

Sustaining Digitized Special Collections: Institutional Perspective

Introduction

The Association of Research Libraries and Ithaka S+R are conducting a two-year study, funded by the Institute of Museum and Library Services, on the sustainability of digitized special collections and archival materials.

By “digitized special collections,” we mean collections of rare or archival content that would ordinarily be kept in a secure special collections or archives facility that your institution has either digitized itself, chosen to have someone else digitize, or taken on the responsibility for managing (i.e., a collection created elsewhere that your institution now hosts and manages). This includes collections of content that are intentionally created or curated by your staff (e.g., the papers of a famous writer, documents from the civil rights movement). A collection could include multiple format types on a specific topic, or a single content type. Some collections may include some “born digital” elements (e.g., a writer’s papers that include print manuscripts as well as email correspondence). If you consider it a “collection,” please report on it here.

This definition **excludes** digitized general collections, digital resources that your institution licenses from outside providers (such as a commercial database), and collections composed entirely of born-digital content, such as general administrative records of your host institution. It also excludes ad hoc patron scanning requests for specific documents.

The full survey consists of three separate parts:

- **Institutional Perspective**
- **Collections in the Aggregate**
- **Specific Collections**

These parts may be completed by the same person or different people.

This is the **Institutional Perspective** part of the survey and should be completed by someone from your library or institution who can speak to the organization’s overall perspective and strategy for digitized special collections. At the end of the survey, this person will be asked to identify the respondent for the **Collections in the Aggregate** part of the survey.

Most people complete this part in 10 minutes.

Please complete this survey by **Friday, Month date, 2011**. If you are not able to complete the survey in one sitting, you may return to the survey and resume where you left off. You will need to have cookies enabled and use the same computer and browser each time you access the survey.

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The information requested is solicited under the authority of the Museum and Library Services Act of 2010, as amended. Your participation is entirely voluntary and your decision whether or not to participate in this survey will in no way adversely affect your institution. Your cooperation is extremely valuable in obtaining much needed information to ensure the completeness and accuracy of the data.

The survey results will be reported in aggregate form in a final report to IMLS and will help identify national needs for and trends in museum, library, and information services. A public data file of the survey results will also be made available to IMLS for subsequent analysis and dissemination. The names of individual institutions, the individuals responding on behalf of their institutions, and the names of the special collections referenced in the survey will not be shared with IMLS in this public data file or in the survey results unless required by law.

If you have questions, please contact:

Nancy Maron, Ithaka S+R

nancy.maron@ithaka.org

212.500.2349

Thank you for your participation!

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Contact Information

*** Please provide the following contact information.**

Your Name:

Job Title:

Email:

Phone number:

Institution name:

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Institutional Characteristics

1a. Which of the following best describes your institution?

- ☐ Archive
- ☐ Art museum
- ☐ History museum
- ☐ Independent research library
- ☐ Public library
- ☐ State or other governmental library
- ☐ University or college library
- ☐ Other type of institution, please specify

1b. Do your institution's holdings include special collections (i.e., rare or archival content in any format that is distinguished by its artifactual or monetary value, by its rarity or uniqueness)?

- ☐ Yes
- ☐ No

If you answer "No", when you click the Next button below you will exit the survey.

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Institutional Characteristics, continued

1c. Has your institution digitized, or arranged to have digitized by a third party, some portion of your special collections?

- ☐ Yes
- ☐ No

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Institutional Characteristics, continued

1d. What are the reasons that your institution has not digitized any special collections?
Check all that apply.

- ☐ The cost is prohibitive.
- ☐ It is unclear to us what the value of digitizing these collections would be.
- ☐ We do not see sufficient demand from our users to have this content online.
- ☐ Other, please specify.

When you click the Next button below you will exit the survey.

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Strategic Perspective

2. How well does each of the following statements describe your institution's perspective on digitized special collections? Using a scale of 1 to 10, where 1 equals "Does not describe our perspective at all" and 10 equals "Describes our perspective extremely well", please select one number per row. The higher the number the more you think the statement describes your institution's perspective and the lower the number the less you think it describes your institution's perspective. You may pick any number on the scale.

	1 Not at all	2	3	4	5	6	7	8	9	10 Extremely well
Digitized special collections are critical to our current strategic direction(s).	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
Funding to develop and sustain digitized special collections would be among the least likely budget lines to be reduced at our library or institution.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
The primary purpose of digitizing our special collections is to preserve or protect the physical objects.	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
Digitizing special collections materials will be one of our top strategic priorities over the next three years.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Our library or institution has invested sufficiently in updates and functionality upgrades for the special collections materials that we have digitized in the past.	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
We have a strong consensus/agreement within our institution on the importance of digitizing our special collections.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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Expenditures

3a. Please enter the total expenditures for your institution for the most recently concluded fiscal year, including staff, materials, and operations. Please enter a whole number without a currency symbol or commas.

3b. Please enter the total *materials expenditures* for your institution for the most recently concluded fiscal year, including all materials, not just special collections. Please enter a whole number without a currency symbol or commas.

3c. Please indicate whether these amounts are in US or Canadian dollars.

- ☐ US dollars
- ☐ Canadian dollars

3d. Compared to the three previous fiscal years, did expenditures for the most recently concluded fiscal year increase, decrease, or stay about the same?

	Increased substantially	Increased somewhat	Stayed about the same	Decreased somewhat	Decreased substantially
Total Expenditures	☒	☐	☐	☐	☐
Materials Expenditures	☐	☐	☐	☐	☐

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Materials Expenditures

This question asks about your expenditures for **first-time creation of new digitized special collections**, including the costs of digitization, metadata creation, project management, IP rights clearance, user experience research and usage analysis, website design, programming, preservation, and outreach efforts.

4a. Over the next three years, do you expect your spending to increase, decrease, or stay about the same?

- ☐ Increase substantially
- ☐ Increase somewhat
- ☐ Stay about the same
- ☐ Decrease somewhat
- ☐ Decrease substantially

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Materials Expenditures, continued

**4b. From which sources are these additional funds and/or staff resources likely to come?
Check all that apply.**

- ☐ Reallocation of existing funds from elsewhere in our operating budget
- ☐ New, additional funding for our base budget from our institution
- ☐ New or additional grants
- ☐ New or increased revenue generating activities
- ☐ Gifts or other non-grant philanthropy
- ☐ Reallocation of staff resources
- ☐ Other (please specify)

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Materials Expenditures, continued

This question asks about your expenditures for **ongoing maintenance, enhancement, and preservation for those special collections that have already been digitized**, including adding new content to an existing collection or updating previously digitized content, metadata creation, project management, IP rights clearance, user experience research and usage analysis, website design, programming, preservation, and outreach efforts.

5a. Over the next three years, do you expect your spending to increase, decrease, or stay about the same?

- ☐ Substantially increase
- ☐ Somewhat increase
- ☐ Stay about the same
- ☐ Somewhat decrease
- ☐ Substantially decrease

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Materials Expenditures, continued

5b. From which sources are these additional funds and/or staff resources likely to come?
Check all that apply.

- ☐ Reallocation of existing funds from elsewhere in our operating budget
- ☐ New, additional funding for our base budget from our institution
- ☐ New or additional grants
- ☐ New or increased revenue generating activities
- ☐ Gifts or other non-grant philanthropy
- ☐ Reallocation of staff resources
- ☐ Other (please specify)

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Ongoing Support for Digitized Special Collections

6a. Please indicate which department has *primary responsibility* for managing or coordinating the ongoing maintenance, enhancement, and preservation of your digitized special collections.

- ☐ Archives
- ☐ Collection Development
- ☐ Information Technology (IT)
- ☐ Special Collections
- ☐ Technical Services
- ☐ Web Services
- ☐ Preservation
- ☐ Other department/unit (please specify)

6b. Please identify any other departments or units that also participate in these activities. Check all that apply.

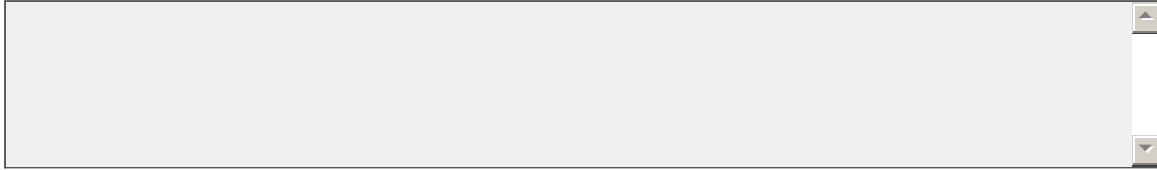
- ☐ Archives
- ☐ Collection Development
- ☐ Information Technology (IT)
- ☐ Special Collections
- ☐ Technical Services
- ☐ Web Services
- ☐ Preservation
- ☐ Other department/unit (please specify)

6c. Please briefly describe how the units indicated above share responsibility for the ongoing maintenance, enhancement, and preservation of your digitized special collections.

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Long-term Challenges

7. Please briefly describe up to three of the biggest challenges to the long-term maintenance, enhancement, and preservation of your institution's digitized special collections.



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Who will complete the Collections in the Aggregate part of the survey?

8. The Collections in the Aggregate part of the survey asks detailed questions about the activities and resources needed to support the ongoing maintenance, enhancement, and preservation of your institution's digitized special collections, including financial support, revenue generation, discovery and access, metadata, outreach activities, and user needs assessment.

Who will be completing the Collections in the Aggregate part of the survey?

- ☐ I will be completing this part myself.
- ☐ I will be nominating someone else to complete this part of the survey.

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Thank you!

Thank you for participating in the **Institutional Perspective** part of the survey.

If you wish to begin the **Collections in the Aggregate** part of the survey now, you may [click here](#).

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Who will complete Collections in the Aggregate?, continued

9. Please enter contact information for the person you are nominating to answer the Collections in the Aggregate part of the survey.

Name:	
Job Title:	
Email:	
Phone number:	

Ithaka S+R will send the Collections in the Aggregate part of the survey questionnaire directly to the person you are nominating.

The respondent to that part of the survey will be asked to identify the respondent(s) for the Specific Collections part of the survey.

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Thank you!

Thank you for participating in this survey. We hope that this will help us to learn more about how institutions like yours are responding to the challenges of sustaining digitized special collections. The findings of this survey will be made freely available in Spring 2012, and we will share them with you at that time.

Questions can be directed to:

Nancy Maron, Ithaka S+R

nancy.maron@ithaka.org