Heritage Content Priorities Task Group

Final Report

November 2020

The Canadiana Collections, over five centuries in the making, tell an incomplete, oftentimes distorted and, sometimes harmful, story of Canada. As new custodians of the Canadiana Collections, CRKN and its members have the opportunity to redefine the principles guiding the collections' evolution, thereby helping to ensure that future development of the collections are firmly grounded in our commitment to reconciliation. The findings and recommendations of the Truth and Reconciliation Commission, as well as the recent social and racial unrest evidenced around the world, once again underline the need for each organization to do its part in creating a more just and equitable society.

With this in mind, the members of the Heritage Content Priorities Task Group respectfully submit their report. If adopted, the recommendations presented will be an initial step in an ongoing effort to ensure that future collection curation, description and arrangement be done in collaboration with the users of our collection, guided by and respectful of Traditional Knowledge.

Heritage Content Priorities Task Group: Final Report

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Executive Summary

The Heritage Priorities Task Group (HCPTG), comprised of library and archives representatives from CRKN's membership, was formed to review and revise the scope and priorities of the Canadiana Collections. In particular, the HCPTG was asked to develop principles for the addition of new content, make recommendations to improve the collections' discoverability, and develop recommendations for expanding CRKN's heritage digitization and preservation program.

The HCPTG acknowledges that CRKN's Canadiana Collections reflect certain narratives of Canada's past. In some cases, these narratives are inaccurate and insensitive. With this in mind, the HCPTG recommends that CRKN continues to work toward a more representative historical narrative of Canada through the digitization, acquisition, and preservation of Canada's stories. This is no small feat. The term "Canadiana" suggests and assumes a heritage consensus that has not been realized. Furthermore, the term "heritage" also denotes a collective understanding of shared history which is also not representative of the commitment the Canadian academic library community has made to reconciliation. CRKN is poised, now, to build an online Canadian heritage site that is fluid, agile and encompassing enough to incorporate digital collections from a wide variety of Canadian collecting institutions that reveal our nation's history.

The HCPTG undertook its work by examining the historical development of the past forty years of collection principles and policies for the Canadiana Collections. The group reviewed principles and criteria for digital collections currently used by others in the Canadian galleries, libraries, archives, and museums (GLAM) community, as well as national heritage digitization initiatives around the world. The task group also surveyed CRKN members and stakeholders about their strategies and practices around digitization, in addition to their digitization, hosting, and preservation priorities and needs. Furthermore, since it has figured so prominently in recent national discussions around digitization, the HCPTG also reviewed the current state of newspaper digitization in Canada.

In this report, the HCPTG recommends principles and criteria that can be used to prioritize digitization projects, including digitization of materials intended for the Canadiana Collections, as well as digitization work carried out for external parties. The task group also recommends a series of transitional steps to assist CRKN with integrating this new approach. With these updated principles and criteria, as well as new suggestions for increasing discoverability, the Canadiana Collections can continue to evolve and meet research needs now and in the future, allowing CRKN to achieve critical strategic goals.

Recommendations in Brief

The HCPTG respectfully submits the following for consideration by the Preservation and Access Committee, Content Strategy Committee, and CRKN Board. (Please note that the recommendations are listed in the order of importance assigned to them by CRKN members via an online poll taken during the Heritage Content Priorities Task Group Report Presentation session at the CRKN conference on October 21, 2020.)

1. The Canadiana Collections should be enhanced with 1) content that is more reflective of the diversity of Canadians; 2) at risk materials; 3) high interest archival collections; and 4) newspapers. CRKN should consider focusing its efforts in these areas through the creation of collection development strategies developed in collaboration with members.

2. More focus should be made in engaging with small and local GLAM organizations, as they often hold the histories of marginalized and under-represented communities. When engaging with Indigenous organizations, respect should be paid to cultural protocols. As well, a coordinated approach should be taken, collaborating with other organizations, so that Indigenous communities are not overwhelmed by requests for assistance. Many CRKN member institutions have already developed extensive relationships with local organizations and cultural communities, and these relationships should be respected and, when possible, leveraged, to the benefit of all parties.

3. It is recommended that CRKN work collaboratively with the Canadian Collective Print Strategy Working Group as it analyzes collective print collections in Canada. A significant factor in determining the level of risk of print collections is to assess whether digital surrogates exist, and what digital preservation measures are in place for their long-term stewardship. Partnership and collaboration initiatives exist as the community links national collection analysis with national digitization efforts.

4. It is recommended that CRKN work collaboratively with Bibliothèque et Archives nationales du Québec (BAnQ) and Library and Archives Canada and other major organizations (OurDigitalWorld, Internet Archive Canada) on solutions to enable digitization, access, and digital preservation of newspapers.

5. In addition to steps already taken, CRKN should investigate and implement measures to further increase the discoverability of the Canadiana Collections.

6. The assessment of materials to be added to the Canadiana Collections should be carried out by an advisory committee made up of a diverse group of researchers, librarians, archivists, and others in the field of cultural heritage. The advisory committee should be a standing committee reporting directly to the PAC, with members appointed by the PAC. Members of the advisory committee, as well as CRKN staff who work closely with the Canadiana Collections should participate in professional learning relating to Indigenous histories and contemporary issues.

7. The survey confirmed a strong member interest in adding content to the Canadiana Collections and having it preserved in the Trustworthy Digital Repository (TDR). As a result, it is recommended that digitization, hosting, and long-term preservation services be clearly identified and made available to both members and stakeholders. CRKN should launch a targeted marketing campaign to increase awareness among members and stakeholders of the strengths and capacity of CRKN's digitization and preservation services.

8. Policy toolkits and resources for developing digitization and heritage preservation strategies should be developed for members and stakeholders. This should be done in conjunction with other organizations (e.g. the NHDS) that are also developing resources in this area.

9. CRKN convenes different types of fora (such as conferences or virtual meetings) to enable an exchange of expertise on topics such as digitization strategies and priorities, the logistics of sharing of equipment, digital preservation, funding opportunities, and more.

10. A series of assessments (content, usage, feasibility, and timeline) should be used to evaluate and prioritize materials to be added to the Canadiana Collections. A complementary series of assessments, including content, access, organization, strategic opportunities, technical, feasibility should be used to evaluate and prioritize third-party digitization projects.

11. For those recommendations which are adopted, the HCPTG recommends that CRKN allows at least a four-month period for CRKN to transition to new processes. This transition period could be from December 2020 to the end of March 2021.

Introduction

The Canadiana Collections began in 1978 with the creation of the Canadian Institute for Historical Microreproductions (CIHM). CIHM's key objectives were to make printed Canadiana more easily available to all Canadians, to make rare and scarce Canadiana widely available, and to ensure the preservation of printed Canadiana. After several decades of microfilming Canadian documentary heritage, CIHM began transitioning to digital reproductions in the late 1990s. In 2008, Canadiana.org was formed from a merger between CIHM and AlouetteCanada, an open digitization initiative, to continue this work. For the next ten years, Canadiana.org facilitated access to Canadian digital heritage and worked to preserve this content for generations to come.

In 2018, Canadiana.org combined with CRKN in recognition of complementary strengths and objectives. Following the merger, and as a result of ongoing member support and contributions through fees paid to the Heritage Content Access and Preservation (HCAP) fund, CRKN removed the subscription paywall to the Canadiana Collections. At this time, CRKN also began integrating the various online portals created to house thematic collections into two comprehensive portals: Canadiana (www.canadiana.ca) and Héritage (www.heritage.canadiana.ca). The combination also necessitated a change in CRKN By-laws, allowing founding members of Canadiana.org (Library and Archives Canada, Bibliothèque et Archives nationales du Québec, Toronto Public Library) to become institutional members, as well as a new tier for associate membership which resulted in welcoming OurDigitalWorld and Bank of Canada as associate members participating in the heritage program.. Expanding membership to include these leaders in heritage, access and preservation allows CRKN to foster connections with GLAM stakeholders.

Canadiana includes nearly 20 million pages of digitized monographs, serials (annuals, periodicals, and newspapers), and government publications, largely published before 1921. Héritage, created in partnership with Library and Archives Canada (LAC), includes digitized microfilm copies of popular archival collections at LAC dating from the 17th century to the late 20th century. Together, these collections comprise 60 million pages of documentary heritage available at no charge and used by researchers throughout the world.

To keep these collections vital and responsive to the developments of the research community, it is necessary to review and augment them on a regular basis. One of the goals of the CRKN and Canadiana.org combination was to better align the scope of the Canadiana Collections with member, stakeholder, and researcher needs. As identified in the CRKN-Canadiana Merger Exploration Working Group:

> *A combined CRKN/Canadiana would continue to foster a vibrant research environment in Canada by expanding access to research and knowledge through new approaches to licensing, digitization of content, preservation, and discoverability. Working with a broad range of stakeholders, together we would advance equitable, sustainable, digital access to Canada's cultural heritage and scholarly resources for Canadians and the world ...*

To assist in this work, in the spring of 2018, CRKN formed the Preservation and Access Committee (PAC), responsible for reviewing and making recommendations regarding the development of CRKN's heritage services. The PAC has two associated task groups: the Platform Technical Task Group (PTTG) and the Heritage Content Priorities Task Group (HCPTG). These task groups are, respectively, responsible for advising on the technical capabilities of the Canadiana access and preservation platforms, and for developing principles and criteria for the growth of the Canadiana Collections and CRKN's digitization and preservation services.

The HCPTG was launched in January of 2019 and provided a focused and goal-oriented approach to the responsibilities listed above. CRKN was faced with several challenges and opportunities upon becoming the custodians of the Canadiana Collections: the need to understand the current landscape of digitization work in Canada, to recognize the unique strengths of CRKN's digitization service, and where it may fill gaps, and to develop a guiding policy for adding new material to the Collections. The role of the HCPTG is to respond to these challenges proactively on behalf of CRKN.

CRKN's heritage program is also a significant focus of the CRKN 2019-2024 Strategic Plan. Following the combination and throughout 2019, CRKN undertook a significant consultation period in preparing for the new Strategic Plan. As the first strategic plan that represented CRKN's newly expanded mandate, a new vision and mission were developed:

> **Vision:** The world's knowledge is accessible by all.

> **Mission**: CRKN advances interconnected, sustainable access to the world's research and to Canada's documentary heritage content.

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Landscape Analysis

The HCPTG recognized the need to gather information about how others in the GLAM community were approaching digitization. This involved investigating the adopted principles and criteria, digitization strategies, as well as the materials prioritized for digitization. The task group took a three-step approach to gathering this information:

1. An environmental scan of general strategies and practices around digitization
2. An environmental scan relating specifically to newspaper digitization, and,
3. A survey of CRKN members and stakeholders

Environmental Scan of General Strategies and Priorities around Digitization

The goal of the environmental scan was to define and understand the digitization priorities of member and stakeholder institutions, as well as strategies and the principles they have adopted around digitization.

In addition, the environmental scan was used to identify questions to be included in the HCPTG survey, as well as identify stakeholders to include as part of the survey.

The environmental scan comprised 36 GLAMs across Canada and was based on information available on their institutional websites. While the analysis that resulted from the environmental scan is not intended to make an exhaustive inventory of all large-scale digitization projects across Canada, it does establish a representative sample of institutions that are digitizing Canadian content. In choosing the 36 institutions, the following selection criteria were used:

- **Broad scope**: Galleries, libraries, archives, and museums that are both members and non-members of CRKN
- **Digitization at scale**: The quantity of documents scanned must be significant. Excluded are institutions that hold large collections of Canadian heritage content but who have little digitized content, or their digitized content is controlled access
- **Geographically representative**: Where possible, all provinces and territories in Canada should be represented

Outcomes

The 36 institutions that were identified during the environmental scan are listed in Appendix B.

The environmental scan showed that few institutions have their strategic plans (including principles and criteria) for digitization or digital preservation available on their websites. On the rare occasion that institutions did publish such plans, it was often buried several layers deep within their sites. Discoverability of this information was lacking and highly variable in scope and depth.

An environmental scan of national-level digital heritage initiatives, both in Canada and around the world, was also carried out. Understanding how national digital heritage is conceived of across a small sample of countries provides potential guidance on setting the scope for Canadiana. In Canada, the National Heritage Digitization Strategy (NHDS) has made inroads regarding national approaches to digital heritage access and preservation, and has identified useful criteria for focused efforts around content in its Draft Content Strategy.

As well, an initial conversation was held with the Canadian Collective Print Strategy Working Group, co-chaired by CARL and LAC. The national shared print network will be analyzing collective print collections in Canada. A significant factor in determining the level of risk of print collections is to assess whether digital surrogates exist, and what digital preservation measures are in place for their long-term stewardship. While it will be out of scope for the shared print network to digitize the material it considers and archives, there is an opportunity to link print collection analysis work with national digitization efforts.

Recommendation: It is recommended that CRKN work collaboratively with the Canadian Collective Print Strategy Working Group as it analyzes collective print collections in Canada. A significant factor in determining the level of risk of print collections is to assess whether digital surrogates exist, and what digital preservation measures are in place for their long-term stewardship. Partnership and collaboration initiatives exist as the community links national collection analysis with national digitization efforts.

See Appendix B for a summary of findings on national projects.

Environmental Scan of Newspaper Digitization

There is growing awareness that newspaper digitization, with evolving text analysis tools, can support academic research in new directions. Europe in particular is leading the way in utilizing newspaper collections as data for humanities research.

The [NHDS Prioritizing National Digitization Projects Survey](#) of 2018 found that "newspapers were by far the most highly prioritized material" among respondents. Since April 2018, CRKN has digitized close to half a million pages of newspapers (over 58,000 issues), building upon the newspaper digitization project launched by Canadiana.org in 2016. With the goal of supplementing survey results, and recognizing the aforementioned interest in newspaper digitization, the HCPTG undertook a scan of newspaper digitization projects in the GLAM community.

Canada, unlike many other countries (for example [Chronicling America](#) in the United States and [Trove](#) in Australia), does not have a national newspaper digitization program. With the lack of such a program, public libraries, historical societies, provincial and local archives, as well as university libraries and archives, are left to fill the void, digitizing their local newspapers, often in piece-meal fashion. In doing so, Canadian institutions face many challenges, such as copyright and permissions issues. Individual institutions do their best to manage these issues, but do not necessarily have the expertise that is often required. Lack of funding is also a constant challenge. Canada lags far behind places like the United States, United Kingdom, and Australia for funding newspaper digitization, and most projects in Canada have relied on one-time grants, volunteers, and non-government contributions to move forward.

Added to these already substantial challenges is the fact that the newspaper industry is undergoing transformational change. Newspapers are regularly closing or being amalgamated, and corporations are buying up local community papers. With these developments, there is a fear that large quantities of newspaper content could be lost forever. Meanwhile, working with large media companies for permissions to digitize newspapers still under copyright, as well as preservation of shuttered newspaper archives, are ongoing challenges for GLAM organizations.

A further obstacle lies in simply trying to discover what has been digitized and what has not. There is no national inventory or index and the most comprehensive listing, by province, of both free and subscription sites is on a US-based

genealogy website called [The Ancestor Hunt](#). With no national index, it is often challenging for organizations to avoid duplicating digitization efforts.

To add to the complexity of the situation, while many of the digitized newspapers are freely accessible, some content is behind paywalls (for example, [newspapers.com](#) and [newspaperarchive.com](#)). It is worth noting that newspaperarchive.com is scraping content from some freely available public sites and adding to their content, and publishing companies such as Postmedia appear to be making deals with subscription sites to digitize their newspaper holdings and put them behind a paywall.

Library and Archives Canada is currently working on a newspaper strategy with national implications. In their research they have found that while client demand for newspapers as a research tool is high, they have growing gaps in their own newspaper collection. While the main parts of the strategy are LAC-focused, of wider interest are the sub-objectives to:

- establish a nationally discoverable comprehensive collection of Canadian newspapers
- provide digital access whenever possible
- ensure long-term access and preservation

Recommendation: It is recommended that CRKN work collaboratively with Bibliothèque et Archives nationales du Québec (BAnQ) and Library and Archives Canada (LAC) and other major organizations (OurDigitalWorld, Internet Archive Canada) on solutions to enable digitization, access and digital preservation of newspapers.

Member and Stakeholder Survey Summary

At the 2019 CRKN Conference, in a session convened by Rebecca Graham (University Librarian, University of Guelph; Chair, PAC); Dan Mirau (Director, Concordia University of Edmonton; Chair, HCPTG) and Mark Jordan (Head of Library Systems, Simon Fraser University; Chair, PTTG) on Digital Heritage Content, CRKN members were asked for their feedback and insights on several questions relating to CRKN's digital heritage program. These questions focused on the future scope of the Canadiana Collections, ways to improve discoverability of the collections, and member feedback on CRKN's digitization, preservation, and hosting services.

When asked how CRKN should select and prioritize new digitization projects, conference attendees suggested several criteria:

- open access
- unique
- of national significance
- held by CRKN members
- meets the copyright and permissions requirement, as well as content type and metadata standards to be added to the Canadiana Collections

Some members indicated an interest in having their digitized collections preserved in CRKN's Trustworthy Digital Repository (TDR), while other members mentioned that their institution already has preservation infrastructure.

Building on the findings of the 2019 conference session, the PAC and the HCPTG determined it would be beneficial to consult in more detail with CRKN members and stakeholders regarding their digitization, hosting, and preservation strategies, priorities, and needs. In late April 2020, a survey was launched to both members and stakeholders.

In total, 72 organizations participated: 44 member organizations and 28 stakeholders.

Member Survey

The response rate from CRKN members was close to 55%. The sample was determined to be fairly representative of CRKN's membership, with both large, medium and small institutions responding.

The survey found that CRKN members are strongly engaging in digitization, hosting and preservation activities:

- The majority of members who responded (64%) have created or are in process of creating a digitization strategy
- 50% of members who responded have their own dedicated digitization unit and a further approximately 20% have a spread of digitization activity throughout their organization (Special Collections and Archives are frequently cited)
- Close to 50% of members who responded describe digitization as an ongoing program at their institutions
- Members own a wide variety of equipment and have staff with expertise in many types of digitization

The survey found that the main reasons for digitization are: historical/cultural value of the item, increased access to the item, and reduced wear and tear through digitization of the original item.

Photographs and slides were the most frequently mentioned item that members are currently digitizing with 91% of members involved in digitization, mentioning it. This is closely followed by archival collections (mentioned by 86%), audio recordings (76%), films and videos (74%) and rare and fragile items (74%).

Challenges related to digitization included lack of funding, qualified staff, and necessary equipment, and issues around rights management.

The survey also found strong member interest in CRKN's digitization, hosting and preservation services. When asked if they would consider using CRKN's digitization services, 45% indicated "yes", with four respondents noting that they currently have a project in mind. A similar number (40%) said that they were "unsure", questioning the cost-effectiveness of working with CRKN and its ability to handle large projects. Interest in access and preservation services is very strong with 60% interested in having their digital content integrated into the Canadiana collection; 40% indicating an interest in preserving their digital content in CRKN's TDR, and 20% indicating interest in a hosted portal.

Recommendation: The survey confirmed a strong member interest in adding content to the Canadiana Collections and having it preserved in the TDR. As a result, it is recommended that digitization, hosting, and long-term preservation services be clearly identified and made available to both members and stakeholders. CRKN should launch a targeted marketing campaign to increase awareness among members and stakeholders of the strengths and capacity of CRKN's digitization and preservation services.

Members were asked for feedback on how the Canadiana Collections should evolve. The survey found very strong member interest in the continued development of the collections, with close to 50% of members indicating that it is "very important" and a further 40% indicating that it was "somewhat important" that CRKN continue to add new content to the collections.

When asked which materials should be added to the collections, material relating to groups that have been underrepresented in Canadian documentary heritage received the strongest support. One-third of members chose it as their top priority, while a further one-third chose it as their second priority. As one member noted in the survey:

"I think providing access to material people don't even know exists/content that is/has little awareness outside of community members is really important. Part of marginalization is erasure from the historical record to isolate people. Re-enfranchising marginalized people to the historical record is very important, BUT it needs to be done appropriately, in consultation with the groups, and with an eye to potential harm open access can cause. Open access is fundamentally inappropriate for some materials (think Indigenous traditional knowledge)."

Following very closely in priority were at risk materials. High interest archival collections and newspapers also received strong support.

Recommendation: The Canadiana Collections should be enhanced with 1) content that is more reflective of the diversity of Canadians; 2) at risk materials; 3) high interest archival collections; and 4) newspapers. CRKN should consider focusing its efforts in these areas through the creation of collection development strategies developed in collaboration with members.

Interestingly, the HCPTG survey found that support for newspaper digitization among CRKN members was not as strong as found in the results of the NHDS survey. The HCPTG survey found it ranked 4th in priorities, behind material from marginalized groups, at risk materials and high interest archival fonds. This variance in findings may be attributed to the differing demographics of respondents. A majority (57%) of respondents for the NHDS survey identified as genealogists, while librarians and archivists respectively made up 15% and 11% of the respondents. These are quite different demographics than from the HCPTG survey, where at least 70% of respondents identified themselves as either an archivist or a librarian.

When asked the open-ended question "How can CRKN best support digitization and preservation of heritage content?" members frequently mentioned the importance of collaborating both with members and key stakeholders, working towards trying to secure funding for digitization, and sharing expertise.

Specifically, some of the comments made include the following:

- "Openly endorse cross-institutional collaboration; make it easy for other institutions to add their content."
- "Offer more assistance to digitize content held by Canadian institutions knowing that budgets and funding for this work is limited."
- "To help with large mass/bulk digitization projects."
- "Subsidized digitization services; digitization advisor to assist with questions and formation of institutional strategies"
- "CRKN should lead coordination on a national scale of digitization priorities and projects."
- "CRKN can best support these efforts through its continued active support of ongoing national initiatives like the National Heritage Digitization Strategy and the work being done by groups like CARL, CCA and other national bodies dealing with various aspects of this work. CRKN should work closely with these groups to develop strategies for the securing of sustainable funding and for the development and promotion of achievable digitization standards, staff core competencies and training."
- "Provide training and workshops, more awareness of digitization"

- "Facilitate the development of a national digitization and preservation network, to increase communication and partnerships between institutions. For example, we'd love to share expertise and learn about what is being digitized at other institutions to develop partnerships, similar to the data community."
- "By providing low-cost, high-volume digitization services for various media"
- "Recognizing the importance of collections held in small and medium sized institutions across the country, work to provide grant funding for digitization & description projects. Very often this can't be done with existing staff complement, so we will need to hire project staff to carry out large-scale digitization."
- "By helping institutions to help themselves and you. CRKN could work on finding grant funding opportunities like the NHDS to assist with big digitization projects at member locations that can be shared in Canadiana. CRKN could create a stable of specialized/ hard to obtain equipment that could be loaned out to facilitate digitization projects at member locations that can be shared in Canadiana. CRKN could quarterback and provide secretariat support to national initiatives to save at risk material"
- "I think sharing procedures, workflows and details on equipment and software used would be a great way to encourage further digitization of these materials within the archival community."

Stakeholder Survey

Twenty-eight stakeholders responded to the survey. A cross section of organizations responded: museums (7), archives (7), libraries (5), historical/heritage societies (4), museum and gallery (1) museum and archives (1), other (3). Respondents included institutions from various levels of government: federal, provincial, and municipal, as well as private institutions.

Overall, respondents are moderately engaged in digitization. Almost two-thirds (64%) indicated that they had created or were in process of creating a digitization strategy. Twenty-eight percent of respondents had a dedicated digitization unit. For most, digitization was carried out by various staff, as part of their duties, including summer students and volunteers. While not as strong as for members, stakeholders expressed they had good expertise using a variety of scanners, and they owned a variety of scanning equipment, such as digital cameras, map or large format scanners, and book scanners. Like members, stakeholders are carrying out a wide variety of digitization projects. And similar to members, the main challenge facing stakeholders is a lack of funding, lack of necessary equipment, problems creating good quality metadata and issues around rights management.

Compared with member results, the stakeholder survey indicates a more moderate interest in CRKN's digitization, hosting and preservation services. Only 10% (compared with 45% of members) stated that they would consider using CRKN's digitization services. The majority felt "unsure", with several noting that they were unaware of these services .As well, interest in CRKN's hosting and preservation services is moderate with 25% expressing an interest in having their digital content integrated into the Canadiana collection; 15% indicating an interest in preserving their digital content in CRKN's TDR, and 15% indicating interest in a hosted portal.

When asked the open-ended question "How can CRKN best support digitization and preservation of heritage content?", stakeholders indicated the importance of working with small and local organizations, as they often hold the histories of marginalized and under-represented communities. Stakeholders indicated that they could use assistance with funding and with advocacy. It appears, not surprisingly, that smaller GLAM organizations are struggling with getting their digitization and preservation programs off the ground. As one respondent noted: "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."

Recommendation: More focus should be made in engaging with small and local GLAM organizations, as they often hold the histories of marginalized and under-represented communities. When engaging with Indigenous organizations, respect should be paid to cultural protocols. As well, a coordinated approach should be taken, collaborating with other organizations, so that Indigenous communities are not overwhelmed by requests for assistance. Many CRKN member institutions have already developed extensive relationships with local organizations and cultural communities, and these relationships should be respected and, when possible, leveraged, to the benefit of all parties.

Recommendation: Policy toolkits and resources for developing digitization and heritage preservation strategies should be developed for members and stakeholders. This should be done in conjunction with other organizations (e.g. the NHDS) that are also developing resources in this area.

Recommendation: CRKN convene different types of fora (such as conferences or virtual meetings) to enable an exchange of expertise on topics such as digitization strategies and priorities, the logistics of sharing of equipment, digital preservation, funding opportunities, and more.

Canadiana Collections Scope

Historically, the Canadiana Collections have been built project by project, with principles and criteria created for each individual project. While this approach met the historical funding needs of Canadiana.org, it lacked a holistic scope and vision for the collections as a whole. Building upon the findings of the environmental scan, member and stakeholder surveys, historical approaches, and CRKN's current strategic plan, the HCPTG recommends the following principles to define the scope of the Canadiana Collections.

Preamble

Like the rich and diverse community which it serves, the Canadiana Collections should contain content that meets Canadian research needs and is representative of all of Canada's peoples. Recognizing the importance of preserved and accessible historical content for research across a broad range of fields and disciplines, the Canadiana Collections will be accessible to all Canadians and to the world, recognizing that in some instances, accessibility needs to be limited in order to respect the traditional knowledge of Indigenous communities. As a collection that historically has been and currently is supported largely by CRKN members, it is imperative that these collections reflect the ever-changing priorities and needs of those members.

Principles

The following principles should guide decision-making around adding content to the Canadiana Collections:

Representative: The Canadiana Collections will be developed to represent the geographic, socio-cultural, and linguistic diversity of Canada with a view to historically under-represented and marginalized voices and communities.

Collaborative: The Canadiana Collections will be developed in close collaboration with CRKN members, stakeholders, and other partner organizations to ensure alignment of priorities and to avoid duplication of effort.

Open Access: The Canadiana Collections will focus on open access content when possible, recognizing that some valued materials, for cultural reasons, may not be appropriate for open access.

Criteria for Selection and Prioritization of Digitization and Preservation Projects

CRKN currently works with memory institutions to digitize Canadian heritage content to be added to the Canadiana Collections. With the goal of making more Canadian heritage content available to both national and international audiences, CRKN and its members are presented with the opportunity to prioritize what material will be digitized, preserved and made accessible with the Canadiana. With this in mind, the HCPTG is recommending a process to assist CRKN in its consideration of proposed heritage digitization projects for the Canadiana Collections. This process is based on Diane Vogt-O'Connor's framework as presented in "Selection of Material for Scanning." In *Handbook for Digital Projects: A Management Tool for Preservation and Access.* Edited by Maxine K. Sitts, 45-73. Northeast Document Conservation Centre: Andover, Massachusetts, 2000.

In exploring digitization projects, a number of criteria may be considered to determine the feasibility and appropriateness of adding this content to the Collections. Chief among these are the following:

- **Heritage Content Assessment**
- **Use-based Assessment**
- **Feasibility Assessment**
- **Timeline Assessment**

Heritage Content Assessment

Broadly speaking, content that is being considered for digitization and inclusion within the Canadiana Collections should highlight the global significance of Canada's heritage. In addition, this heritage material should represent the geographic, socio-cultural, and linguistic diversity of Canada.

Recommendation: The assessment of materials to be added to the Canadiana Collections should be carried out by an advisory committee made up of a diverse group of researchers, librarians, archivists, and others in the field of cultural heritage. The advisory committee should be a standing committee reporting directly to the PAC, with members appointed by the PAC. Members of the advisory committee, as well as CRKN staff who work closely with the Canadiana Collections, should participate in professional learning relating to Indigenous histories and contemporary issues.

Material of high value would include content that was highlighted in the survey as being of high importance to CRKN members: 1) content relating to marginalized communities, 2) at risk content, 3) high-interest archival collections and 4) newspapers.

In keeping with the CRKN Strategic Plan (2019-2024), which endeavours to respect Indigenous Ways of Knowing, the advisory committee, when assessing material related to Indigenous peoples and communities, are encouraged to review documents such as the First Nations Principles of Ownership, Control, Access and Possession (OCAP) as well as the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the United Nations Joinet-Orentlicher Principles (and its addendum).

The following assessment rubric may be used in evaluating content to be added to the Canadiana Collections.

	High Value	Medium Value	Low Value
Content Assessment	a) Material would be of high value to a broad range of researchers	a) Material would be of moderate value to a broad range of researchers	a) Material would be of low value to a broad range of researchers
	b) Material relates to marginalized communities or is at risk	b) Material relates to high-interest archival collections or newspapers	b) Material is not one that was identified as being of high importance in the HCPTG survey
Score	3 points per criteria	2 points per criteria	1 point per criteria

Use-based Assessment

The purpose of the Canadiana Collections is to make available heritage content that will be accessed and used by both national and international audiences. Recognizing that use-base assessments may, at times, unintentionally prioritize content that is representative of dominant cultures, the HCPTG recommends that the memory institution proposing an item/collection of heritage material for digitization and inclusion in the Canadiana Collections to describe anticipated future use, based on locally observed user and use patterns. The following scoring rubric may be used to help assess anticipated content-use:

	High use	Moderate Use	Low use
	14-20+	7-13	1-6
Score	6 points	3 points	1 point

Feasibility Assessment

A feasibility assessment involves reviewing project factors that may determine the likelihood of its success. The first of these is the consideration of rights-issues associated with the collection. This includes copyright and privacy concerns, and imposed restrictions (tolerable and intolerable) on use.

Format and technical considerations, including the material condition (fragile or stable) and quality of legacy media (outdated audio/video formats), should be weighed against CRKN's capacity to migrate the content to a contemporary digital standard. Technical considerations also include the availability of granular metadata that will be integral to the preservation and use of the digitized heritage content.

The feasibility assessment can be completed using the scoring rubric below:

	High Feasibility	**Moderate Feasibility**	**Low Feasibility**
	Risk: Materials are contained in adequate storage and are undamaged. Materials suffer from regular processes of aging **Legacy Media:** Appropriate quality for digitization **Copyright:** No longer covered by copyright provisions/licensed for reproduction (proof of authorization contained in application) **Privacy:** No personal information is contained in the collection **Imposed Restrictions:** None **Metadata:** Granular metadata available	**Risk:** Material is in fair condition and is moderately fragile **Legacy Media:** Quality presents some challenges **Copyright:** Permissions are under negotiation, copyright protections end in 5 years **Privacy:** Some private information, but approved for widespread use **Imposed Restrictions:** Any that would limit access for 2-5 years **Metadata:** Subpar metadata available	**Risk:** Chemically unstable; self-destructing, damaging materials around them; posing health hazards **Legacy Media:** Poor quality – cannot ensure quality digitization **Copyright:** Collection falls under copyright protections and no rights have been granted **Privacy:** Personal information is contained in the collection **Imposed Restrictions:** Any that would limit access for 5-10 years **Metadata:** None available
Score	3 points for each category if more than 10% of the collection falls under the high feasibility criteria	2 points for each category if less than 10% is high feasibility criteria. 2 points for each category if no high feasibility criteria but 10% or more is moderate criteria	1 point for each category if less than 1% high feasibility criteria and less than 10% is moderate criteria

Timeline Assessment

Given the volume of project proposals for digitization and Canadiana-inclusion, the proposed advisory committee, with assistance from CRKN staff, will assess the scope and duration of each project to help ensure its successful completion. Here, realistic timelines are determined between CRKN and the partnering memory institutions to help assist CRKN staff with planning for successive projects, digitization equipment set-up, as well as human resource planning.

Please see the timeline scoring rubric below:

Timeline Equipment needs Human Resources	**Low:** Smaller, or shorter project duration CRKN has the required equipment to accommodate the material CRKN has the personnel required	**Moderate:** Slightly longer project duration CRKN does not have the required equipment but can obtain it with additional effort Additional personnel required, either through additional effort (grants), collaboration or hiring	**High:** Longer project duration Not likely to obtain required equipment or location challenges Personnel not available
Score	3 points per criteria	2 points per criteria	1 point per criteria

In this rubric, criteria can be selected from several measures. For instance, the timeline consideration could be low, but the human resource requirements might be more moderate. In that scenario, three points would be allocated for the timeline, and two points for the human resource needs.

Once all rubrics have been scored, a final tally will provide a numeric figure to help CRKN prioritize projects based on all considerations. It should be noted that cases may arise where certain factors, such as the risk associated with leaving the collection undigitized or the historic value of a collection, may overwhelm other considerations, undermining the rubric approach. In this instance, additional conversations between CRKN, the advisory committee and the nominating organization should occur to address additional concerns and determine an alternative approach.

Digitization, Hosting and Preservation Services

Background

As well as digitizing, hosting, and preserving material for the Canadiana and Héritage collections, CRKN also digitizes, hosts, and preserves for members, as well as organizations such as public libraries, museums, archives, and government agencies, on a fee for service basis.

CRKN's digitization program has its roots in the 1990s, when Canadiana.org moved from producing microfiche to creating digital collections. Over time, first Canadiana.org and subsequently CRKN has built up a strong digitization infrastructure, in terms of staff, equipment and software. CRKN currently has three book scanners (including a scanner with a "v" cradle), three microfilm scanners, a microfiche scanner, a slide scanner, and a scanner for digitizing photographs.

For the past ten years, CRKN has been providing full lifecycle support for members and stakeholders to digitize, host, or preserve their documentary heritage. Services offered include high quality digitization, mass digitization, optical character recognition (OCR), metadata creation and enhancement, and hosting, as well as preservation in the certified Canadiana Trustworthy Digital Repository (TDR). CRKN regularly digitizes, hosts, and preserves materials from print, photographic negatives, slides, microfilm and microfiche for members and stakeholders. Over eight million pages of material from members and stakeholders is currently hosted online and preserved in the TDR, the great majority being freely accessible. This service for a fee work helps to fulfill CRKN's core mission of advancing interconnected, sustainable access to the world's research and to Canada's documentary heritage content.

Criteria for Assessing and Prioritizing External Projects

Currently, CRKN devotes approximately half of its digitization-related resources to digitizing content for the Canadiana Collections, and half for digitizing external fee-based projects. With limited resources available, when CRKN is faced with a large number of potential projects, CRKN staff will need a way to evaluate and prioritize these projects. Projects should be strategically evaluated so that those with the most benefit to CRKN and its members are given higher priority than those that would be less beneficial. As well, projects need to be assessed to ensure that CRKN is aware of the risks involved.

While it is recommended that assessment of projects for the Canadiana Collections should be carried out by a newly struck advisory committee, the HCPTG recommends that assessment for external projects be carried out by CRKN staff under the guidance of the PAC. Specifically, it is anticipated that a team consisting of the Senior Director, Strategy and Engagement, the Manager, Digitization and Heritage Collections, and the Heritage Projects and Partnership Coordinator, will be responsible for assessing and prioritizing projects. Additional staff will be consulted as needed to provide technical expertise to the assessment team. Staff will provide regular updates on external projects to the PAC.

Criteria for Assessing and Prioritizing External Digitization and Preservation Projects

The HCPTG recommends using the following process to evaluate and prioritize external projects.**:**

Value Assessment

The value of a project will be assessed based on the perceived value of its content, how accessible it will be to the public, whether or not the project is with a member, a stakeholder or other entity, and the strategic opportunities that it offers CRKN.

1. *Content Assessment*

   Priority will be given to projects containing material that would be of benefit to the research community.

   Material of high value is considered as: 1) content relating to marginalized or under-represented communities, 2) at risk content, 3) high-interest archival collections and 4) newspapers.

   Content that further enhances the Canadiana Collections, particularly monographs, serials, and official publications published prior to 1930, would also be prioritized, especially if the client is willing to allow the content to be added to the collections and made openly available.

2. *Public Access Assessment*

   Material that will not be open access will be given lower priority. However, it is recognized that some material should not be made open access due to cultural considerations and that such material should not be valued lower in priority.

3. *Organization Assessment*

CRKN will prioritize projects for its members over projects for non-members. As well, projects for non-profits and key stakeholders will be prioritized over projects for commercial or for-profit organizations.

4. *Strategic Opportunities Assessment*

Projects that provide strategic opportunities for CRKN will be prioritized. Opportunities may include developing a strategic partnership and the generation of revenue that can be reinvested in the overall program.

The following scoring rubric may be used to help assess value:

	High Value	**Medium Value**	**Low Value**
Content Assessment	a) Material would be of high value to a broad range of researchers	a) Material would be of moderate value to a broad range of researchers	a) Material would be of low value to a broad range of researchers
	b) Material relates to marginalized communities or is at risk	b) Material relates to high-interest archival collections or newspapers	b) Material is not one that was identified as being of high importance in the HCPTG survey
Public Access Assessment	Material fits under Canadiana scope and can be added to the Canadiana Collections, or material is controlled access due to cultural considerations	Material will not be added to Canadiana, but will be publicly accessible on another platform	Material will not be publicly accessible on any platform and material is not controlled access due to cultural considerations
Organization Assessment	CRKN Member or Associate Member	Not a CRKN Member or Associate Member, but a non-profit or a key stakeholder	Not a CRKN Member or Associate Member, nor a non-profit, nor a key stakeholder
Strategic Opportunities Assessment	The project offers strategic opportunities for CRKN	The project offers moderate opportunities for CRKN	The project offers low or no opportunities for CRKN
Score	3 points per criteria	2 points per criteria	1 point per criteria

Risk Assessment

The risk of a project will be assessed based on financial risk, equipment risk, the condition of the material to be digitized, and CRKN's capacity to complete the project.

1. *Financial Risk Assessment:*

Projects that run the risk of being underpriced and therefore not recovering costs or generating revenue should be accepted cautiously.

2. *Equipment Risk Assessment:*

Projects that will be carried out on machines that are temperamental or prone to frequent breakdowns should be scored as higher risk than projects that will be carried out on more reliable machines. In addition, projects that require new equipment may be scored as a higher risk.

3. *Condition of Material Risk Assessment:*

Material that can be digitized with relative ease will be prioritized

4. *Capacity Risk Assessment:*

Risk will be evaluated against staff and machine capacity.

	High Risk	Moderate Risk	Low Risk
Financial Risk Assessment	The project runs a high risk of not recovering costs	The project runs a moderate risk of not recovering costs	The project runs a low risk of not recovering costs
Equipment Risk Assessment	There is a high risk of scanning equipment breaking down or software failing during the project	There is a moderate risk of scanning equipment breaking down or software failing during the project	There is a low risk of scanning equipment breaking down or software failing during the project
Condition of Material Risk Assessment	a) Material is in poor condition and is not stable and will be difficult to scan b) Material cannot be easily digitized	a) Material is in fair condition and is moderately fragile b) Material can be digitized with moderate ease on the equipment available	a) Material is in good to excellent condition, is not fragile, and should scan with relative ease b) Material can be digitized with relative ease on the equipment available
CRKN Capacity Risk Assessment	CRKN does not have capacity to carry out the project in the time frame specified	CRKN may or may not have the capacity to carry out the project in the time frame specified	CRKN has the capacity to carry out the project in the time frame specified
Score	3 points per criteria	2 points per criteria	1 point per criteria

Scoring

In order to determine the overall score, the Risk Assessment score should be subtracted from the Value Assessment score.

At all times, CRKN staff will provide project assessments to the PAC for review and comment.

Recommendation: A series of assessments (content, usage, feasibility, and timeline) should be used to evaluate and prioritize materials to be added to the Canadiana Collections. A complementary series of assessments, including content, access, organization, strategic opportunities, technical, and feasibility should be used to evaluate and prioritize third-party digitization projects.

Increasing Discoverability

The impact of the Canadiana Collections is determined by its discoverability. Simply put, if researchers cannot find the collections and their content, or are not aware of them, they will not use them, cite them, or share them with their colleagues and communities. As CRKN holds strong relationships with its member libraries and a large number of CRKN members have been long-time supporters of Canadiana, many of CRKN's initial discoverability efforts have been focused on libraries. By providing enhanced metadata as MARC records and KBART files, libraries can incorporate Canadiana content in their discovery systems. This means that library users can more conveniently find the content they are looking for when they search library catalogues or OCLC's Worldcat database. CRKN has also entered into agreements with Ebsco and Ex Libris to provide additional metadata to provide more robust discovery in their products.

CRKN staff have been actively updating metadata. CRKN has also begun the first phase of a multi-phase project to decolonize Canadiana metadata in order to accurately and respectfully describe Canadiana content. In July 2020, a rights statement pilot project was initiated in order to provide copyright-related information with the ultimate goal of fulfilling CRKN's commitment to making the Canadiana Collections open access. Similarly, a transcription pilot project is currently underway to evaluate the feasibility of handwritten materials being "crowd-sourced" transcribed where OCR technology is unsuccessful. With an eye to the future, CRKN is currently investigating the feasibility of implementing BIBFRAME, the successor to the MARC standard, which incorporates linked open data.

Recommendation: In addition to steps already taken, CRKN should investigate and implement measures to further increase the discoverability of the Canadiana Collections.

Shorter term measures

- Making Canadiana's "hidden" newspaper collection more prominent and easier to navigate.
- Organizing the complex Government Publications collection so that it is easier to navigate.
- Extending the transcription project.

Longer term measures

- Experimenting with intelligent character recognition (ICR), which is similar to optical character recognition (OCR) except it is intended for hand-written text.
- Setting guidelines for priorities for OCRing the Héritage collection.
- Creating file and item level metadata for priority collections in Héritage.

- Re-OCRing documents in Canadiana. The earliest documents were OCR'd over 20 years ago. Given the improvements in technology that have taken place since then, it would be worthwhile to begin re-OCRing the collection, starting with the documents that were the first to be added to the collection
- Creating a searchable database of interesting images from the collections. There are some amazing images hidden amongst the 60 million images in the Canadiana Collections.
- Developing the mechanisms for curated thematic collections.

CRKN should continue to increase discoverability of the collections in line with common practices (where applicable), with input from members, and guidance from the PAC. Some of the discoverability measures mentioned above can be done in a relatively short time frame, but most will require a significant investment of resources. As a first step, CRKN staff should work with the PAC to establish priorities, focusing on measures that will give researchers the best return on investment.

Implementation of Recommendations

Recommendation: For those recommendations which are adopted, the HCPTG recommends that CRKN allows at least a four-month period for CRKN to transition to new processes. This transition period could be from December 2020 to the end of March 2021.

During that time, it is recommended that CRKN, under guidance of the PAC, carry out the following activities:

- Create a procedure for soliciting new projects for materials to be added to the Canadiana Collections.
- Develop the terms of reference for an advisory committee whose main function will be to evaluate project proposals for adding material to the Canadiana Collections.
- Under the guidance of the PAC and collaborating with members and stakeholders, define and scope ongoing digitization of newspapers.
- Continue internal work on updating pricing for CRKN's digitization, hosting and preservation services
- Further develop models of service for CRKN's digitization, hosting and preservation services.

Appendices

Appendix A: HCPTG Terms of Reference

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Heritage Content Priorities Task Group

Terms of Reference

Approved: Preservation & Access Committee, October 5, 2018
Revised and Approved: Preservation & Access Committee, May 15, 2019

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Objective:

The objective of the Heritage Content Priorities Task Group (HCPTG) is to establish a scope of work for the development and enhancement of Canadiana content through 1) principles for content inclusion; 2) guidelines for digitization criteria and priorities; and 3) recommendations to increase discoverability. The work of the HCPTG will integrate the priorities of the CRKN membership and will strive to work with the broader Canadian heritage community.

In addition, the HCPTG will make recommendations on principles and criteria that CRKN staff may use in evaluating and prioritizing revenue generating projects of digitization, preservation and hosting undertaken for third-party clients.

The HCPTG will deliver a final report, including recommendations to both the Preservation and Access Committee (PAC), and the Content Strategy Committee (CSC) by September 2020. In the interim, the HCPTG will make recommendations to the Preservation and Access Committee (PAC) and the Board that supports the ongoing development of Canadiana content.

Goals:

1. Review the content and structure of the Canadiana collections as well as any existing Canadiana collection development strategies.

2. Consult with key stakeholders during the development of goals 3 and 4, including but not limited to LAC, BAnQ and NHDS. Consult with these stakeholders to better define the landscape of digitized heritage content in Canada in order to set priorities for the Canadiana collections.

3. Develop a set of principles that will define a scope of content for the Canadiana collections.

4. Develop criteria based on the above principles that will facilitate the selection of projects and prioritization of work within various streams of collection development and enhancement.

5. Recommend criteria by which revenue-generating digitization and hosting projects that CRKN may undertake should be assessed and recommend priorities for accepting these projects.

Membership:

- One (1) current member of the Content Strategy Committee (CSC), appointed by the CSC.
- One (1) current member of the PAC, appointed by the PAC.

- One (1) member of the former CRKN Advisory Committee on Héritage Priorities, if available, appointed by the PAC.
- Up to five (5) librarians, archivists or curators with collection development experience from CRKN's member institutions, who shall, when possible, reflect the diversity of CRKN membership (small, medium, and large institutions) and regional diversity appointed by the PAC.

A CRKN staff member shall be appointed by the Executive Director to provide support to the HCPTG. In consultation with the Chair, other CRKN staff may be called upon to participate in meetings as resource personnel, as required.

Appointment Process:

The members of the HCPTG will be appointed, as noted above, by either the PAC or the CSC for the duration of the HCPTG. As the HCPTG will function for a fixed duration, no rotation of member terms is expected.

Chair:

Either the CSC representative or the PAC representative will serve as Chair of the HCPTG, as willing, and by agreement with the Chair of the PAC.

Meetings:

Meetings will be held using web-meeting facilities as the Chair may determine. A minimum of 4 and maximum of 10 meetings are anticipated.

Meetings may be held at any time provided written notice has been given to each task group member at least 7 days, exclusive of the day on which notice is given, before the meeting is to take place. Notice of meetings may be waived by unanimous written consent of HCPTG members.

Quorum for meetings is a majority of (non-staff) HCPTG members.

Lines of Accountability and Communication:

The HCPTG is primarily accountable to the PAC with reporting also to the CSC.

The Chair of the HCPTG reports on its activities to both the PAC and the CSC, and submits written recommendations as required for the consideration of the PAC and CSC.

The HCPTG will take a consultative approach to its work, engaging members and stakeholders as appropriate.

Financial and Administrative Policies:

Service on the HCPTG is non-remunerative;

Travel and meeting expenses for HCPTG members will be reimbursed according to the policies and procedures of CRKN.

Members of the HCPTG will comply with Board-approved conflict of interest guidelines and procedures.

Timeframe:

It is expected that the HCPTG will be formed and begin work in February 2019, and will deliver a final report, including recommendations to both the PAC, and the CSC by September 2020. As such, no rotation of member terms is expected.

Appendix B: Environmental Scan: institutions reviewed

Institution	Stakeholder/ Member	Completed HCPTG Survey	Description
Archives de la Ville de Montréal	Member	Yes	Aerial views form the past of the city and Image Bank
Archives de la Ville de Québec	Member	Yes	La Ville de Québec conserve une riche collection de documents qui témoignent son histoire. Il est possible d'y accéder en ligne, en utilisant le moteur de recherche de la Division de la gestion des documents et des archives. Il permet d'effectuer des recherches en plein texte sur tous les fonds et collections des archives historiques de la Ville de Québec pour lesquels une description existe.
	Member	Yes	Bibliothèque et Archives nationales du Québec provides access via the Internet to digital versions of tens of thousands of Québec materials, including books, newspapers, music scores, fixed images of iconographic and cartographic items, sound recordings and government publications.
Canadian Museum of History	Stakeholder	Yes	Browse the Canadian-history-themed packages below — each is full of museum objects, archival documents, short interviews, activity suggestions and more. All content has been developed in consultation with diverse cultural communities and topic experts, and reflects current Canadian curricula.
City of Toronto Archives			The Archives holds a wide variety of records that may help you in your research. We have government records, which include Council minutes, departmental

			files and reports, and non-government records, which includes photographs, letters, and architectural plans.
City of Vancouver Archives			The City of Vancouver Archives acquires a variety of records that document the city's history.
Concordia University	Member	Yes	Archives and Library's Special Collections
Glenbow Museum			Glenbow Museum has recently begun to digitize its art and artifact collections. What you will currently find in this database is a small selection from our art, community history, military history, and Native North America collections, primarily focusing on the history of Alberta. Please check back regularly as we continue to add to this online collection.
Ingenium Canada	Stakeholder	Yes	This portal provides public access to much of the archival holdings of Ingenium. Ingenium is made up of three separate museums; the Canada Museum of Science and Technology, the Canada Aviation and Space Museum, and the Canada Agriculture and Food Museum. As part of our commitment to open data, we are offering this portal as a way to search the archival collections housed at all three institutions.
Internet Archive; Canadian Libraries			Welcome to the Canadian Libraries page. The Toronto scanning centre was established in 2004 on the campus of the University of Toronto. From its humble beginnings, Internet Archive Canada has worked with well over 50 institutions, in providing their unique material(s) with open access and sharing these collections the world over. From the Archives of the Sisters of Service to the University of Alberta, IAC has digitized approximately 522,741 unique and special collections.
L.M. Mongomery Research Centre (University of Guelph)	Member	Yes	The L.M. Montgomery Research Centre Web site is a scholarly resource designed to highlight the L.M. Montgomery Collection of the University of Guelph Library, making it visible and easily accessible to scholars and readers of Lucy Maud Montgomery.

[Library and Archive Canada](#)			Collection Search enables you to search many of the resources of Library and Archives Canada (LAC) all at once, or you can limit your search to an individual search type, such as: Library Search (search published materials held at LAC, or search many libraries across Canada). Archives Search (search descriptions of LAC's archival holdings). Ancestors Search (search by a person's name).
[McCord Museum](#)			The McCord Museum conserves and presents close to 1,500,000 objects, images and manuscripts that are irreplaceable reflections of the social history and material culture of Montreal, Quebec and Canada. Currently the online collection -- created in collaboration with seven other museums -- is made up of 147,500 artefacts. More than 130,000 artefacts held by the McCord and some 17,500 artefacts held by the partner museums are available for viewing.
[McGill University Digital Exhibitions & Collections](#)	Member	Yes	Explore more than 80 digital projects covering a wide array of subjects including, art, architecture, history and literature, engineering, medicine, maps, music, and urban design. Also Browse 17,000 digitized books from the McGill University Library Internet Archive collection. Also includes material on the fur trade in 18th and 19th century (North West Company in particular)
[Memorial University libraries](#)	Member	Yes	Welcome to Memorial University's Digital Archives Initiative (DAI), your gateway to the learning and research-based cultural resources held by Memorial University and partnering organizations. From books and maps to photographs, periodicals, video and audio, the DAI hosts a variety of collections which together reinforce the importance, past and present, of Newfoundland and Labrador's history and culture.
[Monastère des Augustines - Archives](#)			Les archives des Augustines permettent de retracer l'évolution des soins de santé, du développement social, de la vie en communauté et de l'établissement de douze hôpitaux au Québec depuis les premiers temps de la colonie.

[Musée de la Gaspésie](#)			Image bank on different subjects and the Robin fonds (The Robin company is one of Canada's most important and oldest enterprises. For over two centuries, it exported dried cod to the markets of Europe, the Caribbean and South America..More than 50 000 pages of the company's archives are digitized and available online.
[Nova Scotia Archives - Virtual Archives](#)			Your best destination for information about "the most comprehensive collection of Nova Scotia historical evidence anywhere."
[Our Digital World](#)	Member	Yes	We are a not-for-profit that is dedicated to providing an innovative and sustainable digital platform for community collections. We provide tools and services built upon collaboration and the belief that discovery and access to community content and our shared cultural assets are the foundation of identifying and enriching a community's sense of identity. As part of digital stewardship – our challenge is to assist communities with best practices and toolsets to create open, reusable and interoperable data that can be easily shared across systems and optimized for discovery.
[ROM Collections](#)			With thousands of items currently logged in its database, ROM's Online Collections is an ongoing project to digitally archive the Museum's physical collections and make them accessible for all. We are adding new objects all the time with the goal of having 100,000 ROM objects available in this database. The breadth and depth of collections will continue to grow and evolve. A team of photographers continues to digitise objects, and ROM experts, both staff and volunteers, will continue to add treasures held in the ROM's collections, and also new acquisitions, to the online collection
[Rooms Provincial Archives (NL)](#)	Stakeholder	Yes	The Rooms collects and preserves materials relevant to Newfoundland and Labrador that have an enduring legal, fiscal, evidential or research value. From government and private records to maps, photos and film, our collections cover centuries of materials that tell the story of our province and its history. These

			records, along with expertise and assistance in accessing them, are available to researchers in the Reference Room.
[Simon Fraser University Library - Digitized Collections](#)	Member	Yes	The Simon Fraser University Library digitized collections include over 130 collections, with more than 1.3 million digitized newspapers, photographs, documents, sound recordings, and other objects. Many of these collections originated with the Multicultural Canada digitization project, which grew from the conviction that the cultural groups that make up our country have little-known stories that need to be researched and told.
[Toronto Public Library Digital Archive](#)	Member	Yes	Instant access to rare historical photos, maps, books and more from Toronto Public Library.
[UBC Open Collections](#)	Member	Yes	UBC Library's Open Collections include digital photos, books, newspapers, maps, videos, theses and more. These publicly-accessible collections are constantly growing and reflect the research interests of the UBC community and beyond.
[United Church of Canada](#)			The United Church of Canada Archives houses the records of the General Council, the national body of the Church, as well as the records of the five Central Ontario Conferences – Bay of Quinte, Hamilton, London, Manitou and Toronto Conferences. Our digital collections highlight the past mission work of the United Church, including First Nations missions and Residential Schools, churches, communities and church activities. As our digital collections increase, images will be continually added to this site.
[Université de Montréal : Calypso](#)	Member	Yes	Calypso contains different canadiana collections. The most important are the Baby and Melzack collections. Recently, near 10 000 documents have been digitized. This project was realized as part of the National Heritage Digitization Strategy of Canada.

[University of Alberta : Peel's Prairie Provinces](#)	Member	Yes	This website contains both an online bibliography of books, pamphlets, and other materials related to the development of the Prairies, as well as a searchable full-text collection of many of these items. As of Summer 2013, after 10 years worth of additions, Peel contains approximately 7,500 digitized books, over 66,000 newspaper issues (4.8 million articles!), 16,000 postcards, and 1,000 maps. These materials are extremely varied – rich in both text and images, providing an extraordinarily diverse picture of the Prairie experience. Many of the items date back to the earliest days of exploration in the region and include a vast range of material dealing with every aspect of the settlement and development of the Canadian West.
[University of Alberta : Sam Steele Collection](#)	Member	Yes	The Sir Samuel Steele Collection is a family archive composed of the papers of Sam Steele, his wife Marie, their children Gertrude, Flora, and Harwood, and family friend Roger Pocock. Housed in Bruce Peel Special Collections, this extensive collection covers a period from 1870-1978 and treats a wide range of topics including Canadian police history, the Klondike Gold Rush, the Boer War of 1899–1902, Canada's role in WWI, the Legion of Frontiersmen, as well as family and social history.
[University of Calgary: Archives & Special Collections](#)			Archives and Special Collections provides access to over five linear kilometres of archival records, including theses, yearbooks, campus newspapers and the private archives of influential Canadians. The collections include rare book holdings, significant literary, historical, musical and cultural archives, collections of popular and science fiction, rare works on the Arctic, the largest collection of Canadian architectural drawings and records in the country, and the corporate records of the University of Calgary. From comic books to the EMI Music Canada Archive to the Canadian Architectural Archives to the papers of Nobel Prize winning author Alice Munro, the holdings in Archives and Special Collections attract researchers from around the world.
[University of Manitoba](#)	Member	Yes	Welcome to the Arctic Blue Books online - a searchable version of Andrew Taylor's unique index to the 19th

[Libraries: Arctic Blue Books Online](#)			Century British Parliamentary Papers concerned with the Canadian Arctic. Thanks to a project funded by the Winnipeg Foundation and completed in March 2003 by Julianna Trivers, the Arctic Blue Books have been digitized, so that the index now includes links to each page on which an index term appears.
[University of Manitoba Libraries - Digital Collections](#)	Member	Yes	UM Digital Collections is your go-to source for rare and unique digital material about the University of Manitoba and the province. UM Digital Collections aims to unify the campus' digital collections and be the sole location to preserve and provide access to the university's digital content. The material in UM Digital Collections includes images, letters, newspapers, books, and moving image and sound recordings that document the University of Manitoba's and the province's storied history.
[University of Ottawa - Digital Collections](#)	Member	Yes	The University of Ottawa Library supports a variety of digital initiatives to promote access to unique collections and ensure their preservation for future generations. Our digital collections feature scholarly books, historical maps, air photos, and archived web content relating to Indigenous health and well-being.
[University of Prince Edward Island - Island Archives Centre](#)			Prince Edward Island has made an extensive contribution to the history of a people and a country. The Island Archives Centre at the University of Prince Edward Island, in collaboration with our partners, is bringing PEI's rich history to life, making it widely available to present and future generations through complementary projects stewarding virtual artifacts.
[University of Toronto: Collections U of T](#)	Member	Yes	These digital collections were developed at the University of Toronto in collaboration with library departments, university faculty, and external partners. Digital collections have often been made possible through the generous support of funding agencies. Click on the links below to visit each digital collection website.

[University of Toronto: Fisher Digital Collections](#)	Member	Yes	The Fisher local digital collections were developed here at the University of Toronto in collaboration with the staff of Collection Digitization and Information Technology Services Department. All of our local digital collections provide page images, enhanced indexing features, and the capability to conduct full text searching on the contents of the documents themselves. Our work has been made possible through the generous support of funding agencies and individual donations. Please see the Sponsors section of each project's homepage for fuller details.
[University of Toronto - LiPad](#)	Member	Yes	The transcript of Parliamentary Debates ("Hansard") is a 150-year running record of Canadian political history. In 2013, a group of political scientists, computer scientists, and historians teamed up at the University of Toronto to solve this problem. With support from the SSHRC, the NSERC, the Digging into Data initiative, the Library of Parliament, Library and Archives Canada, Canadiana.org, and Michael Mulley at openparliament.ca, a key output of this collaboration is the first machine-readable and fully searchable historical Hansard.
[University of Victoria Libraries - Digital Collections](#)	Member	Yes	The University of Victoria Libraries support a variety of digital initiatives to promote wider access to our unique collections. Our digital content ranges from the latest student theses and faculty publications to manuscripts from centuries past. Currently, our collections fall into a broad range of topics. - also has historical cartographic collections
[Virtual Museum Canada](#)			Managed by the Canadian Museum of History (CMH), the Virtual Museum of Canada is a federally funded investment program that helps build digital capacity in Canadian museums and heritage organizations and gives Canadians unique access to diverse stories and experiences. Funding is available for modest to ambitious bilingual online products with interpreted content and an engaging user experience.

National Projects around the world:

Country	Is there an Initiative/Network/Strategy? (not including digital strategies for national library/archives)	Is it government-funded?	Is there an associated digital repository?	Are there published national digitization priorities?
Canada	NHDS	No		Yes [Content Strategy](#)
UK	No			
Sweden	Digisam	No	No	Yes – [Guiding Principles](#) – but not for inclusion in a repository
US	[Digital Public Library of America](#)	No	Yes, see first link	Yes - [Strategy, 2019-22](#) -high level; is an aggregator
Germany	[Deutsche Digital Library](#)	Yes – federal and regional	Yes, see first link	No – connected to Europeana (see next)
Europeana	[Europeana](#)	EU-funded	Yes, see first link	Material must already be digitized to be included (aggregator) –

				criteria/process here
New Zealand	No	N/A	No	N/A
Ireland	No	N/A	No	N/A

Appendix C: HCPTG Surveys

Survey of CRKN members

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

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: 44

Choice	Percentage	Count	
Yes, it is available online. Please provide a link:	13.64%	6	
Yes, but it is not available online.	18.18%	8	
Not yet, but there is one in progress.	31.82%	14	
No	34.09%	15	

	Percentage	Count	
Not sure	2.27%	1	
Total	100%	44	

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

Respondents: 8

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)	37.50%	3	
No, thanks.	12.50%	1	
Other (please specify):	50.00%	4	
Total	100%	8	

#	Other (please specify):
1	Nous en avons une, mais on peut la qualifier de brouillon, elle ne peut pas encore être partagée
2	We are currently updating our strategy, I will email our updated version when it is complete
3	pas pour l'instant
4	When updated

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

Respondents: 44

Choice	Percentage	Count	
Yes	50.00%	22	
No, all digitization is outsourced.	2.27%	1	

No, we are not involved in digitization.	4.55%	2		
Other (please specify):	43.18%	19		
Total	100%	44		

#	Other (please specify):
1	Interne et externe
2	Digitization is completed at the archive on a regular basis as part of our workflow - but it is not a specific department or group. Usually part of project work or responding to a request.
3	Associé à la Reprographie, sinon, quelques numériseurs de bureau, notamment à la bibliothèque
4	We do not have a dedicated digitization department. Special Collections & Archives digitizes negatives and some textual records. We outsource audio-visual material. Another department handles theses digitization.
5	No, but some ad hoc digitization occurs both within the Library and Archives and in other units.
6	As digitization is ad hoc, there are several staff members who may participate from time to time.
7	There is no unit dedicated solely to digitization, but Special Collections digitizes materials on demand
8	Digitization happens in multiple departments in the library. Projects are undertaken as needed to support teaching/research on campus.
9	We do digitization but not in a specific unit, it's spread around, primarily in Archives and Special Collections
10	We undertake various digitization activities but do not have a formal digitization unit/department/group.
11	We have staff that digitize content amongst their other duties. We do not have a dedicated unit or group for digitization.
12	Digitization projects managed by Library and Gallery
13	Digitization has been outsourced and done by staff in house depending on need/resources
14	We have one person who occassionally does limited digitization. We have outsourced most of our larger projects.
15	special small projects can be scanned "in-house" by one of our colleagues
16	Digitization is carried out by staff who also have other responsibilities. No dedicated unit.

17	Different units undertake digitization: e.g., University Archives, Adaptive Technologies Centre, Rare Books & Special Collections, etc. according to digitization needs supported by Discovery and Technology Services. Some projects are outsourced to the Internet Archive: e.g., xxxxxxx Printed Collection, Controlled Digital Lending, etc.).
18	No, the Libraries has four units that engage in digitization for the purposes of access, exhibition, accessibility and preservation, namely Digital Scholarship Infrastructure, the xxxxx xxxxxx xxxxxxxx x xxxxxxx xxxxxxxxxxx, the Sound and Moving Image Library, and Accessibility Services.
19	There are three departments who do digitization regularly among other duties - archives, maps and access services.

How often does your institution outsource digitization?

Respondents: 41

Choice	Percentage	Count	
Frequently	14.63%	6	
Occasionally	63.41%	26	
Never	7.32%	3	
Not sure	2.44%	1	
Other (please specify):	12.20%	5	
Total	100%	41	

#	Other (please specify):
1	Not very oftern
2	Once - for large maps
3	We have outsourced in the past for specific material formats but this happens only rarely
4	We've only done it once.
5	Just once.

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

Respondents: 38

Choice	Percentage	Count	
We don't have our own digitization unit.	10.53%	4	
We have a digitization unit, but we don't have the right equipment for the digitization.	60.53%	23	
We have a digitization unit, but we lack expertise in that type of digitization.	23.68%	9	
Our own digitization unit is too busy.	15.79%	6	
Other (please specify):	36.84%	14	
Total	100%	38	

#	Other (please specify):
1	Notre service de numérisation est dédié à certains types de demandes et de documents alors qu'à l'externe, nous numérisons des lots de thèses
2	We do have an on-site digitization lab for audio-visual materials but we are only one part of their workflow. If they get too busy or items are in poor condition we outsource. We also outsource microfilm as we don't have the equipment or time. Most images and textual documents can be done in-house.
3	We have a long-standing partnership with Internet Archive and have partnered with them on the creation of a scanning studio at xxxx. We still handle metadata and technical aspects of digitization.
4	We lack either appropriate equipment or campus expertise; it may be simpler or more cost-effective to outsource a digitization project
5	Digitization is outsourced when we don't have the equipment needed or we need it done faster than we can do it ourselves.
6	Depending on the type of digitization, sometimes lack of equipment, lack of people/time
7	We don't have the staff capacity and (in some cases) expertise to dedicate to large digitization projects.
8	the volume of the material exceeded the capacity of our equipment within the timeline for a specific project
9	Our digitization unit is focused on sensitive materials or formats we can't easily get digitized from bulk vendors like IA
10	Partnerships

#	
11	Lack of equipment, lack of expertise, lack of time/staff have all played a role as we don't have a digitization unit
12	we manage projects; our collegaue at Windsor U can do small microfilm scanning jobs; otherwise we outsource to individuals for very small physical copy scanning when it falls below vendor thresholds.
13	Depends on the nature and/or amount of materials, as well as the need.
14	we have equipment but are in the process of evaluating a staffing strategy and a cost analysis of how to maintain and manage a digitization unit.

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

Respondents: 42

Choice	Percentage	Count	
Yes, we currently have a project that we'd be interested in talking with CRKN about.	9.52%	4	
Yes, at some point in the future.	30.95%	13	
Not sure	42.86%	18	
No, thanks	7.14%	3	
Other (please specify):	9.52%	4	
Total	100%	42	

#	Other (please specify):
1	Not at this time, thanks.
2	We would have to determine whether CRKN has the capabilities that we don't have in-house and whether using their service would be more cost effective than doing the work in-house or using some other service alternative
3	unlikely due to logistics, but not impossible if there was a match on a specialized project
4	We do not have a specific project in mind, but are open to discussing opportunities, particularly for our unique and special collections.

What are the main factors that have prevented you from either undertaking or outsourcing digitization work? Please select all that apply and rank your priorities from 1 (highest) to 10 (lowest).

Respondents: 2

	1	2	3	4	5	6	7	8	9	10	Total
Lack of funding	50.00% (1)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	50.00% (1)	0.00% (0)	0.00% (0)	0.00% (0)	100% (2)
Difficulty accessing the materials that we wish to digitize (e.g. fragile materials, gaps in collections)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)
Lack of institutional support	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	100.00% (1)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	100% (1)
Lack of necessary equipment	0.00% (0)	100.00% (1)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	100% (1)
Lack of qualified staff	0.00% (0)	0.00% (0)	100.00% (1)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	100% (1)
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	0.00% (0)	0.00% (0)	0.00% (0)	50.00% (1)	0.00% (0)	0.00% (0)	0.00% (0)	50.00% (1)	0.00% (0)	0.00% (0)	100% (2)

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: 42

	1	2	3	4	5	Total
Materials of international significance	5.26% (2)	2.63% (1)	23.68% (9)	52.63% (20)	15.79% (6)	100% (38)
Materials of national significance	18.92% (7)	21.62% (8)	32.43% (12)	21.62% (8)	5.41% (2)	100% (37)
Materials of provincial significance	16.22% (6)	45.95% (17)	24.32% (9)	10.81% (4)	2.70% (1)	100% (37)
Materials of municipal or local significance	50.00% (20)	22.50% (9)	15.00% (6)	10.00% (4)	2.50% (1)	100% (40)
Other (please specify):	62.50% (5)	25.00% (2)	12.50% (1)	0.00% (0)	0.00% (0)	100% (8)

#	Please specify:
1	We prioritize other factors much more so than geography
2	Institutional material
3	matters of thematic significance
4	We have not yet identified institutional digitization priorities.

#	
5	Materials of significance to the University
6	Most of our digitization is driven by researcher requests, or determined by grant requirements.
7	according to client priorities
8	Patron-driven; particularly when distance is an impediment to access

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: 42

	1	2	3	4	5	6	7	Total
Materials which directly support teaching and learning (for colleges and universities)	32.43% (12)	18.92% (7)	13.51% (5)	16.22% (6)	8.11% (3)	10.81% (4)	0.00% (0)	100% (37)
Faculty and student research output (for colleges and universities)	10.81% (4)	27.03% (10)	8.11% (3)	18.92% (7)	16.22% (6)	13.51% (5)	5.41% (2)	100% (37)
Other materials related to our institution (e.g. annual reports, student newspapers)	5.71% (2)	8.57% (3)	22.86% (8)	20.00% (7)	14.29% (5)	20.00% (7)	8.57% (3)	100% (35)
Rare or unique materials	29.41% (10)	14.71% (5)	17.65% (6)	8.82% (3)	20.59% (7)	8.82% (3)	0.00% (0)	100% (34)
Local materials (i.e. relating to our province, region or municipality)	11.76% (4)	11.76% (4)	23.53% (8)	23.53% (8)	8.82% (3)	20.59% (7)	0.00% (0)	100% (34)
At risk materials (i.e. last copies of books, films, audio material, unique artefacts, etc.)	15.00% (6)	22.50% (9)	15.00% (6)	17.50% (7)	12.50% (5)	15.00% (6)	2.50% (1)	100% (40)
Other	60.00% (3)	0.00% (0)	0.00% (0)	0.00% (0)	20.00% (1)	0.00% (0)	20.00% (1)	100% (5)

#	Please specify:

1	Material related to indigenous communities, women, LGBTQ or other underrepresented groups.
2	We have not yet identified institutional digitization priorities. "Rare or unique materials", "Local materials", and "At risk materials" will likely be our top priorities.
3	Collections that are high-demand based on researcher requests
4	we do not hold materials, generally large scale projects are based on microfilmed (and less-so, paper) newspaper collections
5	community digitization collaboration

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

Respondents: 42

Choice	Percentage	Count	
Historical/cultural value	97.62%	41	
Increased access	92.86%	39	
Academic importance	73.81%	31	
Reduce "wear and tear" on original item	83.33%	35	
Preservation/at risk materials	78.57%	33	
Provide documentary delivery service	50.00%	21	
Save space	9.52%	4	
Other (please specify):	16.67%	7	
Total	100%	42	

#	Other (please specify):
1	demandes/besoins de nos usagers, domaines d'expertise de l'Université
2	We digitize materials primarily by researcher request, for access (audiovisual materials) or to provide reproductions (photographs)
3	specific researcher etc. requests (digitization on demand)
4	While we do make digital copies for documentary delivery we do not keep those digitized copies
5	client priority

6	exhibits & teaching support
7	Accessibility

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

Respondents: 42

Choice	Percentage	Count	
Books (not rare or fragile)	42.86%	18	
Rare and fragile materials	73.81%	31	
Theses	47.62%	20	
Printed ephemera (e.g. postcards, playbills, menus, business cards, etc.)	59.52%	25	
Films and videos	73.81%	31	
Photographs and slides	90.48%	38	
Archival collections (textual)	85.71%	36	
Audio recordings	76.19%	32	
Newspapers	52.38%	22	
Maps	47.62%	20	
Artefacts	23.81%	10	
Visual art	33.33%	14	
Microfilm and microfiche	26.19%	11	
Material that has just entered the public domain	23.81%	10	
At risk materials (i.e. last copies of books, films, audio material, etc.)	50.00%	21	
Other (please specify):	28.57%	12	
Total	100%	42	

#	Other (please specify):

44

#	
1	Rare books
2	We do 3D digitization in-house as well.
3	Certains documents administratifs tels les dossiers d'étudiants
4	Note: AV is outsourced
5	Note: These are not current instances, but they have occurred in recent years and may occur in future.
6	Not currently digitizing
7	Music scores, business annual reports
8	legacy formats
9	We offer scanners and microfilm digitization equipment for self-serve use.
10	Items related to Indigenous Language and Culture
11	historical sheet music
12	Book chapters and articles within copyright use terms

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

Respondents: 42

Choice	Percentage	Count	
Yes	16.67%	7	
No	57.14%	24	
Not sure	26.19%	11	
Total	100%	42	

#	Please describe.
1	We would like to digitize audio/video, but there are issues around access to the proper equipment and copyright concerns
2	We arw working on a joint project to digitize microfilm of our local newspaper
3	Archival collections (textual)

4	xxxx holds the xxxxxx xxx xxxxxxxx xxxxx Collection on microfilm, which is comprised entirely of plays, many of them unpublished. The collection came about through the research interests of a former xxxxx faculty member, xxx xxxxxxx xxxxxxx; in the early 1980s, he located hundreds of manuscripts by Canadian authors in the US Copyright Office that were not available in Canada.
5	Student newspapers, theses, institutional publications (ex. calendars, alumni magazine etc.)
6	public domain books
7	COVID-19 has increased need to potentially digitize books (not rare or fragile) in order to provide remote access to content to patrons
8	Documents éphémères imprimés (affiches de guerre et document iconographiques)

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

Respondents: 42

Choice	Percentage	Count	
Yes	59.52%	25	
No	26.19%	11	
Not sure	14.29%	6	
Total	100%	42	

#	Please describe the materials and the challenges associated with them.
1	insectes : demande une photographie très spécialisées ; objets en 3D : problème avec la diffusion
2	We would like to digitize audio/video, but there are issues around access to the proper equipment and copyright concerns
3	Blueprints, do not have the capacity to this large scale digitization
4	Oversized maps, bulk microfilm, 8 and 16mm film, backlog audio-visual materials
5	Enregistrements sonores, films sur bobines et vhs, etc. Nous n'avons pas l'appareil requis, pas le budget, incertitude quant aux droits d'auteur, etc.
6	Books. We do not have an appropriate book scanner, but have used the Internet Archives before.
7	Obsure and obsolete video formats - very costly to digitize and store the resultant digitized files; migration of data from obsolete and obscure data media (rare floppy sizes)
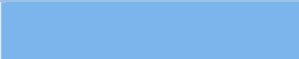
8	We are not able to digitize microfilm/microfiche very efficiently
9	Audio and film - need to purchase the appropriate equipment and have the necessary skills to undertake.
10	cartes géographiques, microfilms, artefacts (nous n'avons pas l'équipement)
11	We hope to digitize all of our at-risk audiovisual holdings in a systematic way in the coming years.
12	We'd like to digitize some set models in our theatre collection. They are fragile and difficult for researchers to "use", having them digitized would make access a lot easier.
13	Audio, music recordings, artefacts for preservation purposes. Challenges: lack of time, funding, expertise, infrastructure
14	Large maps - we currently lack the equipment to do this. 3D Objects
15	We have microfilm which we would like to digitize but we do not have an appropriate scanner to do so.
16	Obsolete film and video formats
17	Costs
18	We have a collection of artists' videos and performances on pre-vhs video carriers. The cost of digitization is very high.
19	We would like to digitize more audio and video content, as well as microfilm, but we don't have the equipment in-house to do it and we don't have the funds to outsource digitization.
20	Again, student newspapers and theses. One challenge is resources. Another challenge is copyright.
21	Artifacts - how to capture them for best online use
22	Microfilm and Microfiche, in house AV digitization, oversize maps (those exceeding 52 inches), pre-1800 rare books
23	Maps, newspapers, and other "oversized" materials
24	Oversized formats – we do not currently have the right equipment for this.
25	8-Track recordings, obscure audio recording formats, mass digitization of microfilm; 1-inch video tape
26	Documents très rares ou uniques tels que nos incunables. Les obstacles touchent aux coûts plus élevés dus à une manipulation plus complexe des documents pour ne pas les abîmer ainsi qu'à la sécurité des documents et leur préservation s'ils n'étaient pas numérisés sur place.

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: 42

Choice	Percentage	Count	
Project 1:	100.00%	42	
Project 2:	92.86%	39	
Project 3:	83.33%	35	
Total	100%	42	

#	Project 1:
1	Numérisation de littérature populaire en fascicule, environ 4000 objets à numériser d'une trentaine de page. Projet qui devrait durer deux ans.
2	Children's books from Special Collections in the public domain
3	In 2018-2019 we digitized 10 fragile Principal Letter books of the Shingwauk Residential School
4	We are working with local Gaelic-speaking cultural organizations to digitize over 700 archival sound recordings featuring Gaelic song, poetry, and traditional music. Project should complete in a few months.
5	Manitoba Local Histories -digitized 800+ books using vendor from the United States who performed the work onsite.
6	British Colonist newspaper from microfilm. Canadiana has helped us to digitize more than 100 years worth of this Victoria daily newspaper from microfilm negatives.
7	Numérisation de tous les numéros de la Revue d'Histoire du Bas St-Laurent pour les rendre accessibles sur notre dépôt numérique Sémaphore.
8	Digitization on Demand Digitizing print only Master's and PhD theses. Priority; Theses requested by our patrons Oldest theses (risk of deterioration) Most requested theses Digitization of Major Research Projects (requests from departments on campus). We have completed the French Studies project (25 or so)
9	We are currently undertaking a forestry history project that includes digitization of archival material and rare publications. It has been a 3 year project and will be ending this August. We have done digitization in-house of photographs, textual material, books, and maps. This project was funded with donor monies.

10	We are digitizing all theses and dissertations produced at the University of xxxxxxx. This includes about 14,000 print monographs. We have partnered with the Internet Archive to complete this work.
11	Nous numérisons 90 000 épreuves et 250 000 négatifs du fonds photographiques du journal La Presse. Le projet va durer 5 ans.
12	152 watercolor painting, 200+years old
13	historical annual course calendars of the university
14	Digitizing university photographs related to the building and operation of the xxxxxx xxxxxxxx Library for use in the celebration of the Library's 50th anniversary this year.
15	University 50th anniversary archival materials
16	Past project - Gaelstream; several months, digitized audio of Gaelic speakers, partnered with NS Highland Village, created website, digitized photographs to complement
17	numérisation de photos
18	We have no current or recent digitization projects. Digitization is done on a case-by-case basis, usually in response to a researcher's request for access. For example all of the audio recordings in the requested fonds would be digitized for access, and preservation copies are created as well.
19	Partnered with the University of Alberta to digitize book on our institutional history
20	Digitizing chapbooks from our Scottish Studies collection for a digital exhibit.
21	Digitizing the backfiles of xxxxxxx News, our campus newspaper (approx. 50 years' worth of weekly newspapers). Project is ongoing, will likely take 2 years. Partnered with the newspaper office and outsourced the digitizing (from print copies) to a local for-profit company. We had to do some rescans in-house due to poor quality.
22	Grace McCarthy Scrapbooks (85 bound volumes)
23	We digitized the microfilm Nanaimo Daily Free Press (1874-1928) and Cowichan Leader (1905-1928) with aid from a Grant from British Columbia History Digitization Program (BCHDP). This was an ~18 month process
24	Ottawa-Gatineau historical air photos - We have digitized air photos of the Ottawa-Gatineau region spanning from the late 1920s through the 1940s. https://gsguo.maps.arcgis.com/apps/MapSeries/index.html?appid=4c010ecf0fb3434890214fa63c942928
25	The BC Historical Books Project began in 2010, with the goal to digitize items in the three volumes of A Bibliography of British Columbia. This project was scheduled to complete at the end of 2020 (with the current remote working situation, this is now anticipated to finish in 2021). Originally seeded with 160 items from seven BC institutions, the project has continued with materials from xxx's Rare Books and Special Collections and contains 2,400 items to date.

26	Western Canada Pictorial Index - ongoing project to digitize 70,000 negatives and slides pertaining to Western Canadian history
27	Using the scanning services of the Internet Archive, we have scanned a special collection of Tamil language materials over the past year (34,000 pages).
28	Paul Esterhazy Scapbooks
29	Material related to Indigenous language and culture
30	A collection of textiles from around the world that were given as a donation intended to be a teaching collection
31	The xxxx Archives digitized approx. 400 audio/visual (audio cassette, VHS, U-matic, reel) items related to women's history at the university. We outsourced the digitization to Media Preserve.
32	We have partnered with the School of Music to digitize audio files of concert recordings on an ongoing basis, beginning in 1970 and continuing to the present. We are currently digitizing audio files from reel-to-reel and cassette tapes and at present have digitized 3397 audio files (app. 200 gigs of content). As we expect digitization to become standard procedure for future recordings, the project is expected to last indefinitely.
33	Digitized all campus yearbooks via third-party service provider
34	Working with Frontenac Heritage Foundation to digitize approximately 90 reels of microfilm, working with CRKN and accessing LAC copies to accomplish the project
35	Graduate Theses from 1925 to 2013. Project ongoing since 2011. Approx 3/4 complete (exact number unknown, but around 15,000 complete).
36	We are systematically digitizing audio cassettes containing oral history interviews and other historically significant information. This is being done by one staff member among other work.
37	Annual Reports of the Library
38	Digital John Buchan, 1st Baron of Tweedsmuir - 50,000 pages of textual materials, 50 photos and 3 reel-to-reel tapes from the John Buchan fonds were digitized with support from a National Heritage Digitization Strategy grant of $65,000 which permitted the hiring of a Project Archivist to complete the work using equipment available in the University Archives from January to August 2019.
39	The Home Made Visible Project. The Libraries operate as the receiving institution for the donations of personal home video recordings that have been digitized by partner institution Charles Street Video, who migrated the recordings to digital formats for preservation.
40	Digitizing early city tax rolls on loan from St. Catharines Museum for a digital history / GIS project
41	Digitizing Newspapers
42	Dans un projet de partenariat entre la Division des archives de l'xxxx et la Bibliothèque des livres rares et collections spéciales, 9 876 documents (représentant 51 145 pages) provenant des archives des collections

de canadiana Baby et Melzack ont été numérisés en 2019. Le projet a duré 10 mois et était financé par la SNPD.

#	Project 2:
1	Numérisation de la totalité de nos thèses et mémoires, environ 20 000 documents d'environ 250 pages (assez variables). Projet en collaboration avec une compagnie externe qui devrait encore durer une dizaine d'année si ce n'est pas plus...
2	Rare books from Special Collections in the public domain
3	We continue to digitize student newspapers, and student union records
4	We have recently completed a project that focused on digitizing over twenty local Cape Breton newspapers (not full runs) and newsletters
5	Digitizing (pre-Covid) daily preservation-level content for internal and external patrons (we would not outsource for this)
6	British Columbia Historic Textbooks. We have digitized hundreds of historic textbooks using our Internet Archive Scribe scanner.
7	Numérisation des publications du Groupe de recherche interdisciplinaire sur le développement régional, de l'Est du Québec (GRIDEQ) pour les rendres accessibles sur notre dépôt numérique Sémaphore.
8	We are working with outsourced companies to digitize our at risk audio visual material as funding allows. For example, we recently migrated data from 27 3.5" floppy discs and had 3 audio reels digitized. We have approximately 200 audio reels to digitize, as well as numerous other formats of av material. This is an ongoing project with no end date.
9	We completed a BC History Digitization grant program to digitize 97 oral history audio cassettes. It was a summer project with one student worker and a supervising archivist. We performed the digitization in-house.
10	We are currently digitizing the Wiedrick Historical Curriculum collection, which includes all of the textbooks used in Alberta's K-12 school system from 1885 -1985. Materials that are still in copyright will be loaned through the Internet Archives Controlled Digital Lending program while public domain materials will be openly available.
11	Nous numérisons un an des États civils du Québec à chaque année (nous sommes rendus à 1918). Nous travaillons dorénavant avec Family Search pour la numérisation de ces registres.
12	1:25,000 scale map series of interwar Egypt. 27 maps, colour and B&W
13	some old documentary film footage of local historical importance

14	Working with the Biology Dept. on the digitization of their Herbarium Collection (Plant specimens)
15	Past project - Coady Extension, Masters of their Own Destiny, 1 year, partnered with Coady International Institute, Congregation of the Sisters of St. Martha; over 1000 images, some audio, some film, textual, several 100 pamphlets, 1 newspaper, annual reports, etc. (xxxxxxxx x will know total #'s/pages)
16	numérisation d'archives privées
17	Digitized obsolete audiovisual formats from a department fonds
18	Digitizing pages from our culinary collection (cookbooks) as part of an experiential learning program.
19	Digitized 40 local historical maps in-house using large format map scanner, hosted them in our institutional repository. Project ran approximately 4-5 months.
20	Ruth Emerson Wortis Collection (452 photos)
21	Through a partnership with the Nanaimo Historical Society, We are in the process of digitizing local history talks stored on 142 physical cassette tapes. We expect this process to take ~48 months
22	OCUL Historical Topographic Map Digitization Project - The xxxxxxx Library contributed to this province-wide collaboration that inventoried, digitized, georeferenced, and make available early topographic maps of Ontario. The collection provides open access to georeferenced topographic maps covering towns, cities, and rural areas in Ontario from 1906 to 1977. https://ocul.on.ca/topomaps/
23	We received funding to digitize the AUCE (Association of University and College Employees) fonds from the local CUPE and the BC Historical Digitization Program. This project resulted in AUCE records from 1973-2019 being digitized over the course of 2 years, related to the association's early history and their advocacy for employee rights including the first fully funded maternity leave in Canada.
24	City is our Campus - 50 textual, photographic and video records to celebrate the University's 50th anniversary - partnered with Google Arts and Culture to host site
25	For the last couple of years, we have scanned at-risk, brittle government publications, for preservation purposes. In 2019, we scanned 50,000 pages of Municipal government publications.
26	U of x News Releases
27	Audio cassette digitization of perfomances, lectures and reels
28	We digitized in-house xxxx's student newspapers (textual documents, approx. 9 months to complete).
29	A collection of approximately 400 postal covers from the 1880s to 1910s. The project should be completed this summer.

30	Obtained quotes to scan all negatives/slides/photos in photo collection from third-party, have not proceeded due to funding.ion
31	Working with Cook Memorial PL, in Illinois, to digitize local newspapers from microfilm for the 1920-30 range, using a digitization vendor in Markham
32	Campus life photographs from 1950s-1980s. Mostly black and white prints 5x7 or 8x11. Some contact sheets. 16 boxes, approx 1/3 complete. Working on it on and off since summer 2019.
33	On request scanning for accessibility & online delivery
34	Ottawa Resource Collection material, ongoing digitization for preservation as new items are added to the collection.
35	xxxxxxPrinted Collection - We partner with the Internet Archives to digitize xxxxxxx University publications including the xxxxxxx Journal, xxxxxxx Calendars, xxxxxxx Yearbooks, The Tricolour, and the xxxxxxx Quarterly. The Internet Archive can process the printed and bound materials in bulk; the library uses the xxxxxxx University Archives Digitization Fund, an expendable fund to which patrons can donate and support, to continue this ongoing project.
36	L'Express Newspaper Digitization Project. As a partnership with the Franco-Ontarian community, xxx collaborated with the owner of L'Express Newspaper to digitize (in collaboration with the vendor West Canadian Digital Imaging Inc.) the microfilm of the full back issues of the newspaper and to accession born-digital issues of the newspaper for hosting online.
37	Digitizing records from a designated cultural property collection in the archives
38	Aboriginal Recordings - Digitizing the audio files of interviews
39	En collaboration avec le Centre d'études médiévales, les Presses de l'Université de Montréal, Bellarmin, Fides et la Province jésuite du Canada français La Bibliothèque des lettres et sciences humaines a fait numériser les publications de l'ancien Institut d'études médiévales de l'Université de xxxxxxxx (1942-1991). Ce projet a duré 3 mois.

#	Project 3:
1	Numérisation de l'art public sur le campus, photographies d'environ une quarantaine d'œuvres d'art sur le campus. Projet terminé
2	Public orders
3	Photographs of alumni events, local events, etc.
4	We are constantly digitizing photograph collections held at the archive. These range from glass negatives to more modern colour prints.

5	Digitization of institution governance records dating back to the 1890s (we have to perform this work onsite)
6	Medieval manuscripts. We have digitized many rare manuscripts form our Special Collections using a high end oversize copy stand (TTI).
7	Numérisation de cartes et plans anciens et fragiles poour les intégrer au Géocatalogue
8	A large part of our digitization work is on demand when patrons request scans of photographic material from our holdings.
9	Between 2015-2017 we did a Northern BC Digitization Project in which we partnered with UBC to outsource our digitization (rare books, maps). We also did digitization in-house. In total, we digitized 350+ items. We don't have the resources (people/funds) to regularly digitize at that scale at our institution.
10	Nous numérisons le journal Montreal Herald and Daily Commercial Gazette, publié depuis les années 1830, en version papier. Nous numérisons environ 4 ans de cette publication anuellement. Nous sommes rendus à 1891.
11	Fur Trade materials, 38 manuscripts, 1 printed text [letters, journals, business documents]; approximately 2,000 pages.
12	archival photographs and graphical materials
13	Digitizing the xxx University News, a staff oriented newspaper from the 1970's - 2000's.
14	Past project - Digitization of Gaelic newspaper (Am Braighe) and Guysborough County newspaper, Guysborough Journal, several months, partnered with NS Highland Village and publisher of paper
15	numérisation de journaux
16	Paid the provincial archives to digitize institutional/historical audiovisual content
17	Digitizing thousands of business annual reports in house, project has been running for several years, and the 2020 goal is to get them hosted online.
18	Perry Giguere 'Perry the Poster Man' collection (1150 posters)
19	Through partnerships with the Nanaimo Historical Society, and the Nanaimo Archives we digitized and created transcripts for 121 oral histories recorded by Coal miners and their families. This project lasted ~12 months
20	With funding from the Government of Ontario, the University of xxxxxx and the xxxxxxx Library, the Library has digitized more than 20,000 French books published before 1923, and made them freely available on the Internet Archive. https://archive.org/details/xxxxxxxxxxxxxxxxx
21	Our unit collaborated with the Forestry faculty and Rare Books and Special Collections to digitize 150 BC Forest Inventory maps from the early 1950s. This project took place over one term, and

	allowed researchers to conceptualize the historic eco-systems of our province through later georeferencing with ArcGIS through xxx's Geographic Information Systems.
22	Rolls of Honour - 3 oversized Rolls of Honour commemorating the University's participation in the First and Second World Wars - partnered with University of xxxxxxxx Libraries to digitize items
23	Mary Filer Archival Holdings
24	Archives of Gallery - exhibition files, ephemera, images
25	We're digitizing archival photographs (c. 1900 - 2012) in-house on an ongoing basis; this project started in 2017 and is still being worked on. We've completed approximately 2500 images, with another 2000 to complete.
26	A collection of approximately 4000 negatives from our local television and station are in the process of being digitized. The collection was acquired 10 years ago and almost all of the images have been scanned. Staff is working on the metadata as time allows, so there is no projected end date.
27	Working with Federated Womens Institutes of Ontario to finish a three-year grant-based project to make WI Tweedsmuit Histories and other documents available online - they outsourced the digitization; ODW is post-production processing, indexing and ingesting for online access
28	Maps. Mostly 19th and 20th century, but oldest date to 15th century. Project ongoing since 2012. Over 16,000 maps scanned to date.
29	Ad hoc scanning of archival photographs to increase access and reduce physical handling
30	City of Ottawa minutes, 19th and 20th Century
31	Controlled Digital Lending Pilot - Controlled Digital Lending (CDL) is an emerging method that allows libraries to loan print books to digital patrons in a 'lend like print' fashion. We are partnering with the Internet Archive to update and train on the Table Top Scribe System that library has onsite and to put our CDL pilot project materials on the Internet Archive to test the concept.
32	Map Scanning Project. Funded through an internal campus grant (Academic Innovation Fund), this project allowed the Libraries to purchase a barrel scanner in order to scan historical maps held by the Map Library and the xxxxx xxxxxx Archives & Special Collections that are now in the public domain. The items have been scanned, preserved and made available for teaching, learning and research.
33	Materials for classes within copyright and fair use
34	Digitizing Newfoundland collections
35	En 2016, 4500 thèses et mémoires de l'Université de xxxxxxx déposés entre 2003 et 2008 ont été numérisés à partir de copies papier. La numérisation a été faite par le Service d'impression de l'Université sur une période de 4 mois.

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: 42

	1	2	3	4	5	6	7	8	9	10	Total
Lack of funding	55.26% (21)	15.79% (6)	13.16% (5)	5.26% (2)	5.26% (2)	0.00% (0)	0.00% (0)	5.26% (2)	0.00% (0)	0.00% (0)	100% (38)
Difficulty accessing the materials that we wish to scan (e.g. fragile materials, gaps in collections)	7.69% (2)	11.54% (3)	0.00% (0)	3.85% (1)	3.85% (1)	11.54% (3)	3.85% (1)	19.23% (5)	23.08% (6)	15.38% (4)	100% (26)
Lack of institutional support	0.00% (0)	7.41% (2)	22.22% (6)	3.70% (1)	14.81% (4)	11.11% (3)	7.41% (2)	11.11% (3)	14.81% (4)	7.41% (2)	100% (27)
Lack of necessary equipment	9.09% (3)	27.27% (9)	15.15% (5)	18.18% (6)	6.06% (2)	15.15% (5)	3.03% (1)	0.00% (0)	6.06% (2)	0.00% (0)	100% (33)
Lack of qualified staff	11.43% (4)	8.57% (3)	25.71% (9)	5.71% (2)	8.57% (3)	5.71% (2)	11.43% (4)	5.71% (2)	5.71% (2)	11.43% (4)	100% (35)
Problems creating good quality metadata	10.71% (3)	3.57% (1)	0.00% (0)	21.43% (6)	3.57% (1)	10.71% (3)	21.43% (6)	14.29% (4)	7.14% (2)	7.14% (2)	100% (28)
Issues around rights management	11.76% (4)	11.76% (4)	11.76% (4)	26.47% (9)	14.71% (5)	5.88% (2)	8.82% (3)	5.88% (2)	2.94% (1)	0.00% (0)	100% (34)

Privacy concerns	0.00% (0)	16.13% (5)	16.13% (5)	9.68% (3)	19.35% (6)	16.13% (5)	16.13% (5)	6.45% (2)	0.00% (0)	0.00% (0)	100% (31)
Working with culturally sensitive materials	3.57% (1)	10.71% (3)	10.71% (3)	7.14% (2)	14.29% (4)	10.71% (3)	10.71% (3)	10.71% (3)	21.43% (6)	0.00% (0)	100% (28)
Other	30.00% (3)	10.00% (1)	10.00% (1)	10.00% (1)	20.00% (2)	0.00% (0)	10.00% (1)	10.00% (1)	0.00% (0)	0.00% (0)	100% (10)

#	Please specify:
1	Cataloguing cannot keep up with the pace of digitization
2	all departments functioning at capacity
3	Time and lack of a digitization/preservation strategy. As a result our digitization projects tend to happen as-needed.
4	Infrastructure for hosting, access, preservation, etc., is also a major concern -- don't want to digitize without clear future plans
5	Competing priorities (we have significant processing backlogs of archival material, and are working to put infrastructure in place to describe, manage and store digitized and born-digital materials)
6	1 issues with administrative burden and consistent levels of expertise, as our staffing model relies on students working 10 hours/week to perform the digitization, metadata creation, and digital preservation functions.
7	Ongoing cost of digital storage
8	FYI, because of our unique situation as managers, nt owners of materials, I would answer lowest priority to multiple issues, but can only assgn one rank per issue; accessing best copies from vendor/owners whose prices are prohibitive
9	Lack of coordinated efforts prior to the past year.
10	Cost of digital preservation storage

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

Respondents: 41

Choice	Percentage	Count	
Book scanners	78.05%	32	
Microfilm scanners	75.61%	31	
Map or large format scanners	65.85%	27	
Microfiche scanners	46.34%	19	
Copy stand	24.39%	10	
Film scanners (for movies, videos, etc.)	29.27%	12	
Cameras	63.41%	26	
Other (please specify):	56.10%	23	
Total	100%	41	

#	Book scanners
1	3
2	2
3	4
4	Four: One IA Scribe scanner, and three Plustek book edge scanners.
5	1
6	book2net
7	2
8	2
9	3
10	3
11	1
12	1
13	1

14	1
15	8
16	1
17	1
18	1
19	2
20	1
21	1
22	ATIZ Bookdrive Pro Cradle Scanners (4)
23	3
24	Varies
25	Fujitsu ScanSnap
26	1
27	2
28	2
29	3
30	1 - old and inefficient
31	11 with 10 flatbed 11X17 scanners
32	1

#	Microfilm scanners
1	1
2	1
3	2
4	One All-In-One ScanPro 3000
5	1

6	1
7	2
8	2
9	1
10	1
11	1
12	1
13	1
14	multiple
15	2
16	2
17	2
18	nextScan FlexScan 3-in-1 microform scanner (1)
19	2
20	1
21	Varies
22	Scan Pro
23	1
24	macrophotography DIY
25	2
26	2
27	5
28	3 but for public use; no archival workflow in place
29	1
30	1
31	2

#	Map or large format scanners
1	1
2	1
3	1
4	Large flatbed Epson 11000x - not suitable for very large items
5	1
6	Two. We have a large format feed scanner for materials that aren't fragile, and a TTI overhead scanner for rare and fragile materials.
7	1
8	unknown
9	1
10	1
11	2
12	2
13	1
14	1
15	1
16	1
17	2
18	2
19	1
20	Tarsia Technical Industries (TTI) 40x60 Copy System (1); Contex HD5450 Wide Format CCD Scanner (1)
21	1
22	varies
23	2
24	1

#	
25	1 barrel scanner
26	1
27	1

#	Microfiche scanners
1	1
2	1
3	1
4	1 (same as microfilm scanner)
5	2
6	1
7	1
8	1
9	1
10	2 (same as microfilm scanner)
11	2
12	varies
13	Epson Perfection V370 Flatbed Scanner
14	1
15	2
16	2
17	1
18	1
19	2

#	Copy stand

1	1
2	One high quality oversize TTI Scanner,
3	1
4	1
5	1
6	1
7	1
8	varies
9	Repurposed Leica copystand, adapted for a digital SLR
10	1

#	Film scanners (for movies, videos, etc.)
1	1 (VHS, pas films)
2	1
3	3
4	1
5	1
6	1
7	2 VHS/DVD stations
8	2
9	vaires
10	1 for vhs
11	2
12	1

#	Cameras

1	1
2	2
3	DSLR overhead setup
4	We have a couple of Canon Rebel cameras that are also part of our lending program.
5	?
6	2
7	2
8	1
9	1
10	1
11	1
12	2
13	2
14	Canon EOS 5D MKII DSLR Body with 24-70 Lens (1)
15	3+
16	3
17	vaires
18	Library and Gallery each have an SLR camera
19	1
20	macrophotography DIY
21	1
22	2
23	1 overhead scanner
24	4
25	1
26	1

#	Other (please specify):
1	4 flatbed scanners
2	We are fortunate to have access to the Centre for xxxx xxxxxx Studies audio-visual digitization lab on-site at xxxx xxxxxx University
3	Numériseurs de bureau
4	3 small Epson flatbed scanners
5	Audio cassette digitization set-up (2)
6	2 Epsons, 1 Fujitsu
7	10-20 Desktop scanners, some with sheet feeding capabilities or specifically designed to digitize photographs and slides
8	standard scanner for textual documents, negatives, slides
9	Photo negative scanners (2)
10	Flatboeds - 4
11	Several flatbed scanners
12	Fujitsu fi-6670A Double-sided Document Scanner (3); Epson Perfection V750-M Pro flatbed scanner with standard platen (4); Epson Expression 10000XL flatbed scanner with large platen (2)
13	Desktop scanners for photos, documents - 4
14	6 Document scanners
15	Depends on the project that is funded
16	Flatbed scanners, specialized cassette tape deck, analogue to digital adapters, VHS deck, 3/4" Video deck, analogue reel player
17	Epson Perfection V370 Flatbed Scanner also scans photographs
18	Flat bed scanners with professional image and negative capabilites (3)
19	3 flatbed scanners, 2 feeder scanners
20	Reel-to-reel sound recording digitization equipment.
21	8 flatbed scanners (Epson 1000XL) 1 SAMMA Solo, 1 audio recording station for 1/4" and cassette digitization
22	2 flatbed scanners

23	4 numériseurs à plat

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

Respondents: 41

Choice	Percentage	Count	
Full time	53.66%	22	
Part time	31.71%	13	
Contract	31.71%	13	
Casual	26.83%	11	
Other (please specify):	48.78%	20	
Total	100%	41	

#	Full time
1	4 (ce sont des employés à temps complet, mais aucun n'en fait à 100% de sa tâche)
2	5
3	1
4	1
5	3
6	2 dont un commis à la reprographie et un technicien en audiovisuel et un commis au Service de reprographie
7	We have 2 full-time archivists that are available to supervise digitization work. In practice, only one archivist supervises the majority of digitization work.
8	8
9	1
10	1
11	1
12	1

13	1
14	3 digital projects librarians, 1 digitization assistant
15	3
16	3
17	1
18	varies
19	1
20	1
21	0.5 (based on portion of job responsibilities of 5 FT workers)
22	3

#	Part time
1	We have 1 part-time archival assistant that assists with basic digitization.
2	1-2
3	1
4	2
5	.5
6	2
7	As part of a full time role
8	4 (students)
9	1
10	1
11	1 (based on grant funded hires from PT union)
12	3
13	2

#	Contract
1	1
2	1
3	1
4	We have 1 term contract archivist whose duties include digitization as part of their project.
5	Varies depending on funding
6	.5
7	although not currently, but we have hired 2 contract staff in the past for a longer-term project and it is feasible that this could occur again
8	xxxxx relies on Young Canada Works funded internships for most digitization projects
9	1
10	colleague will scan on per-project basis
11	1
12	0
13	10

#	Casual
1	6
2	8
3	Varies on staff availability
4	1
5	Casual assistant students, 4-6 as part of role
6	2
7	1
8	varies
9	1
10	2-4 (term dependent)

11	2-4 undergraduate students working PT

#	Other (please specify):
1	student workers 2
2	We are not a digitization unit - but the archive currently has 3.5 FTE on staff
3	5 full time employees perform digitization tasks in the Archives and this is periodically supported by a contract employee. Theses scanning is normally carried out by 3 full time employees
4	We have no employee who is only devoted to digitization work.
5	our team is split amongst multiple units and responsibilities. Estimate 3 FTE working on digitization tasks
6	We do not have a unit; that said, digitization has most often occurred in connection with Archives materials, using full-time and casual staffing
7	Students and contract positions have been used in the past
8	The unit that manages digitization is Special Collections, which is comprised of two full time employees, and digitization is only a small part of our responsibilities.
9	2 full time staff but not their primary job.
10	We do not have a digitization unit. we have staff in various units who do digitization work as needed; however digitization is not a significant part of any one staff-member's job (except for the 2 part-time staffers indicated above).
11	Co-op students
12	2.7 fte
13	We do not have a digitization unit.
14	digitization activities are largely carried out by student employees working 10 hours/week. They are hired on a project basis; we normally employ 14-20 students per term, although we have employed as many as 26 in a term.
15	We do not have a dedicated digitization unit, oversight of projects is managed by Directors of Gallery and Library, data and systems aspects are conducted by Systems Librarian and Cataloguing Technician
16	All regular staff can digitize materials as needed but no one has digitization in their job duties. The majority of the digitization is being done by the 1 FTE in the Archives
17	3 staff with digitization duties, which would be the equivalent of 1 FTE

18	Different units undertake digitization: e.g., University Archives, Adaptive Technologies Centre, Rare Books & Special Collections, Information Services, etc. according to digitization needs supported by Discovery and Technology Services. Digitization duties are part of several positions throughout the organization.
19	4.0 FTE of team engaged in scanning for Accessibility Services
20	Nous n'avons pas de service de numérisation ni d'employés dédiés uniquement à la numérisation

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

Respondents: 40

Choice	Percentage	Count	
Digitization of books (not rare or fragile)	62.50%	25	
Digitization of rare and fragile materials	62.50%	25	
Digitization of printed ephemera	65.00%	26	
Digitization of films and videos	35.00%	14	
Digitization of archival collections (textual)	80.00%	32	
Digitization of audio recordings	45.00%	18	
Digitization of newspapers	52.50%	21	
Digitization of maps	55.00%	22	
Digitization of artefacts	15.00%	6	
Digitization of visual art	25.00%	10	
Digitization of microfilm or microfiche	27.50%	11	
Digitization of at risk materials	40.00%	16	
Other (please specify):	27.50%	11	
Total	100%	40	

#	Other (please specify):
1	Le reste, ce n'est pas qu'ils ne le font pas, mais je ne considère pas qu'ils sont experts

2	Au niveau des documents papier, pas de spécialité particulière (rattaché au Service de la reprographie)
3	photographic material
4	Photographs; Note: our staff have learned to do some kinds of digitization work, but would not necessarily be considered to have special "expertise" in the area
5	Photographs, slides
6	Photographs (prints, negatives, slides)
7	photos, negatives, annual reports
8	We do not have dedicated staff and tend to outsource larger projects.
9	Photographic records
10	photographs
11	photographic negatives; slides; photographic prints

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

Respondents: 42

Choice	Percentage	Count	
An ongoing program	50.00%	21	
Project-based digitization	83.33%	35	
On-demand digitization	83.33%	35	
Other (please specify):	0.00%	0	
Total	100%	42	

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

Respondents: 42

Choice	Percentage	Count	
Funding is stable	9.52%	4	
Funding varies from year to year	33.33%	14	

Funding is both stable and variable	47.62%	20		
Other (please specify):	9.52%	4		
Total	100%	42		

#	Other (please specify):
1	historically has been stable but this year was temporarily suspended due to an austerity budget
2	Special funding is very rare.
3	Funding is mostly external from Young Canada Works interships and summer jobs - the wages are supplemented by ongoing student assistant budgets
4	external, project-based

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

Respondents: 42

Choice	Percentage	Count	
Through regular operating costs	90.48%	38	
Through external funding programs (please elaborate):	54.76%	23	
Not sure	2.38%	1	
Other (please specify):	28.57%	12	
Total	100%	42	

#	Through external funding programs (please elaborate):
1	Grants and donations
2	NHDS, SSHRC, and special project funds
3	Virtual Museums of Canada, YCW
4	Barber Grants, Heritage Grants
5	Donor monies, grant monies (such as BC History Digitization Program)

6	Plan culturel numérique du Québec
7	Grants
8	We have received both Young Canada Works and NS Provincial Archival Development Program funding for digitization as well as private bequests from external donors
9	internal project grants
10	Grant based; federal or provincial funding
11	Donations, grant funding
12	BC History Digitization Fund
13	grants
14	Manitoba Heritage Grants, Young Canada Works
15	occasional grants
16	In the past
17	TBS
18	Usually Young Canada Works internships and summer job funding
19	Provincial archival grants
20	The digitization of the music recordings is funded in part through grants
21	2019 National Heritage Digitization Strategy grant
22	the majority of our digitization activities are only possible through grants and funds from external bodies (Young Canada Works, Academic Innovation Fund)
23	Grants

#	Other (please specify):
1	Budget d'acquisition + Fondation de l'Université + frais si demande externe
2	We don't really have a digitization program. Funding is usually externally related or incorporated into daily workflow.
3	Je ne crois pas que nous ayons un tel programme.
4	Private donations

5	Through library endowments and occasionally faculty driven projects that provide funding for project staffing
6	Acquisitions budget
7	Donor funds
8	ongoing staff complement in-kind contributions
9	our program is funded on a project basis by a combination of external donors, funders within the xxx community, and granting bodies such as the BC Historical Digitization Program
10	Partnerships
11	external clients, project-based
12	Expendable fund: xxxxxxx University Archives Digitization Fund

Who does your digitization team digitize for?

Respondents: 42
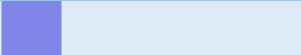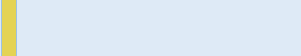
Choice	Percentage	Count	
Solely for our own institution	33.33%	14	
Mainly for our own institution, but we occasionally partner with external institutions	61.90%	26	
We often partner with external institutions	4.76%	2	
Not sure	0.00%	0	
Total	100%	42	

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

Respondents: 42

Choice	Percentage	Count	
TIFF	97.62%	41	
JPEG	85.71%	36	
JPEG 2000	21.43%	9	
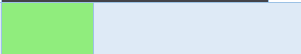
	Percentage	Count	
PDF/A	61.90%	26	
Other PDF versions (please specify):	19.05%	8	
PNG	11.90%	5	
Other (please specify):	4.76%	2	
Total	100%	42	

#	Other PDF versions (please specify):
1	basic PDF, not archival
2	PDF-uni
3	unsure
4	pdf
5	PDF 1.7 "regular" PDF
6	Haven't been stringent on PDF-A
7	standard pdf generated by multifunction scanners
8	PDF Standard

#	Other (please specify):
1	We create a variety of derivative files, but our masters are usually JPEG 2000s
2	XML, TXT

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

Respondents: 34

Choice	Percentage	Count	
MPEG	47.06%	16	
MP4	85.29%	29	
AVI/WMV	29.41%	10	

	Percentage	Count	
OGG	0.00%	0	
MXF/JPEG 2000	5.88%	2	
DPX (film)	5.88%	2	
Other (please specify):	11.76%	4	
Total	100%	34	

#	Other (please specify):
1	any format FFMPG allows
2	MOV
3	10 quicktime mov
4	Do not digitize

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

Respondents: 36

Choice	Percentage	Count	
MP3	80.56%	29	
AAC	2.78%	1	
WAV	77.78%	28	
AIFF	2.78%	1	
FLAC	8.33%	3	
Other (please specify):	5.56%	2	
Total	100%	36	

#	Other (please specify):
1	Want to move to AIFF or FLAC
2	M4A

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

Respondents: 42

Choice	Percentage	Count	
Yes	11.90%	5	
No	50.00%	21	
Not sure	38.10%	16	
Total	100%	42	

#	Yes
1	We have in the past, but now insist on our trained staff doing the work
2	Nous pourrons founrir un accès au Fujitsu ou au numériseur de microfiches, car la demande interne est minime.
3	Depends on future capacity
4	We have leant out our analogue reel player to a local radio station for a project
5	we will digitize on behalf of other institutions as a form of reciprocal exchange; we would send equipment if it cultivates expertise accessible to all partner institutions

#	No
1	Équipement trop vieux
2	The equipment is often heavy and delicate, and it's mostly in use.
3	We do not have enough equipment: it is in high use
4	We only have a small amount of equipment and it is used regularly.
5	We use it regularly and moving it is too precarious
6	We have little equipment and it is fragile.
7	We only have 1
8	nous n'en avons pas assez
9	We don't have enough to lend.

#	
10	but we might agree to do digi services for others
11	our equipment is normally in high demand, and is not portable
12	Our equipment must be retained onsite to facilitate our on-demand digitization services.
13	We only have standard equipment (e.g. flatbed scanners)
14	Unable to as a Gov organization
15	We really don't have any equipment worth lending, just one good flatbed scanner and one low-quality overhead scanner.
16	We have offered digitization services to other institutions but do not lend out our equipment
17	Focused on institutional mandate: supporting teaching and learning at xxxxxxxx University.
18	Our selection of equipment is limited and expensive. We do not have spare equipment to lend. Partners could come in to use equipment.
19	It is used often enough that the equipment would be missed by the various departments. Cannot complete regular work without it.
20	have limited equipment
21	non

#	Not sure
1	Union considerations could affect this
2	depends on circumstance
3	we have limited equipment but potentially could do that
4	Pour le prêt de l'équipement, je ne sais pas mais pour rendre des services, je crois que oui
5	Our IA partners would be happy to work with other institutions, and we would agree to them working on other projects out of the xxxx space
6	We really don't have sufficient equipment to loan out and it would depend on what equipment was being requested, by whom, for how long and the liability that they would be willing to take on for any loss or damage.
7	Unsure
8	Our equipment is quite basic (two flatbed scanners and one preservation-quality book scanner)
9	We have limited equipment to lend/lease

10	Don't think we have anything particularly unique.
11	Depends on the equipment. We have several self-service scanners and would need to continue making these available to library staff and users.
12	I suppose it depends on what the arrangements look like?
13	I don't think we have unique equipment that other institutions would need.
14	This is a decision that would need to be made by our Director. The question has never come up before so I don't know how they would feel about it
15	not ours to lend
16	don't have much specialized equipment; could lend for short periods

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: 22

#	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	Nous avons un numériseur robotisé et ça fonctionne très mal; nous voulons tester éventuellement la ROC sur des manuscrits
2	Very interested in ICR for rare manuscripts. Also interested in public transcription online projects.
3	Would like to try ICR with some of our collections
4	ICR for manuscripts and Dragon NaturallySpeaking for audio files.
5	Oui, je sais qu'à notre Module d'Histoire, un projet est en cours (ROC de manuscrits)
6	We would like to acquire a book scanner than can handle fragile material, ICR would also be welcome.
7	Nous travaillons avec deux universités québécoises sur la ROC des manuscrits
8	We are currently doing a trial with HTR and are looking into 3d scanning
9	We are monitoring the development of new technologies but we have limited capacity for the implementation of them or other innovations
10	Not at this time
11	Not currently

12	Not at this time.
13	We're in the early days of our digitization program so are open to considering everything.
14	n/a
15	ICR
16	Not really. Wish we could!
17	Currently investigating auto-captioning for AV material
18	Not at this moment.
19	Not currently, but we would be interested exploring new technologies like intelligent character recognition, robotic scanners, automated microfilm scanners, etc.
20	We are focusing on digital preservation infrastructure; based on our holdings, our areas of concern is audio and video preservation.
21	No. An efficient overhead book scanner would be great. But that is hardly new.
22	Oui, nous envisageons l'achat d'appareils de numérisation adaptés pour les documents fragiles ou anciens.

Access and Preservation Practices at your Institution

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

Respondents: 42

Choice	Percentage	Count	
Our own servers	97.62%	41	
Partner or service provider's servers (e.g. commercial provider or consortial cloud such as the Ontario Library Research Cloud)	66.67%	28	
Personal computers and workstations	33.33%	14	
Offline (e.g. DVD, tape)	38.10%	16	
Content is digitized, but not stored	7.14%	3	
Other (please specify):	19.05%	8	
Total	100%	42	

#	Other (please specify):
1	Currently moving to cloud-based
2	Backed up on CBU servers
3	Personal computers/workstations are only used as a temporary measure and their use for storage is actively discouraged
4	Our institutional repository
5	We have a locally-hosted instance of Archivematica, and we are currently negotiating an agreement with OLRC to move it to their servers.
6	We subscribe to a cloud based SAAS Archivematica instance. We upload all our IR content here 2/year
7	Archivematica's storage service in EduCloud
8	plus back up drives

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

Respondents: 42

Choice	Percentage	Count	
No special steps are taken to ensure long term preservation	4.76%	2	
A backup is made and kept of digitized content	83.33%	35	
Digital objects are regularly verified against stored checksums, digests or similar means	35.71%	15	
Our institution has a process for verifying the continued support and usability of file formats and migrating them as needed	30.95%	13	
Our institution has a defined process to manage digitized content over its entire lifecycle	30.95%	13	

Our institution has a digital repository which follows a preservation management standard such as TRAC	38.10%	16	
Copies of our digitized content are also maintained by a third party who has taken responsibility for their long-term preservation	42.86%	18	
We expect that a replacement copy can be obtained from a third party in the event of the loss of any digitized content	21.43%	9	
We expect that the original item can be re-digitized in the event of the loss of any digitized content	50.00%	21	
Other (please specify):	14.29%	6	
Total	100%	42	

#	Other (please specify):
1	Encore beaucoup de mesure à mettre en place, présentement sauvegarde avec les serveurs de l'institution (3 mois). Note : ce n'est pas des "totaux de contrôle", mais des "sommes de contrôle"
2	Checksums are automatically created in our new digital asset management system, but we are not yet using the verification and audit features.
3	Moving forward with Scholars Portal Permafrost
4	Checksums are generated but process to verify them has yet to be implemented. Staff remains current on file formats and migration possibilities. Digital items are "bagged" prior to deposit in repository.
5	client receives copies of masters and derivatives for local storage. LOCKSS
6	Not regularly but - Digital objects are verified against stored checksums, digests or similar means

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

Respondents: 42

Choice	Percentage	Count	
Online through a public web application	97.62%	41	
Online through a private web application (intranet or access controlled)	38.10%	16	
Online file service (e.g. Dropbox, Google Drive, SharePoint)	52.38%	22	
Internal file service (e.g. network file share)	35.71%	15	
Distributed on demand/on request	69.05%	29	
On physical media	30.95%	13	
We do not provide end user access to digitized material	4.76%	2	
Total	100%	42	

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: 42

Choice	Percentage	Count	
Yes (please specify):	64.29%	27	
No	23.81%	10	
Not sure	11.90%	5	
Total	100%	42	

#	Yes (please specify):
1	Wikimedia (pour certaines collections); Worldcat; site moissonné
2	Some content is available Internet Archive
3	Some content on Internet Archive

4	Internet Archive
5	Only once to Internet Archive as they digitized some material
6	Internet Archive, HathiTrust
7	World Digital Library, Internet Archive, etc...
8	IA and HathiTrust
9	Internet Archive
10	The xxxxxxxxx Project will have its metadata added to the Global Diversity Information Facility (GBIF) and some of our digital editions are having their metadata included on third party sites as well.
11	Some of our digitized content is available on IA and ODW.
12	Internet archive
13	Via OAI-PMH
14	Digital British Columbia, OpenAire, WorldCat
15	Our thesis collection was harvested by Theses Canada. It's an open repository.
16	A small selection of items are available in the Internet Archive although this model is no longer our practice
17	OCLC WMS
18	Internet Archive, Canadiana, BHL, Archeion
19	For non-commercial use
20	We have used Rhizome's Webrecorder to preserve artists website projects https://rhizome.org/software/
21	OurDigitalWorld
22	HathiTrust, Internet Archive
23	Internet Archive, OCUL, etc.
24	Images and metadata for materials scanned by the Internet Archive from the xxxxx's Printed Collection.
25	Internet Archive; WorldCat; Sheet Music Consortium, Our Digital World (infrequent)
26	In the past, we have partnered with IA and ODW

#	
27	Thèses Canada (documents et métadonnées), WorldCat (métadonnées), Core (documents et métadonnées), NDLTD (métadonnées)

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

Respondents: 42

Choice	Percentage	Count	
Long-term preservation of our digitized content in CKRN's Trustworthy Digital Repository (TDR)	45.24%	19	
Access to our digital content integrated into Canadiana.ca	64.29%	27	
Hosting of our digital collections on CRKN infrastructure and services (hosted portals)	23.81%	10	
Storage of our digital collections on CRKN with APIs that we can build our own applications on	21.43%	9	
Content is hosted on our platform, but researchers can also find it through links on Canadiana.ca	69.05%	29	
None of the above	2.38%	1	
Other (please specify):	21.43%	9	
Total	100%	42	

#	Other (please specify):
1	Assistance with bulk digitization
2	We are currently building our next gen DAMS, but we have a lot fo gaps in our long term preservation storage plan.
3	We'd be interested in collaborating more on national preservation and digitization infrastructure projects
4	It would depend on the materials digitized and other options available at the time.

5	Integrated institutional repositories?
6	Likely some combination of the above, but without a strategy it is difficult to answer this question.
7	Not sure, would need need to get more information
8	To be discussed
9	xxx is interested in hosting its content on the most appropriate platform based on our forthcoming Digital Asset Management guidelines -- local, provincial, national, including CRKN.

CRKN's Role in Digital Heritage

Please rate how much you agree or disagree with the following statements.

Respondents: 41

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	Total
I am quite familiar with CRKN's Canadiana collection	14.63% (6)	56.10% (23)	26.83% (11)	2.44% (1)	0.00% (0)	100% (41)
I use CRKN's Canadiana collection often	9.76% (4)	21.95% (9)	24.39% (10)	36.59% (15)	7.32% (3)	100% (41)

How important is it to you that CRKN continue to add new content to the Canadiana collection?

Respondents: 41

Choice	Percentage	Count	
Very important	53.66%	22	
Somewhat important	41.46%	17	
Not very important	0.00%	0	
Not at all important	0.00%	0	
Not sure	4.88%	2	
Total	100%	41	

#	Please elaborate on your response.

1	A union catalog of Canadian digital content for anyone to access is highly desirable.
2	It is important to provide as wide access as possible to this content
3	While I have not personally used the Canandiana collection extensively, I recognize it as a value resource for historical knowledge.
4	Given that we contribute annually to Canadiana through our fees, it seems important the new content be added regularly, although, of course, it is understood that there may be system upgrade costs (or such) that may impact in any year on the proportion of our fees that might go to new content.
5	I believe that it's worthwhile to work on a centralized collection of digitized heritage materials, and CRKN is in a good position to do so.
6	new content is essential to the ongoing preservation of and access to our national heritage
7	While Canadiana has been merged into CRKN, there is still an insufficient permanent funding model for it. Right now its cost is shared by member libraries, but expanding it or supporting institutions' varied partial or complete holdings and preservation will lead to additional costs that have no obvious support. While CRKN proudly announces that Canadiana is free to general users, it is seldom if ever mentioned that Canadian CRKN institutions are paying for it. People should know that, so it does not appear to be a resource that has no costs associated with it.
8	I find the content in Canadiana to be too focused on Central Canada. I would like for more western Canadian content to be added.
9	I'm an archivist, so access is very important to me--I also see access as a social justice issue, particularly to cultural and heritage content (while respecting community access guidelines, of course, as in the case of Traditional Knowledge)
10	The more the collections within the Gov Docs content are complete, the better. And the metadata for each document is critical - I know that you are aware of this from your documentation, but it cannot be stressed too much. Users are becoming increasingly familiar with online resources. They expect to see complete collections (such as debates, sessional papers, and so on), and within those items in a result list they expect to see discrete, specific search and sort options specifically. We link to it in the Gov Docs LibGuide, which does get used a lot.
11	I think the collection staying static limits the reach it will be able to have in the future, but I also don't think it should be expanded in lieu of preservation. If materials are being adequately preserved and the infrastructure can handle growth, then I think it should grow. Growth without adequate infrastructure is not worth it though.
12	So much material held in collections across the country, should be supported in digitization and access. Don't focus only on national collections, but on locally held materials as well.
13	The Canadiana collection is a very valuable resource for teaching and research that supports the preservation and conservation of Canadian heritage.

14	The more commonly available primary content that is available to our users benefits them and the library.	
15	We direct numerous students and researchers to this resource as an essential repository for primary and secondary source materials for Canadian history. It also helps us with collection development, creating finding aids and our own research.	
16	En regroupant sur un seul portail plusieurs collections de canadiana, et en ajoutant régulièrement du nouveau contenu, Canadiana.org demeure une source incontournable et riche pour les chercheurs, les étudiants et le grand public. Il serait important de bien communiquer les nouveaux ajouts pour que les usagers soient à l'affût des nouveautés sur le site.	

CRKN is in the process of considering which materials to add to its Canadiana collection. Some possibilities are listed below. Rank your priorities from 1 (highest) to 15 (lowest).

Respondents: 41

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total
At risk material (i.e. last copies of books, films, audio material, etc.)	39.47% (15)	23.68% (9)	2.63% (1)	5.26% (2)	2.63% (1)	2.63% (1)	5.26% (2)	2.63% (1)	7.89% (3)	2.63% (1)	2.63% (1)	0.00% (0)	2.63% (1)	0.00% (0)	0.00% (0)	100% (38)
Film/Video	0.00% (0)	8.11% (3)	10.81% (4)	8.11% (3)	8.11% (3)	5.41% (2)	13.51% (5)	10.81% (4)	16.22% (6)	2.70% (1)	5.41% (2)	5.41% (2)	5.41% (2)	0.00% (0)	0.00% (0)	100% (37)
Audio recordings	0.00% (0)	0.00% (0)	13.89% (5)	5.56% (2)	5.56% (2)	11.11% (4)	8.33% (3)	16.67% (6)	8.33% (3)	13.89% (5)	2.78% (1)	8.33% (3)	5.56% (2)	0.00% (0)	0.00% (0)	100% (36)
Material relating to groups that have been traditiona	35.00% (14)	35.00% (14)	10.00% (4)	0.00% (0)	5.00% (2)	7.50% (3)	2.50% (1)	0.00% (0)	2.50% (1)	2.50% (1)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	100% (40)

lly underrepresented in Canadian documentary heritage (Indigenous peoples, the LGBTQ community, immigrants, women, etc.)

Newspapers	13.51% (5)	8.11% (3)	13.51% (5)	10.81% (4)	5.41% (2)	8.11% (3)	8.11% (3)	5.41% (2)	5.41% (2)	8.11% (3)	5.41% (2)	2.70% (1)	0.00% (0)	5.41% (2)	0.00% (0)	100% (37)
Photographs and slides	2.86% (1)	5.71% (2)	2.86% (1)	8.57% (3)	17.14% (6)	11.43% (4)	11.43% (4)	8.57% (3)	14.29% (5)	8.57% (3)	5.71% (2)	2.86% (1)	0.00% (0)	0.00% (0)	0.00% (0)	100% (35)
Monographs published in the 1920s and 1930s	0.00% (0)	2.94% (1)	0.00% (0)	8.82% (3)	8.82% (3)	2.94% (1)	2.94% (1)	5.88% (2)	8.82% (3)	14.71% (5)	14.71% (5)	14.71% (5)	11.76% (4)	2.94% (1)	0.00% (0)	100% (34)
Periodicals published in the 1920s and 1930s	3.03% (1)	0.00% (0)	12.12% (4)	3.03% (1)	12.12% (4)	3.03% (1)	3.03% (1)	3.03% (1)	9.09% (3)	15.15% (5)	21.21% (7)	6.06% (2)	6.06% (2)	3.03% (1)	0.00% (0)	100% (33)

Government publications	0.00% (0)	2.78% (1)	11.11% (4)	11.11% (4)	13.89% (5)	5.56% (2)	2.78% (1)	5.56% (2)	0.00% (0)	0.00% (0)	11.11% (4)	5.56% (2)	11.11% (4)	8.33% (3)	11.11% (4)	100% (36)
Maps	0.00% (0)	5.88% (2)	2.94% (1)	5.88% (2)	11.76% (4)	8.82% (3)	17.65% (6)	5.88% (2)	2.94% (1)	5.88% (2)	14.71% (5)	8.82% (3)	2.94% (1)	5.88% (2)	0.00% (0)	100% (34)
Theses	0.00% (0)	2.94% (1)	0.00% (0)	2.94% (1)	8.82% (3)	5.88% (2)	2.94% (1)	8.82% (3)	2.94% (1)	11.76% (4)	0.00% (0)	2.94% (1)	17.65% (6)	26.47% (9)	5.88% (2)	100% (34)
Printed ephemera (e.g. postcards, playbills, menus, business cards, etc.)	0.00% (0)	0.00% (0)	2.70% (1)	16.22% (6)	0.00% (0)	10.81% (4)	5.41% (2)	10.81% (4)	2.70% (1)	10.81% (4)	5.41% (2)	24.32% (9)	5.41% (2)	5.41% (2)	0.00% (0)	100% (37)
High-interest archival fonds/collections	7.89% (3)	10.53% (4)	18.42% (7)	21.05% (8)	2.63% (1)	18.42% (7)	7.89% (3)	0.00% (0)	10.53% (4)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	2.63% (1)	100% (38)
Visual art	5.56% (2)	0.00% (0)	2.78% (1)	0.00% (0)	2.78% (1)	2.78% (1)	5.56% (2)	5.56% (2)	5.56% (2)	2.78% (1)	2.78% (1)	11.11% (4)	22.22% (8)	27.78% (10)	2.78% (1)	100% (36)
Other	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	0.00% (0)	14.29% (1)	85.71% (6)	100% (7)

#	Please elaborate on the categories that you ranked as high priority in the previous question.
1	Les thèses sont déjà présentes dans plusieurs dépôts (dont BAC), Canadiana devrait se concentrer sur le patrimonial...

2	Canadiana would benefit from more visual content in the public domain. It could grow interest in the other collections.
3	Hard to rank these as many would rank in the top few positions.
4	content created by and for marginalized groups should be a high priority.
5	We're ultimately more interested in certain subjects rather than formats.
6	Journaux, cartes géographiques, revues, photographies (surtout si elles concernent l'Est-du-Québec)
7	I think it is too difficult to rank by type, as it should be the content that drives the digitization program, unless there is at risk material that needs preserving due to its fragility
8	We are less concerned with the type of material than the content; we want to focus on material for it's uniqueness, rarity, interest and social justice potential
9	We see the need to focus on the digitization of at risk materials, audio-visual materials and materials from under represented communities as they are at greater risk of disappearing before that can be digitized or reformatted from their current analogue formats. They are also often unique without additional copies available in other repositories. This is also true of hidden archival fonds whose digitization could open an undiscovered and under untilized research resource, which could stimulate new research or different perspectives on traditional historical thinking.
10	Some of these are overlapping so it is hard to rank (i.e. format versus communities of interest)
11	Materials that are popular and or hard to access or at risk of deteriorating or lost should be highest priority
12	At-risk materials should be high-priority to ensure their safety. Materials from underrepresented groups hold significant research value because of their rarity, and are essential to a holistic view of Canadian history.
13	These materials are at most risk, materials relating to underrepresented groups are often collected by organizations that do not have money to digitize or preserve long term.
14	We are particularly interested in unique material, at risk material, and material from underrepresented groups.
15	DIversifying the collections is important, as is making accessible non-textutal content such as video and audio.
16	Most at risk followed by marginalized communities followed by media followed by visual material then printed material.
17	The ranking was suggested to prioritize materials that will extend researcher materials, focusing on underserved and at-risk areas of research.

18	Archival materials (unique) would be great, and stereoscopic content
19	Material that isnt available at other instituions
20	at risk material should be prioritized - especially film and video
21	I strongly believe we need to ensure Canadiana reflects the histories of all Canadians, which is why material about underrepresented groups is so important, and audio and video is so difficult to institutions to digitize and store on their that Canadiana is a logical repository for this kind of content.
22	xxxxxxx University has a high commitment to diversity, inclusion and equity. We also participate in SPAN, a COPPUL initiative, to preserve at risk local or scarce periodicals.
23	start with the at-risk; the bulky, info-dense; material to contribute to the diversification of Canadian identity online; governemnt docs for transparency and of historical value; other
24	I think providing access to material people don't even know exists/ content that is has little awareness outside of community members is really important. Part of marginalization is erasure from the historical record to isolate people. Re-enfranchising marginalized people to the historical record is very important, BUT it needs to be done appropriately, in consultation with the groups and with an eye to potential harm open access can cause. Open access is fundamentally inappropriate for some materials (think Indigenous traditional knowledge).
25	Highest priority is unique and underrepresented materials, and materials which have high research value but would be difficult to access for researchers outside major urban centres
26	For the top 3 categories that we identified, they were chosen because they are at high risk of being lost to degradation and damage. Also, we chose (d) because of the importance of preserving the heritage of traditionally underrepresented communities, cultures, etc.
27	At risk materials are ranked number 1 because these really do require a national approach to saving them. The same applies to ranking adding materials from underrepresented communities. This is a national problem that requires a national strategy and support. The next two categories (Film/Video and Audio recordings) are ranked 3 and 4 because many institutions find most challenging to provide access and digitize because of the many different types of obsolete equipment required. We are currently acquiring a new reel-to-reel tape player from Ballfinger in Germany, which may the last firm making these. The cost is in the $30-$40,000 range, which is beyond the reach of most institutions. If Ballfinger ceases operations then everyone will be cobbling together machines from a decreasing supply of old, spare parts.
28	Archival collections are the backbone to all original research in the humanities and social sciences. Having these online would eliminate issues with travel and access. As well, the more records that we can have widely available on underrepresented groups would meet a large need. We have many students who are interested in these groups that struggle to find relevant records to work with.
29	Retrouver des livres uniques au Canada ou des fonds d'archives méconnus sur Canadiana pourrait être très utile pour les étudiants et les chercheurs. Même si elles sont souvent cherchables dans un

	catalogue, il existe à travers le Canada une énorme quantité d'archives qui ne sont pas encore numérisées et disponibles uniquement en papier sur place.

Besides those materials listed above, are there any other types of materials that you would like CRKN to digitize and preserve? If so, please elaborate.

Respondents: 11

#	Besides those materials listed above, are there any other types of materials that you would like CRKN to digitize and preserve? If so, please elaborate.
1	Actes notariés, correspondance de guerre, de femmes, documents sur les petits métiers, les techniques (savoir-faire), le folklore, les légendes, etc.
2	Non
3	The xxxxxxxxx digitization project has lead to interest in the digitization of other natural history collections at the University. We believe that the ongoing digitization of these collections would provide an important and more accessible resource for many scientific and environmental research projects
4	Can't think of anything
5	Artefacts
6	Born digital archival collections.
7	Not sure
8	Microform (its challenging to do for a small department) and ledger books from unpublished gov docs and researchers. They're very dense information that can provide a lot of historical statistics.
9	None at this time.
10	CRKN could also look at becoming involved in supporting controlled digital lending. This is something we and our peer institutions are investigating with more urgency due to the affect that Covid-19 is having on our sector.
11	The list was very good. No additions at this time

How can CRKN best support digitization and preservation of heritage content?

Respondents: 27

#	How can CRKN best support digitization and preservation of heritage content?

1	Openly endorse cross-institutional collaboration; make it easy for other institutions to add their content.
2	To help with large mass/bulk digitization projects.
3	create a long term plan on how digital objects it preserves will still exist in even 10 years.
4	En continuant à nous questionner sur les priorités, les choix à faire et à nous impliquer dans certains projets.
5	Offer more assistance to digitize content held by Canadian institutions knowing that budgets and funding for this work is limited.
6	Subsidized digitization services; digitization advisor to assist with questions and formation of institutional strategies
7	Ensure content is OA and has licenses that facilitate reuse and broad sharing; CRKN should leading coordination on a national scale of digitization priorities and projects.
8	Pas de commentaire
9	Through promotion and a user-friendly interface to provide access to digitized material
10	CRKN can best support these efforts through its continued active support of ongoing national initiatives like the National Heritage Digitization Strategy and the work being done by groups like CARL, CCA and otehr national bodies dealing with various aspects of this work. CRKN should work closely with these groups to develop strategies for the securing of sustainable funding and for the development and promotion of achievable digitization standards, staff core competencies and training.
11	Provide training and workshops, more awareness of digitization
12	By hosting and maintaining trusted digital repositories and allowing institutions to transfer digitized materials, and also by providing digitization services to institutions
13	Facilitate the development of a national digitization and preservation network, to increase communication and partnerships between institutions. For example, we'd love to share expertise and learn about what is being digitized at other institutions to develop partnerships, similar to the data community.
14	We have the heritage content, but do not have the capacity to do large-scale digitization and description work in-house. Having CRKN's support in these areas would be so valuable.
15	Coordinating and supporting organizations that are also doing this work.
16	By providing low-cost, high-volume digitization services for various media

17	By complementing existing strong non-profit programs, such as the Internet Archive's services, with additional services that are currently unavailable to CRKN members and the research communities they serve. If at all possible, duplication of existing service partners' offerings should be avoided.
18	Provide usable, cost-effective services for storing and preserving digitized files, with excellent technical support
19	Help with digitizing A/V and microfilm formats, along with digital storage and a "one-stop-shop" approach for end users searching for heritage content would be most useful.
20	Infrastructure and reduced consortial pricing of services for institutions
21	Accompagner les institutions sans expertise à mettre sur pied des projets de numérisation quand ils ont du contenu patrimonial unique.
22	In my mind, focusing on the content that other orgs struggle with is important. CRKN being willing to fill the gaps in content/subject matter and material type would be a huge benefit!
23	Recognizing the importance of collections held in small and medium sized institutions across the country, work to provide grant funding for digitization & description projects. Very often this can't be done with existing staff complement, so we will need to hire project staff to carry out large-scale digitization.
24	We think that a decentralized approach very similar to those carried out through consortia, or an open resource conceptualization.
25	By helping institutions to help themselves and you. CRKN could work on finding grant funding opportunities like the NHDS to assist with big digitization projects at member locations that can be shared in Canadiana. CRKN could create a stable of specialized/ hard to obtain equipment that could be loaned out to facilitate digitization projects at member locations that can be shared in Canadiana. CRKN could quarterback and provide secretariat support to national initiatives to save at risk material
26	I think sharing procedures, workflows and details on equipment and software used would be a great way to encourage further digitization of these materials within the archival community.
27	Le RCDR pourrait jouer un rôle de coordination dans tous les grands projets de numérisation qui se déroulent au Canada. Informer les partenaires des projets en cours. Le RCDR pourrait aussi du soutien financier pour la numérisation (comme c'est le cas avec la SNPD) ou offrir des services de numérisation à des tarifs très concurrentiels.

Closing Questions

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

Respondents: 14

#	Is there anything else you would like to share with us?
1	This was certainly one of the better surveys I completed in a long time.
2	Tout au long du sondage, j'ai eu du mal à déterminer si les questions s'appliquaient à mon université (xxxx) ou au service de la bibliothèque où je travaille ? (svp, tenir compte de ce doute dans mes réponses).
3	Non
4	With the COVID-19 pandemic we are anticipating an increase in demand for digitized materials as researchers remain reluctant or are actively disuaded from physically visiting the Libraries. We are currently examining how we will handle this demand and what changes to our current practices will have to be made to meet this anticipated increase in the demand for digitized content.
5	No
6	No
7	n/a
8	n/a
9	No
10	We are in the early stages of implimenting digital asset management systems here. In the last couple of years,we have partnered with ARCA, through COPPUL, to impliment our institutional repository and participation in WestVault. We have also been working on an instance of Dataverse. We also hope to impliment Archivematica for digital preservation but that won't happen this year.
11	Merci pour nous avoir consulté.
12	Our Digitization Centre was in the process of posting 2 additional full time staff positions (one for Metadata and one for digitizing rare and fragile materials) just as we shut down due to covid-19. We will resume with hiring once we are back on site.
13	Not at this time. Thank you.
14	There are two persistent challenges in the area of digitization. The first is the recruitment/training of staff to manage digitization activities on a consistent basis. The second is the allocation of funding for the maintenance of our digital preservation infrastructure, in particular,the recruitment of sys admin staff to manage server infrastructure and preservation repository system for the content that we are creating through digitization.

Canadian Research
Knowledge Network

Réseau canadien
de documentation
pour la recherche

Survey of Stakeholders

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

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.	0.00%	0	

	Percentage	Count	
(Please email the strategy to bstover@crkn.ca)			
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 digitizatin through our archivist and volunteers, but it is not as specificed 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 tecnical 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 (e.g.) 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 capcity 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 resouces, 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.

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

Respondents: 0

Choice	Percentage	Count	
Yes, we currently have a project that we'd be interested in talking with CRKN about.	100%	0	
Yes, at some point in the future.	100%	0	
Not sure	100%	0	
No, thanks	100%	0	
Other (please specify):	100%	0	
Total	100%	0	

What are the main factors that have prevented you from either undertaking or outsourcing digitization work? Please select all that apply and rank your priorities from 1 (highest) to 10 (lowest).

Respondents: 0

	1	2	3	4	5	6	7	8	9	10	Total
Lack of funding	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)

Difficulty accessing the materials that we wish to digitize (e.g. fragile materials, gaps in collections)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)
Lack of institutional support	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)
Lack of necessary equipment	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)
Lack of qualified staff	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)	100% (0)
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 digitziation 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 conjuction 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 (xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx).
13	60 books with CRKN
14	Partenered with Our Digital World to digitzate 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 xxxxxxx 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 digitzing 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 approximatley 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	Partenered with Our Digital World to digitize the First Hansard prodcued 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	Weare in the early stages of building an in-house video digitization work station to transger 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 sensitive materials	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)
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 dslrs + 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 technicions and a systems librarian who manage them. These positions support digitization effots. Three other librarians and one technial / 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	

	Percentage	Count	
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

	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 internallyt 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 publication 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 for transcription, OCR, IIIF (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 defintely like to see descriptions of our holdings discoverable thorugh 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 clitch 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