<u>Faculty and Staff's Awareness of Digital Commons @Otterbein Repository Service for Teaching and Research</u>

Welcome

Are you an author? Have you produced teaching artifacts? Do you have data sets from research conducted? Many of us have teaching and research data stored on computers and publications in Word or other digital forms. Few of us, however, have sorted through the long-term issues involved in preserving this information for future access by colleagues, students, and others. Some potential solutions are being developed, one of which is known as an institutional repository, like Digital Commons @Otterbein.

The Courtright Memorial Library at Otterbein University supports the practice of protection for human subjects participating in research. The following information is provided for you to decide whether you wish to participate in the present study. You should be aware that even if you agree to participate, you are free to withdraw at any time without penalty and you may choose not to answer specific questions.

We are interested in studying Faculty and Staff's Awareness of Digital Commons @Otterbein Repository Service for Teaching and Research. Your answers to the survey questions will help us refine our service to meet your teaching and research needs.

Your participation is solicited although strictly voluntary and anonymous with no foreseeable risk. We assure you that your name will not be associated in any way with the research findings. The information will be identified only by a code number.

Any questions concerning the survey, before or after it is complete, can be directed to Jane Wu: jwu@otterbein.edu, Tel: 614-823-1027

I affirm that I am at least 18 years of age, and consent to be part of this study.
    Yes, I consent.
    No, I do not consent.

Thank you for your time and participation

1. Respondent:
  ● Faculty
  ● Staff
  ● Administrator

Staff/Administrator Questions:

2. Have you used Digital Commons @ Otterbein repository?
   ● Yes
   ● No

3. If yes, how? Check all that apply.
   ● Depositing University documents or records
   ● Depositing annual reports
   ● Depositing newsletters
   ● Depositing documents of historical value
   ● Depositing accreditation materials
   ● Depositing scholarly/creative work in the institutional repository
   ● Organizing conferences and uploading conference proceedings
   ● Documents that helps with students retention and recruitment
   ● Other (please specify)

4. If no, why Not? Check all that apply.
   ● Unaware of it
   ● Not convenient to use
   ● I see no value to depositing material in open access repositories
   ● I am too busy to deposit my work
   ● I do not own copyright to my work
   ● Unsure if my publisher allows me to self-archive my work in open access repositories
   ● Not sure how to get started
   ● Other (please specify)

5. As part of my work at the University I develop the following types of digital materials. Check all that apply.

   ● Newsletters and other promotional materials
   ● University documents and records
   ● Working papers and reports
   ● Published documents (articles, books, book chapters, conference proceedings)
   ● Documents of historical value
   ● Accreditation materials
   ● Documents that helps with students retention and recruitment
   ● Multimedia (video, audio, image)
   ● Presentation or Conference Papers
   ● Other (please specify)

6. Which of the above materials are the most important to you to manage/organize/preserve/share? Why?

7. Where do you need the most help? Check all that apply.

   ● Promoting the work of my department

- Promoting activities of the University for recruitment and retention purposes
- Understanding what materials might belong in the repository
- Organizing my digital scholarship
- Measuring and demonstrating the impact of my work
- Other (please specify)

8. Rate the Importance of these services to you:
- My work can be found at a stable URL that will not change
- It's an open, barrier-free way of contributing to my field/discipline
- It's a way for me to promote my research/creative works and my reputation
- It makes available types of materials such multimedia formats such as audio, video, and images that have not been made available through traditional publishing
- I do not have to keep copies of work that I've deposited in the repository
- My work is more visible in online search results such as Google and Google Scholar
- The repository contains free, easy-to-access materials
- Start-to-finish services for repository.

Faculty Questions:

2. Have you used Digital Commons @ Otterbein repository for teaching, researching, publishing?
- Yes
- No

3. If yes, how? Check all that apply.
- Used material from the repository in my own teaching
- Used material from the repository in my own research
- Assigned material in the repository for students to use/read
- Depositing scholarly/creative work myself in the institutional repository
- Organizing conferences and uploading conference proceedings
- Depositing accreditation materials
- To showcase student works
- To create or host a journal like Aegis
- Other (please specify)

4. If no, why Not? Check all that apply.
- Unaware of it
- Not convenient to use
- Nothing I've seen to date is useful for my teaching or research
- I see no value to depositing material in open access repositories
- I am too busy to deposit my work
- I do not own copyright to my work
- Unsure if my publisher allows me to self-archive my work in open access repositories
- Not sure how to get started
- Other (please specify)

5. As part of my research/teaching I develop the following types of digital materials. Check all that apply.

- Working papers and report
- Published documents (articles, books, book chapters, conference proceedings)
- Primary research materials (such as research data)
- Historical and archival documents
- Accreditation materials
- Multimedia (video, audio, image)
- Creative works (art, photography, graphics, music compositions)
- Datasets
- Teaching Materials
- Presentation or Conference Papers
- Other (please specify)

6. Which of the above research materials are the most important to you to manage/organize/preserve/share? Why?

7. My students develop the following types of digital materials. Check all that apply.

- Electronic Theses and Dissertations
- Honors Papers/Theses/Capstone Projects
- Multimedia (video/audio/image)
- Historical and archival documents
- Primary research materials (such as research data)
- Creative works (art/photography/graphics/music/compositions)
- Published documents (articles, books, book chapters, journals, conference proceedings)
- Datasets
- Other (please specify)

8. Which of the above student projects are the most important for you or your students to manage/organize/preserve/share? Why?

9. Where do you need the most help? Check all that apply.

- Organizing my digital scholarship
- Increasing the citations/visibility of my work
- Managing and preserving research data
- Measuring and demonstrating the impact of my work
- Promoting my students' work
- Promoting scholarly activities of my program and the university for recruitment and retention purposes
- Other (please specify)

10. Rate the Importance of these services to you:

- My work can be found at a stable URL that will not change
- It's an open, barrier-free way of contributing to my field/discipline
- It's a way for me to promote my research/creative works and my reputation
- It makes available types of materials such as large data sets and multimedia formats such as audio, video, and images that have not been made available through traditional publishing
- I do not have to keep copies of work that I've deposited in the repository
- My work is more visible in online search results such as Google and Google Scholar
- The repository contains free, easy-to-access materials that I can use for my teaching and research.
- Start-to-finish services for repository.
- Publishing student research and other student content

Questions for Everyone:

11. Do you know it may be possible to retain your copyright by granting publishers a non-exclusive license?
When you grant a non-exclusive license, you give the licensee permission to exercise the right in question, but you also reserve the right to continue exercising it yourself and to authorize others to do so. For example, a non-exclusive license may allow you to deposit your work in an Institutional Repository or allow you to continue to use it in other ways covered by the license. If there is no publisher agreement to sign, you can use sample license agreement provided by SPARC: SPARC Author Addendum (The Library can help you on copyright issues).
- Yes
- No

12. Are you aware of the DMPTool service that is available to you?
(The DMPTool is an online tool that includes data management plan templates for many of the large funding agencies that require such plans, including NIH and NSF etc.)
- Yes
- No

13. Do you need Librarians to help you create these data management plans, or help you assess the data management needs of your project and work with you to identify data management solutions?
- Yes
- No

14. Do you know that you can create an ORCID ID at https://orcid.org/register?
(ORCID ID is a unique, persistent digital identifier that distinguishes you from every other researchers. More and more publishers and funding agencies now request ORCID IDs during journal manuscripts and funding application submissions. You can link your ORCID ID to your other identifiers, such as Scopus or ResearcherID or LinkedIn.)

- Yes
- No

15. What concerns do you have about depositing your work in Digital Commons @ Otterbein?

16. What might motivate you to deposit your work in Digital Commons @ Otterbein?

17. What help or service do you think that you need the most from librarians to support your teaching and research needs? Feel free to add any other comments or suggestion.

This information is Optional.

Please provide us your contact information if you are interested being contacted for any of the services mentioned or if you have any questions we can help with.

18. Your Department/Organization/Center (Optional)

19. Name/Email (Optional)