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?

<table>
<thead>
<tr>
<th>Creating</th>
<th>Acquiring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Simple text</td>
</tr>
<tr>
<td></td>
<td>Encoded text (blogs, websites, listservs, PDF documents)</td>
</tr>
<tr>
<td></td>
<td>Non-licensed, ebooks, ejournals</td>
</tr>
<tr>
<td></td>
<td>Photography or other still images</td>
</tr>
<tr>
<td></td>
<td>Digital audio</td>
</tr>
<tr>
<td></td>
<td>Digital video</td>
</tr>
<tr>
<td></td>
<td>Art or visual materials with a database or digital component</td>
</tr>
<tr>
<td></td>
<td>Application, operating system, or other software</td>
</tr>
<tr>
<td></td>
<td>Documentation or research data</td>
</tr>
<tr>
<td></td>
<td>Geospatial data</td>
</tr>
<tr>
<td></td>
<td>Other numeric data sets</td>
</tr>
</tbody>
</table>

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

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