

Plan Overview

A Data Management Plan created using DMPTool

Title: Albertsons Library Survey 2019

Creator: Ellie Dworak

Affiliation: Boise State University (boisestate.edu)

Principal Investigator: Ellie Dworak

Data Manager: Ellie Dworak

Funding opportunity number: 51722

Template: Albertsons Library Data

Last modified: 06-30-2023

Copyright information:

The above plan creator(s) have agreed that others may use as much of the text of this plan as they would like in their own plans, and customize it as necessary. You do not need to credit the creator(s) as the source of the language used, but using any of the plan's text does not imply that the creator(s) endorse, or have any relationship to, your project or proposal

Albertsons Library Survey 2019

Data from the Albertsons Library Survey is collected via three Qualtrics questionnaires, one each for graduate students, undergraduate students, and faculty participants. Results will be of two types:

1. Responses to closed-ended questions (e.g. yes/no, satisfactions rankings)
2. Responses to open-ended questions

Both types of responses will be analyzed using Excel and the results will be saved as CSV files.

Additionally, reports are generated for a variety of functions such as for posting on the Library website, for sharing with Library Leadership Team, and for specific needs of Library administration. These are saved as text files with embedded charts as well as in a PDF format for distribution.

Because of the need for situationally determined custom reports, the number of files is in flux, but at a minimum includes:

- Three spreadsheets containing survey responses, ranging in size from 80k-250k
- Two reports, saved as both text and PDF files, ranging in size from 500k-1500k

Each year that the survey is conducted, the protocol is submitted to the Boise State University Social & Behavioral Review Board (SR-IRB). The 2019 Library Survey has been approved, protocol number 826-SB19-214. All documents that are shared contain notices concerning privacy and usage restrictions.

The Library Survey does contain personally identifiable information (PII), which is removed upon downloading the data from Qualtrics. In addition, survey comments are reviewed, with any PII redacted before the results are shared. At times, custom reports may use demographic data to filter responses. In this case, the set of participants must be larger than five or the report will not be shared.

The informed consent agreements for the Library Survey is included as a survey question and is thus contained within the survey spreadsheets.

A readme file for the Library Survey will be created by the PI and saved in a text format alongside the results and reports, as will the IRB application and project planning documentation.

The Boise State University Data Cookbook (<https://www.boisestate.edu/ir/about-data/data-cookbook/>) is used for demographic elements collected from participants.

Raw results are stored on the Boise State University Qualtrics server. Downloaded data will be stored on the primary investigators Boise State University Google Drive during analysis in a folder titled Library Survey, and with five subfolders:

1. Analysis (spreadsheets containing data and in-progress analysis)
2. Distribution (spreadsheets containing email addresses for survey distribution)
3. IRB (application and approval documents in text and PDF formats)
4. Planning (documentation in text format)
5. Results (spreadsheets and text files containing the post-analysis results)

Boise State University's Google Drive is a licensed, private instance of the Google service that is approved, per the *Boise State University's Data Classification Standard* and *Boise State University Data Use Guidelines*, for the storage of low- to moderate-risk PII. Access will be overseen by the PI.

All documents produced for the Library Survey contain information about how the material may be shared. This information will vary dependent on whether any sensitive information or PII is contained in the document. The survey instrument and data is the property of Boise State University, Albertsons Library.

Analysis and results will be stored on the Library Data Archive. The survey instrument and a final (redacted) report will be shared via ScholarWorks, Boise State University's institutional repository.

- Will share with Library Data Archive
- Expect to publish with ScholarWorks

After the data has been redacted and analyzed, the information that is not sensitive (IRB, Planning, and Results folders described in the *Organization and File Structure* section) will be transferred to the Albertsons Library Google Drive in the Library Data Archive. All data will also be stored in the PIs Google Drive, as described in the *Organization and File Structure* section for a minimum of three years.

This data management plan will be reviewed and updated by the PI on an annual basis.
