From: a national coordinator or other national/government representative

To: managing directors or digital collections professionals in individual heritage institutions

Subject: call to participate in ENUMERATE Core Survey 2 (the online open version)

Note: Items shown in <*brackets*> indicate options to insert appropriate wording to suit the approach you decide to adopt in your country.

<Date>

Dear <Name of Institutional Director / Colleague>,

On behalf of the community of archives, libraries and museums we ask you to help us by participating in the ENUMERATE Core Survey 2, a follow-up of the successful ENUMERATE Core Survey of 2012.

The survey will gather data about:

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

The survey is organised by the EU-funded ENUMERATE network, a community of practice in the field of digital cultural heritage. The survey is distributed among thousands of institutions across Europe. Together we can make the case for investments in our digital activities!

What you get in return for participating in the survey is the option to compare some indicators for your institution with the aggregated data obtained from institutions in your country and the EU as a whole. An example of this can be tested at the ENUMERATE Data Platform: <http://enumeratedataplatform.digibis.com/datasets>

Data collected will be kept strictly **anonymous** and the information that you share with us will not be published in a way that is traceable to your institution.

Below is a link to the online questionnaire. It would be of great help if you were willing and able to complete the questionnaire by 15th November 2013 and make any remarks that might clarify the situation in your organisation.

<http://survey.enumerate.eu/>

Since this ENUMERATE Core Survey is widely announced through various channels amongst the European memory institutions and in order to avoid possible duplication of work, we suggest that responding to the survey be communicated with the institutional director. The ideal respondent has generic knowledge about your institutions’ digital collections. If you are not the most suitable person to fill out the questionnaire, please help us and hand it over to this person.

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

enumerate@panteia.nl

More information on the ENUMERATE project and its network is available on [www.enumerate.eu](http://www.enumerate.eu)

The report containing key findings of the 2012 Core Survey can be downloaded from [www.enumerate.eu/en/statistics/](http://www.enumerate.eu/en/statistics/)