General

1. Please provide the name of your institution. (Mandatory)
2. Please provide your job title. (Mandatory)

Digitization Strategy and Practices at your institution

3. Does your institution have a digitization strategy (i.e. a strategy for building a collection of digitized items)?
    a. Yes, it is available online. Please provide a link:
    b. Yes, but it is not available online
    c. Not yet, but there is one in progress
    d. No
    e. Not sure

4. Would you be willing to share an electronic copy your digitization strategy?

    a. Yes, and CRKN can share it with individuals and institutions outside of CRKN provided they acknowledge us [Please email your strategy to bstover@crkn.ca]
    b. Yes, but only for CRKN's internal use [Please email your strategy to bstover@crkn.ca]
    c. No thanks
    d. Other (please specify)

5. Does your institution have a digitization unit/department/group?
    a. Yes
    b. No, all digitization is outsourced
    c. No, we are not involved in digitization
    d. Other (please specify)

6. How often does your institution outsource digitization?
    a. Frequently
    b. Occasionally
    c. Never
    d. Not sure
    e. Other (please specify)

7. If digitization is outsourced, what factors contribute to this decision? Please select all that apply.
    a. We don't have our own digitization unit
    b. We have a digitization unit, but we don't have the right equipment for the digitization
    c. We have a digitization unit, but we lack expertise in that type of digitization
    d. Our own digitization unit is too busy
    e. Other (please specify)

8. CRKN offers a variety of digitization services. Would your organization be interested in outsourcing any of your digitization projects to CRKN?
    a. Yes, we currently have a project that we'd be interested in talking with CRKN about

b. Yes, at some point in the future
c. Not sure
d. No thanks
e. Other (please specify)

9. Please briefly describe the project you are considering.

10. Thinking in terms of geographic scope, what are your institution's digitization priorities? Please select all that apply and rank your priorities from 1 (highest) to a maximum of 5 (lowest).
   a. Materials published outside of Canada
   b. Materials of national significance
   c. Materials of provincial significance
   d. Materials of municipal or local significance
   e. Other (please specify)

11. Thinking in terms of the kinds of collections you hold, what are your institution's digitization priorities? Please select all that apply and rank your priorities from 1 (highest) to a maximum of 7 (lowest).
   a. Materials which directly support your institutional mandate. Please specify
   b. Research and collections (i.e. for research purposes and/or online and remote access to collections)
   c. Other materials related to our institution (e.g. annual reports, newsletters)
   d. Rare or unique materials
   e. Local materials (i.e. relating to our province, region or municipality)
   f. At risk materials (i.e. last copies of books, films, audio material, unique artefacts, etc.)
   a. Other (please specify)

12. What criteria guide your institutions' selection of materials for digitization? Please select all that apply.
   a. Historical / cultural value
   b. Increased access
   c. Academic importance
   d. Reduce "wear and tear" on original item
   e. Preservation/at risk materials
   f. Provide documentary delivery service
   g. Save space
   a. Other (please specify)

13. What types of materials is your institution currently digitizing? Please select all that apply.
   a. Books (not rare or fragile)
   b. Rare and fragile materials
   c. Theses
   d. Printed ephemera (e.g. postcards, playbills, menus, business cards, etc.)
   e. Films and videos
   f. Photographs and slides
   g. Archival collections (textual)

h. Audio recordings
i. Newspapers
j. Maps
k. Artefacts
l. Visual Art
m. Microfilm and microfiche
n. Material that has just entered the public domain
o. At risk materials (i.e. last copies of books, films, audio material, etc.)
p. Other (please specify)

14. Is your institution planning any future digitization projects dealing with any material types that differ from those in the previous question?
    a. Yes. Please describe
    b. No
    c. Not sure

15. Are there other types of materials that your institution would like to digitize, but is currently unable to?
    a. Yes, Please describe the materials and the challenges associated with them.
    b. No
    c. Not sure

16. Please briefly describe up to three digitization projects that you are currently carrying out,or have recently carried out. Note: In your descriptions, when possible, please provide information on what you are digitizing (content and or material type), the size of the project, the length of the project, and any partners involved. For e.g. "We have partnered with Public Library X to digitize 125 years of our local newspaper. We are digitizing from the microfilm copy of the newspaper and the project is expected to last for 8 months."

17. What are the main challenges that you face in undertaking digitization work? Please select all that apply and rank your priorities from 1 (highest) to a maximum of 10 (lowest).
    a. Lack of funding
    b. Difficulty accessing the materials that we wish to scan (e.g. fragile materials, gaps in collections)
    c. Lack of institutional support
    d. Lack of necessary equipment
    e. Lack of qualified staff
    f. Problems creating good quality metadata
    g. Issues around rights management
    h. Privacy concerns
    i. Working with culturally sensitive materials
    j. Other (please specify)

18. What digitization equipment does your institution have? Please select all that apply and specify how many your institution possesses.
    a. Book scanners
    b. Microfilm scanners

c. Map or large format scanners
d. Microfiche scanners
e. Copy stand
f. Film scanners (for movies, videos, etc.)
g. Cameras
h. Other (please specify)

19. Please provide information on the staffing of your digitization unit by specifying how many employees fall under each type of term.
    a. Full time
    b. Part time
    c. Contract
    d. Casual
    e. Other

20. From the following types of digitization, please select those which your digitization staff have developed expertise in:
    a. Digitization of books (not rare or fragile)
    b. Digitization of rare and fragile materials
    c. Digitization of printed ephemera
    d. Digitization of films and videos
    e. Digitization of archival collections (textual)
    f. Digitization of audio recordings
    g. Digitization of newspapers
    h. Digitization of maps
    i. Digitization of artefacts
    j. Digitization of visual art
    k. Digitization of microfilm or microfiche
    l. Digitization of at risk materials
    m. Other (please specify)

21. How would you describe your institution's digitization work? Please select all that apply
    a. An ongoing program
    b. Project-based digitization
    c. On-demand digitization
    d. Other (please specify)

22. Apart from staffing costs, what is the approximate value budgeted annually for your digitization work?
    a. Less than $50,000
    b. $50,000-$99,999
    c. $100,000-$499,999
    d. $500,000-$999,999
    e. $1 million - $4.9 million
    f. $5 million or more
    g. Not sure

23. Is funding for digitization work stable or does it vary from year to year?
    a. Funding is stable
    b. Funding varies from year to year
    c. Funding is both stable and variable
    d. Other (please specify)

24. How is your digitization program funded? Please select all that apply
    a. Through regular operating costs
    b. Through external funding programs (please elaborate)
    c. Not sure
    d. Other (please specify)

25. Who does your digitization team digitize for?
    a. Solely for our own institution
    b. Mainly for our own institution, but we occasionally partner with external institutions
    c. We often partner with external institutions
    d. Not sure

26. If you digitize still images, what file formats do you create? Please select all that apply
    a. TIFF
    b. JPEG,
    c. JPEG2000
    d. PDF/A
    e. Other PDF versions (please specify)
    f. PNG
    g. Other (please specify)

27. If you digitize video materials, what file formats do you create? Please select all that apply
    a. MPEG
    b. MP4
    c. AVI/WMV
    d. OGG
    e. MXF/JPG2000
    f. DPX (film)
    g. Other (please specify)

28. If you digitize audio materials, what file formats do you create? Please select all that apply
    a. MP3
    b. AAC
    c. WAV
    d. AIFF
    e. FLAC
    f. Other (please specify)

29. Would your institution consider lending or leasing your scanning equipment to other institutions? Please briefly explain your choice.
    a. Yes
    b. No
    c. Unsure

30. Are there new digitization technologies that you are considering using at your institution? (For example, robotic scanners, intelligent character recognition (ICR) which OCRs handwritten text). If so, please elaborate.

Access and Preservation Practices at your Institution

31. Where do you store your digitized content? Please select all that apply.
    a. Our own servers
    b. Partner or service provider's servers (e.g. commercial provider or consortial cloud such as the Ontario Library Research Cloud)
    c. Personal computers and workstations
    d. Offline (e.g. DVD, tape)
    e. Content is digitized, but not stored
    f. Other (please specify)

32. How do you manage preservation of digitized content? Please select all that apply.
    a. No special steps are taken to ensure long term preservation
    b. A backup is made and kept of digitized content
    c. Digital objects are regularly verified against stored checksums, digests or similar means
    d. Our institution has a process for verifying the continued support and usability of file formats and migrating them as needed
    e. Our institution has a defined process to manage digitized content over its entire lifecycle
    f. Our institution has a digital repository which follows a preservation management standard such as TRAC
    g. Copies of our digitized content are also maintained by a third party who has taken responsibility for their long-term preservation
    h. We expect that a replacement copy can be obtained from a third party in the event of the loss of any digitized content
    i. We expect that the original item can be re-digitized in the event of the loss of any digitized content
    j. Other (please specify)

33. How does your institution provide access to digitized content? Please select all that apply.
    a. Online through a public web application
    b. Online through a private web application (intranet or access controlled)
    c. Online file service (e.g. Dropbox, Google Drive, SharePoint)
    d. Internal file service (e.g. network file share)
    e. Distributed on demand/on request
    f. On physical media

g. We do not provide end user access to digitized material

34. Does your institution provide access to its digitized material and/or descriptive metadata to third-party sites or aggregators (e.g. Internet Archive, Our Digital World, etc.)
    a. Yes (please specify)
    b. No
    c. Not sure

35. Please select which of the following options would appeal to your institution. Please select all that apply.
    a. Long-term preservation of our digitized content in CKRN's Trustworthy Digital Repository (TDR)
    b. Access to our digital content integrated into Canadiana Online
    c. Hosting of our digital collections on CRKN infrastructure and services (hosted portals)
    d. Storage of our digital collections on CRKN with APIs that we can build our own applications on
    e. Content is hosted on our platform, but researchers can also find it through links on Canadiana Online
    f. None of the above
    g. Other (please specify)

Closing questions

36. Is there anything else you would like to share with us?

37. Would you be willing to be contacted by CRKN for follow-up to this survey? If so, please provide your email address or other contact information.