

Collective Responsibility: Worker Experience Survey

Start of Block: Intro

Q1 Consent for Exempt Research
The Pennsylvania State University

Title of Project: Collective Responsibility
Principal Investigator: Ruth Tillman

Telephone Number: 814-867-1038

You are being invited to volunteer to participate in a research study. This summary explains information about this research.

- The research is being conducted to provide background material for Collective Responsibility: National Forum on Labor Practices for Grant-Funded Digital Positions, funded by the Institute of Museum and Library Studies LG-73-18-0236. The Forum's first meeting focuses on lived realities of grant-funded laborers in the digital work of libraries, archives, and museums and has invited currently and formerly contingent worker participants. The research team conducting the survey, Ruth Kitchin Tillman, Pennsylvania State University Libraries, and Sandy Rodriguez, University of Missouri—Kansas City Libraries, are also the grant's Co-PIs.
- This survey gathers information about both the quantitative and qualitative aspects of working in term-limited positions created through grant funding. The survey will ask respondents to answer questions about their years of work experience and credentialing, about characteristics of the position which they held, about their experiences in holding the position, and about how accepting the position impacted their support structures. Most questions are multiple-choice, with some opportunities for longer clarification and comment.
- Data collected through the survey will be aggregated and used as preparatory and contextual materials for the first meeting, expanding the scope of participation. The multiple-choice data will be published in a white paper written from the meeting and may be published in professional journals, in forum-related spaces, and through the Digital Library Federation's Working Group on Labor in Digital Libraries.
- While participating in a study carries the risk of a loss of confidentiality, the investigators have minimized risk by not collecting IP or other personally identifiable information. The survey does not ask for contact information or information about places of employment. If you have questions or concerns, you should contact Ruth Tillman at 814-867-1038. If you have questions regarding your rights as a research subject or concerns regarding

your privacy, you may contact the Penn State Office for Research Protections at IRB-ORP@psu.edu or 814-865-1775, referencing STUDY00010545.

The survey period will begin on November 1, 2018 and end on December 7, 2018. The survey is open to anyone currently or formerly performing digital work in libraries, archives, and museums, whose position is/was term-limited and created using grant-funding. Such work need not be mostly, entirely, or exclusively digital. The term digital is intended to include those such as software developers while not excluding the archivist who creates a non-paper finding aid. It includes both the scanner technician and the museum curator who builds a small site to accompany an exhibit.

The survey should take 20-45 minutes to complete. Respondents may complete the survey multiple times to describe multiple positions and accompanying experiences. You may view a PDF of the survey here: http://laborforum.diglib.org/wp-content/uploads/sites/26/2018/10/Collective_Responsibility_Worker_Experience_Survey.pdf

Your participation is voluntary and you may decide to stop at any time. You do not have to answer any questions that you do not want to answer.

Your participation implies your voluntary consent to participate in the research.

Page Break

Q2

This survey intends to gather your experiences from a single position. You may retake the survey multiple times to describe multiple positions held.

The following two questions are intended to provide context regarding your experience and credentialing in libraries, archives, and/or museums as you began the position.

Q3 How many years had you worked in libraries, archives, or museums when you started this position? (feel free to indicate full or part-time)

Q4 Did you have an MLS or equivalent degree?

- Yes (1)
- No (2)
- I was enrolled in an MLS or related program (3)

End of Block: Intro

Start of Block: Position

Q5 Characteristics of grant-funded jobs This section includes questions about the design and nature of the position which you held. These include its term, salary, hours, and benefits, as well as free-text boxes for additional comments.

Q6 FTE equivalent

- 1 FTE (37.5 hours/week or more) (1)
 - More than 0.5 FTE (20 hours/week)/Less than 1 FTE (2)
 - Less than 0.5 FTE (3)
 - Other (e.g. 5 hours/week, 30 hours/week widely variable hours) (4)
-

Q7 Term of position

- Under 6 months (1)
 - 6 months (2)
 - 12 months (1 year) (3)
 - 18 months (4)
 - 24 months (2 years) (5)
 - 36 months (3 years) (6)
 - Other (please describe) (7) _____
-

Q8 Did the position require an MLS or equivalent degree?

- Yes (1)
 - No (2)
 - Required degree or that I be enrolled in similar program (3)
 - MLS or equivalent preferred (4)
-

Q9 Select the salary band which represents your starting wages pre-tax. To determine this for an hourly rate, such as \$16.50/hour, multiple the hourly rate by 2080 for 40 hours/week work, 1040 for 20-hours/week and similar ratios, or use an online hourly wage-to-salary calculator. Do not include fringe benefit costs, such as employer insurance contribution.

- Under \$20,000/year (1)
 - \$20,000-\$24,999/year (2)
 - \$25,000-\$29,999/year (3)
 - \$30,000-\$34,999/year (4)
 - \$35,000-\$39,999/year (5)
 - \$40,000-\$44,999/year (6)
 - \$45,000-\$49,999/year (7)
 - \$50,000-\$59,999/year (8)
 - \$60,000-\$74,999/year (9)
 - \$75,000/year or more (10)
-

Q10 Did you receive a cost-of-living adjustment or raise?

- Yes (1)
 - No (2)
 - Unsure/can't recall (3)
-

Q11 Use the following space for any comments about challenges in receiving cost-of-living adjustments or raises:

Q12 Did your benefits include (check all that you were aware of):

- Paid time off, vacation (1)
 - Paid time off, sick (2)
 - Unpaid time off, vacation (3)
 - Unpaid time off, sick (4)
 - Health insurance (dental, vision, and/or medical) (5)
 - Retirement account (no employer contribution) (6)
 - Retirement account (employer contribution) (7)
 - Membership in a professional organization or organizations (8)
 - Professional development related to the grant (9)
 - Professional development not related to the grant (10)
 - Conference travel when presenting about the grant (11)
 - Conference travel when not presenting about the grant (12)
 - Flexible work arrangement (location, hours, etc.) (13)
 - Subsidized transit or parking (14)
 - Other [Fill in the blank] (15)
-

Q13 Use the following space to comment about your experience using these benefits. For example, were they volunteered, clearly presented, and easy to use or did you negotiate for them?

Q14 Are you still holding this position? (Answer "No" if it has been converted to a permanent position not funded through a granting institution)

- Yes (1)
- No (2)

Skip To: End of Block If Are you still holding this position? (Answer "No" if it has been converted to a permanent positio... = Yes

Q15 Characteristics of your transition This section includes questions about your transition out of the term position.

Q16 Did you leave the position before the term of the grant ended?

- Yes (1)
- No (2)

Display This Question:

If Did you leave the position before the term of the grant ended? = Yes

Q17 How long before the term ended did you leave?

- 1 month or less (1)
- 3 months (2)
- 6 months (3)
- More than 6 months (4)

Display This Question:

If Did you leave the position before the term of the grant ended? = Yes

Q18 Did you leave because you had found another position?

- Yes (1)
- No (2)

Display This Question:

If Did you leave because you had found another position? = No

Q19 Why did you leave this position?

Display This Question:

If Did you leave the position before the term of the grant ended? = No

Q20 Did you find another position immediately after the grant's term ended?

- Yes (1)
- No (2)
-

Display This Question:

If Did you leave because you had found another position? = Yes

Or Did you find another position immediately after the grant's term ended? = Yes

Q21 Was your new position also a term position (grant-funded or otherwise)?

- Yes (1)
- No (2)
-

Display This Question:

If Did you find another position immediately after the grant's term ended? = Yes

Q22 Was your position with the same organization where you had worked on the grant?

- Yes (1)
- No (2)
-

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End of Block: Position

Start of Block: Experiences

Q23 Characteristics of experiences at work This section includes questions related to your experiences of equity, organizational community, institutional support, and the day-to-day work of completing the project. These are primarily multiple choice, ending with a free-text box for comments, clarifications, and anecdotes.

Q52 As an employee of the institution:

Q26 Was your job classification (staff, faculty, librarian, paraprofessional, salaried, wage, etc.) at least comparable to others doing similar work in permanent positions?

- Yes (1)
 - No (2)
 - Unsure (3)
 - N/A (4)
-

Q27 Were the benefits you received the same as benefits received by those doing similar work in permanent positions? Such benefits may range from health insurance to transit subsidization, to flexible work arrangements.

- Yes (1)
 - No (2)
 - Unsure (3)
 - N/A (4)
-

Q24 Were you onboarded and integrated into the organizational community in a manner comparable to others holding similar, permanent positions at the institution? (e.g. orientation, departmental introductions, ability to represent the organization)

- Yes (1)
 - No (2)
 - Unsure (3)
 - N/A (4)
-

Q29 Were you provided mentorship throughout your time in the position?

- Yes (1)
 - No (2)
 - Unsure (3)
 - N/A (4)
-

Q32 If you experienced workplace conflicts, interpersonal challenges, and/or needs for HR intervention, did you feel that you received equitable support and access to HR resources for conflict management and intervention?

- Yes (1)
 - No (2)
 - Unsure (3)
 - N/A (4)
-

Q53 Use the following space for any comments or anecdotes you wish to share related to your experiences as an employee of the institution:

Q54 In completing the project:

Q25 Did the majority of the work you performed day-to-day support a special project/projects or did it support the core functions of the institution for which you worked?

- Project (1)
 - Core functions (2)
 - Mixture (3)
 - Unsure (4)
 - N/A (5)
-

Q30 Did you have agency in performing the work or feel that you could make decisions in how the work should be performed?

- Yes (1)
 - No (2)
 - Unsure (3)
 - N/A (4)
-

Q31 Did you receive the institutional support necessary to fulfill your part of the grant's work?

- Yes (1)
 - No (2)
 - Unsure (3)
 - N/A (4)
-

Q35 Did your employer or supervisor provide support for you to take part in training or skill-building?

- Yes (1)
 - No (2)
 - Unsure (3)
 - N/A (4)
-

Display This Question:

If Did your employer or supervisor provide support for you to take part in training or skill-building? = Yes

Q36 Did this training or skill-building have application beyond your work on the current project?

- Yes (1)
 - No (2)
 - Unsure (3)
 - N/A (4)
-

Q28 If your position's benefits included vacation time, sick time, training time, and/or travel to professional conferences (for personal growth or presenting on the work done), did the project's timeline allow you to use them?

- Yes (1)
 - No (2)
 - Unsure (3)
 - N/A (4)
-

Q55 Use the following space for any comments or anecdotes you wish to share related to your experiences in completing the day-to-day work of the project:

Q56 **In building a portfolio and transitioning to new positions:**

Q33 Did you receive an appropriate amount of credit for your work compared to any permanent employees also working on the project?

- Yes (1)
 - No (2)
 - Unsure (3)
 - N/A (4)
-

Q34 Were you able to include work you had done on the project in your own presentations, portfolios, and other spaces where you could highlight your accomplishments?

- Yes (1)
 - No (2)
 - Unsure (3)
 - N/A (4)
-

Q37 At the end of the position, did your employer provide you with any assistance in finding another position or remaining employed, including time off for interviews, resume/cover letter/CV review assistance, or transfer to other temporary projects?

- Yes (1)
 - No (2)
 - Unsure (3)
 - N/A (4)
-

Display This Question:

If At the end of the position, did your employer provide you with any assistance in finding another... = Yes

Q38 Please use the following space to describe the kinds of assistance you received:

Q57 Use the following space for any comments or anecdotes you wish to share related to your experiences in building a portfolio and transitioning to new positions:

Q58 Overall comments on experiences as a worker on the project:

Q39 Please use the following space for any comments, clarifications, or anecdotes you may have regarding your answers to the previous questions, and for any aspects of your workplace experiences which you wish to share and which were not covered by the questions above:

Page Break

Q41 Did you move for the position?

- Yes (1)
- No (2)

Skip To: End of Survey If Did you move for the position? = No

End of Block: Experiences

Start of Block: Moved

Q42 Characteristics of experiences outside of work When taking a new position (term or full-time) requires a move, it disrupts the worker's support structures and community. In term positions, the position's end date may cause additional challenges in developing new relationships. These moves may cause additional harms to those from underrepresented and marginalized communities, who may move to a region in which they become hypervisible or have limited opportunities to develop supportive relationships with other members of their community.

Q45 I moved away from my primary support structures (family members, community, etc.):

- Yes (1)
 - No (2)
 - N/A (3)
-

Q46 I already had support structures on whom I could rely in the place where I moved:

- Yes (1)
 - No (2)
 - N/A (3)
-

Q47 I was able to find support structures in the place to which I moved:

- Yes (1)
 - No (2)
 - N/A (3)
-

Q48 I was able to find identity-related communities of support--whether racial, ethnic, sexual, gender, religious, or similar, in the place to which I moved:

- Yes (1)
 - No (2)
 - N/A (3)
-

Q50 The move to a new community affected my sense of safety and belonging in my life outside of work:

- Positively (1)
 - Negatively (2)
 - N/A (3)
-

Q51 Please use the following space to write about any experiences you feel comfortable sharing regarding the your support structures, sense of safety, and belonging in the community to which you moved:

End of Block: Moved
