

QUESTIONNAIRE ON DIGITISATION AND PRESERVATION

ADMINISTRATIVE QUESTIONS

About the Library/institution

Name of Library:

Director.....

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

Address:

.....

.....

Telephone Number:

Fax Number:

E-mail:

Digitisation programme and policy

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

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

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

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

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

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

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

8. If “yes” please provide any details separately.

Selection of materials

9. Which of these criteria guide selection of materials for digitisation? (check all relevant)

- Historical/cultural value
- Academic importance
- Reduce damage
- Commercial exploitation
- Provide document delivery services
- Other reasons (please specify).....
- Save space
- Research into digital processes
- Preservation
- Increase access

Co-operation

10. Do you co-operate with other organisations to develop your digitisation programme?

Yes / no

11. If so, which kind (please tick all appropriate)

- Other libraries - public
- Other libraries - academic
- Other libraries - private
- Archives
- Private companies

12. Is your co-operation national international local

13. Does co-operation consist of

- equal partnership
- offering services commercially
- buying services and products

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

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

.....
.....

Staffing

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

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

Costs of digitisation

17. What do you estimate are the costs of digitising documents? (please include staff, equipment, space, energy and other related costs)

Per page..... Per average book.....

Per average serial issue..... Other items (specify).....

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

TECHNICAL QUESTIONS

Digitisation techniques

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

20. Are documents prepared by library staff outside staff

21. Is digitisation carried out from the original reproductions

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

Format of digitised materials

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

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

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

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

24. File size obtained after compressionkbytes/Mbytes

25. Average compression rate by image types

black/white..... grey..... colour.....

26. Image processing software used.....

27. Do you digitise documents containing characters other than the Latin alphabet?

If “yes”, which other scripts (please list the most important)

.....
.....

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

.....

29. Do you digitise sound recordings yes / no

If “yes” what methods are used?

.....

30. Do you digitise film or video? Yes / no

31. If “yes” what methods are used?

32. Have you used OCR software for texts? Yes / no

33. If “yes” which software was used?.....

34. Have documents undergone special treatment prior to OCR processing? Yes / no

35. For what purpose was OCR processing used?

automatic indexing computer-assisted reading

Other (specify).....

36. What OCR recognition rate have you obtained (by document type)

.....

37. Which image viewing software do you use?.....

38. Have you carried out any post-digitisation improvements in image mode or text/OCR mode?

39. If so, which ones

Consultation of digitised materials

40. Have you developed specific workstations specially to consult the digitised collections?

Yes/no

If “yes” which type?

41. Which navigation software is used?

THE DIGITISED DOCUMENTS

The documents themselves

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

Catalogues

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

Access to digitised documents

49. Are the digitised documents available only on-site only within the library
- only within the institution through a Website
50. If available through a website please give
- URL.....

51. Which functions are included in the browsing/viewing software
 Hypertext links highlighting other.....
52. Is the station equipped with access control mechanisms billing software
53. Is the workstation connected to internal library servers an Intranet the Internet
54. Can users use OCR software on documents in image mode? Yes/no

Charges

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

Reproduction and copyright

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

.....
.....

Digitisation programmes of other institutions in your country

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

82. If "yes" please give their addresses

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.....
.....

When complete please return this questionnaire to the address below.

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