

# Creating Digital Collections from Archives and Special Collections

## 1. Welcome!

This is a follow up survey on the digitizing practices of Midwest Archives Conference members who responded to our 2008 survey. The survey tool retained addresses of previous respondents, but we have not correlated your identity with your previous responses.

The premise for our original survey was that selection principles for digital projects had not been reported in archives' literature. Ricky Erway and Jennifer Schaffner reported on the 2007 RLG/SAA forum "Digitization Matters" in their piece titled "Shifting Gears" available at [www.oclc.org/programs/publications/reports/2007-02.pdf](http://www.oclc.org/programs/publications/reports/2007-02.pdf), and discussions among MAC members and others indicate the forum and/or this report may be having an influence on digitizing collections.

This survey seeks to measure current practices in digital projects involving objects that have a physical counterpart in your institution's holdings (i.e. not born-digital objects) that you plan to, or have already, made available on the open Web.

The survey contains 40 questions and has a comments page. Some answers will allow you to skip over parts of the survey, so it is possible that fewer than 40 answers will be needed. The average response time is less than 20 minutes, and your responses will be anonymous.

Questions marked with asterisks are required. Each page has navigation button(s) at the bottom, so please do not use your browser's back button if you decide to go back in the survey. Using the browser's back button may cause you to skip sections accidentally, and any answers you revise will not register unless you use the navigation buttons within the survey. You may preview the survey at [http://www.iwu.edu/~mminer/survey\\_preview.pdf](http://www.iwu.edu/~mminer/survey_preview.pdf)

The final section has space for additional comments. None are required, but you must click on "Done" to register all previous responses.

Thank you for your participation!

## 2. About your institution

### 1. In what type of institution do you work?

- Academic (private)
- Academic (public)
- Corporate
- County, local or regional historical society or museum
- Federal archives, library, or museum
- Private, non-academic archives (including Religious)
- Public library
- State archives, library, historical society, or museum

Other (please specify):

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**2. If academic, please choose the approximate number of FTE students.**

under 1,000

1,001-2,500

2,501-5,000

5,001-10,000

10,001-20,000

above 20,000

**\* 3. Is educating users part of your archives' mission?**

Yes

No

Explain educational objectives, if you'd like

**\* 4. Please list the number of FTE staff in your department, yourself included.**

**(Note: 1 FTE = 40 hrs/wk, .5 FTE = 20 hrs/wk.**

**Enter all that apply; "professional" includes all paid, adult staff.)**

Total professional staff for all projects

Professional staff for digital projects only

Total student assistants for all projects

Student assistants for digital projects only

Total volunteers for all projects

Volunteers for digital projects only

## 3. About your collections

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**\* 5. Please choose the approximate linear feet of your physical collections.**

less than 1000

1001-2000

2001-5000

5001-10,000

more than 10,000

**6. Please estimate the linear feet you have added to your physical collections since February 2008.**

0

1-100

101-1000

1001-2000

2001-5000

5001-10,000

more than 10,000

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★ **7. Thinking in linear feet, please estimate the percentage of your total physical archival holdings that have been digitized.**

0%\* (please see below)

1-10%

11-20%

21-30%

31-40%

41-50%

51-60%

61-70%

71-80%

81-90%

91-99%

100%

\*If 0%, please state whether you plan to start digitizing, and if you have no plans, please state why. Then exit the survey (link in the upper right corner).

★ **8. Do you have a policy or general practice as to what portion of an individual collection is digitized?**

Yes

No

If you are willing to share your policy, please add it here (briefly), or email a lengthier version to [mminer@iwu.edu](mailto:mminer@iwu.edu).

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★ **9. What percentage of the linear feet of an individual collection is most commonly digitized (with or without a written policy)?**

less than 1%

1-10%

11-20%

21-30%

31-40%

41-50%

51-60%

61-70%

71-80%

81-90%

91-99%

100%

Varies so widely by collection - cannot answer

★ **10. Please estimate the number of objects/files in your digital collections. For the purposes of this survey, please consider the following:**

Number of discrete pages or images uploaded. (Example: a 25-page diary may be 25 files or more, perhaps, if you scanned the covers, too.)

Number of items consisting of multiple pages or multi-view. (Example: A multiple page diary that is converted to .pdf and uploaded would be one file. Or a video made up of multiple still photograph views would be one file.)

## 4. About your process

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\* **11. The 2007 report on the RLG/SAA forum called “Digitization Matters” co-authored by OCLC’s Ricky Erway and Jennifer Schaffner suggests three approaches to selection for digital collections. Please rate the frequency with which you take these approaches.**

	Almost always	Often	Seldom	Never
Digitize as material is acquired.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scan entire collections deemed “of great interest.”	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Choose “samples from several parts of the collection.”	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Explain, if desired

  

\* **12. Which of the following best describes the reason you digitize collections.**

- Access
- Outreach/marketing
- Preservation
- Other

Please specify

\* **13. How do you decide which collections or materials in your holdings get digitized? (Select all that apply.)**

- I have a written digital collection development policy.
- Other offices at my institution make suggestions.
- I make the choice based on need or likely interest in the topic.
- An in-house selection committee chooses based on need or likely interest in the topic.
- I base selection on the preservation needs of the collection.
- I base selection on the ease of reformatting to digital versions.
- Other (please specify):

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## \* 14. If you scan photographs, do you edit them in any way?

Yes, I scan photos, and I edit them when needed.

Yes, I scan photos, but I do not edit them.

No, I have not scanned photographs.

If yes, provide an example of how you edit them and indicate if this information is included in the metadata.

	5
	6

## \* 15. What do you do about items (photographs, maps, etc.) that are very similar but not exact duplicates of other materials in the collection (e.g., photos of the same event but a different angle, a map of the same place but on a different scale, etc.)?

I choose one (or a few) and don't say anything about having additional, similar versions.

I choose one (or a few) and add metadata saying that additional, slight variations of the same item are available on-site.

I digitize them all.

## \* 16. Do you believe your digital collections are accurate enough representations of the originals to be considered authoritative, citable sources?

Yes

No

## \* 17. If you need to change a URL for any part of your digital collections, do you create a redirect page?

I have not had to change our URLs.

I create temporary redirect pages.

I create permanent redirect pages.

## 5. Collaboration

### \* 18. Do you collaborate with other institutions on digital projects? (Collaboration includes, but is not limited to, funding, collection content, shared resources, etc.)

Yes

No

## 6. About your project

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\* **19. With what type(s) of institution(s) do you work? (Select all that apply.)**

- Academic (private)
- Academic (public)
- Corporate
- County, local or regional historical society or museum
- Federal archives, library, or museum
- Private, non-academic archives (including Religious)
- Public library
- State archives, library, historical society, or museum
- Other

\* **20. Is your institution involved (or eligible to be involved) in more than one collaborative project?**

Yes

No

\* **21. If one partner or organization has a lead role in terms of funding, governance, or overall organization of the project(s), it is best described as a/an: (Please select more than one ONLY if involved in more than one project.)**

- Consortium of academic libraries
- Consortium of multi-type libraries
- Academic library
- Historical society or museum (regional or local)
- State archives, library or historical society
- Public library
- Private, non-academic archives (including Religious)
- Not applicable
- Other (please specify):

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\* 22. Are you encouraged to select materials for digitization based on priorities set by your partners or funders?

Yes

No

If yes, please provide an example:

  

### 7. Collection-wide policies

\* 23. When you choose a collection, do you digitize all of it?

Yes (proceed to #25)

No

Varies by collection (please explain):

24. If you answered "no" or "varies" to #23, are there any metadata associated with the digital object(s) to indicate that more of the collection is available on-site?

Yes

No

If no, is there any information to tell patrons the digital collection isn't complete? Please specify, then proceed to #26.

  

\* 25. Does your metadata include specific location information (e.g., box, series or folder) for the location of the original item(s) on-site?

Yes

No

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\* **26. Do you provide metadata or a link to more information about the creator and the collection, such as administrative/biographical history, and/or scope and content notes?**

Yes

No

### 8. About your patrons

\* **27. Do you compile user statistics for your in-house/physical collections? (This would include, but not be limited to, occasional surveys or a demographic field on reference request forms.)**

Yes

No

Not really; we only track the number of people who come through our door.

**28. If yes, are your users (please check all that apply):**

- K-12, both students and instructors
- Higher ed. students, instructors and/or administrators
- Private researchers (e.g., genealogists, historians, scientists)
- Employees of my institution
- Other

\* **29. Do you compile user statistics for your digital collections? (This would include, but not be limited to, occasional surveys or a demographic field on reference request forms.)**

Yes

No

Not really; we only track the number of hits on our organization's website(s).

Not really; we only track hits on our digital collection homepage(s).

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\* **30. Are your users of digital collections significantly different than the users of your physical collections? (Please select all that apply.)**

- I don't have this data.
- No, the users are very similar.
- Yes, significantly more K-12 users online.
- Yes, significantly more Higher ed. users online.
- Yes, significantly more private researchers online.
- Yes, significantly more employees online.
- Yes, significantly more [other] users online (please specify):

\* **31. Have you experienced an increase in users because of your digital collections (anecdotally or statistically)?**

- Yes, more users overall (both on-site and via email, phone, etc.)
- Yes, more users on-site
- Yes, more email, phone, etc. requests
- No
- I don't know

**32. If yes, do people (please check all that apply):**

- ask for information related to, but beyond, the digital collections?
- make general inquiries about what else you might have?
- request to see the physical incarnations of the digitized collections?
- request reproductions for private, academic or public use?
- Other (please specify):

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### \* 33. Have on-site or online patrons provided feedback about your digital collections?

No, I have not had feedback about our digital collections.

Yes, patrons comment that they like having collections available online and seem satisfied with what they can access.

Yes, patrons comment that they like having collections available online but they want more made accessible.

Yes, patrons comment that viewing online is not the same as being on-site.

Use this space to elaborate on your response if you'd like to.

  

## 9. Teaching with digital collections

### \* 34. Do you have curriculum suggestions, teaching guides, or questions linked to your digital collections?

Yes

No

## 10. Curriculum

### \* 35. Who developed the educational material? (Check all that apply.)

Archivist

Education professional on archives' or parent institution's staff

Classroom instructor, K-12

Classroom instructor, Higher ed.

Other (please specify):

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## \* 36. What is the intent of the educational materials? (Check all that apply.)

- Supplement or satisfy local history/state standards requirements
- Teach critical thinking skills
- Teach visual literacy
- Promote diversity
- Cultivate historical stewardship
- Other (please specify):

  

## \* 37. Do the educational materials represent the individual digital item's context within its physical, on-site collection?

- No, we cite only our repository or our project's name.
- Yes, we cite the collection.
- Yes, we cite the collection and the location of the original item within that collection.
- Yes, we provide the collection finding aid and cite the location for the original item.
- Yes, we provide a dynamic finding aid and users can choose to access other digital content from the same collection.
- Yes, other (please specify):

## \* 38. Do any of your educational materials intentionally teach your users about archival practices?

- No
- Yes

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**39. If you answered yes to #38, what archival practices do you cover? (Check all that apply.)**

- Preservation
- Appraisal
- Selection
- Arrangement
- Description
- Other (please specify):



## 11. Comments

**40. Do you have any other comments or questions? Please click "Done," when ready, to register your responses.**

**Thank you for completing this survey!**

