

Version number: 2

Version date: 20/04/2018

Title of the research project: Historic Flooding and Drought in Staffordshire

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You are being invited to participate in a research study. Before you decide whether to participate, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and feel free to ask us if you would like more information or if there is anything that you do not understand. I would like to stress that you do not have to accept this invitation and should only agree to take part if you want to. Thank you for reading this.

1. What is the purpose of the study?

We have been researching historic flooding and drought in Staffordshire with a volunteer research group in the Staffordshire Record Office. As there have not been many academic studies of volunteer projects in archive services, we are conducting a survey to find out more about the volunteers who work with the Staffordshire Record Office, including the reasons why people choose to volunteer.

2. Why have I been chosen to take part?

This survey is open to anyone who has volunteered with the Staffordshire Record Office within the last two years, provided you are over the age of 16.

If you volunteer for more than one project with the SRO, please only complete the survey once.

3. Do I have to take part?

Participation in this questionnaire is voluntary.

4. What will happen if I take part?

If you decide to take part, you will be asked to fill in a short paper questionnaire. Questionnaires will be conducted in English. It should take approximately 10-15 minutes to complete. During the questionnaire you will be asked to indicate your responses using the mechanism clearly outlined. This will usually involve selecting a response that best represents your opinion in relation to the question.

5. Will I be offered any financial incentives to take part in the research?

I am not able to offer any payment or expenses for completing the questionnaire.

6. Are there any risks in taking part?

There are no anticipated risks to you taking part in this questionnaire.

7. Are there any benefits in taking part?

There are no direct benefits to you taking part in the research, although you will be helping me to find out information that is important to my research aims.

8. What if I am unhappy or if there is a problem?

If you are unhappy, or if there is a problem, please feel free to let me know by contacting myself or my research supervisor (details below) and we will try to help. If you remain unhappy or have a complaint which you feel you cannot come to us with then you should contact the Research Ethics and Integrity Office at ethics@liv.ac.uk. When contacting the Research Ethics and Integrity Office, please provide details of the name or description of the study (so that it can be identified), the researcher involved, and the details of the complaint you wish to make.

9. Will my participation be kept confidential?

The questionnaire does not ask you to provide data that I think will make you identifiable. For example, I do not need to know your name, address or date of birth. I will store questionnaire data securely and provide access only to those individuals named on this information sheet. Paper questionnaires will remain the responsibility of the researcher who will ensure no-one else has access to them]. The will be kept for up to 5 years, when it will be disposed of securely. This is in accordance with the University's data archiving procedures.

10. What will happen to the results of the study?

The results of this study will be used to write a research report and may lead to academic publication. A report on the results will be shared with staff at the Staffordshire Record Office and may inform their own activities.

11. What will happen if I want to stop taking part?

If you begin to complete the questionnaire and do not wish to continue, you may withdraw from the study by indicating that you wish for me to dispose of your questionnaire securely. You do not have to give a reason as to why you wish to stop. As the questionnaire does not collect any data that will identify you personally, once you submit your questionnaire, your responses will not be identifiable and withdrawal will no longer be possible.

12. Who can I contact if I have further questions?

Helen Houghton-Foster (helenh@liverpool.ac.uk)

Dr Neil Macdonald (neil.macdonald@liverpool.ac.uk)

Matthew Blake, Participation and Engagement Officer, Staffordshire Record Office
(matthew.blake@staffordshire.gov.uk)

In order to proceed, please read and tick the following statements.

1. I confirm that I had the opportunity to consider the information provided about the purpose of this study, my involvement and the use and storage of the data it collects.

2. I have had the opportunity to ask questions and have had these answered satisfactorily.

3. I understand that my participation is voluntary and involves the completion of this questionnaire. As the questionnaire does not collect personal data, I understand that once I submit the questionnaire, it will not be possible to locate my data and withdraw from the study.

SECTION A: THE PROJECT(S) YOU VOLUNTEER FOR

1. Which volunteer projects are you currently part of? (Please mark X for all that apply)

- Magistrates Records
- Quarter Session Records
- Victoria County History research group
- Place-name research project
- Historic flooding and drought in Staffordshire
- Preservation volunteers
- Pauper Biographies
- Digitisation
- Criminal Quilts
- Other, please specify:

2. (a) Have you volunteered for the Staffordshire Record Office prior to the project(s) you are currently involved in? (Including projects that have finished or that you are no longer part of)

Yes

No

(b) If Yes at (a) above, please indicate which projects you have been involved with in the past:

3. Approximately how long have you been volunteering with the Staffordshire Record Office for?

years months

4. (a) Do you do voluntary work for any history or heritage organisations other than the Staffordshire Record Office?

Yes

No

(b) If Yes at (a) above, please provide more details of the type of activities you do:

SECTION B: THE REASONS YOU VOLUNTEER

5. (a) Had you ever visited the Staffordshire Record Office before you started volunteering?

Yes

No

(b) If Yes at (a) above, do you consider yourself a regular user of the Staffordshire Record Office?

Yes

No

6. How did you hear about the project(s) you are part of?

Newsletter

Twitter

Facebook

A blog for the project (e.g. floodanddrought@wordpress.com)

Word of mouth

Other, please specify:

7. (a) Why did you decide to volunteer for the Staffordshire Record Office, and what did you hope to gain from the experience? (Please mark X for all that apply)

To learn new skills or develop existing ones

To learn more about Staffordshire and its history

The subject of the project(s) interested you

Meet or socialise with people with similar interests to yourself

To be part of a project that improved the Staffordshire Record Office's service (e.g. through catalogue improvement)

To be part of a project that had other benefits for the wider community (e.g. artistic or cultural outputs.)

(continue on next page)

To gain work experience or employable skills

Other, please specify:

(b) What benefits have you experienced from volunteering? Please indicate whether you agree or disagree with the following statements. (Please mark X in one box in each row)

	Agree	Disagree	N/A
I improved my knowledge in an area of interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I developed new skills or improved existing ones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have a greater understanding of Staffordshire, its history, and its people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoyed myself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am inspired to find out more	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have met or socialised with people with interests similar to my own	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other, please specify:

8. (a) Do you feel that your role as a volunteer is valued by the Staffordshire Record Office?

Yes

No

(b) Please provide more detail to support your answer. (For instance, examples of behaviour by SRO staff).

9. Has volunteering with the Staffordshire Record Office changed your perceptions or knowledge of Staffordshire's history, people, culture or landscape? If so, how?

10. Based on your experience with the project(s) you are part of, how likely are you to take part in a future volunteer project with the Staffordshire Record Office?

Definitely will Likely Maybe Unlikely Definitely will not

11. Do you have any further comments about volunteering with the Staffordshire Record Office?

SECTION C: ABOUT YOU

12. Your gender?

Please mark X in one box

Male

Female

Prefer not to say

13. Your age?

Please write in, e.g. 53

Prefer not to say

14. Your ethnicity?

Please mark X in one box

Asian

Black

White

Mixed

Any other, please state:

Prefer not to say

15. What is the area code/first four digits of your postcode?

Prefer not to say

16. Please indicate if you have a disability or condition in any of the following areas:

[Please mark X in all that apply]

None / not applicable

Hearing, e.g. deafness or partial hearing

Dexterity, e.g. using a keyboard

Mobility, e.g. walking short distances or climbing stairs

Learning / understanding / concentrating

Mental health

Vision / eyesight, e.g. blindness or partial sight

Any other, please state:

Prefer not to say

Thank you for your participation