

# Digital Preservation Community Mental Health and Wellbeing Survey Questions

## 1. Introductory Text

### 1.1 Info for Survey Header

**Time to complete:** 10-30 minutes

**Survey link:** <https://bit.ly/DPMHWSurvey>

**Survey open until:** Wed 12<sup>th</sup> April 2023, 23:45 UTC

**Survey completion:** Qualtrics allows respondents to return and complete partially finished survey responses as long as they access the survey using the same IP address. Your IP address will not be captured as part of the survey data, this is used by the system for managing access only.

**Organizational context:** Several questions in this survey cover organization context. If you are not currently in employment, please answer these questions with reference to your most recent employer.

### 1.2 Context

As an emerging profession with highly distributed practitioners who often work in relative isolation, the digital preservation workforce is unusually vulnerable. There is a growing amount of anecdotal evidence that pressures experienced by digital preservation<sup>1</sup> practitioners in the workplace may be impacting on their mental health and wellbeing. The pressures they experience are especially felt when attempting to balance stresses of work with dedication to their duties.

These have recently been brought into focus by issues raised in the [2021 NDSA Staffing Survey](#). The DPC's mandate includes the development of a competent and responsive workforce that is ready to address the challenges of digital preservation, and we recognize the need for increased support for the mental health and wellbeing of those working in digital preservation.

### 1.3 About The Survey

This survey is the first step in a new program of work aimed at helping address the issues described above. The survey aims to gather information on the issues faced, how

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<sup>1</sup> Where Digital Preservation refers to "the series of managed activities necessary to ensure continued access to digital materials for as long as necessary." *Digital Preservation Handbook, 2015*, <https://www.dpconline.org/handbook>

they affect mental health and wellbeing, and what support organizations currently provide. It is open to everyone one working within the digital preservation community.

To ensure our approach to this topic and the research meet good practice, the following actions were undertaken during the preparation of this survey:

- Consultation with a major UK mental health charity on key mental health and wellbeing issues in relation to the workplace;
- Advice sought from an experienced university researcher on the ethical approach taken by the project; and
- Survey questions were reviewed by a researcher in clinical psychology.

The information gathered from this survey will be used to help guide the outputs of a forthcoming DPC task force which will work to develop resources to support mental health and wellbeing in the digital preservation community. The aggregated results of the survey will also be shared in an open access published report of findings, and anonymized quantitative data from the survey will be made available.

To steal a slogan from iPres 2022, “People Make Digital Preservation”, if we are to be successful in our work, we need to reach a place where the people of digital preservation feel valued, supported, and fit to take on the challenge. We hope this survey is a first step towards making that a reality for everyone.

#### **1.4 Data Privacy and Security**

We acknowledge that the topics covered in this survey are likely to be sensitive and data protection is of the utmost importance. Keeping responses confidential will be a priority and the DPC will ensure this happens through each step of the data gathering, processing, report drafting, and publication. Completion of the survey will be seen as tacit approval for the use of the respondents’ data in this study. As such, only completed responses will be included in the data analysis. All partially completed responses are held separately by Qualtrics, inaccessible to DPC staff. The system has been set to delete these entries automatically 48 hours after survey data collection closes.

Data is being collected using Qualtrics, an industry leading survey platform which employs several types of security, is ISO 27001 certified, and facilitates GDPR and HIPAA compliance<sup>2</sup>. After the survey closes, data collected will be held offline on an encrypted drive, accessible only to the two members of staff from the Workforce Development team working directly on the survey report, and will be managed as described in the DPC’s Privacy Policy. In the published report, individual responses will be combined together with those of other respondents and reported as a group. Anonymization of

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<sup>2</sup> Qualtrics Security Information: <https://www.qualtrics.com/uk/platform/security/>

the data to be shared will include, at a minimum, removal of all text-based responses and redaction of all responses to the following questions:

- Q2 - Is your organization a member of the Digital Preservation Coalition?
- Q3 - In which continent is your organization based?

## 2. Demographic Questions

Number	1
Question	Which of the following most closely describes the type or function of your organization? (Select all that apply)
Required?	Yes
Type	Check boxes
Options	Academic Library or Archive Academic Department (Not a Library or Archive) For Profit-Corporation Government Entity Historical Society Independent Library or Archive Museum National, Federal, or Legal-Deposit Library or Archive Non-Profit Institution Public Library Research Data Repository Other (Please describe below)
Logic	Go to Q2

Number	2
Question	Is your organization a member of the Digital Preservation Coalition?
Required?	Yes
Type	Multiple Choice
Options	Yes No Don't Know
Logic	Go to Q3

Number	3
Question	In which continent is your organization based?
Required?	Yes
Type	Multiple Choice
Options	Africa Asia Australasia/Oceania

	Europe North America South America
Logic	Go to Q4

Number	4
Question	How long have you worked in your current field? ('Field' refers to the particular discipline or area of specialty in which you work. This question is meant to indicate your total years within your field, regardless of organization). Indicate using the year range below.
Required?	Yes
Type	Multiple Choice
Options	Less than a year 1-3 years 4-8 years 9-12 years 13-16 years 17 or more years
Logic	Go to Q5

Number	5
Question	Which of the following options best describes your position within your organization?
Required?	Yes
Type	Multiple Choice
Options	Junior practitioner (e.g. DP Trainee, Officer, Assistant Archivist/Librarian) Senior practitioner (e.g. DP Archivist/Librarian, Web Archivist) Technology specialist (e.g. DP Developer) Team leader/manager (e.g. DP Program Manager) Senior executive/administrator Other (Please specify)
Logic	Go to Q6

Number	6
Question	How would you describe your current gender identity? Select all that apply
Required?	Yes
Type	Multiple Choice
Options	Woman Man Non-Binary Prefer Not to Say Self-Describe (please use write-in option)
Logic	Go to Q7

### 3. Organizational Approach to Mental Health and Wellbeing

Number	7
Question	Does your organization have a policy (or similar document) to cover mental health and wellbeing issues?
Required?	Yes
Type	Multiple Choice
Options	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Don't Know</li> </ul>
Logic	If "Yes", go to Q8 If "No" or "Don't Know", go to Q9

Number	8
Question	Does your organization take practical steps to implement the policy?
Required?	Optional
Type	Multiple Choice
Options	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Don't Know</li> </ul>
Logic	Go to Q9

Number	9
Question	Does your organization have policy and/or procedures that cover the following issues? (Select all that apply)
Required?	Yes
Type	Check boxes
Options	Inclusion and diversity Discrimination Flexible working Professional development Mental health and wellbeing Sexual Harassment Bullying None of the above Don't Know Other similar (please specify below)
Logic	Go to Q10

Number	10
Question	Does your organization provide support for professional development? (e.g. funding, internal training courses, time to attend events or study)
Required?	Optional
Type	Multiple Choice

Options	Yes No Don't Know
Logic	Go to Q11

Number	11
Question	Does your organization provide opportunities for career advancement? (e.g. pathways for promotion or upgrading, management training programs)
Required?	Optional
Type	Multiple Choice
Options	Yes No Don't Know
Logic	Go to Q12

Number	12
Question	Does your organization hire staff on contingent/temporary contracts?
Required?	Optional
Type	Multiple Choice
Options	Often Sometimes Rarely Never Don't Know
Logic	Go to Q13

Number	13
Question	Does your organization offer any of the following to support mental health and wellbeing? (Select all that apply)
Required?	Yes
Type	Check boxes
Options	<ul style="list-style-type: none"> <li>Awareness raising of/communications to destigmatize discussing mental health and wellbeing issues</li> <li>Resources on good mental health and wellbeing</li> <li>Training to support good mental health and wellbeing</li> <li>Monitoring of staff mental health and wellbeing (e.g. staff surveys or checks as part of appraisal processes)</li> <li>Organized social activities</li> <li>Organized fitness activities</li> <li>Procedures for staff experiencing issues (e.g. supportive processes for reporting issues)</li> <li>Paid leave when experiencing physical health issues</li> <li>Paid leave when experiencing mental health issues</li> <li>Paid carers leave</li> </ul>

	Health insurance/private medical care Access to mental health support (e.g. counselling/therapy) My organization does not offer any support for mental health and wellbeing Don't know Other (please specify)
Logic	Go to Q14

Number	14
Question	Does your organization provide any of the following flexible working options? (Select all that apply)
Required?	Yes
Type	Check boxes
Options	Home working Flexitime (e.g. flexible start and end times, ability to take flexi-leave) Time off in lieu (i.e. additional hours worked can be taken off at a later date) Compressed hours (e.g. full-time hours over fewer days) Job sharing Part-time hours Paid leave to attend appointments Unpaid leave to attend appointments My organization does not offer flexible working options Don't know Other (please specify below)
Logic	Go to Q15

## 4. Personal Experiences

Number	15
Question	Are your role and responsibilities clear? (e.g. your job description accurately reflects the work you do)
Required?	Yes
Type	Multiple Choice
Options	Yes No
Logic	If "Yes", go to Q17 If "No", go to Q16

Number	16
Question	If no, please describe why your role and responsibilities are not clear
Required?	Optional
Type	Free Text
Logic	Go to Q17

Number	17
Question	Are you able to keep up with your workload during your regular contracted hours?
Required?	Yes
Type	Likert Scale
Options	Always Usually Sometimes Rarely Never
Logic	Go to Q18

Number	18
Question	Do you contribute to decision-making and planning that affects your workload?
Required?	Yes
Type	Multiple Choice
Options	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Logic	If "Yes", go to Q19 If "No", go to Q20

Number	19
Question	If yes, please describe how you contribute
Required?	Optional
Type	Free Text
Logic	Go to Q20

Number	20
Question	Is your physical work environment suitable for your needs?
Required?	Optional
Type	Multiple Choice
Options	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Somewhat</li> <li>• No</li> </ul>
Logic	Go to Q21

Number	21
Question	Please describe what is good and/or bad about your physical work environment.
Required?	Optional
Type	Free Text
Logic	Go to Skip Statement



Number	Skip Statement
Text	The next three questions will ask about specific negative experiences in the workplace that you may have encountered, and how they may have affected your mental health and wellbeing. The issues raised in these questions may, therefore, be upsetting or triggering. If you would prefer not to engage with this content, select "Skip" below, otherwise please select "Continue" to answer the questions.
Required?	Yes
Type	Multiple Choice
Options	<ul style="list-style-type: none"> <li>• Skip</li> <li>• Continue</li> </ul>
Logic	If "Skip", go to Q25 If "Continue", go to Q22

Number	22
Question	Have you encountered any of the following while working in a digital preservation role? (Please select all that apply)
Required?	Optional?
Type	Check Boxes
Options	<p>Worked in a role where your responsibilities were unclear</p> <p>Been expected to manage an unrealistic workload</p> <p>Had to work to unrealistic expectations (e.g. not enough resources provided to meet objectives)</p> <p>Been expected to work long hours (e.g. well beyond those contracted)</p> <p>Been the only person working on digital preservation at your organization</p> <p>Had your contributions overlooked or diminished</p> <p>Felt overwhelmed by the ongoing advocacy burden relating to digital preservation</p> <p>Experienced a lack of job security</p> <p>Held a role where your compensation (e.g. pay, benefits) were lower than would be expected</p> <p>Had to work with problematic/traumatic content</p> <p>Felt unsupported by colleagues and/or management</p> <p>Experienced a difficult relationship with a colleague</p> <p>Experienced a difficult relationship with a manager/supervisor</p> <p>Been the subject of/witness to prejudice and/or discrimination</p> <p>Been the subject of/witness to sexism</p> <p>Been the subject of/witness to bullying</p> <p>Other (please describe below)</p> <p>I have not experienced any of the above</p>
Logic	Go to Q23

Number	23
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Question	Do you feel your digital preservation work or any of the issues identified in Q18 have led to/contributed to you experiencing any of the following? (Please check all that apply)
Required?	Optional?
Type	Check Boxes
Options	Stress Difficulty focusing Presenteeism (i.e. the act of showing up for work without being productive, generally because ill-health prevents it) Fatigue Insomnia Burnout Anxiety Feelings of Isolation Depression Physical symptoms (e.g. high blood pressure, weight gain) The need to raise a grievance against a colleague Taking a leave of absence Seeking treatment (e.g. counselling/therapy) Changes to your job description A request for additional compensation Changing job with your organization Leaving the organization Other (please describe below)
Logic	Go to Q24

Number	24
Question	If you wish to/feel able to, please share further details of the issues you have indicated above
Required?	Optional
Type	Free Text
Logic	Go to Q25

## 5. Mental Health and Wellbeing Statements (please indicate your level of agreement with each statement as it applies to you in the context of your work)

Number	25
Question	My supervisor/manager and I have the same understanding of what my role and responsibilities are.
Required?	Yes
Type	Likert Scale
Options	<ul style="list-style-type: none"> <li>Strongly agree</li> </ul>

	<ul style="list-style-type: none"> <li>• Somewhat agree</li> <li>• Neither agree nor disagree</li> <li>• Somewhat disagree</li> <li>• Strongly disagree</li> </ul>
Logic	Go to Q26

Number	26
Question	I feel motivated to fulfil my responsibilities.
Required?	Optional
Type	Likert Scale
Options	<ul style="list-style-type: none"> <li>• Strongly agree</li> <li>• Somewhat agree</li> <li>• Neither agree nor disagree</li> <li>• Somewhat disagree</li> <li>• Strongly disagree</li> </ul>
Logic	Go to Q27

Number	27
Question	I feel a sense of belonging at work.
Required?	Optional
Type	Likert Scale
Options	<ul style="list-style-type: none"> <li>• Strongly agree</li> <li>• Somewhat agree</li> <li>• Neither agree nor disagree</li> <li>• Somewhat disagree</li> <li>• Strongly disagree</li> </ul>
Logic	Go to Q28

Number	28
Question	I feel like I am listened to at work.
Required?	Yes
Type	Likert Scale
Options	<ul style="list-style-type: none"> <li>• Strongly agree</li> <li>• Somewhat agree</li> <li>• Neither agree nor disagree</li> <li>• Somewhat disagree</li> <li>• Strongly disagree</li> </ul>
Logic	Go to Q29

Number	29
Question	I feel supported by my colleagues.
Required?	Optional
Type	Likert Scale
Options	<ul style="list-style-type: none"> <li>• Strongly agree</li> <li>• Somewhat agree</li> </ul>

	<ul style="list-style-type: none"> <li>• Neither agree nor disagree</li> <li>• Somewhat disagree</li> <li>• Strongly disagree</li> </ul>
Logic	Go to Q30

Number	30
Question	I feel supported by my organization.
Required?	Yes
Type	Likert Scale
Options	<ul style="list-style-type: none"> <li>• Strongly agree</li> <li>• Somewhat agree</li> <li>• Neither agree nor disagree</li> <li>• Somewhat disagree</li> <li>• Strongly disagree</li> </ul>
Logic	Go to Q31

Number	31
Question	I would feel comfortable approaching my line manager to discuss a concern regarding my mental health or wellbeing.
Required?	Yes
Type	Likert Scale
Options	<ul style="list-style-type: none"> <li>• Strongly agree</li> <li>• Somewhat agree</li> <li>• Neither agree nor disagree</li> <li>• Somewhat disagree</li> <li>• Strongly disagree</li> </ul>
Logic	Go to Q32

Number	32
Question	My work often leaves me feeling stressed.
Required?	Yes
Type	Likert Scale
Options	<ul style="list-style-type: none"> <li>• Strongly agree</li> <li>• Somewhat agree</li> <li>• Neither agree nor disagree</li> <li>• Somewhat disagree</li> <li>• Strongly disagree</li> </ul>
Logic	Go to Q33

Number	33
Question	My work often leaves me feeling fatigued.
Required?	Yes
Type	Likert Scale
Options	<ul style="list-style-type: none"> <li>• Strongly agree</li> <li>• Somewhat agree</li> </ul>

	<ul style="list-style-type: none"> <li>• Neither agree nor disagree</li> <li>• Somewhat disagree</li> <li>• Strongly disagree</li> </ul>
Logic	Go to Q34

## 6. Wrap-Up

Number	34
Question	Are there any particular examples of good mental health and wellbeing practice that you would like to share?
Required?	Optional
Type	Free text
Logic	Go to Q35

Number	35
Question	Is there anything else you would like to share about your mental health and wellbeing experiences in the workplace?
Required?	Optional
Type	Free text
Logic	Go to Q36

Number	36
Question	We may conduct further in-depth research to expand on the issues addressed in this survey. If you would be willing to be contacted to provide additional information and/or participate in an interview, please leave your name, and preferred email address here. This information will not be shared.
Required?	Optional
Type	Free text
Logic	Go to thank you.

## 7. Sign-Off Text

Thank you for completing this survey. Should you have any questions or concerns, please contact either Sharon McMeekin ([sharon.mcmeekin@dpconline.org](mailto:sharon.mcmeekin@dpconline.org)) or Amy Currie ([amy.currie@dpconline.org](mailto:amy.currie@dpconline.org)). We appreciate your input and contribution to this work, and hope to publish the findings and anonymized dataset in May.