

Thank you for your interest in this survey which is part of the PhD project, “Hidden Bias? How cultural, social and ideological influences affect the design and use of metadata in digitized art collections” at the Norwegian University of Science and Technology (NTNU).

The goal of this project is to gain insight into ways in which metadata renders institutional digital image collections accessible and inclusive, and which practices, policies and initiatives help to further these ends. It is my hope that this study adds to the body of knowledge regarding image description and inclusivity in cultural heritage organizations.

Your participation will allow me to learn about how your institution addresses image description, and initiatives that may exist regarding accessibility and inclusivity. You will be asked questions regarding your training, your cataloguing knowledge and experience, and relevant institutional initiatives. Your responses will be analyzed to gain a better understanding of the current state of image description in institutions around the world. Completing this questionnaire will take approximately 15 minutes and includes 17 multiple choice and 2 open ended questions. The timeframe for completing this survey is between March 1- July 31, 2022, as I would like to begin analyzing data by August 2022.

This survey is conducted utilizing Nettskjema, a secure solution for data collection via the web, developed and operated by the University of Oslo. Responses to these questions will be anonymous and stored on a secure server (NTNU’s secure central server, NTNU Personal home directory (M:drive). ~~OBJECT~~ and data will be stored in compliance with international metadata standards, such as DDI. None of your responses will be shared with your employer, and the name of your institution will not be named in the research results. Regarding open ended questions: Your responses will not be anonymous if you choose to include information that could be used to identify you, such as your name or names of others, specific titles for projects or initiatives (unless they are publicly stated elsewhere), names of institutions, or exact locations (state, city, etc.). Please refrain from using such personally identifying information. If you do inadvertently include personally identifying information, I will anonymize it. These measures protect your privacy and limit any risk in your participation in this project.

Participation in this project is voluntary. By completing this survey, you are consenting to participate in this research project. If you choose to participate, you can withdraw your consent at any time without giving a reason. There will be no negative consequences for you if you choose not to participate or decide to withdraw. If you are interested in the results of my PhD project, the thesis will be published at [NTNU Open](#). Data collected from this survey will be incorporated into my PhD thesis, and could potentially be used in publications, seminar and conference presentations. In case you have any questions or comments about this survey, or about this project, please contact me at momand.esther@ntnu.no.

If you have concerns or complaints about your rights as a research participant, please contact our Data Protection Officer at NTNU: Thomas Helgesen (thomas.helgesen@ntnu.no).

Thank you for your participation.

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Study Title: “Hidden Bias? How cultural, social and ideological influences affect the design and use of metadata in digitized art collections”

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