Thank you for participating in our DEI survey. DEI stands for diversity, equity and inclusion. Some renditions of the acronym also include A (DEIA) for accessibility. While LYRASIS believes accessibility is a core piece of DEI, it will not be covered in this survey for two reasons: First, LYRASIS distributed and reported on a detailed survey covering online accessibility for GLAM (gallery, library, archives, museum) institutions in 2019, which can be found here: https://www.lyrasis.org/technology/Pages/Accessibility-Survey-Report.aspx. Secondly, the Association of Research Libraries released SPEC Kit 358: Accessibility and Universal Design (https://publications.arl.org/Accessibility-Universal-Design-SPEC-Kit-358/) in May of 2018, which focused on detailed policies for physical and technological infrastructure to improve accessibility.

Between these two publications we feel the area has been extensively covered by recent work, and we would like to turn our attention to other aspects that also merit investigation. It is our goal to map the landscape of DEI policies and initiatives across the United States.

We appreciate your taking the time to answer this survey in order to achieve the broadest possible response from GLAM institutions of all shapes and sizes. The survey is divided into three sections: (1) policy/infrastructure, (2) recruiting, training and retaining a diverse staff, and (3) maintaining/building diverse collections. This survey should take approximately 15 minutes to complete.

Please feel free to share the survey with your colleagues for questions outside your job duties. We realize multiple responses from one institution may be necessary.

At the beginning of the survey you will be asked for your name, institution, and job title. All of this information will remain confidential, and will not be included in any external publications/reports or presentations. We are merely using this information to identify duplicate entries across our distribution channels.

We would also like to define two terms before the survey begins, to avoid confusion:

Institution = your individual gallery, library, archive or museum
Parent organization = if applicable, the larger organization under which your institution falls, e.g. a university

1. Your Name

2. Your Institution

3. Your Job Title

4. If you are employed at a US academic institution, please indicate your Carnegie Classification of Institutions of Higher Education (https://carnegieclassifications.iu.edu/lookup/lookup.php):

○ Doctoral University – Highest Research Activity (R1)

○ Doctoral University – Higher Research Activity (R2)

○ Doctoral University – Moderate Research Activity (R3)

○ Master's College and University: Larger programs (M1)

○ Master's College and University: Medium programs (M2)

○ Master's College and University: Smaller programs (M3)

○ Baccalaureate College—Arts & Sciences (259)

○ Baccalaureate College—Diverse Fields (324)

○ Baccalaureate/Associate's College: Associates Dominant (149)

○ Baccalaureate/Associate's College: Mixed Baccalaureate/Associate's (259)

○ Associate's Colleges: Mixed Transfer/Career & Technical-Mixed Traditional/Nontraditional

○ I am employed by an academic institution outside of the United States

○ I am not employed by an academic institution

5. If your home organization is not an academic institution, please indicate your institution type:

○ Public Library - up to 100,000 population served

○ Public Library - 100,001 - 250,000 population served

○ Public Library - 250,001 - 500,000 population served

○ Public Library - 500,001 - 2,000,000 population served

○ Public Library - 2,000,001+ population served

○ Other (please specify)

○ Independent Archives

○ Museum

○ Private/Industrial Library

○ Non-US Public Library

Section 1: Policies/Infrastructure

6. Does your institution have a DEI strategic plan or a strategic plan that incorporates specific DEI goals and objectives? To clarify, if your institution is part of a larger parent organization, such as a university, is there a strategic plan specific to your individual institution?

○ Yes, a formal written plan

○ Yes, an informal plan

○ No

○ Other (please specify)

[   ]

Section 1: Policies/Infrastructure

7. If you are able to share, what are your main goals and objectives?

8. Does your strategic plan connect to a larger DEI strategic plan from a parent organization, such as a university campus?

◯ Yes

◯ No

◯ Other (please specify)

Section 1: Policies/Infrastructure

9. If you do not have a DEI strategic plan or strategic plan with DEI goals and objectives, why not?

◯ We adhere to a DEI strategic plan from a different division outside of our institution, so we see no need to have our own

◯ We do not have the staff time or resources to devote to developing such a plan

◯ Other (please specify)

Section 1: Policies/Infrastructure

10. Has your institution performed a climate survey (definition: https://www.music.msu.edu/diversity/purpose-of-climate-surveys) of your users (e.g. Individuals who come to your institution and use and/or view your materials) to seek input for your DEI initiatives?

○ Yes, my institution has performed a climate survey of its users

○ Yes, my parent entity has performed a climate survey of its overall users, of which our institution's users are included

○ No, we have not performed a climate survey

○ Other (please specify)

[   ]

11. Has your institution performed a climate survey of your staff to seek input for your DEI initiatives?

○ Yes, my institution has performed a climate survey of its staff

○ Yes, my parent entity has performed a climate survey of its overall staff, of which our institution's staff are included

○ No, we have not performed a climate survey

○ Other (please specify)

[   ]

12. Do you have a DEI committee within your institution? Please select all that apply.

☐ Yes, we have multiple committees within our institution devoted to different areas of DEI

☐ Yes, we have a committee within our institution devoted to DEI

☐ Yes, we participate in a DEI committee within our parent entity

☐ No we do not have a DEI committe

☐ Other (please specify)

[   ]

Section 2: Recruiting, Training and Retaining a Diverse Staff

13. Does your institution's DEI strategic plan (or strategic plan that incorporates specific DEI goals and objectives) include action items for recruiting a diverse staff?

○ Yes

○ No

○ I am not sure

○ Other (please specify)

[   ]

Section 2: Recruiting, Training and Retaining a Diverse Staff

14. What strategies are employed at your institution to improve diversity among new hires? Please select all that apply.

☐ Place job postings in outlets targeting underrepresented groups

☐ Develop and enforce inclusive job descriptions for new openings

☐ Develop and enforce inclusive search and appraisal processes

☐ Other (please specify)

☐ Create staff diversity residency position(s) within your institution

☐ Create student/intern diversity residency positions

Section 2: Recruiting, Training and Retaining a Diverse Staff

15. What kind of DEI training is provided to your staff? Please select all that apply.

☐ Mandatory new hire DEI training

☐ Optional online DEI training for all staff

☐ Mandatory in-person DEI training for all staff

☐ Optional literature/reading guides for all staff

☐ Mandatory online DEI training for all staff

☐ None

☐ Optional in-person DEI training for all staff

☐ Other (please specify)

Section 2: Recruiting, Training and Retaining a Diverse Staff

16. Which topics have been covered in your institution's DEI training? Please select all that apply.

☐ Sexual harassment   ☐ Active bystander training

☐ Implicit bias   ☐ Discrimination (racial, gender, religious, or other)

☐ Conflict resolution

☐ Other (please specify)

Section 2: Recruiting, Training and Retaining a Diverse Staff

17. Have you implemented any initiatives within your institution to make your physical spaces more welcoming to diverse staff and users, e.g. gender neutral bathrooms? This does not include initiatives to make physical spaces more accessible, which is outside of the scope of this survey.

○ Yes

○ No

○ I don't know

○ Other (please specify)

18. If you are able, please share any initiatives you have implemented to make your physical spaces more welcoming to diverse staff and users.

19. If you are able, please share any successful strategies you have implemented/are attempting to implement to improve diverse staff retention.

Section 3: Creating/maintaining diverse collections

20. Does your institutional collection policy for both print and digital materials (not including archives and special collections) contain a DEI directive?

◯ Yes, a formal directive

◯ Yes, an informal directive

◯ No

◯ I don't know

◯ Other (please specify)

Section 3: Creating/maintaining diverse collections

21. What DEI strategies are included in your collection policy for print and digital materials (not including archives and special collections)? Please select all that apply.

☐ Purposefully acquiring works written by authors of diverse backgrounds

☐ Purposefully acquiring works written by women

☐ Purposefully acquiring works written in languages other than English

☐ Other (please specify)

☐ Purposefully acquiring news media from other countries

☐ Purposefully acquiring works reflecting the demographics of the student body/user base

Section 3: Creating/maintaining diverse collections

22. Does your institutional collection policy for unique items (special collections/archival materials) contain a DEI directive?

○ Yes, a formal directive

○ Yes, an informal directive

○ No

○ I don't know

○ Other (please specify)

[   ]

Section 3: Creating/maintaining diverse collections

23. What DEI strategies are included in your collection policy for unique items? Please select all that apply.

☐ Purposefully acquiring collections representing/created by minority communities

☐ Purposefully acquiring collections representing/created by LGBTQIA communities

☐ Purposefully acquiring collections represented/created by women or other underrepresented gender groups

☐ Community archiving initiatives

☐ Other (please specify)

[   ]

Section 3: Creating/maintaining diverse collections

24. Is your institution implementing any of the following strategies surrounding metadata creation for collections? Please select all that apply.

☐ Adjusting/re-examining standard descriptive practices to avoid cultural insensitivities

☐ Editing/adjusting legacy metadata to remedy outdated or inappropriate vocabulary and perspectives

☐ Incorporating community-created metadata

☐ None

☐ Other (please specify)

[   ]

25. What kind of programming has your institution developed to celebrate diverse collections or items? Please select all that apply.

☐ Exhibits   ☐ Publications highlighting collections

☐ Events/Series   ☐ None

☐ Outside Speakers

☐ Other (please specify)

[   ]

26. If you are able, please take a moment to describe the selection process for DEI programming.

[   ]