

Supplementary file to: Partridge, H., Haidn, I., Weech, T., Connaway, L.S., and Seadle, M. (2014) The Researcher Librarian Partnership: building a culture of research, *Library and Information Research*, **38**(118), 35-51.

Appendix A



The Researcher-Librarian Partnership: An IFLA Library Theory and Research Section Research Mentoring Program for New Professionals

Learning Journal

Name of Protege: _____

Name of Mentor: _____

At least once a month you are encouraged to meet with your mentor. This learning journal will help you to gain the maximum benefit from these meetings. In this journal you are encouraged to reflect on both the processes and outcomes of your mentoring activities. Please note however it is entirely up to you and your mentor how frequently you meet, you may decide to meet weekly or fortnightly. The choice is yours. Regardless of how many times you meet this journal is a tool that you can use to ensure you make the most of your mentoring partnership.

For Proteges:

The learning journal serves as

- A record of your mentoring relationship
- A means of reviewing your progress towards achieving your objectives
- A tool for reflecting on your mentoring activities
- A method for enhancing your learning

For Mentors:

The learning journal can act as

- A record of your mentoring relationship
- A tool for developing your training and coaching skills
- A guide to your protege's progress
- A prompt for mentoring activities
- A portfolio of your teaching and learning work

Based on Ritchie, A. & Genoni, P. (2000) My mentoring diary. Canberra, Docmatrix.

BEFORE THE MEETING

Actions completed since last meeting (*outline here all the activities you have been working on since you last met with your mentor*):

Issues/items/problems to consider (*outline here any issues that you have identified or problems that you are having which you would like to discuss with your mentor*):

DURING THE MEETING

Meeting notes (*note the key points discussed, including any decision made or agreed to strategies and actions*):

Actions to complete before next meeting (*outline here the steps or activities you will undertake before the next month*):

AFTER THE MEETING

Additional 'notes to self' (*outline here any final thoughts you may have about the meeting e.g. what did you gain from the meeting? What things have you learnt from your mentor from this session?*)

Appendix B

The Researcher-Librarian Partnership: An IFLA Library Theory and Research Section Research Mentoring Program for New Professionals

Research Proposal

Title: It should be concise and descriptive. Be precise enough to suggest the nature and scope of the project and concise enough to be referred to quickly and easily.

Introduction: The main purpose of the introduction is to provide the necessary background or context of your research. The introduction should be written in lay language that explains clearly and succinctly the problem to be investigated. It should focus on such things as the purpose of the research, why it is important and worth doing. Indicate where the proposed research fits within the broader research field. Indicate the possible audience for the research.

Purpose and aims of the study: Whilst this section will vary depending on the type and nature of the research project being undertaken it should nonetheless provide a statement that clearly and succinctly identified the purpose of the study. The section will also outline the key research questions, aims and/or objectives.

Significance: Provide a brief discussion on the significance or value of the proposed research. How will it make a contribution to the already existing body of knowledge or to current professional practice?

Expected outcomes and deliverables: Identify the key outcomes and deliverables that the project will achieve.

Literature review: This does not have to be extensive. You need to show evidence that you have read the literature on your topic of choice and that you are aware of any similar work has been carried out on your topic and how your proposed work will contribute to the existing body of work (or lack of work) in the area.

Project design: This section will provide a detailed overview on how you plan to tackle your research project. You need to demonstrate your knowledge and make the case that your approach is an appropriate way to address the project. This section should include description of and rationale for selection of participants, methods of data collection and analysis, and the theoretical frameworks informing your project. Include a statement about the delimitations (boundaries) of the study.

Project structure: Provide a summary of the project: list the activities to be completed, giving a time-line for these activities, project milestones and any interrelationships between different components of the project. Consider the use of project management tools such as a Gantt Chart, or use project management software to help you with the resource planning.

Ethics considerations: What if any ethics should be considered?

Risk assessment: Consider the risks that could accompany the project, their likelihood and impact, and the measures you will take to minimize these risks.

Quality assurance and evaluation

How will you ensure the quality of the project, and how will you measure the project outcomes against the initial objectives?

Budget: Your budget doesn't have to be complicated but make it realistic, clear and concise. Establish your budget by making a list of all income and expenditure involved in your plans. Some items you might like to include in your budget proposal are: Postage and telephone /other communications costs; Stationery and supplies; Evaluation. Provide details on how the costs have for each item have been calculated; outline how the costs will be met.

References: List all the works that you have cited in your research proposal. For consistency we will use the APA Referencing. Information on APA can be found at <http://www.usq.edu.au/library/help/referencing/apa.htm>

Final notes: Remember to include a cover page and a table of contents. The research proposal should be no more than 20 pages in length.

Appendix C



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Final Report

Title: It should be concise and descriptive. Be precise enough to suggest the nature and scope of the project and concise enough to be referred to quickly and easily.

Executive Summary: This should provide a concise and exhaustive overview of the report; a reader should be able to understand all pertinent facts after reading the executive summary. This should be no more than 2 pages.

Introduction: The introduction orients the reader to both the research and the report, it helps the reader to know what to expect, how the report is structured and how the report should be approached.

Background: The main purpose of the background is to set the scene, to provide the necessary context of your research. The introduction should be written in lay language that explains clearly and succinctly the problem to be investigated. It should focus on such things as the purpose of the research, why it is important and worth doing. Indicate where the proposed research fits within the broader research field. Indicate the audience for the research.

Research questions, objective and aim: Whilst this section will vary depending on the type and nature of the research project being undertaken it should nonetheless provide a statement that clearly and succinctly identified the purpose of the study – this could be stated as a research question/s, a research aim, you may even want to outline objectives – the choice is yours and will depend upon that nature of your individual project. You may want to also discuss the scope of the project (e.g. what is out of scope or beyond the boundaries) plus you may want to discuss any assumptions you made in design and conducting the study. Please note you could decide to have a separate Scope and Assumptions heading.

Significance: Provide a brief discussion on the significance or value of the proposed research. How will it make a contribution to the already existing body of knowledge or to current professional practice?

Outcomes and deliverables: Identify the key outcomes and deliverables that the project has achieved to date (you may even wish to indicate what it will achieve when fully completed – this is assuming that what you have done is only a pilot study).

Literature review: This does not have to be extensive. You need to show evidence that you have read the literature on your topic of choice and that you are aware of any similar work has been carried out on your topic and how your proposed work will contribute to the existing body of work (or lack of work) in the area. The literature review is used to argue your case e.g. the need for your research to take place.

Method: This section will provide a detailed overview on how you plan to tackle your research project. You need to demonstrate your knowledge and make the case that your approach is an appropriate way to address the project. This section should include description of and rationale for selection of participants, methods of data collection and analysis, and the theoretical frameworks informing your project. You should also note any ethical considerations and you should discuss how you maintained quality in your research (e.g. rigour).

Results: This section will critically discuss the key results from your study – remember your results should link back to your original research question/aim/objectives.

Discussion: This section will critically explore the key findings you reported in the previous section, remember to link your work back to the existing literature (e.g. does it support or refute what is already known?)

Limitations: No research is perfect; in this section you should highlight the key limitations of your work.

Recommendations and/or Future Directions: In this section you should discuss any key recommendations arising from your work and/or discuss the next steps that must be taken to move the study forward to either completion or the next stage of implementation.

Conclusion: This is where you bring the report to a close; do not introduce any new material or key concepts.

References: List all the works that you have cited in your research proposal. For consistency we will use the APA Referencing. Information on APA can be found at <http://www.usq.edu.au/library/help/referencing/apa.htm>

Final notes: Remember to include a cover page and a table of contents. You may also want to consider including a Keywords or Concepts Section and a List of Acronyms. A word count or page limit to the final report is not being set – it is up to each individual to decide what is appropriate or needed to tell the story of their research. As a ballpark you may want to consider between 7000 and 10,000 words. Remember this template is a generic guide each researcher may wish to add or delete headings depending upon what is needed to tell the story of their research.

Appendix D

1. What role did you have in the mentoring scheme?

- Mentor
- Mentee

2. Why did you decide to participate in the mentoring scheme?

3. What were your expectations or hopes in participating in the program?

4. Please indicate the extent to which you agree with the following sentence: "My expectations/hopes in participating in the program were met".

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Comments

5. How did you most "meet" with your mentor/mentee?

Please choose **only one** of the following:

- In person
- Virtually (e.g., chat, skype)
- E-mail

Other (please specify)

6. How often did you “meet” with your mentor/mentee?

Please choose **only one** of the following:

- Several times a week
- Weekly
- Several times a month
- Monthly
- Other (please specify)

7. For you, how appropriate was the amount of contact you had with your mentor/mentee?

Please choose **only one** of the following:

- Just right
- Too much contact
- Not enough contact - I would have preferred more

8. Please list the specific things did you did or discussed with your mentor/mentee? Include the specific assistance you sought/provided.

9. What were your expectations of your mentor/mentee?

10. Please indicate the extent to which you agree with the following sentence: “My expectations of my mentor/mentee were met”.

- Strongly agree
- Agree

- Neither agree nor disagree
- Disagree
- Strongly disagree

Comments

11. What was the biggest challenge you experienced while participating in this program?

12. What was the most rewarding part of participating in this program?

13. What are two things that could have been done differently to improve your experience in this program?

1)

2)

Please discuss the reason for your answer:

14. What are two things that worked well and should remain for the future?

1)

2)

Please discuss the reason for your answer:



15. Mentors only, how effective do you think the program was in assisting your mentee to develop research skills?

Please choose **only one** of the following:

- Very Effective
- Effective
- Neither effective nor ineffective
- Ineffective
- Very ineffective

Comments

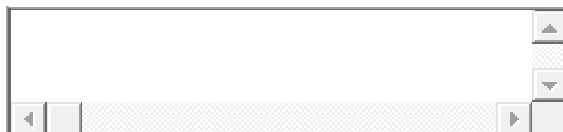
16. Mentees only, how effective do you think the program was in assisting you to develop research skills?

Please choose **only one** of the following:

- Very Effective
- Effective
- Neither effective nor ineffective
- Ineffective
- Very ineffective

Comments

17. Mentees only, how will you build upon what you have done in the program?



18. Did you visit the Moodle website?

- Yes

No

19. If yes, how helpful did you find the Moodle website?

Please choose **only one** of the following:

Very helpful

Helpful

Neither helpful nor unhelpful

Unhelpful

Very unhelpful

Comments

20. Was there any additional assistance or support that could have been offered to mentors/mentees? If yes, please specify

No

Yes

Comments

21. Have you been involved in a mentoring scheme in the past?

Yes

No

22. Would you be involved in a research mentoring scheme again?

Yes

No

Comments

23. Would you recommend this program to other potential mentors/mentees?