



ENUMERATE Core Survey 2

October 2013

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 Survey of 2012, 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 EU-funded ENUMERATE network. This is a community of practice in the field of digital cultural heritage. 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 The information that you share with us will not be published in a way that is traceable to your institution.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 November 30th 2013**. 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 guestions or the survey in general.

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

Best Regards, the ENUMERATE Team

enumerate@panteia.nl

You can get a downloadable copy of the questionnaire <<here>>

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

The report containing key findings of the 2012 Core Survey can be downloaded from www.enumerate.eu/en/statistics/

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This information will not be published in the ENUMERATE report.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
- GreeceHungary

- 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]
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This information will not be published in the ENUMERATE report.

8. Your telephone number and/or Skype contact details

[input box]

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

This information will not be published in the ENUMERATE report.

9. 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.

10. 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.

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.	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 <u>only</u> 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.###
12.	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.###
13.	<u>Does your organisation have a *written digitisation strategy*, endorsed by the management of your organisation?</u>
	[]Yes
	[] No
	[] Do not know
	The strategy may be for any period up to 2020.
14.	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.
15.	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

consists of digitally reproduced analogue objects and born digital objects. An object that has been catalogued in a database with metadata records <u>only</u>, is not considered to be part of the 'digital collection'.

Collection type

Object type

In <u>digital analogue</u> collection

Collection type	Object type	In analogue collection y/n	In <i>digital</i> collection y/n
(01) TEXT BASED RESOURCES			
	Rare printed books		
	Other printed books		
	Electronic books (eBooks)		
	Newspapers		
	Journals		
	Other serials		
	Medieval Manuscripts		

	Other Manuscripts		
	Microforms and microfilms		
	Other text based		
(02) VISUAL (2D) RESOURCES			
	Drawings		
	Engravings / Prints		
	Maps and ground plans		
	Paintings		
	Photographs		
	Posters		
	Sheet music		
	Other visual resources		
(03) ARCHIVAL RESOURCES (not included in 01 or 02)			
	Archives : Government documents		
	Archives : Government archives		
	Archives : Other archival records		
	Archives : Other archives		
(04) 3D MAN-MADE MOVABLE OBJECTS			
	3 Dimensional works of art		
	Archaeologic Furnishings and Equipment		
	Other Furnishings and Equipment		
	Coins and medals		
	Other 3 dimensional man-made objects		
(05) NATURAL RESOURCES			
	Natural inert specimens		
	Natural living specimens		
	6	-	

(06) GEOGRAPHY BASED RESOURCES		
	Monuments and buildings	
	Landscapes	
	Archeological sites	
	Other geography based resources	
(07) TIME BASED RESOURCES		
	Audio files: Music	
	Audio files: Speech & other (excl. digital audio books; incl. oral history files)	
	Digital audio books	
	Film	
	Video recordings	
	Other time based resources	
(08) DIGITAL INTERACTIVE RESOURCES (EXCLUSIVELY DIGITAL)		
	Databases (containing cultural heritage metadata)	
	Digital (3D) designs or reconstructions of objects and buildings	E
	Born-digital art objects	
	Digital research files (incl. GIS files)	
	Games	
	Software (customised)	
	Websites (and parts of websites)	
	Other born-digital interactive resources	

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 consider the OPTIONAL Question below question #18 if you want to take up the challenge!

16. <u>Estimate the percentage of your entire heritage collection that has been catalogued in a collection database:</u>

[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.

17. 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 <u>not</u> considered to be "digitally reproduced".

18. <u>Estimate the percentage of your analogue heritage collections that still needs to be digitally reproduced:</u>

[input box]

If it is difficult to provide global estimates of the size of your collections, please consider 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.

[] Show table

Please indicate the size of your collections per object type and assess the need to digitise

###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.###

Collection	(A) Number of records in your collection database(s) on item level	(B) Estimated number of analogue items in *heritage collection* [indicate units; see Core Survey 1]	(C) Estimated number of born digital items in *heritage collection*	(D) Estimated % of objects in analogue collection that is digitally reproduced	(E) Estimated % of objects in analogue collection still to be digitally reproduced	(F) Estimated % of objects in analogue collection with no need to be digitally reproduced
(01) TEXT BASED RESOURCES						
Rare printed books	 records	 volumes	not applicable	%	%	%

Other printed			not applicable	%	%	%
books	records	volumes				
Electronic books				%	%	%
(eBooks)	records	volumes	volumes			
Newspapers				%	%	%
	records	issues	issues			
Journals				%	%	%
	records	issues	issues			
Other serials				%	%	%
	records	issues	issues			
Medieval Manuscripts			not applicable	%	%	%
	records	items				
Other Manuscripts				%	%	%
	records	items	items			
Microforms and			not applicable	%	%	%
microfilms	records	items	арриосале			
Other text based				%	%	%
based	records	items	items			
(02) VISUAL (2D)						
RESOURCES						
Drawings				%	%	%
	records	items	items			
Engravings / Prints			not applicable	%	%	%
			- pp00010			

	records	items				
Maps and ground plans	 records	 items	 items	%	%	%
Paintings	 records	 items	 items	%	%	%
Photographs	 records	 items	 items	%	%	%
Posters	 records	 items	 items	%	%	%
Sheet music	 records	 items	 items	%	%	%
Other visual resources	 records	 items	 items	%	%	%
(03) ARCHIVAL RESOURCES (not included in 01 or 02)						
Archives : Government documents	 records	 metres	 records	%	%	%
Archives : Government archives	 records	 archives	 archives	%	%	%
Archives : Other archival records	 records	 metres	 records	%	%	%

Archives : Other archives	 records	 archives	 archives	%	%	%
(04) 3D MAN-MADE MOVABLE OBJECTS						
3 Dimensional works of art	 records	 items	not applicable	%	%	%
Archaeologic Furnishings and Equipment	 records	 items	not applicable	%	%	%
Other Furnishings and Equipment	 records	 items	not applicable	%	%	%
Coins and medals	 records	 items	not applicable	%	%	%
Other 3 dimensional man-made objects	 records	 items	not applicable	%	%	%
(05) NATURAL RESOURCES						
Natural inert specimens	 records	 items	not applicable	%	%	%
Natural living specimens	 records	 items	not applicable	%	%	%
(06) GEOGRAPHY						

BASED RESOURCES						
Landscapes	 records	 landscapes	not applicable	%	%	%
Archeologica I sites	 records	 sites	not applicable	%	%	%
Monuments and buildings	 records	 items	not applicable	%	%	%
Other geography based resources	 records	 items	not applicable	%	%	%
(07) TIME BASED RESOURCES						
Audio files: Music	 records	 hours	 hours	%	%	%
Audio files: Speech & other (excl. digital audio books; incl. oral history files)	 records	 hours	 hours	%	%	%
Digital audio books	 records	 volumes	 volumes	%	%	%
Film	 records	 hours	 hours	%	%	%
Video recordings				%	%	%

	records	hours	hours			
Other time based resources	 records	 items	 items	%	%	%
(08) DIGITAL INTERACTIV E RESOURCES (EXCLUSIVEL Y DIGITAL)						
Databases (containing cultural heritage metadata)	 records	not applicable	 items	not applicable	not applicable	not applicable
Digital (3D) designs or reconstructi ons of objects and buildings	 records	not applicable	 items	not applicable	not applicable	not applicable
Born-digital art objects	 records	not applicable	 items	not applicable	not applicable	not applicable
Digital research files (incl. GIS files)	 records	not applicable	 items	not applicable	not applicable	not applicable
Games	 records	not applicable	 items	not applicable	not applicable	not applicable
Software (customised)	 records	not applicable	 items	not applicable	not applicable	not applicable
Websites (and parts of websites)	 records	not applicable	 items	not applicable	not applicable	not applicable

Other born- digital interactive resources not applicable items	not	not	not
	applicable	applicable	applicable

Explanatory notes for each of the 6 columns:

(A) Number of records in your collection database(s) on item level:

The (estimated) quantities of item level records in your collection database(s). (A 'record' is the container of the bibliographic and/or descriptive metadata per collection item.)

(B) Estimated number of analogue items in *heritage collection*

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

(C) Estimated number of born digital items in *heritage collection*:

Provide the estimated number of born digital items that are part of your institutions heritage collections.

(D) Estimated % of objects in analogue collection that is digitally reproduced:

You may include textual materials that are reproduced as images without character recognition.

Please include the digital output from projects that are approaching completion.

(E) Estimated % of objects in analogue collection still to be digitally reproduced:

The part of your analogue collection that your institution intends to digitise.

(F) Estimated % of objects in analogue collection with no need to be digitally reproduced:

The part of your collection that, for whatever reason, your institution does not intend to digitise, for instance because there is no demand for it or because it will be digitised by another institution.

SECTION 3/7. Digital Access

19. 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 user lipput boyl					

										1			
	Other types of use (specify below)												
20.	Other types of use: [input box] 0. <u>Does your organisation have an explicit (written) policy, endorsed by the management of your organisation, that sets conditions for specific types of use of your digital heritage collections, as specified for instance in the previous question? [] Yes</u>							<u>r</u>					
	[] No												
	[] Do not know												
	Answer this question with 'yes' if your organisation has accessible to whom and what the terms and conditions							etailin	g wh	ich d	igital	materials are	
21.	Does your organisation measure the number are being accessed by your users?	er o	f tim	es a	ligita	al m	<u>etac</u>	lata_	and	<u>/or (</u>	digit	<u>al objects</u>	
	[]Yes												
	[] No												
	[] Do not know												
	In order to be able to answer this question with 'yes' a	ny m	anne	r of m	neası	urem	ent v	vill su	iffice.				
22.	If Yes, how?												
	 [] *Website statistics* [] *Social media statistics* (e.g. Faceb [] *Database statistics* (if not included [] *User studies* [] Other: [input box] 							-		•	edia	statistics)	
	Please indicate all ways in which the access of digital	meta	data	and o	objec	ts is	mea	sured	i.				
23.	Please indicate estimated percentage of all	the	dig	ital c	bje	cts y	ou .	have	e tha	at ar	e aı	nd/or will be	<u> </u>

<u>be</u> accessible through the mentioned access options:

Access channel	% of digital objects currently accessible (estimation is OK)	% of digital objects accessible 2 years from now (estimation is OK)
Offline		

	Institutional website			
-	*National aggregator*			
	Europeana			
-	*Other aggregator*			
-	*Wikipedia*			
_	Other *Social media platforms* like Flickr, Youtube, Facebook			
_	Institutional *API*			
-	3 rd party *API*			
_	Other Access channels (specify below)			
	Consequently, the sum total of ON 4/7. Digital Preservat	have a *written Digital Pres	e 100%.	
	[] No [] Do not know			
	The answer of this question will	Il be 'yes' when your institution ha		oes the strategy for
25.	-	ns stored in digital archives * for *digital preservation*?	that have been set up acc	cording to
	[] Yes, we have our ow preservation	n digital archive that meets	the international criteria fo	or long term
	[] Yes, our digital collec	tions are archived in a publ	licly managed professional	I digital archive
	[] Yes, our digital collec	tions are archived in a priva	ately managed professiona	al digital archive
	[] No, we do not have a based on international st	solution yet for the long ter	rm preservation of our digit	tal collections
	[] 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. <u>Please estimate your annual expenditure on your *digital collections* (*total cost of ownership*)</u>

	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:

- <u>Incidental costs</u> 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.
- <u>Structural costs</u> 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%]			

The community of libraries, archives and museums would benefit from a better understanding of the costs involved in creating and preserving digital collections. Please help us by providing a more detailed account of your costs.

[] Show table

I. <u>Please estimate what percentages of the *Incidental costs* can be assigned to the following activities:</u>

%	Incidental cost category
	Project management
	Selection of material for digitisation
	Acquisition of digital born material
	Logistics (shipment of collection for digitisation, etc.)
	Analogue to digital conversion (including all technical and staff costs associated with the act of preparing materials for scanning, the scanning itself, and quality control)
	Copyright clearance
	Metadata creation
	Web design, software development
	Other costs (specify below)
100%	

The sum total adds up to 100%. Enter 0 if a cost item is not applicable. If you miss any items in the table, please help us and mention these under Other costs.

Other costs: [input box]

II. <u>Please estimate what percentages of the *Structural costs* can be assigned to the following activities:</u>

%	Structural cost category
	Management
	Archiving (storage, including backups)
	Activities concerning the long-term preservation of the digital collection

	(including research activities but excluding Archiving costs)
	Licences
	Maintenance of webservers and web, mobile and other services
	User outreach and support (including staff time for efforts to promote
	the use of the digital collections)
	Usage analysis (including user surveys, interviews, and other activities)
	Editorial (including content selection and updating)
	Other costs (specify below)
100%	

The sum total adds up to 100%. Enter 0 if a cost item is not applicable. If you miss any items in the table, please help us and mention these under Other costs.

Other costs: [input box]

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. <u>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.</u>

[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.