

Users of Digital Collections Survey Instructions

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Opening Page and Introduction

Prior to the first page of the survey you should include some text about who you are, why you are doing the survey and why you are interested in this population. Also include any Institutional Review Board and Human Subjects mandated information and informed consent text on this page. Check to see whether you need to get IRB clearance to do the survey. Whether you do or not depends on your institution, why you are doing the survey and what you plan to do with the results.

Include a way for survey participants to contact you on the Introductory page. This should at minimum be an email, but preferably a phone number as well. A URL with a link to a page explaining your project is also very useful.

Copied below is text used on the Introductory page on one of the iterations of the survey tool. Feel free to borrow from this text and amend it for your purposes.

This survey is designed to collect information on how teachers and faculty from a variety of backgrounds, schools and institutions use collections of digital resources and search for information about teaching. This survey is being done in collaboration with ComPADRE, an organization that provides digital resources for physics and astronomy education (<http://www.compadre.org/portal/index.cfm>) and is funded by the National Science Foundation.

The survey was developed by researchers from George Mason University as well as by two independent research consultants. We invite you to participate in the survey. There are no benefits to you as a participant other than to further research into how digital libraries are used. Digital libraries and their administrators will benefit from this research and will be better able to evaluate and improve their services. It should take no longer than 15 minutes to complete.

There are no risks associated with the survey and responses will be kept anonymous (no individually identifying information will be collected). Participation is voluntary and you may withdraw from the study at any time and for any reason. Full details of the study, including study goals, personnel and previous research are available at URL.

Question Types

There are multiple question types included in the survey .

Multiple Choice (Only One Answer), Questions 1, 2, 3, 7, 9, 11, 13, 15, 17, 27, 30.

Multiple Choice (Multiple Answers), Question 5, 20, 24, 25

Comment/Essay Box, Question 21, 22, 26

Rating Scale

Matrix of Choices (Only One Answer Allowed), Question 6, 8, 10, 12, 14, 16, 18, 19, 23

Single Textbox, Questions 28, 29

Multiple Choice (Only One Answer Allowed – Display Choices as a Drop-Down Menu), Question 4

Questions that allow only a single response are generally indicated by a radio button

Questions that allow multiple response to the same question are generally indicated by a box

Forced Answer Questions

We suggest forcing participants to answer a few select questions as these help give you some of the basic data that you will need for your analysis plus help if you use skip logic and shorten the survey by directing participants away from questions that may not be relevant to them. We have identified 12 questions in the survey (indicated by a *) which could be forced answer.

Skip Logic

Skip logic helps direct survey participants down specific paths in a survey depending on their answers to specific questions. In this survey the goal is to help shorten the survey by preventing participants from seeing questions that do not apply to them. You can choose to use it or not use it but it does help stop users from getting annoyed at having to answer questions that are irrelevant. Many online survey tools eg SurveyMonkey and Qualtrics, make it relatively easy to implement skip logic. Our usage of skip logic is indicated on the PDF of the survey but it comes into play in the following questions:

Question 7. If users answer that they “Never Use This Digital resource” they get skipped to Question 9

Question 9. If users answer that they “Never Use This Digital resource” they get skipped to Question 11

Question 11. If users answer that they “Never Use This Digital resource” they get skipped to Question 13

Question 13. If users answer that they “Never Use This Digital resource” they get skipped to Question 15

Question 15. If users answer that they “Never Use This Digital resource” they get skipped to Question 17

Question 17. If users answer that they “Never Use This Digital resource” they get skipped to Question 19

In Question 27, if users answer NO, then they get skipped to the Thank You page at the end of the survey.

Changeable Fields

You can of course substitute your own questions for some of those in the survey however, we discourage you from doing that for the following reasons.

- a. The more uniform you keep the survey the more you will be able to benchmark and compare your data with others who have used the same survey.
- b. The questions you substitute may not have been subject to the same validity and reliability testing as those in the formal instrument, and
- c. There is substantial empirical evidence for question order and wording changes having a substantial impact on survey results.

However, there are places where you can obviously customize the survey to best reflect your own user or target population. These modifiable questions are:

Question 2: Where is the institution that you teach or work located?

At the moment this list reflects an international user base. You can substitute a smaller list of only the US and Canada or a Multiple Choice (Only One Answer Allowed – Display Choices as a Drop-Down Menu) type question (as used in Question 4) and list individual states. Bear in mind that most repositories and digital collections have an international audience.

Question 3: What is your primary teaching appointment?

At the moment this list includes K-12 as well as higher education instructors. If you are limiting your survey to one of the other population you could use one of the formats given below, or make your own adjustments. Be sure never to make the list too finely grained, too long, or include categories that overlap.

K-12 List

Elementary School Teacher
Middle School Teacher
High School Teacher
Principal
School Administrator
Librarian
Retired
Other (Please list)

Higher Education List

Tenure –track college or university professor
Tenured college or university professor
Adjunct, Instructor, or Visiting professor at a college or university
Administrator
Librarian
Retired
Other (please list)

Question 5: In what academic field do you currently teach?

At the moment this list reflects broad categories and we used this list in the first use of this survey. You may want to amend this list to more closely reflect your user base. For example we used the list below when surveying physicists and physics teachers.

Physics List

- PHYSICS
- ASTRONOMY
- MATHEMATICS
- CHEMISTRY
- GENERAL SCIENCE
- COMPUTER SCIENCE
- GEOSCIENCE
- BIOLOGICAL SCIENCES (*including AGRICULTURE*)
- BUSINESS
- EDUCATION
- ENGINEERING
- HEALTH SCIENCES
- HUMANITIES/ ARTS
- SOCIAL SCIENCE

Additional lists of disciplines can be found here http://en.wikipedia.org/wiki/List_of_academic_disciplines

Question 24: Which of the following digital collections have you heard of?

(check all that apply)

And

Question 25. Which of the following Digital collections have you actually used?
(in the last 6 months)

Make a list of up to 12 digital collections that may be familiar to your users. You can choose to include your own collection or not. Your list will vary according to your needs and population but you could potentially use the list below as a starting point.

ALT Open Access Repository

AMSER

Astronomy Education Review

Astrophysical Data System

BEN

Chem-DL

Classroom Capsules and Notes

Compadre

CSERD

DLESE

ICPSR (Inter-university Consortium Political & Social Research)

ICPSR's Online Learning Center

Intute

LOCI

MATH-DL

Math Forum

MathWorld

McGraw-Hill Reyer's List of Social Science Data Archives

MERLOT

NSDL

Open Educational Resources Commons (OERC)

Physics Central

PhysLink

Planet Math

SERC

Social Science Data Analysis Network (SSDAN)

Social Science Data Archive (out of UCLA)

Social Science Research and Instruction Council (at Cal. State)

Sociosite

StateMaster.com

Teaching With Data

Additional lists of repositories and collections can be found at the Directory of Open Access Repositories <http://www.opendoar.org/index.html> and the Registry of Open Access Repositories <http://roar.eprints.org/>

Closing Page and Thank You

You should conclude your survey with a closing page thanking participants for their participation. Below is sample text from the closing page of one iteration of the survey. It is helpful to again include contact information and a link, if possible, to a project website.

Thank you so much for your input on this survey. Your feedback will directly help in the development of digital collections. Again, if you have any questions with this survey, please contact Dr. Glenda Morgan (gmorgan@illinois.edu). Please hit "DONE" to submit your results.

Once your results have been compiled you will be redirected back to the project site for this project Project URL