

## Digital Assets

*If this section is not applicable to the collection(s) being surveyed, please note that here and move to the next section.*

*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. This assessment does not include material licensed by the 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.*

### Institutional Information

1. Does the institution have a digital collection initiative? (For this survey, the term “digital collection initiative” refers to a broad range of programs and projects undertaken in cultural heritage institutions.)
2. What is the size of the institution's staff involved with the digital collection initiative? (FTE = full-time equivalent)  
  
 FTE professionals  
  
 FTE support staff  
  
 Student assistants, representing FTE  
  
 Volunteers, representing FTE
3. What year did the institution begin **creating** digital resources?
4. What year did the institution begin **collecting** digital resources?

5. Does the institution have a written policies and procedures that address digital holdings in any of the following areas (if policies are in development, please indicate):
  - a. Mission and goals
  - b. Collection development
  - c. Emergency preparedness
  - d. Preservation
  - e. Rights and licensing
  
6. What are the sources of funding for the digital collection initiative?
  - \_\_\_ Fees from activities
  - \_\_\_ Fundraising
  - \_\_\_ Grants
  - \_\_\_ Organization's operating budget
  - \_\_\_ Sales of products associated with digital collections
  
7. Where does the digital initiative fit within the organizational structure?
  
  
  
  
  
  
  
  
  
  
8. Does the institution have IT services in the following areas:
  - a. Desktop/workstation support
  - b. Network support
  - c. File management and storage
  - d. Backup and disaster recovery
  - e. Centralized hardware and software acquisition and maintenance
  - f. Security and protocols (authentication, authorization, etc.)

9. Which, if any, of the following IT applications for digital collections management does your institution currently support?
- a. Digital imaging (scanning, direct digital capture, digital photography, etc.)
  - b. Collection management system
  - c. Publicly searchable collections database
  - d. Digital asset management system

### **Selection and Acquisition of Digital Collections**

10. Has the institution adopted standards or best practices for digital content creation (digitization)? If so, please specify the standards used, or attach a copy if the standards are locally customized.
11. How are digital collections created? Please specify in-house versus vendor projects.
12. From which of the following source materials have digital resources been created? How many of each type (estimate as needed)?
- \_\_\_ Flat works on paper or photographic prints
  - \_\_\_ Film (film negative or glass plate negative)
  - \_\_\_ Microfilm
  - \_\_\_ Three-dimensional objects
  - \_\_\_ Analog audio
  - \_\_\_ Video
  - \_\_\_ Books, manuscripts, or other multi-page items

13. If the institution is creating or acquiring born-digital resources, which of the following formats are in use?

Creating    Acquiring

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Simple text  |
| <input type="checkbox"/> | <input type="checkbox"/> | Encoded text (blogs, websites, listservs, PDF documents)     |
| <input type="checkbox"/> | <input type="checkbox"/> | Non-licensed, ebooks, ejournals                              |
| <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                                      |

14. Why is the institution creating and/or acquiring digital resources?

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

- For study and use by local patrons
- For study and use by remote patrons
- Other:

15. Who is responsible for performing quality control on digitized content?

16. How is quality control performed?

- 100% review of all files
- Spot checking/ sampling
- Other:

17. Of all the items considered part of a digital collection(s), are the majority unique items, or are they replicated in other 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

18. What file formats is the institution currently using to store and access digital collections?

- JPEG
- JPEG2000
- TIFF
- MPEG

- WAV
- PDF/PDF-A
- TXT
- HTML
- XML
- Other:

### Access to Digital Collections

19. How does the institution provide access to the digital collections?

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

20. Approximately what percentage of your digital resources is available online?

21. Digital resources require metadata for discovery, access, management and preservation. Which types of metadata does the institution create for the digital collections?

- Descriptive metadata (i.e. title, subject)
- Technical metadata (*describes the production process or digital attributes of the work*)

- Administrative metadata (*access privileges, rights, ownership of material*)
- Structural metadata (*for purpose of linking different parts or units of data*)
- Preservation metadata (*checksums and other information that ensures longterm accessibility*)
- None

22. Which metadata schemas is the institution using?

- MARC
- Dublin Core Simple
- Dublin Core Qualified
- VRA Core
- CIMI
- METS
- MODS
- EAD
- Locally developed schema
- Other:

23. What digital asset management system does the institution 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/ other:

**Preservation**

24. How does the institution fund or intend to fund preservation of digital collections?

- Preservation budget
- IT budget
- A different line in the operating budget (please specify)
- Grants
- Other

25. Which of the following digital preservation strategies has the institution implemented:

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

26. Does the institution outsource to a digital preservation service?



If so, what type of digital content is deposited with the vendor?

- Text (electronic thesis, dissertations)
- Encoded text (blogs, websites, listservs, PDF documents)
- Non-licensed ebooks, ejournals
- 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:

If working with a digital preservation vendor, indicate which of the following services are provided. Please note if unsure or if it is unclear.

- A publicly-available preservation plan (including a migration strategy)
- Contingency plans in case of emergency
- Escrow arrangements for software
- Offsite backup of databases
- Separate professional staff
- Authentication/authorization
- Customer documentation
- Customer administrative module
- Usability testing
- Other:

27. If the institution manages their digital collection(s) 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

28. Where does the institution back up its files?

- In-house, in systems that the institution manages
- With a partner organization (please specify)
- Outsourced to a storage site (e.g., Iron Mountain)
- Other

How often are files backed up? Is there a written schedule?

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

**Rights Management**

29. Consider the following statements about copyright and intellectual property concerns. Use a scale of 1 (not at all accurate) to 5 (very accurate) to rate the comments in regards to your institution.

- a. We consider copyright and intellectual property concerns in managing digital materials.
- b. We feel confident making copyright licensing and digital copyright decisions about our digital collections
- c. Copyright and licensing concerns deter us from creating and preserving digital collections.
- d. We record and maintain rights metadata to limit delivery of collections to authorized users.