Recollection Wisconsin, WILS (Wisconsin Library Services) and the Wisconsin Historical Society are working together to learn more about local affiliates’ capacity to digitize their collections and make them available online. This survey, along with community conversations and strategic planning sessions that will take place this fall, will be used to plan training, collaborative projects and other activities that support digital collection development in Wisconsin’s historical societies and historic preservation groups.

This survey will take approximately 20 minutes to complete. You can preview all survey questions in a PDF at https://recollectionwisconsin.org/cop. Please coordinate with others at your organization to ensure only one response is submitted on behalf of your group. Contact Vicki Tobias at vicki@wils.org with any questions.

We value your input and look forward to hearing about your organization and its digital work. Please complete this survey by August 31, 2019. Thank you for your time and support!

This work is supported by an Archives Collaboratives Planning Grant from the National Historical Publications and Records Commission (NHPRC). For more information about the planning project, visit https://recollectionwisconsin.org/cop.
Participant Information

1. Your name

2. Your email address

* 3. Your role in your organization. Choose the most appropriate option.
   - Permanent staff
   - Project or limited term staff
   - Volunteer
   - Intern or student
   - Board member or leadership
   - Community member
   - Other (please specify)

4. Name of your organization

* 5. Is your organization an affiliate of the Wisconsin Historical Society?
   - Yes
   - No
   - Unsure
6. Organization type. Choose the most appropriate option.

- Historical society
- Museum
- Historic preservation group
- Archives
- Library
- Community organization
- Other (please specify)

7. Your organization's location (city/town)

8. To the best of your ability, please indicate your organization's level of confidence with the following topics:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Not at all confident</th>
<th>Somewhat confident</th>
<th>Confident</th>
<th>Very confident</th>
<th>Unsure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning a digital project (How much will this project cost? How much time will it take?)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determining copyright status (Can we put this online?)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scanning (What resolution should we use when we scan? What types of files should we create?)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describing content/creating metadata (What standards should we use to describe our digital files?)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storing and managing digital content (Where should we store our files? How much storage space do we need?)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Options for discovery and access (What software should we use to bring our digital collections online?)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outsourcing digitization (What information do we need to provide to get an estimate from a digitization vendor?)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sustaining a digital project (Where can we get help to continue our work?)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Digital Readiness Survey

### Digital Collection Development

9. Does your organization have a general collection development policy for digital and/or non-digital collections?
- [ ] Yes
- [ ] No
- [ ] Unsure

10. Does your organization have written guidelines or policies that inform your decisions to scan or create digital files?
- [ ] Yes
- [ ] No
- [ ] Unsure

11. Does your organization scan or create digital files from items already in your collections?
- [ ] Yes
- [ ] No
- [ ] Unsure

12. Does your organization scan or create digital files from historical materials loans for scanning by community members?
- [ ] Yes
- [ ] No
- [ ] Unsure
13. Does your organization use a deed of gift or release form for materials loaned for scanning?
- Yes
- No
- Unsure

* 14. Does your organization collect digitized or born-digital files created by community members (e.g. digital photos, video or audio recordings, PDF or Word documents, etc.)?
- Yes
- No
- Unsure
15. Does your organization use a deed of gift or release form for digital content collected from community members?

- Yes
- No
- Unsure

16. What motivates your organization’s digitization work? *Check all that apply.*

- Filling reference requests
- Supporting educational activities
- Creating physical or web-based exhibits
- Generating revenue for our organization
- Sharing on social media accounts
- Supporting genealogy or local history research
- Creating content for our own website
- Supporting collections management (e.g. inventory control)
- Promoting our organization and its activities or events
- Improving general access to collections
- Other (please specify)
17. If your organization digitizes content to generate revenue, are you...?

Check all that apply.

☐ Selling digital files from your website or content management system

☐ Selling or licensing digital files to another entity for sale (online or in person)

☐ Selling prints or artwork

☐ Producing retail items from the scanned images (e.g. calendars, mugs, postcards, etc.)

☐ We do not digitize content to generate revenue

☐ Other (please specify)

18. How often does your organization scan or create digital files from items in your historical collections?

Please select one option that is most applicable.

☐ Daily

☐ Weekly

☐ Monthly

☐ A few times a year

☐ Only as needed or requested

☐ Only as part of a specific or focused digitization project

☐ Rarely. We're not actively digitizing content from our collections

☐ Never

☐ Unsure

* 19. Does your organization make digitized historical materials available online?

☐ Yes

☐ No

☐ Unsure
20. How does your organization make digitized historical materials available online? Check all that apply.

- [ ] PastPerfect Online
- [ ] ArchivesSpace
- [ ] CONTENTdm
- [ ] ResCarta
- [ ] UW Digital Collections
- [ ] Omeka
- [ ] Flickr
- [ ] Other (please specify)
- [ ] Google Photos
- [ ] Internet Archive
- [ ] A blog (e.g. WordPress, etc.)
- [ ] Your organization's website
- [ ] Locally-created database
- [ ] Social media
- [ ] Unsure
Online Access

21. If you use social media to share your collections online, what social media platforms do you use? *Check all that apply.*

- [ ] Facebook
- [ ] Instagram
- [ ] Twitter
- [ ] YouTube
- [ ] Other (please specify)

We do not use social media to share collections online.

22. Please provide a link or links to your online collections.

23. Do you use any of the following tools or systems to internally manage your digital collections information? *Check all that apply.*

- [ ] Microsoft Excel
- [ ] Microsoft Access
- [ ] FileMaker Pro
- [ ] PastPerfect
- [ ] ArchivesSpace
- [ ] Locally-created database
- [ ] Unsure
- [ ] Other (please specify)
Digital Readiness Survey

Digital Collections Use

24. To the best of your knowledge, who are the primary users of your organization’s digital collections? Check all that apply.

☐ My organization’s staff or volunteers
☐ My organization’s board members/leadership
☐ Students
☐ Educators
☐ Current community members
☐ Former community members
☐ Other (please specify)

25. How do you think that primary users use items from your organization’s digital collections? Check all that apply.

☐ Student papers, presentations or projects
☐ Curriculum development or teaching
☐ Outreach or publicity
☐ Exhibits (physical or web-based)
☐ Art or decorative imagery
☐ Academic research
☐ Personal research or genealogy
☐ Publications
☐ Evidence
☐ Personal interest or entertainment
☐ Unsure

26. Do you track usage statistics for your online collections?

☐ Yes
☐ No
☐ Unsure
Scanning or Digital File Creation Work

27. Who is responsible for digitizing materials and/or making them available online? Check all that apply.

- Paid staff within my organization
- Temporary staff (e.g. grant-funded position, LTE)
- Community volunteers
- High school or college-aged interns or students
- Commercial vendor
- Partner organization (e.g. local library or university)
- Unsure
- Other (please specify)

* 28. Do you partner with other organizations, such as your local public library or a local business, to digitize historic materials and/or make them available online?

- Yes
- No
- Unsure
Scanning or Digital File Creation Work

29. Briefly describe your partnerships to digitize historic materials and/or make them available online.

30. Which standards or best practices do you use in your digitization work? *Check all that apply.*

- Recollection Wisconsin's Digital Project Toolkit
- Wisconsin Historical Society
- Library of Congress
- National Archives
- NEDCC
- Sustainable Heritage Network
- Other (please specify)

31. For items your organization digitizes and/or makes available online, do you record the following descriptive information? *Check all that apply.*

- Title
- Date
- Geographic location (e.g. city, county, state)
- Creator
- Subject terms or keywords
- Copyright status

32. Before you make digitized materials available online, do you research their copyright status?

- Yes
- No
- Unsure
33. Before you make digitized materials that are in copyright available online, do you contact the copyright holder for permission?

- Yes
- No
- Unsure
34. Which types of digital file formats does your organization create? *Check all that apply.*

- [ ] TIFF
- [ ] JPEG
- [ ] PDF
- [ ] WAV
- [ ] MP3
- [ ] MOV
- [ ] MP4
- [ ] Unsure
- [ ] Other (please specify)

35. Does your organization have a policy or plan for storing and/or backing up digital files?

- [ ] Yes
- [ ] No
- [ ] Unsure

36. Where do you store your digital files? *Check all that apply.*

- [ ] CDs
- [ ] DVDs
- [ ] Thumb drives/flash drives
- [ ] Local computer hard drive
- [ ] Networked computer
- [ ] Local server
- [ ] External hard drive
- [ ] Cloud storage (e.g. Dropbox, Box, Amazon Glacier, Google)
- [ ] Off-site with a partner organization
- [ ] Unsure
- [ ] Other (please specify)
37. How often does your organization move digital files to your storage location(s)? *Please select the option that is most applicable.*

- [ ] Daily
- [ ] Weekly
- [ ] Monthly
- [ ] Quarterly
- [ ] Annually
- [ ] Other (please specify)

38. Approximately how much total storage space do all of your digital files take up?

- [ ] Less than 100GB
- [ ] 100-500GB
- [ ] 500GB-1TB
- [ ] More than 1TB
- [ ] Unsure
- [ ] Other (please specify)
39. Which of the following types of content has your organization digitized? Check all that apply.

- Photographs
- Yearbooks
- City or other community directories
- Records (e.g. school, business, property, military, local government)
- Oral histories
- Other audio or video recordings (e.g. speeches, performances, music, community events)
- Newsletters
- Newspapers
- Clippings files
- Artifacts/three-dimensional objects

40. Which of these “challenging to digitize” formats do you have in your collection? Check all that apply.

- Scrapbooks or photo albums
- Maps
- Oversized two-dimensional items (e.g. blueprints, posters)
- Artifacts or three-dimensional objects
- Glass plate negatives
- Other (please specify)
- Film negatives
- Slides
- Panoramic photos
- Textiles
- Unsure

41. Which of these “at risk” analog formats do you have in your collections? Check all that apply.

- Records or LPs
- Reel-to-reel audio tape
- Audio cassette tape
- U-matic video tape
- VHS tape
- Other (please specify)
- Betamax tape
- 16mm film
- 8mm or Super 8 film
- Unsure
42. Which of these “at-risk” digital formats do you have in your collections? Check all that apply.

- [ ] CDs
- [ ] DVDs
- [ ] Floppy disks
- [ ] Zip disks
- [ ] Other (please specify)
- [ ] MiniDisc or MiniDV
- [ ] Digital Audio Tape (DAT)
- [ ] Thumb drives or flash drives
- [ ] Unsure

43. If your collections include any of the “at-risk” analog or digital media formats listed above, what types of content do they contain? Check all that apply.

- [ ] Oral history interviews
- [ ] Recordings of our organization's events
- [ ] Recordings of other community events (e.g. parades, graduations, etc.)
- [ ] Music or theater performances
- [ ] Documentary productions
- [ ] Local government records
- [ ] Other (please specify)
- [ ] Our organization's records
- [ ] Other records (e.g. school, business, property, military)
- [ ] Digitized historical materials in our collections
- [ ] Digitized historical materials donated to us by community members
- [ ] Unsure

44. If your collections include any of the “at-risk” formats listed above, have you digitized them for access or preservation?

- [ ] Yes
- [ ] No
- [ ] Unsure
## Resources and Support

45. Do you have any of the following resources dedicated to digital project work? *Check all that apply.*

- [ ] Funding -- part of our regular operating budget
- [ ] Funding -- a mini-grant from the Wisconsin Historical Society
- [ ] Funding -- other grant or donation
- [ ] Paid staff
- [ ] Volunteer staff
- [ ] Dedicated work space
- [ ] Flatbed scanner
- [ ] Slide scanner
- [ ] Large format or overhead scanner
- [ ] Digital SLR camera
- [ ] Color target charts
- [ ] Image editing software (e.g. Photoshop, GIMP)
- [ ] Content management system or database
- [ ] Unsure
- [ ] Other (please specify)

* 46. Have you ever written a grant or sought outside funding to support digitization work?

- [ ] Yes
- [ ] No
- [ ] Unsure
47. Who or what entity was the funding agency?

* 48. Do you have any kind of IT support available to support digital collections management?

- [ ] Yes
- [ ] No
- [ ] Unsure
49. If you do have IT support available, how is it provided? *Check all that apply.*

- [ ] IT staff at our organization
- [ ] Contract with outside IT provider
- [ ] Volunteer with IT expertise
- [ ] IT support donated by a partner organization
- [ ] Unsure
- [ ] Other (please specify)

50. Where do you turn for support or assistance when you have a question related to digitization or digital collection development work? *Check all that apply.*

- [ ] Peer organizations (e.g. other local history affiliates)
- [ ] Professional organizations (e.g. Midwest Archives Conference, AASLH)
- [ ] Current or former colleagues
- [ ] IT staff
- [ ] Printed books or published materials (e.g. “How to” materials)
- [ ] Web-based information including tutorials, guidelines, white papers, or best practices guidelines
- [ ] Continuing education or training opportunities
- [ ] Conferences or other meetings related to digitization work
- [ ] Best practices or professional standards published or shared by Recollection Wisconsin
- [ ] Best practices or professional standards published or shared by the Wisconsin Historical Society
- [ ] Unsure
- [ ] Other (please specify)

51. What is your organization’s **BIGGEST** obstacle to digitizing and sharing collections online? *Choose only one.*

- [ ] Funding
- [ ] Equipment
- [ ] Time
- [ ] Expertise
- [ ] No access platform or content management system
- [ ] Copyright concerns
- [ ] Public access or privacy concerns
- [ ] Lack of storage space for digital files
- [ ] Competing priorities
- [ ] Lack of support from board or leadership
- [ ] No obstacles
- [ ] Unsure
52. What services or support would be **MOST** helpful in getting your collections online and providing long-term access? *Choose up to three.*

- Funding for equipment and/or software
- Funding for staff
- In-person training (workshops or classes)
- Distance or virtual training (webinars)
- Digitization services (send materials off-site for scanning and description)
- Trained professional to come in and complete a digitization project
- Connecting with other organizations working on similar projects
- Consultation with digitization experts
- Storage solution for digital files
- Access platform or content management system
- Other (please specify)

53. What training would be **MOST** helpful in getting your collections online and providing long-term access? *Choose up to three.*

- General introduction to using and building digital collections
- Planning a digitization project
- Copyright education
- General project management
- Volunteer management
- Grant writing
- Scanning
- Digital storage
- Describing digital content (metadata)
- Access options for digital collections
- Other (please specify)

54. Do you have any other thoughts you’d like to share about digital readiness or digitization work at your organization?
Follow Up

* 55. Are you interested in participating in a community conversation or strategic planning session about “digital readiness” in September, October or November 2019?

☐ Yes
☐ No

Thank you for your time and support!

This work is supported by an Archives Collaboratives Planning Grant from the National Historical Publications and Records Commission (NHPRC). For more information about the planning project, visit https://recollectionwisconsin.org/cop.