

2010

Faculty Survey, Liaison Survey, and General Librarian Survey

Megan Lotts

Southern Illinois University Carbondale, mclotts@gmail.com

Julie Arendt

Southern Illinois University Carbondale, jaarendt@vcu.edu

Follow this and additional works at: http://opensiuc.lib.siu.edu/morris_surveys

Recommended Citation

Lotts, Megan and Arendt, Julie, "Faculty Survey, Liaison Survey, and General Librarian Survey" (2010). *Surveys*. Paper 1.
http://opensiuc.lib.siu.edu/morris_surveys/1

This Article is brought to you for free and open access by the Morris Library at OpenSIUC. It has been accepted for inclusion in Surveys by an authorized administrator of OpenSIUC. For more information, please contact opensiuc@lib.siu.edu.

Faculty Survey

This survey is being conducted by Megan Lotts and Julie Arendt, faculty librarians at Southern Illinois University Carbondale (SIUC), to study interactions between academic departments and librarians. We are surveying librarians and faculty at colleges and universities across the United States. We hope that the results of this survey will improve the understanding of what leads to successful collaborations and working relationships between faculty and librarians. You are being contacted because your college or university is one of the many that we are including in this study. You were selected from a list of ____ [fill w/faculty subject area: chemistry, English or psychology] ____ faculty on your college or university's Web site.

The questionnaire should take about 10 minutes to complete. Completion of the survey indicates voluntary consent to participate in this study. Participation in this study is voluntary, and you are free to withdraw at any time.

The survey questionnaire contains an ID number assigned to you and does not include your name. The sheet that matches the ID number with your name and email will be kept in a separate location from your responses. Both the list and the responses will be kept secure and will be accessible only to SIUC staff who work on this project. After the survey has ended, we will destroy the list that links your name to the ID number, and you will be identified only by the ID number. We will take all reasonable steps to protect your identity.

If you have questions about this research project, you may contact Megan Lotts, Assistant Professor, Library Affairs at mlotts@lib.siu.edu, at (618) 453-2663, or at SIUC Mail code 6632, Carbondale, IL 62901.

This project has been reviewed and approved by the SIUC Human Subjects Committee. Questions concerning your rights as a participant in this research may be addressed to the Committee Chairperson, Office of Research Development and Administration, Southern Illinois University, Carbondale, IL 62901-4709. Phone (618) 453-4533. E-mail siuhsc@siu.edu.

How satisfied are you with the service provided by your college or university library?

Please choose **only one** of the following:

- . Very Satisfied
- . Satisfied
- . Neutral
- . Dissatisfied
- . Very Dissatisfied

When did you last use your college or university library in person?

Please choose **only one** of the following:

- . Within the last week
- . More than a week ago but within the last month
- . More than a month ago but within the last six months
- . More than six months ago but within the last year
- . More than a year ago
- . Never
- . Don't know

When did you last use your college or university library online?

Please choose **only one** of the following:

- . Within the last week
- . More than a week ago but within the last month
- . More than a month ago but within the last six months
- . More than six months ago but within the last year

- More than a year ago
- Never
- Don't know

How important is it that your college or university library provide the following to academic departments?

Please choose the appropriate response for each item:

	Very Important	Important	Not too Important	Not Important
Updates to the department about library services and future plans?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responses to department requests made to the library?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Representation on department committees or task forces?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Representation at department functions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research consultations for faculty and students?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In-class library instruction for students?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workshops on library resources?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consultation between faculty and librarians to discuss strategies to integrate library instruction into the curriculum?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Librarian selection
of books and
journals in the
discipline?

Faculty participation
in collection
development and
cancellation
decisions?

Information about
copyright?

Information about
scholarly
communication and
open access?

Notices of new
publications in the
discipline?

Some college and university libraries designate specific librarians to act as a liaison between the library and academic departments. This person may be called a liaison, a subject specialist, a bibliographer, or a subject librarian. For the purposes of this survey, we will call this person a liaison librarian. Does your college or university have liaison librarians for academic departments?

Please choose **only one** of the following:

- Yes
- No
- Don't Know

How satisfied are you with the service provided by your liaison librarian?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '5 [FLiAtCU]' (Some college and university libraries designate specific librarians to act as a liaison between the library and academic departments. This person may be called a liaison, a subject specialist, a bibliographer, or a subject librarian. For the purposes of this survey, we will call this person a liaison librarian. Does your college or university have liaison librarians for academic departments?)

Please choose **only one** of the following:

- . Very Satisfied
- . Satisfied
- . Neither Satisfied nor Dissatisfied
- . Dissatisfied
- . Very Dissatisfied

How satisfied are you with the liaison relationship with the department?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '5 [FLiAtCU]' (Some college and university libraries designate specific librarians to act as a liaison between the library and academic departments. This person may be called a liaison, a subject specialist, a bibliographer, or a subject librarian. For the purposes of this survey, we will call this person a liaison librarian. Does your college or university have liaison librarians for academic departments?)

Please choose **only one** of the following:

- . Very Satisfied

- . Satisfied
- . Neither Satisfied nor Dissatisfied
- . Dissatisfied
- . Very Dissatisfied

Do you know the name of your department's liaison librarian?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '5 [FLiAtCU]' (Some college and university libraries designate specific librarians to act as a liaison between the library and academic departments. This person may be called a liaison, a subject specialist, a bibliographer, or a subject librarian. For the purposes of this survey, we will call this person a liaison librarian. Does your college or university have liaison librarians for academic departments?)

Please choose **only one** of the following:

- . Yes
- . No

Whom or what would you consult first if you could not locate a specific reference or needed more resources for research?

Please choose **only one** of the following:

- . Academic colleague(s)
- . Internet
- . Liaison Librarian
- . Librarian at the Reference Desk
- . Library (Web site or in person)
- . Other

If you had a concern about the library, whom would you contact?

Please choose **only one** of the following:

- . Liaison Librarian
- . Library Administration
- . My department chair
- .

• Other

How does your liaison librarian typically communicate with your department?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '5 [FLiAtCU]' (Some college and university libraries designate specific librarians to act as a liaison between the library and academic departments. This person may be called a liaison, a subject specialist, a bibliographer, or a subject librarian. For the purposes of this survey, we will call this person a liaison librarian. Does your college or university have liaison librarians for academic departments?)

Please choose **only one** of the following:

- . Departmental Meetings
- . Email
- . Formal presentations
- . Individual face-to-face contact
- . Newsletters
- . Office Hours
- . Telephone
- . Through department chair
- . Through department secretary
- . Other

How would you prefer your liaison librarian to communicate with your department?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '5 [FLiAtCU]' (Some college and university libraries designate specific librarians to act as a liaison between the library and academic departments. This person may be called a liaison, a subject specialist, a bibliographer, or a subject librarian. For the purposes of this survey, we will call this person a liaison librarian. Does your college or university have liaison librarians for academic departments?)

Please choose **only one** of the following:

- . Departmental meetings
- . Email
- . Formal presentations
- . Individual face-to-face contact
- . Newsletters
- . Office hours
- . Telephone
- . Through department chair
- . Through department secretary
- . Other

When was the last time you had any kind of contact (phone, in person, email, etc.) with your liaison librarian?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '5 [FLiAtCU]' (Some college and university libraries designate specific librarians to act as a liaison between the library and academic departments. This person may be called a liaison, a subject specialist, a bibliographer, or a subject librarian. For the purposes of this survey, we will call this person a liaison librarian. Does your college or university have liaison librarians for academic departments?)

Please choose **only one** of the following:

- Within the last week
- More than a week ago but within the last month
- More than a month ago but within the last six months
- More than six months ago but within the last year
- More than a year ago
- Never
- Don't know

When was the last time you spoke with your liaison librarian?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '5 [FLiAtCU]' (Some college and university libraries designate specific librarians to act as a liaison between the library and academic departments. This person may be called a liaison, a subject specialist, a bibliographer, or a subject librarian. For the purposes of this survey, we will call this person a liaison librarian. Does your college or university have liaison librarians for academic departments?)

Please choose **only one** of the following:

- Within the last week
- More than a week ago but within the last month

- More than a month ago but within the last six months
- More than six months ago but within the last year
- More than a year ago
- Never
- Don't know

Have you received the following from your liaison librarian within the last year?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '5 [FLiAtCU]' (Some college and university libraries designate specific librarians to act as a liaison between the library and academic departments. This person may be called a liaison, a subject specialist, a bibliographer, or a subject librarian. For the purposes of this survey, we will call this person a liaison librarian. Does your college or university have liaison librarians for academic departments?)

Please choose the appropriate response for each item:

	Yes	No	Don't Know
Updates to the department about library services and future plans?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responses to department requests made to the library?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Representation on department committees or task forces?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Representation at department functions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research consultations for faculty and students?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In-class library instruction for students?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workshops on library resources?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consultation between faculty and librarians to discuss strategies to integrate library instruction into the curriculum?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Librarian selection of books and journals in the discipline?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Faculty participation in collection development and cancellation decisions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Information about copyright?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information about scholarly communication and open access?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notices of new publications in the discipline?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Have you received the following from your library within the last year?

Only answer this question if the following conditions are met:

° Answer was 'No' or 'Don't Know' at question '5 [FLiAtCU]' (Some college and university libraries designate specific librarians to act as a liaison between the library and academic departments. This person may be called a liaison, a subject specialist, a bibliographer, or a subject librarian. For the purposes of this survey, we will call this person a liaison librarian. Does your college or university have liaison librarians for academic departments?)

Please choose the appropriate response for each item:

	Yes	No	Don't Know
Updates to the department about library services and future plans?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responses to department requests made to the library?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Representation on department committees or task forces?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Representation at department functions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research consultations for faculty and students?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In-class library instruction for students?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workshops on library resources?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consultation between faculty and librarians to discuss strategies to integrate library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

instruction into the curriculum?

Librarian selection of books and journals in the discipline?

Faculty participation in collection development and cancellation decisions?

Information about copyright?

Information about scholarly communication and open access?

Notices of new publications in the discipline?

What other services, if any, does your liaison librarian provide for your department?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '5 [FLiAtCU]' (Some college and university libraries designate specific librarians to act as a liaison between the library and academic departments. This person may be called a liaison, a subject specialist, a bibliographer, or a subject librarian. For the purposes of this survey, we will call this person a liaison librarian. Does your college or university have liaison librarians for academic departments?)

Please write your answer here:

What do you think is the most important thing for a liaison librarian to do to be successful in this role?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '5 [FLiAtCU]' (Some college and university libraries designate specific librarians to act as a liaison between the library and academic departments. This person may be called a liaison, a subject specialist, a bibliographer, or a subject librarian. For the purposes of this survey, we will call this person a liaison librarian. Does your college or university have liaison librarians for academic departments?)

Please write your answer here:

How many years have you worked at your college or university?

Please write your answer here:

What is your tenure status?

Please choose **only one** of the following:

- Tenured
- Tenure track
- Non-tenure track
- Other

What is your job title?

Please choose **only one** of the following:

- Professor
- Associate Professor

- Assistant Professor
- Lecturer
- Instructor
- Other

What is your gender?

Please choose **only one** of the following:

- Female
- Male

What is your age?

Please write your answer here:

Additional Comments:

Please write your answer here:

Thank you for completing this survey.

Attachment A-1: Faculty Recruitment Email / Cover Letter

To: *[fill w/ faculty member's email address]*
From: mlotts@lib.siu.edu
Subject: Research Request

Dear *[fill w/ faculty member's name]*,

We are faculty librarians at Southern Illinois University Carbondale (SIUC) who are conducting a research study about interactions between academic departments and librarians. We are surveying librarians and faculty at colleges and universities across the United States. We hope that the results of this survey will improve the understanding of what leads to successful collaborations and working relationships between faculty and librarians. You are being contacted because your college or university is one of the many that we are including in this study. You were selected from a list of *[fill w/faculty subject area: chemistry, English or psychology]* faculty on your college or university's Web site.

We hope that you will complete the questionnaire at *[fill w/URL]*.

The questionnaire should take about 10 minutes to complete. Completion of the survey indicates voluntary consent to participate in this study.

The URL has been assigned specifically to you, and this message should not be forwarded to others to complete the questionnaire. The survey questionnaire contains an ID number assigned to you and does not include your name. The sheet that matches the ID number with your name and email will be kept in a separate location from the responses. Both the list and the responses will be kept secure and will be accessible only to SIUC staff who work on this project. After the survey has ended, we will destroy the list that links your name to the ID number, and you will be identified only by the ID number. We will take all reasonable steps to protect your identity.

Participation in this study is voluntary, and you are free to withdraw at any time. If you do not wish to participate in this survey, you can contact Megan Lotts, (mlotts@lib.siu.edu) to have your name removed from our list. If you do not respond to this survey or return the opt-out message, you will be contacted again with this request two times during the next six weeks.

If you have questions about this research project, you can contact Megan Lotts, Assistant Professor, Library Affairs at mlotts@lib.siu.edu, at (618) 453-2663, or at SIUC Mail code 6632, Carbondale, IL 62901.

This project has been reviewed and approved by the SIUC Human Subjects Committee. Questions concerning your rights as a participant in this research may be addressed to the Committee Chairperson, Office of Research Development and Administration, Southern Illinois University, Carbondale, IL 62901-4709. Phone (618) 453-4533. E-mail siuhsc@siu.edu

Sincerely,
Megan Lotts and Julie Arendt
Southern Illinois University Carbondale - Library Affairs

Attachment B-1: Faculty Reminder email 1

To: *[fill w/ faculty email address]*
From mlotts@lib.siu.edu
Subject: Research Request (Reminder)

Dear *[fill w/ faculty name]*,

A couple weeks ago you received an e-mail message asking you to assist us in our research study on interactions between academic departments and librarians. We hope that this study will improve the understanding of what leads to successful collaborations and working relationships between faculty and librarians.

If you have not had a chance to take the survey yet, you may access the questionnaire at the following URL: *[fill w/URL]*.

If you do not wish to participate in this survey, you can contact Megan Lotts, (mlotts@lib.siu.edu) to have your name removed from our list. If you do not respond to this survey or return the opt-out message, you will be contacted again with this request one more time during the next four weeks.

If you have questions about this research project, you can contact Megan Lotts, Assistant Professor, Library Affairs at mlotts@lib.siu.edu, at (618) 453-2663, or at SIUC Mail code 6632, Carbondale, IL 62901.

This project has been reviewed and approved by the SIUC Human Subjects Committee. Questions concerning your rights as a participant in this research may be addressed to the Committee Chairperson, Office of Research Development and Administration, Southern Illinois University, Carbondale, IL 62901-4709. Phone (618) 453-4533. E-mail siuhsc@siu.edu

Sincerely,
Megan Lotts and Julie Arendt
Southern Illinois University Carbondale - Library Affairs

Attachment C-1: Faculty Reminder email 2

To: *[fill w/ faculty email address]*
From mlotts@lib.siu.edu
Subject: Research Request (Reminder)

Dear *[fill w/ faculty name]*,

We recently asked you to participate in a survey on interactions between academic departments and librarians. This survey will be ending soon, and we hope that you will complete the questionnaire by *[fill with date approximately 1 week after date email is sent]*.

If you have not had a chance to take the survey yet, you may access the questionnaire at the following URL: *[fill w/URL]*.

If you do not wish to participate in this survey, you can contact Megan Lotts, (mlotts@lib.siu.edu) to have your name removed from our list. This message is the FINAL reminder that we are sending about the survey. There will be no future emails about it.

If you have questions about this research project, you can contact Megan Lotts, Assistant Professor, Library Affairs at mlotts@lib.siu.edu, at (618) 453-2663, or at SIUC Mail code 6632, Carbondale, IL 62901.

This project has been reviewed and approved by the SIUC Human Subjects Committee. Questions concerning your rights as a participant in this research may be addressed to the Committee Chairperson, Office of Research Development and Administration, Southern Illinois University, Carbondale, IL 62901-4709. Phone (618) 453-4533. E-mail siuhsc@siu.edu

Sincerely,
Megan Lotts and Julie Arendt
Southern Illinois University Carbondale - Library Affairs

Liaison Survey

This survey is being conducted by Julie Arendt and Megan Lotts, faculty librarians at Southern Illinois University Carbondale (SIUC), to study interactions between academic departments and librarians. We are surveying librarians and faculty at colleges and universities across the United States. We hope that the results of this survey will improve the understanding of what leads to successful collaborations and working relationships between faculty and librarians. Your college or university is one of the many that we are including in this study. You were selected from a list of librarians on your college or university's Web site.

The questionnaire should take about 10 minutes to complete. Completion of the survey indicates voluntary consent to participate in this study. Participation in this study is voluntary, and you are free to withdraw at any time.

The survey questionnaire contains an ID number assigned to you and does not include your name. The sheet that matches the random number with your name and email will be kept in a separate location from your responses. Both the list and the responses will be kept secure and will be accessible only to SIUC staff who work on this project. After the survey has ended, we will destroy the list that links your name to the ID number, and you will be identified only by the ID number. We will take all reasonable steps to protect your identity.

If you have questions about this research project, you may contact Julie Arendt, Assistant Professor, Library Affairs at jarendt@lib.siu.edu, at (618) 453-2779, or at SIUC Mail code 6632, Carbondale, IL 62901.

This project has been reviewed and approved by the SIUC Human Subjects Committee. Questions concerning your rights as a participant in this research may be addressed to the Committee Chairperson, Office of Research Development and Administration, Southern Illinois University, Carbondale, IL 62901-4709. Phone (618) 453-4533. E-mail siuhsc@siu.edu.

How important is it that your college or university library provide the following to academic departments?

Please choose the appropriate response for each item:

	Very Important	Important	Not too Important	Not Important
Updates to the department about library services and future plans?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responses to department requests made	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

to the library?

Representation
on department
committees or
task forces?

Representation
at department
functions?

Research
consultations for
faculty and
students?

In-class library
instruction for
students?

Workshops on
library
resources?

Consultation
between faculty
and librarians to
discuss
strategies to
integrate library
instruction into
the curriculum?

Librarian
selection of
books and
journals in the
discipline?

Faculty
participation in
collection
development
and cancellation
decisions?

Information
about copyright?

Information
about scholarly

communication
and open
access?

Notices of new
publications in
the discipline?

Some college and university libraries designate specific librarians to act as a liaison between the library and academic departments. This person may be called a liaison, a subject specialist, a bibliographer, or a subject librarian. For the purposes of this survey, we will call this person a liaison librarian. Does your college or university have liaison librarians for academic departments?

Please choose **only one** of the following:

- . Yes
- . No
- . Don't Know

Are you a liaison librarian? *

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '2 [LLiAtCU]' (Some college and university libraries designate specific librarians to act as a liaison between the library and academic departments. This person may be called a liaison, a subject specialist, a bibliographer, or a subject librarian. For the purposes of this survey, we will call this person a liaison librarian. Does your college or university have liaison librarians for academic departments?)

Please choose **only one** of the following:

- . Yes
- . No

How successful are you as a liaison?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '3 [LYouL]' (Are you a liaison librarian?)

Please choose **only one** of the following:

- . Very Successful
- . Successful
- . Neither Successful nor Unsuccessful
- . Unsuccessful
- . Very Unsuccessful

How satisfied are you with the liaison relationship with your departments?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '3 [LYouL]' (Are you a liaison librarian?)

Please choose **only one** of the following:

- . Very Satisfied
- . Satisfied
- . Neither Satisfied nor Dissatisfied
- . Dissatisfied

. Very Dissatisfied

How many departments do you serve as a liaison librarian to?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '3 [LYouL]' (Are you a liaison librarian?)

Please write your answer here:

Does your liaison assignment include the following responsibilities?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '3 [LYouL]' (Are you a liaison librarian?)

Please choose **all** that apply:

- . Collection Development
- . Reference
- . Instruction
- . Other:

On average, how many hours per week do you spend on liaison responsibilities?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '3 [LYouL]' (Are you a liaison librarian?)

Please write your answer here:

Do you or your library provide the following:

Updates to the department about library services and future plans?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know
- . Other

Do you or your library provide the following:

Responses to department requests made to the library?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No

. Don't know

. Other

Do you or your library offer the following:

Representation on department committees or task forces?

Please choose **only one** of the following:

. Yes, I provide this service

. Yes, my library offers it, but someone else provides it

. No

. Don't know

. Other

Do you or your library provide the following:

Representation at department functions?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know
- . Other

Do you or your library provide the following:

Research consultations for faculty and students?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know

- . Other

Do you or your library provide the following:

In-class library instruction for students?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know
- . Other

Do you or your library provide the following:

Workshops on library resources?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know
- . Other

Do you or your library provide the following:

Consultation between faculty and librarians to discuss strategies to integrate library instruction into the curriculum?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No

- . Don't know
- . Other

Do you or your library provide the following:

Librarian selection of books and journals in the discipline?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know
- . Other

Do you or your library provide the following:

Faculty participation in collection development and cancellation decisions?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know
- . Other

Do you or your library provide the following:

Information about copyright?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No

- . Don't know
- . Other

Do you or your library provide the following:

Information about scholarly communication and open access?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know
- . Other

Do you or your library provide the following:

Notices of new publications in the discipline?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know
- . Other

According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '3 [LYouL]' (Are you a liaison librarian?)

Please choose **only one** of the following:

- . Yes
- . Yes, but the department doesn't have that exact name
- . No

How successful are you as a liaison to this department?

Only answer this question if the following conditions are met:

° Answer was 'Yes' or 'Yes, but the department doesn't have that exact name' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?)

Please choose **only one** of the following:

- . Very Successful
- . Successful
- . Neither Successful nor Unsuccessful
- . Unsuccessful
- . Very Unsuccessful

How satisfied are you with the liaison relationship with the department?

Only answer this question if the following conditions are met:

° Answer was 'Yes, but the department doesn't have that exact name' or 'Yes' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?)

Please choose **only one** of the following:

- . Very Satisfied
- . Satisfied

- Neither Satisfied nor Dissatisfied
- Dissatisfied
- Very Dissatisfied

How do you communicate with this department?

Only answer this question if the following conditions are met:

° Answer was 'Yes, but the department doesn't have that exact name' or 'Yes' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?)

Please choose **all** that apply:

- . Departmental meetings
- . Email
- . Formal presentations
- . Individual face-to-face contact
- . Newsletters
- . Office Hours
- . Telephone
- . Through department chair
- . Through department secretary
- . Other:

How do you typically communicate with this department?

Only answer this question if the following conditions are met:

° Answer was 'Yes' or 'Yes, but the department doesn't have that exact name' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?)

Please choose **only one** of the following:

- . Departmental Meetings
- . Email
- . Formal Presentations
- . Individual face-to-face contact
- . Newsletters
- . Office Hours
- . Telephone
- . Through department chair
- . Through department secretary
- . Other

When was the last time you had any kind of contact (phone, in person, email, etc.) with a member of this department?

Only answer this question if the following conditions are met:

° Answer was 'Yes, but the department doesn't have that exact name' or 'Yes' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?)

Please choose **only one** of the following:

- . Within the last week
- . More than a week ago but within the last month
- . More than a month ago but within the last six months
- . More than six months ago but within the last year
- . More than a year ago
- . Never
- . Don't know

When was the last time you spoke with a member of this department?

Only answer this question if the following conditions are met:

° Answer was 'Yes, but the department doesn't have that exact name' or 'Yes' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?)

Please choose **only one** of the following:

- . Within the last week
- . More than a week ago but within the last month
- . More than a month ago but within the last six months
- . More than six months ago but within the last year
- . More than a year ago

. Never

. Don't know

Have you provided the following to this department within the last year:

Updates to the department about library services and future plans?

Only answer this question if the following conditions are met:

° Answer was 'Yes, I provide this service' at question '9 [LSrvOfA]' (Do you or your library provide the following: Updates to the department about library services and future plans?) *and* Answer was 'Yes' or 'Yes, but the department doesn't have that exact name' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?)

Please choose **only one** of the following:

- . Yes
- . No
- . Don't know

Have you provided the following to this department within the last year:

Responses to department requests made to the library?

Only answer this question if the following conditions are met:

° Answer was 'Yes, I provide this service' at question '10 [LSrvOfB]' (Do you or your library provide the following: Responses to department requests made to the library?) *and* Answer was 'Yes, but the department doesn't have that exact name' or 'Yes' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?)

Please choose **only one** of the following:

- . Yes
- . No
- . Don't know

Have you provided the following to this department within the last year:

Representation on department committees or task forces?

Only answer this question if the following conditions are met:

° Answer was 'Yes, I provide this service' at question '11 [LSrvOfC]' (Do you or your library offer the following: Representation on department committees or task forces?) *and* Answer was 'Yes, but the department doesn't have that exact name' or 'Yes' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?)

Please choose **only one** of the following:

- . Yes
- . No
- . Don't know

Have you provided the following to this department within the last year:

Representation at department functions?

Only answer this question if the following conditions are met:

° Answer was 'Yes, but the department doesn't have that exact name' or 'Yes' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?) *and* Answer was 'Yes, I provide this service' at question '12 [LSrvOfD]' (Do you or your library provide the following: Representation at department functions?)

Please choose **only one** of the following:

- . Yes
- . No
- . Don't know

Have you provided the following to this department within the last year:

Research consultations for faculty and students?_

Only answer this question if the following conditions are met:

° Answer was 'Yes' or 'Yes, but the department doesn't have that exact name' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?) *and* Answer was 'Yes, I provide this service' at question '13 [LSrvOfE]' (Do you or your library provide the following: Research consultations for faculty and students?)

Please choose **only one** of the following:

- . Yes
- . No
- . Don't know

Have you provided the following to this department within the last year:

In-class library instruction for students?_

Only answer this question if the following conditions are met:

° Answer was 'Yes, but the department doesn't have that exact name' or 'Yes' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?) *and* Answer was 'Yes, I provide this service' at question '14 [LSrvOfF]' (Do you or your library provide the following: In-class library instruction for students?)

Please choose only one of the following:

- . Yes
- . No
- . Don't know

Have you provided the following to this department within the last year:

Workshops on library resources?_

Only answer this question if the following conditions are met:

° Answer was 'Yes, but the department doesn't have that exact name' or 'Yes' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?) *and* Answer was 'Yes, I provide this service' at question '15 [LSrvOfG]' (Do you or your library provide the following: Workshops on library resources?)

Please choose only one of the following:

- . Yes
- . No
- . Don't know

Have you provided the following to this department within the last year:

Consultation between faculty and librarians to discuss strategies to integrate library instruction into the curriculum?

Only answer this question if the following conditions are met:

° Answer was 'Yes' or 'Yes, but the department doesn't have that exact name' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?) *and* Answer was 'Yes, I provide this service' at question '16 [LSrvOfH]' (Do you or your library provide the following: Consultation between faculty and librarians to discuss strategies to integrate library instruction into the curriculum?)

Please choose only one of the following:

- . Yes
- . No
- . Don't know

Have you provided the following to this department within the last year:

Librarian selection of books and journals in the discipline?

Only answer this question if the following conditions are met:

° Answer was 'Yes, but the department doesn't have that exact name' or 'Yes' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?) *and* Answer was 'Yes, I provide this service' at question '17 [LSrvOfI]' (Do you or your library provide the following: Librarian selection of books and journals in the discipline?)

Please choose only one of the following:

- . Yes
- . No
- . Don't know

Have you provided the following to this department within the last year:

Faculty participation in collection development and cancellation decisions?

Only answer this question if the following conditions are met:

° Answer was 'Yes' or 'Yes, but the department doesn't have that exact name' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?) *and* Answer was 'Yes, I provide this service' at question '18 [LSrvOfJ]' (Do you or your library provide the following: Faculty participation in collection development and cancellation decisions?)

Please choose only one of the following:

- . Yes
- . No
- . Don't know

Have you provided the following to this department within the last year:

Information about copyright?_

Only answer this question if the following conditions are met:

° Answer was 'Yes' or 'Yes, but the department doesn't have that exact name' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?) *and* Answer was 'Yes, I provide this service' at question '19 [LSrvOfK]' (Do you or your library provide the following: Information about copyright?)

Please choose only one of the following:

- . Yes
- . No
- . Don't know

Have you provided the following to this department within the last year:

Information about scholarly communication and open access?

Only answer this question if the following conditions are met:

° Answer was 'Yes, but the department doesn't have that exact name' or 'Yes' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?) *and* Answer was 'Yes, I provide this service' at question '20 [LSrvOfL]' (Do you or your library provide the following: Information about scholarly communication and open access?)

Please choose only one of the following:

- . Yes
- . No
- . Don't know

Have you provided the following to this department within the last year:

Notices of new publications in the discipline?

Only answer this question if the following conditions are met:

° Answer was 'Yes, but the department doesn't have that exact name' or 'Yes' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to ___FILL with Department: chemistry, English or psychology___. Are you the liaison to this department?) *and* Answer was 'Yes, I provide this service' at question '21 [LSrvOfM]' (Do you or your library provide the following: Notices of new publications in the discipline?)

Please choose only one of the following:

- . Yes
- . No
- . Don't know

What other services, if any, do you provide for this department?

Only answer this question if the following conditions are met:

° Answer was 'Yes' or 'Yes, but the department doesn't have that exact name' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to __FILL with Department: chemistry, English or psychology__. Are you the liaison to this department?)

Please write your answer here:

What do you think is the most important thing for a liaison librarian to do to be successful in this role?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '3 [LYouL]' (Are you a liaison librarian?)

Please write your answer here:

How many years have you worked at your college or university?

Please write your answer here:

Is there a tenure system for librarians at your college or university?

Please choose only one of the following:

. **Yes**

. **No**

What is your tenure status?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '45 [LTenSys]' (Is there a tenure system for librarians at your college or university?)

Please choose only one of the following:

- . Tenured
- . Tenure track
- . Non-tenure track
- . Other

Do you, as a librarian, have faculty status?

Please choose only one of the following:

- . Yes
- . No

What is your job title?

Please write your answer here:

Aside from a MLS or equivalent, do you have an advanced degree?

Please choose only one of the following:

- . No
- . Yes - Master's Degree (MS / MA / MFA / MSW / MBA / etc.)
- . Yes - Professional degree (MD, JD, DDS, etc.)
- . Yes - Ph.D.
- . Other

What is your academic background in _____FILL W/ SUBJECT AREA: Chemistry, Psychology or English_____?

Only answer this question if the following conditions are met:

° Answer was 'Yes, but the department doesn't have that exact name' or 'Yes' at question '22 [LDepVer]' (According to information on your library's Web site, we believe you are the liaison to _____FILL with Department: chemistry, English or psychology____. Are you the liaison to this

department?)

Please choose only one of the following:

- . None
- . Some undergraduate course work
- . Undergraduate degree
- . Master's Degree
- . Ph.D.
- . Other

What is your gender?

Please choose only one of the following:

- . Female
- . Male

What is your age?

Please write your answer here:

Additional Comments:

Please write your answer here:

Thank you for completing this survey.

General Librarian Survey

This survey is being conducted by Julie Arendt and Megan Lotts, faculty librarians at Southern Illinois University Carbondale (SIUC), to study interactions between academic departments and librarians. We are surveying librarians and faculty at colleges and universities across the United States. We hope that the results of this survey will improve the understanding of what leads to successful collaborations and working relationships between faculty and librarians. Your college or university is one of the many that we are including in this study. You were selected from a list of librarians on your college or university's Web site.

The questionnaire should take about 10 minutes to complete. Completion of the survey indicates voluntary consent to participate in this study. Participation in this study is voluntary, and you are free to withdraw at any time.

The survey questionnaire contains an ID number assigned to you and does not include your name. The sheet that matches the random number with your name and email will be kept in a separate location from your responses. Both the list and the responses will be kept secure and will be accessible only to SIUC staff who work on this project. After the survey has ended, we will destroy the list that links your name to the ID number, and you will be identified only by the ID number. We will take all reasonable steps to protect your identity.

If you have questions about this research project, you may contact Julie Arendt, Assistant Professor, Library Affairs at jarendt@lib.siu.edu, at (618) 453-2779, or at SIUC Mail code 6632, Carbondale, IL 62901.

This project has been reviewed and approved by the SIUC Human Subjects Committee. Questions concerning your rights as a participant in this research may be addressed to the Committee Chairperson, Office of Research Development and Administration, Southern Illinois University, Carbondale, IL 62901-4709. Phone (618) 453-4533. E-mail siuhsc@siu.edu.

How important is it that your college or university library provide the following to academic departments?

Please choose the appropriate response for each item:

	Very Important	Important	Not too Important	Not Important
Updates to the department about library services and future plans?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responses to department requests made	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

to the library?

Representation
on department
committees or
task forces?

Representation
at department
functions?

Research
consultations for
faculty and
students?

In-class library
instruction for
students?

Workshops on
library
resources?

Consultation
between faculty
and librarians to
discuss
strategies to
integrate library
instruction into
the curriculum?

Librarian
selection of
books and
journals in the
discipline?

Faculty
participation in
collection
development
and cancellation
decisions?

Information
about copyright?

Information
about scholarly

communication
and open
access?

Notices of new
publications in
the discipline?

Some college and university libraries designate specific librarians to act as a liaison between the library and academic departments. This person may be called a liaison, a subject specialist, a bibliographer, or a subject librarian. For the purposes of this survey, we will call this person a liaison librarian. Does your college or university have liaison librarians for academic departments?

Please choose **only one** of the following:

- . Yes
- . No
- . Don't Know

Are you a liaison librarian? *

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '2 [LLiAtCU]' (Some college and university libraries designate specific librarians to act as a liaison between the library and academic departments. This person may be called a liaison, a subject specialist, a bibliographer, or a subject librarian. For the purposes of this survey, we will call this person a liaison librarian. Does your college or university have liaison librarians for academic departments?)

Please choose **only one** of the following:

- . Yes
- . No

How successful are you as a liaison?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '3 [LYouL]' (Are you a liaison librarian?)

Please choose **only one** of the following:

- . Very Successful
- . Successful
- . Neither Successful nor Unsuccessful
- . Unsuccessful
- . Very Unsuccessful

How satisfied are you with the liaison relationship with your departments?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '3 [LYouL]' (Are you a liaison librarian?)

Please choose **only one** of the following:

- . Very Satisfied
- . Satisfied
- . Neither Satisfied nor Dissatisfied
- . Dissatisfied

. Very Dissatisfied

How many departments do you serve as a liaison librarian to?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '3 [LYouL]' (Are you a liaison librarian?)

Please write your answer here:

Does your liaison assignment include the following responsibilities?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '3 [LYouL]' (Are you a liaison librarian?)

Please choose **all** that apply:

- . Collection Development
- . Reference
- . Instruction
- . Other:

On average, how many hours per week do you spend on liaison responsibilities?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '3 [LYouL]' (Are you a liaison librarian?)

Please write your answer here:

Do you or your library provide the following:

Updates to the department about library services and future plans?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know
- . Other

Do you or your library provide the following:

Responses to department requests made to the library?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No

. Don't know

. Other

Do you or your library offer the following:

Representation on department committees or task forces?

Please choose **only one** of the following:

. Yes, I provide this service

. Yes, my library offers it, but someone else provides it

. No

. Don't know

. Other

Do you or your library provide the following:

Representation at department functions?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know
- . Other

Do you or your library provide the following:

Research consultations for faculty and students?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know

- . Other

Do you or your library provide the following:

In-class library instruction for students?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know
- . Other

Do you or your library provide the following:

Workshops on library resources?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know
- . Other

Do you or your library provide the following:

Consultation between faculty and librarians to discuss strategies to integrate library instruction into the curriculum?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No

- . Don't know
- . Other

Do you or your library provide the following:

Librarian selection of books and journals in the discipline?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know
- . Other

Do you or your library provide the following:

Faculty participation in collection development and cancellation decisions?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know
- . Other

Do you or your library provide the following:

Information about copyright?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No

- . Don't know
- . Other

Do you or your library provide the following:

Information about scholarly communication and open access?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know
- . Other

Do you or your library provide the following:

Notices of new publications in the discipline?

Please choose **only one** of the following:

- . Yes, I provide this service
- . Yes, my library offers it, but someone else provides it
- . No
- . Don't know
- . Other

What do you think is the most important thing for a liaison librarian to do to be successful in this role?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '3 [LYouL]' (Are you a liaison librarian?)

Please write your answer here:

How many years have you worked at your college or university?

Please write your answer here:

Is there a tenure system for librarians at your college or university?

Please choose **only one** of the following:

- . Yes
- . No

What is your tenure status?

Only answer this question if the following conditions are met:

° Answer was 'Yes' at question '24 [LTenSys]' (Is there a tenure system for librarians at your college or university?)

Please choose **only one** of the following:

- . Tenured
- . Tenure track
- . Non-tenure track
- . Other

Do you, as a librarian, have faculty status?

Please choose **only one** of the following:

- . Yes
- . No

What is your job title?

Please write your answer here:

Aside from a MLS or equivalent, do you you have an advanced degree?

Please choose **only one** of the following:

- . No
- . Yes - Master's Degree (MS / MA / MFA / MSW / MBA / etc.)
- . Yes - Professional degree (MD, JD, DDS, etc.)
- . Yes - Ph.D.
- . Other

What is your gender?

Please choose **only one** of the following:

- . Female

. Male

What is your age?

Please write your answer here:

Additional Comments:

Please write your answer here:

Thank you for completing this survey.

Attachment A-2: (Liaison & Non-Liaison) Librarian Recruitment Email / Cover Letter

To: *[fill w/ librarian email address]*
From: jarendt@lib.siu.edu
Subject: Research Request

Dear *[fill w/ librarian's name]*,

We are faculty librarians at Southern Illinois University Carbondale (SIUC) who are conducting a research study about interactions between academic departments and librarians. We are surveying librarians and faculty at colleges and universities across the United States. We hope that the results of this survey will improve the understanding of what leads to successful collaborations and working relationships between faculty and librarians. You are being contacted because your college or university is one of the many that we are including in this study. You were selected from a list of librarians on your college or university's Web site.

We hope that you will complete the questionnaire at *[fill w/URL]*.

The questionnaire should take about 10 minutes to complete. Completion of the survey indicates voluntary consent to participate in this study.

The URL has been assigned specifically to you, and this message should not be forwarded to others to complete the questionnaire. The survey questionnaire contains an ID number assigned to you and does not include your name. The sheet that matches the ID number with your name and email will be kept in a separate location from the responses. Both the list and the responses will be kept secure and will be accessible only to Library Affairs Faculty members working on this project. After the survey has ended, we will destroy the list that links your name to the ID number, and you will be identified only by the ID number. We will take all reasonable steps to protect your identity.

Participation in this study is voluntary, and you are free to withdraw at any time. If you do not wish to participate in this survey, you can contact Julie Arendt, (jarendt@lib.siu.edu) to have your name removed from our list. If you do not respond to this survey or return the opt-out message, you will be contacted again with this request two times during the next six weeks.

If you have questions about this research project, you can contact Julie Arendt, Assistant Professor, Library Affairs at jarendt@lib.siu.edu, at (618) 453-2779, or at SIUC Mail code 6632, Carbondale, IL 62901.

This project has been reviewed and approved by the SIUC Human Subjects Committee. Questions concerning your rights as a participant in this research may be addressed to the Committee Chairperson, Office of Research Development and Administration, Southern Illinois University, Carbondale, IL 62901-4709. Phone (618) 453-4533. E-mail siuhsc@siu.edu

Sincerely,
Julie Arendt and Megan Lotts
Southern Illinois University Carbondale - Library Affairs

Attachment B-2: (Liaison & Non-Liaison) Librarian Reminder email 1

To: *[fill w/ librarian email address]*
From jarendt@lib.siu.edu
Subject: Research Request (Reminder)

Dear *[fill w/ librarian name]*,

A couple weeks ago you received an e-mail message asking you to assist us in our research study on interactions between academic departments and librarians. We hope that this study will improve the understanding of what leads to successful collaborations and working relationships between faculty and librarians.

If you have not had a chance to take the survey yet, you may access the questionnaire at the following URL: *[fill w/URL]*.

If you do not wish to participate in this survey, you can contact Julie Arendt, (jarendt@lib.siu.edu) to have your name removed from our list. If you do not respond to this survey or return the opt-out message, you will be contacted again with this request one more time during the next four weeks.

If you have questions about this research project, you can contact Julie Arendt, Assistant Professor, Library Affairs at jarendt@lib.siu.edu, at (618) 453-2779, or at SIUC Mail code 6632, Carbondale, IL 62901.

This project has been reviewed and approved by the SIUC Human Subjects Committee. Questions concerning your rights as a participant in this research may be addressed to the Committee Chairperson, Office of Research Development and Administration, Southern Illinois University, Carbondale, IL 62901-4709. Phone (618) 453-4533. E-mail siuhsc@siu.edu

Sincerely,
Julie Arendt and Megan Lotts
Southern Illinois University Carbondale - Library Affairs

Attachment C-2: (Liaison and Non-Liaison) Librarian Reminder email 2

To: *[fill w/ librarian email address]*
From jarendt@lib.siu.edu
Subject: Research Request (Reminder)

Dear *[fill w/ librarian name]*,

We recently asked you to participate in a survey on interactions between academic departments and librarians. This survey will be ending soon, and we hope that you will complete the questionnaire by *[fill with date approximately 1 week after date email is sent]*.

If you have not had a chance to take the survey yet, you may access the questionnaire at the following URL: *[fill w/URL]*.

If you do not wish to participate in this survey, you can contact Julie Arendt, (jarendt@lib.siu.edu) to have your name removed from our list. This message is the FINAL reminder that we are sending about the survey. There will be no future emails about it.

If you have questions about this research project, you can contact Julie Arendt, Assistant Professor, Library Affairs at jarendt@lib.siu.edu, at (618) 453-2779, or at SIUC Mail code 6632, Carbondale, IL 62901.

This project has been reviewed and approved by the SIUC Human Subjects Committee. Questions concerning your rights as a participant in this research may be addressed to the Committee Chairperson, Office of Research Development and Administration, Southern Illinois University, Carbondale, IL 62901-4709. Phone (618) 453-4533. E-mail siuhsc@siu.edu

Sincerely,
Julie Arendt and Megan Lotts
Southern Illinois University Carbondale - Library Affairs