

## 2010 DPOE Needs Assessment Survey Responses by Percent

1. Which of the following most closely describes the type or function of your organization?

Library 40.3%  
Archives 34.1%  
Museum 16%  
Research Group 0.9%  
Historical Society 4.5%  
Other 17.1%

"Other" comments included:

Not-for-profit  
Medical association  
State Park  
Church  
Clerk's Office

2. Which of the following most closely describes the sector of your organization?

Academic 48.3%  
Corporate 5.3%  
Government Agency (Local) 9.6%  
Government Agency (State) 6.7%  
Government Agency (Fed) 7.7%  
Other 25.5%

"Other" comments included:

Not-for-profit  
Local Historical Society  
Religious Institution

3. Where is the primary location of your organization (City, State)?\*

Midwest (OH, IN, MI, IL, WI, MO, IA, MN, ND, SD, NE, KS) 21.2%  
Northeast (ME, VT, NH, RI, MA, CT, NY, NJ, PA) 25.7%  
Northwest (WA, OR, MT, WY, ID, AK) 5.3%  
Southcentral (TX, OK, AR, LA) 10.3%  
Southeast (MS, AL, GA, FL, SC, NC, TN, KY, WV, VA, DC, MD, DE) 22.4%  
Southwest (CA, NV, UT, CO, AZ, HI) 14.8%

\*The six regions of DPOE are based on the four United States Census regions.

4. What is the approximate total full and part time staff size of your organization?

1-24 50.6%  
25-50 13.1%  
51-200 18.4%  
201-500 8.1%

501+ 9.8%

5. Which of the following most closely describes your current staffing configuration for digital preservation?

Paid full or part time professional practitioner staff: 33.2%  
Digital preservation duties assigned to various staff as needed: 48.8%  
Digital preservation services provided by an external vendor: 13.2%  
Volunteers (full or part time): 13.9%  
No person has digital preservation responsibilities: 21.9%  
Other: 15.2%

"Other" comments included:

One volunteer  
One full-time employee  
Learned on the fly  
4+ staff in IT for electronic document management  
Unknown, None  
Grant-funded professional staff  
Historical committee of 3 volunteers  
Art reference librarian  
2 employees, Out-sourced  
No equipment to do preservation  
No centralized DP activities  
Student interns

6. How would you characterize the digital content that your organization possesses?

Deposited digital materials you manage for other individuals/institutions: 39.5%  
Reformatted material digitized from collections already held: 94.1%

7. What type of content is currently in your organization's holdings?

Web sites: 41%  
Architectural and Design Drawings: 40.0%  
Research Data Files: 43.5%  
Digital Image Files: 88.0%  
PDF Files: 74.2%  
Office Files: 59.3%  
Geographic Information Files: 20.4%  
Audio Visual Files: 72.0%  
Other: 10.9%

"Other" comments included:

JPG, TIFF, Periodicals, Genealogies  
Municipal Records, Logical Disk Images  
Construction-As-Built Record Drawings  
GIS Maps, Rare Books, Artifacts, Postcards  
Historic Documents, JPEG 2000 files, E-mail, Student Class & Performance Histories

Collections databases, Legacy Files, Conservation Records, Digital Art Works  
Art Prints, Video Content, Twitter, Blog, Three-Dimensional Artifacts, Physical Media  
Property and Vital Records, Archival Paper, Sound and Film Collections, Dissertations

8. How important is it to your organization to ensure your content is accessible for 10 years or more?

Very Important: 84.2%

Important: 13.1%

Not Very Important: 2.6%

9. Are there funds in your organization's budget that you can draw on for professional development and training?

Yes: 65.9%

No: 34.1%

10. What kinds of training would be most helpful to you? Please rank from 1 to 5, with 1 being the most helpful.

1. Technical, assist practitioners in understanding and applying techniques

2. Project Management

3. Project Management

4. Management Planning

5. Basic knowledge for all levels of staff

11. What training format would be best for your organization? Please rate from 1 to 4, 1 being the best format.

1. In person, small workshop focused only on training.

2. In person, large workshop with opportunities for networking.

3. Online, webinar.

4. Online, self-paced course.

5. In person, large workshop with opportunities for networking.

Many respondents suggested other options for training. These included:

Perhaps a discussion board with follow-up webinar

In-person training and conferences

Multiple small workshops

Written policies and manuals

12. For in-person training, which location options would best fit your organization's funding and travel policy for professional development? Please rank, with 1 being the best fit.

1. All training on-site.

2. Within a 100-mile radius within state.

3. Within state.

4. Within multistate region.

5. National level

Many respondents also suggested other options for in-person training. These included:

Cannot afford travel

Local is best

No Infrastructure for on-site training

Phone or online technical assistance during the work week

Within county due to budget

13. For in-person training, which duration options would best fit your organization's funding and travel policy for professional development? Please rank, with 1 being the best fit.

1. ½ to 1 day sessions.

2. 2-3 consecutive day intensives.

3. A week-long intensive.

Many respondents also suggested other options for duration of in-person training. These included:

Series of short sessions

Short courses at monthly/bi-monthly intervals

Continuing technical assistance

During the workweek

Afternoon/evening session

2-day workshop

14. When during the year does your organization need to be notified of training events for them to be included in your annual budget?

January-March: 30.1%

April-June: 27.5%

July-September: 24.2%

October-December: 18.2%

15. Is there any other additional information you would like to provide us about your organization's digital preservation activities and challenges? (various responses)

Include in training discussion about copyright issues in reformatting materials.

Need to understand implications of and better manage non-text digital preservation and legacy document preservation.

Because we are the repository for all state agencies, not the creators, we don't have a say in how records are created. We have to take what we can get and find a way to make it work, which is our biggest problem.

We need some guidance and training, in addition to internal funding. I assume the funding will ease up over the next year or two - ? Thanks.

Biggest challenge is funding

One thing that might be helpful is education on where to look for funding to build technical infrastructure for digital preservation. Technical infrastructure would include things like IT staff and storage.

As the digital preservation program is conducted entirely by one professional librarian (with limited staff support), the librarian must have expertise in all phases of a digital preservation project.

"Best practice" is a misnomer. We cannot afford best-practice. What we need is a range of reasonable options and suggestions for file maintenance structures. We need an idea of how to balance the cost of digital preservation against the imperative to preserve the original documentation.

In graduate school, my course focused primarily on the high-level management issues related to digital projects and preservation. However, I find myself lacking a lot of the technical knowledge to actually implement those projects as a "lone arranger" with very little IT support. So, while management training is important, I imagine that what most of us are lacking is the very specific technical specifications governing day-to-day work in digital preservation projects.

It would be useful for administrators/funders to see an overview of what other institutions are doing with respect to collaborative projects, individual projects, etc.

I know this information is available on individual projects or programs, but it would be nice if it were presented in a collected way. (If this is being done already, please send the info or link my way.)

One of our biggest challenges is equipment. Not the reformatting equipment or software, but the older equipment needed to play AV materials. We are also understaffed for a truly comprehensive digital program.

I think it would be very important to focus on such basic but important issues as: moving emails into basic, non-proprietary formats. We expect to start getting personal papers delivered to us in digital format, and a work flow that involves moving material to openly accessible formats is very important.