

A Selection of Questions from the Stewardship of Digital Assets Workshop Questionnaire

SECTION A: Institution Information

What year did your institution begin **creating** digital resources? _____

What year did your institution begin **collecting** digital resources? _____

Does your institution have a WRITTEN policy document that addresses digital holdings in each of the following areas?

- | | | | |
|---------------------------|-----|----|-----------------|
| a. Mission and goals | yes | no | being developed |
| b. Collection development | yes | no | being developed |
| c. Emergency preparedness | yes | no | being developed |
| d. Preservation | yes | no | being developed |
| e. Rights and licensing | yes | no | being developed |

Does your institution have written procedures that address digital holdings in each of the following areas?

- | | | | |
|---------------------------|-----|----|-----------------|
| a. Mission and goals | yes | no | being developed |
| b. Collection development | yes | no | being developed |
| c. Emergency preparedness | yes | no | being developed |
| d. Preservation | yes | no | being developed |
| e. Rights and licensing | yes | no | being developed |

SECTION B: Information Technology Infrastructure

Regardless of how acquired, do you have IT services in the following areas

- | | | | |
|--|-----|----|-----------------|
| a. Desktop/workstation support | yes | no | being developed |
| b. Network support | yes | no | being developed |
| c. File management and storage | yes | no | being developed |
| d. Backup and disaster recovery | yes | no | being developed |
| e. Centralized hardware and software acquisition and maintenance | yes | no | being developed |
| f. Security and protocols (authentication, authorization, etc.) | | | |

yes no being developed

Which, if any, of the following IT applications for digital collections management does your institution currently support?

- a. Digital imaging (for example, scanning, direct digital capture, digital photography)

yes no being developed
- b. Collection management system

yes no being developed
- c. Publicly searchable collections database

yes no being developed
- d. Digital asset management system

yes no being developed

SECTION C: Digital Collections¹: Administration and Management

For this survey, the term **digital collection initiative** refers to a broad range of programs and projects undertaken in cultural heritage institutions.

Does your institution have a digital collection initiative?

- Yes
- No

How many FTE staff and volunteers work on your digital collection initiative?

	FTEs in Digital Collection department	FTEs in other departments	FTEs in Volunteers
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 - 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 - 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 - 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What are the sources of funding for the digital collection initiative?

- Fees from activities
- Fund raising
- Grants
- Organization's operating budget
- Sales of products associated with digital collections

Where does the digital initiative fit within the organizational structure?

¹ Digital Collections: A Collection, as defined in the Society of American Archivist's *Glossary of Archival and Records Terminology*, is a group of materials with some unifying characteristic. For the purpose of the survey, the unifying element is the fact that the collections are digital in format.

SECTION D: Digital Collections²: Selection and Acquisition

Digital collections may include born-digital material and digital surrogates either originating at the institution or acquired through purchase or donation from outside the institution. For this assessment, we are NOT including material licensed by your institution, such as licensed e-journals. Please include reformatted materials (converted from a physical format to digital format) and born-digital either at the institution or created by another institution and acquired, distributed and maintained by your institution, such as numeric databases or geospatial data.

Have you adopted standards or best practices for digital content creation (digitization)? If so, please specify the standards used, link to the URL if online or attach a copy if the standards are locally customized or if best practices or guidelines have been developed.

- Yes
 No

How are digital collections created?

- In-house
 Outsourced to a vendor

From which of the following types of source materials have you created digital resources? How many of each type have you created?

TYPE	Approximate No. of Masters
<input type="checkbox"/> Flat works on paper/photographic prints	_____
<input type="checkbox"/> Film (film negative or glass plate negatives)	_____
<input type="checkbox"/> Microfilm	_____
<input type="checkbox"/> Three-dimensional objects	_____
<input type="checkbox"/> Analog audio	_____
<input type="checkbox"/> Video	_____
<input type="checkbox"/> Books, manuscripts and other multi-page items	_____

If your institution is creating or acquiring **born-digital resources**, which of the following formats are you creating or acquiring?

	Creating	Acquiring
Simple text	<input type="checkbox"/>	<input type="checkbox"/>
Encoded text (blogs, websites, listservs, PDF documents)	<input type="checkbox"/>	<input type="checkbox"/>
Non-licensed e-books, e-journals	<input type="checkbox"/>	<input type="checkbox"/>
Photography or other still images	<input type="checkbox"/>	<input type="checkbox"/>
Digital audio	<input type="checkbox"/>	<input type="checkbox"/>
Digital video	<input type="checkbox"/>	<input type="checkbox"/>
Art or visual materials with a database or digital component	<input type="checkbox"/>	<input type="checkbox"/>
Application, operating system or other software	<input type="checkbox"/>	<input type="checkbox"/>
Documentation or research data	<input type="checkbox"/>	<input type="checkbox"/>
Geospatial data	<input type="checkbox"/>	<input type="checkbox"/>
Other numeric data sets	<input type="checkbox"/>	<input type="checkbox"/>

² Digital collections: A group of materials with some unifying characteristic in digital format.

Why are you creating/acquiring digital resources?

- To contribute to a collaboration/consortium
- For documentation of condition
- To generate revenue
- For identification (i.e. collections management, cataloging, etc.)
- To increase access to the collection
- For marketing and promotion of the institution
- To preserve the original by reducing handling
- For publication
- To replace collection items in the event of disaster, deterioration, etc.
- For study and use by local users
- For study and use by remote users

Of all the items you consider belonging to digital collections, are the majority unique or replicated in digital or analog versions?

- Most are unique (single-copy works)
- Most are replicated in multiple digital versions
- Most are replicated in other analog versions
- Most are replicated in both digital and analog versions

What **formats** are you currently using?

- JPEG
- JPEG2000
- TIFF
- MPEG
- WAV
- PDF/PDF-A
- TXT
- HTML
- XML

SECTION E: Digital Collections: Access

Access is "The ability to locate relevant information through the use of catalogs, indexes, finding aids, or other tools."³ **Collections** are a group of materials with some unifying characteristic.⁴

How do you provide access to your digital collections?

- Through a website associated with our organization
- Through a website associated with another organization
- Through a content management system
- CD/DVD/other removable media
- Standalone computer
- Local online access/intranet

³ Pearse-Moses, Richard. *A Glossary of Archival and Records Terminology*. Society of American Archivists. <http://www.archivists.org/glossary/> February 26, 2007.

⁴ ibid.

Approximately what percentage of your digital resources is available online? _____

Digital resources require **metadata** for discovery, access, management and preservation. Which types of metadata do you create for your digital collections?

- Descriptive metadata (for example, title, subject)
- Technical metadata (information describing the production process or digital attributes of the work)
- Administrative metadata (access privileges, rights, ownership of material)
- Structural metadata (for purposes of linking different parts or units of data)
- None

Which metadata schemas are you using?

- MARC
- Dublin Core, simple
- Dublin Core, qualified
- VRA Core
- CIMI
- METS
- MODS
- EAD
- Locally developed schema

What **digital asset management system**⁵ do you use? (This system may be used to manage the full life cycle of your digital objects including management of data creation, metadata repository, image repository or linkage to the image repository, registry of preservation metadata, and a means of providing access to users.)

- OCLC's CONTENTdm
- DSpace
- Endeavor's Encompass
- ExLibris Digitool
- Fedora
- The Gallery System
- Luna's Insight
- Past Perfect software
- Locally developed system
- None

⁵ Digital Asset Management System: consists of tasks and decisions surrounding ingesting, annotating, cataloguing, storage and retrieval of [digital assets](#), such as [digital photographs](#), animations, videos and music. Digital asset management systems are [computer software](#) and/or hardware systems that aid in the **Digital asset management** consists of tasks and decisions surrounding ingesting, annotating, of digital (continued from p. 7) process asset management. Wikipedia, http://en.wikipedia.org/wiki/Digital_asset_management_system. Accessed February 26, 2007.

SECTION F: Digital Collections: Preservation⁶

How does your institution fund or intend to fund preservation of digital collections?

- Through the preservation budget
- Through the IT budget
- Through another line in the operating budget
- Through grants

Which of the following digital preservation strategies has your institution implemented?

- Migration
- Refreshing data
- Emulation
- Maintenance of legacy equipment
- Data backup
- Institution operates a digital preservation solution

Are you **outsourcing** to a digital preservation service?

- Yes
- No

What type of digital content do you deposit in the service?

- Text (Electronic Thesis, Dissertations)
- Encoded text (blogs, websites, listservs, PDF documents)
- Non-licensed e-books, e-journals
- Photography or other still images
- Digital audio
- Digital video
- Art or visual materials with a database or digital component
- Application, operating system or other software
- Documentation or research data
- Geospatial data
- Other numeric data sets

⁶ For the purpose of this survey, “Digital preservation’ is defined as the managed activities necessary for ensuring both the long-term maintenance of a bytestream and continued accessibility of its contents.” *Trusted Digital Repository: Attributes and Responsibilities; an OCLC-RLG report*. Mountain View, CA: RLG, May, 2002. Accessed August 28, 2007.
<http://www.crl.edu/content.asp?l1=13&l2=58&l3=162&l4=91>

Does the service have:

	Yes	No	Don't know
a. A publicly available Preservation Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you reviewed the Preservation Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Contingency plans incase of emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of what these plans are?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Escrow arrangements for software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If they do, do you have access to it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Off-site backup of the database?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Separate professional staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Authentication/authorization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Customer documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Customer administrative module?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Usability testing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Migration strategy (may be part of preservation plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other preservation actions:

If you are managing digital collections locally, what media are used for storage?

- Removable magnetic media (disks, zip disks, flash memory)
- Online magnetic media (networked hard drives)
- Optical media (CD, DVD)
- Tape
- None – there is no local preservation of digital collections

If you back up your files, where are they stored?

- In-house, in systems that our institution manages
- By a partner organization
- Outsourced to a storage site (e.g., Iron Mountain)

At what frequency do you back up⁷ the files?

- Once
- Once a year
- Quarterly
- Once a month
- Once a week
- Several times a week
- Daily

⁷ Backup: The periodic capture of information to guard against system or component failure or against accidental or deliberate corruption of the system or system metadata. It is separate from the actions that most repositories will take of holding multiple copies of digital resources....Backups are not expected to prevent all information loss. They are intended to restore a system or a component to a known state in a manner consistent with other system components where this is applicable. (*Trustworthy Repositories Audit & Certification: Criteria and Checklist*. Chicago, IL, CRL. p. 75. Accessed August 29, 2007 <http://www.crl.edu/content.asp?l1=13&l2=58&l3=162&l4=91>)

SECTION G: Digital Collections: Rights

This section examines your institution's legal and moral right to undertake the actions necessary for digital preservation (for example, copying files, changing file format, migrating data to newer equipment, operating systems, and software, etc.).

Rate the extent to which the following statements are accurate, using a scale of 1 (meaning Not At All Accurate) to 5 (meaning Very Accurate):

	(Not at All Accurate)				(Very Accurate)
	1	2	3	4	5
a. We consider copyright and intellectual property concerns in managing digital materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. We feel confident making copyright licensing and digital copyright decisions about our digital collections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Copyright and licensing concerns deter us from creating and preserving digital collections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. We record and maintain rights metadata to limit delivery of collections to authorized users.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>