Ohio Digital Public Library of America Planning Survey

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.

You may enter and exit the survey at anytime. There is an icon in the upper right hand corner of the screen to 'exit the survey'. To exit/reenter the survey, you will need to enable cookies on your browser, as this is the way SurveyMonkey tracks the respondent. Additionally you will need to use the same browser and the same workstation/laptop in order to complete the survey.

To submit your answers, you must click on the "Done" button at the end of the survey form.

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

Please complete this survey by: October 16, 2015

Thank you for contributing to the Ohio DPLA planning.

The Ohio DPLA Steering Committee.

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 responding for an archive as part of a academic library, your institution is the archive and your parent organization is the academic 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:	

Ohio Digital Public Library of America Planning Survey

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 institution do you represent? (e.g., academic library, art museum or archive) Please select the most specific type of institution 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

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.

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
- ⭕ No

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.

- [ ] Photo prints

- [ ] Film (film negative or glass plate negatives)

- [ ] Microfilm/microfiche (any format)

- [ ] Analog audio

- [ ] Analog video

- [ ] Books

- [ ] Journals on paper

- [ ] Newspapers on paper

- [ ] Two-dimensional works of art

- [ ] Three-dimensional works of art

- [ ] Three-dimensional artifacts

- [ ] Maps, architectural drawing, posters and other flat works on paper

- [ ] Text, manuscripts and other multi-page items

- [ ] Theses and dissertations

- [ ] Other, please specify type/s

Other (please specify)

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9. Which of the following digital resources are in your collection? These may be resources that are born digital or ones that were digitized by your organization or another organization. Select all that apply.

☐ Documents (PDFs, Word documents, spreadsheets,etc.)

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

☐ Non-licensed e-books, e-journals

☐ Electronic theses and dissertations

☐ Digital photography

☐ Digital audio

☐ Digital video

☐ Art or visual materials with database or digital component

☐ Software applications or operating system

☐ Research data, Geospatial data, Numeric data

☐ Maps

☐ 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 institution 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 example/s of your rights statement that is included in your metadata.

SECTION D: Digital Collections: Access and Metadata

✱13. What digital asset management system/s 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; Institutional Repositories; etc. Select all that apply.

☐ OCLC's CONTENTdm (used by Ohio Memory, Cleveland Memory, Ohio Digitization hubs, etc.)

☐ 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

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✱14. What metadata schema/s are you using for your digitization work? Metadata is structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage an information resource. (NISO Understanding Metadata.) 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

*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

16. As of August, 2015, how many metadata records are publicly available in your digital asset 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? Metadata harvesting is the aggregation of metadata records from multiple providers into a single database. 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 institutions have partnered with other organizations on digital collaborative initiatives. Please share with us what Ohio collaboratives or partners your institution works with.

18. Does your institution 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?

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Section F: Final thoughts

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

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