

EXEMPTION APPLICATION

1. PROTECTED SUBJECTS POPULATION/EXEMPTION ELIGIBILITY CRITERIA

1.1.

Are the data you propose to collect from or about any of the following protected populations: **prisoners; pregnant women; fetuses; or institutionalized mentally disabled** (individuals residing as patients in an institution who are mentally ill or decisionally impaired; emotionally disturbed; psychotic; or senile)?

☐ Yes ☒ No

If 'YES' then you may not apply for exemption review and must submit the [Part I: Human Subjects Application](#) to the IRB for expedited or full board review.

1.2.

Are the data you propose to collect from or about minors?

☐ Yes ☒ No

If 'YES', will the research involve a survey, an interview, or observations in which the investigator participates in the activities being observed?

☐ Yes ☐ No

If 'YES', then exempt category 2 does not apply and you must submit the [Part I: Human Subjects Application](#) for expedited or full board review.

1.3.

Specify how information will be recorded? (check all that apply):

- ☐ Information is publically available
- ☒ Information is recorded without identifiers or a link to a key to the codes by the investigator;
- ☐ An independent individual, not associated with this research, will de-identify data prior to providing it to the investigator and will not provide the link to the codes. Specify responsible individual:

[CLICK HERE TO ENTER TEXT.](#)

2. EXEMPTION CATEGORIES

2.1.

Check one or more of the appropriate exemption categories. Note: If none of the categories apply, the Part I: Human Research Application may be required.

☐ Research conducted in an established or commonly accepted educational setting and involves normal educational practices such as:

- research on regular and special education instructional strategies or
- research on the effectiveness of, or the comparison among, instructional techniques, curricula, or classroom management methods

☒ Research involving the use of:

- educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior,

Unless the information obtained is recorded in such a manner that subjects can be identified, directly or through identifiers linked to the subjects, **and** any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability, or be damaging to the subjects' financial standing, employability, or reputation.

NOTE: *This exemption does not apply to research in the following instances:*

- with children except for research involving observation of public behavior where the investigator(s) do not participate in the activities being observed or,
- if it involves human subjects who are elected or appointed public officials or candidates for public office or, Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

☐ Research involving the use of:

- Educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, observation of public behavior that is not exempt under paragraph category (2) above, if:
- research involves human subjects who are elected or appointed public officials or candidates for public office; or
- Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

NOTE: *Research under this category only applies when research activities involve the following:*

- Elected or appointed public officials or candidates for public office; or
- Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

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☐ Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if they are being:

- obtained from publicly available sources or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

NOTE: *To qualify for Exemption 4, data, documents, records or specimens must already exist at the time the research is proposed.*

☐ Research and demonstration projects which are conducted by or subject to the approval of Department or Agency heads, and which are designed to study, evaluate, or otherwise examine:

- Public benefit or service programs
- Procedures for obtaining benefits or services under those programs
- Possible changes in or alternatives to those programs or procedures.
- Possible changes in methods or levels of payment for benefits or services under those programs.

NOTE: *To qualify for Exemption 5 for Public Benefit Projects, which is for projects conducted by or subject to approval of federal agencies, the following criteria must be satisfied:*

- The program under study must deliver a public benefit (e.g., financial or medical benefits as provided under the Social Security Act) or service (e.g., social, supportive or nutrition services as provided under the Older Americans Act)
- The research or demonstration project must be conducted pursuant to specific federal statutory authority
- There must be no statutory requirement that the project be reviewed by the IRB
- The project must not involve significant physical invasions or intrusions upon the privacy of participants
- Authorization or concurrence by funding agency

☐ Taste and food quality evaluation and consumer acceptance studies if:

- Wholesome foods without additives are consumed; or
- If a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

3. INTERNATIONAL RESEARCH

3.1.

Will research be conducted outside of the United States?

NO

If 'YES', complete [Appendix G: International Research](#) and submit it along with the application.

Research conducted outside the United States must comply with the relevant laws of the host country.

FUNDING

3.1.

If applicable, please list the agencies (University or other) that are funding or have been asked to fund this research and if funded. Attach a copy of the **Human Subjects section** of the grant application.

N/A

4. RESEARCH TIMELINES

4.1.

State the dates for starting and ending this research project.

Date to start research project: 10/9/2017

Proposed date of project completion: 6/30/2018

Note: The project may not start until a final determination has been issued.

5. RESEARCH PURPOSE

5.1.

Summarize the purpose of the study and the hypotheses which are to be tested.

The purpose of this study is to investigate the roles and responsibilities of academic liaison librarians in the United States and to take an in-depth look at the liaison-faculty relationship through the lens of research collaboration. Specifically, the study is interested in understanding the work that academic liaison librarians perform and the relationships they form with faculty in their liaison area. The study hypothesizes the following: 1) that institutional and individual factors will be associated with the work that liaison librarians engage in with their assigned liaisons areas; 2) that institutional and individual factors will be associated with liaison librarians' perceptions of the relationships they build with faculty; 3) that institutional and individual factors will be associated with liaison's levels of confidence when rating their ability to support faculty research needs; 4) that significant differences exist between liaisons' perceptions of relationship building with faculty based on institutional and individual factors; 5) that significant differences exist between liaisons'

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confidence in supporting faculty research needs based on institutional and individual factors; 6) that liaisons and faculty will have different perceptions of the liaison-faculty relationship; 7) that liaison librarians will express support for the idea that they play a large role in supporting faculty research; 8) that faculty members will express less support for the idea that liaison librarians play a role in supporting faculty research; 9) that liaison librarians will view the idea of research collaborations between liaisons and faculty positively; and 10) that faculty will view the idea of research collaborations with liaisons less positively than liaisons.

5.2.

Describe subject recruitment procedures and/or data/biological specimen collection procedures, if applicable: This study will take place in two phases (mixed-methods, sequential study design). For Phase One, participants will be recruited using three methods: 1) direct e-mails to academic librarians identified as liaisons by the researcher based on information found on institutional websites; 2) through open calls posted on Library & Information Science (LIS) listservs that support communication for librarians working at academic institutions; and 3) through social media posts made on the researcher's Facebook and Twitter accounts. Though direct e-mails will be sent, the link to the survey will be anonymous and will not record any information that would identify a participant. For Phase Two, which will be a multi-case case study, an initial effort to recruit participants for interviews will be done through the Phase One survey. Respondents will have the opportunity to volunteer for the second phase of the study at the completion of the survey. Interested respondents will be directed to a separate form where they can provide their contact information. This second form will not be connected to the survey, so the researcher will not be able to connect participants' survey responses to the contact information. Liaisons who express interest in participating in the second phase will be contacted and asked to identify a faculty member that they have worked closely with who they feel would also be interested in participating in the study. The liaison will be asked to contact the faculty member to provide information about the research study and to determine if the faculty member would be interested in participating. This method will be used to locate 5 to 6 pairs of participants to participate in interviews. If the researcher is unable to identify enough cases using this method, a separate call for participants will be sent out to the previously used listservs to identify potential participants. For participants who express interest in response to the open call, the same process of asking the liaison to identify and contact a potential faculty member who might be interested in participating in the study, will be followed.

5.3.

Provide the number of subjects to be invited to participate or the number of biological specimen/data to be collected.

For Phase One, all academic liaison librarians in the United States will be invited to complete the survey. There is no concrete number identified for this population, but the researcher has been able to identify over 11,700 liaisons based on information provided on academic library websites. For Phase Two, five to six liaison-faculty pairs (10 to 12 individuals) will be invited to participate in the multi-case case study.

5.4.

Summarize the process of recruiting potential subjects. Specify inclusion and exclusion criteria when relevant and attach any recruitment announcements such as flyers, advertisements, etc. Specify how data/biological specimen will be obtained, if applicable.

Subjects for Phase One of the study will be recruited through one of three methods: 1) direct e-mails to academic librarians identified as liaisons by the researcher based on information found on institutional websites; 2) through open calls posted on Library & Information Science (LIS) listservs that support communication for librarians working at academic institutions; and 3) through social media posts made on the researcher's Facebook and Twitter accounts. The survey will include a screening question that will verify that they are currently working as a liaison librarian in an academic library in the United States. Participants who respond "no" to this question will exit the survey. Those who respond "yes" will be taken to the survey questions. For Phase Two, potential subjects will be recruited directly from those who complete the Phase One survey. Respondents will have the opportunity to volunteer to participate in the second phase of the study and those who qualify will be asked to identify a faculty member that they have worked with who is also interested in participating in the study. If additional subjects are needed for the second phase of the study, an open-call for participants will be sent to LIS listservs in an attempt to identify potential participants. Data for Phase One will be obtained using an online survey. Data for Phase Two will be obtained using semi-structured interviews (in-person and online).

5.5.

Provide the specific name of the schools, country, clinic, or other agency from which subjects will be recruited and where the research will take place. This should include specimen repository, databank etc. where data/specimens will be collected, when applicable.

While potential subjects for this study do work at a variety of institutions, no specific institution is being targeted for this research study. Subjects are being recruited based on their job status and not based on their location, other than being based in the United States. Data collection for Phase One of the study will take place online, using an online survey. Data collection for Phase Two will take place in-person through interviews, but will not take place at any particular institution.

5.6.

If your research plans include the collection or study of existing data, pathological or diagnostic specimens, please specify whether data will be restricted and if an agreement is in place prohibiting release of private identifiable information or you will be provided the key to coded information and provide such documentation, if applicable.

N/A

6. RESEARCH DESIGN

6.1.

Describe the research design including each of the following:

Describe all research procedures as they directly affect the subject(s).

Include the estimated length of time for various procedures (e.g., interviews, completing questionnaires, etc.) and frequency of repetition; any manipulation including ones which may cause discomfort or inconvenience; and plans for follow-up, when applicable. This includes analysis of biological specimens/data.

Include a copy of questionnaires, rating scales, list of variables to be collected or other instruments to be used, if applicable.

This study is structured as a sequential, mixed-methods design with two phases. In Phase One, subjects will be asked to complete a survey that is estimated to take between 25 and 30 minutes to complete. The survey includes a total of 81 questions, but not all subjects will see all 81 questions depending on how they respond to some of the initial questions in the survey (the survey uses skip and display logic to only show subjects relevant questions). In Phase Two, subjects will be asked to participate in two separate interviews. The first interview will be held in-person and is expected to last between 60 and 90 minutes, depending on the subjects' responses to interview questions. The second interview will take place online using the Zoom online meeting software. This follow-up interview is expected to last between 30 and 45 minutes, depending on the subjects' responses to interview questions. The initial interviews will be voice recorded and the recordings will be transcribed. The follow-up interviews will be recorded using the software provided within Zoom. These recordings will also be transcribed. The transcribed interviews will be shared with participants so that they may review their statements and make any amendments they feel necessary.

7. RISK TO SUBJECTS

7.1.

Describe any potential risks including physical, psychological, social, economic-monetary, reputational, legal or other potential risks.

There are no potential risks associated with this research study.

8. CONSENT PROCEDURES

8.1.

Describe consent procedures to be followed, including how, when, where, and by whom informed consent will be obtained, if applicable. Submit the consent form or consent script.

For Phase One of the study (the survey), informed consent will be collected as part of the online survey administration. An informed consent document will be presented as the first part of the survey. Subjects will be asked to review the information and then to select a box to indicate that they agree to participate in the survey. For Phase Two of the study (the interviews), an informed consent form will be presented to each subject prior to the in-person interview. Subjects will be asked to review the form and then sign it to indicate they consent to participate in the study and that they consent to being recorded. For the follow-up interviews, subjects will be sent a copy of the informed consent form and asked to sign and return it to the researcher prior to the beginning of the follow-up interview. Subjects will also be asked to verbally consent to participating in the online interview and to being recorded at the start of the follow-up interview.

9. CONFIDENTIALITY

9.1.

Describe how data/study records will be kept confidential and specify safeguards to be implemented for protecting participant information and minimizing potential risks to subjects (e.g, password protected computer(s), file encryption, etc.).

For Phase One, survey data will be collected anonymously using Qualtrics. Qualtrics will be set to not record IP addresses and no questions will be asked on the survey that would collect data that could potentially identify individual subjects. Any identifying data included in open comments by subjects will be stripped from the data during data analysis. At the completion the survey administration period, all survey data will be downloaded to the researcher's persona password protected laptop. The file will also be password protected so that only the researcher will have access. The separate files used to collect contact information for participants interested in participating in Phase Two of the study and the one used for the gift-card drawing for subjects who complete the survey and enter the drawing, will also be downloaded from qualtrics and password protected. The file for the gift-card drawing will be deleted as soon as the gift cards have been sent to the selected subjects. The file with contact information for those interested in participating in Phase two will be deleted as soon as subjects for Phase Two have been identified and their participation confirmed. For Phase Two, subjects will be given pseudonyms and no identifying information will be collected during the interviews. In-person interview recordings will be transferred from a voice recorder to the researcher's personal, password protected computer and will be locked with a password. The transcribed copies of the interviews will be password protected as well. Similarly, the online interview zoom recordings will automatically be saved to the researcher's password protected computer and the individual recordings and transcriptions of the recordings will be password protected as well. Additional, back up copies of all password protected files will be kept on a password protected thumb drive and kept with the researcher at all times.

10. TRAINING REQUIREMENTS

10.1.

All investigators and research personnel who propose to work with human subjects must complete the DU Human Subjects Training offered through the Collaborative Institutional Training Initiative (CITI) Program. If this is a student research project, the Faculty Sponsor must also fulfill this training requirement.

For information on completing the CITI training please refer to the [CITI Training Instruction Guide](#).

Please note that the IRB will not issue a final determination unless all proper training is completed and certifications are verified.

CITI completed and documentation attached to application

APPENDIX I

STORED DATA FOR FUTURE USE

Please complete if data and/or specimens will be obtained or maintained for future use in research.

1. DATA USE

1.1.) Who will use the data? Check all that apply.

- ☒ Principal Investigator
- ☐ The P.I.'s students
- ☐ Other researchers at the University of Denver
- ☐ Researchers at other institutions
- ☐ Future use is unknown at this time

NOTE: Future use of this data by the Principal Investigator and/or students will require a separate application to the IRB for approval, unless that use is included in this application.

1.2.) If the data is to be released to other researchers, describe policies to ensure that data is used appropriately:

[Click here to enter text.](#)

1.3.) Will a [Data Use Agreement](#) be obtained?

- ☐ Yes
- ☒ No

If 'YES', please attach a signed agreement to the IRBNet package.

2. DATA STORAGE

2.1.) Describe how the data is to be stored, including location:

Collected data will be stored in two locations: 1) the researcher's personal laptop, and 2) a portable USB drive. Both items will always remain with the researcher. All collected data files will be password protected. The researcher's laptop is also password protected, and the USB drive will be password protected.

2.2.) Who will have access to the data?

Only the researcher will have access to the data.

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2.3.) Describe protections in place to restrict access to authorized persons:

Only the researcher has the password to access the researcher's personal laptop and the USB drive. In addition, different passwords are used for the laptop, the USB drive, and the collected data files. This will insure that even if the laptop or USB drive passwords are compromised, the data files will still be protected with a different password.

2.4.) Will the stored data be identifiable?

- ☐ Yes
☒ No

If 'YES', explain how the data will be coded and how the key will be secured:

[Click here to enter text.](#)

2.5.) Will the data be coded?

- ☐ Yes
☒ No

If 'YES' explain how the data will be coded and how the key will be secured:

[Click here to enter text.](#)

3. CONSENT

3.1.) Will the subjects give their consent to have their data stored for future use?

- ☒ Yes
☐ No

If 'YES', explain how this will be done. If 'NO', explain why this is necessary.

The informed consent forms for both the survey and interviews included in this study include language that indicates collected data will be used for future research publications and presentations.

APPENDIX N

RESEARCH INVOLVING THE INTERNET

This form should be completed for studies that collect data via the internet. This may involve internet-based surveys (i.e., Qualtrics), data collection from social networking sites, or monitoring a subject's internet activity.

Do not use this form if you are only planning to use the internet to transmit case report files (CRFs) electronically between sites or investigators, store data over the internet, or to communicate with participants via email.

Please make sure that the information provided on this form is consistent with the information included on [Human Subject Application – Part 1](#) and any consent forms.

SECTION 1. USE OF THE INTERNET

1.1. How is the internet research being used in this research? Please provide a general description.

The internet will be used to administer the survey for Phase One of this study. The internet will also be used to send recruitment e-mails and call for study participants. Finally, the internet will be used to conduct follow-up interviews for Phase Two of the study, through Zoom online meeting software.

1.2. Will you be observing internet activity (e.g., chatrooms, social media, web browsing)?

- ☐ Yes
☒ No

Describe the setting and nature of the online activity being observed:

[Click here to enter text.](#)

Does the privacy policy for the site where you will be observing activity include reference to research or other information relevant to your research? Please explain.

[Click here to enter text.](#)

Will subjects be aware that their activity is being observed (consider chat room access, privacy setting on social media sites, privacy warnings on web pages, etc.)

- ☐ Yes
☐ No

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1.3. Will you be collecting data over the internet (e.g., survey tools)?

What website or survey tool will you be using?

- ☒ Qualtrics
☐ MTurk
☒ Other (please specify) Zoom software for online interviews

1.4. Informed Consent

Does the software provide a record that captures that a respondent has consented to the survey before survey initiation?

- ☒ Yes
☐ No

If 'YES', please describe and attach the implied consent with the IRBNet package submission.

An informed consent message is the first page of the survey when accessed. Participants are asked to read through the consent form and then select a single button that indicates they consent to participating in the survey. Participants who do not select the button will not be able to continue with the survey.

1.5. Secure Transmission

Information sent to and from web sites can either be transmitted in clear text that could be read if the information was intercepted by a third party (http protocol) or encrypted so that a third party could not read the intercepted information (https protocol).

Are there controls in place to prevent a respondent from accidentally entering survey data via the http protocol instead of the https protocol (i.e., does the server display an error message or automatically re-route the respondent to an https page)?

- ☒ Yes
☐ No

Does the survey tool use https encryption?

- ☒ Yes
☐ No

1.6. Database Security

Do researchers have access to their data in the database via a username and password?

- ☒ Yes
☐ No

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Has the software company maintaining the database signed confidentiality agreements preventing them from improperly accessing or disclosing information contained in those databases?

☒ Yes
☐ No

1.7. Server Security

Are the servers containing research data located in the data center, with physical security controls and environmental controls?

☒ Yes
☐ No

1.8. Back-ups

Are the data backed up nightly?

☒ Yes
☐ No

Is there a finite period of time in which a deleted dataset can still be retrieved? (it is recommended that the investigator inquire about the length of that period.)

☒ Yes
☐ No

1.9 IP Addresses

Is the respondent's IP address masked for the researcher?

☒ Yes
☐ No

**University of Denver
Information Sheet for Exempt Research**

Title of Research Study: Academic Liaison Librarian Roles, Responsibilities, and Faculty Relationships

Researcher: Kawanna Bright, MLIS, PhD Candidate; University of Denver
Nicholas Cutforth, PhD; Faculty Sponsor

Description: You are invited to participate in a research study that will investigate the roles and responsibilities of academic liaison librarians, with a particular focus on liaison-faculty relationships and how liaisons support faculty research. You have indicated an interest in participating in an interview either as an academic liaison librarian who has collaborated with a faculty member, or a faculty member who has collaborated with an academic liaison librarian on a research project. These interviews are being conducted as the second phase of a dissertation research study and will consist of individual interviews of paired liaison librarian and faculty members. The purpose of these interviews is to explore the liaison librarian-faculty relationship through the research collaboration experience. The interviews are designed to gain a better understanding of how each member of the relationship experience the collaboration experience from their perspective.

Procedures: If you choose to participate, you will be asked to participate in two interviews – one in-person and one follow-up via Zoom online meeting software. Each initial interview is expected to take between 60 to 90 minutes and will take place in a location that the participant deems to be the most comfortable. The follow-up interview would take place via Zoom approximately two weeks following the initial in-person interview, and would be scheduled to best match the availability of the participant. Each follow-up interview is expected to take between 30 to 45 minutes. Each participant will be given an opportunity to review the transcripts of their own interview and allowed to make any amendments to clarify their statements.

You will be audio recorded during the in-person interviews and audio/video recorded during the Zoom follow-up interviews. These recordings will only be used to create transcripts of each interview that the researcher will use for data analysis purposes. If you do not want to be audio/video recorded, please inform the researcher, and only hand-written notes will be taken during the interview.

Voluntary Participation: Participation in this research study is completely voluntary. The researcher respects your right to choose not to answer any questions that may make you feel uncomfortable, and you may discontinue your participation at any time. Refusal to participate or withdrawal from participation will involve no penalty or loss of benefits to which you are otherwise entitled.

Risks & Benefits: There are no anticipated risks for participating in this research study. While this study does investigate relationships, it is not expected that negative or hurtful comments will be shared by participants. As indicated above, you may choose to not any question that makes you uncomfortable, and you will have the ability to review transcripts of your interviews and amend any comments that you may be uncomfortable with the researcher sharing. There are no immediately known benefits for participating in these interviews, though it is expected that long-term benefits may be provided to the Library & Information Science (LIS) field in the form of better understanding of the relationships between liaison librarians and faculty; better preparation for LIS careers that include liaison work; and information to support library assessment efforts, particularly in terms of the importance of the work done by academic liaison librarians to support institutional outcomes.

Confidentiality of Interview Responses: Each participant in the liaison-faculty pair will be interviewed separately, and your answers will not be shared with the other member of your pair during the interview process. However, as each member in a pair will be known to each other, all efforts to protect the

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information that is shared by each participant will be made, including: conducting interviews in locations that allow participants to speak freely; utilizing pseudonyms for each interview participant and for the institutions they represent; password protecting and storing interview files, including recordings and transcripts, on a laptop that is also password protected and only accessible by the researcher; and allowing participants to review any information included in the final dissertation to verify that their information is reported fairly and in a manner that protects their identity.

Compensation: All participants who complete the in-person interviews will be given their choice of a \$20 Amazon or Starbucks e-gift card. This compensation will be provided regardless of whether the participant is able to participate in a follow-up interview.

Questions: If you have any questions about this research study or your participation, please feel free to ask questions now or contact Kawanna Bright at kawanna.bright@du.edu at any time. Kawanna is a PhD candidate in the University of Denver (DU) Research Methods & Statistics program, and is conducting this research study to fulfill the dissertation requirement of the PhD program. Results of this survey will be reported within the dissertation, and in future academic publications and presentations. This research study is supervised by the dissertation chair, Dr. Nicholas Cutforth, College of Education, University of Denver, CO 80208 (Tel: 303-871-2477, Nicholas.Cutforth@du.edu).

If you have any questions or concerns about your research participation or rights as a participant, you may contact the DU Human Research Protections Program by emailing IRBAdmin@du.edu or calling (303) 871-2121 to speak to someone other than the researchers.

The DU Human Research Protections Program has determined that this study is minimal risk and is exempt from full IRB oversight.

Please take all the time you need to read through this document and decide whether you would like to participate in this research study.

If you agree to participate in this research study, please sign below. You will be given a copy of this form for your records.

Participant Signature

Date

**University of Denver
Information Sheet for Exempt Research**

Title of Research Study: Academic Liaison Librarian Roles, Responsibilities, and Faculty Relationships

Researcher: Kawanna Bright, MLIS, PhD Candidate; University of Denver

Description: You are invited to participate in a research study that will investigate the roles and responsibilities of academic liaison librarians, with a particular focus on liaison-faculty relationships and how liaisons support faculty research. You are being asked to participate in this study either because (a.) information found on your library's website indicates that your current position as a librarian likely includes liaison responsibilities, or (b.) you self-identify as an academic librarian with liaison responsibilities. Please read this form carefully, and ask any questions you may have, before agreeing to participate in the study.

This study will take place in two phases. Phase one consists of this survey that has three distinct purposes: 1) to collect data on the work that US academic liaison librarians undertake in support of the areas to which they are assigned; 2) to investigate liaison librarians' perceptions of relationship building with faculty in their liaison areas; and 3) to investigate liaison librarians' confidence in their ability to support faculty research. Phase two will consist of interviews with librarian-faculty pairs to further investigate the liaison-faculty relationship. Those who are interested in participating in the second phase of the study will be given the opportunity to volunteer at the end of the survey.

Procedures: If you choose to participate, you will be asked to complete a survey that consists of 4 sections: Demographics, Liaison Work Activities, Liaison Perception of Faculty Relationships, and Liaison Confidence in Supporting Faculty Research. This survey is expected to take between 25 and 30 minutes to complete.

Voluntary Participation: Participation in this research study is completely voluntary. The researcher respects your right to choose not to answer any questions that may make you feel uncomfortable, and you may discontinue your participation at any time. Refusal to participate or withdrawal from participation will involve no penalty or loss of benefits to which you are otherwise entitled. There are no immediately known benefits for completing this survey, though it is expected that long-term benefits may be provided to the Library & Information Science (LIS) field in the form of better understanding of work and role responsibilities of academic liaison librarians, better preparation for LIS careers, and information to support academic library assessment efforts, particularly in terms of the importance of the work done by academic librarians

Risks & Benefits: There are no anticipated risks for participating in this research study. There are no immediately known benefits for participating in these interviews, though it is expected that long-term benefits may be provided to the Library & Information Science (LIS) field in the form of better understanding of the relationships between liaison librarians and faculty; better preparation for LIS careers that include liaison work; and information to support library assessment efforts, particularly in terms of the importance of the work done by academic liaison librarians to support institutional outcomes.

Anonymity of Survey Responses: This survey is being conducted anonymously. No personally identifying questions will be asked within the survey. In addition, all demographic data collected will be reported in an aggregated form and no individual responses will be reported. At the completion of the survey, respondents who are interested in participating in the second phase of the study or who choose to enter the e-gift card drawing will be able to provide their name and contact information in separate forms. These forms will not be connected to the survey and there will be no way to connect the contact information from the forms to the completed surveys.

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Compensation: All participants who complete the survey will be given the opportunity to enter a drawing for one of four \$25 Amazon e-gift cards. Participants may complete the survey and choose not to enter the drawing. Drawing entries will be collected in a separate survey form, and will in no way be connected to the data provided in the survey. Four winners will be chosen randomly from all participants who enter the drawing and gift cards will be sent electronically to the email address provided.

Questions: If you have any questions about this project or your participation, please feel free to contact Kawanna Bright at kawanna.bright@du.edu at any time. Kawanna is a PhD candidate in the University of Denver (DU) Research Methods & Statistics program, and is conducting this research study to fulfill the dissertation requirement of the PhD program. Results of this survey will be reported within the dissertation, and in future academic publications and presentations. This research study is supervised by the dissertation chair, Dr. Nicholas Cutforth, College of Education, University of Denver, CO 80208 (Tel: 303-871-2477, Nicholas.Cutforth@du.edu).

If you have any questions or concerns about your research participation or rights as a participant, you may contact the DU Human Research Protections Program by emailing IRBAdmin@du.edu or calling (303) 871-2121 to speak to someone other than the researchers.

The DU Human Research Protections Program has determined that this study is minimal risk and is exempt from full IRB oversight.

Please take all the time you need to read through this document and decide whether you would like to participate in this research study.

If you decide to participate, selection of the below box and your completion of the online survey will indicate your consent to participate in the survey. You may print this page for your records.

Online Survey Notice: Before you begin, please note that the data you provide may be collected and used by **Qualtrics** as per its privacy agreement. This research is only for U.S. residents over the age of 18 (or 19 in Nebraska). Please be mindful to respond in a private setting and through a secured Internet connection for your privacy. Your confidentiality will be maintained to the degree permitted by the technology used. Specifically, no guarantees can be made regarding the interception of data sent via the Internet by any third parties.

Interview Protocol – Faculty Members

As many of the interview questions will be determined based on the results of the survey conducted in Phase One of this study, not all questions that will be asked are known at this time. However, the following set of questions will be asked of all faculty members who participate in interviews.

Background

1. What is your current status at the institution? (i.e. associate, assistant, tenured, etc.)
2. When did you become a faculty member at this institution?
3. Tell me about being a faculty member here. What are the faculty expectations in terms of teaching, research and service?
4. What is your relationship like with other faculty in your department? On campus?
5. Tell me about your research. What is your research agenda?
6. What role does collaboration play in your research?
 - a. Who do you normally collaborate with?
 - b. How do you select your collaborators?

Relationship with Liaison

1. Do you remember when you met your liaison? Tell me about that first interaction.
2. How would you describe your relationship with your liaison?
3. What qualities does your liaison have that lead you to want to work with them?
4. Whose idea was it to collaborate on research?
5. What role do you feel your liaison should play in supporting your research?
6. Are there services related to research that you wish your liaison would offer?
7. What do you know about your liaison's educational and professional background?
8. If you had to describe your liaison using one of the following words, which one would you choose and why? Peer, Colleague, Collaborator, Supporter, Assistant
9. How much effort do you feel you put into your relationship with your liaison?
10. What role do you feel you take in the relationship with your liaison?

Interview Protocol – Liaison Librarians

As many of the interview questions will be determined based on the results of the survey conducted in Phase One of this study, not all questions that will be asked are known at this time. However, the following set of questions will be asked of all liaison librarians who participate in interviews.

Background

1. What is your current status at the institution?
2. When did you join the institution?
3. When did you become a liaison for the department your faculty member works in?
4. Tell me about being a librarian here. What are the expectations in terms of teaching, research and service?
5. What is your relationship like with other librarians?
6. Tell me about your research. What is your personal research agenda?
7. What role does collaboration play in your research?
 - a. Who do you normally collaborate with?
 - b. How do you select your collaborators?

Relationship with Faculty Member

1. Do you remember when you met your faculty member? Tell me about that first interaction.
2. How would you describe your relationship with your faculty member?
3. What qualities do you feel you have as a liaison that lead your faculty member to want to work with you?
4. Whose idea was it to collaborate on research?
5. What role do you feel you should play in supporting faculty research?
6. Are there services related to research that you wish you could offer your faculty?
7. What role do you feel your educational background plays in your relationship with your faculty member?
8. If you had to describe yourself in relation to your faculty member using one of the following words, which one would you choose and why? Peer, Colleague, Collaborator, Supporter, Assistant
9. How much effort do you feel you put into your relationship with the faculty member?
10. What role do you feel you take on in the relationship with your faculty member?

Invitation to Participate in Dissertation Research Study – Identified Participants

The following e-mail message will be sent individually to liaison librarians that the researcher identified through a review of academic institution websites.

Dear <Name of Prospective Participant>,

My name is Kawanna Bright and I am a student at the University of Denver, working towards my PhD in Research Methods & Statistics. I am conducting the first phase of my dissertation study, an investigation into the roles and responsibilities of academic liaison librarians, with a particular focus on liaison-faculty relationships and how liaisons support faculty research. As a former academic librarian, I am interested in understanding the extent of the work that liaisons perform and the relationships that liaisons build with the faculty as part of this work.

You are being invited to participate in this study based on information on your institution's website that indicates your current position may include liaison responsibilities. If you choose to participate, you will be asked to complete a survey that consists of 4 sections: Demographics, Liaison Work Activities, Liaison Perception of Faculty Relationships, and Liaison Confidence in Supporting Faculty Research. This survey is expected to take between 25 and 30 minutes to complete. If you complete the survey, you will have the opportunity to enter a drawing for one of four \$25 Amazon e-gift cards.

Participation in this study is completely voluntary. You can choose to complete the survey or not, and may choose to stop the survey and leave the study at any time. If you would like to participate in the study, please use this link to access the survey <https://tinyurl.com/liaison-librarian-survey>. The survey will remain open and available until **Friday, November 10, 2017**.

If you have any questions about the study, please e-mail me directly at kawanna.bright@du.edu. Additional information on this study and its progress can also be found online at <http://portfolio.du.edu/Kawanna.Bright/page/66119>.

Thank you in advance for your interest.

Sincerely,

Kawanna Bright, MLIS
kawanna.bright@du.edu

Invitation to Participate in Dissertation Research Study – Listserv Call for Interview Participants

The following e-mail message will be sent to LIS listservs that offer communication opportunities for academic librarians. This message is designed as a recruitment message and will only be used if enough participants for phase two of the study are not identified from the survey process. The follow up message to any response is included on the next page. This follow up message will also be used for any participant who completes the survey and expresses interest in participating in the interviews.

Invitation to Participate in Research Study

My name is Kawanna Bright and I am a student at the University of Denver, working towards my PhD in Research Methods & Statistics. I am conducting the second phase of my dissertation study, an investigation into the roles and responsibilities of academic liaison librarians, with a particular focus on liaison-faculty relationships and how liaisons support faculty research. As a former academic librarian, I am interested in understanding the extent of the work that liaisons perform and the relationships that liaisons build with the faculty as part of this work.

I am looking for academic liaison librarians who have collaborated on research with faculty in their liaison areas. This collaboration can include anything from helping to create a literature review, to co-authoring or co-presenting a research paper. I am interested in interviewing both the liaison librarian and the faculty member. The goal of the interviews is to gain a better understanding of the liaison-faculty relationship, through the lens of research collaboration.

If you are interested in participating in the study and feel that your faculty collaborator might also be interested in participating, please contact me at kawanna.bright@du.edu. I will respond with more information on the study and what the interviews would entail.

Thank you in advance for your interest.

Sincerely,

Kawanna Bright, MLIS
kawanna.bright@du.edu

Follow Up E-mail For Those Who Express Interest in Participating in Interviews

Thank you for your interest in participating in phase two of my dissertation research study. For this phase, I am interested in interviewing both academic liaison librarians and a faculty member that they have collaborated with on research. You have indicated that you might be interested in being interviewed, and that your faculty collaborator may also be interested.

If you do choose to participate, you will be asked to participate in two interviews. The first interview would be conducted in-person and would last between 60 to 90 minutes. You would be asked about your work as a liaison and your relationship with your faculty collaborator. While this study is interested in the perspectives of the liaison-faculty pair, the interviews would be conducted separately. The second interview would be conducted online utilizing the Zoom meeting software and would be a follow-up interview to allow the researcher to clarify any previous comments or ask additional questions. The follow-up interview would last between 30 and 45 minutes.

If you feel you would like to participate, please first contact your faculty collaborator and share the attached study information/informed consent sheet with them to see if they would also be willing to be interviewed. If both you and your faculty collaborator agree to participate, please contact me with the name and e-mail of your collaborator, so that I may follow up with them to answer any additional questions and schedule interviews.

Thank you again for your interest! If you have any questions, please do not hesitate to contact me at kawanna.bright@du.edu

Sincerely,

Kawanna Bright
kawanna.bright@du.edu

Invitation to Participate in Dissertation Research Study – Listserv Call for Survey Participants

The following e-mail message will be sent to LIS listservs that offer communication opportunities for academic librarians.

Calling All Academic Liaison Librarians:

My name is Kawanna Bright and I am a student at the University of Denver, working towards my PhD in Research Methods & Statistics. I am conducting the first phase of my dissertation study, an investigation into the roles and responsibilities of academic liaison librarians, with a particular focus on liaison-faculty relationships and how liaisons support faculty research. As a former academic librarian, I am interested in understanding the extent of the work that liaisons perform and the relationships that liaisons build with faculty as part of this work.

If you identify as an academic librarian who has liaison responsibilities, I would like to invite you to participate in my dissertation research study by completing a survey.

If you choose to participate, you will be asked to complete a survey that consists of 4 sections: Demographics, Liaison Work Activities, Liaison Perception of Faculty Relationships, and Liaison Confidence in Supporting Faculty Research. This survey is expected to take between 25 and 30 minutes to complete. If you complete the survey, you will have the opportunity to enter a drawing for one of four \$25 Amazon e-gift cards.

Participation in this study is completely voluntary. You can choose to complete the survey or not, and may choose to stop the survey and leave the study at any time. **This survey is being conducted anonymously.** If you would like to participate in the study, please use this link to access the survey https://udenver.qualtrics.com/jfe/form/SV_8nU9WadSQdv56T3.

You may have received an individual invitation to participate in this survey, sent directly to your institutional e-mail address. If so, this message refers to the same survey and includes the same survey link as the individual invitation. If you are not a liaison librarian but know of someone who is, please feel free to share this message with them.

If you have any questions about the study, please e-mail me directly at kawanna.bright@du.edu. Additional information on this study and its progress can also be found online at <http://portfolio.du.edu/Kawanna.Bright/page/66119>.

Thank you in advance for your interest.

Sincerely,

Kawanna Bright, MLIS
kawanna.bright@du.edu

Invitation to Participate in Dissertation Research Study – Social Media Call

The following message will be posted on the researcher's Facebook account. As a former academic librarian, many of the researcher's friends on Facebook work in academic library settings and may qualify for the study.

Please share widely

Calling All Academic Liaison Librarians:

My name is Kawanna Bright and I am a student at the University of Denver, working towards my PhD in Research Methods & Statistics. I am conducting the first phase of my dissertation study, an investigation into the roles and responsibilities of academic liaison librarians, with a particular focus on liaison-faculty relationships and how liaisons support faculty research. As a former academic librarian, I am interested in understanding the extent of the work that liaisons perform and the relationships that liaisons build with the faculty as part of this work.

If you identify as an academic librarian who has liaison responsibilities, I would like to invite you to participate in my dissertation research study by completing a survey.

If you choose to participate, you will be asked to complete a survey that consists of 4 sections: Demographics, Liaison Work Activities, Liaison Perception of Faculty Relationships, and Liaison Confidence in Supporting Faculty Research. This survey is expected to take between 25 and 30 minutes to complete. If you complete the survey, you will have the opportunity to enter a drawing for one of four \$25 Amazon e-gift cards.

Participation in this study is completely voluntary. You can choose to complete the survey or not, and may choose to stop the survey and leave the study at any time. If you would like to participate in the study, please use this link to access the survey <https://tinyurl.com/liaison-librarian-survey>. The survey will remain open and available until Friday, November 10, 2017.

If you have any questions about the study, please e-mail me directly at kawanna.bright@du.edu. Additional information on this study and its progress can also be found online at <http://portfolio.du.edu/Kawanna.Bright/page/66119>.

Thank you in advance for your interest.

Sincerely,

Kawanna Bright, MLIS
kawanna.bright@du.edu

The following message and link will be shared on the researcher's Twitter account.

Are you an academic librarian with liaison responsibilities? Please consider participating in my research study to investigate the roles and responsibilities of academic liaison librarians, with a particular focus on liaison-faculty relationships and how liaisons support faculty research. Visit <http://portfolio.du.edu/Kawanna.Bright/page/66119> for more information.

Survey Title: Investigating the work of academic liaison librarians and the liaison-faculty relationship.

This survey aims to collect data about the work of liaison librarians, with a specific focus on the relationships that liaisons form with faculty members. For the purpose of this survey, the term ***liaison librarian*** is being used to describe any librarian who is assigned to work with programs or departments outside of the library. The role of liaisons varies, though the general goal is for the liaison to serve as a connector between the library and these external departments. Liaison librarians may have different names, including subject librarians, subject specialists, embedded librarians, informationists, or departmental contacts. Regardless of name or title, these librarians tend to serve as specialists or experts in the subjects of the departments they represent.

Screening Question

0. Do you currently work in a position in an academic library with liaison responsibilities to at least one academic college (e.g., College of Arts & Sciences, College of Business, etc.), department (e.g., Chemistry, English, Psychology, Engineering, etc.), program or unit (e.g., First Year Studies, Honors College, etc.); or non-academic program or group (e.g., Athletics, Greek Life, etc.).

- ☐ Yes
☐ No

If Yes selected, go to question 1 of the survey.

If No selected, skip to non-liaison end of survey message.

Section I. Demographics

This section asks basic demographic questions that will be used for classification purposes only.

1. What is your age?
2. What is your gender identity?
 - ☐ Male
 - ☐ Female
 - ☐ Trans female/Trans woman
 - ☐ Trans male/Trans man
 - ☐ Non-binary/ Third gender
 - ☐ Prefer to self-describe _____
 - ☐ Prefer not to answer
3. What race(s) do you identity as? (Please check all that apply)
 - ☐ White
 - ☐ Black or African American
 - ☐ American Indian or Alaska Native
 - ☐ Asian
 - ☐ Native Hawaiian or Pacific Islander
 - ☐ Other _____
 - ☐ Prefer not to answer
4. Do you identify as Hispanic or Latino?
 - ☐ Yes
 - ☐ No
5. How long have you worked in a professional position as a librarian?
 - ☐ Less than one year
 - ☐ 1 – 5 years
 - ☐ 6 – 10 years
 - ☐ 11 – 15 years
 - ☐ 16 – 20 years
 - ☐ 21 - 25 years
 - ☐ 26 – 30 years

☐ More than 30 years

6. What is the Carnegie basic classification of your institution? (Drop-Down List)

Not sure? You can find your institution's classification here.

- ☐ Doctoral Universities: Highest Research Activity
- ☐ Doctoral Universities: Higher Research Activity
- ☐ Doctoral Universities: Moderate Research Activity
- ☐ Master's Colleges & Universities: Larger Programs
- ☐ Master's Colleges & Universities: Medium Programs
- ☐ Master's Colleges & Universities: Small Programs
- ☐ Baccalaureate Colleges: Arts & Sciences Focus
- ☐ Baccalaureate Colleges: Diverse Fields
- ☐ Baccalaureate/Associate's Colleges: Mixed Baccalaureate/Associate's
- ☐ Baccalaureate/Associate's Colleges: Associate's Dominant
- ☐ Associate's Colleges: High Transfer-High Traditional
- ☐ Associate's Colleges: High Transfer-Mixed Traditional/Nontraditional
- ☐ Associate's Colleges: High Transfer-High Nontraditional
- ☐ Associate's Colleges: Mixed Transfer/Career & Technical-High Traditional
- ☐ Associate's Colleges: Mixed Transfer/Career & Technical-Mixed Traditional/Nontraditional
- ☐ Associate's Colleges: Mixed Transfer/Career & Technical-High Nontraditional
- ☐ Associate's Colleges: High Career & Technical-High Traditional
- ☐ Associate's Colleges: High Career & Technical-Mixed Traditional/Nontraditional
- ☐ Associate's Colleges: High Career & Technical-High Nontraditional
- ☐ Special Focus Two-Year: Health Professions
- ☐ Special Focus Two-Year: Technical Professions
- ☐ Special Focus Two-Year: Arts & Design
- ☐ Special Focus Two-Year: Other Fields
- ☐ Special Focus Four-Year: Faith-Related Institutions
- ☐ Special Focus Four-Year: Medical Schools & Centers
- ☐ Special Focus Four-Year: Other Health Professions Schools
- ☐ Special Focus Four-Year: Engineering Schools
- ☐ Special Focus Four-Year: Other Technology-Related Schools
- ☐ Special Focus Four-Year: Business & Management Schools
- ☐ Special Focus Four-Year: Arts, Music & Design Schools
- ☐ Special Focus Four-Year: Law Schools
- ☐ Special Focus Four-Year: Other Special Focus Institutions
- ☐ Tribal Colleges
- ☐ Non-Carnegie/Non-US Institution

7. In what library department is your current position based (e.g. Reference, Access Services, Collection Management, Administration)? If library has no departments, please indicate N/A.

8. How long have you been in your current position?

- ☐ Less than one year
- ☐ 1 – 5 years
- ☐ 6 – 10 years
- ☐ 11 – 15 years
- ☐ 16 – 20 years
- ☐ 21 - 25 years
- ☐ 26 – 30 years
- ☐ More than 30 years

9. Has your current position always included liaison responsibilities?

- ☐ Yes, specific liaison responsibilities were included in the job description.
- ☐ Yes, though my liaison responsibilities were assigned after I was hired.
- ☐ Yes, some liaison responsibilities were included in the job description **AND** some responsibilities were assigned after I was hired.
- ☐ No, liaison responsibilities were added after I was hired.

10. How many different areas (academic or non-academic) do you currently support as a liaison? (please enter a number)

Ex. If you are the liaison to the entire College of Engineering, you would count that as one area. But if you are assigned specifically to the Chemical Engineering department and the Materials Engineering department, while someone else liaises with the Electrical Engineering department, you would count that as two areas. Please be sure to include any areas you may be covering only temporarily.

11. What is your **estimate** of the total number of faculty in the liaison areas you support?

- ☐ 1-10
- ☐ 11-20
- ☐ 21-30
- ☐ 31-40
- ☐ 41-50
- ☐ More than 50
- ☐ There are no faculty in the areas I support

12. What major discipline(s) is your liaison work located in? (Please check all that apply)

- ☐ Arts & Humanities (e.g. Archaeology, History, Languages, Literature, Philosophy, Theater, etc.).

- ☐ Social Sciences (e.g. Anthropology, Economics, Political Science, Psychology, Sociology, etc.)
- ☐ Science, Technology, Engineering, and Mathematics (e.g. Astronomy, Chemistry, Geography, Statistics, Physics, etc.)
- ☐ Professional Programs (e.g. Medicine/Health Sciences, Law, Education, etc.)
- ☐ Other Academic Areas (Please specify)
- ☐ Non-academic Areas (please specify)

13. What undergraduate degree(s) do you hold? (Please list all. Suggested format: BA Psychology; BS Biology)

14. Does your undergraduate degree relate to any of the liaison areas you support?

- ☐ Yes
- ☐ No

15. Do you have an MLS, MLIS, or equivalent library science degree?

- ☐ Yes (If selected, skip to question 17)
- ☐ No (If selected, answer question 16)

16. You indicated that you do not hold an MLS, MLIS, or equivalent. What post-graduate degree(s) do you hold? (Please list all. Suggested format: PhD Sociology; MEd Instructional Design)

17. Do you hold any additional advanced degrees or certificates outside of your MLS degree?

- ☐ Yes (if selected, answer question 18)
- ☐ Not yet, but currently in progress (if selected, skip to question 19)
- ☐ No (if selected, skip to question 21)

18. You indicated that you hold an additional advanced degree or certificate outside of your MLS degree. When did you earn this degree? (If more than one degree, please select all that may apply)

- ☐ Before I received my MLS
- ☐ At the same time that I received my MLS (dual-degree)
- ☐ After I received my MLS

19. You indicated that you have or are working towards an additional advanced degree outside of your MLS degree. Please list that degree here. If more than one, please list all (Suggested format: PhD Sociology; MEd Instructional Design)

20. Does your additional advanced degree (post-graduate) relate to any of the liaison areas you support?

- ☐ Yes

☐ No

21. What status do librarians have at your institution? (Select all that may apply)

- ☐ Faculty Status, Tenure Track, Professor Ranks (e.g. Assistant, Associate, Full Professor)
- ☐ Faculty Status, Tenure Track, Other Ranks (e.g. Associate Librarian; Librarian I)
- ☐ Faculty Status, Non-Tenure Track, Professor Ranks
- ☐ Faculty Status, Non-Tenure Track, Other Ranks
- ☐ Academic or Professional Status (Not Faculty, But Not Staff; Librarian status stands alone)
- ☐ Staff
- ☐ Other (please specify)

22. What status do **you** hold in your current position?

- ☐ Faculty Status, Tenured, Professor Rank (e.g. Assistant, Associate, Full Professor)
- ☐ Faculty Status, Tenured, Other Rank than Professor (e.g. Associate Librarian; Librarian I)
- ☐ Faculty Status, On Tenure Track, Professor Rank
- ☐ Faculty Status, On Tenure Track, Other Rank than Professor
- ☐ Faculty Status, Non-Tenure Track, Professor Rank
- ☐ Faculty Status, Non-Tenure Track, Other Rank than Professor
- ☐ Academic or Professional Status
- ☐ Staff
- ☐ Other (please specify)

Section II. Liaison Librarian Activities

For questions in this section, please think about the activities that you perform that are specifically related to your responsibilities as a liaison librarian.

23. How much of your current position is devoted to your liaison responsibilities? (Please base this on how much you feel you devote to your liaison responsibilities, rather than what your position description may indicate)

- ☐ 75% or more
- ☐ 50-74%
- ☐ 25-49%
- ☐ Less than 25%

24. In your current position, which of the following methods do you use to communicate with faculty in your liaison areas?

- ☐ Attend liaison area departmental meetings
- ☐ Send direct emails to individual faculty
- ☐ Send direct emails to faculty as a group
- ☐ Send emails distributed through a department listserv
- ☐ Send email distributed through a department chair
- ☐ Send email distributed through other department contact (e.g. administrative assistant, designated library contact)
- ☐ Drop by department(s) (unscheduled)
- ☐ Faculty drop by liaison's office (unscheduled)
- ☐ Drop by faculty member's office during faculty member's office hours
- ☐ Set up scheduled (one-on-one) meetings (in-person or online)
- ☐ Hold office hours in liaison areas' physical space
- ☐ Hold office hours for liaison areas in library
- ☐ Post social media messages on liaison areas' pages/sites (either directly or through a departmental contact)
- ☐ Include information in liaison area's departmental/program newsletter
- ☐ Call faculty on telephone
- ☐ Other (please specify)
- ☐ I do not communicate with faculty in my liaison areas

25. In any position you've held as a liaison, which methods have you used to stay up to date on the subjects within your liaison area(s)? (please select all that apply)

- ☐ Attended professional conferences related to my liaison area(s)
- ☐ Attended programs or meetings related to my liaison area(s) at professional library association conferences
- ☐ Joined professional associations in my liaisons area(s)
- ☐ Monitored liaison area listservs (i.e. professional association listservs)
- ☐ Reviewed the professional literature in my liaison area(s)
- ☐ Attended workshops/training sessions in my liaison area(s)
- ☐ Audited courses within my liaison area(s)
- ☐ Enrolled in courses within my liaison area(s)
- ☐ Earned a professional certificate in my liaison area(s)
- ☐ Earned a degree in my liaison area(s)
- ☐ Conducted research independently within my liaison area(s)
- ☐ Conducted research collaboratively within my liaison area(s)
- ☐ Other (please specify):

26. In which of the following areas do you perform liaison activities? (select all that apply)

- ☐ Collection Development
- ☐ Instruction Services
- ☐ Research Support
- ☐ Outreach. *For the purpose of this survey, outreach is broadly defined as efforts undertaken to connect, interact, or engage with your specific liaison areas. This includes communicating with your liaison areas and engaging in activities that do not fit neatly into collection, instruction, or research support.*

27. (If Collection Development selected). Please indicate which of the following collection development activities you engage in with your liaison areas (please select all that apply):

- ☐ Select materials (books, journals, databases, etc.) for liaison areas based on librarian expertise (not in collaboration with liaison areas).
- ☐ Consult with faculty in liaison areas to select materials relevant to faculty research and teaching needs.
- ☐ Pilot databases and other electronic resources.
- ☐ Weed library collections in liaison areas based on librarian expertise (not in collaboration with liaison areas).
- ☐ Consult with faculty in liaison areas to weed library collections.

- ☐ Respond to faculty requests to purchase materials (unsolicited).
- ☐ Solicit faculty requests for materials to purchase.
- ☐ Ensure that publications by faculty in liaison areas are purchased for the library's collection.
- ☐ Other (please specify)

28. (If Instruction Services selected). Please indicate which of the following instruction service activities you engage in with your liaison areas:

- ☐ One-shot instruction sessions.
- ☐ Multiple-meeting instruction sessions (meet with same class more than once throughout semester/quarter).
- ☐ Include your contact information in course management system/syllabus, but no structured contact planned with course.
- ☐ Embedded into course, not course instructor (contact information included in course management system/syllabus and structured contact planned – including instruction sessions or consultations with students).
- ☐ Course Co-Instructor with faculty from liaison area(s) (with teaching/grading responsibilities).
- ☐ Course Co-Instructor with other librarians for liaison area(s) (with teaching/grading responsibilities).
- ☐ Solo Course instructor for liaison area(s).
- ☐ Collaborate on development of new courses.
- ☐ Collaborate on development of course assignments.
- ☐ Teach library-based workshops on research and information literacy topics related to liaison area(s).
- ☐ Provide copyright use information for course materials (book chapters, journal articles).
- ☐ Create course guides in liaison area(s).
- ☐ Create handouts for specific courses in liaison area(s)
- ☐ Create instructional tutorials for topics related to liaison area(s)
- ☐ One-on-one assignment consultations with students
- ☐ Other (please specify)

29. (If Research Support selected). Please indicate which of the following research support activities you engage in with faculty in your liaison areas. *Please select activities that you **personally** provide and not ones where you may refer faculty to other resources. While you may provide research support to students and staff in your liaison areas, for the purpose of this survey, please indicate your activities related only to support of faculty research.*

- ☐ One-on-one research consultations with faculty in liaison area(s).
- ☐ Assist faculty with understanding copyright for their publications.
- ☐ Provide faculty with information on open access publishing options.
- ☐ Help faculty add items to an institutional repository.
- ☐ Help faculty add items to a disciplinary repository (submissions not based on institutional affiliation)
- ☐ Help faculty to properly cite their sources.
- ☐ Help faculty to manage/organize their citations/sources.
- ☐ Provide faculty with citation analysis (impact) of their research publications.
- ☐ Provide faculty with journal impact information.
- ☐ Provide faculty with data management support.
- ☐ Identify potential grant opportunities for faculty research.
- ☐ Co-author research articles with faculty.
- ☐ Co-present research findings with faculty at professional events.
- ☐ Compile literature reviews for faculty research.
- ☐ Conduct systematic reviews for faculty research.
- ☐ Serve as member of a research team (not grant-related)
- ☐ Assist with development of grant proposals (pre-grant submission).
- ☐ Serve as a member of a grant team (post-grant submission)
- ☐ Review faculty publications prior to submission for publication
- ☐ Other (please specify)

30. (If Outreach selected). Please indicate which of the following outreach activities you engage in with your liaison area(s):

- ☐ Share updates about the library (through e-mail, social media, print newsletters, etc.).
- ☐ Attend liaison area departmental meetings.
- ☐ Attend liaison area departmental sponsored events (lectures, orientations, social events, etc.)
- ☐ Send lists of recent publications added to the library collection in liaison area(s)
- ☐ Meet with candidates for faculty positions in liaison area(s)
- ☐ Serve on liaison area search committees.
- ☐ Offer library orientations for new faculty in liaison areas (non-instruction sessions).

- ☐ Offer library orientations for new staff in liaison areas (non-instruction sessions).
- ☐ Offer library orientations for new students in liaison areas (non-instruction sessions).
- ☐ Participate in liaison area's program accreditation review processes.
- ☐ Host informal get-togethers with refreshments for liaison area(s)
- ☐ Other (please specify)

Section III. Liaison Perceptions of Liaison-Faculty Relationship

The following section asks you to rate your level of agreement with statements related to your perception of the relationships you have built with the faculty in your assigned liaison areas.

As most liaisons are assigned to more than one area, for this section please select **one** liaison area and base your responses on that area. Please indicate the liaison area you've selected here:

Each item can be rated on the following scale from 1 to 5:

- 1: Strongly disagree
- 2: Disagree
- 3: Neither agree nor disagree
- 4: Agree
- 5: Strongly agree

There are no right or wrong answers – please select the rating that reflects how much you personally agree with the statement.

	1 Strongly Disagree	2 Disagree	3 Neither Agree Nor Disagree	4 Agree	5 Strongly Agree
31. It has been difficult to build relationships with some faculty in my liaison area					
32. Some faculty in my liaison area seek me out to build relationships.					
33. I spend a lot of time building relationships with faculty in my liaison area					
34. I support too many programs to build relationships with faculty.					
35. My other job responsibilities interfere with my ability to build relationships with faculty.					
36. I feel welcomed by some of the faculty in my liaison area					
37. I have limited contact with some faculty in my liaison area					
38. I feel my work as a liaison is respected by some of the faculty in my liaison area					
39. I am an equal partner in the relationships I've built with faculty					
40. Some faculty in my liaison area treat me like a subordinate.					
41. I worry about my ability to build relationships with faculty in my liaison area.					

	1 Strongly Disagree	2 Disagree	3 Neither Agree Nor Disagree	4 Agree	5 Strongly Agree
42. My personality helps me to build relationships with faculty in my liaison area.					
43. My knowledge of their subject area helps me to build relationships with faculty in my liaison area.					
44. Some faculty in my liaison area treat me like a peer.					
45. Building strong faculty relationships is the most important part of my job as a liaison.					
46. Overall, I am satisfied with the relationships I've built with faculty in my liaison area.					

47. Overall, how would you classify your relationship building experiences with faculty in this selected liaison area?

- ☐ Positive
- ☐ Neutral (some positive, some negative)
- ☐ Negative

48. Please include any additional comments you would like to share about relationship-building with faculty in your liaison area. (optional)

Section IV. Liaison Librarian Support of Faculty Research

The following section asks you about supporting faculty research. For the purpose of this section, faculty research will include all aspects of the research process, from selecting research topics to dissemination of research findings.

You are asked to rate how confident you are in your ability to work with faculty on different aspects of the research process. If a statement refers to a service that you do not currently provide, please rate the item based on how confident you would feel if you were asked to offer the service (i.e. *I don't currently do this, but if I were asked to do this I would rate my confidence-level as...*). While many of these items could be referred to other resources, for the purpose of this study, please rate your level of confidence to personally provide these services.

Each item can be rated on the following scale from 1 to 4:

- 1: Not at all confident
- 2: Somewhat confident
- 3: Confident
- 4: Very confident

There are no right or wrong answers – please select the rating that best reflects your level of confidence to provide each service.

	1 Not at all confident	2 Somewhat confident	3 Confident	4 Very confident
49. Assist faculty with formulating quantitative research questions.				
50. Assist faculty with formulating qualitative research questions.				
51. Assist faculty with formulating quantitative research hypotheses.				
52. Instruct faculty on how to locate sources (literature) to support their research.				
53. Assist faculty with creating data collection instruments (surveys, interview protocols, etc.)				
54. Assist faculty with the IRB process.				
55. Assist faculty with data collection for their quantitative research.				
56. Assist faculty with data collection for their qualitative research.				
57. Assist faculty with locating data for their quantitative research.				
58. Assist faculty with locating data for their qualitative research.				
59. Assist faculty with quantitative data analysis.				
60. Assist faculty with qualitative data analysis.				
61. Assist faculty with understanding copyright for their publications.				
62. Assist faculty with understanding open access publishing options.				
63. Assist faculty with adding items to an institutional repository.				
64. Assist faculty with adding items to a disciplinary repository.				
65. Assist faculty with properly citing their sources.				
66. Assist faculty with citation management.				

67. Provide faculty with citation analysis of their research publications.				
68. Provide faculty with journal impact information.				
69. Assist faculty with the development of a research data management plan.				
70. Provide faculty with research data storage/preservation support.				
71. Provide faculty with research data security support.				
72. Provide faculty with research data sharing/use support.				
73. Identify potential grant opportunities for faculty research.				
74. Co-author research articles with faculty.				
75. Compile literature reviews for faculty research.				
76. Serve on a faculty member's research team (not grant-related)				
77. Assist with development of faculty grant proposals (pre-grant submission).				
78. Serve on a faculty member's grant team (post-grant submission)				
79. Review faculty drafts (articles, book chapters) prior to submission for publication.				

80. Please include any additional comments you would like to share about working with faculty on research-related activities. (optional)

81. Please feel free to share any final thoughts you may have about your work as a liaison. (optional)

End of Survey Messages

Non-Liaison Respondents (Select "No" to Screening Question)

Thank you for your interest in completing this survey. Unfortunately, your response to the screening question indicates that you are not currently working as an academic librarian with liaison responsibilities, and do not qualify for this survey. If you feel you selected "No" incorrectly, please use the survey link you received to access the survey again and select "Yes" to the screening question to access the survey.

Thank you again for your interest in completing the survey.

If you have questions or concerns about this survey, please contact Kawanna Bright at kawanna.bright@du.edu.

Completed Surveys

Thank you for taking the time to participate in this survey investigating the work of academic liaison librarians and the liaison-faculty relationship. The information you have provided is very valuable and essential for the successful completion of the researcher's dissertation.

Gift Card Drawing

As you have successfully completed the survey, you are eligible to enter the drawing for one of four \$25 Amazon gift cards. If you would like to enter the drawing, please use [this link](#) to complete the entry form. The contact information you provide on this entry form will in no way be linked to the responses you have provided on the survey, and will only be used to contact you if you are selected to receive one of the gift cards.

Interest in Participating in 2nd Phase of Study

The second phase of this research study is looking for liaison librarians who have collaborated closely with a faculty member on research. The researcher is interested in interviewing both the liaison librarian and the faculty member to investigate the research collaboration relationship. The purpose of the interviews would be to learn more about the liaison-faculty relationship through the research collaboration experience, from the perspective of both the librarian and the faculty member.

If you feel you would be interested in participating in an interview and have collaborated with a faculty member who might also be interested, please use [this link](#) to access a separate form where you can leave your contact information. Again, the contact information you share on this form will in no way be linked to the responses you have provided on the survey, and will only be used to contact you about participating in the 2nd phase of the study.

Again, thank you for your time and your participation.

Sincerely,

Kawanna Bright
PhD Candidate
University of Denver, Research Methods & Statistics Program
kawanna.bright@du.edu

Liaison Survey Drawing Entry Form

Please complete the following form in order to be entered into the drawing for one of four \$25 Amazon gift cards. Your e-mail address will only be used to contact you if you are selected to receive one of the four gift cards. Your e-mail address will not be used for any other purpose.

The drawing will take place approximately one week following the close of the survey, and all winners will be notified at that time.

Name _____

E-mail _____

Survey Form to Express Interest in Participating in Phase Two of Dissertation Research Study

Thank you for your interest in participating in the second phase of the dissertation research study being conducted by Kawanna Bright, a PhD student in the University of Denver Morgridge College of Education's Research Methods & Statistics program.

The second phase of this research study is looking for liaison librarians who have collaborated closely with a faculty member on research. Research collaboration can include anything from creating a literature review for a faculty member, to co-publishing or co-presenting research. The researcher is interested in interviewing both the liaison librarian and the faculty member to investigate the research collaboration relationship. The purpose of the interviews will be to learn more about the liaison-faculty relationship through the research collaboration experience and from the perspective of both the liaison librarian and the faculty member.

If you feel you would be interested in participating in an interview and have collaborated with a faculty member who you think might also be interested, please provide your name and e-mail address below. This information will only be used to contact you concerning possible participation in the second phase of this research study, and will not be used for any other purpose. This information is also being collected separately from the Liaison survey you completed, and your contact information will not and cannot be connected back to your responses.

Name (1) _____

E-mail Address (2) _____