Supplement A: Public and State Library Agency Survey Questions

A companion to the OCLC Research report:

Advancing the National Digital Platform: The State of Digitization in US Public and State Libraries by Kendra Morgan and Merrilee Proffitt

Both the report and the supplement are available online at:
oc.lc/advancing-national-digital-platform.

Contents:

US Public Library Survey (32 questions)
US State Library Agency Survey (38 questions)

Advancing the National Digital Platform | Public Library Survey

Together with the Digital Public Library of America (DPLA), and through the support of a grant from the Institute of Museum and Library Services (IMLS), OCLC is seeking to understand how public libraries are digitizing their unique, local collections. The results and responses (including all raw data - with the exception of your name and personal contact information) will be made available in a national report to inform future projects that may help public libraries digitize their unique collections and share their local resources. Even if your library isn't doing anything related to digitization, your participation will provide a better understanding of the types of collections that libraries have and the barriers to digitizing, which are also important. ***Please have the survey completed by the staff member most likely to understand your library's digitization efforts (if any).***

For this survey, we are interested in knowing about **unique** content that your library has in its collections. This is content which likely wouldn't be found in other libraries such as local newspaper clippings, or local photographs of your city or town. **Please do not consider items such as vendor-supplied ebooks or other online materials in your answers.**

If you have questions, you can reach out to the [survey team via email](#).

The estimated time to complete the survey is **5 minutes** for libraries that have not digitized and **25 minutes** for those that have. You can complete the survey in one sitting, or you can save your responses and receive a link via email to return and complete the survey later. To do so, **click the gray bar at the top of the window that says "Save and continue later."** You will be prompted to enter your email address and a personalized link will be emailed to you.

Throughout the survey, when you see a red asterisk (*), this indicates a response is required.

We hope you share our enthusiasm for this project and will participate. Thank you for your support; we look forward to sharing the results later this year!

The final survey that is displayed to you will be numbered differently depending on your responses.

1) Select your state and then library name from the list that appears.

2) If your library name does not appear in the above menu, please enter it here:

3) Please enter your name, title and email address below. The responses in these fields **will not** be published as part of the dataset and will only be used to follow up if required. *

4) Does digitizing and providing online access to **local and unique** digitized materials align with your library's mission?
   o Yes, and it is an explicit part of our mission statement
   o Yes, it broadly fits with our mission (though not explicitly stated)
   o No

5) What is the status of your library's digitization activities? *
   o We have never engaged in digitization activities, and do not plan to.
   o We have never engaged in digitization activities but we are planning to start in the next 12 months.
   o We are currently engaged in digitization activities, or have been within the past three years.
   o We did some digitization activities more than three years ago.
   o We completed all digitization of our library's unique collections.

-- The next question is only asked of libraries that have ended digitization activities--

6) Why did your library's digitization activities end? Please check all that apply.
   o It was a one-time funding opportunity
   o Staff expertise was lost
   o It was a one-time experiment
   o It was too expensive
   o It was no longer an organizational priority
   o It has been delayed but is expected to resume
   o Other (please specify)

7) Please identify the types of **unique and locally significant items** that are in your library's collection. These can be original materials, regardless of whether or not they have been digitized. Please check all that apply. *
   o Photographs
   o Letters, diaries, scrapbooks or personal correspondence
   o Newspapers (including clippings)
   o Official, local records
   o Audio recordings (this does not include vendor-supplied/commercially available audio books)
   o Video recordings (this does not include vendor-supplied/commercially available resources)
   o Microfilm/fiche
   o Maps/cartographic materials
   o Books/monographics (not including vendor-supplied ebooks)
   o Finding aids
   o Born-digital materials (could include audio, video, photographs, documents, etc., that were created digitally first)
   o Other (please specify): *
   o We have none of these items

   -- The next question is only asked of libraries that responded, "We have none of these items" in #7 --

8) If your library doesn't collect unique, locally significant materials, what institution in your community does (if any)?
   o Local/state archives
   o Local/state historical society
   o Local/state museum
   o Local/state university
   o State agency
   o Don't know
   o Other (please specify): _____

-- The next question is not asked of libraries that responded that they "have never engaged in digitization activities, and do not plan to", in #5 --

9) What is the status of your library's digitization strategy?
   o Approved
   o In draft form
   o Under discussion
   o There is no formal strategy
   o Don't know

10) What types of training or specific training programs would help your library be more successful in current or future digitization efforts? Please check all that apply.
   o Copyright training (risk assessment)
   o Digital Directions (offered by the Northeast Document Conservation Center)
   o Imaging best practices
   o Metadata best practices
   o Software training through a vendor
   o Other (please specify): _____
   o Don't know

   For information about Digital Directions, click here.

11) Is there a Digital Public Library of America (DPLA) service hub in your state or region?
   o Yes, and the library participates in it
   o Yes, but the library doesn't participate in it
   o Not currently, but a hub is in development
   o No
   o Don't know

12) Please indicate the extent to which each of the following poses a barrier to your library's efforts to digitize your **unique collections.**

	Major barrier	Minor barrier	Not a barrier
Inadequate technology or equipment			
Insufficient staff time			
Insufficient staff training/expertise			
Lack of experience with applying for and administering grants			
Rights management issues			
Insufficient ongoing funds (outside of grants)			

-- The remaining questions are only asked of libraries that have digitized --

13) What criteria have you used when selecting which collections to digitize? Please check all that apply.
   o Patron demand
   o To weed physical items from the collection
   o Collection size
   o Historical significance
   o Preservation purposes
   o Ease of digitization
   o Rights issues
   o In-house expertise
   o Potential partnerships
   o Community outreach and engagement opportunities
   o Serving unique or underserved populations
   o Financial incentives/grants (local or broader initiatives you could participate in)
   o Other (please specify)

14) Does your library have the technical equipment (e.g., scanning resources, hardware and software) to do this work in-house
   o Yes, we have all of necessary equipment in-house.
   o We have some of these in-house and outsource some aspects
   o No, we outsource this
   o Don't know

15) Looking at your library's digitization efforts for your unique collections, how is the workload typically distributed? Enter the percentage of time spent on digitization by paid library staff, volunteers, contractors, etc. For example: 25% of digitization was done by paid library staff, and 75% by contractors. Enter whole numbers (no decimals), totaling 100%

Resource	Percent
Paid library staff	
Volunteers	
Interns/Students (paid)	
Interns/Students (unpaid)	
Contractors (working in the library or off-site)	
Consortium or state-based project staff	
Other (please specify)	

16) What is the total number of items your library has digitized?
Multi-page items should be counted as a single item (books, other bound objects.)
- o Fewer than 1,000
- o 1,001 – 50,000
- o 50,001 - 150,000
- o More than 150,000

17) Piped in from the responses from #7
Earlier, you identified that your library has the following unique, locally significant materials in the collection. Please identify the status of digitization activities for these materials.
- o Digitized none
- o Digitized some
- o Digitized all
- o Don't know the status

18) Indicate the percent of your library's total digitization funding that comes from each source. Enter whole numbers (no decimals), totaling 100%.

Funding source	Percent of total digitization funding from this source
The library's budget	___%
Federal grant(s)	___%
State grant(s)	___%
Foundation(s)	___%
Consortium	___%
Private individual donors	___%
Other (please specify)	___%
Total	100%

19) **Other than funding**, what types of support does the library receive for digitization efforts from other sources (e.g., use of technology, equipment, training)? Check all that apply.
    o Shared equipment and resources
    o Outreach support
    o Training support
    o Other (please describe): _____
    o No outside support has been received

20) Please list the names of any organizations or projects that your library has collaborated with on digitization efforts over the last three years. This could include local, regional, or state-wide organizations, including any of their initiatives or projects. A collaboration could include many aspects, such as sharing resources or providing funding. [open text box]

21) Does your library solicit locally significant materials from the public to be digitized?
    o Yes, we solicit the public to donate these materials
    o No, we don't solicit materials from the public
    o Other (please describe)
    o Don't know

22) In what ways does your library regularly engage community members to assist in digitization efforts (e.g., scanning materials, describing materials, transcribing materials)? Please check all that apply.
    o Scanning materials
    o Describing materials
    o Transcribing materials
    o Selecting materials
    o Other (please describe): _____
    o Don't know
    o None of these - we don't engage the community in these efforts

23) How does your library publicize the availability of digitized materials to community members? Please check all that apply.
    o Library website
    o Social media
    o Printed or emailed newsletter
    o Other (please describe)
    o Don't know
    o None of these, we don't publicize

24) Are there **unique and locally significant items** in your library's collection which focus on historically underrepresented populations? Please complete this table.

	Yes, we have these items and we have **digitized them all**	Yes, we have these items and we have **digitized some**	Yes, we have these items by **none are digitized**	Yes, we have these items, **but I don't know** whether any are digitized	**No,** we do not have these items
Items related to African American/Black populations					
Items selected to American Indian/Alaska Native populations					
Items related to Asian/Asian American populations					
Items related to Hispanic/Latino populations					
Items related to LGBTQ(lesbian, gay, bisexual, transgender, queer) populations					
Items related to Native Hawaiian/Pacific Islander populations					

25) What platforms does your library use to manage and/or provide public access to its digitized collections? Please check all that apply.
   o Artstor Shared Shelf
   o CONTENTdm
   o Homebuilt solution
   o Hydra
   o ILS
   o Islandora
   o Omeka
   o PastPerfect

- o Social sites (blogs, photo sharing sites, wikis, etc.)
- o Other (please specify)
- o Don't know

26) Does your library allow your collection metadata to be harvested for reuse, such as contributing your metadata to WorldCat or a DPLA hub?
   - o Yes
   - o No
   - o Don't know

27) What permissions/restrictions does your library use for digitized, online materials? Please check all that apply.
   - o Commercial reproduction (rights licensing)
   - o Creative Commons license
   - o Fair use only
   - o Fee for use
   - o None, if in public domain
   - o Research/personal use only
   - o With permission
   - o Other (please specify)
   - o Don't know

28) How can the public access your library's digitized collections? Please check all that apply.
   - o Consortium website
   - o DPLA
   - o In-library use
   - o State/regional website
   - o WorldCat
   - o Your library's website (could be the library's main website or through a separate site set-up by your vendor, to host the digitized collection)
   - o Other (please specify)
   - o Don't know

29) Has your library used a web accessibility evaluator tool to check how well the site meets ADA requirements? *A sample list of these tools is available from W3C.*
   - o Yes
   - o No
   - o Don't know

30) Technology evolves quickly and website design and interfaces that provide public access to collections can age poorly or even degrade to the point of not working. Does your library have a plan for maintaining public access to your digitized collections as technologies evolve?
    o Yes, approved
    o Yes, in draft form
    o Under discussion
    o Public interface to the library's digital collection is provided and maintained by our vendor and we follow their lead
    o No
    o Don't know

31) Apart from your strategies for making digitized materials available to the public, does your library have a long-term digital preservation strategy that guards against the loss of data and files? *Digital preservation combines policies, strategies and actions that ensure access to digital content over time. (ALCTS definition)*
    o Yes, approved
    o Yes, in draft form
    o Under discussion
    o This is provided and maintained by our vendor
    o No
    o Don't know

32) Is there anything else you would like to share about your library and/or digitization?

Advancing the National Digital Platform | State Library Survey

Together with COSLA, the Digital Public Library of America (DPLA), and through the support of a grant from the Institute of Museum and Library Services (IMLS), OCLC is seeking to understand how state library agencies (SLAs) are digitizing their own collections, supporting public library and/or other local organizations in their digitization efforts. The results and responses (including all raw data - with the exception of your name and personal contact information) will be made available in a national report and also provided directly to COSLA to inform future projects that may help state and public libraries digitize their unique collections and share their local resources. Even if your state isn't doing anything related to digitization of these materials, your participation will provide a better understanding of the barriers to digitizing, which are also important. **Please have the survey completed by the staff member most likely to understand your digitization efforts (if any).**

In addition to learning how your SLA is undertaking or supporting digitization efforts, we are interested in knowing about **unique** content that your SLA has in its collection and what (if any) digitization efforts are underway. This is content which likely wouldn't be found elsewhere. **Please do not consider items such as vendor-supplied ebooks or other online materials in your answers.**

If you have questions, please contact [Kendra Morgan](#).

The estimated time to complete the survey is **10-25 minutes**. You can complete the survey in one sitting, or you can save your responses and receive a link via email to return and complete the survey later. To do so, **click the gray bar at the top of the window that says "Save and continue later."** You will be prompted to enter your email address and a personalized link will be emailed to you.

Throughout the survey, when you see a red asterisk (*), this indicates a response is required.

We hope you share our enthusiasm for this project and will participate. Thank you for your support; we look forward to sharing the results later this year!

The final survey that is displayed to you will be numbered differently depending on your responses.

1) Select your state from the list below.

2) Please enter your name, title and email address below. The responses in these fields **will not** be published as part of the dataset and will only be used to follow up if required. *

3) Does digitizing and providing online access to **local and unique** digitized materials align with your state library's mission?
   o Yes, and it is an explicit part of our mission statement
   o Yes, it broadly fits with our mission (though not explicitly stated)
   o No

4) What roles does your state library agency play in digitization efforts? Check all that apply.*
   o There is a division/department of the agency that digitizes unique, locally significant materials that are part of the state library's collection.
   o There is a division/department of the agency that digitizes unique, locally significant materials that come from other organizations (county records, public libraries, etc.)
   o We provide funding directly to public libraries to digitize their unique collections.
   o We provide funding to organizations (other than public libraries) to digitize their unique collections.
   o We advise and support public libraries in their efforts to digitize their unique collections.
   o We collaborate with another agency or organization on digitization efforts.
   o We have never engaged in digitization activities, but plan to start in the next 12 months. **Will skip to Q10.**
   o We have never engaged in digitization activities. **Will skip to Q13.**
   o We engaged in digitization activities in the past, but have no current activities. **Will skip to Q10.**

-- The next question is only asked of state libraries that respond in Q4 that they have a division/department that digitizes locally significant materials that are part of the library's collection--

5) Please enter the name of the division/department of the agency that digitizes unique, locally significant materials that are part of the state library's collection below. (open-ended text box)

-- The next question is only asked of state libraries that respond in Q4 that they have a division/department that digitizes unique, locally significant materials that come from other organizations (county records, public libraries, etc.) --

6) Please enter the name of the division/department of the agency that digitizes unique, locally significant materials that come from other organizations (county records, public libraries, etc.). (open-ended text box)

-- The next question is only asked of state libraries that respond in Q4 with, "We provide funding directly to public libraries to digitize their local collections." --

7) You indicated that your state library agency provides funding directly to public libraries to digitize their unique collections.

What types of funds are used to support these efforts? Check all that apply.
o LSTA funds
o Other federal funds
o State funds
o Private grants
o Foundation(s)
o Consortium funds
o Private individual donors

-- The next question is only asked of state libraries that respond in Q4 with, "We provide funding directly to organizations (other than public libraries) to digitize their local collections." --

8) You indicated that your state library agency provides funding to organizations (other than public libraries) to digitize their unique collections. Enter the names of the organizations that are funded: (open-ended text box)

What types of funds are used to support these efforts? Check all that apply.
o LSTA funds
o Other federal funds
o State funds
o Private grants
o Foundation(s)
o Consortium funds
o Private individual donors

-- The next question is only asked of state libraries that respond in Q4 with, "We collaborate with another agency or organization on digitization efforts." --

9) You indicated that your state library agency provides funding directly to public libraries to digitize their unique collections.

What is the name of the agency/ies or organization/s? (open-ended text box)

Please describe the nature of the collaboration. (open-ended text box)

10) Are digitization activities included in your SLA's strategic plan?
o Yes, they are in our current plan
o Yes, and we also plan to include them in our next strategic plan
o No
o Not currently, but we plan to include them in the next strategic plan
o Don't know

11) Are digitization activities included in your SLA's LSTA plan?
o Yes, they are in our current plan
o Yes, and we also plan to include them in the next version
o No
o Not currently, but we plan to include them in the next strategic plan
o Don't know

12) Why did your agency's digitization activities end? Please check all that apply.
- o It was a one-time funding opportunity
- o Staff expertise was lost
- o It was a one-time experiment
- o It was too expensive
- o It was no longer an organizational priority
- o It has been delayed but is expected to resume
- o Other (please specify)

13) Is there a Digital Public Library of America (DPLA) service hub in your state or region?
- o Yes, and our agency contributes digital content to it
- o Yes, but our agency doesn't participate
- o Not currently, but a hub is in development
- o No
- o Don't know

14) Please identify the types of **unique and locally significant items** that are in your SLA's collection. These can be original materials, regardless of whether or not they have been digitized. Please check all that apply. *
- o Photographs
- o Letters, diaries, scrapbooks or personal correspondence
- o Newspapers (including clippings)
- o Official, local records
- o Audio recordings (this does not include vendor-supplied/commercially available audio books)
- o Video recordings (this does not include vendor-supplied/commercially available resources)
- o Microfilm/fiche
- o Maps/cartographic materials
- o Books/monographics (not including vendor-supplied ebooks)
- o Finding aids
- o Born-digital materials (could include audio, video, photographs, documents, etc., that were created digitally first)
- o Other (please specify): *
- o We have none of these items

15) Please indicate the extent to which each of the following poses a barrier to your library's efforts to digitize your **unique collections.**

	Major barrier	Minor barrier	Not a barrier
Inadequate technology or equipment	O	O	O
Insufficient staff time	O	O	O
Insufficient staff training/expertise	O	O	O
Lack of experience with applying for or administering grants	O	O	O
Rights management issues	O	O	O
Insufficient ongoing funds (outside of grants)	O	O	O
Lack of interest	O	O	O
Enter another option	O	O	O

16) In your experience, what factors contribute to increased public library participation in digitization efforts? Select up to three.
   o Advocacy
   o Staff time
   o Centralized hosting (hub)
   o Servers and software
   o Scanners and hardware
   o Rights issues training
   o Metadata assistance
   o Other (please specify): _____*
   o Don't know

   -- State libraries that are not engaged in digitization activities", will skip to Q24. --

17) What criteria have you used when selecting which collections to digitize? Please check all that apply.
   o Patron demand
   o To weed physical items from the collection
   o Collection size
   o Historical significance
   o Preservation purposes
   o Ease of digitization
   o Rights issues
   o In-house expertise
   o Potential partnerships
   o Community outreach and engagement opportunities
   o Serving unique or underserved populations
   o Funder interest (a donor interested in particular content)
   o Financial incentives/grants (local or broader initiatives you could participate in)
   o Other (please specify)
   o Don't know

18) Does state your library have the technical equipment (e.g., scanning resources, hardware and software) to do this work in-house
   o Yes, we have all of necessary equipment in-house.
   o We have some of these in-house and outsource some aspects
   o No, we outsource this
   o Don't know

19) Looking at your state library's digitization efforts for your unique collections, how is the workload typically distributed? Enter the percentage of time spent on digitization by paid library staff, volunteers, contractors, etc. For example: 25% of digitization was done by paid library staff, and 75% by contractors. Enter whole numbers (no decimals), totaling 100%

Resource	Percent
Paid library staff	
Volunteers	
Interns/Students (paid)	
Interns/Students (unpaid)	
Contractors (working in the library or off-site)	
Consortium or state-based project staff	
Other (please specify)	

20) What is the total number of items your library has digitized?
   Multi-page items should be counted as a single item (books, other bound objects.)
   o Fewer than 1,000
   o 1,001 – 50,000
   o 50,001 - 150,000
   o More than 150,000

21) Piped in from the responses from #14
   Earlier, you identified that your library has the following unique, locally significant materials in the collection. Please identify the status of digitization activities for these materials.
   o Digitized none
   o Digitized some
   o Digitized all
   o Don't know the status

22) Indicate the percent of your library's total digitization funding that comes from each source. Enter whole numbers (no decimals), totaling 100%.

Funding source	Percent of total digitization funding from this source
The SLA's budget	___%
LSTA funds	___%
Federal grant(s)	___%
State grant(s)	___%
Foundation(s)	___%
Consortium	___%
Private individual donors	___%
Other (please specify)	___%
Total	100%

23) **Other than funding**, what types of support does your SLA receive for digitization efforts from other sources (e.g., use of technology, equipment, training)? Check all that apply.
   o Shared equipment and resources
   o Outreach support
   o Training support
   o Other (please describe): _____
   o No outside support has been received

24) Please list the names of any organizations or projects that your library has collaborated with on digitization efforts over the last three years. This could include local, regional, or state-wide organizations, including any of their initiatives or projects. A collaboration could include many aspects, such as sharing resources or providing funding. [open text box]

- State libraries that respond "We have never engaged in digitization activities", will skip to Q29.

25) Does your SLA solicit locally significant materials from the public to be digitized?
   o Yes, we solicit the public to donate these materials
   o No, we don't solicit materials from the public
   o Other (please describe)
   o Don't know

26) Does your SLA solicit locally significant materials from other state agencies to be digitized?
   o Yes, we solicit others to donate these materials or allow us to digitize and return them.
   o No, we don't solicit materials from the public
   o Other (please describe)
   o Don't know

27) In what ways does your state library regularly engage community members to assist in digitization efforts (e.g., scanning materials, describing materials, transcribing materials)? Please check all that apply.
- o Scanning materials
- o Describing materials
- o Transcribing materials
- o Selecting materials
- o Other (please describe): _____
- o Don't know
- o None of these - we don't engage the community in these efforts

28) How does your state library publicize the availability of digitized materials to community members? Please check all that apply.
- o Library website
- o Social media
- o Printed or emailed newsletter
- o Other (please describe)
- o Don't know
- o None of these, we don't publicize

29) Are there **unique and locally significant items** in your state library's collection which focus on historically underrepresented populations? Please complete this table.

	Yes, we have these items and we have **digitized them all**	Yes, we have these items and we have **digitized some**	Yes, we have these items by **none are digitized**	Yes, we have these items, **but I don't know** whether any are digitized	**No,** we do not have these items
Items related to African American/Black populations					
Items selected to American Indian/Alaska Native populations					
Items related to Asian/Asian American populations					
Items related to Hispanic/Latino populations					
Items related to LGBTQ(lesbian, gay, bisexual, transgender, queer) populations					
Items related to Native Hawaiian/Pacific Islander populations					

30) What platforms does your agency use to manage and/or provide public access to its digitized collections? Please check all that apply.
    o Artstor Shared Shelf
    o CONTENTdm
    o Homebuilt solution
    o Hydra
    o ILS
    o Islandora
    o Omeka
    o PastPerfect
    o Social sites (blogs, photo sharing sites, wikis, etc.)
    o Other (please specify)
    o Don't know

31) Does your agency allow your collection metadata to be harvested for reuse, such as contributing your metadata to WorldCat or a DPLA hub?
    o Yes
    o No
    o Don't know

32) What permissions/restrictions does your SLA use for digitized, online materials? Please check all that apply.
    o Commercial reproduction (rights licensing)
    o Creative Commons license
    o Fair use only
    o Fee for use
    o None, if in public domain
    o Research/personal use only
    o With permission
    o Other (please specify)
    o Don't know

33) How can the public access your SLA's digitized collections? Please check all that apply.
    o Consortium website
    o DPLA
    o In-library use
    o State/regional website
    o WorldCat
    o Your library's website (could be the library's main website or through a separate site set-up by your vendor, to host the digitized collection)
    o Other (please specify)
    o Don't know

34) Has your SLA used a web accessibility evaluator tool to check how well the site meets ADA requirements? *A sample list of these tools is available from W3C.*
    o Yes
    o No
    o Don't know

35) Technology evolves quickly and website design and interfaces that provide public access to collections can age poorly or even degrade to the point of not working. Does your SLA have a plan for maintaining public access to your digitized collections as technologies evolve?
   o Yes, approved
   o Yes, in draft form
   o Under discussion
   o Public interface to the library's digital collection is provided and maintained by our vendor and we follow their lead
   o No
   o Don't know

36) Apart from your strategies for making digitized materials available to the public, does your SLA have a long-term digital preservation strategy that guards against the loss of data and files? *Digital preservation combines policies, strategies and actions that ensure access to digital content over time. (ALCTS definition)*
   o Yes, approved
   o Yes, in draft form
   o Under discussion
   o This is provided and maintained by our vendor
   o No
   o Don't know

37) What has been your greatest success with digitization?

38) Is there anything else you would like to share about your state library agency and/or digitization?