**UNIVERSITY OF HERTFORDSHIRE**

**ETHICS COMMITTEE FOR STUDIES INVOLVING THE USE OF HUMAN PARTICIPANTS**

**(‘ETHICS COMMITTEE’)**

**FORM EC6: PARTICIPANT INFORMATION SHEET**

1 **Title of study**

Once Upon a Narrative: Storying the librarian practitioner-researcher lived experience

2 **Introduction**

You are being invited to take part in a study. Before you decide whether to do so, it is important that you understand the study that is being undertaken and what your involvement will include. Please take the time to read the following information carefully and discuss it with others if you wish. Do not hesitate to ask us anything that is not clear or for any further information you would like to help you make your decision. Please do take your time to decide whether or not you wish to take part. The University’s regulation, UPR RE01, 'Studies Involving the Use of Human Participants' can be accessed via this link:

https://www.herts.ac.uk/about-us/governance/university-policies-and-regulations-uprs/uprs

(after accessing this website, scroll down to Letter S where you will find the regulation)

Thank you for reading this.

3 **What is the purpose of this study?**

The aim of this research is to explore librarians’ experiences of undertaking practitioner research providing a window for the library and information profession to consider their needs and how best they can be met.

The research objectives are to:

• Understand the barriers and facilitators

• Discover the transformative moments in the research journey

• Highlight recommendations to inform future support for librarians undertaking research

4 **Do I have to take part?**

It is completely up to you whether or not you decide to take part in this study. If you do decide to take part you will be given this information sheet to keep and be asked to sign a consent form. Agreeing to join the study does not mean that you have to complete it. You are free to withdraw at any stage without giving a reason. A decision to withdraw at any time, or a decision not to take part at all, will not affect any treatment/care that you may receive (should this be relevant).

5 **Are there any age or other restrictions that may prevent me from participating?**

If you are a UK academic librarian in a higher education institution and undertaking a piece of practitioner-research, you are welcome to participate.

6 **How long will my part in the study take?**

If you decide to take part in this study, you will be involved in it for up to 12 months.

7 **What will happen to me if I take part?**

The first thing to happen will be finding a suitable time and date for the first interview. You will be emailed a consent form to sign and return prior to interview. You will then receive an email invitation with a meeting link. When you join the meeting, you will be welcomed by the researcher, and I will confirm that you wish to proceed.

The research study will last 12 months. You will be asked to participate in a total of three interviews spaced out within this period at appropriate points in your research journey. The interviews will last between 90-120 minutes.

The interviews will be conducted using Microsoft Teams. For the second and third interviews, you will be asked to share a photo or document of your choice to inform the conversation around your research experience. You can choose to email this ahead of time or screen share during the interview.

The research uses a method of creating stories from the interview data. I will begin the process of analysis after each interview and share with you the developing story. You will be asked comment on the story and provide feedback. Your input in shaping the story will ensure it reflects your lived experience.

8 **What are the possible disadvantages, risks or side effects of taking part?**

I hope that sharing your research journey will be a positive experience for you. However, I understand that your journey to become a practitioner-researcher may at times be difficult for many different reasons. I am experienced in supporting postgraduate researchers and listen with empathy and compassion. You are free to withdraw at any time from the study without providing a reason. If you need to stop being part of the interview because you are feeling distressed, that is completely fine. If that happens, I will contact you afterwards to check on your well-being.

The possible disadvantages will be the time and personal effort involved in sharing your experiences in the interviews.

9 **What are the possible benefits of taking part?**

You may find it rewarding to share your experiences, find it beneficial to reflect on your research journey and be interested to be part of a research study exploring research in the library profession.

10 **How will my taking part in this study be kept confidential?**

Your personal data (name, email address, job title) will be stored on the consent form for ten years after the study is completed. The digital form willbe stored securely in a password-protected environment and kept separately from the transcribed interview data.

Only the researcher will know your identity and all participants will be assigned a unique identifier so that you will not be named personally at any stage in the research process.

I will ask you to share your chosen pronouns. In co-creating the narrative story, we will choose an appropriate pseudonym which will become the unique identifier to ensure that there is an authentic voice whilst maintaining your confidentiality.

11 **Audio-visual material**

Because we are using Microsoft Team for the interviews, only the researcher will know your identity. Only the researcher will have access to the video recordings.

12 **What will happen to the data collected within this study?**

* When the interview is completed, the digital file of its recording will be stored securely in a password-protected environment.
* The recordings will be transcribed (firstly using the Microsoft Teams function and then corrected manually by the researcher) and identifying information removed as soon as possible after the interview. Once completed, the video recording will be destroyed under secure conditions.
* The anonymised, transcribed data will be seen and analysed only by the researcher. Transcript excerpts will be shared with the researcher’s mentor. We aim to report and publish our findings both within the University and in academic journals and conferences. We may use individual quotations to illustrate our findings and the narrative story, but these will not be attributed to you personally.
* During the interview, we will co-create a pseudonym to ensure your confidentiality that you feel authentically represents your narrative story.
* If you choose to withdraw from the study or cease contact with the researcher and have not given feedback on the interview transcript or narrative story data, it will not be included in the research. It will deleted at the end of the study and not uploaded to the UK data archive.

13 **Will the data be required for use in further studies?**

* It is possible that the researcher may conduct further studies in the future exploring librarians’ experiences of undertaking research in other sectors or countries.
* The data collected may be re-used or subjected to further analysis as part of a future ethically-approved study; the data to be re-used will be anonymised.
* The results of the study and/or the data collected (in anonymised form) will be deposited in the UK Data Archive. An embargo period of three years will be set to ensure confidentiality.

14 **Who has reviewed this study?**

This study has been reviewed by:

* The University of Hertfordshire Social Sciences, Arts and Humanities Ethics Committee with Delegated Authority

The UH protocol number is BUS/SF/UH/06033.

15 **Factors that might put others at risk**

Please note that if, during the study, any medical conditions or non-medical circumstances such as unlawful activity become apparent that might or had put others at risk, the University may refer the matter to the appropriate authorities and, under such circumstances, you will be withdrawn from the study.

16 **Who can I contact if I have any questions?**

If you would like further information or would like to discuss any details personally, please get in touch with me by email: r.scott4@herts.ac.uk

**Although we hope it is not the case, if you have any complaints or concerns about any aspect of the way you have been approached or treated during the course of this study, please write to the University’s Secretary and Registrar at the following address:**

Secretary and Registrar

University of Hertfordshire

College Lane

Hatfield

Herts

AL10 9AB

**Thank you very much for reading this information and giving consideration to taking part in this study.**