**Pre-Visit Questionnaire**

Digital Preservation Assessment

This questionnaire will prepare you for the Digital Preservation Assessment, inform the digital preservation assessor prior to the site visit, and highlight areas that require specific attention during the visit.

Please fill out the questionnaire **to the best of your ability**. As you do so, you will need to identify appropriate staff members who can help you answer the questions. For this reason, *we recommend that you begin filling out the questionnaire at least four weeks before the site visit.* Please send the completed questionnaire to your assessor one to two weeks before the visit.

**Note**: It is important for your assessor to have an accurate understanding of *current practice* at your institution. Please be as transparent as possible about practices and procedures on a daily basis.

Institution: Click here to enter text.

Contact person & title: Click here to enter text.

Street Address: Click here to enter text.

Telephone: Click here to enter text. Email: Click here to enter text.

Questionnaire completed by: Click here to enter text. Date: Click here to enter text.

Return to: Click here to enter text. Email: Click here to enter text.

Return by date: Click here to enter text.

# THE ORGANIZATION

## **Institutional Profile**

1. Name of the collecting entity or department that will receive the assessment visit and report (e.g. Archives & Special Collections, local history room, town clerk’s office, etc.):

Click here to enter text.

1. Name of the parent institution (e.g. university, corporation, or other sponsoring body):

Click here to enter text.

1. Give a general history of the institution (or provide a URL for institutional history) and the collecting unit specifically:

Click here to enter text.

1. Provide an organizational chart that includes all of the units involved in digital collections. If you do not have an official org chart, then please *draft an informal one and attach it.*

Click here to enter text.

## **Project Background**

The following information will help the assessor understand your institution and the importance of your materials. *If your digital preservation assessment has been funded by a grant, feel free to photocopy/scan and attach the narrative portion of your application.*

1. What are your goals for this digital preservation assessment?

Click here to enter text.

## **Preservation Program**

1. How does your organization manage preservation for all collections (i.e. physical and digital)? For example: Is there a preservation committee? History of preservation grants? Has your organization gone through an assessment in the past?

Click here to enter text.

1. Which parts of your organization have responsibility and/or authority for digital collections and digital preservation?

Click here to enter text.

1. Do you have a preservation plan for either physical or digital collections?

Click here to enter text.

## **Collections**

1. Describe the digital assets held by your institution; think broadly. For example, is your organization creating podcasts? Are you responsible for caring for your electronic records?

Click here to enter text.

1. Which of these assets are formally part of the collection (accessioned and managed)?

Click here to enter text.

1. Are there assets that should be preserved in the long term but are not currently a part of any collection? What are they?

Click here to enter text.

## **Users**

1. List your access points for digital materials (e.g. URLs for digital collections or a description of access in the reading room).

Click here to enter text.

1. Describe your user community. Include reference statistics if available (visits per year, collections accessed per month, etc.).

Click here to enter text.

# STAFF & RESOURCES

## **Staffing and Roles**

1. Please use this table to summarize your staffing for digital preservation. *Be as inclusive as possible and make sure to list all people that will be participating in the site visit.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Job Title** | **Description of background and training in digital preservation** | **Job description and responsibilities in digital collections/preservation** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

## **Staff Training**

1. Does your team have access to professional development funding? If so, how much? Describe how and when it is allocated.

Click here to enter text.

1. What professional development opportunities have staff members participated in in the last three years (related to digital collections)?

Click here to enter text.

1. Briefly describe collaborative projects that your institution has participated in related to digital collections.

Click here to enter text.

## **Budgeting and Resources**

1. Please estimate the annual spending for **digitization** (costs associated with digitizing in-house using staff and volunteers and/or paying vendors to digitize). Include any present or past grant-funded projects.

Click here to enter text.

1. How are the digital preservation activities listed below funded (operating funds, ad-hoc allocation, grants, etc.)?

* Staffing Click here to enter text.
* Software Click here to enter text.
* Hardware Click here to enter text.
* Services (outsourced reformatting, external tech support, other) Click here to enter text.

# POLICY INFRASTRUCTURE

# **Collection Development**

1. Does the **collection or department** have a specific mission statement? *Please attach a copy or summarize it here.*

Click here to enter text.

1. Do you have an active collection development policy for digital collections? *If so, please provide the written document*.

Click here to enter text.

1. Do you have any legal mandates or obligation to collect particular digital materials?

Click here to enter text.

1. Are there digital materials you do not accept (e.g. certain formats or content)?

Click here to enter text.

## **Selection for Digitization**

1. How do you select and prioritize collections and items for **digitization**?

Click here to enter text.

1. Is your digitization selection policy documented? If so, *please provide the written document*.

Click here to enter text.

1. Do you collect born-digital objects? If so, what types?

Click here to enter text.

1. Describe any technical specifications in place for digitization or born-digital objects accessioned into the collection.

Click here to enter text.

## **Copyright**

1. Do you have any policies related to copyright or intellectual property? If so, *please provide the written document*.

Click here to enter text.

# PROCESSES & WORKFLOWS

## **Reformatting**

1. Do you have written procedures for in house reformatting or quality control activities? If so, *please provide the written document*.

Click here to enter text.

1. Do you have written technical specifications for your digital objects (e.g. format types, file naming protocols, metadata procedures)? If so, *please provide the written document*.

Click here to enter text.

## **Born-Digital Objects**

1. Are you creating your own digital content (e.g. oral histories, video recordings of events, born digital photographs, other)?

Click here to enter text.

1. What standards are you following for digital content creation?

Click here to enter text.

1. Are there documented procedures and workflows for creation of digital content? If so, *please provide the written document*.

Click here to enter text.

1. Who has responsibility for documenting procedures for creation of digital content?

Click here to enter text.

## **Metadata**

1. What metadata do you create or collect during digitization?

Click here to enter text.

1. How is metadata created, stored, and managed?

Click here to enter text.

1. Who is responsible for metadata creation and documentation?

Click here to enter text.

1. Do you have documented guidelines or workflows for recording metadata? If so, *please provide the written document*.

Click here to enter text.

1. What standards do you follow for metadata creation, including schema and content standard(s)?

Click here to enter text.

# TECHNOLOGICAL RESOURCES

## **IT Support**

1. Describe IT support for your digital collections.

Click here to enter text.

## **Legacy Media**

1. What physical carriers of digital media are in your collections (floppy discs, zip drives, hard drives, CDs or DVDs, etc.)?

Click here to enter text.

1. Do you have an inventory of legacy carriers? Do you identify legacy media in incoming collections?

Click here to enter text.

## **Data Management Tools**

1. What software and tools support digital collections activities? Please list them and their various uses within the organization.

Click here to enter text.

## **Digital Storage**

1. How are your digital collections stored (both preservation/master files and access files)? Select all that apply:

Local servers

Commercial cloud storage (e.g. Amazon S3, DuraCloud, Google Cloud Storage)

Computer hard drives

Consortium servers

Distributed storage (e.g. LOCKSS, MetaArchive)

External media (e.g. CD/DVD, flash drive, tape)

Institutional digital repository service

Other digital libraries

Other digital repository services

Social media sites (e.g. Flickr, Instagram, YouTube, Facebook)

Vendor/hosted storage (e.g. OCLC)

Not sure

Other (please describe) Click here to enter text.

1. Describe procedures you have for redundant storage or back-ups.

Click here to enter text.

1. Who manages storage and backups?

Click here to enter text.

1. Have you experienced storage failures or data loss? Have you ever restored content after a failure or as a test?

Click here to enter text.

## **Security of Collections and Authenticity of Users**

1. Who can read, write, access, and/or manipulate the files

Click here to enter text.

1. Who can read, write, access, and/or manipulate the metadata?

Click here to enter text.

1. Do you check files for unintended changes at any point in their lifecycle?

Click here to enter text.