Digital Preservation Staffing Survey

Q1 This survey was created by the Standards and Practices Working Group of the National Digital Stewardship Alliance (NDSA). If you would like to learn about the NDSA, including how your institution can become a member, please see the NDSA web site (<http://www.digitalpreservation.gov/ndsa/>). This survey is intended for organizations that are currently responsible for digital preservation, whether that responsibility is fulfilled in-house or outsourced to a commercial, non-profit, or consortial provider. It will be used to understand current and ideal practice in staffing digital preservation programs.

Only one response should be submitted per organization.

We will make our best effort to protect your individual survey responses so that no one will be able to connect your responses with you or your organization. Any personal information that could identify you or your organization will be removed or changed before results are made public. We will combine your responses with the responses of others and make the aggregated results public, and preserve the anonymous data long-term for research purposes.

Please email any questions to ndsa@loc.gov with the subject line Staffing Survey.

All questions are optional unless otherwise noted.

Q2 (Required) What is the name of your organization?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q3 Can we include the name of your organization in a list of organizations that responded to this survey? Knowing specific responding organizations may be helpful to people interpreting the survey results.

If you agree to this we will still make our best effort to protect your individual survey responses so that no one will be able to connect your responses with you or your organization.

* Yes
* No

Q4 (Required) Which of the following most closely describes the type or function of your organization?

* Public library
* Academic library or archives
* University
* Museum
* Historical society
* Independent library or archives
* Government entity
* Academic institution department (not a library or archives)
* Research group
* For-profit corporation
* Non-profit organization (not one of the above types)
* K-12
* Research data repository
* Institutional repository
* National, federal or legal deposit library
* Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q5 In which country do you reside?

* Afghanistan
* Albania
* Algeria
* Andorra
* Angola
* Antigua and Barbuda
* Argentina
* Armenia
* Australia
* Austria
* Azerbaijan
* Bahamas
* Bahrain
* Bangladesh
* Barbados
* Belarus
* Belgium
* Belize
* Benin
* Bhutan
* Bolivia
* Bosnia and Herzegovina
* Botswana
* Brazil
* Brunei Darussalam
* Bulgaria
* Burkina Faso
* Burundi
* Cambodia
* Cameroon
* Canada
* Cape Verde
* Central African Republic
* Chad
* Chile
* China
* Colombia
* Comoros
* Congo, Republic of the...
* Costa Rica
* Côte d'Ivoire
* Croatia
* Cuba
* Cyprus
* Czech Republic
* Democratic People's Republic of Korea
* Democratic Republic of the Congo
* Denmark
* Djibouti
* Dominica
* Dominican Republic
* Ecuador
* Egypt
* El Salvador
* Equatorial Guinea
* Eritrea
* Estonia
* Ethiopia
* Fiji
* Finland
* France
* Gabon
* Gambia
* Georgia
* Germany
* Ghana
* Greece
* Grenada
* Guatemala
* Guinea
* Guinea-Bissau
* Guyana
* Haiti
* Honduras
* Hong Kong (S.A.R.)
* Hungary
* Iceland
* India
* Indonesia
* Iran, Islamic Republic of...
* Iraq
* Ireland
* Israel
* Italy
* Jamaica
* Japan
* Jordan
* Kazakhstan
* Kenya
* Kiribati
* Kuwait
* Kyrgyzstan
* Lao People's Democratic Republic
* Latvia
* Lebanon
* Lesotho
* Liberia
* Libyan Arab Jamahiriya
* Liechtenstein
* Lithuania
* Luxembourg
* Madagascar
* Malawi
* Malaysia
* Maldives
* Mali
* Malta
* Marshall Islands
* Mauritania
* Mauritius
* Mexico
* Micronesia, Federated States of...
* Monaco
* Mongolia
* Montenegro
* Morocco
* Mozambique
* Myanmar
* Namibia
* Nauru
* Nepal
* Netherlands
* New Zealand
* Nicaragua
* Niger
* Nigeria
* Norway
* Oman
* Pakistan
* Palau
* Panama
* Papua New Guinea
* Paraguay
* Peru
* Philippines
* Poland
* Portugal
* Qatar
* Republic of Korea
* Republic of Moldova
* Romania
* Russian Federation
* Rwanda
* Saint Kitts and Nevis
* Saint Lucia
* Saint Vincent and the Grenadines
* Samoa
* San Marino
* Sao Tome and Principe
* Saudi Arabia
* Senegal
* Serbia
* Seychelles
* Sierra Leone
* Singapore
* Slovakia
* Slovenia
* Solomon Islands
* Somalia
* South Africa
* Spain
* Sri Lanka
* Sudan
* Suriname
* Swaziland
* Sweden
* Switzerland
* Syrian Arab Republic
* Tajikistan
* Thailand
* The former Yugoslav Republic of Macedonia
* Timor-Leste
* Togo
* Tonga
* Trinidad and Tobago
* Tunisia
* Turkey
* Turkmenistan
* Tuvalu
* Uganda
* Ukraine
* United Arab Emirates
* United Kingdom of Great Britain and Northern Ireland
* United Republic of Tanzania
* United States of America
* Uruguay
* Uzbekistan
* Vanuatu
* Venezuela, Bolivarian Republic of...
* Viet Nam
* Yemen
* Zambia
* Zimbabwe

Q6 How much online or offline storage space are you using for your digital content, not including backup copies?

* 0
* 1 - 50 TB
* 51 - 100 TB
* 101 - 500 TB
* More than 500 TB (please enter the amount as a number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q7 What do you expect the percent of growth to be of your preserved digital content over the next year?    Please enter a number representing a percentage.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q8 Roughly how much of each are you preserving in terms of number of files?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | None | A Little | Some | A Lot |
| Still/2D images (e.g. TIFF, JPEG) |  |  |  |  |
| Drawings / vector graphics (e.g. CAD/CAM) |  |  |  |  |
| Moving images / video |  |  |  |  |
| Audio recordings |  |  |  |  |
| Web sites / blogs / social media |  |  |  |  |
| Text / documents (e.g. Word, PDF, TXT) |  |  |  |  |
| Geographic Information Systems (GIS) data |  |  |  |  |
| Data sets (other than GIS data) |  |  |  |  |
| Databases |  |  |  |  |
| Computer games / software |  |  |  |  |
| Other (please indicate): |  |  |  |  |

Q9 Do you participate in any digital preservation consortial or cooperative efforts?

* Yes (please enter name of consortia or cooperative): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No

Q10 Which of these activities are considered part of the scope of the digital preservation function at your organization, whether or not you have implemented this activity yet? Check all that apply.

* Selection for preservation
* Digitization
* Metadata creation / extraction
* Descriptive cataloging
* Transformation / migration of formats
* Creation of access copies
* Normalization of files
* Fixity checks
* File format identification
* File format validation
* Emulation
* Content replication
* Secure storage management
* Technology watch
* Development and maintenance of tools
* Preservation planning
* Development of preservation policies & strategy
* Development of guidelines for content creators
* Research
* Preservation education, training & outreach
* Other (please indicate): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q11 Which of these activities are you currently doing in-house and/or outsourcing? If you haven't implemented an activity yet, leave it unchecked.

|  |  |  |
| --- | --- | --- |
|  | Currently done in-house | Currently outsourced |
| Selection for preservation |  |  |
| Digitization |  |  |
| Metadata creation / extraction |  |  |
| Descriptive cataloging |  |  |
| Transformation / migration of formats |  |  |
| Creation of access copies |  |  |
| Normalization of files |  |  |
| Fixity checks |  |  |
| File format identification |  |  |
| File format validation |  |  |
| Emulation |  |  |
| Content replication |  |  |
| Secure storage management |  |  |
| Technology watch |  |  |
| Development and maintenance of tools |  |  |
| Preservation planning |  |  |
| Development of preservation policies & strategy |  |  |
| Development of guidelines for content creators |  |  |
| Research |  |  |
| Preservation education, training & outreach |  |  |
| Other (please indicate): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

Q12 Which of these activities would you like to outsource? Also include any activities that you are already outsourcing and would like to continue outsourcing.

* Selection for preservation
* Digitization
* Metadata creation / extraction
* Descriptive cataloging
* Transformation / migration of formats
* Creation of access copies
* Normalization of files
* Fixity checks
* File format identification
* File format validation
* Emulation
* Content replication
* Secure storage management
* Technology watch
* Development and maintenance of tools
* Preservation planning
* Development of preservation policies & strategy
* Development of guidelines for content creators
* Research
* Preservation education, training & outreach
* Other (please indicate): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q13 Is there a dedicated digital preservation department within your organization?

* Yes (Please indicate name of department): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No
* Not applicable (Please explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q14 Which department(s) take the lead for digital preservation within your organization? If this is a fairly equally distributed effort choose more than one.

* Information Technology (IT)
* A library, archives or other department that stewards the collections
* Preservation department (handling both analog and digital)
* Other, for example the Vault department (Please indicate): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q15 For each of these positions, how many FTE do you currently have doing digital preservation in your organization, and how many would be ideal? FTE stands for Full-time equivalent. For example a 1.0 FTE could mean one person full-time or 2 people half-time; a 0.5 FTE could mean one person half time or 2 people quarter-time.Do not include people doing work other than digital preservation. Please use whole numbers or decimals as appropriate.

|  |  |  |
| --- | --- | --- |
|  | Current FTE | Ideal FTE |
| Digital preservation manager |  |  |
| System administrator |  |  |
| Software developer / programmer |  |  |
| Other IT |  |  |
| User support specialist |  |  |
| Collection needs analyst |  |  |
| Policy analyst |  |  |
| Content analyst / maintainer |  |  |
| Data manager / processor |  |  |
| Cataloger / metadata analyst |  |  |
| Format specialist |  |  |
| Workflow specialist |  |  |
| Electronic records archivist |  |  |
| Archives & special collections curator |  |  |
| Digital librarian |  |  |
| Administrator / manager (other than digital preservation manager) |  |  |
| Outreach specialist / trainer |  |  |
| Rights specialist |  |  |
| Usability specialist |  |  |
| Digital archivist |  |  |
| Other (please indicate): |  |  |

Q16 The way our digital preservation function is currently organized (staffing levels, expertise, where they are placed within the larger organization) works well.

* Strongly disagree
* Disagree
* Neither Agree nor Disagree
* Agree
* Strongly Agree

Q17 For in-house staff, did you hire experienced digital preservation specialists and/or retrain existing staff? Check all that apply.

* Hired experienced digital preservation specialists
* Retrained existing staff
* Other (please indicate): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q18 Please rate the importance of each of these items if you were hiring a new digital preservation manager at your organization.

|  | Extremely Important | Very Important | Somewhat Important | Somewhat Unimportant | Very Unimportant | Not at all Important |
| --- | --- | --- | --- | --- | --- | --- |
| Degree in Library and Information Sciences |  |  |  |  |  |  |
| Degree in Computer Sciences |  |  |  |  |  |  |
| Certificate in digital preservation or curation |  |  |  |  |  |  |
| Professional digital preservation experience |  |  |  |  |  |  |
| Knowledge of digital preservation standards, best practices and tools |  |  |  |  |  |  |
| Technical abilities |  |  |  |  |  |  |
| Leadership qualities |  |  |  |  |  |  |
| Communication skills |  |  |  |  |  |  |
| Analytical skills |  |  |  |  |  |  |
| Project planning, management and organizational skills |  |  |  |  |  |  |
| Passion / motivation for digital preservation |  |  |  |  |  |  |
| Collaboration skills |  |  |  |  |  |  |
| Ability to train others |  |  |  |  |  |  |
| Managing budgets |  |  |  |  |  |  |
| Other (Please indicate): |  |  |  |  |  |  |

Q19 Is there anything else you'd like to share about the way you think an effective digital preservation program should be staffed and organized?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q20 Do you have organizational charts or position descriptions that you&#39;d be willing to share?    Any documents you share would provide context to your answers and would be kept private to the NDSA Standards and Practices Working Group unless you give us explicit permission in the future to share more broadly.

* Yes
* No

Q21 If they are on-line, what are the URL(S)?    If they are not on-line, please email this supplementary data to ndsa@loc.gov with the subject line Staffing Survey

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q22 Please provide your contact information if you are willing to respond to follow-up questions.

Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_