



Mindfulness in the Heritage Sector

Project and Participant Information Sheet

Introduction - This information sheet has been written to help you decide if you would like to contribute toward a survey about mindfulness in the heritage sector, and the use and value of creature collections for learning and engagement. Contributing is voluntary - it is entirely up to you whether or not to take part. If you do decide to take part, you will be free to withdraw at any time without providing a reason.

Project Title - 'Mindfulness in the Heritage Sector: Engaging Fur, Feathers and Fins (Creatures). The Value of Taxidermy, Bottled Specimens and Zoo-Archaeological (Skeletal) Collections [in West Midlands Museums and Galleries]. This study is being conducted as part of an MLitt Degree in Museums and Gallery Studies with the School of Art History at St. Andrews University.

Project Aims and Activities - This project aims to investigate 'Mindfulness' in the heritage sector in the context of 'Creature Collections'. As part of the research, a variety of data collection methods will be used. One of these is the use of an online survey to collect quantitative and qualitative data. The survey will ask a variety of questions about creatures in museum/gallery collections, and mindfulness. No knowledge about mindfulness, creatures or collections is required to participate. All contributions are welcomed and collectively will be used to help explore various questions about the state of mindfulness awareness, and the nature and different uses/functions of creature collections for engagement and learning.

Project Participant Contributions - Potential participants are invited to contribute to the research by completing a short tick box style **10 question** survey (hosted by Survey Monkey). This survey is intended to take about **10 minutes** to complete online. The survey questions are presented between two versions: one for individuals and one for organisations (*see note below*). This information sheet has been created to accompany the survey for use by individuals (i.e. for non-organisational representatives). This survey can be taken by anyone interested in contributing to the survey research such as museum and gallery visitors, students, volunteers and staff in the heritage sector in any region. This survey offers entirely multiple choice options to provide responses, and involves no further contribution by participants. The risk level of your involvement will be limited to reading and selecting responses via a mouse or tapping on a tablet. All participants are required to give implied informed consent via completion of the first survey question (in order to proceed with the remaining survey). If you are interested in taking this survey, please consider all the information in this sheet and follow the **SURVEY link** provided below before **27th May 2016**.

SURVEY link = <https://www.surveymonkey.co.uk/r/CFVBXQT>

Will my participation be Anonymous and Confidential? - All individual participant survey responses will be anonymous and confidential. Only the researcher will have access to the raw data collected from the survey. This raw data will be held safely and confidentially by the researcher involved in this project. See also the details on confidentiality provided on by Survey Monkey at www.surveymonkey.com. Organisational representatives can choose whether to participate with anonymity and confidentially, or to be credited by name, title and organisation.

Storage and Destruction of Data Collected - The raw data collected will only be accessible by the researcher involved in this study. The raw data collected during the research will then be stored by the researcher, and archived in a computer hard drive for the duration of the research before being destroyed by the researcher. The processed data will only be available to the researcher and supervisor. The processed data extracts used in the completed thesis will also be accessible to other researchers in the future (who might request to read the thesis). Some of the material may also be used in the future for publication e.g. a published article, and/or the data/responses you provide may be used for future/further scholarly purposes (such as presentation at a conference or in an academic publication). If you are completing this survey as an individual, your consent to participate is implied in you completing the survey without the need for further contact or permission.

Any Questions? - Please contact the researcher if you have any questions about the project prior to attempting the survey. If you have any questions please send them by return of email to the researcher, before completing the survey.

Consent and Approval - This research has been scrutinised and been granted Ethical Approval through the University ethical approval process.

What should I do if I have concerns about this study? - A full outline of the procedures governed by the University Teaching and Research Ethical Committee is available at <http://www.st-andrews.ac.uk/utrec/guidelinespolicies/complaints/>

What will happen to the results of the research study? - The results of the research will be finalised by the end of September 2016, being written up as part of an MLitt Degree dissertation to be held by St. Andrews University.

Contact Details

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NB:

If you or your organisation is based in the **West Midlands** (and you have creatures in your museum or gallery collections) you (or a colleague) may already have completed the organisational version of this survey. If so, thank you for your contribution and your support. If you do not think your organisation has contributed and you would like to complete a survey on behalf of your organisation, please contact me at ssf5@st-andrews.ac.uk before **April 29th 2016**, so I can arrange to send you the appropriate documents to accompany the organisational version of this survey. If you wish to contribute as a representative on behalf of an organisation, your express permission will be sought in advance via a separate **Participant Consent Form**. Upon receipt of your consent form, I will then forward you the organisational version of the survey within an email invitation (you can complete this survey anytime until the survey closes on 27th May 2016). This survey is slightly different to the individual survey in that it provides a combination of multiple choice questions and/or enables responses to be typed in free text boxes, gives representatives the option to be interviewed further, and seeks formal/expressed informed consent prior to any participation. However, only one version of this survey can be contributed per organisation.