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ENUMERATE

Revised Documentation and Guidance Material

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1 Introduction

The success of the ENUMERATE project depends on a large group of people: the consortium, the national coordinators, the respondents and many others. To make sure all the processes run smoothly a certain level of guidance is required in all aspects of the project. For this purpose a set of guidance materials was created and disseminated through appropriate channels, as well as appended to the present document. In this document the contents of each of the guidance materials will be briefly described.

This deliverable offers a revised version of the guidance materials and the documentation that has been created in the ENUMERATE project so far to aid those people involved in execution of the ENUMERATE surveys. This revised version will focus on the Thematic Survey, which will run from January until March 2013.

All updated guidance materials are published on the ENUMERATE website under the entry 'Guidance'.

2 Approach

For many of the ENUMERATE documents and guidance materials, the outcomes of the NUMERIC project were taken as a starting point. Where needed, new guidance materials were created to fit the needs of the ENUMERATE approach. The first versions of the documents and guidelines are based on extensive desk research. Later additions are mostly based on notifications by third parties.

The information brought together in the documentation and guidelines can be found on two platforms:

- The official deliverables are available from the project website: www.enumerate.eu.
- The tools and websites that are referred to in the documentation and guidelines can also be found in the Delicious-account of the ENUMERATE project: <http://delicious.com/enumeratesources>.

3 Charter of the National Coordinators in ENUMERATE

A first document that was created for the National Coordinators was a Charter, in which their role and activities were described and explained. Three models are included in the charter for light, regular or heavy involvement in the project.

4 Survey schedules

The development of each ENUMERATE survey is well documented in survey schedules and survey methodologies. These documents are published as separate deliverables in the project and are recommended readings for all persons involved in the executions of the ENUMERATE surveys.

5 Harmonisation and validation tools

The development of each ENUMERATE survey is well documented in survey schedules and survey. In the first year of the project, an inventory of harmonisation tools was created as an analysis and options appraisal of available toolsets and tools for harmonisation of statistical data originating from related projects and initiatives. This inventory brought together relevant sources regarding terminology, cost models, collection type analyses and guidelines for web statistics.

This document serves two purposes. Firstly, the cost models, collection type analysis tools and the guidelines for web statistics that are catalogued offer respondents means to answer some of the questions in the surveys (i.e. calculate digitisation expenditure). Secondly, the terminology lists that are featured in this document have helped in adapting the NUMERIC terminology to a terminology that is suitable for ENUMERATE.

After the publication, the inventory was updated when new initiatives were brought to the attention of the ENUMERATE team. This was done both online, at the Delicious account of ENUMERATE, and off line in this deliverable D2.7.

6 Definitions

In addition to the overview of existing tools, ENUMERATE created its own list of definitions, which was based on the definitions used in the NUMERIC survey. The definitions that are not relevant to ENUMERATE have been removed and the terminology of the ENUMERATE project was studied closely in order to identify new terms that were in need of clarification in a definition list.

Where possible, the definitions for the new terms were based on the terminology sources that were identified in D2.2 (*Harmonisation and Validation Tools*). Great care was put in making sure that the most accurate definition was picked.

Some terms and concepts could not be clarified by using any existing terminology. For these terms tentative definitions were drawn up. These will be checked during the Thematic Survey.

The terminology list that is in use in the ENUMERATE project can be found as Appendix 1.

7 Question specific guidance notes

In addition to the overview of existing tools, ENUMERATE created its own list of definitions, which was

In addition to the more generic overview of guidelines and tools, ENUMERATE provides specific guidance to explain questions to the respondents to ensure that there is only one possible interpretation for each question. Again, the guidance notes from the NUMERIC survey were taken as a starting point. It turned out that many guidance notes had to be adapted and updated. For most questions in the ENUMERATE surveys, there were no relating notes in the NUMERIC survey and these had to be written specifically for the ENUMERATE surveys (both Core Survey and Thematic Survey).

The construction of the guidance notes took place in close coordination with the core survey methodology construction. In this manner the interpretation of the questions by the person creating the guidance notes could easily be checked with those of the persons responsible for the core survey methodology. This proved to be a fruitful and mutually beneficial practice.

For the Core Survey, the guidance notes were incorporated in the online version of the questionnaire in the form of small pop-up windows that could be opened for each question if desired. For the Thematic Survey, a similar approach will be implemented. The creation of the Guidance Notes will be done while finalising the Thematic Survey tools.

8 Invitations and reminders

Invitation letters and reminders for institutions to participate in the ENUMERATE surveys are drafted by the ENUMERATE team. During the ENUMERATE surveys, these invitation letters and reminders can be used by the National Coordinators to send them to all the institutions the National Coordinator has selected in his/her country. If needed, the National Coordinators are asked to provide translations of these letters into their vernacular. During the Thematic Survey, these letters and reminders are made specific for each section of the Thematic Survey. For more information on these sections, see D2.8.

9 Interactive feedback

Finally, the ENUMERATE project has created a tool for the National Coordinators to provide immediate feedback while assisting cultural heritage institutions in their countries to participate in the ENUMERATE surveys. This tool is a closed discussion list: enumerate-represent@lists.enumerate.eu. Any issues that arise during the project, can be brought to the attention of the ENUMERATE team or other National Coordinators. Where appropriate, this feedback will be used in updated versions of the documentation.

Appendix – Terminology List

Questionnaire Definitions

| Term | Definition | Source |
|------------------------------|---|---|
| Access | Right, opportunity or means of obtaining information from documents | ISO 5127 ¹ |
| Access control | Verification of user rights and the terms and conditions for the access to a publication. | NEDLIB ² |
| Access policy | A formal written statement issued by the person(s) or body responsible for managing archives or special collections, specifying which materials are available for access and by whom, including any conditions or restrictions on use, usually posted or distributed by some method to users. | ODLIS ³ |
| Archive | The division within an organization responsible for maintaining the organisation's records of enduring value. An organisation that collects the records of individuals, families, or other organisations. | Pierce-Moses ⁴ |
| Archival records | Documents created or received and maintained by an agency, organization or individual in pursuance of legal obligations, in the transaction of business, or in the course of the conduct of affairs, and preserved because of their enduring value. | Tentative definition, by GJN ⁵ , adapted from ISO 5127 |
| Audio recording | Any medium on which sounds are recorded for mechanical or electronic playback, including phonograph records (vinyl), audiotape, and compact disc. Synonymous with sound recording. | ODLIS |
| Audio visual document | Document in which sound and/or pictures are prominent, and which requires the use of special equipment to be seen and/or heard. | ISO 2789 ⁶ |
| Book | Non-serial printed document in codex form. | ISO 2789 |

¹ International Standards Organization. *ISO 5127:2001. Information and documentation – Vocabulary.*

² Borbinha, José Luis, Cardoso, Fernando and Freire, Nuno. (2000) *NEDLIB Glossary. Inventory of terms and standards relevant for NEDLIB.* See: <http://www.kb.nl/sites/default/files/docs/glossary.pdf>

³ Reitz, Joan M. (2004-2012) *ODLIS - Online Dictionary for Library and Information Science.* See: http://www.abc-clio.com/ODLIS/odlis_A.aspx

⁴ Pierce-Moses, Richard. (2005 & 2012) *A Glossary of Archival and Records Terminology*, Society of American Archivists. See: <http://www2.archivists.org/glossary>

⁵ Gerhard Jan Nauta (DEN).

⁶ International Standards Organization. *ISO 2789:2006. Information and documentation -- International library statistics.*

| Term | Definition | Source |
|--|---|--------------------------------|
| Born digital / Born digital heritage | Digital materials which are not intended to have an analogue equivalent, either as the originating source or as a result of conversion to analogue form. | Jones and Beagrie ⁷ |
| Collection | Gathering of documents assembled on the basis of some common characteristic, without regard to their provenance. | ISO 5127 |
| Digital materials | A broad term encompassing digital surrogates created as a result of converting analogue materials to digital form (digitisation), and "born digital" for which there has never been and is never intended to be an analogue equivalent, and digital records. | Jones |
| Digital preservation | The process of maintaining, in a condition suitable for use, materials produced in digital formats, including preservation of the bit stream and the continued ability to render or display the content represented by the bit stream. The task is compounded by the fact that some digital storage media deteriorate quickly ("bit rot"), and the digital object is inextricably entwined with its access environment (software and hardware), which is evolving in a continuous cycle of innovation and obsolescence. Also refers to the practice of digitizing materials originally produced in non-digital formats (print, film, etc.) to prevent permanent loss due to deterioration of the physical medium. | ODLIS |
| Digital preservation infrastructure | The basic physical and organisational structures and facilities (e.g., hardware, software, system management facilities, etc.) needed for the implementation of digital preservation. | Tentative definition, by GJN |
| Digital preservation strategy (written) | A document formally approved within an organisation, describing the way the organisation will be active in the preservation of her digitized and born digital collections. | Tentative definition, by GJN |
| Digitisation | The process of converting, creating and maintaining books, art works, historical documents, photos, journals etc, in electronic representation so they can be viewed via computer and other devices. | IMLS ⁸ |
| Digitisation strategy (written) | A document formally approved within an organisation, describing the way the organisation will be active in the digitisation of their collections. | Tentative definition, by GJN |
| Document | Recorded information or material object, which can be treated as a unit in a documentation process. | ISO 2789 |

⁷ Jones, M. and Beagrie, N. (2003 onwards). *Preservation management of digital materials: a handbook*, London: British Library.
See: <http://www.dpconline.org/publications/digital-preservation-handbook>

⁸ Institute of Museum and Library Services. (2006). *Status of technology and digitization in the nation's museums and libraries*.
See: www.ims.gov/assets/1/AssetManager/Technology_Digitization.pdf

| Term | Definition | Source |
|-----------------------------------|--|-------------------------------------|
| Drawing | Picture made with a solid mineral substance or a pointed tool. | ISO 5127 |
| Engraving | Print made from any kind of intaglio plate, whether engraved with hand-tools or a machine, or etched with acid, so that the printing areas are lower than the non-printing areas. | ISO 5127 |
| Film | Series of pictures recorded on a strip of transparent material, or on an electronic data medium, which, when projected or produced rapidly one after another on a screen, give the illusion of natural and continuous movement. | ISO 5127 |
| Full-time equivalent (FTE) | A measurement equal to one staff person working a full-time work schedule for one year. For example: If out of three persons employed in an institution, one works quarter-time, one works half-time, and one works full-time, then the FTE of these three persons would be $0,25 + 0,5 + 1,0 = 1,75$ employees (FTE). | Adapted from ISO 11620 ⁹ |
| Journal | Serial under the same title published at regular or irregular intervals, over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated. NOTE: Series of reports, transactions of institutions, series of regular conference proceedings and annuals are included, while newspapers and monographic series are excluded. | Adapted from ISO 2789 |
| Library | Organization, or part of an organization, the main aims of which are to build and maintain a collection and to facilitate the use of such information resources and facilities as are required to meet the informational, research, educational, cultural or recreational needs of its users. NOTE: These are the basic requirements for a library and do not exclude any additional resources and services incidental to its main purpose. | ISO 2789 |
| Manuscript | Original document that is handwritten or in typescript. NOTE: Bound volumes and other units (fragments, rolls, autographs, etc.) may be counted separately. | ISO 2789 |
| Map | Conventional representation, on a reduced scale and usually flat, of phenomena which can be localized in space and time. | ISO 5127 |

⁹ International Standards Organization. ISO 11620:2008. *Information and documentation -- Library performance indicators*.

| Term | Definition | Source |
|---------------------------------------|---|---|
| Metadata | Literally, “data about data.” Structured information describing information resources/objects for a variety of purposes....The term is generally used in the library community for non-traditional schemes such as the Dublin Core Metadata Element Set, the VRA Core Categories, and the Encoded Archival Description (EAD). Metadata has been categorized as descriptive, structural, and administrative. <i>Descriptive metadata</i> facilitates indexing, discovery, identification, and selection. <i>Structural metadata</i> describes the internal structure of complex information resources. <i>Administrative metadata</i> aids in the management of resources and may include rights management metadata, preservation metadata, and technical metadata describing the physical characteristics of a resource. | ODLIS |
| Microform | Photographic document requiring magnification when used. NOTE 1: Microfiche and microfilm are included. NOTE 2: Slides and similar documents are counted as audiovisual documents. | ISO 2789 |
| Monument | Historic monuments are fixed assets that are identifiable because of particular historic, national, regional, local, religious or symbolic significance. This includes architectural works, groups of buildings, works of monumental sculpture and painting, elements or structures of an archaeological nature, inscriptions, cave dwellings and combinations of features. The definition excludes objects in the collections of archives, libraries and museums. | Adapted from OECD and UNESCO ¹⁰ |
| Museum | Organized collection of artefacts or naturalia of cultural or scientific interest, stored permanently for intended display. | ISO 5127 |
| | Organization or part of an organization responsible for collecting, preserving, and exhibiting museum documents. | ISO 5127 |
| National digitization strategy | An official, national or federal, cross-institutional policy on the digitization of cultural heritage that is imposed upon the institutions that are included in the strategy. Institutions may take part in the formative process of such a strategy and, as such, have a role in enforcing the strategy. | Tentative definition by GJN, MdN & SB ¹¹ |

¹⁰ OECD. *Glossary of statistical terms*. See: <http://stats.oecd.org/glossary/index.htm>

UNESCO. (1972). *Convention concerning the protection of the world cultural and natural heritage*. See: <http://whc.unesco.org/archive/convention-en.pdf>

¹¹ Gerhard Jan Nauta Marco de Niet, and Sjoerd Bakker (DEN).

| Term | Definition | Source |
|---|---|---------------------------------------|
| National digital preservation strategy | An official, national or federal, cross-institutional policy on the preservation of digitized cultural heritage and born digital cultural heritage that is imposed upon the institutions that are included in the strategy. Institutions may take part in the formative process of such a strategy and, as such, have a role in enforcing the strategy. | Tentative definition by GJN, MdN & SB |
| Newspaper | Serial, which contains news on current events of special or general interest, the individual parts of which are listed chronologically or numerically and usually appear at least once a week. | ISO 5127 |
| Painting | A work produced through the art of painting in oil, acrylic paint, watercolour. | Preliminary definition by GJN |
| Photograph | Picture obtained by a process which fixes a direct and durable image on a sensitized surface by the action of electromagnetic radiation. | ISO 5127 |
| Postcard | Card for conveyance by post, often with a picture on one side. | ISO 5127 |
| Poster | A large single sheet of heavy paper or cardboard, usually printed on one side only, with or without illustration, to advertise a product/service or publicize a forthcoming event (meeting, concert, dramatic performance, etc.), intended for display on a bulletin board, kiosk, wall, or other suitable surface. | ODLIS |
| Preservation | All measures taken including financial and strategic decisions, to maintain the integrity and extend the life of documents or collections. | ISO 5127 |
| Print | Copy of an image transferred to a sensitive material. | ISO 5127 |
| Rare book | Book published before 1800. | ISO 2789 |
| Record | Document created or received and maintained by an agency, organization or individual in pursuance of legal obligations or in the transaction of business. | ISO 5127 |
| Serial | A publication in any medium issued under the same title in a succession of discrete parts, usually numbered (or dated) and appearing at regular or irregular intervals with no predetermined conclusion. | ODLIS |
| Sheet music | Printed music issued without covers, whether actually printed on single sheets (pages) or not. | ISO 5127 |
| Three-dimensional work of art | A work of art that has height, width and depth. | Tentative definition by SB |

| Term | Definition | Source |
|------------------------|---|-----------------------------------|
| Video recording | Electronic medium in which visual images, usually in motion and accompanied by sound, are recorded for playback by means of a television receiver or monitor. | ODLIS |
| Web analytics | The measurement, collection, analysis and reporting of internet data for purposes of understanding and optimizing web usage. | Tentative definition by Wikipedia |