

## APPENDIX 2: INTERVIEW SCHEDULE

This document contains the interview guide used during face-to-face interviews with Sample B members. The interview is semi-structured, which means that the following information is not included in the basic interview schedule:

- prompts to be used
- follow-up questions in the case of vague or ambiguous replies
- any other data rescue-related topics discussed

### CONTENTS:

#### 1. Welcome and thanks (1 minute)

#### 2. Background: (3 minutes)

- Provide study outline
- Convey study aims/objective
- Explain why respondent was selected
- Explain purpose of this interview
- List topics to be covered, briefly
- Explain that interview is semi-structured
- Explain that interview will be audio-recorded; interviewer will also be making notes
- Interview length is scheduled for 60 minutes
- Confidentiality is guaranteed
- Ask for permission to record interview
- Explain that audio-recording will be downloaded to password-protected folder on Vibe
- Explain that audio-recording to be transcribed by this researcher, and that the transcription will be saved in password-protected folder on Vibe
- Explain that paper-based interview notes will be locked in personal closet in researcher's office
- Explain that study results will be made available if required/interested
- Ask if there are any questions? (Address these questions, if any)
- *(Switch on recording device)*

### **3. Data at risk section of interview (10-15 minutes)**

**You have indicated on your submitted web-based questionnaire that you have data at risk. I would like more information about this data:**

**Tell me more about:**

- Discipline:
- Specific subject:
- Project details:
- Study objective:
- Format:
- Software/reader required:
- Metadata present:
- Data documentation:
- Scope:
- Location:
- Condition:
- Who knows about the data:
- Its usefulness:
- Possible users:

### **4. Data rescue activities (10-15 minutes)**

- Has this ever been done within this research group?
- Have you ever done data rescue when in another research group?
- Do you have data rescue documentation? Guidance? Procedures?
- If yes, then:
  - Into which formats
  - Repository if applicable
  - Team members, tasks, experience, number
  - Length of rescue, also timeline

- Any documentation about the rescue? Flowchart?
- If no, then:
  - Reasons why no rescue done
  - Enablers/resources/services required, or suggestions for

**5. Data rescue workflow flowchart (10 minutes)**

- Demonstrate and describe
- Participant to study and provide feedback
- Which format would work for you, to receive model? Paper? Electronic? Both
- Feedback required, one month from now
- Which format for feedback to this researcher? Email? Face-to-face interview? Word-doc? Telephone?
- Feedback guide to be emailed to participant following this interview

**6. Snowballing (2 minutes)**

- Are you aware of data at risk elsewhere in institute?
- Are you aware of data rescue activities elsewhere in institute?
- Are you aware of any researchers I should contact with regards to data rescue or having data at risk?

**7. Any other data at risk/data rescue questions or concerns? (1-5 minutes)**

**8. Interview conclusion (1 minute)**