

# Digitization Data Collection Instrument for Site Visit Interviews

## Preamble

### Instructions for Interviewers

- fill in a name on the first sheet and give each interview a unique id in the form: 2512CD01 (interview conducted on 25<sup>th</sup> Dec, by CD, first interview)
- instructions in italics
- give interviewee a leaflet explaining the project and the aims and objectives of the survey
- give interviewee a Human Subject Consent Form

**Definition of terms:** *Digital deliverable* includes the software program, database, digital text, image, moving image or audio, multimedia or interactive application to be designed, created or written.

### Sources

Surveys of this sort inevitably draw on previous similar studies. In addition to the Six Principles drawn up by the NINCH Working Group, we gratefully acknowledge the following sources:

1. Federal Task Force on Digitization, Towards a Learning Nation: The Digital Contribution, Recommendations Proposed by the Federal Task Force On Digitization, <http://www.icsti.org/df-gtn/english/report/index.htm>
2. IFLA Questionnaire on digitisation and preservation, <http://www.ifla.org/ifla-qdp/eqdp.htm>
3. InterPARES Project Authenticity Task Force Case Study Protocol Questionnaire <http://www.interpares.org> [although currently closed documentation].
4. Project Review Guidelines developed and used by HATII to assess projects for the Heritage Lottery Fund [currently closed documentation].
5. S.D. Lee, Scoping the Future of Oxford's Digital Collections, <http://www.bodley.ox.ac.uk/scoping/>
6. S. Ross, JISC Image Digitisation Management Models: A Review <http://www.hatii.arts.gla.ac.uk/Projects/jidi>

# Site visit interview instrument

Name of project/program/organization/individual

.....

Unique identification no .....

[Day/month/initials/interview no.]

*[Following sections to be answered by project manager/liaison]*

## Administration

### Interview details

1. Date of interview:
2. Location of interview:
3. Interview conducted by:
4. Start time:
5. Finish time:

### About the Organization & Project

6. Formal Name of Organization:
7. Name of Department (for visit):
8. Title of Project / Program:
9. Name Project / Program Director:
10. URL/other reference/further published info on project/program:

### About the Person being interviewed

11. Name:
12. Job Title:
13. Address:
14. Telephone Number:
15. Fax Number:
16. Email:
17. URL:

## Organizational digitization program and policy

*[Not all of questions 18 to 30 may be applicable to individual projects.]*

### Collection Survey

18. How did your organization develop its digitization strategy? Could you describe the process or the activities that led to the development of the strategy?

19. Did your organization conduct a collection survey in the process of planning its digitization strategy?  
 Yes  No  *[If no, move to next section, question 25]*  
 If yes, *[May we have a copy?]*

20. Was the institution as a whole made aware that the collection survey was being conducted and were all staff encouraged to participate?  
 Yes  No

21. Who was involved in carrying out the collection survey?

22. What were the lessons learned from carrying out a collection survey?

23. If you were to conduct one now, would you do anything differently?

**Priorities for digitizing**

24. Was the collection survey used to establish priorities for digitizing holdings?  
 Yes  No

If no, was there some other document that helped to establish priorities for digitization?

25. Who established the priorities for digitizing holdings?

26. Were these priorities formalized in a strategic policy statement?  
 Yes  No

*[If yes, may we have a copy?]*

If no, do you have plans to develop a policy?

Yes  No

If yes, to what timescale will this happen?

Timescale:

If yes, who prepared the formal strategic policy statement?

If yes, how was it approved within the organization?

27. What objectives did this policy attempt to achieve? *(Please rank in order of importance where 1 is your most important objective)*

Objectives of Digitization Policy	Priority Ranking

28. Has the project been successful in achieving these objectives?

Yes  No

If no, what were the obstacles?

29. What recommendations would you have for other organizations that are attempting to formalize their selection criteria in strategic policy statements?

**Overall obstacles**

30. Can you identify the obstacles to planning the development of digital deliverables from your collections?

31. Can you identify the obstacles to the process of building digital deliverables from your collections?

**Selection and Prioritization of materials**

32. Which of these criteria guided you in the selection and prioritization of materials for digitization? (Please tick all that apply and rank in order of importance where 1 is your most important criterion)

Selection Criteria for Digitization	Tick	Selection Rank	Prioritization Rank
Intellectual Property Rights			
Teaching & Learning potential			
Conservation (e.g. decreased wear and tear)			
Historical and cultural value			
Potential commercial exploitation			
Research significance			
Provision of user services (e.g. document delivery)			
Improved functionality			
Enhanced access			
Research into digitization strategies			
Publicity			
Space rationalization			
Preservation (e.g. against content loss)			
Labor cost reduction (e.g. reducing curatorial intervention)			
Potential to reach disadvantaged groups			
Infrastructure cost reductions			
Social Inclusion			
Other (please specify)			

33. Did you find that your selection criteria changed over time?  
Yes  No

If yes, what were the changes that occurred?

34. Have your prioritization criteria changed over time?  
Yes  No

**Co-operation**

35. Did you co-operate with other organizations to develop your digitization program? (Please tick all that apply)

Type of Organizations you Co-operated with for Digitization	Tick
Archives	

Libraries	
Museums	
Academic Institutions	
Corporations	
Foundations & Charities	
Government Agency	

36. Was this co-operation?

Type of Co-Operation	Tick
Local	
Regional	
National	
International	

37. Based on this experience, what recommendations would you have for institutions thinking of starting collaborative digitization projects or programs?

### Project- or Program-Related Questions

38. What is the current status of the project/program?

Ongoing  Completed

39. Please give:

Start date:

End date (if completed):

Anticipated end date (if not yet completed):

### Purpose of the project / program

40. For what purpose were the digital deliverables created? *[If more than one purpose, please rank in order of priority where 1 is your most important purpose.]*

Purpose of Digitization Project / Program	Rank
Preservation	
Public access	
Teaching and learning resource	
Research	
Experiment	
Wider access	
Revenue generation	
Response to previous demand	
Other (give details)	

41. Did the project/program produce an explicit informative statement of intent (e.g. a publicity document, an announcement, on a website)?

Yes  No

If yes, was this statement explicit about its: *(Please tick all that apply)*

Content of Statement of Intent for Digitization Project / Program	Tick
Rationale	
Scope	
Significance	
Primary audience	
Long-term sustainability	

Level of faithfulness to an original and/or intermediate, whether analogue or digital	
Suitability for different target audiences	

[May we have a copy or reference to it?]

## Nature of the source materials and the impact of digital deliverables

42. What type of source material was digitized? [Please tick all that apply]

Type of Source Material Digitized	Tick
Printed books, serials, and similar bound materials (published)	
Printed documents (grey literature)	
Unbound printed documents	
Typescript documents	
Printed illustrations	
Handwritten documents	
Artifacts	
Original artworks	
Intermediaries (film, microfilm, microfiche, photocopies etc.)	
Mechanical copies	
Hand copies	
Photographic Negatives (but not intermediaries)	
Photographic Prints (but not intermediaries)	
Textiles	
Film	
Sound recordings	
Video recordings	
Radio Broadcasts	
TV Broadcasts	
Other (please specify)	

43. What was the nature and format of the materials to be digitized? [e.g. medium and size]

44. Were the digital deliverables intended to represent a sample of a larger body of material, or were they a representation of an entire body of material?

Sample  Entire body of material

45. Were the digital deliverables intended to be re-used/re-purposed as part of the project/programme (e.g. in an educational authored CD-ROM)?

Yes  No

If yes, please give details.

46. Did this approach work well?

47. What would you change if you were to do it again?

## Interoperability

48. Did you use any of the following standards, guidelines, or tools for **representing content**?

Yes  No

If yes, please identify the standards used (tick all that apply)

Standards, Guidelines, or Tools for Representing Content	Tick
TEI	

CIMI (old CIMI DTD or Dublin Core DTD) <i>please specify</i>	
Unicode	
JPEG	
MPEG	
SGML	
XML	
HyTime	
SMDL	
Laban notation	
Other ( <i>please specify</i> )	

If no, can you explain why not? (*Please tick all that apply*)

Reasons for Not Using Standards for Representing Content	Tick
Standards not yet agreed	
Standards not relevant to type of material	
Standards not known	
Lack of documentation about standards	
Lack of training about standards	
Not appropriate to the project	
Other ( <i>please specify</i> )	

49. Did you use any of the following standards, guidelines, or tools for **describing content**?

Yes  No

If yes, please identify the standards used (*tick all that apply*)

Standards, Guidelines, or Tools for Describing Content	Tick
MARC	
Dublin Core	
EAD	
TEI Header	
Categories for the description of Works of Art	
Other ( <i>please specify</i> )	

If no, can you explain why not? (*Please tick all that apply*)

Reasons for Not Using Standards for Describing Content	Tick
Standards not yet agreed	
Standards not relevant to type of material	
Standards not known	
Lack of documentation about standards	
Lack of training about standards	
Not appropriate to the project	
Other ( <i>please specify</i> )	

50. Did you use any of the following standards, guidelines, or tools for **controlling data values**?

Yes  No

If yes, please identify the standards used (*tick all that apply*)

Standards, Guidelines, or Tools for Controlling Data Values	Tick
AAT	
Library of Congress subject headings	
Library of Congress subject thesaurus	
Name authority files	
Other ( <i>please specify</i> )	

If no, can you explain why not? (*Please tick all that apply*)

Reasons for Not Using Standards for Controlling Data Values	Tick
Standards not yet agreed	
Standards not relevant to type of material	
Standards not known	
Lack of documentation about standards	
Lack of training about standards	
Not appropriate to the project	
Other <i>(please specify)</i>	

51. Did the project/program look to existing guidelines to digitizing particular document types and object types when planning its digitization strategy?

Yes  No  *[If no, go to question 53]*

If yes, which guidelines did you adopt?(e.g. TEI/MASTERS proposals for manuscripts; LC/Ameritech Competition Guidelines)?

If yes, what modifications did you carry out to make these suitable to your project/program?

52. Which guidelines did you reject, and why?

53. Did you use any of the following standards, guidelines, or tools for **representing structure**?

Yes  No

If yes, please identify the standards used *(tick all that apply)*

Standards, Guidelines, or Tools for Representing Structure	Tick
TEI	
CIMI (old CIMI DTD or Dublin Core DTD) please specify	
HTML	
Unicode	
JPEG	
MPEG	
SGML	
XML	
HyTime	
SMDL	
Laban notation	
Other <i>(please specify)</i>	

If no, can you explain why not? *(Please tick all that apply)*

Reasons for Not Using Standards for Representing Structure	Tick
Standards not yet agreed	
Standards not relevant to type of material	
Standards not known	
Lack of documentation about standards	
Lack of training about standards	
Not appropriate to the project	
Other <i>(please specify)</i>	

54. In relation to the use of standards in general, would you have any recommendations for navigating between the ideal and the realistic or the necessary?

### Target audience

55. What was the intended audience for the digital deliverables? *[Please tick all that apply and rank in order of priority]*

Intended Audience for Digital Deliverables	Tick	Priority Ranking
<b>Teaching and learning:</b>		
K-12		
Community college		
Four-year college		
Graduate School		
Lifelong learning		
Distance learning		
Computer-mediated learning		
Other (please specify)		
<b>General public:</b>		
Museum users		
Public library users		
Other (please specify)		
<b>Subject specialists:</b>		
Archive users		
Other (please specify)		
<b>Other:</b>		
Government		
Private sector		
Other (please specify)		

56. Did you conduct any evaluation of the target audience and its needs?

Yes  No

*[If yes, could we have a copy of the relevant report, published article, etc?]*

57. Could the digital deliverables be used by any users other than the primary intended target audience?

Yes  No

If yes, which other target audiences might use the digital deliverables?

58. Did the project acknowledge the needs of those with disabilities or take account of W3C's "Guidelines for Web Site Accessibility" (<http://www.w3.org/WAI/>)?

Yes  No

If yes, in what way?

59. If limitations as to use of the digital deliverables were necessary, did you clearly state the reasons for this?

Yes  No

If yes, how and where did you state the limitations

60. What was/were the reason(s) for these limitations?

61. Was the profile of actual users the same as the one anticipated?

Yes  No

## Project Management and Planning

### Project Management

62. Did/do you use any external advice and consultancy on managing the digitization project/program, or was/is advice available in-house?

External  In-house

63. How is the management of the digitization project/program related to the structure of the larger organization?
64. Did the digitization project/program lead to any changes or re-evaluation of organizational relationships and procedures?  
Yes  No
65. Did you have formal project management procedures in place? (e.g. Project Management Board/Steering Group?)  
Yes  No
- If yes, please specify
66. Have you used any project management procedures that did not work?  
Yes  No
- If yes, can you explain why?
67. What managerial Quality Assurance procedures have you put in place?
68. What steps did you follow to develop these Quality Assurance procedures?
69. Were these successful?  
Yes  No
- Can you explain why or why not?

### Project Planning

70. Did you carry out a feasibility or pilot study to provide information to assist project management and planning?  
Feasibility  Pilot Study  Both  Neither
- If yes, which of these was it used for? *(Please tick all that apply)*

Purpose of Feasibility or Pilot Study	Tick
Scheduling	
Training needs	
Technical feasibility	
User needs	
Workflow analysis	
Workflow piloting	
Technology forecasting	
Other <i>(please specify)</i>	

*[If there is any summary report of the pilot/feasibility study, could we have a copy?]*

71. Did you make significant changes to the design of the project/program as a result of any preliminary study?  
Yes  No
- If yes, in what areas were these changes made?
72. Did you undertake any time and motion or other benchmarking study at the start of the project/program to determine the viability of scheduling tasks?  
Yes  No

If yes, what parameters were taken into account in time and motion planning and benchmarking?

What types of tools did you use to aid planning and scheduling (for example, did you use organizational charts or Gantt charts)?

73. How did you determine who would do what work?

74. Did you produce job descriptions and performance indicators for each

Job description  Performance indicators  Both  Neither

### Planning digitization

75. How was digitization carried out?

In-house  Outsourced

Could you please give reasons for your decision?

76. If digitization was done in-house, did you already have access to digitization equipment or did you buy in equipment for the project/program?

Equipment already installed  Equipment bought in

77. How did you choose which digitization process to adopt?

78. Did you use any of the following technologies? *(Please tick all that apply)*

Technologies Used for Image Digitization	Tick	Specify Manufacturer
Flatbed scanners		
Drum scanners		
Film scanners		
Digital cameras		
High-end professional cameras (e.g. Kontron, Phase One)		
Other (please specify)		

79. Did you establish guidelines for data capture procedures (e.g. calibration of equipment, handling dust etc.)?

Yes  No

80. Which benchmarks did you select? *(Please tick all that apply)*

Benchmarks Selected for Image Digitization	Tick
Gray scales	
Color charts	
EDG charts	
Reproduction charts	
Other (please specify)	

### Human resources and training

81. How many people worked on the project/program *(in full-time equivalents)* and in what capacities?

Type of Staff	Number	% of time on

		the project
Director		
Metadata specialist		
Curator		
Digitizer		
Photographer		
Technical support staff		
Technical development staff		
Education specialist		
Evaluation specialist		
Other (please specify)		

82. What kind of background did they have?

83. Were the staff re-deployed from other areas?

Yes  No

84. Did you use any external advice and consultancy on technical aspects of digitization, or was advice available in-house?

External  In-house

85. How did you assess the training needs of the project team?

86. In which areas were training needs identified? *(Please tick all that apply)*

Areas where Training is Needed	Tick
Project management	
Application of technical standards	
Preparation and handling of materials for digitization	
Technical operation of digitizing equipment	
Post digitization processes, e.g. editing	
Metadata creation	
Digital preservation	
Other (please specify)	

87. Which team members received training? *(Please tick all that apply)*

Team Members Engaged in Training	Tick
Project/program Director	
Curatorial staff	
Specialist technical staff	
Conservation Staff	
Library/cataloguing staff	
Equipment Operators	
Other (please specify)	

88. How was training organized? *(Please tick all that apply)*

Type of Training Organized	Tick
In-house, using project staff	
In-house, using organization's own consultants	
In-house, using external consultants	
Attendance at external courses	
Independent study	
Learning on the job	
Other (please specify)	

89. Did the training meet the needs of the project/organization?

Yes  No

Can you explain why or why not?

## Project Life-Cycle Processes and Procedures

### Reproduction and copyright

90. Are you aware of the copyright position or other rights status of the digital deliverables that your project/program created?

Yes  No

91. Does your organization own the copyright in the original materials?

Yes  No

If no, who does own the copyright?

92. Did you declare the copyright or other rights status of the final digital deliverables?

Yes  No

If yes, how did you do so?

Was this practice effective?

Yes  No

93. Did you digitize material in copyright?

If yes, was this done: *(Please tick all that apply)*

Way of Organizing Digitization of Material in Copyright	Tick
Under legal provisions for libraries	
With the owner's agreement	
By payment to the owner of a fee	
Under license	
Without formalities	

94. Are users of the digital deliverables allowed to do any of the following? *(Please tick all that apply)*

Copying Facilities For Users	Tick
Make printouts on paper	
Print on film	
(for audio) Burn to CD, DVD, etc	
Download to a PC	
Download to a local network (LAN)	
Download to a general network (WAN)	

95. What variety of digital deliverables do you allow users to download? *(Please tick all that apply)*

Type of e-text	Downloading	Viewing only
ASCII Text Files		
TEI DTD Marked-up text		
XML Marked-up		
RTF		
PDF		
Proprietary Wordprocessed		

Type of Digital Image Available for	Downloading	Viewing only
Thumbnails		
Lower quality images		
Highest quality images		
Associated documents		

Type of Digital Audio Available	Downloading	Listening only
Less than 30 second Samples		
Full length compressed		
High fidelity sound		
Associated documents		

Type of Digital Moving Image Available	Downloading	Viewing only
Samples		
Lower quality digital video clips		
Highest quality digital video clips		
Associated documents		

96. Were any electronic management systems used to control copying, e.g. digital watermarking?

Yes  No

If yes, which management systems?

97. Were these electronic management systems effective?

Yes  No

If no, why not?

### Preservation/Conservation

98. Did your organization have a conservation procedure or policy for original materials?

Yes  No

99. What investigations into the condition of the original materials did you do prior to digitization?

100. What conservation activities were undertaken on original materials as part of the project/program?

101. What risk to the material (if any) was identified during the preparation or digitization process?

102. How was the risk assessed?

103. What steps did you take to minimize the risk?

104. Did you specify special equipment and processes for vulnerable materials (such as special cradles, lighting and exposure limits)?

Yes  No

If yes what special equipment or processes did you use?

105. Were the materials prepared by curatorial or preservation staff before digitization?

Yes  No

106. Were the materials prepared/monitored by curatorial or preservation staff during digitization?

Yes  No

107. Once the material has been digitized, will (did) the project/organization restrict access to the original?

Yes  No

If yes, what criteria were/will be used to allow or restrict access to original materials?

### Preparation & Sources

108. What cataloguing or reference systems were in place before digitization?

109. What information was used from these systems in the digitization process?

110. Did you have access to all the relevant materials (e.g. cataloguing information) for your digital deliverables collected before the digitization process?

Yes  No

111. Did you have to locate any core reference or source materials to complete the digital deliverables?

Yes  No

112. Did any material have to be altered from the original form for the digitization process, e.g. disbinding, removal from frames?

Yes  No

113. Did you reject material before digital imaging?

Yes  No

If yes, can you give reasons why? *(Please tick all that apply)*

Reasons for Rejecting Material for Digitization	Tick
Skewing	
Incoherent pagination	
Incomplete works	
Print skew	
Margins narrower than 1 cm	
Major variation of density in same micro-image	
Micro-images of inappropriate density	
Blurred pages	
High percentage of illustrations	
Other (please specify)	

114. Did the project/program digitize originals or did it use reproductions/ intermediaries?  
Originals  Reproductions/ Intermediaries

115. Did the material only exist in reproduced form?  
Yes  No

116. What form(s) of reproduction/intermediaries did you use? *(Please tick all that apply)*

Form of Reproduction/ Intermediaries Used for Images	Tick
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Photocopies	
Slides, 35 mm or 4 * 5 transparencies	
Photographic prints (e.g. photograph)	
Microfilm	
Single frame microfiche	
Others (please specify)	

Form of Reproduction/ Intermediaries Used for Audio	Tick
78 rpm discs	
33 rpm discs	
Audio cassettes	
Wax cylinders	
Digital sound media (CD, DAT)	
Others (please specify)	

Form of Reproduction/ Intermediaries Used for Moving Images	Tick
Video copies from film	
Betacam SP	
Others (please specify)	

**Metadata**

117. Do you catalog the original (physical) materials, if so how?

118. How do you catalog digital surrogates? (same system or different?)

Did you use any of the following standards or guidelines for cataloging the digital deliverables? *(Please tick all that apply)*

Standards or Guidelines Used for Cataloging the Digital Deliverables	Tick
Dublin Core	
MARC	
RDF	
EAD	
TEI Header	
USMARC	
VRA	
Other (please specify)	

If no, did you create your own in-house system?

Yes  No

Why, and what software/system did you use?

119. Which tool did you use for controlling data values (e.g. controlled vocabulary, thesaurus, classification scheme)? *(Please tick all that apply and specify the tool!)*

Tool Used for Controlling Data Values	Tick	Please Specify
Controlled vocabulary		
Thesaurus		
Classification scheme		
Other		

120. Did you record details about: *(Please tick all that apply)*

Metadata Recorded	Tick
The original object	

The digital object	
The digitization process	
Technical details	
Staffing details	
Administrative information	

121. Who created the metadata records? *(Please tick all that apply)*

Specialization of Metadata Creator	Tick
Digitizer	
Archivist/information professional	
Digitizer who was also Archivist/information professional	
Other (please specify)	

122. Were the metadata records for the digital deliverables included in the main catalog or in a separate catalog?

Metadata included in main catalog  Metadata in separate catalog

123. Was the catalog for the digital deliverables: *(Please tick all that apply)*

Form of Catalog for Digital Deliverables	Tick
In paper form	
In electronic form on an intranet server	
Available on the Internet (e.g. websites)	
Other (please specify)	

124. Were the records for digital deliverables and the original digitized materials: *(Please tick all that apply)*

Relationship of Original Digital Deliverables and Associated Records	Tick
The same	
Independent of each other	
A mixture of the above	
Other (please specify)	

125. How are the catalog and the objects linked?

### Format, resolution and compression of digitized materials

#### A. Text

126. What was the format chosen for retroconverted text-based digital deliverables? *(Please tick all that apply and specify the details)*

Format of Text-based Digital Deliverables	Tick	Please specify type, level, approach to markup
HTML markup		
SGML markup		
XML markup		
PDF		
txt (ASCII)		
Word Processed		
Database		
Spreadsheet		
Postscript		
EPS (Encapsulated Postscript)		
Other (please specify)		

127. Did the documents digitized contain characters in non-Latin scripts?  
 Yes  No

128. Did you use OCR software to convert the digital images?  
 Yes  No

If yes, which software was used?

If yes, what level of accuracy did you achieve?

[If no, go to question 133]

129. Was any special treatment carried out prior to OCRing?  
 Yes  No

130. What was the aim of OCRing the material? (Please tick all that apply)

Aim of OCR	Tick	Please describe
Automatic Indexing		
Enhanced searching		
Computer-based analysis		
Other (please specify)		

131. From your experience, what advice would you give to another organization that was about to start OCRing documents?

132. Did you use "keying in" as the conversion method for any of your textual materials?  
 Yes  No

If yes, what were the lessons learned from this experience?

### B. Images

133. What file format did you use for capturing, preserving, and delivering the images?  
 (Please tick all that apply)

Image File Format	Capturing	Preserving	Delivering
GIF			
TIFF			
JPEG			
JPEG 2000			
Flash-Pix			
Photo-CD			
PNG			
Postscript			
PDF			
XBM			
Other (Please Specify)			

134. What resolution (in dpi) did you use for capturing, preserving, and delivering the images?

Image Resolution	Capturing	Preserving	Delivering
Resolution in dpi			

135. What bit depth did you use for capturing, preserving, and delivering the images? the project/program adopt?

Image Bit Depth	Capturing	Preserving	Delivering
Bit depth			

136. Did you use any compression method at capturing, preserving, and delivery stage?  
 Yes  No  [If no, go to question 139]

If yes, what was the compression method used?

Image Compression	Capturing	Preserving	Delivering
Compression (please specify)			

137. What was the aim of the compression? (Please tick all that apply)

Aim of Compression	Tick
To reduce cost	
To improve access	
To enhance usability	
To decrease storage requirements	
To reduce the risk of theft of digital resources	
Other (please specify)	

138. Does the project/program retain the original scans in **uncompressed** form?  
 Yes  No

139. Did the project/program carry out processing on the images?  
 Yes  No

If yes, please specify the type of processing and software used?

140. What were the average file sizes created at capturing, preserving, and delivery stages?

Image File Sizes	Capturing	Preserving	Delivering
Average File Size			

141. Did you check the dynamic range of your scanning equipment?  
 Yes  No

If yes, how did you do so?

142. From your experience with digitizing images, what recommendations would you make to colleagues starting work in this area?

### C. Sound

143. Did the project/program digitize sound materials?  
 Yes  No  [If "no", go to question 154, next section]

144. What work methods did you use for the digitization of sound?

145. What file format did you use for capturing, preserving, and delivering sound-based digital materials? (Please tick all that apply)

Audio File Format	Capturing	Preserving	Delivering
WAV			
AIF			
RealAudio			
MID			

Ra			
Au			
MPEG			
QuickTime			
Other (please specify)			

146. What sampling rate did you use for capturing, preserving, and delivering sound-based digital materials (e.g. 11.025 kHz, 22.05 kHz, 44.1 kHz, or 48 kHz)?

Audio Sampling Rate	Capturing	Preserving	Delivering
Sampling Rate			

147. What bit-rate did the project/program use for capturing, preserving, and delivering sound-based digital materials (e.g. 8-bit, 16-bit mono, 16-bit stereo, 20-bit stereo)?

Audio Sampling Rate	Capturing	Preserving	Delivering
Bit Rate			

148. Did you use any compression method at capturing, preserving, and delivery stage?  
 Yes  No  [If no, go to question 152]

If yes, what was the compression method used?

Audio Compression Method	Capturing	Preserving	Delivering
Bit Rate Compression (please specify)			
Frequency Compression (please specify)			

149. What was the aim of the compression? (Please tick all that apply)

Aim of Compression	Tick
To reduce cost	
To improve access	
To enhance usability	
To decrease storage requirements	
To reduce the risk of theft of digital resources	
Other (please specify)	

150. What were the average file sizes created at capturing, preserving, and delivery stage?

Audio File Size	Capturing	Preserving	Delivering
Average File Size			

151. Was post-capture editing carried out?  
 Yes  No

If "yes", what type?

#### D. Moving image

152. Did the project/program digitize moving images?  
 Yes  No

[If "no", go to question 160 next section]

153. What work methods did you use for the digitization of moving images?

154. What file format did you use for capturing, preserving, and delivering moving image-based digital deliverables? *(Please tick all that apply)*

<b>Moving Image File Format</b>	Capture	Preservation	Delivery
AVI			
MPEG (which version?)			
QuickTime			
RealVideo			
MOV			
Other (please specify)			

155. What was the resolution that the project/program used?

<b>Moving Image Resolution</b>	Capturing	Preserving	Delivering
Resolution (frames per second)			

156. Did you use any compression method at capturing, preserving, and delivery stage?  
 Yes  No  *[If no, go to question 160]*

If yes, what was the compression method used?

<b>Moving Image Compression</b>	Capturing	Preserving	Delivering
Compression (please specify)			

157. What was the aim of the compression? *(Please tick all that apply)*

<b>Aim of Compression</b>	Tick
To reduce cost	
To improve access	
To enhance usability	
To decrease storage requirements	
To reduce the risk of theft of digital resources	
Other (please specify)	

158. What were the average file sizes created at capturing, preserving, and delivery stage?

<b>Moving Image File Size</b>	Capturing	Preserving	Delivering
Average File Size			

159. Did the project/program carry out any post-capture processing on the moving images?

Yes  No

If yes, please specify the type of processing and software used?

### Quality Control

160. Do/Did you have any procedures in place for ensuring the quality of the digital deliverables?

Yes  No

If yes, what kind of procedures? *(Please tick all that apply)*

<b>Type of Quality Assurance Procedures</b>	Tick
Spot checks	
Random set of checks on materials	
Check on a stratified random sample	

Percentage checks on carriers (e.g. corrupted disks etc.)	
Total Check	
Other (please specify)	

161. Do/Did you have any procedures for ensuring quality control for metadata recording and delivery?

Yes  No

If yes, what kind of procedures?

162. How do/did Quality Control procedures affect your workflow and policy decisions?

### Delivery, access and use of digital deliverables

163. How do users access the digital deliverables? *(Please tick all that apply)*

Type of User Access to Digital Deliverables	Tick
Open access to catalogue	
Open access to catalogue plus materials	
Access restricted to in-house users	
Access restricted	
Other (please specify)	

164. Which search/browsing facilities does/did the system you used offer?

165. How does/did your system handle searching/browsing of associated metadata?

166. Does/Did your digitization project/program have any special hardware/software needs? (e.g. access control mechanism, billing software)

Yes  No

If yes, please specify

167. Apart from browsing the digital deliverables, does/did your system offer users the opportunity to manipulate them in any way (e.g. save or annotate found sets, run OCR software on documents, edit sounds or moving images)?

Yes  No

If yes, please specify

168. What is/was the level of use of the digital deliverables?

169. Is/Was usage monitored via

Automatic data capture  Formal data collection  Informal observation

### Usage Charges

170. Do users have to pay to use the digital deliverables?

Yes  No

If yes, which types of users have to pay? *(Please tick all that apply)*

Type of Users Charged for Use of Digital Deliverables	Tick
On-site users	
Users outside the organization	
General Public	
Other (please specify)	

171. If charges are/were made, how are/were these calculated? *(Please tick all that apply)*

Way of Calculating Charges for Digital Deliverables	Tick
Single charge	
By time	
By volume of material	
By intended use (commercial/academic/students)	
Other (please specify)	

172. If charges are/were made how are/were they collected? *(Please tick all that apply)*

Way of Collecting Charges for Digital Deliverables	Tick
Invoice	
Cash at point of use	
Credit card by telephone	
E-commerce	
Other (please specify)	

173. Do/Did you estimate the revenue generated by the use of the digital deliverables before commencing the project?

Yes  No

If yes, what is the level of revenue?

174. Did the projected revenues accurately anticipate the revenues generated through charging?

Yes  No

### Dissemination and Publicity

175. How are/were potential users informed about the digital deliverables that you create(d)? *(Please tick all that apply)*

Method of Publicizing Digital Deliverables	Tick
Announcement on website	
Press release	
Articles in print media	
Advertising in print media	
Print and broadcast media coverage	
Conferences, meetings	
Electronic mail shot	
Conventional mail shot	
Registering with web search engine(s)	
Other (please specify)	

176. Which of the dissemination and publicity strategies that you followed proved to be most effective?

### Evaluation

#### Front-end / formative / summative evaluation of project/program and of product

177. Did you carry out any front-end evaluation with users before the development of the project/program?

Yes  No  *[If no, move to question 179]*

If yes, which techniques did you use for gathering front-end evaluation data? *(Please tick all that apply)*

Front-End Evaluation Techniques Used	Tick
Questionnaires on paper	
Questionnaires online	
Email	
Focus group discussions	
Observation of users' interaction with the system	
Computer interaction logging (of users' choices and navigation)	
Other (please specify)	

178. Did you change any aspect of the project/program as a result of the front-end evaluation findings?

Yes  No

If yes, what did you change?

179. Did you carry out any formative evaluation with users during the design of the project/program?

Yes  No  [If no, move to question 181]

If yes, which techniques did you use for gathering formative evaluation data? (Please tick all that apply)

Formative Evaluation Techniques Used	Tick
Questionnaires on paper	
Questionnaires online	
Email	
Focus group discussions	
Observation of users' interaction with the system	
Computer interaction logging (of users' choices and navigation)	
Other (please specify)	

180. Did you change any aspect of the project/program as a result of formative evaluation?

Yes  No

If yes, what did you change?

181. Did you carry out any summative evaluation with the users after the project/program had been completed?

Yes  No  [If no, move to question 186]

If yes, which techniques did you use for gathering summative evaluation data? (Please tick all that apply)

Summative Evaluation Techniques Used	Tick
Questionnaires on paper	
Questionnaires online	
Email	
Focus group discussions	
Observation of users' interaction with the system	
Computer interaction logging (of users' choices and navigation)	
Other (please specify)	

182. What was the purpose of summative evaluation?

183. Is there any aspect of the evaluation work that you would carry out differently if you were doing it again?

184. What were the lessons learned from the evaluation work?
185. Did you make available or disseminate the result of these studies?  
 Yes  No

If yes, how?

*[May we have a copy of any evaluation report, publication, etc?]*

**Funding**

186. How much did this project/program cost so far and total?
187. What were the funding sources for the project/program?
188. How much funding would you like to have/had?
189. If you had that much funding, what would you do differently?
190. If you used standards, do you feel they saved you money, or cost you more to implement, both short and long-term?
191. How did the funding organization monitor your project? (e.g. where any impact measures used to evaluate the results?)
192. Did the funding organization ask you to provide any of the following?  
*(Please tick all that apply)*

Documents Required by Funding Organization	Tick
Collections Survey	
Conservation Plan	
Risk Assessment	
Front-end Evaluation report	
Project Management Plan	
Cost Models	
Workflow Reports	
Other (please specify)	

**Long-term sustainability**

193. Which of the following elements of the project will need to be updated and how often?  
*(Please tick all that apply and specify frequency)*

Project Element to be Updated	Tick	Frequency
New materials digitized		
New metadata added		
Metadata changed		
User interface changed		
File Formats changed		
Other (please specify)		

194. Has the project/program or organization have a preservation strategy to ensure long-term access to documents and objects in digital form?  
 Yes  No

If yes, what are the components of the preservation/archiving strategy? (e.g. in relation to workflow, staffing, resource issues)

If there are different strategies for different types of content, please describe the relevant strategy for each:

<b>Preservation/Archiving Strategy</b>	Text	images	Audio	Moving Images
File Formats				
Storage Media				
Storage conditions				
Updating Metadata				
Other (please specify)				

195. Are these preservation strategies based on: *(Please tick all that apply)*

<b>Approach of Preservation Strategy</b>	Tick
Retention of original hardware and application software	
Migration of data	
Emulation	
Other (please specify)	

196. Have you adopted any quality control procedures in the life-cycle management?  
 Yes  No

If yes, please specify (e.g. who checks and evaluates what, when, how, then what?)

197. For how long do you plan to keep these digital deliverables available?

198. Is longer-term sustainability dependent on self-generating funds?  
 Yes  No

199. Will the resource generate sufficient income to sustain the resource?  
 Yes  No

If no, has the project/program already secured the resources available for this?  
 Yes  No

200. Has your project/program established an 'exit' strategy that could be adopted if your institution can no longer met the costs of sustaining the digital deliverables?  
 Yes  No

If yes, can you describe that strategy?

201. Would loss of the digital deliverable matter?

202. Do you have any additional comments?

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Thank you very much for your time and help