

In 2002 the Institute of Museum and Library Services awarded the University of Illinois a research and demonstration National Leadership Grant (NLG) to implement a collection registry and metadata repository for digital content created or developed as part of past, present, and future NLG programs. As part of this effort IMLS has given us permission to survey NLG projects that include a significant digitization or digital content component. Your project, (AAAA), IMLS Grant Number (BBBB), has been identified by IMLS as belonging to this category.

We are asking you to help by completing a brief online survey at:  
<<http://imlsdcc.grainger.uiuc.edu/survey/>><http://imlsdcc.grainger.uiuc.edu/survey/>.

You will be asked to log in. Your log in information is below:

Login: XXXXXXXXXXXXXXXX

Password: XXXXXXXXXX

The survey will help us verify, update, and augment key administrative, content, and technical information about the digital collection associated with your project. Selected of this information will appear in our IMLS NLG Collection Registry, which is located at <<http://imlsdcc.grainger.uiuc.edu/collections/>><http://imlsdcc.grainger.uiuc.edu/collections/>. (You will be given a further opportunity to vet and edit as needed the record describing your project's collection before it is added to the publicly available portion of the IMLS NLG Collection Registry.)

The IMLS NLG Collection Registry is intended as a resource for both end users and current and future IMLS grantees. It went public in February 2005 at Web-Wise. Since then, the registry has received media attention in several blogs, including Diglet and Librarian in Black. It was also "Resource of the Week" recently on the blog Resource Shelf. This publicity has brought attention to NLG project collections through the Collection Registry, and including your project will help a broader audience become aware of your project's collection.

The introduction to the survey provides more detail about why we are requesting the information and how data collected will be used and safeguarded. Your participation in the survey is completely voluntary, and you should feel free to leave blank any questions you do not wish to answer. You may also contact the University of Illinois Institutional Review Board (IRB) office (email: [irb@uiuc.edu](mailto:irb@uiuc.edu), voice: 217.333.2670) for information about your rights in University of Illinois approved research.

You are welcome to call IRB collect if you identify yourself as a research participant.

For more information about our project, including the text of our grant proposal, please see our website at <<http://imlsdcc.grainger.uiuc.edu/>>[http://imlsdcc.grainger.uiuc.edu](http://imlsdcc.grainger.uiuc.edu/). If you have questions, don\_ hesitate to contact our project coordinator, Amy Jackson (e-mail: [amyjackson@uiuc.edu](mailto:amyjackson@uiuc.edu), voice: 217-244-7809).

Again, you can access the survey here:

<<http://imlsdcc.grainger.uiuc.edu/survey/>><http://imlsdcc.grainger.uiuc.edu/survey/>.

We estimate total time for completing the survey will be approximately 30 minutes. Thank you for participating in this important effort!

Sincerely,

Timothy W. Cole

Professor of Library Administration

Principal Investigator, IMLS Digital Collections and Content Project

Amy Jackson

Project Coordinator, IMLS Digital Collections and Content Project

OMB NO. 3137-0051, EXPIRATION DATE: 09/30/2006

IMLS Digital Collections and Content Project Email Cover Letter for Survey

P.S. You have been contacted because you are listed as the Principal Investigator on this grant project. If you are no longer in this position, or there is someone else you think would be a more appropriate contact, please let us know.

## Introduction to Survey One: NLG Project and Collection Information

[Continue on to Part A -->](#)

Survey One has been designed to collect information to help us to begin work on a collection registry of IMLS NLG-related digital content and to assess technical readiness of NLG projects to potentially participate in an item level metadata repository. All NLG projects with associated digital content funded since 1998 have been asked to complete this survey.

As part of our IMLS NLG project, the University of Illinois at Urbana-Champaign will be creating a search and discovery tool for learning about digital collections developed or created through the IMLS NLG program. We will be creating descriptive records describing NLG projects and their collections using information provided to us by IMLS and by NLG projects and information which is publicly accessible, such as descriptive information on NLG project Web sites. We want to make this collection registry a useful tool for both the public and NLG projects. In particular, an aim of this registry will be to make it easier for end users and digital library researchers to learn about NLG created collections.

In Parts A and B of the survey we ask you to provide basic information about your NLG project and collection(s). This information will be used to create an initial record for your project in our collection registry. Once the basic information has been entered in the collection registry you will have an ongoing opportunity to update and provide more detailed information about your collection, including sub-collections, and add richer descriptive information. The IMLS plans to provide public access to this collection registry from their Web site once the collection registry has been tested and thoroughly reviewed. During the testing phase, only IMLS, researchers at the University of Illinois, and participating NLG projects will have access to the registry.

Part C of the survey is designed to help us assess the technical capabilities of NLG projects in preparation for creation of an item level metadata repository. Providing this information now in no way obligates you to provide item level metadata for the repository.

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Project specific information collected through this survey will be used for basic descriptive purposes in the collection registry as described above. All other information collected in the NLG Project and Collection Information Survey is for internal project and IMLS use only and will not be released publicly. Publications resulting from the research will present aggregate data and will not link specific facts or practices to your organization.

We expect the survey to take approximately 30 minutes to complete.

This informed consent statement has been approved by the University of Illinois Institutional Review Board. You are encouraged to print a copy of this statement for your records.

If you have questions, please don't hesitate to contact the IMLS DCC project coordinator, Amy Jackson (e-mail: [amyjacks@uiuc.edu](mailto:amyjacks@uiuc.edu), voice: 217-244-7809).

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[Continue on to Part A -->](#)

Survey 1: NLG Project and Collection Information

What is your name?

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Part A: Basic Information About Grant Proposal

We would like to have the most up to date information about your National Leadership Grant project. Information shown below is taken from your original grant proposal and/or your project web site. Please verify or fill in information about your project and correct any out of date or incorrect information.

1. What is the name of the grant project?

2. What is the name of the institution responsible for administering the grant?

3. What is the top level URL for the grant project?

3a. Is there an additional URL which provides descriptive information about your project and/or your digital collection?

4. Who is the current contact person for the grant project?

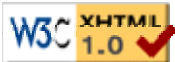
5. His/Her email address?

Proceed to Part B

Quit (will not save information)

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## Part B: Information about Digital Collection and Content

In this section we are gathering some basic information to include in the collection registry, a database of collections of digital content created through National Leadership Grants. This information will be used to create a brief record(s) describing your project's collection. We will contact you to verify and provide more detailed information about your collection before the collection registry is made publicly accessible.

6. By what name should the overall collection created by your NLG project be known?

7. Is this collection divided into sub-collections (for example, type of material or subject area)?

- Yes
- No (please skip to question 9)

8a If you answered yes to question 7, what is the organization of these sub-collections based on? (Please check all that apply)

- Topic Area
- Type of material
- Administrative unit (for example, the owning institution)
- Other (Please explain):

8b. How many sub-collections are within your overall collection?

9. What topic area(s) are covered by the collection of digital content?

10. What type(s) of material have been digitized or created digitally? (check all that apply)

- Image
- Text
- Sound
- Interactive Resource (resources that require interaction from the user in order to be understood, executed or experienced)
- Moving Image
- Other (Please explain):

11. Who is the primary audience(s) for the collection of digitized content? (check all that apply):

- General Public
- Elementary School Students
- Middle School Students
- High School Students
- K-12 Educational Community (Teachers, Administrators)
- Undergraduate Students
- Scholars/Researchers/Graduate Students
- Scientists
- Staff at Institution / Peers
- Other (Please specify, and separate multiple audiences with semicolons):

12. Is access to your collection limited to a specific group(s) of users?

- Yes If so, which group of users?
- No

13. Was any digital content in collection developed prior to the NLG award?

- Yes
- No

14. Has/will digital content be added to collection after the completion of the grant period?

- Yes
- No

15. Are there other online information resources at your institution or elsewhere that might be useful in conjunction with your collection? If so, please name.

Do you have any additional information or comments on this section of the survey?

Proceed to Part C

Quit (will not save information)

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## Part C: What Technologies Does Your Project Use?

We are collecting information about how your digitized content and descriptive metadata is stored and structured. This information will help us assess the range of options for sharing metadata and assist future National Leadership Grantees. Providing this information in no way obligates you to provide item level metadata to the IMLS DCC project.

16 What is the operating system on the server where digitized content is stored?

Windows NT / 2000 / XP

Linux

Other Unix system

Other (Please specify):

17. What web server system is your project using?

Windows Internet Information Server (IIS)

Apache / Tomcat

Other (Please specify):

18. Is your project tracking usage of your digital collection through transaction log data?

Yes

No

19. Is your project creating and maintaining descriptive metadata in digital form for individual digitized items or groups of items within your collection? If no, please skip to question 23.

Yes

No Please skip to question 23.

20. What schema(s) is(are) used for the item level descriptive metadata? (check all that apply)

MARC

- Dublin Core (simple or qualified)
- TEI Header
- VRA Core (Visual Resource Assoc Core)
- Encoded Archival Description (EAD)
- MODS (Metadata Object Description Schema)
- Locally developed metadata schema
- Other standard metadata schema (please specify):

21. How is the item level descriptive metadata stored? (check all that apply):

- MS Access
- Filemaker Pro
- FoxPro
- XML files
- HTML meta tags
- MySQL / SQL Server
- Digital Library Management System (e.g. Content DM). Please specify:

- Museum Collection Management System (e.g. Argus). Please specify:

- Library Management System (e.g. Voyager). Please specify:

- Other (please specify):

22. In this question we are interested in knowing what controlled vocabularies and/or authority controls are in place for your item level descriptive metadata. In the table below there are two columns. The left column is for the metadata element (such as subject) or

value (such as personal name). The right column is for the controlled vocabulary (such as the Art and Architecture Thesaurus (AAT)) and/or authority control (such as the LC Name Authority File).

What standard controlled vocabularies and/or authority controls are in place for your item level descriptive metadata? Please specify the metadata element or value and the associated vocabulary or authority control.

Metadata Element or Value	Controlled Vocabularies / Authority Controls
Subject	
Type of Material	
Format of Material	
Personal Names	
Geographic Names	
Other (Please specify: <input data-bbox="245 961 474 1010" type="text"/>	
Other (Please specify: <input data-bbox="245 1073 474 1121" type="text"/>	
Other (Please specify: <input data-bbox="245 1184 474 1232" type="text"/>	
Other (Please specify: <input data-bbox="245 1295 474 1344" type="text"/>	
Other (Please specify: <input data-bbox="245 1407 474 1455" type="text"/>	

23. What exposure to or experience -- if any -- with the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) has your project had? (check all that apply)

- No exposure to OAI-PMH
- Have read or heard presentations about OAI-PMH
- Institution has plans to implement OAI-PMH

- In use at institution (not for NLG project)
- NLG project has plans to implement OAI-PMH
- In use for NLG project
- Other. Please explain:

Please add any additional information or comments on this section of the survey:

Submit Form

Quit (will not save information)

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