Participant Information Sheet (29/05/25)

1.   Research Project Title:
The project title is 'Exploring the role of Equity, Diversity and Inclusion training to support the decolonisation of UK academic libraries'.

2.   Invitation paragraph

You are invited to take part in a research project about Equity, Diversity and Inclusion Training. It is important for you to understand what this will entail before you agree to be interviewed. Read the following information carefully, and feel free to ask us any questions you may have about the project, its aims, or its methods. You are completely free to decline, or to change your mind at any time.

3.   What is the project's purpose?
This research is part of an MA Librarianship dissertation project which will explore the role of Equity, Diversity and Inclusion (EDI) training in academic libraries in the UK, particularly pertaining to decolonisation. The dissertation is due on the 27th of August; the research will be conducted throughout June and July.

4.   Why have I been chosen?

If you decide to participate in this study you will be one of 8-12 participants, all selected on the basis of having a professional remit or interests relating to Equity, Diversity and Inclusion training in academic libraries in the UK, and perhaps also decolonisation, although an understanding of decolonisation is not necessary for you to take part.

5.   Do I have to take part?
Participation in this study is completely voluntary, and there will be no negative consequences if you decide not to take part. If you decide to take part you will be given this information sheet to keep, and be asked to sign a consent form. You will be able to withdraw consent at any time for any reason, even after you have signed the consent form – and you do not have to explain why. If you wish for your interview to not be included in the research after it has been recorded and/or transcribed, this will be possible until 01/08/25, after which point it will be impossible to extricate your data from the rest. If you wish to withdraw at any time before this date please contact the Lead Researcher, Amy Foster, via email at arfoster1@sheffield.ac.uk . Participation in this research will not create a legally binding agreement and or any form of employment with the University of Sheffield.

6.   What will happen to me if I take part? What do I have to do?

If you decide to take part in this study, you will be contacted to arrange a suitable time for an interview, which will take up to an hour to complete. This interview will be conducted via Google Meet – ideally, please ensure that during the interview you are in a quiet location where you are unlikely to be interrupted. The interview will be semi-structured, meaning that the interviewer will have a list of pre-prepared questions (which will be sent to you beforehand), but these may not all be used, and if there are any questions which you would like to focus on, or any you would like to avoid, you will be invited to let us know. You do not

have to prepare for the interview, but you may find it helpful to read the questions beforehand. The questions will cover things like:

- Whether or not you have participated in Equity, Diversity and Inclusion training, and if you have, what your experience of that was like (including the content but also its effectiveness)
- Whether or not you have designed any Equity, Diversity and Inclusion training yourself, and if so, what it entailed
- Whether or not your home institution's library services, or any you have worked for in the past, have any groups or individuals who are undertaking decolonisation or liberation work
- How far you think Equity, Diversity and Inclusion training can be used to effectively address decolonisation issues in academic libraries

However, these will be presented in a way that encourages open answers. The goal is to enable discussion of your personal professional experiences with Equity, Diversity and Inclusion training and decolonisation in an academic library setting, and the conversation is intended to be relaxed and informal – you will be able to go into as much or as little detail about these experiences as you wish.

7.   Will I be recorded, and how will the recorded media be used?
Audio and visual recordings will be taken of the interview, using Google Meet's recording feature. The audio recording will be transcribed, after which the audio/video recording will be deleted. The transcription is recorded for analysis only; no other use will be made of it, or the audio/video recording, without your written permission. Nobody outside of the project will have access to the recording or the transcript, and the latter will be anonymised fully using pseudonyms (e.g. 'Participant A, Institution B, etc) before it is used for analysis. Parts of the transcript may be quoted in the resulting dissertation, but any identifying information will be redacted. The transcripts will be destroyed at the end of the dissertation project.

8.   What are the possible disadvantages and risks of taking part?
The main risk for you if you choose to take part is potential emotional distress; the interview might cover potentially upsetting topics such as racism and xenophobia, and you will be asked to discuss your personal experiences at work. You will be completely free to pause or end the interview at any time, and you will be given the opportunity ahead of time to let the interviewer know if you wish to avoid any particular questions or topics.

9.   What are the possible benefits of taking part?
Whilst there are no immediate benefits for taking part in this project, it is hoped that this work will help to identify the potential of Equity, Diversity and Inclusion training in pursuit of the decolonisation of academic libraries in the UK. In addition, it is hoped that the research team will be able to determine recommendations for the design and delivery of such training.

10.   Will my taking part in this project be kept confidential?
All your personal information, including your participation in this project, will be kept confidential and will only be accessible to members of the research team. You will not be named in the resulting dissertation, and the transcript of the interview will be fully anonymised, including any potentially identifying information relating to your home institution or colleagues, using pseudonyms e.g. 'Participant A', 'Institution B', etc.

11.   Data Protection
The interview will be recorded, and a transcript of the audio recording will be created and verified, after which the original recording will be destroyed. The transcript will be anonymised, and sections may be quoted in the final dissertation but all identifying information will be removed. These transcripts will be available to the research team only, and will be destroyed at the end of the dissertation project. This research is carried out 'in the public interest' in accordance with data protection legislation. The University of Sheffield will act as the Data Controller for this study. This means that the University is responsible for looking after your information and using it properly.

12.   What happens to the results of the research?
The results of the research will be included in a Masters dissertation, which may be deemed suitable for publication after being graded. This decision will be made in October 2025. You will not be identified in the dissertation or potential subsequent publication.

13.   Who has ethically reviewed the project?
This project has been ethically approved by the Information School at the University of Sheffield.

14.   What if something goes wrong and I wish to complain about the research or report a concern or incident?
If you would like to complain about any aspect of the research or if you feel that you have been exploited, abused or harmed as a result of taking part in the research, please contact Leo Appleton, the Designated Safeguarding Contact, at l.appleton@sheffield.ac.uk . If you feel your complaint has not been handled in a satisfactory way you can contact the Head of the Information School, Bryony Birdi, at b.birdi@sheffield.ac.uk , or alternatively the ethics team at ischool_ethics@sheffield.ac.uk . If your complaint is about how your personal data has been handled, you can find information about how to raise a complaint in the University's Privacy Notice.

15.   Contact for further information
If you wish to participate in this study, or if you have any questions about the research, please contact the Lead Researcher, Amy Foster, at arfoster1@sheffield.ac.uk. The project supervisor may be contacted in the event that the lead researcher is unavailable; his name is Leo Appleton and he can be reached at l.appleton@sheffield.ac.uk .

If you decide to participate in this project, you will be given a copy of this information sheet, and also a copy of the consent form to keep.

Thank you for considering taking part in this project.