

STUDENT PROJECTS & SURVEYS AT THE HIVE – SOME GUIDANCE

We're happy to support student projects and Independent Studies when we can, but they must be discussed and agreed with Hive staff in advance. Before you decide to start a project or research study, please remember:

- Because the Hive is a partnership, we may have to discuss your proposed project with a number of people before deciding whether you can go ahead with it
- Staff are busy and won't always be able to meet you or reply to emails immediately
- So make sure you leave plenty of time to get things sorted out!

Get in touch

If you're a University of Worcester undergraduate or taught PG, please contact your Academic Liaison Librarian <http://library.worc.ac.uk/help/contact>
Other students, please email the Hive admin team hiveadminteam@worcestershire.gov.uk

It's a good idea to contact us early on just to see if your project might be possible, before spending lots of time working on the details. For instance, we may already have too many going on to be able to help you, or think your project will be difficult because of the way The Hive works.

Then before you meet us, work out your overall plan and send it to us in advance – the proposal should outline the nature of your study, the aims of the project, what you want to do, when you want to do it, what you want to do with the results. If you will want to take photos, we need to know that too.

Once your plan has been agreed, stick to it and don't keep adding new bits or changes because you'll need to get them approved each time.

A bit about surveys

There are lots of surveys carried out at The Hive and across the University which people can get fed up with – so it's best to avoid them if possible.

If you feel you will need to survey people remember that:

- You'll need ethical approval – your module tutor can help with this.
- You need to be clear in the survey about why you are consulting people, and that The Hive can't guarantee to act upon suggestions made. Also, there are some things that we can't change, so there is no point surveying people about them – it could just cause frustration. For instance, The Hive cannot be turned into a student-only library as it is jointly funded by the County Council.
- Your contact at The Hive will need to approve the wording of the survey and any publicity material that you intend to use when distributing it.
- Don't approach anyone in The Hive to survey them without agreement – especially children and young people under the age of 16.
- It takes time to write good survey questions that aren't either too leading or too vague – if you need help, have a look on Library Search for a book or e-book, or try a website like these: library.bcu.ac.uk/learner/writingguides/1.05.htm
<http://iss.leeds.ac.uk/downloads/top2.pdf>

And finally - good luck, and don't forget to send us a copy of your final report.