

Staffing Survey Working Group 2016

Goal: To review the 2012 Staffing Survey questions and to complete a second iteration to create additional data points.

Interested People:

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- Winston Atkins, Duke University, winston.atkins@duke.edu
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Current Google Folder:

https://drive.google.com/open?id=0B8MvBJV_5_s5ODNaLUFTZTR4djQ

Existing Resources:

- 2013: Staffing Survey Report: [Staffing for Effective Digital Preservation An NDSA Report: Results of a Survey of Organizations Preserving Digital Content, December 2013](#)
 - Report: *The next steps section of the report do walk about what we might want to do the next time around.
 - Appendix A: Survey Questions
 - Appendix B: Poster (iPres 2012)
- Staffing Survey Wiki from 2012-2013: https://wiki.diglib.org/NDSA:Staffing_Survey

- Original Data Set (ICPSR): <http://www.icpsr.umich.edu/icpsrweb/ICPSR/studies/34901>

Next Steps:

- Determine who is interested in participating in the working group
- Discuss in November 21st meeting
 - Become familiar with questions
 - Review next steps in report to see if want to change them at all
- Determine possible schedule
 - Avoid survey overload / fatigue - Storage survey, fixity (?), web archiving? [Aaron to look at timeline]

Notes from 11/21 Meeting

- Qualtrics - Carol and Winston will check for access to Qualtrics
 - Duke does have Qualtrics account. Winston will see what's involved in using it. It appears to be free, though.
 - TTU has it, but we (those involved with the call) haven't tried to use it. It seems it is paid for by another college on campus.
 - UMN also has an account. Carol can get an account if need be.
- Digital preservation vs curations in question wording...
- Digital preservation policy... do you have one written, (does this correlate to staffing)
- Questions to think about:
 - Maybe ask if the lack of staff is hurting the preservation efforts or if it would be more efficient/better with more people. Maybe just ask why they think it is understaffed [Joy]
 - Training opportunities? What do they need or are/not getting in their job. [Amy] Can we reflect on what the institution needs? [Winston]
- What is the purpose?
 - Comparative assessment to advocate for resource allocation
 - Originally: Snapshot of status
 - Should we write an objective/scope statement? - Review the old objective statement
- Audience
 - NDSA members - generally those who have an interest in this work.
 - The first question of the survey states: This survey is intended for organizations that are currently responsible for digital preservation, whether that responsibility is fulfilled in-house or outsourced to a commercial, non-profit, or consortial provider. It will be used to understand current and ideal practice in staffing digital preservation programs.

- Question and conversation about: Do we have a bias introduced from self-selection -- i.e. those that are not engaged in digital preservation have a lower interest in contributing to the survey
 - We may not be getting input from folks making poor decision.
 - Might change the data too much if try to address wider community.
 - There are still lots of organizations unaware of the need for digital preservation activities.
 - Maybe S&P can address this other audience another way.
- Work plan
 - Schedule ->
 - Aaron will inquire regarding timeline for Storage Survey and Web Archiving survey
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 - Working group?

Background:

- Previous survey given in 2012 to NDSA member institutions (85)
- Recommend be repeated every 2-3 years
- Used Qualtrics (Harvard member's account)
- Survey open roughly 2 months (end June-early September)
- Analyzed in September, Poster at iPres in October [2012]
- Survey results available through ISPCR in CSV and SAV formats [data exported out of Qualtrics and creating a codebook for the data]
 - Excluded questions 2, 21, 22, 13 and IP address to keep results anonymous
 - Codebook establishes context for the survey and the results
- Questions about:
 - Nature of the organization
 - Scope of the digital preservation program
 - Number and types of positions responsible for digital preservation work
 - Organizational structure of the program
 - Functions included in program and if they were done in-house or outsourced
 - Future
- Report broke these into the following categories:
 - Background information
 - Digital content
 - Digital preservation activities
 - Digital preservation organization and staffing
 - Staff qualifications and training
 - Comments about digital preservation program staffing and organization
- Report commented / asked:

- [pg 13] It would be interesting to know if organizations believe that their participation in consortia or cooperative efforts make them better prepared to care for digital materials.
- [pg 19] It would be interesting to compare the number of additional people desired for the digital preservation function with the additional people desired for other functions in the organization. [is dp more understaffed than others, or pool of qualified applicants smaller?]
- [pg 20] Difficult to interpret interrelated responses to Q10, 11, 12. ... The phrasing of Q10 put the focus on how the organization defined the digital preservation function, not which of those functions they considered important or which they performed.
 - Ex... creation of access copies might be considered an access function rather than a preservation function; it might have been interesting for the survey to elicit whether that function was done in-house or outsourced, regardless of whether or not it was considered part of dig preservation.
- [pg 21] The report lists other surveys done and states that it would be interesting to do a more indepth analysis for comparison purposes.
- [pg 22] Things to address in the next round of questions:
 - Q4... “the choices available to describe the type of organizations responding to the survey were apparently not clear or mutually exclusive. A number of organizations chose ‘other’ when the team believed they could have chosen a listed category.”
 - “Helpful to clarify the intent of Q10 about the scope of digital preservation in an organization and the relationship between Q10 and Q11 and Q12 with respect to outsourcing”
 - Review job titles, “same basic job could be done by people with different titles”... also, “if a job was performed but not considered in scope of the digital preservation function, how should an organization answer this question”
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Questions from 2012

The following lists the general questions, but does not list the choices that were often provided. This link to the [codebook](#) jumps to the survey questions. The codebook also describes all of the resulting [response data](#) from 2012.

- Q1. This survey was created by the Standards and Practices Working Group of the National Digital Stewardship Alliance (NDSA). If you would like to learn about the NDSA,

including how your institution can become a member, please see the NDSA web site (<http://www.digitalpreservation.gov/ndsa/>).

This survey is intended for organizations that are currently responsible for digital preservation, whether that responsibility is fulfilled in-house or outsourced to a commercial, non-profit, or consortial provider. It will be used to understand current and ideal practice in staffing digital preservation programs.

Only one response should be submitted per organization.

We will make our best effort to protect your individual survey responses so that no one will be able to connect your responses with you or your organization. Any personal information that could identify you or your organization will be removed or changed before results are made public. We will combine your responses with the responses of others and make the aggregated results public, and preserve the anonymous data long-term for research purposes.

- Q2. (Required) What is the name of your organization?
- Q3. Can we include the name of your organization in a list of organizations that responded to this survey? Knowing specific responding organizations may be helpful to people interpreting the survey results.

If you agree to this we will still make our best effort to protect your individual survey responses so that no one will be able to connect your responses with you or your organization.

- Q4. (Required) Which of the following most closely describes the type or function of your organization?
 - 1=Public library
 - 2= Academic library or archives
 - 3= University
 - 4= Museum
 - 5= Historical society
 - 6= Independent library or archives
 - 7= Government entity
 - 8= Academic institution department (not a library or archives)
 - 9= Research group
 - 10= For-profit corporation
 - 11= Non-profit organization (not one of the above types)
 - 12= K-12
 - 13= Research data repository
 - 14= Institutional repository

- 15= National, federal or legal deposit library
 - 16= Other (please specify):
- Q5. In which country do you reside?
 - Q6. How much online or offline storage space are you using for your digital content, not including backup copies?
 - Q7. What do you expect the percent of growth to be of your preserved digital content over the next year? Please enter a number representing a percentage.
 - Q8. Roughly how much of each are you preserving in terms of number of files?
 - Q9. Do you participate in any digital preservation consortial or cooperative efforts?
 - Q10. Which of these activities are considered part of the scope of the digital preservation function at your organization, whether or not you have implemented this activity yet? Check all that apply.
 - Q11. Which of these activities are you currently doing in-house and/or outsourcing? If you haven't implemented an activity yet, leave it unchecked.
 - Q12. Which of these activities would you like to outsource? Also include any activities that you are already outsourcing and would like to continue outsourcing.
 - Q13. Is there a dedicated digital preservation department within your organization?
 - Q14. Which department(s) take the lead for digital preservation within your organization? If this is a fairly equally distributed effort choose more than one.
 - Q15. For each of these positions, how many FTE do you currently have doing digital preservation in your organization, and how many would be ideal? FTE stands for Full-time equivalent. For example a 1.0 FTE could mean one person full-time or 2 people half-time; a 0.5 FTE could mean one person half time or 2 people quarter-time. Do not include people doing work other than digital preservation. Please use whole numbers or decimals as appropriate.
 - Q16. The way our digital preservation function is currently organized (staffing levels, expertise, where they are placed within the larger organization) works well.
 - Q17. For in-house staff, did you hire experienced digital preservation specialists and/or retrain existing staff? Check all that apply.

- Q18. Please rate the importance of each of these items if you were hiring a new digital preservation manager at your organization.
- Q19. Is there anything else you'd like to share about the way you think an effective digital preservation program should be staffed and organized?
- Q20. Do you have organizational charts or position descriptions that you'd be willing to share? Any documents you share would provide context to your answers and would be kept private to the NDSA Standards and Practices Working Group unless you give us explicit permission in the future to share more broadly.
- Q21. If they are on-line, what are the URL(s)? If they are not on-line, please email this supplementary data to ndsa@loc.gov with the subject line Staffing Survey
- Q22. Please provide your contact information if you are willing to respond to follow-up questions.