WORKSHOP QUESTIONNAIRE

The following questions are intended to stimulate your thinking about a response. Please feel free to comment on any aspect of your program. We are all inventing and learning about how best to organize digitizing efforts. All comments are welcome.

1. *WHY does your library produce digital library products?* What prompted you to start a digital library program? What are your goals?

2. *WHAT collection materials is your library digitizing?* Describe the types of materials your library has chosen to digitize. Are they single items or collections? Are they organized in any special way? Please provide specific examples and include slides or digital files of selected items that illustrate your decisions.

3. *HOW are the digitized items selected?* Who makes the decisions about what will be digitized? How much is the choice dependent on funding?

4. *How is the work organized at your library?* Describe the basic structure of the work at your library. How have you organized library staff to handle this new kind of work? Have personnel changes been required, and if so, what were they? Were new positions or a separate department created? Is all the work done in-house? Do you use contracts with outside vendors, and if so, for what purpose?

5. *How is your program funded?* What are the sources of funding for your program? How does the digital library program affect the rest of your budget? Do you think your program is on a stable financial base? If so, how have you achieved this? If not, what are your plans for acquiring resources?

6. *Who is using your digitized materials?* Can you identify the users of your digitized products? If so, how? Do you have statistics on use or other kinds of feedback? Did you identify a target audience for your products, and if so, what was it, and has that audience been reached?

7. *Do you have a preservation program at your library? If so, are your preservation and digitizing activities related?* Briefly describe your preservation program and how it relates to your digitizing activities. Is digitizing considered a preservation medium for your library? Do preservation staff have a role, and if so, please describe.