

## ***Statewide & Regional Stepping Stones to the National Digital Platform*** *Online Survey for Digital Preservation Readiness*

You are being invited to participate in a research study titled *Statewide & Regional Stepping Stones to the National Digital Platform*. This study is being led by Matt Schultz (Digital Curation Librarian, Project Principal Investigator) from Grand Valley State University with the help of our state professional associations for libraries (Michigan Academic Library Alliance), archives (Michigan Archival Association), and museums (Michigan Museums Association). You were selected to participate in this study because of your institution's designation as cultural memory or collecting/research institution in the state of Michigan. If your institution resides in the state of Michigan and is self-classified as a library, archive, museum, gallery, historical society, research center, or other similar organization you are eligible to fill out the survey.

**IMPORTANT:** The person completing this survey on behalf of your institution must be physically located within the United States at the time of study to participate (or not physically located in a country covered by the General Data Protection Regulation).

The purpose of this research study is to gather information about the status of your digital preservation program and to determine readiness and interest for engaging broader collaborations across the state and within the surrounding region to further your institution's digital preservation efforts. If you agree to take part in this study, you will be asked to complete an online survey/questionnaire. This survey/questionnaire will ask for demographic and qualitative information about your institution's work with digital collections and digital content and it will take you approximately 20-30 minutes to complete.

You may not directly benefit from this research; however, we hope that your participation in the study will improve our state's capacity to respond to the preservation needs for ensuring ongoing access to our shared digital heritage.

We believe there are no known risks associated with this research study; however, as with any online related activity the risk of a breach of confidentiality is always possible. To the best of our ability your answers in this study will remain confidential. We will minimize any risks by removing any IP addresses, and any voluntarily provided names and contact information collected in the survey. This information will be coded and stored separately from the rest of the survey information on a password protected computer under the sole care of the Principal Investigator (Matt Schultz). This information will be deleted at the end of the study.

Your participation in this study is completely voluntary and you can withdraw at any time. The survey can be filled out by multiple people at your institution, but it is strongly encouraged that staff with the most knowledge of the institution's digital programs take the lead with completing the survey where and when possible. The survey does not need to be completed all at once and you are free to skip any question that you choose.

The survey questions have been checked for conformance to Level A and Level AA of the Web Content Accessibility Guidelines version 2.0. WCAG 2.0. If you have questions about this survey, the project or if you have a research-related problem, or would like to withdraw from the study (no explanation required), you may contact the Principal Investigator, Matt Schultz ([schultzm@gvsu.edu](mailto:schultzm@gvsu.edu)). If you have any questions concerning your rights as a research subject, you may contact the Grand Valley State University Office of Research Compliance & Integrity at (616)331-3197 ([rci@gvsu.edu](mailto:rci@gvsu.edu)).

By clicking "I agree" below you are indicating that you are at least 18 years old, have read and understood this consent form and agree to participate in this research study. Please print a copy of this page for your records.

I Agree

I DO NOT  
AGREE

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**Questions**

1. **Institution Name:** [short text input]
  
2. **Type of Institution (check all that apply):** [Multiple choice with Other]
  - a. Public Library
  - b. Academic Library
  - c. Government Library
  - d. Rare & Special Collections Library
  - e. University Archives
  - f. Government Archives
  - g. Corporate Archives
  - h. Natural History Museum
  - i. Natural Science Museum
  - j. Science & Technology Museum
  - k. History Museum
  - l. Art Museum
  - m. General Museum
  - n. Gallery
  - o. Historical Society
  - p. Research Center
  - q. Other, please describe
  
3. **Staff Size of Institution (FTE):** [checkbox/radio button]
  - a. Less than 3 FTE
  - b. 3-5 FTE
  - c. 6-10 FTE
  - d. 11-20 FTE
  - e. 21-50 FTE
  - f. 51-100 FTE
  - g. More than 100 FTE
  
4. **Link to Institution Website:** [long text input]
  
5. **Description or Link to Mission Statement:** [long text input]
  
6. **Geographic Location (from Michigan Council for Arts & Cultural Affairs:**  
<http://michiganmuseums.org/resources/Documents/MCACA%20Regions%20Map.pdf>)  
[checkbox/radio button]
  - a. Upper Peninsula
  - b. Northwest
  - c. Northeast
  - d. West Michigan
  - e. East Central
  - f. East Michigan
  - g. South Central

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- h. Southwest
- i. Southeast
- j. Detroit Metro

7. **Town/City:** [short text input]

8. **Job Title/Role:** [short text input]

9. **Length of Time in Role:** [checkbox/radio button]

- a. Less than 1 year
- b. 1-3 years
- c. 4-6 years
- d. 7-10 years
- e. More than 10 years

10. **Brief Description of Responsibilities:** [long text input]

11. **Does your institution collect and manage digitized content?** [checkbox/radio button]

- a. Yes
- b. No (If selected skip to Question 13)
- c. Not sure (If selected skip to Question 13)

12. **Which of the following options *best* describes your digitization work?** [checkbox/radio button]

- a. We digitize all of our content with local equipment/staff
- b. We send all of our content to vendors for digitization
- c. We send some of our content to vendors and also do local digitization
- d. Not sure

13. **Is your institution also collecting and managing born-digital content?** [checkbox/radio button]

- a. Yes
- b. No
- c. Not sure

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14. **What types of *unique* digital content does your institution manage and collect?** [Multiple choice with Other]

- i. Audio-Visual
- ii. Images
- iii. Documents
- iv. Publications (**do not include vendor subscription journals here**)
- v. Databases (**do not include vendor databases here**)
- vi. Websites
- vii. Software
- viii. 3D Objects
- ix. Digital Artworks
- x. Tabular Data
- xi. Geospatial Data
- xii. Other, please describe
- xiii. None
- xiv. Not sure

15. **How does your institution store your *unique* digital content? Please select all that apply** [Multiple choice with Other]

- i. CD
- ii. DVD
- iii. Zip Disk
- iv. Floppy Disk
- v. Flash Thumb Drive
- vi. External Hard Drive
- vii. Solid State Hard Drive
- viii. Tape Storage
- ix. Networked Area Storage
- x. Cloud Storage
- xi. Other, please describe
- xii. Not sure
- xiii. N/A

16. **If known, how much *unique* digital content is your institution currently responsible for managing?**

**Choose the most approximate answer** [checkbox/radio button]

- a. Less than 100 Gigabytes
- b. 101-500 Gigabytes
- c. 501-1000 Gigabytes
- d. 1-10 Terabytes
- e. 11-50 Terabytes
- f. More than 50 Terabytes
- g. More than a Petabyte
- h. Not sure
- i. N/A

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17. **Do your duties involve working with your institution's *unique* digital content?** [checkbox/radio button]
- a. Yes
  - b. No (If selected skip to Question 19)
18. **Please describe the specific work you do on behalf of your *unique* digital content.** [long text input]
19. **Approximately, how many FTE are currently involved with managing your *unique* digital content? Please feel free to add/combine all .5 or less FTE regular student/volunteer/other assisting with digital content** [checkbox/radio button]
- a. Less than 1 FTE
  - b. 1-3 FTE
  - c. 3-5 FTE
  - d. 5-10 FTE
  - e. 10-20 FTE
  - f. More than 20 FTE
  - g. Not sure
  - h. N/A
20. **Is your institution using a content or asset management system(s) to access and/or store your *unique* digital content?** [checkbox/radio button]
- a. Yes
  - b. No (If selected skip to Question 24)
  - c. Not sure (If selected skip to Question 24)
  - d. N/A (If selected skip to Question 24)
21. **Which system(s) are you using?:** [Multiple choice with Other]
- i. CONTENTdm
  - ii. PastPerfect
  - iii. Mukurtu
  - iv. Collective Access
  - v. ArchivesSpace
  - vi. Omeka
  - vii. Digital Commons
  - viii. DuraSpace
  - ix. DuraCloud
  - x. Fedora
  - xi. Islandora
  - xii. Preservica
  - xiii. Samvera
  - xiv. Academic Preservation Trust (APTrust)
  - xv. Digital Preservation Network (DPN)
  - xvi. OCLC Digital Preservation
  - xvii. MetaArchive
  - xviii. LOCKSS
  - xix. CLOCKSS

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- xx. Amazon S3/Glacier
- xxi. Google Nearline/Coldline
- xxii. Other, please describe
- xxiii. Not sure
- xxiv. N/A

22. **If your *unique* digital content is being managed or hosted by an offsite commercial vendor, how do you transfer your content to them? Please select all that apply** [Multiple choice with Other]

- a. Network uploads
- b. Shipped hard drives
- c. Managed transfer direct from our digitization vendor(s)
- d. Other, please describe
- e. Not sure
- f. N/A

23. **If your digital content is being managed or hosted by an offsite commercial vendor do you also store local copies?** [checkbox/radio button]

- a. Yes
- b. No
- c. Not sure
- d. N/A

24. **Please describe how you store your local copies (if applicable).** [long text input]

25. **Does your institution have an off-site backup copy of any/all of your *unique* digital content?** [checkbox/radio button]

- a. Yes
- b. No
- c. Not sure (If selected skip to Question 27)
- d. N/A (If selected skip to Question 27)

26. **Please describe your back-up strategy (e.g., how often, how geographically distributed, recovery process, etc.).** [long text input]

27. **Does your institution have a digital preservation policy?** [checkbox/radio button]

- a. Yes
- b. No
- c. Not sure (If selected skip to Question 29)
- d. N/A (If selected skip to Question 29)

28. **Is your policy publicly accessible online? (please provide a link):** [long text input]

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**29. Does your institution perform any of the following standard digital preservation actions on your *unique* digital content? Please select all that apply [Multiple choice with Other]**

- a. Geographically distributed copies on different storage media
- b. File fixity checks
- c. Virus checks
- d. File format checks
- e. File format migrations
- f. File normalization
- g. Emulation
- h. Encryption
- i. Other
- j. Not sure
- k. None
- l. N/A

**30. Does your institution create and manage any of the following types of preservation metadata?**

Please select all that apply. [Multiple choice]

- a. Identifiers
- b. Checksums (md5, sha1, sha256, etc.)
- c. File format signatures/mime types
- d. File sizes
- e. Byte orders
- f. Application/Software information
- g. Codecs
- h. Color Spaces
- i. Bit Depth/Resolution
- j. Sampling Rate
- k. Dimensions
- l. Timestamps
- m. Other
- n. Not sure
- o. None
- p. N/A

**31. What are the different types of metadata standards you are using to manage and provide access for your *unique* digital content? Please select all that apply [Multiple choice with Other]**

- a. Dublin Core
- b. PBCore
- c. CDWA
- d. VRA Core
- e. OAI-PMH
- f. MODS
- g. METS
- h. MIX
- i. EAD
- j. PREMIS

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- k. Other, please describe
- l. Not sure
- m. None
- n. N/A

**32. Please describe the overall satisfaction with your institution's current strategies and solutions for managing your *unique* digital content** [checkbox/radio button]

- a. Very satisfied
- b. Mostly satisfied
- c. Satisfied
- d. Mostly unsatisfied
- e. Very unsatisfied
- f. No opinion

**33. Has your institution ever entered into legal agreements with service providers (e.g., digitization vendors, repository vendors, persistent identifier registries, etc.) on behalf of your *unique* digital content?** [checkbox/radio button]

- a. Yes
- b. No (If selected skip to Question 35)
- c. Not sure (If selected skip to Question 35)
- d. N/A (If selected skip to Question 35)

**34. If Yes, please list the service providers and a brief explanation of the service(s) provided** [long text input]

**35. Is your institution currently participating in any consortia to better create, manage, preserve, and/or provide access for your *unique* digital content?** [checkbox/radio button]

- a. Yes
- b. No (If selected skip to Question 37)
- c. Not sure (If selected skip to Question 37)
- d. N/A (If selected skip to Question 37)

**36. Please list the consortia and the main service(s) the consortia provides** [long text input]

**37. Has your institution taken an interest in having your metadata harvested by a regional Service Hub for the Digital Public Library of America (DPLA)?** [long text input]

- a. Yes
- b. No
- c. Not sure
- d. N/A

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38. **What sorts of services are you interested in or in need of at this time for your *unique* digital content?** [Multiple choice with Other]
- a. Digitization
  - b. Access Solution(s)
  - c. Content/Asset Management Solution(s)
  - d. Onsite Backup Services
  - e. Offsite Backup Services
  - f. Onsite Digital Preservation Solution(s)
  - g. Offsite Digital Preservation Solution(s)
  - h. Software Support/Development
  - i. Consulting
  - j. Training/Education
  - k. Other
  - l. None
  - m. N/A
39. **Would your institution be interested in participating in a statewide or regional network to better meet your digital preservation needs?** [checkbox/radio button]
- a. Yes
  - b. No (If selected skip to End of Survey)
  - c. Not sure
  - d. N/A (If selected skip to End of Survey)
40. **May we follow-up with you to gather and share more information?** [checkbox/radio button]
- a. Yes
  - b. No (If selected skip to End of Survey)
41. **Please provide us with the best contact information for following up (name, email, phone number).**  
[long text input]