

# Using your Qualtrics Libraries

There are four different kinds of libraries at your disposal, and within each one you can access at least three different collections: your personal library, the Student Affairs group library, and the Qualtrics library.

## Important terms

- **Library** – A place to save and/or access items within the online Qualtrics system
- **Collection** – A specific library belonging to a person or entity that you can reference.
- **Copy to library** – This allows you to save something from a survey into a library
- **Import** – This allows you to bring something from a library into a survey
- **One time Copy** – Creates a copy of something from a library into a survey
- **Reference** – Imports something from a library into a survey and continually updates it from the library from then on out

## The four kinds of Libraries

Libraries populated two different ways; the survey library is populated by saving blocks or questions already in existing surveys into the library. Meanwhile graphics, files, and messages libraries are built in within the library itself.

### Survey Library

This library contains pre-saved questions, blocks and entire surveys for future use. This can be an enormous time-saver if you are going to ask the same question multiple times in different surveys.

### Graphics Library

Here you can save and use graphics for your surveys and messages. To do so, import the image(s) into the library and then chose the “graphic” option when making a new question to import a graphic into your survey. Or, use the rich content editor to include graphics within messages.

NOTE: Graphics are ALWAYS “referenced” – if the graphic is changed/deleted in the library, it will effect ALL the surveys that currently use that graphic (usually resulting in a broken graphic icon where the graphic used to be).

### File Library

Files can be stored here and linked in the text of a survey question or in messages by clicking the “Rich Content Editor” on the top of the text box and choosing “Insert File”. Anyone taking the survey will be able to download the file when they take the survey.

NOTE: This means the file is now publicly available, so make sure not to post any confidential information on these files!

### Messages Library

Here you can create and save premade messages to be used in place of Qualtrics placeholders such as at the end of a survey, in an invite email, and more.

NOTE: For many of these functions, the only way to replace the default message is to pre-make one in the messages library.

## Collections

Within each library you will find three or more collections: click on your user name at the top left of the screen to select which one you want.

### Your own personal collection

Here you can export and save questions and question blocks that you will want to reuse in later surveys. Once saved here blocks can be imported, edited, and sorted.

When you import your question block from your library you will be given two options, to “one time copy” or “reference”. Each of these options can have powerful uses.

One time copy – this will put the block as it is into your survey, saving you time and keeping your surveys consistent!

Reference – this will make it so that any changes made to your saved block in your library will be instantly reflected in any survey that has it referenced. You will get a warning when editing a block showing you how many and what surveys will be affected by any changes made

### Student Affairs collection

This library is a resource filled with useful survey questions blocks (such as demographics) that you import directly into your surveys. To use one simply hit the “import questions from...” when you start a new block and then navigate to the block you want to import.

NOTE: You will be prompted to choose between “one time copy” or “reference” when you import. ALWAYS chose “one time copy” the reference option means your survey will change if/when the block is edited and it could negatively affect your data. You will not receive any notification that the block is or has been edited.

### Qualtrics collection

Here you will find Qualtrics’ collection of premade surveys, questions, and blocks. You can search for one that is similar to your needs, import, and edit it within your survey. Once imported the question blocks will not reference the library anymore.

## Collaborating on projects that use personal libraries

When collaborating on a survey with another account, you will still be able to reference your personal library. The survey will retain the referenced library content regardless of who is currently working on the project. However, the other user will not be able to edit referenced materials (e.g., end of survey messages) from a personal library that is not their own, and if they remove the referenced material, they will not be able to bring it back without the original library owner doing it themselves.