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January 2020

'Researching the Repositories' Workshop Guide for Organisers

This guide is written for people who are running a 'Researching the Repositories' workshop for their local community.

The brief

This is a global research project. And like any research project, we'll need a bit of structure and consistency to ensure we collect data that is collectively useful.

As a workshop organiser, you'll need to:

Pre-workshop

- Read the [Project Brief](#) if you haven't already.

- Check out the [Project Map](#) to make sure one isn't happening nearby.

- Register your interest on our [Participation Form](#).

- Find [appropriate participants](#) for your workshop.

- Find a venue, time, and date (whatever suits you).

- Share the [Pre-workshop Survey](#) with participants (optional, but useful).

- Send participants some what-where-how instructions (using whatever tool you prefer).

- Prepare the workshop [materials](#).

During workshop

- Run the workshop following the [Facilitator pack](#).

Post-workshop

- Send participants the [Post-workshop Survey](#) after the event (entirely optional, but useful).

- Collate and analyse results as per these [guidelines](#) (we'll share more detail as to *how* as we go - we're figuring it out).

- Return results to teamreops@gmail.com with the title #researchreposresults by 1 May 2020. Remember to strip out any [PII](#). We'll review how to send data during the April.

- Take part in a remote project 'washdown' and presentations (if you can make it).

- [Event page](#) to get people involved. You can make a copy of this event page.

- Here is a blank [Airtable Analysis Template](#) which can be used in isolation and sent to use to incorporate in the project version: [Workshop Airtable Template](https://airtable.com/shrWvW4cLM4OxuJXQ) https://airtable.com/shrWvW4cLM4OxuJXQ

- TeamReops will analyse the data and share the findings back by the end of August for feedback etc.

The vibe

Workshops don't have to be big or fancy; you could gather five people in your garage or 50 people in a big conference space. Both would be considered a success.

The vibe should be relaxed, [unconference](#) in style, collaborative and open. Basically, let's explore, get to know each other, learn more about our field, and have fun!

Who should be involved

Because we are dealing with research repositories, everyone is welcome. While there should be plenty of people with experience in

primary research, the remit also includes secondary research, which is basically anyone who has needed to find, consume and make sense of what they find.. This means you will likely encounter a really diverse range of skills and experience. So please try to accommodate this diversity. If you are planning a workshop of 3-4 hours, consider breaking the group up into those who want to document primary or secondary and give them a few minutes to discuss what they are planning.

Safe space

Workshops must be free-of-charge and respect our [Community Guidelines](#).

During workshops, please take time to mention the [Chatham House Rule](#):

> *"...participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed."*

As with all research projects, please only collect personal identifiable information with consent (we don't think you should have to collect any), document anonymously, and delete any data you don't need to keep.

What you'll need

Outside of the obvious things such as a venue and participants, you'll need:

Materials

- Sticky/Post-it notes: you could ask participants to BYOP (bring your own Post-its)

- Markers: you could ask participants to BYOP (bring your own pens)

- A large wall space for group analysis and sorting sticky notes

- A stopwatch or smartphone with a timer (to time 1-2-4-all)

Time

- 2 hours at a minimum will do. 3-4 hours is more generous.

Tools

- We'll use [Airtable](#) to share insights/verbatims from workshop.

- You should have received a link to a Trello template. Let @Mark or @Holly know if you haven't got it already.

Skills

- You need to be comfortable with the [Experience Mapping](#) method for self-reflection and group analysis/sorting.

- Guide participants in [how to write a good sticky note](#).

What you should produce

- Make sure participants are making sticky notes ([one note per sticky note](#)) as they go through the process.

- Take photos of sticky notes.

- Gather the 'all' sticky notes for each question and enter them into our [Airtable](#), and add any other notes that you feel are important. (If you've got a small group of people and 'all' produces only a small number of insights, adjust the process so that the most important insights are gathered.)

- We've included a pre-workshop survey in the workshop plan so that we can all get a sense of the experience of workshop participants and scale of research in their organisation. When you document the workshop results, it would be handy if you

could keep participant experience in mind and sort for those with more experience, where appropriate.

Got a question? Ask TeamReops.

There is a core team of eleven people who are coordinating and doing all the brain work behind the scenes. You can contact any of us on Slack with questions, feedback, comments etc. You can pop a note in the #workshop-organisers channel too - make sure to mention one of us.

@Dana
@Mark
@Brigette
@Holly
@Bri
@Benson
@Adrian

One last thing

This workshop is designed to be run in 2 hours, but if you have more than 2 hours with your participants and want to ask more questions or explore other things - beyond the five questions that form the basis of this 'research project' - please go ahead! We'd love to hear what you asked and learned.

Right, enough natter. Next up, the workshop template.

(*The workshop template is only shared with workshop organisers for now. Once all workshops have run, we'll iterate the template based on organiser feedback and share it as a community resource.*)