

## Research Request Form

### Collection of Information Privacy Notice

Personal information on this form is collected under the authority of the Public Libraries Act, R.S.O. 1990, c.P.44, sections 20(a) and (d) and in accordance with section 29 of the Municipal Freedom of Information and Protection of Privacy Act.

This information will only be used to administer Toronto Public Library's Research Participation Policy. Questions about the collection or management of personal information can be directed to the **Policy, Planning & Performance Management Division**, Toronto Public Library, 789 Yonge Street, Toronto ON M4W 2G8, 416-395-5658. E-mail: [informationrequest@tpl.ca](mailto:informationrequest@tpl.ca)

**I have read and accept the terms of the Privacy Notice.**

### Applicant Information

**1<sup>st</sup> Principal Researcher's** first and last name:

Affiliation:

Research supervisor's first and last name:

Title:

**2<sup>nd</sup> Principal Researcher's** first and last name:

Affiliation:

Research supervisor's first and last name:

Title:

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### Conflict of Interest Declaration

A Conflict of Interest means in relation to the proposed Research Project (the "Project") outlined below and subsequent obligations under the Research Participation Agreement (the "Agreement") signed between the Researcher(s) and the Toronto Public Library Board (TPLB), the Researcher's other commitments, relationships, or financial interests that could or could be seen to present an improper influence over the objective, unbiased, and impartial exercise of the Researcher's judgment with respect to the objectives and intended outcomes of TPLB's Research Participation Policy.

Where there is a potential or perceived conflict of interest, you the Researcher(s) agree to proactively provide a disclosure statement to that effect, including mitigation measures satisfactory to TPLB; otherwise, your request will not be accepted, or the Agreement will be cancelled.

- I/we have no conflict of interest(s) to report
- I/we have the following conflict(s) of interest to report

#### 1<sup>st</sup> Principal Researcher

#### Mitigation measures

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**2<sup>nd</sup> Principal Researcher****Mitigation measures****Instructions**

Please provide your answers directly in this form. Attachments must be labelled in a manner that enables them to be matched to the applicable section of the form. For terminology not defined in the form, please refer to the Research Participation Policy.

**Title of the Research Project:**

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### Section 1: Research Involving Humans

1. Briefly describe the impact of the Project on human participants:

2. Has your research proposal been reviewed by a Research Ethics Board, and in compliance with the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans? Yes  No

If you answered yes above, please attach a PDF copy of your successful research ethics review, indicating:

- The name of your affiliate institution or organization
- The name and signature of the designated representative
- The date when the research ethics review was completed

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### Section 2: Research Purpose

Please answer the following questions in relation to the Project.

1. What is the primary purpose of the Project, including description of the project, objectives, and scope?



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2. What data will be collected for the Project and how will the data be used?

3. Who is the primary audience for the Project?

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4. What is the potential impact and value of the Project on delivery of public services, and in particular library services? Please include any potential risks associated with the Project.

5. Which of the following equity-deserving groups will be impacted by your research? (Please select all that apply)

- a.  BIPOC (Black, Indigenous, and People of Colour)
- b.  Immigrants, refugees, or undocumented individuals
- c.  2SLGBTQ+ (Two-Spirit, Lesbian, Gay, Bisexual, Trans, Queer)
- d.  Persons with disabilities
- e.  Low-income groups
- f.  Youth
- g.  Women
- h.  Other (Please specify)

**Note:** Others may include vulnerable persons, e.g., children, elderly, people experiencing homelessness, people involved in the justice system, people living with mental illness, or any individuals with otherwise diminished capacity for self determination.

Also note that, depending on the vulnerable group, you may be required to provide a valid **Vulnerable Sector Check (VSC)** to the Library prior to commencing the Project.

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6. If applicable, what is the potential impact of your research on the equity-deserving groups selected above or other individuals with otherwise diminished capacity for self determination? What measures have you taken to mitigate against negative impacts?

### Section 3: Research Methodology

1. Which of the following data gathering techniques are applicable to your research? (Please select all that apply).

- a.  Questionnaires
- b.  Interviews
- c.  Observation
- d.  Other (Please describe)

2. How do you plan to interact with Research Participants? (Please select all that apply)

- a.  In person at the Library
- b.  Online
- c.  By telephone
- d.  Other (Please describe)

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**Note:** The Researcher(s) may not employ observation as a data gathering technique, except if and as provided for in an addendum to the Agreement.

### Section 4: Target Demographic

Which age groups of Library users are you seeking to engage as Research Participants?

1.  Children (0 – 12)
2.  Youth (13-24)
3.  Adults (25 to 64)
4.  Seniors (65 and above)
5.  Other (please describe)

**Note:** Recruitment of participants must be justified by the research question.

### Section 5: Privacy, Data Protection, and Consent

1. Describe how potential Research Participants will be informed about the Project, including the purpose of the research and the data or personal information to be gathered.

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2. Describe how you will seek the Research Participant's express consent, including their parent's or guardian's consent, where applicable.

3. Describe the precautions you will take to protect the Research Participant's personal data and information, specifically:

- a. Where data will be stored and for how long:

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b. Data protection mechanism to be employed:

c. Who will have access to the data and the restrictions against unauthorized access:

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d. How the data will be disposed of and destroyed, including when requested by the Research Participant to destroy their data or personal information:

4. Identify any potential risks to data security throughout the research, and how you intend to mitigate against any breach of data, including how you will inform Research Participants and the Library.

**Note:** Researcher(s) must immediately provide the Library with a written notice in the event of a data breach or potential data breach as specified in the Agreement.

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5. Outline how the Research Participant may request to withdraw their data or information, and how you will confirm to them and to the Library that this has been done.

### Section 6: Research Report

Describe how and when the Project results are expected to be reported and published, and how you will provide the Library and the public with free access to the research report.

**Note:** Specific requirements for deliverables will be provided for in the Agreement.

### Section 7: Timelines and Resource Requirements

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1. What are the planned timelines for your research project?

- a. Start
- b. Finish
- c. Total duration  days
- d.  hours per day

2. How many library locations/branches do you require access to?

**Note:** Please select from the list of branches in the page below, the branches that you wish to be provided access to. You may find branch information in the following link: [list of TPL branches](#).

3. If you require the Library to provide you with additional resources to facilitate the Project, please specify below:

**Note:** The Library will provide resources based on availability and as specified in an appendix to the Agreement.

**List of Toronto Public Library branches**

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<input type="checkbox"/> Agincourt	<input type="checkbox"/> Deer Park	<input type="checkbox"/> Leaside	<input type="checkbox"/> Queen/Saulter
<input type="checkbox"/> Albert Campbell	<input type="checkbox"/> Don Mills	<input type="checkbox"/> Lillian H. Smith	<input type="checkbox"/> Rexdale
<input type="checkbox"/> Albion	<input type="checkbox"/> Downsview	<input type="checkbox"/> Locke	<input type="checkbox"/> Richview
<input type="checkbox"/> Alderwood	<input type="checkbox"/> Dufferin/St.Clair	<input type="checkbox"/> Long Branch	<input type="checkbox"/> Riverdale
<input type="checkbox"/> Amesbury Park	<input type="checkbox"/> Eatonville	<input type="checkbox"/> Main Street	<input type="checkbox"/> Runnymede
<input type="checkbox"/> Annette Street	<input type="checkbox"/> Eglinton Square	<input type="checkbox"/> Malvern	<input type="checkbox"/> S. Walter Stewart
<input type="checkbox"/> Armour Heights	<input type="checkbox"/> Elmbrook Park	<input type="checkbox"/> Maria A. Shchuka	<input type="checkbox"/> Sanderson
<input type="checkbox"/> Barbara Frum	<input type="checkbox"/> Evelyn Gregory	<input type="checkbox"/> Maryvale	<input type="checkbox"/> Scarborough Civic Centre
<input type="checkbox"/> Bayview	<input type="checkbox"/> Fairview	<input type="checkbox"/> McGregor Park	<input type="checkbox"/> Spadina Road
<input type="checkbox"/> Beaches	<input type="checkbox"/> Flemingdon Park	<input type="checkbox"/> Mimico Centennial	<input type="checkbox"/> St.Clair/Silverthorn
<input type="checkbox"/> Bendale	<input type="checkbox"/> Forest Hill	<input type="checkbox"/> Morningside	<input type="checkbox"/> St. James Town
<input type="checkbox"/> Black Creek	<input type="checkbox"/> Fort York	<input type="checkbox"/> Mount Dennis	<input type="checkbox"/> St. Lawrence
<input type="checkbox"/> Bloor/Gladstone	<input type="checkbox"/> Gerrard/Ashdale	<input type="checkbox"/> Mount Pleasant	<input type="checkbox"/> Steeles
<input type="checkbox"/> Brentwood	<input type="checkbox"/> Goldhawk Park	<input type="checkbox"/> New Toronto	<input type="checkbox"/> Swansea Memorial
<input type="checkbox"/> Bridlewood	<input type="checkbox"/> Guildwood	<input type="checkbox"/> North York Central Library	<input type="checkbox"/> Taylor Memorial
<input type="checkbox"/> Brookbanks	<input type="checkbox"/> High Park	<input type="checkbox"/> Northern District	<input type="checkbox"/> Thorncliffe
<input type="checkbox"/> Burrows hall	<input type="checkbox"/> Highland Creek	<input type="checkbox"/> Northern Elms	<input type="checkbox"/> Todmorden Room
<input type="checkbox"/> Cedarbrae	<input type="checkbox"/> Hillcrest	<input type="checkbox"/> Oakwood Village Library & Arts Centre	<input type="checkbox"/> Toronto Reference Library
<input type="checkbox"/> Centennial	<input type="checkbox"/> Humber Bay	<input type="checkbox"/> Palmerston	<input type="checkbox"/> Victoria Village
<input type="checkbox"/> City Hall	<input type="checkbox"/> Humber Summit	<input type="checkbox"/> Pape/Danforth	<input type="checkbox"/> Weston
<input type="checkbox"/> Cliffcrest	<input type="checkbox"/> Humberwood	<input type="checkbox"/> Parkdale	<input type="checkbox"/> Woodside Square
<input type="checkbox"/> College/Shaw	<input type="checkbox"/> Jane/Dundas	<input type="checkbox"/> Parliament Street	<input type="checkbox"/> Woodview Park
<input type="checkbox"/> Danforth/Coxwell	<input type="checkbox"/> Jane/Sheppard	<input type="checkbox"/> Perth/Dupont	<input type="checkbox"/> Wychwood
<input type="checkbox"/> Davenport	<input type="checkbox"/> Jones	<input type="checkbox"/> Pleasant View	<input type="checkbox"/> York Woods
<input type="checkbox"/> Dawes Road	<input type="checkbox"/> Kennedy/Eglinton	<input type="checkbox"/> Port Union	<input type="checkbox"/> Yorkville