

RESEARCH SUBJECT INFORMATION SHEET

Panel study participants (Business/entrepreneur panel)

TITLE: Evaluation of the Regional Study and Resource Center Activity

INVESTIGATOR: Chris Coward
Technology & Social Change Group (TASCHA)
University of Washington Information School
Box 352115
Seattle, WA 98195
United States
ccoward@uw.edu
+1-206-616-9102

1. Purpose

- 1.1. Hello. You've been asked to participate in an evaluation of the Regional Libraries. The purpose of the evaluation is to learn about how people use the Regional Libraries. The results will be used to inform future work of the Namibia Library and Archives Service, the Namibian Government, and the United States Government. The evaluation is also being conducted for research purposes so that a wider audience can learn from the experiences of this project.
- 1.2. The study is funded by the Millennium Challenge Corporation (or MCC), an American foreign aid agency, and is being carried out by the Technology and Social Change Group (or TASCHA) with help from Sustainable Development Africa (SusDAf).
- 1.3. You are being asked to participate in a panel study because you have used the Regional Library, and we would like to learn about your experiences there as a business person or entrepreneur.

2. Procedures

- 2.1. Your participation in this study is entirely voluntary.
- 2.2. If you choose to participate in a panel study, you will be asked questions about why you use or don't use the Library, what you do when you visit, and if the Library helps you with your business, job, or other income-generating activities. Additionally, you will be asked for your thoughts on the questions we asked you.
- 2.3. Researchers will ask you to complete an interview and a survey. The interview will take no more than 30 minutes. The survey will take no more than 15 minutes. Both will be conducted here at Regional Library. Both may be audio recorded, but names will not be put into the transcriptions and the audio files will be encrypted.
- 2.4. You can choose to complete these activities in any one of these four languages: English, Oshiwambo, Afrikaans or Otjiherero.

3. Potential Risks and Discomforts

- 3.1. If you volunteer to participate in this study, possible burdens may include discomfort with questions about your school grades, attendance, or related information. You may choose to skip any question you may not be comfortable answering, not answer any question, or leave at any time. If you choose not to participate, it will not impact you negatively, and we will not disclose it to anyone.

4. Potential Benefits to Subjects and/or to Society

- 4.1. You will not benefit directly from participating in this research. The primary benefit of this evaluation will be its contribution to knowledge that supports the Regional Libraries and similar activities in other countries. You will not be paid for participating in this study.

5. Confidentiality

- 5.1. The information you provide during this session will be kept strictly confidential to the extent permitted by law. The files will be kept in a secure location where only the researchers in this study will have access to them indefinitely, to the extent permitted by law.
- 5.2. After the research is completed, TASCHA and MCC will remove any identifying information from the transcripts and notes – such as names, dates, and specific locations – so that these sources may be made available for other researchers to use. TASCHA and MCC will require others who request access to this information to agree to use it for research purposes only and not to share this information with anyone else.
- 5.3. The research team cannot guarantee the confidentiality of materials sent by e-mail.

6. Uses of the Information

- 6.1. The information we receive from you will be used for research purposes only. The final study that summarizes this research may contain quotations from the sessions we conduct, but the TASCHA team will make every effort to ensure that no one can be identified using these quotations.
- 6.2. Results of the evaluation will appear in reports that will be distributed to stakeholder organizations. Your identity will be kept anonymous in all reports. Reports that summarize this research *may* contain quotations from the sessions we conduct, but TASCHA will make every effort to ensure that no one can be identified using these quotations. Similarly, your responses will appear in quantitative data sets, but all information you provide will be reported in aggregate to protect your identity.

7. Rights of Research Subjects

- 7.1. If you have questions or concerns about the research after we are finished, or feel you have been harmed as a result of participating in this research, please contact Chris Coward, Principal Investigator at ccoward@uw.edu. This person has been designated to answer all questions about the research, as well as handle any concerns or complaints that you may have. Additionally, please feel free to ask any questions you may have about this research at any time during the interview.
- 7.2. If you have questions regarding your rights as a research subject, contact the University of Washington Human Subjects Division at (206) 543-0098. Their address is 4333 Brooklyn Ave NE, Box 359470, Seattle, WA 98195-9470. Their email is hsdinfo@u.washington.edu.

8. Consent

- 8.1. After this explanation, you may still refuse to participate in this research or to answer any of our questions.
- 8.2. Do you consent to participate in this research? Please respond "yes" or "no."