

Participant Information Sheet Survey

Study Title: Re-futuring Community Libraries: understand their role in placemaking and local creative economies

Researcher: Dr Brian Hracs
ERGO number: 90083

You are being invited to take part in the above research study. To help you decide whether you would like to take part or not, it is important that you understand why the research is being done and what it will involve. Please read the information below carefully and ask questions if anything is not clear or you would like more information before you decide to take part in this research. You may like to discuss it with others, but it is up to you to decide whether or not to take part. If you are happy to participate you be asked to tick the consent statement on top of the survey and return the survey to the research team.

What is the research about?

The purpose of the study is to explore the local community's views on the future of Cobbett Road Library, what the community would like to see in their community library in the future, and reflect on the future of community libraries in general.

Why have I been asked to participate?

You are being invited to participate in this study because you and your family are living locally at Cobbett Road Library and have in the past or currently engaged with the activities of the library or might be interested in doing so in the near future.

What will happen to me if I take part?

If you agree to take part, you will be asked to express your ideas about your local library and community libraries in general. This will happen through **an anonymous survey**. The survey takes less than 10 minutes to complete.

Are there any benefits in my taking part?

There are no incentives or direct personal benefits in taking part. However, we hope the opportunity to share your ideas and visions with other members of the community and contribute to the research will make you feel better about the future of community libraries.

Are there any risks involved?

There are no risks in taking part.

What data will be collected?

We will collect information about your engagement with local community activities and your views on what community libraries should offer.

Will my participation be confidential?

Your participation and the information we collect about you during the course of the research will be kept strictly confidential.

The survey is entirely anonymous.

Some of the survey questions contain textboxes where you will be asked to write in your own answers. Please note that in order for this survey to be anonymous, you should not include in your answers any information from which you, or other people, could be identified.

Only members of the research team and responsible members of the University of Southampton may be given access to data about you for monitoring purposes and/or to carry out an audit of the study to ensure that the research is complying with applicable regulations. Individuals from regulatory authorities (people who check that we are carrying out the study correctly) may require

access to your data. All of these people have a duty to keep your information, as a research participant, strictly confidential.

Do I have to take part?

No, it is entirely up to you to decide whether or not to take part.

Returning your completed survey will be taken as consent to use the data you provided in our study.

What happens if I change my mind?

You have the right to change your mind and withdraw at any time before and during the completion of the survey without giving a reason and without your participant rights being affected.

However, because your submission will be anonymous, once you return the survey in the survey return box, we will not be able to identify and withdraw your answers.

What will happen to the results of the research?

The result of the survey will be used to inform future work and plans by Friends of Cobbett Road Library. We will mostly use the data in aggregated form, but we might also quote some of the text from the survey responses when appropriate. The quotes will be attributed generically to 'survey participant' They will also be shared in publicly available reports or publications. Because the survey is anonymous, there will be no information that can directly identify you.

Where can I get more information?

If you require any further information, please contact: b.j.hracs@soton.ac.uk

What happens if there is a problem?

If you have a concern about any aspect of this study, you should speak to the researchers who will do their best to answer your questions.

Please note that by asking for information or making a complaint you might be no longer anonymous.

If you remain unhappy or have a complaint about any aspect of this study, please contact the University of Southampton Head of Research Ethics and Clinical Governance (023 8059 5058, rgoinfo@soton.ac.uk).

Data Protection Privacy Notice

This Participant Information Sheet tells you what data will be collected for this project and whether this includes any personal data. Please ask the research team if you have any questions or are unclear what data is being collected about you.

Our privacy notice for research participants provides more information on how the University of Southampton collects and uses your personal data when you take part in one of our research projects and can be found at

<http://www.southampton.ac.uk/assets/sharepoint/intranet/Is/Public/Research%20and%20Integrity%20Privacy%20Notice/Privacy%20Notice%20for%20Research%20Participants.pdf>

Any personal data we collect in this study will be used only for the purposes of carrying out our research and will be handled according to the University's policies in line with data protection law. If any personal data is used from which you can be identified directly, it will not be disclosed to anyone else without your consent unless the University of Southampton is required by law to disclose it.

Data protection law requires us to have a valid legal reason ('lawful basis') to process and use your Personal data. The lawful basis for processing personal information in this research study is for the performance of a task carried out in the public interest. Personal data collected for research will not be used for any other purpose.

For the purposes of data protection law, the University of Southampton is the 'Data Controller' for this study, which means that we are responsible for looking after your information and using it

properly. In accordance with GDPR law, the University of Southampton will keep a copy of the collected data for minimum of 10 years.

To safeguard your rights, we will use the minimum personal data necessary to achieve our research study objectives. Your data protection rights – such as to access, change, or transfer such information - may be limited, however, in order for the research output to be reliable and accurate. The University will not do anything with your personal data that you would not reasonably expect.

If you have any questions about how your personal data is used, or wish to exercise any of your rights, please consult the University's data protection webpage (<https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>) where you can make a request using our online form. If you need further assistance, please contact the University's Data Protection Officer (data.protection@soton.ac.uk).

Thank you.