ENUMERATE Core Survey 3   **February 2015**

Dear colleague,

On behalf of the community of archives, libraries and museums we ask you to help us by participating in this survey. There is a growing demand for reliable data about :

- digitisation activity
- the cost of digital collections
- access to digital collections
- the preservation of digital heritage materials

This survey is a follow-up of the successful ENUMERATE Core Surveys of 2012 and 2013, and is designed to inform both your own institutional policies and policies on a national and European level. Together we can make the case for investments in our digital activities.

The survey is organised by the ENUMERATE network as part of Europeana. The survey is distributed among thousands of institutions across Europe.

The data collected will be kept strictly anonymous. The information that you share with us will not be published in a way that is traceable to your institution. The data is primarily used to establish a statistical measure of the progress of digitisation in European countries.

The survey consists of **33 questions**. The time needed to answer these will depend on the availability of management information about your digitisation activities. If the information is not readily available additional research in your institution may be needed. The reward for such efforts will go both to your institution and the community of memory institutions in Europe.

We hope you will be able to complete the questionnaire **by March 31 2015**. You can pause and return at any time to continue. The meaning of words marked with asterisks can be looked up in the list of definitions (upper right hand corner).

Please do not hesitate to contact us through the e-mail address listed below if you need more information about the questions or the survey in general.

We thank you in advance for your kind attention and participation.

Best Regards, the ENUMERATE Team

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You can get a downloadable copy of the questionnaire on
http://www.enumerate.eu/en/surveys/core_survey_3/

More information on the ENUMERATE project and its network is available on www.enumerate.eu

Reports containing key findings of the previous Core Surveys can be downloaded from
www.enumerate.eu/en/statistics/

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SECTION 1/7: Organisational Information

1. _Name of institution / organisation_

   [input box]

   This information will not be published in the ENUMERATE report.

2. _Type / Domain of institution / organisation_

   Specify the primary heading you would assign to your institution.

   Please choose **only one** of the following:

   - National archive
   - Other archive / records office
   - Audio-visual / broadcasting archive
   - Film institute
   - Institution for performing arts
   - Museum of art
   - Museum of archaeology or history
   - Museum of natural history or natural science
   - Museum of science or technology
   - Museum of ethnography or anthropology
   - National library
   - Higher education library
   - Public library
   - Special or other type of library
   - Institution for monument care
   - Other (specify below)

   Other type of institution: [input box]

3. _Country in which your institution is located_

   - Albania
   - Andorra
   - Armenia
   - Austria
   - Azerbaijan
   - Belgium
   - Bosnia and Herzegovina
   - Bulgaria
   - Croatia
   - Cyprus
   - Czech Republic
   - Denmark
   - Estonia
   - Finland
   - France
   - Germany
   - Greece
   - Hungary

- Iceland
- Ireland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Republic of Moldova
- Monaco
- Montenegro
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Russian Federation
- San Marino
- Serbia
- Slovak Republic
- Slovenia
- Spain
- Sweden
- Switzerland
- Turkey
- Ukraine
- United Kingdom
- Former Yugoslav Republic of Macedonia
- Other country (specify below)

Other country: [input box]

4. *Website of your institution*

[input box]

Provide the address of your institution's main website that is accessible for the general public.

This information will not be published in the ENUMERATE report.

5. *Your name*

[input box]

This information will not be published in the ENUMERATE report.

6. *Your job title*

[input box]

The role or position of the main person completing this survey.

7. *Your e-mail address*

[input box]

This information will not be published in the ENUMERATE report.

8. *What is your institution's total annual budget?*

Please choose **only one** of the following:

- < 10,000 €
- 10,000-50,000 €
- 50,000-100,000 €
- 100,000-500,000 €
- 500,000-1M €
- 1 - 10M €
- > 10M €

Provide the annual budget for the entire cultural heritage institution as indicated in the last published annual account. If your institution is part of a larger organisation (e.g. a higher education library that is part of a higher education institution) only provide the budget of the cultural heritage related unit.

The total annual budget may include government funding, project funding, revenues from commercial activities, etc. If your budget occurs in two categories (e.g. 50,000 €), please choose the lower category.

9. *Total number of paid staff (in *full time equivalents*, not in number of people)*

 [input box] [only 1 decimal accepted, e.g.: 3,7]

The number of *full time equivalents* should represent the total staff employed by your institution, including permanent and temporary staff, but excluding contractors and volunteers. Part-time staff needs to be added up to represent a full working week. If your institution is part of a larger organisation (e.g. a higher education library that is part of a higher education institution) only provide the numbers of the cultural heritage related unit.

Note: the number of staff engaged in *digitisation activities* will be asked for later in the survey (see below).

SECTION 2/7: Digitisation Activity

10. *Does your institution have *collections* that need to be preserved for future generations?*

[ ] Yes

[ ] No

Answer this question with 'No' if your institution does not hold heritage collections or if you only have collections (for example of books, films, music) that can be lend by or sold to users.

###If the answer is No, automatically proceed to o-o-o at the end of the survey.###

11. *Does your organisation have *digital collections* or is it currently involved in collection *digitisation* activities?*

 [ ] Yes

[ ] No

###If the answer is No, automatically proceed to questions 13, 14, 15, 16, 17, 18 and after that to the end of the survey.###

12. *Does your organisation have a *written digitisation strategy*, endorsed by the management of your organisation?*

[ ] Yes

[ ] No

[ ] Do not know

The strategy may be for any period up to 2020.

13. *Does your organisation collect *born digital heritage*?*

[ ] Yes

[ ] No

[ ] Do not know

Answer this question with ´yes´ if your institution collects any kind of *born digital heritage* materials (i.e. software, digital documents, digital art, harvested web content, etc.) with the explicit intention of preserving these born digital materials for future generations.

14. *Please select the collection types that are part of the heritage collections of your institution*

###NOTE: Table will not be presented as it is here. The table can be folded out selectively, starting from the high level collection type classes in the left column.###

Please specify the object types that are part of the heritage collections of your institution. The digital collection consists of digitally reproduced analogue objects and born digital objects. An object that has been catalogued in a database with metadata records only, is not considered to be part of the ´digital collection´.

Collection type	Object type	In *analogue* collection y/n	In *digital* collection y/n
(01) TEXT BASED RESOURCES			
(02) VISUAL (2D) RESOURCES			
(03) ARCHIVAL RESOURCES (not included in 01 or 02)			
(04) 3D MAN-MADE MOVABLE OBJECTS			
(05) NATURAL RESOURCES			
(06) GEOGRAPHY BASED RESOURCES			
(07) TIME BASED			

RESOURCES			
(08) DIGITAL INTERACTIVE RESOURCES (EXCLUSIVELY DIGITAL)			

Tests have indicated that answering the questions about the size of collections are rewarding, but may be challenging. Some institutions will want to be more specific than is possible here; others may find it difficult to give even the high level estimates asked for. We are convinced that all institutions will benefit from an exercise in mapping out digital collections. Please send us an e-mail if you want to take up the challenge: den@den.nl

15. *Estimate the percentage of your entire heritage collection that has been catalogued in a collection database:*

    [input box]

    The estimated percentage of your entire heritage collections that has been catalogued in a collection database concerns item level descriptions (metadata records) of analogue and born-digital heritage objects.

16. *Estimate the percentage of your analogue heritage collections that has already been digitally reproduced:*

    [input box]

    A digital reproduction is a digital surrogate of an original analogue object. Please note that an object that has only been catalogued in a database with metadata records is not considered to be "digitally reproduced".

17. *Estimate the percentage of your analogue heritage collections that still needs to be digitally reproduced:*

    [input box]

SECTION 3/7. Digital Access

18. *What percentage of your descriptive metadata (as recorded in your collection databases) is available online for general use:*

    [input box]

    This concerns the estimated percentage of the metadata records in your collection database(s) that is available for immediate use on demand by any internet connected person or system, without human intervention.

19. *Estimate the percentage of your digitally reproduced and born digital heritage collections that is available online for general use:*

    [input box]

This concerns the estimated percentage of the digitally reproduced and born digital objects in your heritage collections that is available for immediate use on demand by any internet connected person or system, without human intervention.

20. *Collections are made accessible to the public for various reasons. How important is each of the following types of use for your institution?*

Using a 10-points scale - where 1 equals "not at all important" to 10 "highly important" - please select only one number per row.

type of use	1	2	3	4	5	6	7	8	9	10
Academic research										
Creative reuse/Remix										
Educational use										
Ideological, religious and commemorative use										
Personal enjoyment										
Reducing the use of the physical originals										
Sales, commercial licencing										
Other types of use (specify below)										

Other types of use: [input box]

21. *Does your organisation measure the number of times digital metadata and/or digital objects are being accessed by your users?*

[ ] Yes

[ ] No

[ ] Do not know

In order to be able to answer this question with 'yes' any manner of measurement will suffice.

22. *If Yes, how?*

- [ ] *Website statistics*
- [ ] *Social media statistics* (e.g. Facebook, Flickr, Youtube, Wikipedia)
- [ ] *Database statistics* (if not included in Website statistics and Social media statistics)
- [ ] *User studies*
- [ ] Other: [input box]

Please indicate all ways in which the access of digital metadata and objects is measured.

23. *Please indicate estimated percentage of all the digital objects you have that are and/or will be accessible through the mentioned access options:*

- *Offline only (for staff use) [input box]*
- *Offline only (for staff use and visitors on site) [input box]*
- *Online [input box]*

For the online part, please indicate through which channels in the table below.

Access channel	% of digital objects currently accessible (estimation is OK)	% of digital objects accessible 2 years from now (estimation is OK)
Institutional website		
National aggregator		
Europeana		
Other aggregator		
Wikipedia		
Other *Social media platforms* like Flickr, Youtube, Facebook		
Institutional *API*		
3rd party *API*		
Other Access channels (specify below)		

Other Access channels: [input box]

Multiple access options for your individual digital collections are a possibility (i.e. Europeana and Wikipedia). Consequently, the sum total of your answers does not have to be 100%.

SECTION 4/7. Digital Preservation

24. *Does your organisation have a *written Digital Preservation Strategy*, that is endorsed by the management of your organisation?*

[ ] Yes

[ ] No

[ ] Do not know

The answer of this question will be 'yes' when your institution has a formal document that describes the strategy for the *digital preservation* and permanent access to your digital heritage collections.

25. *Are (parts of) your digital collections stored in digital archives that have been set up according to *international standards* for *digital preservation*?*

[ ] Yes, we have our own digital archive that meets the international criteria for long term preservation

[ ] Yes, our digital collections are archived in a publicly managed professional digital archive

[ ] Yes, our digital collections are archived in a privately managed professional digital archive

[ ] No, we do not have a solution yet for the long term preservation of our digital collections based on international standards

[ ] Do not know

Answer this question with 'yes' if your institution is actively involved in safeguarding the digital heritage collections for future generations, based on international standards or best practices.

SECTION 5/7. Digitisation Expenditure

26. *Please estimate your annual expenditure on your *digital collections* (*total cost of ownership*)*

	Please estimate the budget concerned (€):	Please specify the year concerned:
Institutional expenditure (internal budget):		[drop-down list: 2010, 2011, 2012]
Temporary funded project expenditure (external budget):		[drop-down list: 2010, 2011, 2012]

These budgets should be estimates of the costs related to the initial creation, ongoing maintenance, enhancement and preservation of your digital collections. Please attempt to include the cost of the staff time devoted to digital collection related activities in these estimates. If budget year does not coincide with the calendar, please choose the calendar year that fits best (in terms of the number of months)

Costs can be divided into incidental (upfront) costs and structural (ongoing) costs:

- Incidental costs are defined as the costs having to do with the initial creation or acquisition of a digital collection. Examples: selection of materials, acquisition of digital born materials, scanning, descriptive metadata creation, project management.
- Structural costs are the costs needed for the ongoing maintenance, enhancement and preservation of a digital collection. Examples: activities concerning the preservation of digital collections, licences, maintenance of webservers, user outreach and support, management.

27. *Please estimate what percentage of the total annual expenditures on creating/acquiring, maintaining, enhancing and preserving your *digital collections* can be assigned to *incidental costs* and what percentage can be assigned to *structural costs*:*

	Incidental costs:	Structural costs:	
Percentage [should add up to 100%]	… %	… %	100 %

28. *Please estimate what percentage of the total annual expenditures on creating/acquiring, maintaining, enhancing and preserving your *digital collections* is spent *In-house* and what percentage is *Outsourced*:*

	In-house costs:	Outsourced costs:	
Percentage [should add up to 100%]	… %	… %	100 %

29. *What is the total number of paid staff (in full-time equivalent) engaged in creating/acquiring, maintaining, enhancing and preserving your *digital collections* on an annual basis?*

 [input box]

Include the time of your own institution's staff engaged in activities related to creating/acquiring, maintaining, enhancing and preserving your *digital collections*, including: planning and managing in-house and contracted projects; preparing and digitising materials; enhancing digitised output to widen accessibility.

30. *What is the total number of volunteers (in full-time equivalent) engaged in creating/acquiring, maintaining, enhancing and preserving your *digital collections* on an annual basis?*

 [input box]

Include the time of your institution's unpaid staff. Volunteers who receive compensation for their expenses (like travel costs) should also be included.

31. *From what sources are your digital collection activities funded?*

- *Internal budgets*
- *Crowdfunding*
- *National Public grant/subsidy*
- *Regional/Local Public grant/subsidy*
- *Private funds and legacies*
- *Public/private partnership*
- *Sales of digital items*
- Other: [input box]

Indicate all the sources from which your digitisation activities are funded.

SECTION 6/7. General Notes

32. *Please include any information that was not asked for above and that you think is relevant for understanding the nature of activities related to your digital collections.*

[free text field]

Comments on the questionnaire itself can be given in the next question (33).

SECTION 7/7. Questionnaire Evaluation

33. _Please include any comments that would help us to improve future issues of this survey._

[free text field]

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Thank you for completing this survey!

More information on the ENUMERATE project, and the results it has delivered, is available on www.enumerate.eu.