

*Annex 3.4: Questionnaire for the librarians-operators of the repository enquiring about organizational aspects - distributed on 8 November 2005*

**reUSE**  
**reUSE digital master files of printed material**  
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Dear Librarian,

The present questionnaire is based on the survey on Trusted digital repositories by Michael Horvath (ONB) distributed on 27 September 2004 and its purpose is to evaluate the development of organizational aspects during the project reUSE. We kindly ask you to enter the data on present situation in your organization.

## Questionnaire

### 1. Policies

**1.1 Does your repository have a *mission statement*?**

☐ yes, web accessible ☐ yes, not web accessible ☐ no

URL (if available): \_\_\_\_\_

**1.2 Do you provide a written statement about your repository's *designated community*?**

☐ yes, web accessible ☐ yes, not web accessible ☐ no

URL (if available): \_\_\_\_\_

**1.3 Do you provide a written *policy* for the *ingest* process to your repository?**

☐ yes, web accessible ☐ yes, not web accessible ☐ no

URL (if available): \_\_\_\_\_

**1.4 Do you provide a written *policy* for the *storage* process within your repository, including strategies for regular backup and disaster preparedness?**

☐ yes, web accessible ☐ yes, not web accessible ☐ no

URL (if available): \_\_\_\_\_

**1.5 Do you provide a written *policy* for the *long-term preservation* process within your repository, including strategies as migration or emulation?**

☐ yes, web accessible ☐ yes, not web accessible ☐ no

URL (if available): \_\_\_\_\_

**1.6 Do you provide a written *policy* concerning *access* to your repository, including access rights statements for one or more user groups?**

☐ yes, web accessible ☐ yes, not web accessible ☐ no

URL (if available): \_\_\_\_\_

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**2** *Rights*

**2.1** Do you provide written *submission agreements* for content producers?

☐ yes ☐ no

URL (if available): \_\_\_\_\_

If yes, which kinds of submission agreements do you use (check all that apply)?

- ☐ individual agreement for every object of a certain producer  
☐ collective agreement for all objects of a certain producer  
☐ collective agreement for all objects of a certain group of producers

**3** *Preservation planning*

**3.1** Are your activities based on regular workplans?

☐ yes, for every \_\_\_\_\_ month(s) ☐ no

**3.2** Do you regularly review your *written policies* to include current best practices?

☐ yes, appr. every \_\_\_\_\_ month(s) ☐ no

**3.3** Do you regularly audit your *processes* to assure their quality?

☐ yes, appr. every \_\_\_\_\_ month(s) ☐ no

**4** *Staff*

**4.1** What is the position of the unit dealing with the digital repository in the organization chart?

**4.2** Did you have to increase the number of staff members in order to provide reUSE services?

☐ yes, approx. \_\_\_\_\_ p/m ☐ no

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- 4.3** In the following table please, specify the profiles and affiliation of your staff involved in the operation and access to the digital repository and the expected average of training (in hours) needed for the use of the repository:

PROFILE	p/m	AFFILIATION	AV. TRAINING NEEDED (in hrs)
professional librarians			
digital archivists			
information specialists			
documentalists			
cataloguers			
systems librarian			
computer scientists			
computer programmers			
informatics			
systems engineers			
other (please specify)			

**5 Knowledge**

- 5.1** What is the *highest level* of knowledge concerning digital preservation available within your institution?

<input type="checkbox"/>	expert	<input type="checkbox"/>	novice
<input type="checkbox"/>	intermediate	<input type="checkbox"/>	none

- 5.2** Which methods does your institution use or plan to use to *increase* the level of staff expertise concerning digital preservation?

<input type="checkbox"/>	regular technology watch	<input type="checkbox"/>	internal studies by institution members
<input type="checkbox"/>	training by commercial institutions	<input type="checkbox"/>	external studies by research institutions
<input type="checkbox"/>	training by software vendors	<input type="checkbox"/>	hire consultants
<input type="checkbox"/>	international workshops	<input type="checkbox"/>	hire staff with expertise
<input type="checkbox"/>	other: _____		

- 5.3** Does your institution provide trainings for *data producers* about the *ingest* process of your repository?

<input type="checkbox"/>	yes	<input type="checkbox"/>	no	<input type="checkbox"/>	we plan to
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- 5.4** Does your institution provide trainings for *users* about the *access* process of your repository?

<input type="checkbox"/>	yes	<input type="checkbox"/>	no	<input type="checkbox"/>	we plan to
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**6 Funding**

- 6.1** How is your repository going to be *funded* in the future (check all that apply)?

<input type="checkbox"/>	part of institutions operational budget	<input type="checkbox"/>	grant funded internal to institution
<input type="checkbox"/>	fee for services	<input type="checkbox"/>	grant funded external to institution
	other: _____		

- 6.2** Will your repository be provided with a *special budget* for longtime preservation?

<input type="checkbox"/>	yes	<input type="checkbox"/>	no
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**6.3 Do you estimate that the *financial resources* of your repository will be sufficient to guarantee the preservation of digital objects over longer periods of time?**

☐

yes

☐

no

**6.4 Do you estimate how many percents of increase in your present budget will be needed for the maintaining of your digital repository after the conclusion of reUSE project?**

Yes, appr. \_\_\_\_\_ % of increase ☐ no

**7 *Repository***

**7.1 Which of the following *mandatory responsibilities* for OAIS archives are fulfilled by your repository?**

Negotiate for and accept appropriate information from information Producers

Obtain sufficient control of the information provided to the level needed to ensure Long-Term Preservation

Determine, either by itself or in conjunction with other parties, which communities should become the Designated Community and, therefore, should be able to understand the information provided

Ensure that the information to be preserved is independently understandable to the Designated Community. In other words, the community should be able to understand the information without needing the assistance of the experts who produced the information

Follow documented policies and procedures which ensure that the information is preserved against all reasonable contingencies, and which enable the information to be disseminated as authenticated copies of the original, or as traceable to the original

Make the preserved information available to the Designated Community


**7.2 Do you have any comments concerning these mandatory responsibilities?**

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**7.3 Which of the following *expectations* according to trusted digital repositories mentioned in the RLG-OCLC-report are fulfilled by your repository?**

accept responsibility for the long-term maintenance of digital resources on behalf of its depositors and for the benefit of current and future users

have an organizational system that supports not only long-term viability of the repository, but also the digital information for which it has responsibility

demonstrate fiscal responsibility and sustainability

design its system(s) in accordance with commonly accepted conventions and standards to ensure the ongoing management, access, and security of materials deposited within it

establish methodologies for system evaluation that meet community expectations of trustworthiness

be depended upon to carry out its long-term responsibilities to depositors and users openly and explicitly

have policies, practices, and performance that can be audited and measured


**7.4 Do you have any comments concerning these expectations?**

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**7.5 Have you *certified* your repository as a trusted digital repository?**

☐

yes

☐

no

☐

we plan to

**If yes, what is the name of the certificate you are going to acquire and by which institution is it provided?**

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**7.6 Do you have any comments concerning the certification of your repository?**

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**8 Information**

**8.1 Which kinds of *representation information* do you store about the data objects in your repository?**

<input type="checkbox"/>	hardware descriptions	<input type="checkbox"/>	operating system descriptions
<input type="checkbox"/>	software descriptions	<input type="checkbox"/>	descriptions of standards, data types or mapping rules
<input type="checkbox"/>	other: _____		

**8.2 Which kinds of *reference information* do you store in your repository to uniquely identify the content information?**

<input type="checkbox"/>	system-generated internal identifier	<input type="checkbox"/>	persistent identifier
<input type="checkbox"/>	other: _____		

**8.3 If you use or plan to use *persistent identifiers*: Which systems do you or will you apply?**

<input type="checkbox"/>	URN based on NBN (national bibliography number)	<input type="checkbox"/>	DOI
<input type="checkbox"/>	URN	<input type="checkbox"/>	PURL
<input type="checkbox"/>	other: _____		

**8.4 If you use or plan to use *persistent identifiers*: In which way are the persistent identifiers assigned?**

<input type="checkbox"/>	by institution itself	<input type="checkbox"/>	centralized, by national or international organization
<input type="checkbox"/>	other: _____		

**8.5 Which kinds of *context information* do you store in your repository to describe the relationships between content information objects?**

<input type="checkbox"/>	info about subject-based collections	<input type="checkbox"/>	info about versions of the same content in alternative formats
<input type="checkbox"/>	info about parent-child relations	<input type="checkbox"/>	pointers to related content
<input type="checkbox"/>	other: _____		

**8.6 Which kinds of *provenance information* do you store in your repository to document the history of the content information?**

<input type="checkbox"/>	creation/change history	<input type="checkbox"/>	refreshment/migration history
<input type="checkbox"/>	other: _____		

**8.7 Which kinds of *fixity information* do you store in your repository to validate the authenticity and integrity of the content information?**

<input type="checkbox"/>	checksums	<input type="checkbox"/>	digital signatures/watermarks
<input type="checkbox"/>	other: _____		

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**8.8 If you are using or plan to use elements from one or more of the following published *metadata schemes*, which schemes are you using?**

<input type="checkbox"/>	AUDIOMD	<input type="checkbox"/>	MPEG7
<input type="checkbox"/>	CEDARS	<input type="checkbox"/>	MPEG21
<input type="checkbox"/>	Creative Commons Metadata	<input type="checkbox"/>	NEDLIB
<input type="checkbox"/>	Dublin Core 1.1	<input type="checkbox"/>	National Library of Australia
<input type="checkbox"/>	Dublin Core qualified	<input type="checkbox"/>	National Library of New Zealand
<input type="checkbox"/>	MAB	<input type="checkbox"/>	OCLC Digital Archive Metadata
<input type="checkbox"/>	MARC21	<input type="checkbox"/>	TEXTMD
<input type="checkbox"/>	METS	<input type="checkbox"/>	UniMARC
<input type="checkbox"/>	METSRights.xsd	<input type="checkbox"/>	VERS
<input type="checkbox"/>	MIX or Z39.87	<input type="checkbox"/>	VIDEOMD
<input type="checkbox"/>	other: _____		

**9 Organizational culture**

**O9.1 Had in any form the new digital services influenced in staff dissatisfaction or increased their complains?**

☐ yes
 ☐ no
 ☐ I don't know

**O9.2 To your opinion, what are the reasons for the dissatisfaction and complains of your staff (i.e. work overload, overtime work, new intangible media, new work procedures....)**

**10 Top management attitude**

**O8.1 Do you consider that the top management of your organization is favourable to the development of the digital repository?**

☐ yes
 ☐ no
 ☐ I don't know

**10.1 Do you have any comments on the reasons for the present attitude of the top management of your organization?**

### **11 Cost-benefit aspects**

**11.1 Do you consider that the digital repository requires additional work and time for your staff?**

☐

yes

☐

no

☐

I don't know

**If yes, could you describe which one are these activities?** (i.e. negotiating and acquiring electronic master files of printed materials from content providers, processing the documents in the repository.... etc.)

**11.2 What benefits do you expect to have with the new digital repository?** (i.e. Increase in the use of the services, positive attitude of the users to the services, access to disabled people... etc.)

**11.3 Could you approximately compare how much time you need for the processing of a publication in the digital repository and for processing a printed publication?**

Time for processing an e-publ.:

Time for processing a printed publ.: