

## Demographic information

1. Are you the sole person at your institution that is responsible for importing and exporting data to or from ArchivesSpace?

- Yes
- No (please forward this survey to the others)
- Not sure

2. What type of technical support do you have for your ArchivesSpace instance?

- I am the technical support
- I am part of the technical support team
- I rely on others at my institution
- I rely on a third party, such as a hosting provider

3. How would you identify your role?

- Archivist
- Information technology professional
- other (specify)

4. Where are your archives located?

- Country (Qualtrics has a list)
- If USA: State (Qualtrics has a list)

5. Which of these categories best describes your archive? (Choose one)

- Academic archive
- Federal archive
- State/Provincial or municipal archive
- Historical society
- Corporate archives
- Museum archives
- Religious archives
- Other (please specify)

6. Are you a member of an archives consortium that aggregates finding aids? [Y/N]

7. If Yes to Q6: Which one?

- Texas
- Digital Library of California
- Northwest digital archives
- Other: \_\_\_\_\_

8. Are you self-hosted or vendor-hosted?

- Self

- Vendor
- Don't know

## Importing metadata

This section of the survey asks about your methods for importing metadata into ArchivesSpace.

9. Do you import entire resource records to ArchivesSpace, or portions of resource records?

- Entire records
- Portions of records
- Both
- I do not import data to ArchivesSpace (go to Q13)

10. What methods do you use to import metadata into ArchivesSpace? Select all that apply.

- Spreadsheet uploader
- Import background jobs
- ArchivesSpace API
- Plugins
- Other (describe below)

11. What types of metadata are you importing to ArchivesSpace? Select all that apply.

- EAD 2002
- EAD3
- MARC
- MODS
- Dublin Core
- Other (please specify)

12. How often are you importing metadata to ArchivesSpace?

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

## Exporting metadata

13. Do you export entire resource records from ArchivesSpace, or portions of resource records?

- Entire records
- Portions of records
- Both
- I do not export data from ArchivesSpace

14. What types of metadata are you exporting from ArchivesSpace? Select all that apply.

- EAD 2002 (Resources)
- EAD3 (Resources)
- MARC (Resources)
- MODS (Digital Objects)
- METS (Digital Objects)
- Dublin Core (Digital Objects)
- Other (please specify)

15. How often do you export metadata from ArchivesSpace?

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

16. What methods do you use to export metadata from ArchivesSpace? Select all that apply.

- ArchivesSpace API
- Staff interface
- Plugins
- Other (specify)

17. What do you do with the exported metadata from ArchivesSpace? Select all that apply.

- Create SIPs
- Import metadata into another system
- Populate a discovery layer
- Populate a reporting environment?
- Other: \_\_\_\_\_

18. Do you transform or manipulate data after exporting it from ArchivesSpace to meet those needs? [Y/N]

19. If Yes to Q18: Please list these tasks.

## Use cases for metadata

These questions seek to gather information about the types of resources you describe in ArchivesSpace.

“System of record” = The metadata system that provides authoritative information. Any data found in other systems is derived from the system of record.

Record type	AS-only	Other System	Both
Resource records (multi-level)			
Resource records (collection level only)			
Agent records			
Archival objects			
Digital objects			

20. What types of resources do you describe and/or provide location management for using ArchivesSpace?

- Born digital resources
- Audiovisual resources
- Archival collections
- Rare books and manuscripts
- Cartographic resources (maps, etc.)
- Visual artworks
- Artifacts and physical materials
- Architectural drawings and renderings

21. For which categories of metadata is ArchivesSpace your system of record?

- Archival description
- Bibliographic description
- Digital object description
- Digital object structure
- Preservation metadata
- Container management
- Location management
- Rights management
- Virtual reading room

22. What are you using for archival discovery? Select all that apply.

- ArchivesSpace PUI
- Alternate archival discovery systems (ArcLight)
- Library catalog
- Digital repository systems

## How are you using ArchivesSpace?

23. Is ArchivesSpace your only system of record? Y/N

24. If Yes to Q23: Why is that? [Free text field]

25. If No to Q23: What other systems of record do you use in conjunction with ArchivesSpace?

- Library catalogs
- Digital repository systems
- Reading room fulfillment systems (Aeon, etc.)
- One or more local systems (please describe)