

CRKN Survey on Digitization, Access, and Digital Preservation (Stakeholders)

7/27/2020 6:44:25 PM

Digitization Strategy and Practices at your Institution

Does your institution have a digitization strategy (i.e. a strategy for building a collection of digitized items)?

Respondents: 28

Choice	Percentage	Count	
Yes, it is available online. Please provide a link:	3.57%	1	
Yes, but it is not available online.	14.29%	4	
Not yet, but there is one in progress.	46.43%	13	
No	28.57%	8	
Not sure	7.14%	2	
Total	100%	28	

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

Respondents: 4

Choice	Percentage	Count	
Yes, and CRKN can share it with individuals and institutions outside of CRKN provided they acknowledge us. (Please email the strategy to bstover@crkn.ca)	0.00%	0	
Yes, but only for CRKN's internal use. (Please email the strategy to bstover@crkn.ca)	0.00%	0	
No, thanks.	50.00%	2	
Other (please specify):	50.00%	2	
Total	100%	4	

#	Other (please specify):
1	In infancy stage at the moment.
2	Notre politique de numérisation est en cours d'approbation, il n'est pas possible pour nous de la diffuser pour le moment

Does your institution have a digitization unit/department/group?

Respondents: 28

Choice	Percentage	Count
Yes	28.57%	8
No, all digitization is outsourced.	7.14%	2
No, we are not involved in digitization.	0.00%	0
Other (please specify):	64.29%	18
Total	100%	28

#	Other (please specify):
1	Une partie de la numérisation est effectuée par une compagnie établie sur place au Musée
2	no formal unit, mostly done by summer staff or as requested by patrons
3	We practice digitization through our archivist and volunteers, but it is not as specified or focused as we would like. This is being developed at the moment.
4	We do it ourselves, but there is no separate department.
5	I am responsible for digitization among other things.
6	part of regular work of archivists
7	We digitize small collections upon ingest and other collections upon request/need, and this is done by processing archivists and students. We don't have a dedicated digitization unit.
8	Archives Team digitizes archival collections, Conservation photographs artifacts
9	We are a small institution and all digitization is done by one of two staff members.
10	We have a very small staff, so we all work on digitization as we are able.
11	It is not a dedicated unit. Digitization is done routinely by staff. We outsource larger projects.
12	We digitize materials in house, with no dedicated digitization unit. The work is collaborative between various job titles.
13	The Congregational Archivist is responsible along with her other duties.

14	Material is digitized as needed.
15	We will be looking at a digitization strategy. Items are digitized (scanned) as needed by the Archives department
16	Digitization projects usually involve technical services staff but as a small library, others are sometimes involved.
17	Not a department, but staff are involved with digitization initiatives/providing training to institutional members
18	will be current staff

How often does your institution outsource digitization?

Respondents: 26

Choice	Percentage	Count	
Frequently	11.54%	3	
Occasionally	46.15%	12	
Never	30.77%	8	
Not sure	0.00%	0	
Other (please specify):	11.54%	3	
Total	100%	26	

#	Other (please specify):
1	We have utilized scanners with the Queen's Printer, which is an internal area within our government structure.
2	Never to date, but we have some moving image films that we may get digitized in the future for access and preservation purposes.
3	occasional migration of (eg.) oral history cassettes to disc format

If digitization is outsourced, what factors contribute to this decision? Please select all that apply.

Respondents: 20

Choice	Percentage	Count	
We don't have our own digitization unit.	25.00%	5	
We have a digitization unit, but we don't have the right equipment for the digitization.	30.00%	6	
We have a digitization unit, but we lack expertise in that type of digitization.	30.00%	6	
Our own digitization unit is too busy.	5.00%	1	
Other (please specify):	50.00%	10	
Total	100%	20	

#	Other (please specify):
1	no unit, outsourced for items larger than 12"x17"
2	If we get grant money to outsource digitization, we certainly do so. This frees our time to do other work.
3	specific format (blueprints) because of size and time factor
4	The speed at which the document must be digitized, as well as the size of the material may mean we use our Queen's Printer scanners rather than our own.
5	Cost and capacity of staff to organize the project, facilitate the boxing etc of materials.
6	project specific, usually based on capacity
7	We don't have a digitization unit and are unable to digitize moving image film. We do digitize photographs and audiocassettes.
8	We did one large digitization project 2 years ago of about 17 bankers boxes of material and did not have the resources to do ourselves
9	Lack of internal resources, mainly equipment and staff time. We have only outsourced a few times, and on occasion it has been a joint effort with another knowledge centre.
10	lacking equipment

CRKN offers a variety of digitization services. Would your organization be interested in outsourcing any of your digitization projects to CRKN?

Respondents: 28

Choice	Percentage	Count	
Yes, we currently have a project that we'd be interested in talking with CRKN about.	3.57%	1	
Yes, at some point in the future.	7.14%	2	
Not sure	53.57%	15	
No, thanks	14.29%	4	
Other (please specify):	21.43%	6	
Total	100%	28	

#	Other (please specify):
1	Interested, depends on cost
2	I don't know enough about CRKN services
3	Maybe. We were unaware of this service.
4	Some, for library resources
5	I wasn't aware of these services, but would be interested in learning more.
6	Yes, the only materials that we are not able to digitize in house would be film.

#	Please briefly describe the project you are considering.
1	Numérisation d'une portion des publications du Musée ; discussion générale pour mieux connaître l'étendue des services que le RCDR peut offrir.
2	There are a number of projects that include photos, documents, and various forms of outdated media.
3	We are planning on putting our card catalogue onto a spreadsheet.

Problems creating good quality metadata	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)
Issues around rights management	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)
Privacy concerns	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)
Working with culturally sensitive materials	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)
Other	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)

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 5 (lowest).

Respondents: 28

	1	2	3	4	5	Total
Materials of international significance	5.56% (1)	16.67% (3)	5.56% (1)	61.11% (11)	11.11% (2)	100% (18)
Materials of national significance	17.39% (4)	4.35% (1)	56.52% (13)	13.04% (3)	8.70% (2)	100% (23)
Materials of provincial significance	30.43% (7)	39.13% (9)	13.04% (3)	17.39% (4)	0.00% (0)	100% (23)
Materials of municipal or local significance	39.29% (11)	17.86% (5)	17.86% (5)	14.29% (4)	10.71% (3)	100% (28)
Other (please specify):	25.00% (2)	37.50% (3)	0.00% (0)	0.00% (0)	37.50% (3)	100% (8)

#	Please specify:
1	In relation to our military unit's history.
2	Other
3	Material with Indigenous content that might be digitally repatriated to the community.
4	institutional records
5	Preservation of risky media such as audiocassettes, and digitization of items in fonds/series that have been arranged and described.
6	Local interest archive

7	Publications of the xx House of Assembly. To a lesser degree, historic annual provincial governmental reports.
8	Nous ne numérisons pas de document
9	materials of cultural / ethnic significance

Thinking in terms of the kinds of collections that you hold, what are your institution's digitization priorities? Please select all that apply and rank your priorities from 1 (highest) to 7 (lowest).

Respondents: 28

	1	2	3	4	5	6	7	Total
Materials which directly support your institutional mandate	34.78% (8)	8.70% (2)	17.39% (4)	8.70% (2)	17.39% (4)	4.35% (1)	8.70% (2)	100% (23)
Research and collections (i.e. for research purposes and/or online and remote access to collections)	30.77% (8)	38.46% (10)	3.85% (1)	7.69% (2)	7.69% (2)	11.54% (3)	0.00% (0)	100% (26)
Other materials related to our institution (e.g. annual reports, newsletters)	0.00% (0)	0.00% (0)	17.39% (4)	26.09% (6)	17.39% (4)	26.09% (6)	13.04% (3)	100% (23)
Rare or unique materials	0.00% (0)	28.57% (6)	23.81% (5)	33.33% (7)	14.29% (3)	0.00% (0)	0.00% (0)	100% (21)
Local materials (i.e. relating to our province, region or municipality)	4.17% (1)	16.67% (4)	20.83% (5)	8.33% (2)	16.67% (4)	29.17% (7)	4.17% (1)	100% (24)
At risk materials (i.e. last copies of books, films, audio material, unique artefacts, etc.)	25.00% (7)	17.86% (5)	21.43% (6)	21.43% (6)	10.71% (3)	3.57% (1)	0.00% (0)	100% (28)
Other	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	25.00% (1)	0.00% (0)	75.00% (3)	100% (4)

#	Please specify:
1	Other
2	Materials used most often by researchers - essential to their business - reduction of handling on original materials
3	We are a municipal facility, relating to the history of xxxxxxxx, the RM of Wolseley, & Moffatt, Ellisboro and Summerberry

4 not sure what this would include. our mandate is quite specific, and we don't collect material beyond its parameters

What criteria guide your institutions' selection of materials for digitization? Please select all that apply.




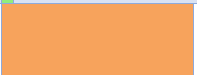












Respondents: 28

Choice	Percentage	Count	
Historical/cultural value	89.29%	25	
Increased access	92.86%	26	
Academic importance	42.86%	12	
Reduce "wear and tear" on original item	85.71%	24	
Preservation/at risk materials	92.86%	26	
Provide documentary delivery service	21.43%	6	
Save space	25.00%	7	
Other (please specify):	17.86%	5	
Total	100%	28	

#	Other (please specify):
1	materials that qualifies for funding
2	reproduction orders
3	Exhibit/Projects
4	Answering requests for information.
5	Ease of obtaining copyright clearance to reproduce and rehost

What types of materials is your institution currently digitizing? Please select all that apply.

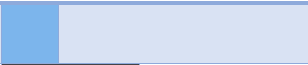

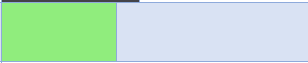
Respondents: 26

Choice	Percentage	Count	
Books (not rare or fragile)	26.92%	7	
Rare and fragile materials	69.23%	18	
Theses	3.85%	1	
Printed ephemera (e.g. postcards, playbills, menus, business cards, etc.)	61.54%	16	
Films and videos	42.31%	11	
Photographs and slides	80.77%	21	
Archival collections (textual)	61.54%	16	
Audio recordings	50.00%	13	
Newspapers	34.62%	9	
Maps	46.15%	12	
Artefacts	26.92%	7	
Visual art	23.08%	6	
Microfilm and microfiche	19.23%	5	
Material that has just entered the public domain	11.54%	3	
At risk materials (i.e. last copies of books, films, audio material, etc.)	53.85%	14	
Other (please specify):	15.38%	4	
Total	100%	26	

#	Other (please specify):
1	Seismographs
2	Any items being sent out digitally.
3	Journals of the xx House of Assembly.
4	Government Documents/Publications

Is your institution planning any future digitization projects dealing with any material types that differ from those in the previous question?




Respondents: 27

Choice	Percentage	Count	
Yes	18.52%	5	
No	44.44%	12	
Not sure	37.04%	10	
Total	100%	27	

#	Please describe.
1	oral history collections (audio recordings)
2	We have a plan to begin digitizing more public domain material, as well as a mass digitization of obsolete formats (film, magnetic media, digital media, etc.)
3	We will likely want to start digitizing our rare book collection and our maps and plans.
4	We are looking to outsource digitization of microfilm.
5	books in our Canadiana collection for IA

Are there other types of materials that your institution would like to digitize, but is currently unable to?

Respondents: 26

Choice	Percentage	Count	
Yes	57.69%	15	
No	19.23%	5	
Not sure	23.08%	6	
Total	100%	26	

#	Please describe the materials and the challenges associated with them.
1	En fait, pas de nouveaux documents, mais éventuellement considérer le 3D.
2	film - has to be sent away
3	publications, oversize like posters
4	Archival records, scrapbooks, etc. The main issue is lack of staff and time to complete this work.
5	Newspapers are the type of materials we would like to have digitized some time in the future. Although we prioritize archival material over published, some newsletters are very valuable and are often only available on microfilm in less than good quality.
6	AV and film.
7	Many of the materials that I described above we cannot currently digitize in house. We have to outsource audio-visual materials, including sound recordings.
8	Maps and oversize ledger volumes are challenging for us to digitize because of their size.
9	At this time we are unable to digitize films in-house
10	local community newspapers including the Hamilton Spectator. funding for the project is a major roadblock
11	Moving images - we don't have the equipment or skills to do these. At present we don't have the financial resources to outsource.
12	reel-to-reel, slides, cassettes, vhs
13	Le principal obstacles est le manque de personnel qualifié.
14	There are some historical microforms of government publications that would be great to digitize, but they are a challenge because of the format, and they can also be very complex with respect to copyright
15	Framed Photography. Requires an entire photographing set up that includes costs and training

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.”

Respondents: 26

Choice	Percentage	Count
Project 1:	100.00%	26
Project 2:	88.46%	23
Project 3:	69.23%	18
Total	100%	26

#	Project 1:
1	Les collections d'artefacts, d'archives textuelles et photographiques sont numérisées sont numérisées par une compagnie externe qui opère sur place. Environ 4000 objets et 3000 doc, d'archives par année, en donnant priorité aux nouvelles acquisitions, puis les arrérages
2	Digitizing local defunct 1960s era newspaper from paper copies
3	Photographs
4	Video and toher materials on the theme of Gendered Violence, a 2-year project. In conjunction with SSHRC partnership, Archive/Counter-Archive, xxxx Univesity
5	Community newspaper collection (newspapers), 70 years of material, 1.5-2 years, Partnered with UBC and the Digitized Okanagan History program
6	We are digitizing some 800 hour oral history collection of audio. Some recordings are on audio cassettes, while others are on mini-discs.
7	We are currently digitizing Aerial Map sets - one per decade - for the City of Edmonton to assist site surveyors unable to access the records needed for their work because of COVID-19 related closure.
8	We digitize microfilm as our microfilm technician produces it. Every film created is digitized. This is an ongoing project and will last as long as microfilm is available for our microfilm camera and high-speed microfilm scanners are available.
9	We are currently working on previously-digitized photo index cards from our xxxxxx xxxxxxxx xxx xxxxx Museum collection. There are about 25,000 images and we have made 1000 available so far. The project is expected to last for several more years and is part of the ongoing work of one of our staff members.
10	We currently digitize on demand and don't have any formal projects on the go.
11	Digitization from microfilm of WWI service records - 3 year project, now complete

12	We are digitizing our House of Assembly Hansard materials back to xxxx (Confederation). We are currently back to 1970 on our website (xx).
13	60 books with CRKN
14	Partenered with Our Digital World to digitate the Assembly's Scapbook (aka Newslettter) Hansard
15	3 large volumes of old newspaper articles about earthquakes c1940, so far three months but unfinished due to COVID19
16	we have partnered with CHCH TV to digitize local news footage from beta tapes. the project is expected to last for another 2 years
17	Students from the xxx xxxxxx have worked on an ongoing project to digitize Emily Carr Grad Show slides starting in the 70's.
18	Digitization of photographs from arranged and described fonds/series. We are doing this as time permits, in-house. We expect this will take at least ten years.
19	Photos
20	As needed; for e.g. material - e.g. docuements, photos - only available on loan.
21	The hockey history of Wolseley from 1901 to present
22	Currently: Journals of the xx House of Assembly, 1951 to 2003. This is being done gradually in house, with some help from a student volunteer. No specific end date in mind.
23	Hub training last year focused on digitizing two-dimensional items (letters, postcards, etc.).
24	Nous préparons une exposition pour septembre 2020 et nous numérisons tous les documents et les artéfacts puisque toutes nos expositions sont présentées à la fois physiquement et virtuellement
25	In 2019-20 we partnered with the Ontario Legislative Library to digitize the KWIC Index to Ontario Government Services
26	We hav partnered with the SCAA to digitize our entire photograph collection to be made available online

#	Project 2:
1	Les collections av par deux compagnies externes, sélectionnés selon les demandes, le risque d'obsolescence, la détérioration, et autres
2	Digitization of oversized maps/plans. Sought funding to have items scanned by local printing/scanning company that has a rolling scanner that can do oversized items
3	Regimental historical documents
4	Women & West Coast Labour digitizing 150 video, audio, photographs, textual materials from the Sara Diamond fonds and Women In Focus Society fonds produced 1970-1986 about women in the labour force and trade unions in BC. Funding National Heritage Digitization Strategy. Partners Western Front/SFU Archives
5	Ongoing photograph scanning completed by volunteers (entire photo collection) for preservation and access.
6	We digitized and described an archival collection of a provinical scholarly association consisting of audio recordings, as well as some photographs, and textual records. We outsources half of digitization, as we didn't have money for the entire collection.

7	The next project to support site surveyors will be the public domain fire insurance maps in our collection.
8	We digitize small collections and single item donations
9	We are currently working on ingesting previously-digitized images from our CN Collection into our digital asset management system and public access portal. There are approximately 20,000 previously scanned images left to ingest. It is considered part of the ongoing work of staff members. After this part of the project, further scanning of the collection will be undertaken.
10	Digitization of all glass plate negatives and lantern slides - on-going
11	We are digitizing other parliamentary materials that relate to our legislature.
12	Medals and associated medal documents (up to 800 medal sets)
13	Partnered with Our Digital World to digitize the First Hansard produced by the Legislative Assembly
14	3 years-long project to scan 5000+ GSC open files recently completed - multiple formats
15	we worked with a vendor to digitize the hamilton city directories. the project lasted approximately 6 months
16	We are in the early stages of building an in-house video digitization work station to transfer archival video tapes.
17	Digitization of audio-cassettes. We have appraised the audio-cassettes and digitize in-house as time permits. We expect this will take at least ten years.
18	Film
19	Almost all copies of material for on line requests.
20	The history of homes of Wolseley
21	Completed digitization of historic xx Hansard from 1855 to 1994. Material was already in electronic format but not publicly accessible; it had to be converted and individual files created for each day.
22	Nous numérisons actuellement notre collection de communiqués de presse (1960-2012) afin d'en faire une banque de données.
23	In 2018-19 we partnered with the Ontario Ministry of Finance Library to digitize several hundred publications from their collection

#	Project 3:
1	Nous avons fait numériser une collection de publications du Musée (Mercure) qui comprenait environ 500 publications. Ce fut numérisé par une compagnie externe.
2	Provided microfilm to Newspapers.com so that 100 years of local newspaper could be digitized (paid for by newspaper's parent company). We now provide local free access to newspapers.com in our institution
3	Older media items (8mm, tape, microfilm, etc.)
4	Celebration '90 Gay Games III, 120 objects (video, photo, textual) documenting Vancouver's Gay Games from the Mary Anne McEwen fonds. Funder: BC History Digitization Program

5	Map digitization for maps and blueprints in the past, completed with grant funding from the Documentary Heritage Communities Program and one contract staff person. Approximately 200 maps were digitized.
6	We digitized a collection of sheet music of a local community leader. Over 500 music scores were digitized and described in house.
7	Previous digitization project in 2019 was a number of scrapbooks/journals in private fonds which were fragile to provide access which might not otherwise be available to researchers.
8	Currently in the planning stage for a complete digitization of all obsolete media (including floppy disks, zip disks, magnetic tape, film, cassettes, VHS, LPs, etc.
9	We are currently working on providing metadata for and ingesting previously-digitized Agriculture Canada Photograph Collections into our digitization project. There was no existing metadata for these images so students and volunteers have been supplying titles and dates. We also need to do further copyright research on this collection prior to making it available in our online access portal.
10	Digitization of all photographs - on-going
11	We are working with the Centre for Newfoundland Studies at Memorial University to digitize other governmental materials, including Royal Commissions Reports.
12	A moving image collection (analogue/digital) 200+ objects
13	we are digitizing postcards and photographic images in-house on an ongoing basis since 2004
14	xxxxx received a BC History Digitization grant in 2016 to digitize of a collection of student publications that date back to our beginning as the xxxxxxxxx xxxxxx xx xxx in 1925.
15	The history of buildings of Wolseley
16	Joint project with Dalhousie University Library to digitize published NS regulations from 1977 to 1998.
17	Nous numérisons actuellement la version anglaise des lois du Québec (1867-1996))
18	In 2017-18 we partnered with the Law Library of the Ontario Ministry of the Attorney General to digitize several hundred publications from their collection

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 10 (lowest).

Respondents: 27









	1	2	3	4	5	6	7	8	9	10	Total
Lack of funding	45.83 % (11)	16.67 % (4)	8.33 % (2)	0.00 % (0)	8.33 % (2)	0.00 % (0)	8.33 % (2)	0.00 % (0)	8.33 % (2)	4.17 % (1)	100 % (24)
Difficulty accessing the materials that we wish to scan (e.g. fragile materials, gaps in collections)	14.29 % (2)	7.14 % (1)	0.00 % (0)	21.43 % (3)	7.14 % (1)	14.29 % (2)	21.43 % (3)	14.29 % (2)	0.00 % (0)	0.00 % (0)	100 % (14)
Lack of institutional support	0.00 % (0)	17.65 % (3)	11.76 % (2)	17.65 % (3)	5.88 % (1)	11.76 % (2)	11.76 % (2)	0.00 % (0)	23.53 % (4)	0.00 % (0)	100 % (17)
Lack of necessary equipment	13.64 % (3)	36.36 % (8)	22.73 % (5)	4.55 % (1)	9.09 % (2)	0.00 % (0)	0.00 % (0)	0.00 % (0)	9.09 % (2)	4.55 % (1)	100 % (22)
Lack of qualified staff	16.67 % (3)	5.56 % (1)	22.22 % (4)	16.67 % (3)	11.11 % (2)	11.11 % (2)	11.11 % (2)	0.00 % (0)	0.00 % (0)	5.56 % (1)	100 % (18)
Problems creating good quality metadata	0.00 % (0)	5.00 % (1)	15.00 % (3)	20.00 % (4)	15.00 % (3)	5.00 % (1)	0.00 % (0)	25.00 % (5)	5.00 % (1)	10.00 % (2)	100 % (20)
Issues around rights management	5.26 % (1)	5.26 % (1)	21.05 % (4)	15.79 % (3)	10.53 % (2)	10.53 % (2)	10.53 % (2)	15.79 % (3)	5.26 % (1)	0.00 % (0)	100 % (19)
Privacy concerns	0.00 % (0)	16.67 % (3)	5.56 % (1)	11.11 % (2)	11.11 % (2)	22.22 % (4)	16.67 % (3)	16.67 % (3)	0.00 % (0)	0.00 % (0)	100 % (18)
Working with culturally	0.00 % (0)	6.25 % (1)	18.75 % (3)	6.25 % (1)	12.50 % (2)	18.75 % (3)	12.50 % (2)	0.00 % (0)	18.75 % (3)	6.25 % (1)	100 % (16)

sensitive materials											
Other	37.50 % (3)	12.50 % (1)	0.00 % (0)	0.00 % (0)	0.00 % (0)	0.00 % (0)	0.00 % (0)	0.00 % (0)	0.00 % (0)	50.00 % (4)	100 % (8)

#	Please specify:
1	Je veux simplement revenir aux projets. Nous avons développé des critères et spécifications assez poussées qui tiennent compte de la préservation à long terme et de l'accès. Et ce fut le cas pour tous les projets de numérisation depuis 2014
2	lack of staff/staff time generally. Don't need to be super qualified to run a scanner and some OCR, it's moreso a problem of we have a full time staff of 2 and that's it
3	No other
4	Time
5	Lack of time with our current staffing model.
6	Demonstrated need.
7	We are at the collection stage, and we know that much local material exists. We are trying to access it.
8	Difficulty making digitized copies findable; Lack of institutional awareness of the "at-risk" nature of government publications; Coordinating digitization at a distance (I'm not located in the same city in which the digitization happens)

What digitization equipment does your institution have? Please select all that apply and specify how many your institution possesses.

Respondents: 25

Choice	Percentage	Count	
Book scanners	28.00%	7	
Microfilm scanners	28.00%	7	
Map or large format scanners	36.00%	9	
Microfiche scanners	28.00%	7	
Copy stand	28.00%	7	
Film scanners (for movies, videos, etc.)	8.00%	2	
Cameras	56.00%	14	
Other (please specify):	80.00%	20	
Total	100%	25	

#	Book scanners
1	1
2	1
3	1
4	1
5	1 v-shape scanner
6	2
7	4

#	Microfilm scanners
1	1
2	1 high speed and 3 researcher-grade reader/scanner/printers
3	1
4	4
5	1

6	1 Scanview
7	2

# Map or large format scanners	
1	1 pending purchase
2	1
3	1 18x24 flatbed, access to 1 50" roll scanner
4	2
5	2
6	1 Contex
7	1
8	1
9	1

# Microfiche scanners	
1	1
2	3 researcher-grade fiche/film reader/scanner/printer
3	1
4	4
5	1
6	1 Scanview
7	1

# Copy stand	
1	1
2	Copy stand from film days for reproduction.
3	2
4	1
5	1

6	1
7	1

# Film scanners (for movies, videos, etc.)	
1	nsp mais il y a une certaine capacité sur place
2	1





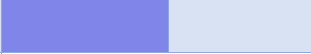
# Cameras	
1	Plusieurs, mais ne peut élaborer, nous avons une compagnie sur place et un photographe professionnel
2	1
3	Various video camera formats
4	1
5	1
6	2 dsrls + dual strobe lighting setup
7	1
8	2
9	3
10	2
11	2
12	2
13	1
14	digital SLR

# Other (please specify):	
1	12"x17" flatbed scanner (high resolution capability) and also scanner that can do slides.
2	Flat bed scanner, video digitization equipment 1/2", 3/4", Betacam, VHS, Mini-DV
3	1 Photo scanner
4	Playback equipment for several a/v formats.

5	2 photograph/document scanner
6	Small flatbed photo and transparency scanner
7	6 flat-bed scanners
8	Epson Expression 12000XL Photo Scanner
9	Flat bed scanners - Epson 11000XL - 7
10	Flatbeds scanners x 6
11	4 Kodak auto feed
12	Video digitization equipment, photo scanner
13	Epson Perfection V700 Photo scanner, NEC MultiSync P232W LCD monitor, Sony playback machine, SilverFast software, Photoshop software, Audacity software, BWF MetaEdit software, Steinberg UR22 audio interface
14	Scanner for slides and transparencies - not movies
15	printer/scanner Xerox
16	multipurpose institutional copier / scanner.
17	wand scanners
18	None
19	(old) standard scanner
20	Photo scanner

Please provide information on the staffing of your digitization unit by specifying how many employees fall under each type of term.

Respondents: 28

Choice	Percentage	Count	
Full time	42.86%	12	
Part time	21.43%	6	
Contract	14.29%	4	
Casual	7.14%	2	
Other (please specify):	53.57%	15	
Total	100%	28	

#	Full time
1	2
2	2
3	2
4	3 - processing archivists
5	4
6	2 (we don't have a digitization unit)
7	1
8	1
9	2
10	2
11	1 at London site
12	5

#	Part time
1	1
2	2
3	1

4	1 at Peterborough site
5	2
6	1

#	Contract
1	2
2	1
3	2 students/semester
4	1

#	Casual
1	5
2	4

#	Other (please specify):
1	Mais on parle de la compagnie sur place.
2	no formal unit, work is done by summer students or on-demand by staff as a secondary duty, or by volunteers
3	Our 2 full-time staff also handle digitization
4	There is no dedicated unit, but members of the Archives and Conservation teams dedicate some of their work hours to digitization.
5	As needed for specific projects
6	We have 4.5 FTE staff in our entire Library; we do not have a digitization unit.
7	We don't have a digitization unit, but all Library technicians do digitization on our photocopiers as required.
8	No dedicated digitization unit.
9	Unpaid practicum students
10	2 volunteers
11	Volunteer
12	No digitization unit

13	We have no specific digitization team. We have 2 library technicians and a systems librarian who manage them. These positions support digitization efforts. Three other librarians and one technical / computer support staff participate to a lesser degree.
14	no digitization unit, project based digitization efforts, usually led by 1 staff member
15	Our digitization working group is made up of a variable number of volunteers from our community of practice

From the following types of digitization, please select those which your digitization staff have developed expertise in:

Respondents: 26

Choice	Percentage	Count	
Digitization of books (not rare or fragile)	23.08%	6	
Digitization of rare and fragile materials	42.31%	11	
Digitization of printed ephemera	61.54%	16	
Digitization of films and videos	15.38%	4	
Digitization of archival collections (textual)	65.38%	17	
Digitization of audio recordings	30.77%	8	
Digitization of newspapers	19.23%	5	
Digitization of maps	26.92%	7	
Digitization of artefacts	26.92%	7	
Digitization of visual art	26.92%	7	
Digitization of microfilm or microfiche	11.54%	3	
Digitization of at risk materials	34.62%	9	
Other (please specify):	38.46%	10	
Total	100%	26	

#	Other (please specify):
1	Photo scanning
2	graphic reproduction
3	Photographs, slides, and negatives
4	Archival photograph collections

5	Government News Releases
6	loose paper reports
7	photographic negatives, prints
8	Photographs, negatives, slides but no large format materials
9	Always as need with the equipment at hand.
10	Coordinating digitization workflow with multiple stakeholders

How would you describe your institution's digitization work? Please select all that apply.




Respondents: 28

Choice	Percentage	Count	
An ongoing program	57.14%	16	
Project-based digitization	60.71%	17	
On-demand digitization	60.71%	17	
Other (please specify):	10.71%	3	
Total	100%	28	

#	Other (please specify):
1	As funding allows
2	Very amateurish
3	Based on availability of funding


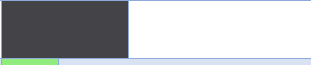
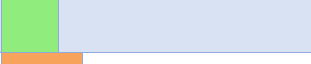

Apart from staffing costs, what is the approximate value budgeted annually for your digitization work?

Respondents: 28

Choice	Percentage	Count	
Less than \$50,000	85.71%	24	
\$50,000-\$99,999	0.00%	0	
\$100,000-\$499,999	3.57%	1	
\$500,000-\$999,999	0.00%	0	
\$1 million - \$4.9 million	0.00%	0	
\$5 million or more	0.00%	0	
Not sure	10.71%	3	
Total	100%	28	

Is funding for digitization work stable or does it vary from year to year?

Respondents: 27

Choice	Percentage	Count	
Funding is stable	14.81%	4	
Funding varies from year to year	40.74%	11	
Funding is both stable and variable	18.52%	5	
Other (please specify):	25.93%	7	
Total	100%	27	

#	Other (please specify):
1	We don't have dedicated funding for digitization - whatever we do comes out of our regular budget
2	We do not have specific funding for digitization. I submit a yearly archives budget for all costs including supplies, conservation work, computers and software, off-site storage, etc. and this is approved by our congregational leadership on a yearly basis.
3	Only expense is materials and replacement of equipment.
4	not specifically budgeted for at this time
5	No specific funding. Projects are supported out of the general library budget.,

6	Annual funding has been stable for the past 3 years, but is not currently guaranteed for future years
7	no dedicated funding

How is your digitization program funded? Please select all that apply.

Respondents: 27

Choice	Percentage	Count	
Through regular operating costs	74.07%	20	
Through external funding programs (please elaborate):	33.33%	9	
Not sure	3.70%	1	
Other (please specify):	11.11%	3	
Total	100%	27	

#	Through external funding programs (please elaborate):
1	project grants like local funders
2	BC History Digitization Program; NHDS; Virtual Museum Canada
3	federal and provincial grant programs
4	grants
5	reproduction orders cost recovery
6	Special projects have been funded in the past by grants.
7	Grant based
8	SCAA grants
9	federal grant

#	Other (please specify):
1	Not yet funded
2	Le fonctionnement du service de la numérisation fait partie du budget global de la Direction de la Bibliothèque
3	By way of budget proposals submitted by the OCUL-GIC to the Ontario Council of University Libraries

Who does your digitization team digitize for?

Respondents: 26

Choice	Percentage	Count	
Solely for our own institution	50.00%	13	
Mainly for our own institution, but we occasionally partner with external institutions	42.31%	11	
We often partner with external institutions	3.85%	1	
Not sure	3.85%	1	
Total	100%	26	

If you digitize still images, what file formats do you create? Please select all that apply.

Respondents: 28

Choice	Percentage	Count	
TIFF	85.71%	24	
JPEG	78.57%	22	
JPEG 2000	0.00%	0	
PDF/A	46.43%	13	
Other PDF versions (please specify):	10.71%	3	
PNG	10.71%	3	
Other (please specify):	10.71%	3	
Total	100%	28	

#	Other PDF versions (please specify):
1	regular PDF
2	PDF
3	PDF

#	Other (please specify):
1	RAW

2 We use PDF/A format for textual materials.

3 EPUB, Kindle, Text, DAISY

If you digitize video materials, what file formats do you create? Please select all that apply.

Respondents: 17

Choice	Percentage	Count	
MPEG	23.53%	4	
MP4	70.59%	12	
AVI/WMV	17.65%	3	
OGG	5.88%	1	
MXF/JPEG 2000	0.00%	0	
DPX (film)	11.76%	2	
Other (please specify):	29.41%	5	
Total	100%	17	

Other (please specify):

1 Pro Res

2 mov

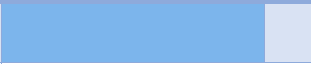

3 matroska (mkv)

4 matroska/ffv1 or .mov/v210

5 We are unable to do this in-house to FADGI standards.


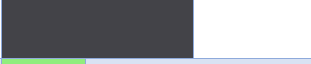
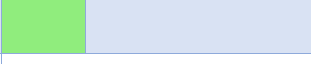
If you digitize audio materials, what file formats do you create? Please select all that apply.

Respondents: 19

Choice	Percentage	Count	
MP3	84.21%	16	
AAC	0.00%	0	
WAV	68.42%	13	
AIFF	0.00%	0	
FLAC	0.00%	0	
Other (please specify):	0.00%	0	
Total	100%	19	

Would your institution consider lending or leasing your scanning equipment to other institutions? Please briefly explain your choice.

Respondents: 26

Choice	Percentage	Count	
Yes	11.54%	3	
No	61.54%	16	
Not sure	26.92%	7	
Total	100%	26	

#	Yes
1	We would consider leasing our large-format scanner once we have completed our major projects.
2	flat bed scanners could be borrowed if they were not in use.
3	we offer a photography kit on loan to institutional members

#	No
1	We lack equipment to loan.
2	We would rather have other institution's representative get trained and use our equipment than lending it.
3	Capacity and City policy

4	We only have one photo scanner
5	As our scanning equipment is classified as a government asset it is unlikely that we would be able to lend it
6	Not able.
7	We use it to regularly.
8	We use our photocopiers. We can't loan these out!
9	Federal property
10	We do not have enough equipment to loan out any.
11	have none
12	We offer on site access to Society members.
13	not possible as it is all used internally for information requests from library clients.
14	Notre équipement n'est pas à louer
15	We outsource digitization and have no scanning equipment
16	We have only one scanner which remains connected to one computer in our office

#	Not sure
1	Je veux répondre non, mais le sondage bloque dans une `loop
2	possibly, if they could send a staff person to do the work in our office space, and it wouldn't take up a lot of time/wear and tear on the equipment
3	Our own needs are very high
4	We don't lend or lease the equipment itself, but we've been known to contract our microfilming and microfilm digitization to other institutions. We also sometimes let third parties use our equipment for free, but if they're hard to train, we'll occasionally do it for them.
5	our digitization equipment is typically in-use which prohibits lending/leasing to other institutions
6	Perhaps we would allow colleagues to use/borrow through professional organizations such as AVBC.
7	Have rudimentary equipment

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.

Respondents: 11

#	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.
1	Notre projet de numérisation des publications comprenait la ROC. Il y a eu de numérisation robotisée partielle aussi.
2	ICR
3	ICR is something I've been considering, but it's not gone much beyond that. I've toyed with building DSLR-based film scanners, but haven't the manpower or time.
4	I believe our Conservatin department is still trying out different 3-D scan technologies.
5	Not at this point
6	3D for artefacts, AI for transcription, OCR, IIF (for access)
7	None
8	No
9	not at this time. We recently upgraded both microfilm / microfiche scanners and replaced our flatbed scanner. A book scanner would be welcome but is not affordable at present.
10	Nous sommes à l'étude d'un système de ROC de manuscrits
11	character recognition would be useful, but this is very far in the future

Access and Preservation Practices at your Institution

Where do you store your digitized content? Please select all that apply.


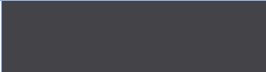







Respondents: 28

Choice	Percentage	Count	
Our own servers	71.43%	20	
Partner or service provider's servers (e.g. commercial provider or consortial cloud such as the Ontario Library Research Cloud)	32.14%	9	
Personal computers and workstations	25.00%	7	
Offline (e.g. DVD, tape)	21.43%	6	
Content is digitized, but not stored	0.00%	0	
Other (please specify):	21.43%	6	
Total	100%	28	

#	Other (please specify):
1	off-site
2	external hard drive for access copies
3	We use offline near storage for our digitized files, and for digital preservation. We also use web-based platforms like Flickr The Commons to share access. We are thinking of purchasing a NAS server for the archives.
4	Provincial government servers
5	synology box
6	Internet Archive & Scholars Portal Books

How do you manage preservation of digitized content? Please select all that apply.

Respondents: 28

Choice	Percentage	Count	
No special steps are taken to ensure long term preservation	10.71%	3	
A backup is made and kept of digitized content	85.71%	24	
Digital objects are regularly verified against stored checksums, digests or similar means	21.43%	6	
Our institution has a process for verifying the continued support and usability of file formats and migrating them as needed	17.86%	5	
Our institution has a defined process to manage digitized content over its entire lifecycle	21.43%	6	
Our institution has a digital repository which follows a preservation management standard such as TRAC	7.14%	2	
Copies of our digitized content are also maintained by a third party who has taken responsibility for their long-term preservation	7.14%	2	
We expect that a replacement copy can be obtained from a third party in the event of the loss of any digitized content	0.00%	0	
We expect that the original item can be re-digitized in the event of the loss of any digitized content	50.00%	14	
Other (please specify):	25.00%	7	
Total	100%	28	

#	Other (please specify):
1	`2 premiere réponse: oui, et pour les autres, c'est partiellement le cas
2	A mix of strategies but dependent on staff time and funding
3	we have a digital asset management system that let's us manage our digitized collections, but it has no long-term preservation planning module. It does run checksums when material is ingested and collects some standards-based embeded technical metadata.
4	Stored on a server that is managed by archival staff.

5	We are in the midst of writing a digital preservation strategy and policy.
6	We have a digital preservation workflow which uses open source software to apply checksums to digitized and born digital accessions. We then use Data Accessioner, Metadata Transformer and Bagger to create DIPS and AIPs. We use Fixity to check AIPs in storage.
7	Hosting in both Internet Archive & Scholars Portal Books provides redundancy, but also Scholars Portal Books platform is close to being a TDR

How does your institution provide access to digitized content? Please select all that apply.

Respondents: 28

Choice	Percentage	Count	
Online through a public web application	78.57%	22	
Online through a private web application (intranet or access controlled)	21.43%	6	
Online file service (e.g. Dropbox, Google Drive, SharePoint)	32.14%	9	
Internal file service (e.g. network file share)	28.57%	8	
Distributed on demand/on request	71.43%	20	
On physical media	42.86%	12	
We do not provide end user access to digitized material	3.57%	1	
Total	100%	28	

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.)?








Respondents: 28

Choice	Percentage	Count	
Yes (please specify):	28.57%	8	
No	57.14%	16	
Not sure	14.29%	4	
Total	100%	28	

#	Yes (please specify):
1	AtoM
2	We provide descriptive metadata of all collections to Archeion
3	Scholars Portal and ODW
4	IA, ODW, Archeion
5	Canadiana.org has early Journals and Proceedings of the House.
6	Artefacts Canada
7	Internet Archive is one of two primary hosts for the content
8	scaa.sk.ca

Please select which of the following options would appeal to your institution. Please select all that apply.

Respondents: 28

Choice	Percentage	Count	
Long-term preservation of our digitized content in CKRN's Trustworthy Digital Repository (TDR)	14.29%	4	
Access to our digital content integrated into Canadiana.ca	25.00%	7	
Hosting of our digital collections on CRKN infrastructure and services (hosted portals)	14.29%	4	
Storage of our digital collections on CRKN with APIs that we can build our own applications on	7.14%	2	
Content is hosted on our platform, but researchers can also find it through links on Canadiana.ca	46.43%	13	
None of the above	25.00%	7	
Other (please specify):	35.71%	10	
Total	100%	28	

#	Other (please specify):
1	ce devrait être discuté et approuvé par la haute gestion du Musée.
2	Other options depend on the details, especially re copyright
3	Ideally, I would like my archives to become a TDR. But I would definitely like to see descriptions of our holdings discoverable through other systems and portals.
4	Not sure at this time.
5	I would like to preserve our material on Internet Archive too, but can't afford a subscription to Archive-It.
6	When we get there, likely use the Saskatchewan Archival Information Network.
7	Not certain. Much research still needed on digitization.
8	uncertain.
9	I think it would depend on the terms. Increasing access and preservation is great, but our community of practice doesn't have the funds itself to pay for ongoing services. Also, the copyright clearances that we have obtained to digitize and rehost some publications only specify the Internet Archive and Scholars Portal as the hosts.
10	we haven't had this conversation yet

Closing Questions

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

Respondents: 10

#	Is there anything else you would like to share with us?
1	this survey didn't seem to really take smaller archives/museums into account - for example, the question about budget spent on digitization - we would be less than \$10,000 a year spent on it! Also seemed to assume that there was dedicated staff working on this all the time, versus in our institution where it's sort of "when we have time" or if someone requests a digital copy, or summer students can complete some of the work
2	Want to stress the need for more comprehensive funding of digitization projects and the value of small and specialty archives that hold the histories of marginalized and under-represented communities.
3	Cost is the biggest factor influencing our decisions to initiate these projects.
4	There was a technical glitch on the question about challenges. When I selected answers, some of my previous selected answers disappeared.
5	Perhaps CRKN can play an advocacy role when it comes to institution trying to launch its own digital preservation program.
6	I'm looking at building a stand-alone website for our archives so I can stop using web platforms such as History Pin, Flickr and Omeka to share access to our digitized materials. I'd like to apply for external funding for our archives, but haven't gotten institutional support for this in the past. I keep the consolidated archives (4 archives). Our P/T staff is a retired school librarian who cares for both library/archive at another site.
7	The xxxx xxxxxx xxxxxxxx in the xxxxxx xxxxxx xxxxxxxxxx Museum is owned and managed by the xxxxxx xxxxxx Historical Society and is staffed entirely by volunteers, with financial and moral support from the Society, and some financial support indirectly through the City of xxxxxx xxxxxx.
8	I am a one-man operation, so some of my answers may be ambiguous.
9	I heard about this survey from xxxx xxxxxx at yesterday's Ontario Government Publications Roundtable, and while our group (the OCUL-GIC) isn't an independent "institution" (we are a community of practice for librarians interested in government information from various Ontario libraries), we are definitely a group engaged in digitization that has an interest in what you are digitizing as well.
10	we are a very small archives, and this is an overwhelming topic. what we really need is help with developing a digitization strategy in the first place