

# Collective Responsibility: Participant Self-Nomination

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## Q1 Introduction

Ruth Kitchin Tillman (Penn State Libraries) and Sandy Rodriguez (University of Missouri—Kansas City University Libraries) invite current and recent workers on grants funding digital work in libraries, archives, and museums (LAM) positions to self-nominate as participants for the IMLS-funded *Collective Responsibility: National Forum on Labor Practices for Grant-Funded Digital Positions* LG-73-18-0236. The term “digital” is used broadly, as 21st century LAM work is almost necessarily digital in some way and much digital work in the field is advanced through grant funding. Only work which has no digital aspect, presence, or component is excluded.

The project will run from October 1, 2018, to March 30, 2020, with two 1.5 day meetings of up to forty participants. The first meeting, *Experience*, will focus on the development of a systematic understanding of the experiences of grant-funded laborers, preceded by a broad survey and resulting in a white paper. It will occur in April 2019, in Pittsburgh, PA. *Practices*, the second meeting, will directly follow the Digital Library Federation Forum in Tampa, FL, October 2019. This meeting provides an opportunity for funder and institutional participants to share and reflect on current practices; to collaborate with each other and workers on developing actionable outcomes, which may vary by institution and funder type; and to publish more generalized best practices.

Participants' travel and accommodation at both meetings will be funded, as will 5 meals, coffee, and snacks during the 1.5-day meetings. Grant funding will also be available for childcare accommodations at each meeting in order to facilitate participation of attendees whose attendance might otherwise be unfeasible.

Prospective participants will be asked to provide contact information, answer questions about the positions held and their interests in engaging with these forums, and given the opportunity to provide optional demographic data in order to assist the PIs in minimizing gaps in the representation of marginalized and underrepresented communities within LAM.

The form should take approximately 30 minutes or less to complete, depending upon how the participant responds to an open-ended question.

## Data management and retention

Data submitted through this form will be retained within Qualtrics through April 2019 and will only be accessed by the Primary Investigators listed above. The PIs may view the data within Qualtrics and create cross-references. The following paragraphs provide further detail of how the data will be used and which fields will be exported and retained.

*Data to be exported and retained:* The PIs will export contact information from the first

two questions to respond to applicants regarding the applicant's participant status. Contact information will only be used for correspondence related to the National Forum and, if the applicant agrees in the final question, for the distribution of a follow-up survey. Separate email lists of those involved in the Forums and those interested in the follow-up survey will be maintained by the PIs after the Qualtrics data is deleted.

*Data which may be exported:* The PIs may choose to export survey identifiers and responses to questions regarding the applicant's willingness to participate and interest in the forum from the Qualtrics software. Participants will be invited based primarily on these responses.

*Data which will not be exported:* The data from questions indicated as related to representation will not be exported from Qualtrics. Data from these questions will be used to minimize representational gaps among participants. Although these will not be exported from Qualtrics or viewed by anyone other than the Primary Investigators, it is possible that the data might become exposed through hacking of either the Qualtrics or the PI's systems. Respondents are not required to answer these questions and may choose to answer them in a way which minimizes risks to themselves in the event of a data security breach.

### **Agreement**

By completing this form, you agree that you are over 18 years old. Please note that grant funding will not cover international travel, and thus, only applicants located within the United States will be considered.

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Start of Block: Nomination

Q2 Self-Nomination The following questions relate to your eligibility for and interest in funded participation in conversations regarding your experiences as a grant-funded worker within libraries, archives, and museums.

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Q3 Name (including any honorific & pronouns) e.g. Ruth Tillman, Ms., she/her

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Q4 Contact email

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Q5 Are you currently working in or since July 1, 2016 have you worked for a library, archive, museum, or closely-related institution in a term position which was created and sustained through grant funding? (this includes positions sustained through several grant-funding periods, if continuation of the position requires a new grant) Please note, this will not necessarily exclude you from consideration.

Yes (1)

No (please provide dates) (2)

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Q6 Would you be comfortable discussing your labor experiences in the context of creating a shared understanding and improving future equity?

- Yes, publicly (1)
  - Yes, in meetings following the Chatham House Rule (2)
  - Yes, in anonymized surveys (3)
  - No (4)
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Q7 Please describe the kind(s) of position you held and your interest in engaging with this project.

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End of Block: Nomination

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Start of Block: PositionAndDemographics

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Q8 The following questions are intended to assist PIs in ensuring a broad range of representation among funded participants. Potential invitees will be identified through their answers to previous questions, after which PIs will analyze responses to the following to minimize gaps in representation within the group.

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Q9 How many years total have you worked in positions created and sustained through grant funding?

- < 1 year (1)
  - 1-2 years (2)
  - 3-5 years (3)
  - 6+ years (4)
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Q10 At what kinds of institutions have you worked in positions created and sustained through grant funding? (check all that apply)

- Academic library (1)
  - Public library (2)
  - Government library (3)
  - Corporate/private library (4)
  - Other library (5)
  - Academic archives (6)
  - Municipal/local/public library archives (7)
  - Historical society library or archives (8)
  - Special archives (museum archives, corporate, etc.) (9)
  - Public museum (10)
  - Private museum (11)
  - Other museum (12)
  - Other [please indicate] (13)
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Q11 The following demographic questions are optional. You may choose to answer any or none of them without your choice adversely affecting your eligibility to participate. Demographic questions are short-answer, rather than checkbox format. Demographic areas are derived from and inspired by questions asked by the Society of American Archivists' Women Archivists' Roundtable Salary Survey. (Israel, Robin H., & Jodi Reeves Eyre. 2017. The 2017 WArS/SAA Salary Survey: Initial Results and Analysis. Society of American Archivists. [https://www2.archivists.org/sites/all/files/WArS\\_Salary\\_Survey\\_Report.pdf](https://www2.archivists.org/sites/all/files/WArS_Salary_Survey_Report.pdf))

Example answers are meant to provide guidance only. You may choose to answer all or none of the following questions and you may choose to only partially identify yourself for any question, e.g. that you are an immigrant, but not add that you have refugee or asylum status. Please note

that as we can only sponsor participants living within the United States, some questions presume US residency.

Gender (e.g. female, male, nonbinary, genderqueer): (1)

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Do you identify as trans/transgender?: (2)

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Racial and/or ethnic background or tribal affiliation/enrollment (e.g. Vietnamese, South Asian, Black, Palestinian, Latinx-Korean, White, Diné, Multiracial): (3)

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Immigration status (e.g. Immigrant, Immigrant with refugee or asylum status, Naturalized citizen, Natural-born non-immigrant): (4)

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First language(s) (e.g. English, not English, Spanish and English, unsure): (5)

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Sexuality (e.g. bisexual, heterosexual, asexual, gay, queer, lesbian): (6)

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Visibly religious or requiring religious workplace accommodation (e.g. hijabi, kosher diet): (7)

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Disability, Deaf, neurodiversity, chronic illness, and/or mental illness (e.g. autistic and spinal injury/wheelchair user, bipolar, blind, hard of hearing). (8)

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Caregiver status (e.g. caregiver to children, caregiver to an adult sibling under 65, caregiver to a spouse, caregiver to an elderly parent): (9)

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Military status (e.g. currently enlisted in Coast Guard, veteran, veteran discharged under Don't Ask Don't Tell, previously imprisoned for not complying with draft): (10)

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Other areas of diversity not covered above: (11)

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Q12 If you are not selected as a participant, would you be interested in being directly contacted with a survey about your experiences as a worker in grant-funded positions? This survey will also be distributed through a variety of disciplinary listservs.

Yes (1)

No (2)

End of Block: PositionAndDemographics

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