faculty and graduate students in the Cultural Anthropology Department at Duke. This information may be conveyed through publication or presentation of our findings.

Your participation in this study is completely voluntary and will not affect in any way your choice to or the manner in which you use the services of any of Duke's libraries. You may skip questions or withdraw from the study at any time. You may request that your interview responses not be included in the study findings. You will be given a copy of this consent form for your records.

If you have any questions about this study, please feel free to contact the library staff whose contact information is given above. If you have any questions about your rights as a research participant, you may contact the Office of Research Support at 684-3030 or [ors-info@duke.edu](mailto:ors-info@duke.edu).

### **Participant's Agreement**

I have read the above form and, with the understanding that I can withdraw at any time and for whatever reason, I consent to participate in the three interviews that are part of this study.

\_\_\_\_\_  
Participant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Interviewer's signature

*Duke Cultural Anthropology Research Practices*  
Audio Release Form

Duke Libraries would like to use the recorded audio of your interview for research and teaching purposes. The resulting audio recording may be transcribed as part of our research. Please indicate below if you agree to the use of audio recording, and your preference for how it may be used:

I agree that Duke University Libraries may use the audio recording of my interview for research and teaching purposes.

I do not wish to be recorded.

If you have agreed to be recorded, please select how you'd like to be quoted in any formal report that results from our research:

I would like you to use my name

I would like my comments to be anonymous

I would like my comments to only be attributed to my affiliation (i.e. faculty or graduate student) and not by name

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Printed Name

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Signature

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Date

## **Interview Script**

### **I. General Questions**

- Please describe your current research project or projects.
- When you are doing your research, can you describe what you actually, physically, methodologically do?
- What kinds of challenges do you face as a researcher? What is easy, what is hard about your research process or processes?
- What challenges do you confront that may be specific to your discipline, or to the multiple disciplines in which you operate?
- What kinds of research-related activities require that you spend your own money? What other kinds of financial support do you seek and for what activities?
- If your work is collaborative or interdisciplinary, what special challenges do you face? What are the benefits of interdisciplinary or collaborative methods to your research?

### **II. Library/Research/Technology Support Questions**

- What role does the library play in your research? At what stages of your research are you most likely to use library resources? What resources do you generally use?
- What kind of assistance do you need or seek for your research? Who provides research assistance to you?
- Once you have identified an item that you need/want to see for your research, how do you prefer to get it?
- What role does technology play in your research (e.g. digital archives, databases, GIS, Blackboard, social networking tools, etc.)?
- What tools do your students use in their research? How do your students learn about these tools? How do they learn to use these tools?
- What role does technology play in your teaching (e.g. digital archives, databases, GIS, Blackboard, social networking tools, etc.)?

### **III. Fantasy Research**

- Let's say I can give you something that will magically make it better for you to do your work. What does this make it possible for you to do?
- Describe your ideal research environment.

## **Interview Script for Grad Students**

### **I. General Questions**

- Please describe your current research project or projects.
- When you are doing your research, can you describe what you actually do (physically or methodologically)?
- What kinds of challenges do you face as a researcher? What is easy, what is hard about your research process or processes?
- What kinds of research-related activities require that you spend your own money? What other kinds of financial support do you seek and for what activities?
- Is your work collaborative or interdisciplinary? What special challenges do you face? What are the benefits of interdisciplinary or collaborative methods to your research?

### **II. Library/Research/Technology Support Questions**

- What role does the library play in your research? At what stages of your research are you most likely to use library resources? What resources do you generally use?
- What kind of assistance do you need or seek for your research? Who provides research assistance to you?
- What role does technology play in your research (e.g. digital archives, databases, GIS, Blackboard, social networking tools, etc.)?
- Do you do any teaching? If so, what course(s) have you taught? What role does technology play in your teaching (e.g. digital archives, databases, GIS, Blackboard, social networking tools, etc.)?

### **III. Fantasy Research**

- If I could give you something that would magically make it better for you to do your work, what would it be?

## Survey of Duke University Faculty and Graduate Students about Research Practices

Please select the answer that corresponds to your current situation or opinion, or write in the information requested. All individual responses will be confidential.

### PART 1: RESEARCH ACTIVITIES

Where do you most often work while conducting research (please select all that apply).

- Home
- Office
- Laboratory
- University libraries
- Specialized archives or collections (non-University)
- Other institutions
- Other (please specify)

Which of the following best describes your typical research methodologies (please select all that apply).

- Archival
- Ethnography
- Experimental
- Field work
- Historiography
- Linguistic
- Oral history
- Quantitative
- Statistical
- Textual analysis
- Other (please specify)

Which of the following research materials do you typically use as part of your research (please select all that apply).

- Published materials
- Images and photographs
- Data sets/statistics
- Audio recordings
- Video/film recordings
- Interviews
- Artifacts
- Other (please specify)

When conducting your research, how important are the following resources for finding information or materials? (Please select one answer for each item)

	Very important	Somewhat important	Not very important	Not at all important
Library catalog	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Library stacks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bibliographies/citations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online scholarly databases (indexes, online archives, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Search engines (Google, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Departmental resources or collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other institutions (libraries, museums, universities, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Librarian (in person)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Librarian (online)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

For your research, which of the following do you find the most challenging or time consuming?  
(Please select one)

- Identifying relevant materials/data
- Acquiring access to relevant materials/data once you have identified what you need
- Managing resources that you have identified or acquired
- None of the above

When finding or acquiring materials for your research, how much of a problem are the following? (Please select one answer for each item)

	Major problem	Moderate problem	Minor problem	No problem
Obscurity of the topic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your own physical distance from Duke Libraries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confusing organization of Duke Libraries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Too many sources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Too few sources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your own lack of expertise in finding materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of expertise of others in helping you find materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of funds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



If research assistance were available, would you use it for the following tasks? (Please select one response for each item)

	Yes, for most projects	Yes, for some projects	No
Preparing bibliographies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Acquiring sources or materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data collection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analysis or synthesis of sources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creating presentations or websites	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Editing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indexing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General organization of source materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Saving or storage of source materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What sources of funding do you typically use for the following research expenses? (Please select one response for each item)

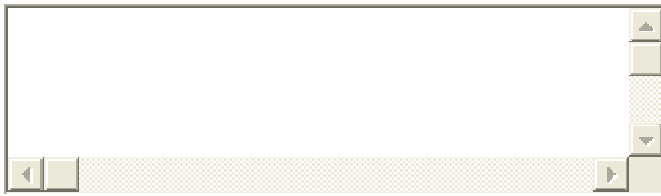
	Personal funds	Departmental funds	Sponsored funds (grants, etc.)	Do not purchase
Book purchases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Article purchases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Journal subscriptions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Database subscriptions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other source materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel related to your research	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology purchases or upgrades	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research assistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## PART 2: INTERDISCIPLINARITY AND COLLABORATIVE RESEARCH

In what ways is your research interdisciplinary? (please select all that apply).

- My research is not interdisciplinary
- It draws on literature or materials from multiple disciplines
- It draws on methods from multiple disciplines
- It involves collaboration with colleagues in other disciplines
- Other (please specify)

How does the interdisciplinary nature of your work affect your research needs and practices?



Do you collaborate with other researchers for any of your research projects?

- Yes
- No

In general, how would you characterize your collaborative working group? (please select all that apply).

- Single colleague
- Multiple colleagues within my department
- Campus research group
- Colleagues at other institutions
- Colleagues within my discipline
- Colleagues outside my discipline
- Other (please specify)

Which of the following are obstacles or disincentives to working collaboratively? (please select all that apply).

- Distance from colleagues
- Distance from resources or libraries
- Lack of workspaces for collaborative work
- Lack of rewards or incentives
- None of the above

Other (please specify)

### PART 3: LIBRARY RESEARCH

How important are the University Libraries for the following aspects of your research process?  
(Please select one answer for each item)

	Very important	Somewhat important	Not very important	Not at all important
The library as a resource for identifying, retrieving, or working with research materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The library as a place for research or study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The library as a collector, purchaser, or subscriber for books, journals, electronic databases, interlibrary loan materials, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The library as a repository (organizer, archivist, or preservationist) of scholarly resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The library as a developer of technology or tools for information access or management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

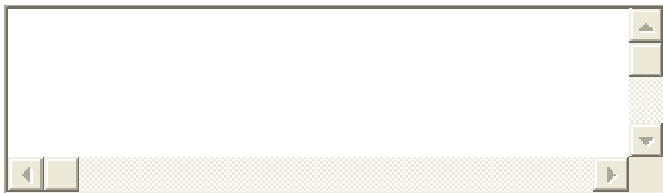
In general, how often do you physically visit the University Libraries to do the following?  
(Please select one response for each item)

	Daily	Weekly	Monthly	Occasionally	Never
Check out or renew books	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Browse stacks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access print journals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seek research assistance from library staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use computers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Study or read	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use archives or special collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Request materials from another library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In general, how often do you visit the Library's website to do the following? (Please select one response for each item)

	Daily	Weekly	Monthly	Occasionally	Never
Renew books	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access online indexes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access online journals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seek research assistance from library staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Request materials from another library (Interlibrary Loan)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Request book or photocopy delivery (BARD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What resources or services do you wish the University Libraries would provide that are currently unavailable?



#### **PART 4: RESOURCE ORGANIZATION AND ARCHIVING**

How do you primarily manage citations of books or articles (please select one).

- Citation management software (Refworks, Endnote, etc.)
- Word processing program (Microsoft Word, etc.)
- Paper-based system (file cards, etc.)
- Other (please specify)

When you acquire the following materials in a physical format, how do you usually store them?  
(Please check all that apply)

	File or store (on shelf, in cabinet, etc.)	Scan, digitize and save to hard drive, CD, database, website, etc.	Does not apply
Print materials (books, articles, journals, newspapers, maps, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audio/Visual materials (tapes, film, recordings, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When you acquire the following materials in a digital format, how do you usually store them?  
(Please check all that apply)

	Create a hard copy	Save to hard drive, CD, database, website, etc.	Does not apply
Text documents (PDF, Word documents, Powerpoints, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Image files (JPEG's, thumbnails, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sound or video recordings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information downloaded from a website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What factors influence your methods of storing physical and digital materials?

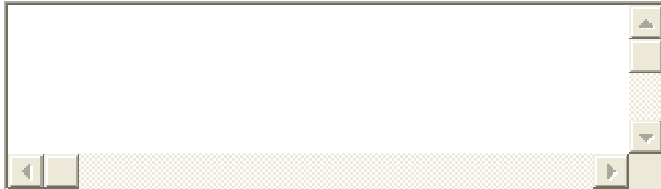
How would you rate the adequacy of your methods for organizing the following types of materials? (Please select one answer for each item.)

	Very adequate	Adequate	Somewhat adequate	Not very adequate
Physical materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

It would be helpful to know about any special or unique materials you may have gathered during the course of your work. Do you have a collection of research materials (no matter how small, specialized, or unique) that you feel has value?

- Yes
- No

Please briefly describe your special or unique research collection.



How valuable is your special/unique collection to other researchers? (please select one).

- Very valuable
- Somewhat valuable
- Not very valuable
- Not at all valuable
- Don't know

How accessible is your special/unique collection to other researchers? (please select one).

- Very accessible
- Somewhat accessible
- Not very accessible
- Not at all accessible

Do any of the following obstacles hinder the storing or saving of your special/unique collection? (Please select one answer for each item.)

	Yes	No
Inadequate funding	<input type="radio"/>	<input type="radio"/>
Too much material	<input type="radio"/>	<input type="radio"/>
Diversity of materials	<input type="radio"/>	<input type="radio"/>
Lack of expertise in cataloging or organizing materials	<input type="radio"/>	<input type="radio"/>
Rapidly changing technology	<input type="radio"/>	<input type="radio"/>
Not enough time; I am too busy	<input type="radio"/>	<input type="radio"/>
Lack of assistance	<input type="radio"/>	<input type="radio"/>

Please briefly describe one of your current scholarly/research projects.

Please enter the name of your current department.

Which of the following best describes your current position (please select one answer).

- Graduate student pursuing a Master's degree
- Graduate student pursuing a Doctorate degree
- Tenured faculty member
- Non-tenured faculty member
- Lecturer/instructor
- Visiting faculty member
- Other (please specify)

Are you currently in the process of writing your thesis or dissertation?

- Yes
- No

Do you currently employ a research assistant?

- Yes
- No

**Thank you very much for your help with the survey. You will know your survey has been successfully submitted when you are directed to the Duke University Library's homepage.**

Duke University Libraries would like to thank University of Minnesota Libraries and the Andrew W. Mellon Foundation for permission to use their survey instrument.