ENUMERATE Core Survey

The ENUMERATE Core Survey deadline has been extended!

The questtionnaire will be online until March 15th.

Dear colleague,

On behalf of the community of archives, libraries and museums we ask you to help us by participating in this survey. In recent years there has been a growing demand for reliable data about digitisation, access to digital heritage collections, and the preservation of digital heritage materials in the memory institutions of Europe. This survey is designed to inform both your own institutional policies, as well as policies on a national and European level.

The survey is organised by the EU-funded ENUMERATE network, a community of practice in the field of digital cultural heritage, led by Collections Trust in the UK. It is distributed among thousands of institutions in the European Union.

Data collected will be kept strictly anonymous. The information will not be published in any manner traceable to individual institutions such as your own, but it may be used to establish a statistical measure of the progress of digitisation in your country and the EU.

The survey consists of 32 questions. The time needed to answer these will depend highly on the availability of management information about digitisation activities. If this information is in place, we estimate that answering the questions will take about 30 minutes of your time. If the information is not readily available additional research in your institution may be needed, but the reward for such efforts will go both to your institution and the community of MLA's.

We hope you will be able to complete the questionnaire by March 15th. The questionnaire is designed in such a way that you can pause and return at any time to continue.

Please do not hesitate to contact us through the e-mail address listed below if you have any queries concerning the questions being asked or any other matter relating to this survey.

In anticipation of your kind attention and support, may we thank you in advance.

Best Regards, the ENUMERATE Team.

enumerate-admin@digibis.com

You can get a downloadable copy of the questionnaire here.

More information on the ENUMERATE project and its network is available on ENUMERATE, on twitter and on LinkedIn.

There are 37 questions in this survey

Section 1/7: Organisational Information

[1] Name of institution / organisation *

Please write your answer here:

Please provide the full, legal name of the company or institution about which you are answering the questions in this survey.

[2] Type /Domain of institution / organisation *

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

⬤ Archives/records office

⬤ Audio-visual, broadcasting or film institute

⬤ Museum of art

⬤ Museum of archaeology, history

⬤ Museum of science, technology

⬤ Museum of anthropology and ethnology

⬤ Other type of museum

⬤ National library

⬤ Higher education library

⬤ Special or other type of library

⬤ Institution for Monument Care

⬤ Other [   ]

Specify the primary heading under which your company or institution classifies itself.

[3] Country in which your institution is located *

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

⬤ Austria

⬤ Belgium

⬤ Bulgaria

⬤ Cyprus

⬤ Czech Republic

⬤ Denmark

⬤ Estonia

⬤ Finland

⬤ France

⬤ Germany

⬤ Greece

⬤ Hungary

⬤ Ireland

⬤ Italy

- ◉ Latvia
- ◉ Lithuania
- ◉ Luxembourg
- ◉ Malta
- ◉ Netherlands
- ◉ Poland
- ◉ Portugal
- ◉ Romania
- ◉ Slovakia
- ◉ Slovenia
- ◉ Spain
- ◉ Sweden
- ◉ United Kingdom
- ◉ Other [   ]

Select the country.

[4] Website of your institution

Please write your answer here:

[   ]

Provide the address of your institution's main
website that is aimed at the general public.

[5] Your name

Please write your answer here:

[   ]

The full name and title of the person completing this
survey.

[6] Your role in the institution

Please write your answer here:

[   ]

The position (job title) of the person completing this
survey.

[7] Your e-mail address

Please write your answer here:

[   ]

The primary e-mail address of the person completing
this survey.

[8] Your telephone number and/or Skype contact details

Please write your answer here:

[   ]

The primary phone number (i.e. +44 0123456789)
and/or the Skype details of the person completing
this survey.

[9] What is your institution's annual revenue 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 institution,
for instance as indicated in the last set of published
accounts. The budget may include government funding,
project funding, revenues from the organisation's
primary or commercial activities, etc. If choosing
between two of the options is difficult (like when the
budget is exactly 50,000 €), please choose the option
with the lower estimate.

[10] Number of paid staff

Please write your answer here:

[   ]

The number of full time equivalents should be
the total staff - including positions - employed
by your institution, assuming part-time staff are
converted to the equivalent number for a full
working week. Include both permanent and

temporary staff on the establishment, but exclude contractors' staff.

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

Section 2/7: Digitisation Activity

[11] Is curatorial care for the collections of your institution part of its mission?

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

⬤ Yes

⬤ No

Answer this question with 'No' if your institution does not hold heritage collections or if you have collections (for example of books, films, music) to be lend by or sold to contemporary users without the explicit task of safeguarding the collections for future generations (in other words: answer 'No' if your institution is not a "memory institution").

[12] Does your organisation have digital collections or is it currently involved in collection digitisation activities? *

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

⬤ Yes

⬤ No

Only answer this question with 'no' if your institution does not have any collections of digital materials (including collections of digital born heritage materials), is not involved in any digitisation activities as to its heritage collections and does not have any established plans to start developing its digital collection in the near future (in 2012).

[INFORMATION]

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 collections. Please consider the OPTIONAL Question below question #14 if you want to take up the challenge!

[13] Estimate the percentage of your heritage collections that has already been digitally reproduced

Please write your answer here:

[   ]

Digitally reproduced should be discerned from being catalogued in a digital (textual) metadata record. A digital reproduction is a digital surrogate of the original analogue object. An object that has been catalogued in a digital (textual) metadata record is not "digitally reproduced". Please give a global estimate (percentage) over all heritage collections in your institution.

[13.EXTRA]

Please choose **all** that apply:

- ☐ Archival records
- ☐ Rare books
- ☐ Other books
- ☐ Newspapers
- ☐ Serials
- ☐ Manuscripts
- ☐ Sheet music
- ☐ Microforms/Microfilms

- ☐ Maps
- ☐ Photographs
- ☐ Engravings/Prints
- ☐ Drawings
- ☐ Posters
- ☐ Postcards
- ☐ Paintings
- ☐ Other 2 dimensional objects

- ☐ 3 dimensional works of art
- ☐ Other 3 dimensional man-made objects
- ☐ Other 3 dimensional objects (incl. natural science specimens)
- ☐ Monuments and sites
- ☐ Film
- ☐ Video recordings
- ☐ Audio (music & other recorded sound)

☐ Other: [   ]

Indicate (check) the object types that you have digitised in the past and are included in this estimate

[14] Estimate the percentage of your heritage collections that still needs to be digitally reproduced

Please write your answer here:

[   ]

Digitally reproduced should be discerned from being catalogued in a digital (textual) metadata record. A digital reproduction is a digital surrogate of the original analogue object. An object that has been catalogued in a digital (textual) metadata record is not "digitally reproduced". Please give a global estimate (percentage) over all heritage collections in your institution.

[14.EXTRA]

Please choose **all** that apply:

☐ Archival records

☐ Rare books

☐ Other books

☐ Newspapers

☐ Serials

☐ Manuscripts

☐ Sheet music

☐ Microforms/Microfilms

☐ Maps

☐ Photographs

☐ Engravings/Prints

☐ Drawings

☐ Posters

☐ Postcards

☐ Paintings

☐ Other 2 dimensional objects

☐ 3 dimensional works of art

☐ Other 3 dimensional man-made objects

☐ Other 3 dimensional objects (incl. natural science specimens)

☐ Monuments and sites

☐   [Film](#)

☐   [Video recordings](#)

☐   [Audio](#) (music & other recorded sound)

☐ Other: [_____]

Indicate (check) the object types that you intend to digitise in the future and are included in this estimate

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[INFORMATION]

Please choose **all** that apply:

☐ **Show table**

If it proves to be difficult to give global estimates of the status of digitisation in your institution, please consider trying to map out the size of your collections per object type. The information gathered in the table below will be highly valuable both for your own institution and the international community of archives, libraries and museums.

[OPTIONAL Question] Please indicate the size of your [collections](#) per object type and assess the need to digitise

Only answer this question if the following conditions are met:
° Answer was `Y` at question '[INFORMATION]' ()

Please enter a number between 0 and 10 for each item:

	Estimated number of analogue items	Estimated % catalogued in digital (textual) metadata records	Estimated % digitally reproduced	Estimated % of the entire collection that still needs to be digitally reproduced	Estimated % of the entire collection with no need to be digitally reproduced
[Archival records](#) (metres)	☐	☐	☐	☐	☐
[Rare books](#) (volumes)	☐	☐	☐	☐	☐
Other books (volumes)	☐	☐	☐	☐	☐
[Newspapers](#) (titles)	☐	☐	☐	☐	☐
[Serials](#) (volumes)	☐	☐	☐	☐	☐
[Manuscripts](#) (number)	☐	☐	☐	☐	☐
[Sheet music](#) (number)	☐	☐	☐	☐	☐
[Microforms/Microfilms](#) (number)	☐	☐	☐	☐	☐
[Maps](#) (number)	☐	☐	☐	☐	☐
[Photographs](#) (number)	☐	☐	☐	☐	☐
[Engravings](#)/[Prints](#)	☐	☐	☐	☐	☐

	(number)				
Drawings (number)	☐	☐	☐	☐	☐
Posters (number)	☐	☐	☐	☐	☐
Postcards (number)	☐	☐	☐	☐	☐
Paintings (number)	☐	☐	☐	☐	☐
Other 2 dimensional objects (number)	☐	☐	☐	☐	☐
3 dimensional works of art (objects)	☐	☐	☐	☐	☐
Other 3 dimensional man-made objects (objects)	☐	☐	☐	☐	☐
Other 3 dimensional objects (incl. natural science specimens) (objects)	☐	☐	☐	☐	☐
Monuments and sites (number)	☐	☐	☐	☐	☐
Film (hours)	☐	☐	☐	☐	☐
Video recordings (hours)	☐	☐	☐	☐	☐
Audio (music & other recorded sound) (hours)	☐	☐	☐	☐	☐
Other items not classified above (number)	☐	☐	☐	☐	☐

Explanatory notes for each of the 5 columns:

- **Estimated number of analogue items:**

  Provide the estimated number of analogue items that are part of the institutions own collections.

- **Estimated % catalogued in digital (textual) metadata records:**

  Provide the estimated percentage of analogue items that are only catalogued in metadata records and are not digitally reproduced.

- **Estimated % digitally reproduced:**

  Include projects that are approaching completion. Include materials that are recorded as images, even without character recognition.

- **Estimated % of the entire collection that still needs to be digitally reproduced:**

  The part of your collection that - according to your own assessment - does form an important part of cultural heritage and still needs to be digitised by your institution.

- **Estimated % of the entire collection with no need to be digitally reproduced:**

  The part of your collection that, for whatever reason, does not need to be digitised, for

instance because there is no demand for it
or because it will be digitised by another institution.
Digitisation of reference items will obviate the
need to digitise everything.

[15] Does your organisation collect born digital heritage?

Only answer this question if the following conditions are met:
° Answer was `Y'`Yes' at question '[12]' (Does your organisation have digital collections or is it currently involved in collection digitisation activities?)

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

⦿ Yes

⦿ No

⦿ Do not know

Answer this question with ´yes´ if your institution
collects any kind of born digital heritage (i.e.
software, digital documents, digital art, harvested
web content, etc.). The manner of collection is not of
importance in answering this question.

[16] If yes: what types of born digital heritage?

Only answer this question if the following conditions are met:
° Answer was `Y'`Yes' at question '[12]' (Does your organisation have digital collections or is it currently involved in collection digitisation activities?) *and* Answer was `A1'`Yes' at question '[15]' (Does your organisation collect born digital heritage?)

Please write your answer here:

[   ]

Use the classifications of born digital heritage that
are in use in your institution. If no established
typology is in use, provide the classifications that you
think best describe your collections.

[17] Does your organisation have a written digitisation strategy?

Only answer this question if the following conditions are met:
° Answer was `Y'`Yes' at question '[12]' (Does your organisation have digital collections or is it currently involved in collection digitisation activities?)

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

⦿ Yes

⦿ No

⦿ Do not know

The strategy may be for any period up to 2016.

[18] Is your organisation included in a national digitisation strategy?

Only answer this question if the following conditions are met:
° Answer was `Y`'Yes' at question '[12]' (Does your organisation have digital collections or is it currently involved in collection digitisation activities?)

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

⚪ Yes

⚪ No

⚪ There is no such strategy

⚪ Do not know

Answer this question with 'yes' if your institution is actively involved in, or obligated to comply with, a formal, national or federal, cross-institutional policy regarding the digitisation of cultural heritage.

Section 3/7: Digital Access

[19] Does your organisation have an explicit (written) policy regarding the use of your digital collections?

Only answer this question if the following conditions are met:
° Answer was `Y`'Yes' at question '[12]' (Does your organisation have digital collections or is it currently involved in collection digitisation activities?)

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

⚫ Yes

⚫ No

⚫ Do not know

Answer this question with 'yes' if your organization
has a formal document detailing which digital
materials are accessible to whom and what the terms and
conditions of this accessibility are.

[20] Does your organisation measure the number of times digital metadata and/or digital objects are being accessed by your users?

Only answer this question if the following conditions are met:
° Answer was `Y`'Yes' at question '[12]' (Does your organisation have digital collections or is it currently involved in collection digitisation activities?)

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

⚫ Yes

⚫ No

⚫ Do not know

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

[21] If yes, how?

Only answer this question if the following conditions are met:
° Answer was `Y`'Yes' at question '[12]' (Does your organisation have digital collections or is it currently involved in collection digitisation activities?) *and* Answer was `A1`'Yes' at question '[20]' (Does your organisation measure the number of times digital metadata and/or digital objects are being accessed by your users?)

Please choose **all** that apply:

☐ Web statistics

☐ Database statistics (if not included in Web statistics)

☐ User studies

☐ Other: [   ]

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

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[22] Please indicate estimated percentage of all the digital objects you have that are and/or will be accessible through the access options

Only answer this question if the following conditions are met:
° Answer was `Y`'Yes' at question '[12]' (Does your organisation have digital collections or is it currently involved in collection digitisation activities?)

Please enter a number between 1 and 10 for each item:

	% of digital objects currently accessible	% of digital objects accessible 2 years from now	Description
Offline	☐	☐	☐
Institutional website	☐	☐	☐
National aggregator	☐	☐	☐
Thematic aggregator	☐	☐	☐
Europeana	☐	☐	☐
Memory of the World	☐	☐	☐
Wikipedia	☐	☐	☐
Institutional API	☐	☐	☐
3rd party API	☐	☐	☐
Other, viz…	☐	☐	☐

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

[23] Does your organisation have a [written Digital Preservation Strategy](#)?

Only answer this question if the following conditions are met:
° Answer was `Y`'Yes' at question '[12]' (Does your organisation have digital collections or is it currently involved in collection digitisation activities?)

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

⦿ Yes

⦿ No

⦿ Do not know

The answer of this question will be 'yes' when, in your institution, a formal document exists which details the policy regarding [digital preservation](#) and permanent access to your digital collections.

[24] Is your organisation included in a [National Digital Preservation Strategy](#)?

Only answer this question if the following conditions are met:
° Answer was `Y`'Yes' at question '[12]' (Does your organisation have digital collections or is it currently involved in collection digitisation activities?)

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

⦿ Yes

⦿ No

⦿ There is no such strategy

⦿ Do not know

Answer this question with 'yes' if your institution is actively involved in, or obligated to comply with, a [formal, national or federal, cross-institutional policy regarding digital preservation and permanent access to digital cultural heritage](#).

[25] Is your organisation included in a national or institutional [Digital Preservation Infrastructure](#)?

Only answer this question if the following conditions are met:
° Answer was `Y`'Yes' at question '[12]' (Does your organisation have digital collections or is it currently involved in

collection digitisation activities?)

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

○ Yes

○ No

○ Do not know

[This infrastructure](#) does not have to be owned by your institution, it may also be shared with other institutions, hired from or located at external companies.

Section 5/7: Digitisation Expenditure

[26] Please estimate your anual expenditure on Digitisation:

Only answer this question if the following conditions are met:
° Answer was `Y`'Yes' at question '[12]' (Does your organisation have digital collections or is it currently involved in collection digitisation activities?)

Please enter a number between 0 and 10 for each item:

	Please specify the budget concerned (€):	Please specify the year concerned:
Last (closed) budget year:	☐	☐
Next budget year:	☐	☐

This sum is the amount identified in your own institution's annual budget to provide for digitisation work. Please attempt to include the cost of the staff time devoted to such projects in this estimate, but exclude external funding that is not included in your budget. If budget year does not coincide with the calendar, please choose the calendar year that fits best (in terms of the number of months).

[27] What is included in the budgets specified in the previous question?

Only answer this question if the following conditions are met:
° Answer was `Y`'Yes' at question '[12]' (Does your organisation have digital collections or is it currently involved in collection digitisation activities?)

Please choose **all** that apply:

☐ Staff costs

☐ Taxes

☐ Capital costs

☐ Equipment costs

☐ Selection costs

☐ Digital conversion costs

Metadata enhancement

Metadata creation

Professional fees

Rights clearance

☐ Digital preservation costs

☐ Other: [   ]

Check all the expenses included in the specified
budgets.

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[28] What is the total number of paid staff engaged in the digitisation activities of your institution on an annual basis?

Only answer this question if the following conditions are met:
° Answer was `Y`'Yes' at question '[12]' (Does your organisation have digital collections or is it currently involved in collection digitisation activities?)

Please enter a number between 0 and 10 for each item:

	Please specify the total number of staff in full-time equivalent:	Please specify the year concerned:
Last (closed) budget year:	☐	☐

Include the time of your own institution's staff
engaged in digitisation projects, including: planning
and managing in-house and contracted projects,
preparing and digitising materials; enhancing
digitised output to widen accessibility.

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[29] What is the total number of volunteers (in full-time equivalent) engaged in the digitisation activities of your institution?

Only answer this question if the following conditions are met:
° Answer was `Y`'Yes' at question '[12]' (Does your organisation have digital collections or is it currently involved in collection digitisation activities?)

Please enter a number between 0 and 10 for each item:

	Please specify the total number of staff in (full-time equivalent):	Please specify the year concerned:
Last (closed) budget year:	☐	☐

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

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[30] From what sources are your digitisation activities funded?

Only answer this question if the following conditions are met:
° Answer was `Y`'Yes' at question '[12]' (Does your organisation have digital collections or is it currently involved in collection digitisation activities?)

Please choose **all** that apply:

☐ Internal budgets

☐ Commercial trading

☐ Public grant/subsidy

☐ Private investment

☐ Public/private partnership

☐ Other: [_____]

Indicate all the sources from which your digitisation
activities receive funds. Grants, subsidies and
investments that you include in your answer should
be directly intended for digitisation efforts, all other
(general) grants, subsidies and investments become
part of your institution's budget.

Section 6/7: General Notes

[31] Please include any other information that was not asked for above and that you think is relevant for understanding the nature of your digitisation activities

Please write your answer here:

Comments on the questionnaire itself can be given in
the next question (32).

Section 7/7: Questionnaire evaluation

[32] Please include any comments that would help us to improve future issues of this survey

Please write your answer here:

Thank you for completing this survey!

More information on the ENUMERATE project and its network is available on , on and on .

Thank you for completing this survey.