University of North Texas Institutional Review Board
Informed Consent Notice
Before agreeing to participate in this research study, it is important that you read and understand the following explanation of the purpose, benefits and risks of the study and how it will be conducted.

Title of Study: Succession Planning Through Mentoring in the Library
Investigators: Julie Leuzinger & Jennifer Rowe, University of North Texas (UNT) Department of Libraries.

Purpose of the Study: You are being asked to participate in a research study which involves a survey to determine if libraries are incorporating succession planning in their hiring, recruitment and retention plans and if there is perceived value among librarians in incorporating mentoring in their succession plans.

Study Procedures: You will be asked to participate in an online survey via Qualtrics that will take about 10 minutes of your time.

Foreseeable Risks: No foreseeable risks are involved in this study.

Benefits to the Subjects or Others: This study is not expected to be of any direct benefit to you, but we hope to learn more about succession planning through mentoring in the library. Survey responses may be used to contribute to library management literature.

Compensation for Participants: None

Procedures for Maintaining Confidentiality of Research Records: Internet surveys will be conducted using Qualtrics, and access to these surveys will be restricted to those approved with this IRB. Any data that includes identifiable information will be stored on secure network drives only, accessible by the individuals approved. These data will be retained for a maximum of three years, after which the personally-identifiable information will be removed. Any reports released will not include personally-identifiable information. The confidentiality of your individual information will be maintained in any publications or presentations regarding this study. Confidentiality will be maintained to the degree possible given the technology and practices used by the online survey company. Your participation in this online survey involves risks to confidentiality similar to a person’s everyday use of the internet.

Questions about the Study: If you have any questions about the study, you may contact Julie Leuzinger at Julie.Leuzinger@unt.edu.
Review for the Protection of Participants: This research study has been reviewed and approved by the UNT Institutional Review Board (IRB). The UNT IRB can be contacted at (940) 565-4643 with any questions regarding the rights of research subjects.

Research Participants' Rights:
Your participation in the survey confirms that you have read all of the above and that you a
• Julie Leuzinger & Jennifer Rowe have explained the study to you and you have had an opportunity to contact them with any questions about the study. You have been informed of the possible benefits and the potential risks of the study.
• You understand that you do not have to take part in this study, and your refusal to participate or your decision to withdraw will involve no penalty or loss of rights or benefits. The study personnel may choose to stop your participation at any time
• You understand why the study is being conducted and how it will be performed.
• You understand your rights as a research participant and you voluntarily consent to participate in this study.
• You understand you may print a copy of this form for your records.

I have read, understood, and printed a copy of, the above consent form and desire of my own free will to participate in this study.
☐ Yes, I wish to participate
☐ No, I do not wish to participate

1) What type of library do you work in?
☐ Academic Library
☐ Public Library
☐ School Library
☐ Special Library

2) What best approximates your job title/description?
☐ Librarian
☐ Library Support Staff/Paraprofessional
☐ Library Middle Management
☐ Library Administration
3) How many employees work at your library?

- 1 to 10
- 11 to 50
- 51 to 99
- 100+

For the purposes of this survey, succession planning is defined as the recruitment, development, retention and advancement of library personnel to fill staffing gaps and prepare future leaders.

Please respond to the statements below to the best of your ability based on your impressions or direct knowledge.

4) My library has a succession plan in place.

- Yes
- No
- I don't know

5) My library is likely to promote from within for middle management positions.

- Not likely
- Likely
- Highly likely
- I don't know

6) My library is likely to promote from within for upper level management positions.

- Not likely
- Likely
- Highly likely
- I don't know
7) My library has employees who already possess the skills to step into management or administrative positions if they became vacant today.
- Yes, employees would be ready today
- Employees would be ready within 6 months with training and mentoring
- No, there are no employees ready today or within 6 months
- I don't know

8) My library has had to hire outside the library field because candidates with an MLS or paraprofessionals with library experience did not have the skills required for the vacancy.
- Never
- Sometimes
- Frequently
- Always
- I don't know

9) My library can find current employees who want to take on leadership roles.
- Never
- Sometimes
- Frequently
- Always
- I don't know

10) My library can find current employees who want to learn new skills outside of their area of expertise.
- Never
- Sometimes
- Frequently
- Always
- I don't know
11) My library has had a leadership position vacancy for over 12 months.
- Yes
- No
- I don't know

12) Individuals in my library who are interested in leadership roles are likely to seek employment outside of my library.
- Never
- Sometimes
- Frequently
- Always
- I don't know

13) The path to leadership in my library is clearly defined.
- I strongly disagree
- I disagree
- I agree
- I strongly agree
- I don't know

14) When promotions do occur from within...
- Reasons for promotion are not stated at all
- Reasons for promotion are stated informally
- Reasons for promotion are stated clearly
- I don't know

15) My library provides leadership opportunities for...
- No one
- A select few
- Anyone who expresses interest
- I don't know
16) My library has a strategic plan that is reviewed and updated...

- Never
- Every year
- Every 2 years
- Every 3 years
- Every 5 years
- I don’t know

17) My library values mentoring.

- I strongly disagree
- I disagree
- I agree
- I strongly agree
- I don’t know

18) My library has a formal mentoring program.

- Yes
- No
- I don’t know

19) My library has support from all levels of management and leadership for mentoring.

- Yes, support from all levels
- Support from some levels
- No support at all
- I don’t know

20) My library provides or supports training that improves my skill set.

- Never
- Sometimes
- Frequently
- Always
- I don’t know
21) Individuals in my library who have been mentored are likely to be promoted.
- Not likely
- Likely
- Highly likely
- I don't know

22) I receive challenging assignments that expand my skill set.
- Never
- Sometimes
- Frequently
- Always
- I don't know

23) I have been asked what my long term goals or aspirations are for my career.
- Yes
- No
- I don't know

24) I have a mentor.
- Yes, I currently have a mentor
- I have had a mentor in the past, but not currently
- No, I have never had a mentor
- I don't know

25) I am a mentor.
- Yes, I currently am a mentor
- I have been a mentor in the past, but am not currently a mentor
- No, I have never been a mentor
- I don't know

26) If your library has a succession plan that is open and on your library website, please consider sharing the link with us below.

You may use this survey with the authors’ permission.
Please contact: Julie.Leuzinger@unt.edu & Jennifer.Rowe@unt.edu