QUESTIONNAIRE ON DIGITISATION AND PRESERVATION

ADMINISTRATIVE QUESTIONS

About the Library/institution
Name of Library: ............................................................................................................. ...

Director....................................................................................................................... ..........

Person responsible for digitisation/electronic collections..............................................................

Address: .............................................................................................................................

............................................................................................................................... ............

............................................................................................................................... ............

Telephone Number: ............................................................................................................

Fax Number: ......................................................................................................................

E-mail: ...................................................................................................................... ..........

Digitisation programme and policy
1. Do you have a programme for digitising collections? Yes/no

2. If “yes” go to question 4. If “no” please answer question 3.

3. If “no”, do you plan to develop such a policy? Yes/no

4. If “yes” what is the timescale of the programme?.................................................................

5. When did the programme begin?....................................................................................

6. How many items are included in the programme?.................................................................

7. Do you have a research programme dealing with digitisation? Yes / no

8. If “yes” please provide any details separately.
Selection of materials

9. Which of these criteria guide selection of materials for digitisation? (check all relevant)
   __ Historical/cultural value            __ Save space
   __ Academic importance                __ Research into digital processes
   __ Reduce damage                      __ Preservation
   __ Commercial exploitation             __ Increase access
   __ Provide document delivery services
   __ Other reasons (please specify)..........................................................................................

Co-operation

10. Do you co-operate with other organisations to develop your digitisation programme?
    Yes / no

11. If so, which kind (please tick all appropriate)
    __ Other libraries - public            __ Archives
    __ Other libraries - academic           __ Private companies
    __ Other libraries - private

12. Is your co-operation __ national   __ international   __ local

13. Does co-operation consist of
    __ equal partnership                   __ buying services and products
    __ offering services commercially

14. Do you digitise material from other libraries? Yes/no

15. If “yes”, which libraries/institutions?
    ............................................................................................................................... ..................
    ............................................................................................................................... ..................

Staffing

16. Who is the person responsible for the digitisation programme? ...............................................

    How many staff work on the programme? (please give full-time equivalents).........................
**Costs of digitisation**

17. What do you estimate are the costs of digitising documents? (please include staff, equipment, space, energy and other related costs)
   
   Per page........................................ Per average book.................................................................
   
   Per average serial issue.................. Other items (specify).........................................................

18. How do you estimate the costs of migration?................................................................................

**TECHNICAL QUESTIONS**

**Digitisation techniques**

19. Is digitisation carried out by __ the Library __ an outside body

20. Are documents prepared by __ library staff __ outside staff

21. Is digitisation carried out from __ the original __ reproductions

22. If reproductions are used are they __ photocopies __ photographic
   __ microfilm __ microfiche __ slides

**Format of digitised materials**

20. Which resolutions are used for digitisation.................................................................

21. Digital image formats used __ black and white __ grey level __ colour

22. File format obtained __ TIFF __ GIF __ PAL __ other (specify).................................

23. Which compression methods are used. Specify.................................................................

24. File size obtained after compression ....................................kbytes/Mbytes

25. Average compression rate by image types
   
   black/white.................. grey............... colour..................

26. Image processing software used.............................................................................................

27. Do you digitise documents containing characters other than the Latin alphabet?
If “yes”, which other scripts (please list the most important)
............................................................................................................................... ..................
............................................................................................................................... ..................

28. Please give details of any special software used to digitise non-Latin alphabet scripts
............................................................................................................................... ..................

29. Do you digitise sound recordings  yes / no
   If “yes” what methods are used?
............................................................................................................................... ..................

30. Do you digitise film or video?  Yes / no
31. If “yes” what methods are used? ............................................................................................................................
32. Have you used OCR software for texts?  Yes / no
33. If “yes” which software was used? ............................................................................................................................
34. Have documents undergone special treatment prior to OCR processing?  Yes / no
35. For what purpose was OCR processing used?
   __ automatic indexing  __ computer-assisted reading
   __ Other (specify)............................................................................................................................
36. What OCR recognition rate have you obtained (by document type)
............................................................................................................................... ..................
37. Which image viewing software do you use? ............................................................................................................................
38. Have you carried out any post-digitisation improvements in image mode or text/OCR mode?
39. If so, which ones ............................................................................................................................................................

   Consultation of digitised materials
40. Have you developed specific workstations specially to consult the digitised collections?
   Yes/no
   If “yes” which type? ............................................................................................................................................................
41. Which navigation software is used? ............................................................................................................................................................
THE DIGITISED DOCUMENTS

The documents themselves
42. Are the documents __ isolated single documents __ collections
43. What type of documents are included in the digitisation programme including percentage (%) of total digitised
   ____% books (monographs) ____% serials ____% manuscripts
   ____% report literature ____% maps ____% photographs
   ____ other (specify)..................................
44. Do you digitise any of the following:
   __ engravings __ prints __ lithographs
   __ posters __ postcards __ Drawings and water-colours
   __ three-dimensional objects __ fabrics and textiles __ sound recordings
   __ films and videos __ other (specify)..................................

Catalogues
45. Are the catalogue records for digitised material
   __ included in the main catalogue __ in a separate catalogue
46. Is the catalogue __ in paper form __ electronic form __ on an intranet server
   __ available on the Internet or Websites
47. Are digitised materials catalogued to a recognised standard? Yes/no
    If “yes”, which one?.............................................................................................................
48. Are the records for digitised documents and the original __ the same
    __ independent of each other

Access to digitised documents
49. Are the digitised documents available __ only on-site __ only within the library
    __ only within the institution __ through a Website
50. If available through a website please give
    URL........................................................................................................................................
51. Which functions are included in the browsing/viewing software
   ___ Hypertext links      ___ highlighting      ___ other..............................................................
52. Is the station equipped with ___ access control mechanisms     ___ billing software
53. Is the workstation connected to ___ internal library servers     ___ an Intranet     ___ the Internet
54. Can users use OCR software on documents in image mode? Yes/no

**Charges**

55. Do users have to pay to use the digitised material (tick all appropriate) Yes/no
56. If “yes” ___ on-site       ___ outside the library     ___ when accessed through the Website
57. If charges are made how are these calculated? ___ single charge          ___ by time
    ___ by volume of material  ___ by intended use (commercial/academic/students)
    ___ other (give details)...-------------------------------------------------------------------------------------------------------------------
                                                                                           ............................................................................................................................... ............
58. If charges are made how are they collected? ___ invoice      ___ cash at point of use
    ___ credit card      ___ electronic accounting       ___ other.................................

**Reproduction and copyright**

59. Do you digitise material in copyright? Yes/no
60. If “yes” is this done ___ under legal provisions for libraries   ___ with the owner’s agreement
    ___ by paying the owner a fee      ___ under licence    ___ without formalities
61. Does the library own the copyright in the digitised form of the documents? Yes/no
62. If “no” who does?...........................................................................................................
63. Are users allowed to do any of the following:
    ___ make printouts      ___ download to a PC       ___ download to a local network (LAN)
    ___ download to a general network (WAN)
64. Are any electronic management systems used to control copying? Yes/no
65. If “yes” which ones...........................................................................................................
    ..................................................................................................................................................
**Products produced from digitised documents**

66. Do you produce any of the following from the documents digitised
   ___ CD-ROM (how many?.........)  ___ photographs  ___ audio CDs  ___ paper documents

**Preservation and digitisation**

67. Do you have a preservation policy for documents in digital form?   Yes / no
68. If a document is digitised, do you still allow access to the original?   Yes / no
69. Are the originals stored  ___ in the same way as other library materials  ___ in special conditions
70. If in special conditions, please describe these.................................................................
    ..............................................................................................................................................
    ..............................................................................................................................................

71. Do you have a policy for migrating data to more recent technological platforms? Yes / no
72. How often is data migrated?................................................................................................
73. Do you migrate  ___ all data  ___ only selected materials
74. If “selected” how is this selection made.............................................................................
    ..............................................................................................................................................
    ..............................................................................................................................................
75. Is migration automatic, based on fixed criteria (for example date)  Yes / no
76. Is migration undertaken  ___ by the library  ___ an outside organisation
77. If an outside organisation, why is this?..............................................................................

**Future developments**

78. Would you be prepared to allow your digitised documents to form part of a Virtual Library?  Yes / no
79. Would you permit the database of such a library to be linked to your Website to permit access to your digitised documents?   Yes / no
80. If you would not allow this, please explain why
    ..............................................................................................................................................
    ..............................................................................................................................................
Digitisation programmes of other institutions in your country

81. This questionnaire has been sent to National Libraries in each country. do you know of other libraries/archives in your country which have digitisation programmes that would fit into this survey?  Yes / no

82. If “yes” please give their addresses

When complete please return this questionnaire to the address below.

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