



Participant Information Sheet (interviews)
Project Details
Project title: Sharing material properties of digitised archives Researcher: Alison Spence, Department of Information Studies, University of Glasgow Email: 9138341s@student.gla.ac.uk Supervisor: Professor Lorna M. Hughes E-mail: Lorna.Hughes@glasgow.ac.uk My name is Alison Spence and I am a doctoral student based in the Department of Information Studies, University of Glasgow. I am also a professionally qualified archivist and have worked in the archive sector for over twenty years. Please take time to read the following information. You are welcome to contact me if anything is unclear, or if you would like more information.
The purpose of the study
My research project explores the difficulties of capturing the material properties of physical archival records when they are digitised. It asks how cultural heritage services can communicate these material properties in the digital space, through imaging and catalogue descriptions, and facilitate material-orientated research and engagement. I am developing a small number of case studies based on institutions involved in archival digitisation, to understand their aims, priorities and challenges. I am also surveying textile heritage researchers and creative practitioners to understand how they access and use historical collections. I am testing my findings on textile heritage archives.
How you were selected
I am interviewing members of staff in selected institutions who are involved in planning or delivering digitisation-related activities, cataloguing, and supporting access to catalogues and digitised records.
Participating in the project
Participation in this research is completely voluntary and you are under no obligation to take part. If you choose to take part, you are free to withdraw from the study up to the completion of the data-gathering phase, without giving a reason.
Your role in participating in an interview
The interview should last no longer than one hour. You are free to choose whether the interview takes place in person at your place of work (subject to any social contact restrictions which may be in force, and location), by telephone, through an online platform e.g. Zoom, Teams, or via e-mail. Depending on your role, I would like to ask you about the institution's purposes in digitising records, how items are selected, digitised and made available to the public, and the relationship between digitised records and archival catalogues.
Protecting your confidentiality
All information you supply will be treated confidentially. Research findings may be written up and published in peer-reviewed academic publications or other professional publications. Participants will be anonymised unless otherwise agreed. Please be aware that the institutions involved in the project will be identified and the information you supply may identify you to some parties.



I will take notes during the interview. I may also record it (audio only), if you give your explicit consent to this. Recordings will be transcribed. You will have the opportunity to review the notes/transcript and alter or remove any material which is inaccurate, or which you no longer wish to be included in the interview.

Managing the project data and the results of the research study

All project data will be stored securely. Your personal data will be stored separately from your interview data. It will be processed as part of a 'task in the public interest', in compliance with the UK GDPR.

At the end of the project, a subset of the project data will be deposited in the University of Glasgow's Research Data repository, and will be publicly accessible under open licence. It will be retained for a minimum of ten years. The PhD thesis will be deposited digitally in the University Theses repository and may be made publicly available online. The interview recordings, transcripts and participant contact information will be destroyed.

Approval for the research project

The study has been reviewed by members of the College of Arts Research Ethics committee. Approval was granted on 14th September 2021. The application number is 100210005.

Raising concerns

If you have any concerns regarding the conduct of this research project, you can contact the College of Arts Ethics Officer (email: arts-ethics@glasgow.ac.uk). If you have any concerns about how your information has been used, please contact Alison Spence or her supervisor or, if you prefer, the College of Arts Ethics Officer.

Where there appear to have been problems, you can submit an access request or an objection to the use of data. Under UK GDPR, participants retain the rights to **access** and **objection** with regard to the use of non-anonymised data for research purposes. Access requests and objections can be submitted via the University of Glasgow proforma: <https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprequests/#>. You also have the right to lodge a complaint regarding data protection issues with the Information Commissioner's Office (<https://ico.org.uk/concerns/>).