Ohio DPLA Survey Draft 0709

Introduction

Dear Colleague:

The Ohio Digital Public Library of America (DPLA) Planning Committee is conducting a survey of Ohio's libraries, museums, historical societies and archives that will support planning for a statewide DPLA initiative.

Please review the email cover memo for information on completing the survey. To submit your answers, you must click on the "Done" button at the end of the survey form. WE WILL INSERT INFORMATION BEING ABLE TO COMPLETE THE SURVEY IN MULTIPLE SESSIONS IN BOTH THE COVER EMAIL, AS WELL AS IN THE INTRODUCTION.

For assistance, please contact Tom Clareson, Senior Consultant for Digital & Preservation Services, LYRASIS, at: tom.clareson@lyrasis.org, or Angela O'Neal, Columbus Public Library, at: aoneal@columbuslibrary.org.

Please complete this survey by: October 2, 2015
Thank you for your participation.

SECTION A: Survey Demographic Information

For this survey the term institution is limited to the actual library/museum/historical societies/archive in which you work, and not the parent organization. If your institution is part of a university, for example, please limit all your response to what is part of your institution, not to the university as a whole. If you are reporting for an archive as part of a library, your institution is the archive and your parent organization is the library. If there are multiple branches of a library, please complete only one survey. If there is an archive within a library, complete a separate survey.

If you are an independent research library, or independent archive, fill in the information about the entire institution.

1. Address

Institution Name	
Department or Unit Name:	
Address	
City/Town:	
ZIP:	
Phone Number:	

2. Primary contact:

Name	
Title	
Email	
Phone	

3. Digital Initiative contact (if different from the primary contact):

Name

Title

Email

Phone

4. What type of cultural heritage organization do you represent? (e.g., academic library, art museum or archive) Please select the most specific type of organization possible.

- ○ Academic library

- ○ Public Library

- ○ School District--District Library Office

- ○ Special Library

- ○ Archives within a Library

- ○ Archives within a Museum

- ○ Archives within a Historical Society

- ○ Archives, Other

- ○ Art Museum

- ○ History Museum

- ○ Science Museum

- ○ Museum, Other

- ○ Historical Society

- ○ Other, please specify

5. What is your primary role at your institution?

○ Administrator (e.g., Dean/Director)

○ Archivist

○ Curator

○ Digital archivist

○ Digital librarian

○ Information technologist

○ Librarian

○ Photographer

○ Preservation librarian/officer

○ Registrar

○ Other, please specify

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Section B: Digital Collections: General Information

6. Does your institution have digital collections?

○ Yes, If, yes they go to question 8

○ No, If no, they go to question 7

7. If no, do you plan to begin creating digital collections in the next three years?

○ Yes, if yes, they go to question 8

○ No, if no they will exit the survey.

SECTION C: Digital Collections

Digital collections may include born digital material and materials digitized from the organizations collection, including materials originating at the institution or acquired through purchase or donation from outside the institution. For this survey, please do NOT including material licensed by your organization, such as licensed e-journals or e-books. Please include reformatted materials (converted from a physical format to digital format), and born digital, distributed and maintained by your institution.

8. Which of the following types of materials are you digitizing? Select all that apply.

☐ Flat works on paper

☐ Photo prints

☐ Film (film negative or glass plate negatives)

☐ Microfilm

☐ Three-dimensional objects

☐ Analog audio

☐ Video

☐ Books

☐ Newspapers

☐ Two-dimensional works of art

☐ Three-dimensional works of art

☐ Three-dimensional artifacts

☐ Maps, architectural drawing, posters

☐ Manuscripts (letters)

☐ Text, manuscripts and other multi-page items

☐ Theses and dissertations

☐ Other, please specify type/s

Other (please specify)

9. Which of the following digital resources are in your collection? Select all that apply.

- ☐ Document (PDFs, Word documents, spreadsheets,etc.)

- ☐ Social Media (blogs, websites, listservs, mailing lists, etc.)

- ☐ Non-licensed e-books, e-journals

- ☐ Electronic theses and dissertations

- ☐ Photography or other still images

- ☐ Digital audio

- ☐ Digital video

- ☐ Art or visual materials with database or digital component

- ☐ Application, operating system or other software

- ☐ Documentation or research data

- ☐ Geospatial data

- ☐ Maps

- ☐ Other numeric data sets

- ☐ Other, specify below

Please specify format

10. Rate the extent to which the following statements are accurate, using a scale of 1 to 5, where 1 means, "Not at all Accurate" and 5 means, "Very Accurate."

	1 (Not at all Accurate)	2	3	4	5 (Very Accurate)
We consider copyright and/or intellectual property concerns in managing digital collections.	○	○	○	○	○
We feel confident making copyright licensing and digital copyright decision about our digital collections.	○	○	○	○	○
Copyright and licensing concerns deter us from creating and preserving digital collections.	○	○	○	○	○
We record and maintain rights metadata to limit delivery of collections to authorized users.	○	○	○	○	○
We have collections with restricted rights to disseminate or provide access.	○	○	○	○	○

11. Does your organization have donor agreement/s that include rights to digital holdings?

- ○ Yes

- ○ No

- ○ I don't know

Other (please specify)

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12. Please share examples of your rights statement that is included in your metadata.

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SECTION D: Digital Collections: Access and Metadata

*13. What digital asset management system do you use? (This system can be used to manage the full life cycle of 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.) For the purpose of this survey we are listing systems that are also called: Digital Repositories; Content Management Systems; Museum Management Systems; Collection Management Systems; Institutional Repositories; etc. Select all that apply.

- ☐ OCLC's CONTENTdm (used by Ohio Memory, Ohio Digitization hubs)
- ☐ Be Press Digital Commons
- ☐ D-Space
- ☐ Fedora
- ☐ The Gallery System
- ☐ Hathi Trust
- ☐ Hydra
- ☐ Internet Archive
- ☐ Islandora
- ☐ Luna's Insight
- ☐ Omeka
- ☐ Past Perfect
- ☐ Locally developed system
- ☐ None
- ☐ I don't know
- ☐ Other, please specify

*14. What metadata schema/s are you using for your digitization work? Select all that apply.

☐ Dublin Core

☐ MARC

☐ Metadata Object Description Schema (MODS)

☐ Visual Resources Association Core (VRA Core)

☐ Public Broadcasting Core (PB Core)

☐ Darwin Core

☐ None

☐ I don't know

☐ Other, please describe

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*15. What cataloging standards and controlled vocabularies are used in preparing descriptive metadata? Select all that apply.

☐ Anglo American Cataloging Rules-2 (AACR-2)/Resource Description and Access (RDA)

☐ Cataloging Cultural Objects (CCO)

☐ Describing Archives: A Content Standard (DACS)

☐ Chenhaul Nomenclature for Museum Cataloging

☐ Library of Congress Subject Headings (LCSH)

☐ Art and Architecture Thesaurus (ATT)

☐ Thesaurus of Graphic Materials I and II (TGM I&II)

☐ Local rules, please describe below

☐ None

☐ Don't know

☐ Other, please describe

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16. How many metadata records do you have publicly available in your content management system/s?

○ zero

○ 1-10,000

○ 10,001-25,000

○ 25,001-50,000

○ 50,001-100,000

○ 100,001-250,000

○ 250,001-500,000

○ 500,001-999,000

○ 1M+

Other (please specify)

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17. What metadata harvesting strategy does your institution support? Select all that apply.

☐ File Transfer Protocol (FTP)

☐ Excel, CSV (data export)

☐ Open Archival Information Protocol for Metadata Harvesting (OAI-PMH)

☐ Z39.50

☐ Our system supports OAI-PMH, but we haven't implemented it.

☐ Our system supports FTP, but we haven't implemented it.

☐ Our system supports Z39.50, but we haven't implemented it.

☐ We do not support any metadata harvesting capability.

☐ I don't know

Other (please describe)

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Section E: Collaboration and Partnerships

Many cultural heritage organizations have partnered with other organizations on digital collaborative initiatives. Please share with us what Ohio collaboratives or partners your organization works with.

18. Does your organization partner with or belong to an organization that has a digital collaborative initiative, e.g. Cleveland Memory?

○ Yes, I currently participate in such an initiative

○ Yes, but I'm not currently active in this initiative

○ No I don't belong to such an initiative

○ I don't know

19. Who have you partnered with or what organization offers the digital collaborative initiative?

Section F: Final thoughts

20. Please share other thoughts that will inform the planning of the Ohio DPLA project.