

RLG Programs Descriptive Metadata Practices Survey Results: Data Supplement

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Karen Smith-Yoshimura and Diane Cellentani, for OCLC Programs and Research

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Preface

As the first project in our program to change metadata creation processes, RLG Programs surveyed 18 Partner institutions in July and August 2007 to obtain a baseline understanding of their current descriptive metadata practices.

Certainly, the charts and graphs generated from the 89 survey responses as presented in this document are open to interpretation. The [companion narrative](#) represents RLG Programs' interpretation and the issues we identified to pursue in future projects.

The complete schedule of survey questions appears in the appendix at the end of this document.

We welcome your interpretation of the survey responses and what additional questions they raise for you. Please send your comments to smithyok@oclc.org.

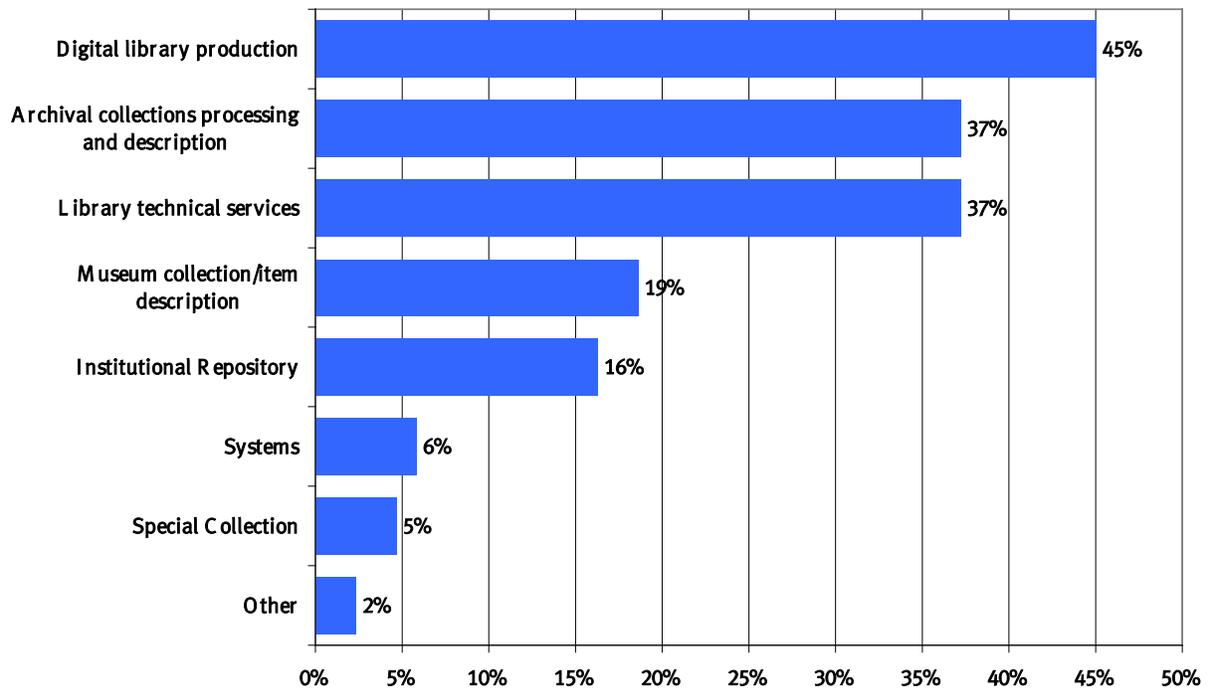
Workplace

The respondents described their campus metadata creation centers as a variety of workplace environments. More than one-third of the respondents described their immediate work environment as one of the following:

- Digital library production (45%)
- Archival collections processing and description (37%)
- Library technical services (37%)

Workplace Description

Which of the following labels characterize your immediate work environment?
(n=86)

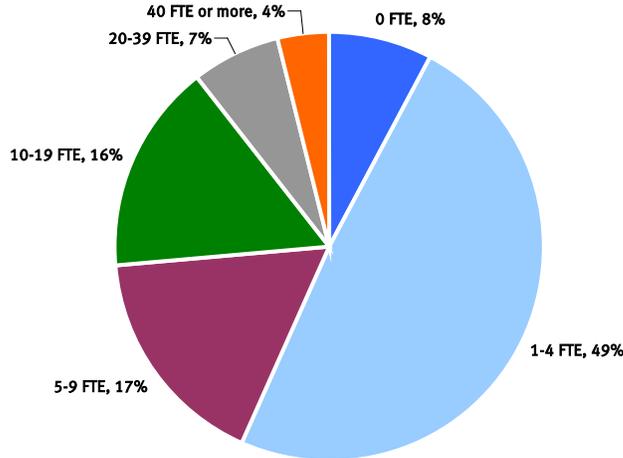


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Half of the respondents (49%) have between 1 and 4 staff dedicated to the process of describing the resources in their unit.

Number of Staff Dedicated to Describing Resources

How many of the staff you work with are dedicated to the process of describing the resources in your unit? (n=76)

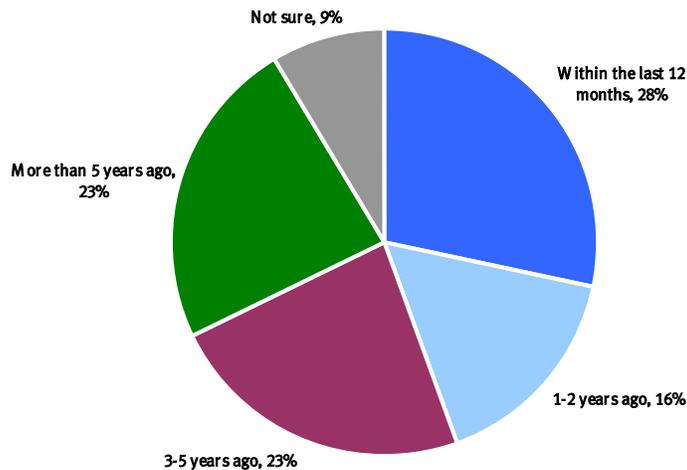


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Many of the respondents' units/divisions have been reorganized recently. Almost half of the respondents (44%) report changes have been made during the last two years.

Timing of Last Restructure

When was your unit/division's structure last reorganized? (n=81)

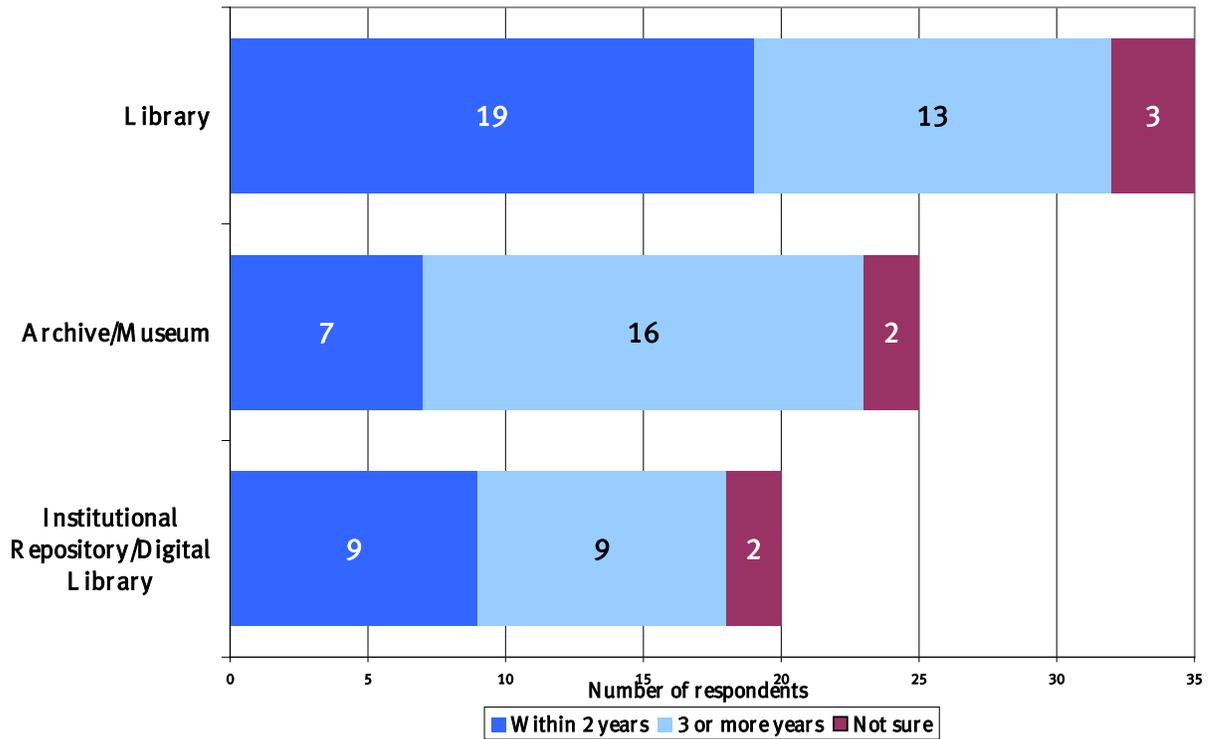


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While comparing the type of work environment, respondents from archives/museums are more likely to have been reorganized longer than 2 years ago. Due to the small number of respondents, the results are provided as counts.

Timing of Last Restructure by Work Environment

When was your unit/division's structure last reorganized? (n=81)



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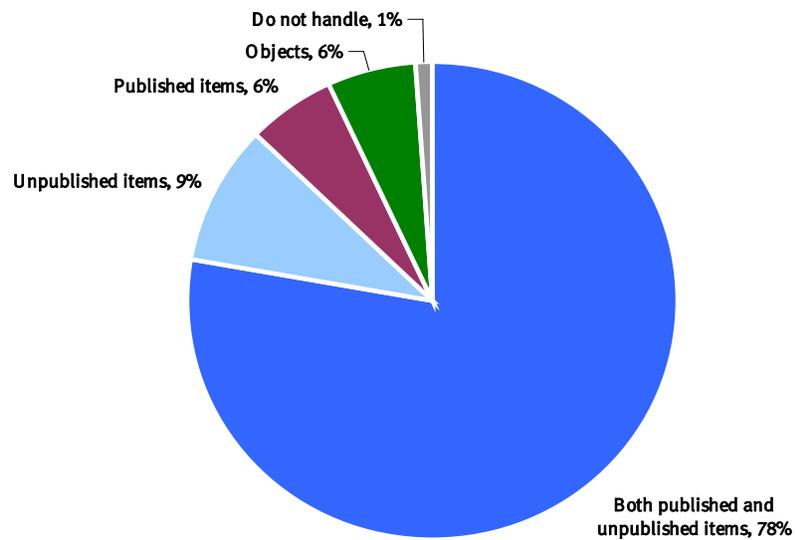
The introduction of new information required three-fourths of the respondents (79%) to change their workflow or metadata practices.

Materials Described

More than three-fourths of the respondents (78%) and their colleagues handle both published and unpublished items.

Materials Handled

Do you and your colleagues handle the following? (n=86)

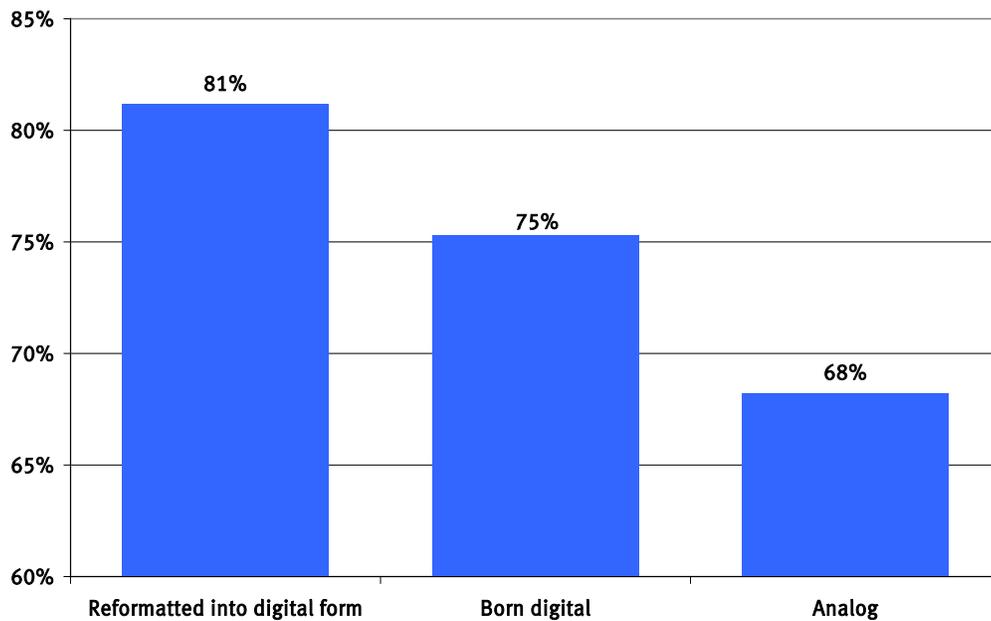


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More than three-fourths of the respondents described information resources as reformatted into digital form (81%) and born digital (75%), while two-thirds describe analog resources (68%). During the last three years, three-fifths of the respondents (58%) had to describe new types of information resources that they had not described before.

Information Resources

Are the information resources you and your colleagues describe? (n=85)

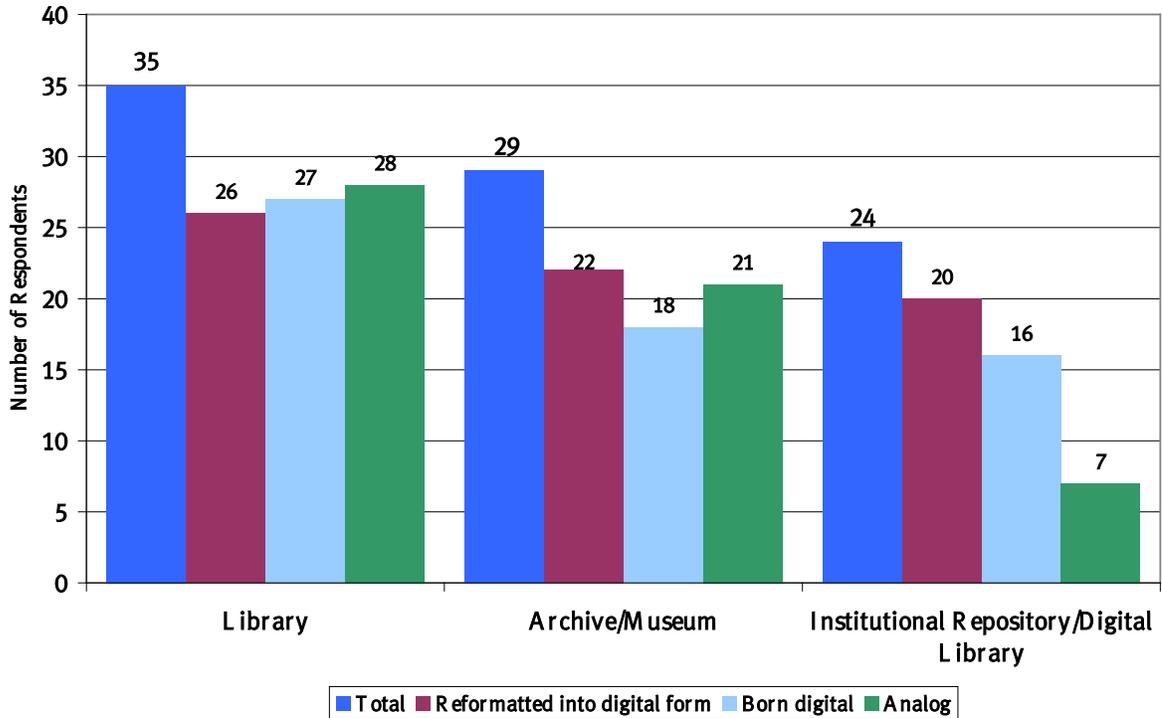


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While comparing the type of work environment, respondents from institutional repositories/digital libraries are less likely to describe analog resources. Due to the small number of respondents, the results are provided as counts.

Information Resources by Work Environment

Are the information resources you and your colleagues describe? (n=85)



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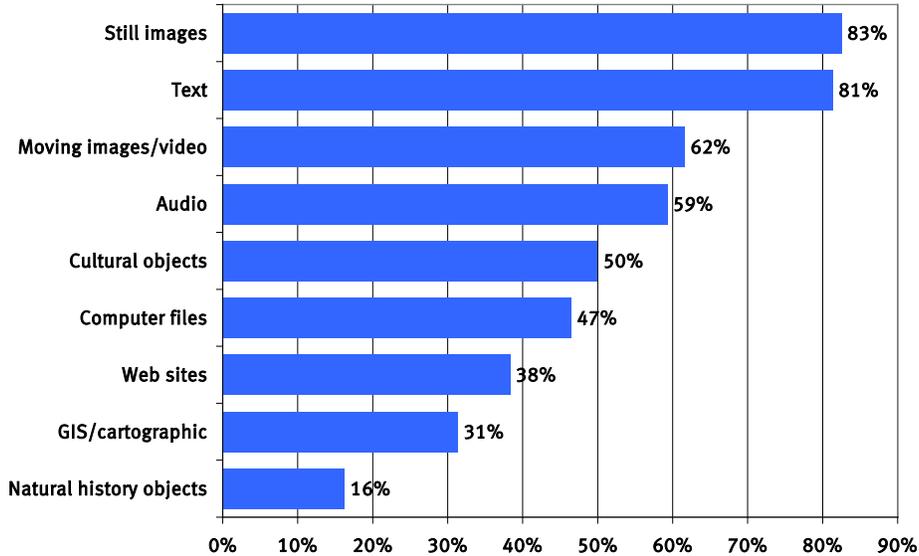
As they describe their resources, almost all of the respondents (96%) describe at the item-level, while two-thirds (67%) also describe at the collection-level.

The types of materials described are diverse. More than three-fourths of the respondents describe still images (83%) and text (81%). About half of the respondents describe the following:

- Moving images/video (62%)
- Audio (59%)
- Cultural objects (50%)
- Computer files (47%)

Types of Materials

What types of materials do you and your colleagues describe? (n=86)

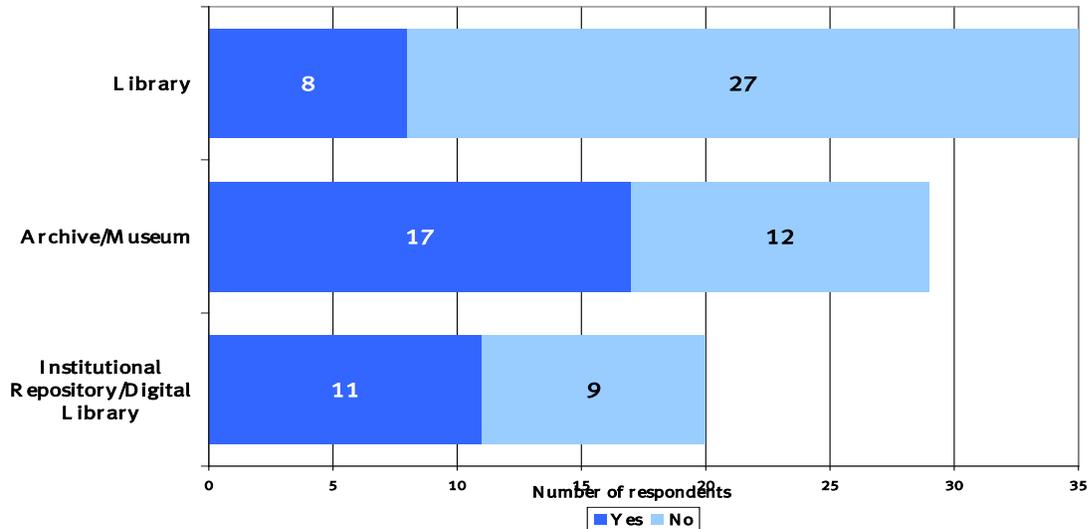


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Two-fifths of the respondents (40%) indicated their collections focus on a specific type of material. The type of workplace influences their focus. More than half of the respondents from archives/museums and institutional repositories/digital libraries focus on a specific type of material, while fewer of the respondents from libraries focus on a specific type.

Focus on Specific Type of Materials by Work Environment

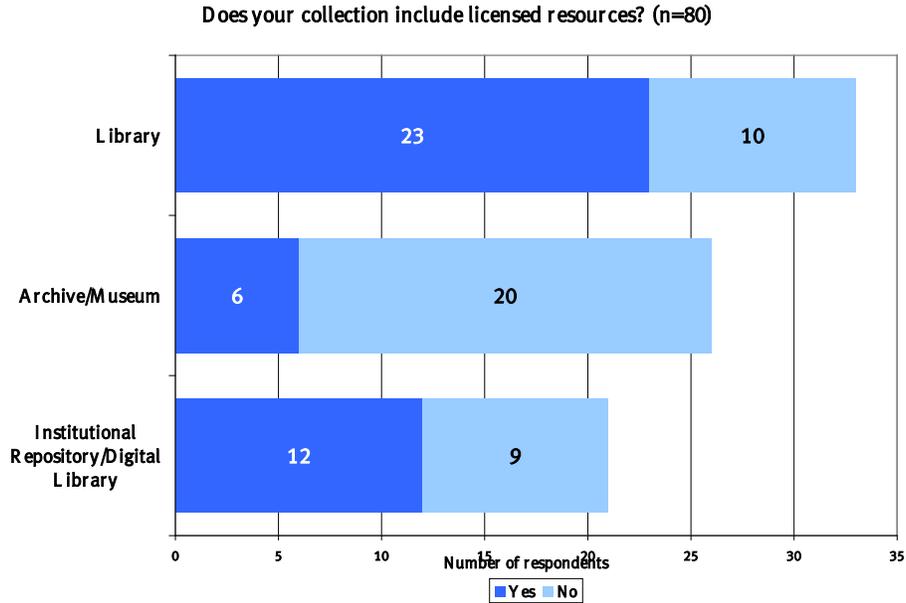
Does your collection focus on a specific type of material? (n=84)



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Licensed resources are included in about half of the respondents' collections. However, few of the respondents from archives/museums have licensed resources in their collections.

Licensed Resources by Work Environment

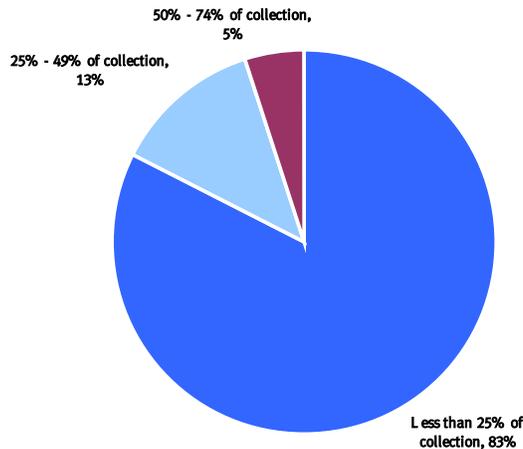


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Among the respondents who have licensed resources, most (83%) report less than one-fourth of their collection are licensed resources.

Licensed Resources in Collection

What percentage of the items in your collection would you estimate represent licensed resources? (n=40)



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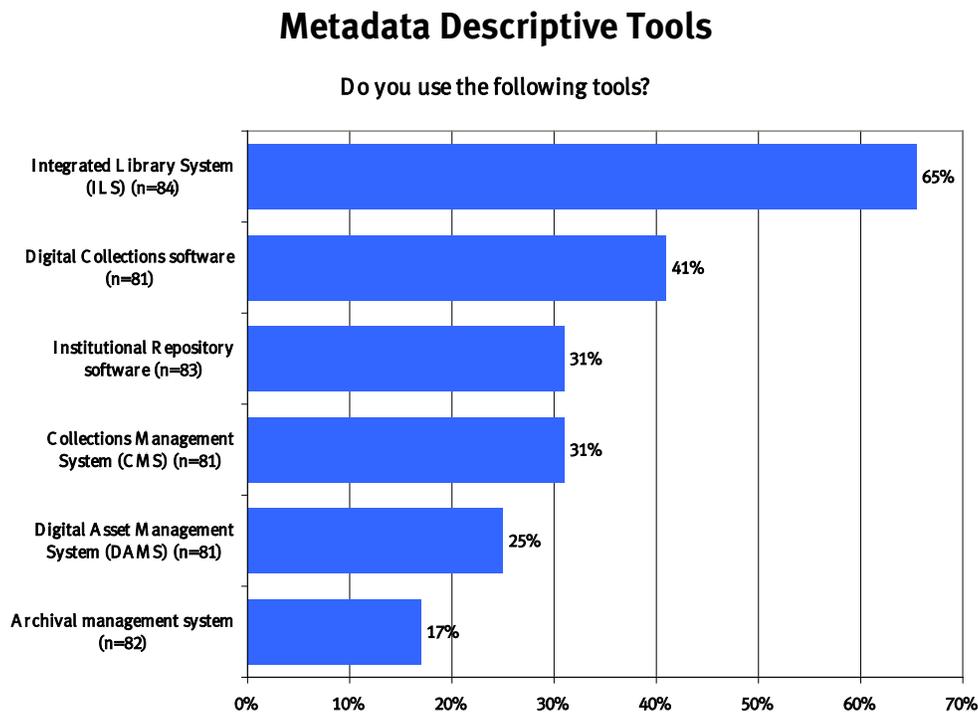
Metadata Description Tools

A variety of types of tools are used at the respondents' institutions, which included the following:

- Integrated Library System – Innovative Interfaces/Millennium, ExLibris/ALEPH or Voyager, VTLS/Virtua, SirsiDynix/Unicorn or Horizon, etc.
- Digital Collections software – CONTENTDM, Luna Insight, MDID, etc.
- Institutional repository software - DSpace, Digital Commons, ePrints, etc.
- Collections Management system – TMS, KE Emu, Willoughby, etc.
- Digital Asset Management system – Portfolio, TEAMS, MediaBin, ClearStory, etc.
- Archival Management system – Archivists' Toolkit, Archon, etc.

Two-thirds of the respondents (65%) use an Integrated Library System (ILS). One-third of the respondents use the following:

- Digital Collections software (41%)
- Institutional Repository software (31%)
- Collections Management System (31%)

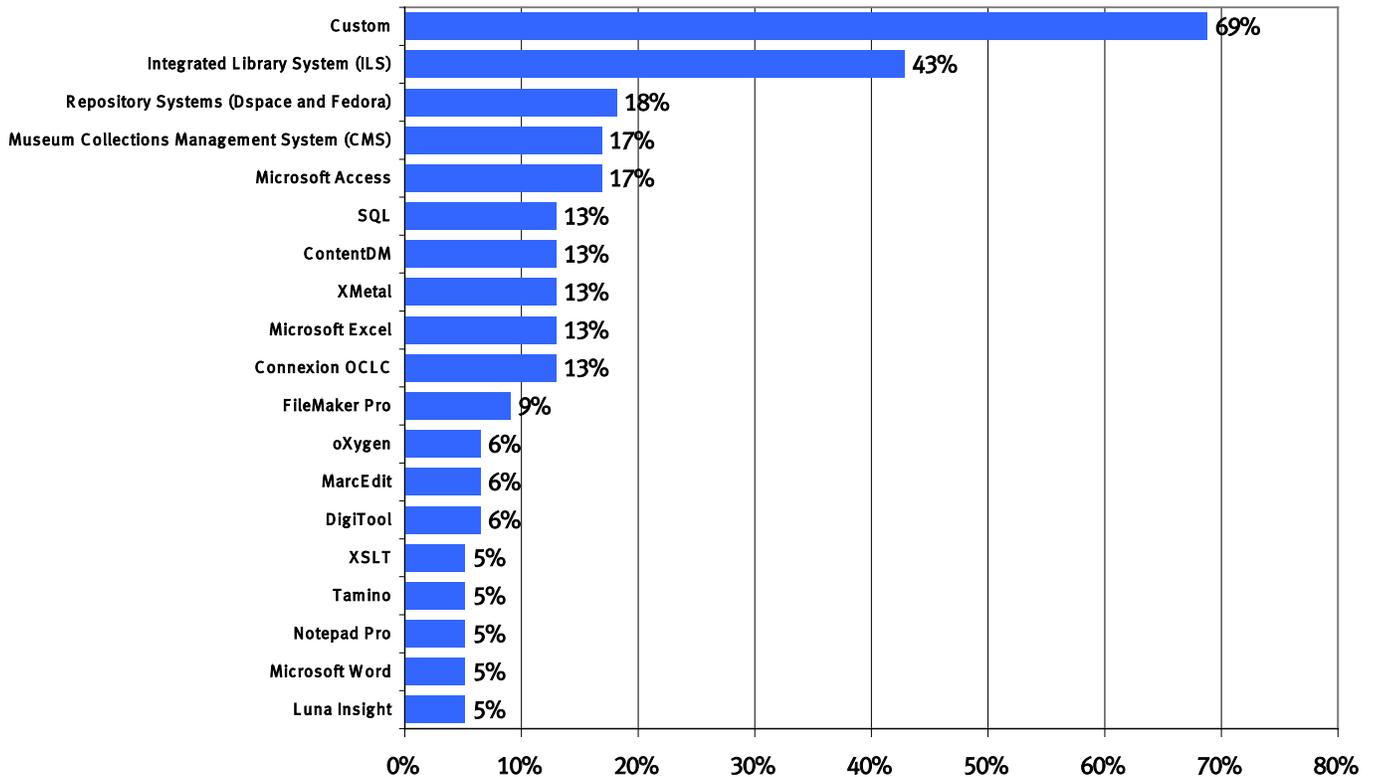


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Respondents listed 64 different tools that they use to create, edit, and store metadata descriptions. Over 260 tools were listed by the respondents. The most mentioned tool was a custom system; 69% of the respondents reporting its use. Two-fifths of the respondents (43%) use an ILS.

Metadata Tools

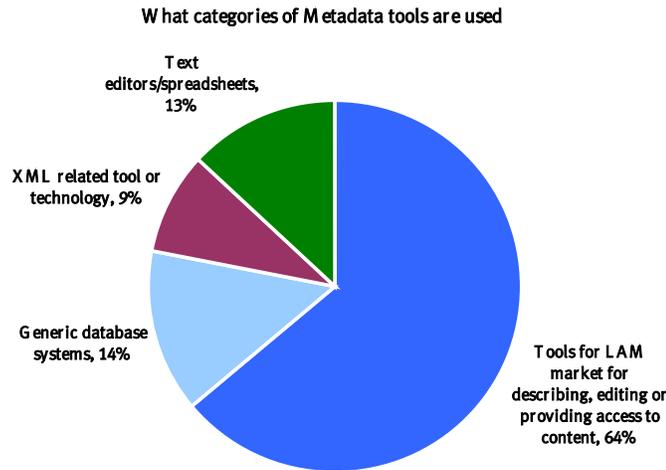
Which tools do you use for creating, editing, and storing metadata descriptions? (n=77)



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The metadata tools were categorized into four groups based on their functions. Almost two-thirds of the tools support the libraries, archives, and museums (LAM) market for describing, editing or providing access to content.

Metadata Tool Categories

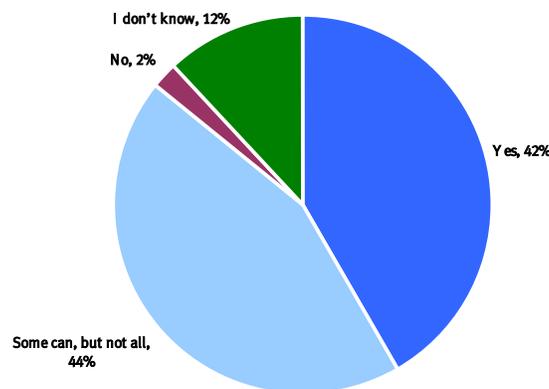


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Most of the respondents report at least some of their systems can create standards-based records for export and sharing. Two-fifths of the respondents (42%) indicated their systems can create such records for exporting and sharing, while another two-fifths (44%) indicated some of their systems can but not all.

Tools Create Standard-Based Records

Can all your systems create standards-based records for export and sharing?
(n=84)



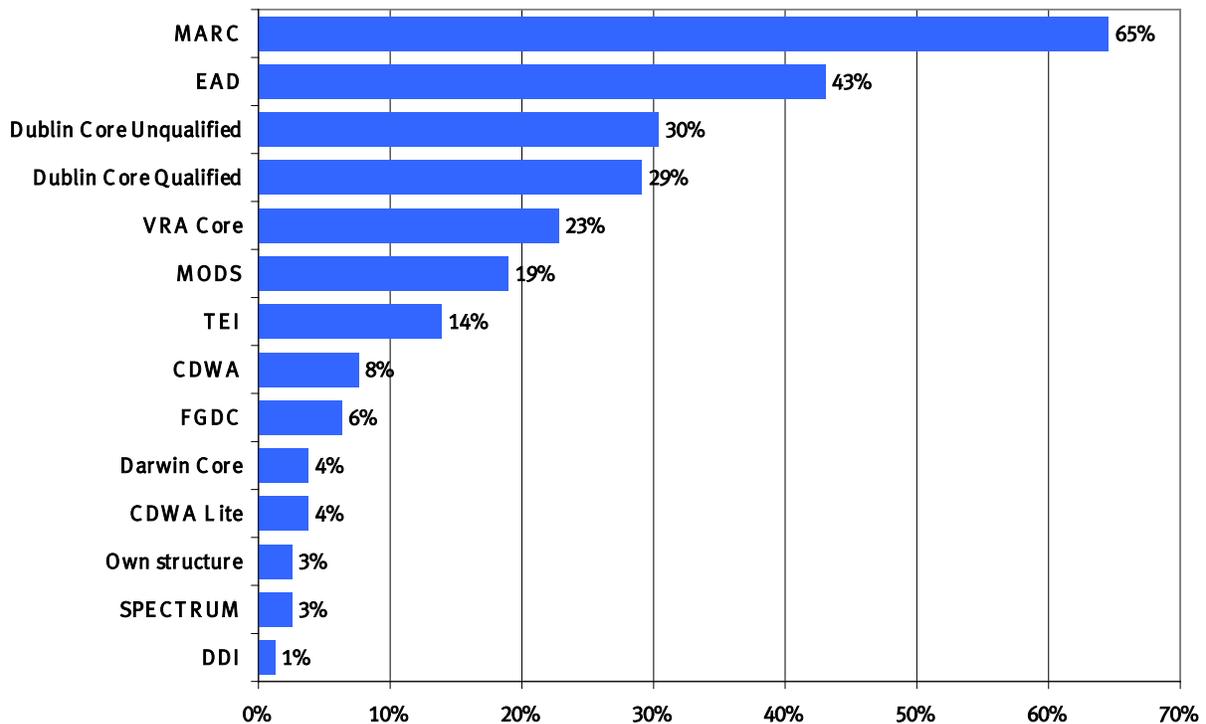
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Metadata Descriptions

Two-thirds of the respondents (65%) use MARC to create metadata and two-fifths (43%) use EAD. Both Dublin Core Unqualified (30%) and Dublin Core Qualified (29%) are used by two-thirds of the respondents.

Structure to Create Metadata Descriptions

What data structure(s) do staff use to create metadata? (n=79)



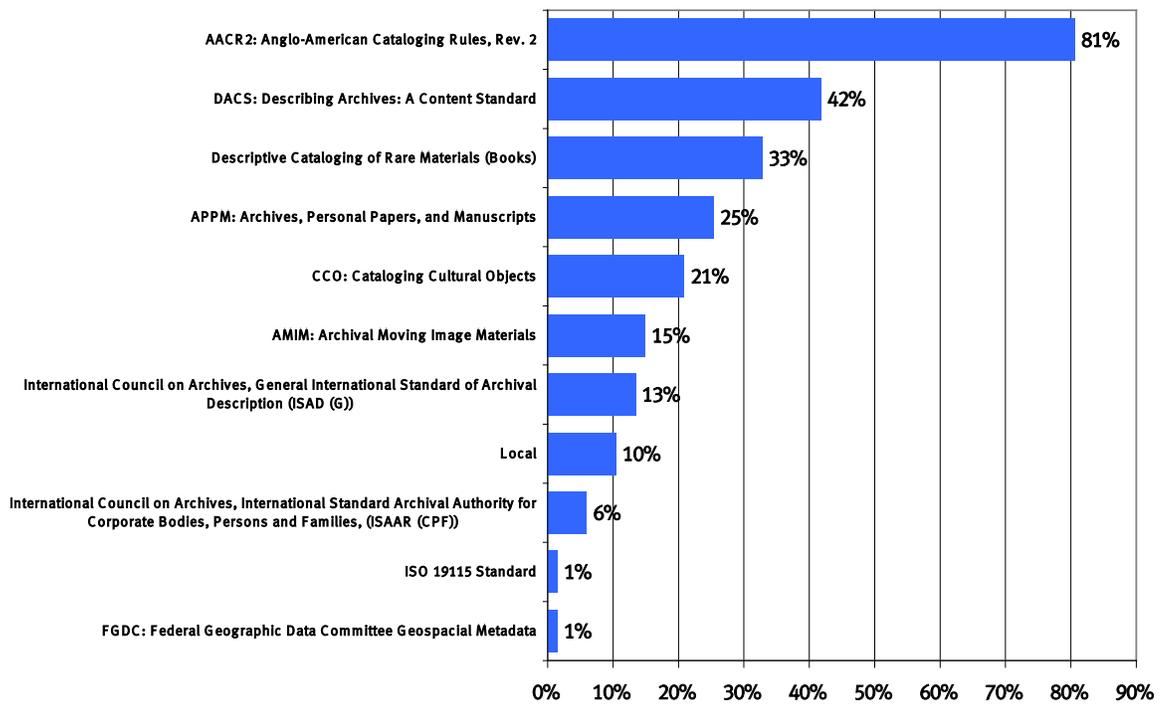
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Although 21 respondents used Dublin Core, only 9 of these respondents used any Dublin Core application profile. Four of these respondents use Library Application Profile, two others use the Collections Application Profile, two used VIDE Application Profile and one used a local profile.

For the data content standards, more than three-fourths of the respondents (81%) use AACR2 (Anglo-American Cataloging Rules, Rev. 2). Two-fifths of the respondents (42%) use DASC (Describing Archives: A Standard Content Standard).

Content Standards

What data content standard(s) do you use? (n=67)

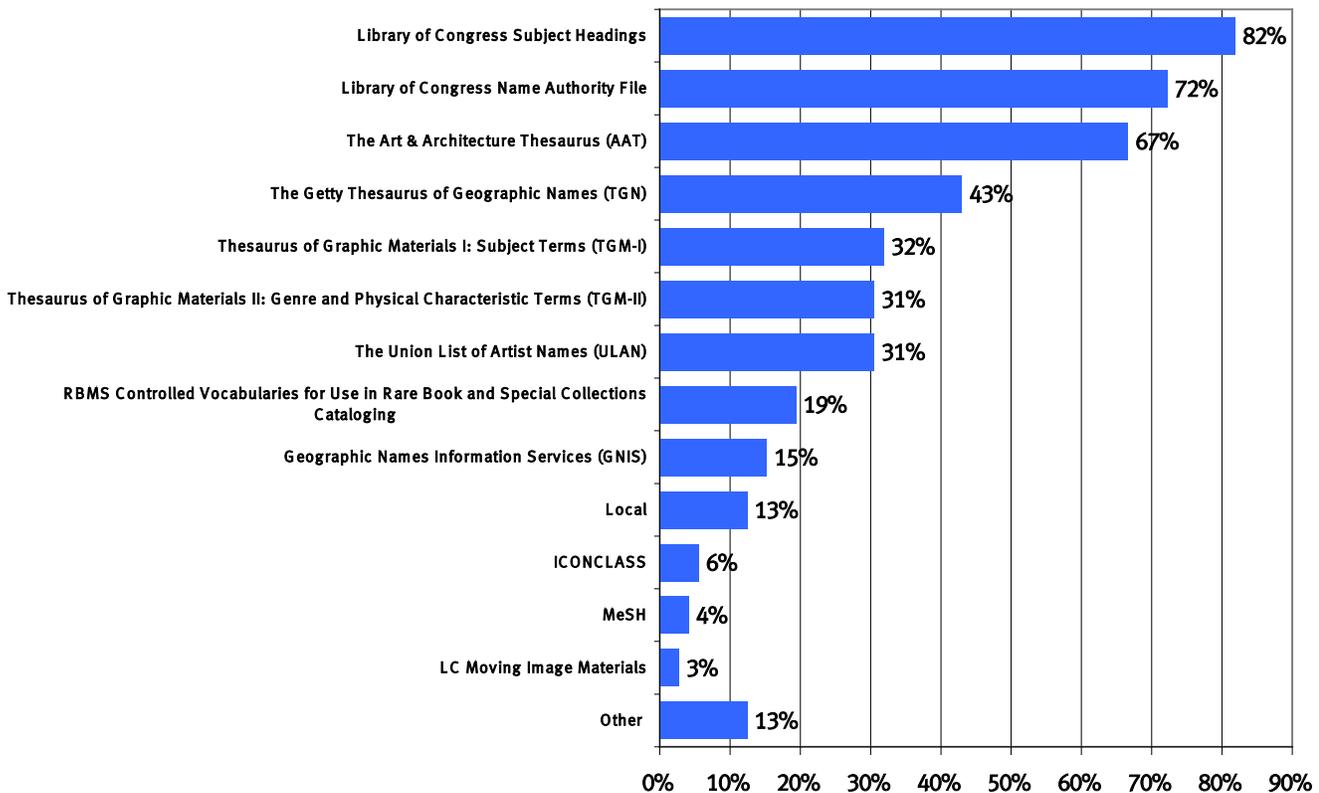


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For thesauri and controlled vocabularies, three-fourths of the respondents use Library of Congress Subject Headings (82%) and Library of Congress Name Authority File (72%). Two-thirds use The Art & Architecture Thesaurus (67%).

Thesauri and Controlled Vocabularies

What thesauri and controlled vocabularies do you use? (n=72)



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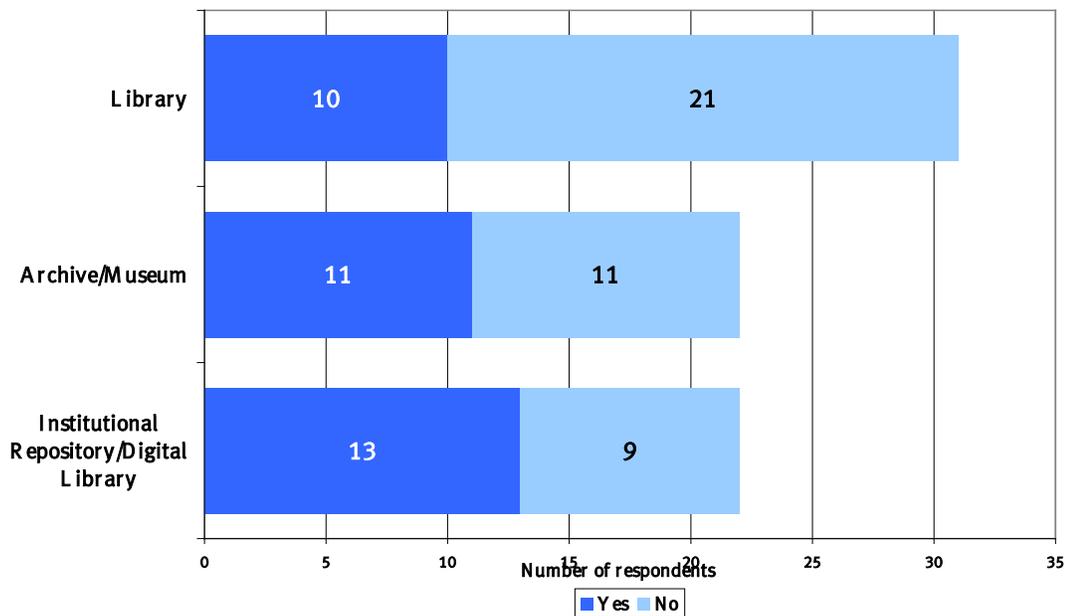
Nine of the respondents mentioned the following thesauri or controlled vocabularies:

- NCA Rules for the constructions of personal and place names
- United Kingdom Archival Thesaurus for subjects (UKAT)
- Chemical Markup Language Dictionaries
- Chicano Thesaurus
- Universal Decimal Classification for Polar Libraries
- Linnean names
- UNESCO Thesaurus
- International Astronomical Union's Astronomy Thesaurus
- British Educational Thesaurus
- Society of American Archivists
- Glossary of Archival and Records Terminology
- Integrated Taxonomic Information Systems (ITIS) for archaeological faunal collections

Two-fifths of the respondents (45%) build and maintain one or more local thesaurus. More than half of the respondents from archives/museums and institutional repositories/digital library build and maintain their own, while few of the library respondents have a local thesaurus.

Create Local Thesaurus by Work Environment

Is your unit/division/institution building and maintaining one or more local thesaurus? (n=75)

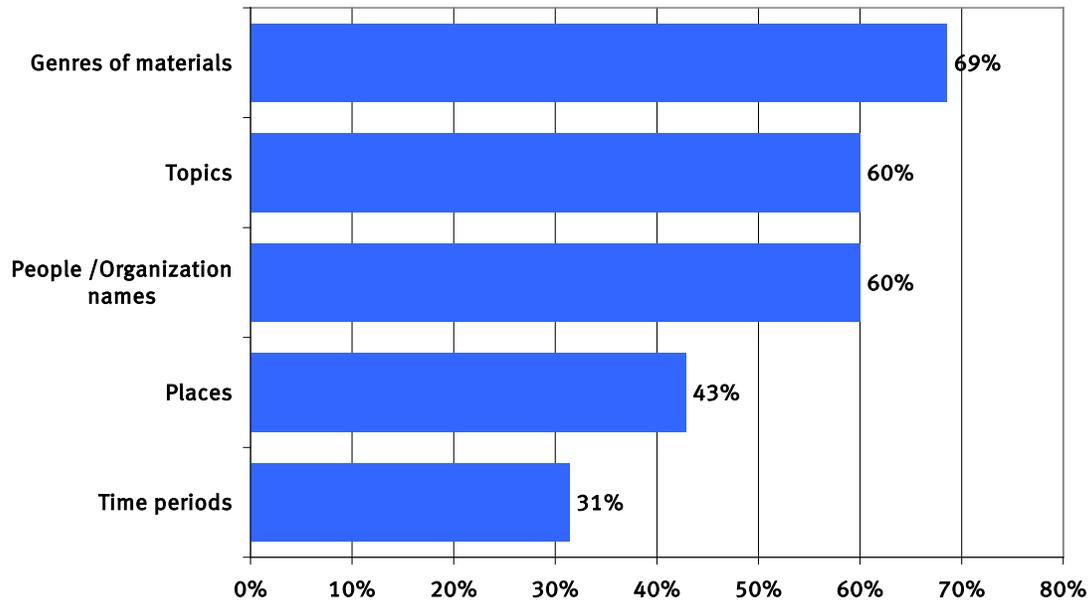


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The 35 respondents with a local thesaurus include the following types of information: Genres of materials (69%), People/organization names (60%) and Topics (60%).

Information for Local Thesaurus

Which of the following types of information are you including in local thesaurus? (n=35)

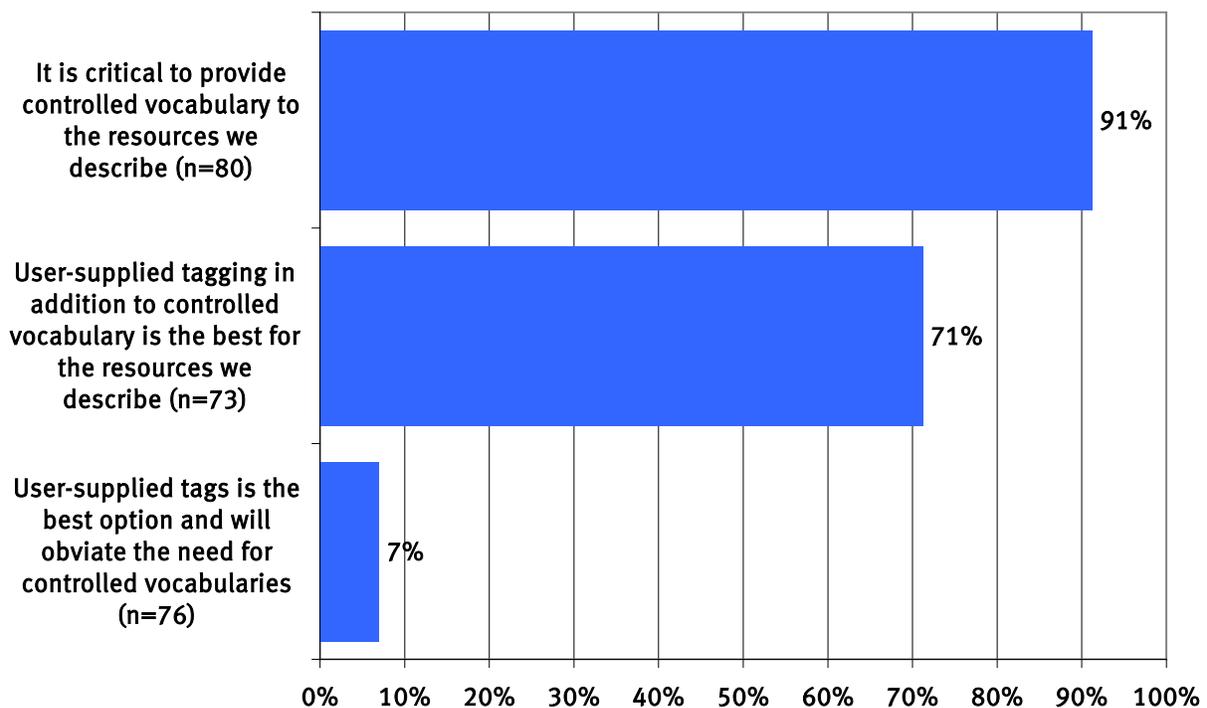


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Respondents evaluated how strongly they agreed with three statements about controlled vocabularies. Almost all of the respondents (91%) strongly agreed or agreed that offering controlled vocabulary is critical. Many respondents (71%) strongly agreed or agreed that augmenting the controlled vocabulary with user supplied tagging would be the best. Few respondents (7%) strongly agreed or agreed that user-supplied tags are the best option, and would reduce the need for controlled vocabularies.

Controlled Vocabularies

How Strongly do you agree with...?
(Percent of respondents who Strongly Agree and Agree)



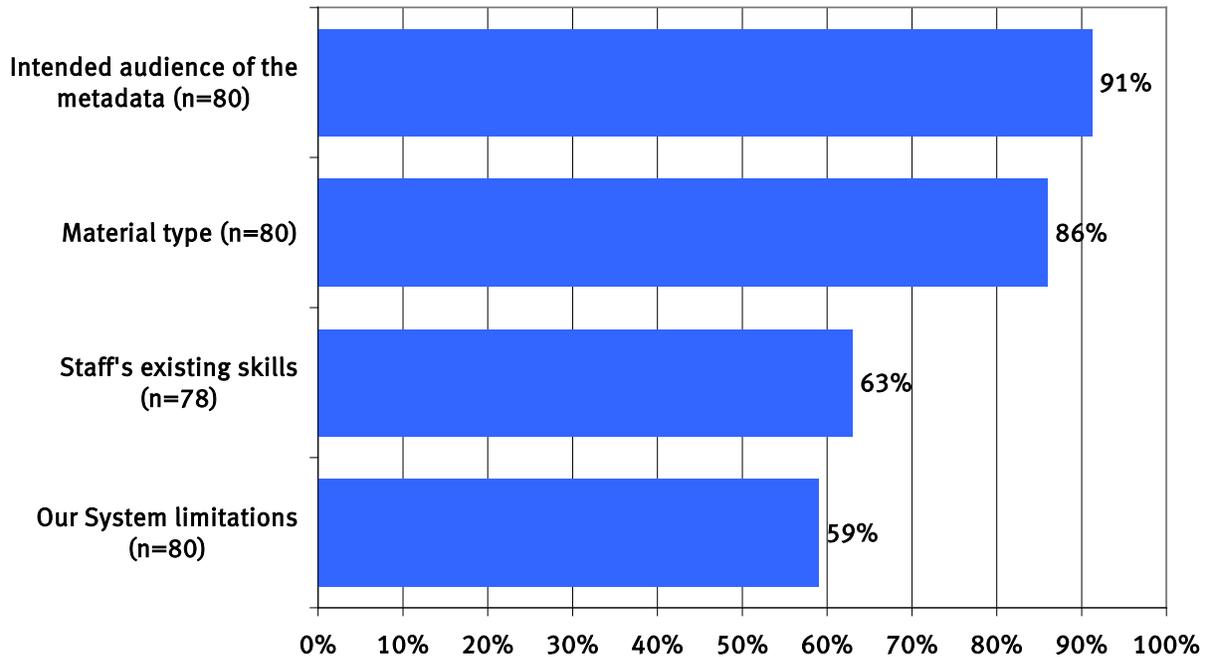
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Next, respondents evaluated how important different factors are in determining the practices used to describe information sources. Almost all of the respondents rated the following as very important or important:

- Intended audience of metadata (91%)
- Material type (86%)

Factors Determining Practices

How Important are the following factors in determining the practices you use to describe your information sources?
(Percent of respondents who rated Very Important and Important)



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Broader Environment

While describing their work environment, respondents indicated if they worked with other areas at their institutions. Almost all of the respondents or their staff works with other:

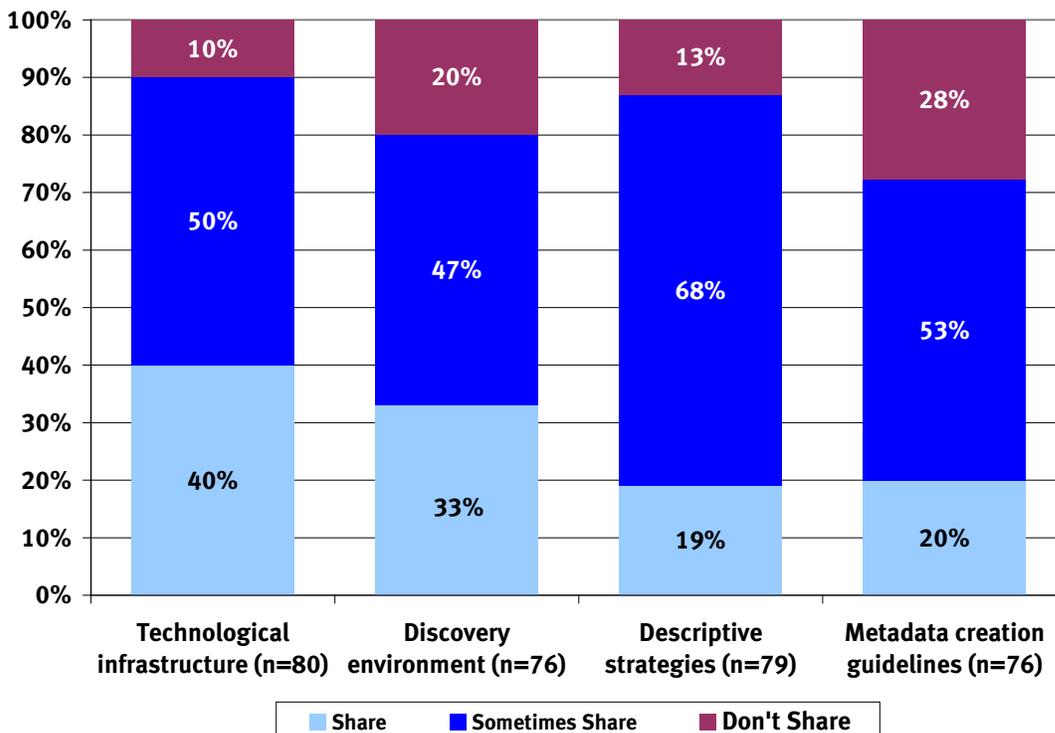
- Units within their library, archive, or museum (90%)
- People outside their library, archive, or museum but within the institution (91%)

The respondents' units are also not the only ones that describe the material at their institutions. Most of the respondents (81%) reported other units describe the same or similar types of materials that they do. In fact, almost three-fourths (71%) stated their staff who create metadata have the same or similar expertise as staff in other units within the institution.

About half of the respondents sometimes use the same or similar procedure or technology as other units within the institution.

Use Similar/Same Procedures or Technology

Do you use the same guidelines/strategies that are used by other units within your institution?

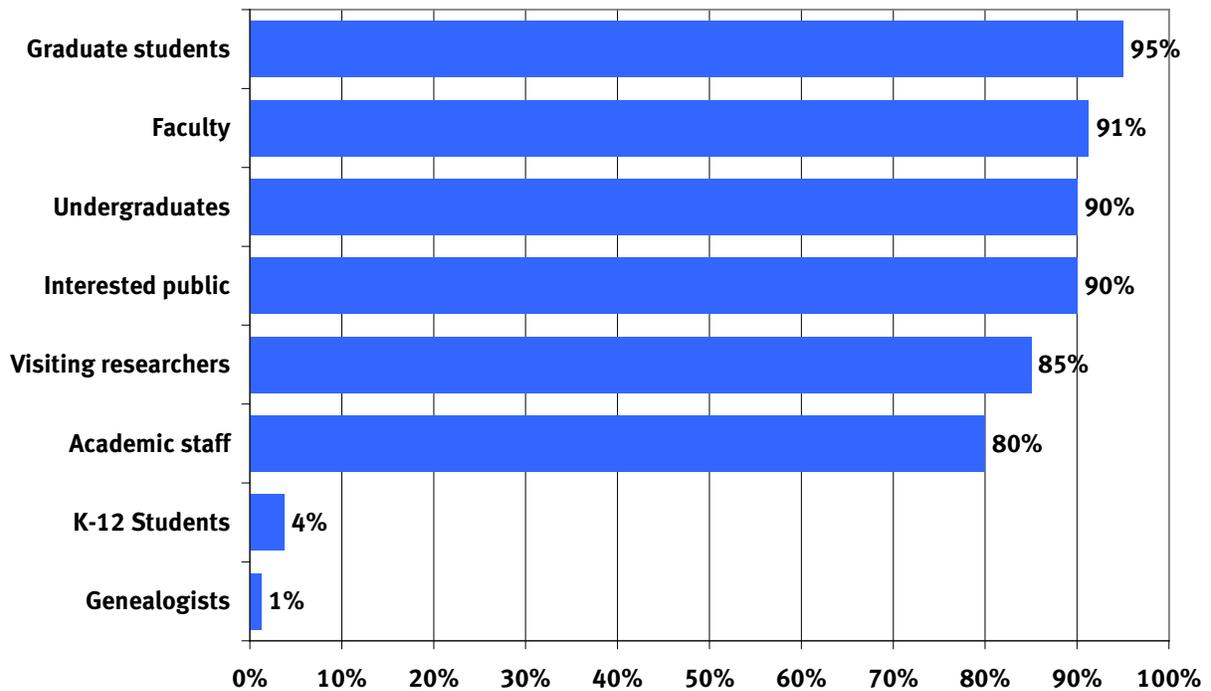


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The metadata has a wide audience. Almost all of the respondents create metadata to describe information resources for graduate students (95%), faculty (91%), undergraduates (90%), and interested public (90%).

Audience for Metadata

Who are the audiences for the metadata you create to describe information resources? (n=80)

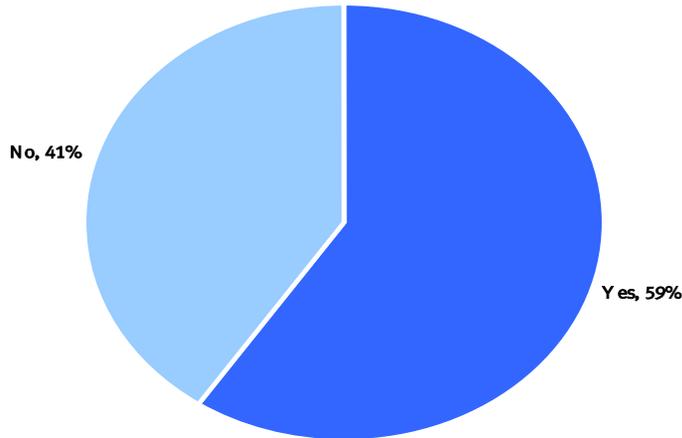


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More than half of the respondents (59%) have a primary audience for the metadata.

Primary Audience for Metadata

Do you have a primary audience? (n=79)

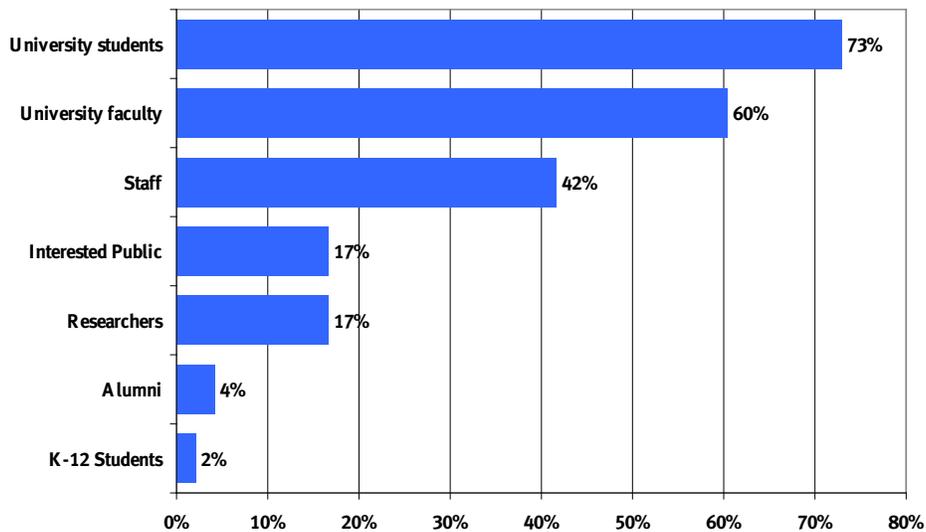


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The top two mentioned primary audiences are university students (73%) and university faculty (60%).

Identify Primary Audience for Metadata

Who is the primary audiences for the metadata you create to describe information resources? (n=48)



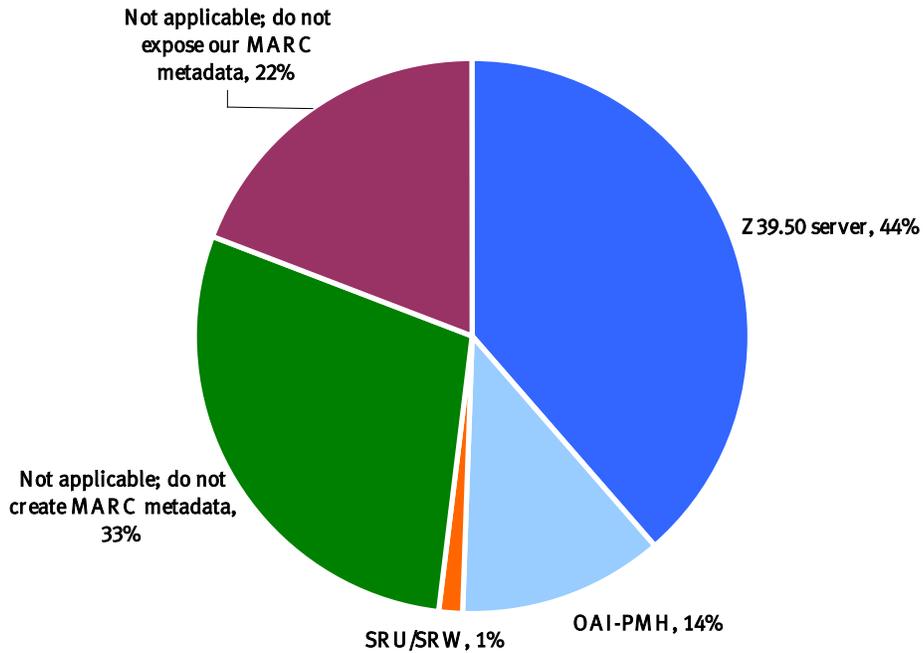
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Exposing Metadata

Half of the respondents expose MARC metadata that they created with others to outside their institutions. Two-fifths (44%) use Z39.50 servers and another 14% use OAI-PMH to expose their MARC metadata.

Mechanism to Expose MARC Metadata

What mechanisms do you use to expose the MARC metadata that you create to others outside your institution? (n=72)



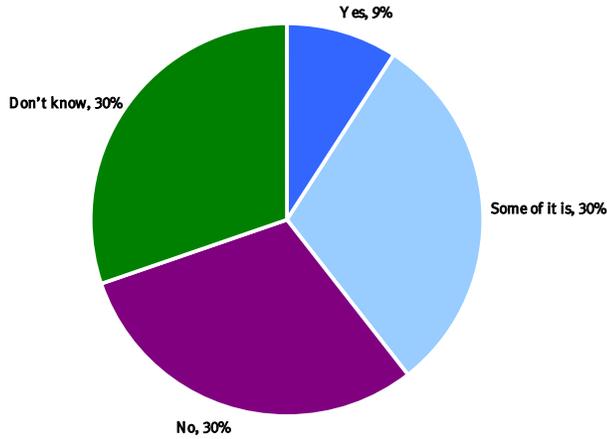
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Nine respondents reported they use other mechanisms than Z39.50, OAI, SRU/SRW or http. These respondents used OCLC/RLG (Connexion, ArchiveGrid) and consortial OPACs to expose their metadata outside their institution.

Only one-tenth of the respondents (9%) indicated their non-MARC metadata is available to OAI harvesters and one-third (30%) indicated some of it is available.

OAI Harvesters

Is your non-MARC metadata available to OAI harvesters? (n=76)

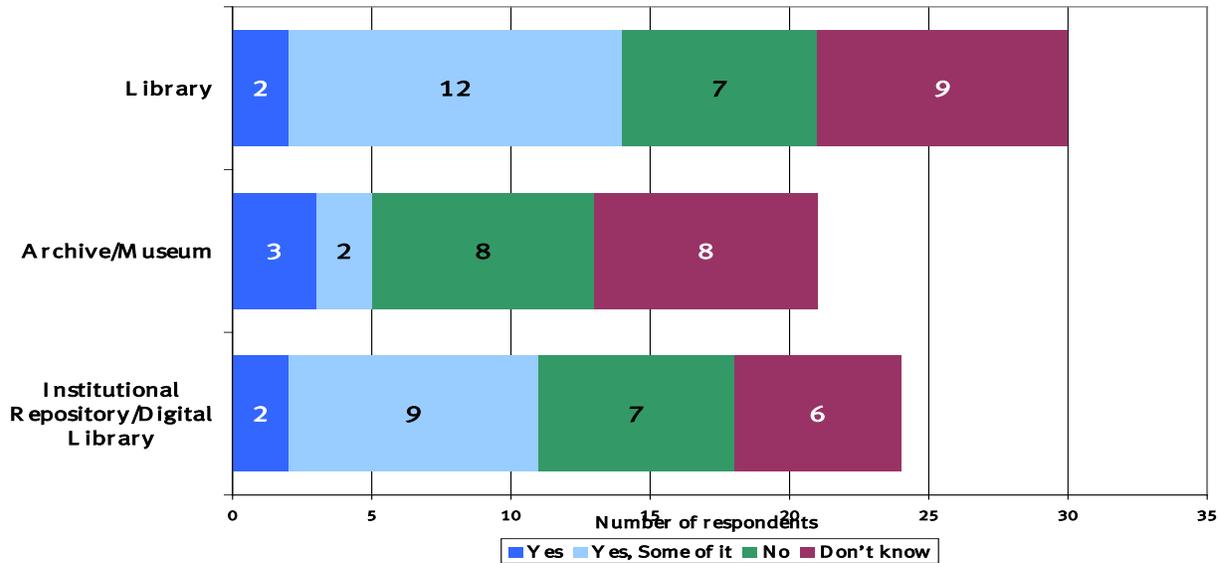


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Respondents from archives/museums are less likely to make some of their non-MARC metadata available to an OAI harvester than the other respondents.

OAI Harvesters by Work Environment

Is your non-MARC metadata available to OAI harvesters? (n=76)

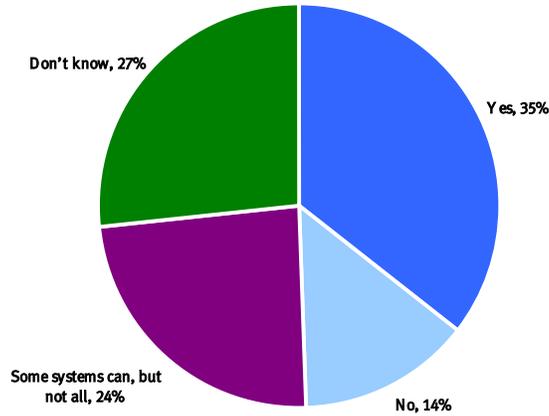


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One-third of the respondents (35%) indicated their metadata system provide a Web interface for crawlers like Google, Yahoo, and MSN to examine at least some of their metadata by http; one-fourth (24%) indicated that some of their systems can but not all.

Web Interface for Crawlers

Do your metadata systems provide a Web interface for crawlers like Google, Yahoo, and MSN so that they can examine at least some of your metadata by http? (n=79)

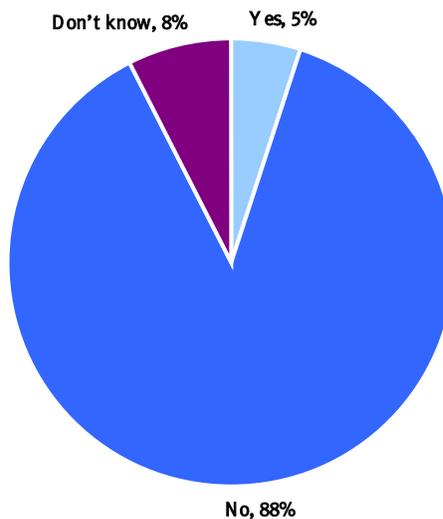


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Only 5% of respondents push metadata out to commercial Web sites such as Flickr and YouTube.

Pushing Out to Commercial Web Sites

Do you push metadata out to commercial Web sites such as Flickr and YouTube? (n=71)



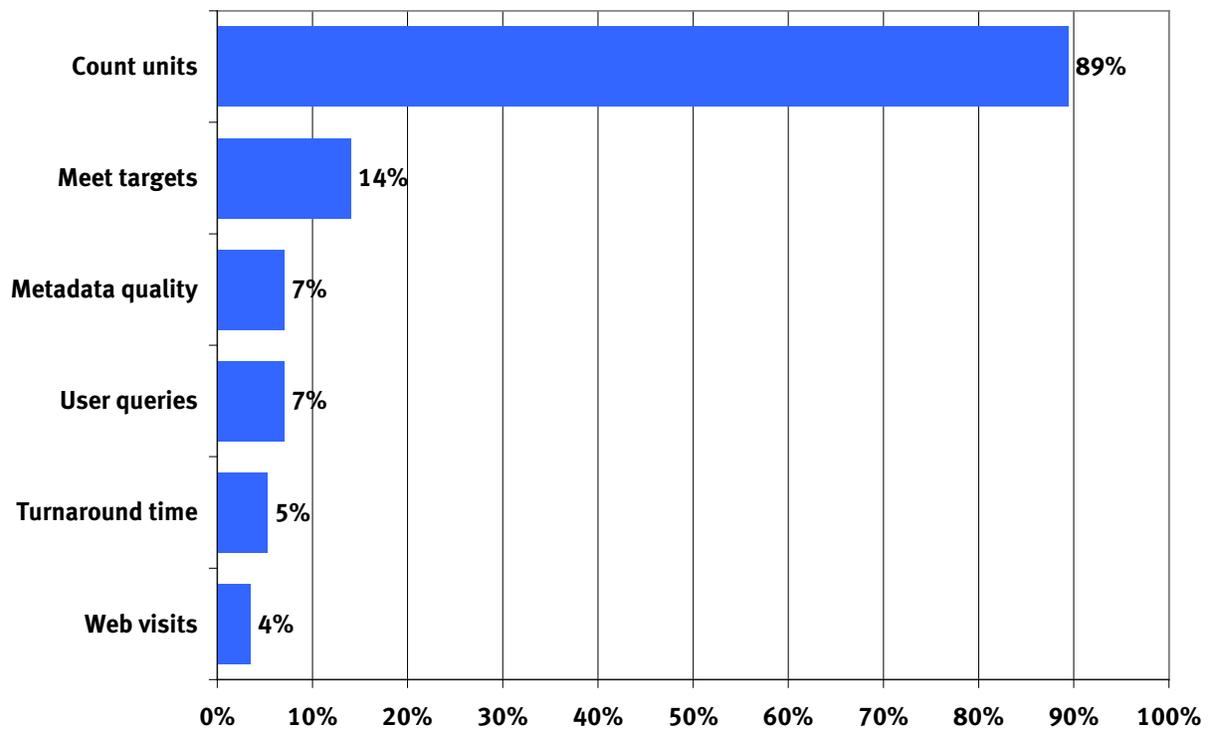
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Economic Considerations

More than three-fourths of the respondents (81%) measure productivity. To assess their productivity, most of the respondents (89%) count units.

Unit to Measure Productivity

How do you measure productivity? (n=57)

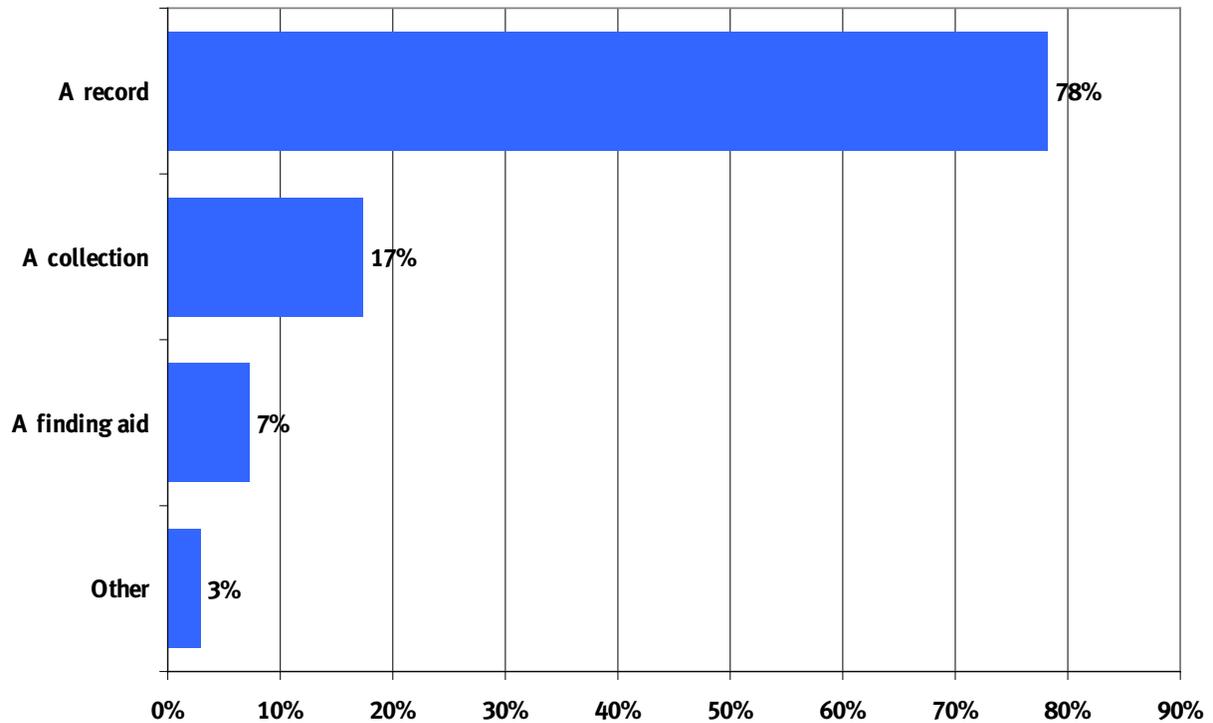


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Three-fourths of the respondents (78%) who measure productivity use a record as the unit of measurement for their progress reports.

Unit of Measurement

What is the unit of description you use most for progress reports? (n=69)

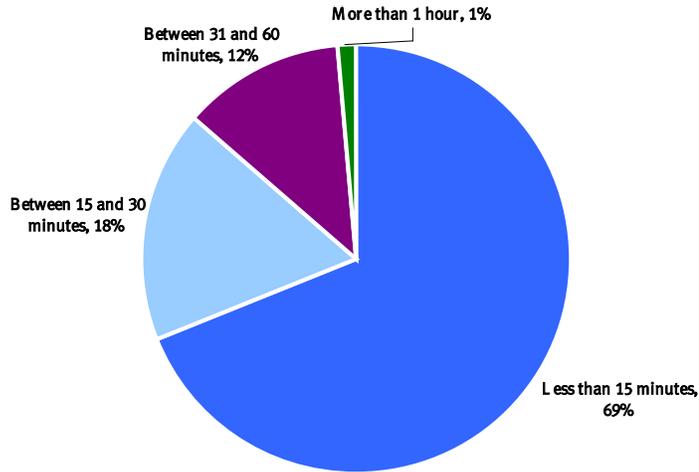


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To complete one new unit of description in the shortest amount of time, two-thirds of the respondents (69%) estimated it takes 15 minutes or less.

Shortest Amount of Time to Complete One Unit

What is the shortest amount of time it takes a staff member to complete one new unit of description that is made accessible to your intended audiences? (n=74)

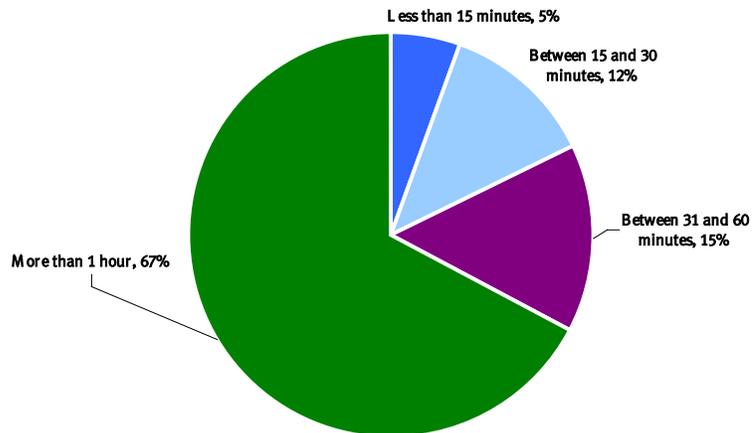


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For the greatest amount of time, two-thirds of the respondents (67%) reported it takes longer than one hour for one staff member to complete one new unit of description.

Greatest Amount of Time to Complete One Unit

What is the greatest amount of time it takes a staff member to complete one new unit of description that is made accessible to your intended audiences? (n=73)



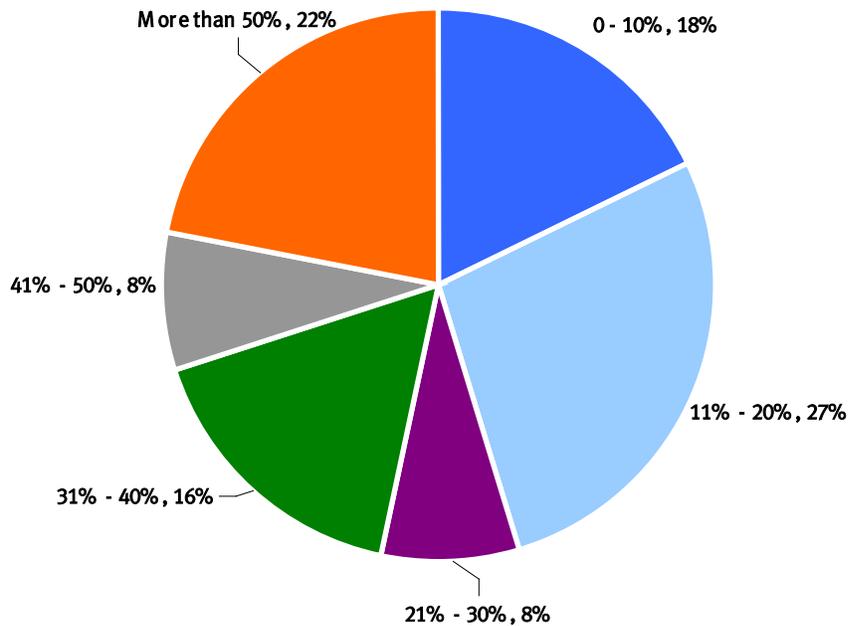
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Most of the respondents (87%) have a backlog of information resources or collections yet to be described. Although most have a backlog, two-fifths of the respondents (44%) are able to keep up with the additions to the information resources or collections they describe.

More than half of the respondents (54%) estimated 30% or more of their collection has not been adequately described and is unlikely to be described without additional resources and/or funding.

Amount of Collection Not Adequately Described

What percentage of your collection do you estimate has not been adequately described – and is unlikely to be described without additional resources, funding, or both? (n=73)



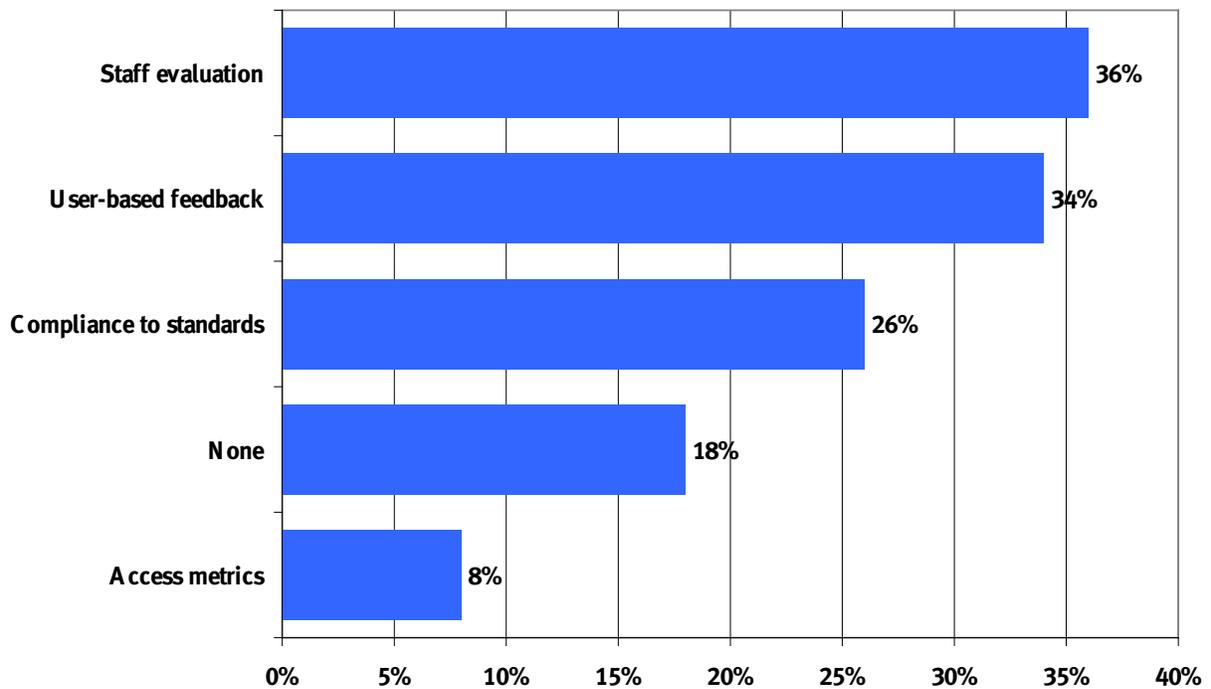
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Most of the respondents (82%) use criteria to evaluate the effectiveness of their metadata creation tools. One-third of the respondents use the following tools to measure effectiveness:

- Staff evaluation (36%)
- User-feedback (34%)

Criteria to Measure Effectiveness of Tools

What criteria do you use to evaluate the effectiveness of your metadata creation tools? (n=61)

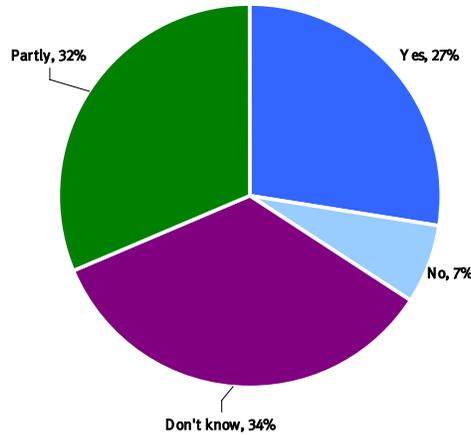


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Few respondents are confident in the effectiveness of their tools. One-fourth of the respondents (27%) agreed their tools are effective based on their criteria, while one-third (32%) stated their tools are partly effective because these tools require improvements, and another one-third (34%) did not know whether their tools were effective.

Effectiveness of Tools

By your evaluation criteria, are the tools you use effective? (n=73)

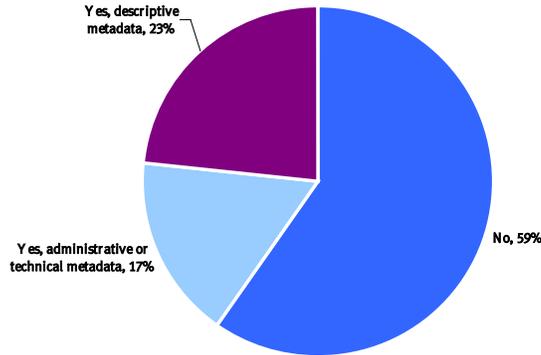


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Just under half of the respondents generate at least some metadata automatically. Slightly more generate descriptive metadata (23%) than administrative or technical metadata (17%), generated while scanning materials.

Generate Metadata Automatically

Does your unit/division generate any metadata automatically? (n=69)



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Appendix

RLG Descriptive Metadata Practices Survey Questions

RLG Programs administered the following survey in an interactive online environment to 18 Partner Institutions throughout July and August of 2007. At various points, the question presented to the survey respondent depended on their response to the previous question. It is not possible to reproduce that functionality in this document, so directional comments have been provided within square brackets to indicate how these “skip patterns” worked online.

1. Getting Started

Purpose

RLG Programs is conducting this survey in order to gain an understanding of current descriptive metadata practices and dependencies. Your responses will help give us a clearer picture of the current state of play, and will help us create a work agenda that will create efficiencies in describing collections, and will help libraries, archives, and museums in working towards shared goals.

The survey has four sections and we estimate it will take you 25 minutes to complete. If you have any questions, please feel free to contact us at smithyok@oclc.org.

Everyone who completes the survey will receive a copy of the report.

1. Name: _____
2. Position/Title: _____
3. Unit/division: _____
4. Institution: _____

2. Your Workplace, Part I

1. Which of the following labels characterize your immediate work environment? (Please choose all that apply)

- Library technical services
- Archival collections processing and description
- Museum collection/item description
- Institutional Repository
- Digital library production
- Other: Name and describe briefly below

2. Do you and your colleagues handle (Please choose one)
 - Published items
 - Unpublished items
 - Both published and unpublished items
 - Other: Name and describe briefly below

3. Are the information resources you and your colleagues describe (Please choose all that apply)
 - Analog
 - Reformatted into digital form
 - Born digital
 - Other: Name below

4. What unit of description do you use? (Please choose all that apply)
 - Item-level
 - Collection-level
 - Other: Name and describe briefly below

5. What types of materials do you and your colleagues describe? (Please choose all that apply)
 - Text
 - Still images
 - Moving images/video
 - Audio
 - GIS/cartographic
 - Web sites
 - Cultural objects
 - Natural history objects
 - Computer files
 - Other: Name and describe briefly below

6. Does your collection focus on a specific type of material?
 - Yes
 - No

7. Does your collection include licensed resources?
 - Yes [Go to section 3, question 1.]
 - No [Skip to section 4, question 1.]

3. Licensed Resources

1. What percentage of the items in your collection would you estimate represent licensed resources?
 - Less than 25%
 - 25% - 49%
 - 50% - 74%
 - 75% - 100%

4. Your Workplace, Part II

1. How many of the staff you work with are dedicated to the process of describing the resources in your unit?

2. How many of the staff you work with are catalogers?

3. When was your unit/division's structure last reorganized?

- Within the last twelve months
- 1-2 years ago
- 3-5 years ago
- More than 5 years ago
- Not sure

4. Have you had to describe new types of information resources that you had not described before within the last three years?

- Yes [Go to section 5, question 1.]
- No [Skip to section 6, question 1.]
- Don't Know [Skip to section 6, question 1.]

5. New Information Resources

1. Did the introduction of new information resource type(s) cause you to change your workflow or metadata practices?

- Yes
- No
- Don't Know

6. Your Metadata Descriptions, Part I

1. Do you use an Integrated Library System (ILS) (for example, Innovative Interfaces/Millennium, ExLibris/ALEPH or Voyager, VTLIS/Virtua, SirsiDynix/Unicorn or Horizon, etc.)?

- Yes
- No

2. Do you use a Collections Management System (CMS) (for example, TMS, KE Emu, Willoughby, etc.)?

- Yes
- No

3. Do you use a Digital Asset Management System (DAMS) (for example, Portfolio, TEAMS, MediaBin, ClearStory, etc.)?
- Yes
 - No
4. Do you use Institutional Repository software (for example, DSpace, Digital Commons, ePrints, etc.)?
- Yes
 - No
5. Do you use Digital Collections software (for example, CONTENTdm, Luna Insight, MDID, etc.)?
- Yes
 - No
6. Do you use an Archival management system (for example, Archivists' Toolkit, Archon, etc.)?
- Yes
 - No
7. Please list all the tool(s) you use for creating, editing, and storing metadata descriptions:
-
8. Can all your systems create standards-based records for export and sharing?
- Yes
 - Some can, but not all
 - No
 - I don't know

7. Your Metadata Descriptions, Part II

1. What data structure(s) do staff use to create metadata? (Please choose all that apply)
- CDWA
 - CDWA Lite
 - Darwin Core
 - DDI
 - Dublin Core Qualified
 - Dublin Core Unqualified
 - EAD
 - FGDC
 - MARC
 - MODS
 - NCD (Natural Collection Descriptions)
 - SPECTRUM
 - TEI
 - VRA Core
 - Other: Name below

2. What data structure(s) does your system generate? (Please choose all that apply)

- CDWA
- CDWA Lite
- Darwin Core
- DDI
- Dublin Core Qualified
- Dublin Core Unqualified
- EAD
- FGDC
- MARC
- MODS
- NCD (Natural Collection Descriptions)
- SPECTRUM
- TEI
- VRA Core
- Other: Name below

8. Dublin Core Application Profile

[Presented only if “Dublin Core Qualified” was selected in section 7, question 1.]

1. Which Dublin Core application profile are you using?

- Collections Application Profile
- Government Application Profile
- Library Application Profile
- VIDE Application Profile
- None
- Other: Name below

9. Your Metadata Descriptions, Part III

[Presented only if “Dublin Core Qualified” was selected in section 7, question 1.]

1. Do you use an application profile(s) for any metadata structures other than for Dublin Core?

- Yes [Go to section 10, question 1.]
- No [Skip to section 11, question 1.]

10. General Application Profiles

1. Please name the (non Dublin Core) application profile you use and the metadata structure you use it with:

11. Your Metadata Descriptions, Part IV

1. What data content standard(s) do you use? (Please choose all that apply)

- AACR2: Anglo-American Cataloging Rules, Rev. 2
 - ABCD: Access to Biological Collections Data
 - AMIM: Archival Moving Image Materials
 - APPM: Archives, Personal Papers, and Manuscripts
 - CCO: Cataloging Cultural Objects
 - DACS: Describing Archives: A Content Standard
 - Descriptive Cataloging of Rare Materials (Books)
 - International Council on Archives, General International Standard of Archival Description (ISAD (G))
 - International Council on Archives, International Standard Archival Authority for Corporate Bodies, Persons and Families, (ISAAR (CPF))
 - Other: Name below
-

2. What thesauri and controlled vocabularies do you use? (Please choose all that apply)

- RBMS Controlled Vocabularies for Use in Rare Book and Special Collections Cataloging
 - The Art & Architecture Thesaurus (AAT)
 - The Union List of Artist Names (ULAN)
 - The Getty Thesaurus of Geographic Names (TGN)
 - Geographic Names Information Services (GNIS)
 - ICONCLASS
 - Library of Congress Subject Headings
 - Library of Congress Name Authority File
 - Thesaurus of Graphic Materials I: Subject Terms (TGM-I)
 - Thesaurus of Graphic Materials II: Genre and Physical Characteristic Terms (TGM-II)
 - Other: Please list:
-

3. Is your unit/division/institution building and maintaining one or more local thesaurus?

- Yes [Go to section 12, question 1.]
- No [Skip to section 13, question 1.]

12. Local Thesaurus

1. Which of the following types of information are you including in local thesaurus? (Please choose all that apply)

- People /Organization names
- Places
- Time periods
- Topics
- Genres of materials
- Other: Please name

13. Your Metadata Descriptions, Part V

Please indicate the degree to which you agree with the following statements:

1. It is critical to provide controlled vocabulary to the resources we describe.
 - Strongly disagree
 - Disagree
 - Agree
 - Strongly agree

2. User-supplied tagging in addition to controlled vocabulary is the best for the resources we describe.
 - Strongly disagree
 - Disagree
 - Agree
 - Strongly agree

3. User-supplied tags is the best option, and will obviate the need for controlled vocabularies.
 - Strongly disagree
 - Disagree
 - Agree
 - Strongly agree

Please rate the importance of these factors in determining the practices you use to describe your information resources:

4. The intended audiences of the metadata.
 - Not at all important
 - Somewhat important
 - Important
 - Very Important

5. Material type.
 - Not at all important
 - Somewhat important
 - Important
 - Very Important

6. Our system limitations.
 - Not at all important
 - Somewhat important
 - Important
 - Very Important

7. Staff's existing skills.
 - Not at all important
 - Somewhat important
 - Important
 - Very Important

14. Your Broader Environment I

1. Do you or your staff work with other units within your library, archive, or museum?
 - Yes
 - No

2. Do you or your staff work with other people outside your library, archive, or museum but within your institution?
 - Yes
 - No

3. Are there other units within your institution that describe the same or similar types of material that you do?
 - Yes
 - No

4. Do you share the same or similar technological infrastructure with other units within your institution?
 - Yes
 - Sometimes
 - No

5. Do you share the same discovery environment as other units within your institution?
 - Yes
 - Sometimes
 - No

6. Do you use the same or similar descriptive strategies as other units within your institution?
 - Yes
 - Sometimes
 - No

7. Do you use the same procedures or metadata creation guidelines that are used by other units within your institution?
 - Yes
 - Sometimes
 - No

8. Do you have staff who create metadata who have the same or similar expertise as staff in other units within your institution?
 - Yes
 - No

9. Who are the audiences for the metadata you create to describe information resources? (Please choose all that apply)

- Undergraduates
- Graduate students
- Faculty
- Visiting researchers
- Academic staff
- Interested public
- Other: Name and describe briefly below:

10. Do you have a primary audience?

- Yes [Go to section 15, question 1.]
- No [Skip to section 16, question 1.]

15. Primary Audience

1. Please name your primary audience:

16. Your Broader Environment II

1. What mechanisms do you use to expose the MARC metadata that you create to others outside your institution?

- Z39.50 server
- OAI-PMH
- SRU/SRW
- Not applicable; do not create MARC metadata
- Not applicable; do not expose our MARC metadata

2. Is your non-MARC metadata available to OAI harvesters?

- Yes
- Some of it is
- No
- Don't know

3. Do your metadata systems provide a Web interface for crawlers like Google, Yahoo, and MSN so that they can examine at least some of your metadata by http?

- Yes
- No
- Some systems can, but not all
- Don't know

4. Do you push metadata out to commercial Web sites such as Flickr and YouTube?

- Yes
- No
- Don't know

5. Are there mechanisms that you use to expose your metadata to others outside your institution other than Z39.50, OAI, SRU/SRW, or http?

- Yes [Go to section 17, question 1]
- No [Skip to section 18, question 1.]
- Don't know [Skip to section 18, question 1.]

17. Methods of Exposing Metadata

1. Please name and describe briefly the alternate mechanisms you use to expose your metadata (not Z39.50, OAI, SRU/SRW, or http):

18. Economic Considerations

1. How do you measure productivity?

2. What is the unit of description you use most for progress reports?

- A record
- A finding aid
- A collection
- Other: Please name and briefly describe:

3. What is the shortest amount of time it takes a staff member to complete one new unit of description that is made accessible to your intended audiences?

- Less than 15 minutes
- Between 15 and 30 minutes
- Between 31 and 60 minutes
- More than 1 hour

4. What is the greatest amount of time it takes a staff member to complete one new unit of description that is made accessible to your intended audiences?

- Less than 15 minutes
- Between 15 and 30 minutes
- Between 31 and 60 minutes
- More than 1 hour

5. Do you have a backlog of information resources/collections yet to be described?

- Yes
- No

6. Are you able to keep up with the additions to the information resources/collections you describe?
- Yes
 - No

7. What percentage of your collection do you estimate has not been adequately described – and is unlikely to be described without additional resources, funding, or both?

- 0 - 10%
- 11% - 20%
- 21% - 30%
- 31% - 40%
- 41% - 50%
- More than 50%

8. What criteria do you use to evaluate the effectiveness of your metadata creation tools?

9. By your evaluation criteria, are the tools you use effective?

- Yes
- No
- Don't know
- Partly (please comment):

10. Does your unit/division generate any metadata automatically?

- Yes [Go to section 19, question 1.]
- No [Skip to section 20, question 1.]
- Don't know [Skip to section 20, question 1.]

19. Automatic Generation of Metadata

1. Please describe how your unit/division generates metadata automatically:

20. Wrap up!

1. If there are others at your institution who should receive this survey, please enter their names and e-mail addresses in the boxes below.

THANK YOU for completing this survey. This information will be very valuable, and we'll share results when we've compiled the information.