

Dear colleague,

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

- digitisation activities
- the cost of digital collections
- access to and use of digital collections
- the preservation of digital heritage materials

This survey is a follow-up to the successful ENUMERATE Core Surveys of 2012, 2013 and 2015 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 a better understanding of our investments in digital heritage activities.

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

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 The information that you share with us will not be published in a way that is traceable to your institution.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

The survey consists of 37 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 to both your institution and the community of memory institutions in Europe.

We hope you will be able to complete the questionnaire by June 15 2017. 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 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

[wietske.vandenheuvel\[at\]den.nl](mailto:wietske.vandenheuvel[at]den.nl)

[gerhard.jan.nauta\[at\]den.nl](mailto:gerhard.jan.nauta[at]den.nl)

You can get a downloadable copy of the questionnaire on <website; to be specified>

More information on the ENUMERATE project and its network is available pro.europeana.eu/enumerate/

Reports containing key findings of the previous Core Surveys can be downloaded from pro.europeana.eu/enumerate/statistics/results

* 1. Background

This information will not be published in the ENUMERATE report.

Name of institution / organisation

Your name

Your e-mail address

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

2. Type / Domain of institution / organisation

Specify the primary heading you would assign to your institution. Please choose **only one** of the following:

3. Country in which your institution is located

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

Yes

No

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

5. What is your institution's total annual budget?

- < 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.

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

(only 1 decimal accepted, e.g.: 3,7)

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

Note: the number of staff engaged in *digital collection activities* will be asked for later in the survey.

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

- Yes
- No
- Do not know

The strategy may be for any period up to 2022.

8. What topics does your digital strategy cover:

- digitisation of analogue collections
 - selection and acquisition of digital collections
 - publishing your digital collections
 - *long-term digital preservation*
-

9. 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. digital documents, digital art, harvested web content, software etc.) with the explicit intention of preserving these born digital materials for future generations.

10.

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

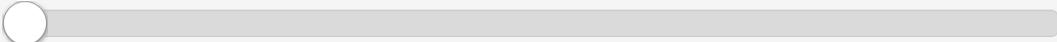
Please specify the object types that are part of the heritage collections of your institution. The digital collection consists of digitally reproduced analogue objects and born digital objects. An object that has been catalogued in a database with metadata records only, is not considered to be part of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

	In analogue collection	In digital collection	Not applicable
(01) TEXT BASED RESOURCES (excluding Archival Records) (Rare printed books, Other printed books, eBooks, Newspapers, Journals, Other serials, Medieval Manuscripts, Other Manuscripts, Microforms and microfilms, Other text based)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(02) VISUAL (2D) RESOURCES (excluding Archival Records) (Drawings, Engravings / Prints, Maps and ground plans, Paintings, Photographs, Posters, Sheet music, Other visual resources)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(03) ARCHIVAL RECORDS (not included in 01 or 02) (Government documents, Other archival resources)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(05) NATURAL RESOURCES (Natural inert specimens, Natural living specimens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(06) GEOGRAPHY BASED RESOURCES (Monuments and buildings, Landscapes, Archeological sites, Other geography based resources)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(08) DIGITAL INTERACTIVE RESOURCES (EXCLUSIVELY DIGITAL) (Databases, Digital (3D) designs or reconstructions of objects and buildings, Born-digital art objects, Digital research files (incl. GIS files), Games, Software, Websites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 institutions will benefit from an exercise in mapping out digital collections. Please contact us at [den\[at\]iden.nl](mailto:den[at]iden.nl) if you are able to supply this information.

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

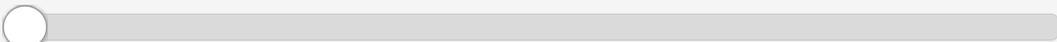
0% 100%

A horizontal progress bar with a circular slider at the 0% mark. The bar is light gray and extends to the 100% mark. To the right of the bar is a small square 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.

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

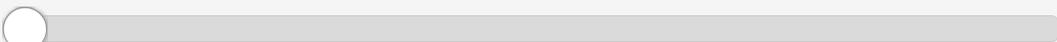
0% 100%

A horizontal progress bar with a circular slider at the 0% mark. The bar is light gray and extends to the 100% mark. To the right of the bar is a small square input box.

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

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

0% 100%

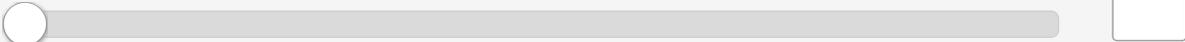
A horizontal progress bar with a circular slider at the 0% mark. The bar is light gray and extends to the 100% mark. To the right of the bar is a small square input box.

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

- Yes
- No

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

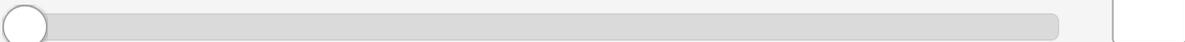
0% 100%



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

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

0% 100%



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

17. Estimate the percentages of your entire digital collection for which the following copyright conditions apply (a. Full content).

% Public domain

% Copyright ownership is held by the institution

% Copyright ownership is held by a third party

% Copyright conditions other/unknown

18. Estimate the percentages of your entire digital collection for which the following copyright conditions apply (b. Metadata).

% Public domain

% Copyright ownership is held by the institution

% Copyright ownership is held by a third party

% Copyright conditions other/unknown

19. Please indicate the estimated percentage of all your digital objects that are and/or will be accessible through the access options mentioned:

% Offline only (for staff use only)

% Offline only (for staff use and visitors on site)

% Online

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

	% of digital objects currently accessible (estimation is OK)	% of digital objects accessible 2 years from now (estimation is OK)
Institutional website	<input type="text"/>	<input type="text"/>
National aggregator	<input type="text"/>	<input type="text"/>
Europeana	<input type="text"/>	<input type="text"/>
Other aggregator	<input type="text"/>	<input type="text"/>
Wikipedia/Wikimedia	<input type="text"/>	<input type="text"/>
Instagram	<input type="text"/>	<input type="text"/>
Other *Social media platforms* like Flickr, YouTube, Facebook	<input type="text"/>	<input type="text"/>
Institutional *API*	<input type="text"/>	<input type="text"/>
3rd party *API*	<input type="text"/>	<input type="text"/>
Other Access channels (specify below)	<input type="text"/>	<input type="text"/>

Other Access channels:

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%.

21.

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.

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

Other types of use:

22. Did your organisation collect user statistics for the digital collections in 2016?

- Yes
- No
- Do not know

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

23. If Yes, how?

- *Website statistics*
- (National) aggregator statistics
- Europeana (Dashboard) statistics
- Wikipedia/Wikimedia statistics
- Youtube statistics
- Facebook statistics
- Twitter statistics
- Instagram statistics
- Other *Social media statistics* (e.g. Flickr, Pinterest)
- *Database statistics* (not included in Website statistics and Social media statistics)
- *User studies*
- Other (please specify)

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

24. What is the number of visits to your digital collections at the website of your institution?

Please enter the overall yearly number of visits (year 2016). This number reveals how many visitors browse the collections. Please do NOT confuse this with the overall number of visits of your website. If you do not measure the use of your digital collections specifically, please skip this question.

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

- Yes, we have our own digital archive that meets the international criteria for long term preservation
- Yes, our digital collections are archived in a publicly managed professional digital archive
- Yes, our digital collections are archived in a privately managed professional digital archive
- No, we do not have a solution yet for the long term preservation of our digital collections based on international standards
- Do not know

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

SECTION 6/7. Digitisation Expenditures

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.

26. Please estimate your annual expenditure on your *digital collections* (*total cost of ownership*). Please estimate the budget concerned (€):

A. € Institutional expenditure (internal budget):

B. € Temporary funded project expenditure (external budget):

27. Please specify the year concerned:

A. Please specify the year concerned:

B. Please specify the year concerned:

These budgets can 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)

SECTION 6/7. Digitisation Expenditures

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

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

28. 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:

29. 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:

30. Please estimate what percentages of the *Incidental costs* can be assigned to the following activities:

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)

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.

31. Other costs:

32. Please estimate what percentages of the *Structural costs* can be assigned to the following activities:

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)

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.

33. Other costs:

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

A. Paid staff:

B. Volunteers:

35. Please specify the year concerned:

A. Paid Staff

B. Volunteers

Include the time of being 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.

36. 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 (please specify)

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

37. Please include any comments that you consider relevant for understanding the nature of activities related to your digital collections or that could help us improving the questionnaire.

Thank you for completing this survey!

More information on the ENUMERATE project, and the results it has delivered, is available on pro.europeana.eu/structure/enumerate