

Instructions for Grantees

This form is designed to help us understand the challenges, triumphs and insights you experienced and gained while running your funded project/program. Please be frank - while we absolutely want to know about and celebrate your successes, it's just important to us that we understand what did not work so well. This will help us to learn what we and others could do differently next time.

You must complete and submit this form no later than the date stipulated in your funding agreement. However, should you not be able to meet the deadline please contact Gertrud to arrange an alternative date. If you fail to do so you may not be eligible to apply for further grants from **InternetNZ**.

The completion of this form should be overseen by someone with an intimate knowledge of the funded project/program.

Mid-project Report

Research Title

The Library as a Space for Digital Inclusion: Connecting Communities Through Technology
This question is read only.

Amount of funding granted from InternetNZ?

\$20,000.00

Must be a dollar amount.

Please provide a short summary of the work that has been completed as part of this project/research

This project seeks to investigate the role of public libraries in promoting digital inclusion and overcoming the digital divide. To-date, ethics approval has been gained on the 20 March, the library staff and library managers' surveys have been developed (April/May) and pilot tested, in consultation with a focus group, prior to dissemination via the Library and Information Association of New Zealand Aotearoa (LIANZA) and the Public Libraries of New Zealand (PLNZ) networks in early June. Surveys will remain open for at least three weeks.

The library users survey is currently under development. Final refinements will be informed by initial findings from the library staff and library managers' surveys and is due to be circulated to libraries in July again via the above networks. PLNZ have been kept apprised of research progress throughout the project.

Describe the 'who, what, where, when and why' of your initiative

When do you anticipate that your project will be completed?

20/12/2019

Must be a date.

Milestones

What have been the major achievements/steps (i.e. milestones) involved in delivering your project to date?

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Milestone	Description
Low risk ethics notification	A low-risk application was submitted to the Massey University Human Ethics Committee (20 March, 2019) and approval given to conduct the survey with library staff and library managers. Ethics notification number: 4000020623
Develop survey tools	Based on working in partnership with Library and Information Association of New Zealand Aotearoa (LIANZA) and Public Libraries of NZ (PLNZ), it was decided to develop two separate surveys- one for librarians and one for library managers. A focus group was held prior to the development of the survey to ensure appropriate themes were covered. Both surveys were developed and then pilot tested in consultation with the focus group made up of librarians. As a result of the pilot, some minor changes were made to the surveys prior to making them available online.
Administer the survey	The librarians and the library managers surveys were administered online in the first week in June. Invitations to participate circulated through LIANZA and PLNZ networks. As at 17 June there were approximately 200 library staff responses and 30 library managers' responses. The library users survey will be administered in July.
Analysis of findings	The librarians and library managers surveys will be analysed in July and August. The library users survey will be analysed in August/September.
e.g. planning; major activities; evaluation	

What findings have you made so far?

To-date only a brief exploration of the data from both surveys have been undertaken and no formal findings have been noted. Formal analysis of findings is scheduled for July & August.

What (if anything) did you change in your approach and practices as your project/program/initiative proceeded, and why?

There were three main changes in our approach:

We extended the consultation period with librarians and conducted a focus group to make sure the survey instruments developed incorporated their feedback and were adequate in language and focus.

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As a result of the consultation process, we developed two separate survey instruments - one directed to library managers and a second to library staff. We continue with the plans for a third survey geared to library users

Also, as a result of the consultation process, the administering time for the survey of library users was postponed. A sequential approach to data gathering will best support the goals of this project, with results and insights from library staff and managers' surveys used to inform the development of the survey instrument to library users.

We may use this information to help inform others undertaking similar work

Financial Report

* indicates a required field

Project Income & Expenditure

Please provide details of any project income (funds received) and project expenditure (funds spent) to date.

Use the 'Notes' column to provide any additional information you think we should be aware of.

Income Description	Income Type	Confirmed Funding?	Income Amount (\$)	Notes
InternetNZ grant	Philanthropic Grants*	Confirmed*	\$20,000.00	As per grant

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
Research Officer	Salaries and Wages*	\$3,524.00	To-date
Travel	Other Expenditure	\$102.61	To-date
University Levy	Overheads	\$2,998.50	

Income and Expenditure Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$20,000.00	\$6,625.11	\$13,374.89

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This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Have you experienced any issues with your intended project budget to date? If so, please explain reasons for any major variances or for providing incomplete information:

No budget issues have been experienced to-date.

Certification and Feedback

Feedback

You are almost at the end of our application process. Before **Submitting** your application, please take a few moments to provide some feedback.

Please indicate how you found the acquittal process:

Very easy Easy Neutral Difficult Very Difficult

How many minutes in total did it take you to complete this form?

120

Estimate in minutes (i.e. 1 hour = 60 minutes)

Please provide us with your suggestions about any improvements and/or additions to this form that you think we need to consider:

The form was relatively straightforward to complete and covered important aspects of project progress to-date.