



9201 University City Blvd, Charlotte, NC 28223-0001

Date,

Dear Participants,

You are invited to participate in a panel discussion on study and research habits at UNC Charlotte.

We will be asking you to walk us verbally through the tasks that you carry out as a part of completing research papers, problem sets, and other assignments. The panel will take about an hour and a half of your time. You will not be the only participant on the panel; you will be in a group of 3-4 people.

After you tell us about your habits, you will be asked questions by the audience, comprised primarily of library staff, as well as the library ethnographer. Please be aware that the audience of library staff is not intended to evaluate you, but rather focus on what you are telling us about your own strategies for research and study here at UNC Charlotte.

The panel will be video and audio taped. You will be compensated for your time with a \$15 gift card to [Ritazza/Student Union Barnes and Noble**only one of these will be chosen**].

Any information about your participation, including your identity is confidential. While we are recording you, we will not keep your name on file with the recording. The recordings will be used for research purposes, and may be shared with other researchers who are interested in usability testing and the ways that students use library resources. The information gathered from these recordings will be part of the data

There is no known risk associated with participating in this study. Your participation will help give us the information we need to make the library a more functional place for students, faculty, and other community members who use the Atkins Library and its resources.

You are a volunteer. The decision to participate in this study is completely up to you. If you decide to participate, you may stop at any time. You will not be treated any differently if you decide not to participate, or if you stop once you have started.

UNC Charlotte wants to make sure that you are treated in a fair and respectful manner. Contact the University's Research Compliance Office (704-687-3309) if you have any questions about how you are treated as a study participant. If you have any questions about the project, please contact me at dlanclos@uncc.edu, or (704)687-2060.

Sincerely,

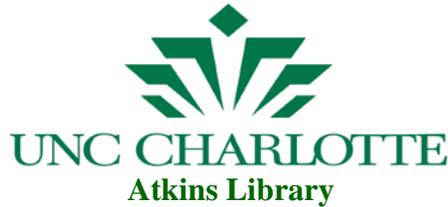
Donna M. Lanclos
Associate Professor for Anthropological Research
Atkins Library

_____ I am at least 18 years of age and I agree to participate in this study.

My name is _____, and I consent to have you contact me at a later date to participate in further interviews, panels, or other research activities.
Contact information (email preferred): _____

Participant Signature

Date



9201 University City Blvd, Charlotte, NC 28223-0001

Date

Dear Participants,

You are invited to participate in a research study we are conducting that involves the testing of the library website, and how effective it is.

We will be asking you to do simple tasks with the library website, similar to the kinds of information gathering you would need to do for your classes. The test would take about 15-30 minutes of your time. During this test, all of your computer activity will be captured with software, and you will also be videotaped. You will be asked to talk aloud about the things you are trying to do, and how you feel about the website. You are not being tested on how well you do; rather, the website is being tested for how well it meets the needs of library users.

One or two researchers will be there with you, to give you the tasks, as well as to ask you questions about what you are doing.

Any information about your participation, including your identity is confidential. While we are recording you, we will not keep your name on file with the recording. The recordings will be used for research purposes, and may be shared with other researchers who are interested in usability testing and the ways that students use library resources. The information gathered from these recordings will be part of the data

There is no known risk associated with participating in this study. Your participation will help give us the information we need to make the library website a more functional "place" for students, faculty, and other community members who use the Atkins Library and its resources.

You are a volunteer. The decision to participate in this study is completely up to you. If you decide to participate, you may stop at any time. You will not be treated any differently if you decide not to participate, or if you stop once you have started. You will be compensated for your time with a \$5 gift card to [Ritazza/Student Union/ Barnes and Noble**only one of these will be chosen**].

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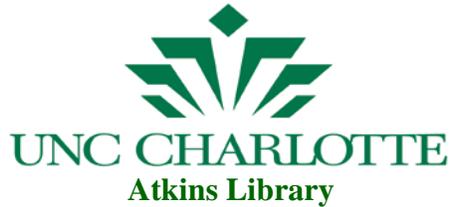
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Contact information (email preferred):_____

Participant Signature

Date



9201 University City Blvd, Charlotte, NC 28223-0001

Date,

Dear Participants,

You are invited to participate in an interview about your research, study, and other academic habits here at UNC Charlotte.

You will be interviewed by the library ethnographer, Donna Lanclos. The interview may be audio-recorded, and Dr. Lanclos will also take notes.

Any information about your participation, including your identity is confidential. While we are recording you, we will not keep your name on file with the recording. The recordings will be used for research purposes, and may be shared with other researchers who are interested in usability testing and the ways that students use library resources. The information gathered from these recordings will be part of the data

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Associate Professor for Anthropological Research
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Date,

Dear Participants,

You are invited to participate in an ethnographic exercise known as a photo diary. You will be issued a disposable camera, and will be asked to take pictures of each moment you access information for academic purposes. So, for example, if you Google something for a research paper, you will be asked to photograph your computer and your workspace at the time you do this. If you go to the library, you will be asked to photograph where you do your work, and what you bring with you. You will be asked to take pictures over the course of a week. Once the camera is returned to Donna Lanclos, the library ethnographer, and the photos are developed, you will be asked back to talk us through these pictures, and describe what the photographs represent. This final interview will take about an hour of your time. This interview will be audio, and possibly video-taped.

Any information about your participation, including your identity is confidential. While we are keeping the pictures you took, and will be recording your interview, we will not keep your name on file with the recording. The recordings will be used for research purposes, and may be shared with other researchers who are interested in usability testing and the ways that students use library resources. The information gathered from these recordings will be part of the data

There is no known risk associated with participating in this study. The particulars of your personal research habits will not be shared with the faculty for whom you are doing the assignments.

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Photo Protocol

Having a camera in your hands can be a powerful thing. I want you to consider how you are going to conduct yourself when you go to take your pictures. Let's discuss the following questions:

- How do you approach someone to take their picture?
- Should someone take a picture without someone's knowledge?
- What responsibilities come with "carrying a camera"?
- What would you not want to be photographed doing?
- What will we do with these photographs and how might people feel about that?

Most students and teachers at school know about the project, but if they don't, you will need to explain to them what you are doing. If you want to include other students or people in your photos, **you must ask them for verbal permission** before you take the picture. Explain to them that the picture will be destroyed after the project ends and it will not be published or shown to anyone outside the project.

If someone does not want to be photographed, you shouldn't photograph them. If you feel it's *essential* to have them in a photo, then you'll have to get creative and think of another way to express your idea without them. This might mean being more abstract.

Short list of rules:

1. Ask permission: if it's a person, you must get their permission even if they appear in the background (and are not the main subject). Also if you are going to photograph someone's space (like the art room) or someone else's things (like a friend's backpack), you will need to ask for permission as well.
2. Do not disturb classes- don't be loud or intrusive
3. Think about your framing before you take your photo
4. Use your shot list
5. Remember why you are taking the photos. *To document:*
6. If you have any further questions, ask me now or at anytime as needed.
7. This form was approved for use on 12/9/2009 for a period of one (1) year.



9201 University City Blvd, Charlotte, NC 28223-0001

Date 4/12/2011

Dear Participants,

You are invited to participate in an open forum on the Atkins library website at UNC Charlotte.

We will be asking you to brainstorm about your ideal study environment in the Atkins library. You will be participating with several other people, and may be teamed up with them in particular exercises in the session. Participants may be asked questions by the researchers attending the brainstorming meetings.

The session may be video and/or audio taped, and any hard copy materials generated will be taken to be used in the ongoing library research project. There will be free food and drinks available in the room where the open forum is taking place.

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You will be interviewed by the library ethnographer, Donna Lanclos, or by one of her librarian colleagues. The interview may be audio-recorded, and the interviewer may also take notes.

Any information about your participation, including your identity is confidential. While we are recording you, we will not keep your name on file with the recording. The recordings will be used for research purposes, and may be shared with other researchers who are interested in usability testing and the ways that students use library resources. The information gathered from these recordings will be part of the data

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