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The survey is broken into several parts to facilitate entry. Each part can be saved so that you can do that part of the survey and then return at a later time to finish other parts. Saving is the same as submitting that section of the report; however, you can save as often as you like to update information. You **MUST save each part** or your data will not be submitted and will be lost.

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Part A: Basic Information about Grant Project

Please provide the most up to date information about your National Leadership Grant or LSTA project.

1. What is the name of the grant project?

2. What is the grant number for this project?

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

4. If there are additional URLs that provide collection descriptions or additional information about your project please list:

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

6. What is the email address for the contact person?

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Part B: Information about Digital Collection(s)

In this section, we are gathering some basic information to include in the collection registry, a database of collections of digital content created through NLG and LSTA grants. This information will be used to create a brief record(s) describing your project's collection. We will be in contact with you to verify and enhance your collection record before it is made publicly accessible.

7. By what name should the overall collection created by your NLG/LSTA project be known?	
8. Is this collection divided into sub-collections?	yes no
9. If you answered yes to question 8, what is the organization of the sub-collections based on? (Please check all that apply)	Topic Area Type of material Administrative unit (i.e. the owning institution) Other (Please explain)
10. How many sub-collections are within your overall collection?	
11. What topic area(s) is covered by the collection of digital content?	
12. What geographic areas are covered? (Please check all that apply)	Africa (continent) Antarctica (continent) Asia (continent) Europe (continent) Middle East (general region) North America (continent) Central America (general region) Canada (nation) Mexico (nation) United States (nation) Midwest U.S. (general region) Mountain Region U.S. (general region) Northeastern U.S. (general region) Pacific Coast U.S. (general region) Southern U.S. (general region) Southwest U.S. (general region) Middle Atlantic U.S. (general region) Oceania (continent) Pacific Islands (general region) West Indies (archipelago) South America (continent) Other (please specify)

13. What time period is covered?

(Please check all that apply)

Pre-1400
 1400-1699
 1700-1799
 1800-1849
 1850-1899
 1900-1929
 1930-1949
 1950-1969
 1970-1999
 2000-Present

14. What type(s) of objects are represented in the digital collection?

(Please check all that apply)

Books and pamphlets
 Newspapers
 Periodicals
 Sheet music and scores
 Other text (please specify)

Photographs/slides/negatives
 Posters and broadsides
 Prints and drawings
 Other art objects (please specify)

Oral histories (audio files)
 Music (audio files)
 Other audio files (please specify)

Physical artifacts
 Physical specimens (plants, animals, etc.)

Interactive learning objects

Moving images

Other (please specify)

15. What digital format(s) are included in the collection?

(Please check all that apply)

Image/gif
 Image/jpeg
 Image/tiff
 Text/html
 Text/xml
 Application/pdf
 Audio/mp3
 Audio/wav
 Video/mov
 Video/wmv
 Other (please specify)

<p>16. Language of objects in digital collection (if applicable). (Please check all that apply)</p>	<p>English French German Spanish Other (please specify)</p>
<p>17. Please rank the top 3-5 audience groups in order of importance to your digital collection. General public Elementary school students Middle school students High school students K-12 educators Undergraduate students Scholars/researchers/graduate students Scientists Staff at libraries, museums, archives, or other cultural heritage institutions Genealogists/History Enthusiasts</p>	<p>1. Most important 2. Second most important 3. Third most important 4. Fourth most important 5. Fifth most important If other used above, please specify</p>
<p>18. How are users able to interact with the digital collection? (Please check all that apply)</p>	<p>Search Browse View via exhibit, tour, etc. Interact (e.g., learning objects) Site map Other (please specify)</p>
<p>19. Total number of digital objects in collection:</p>	
<p>20. How frequently is content added to the collection?</p>	<p>Daily Weekly Monthly Annually Irregularly No Additions</p>
<p>21. Will digital content continue to be added to the collection after the completion of the grant period?</p>	<p>Yes No</p>
<p>22. Do you have a collection development policy?</p>	<p>Yes No</p>
<p>23. Are there supplementary information resources at your institution or elsewhere that might be useful in conjunction with your collection?</p>	<p>Yes No</p>
<p>23a. If so, please name:</p>	
<p>24. Please provide any additional information or comments on this section. (Maximum 2000 characters)</p>	

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Part C: Technical information

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 NLG and LSTA grantees. Providing this information in no way obligates you to provide item level metadata to the IMLS DCC project.

25. Is your project tracking usage of your digital collection through transaction log data?	yes no
26. Does transaction log data influence decisions regarding the digital collection?	yes no
26a. If yes, please describe how:	
27. Is your project creating and maintaining descriptive metadata in digital form for individual digitized items or groups of items within your collection?	yes no
28. What schema(s) is (are) used for the item-level descriptive metadata? (Please check all that apply)	No item-level metadata Simple Dublin Core Qualified Dublin Core MARC MODS METS VRA Core EAD TEI Header Locally developed

	Other standard (please specify)
28a. If the locally developed schema is based on a standard schema, please specify which standard:	
29. Are you using authority control for subjects?	yes no
29a. If yes, please specify which thesaurus: (Please check all that apply)	LCSH AAT TGM I Iconclass Locally developed (Not based on standard thesaurus) Locally developed (based on standard thesaurus) Other (please specify)
30. Are you using authority control for personal and corporate names?	yes no
30a. If yes, please specify which authority file: (Please check all that apply)	LC Name Authority File Getty Union List of Artist Names (ULAN) Locally developed (Not based on a standard authority file) Locally developed (based on a standard authority file) Other (please specify)
31. Are you using authority control for geographic names?	yes no
31a. If yes, please specify: (Please check all that apply)	LCSH LC Name Authority File Getty Thesaurus of Geographic Names Locally developed (Not based on a standard) Locally developed (based on a standard) Other (please specify)

32. Are you using authority control for format/type of material?	yes no
32a. If yes, please specify (Please check all that apply)	Dublin Core types AAT TGM II MIME Types Locally developed (Not based on a standard list) Locally developed (based on a standard list) Other (please specify)
33. Are you using a digital library management system for this collection?	yes no
33a. If yes, please specify (Please check all that apply)	ContentDM DLXS DSpace MDID Greenstone Fedora Locally developed (Not based on a standard) Locally developed (based on a standard) Other (please specify)
34. What exposure to or experience - if any - with the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) has your project had? (Please check all that apply)	No exposure to OAI-PMH Have read or heard presentations about OAI-PMH Institution has plans to implement OIA-PMH In use at institution (not for NLG/LSTA project) NLG/LSTA project has plans to implement OAI-PMH In use for NLG/LSTA project Other (please specify)
35. If OAI-PMH is implemented for this collection, what is the base URL?	

<p>36. Which metadata schemas are exported through OAI-PMH? (Please check all that apply)</p>	<p>Simple Dublin Core Qualified Dublin Core MARC MODS METS VRA Core EAD TEI Header Locally developed Other standard (please specify)</p>
<p>37. Please provide any additional information or comments on this section of the survey.</p>	

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Thank you for completing the IMLS DCC survey.

If you have any questions, please contact Project Coordinator Amy Jackson, amyjacks@uiuc.edu.

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