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)*