



# RepoMMan Project

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Deliverable R-D1

Criteria and toolkit for on-line user survey

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## **The RepoMMan Project**

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The Repository Metadata and Management Project (RepoMMan) at the University of Hull is funded by the JISC Digital Repositories Programme. The project is being carried out by the University's e-Services Integration Group (e-SIG) within Academic Services.

## Introduction

The RepoMMan Project Plan requires the development of a front-end interface to the Fedora repository software for use by researchers working on their own behalf or collaboratively. Clearly before work on such an interface can progress very far it is necessary that the development team understand what it is to "do research" in the academic sense.

The work will be informed by a number of face-to-face interviews with active researchers from different disciplines and by an on-line survey. The survey will itself be informed by the early interviews.

This document sets out the questions that will be asked in the on-line survey. The mechanics of user response will involve the use of exclusive radio buttons, non-exclusive check boxes, free text responses and card sorts. These latter are Flash-based routines allowing a number of different items to be rapidly allocated to one of a number of categories (for instance 'never', 'rarely', 'sometimes', 'often'). All the results will be written back to an Access database for later analysis.

The approach of the on-line survey mirrors closely that used so successfully for the major survey in the CREE Project (Contextual Resource Evaluation Environment) undertaken by the department in 2004. As there, potential contributors will be encouraged to take part by the offer of a Prize Draw for participants with two iPod nanos as prizes.

The on-line survey will be carried out in two stages:

- for two weeks the survey will be available only to researchers at the University of Hull, during this period the section on geographical location will be suppressed and the introductory text will be more Hull-focused
- following this initial period, the responses will be inspected and minor modifications may be made to the wording of the survey questions before making them widely available

## Proposed survey

### Preamble to general on-line survey

The University of Hull's RepoMMan project [make this a website link] is funded under the JISC Digital Repositories programme [make this a website link]; one of its primary aims is to develop a software tool which will enable researchers to work with a digital repository.

At a very crude level, a digital repository can be thought of as a database-driven website which is used to store, say, research outputs and which can be interrogated from other websites and through search engines to retrieve those outputs on demand. However, we believe that a repository can be useful to researchers well before they get to the finished-product stage.

We hope that, through our work, researchers will be able to harness the potential of a digital repository to support them through the development of their research, from idea to output, whether they are working on their own or collaboratively. It is our intention that, when their research is completed, our software will allow the researcher to make the textual report available on the web and also to link it to such things as images, datasets and pointers to related papers or research.

Effective location of research outputs available on the web relies heavily on the material being properly indexed through the use of 'metadata'; our tool will help generate this metadata.

The results of this survey, together with information from personal interviews with active researchers, will help us design an effective software tool.

Contributors who include their name and e-mail address will be entered for a prize draw; the first two names picked out will receive an iPod in recognition of the help provided by all our respondents.

### Data protection

Before you begin your survey response please read the points below and, if you are comfortable with them, click on 'I agree' to continue. Further information can be found at <http://www.hull.ac.uk/esig/repomman/privacy.html>

1. I understand that any data I provide by taking part in this research will be held in accordance with the Data Protection Act 1988.
2. My data will be used only for the stated research purposes.

### About you

Please fill in these details about yourself. You do not have to give your name and e-mail address if you do not wish to do so, but this would be useful to us if we want to follow up on any of your answers and it will enable your name to be entered for the iPod nano Prize Draw.

In what part of the world do you work?

*Exclusive radio buttons required.*

- England
- Scotland
- Wales

- N Ireland
- European Union (other than above)
- USA or Canada
- Australasia
- Other

What is the name of your University or College?

*Text box required.*

Into which subject grouping below does your research activity best fit?

*Exclusive radio buttons required.*

- Arts, languages and history
- Mathematics, computing and engineering
- Sciences and environmental sciences (including Geography)
- Health and medicine
- Social Sciences
- Education
- Business and management

What is your name (optional)?

*Text box.*

What is your e-mail address (optional)?

*Text box.*

### **Question 1**

When you are developing a piece of research, do you ever share your 'work-in-progress' for comment and/or collaboration?

*Responses*

No

Yes

*Exclusive radio buttons*

*If 'yes':*

Who do you share your 'work-in-progress with?

- departmental colleagues
- colleagues in the wider University
- contacts in other UK education centres
- contacts in other UK organisations (non-education)
- a UK research funding agency
- contacts in education centres overseas
- Contacts in other overseas organisations (non-education)
- a non-UK research funding agency

What methods do you use to share your work-in-progress?

- e-mail
- personal website
- conventional post
- by hand
- other, please explain briefly [*Text box*]

How do your colleagues comment or collaborate on the work?

- in a separate document
- in the same document simply by inserting text
- in the same document using some sort of automated collaboration feature (eg Word 'track changes')

*Non-exclusive check boxes for all the above*

## Question 2

Keeping track of the latest version of your research document must be important whether or not you share it with others. How do you manage version control?

*Check boxes; positive answers to this question are not exclusive.*

*Responses*

I don't  
I rely entirely on the computer's file system date  
I put the date of each version in the filename  
I put the number of each version in the filename  
I put some other 'tag' in the filename  
Other, please explain briefly [*Text box*]

## Question 3

Your research 'works-in-progress' will be stored in one or more places during the period that you are developing them. Which of the following are places that you might normally store working versions (as distinct from to backups)?

*Check boxes; answers to this question are not exclusive*

*Responses*

My home desktop computer  
My laptop  
My office computer's hard drive  
A university network drive  
CD or DVD  
Floppy disk  
Other, please explain briefly [*Text box*]

**Question 4**

To help us understand the type(s) of file that you store as parts of your 'works-in-progress' please drag each of these cards to the appropriate category heading.

*Card sort (frequently, sometimes, rarely, never).*

*Responses*

- Document files (For example: .doc .rtf/rtfd .pdf .xsd .ps)
- Image files (For example: .jpg/jpeg .gif .png .psd .tif/tiff .eps)
- Audio files (For example: .wav .mp3 .aac )
- Video files (For example: .wmv .avi .rm .mpg (and its variants))
- Spreadsheet files (For example: .xls .xsc)
- Statistics files (For example from a package like SPSS)
- Diagrams or CAD (For example from packages such as Visio or AutoCAD)
- Database files (For example SQL, MySQL, Oracle or Access files)
- Presentation files (For example, PowerPoint files)
- Web pages
- Simple text files (This would include .txt and XML files, for example)
- Archive formats (For example Zip or Stuffit files)
- Specialist text formats (For example from LaTeX)
- Other, please specify [*Memo field*]

**Question 5**

Do you keep your own backups of 'work-in-progress' files and, if so, where?

*Check boxes; positive responses to this question are not exclusive*

*Responses*

- I don't
- On the same computer and drive as the original
- On a different drive (internal or external) on the same computer as the original
- On another computer
- On a network drive
- CD/DVD
- USB stick or other memory card
- Floppy disk
- Other, please specify [*Text box*]

### Question 6

Where do you make your completed research works available to others?

*Check boxes. Any or all of these answers are permissible.*

*Responses*

- Books
- Scholarly journals
- Open-access journals
- A subject-based website at national or international level
- My Institution's main website
- My Institution's digital repository
- My departmental website
- A personally maintained, non-institutional, website
- Other, please explain [*Memo field*]

### Question 7

Where do you keep your personal copies of completed research works?

*Check boxes.*

*Responses*

- I don't keep a copy once the research is published
- I keep only a paper copy
- My home desktop computer
- My laptop
- My office computer
- The university network
- CD or DVD
- USB stick or other memory card
- Floppy disk
- Other, please specify [*Text box*]

### Question 8

Do you keep backups of your completed research works in addition to the completed versions that we dealt with in the last question?

*Exclusive radio buttons*

*Responses*

- Yes
- No

### Question 9

Who, from the following, owns the copyright to one or more of your research outputs over the last few years?

*Tick boxes*

*Responses*

- I don't know
- My publisher(s)
- My grant provider
- My institution
- I do
- Other, please specify [*Text box*]

### Question 10

In general, either because of explicit contractual agreements or because of 'understandings', do you believe that you would be free to publish versions of your research outputs through an institutional website or repository?

*Responses*

- Yes
- No
- Sometimes, please explain [*Memo field*]

### Question 11

During a research project, do you have your own collection of digital research material gathered from people and sources elsewhere?

*Responses*

- No
- Yes

*Exclusive radio buttons.*

*If 'yes':*

What sort of digital research material do you gather? [*Memo field*]

Where do you store this research material? [*Memo field*]

Would you say that it is stored in a structured way, or is it saved in an *ad hoc* manner? [*Memo field*]

### Question 12

Do you keep on computer all or some of the research material mentioned in the last question once the particular project for which it was gathered has been completed?

*Exclusive radio buttons required.*

*Responses*

Yes  
No

**Note: questions 13 and 14 to be on the same screen**

### Question 13

What, if any, developments in IT over the last two or three years have helped you in your research - and how?

*[Memo field]*

### Question 14

What frustrations, if any, do you have in your research work that you feel IT ought to be able to help with now, or in the near future?

*[Memo field]*

### Question 15

Thinking about other possible areas of your job, in what way(s) would your answers to these questions have been different if the focus had been on

- (a) materials for teaching and learning, or
- (b) administrative documents

rather than on research?

*[Memo field]*

### Closure

Thank you very much for your time. If you have provided us with your name and e-mail address you will be entered into our Prize Draw which will take place in mid-November, it is also possible that we may contact you to follow up some of your answers.

If you have any general comments that you want to add, please do so here. *[Memo field]*

## Appendix 1 Publicity

Publicity for the on-line survey was undertaken by posting to mailing lists, both for the 'Hull survey' and for the subsequent (inter)national one. The Hull survey was also highlighted by a news item on the University portal and in its printed Bulletin.

### 1. Text of Hull mailing list announcement

#### **Get your research more widely noticed and win an iPod nano!**

The University of Hull has been funded by the JISC to examine a range of issues surrounding the effective use of a digital repository; this work is known as the RepoMMan project.

At a very crude level, a digital repository can be thought of as an on-line store of, say, research outputs which can be interrogated from other websites and through search engines to retrieve those outputs quickly and easily on demand. This would supplement the more traditional publishing methods. However, we believe that a repository can be useful to researchers well before they get to the finished-product stage.

We hope that, through our work, researchers will be able to harness the potential of a digital repository at Hull to support them through the development of their research, from idea to output, whether they are working on their own or collaboratively. When their work is completed, our software will allow the researcher to make the text available on the web and also to link it to such things as images, datasets and pointers to related research. Evidence is emerging that papers held in repositories are cited more often than those that are not.

Following initial discussions with a group of Hull researchers we have devised a short on-line survey which should take less than 10 minutes to complete. The results of this survey, together with information from personal interviews with active researchers, will help us design an effective software tool. It is important to draw on the experience of as many researchers as possible and so we hope you will take the time to help us by completing the survey at:

<http://www.eservices.hull.ac.uk/repommansurvey>

Contributors who include their name and e-mail address will be entered for a prize draw; the first two names picked out will receive an iPod nano in recognition of the help provided by all our respondents.

Please get in touch if you need any further information.

### 2. Text of national mailing list announcement

#### **Help with our research and maybe win an iPod nano!**

The University of Hull has been funded by the JISC to examine a range of issues surrounding the effective use of a digital repository; this work is known as the RepoMMan project.

At a very crude level, a digital repository can be thought of as an on-line store of, say, research outputs which can be interrogated from other websites and through search engines to retrieve those outputs quickly and easily on demand. This would supplement the more traditional publishing methods. However, we believe that a repository can be useful to researchers well before they get to the finished-product stage.

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Following initial discussions with a group of researchers in our own university we have devised a short on-line survey which should take less than 10 minutes to complete. The results of this

survey, together with information from personal interviews with active researchers at Hull, will help us design an effective software tool. It is important to draw on the experience of as many researchers as possible and so we hope you will take the time to help us by completing the survey at:

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Please get in touch if you need any further information.

Thank you for your time.

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