Staffing Survey

Introduction

This survey is intended for institutions that are currently responsible for digital preservation, whether that responsibility is fulfilled entirely in-house or partly outsourced to a commercial, non-profit, or consortial provider. Only one response should be submitted per institution.

Context

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

    __ Public library
    __ University or college library or archives
    __ Museum
    __ Historical society
    __ Independent library or archives
    __ Government entity
    __ Academic institution department (not a library or archives)
    __ Research group
    __ For-profit corporation
    __ Non-profit organization (not one of the above types)
    __ K-12
    __ Other_____

all else optional

2. How much storage space are you using for your digital content, not including backup copies?
__ 0
__ > 0 - 50 TB
__ > 50 - 100 TB
__ > 100 - 500 TB
__ > 500 TB (if you have more than 500 TB please enter an amount: ___)

3. What do you expect the growth of your preserved digital content to be over the next year?

__ %

4. What are you preserving? *(4 columns)*

	none	small amount	medium amount	large amount
Still/2D images (e.g. TIFF, JPEG)				
Drawings / vector graphics (e.g. CAD/CAM)				
Moving images / video				

Audio recordings
Websites / blogs / social media
Text / documents (e.g. Word, PDF, TXT)
Geographic Information Systems (GIS) data
Datasets (other than GIS data)
Databases
Computer games / Software
Other: _____

5. Do you participate in any consortial or cooperative digital preservation efforts?
__ Yes Name of consortium or cooperative: _____
__ No

Your DP Program
6. What are the major functions performed by your organization's digital preservation program? (Do not include functions performed at your organization that are not considered part of the digital preservation function.)

(4 columns - can select more than one)
Select all the functions that are performed by your organization in-house now. (1st column)
(Shortened: Currently performed in-house by your organization)

Select all the functions that your organization outsources. (2nd column)
(Shortened: Currently outsourced by your organization)

Select all the functions you believe should be added to your digital preservation program. (3rd column)
(Shortened: You believe should be added to your digital preservation program)

Select all the functions that you would like to outsource. (4th)
(Shortened: You would like to outsource)

      __ selection for preservation
      __ digitization
      __ metadata creation/extraction
      __ descriptive cataloging
      __ transformation or migration of formats
      __ digital forensics
      __ creation of access copies
      __ normalization of files
      __ fixity creation/checks

    __ file format identification
    __ file format validation
    __ emulation
    __ replication
    __ secure storage management
    __ technology watch
    __ development and maintenance of software tools
    __ preservation planning
    __ development of preservation policies
    __ development of guidelines for content creators
    __ research
    __ preservation education and training
    __ other. _____

7. How many people in your organization do digital preservation work either full or part time? Please put numbers for both.

____FTE
____Individuals

8. Is there a dedicated digital preservation department in your organization?
__ Yes   Name of department: _____
__ No

9. If no, which department(s) takes the lead for digital preservation s?
    __ IT
    __ Library or archives that steward the collections
    __ Preservation department (analog & digital)
    __ Other: _____

10. What are the types of positions doing digital preservation work in your organization?

Type of Position	Current Number of individuals	Ideal Number of individuals
Digital Preservation Manager		
System Administrators/Engineers		
Software Developers/Architects/Programmers		
Other IT		
User Support Specialists		
Collection Needs Analysts		
Policy Analysts		
Content Analysts/Maintainers		

Catalogers / Metadata Analysts
Format Specialists
Workflow Specialists
Electronic Records Archivists
Archives and special collections curators
Digital Librarians
Managers/Administrators
Outreach Specialists/Trainers
Rights Specialists
Usability Specialists
Digital Archivist
Other: _____

11. The way our digital preservation function is currently organized (staffing levels, expertise, where they are placed within the larger organization) works well.
__ Strongly disagree
__ Disagree
__ Neither agree nor disagree
__ Agree
__ Strongly agree

12. For in-house staff, did you hire experienced digital preservation specialists or retrain existing staff?

   __ Hired experienced digital preservation specialists
   __ Retrained existing staff

13. If you were hiring a digital preservation manager, what are the top 3 things you would be looking for?

__ Degree in Library and Information Sciences
__ Degree in Computer Sciences
__ Certificate in digital preservation or curation
__ Professional digital preservation experience
__ Knowledge of digital preservation standards, best practices and tools
__ Technical abilities
__ Leadership qualities
__ Communication skills
__ Analytical skills
__ Project planning, management and organizational skills
__ Passion/motivation
__ other: _____

14. Is there anything else you'd like to share about they way you think an effective digital preservation function should be staffed and organized? [free text box]

More Information

15. Do you have organizational charts or position descriptions that you'd be willing to share? Anything you share would provide context to your answers and would be kept private to the NDSA Standards & Practices Working Group unless you give us explicit permission in the future to share more broadly. [radio button: yes, no]   If no, skip to #17.

16. If they are on-line, what are the URL(s)? [free text box]   If they are not on-line, please email them to X. [need an email here]

17. Please provide your contact information if you are willing to respond to follow-up questions. _____