

# Survey: American West Project: CONTENTdm Digital Collections Survey

Survey author: Adrian Turner, California Digital Library

Document author: Felicia Poe (last updated 10/20/05)

Responses received: 15

Survey conducted: September/October 2005

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## 1) Please indicate the full name of your institution:

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Amarillo Public Library
Everett Public Library
Minnesota Historical Society
Palo Alto Historical Association
Rainier Valley Historical Society
Santa Clara University
Shoreline Historical Museum
Topaz Museum
University of Alaska, Fairbanks
University of Arizona Libraries Special Collections
University of British Columbia Library
University of Utah
Westminster College
Wing Luke Asian Museum

## 2) My institution participates in the following consortia projects:

Response	Count	Percent
Colorado Digitization Program	0	0.0%
Mountain West Digital Library	2	13.3%
Northwest Digital Archives (NWDA)	0	0.0%
Online Archive of California (OAC)	1	6.7%
RLG Cultural Materials/Archival Resources	1	6.7%
Other	7	0.0%

### "Other" responses:

Minnesota Digital Library Coalition
Not sure - site is part of Univ. of WA
University of Utah and Utah State Univer
Crossing Organizational Boundaries
Crossing Organizational Boundries

Arizona Archives Online; Western Waters
Alaska's Digital Archives

**3) Are you completing this survey on behalf of a consortium? I.e., are you representing a consortium? If "Yes", please specify the name of the consortium in the "Comments" field.**

Response	Count	Percent
No	11	78.6%
Yes	3	21.4%

**"Comment" responses:**

I previously indicated that we are only a small partner in this project, and as such we are not really the ones who know about all of the technical aspects.
Mountain West Digital Library
Alaska's Digital Archives
We are not a part of any consortium

**4) Is your institution currently implementing the following activities or standards?**

	Yes	No	Not Sure
Digitization project management	9	2	3
Assessing copyright status of materials for digitization	10	4	0
Scanning/digitization of graphic materials	12	2	0
Text Encoding Initiative (TEI) standard	0	10	4
Encoded Archival Description (EAD) standard	4	7	3
Dublin Core standard	10	2	2
Machine-Readable Cataloging (MARC) standard	8	4	2
Metadata Object Description Schema (MODS) standard	0	10	4
Metadata Encoding and Transmission Standard (METS)	0	10	4
Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH)	3	8	3

**5) Would your institution be interested in receiving training on the following issues?**

	Not interested	Somewhat interested	Very interested
Digitization project management	2	8	4
Assessing copyright status of materials for digitization	4	7	3
Scanning/digitization of graphic materials	6	6	2

Text Encoding Initiative (TEI) standard	5	6	2
Encoded Archival Description (EAD) standard	5	6	2
Dublin Core standard	5	6	3
Machine-Readable Cataloging (MARC) standard	7	3	4
Metadata Object Description Schema (MODS) standard	3	5	5
Metadata Encoding and Transmission Standard (METS)	3	5	5
Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH)	3	5	5

**6) What type of CONTENTdm server hosting arrangement are you implementing?**

Response	Count	Percent
We host our own CONTENTdm server	8	57.1%
We participate in a consortium, and share a CONTENTdm server (please identify the institution that hosts the CONTENTdm server in the "Additional comments" field)	6	42.9%
OCLC hosts our CONTENTdm server	0	0.0%
Not sure	0	0.0%

**"Comment" responses:**

University of Utah and Utah State Univ
University of Washington
All 6 MWDL institutions have a CDM hosting server
University of Washington
University of Alaska, Fairbanks host the server and soon the University of Alaska, Anchorage will be hosting the back-up server

**7) Do you regularly use CONTENTdm to manage your collections, or did you only use it for a discrete project (or group of projects)?**

Response	Count	Percent
We use it on an ongoing basis	9	60.0%
We used it a few times only	3	20.0%
Not sure	3	20.0%

**"Comment" responses:**

This institution actually didn't use it at all; the contentdm work was done by the project workers.
However, we are not really using it to its fullest potential; it is our hopes that we will begin using it more fully

**8) Is the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) feature currently enabled on your CONTENTdm server?** (OAI-PMH is a protocol that allows institutions such as the CDL -- or OAI-PMH "service providers" -- to harvest your digital objects' metadata, and then provide access to it as well as other collections that the service provider might be aggregating from other institutions).

Response	Count	Percent
Yes	2	13.3%
No	6	40.0%
Not sure	7	46.7%

**"Comment" responses:**

We are not the ones responsible for the server.

**9) Do you need assistance with enabling the OAI-PMH feature in your CONTENTdm server?**

Response	Count	Percent
No thanks, we know how to do this	5	33.3%
Yes, we're not sure how to do this	3	20.0%
Not sure	7	46.7%

**"Comment" responses:**

Please contact the Museum of History and Industry at [Seattlehistory.org](http://Seattlehistory.org)

I will make this a point of discussion at a future meeting

**10) What kind of experience with or exposure to OAI-PMH has your institution had?**

Response	Count	Percent
We currently implement it	2	13.3%
We've heard about it (e.g., workshops, conferences) or read about it (e.g., articles)	3	20.0%
We are planning to implement it	2	13.3%
We haven't had any exposure to or experience with it	6	40.0%
Other	1	0.0%

**"Other" responses:**

We would not be the ones to be exposed.

**"Comment" responses:**

Limited experience

I am unsure what other departments within my organization have implemented

**11) Please provide a descriptive title and URL (if applicable) for your digital collections. For all digital collections that you manage using CONTENTdm in particular, note these by appending "(CDM)" at the end of the title.**

**Minnesota Historical Society**

1. Photo & Art Database ([collections.mnhs.org/visualresources](http://collections.mnhs.org/visualresources))
2. Birth Records Index ([people.mnhs.org/bci](http://people.mnhs.org/bci))
3. Duluth Lynchings Online Resource ([collections.mnhs.org/duluthlynchings](http://collections.mnhs.org/duluthlynchings))
4. Christie Civil War Letters ([www.mnhs.org/library/Christie/intropage.html](http://www.mnhs.org/library/Christie/intropage.html))
5. Original Land Survey Maps (CDM)
6. Minnesota State Atlases (CDM)

**Shoreline Historical Museum**

1. [shorelinehistoricalmuseum.org](http://shorelinehistoricalmuseum.org)
2. [kingcosnapshots.org](http://kingcosnapshots.org)

**University of British Columbia Library**

1. UBC Library Digital Resources  
<http://angel.library.ubc.ca/index.html>

**Topaz Museum**

1. <http://www.lib.utah.edu/digital/unews/topaz.html>
2. Utah State digital collection url unknown
3. <http://topazmuseum.org>
4. <http://content.lib.utah.edu/cgi-bin/pbrowse.exe>

**Rainier Valley Historical Society**

1. Rainier Valley Historical Society Collection on King County Snapshots CDM (Crossing Organizational Boundaries)  
[www.kcsnapshots.org](http://www.kcsnapshots.org)

**University of Utah**

1. Mountain West Digital Library  
<http://www.lib.utah.edu/digital/mwdl/> (CDM)

**Amarillo Public Library**

1. PhotoArchives (CDM)

**Wing Luke Asian Museum**

1. WLAM CHC  
<http://www.wingluke.org/chc>
2. King County Snapshots  
<http://content.lib.washington.edu/imls/kcsnapshots/index.html>

**University of Arizona Libraries Special Collections**

1. Arizona-Sonora Documents Online (CDM)  
<http://content.library.arizona.edu/collections/asdo/>
2. Native American Water Rights (CDM)  
<http://content.library.arizona.edu/cgi-bin/browserresults.exe?CISOROOT=%2Fnawr>
3. Stewart Udall Papers: Mexican Water Treaty (CDM)  
<http://content.library.arizona.edu/cgi-bin/browserresults.exe?CISOROOT=%2Fudallmexwater>
4. Stewart Udall Papers: Colorado River (CDM)  
<http://content.library.arizona.edu/cgi-bin/browserresults.exe?CISOROOT=%2FudallcoloradoAZU>
5. We also have some older "web exhibits", but they are not searchable or compliant with any consistent structure or metadata standards.

**University of Alaska, Fairbanks**

1. Alaska's Digital Archives  
<http://vilda.alaska.edu>

**Palo Alto Historical Association**

1. pahistory.org
<b>Santa Clara University</b>
1. Silicon Valley History Online (CDM) www.siliconvalleyhistory.org
2. ClaraVision http://archives.scu.edu/claravision/
<b>Everett Public Library</b>
1. Kirk's Studio Collection
2. Early Everett Through the Lens of Frank LaRoche
3. Everett Massacre Collection
4. King and Baskerville Studio: Picturing the Everett Boom
5. Places of the Past: Everett & Snohomish County Historic Sites Online
6. URL for all is: http://www.epls.org/nw/digital_collections.htm

**12) Are any of the following broad topical themes in Western United States history covered by your digital collections? Please indicate the general degree of coverage.**

	<b>Strong coverage</b>	<b>Some coverage</b>	<b>Not much or no coverage</b>	<b>Not sure</b>
Agriculture	1	10	3	0
Arts	1	7	5	0
Business & Industry	3	11	1	0
Education	3	10	1	0
Exploration & Migration	0	7	7	0
Government & Politics	3	9	3	0
Military & War	1	6	6	0
Native Americans	2	4	8	0
Environment	1	7	6	0
Race & Ethnicity	4	5	6	0
Religion	1	7	6	0
Science & Technology	0	7	7	0
Society & Culture	6	6	3	0

**"Comment" responses:**

Our online photograph collections cover numerous subjects and dates.
We will be adding four more collections to CDM in the coming year

**13) Who is the primary audience(s) for your digital collections? (Select all that apply)**

<b>Response</b>	<b>Count</b>	<b>Percent</b>
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General public	14	93.3%
Elementary school students	7	46.7%
Middle school students	7	46.7%
High school students	7	46.7%
K-12 educational community (teachers, administrators)	11	73.3%
College undergraduate students	8	53.3%
College graduate students	7	46.7%
College faculty	7	46.7%
Genealogists	8	53.3%
Scientists	1	6.7%
Staff at institution/peers	7	46.7%
Other	3	0.0%

**"Other" responses:**

Business (e.g. advertising) community
Former Rainier Valley residents, owners of historic homes in Rainier Valley
historians, researchers

**14) In this question we are interested in knowing about the kinds of standard controlled vocabularies, thesauri, or authority files that you are implementing for your digital object metadata.** Several common metadata elements are listed below: in the blank field next to each metadata element, please indicate if you are using one of the following resources (use the acronym, e.g., "AAT"). If you are implementing a resource not listed here, please state its name (e.g., "Medical Subject Headings (MeSH)", "List of local subject headings", etc.). ThesauriAAT: Getty Art & Architecture ThesaurusLCSH: Library of Congress Subject HeadingsTGM I: Library of Congress Thesaurus for Graphic Materials I -- Subject TermsTGM II: Library of Congress Thesaurus for Graphic Materials II -- Genre and Physical Characteristic TermsTGN: Getty Thesaurus of Geographic NamesAuthority Files:LCNAF: Library of Congress Name Authority FileULAN: Getty Union List of Artists Names

Subjects/topical headings	Form/genre headings	Personal/corporate name headings	Geographic name headings
		ULAN	
Local			
LCSH	TGM II	LCNAF	LCNAF, GNIS
LCNAF	LCNAF	LCNAF	LCNAF
LCSH		Local Subject Headings	
LCSH	LCSH	LCSH	LCSH
LCSH	LCSH	LCSH	LCSH
TGM I, LCSH,	TGM II, AAT	LCNAF, Alaska/Polar Periodical Index	LCNAF, Orth, Dictionary of Alaska Placenames

lcsb	n/s	local	local
LCSH	TGM II	LCNAF	
TGM 1		Local headings	TGM II

**15) Please indicate if you maintain collection descriptions in the following formats for your digital collections. By "collection descriptions", we mean inventories, guides, or records documenting -- in greater or lesser detail -- who created the collection, the dates of its creation, its provenance, the scope/content of the materials, etc.**

<b>(Percentages)</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>
Encoded Archival Description (EAD) finding aids	5	4	4
HTML web pages or website	10	2	2
MAchine-Readable Cataloging (MARC) records	7	3	4
Print documents/typescripts, or manuscripts	8	4	2

"Comment" responses:

We were not responsible for determining the above parameters
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**16) Approximately what percentage of your analog collections have been digitized?**

<b>Value</b>	<b>Count</b>
0.00 thru 9.00	9
10.00 thru 19.00	2
20.00 thru 29.00	1
30.00 thru 39.00	1
50.00 thru 59.00	1
60.00 thru 69.00	1

**17) Approximately how many analog individual objects, in terms of a total number, have been digitized?**

<b>Value</b>	<b>Count</b>
0.00 thru 999.00	5
1000.00 thru 1999.00	4
5000.00 thru 5999.00	1
14000.00 thru 14999.00	1
15000.00 thru 15999.00	1
60000.00 thru 60999.00	1
100000.00 thru 100999.00	2

**18) Approximately how many objects in your collections, in terms of a total number, are "born digital" (i.e., were created originally in digital format)?**

Value	Count
0.00 thru 99.00	11
100.00 thru 199.00	1
1000.00 thru 1099.00	1

**19) Please specify if the objects in your digital collections comprise any of the following IMAGE FILE types. (Select all that apply)**

Response	Count	Percent
GIF	5	33.3%
JPEG	13	86.7%
JPEG 2000	3	20.0%
MrSid	1	6.7%
TIFF	11	73.3%
Not sure	3	20.0%
None	0	0.0%
Other	0	0.0%

**"Comment" responses:**

we were not responsible for those parameters
JPEG and JPEG 2000 available to public, TIFF for archival purposes

**20) Please specify if the objects in your digital collections comprise any of the following TEXT FILE types. (Select all that apply)**

Response	Count	Percent
TEI	0	0.0%
PDF	7	46.7%
Microsoft Word document	5	33.3%
HTML webpage	7	46.7%
Not sure	6	40.0%
None	1	6.7%
Other	1	0.0%

**"Other" responses:**

XML
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**"Comment" responses:**

we were not responsible for those parameters
Different institutions and different collections have different formats, fairly nonstandard

**21) Please specify if the objects in your digital collections comprise any of the following AUDIO FILE types. (Select all that apply)**

Response	Count	Percent
Wave	4	26.7%
MP3	5	33.3%
RAM	0	0.0%
Not sure	3	20.0%
None	6	40.0%
Other	1	0.0%

**"Other" responses:**

Windows Media & QuickTime
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**"Comment" responses:**

no responsible for those parameters
We have not uploaded these yet; this is a project we are currently working on
MP3 for public Wave for archive

**22) Please specify if the objects in your digital collections comprise any of the following VIDEO FILE types. (Select all that apply)**

Response	Count	Percent
MPEG	4	26.7%
QuickTime	2	13.3%
Not sure	1	6.7%
None	9	60.0%
Other	1	0.0%

**"Other" responses:**

Windows Media
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**"Comment" responses:**

no videos
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**23) Please specify if the objects in your digital collections comprise any of the following OTHER FILE FORMATS. (Select all that apply)**

Response	Count	Percent
DDI data set	0	0.0%
Microsoft Excel spreadsheet	1	6.7%
Database (Access, MySQL, FileMaker, FoxPro, other)	1	6.7%
Animation (Flash,other)	2	13.3%
Not sure	2	13.3%
None	10	66.7%
Other	0	0.0%

**"Comment" responses:**

no responsible for those parameters

**24) Approximately what percentage of your digital collections have the following copyright statuses?**

(Percentages)	0%	1-25%	25-50%	50-75%	75-100%	Not sure
Public domain	2	3	5	2	3	0
Copyright status is held by an individual/institution	2	5	6	0	0	1
Copyright status is held by my institution	0	5	3	0	4	1
Copyright status is unknown (i.e., we've investigated, and cannot identify copyright owners)	1	4	4	0	0	4

**"Comment" responses:**

As a public library, we claim ownership, not copyright

**25) Please share any additional comments you have about your collections.**

We have three-dimensional artifacts that have not be digitized.
At this point most of what we have available are historcial photographs relating to the history of Westminster College. We also have one historical newspaper, The Church Review, that cover the history of the Protestant churches in Utah around the turn of the century. The newspaper includes a lot of photographs and some information about early businesses that supported the printing of thenewspaper.
1. Focus is Everett and Snohomish County, Washington 2. Strengths include Labor History; Sawmills and Logging; Late 19th and Early 20th Century Photography; and Frontier Industrialism

**26) Would you be interested in talking with CDL staff about how the following CDL services could be utilized by your institution? \**

	<b>Interested</b>	<b>Not interested</b>
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<b>Digital preservation services:</b> Support the long-term retention and management of your institution's digital assets through their storage in the UC Libraries Digital Preservation Repository.	8	6
<b>Access and aggregation services:</b> Increase exposure of your institution's digital assets through their delivery via online gateways such as CaliforniaDigitalLibrary.org, the Online Archive of California, and forthcoming thematically-based portals such as the American West.	11	3
<b>Federated searching and metasearch tools:</b> Utilize CDL search tools that will allow your institution to search across multiple distributed databases (e.g., journal article abstract and indexing databases, etc.), bibliographic catalogs, external websites, etc.	10	4
<b>Digital content creation tools:</b> Leverage CDL's digital content creation tools to build your collections. Examples include web crawling tools (to gather web-based resources), OAI harvesting technology, stylesheets for packaging digital objects into the METS format, etc.	10	4
<b>Site building services:</b> Provide customizable, tailored views -- targeted towards your specific patrons' needs -- of your institution's digital assets that have been deposited with the CDL, using the CDL's Interface Customization Tools. Utilize the CDL's eXtensible Text Framework (XTF) as a platform for the search and delivery of your digital assets. XTF is flexible indexing and query tool that supports searching across collections of heterogeneous data and present results in a highly configurable manner.	7	7
<b>Data normalization, analysis, and enrichment services:</b> Tools that your institution can utilize for automating the enrichment and normalization of digital asset metadata, such as auto-generating standardized topic/subject headings based on keyword analysis, normalizing human-readable dates into machine-readable formats, etc.	6	8

**"Comment" responses:**

please speak with the Museum of History and Industry
(at this time)

**27) What are the most significant challenges that you feel your institution faces, in terms of building and managing digital collections?**

Cost associated with making these resources available online. Leveraging/Partnering our skill sets with others to both increase the value of the collections themselves while hopefully decreasing the costs to individual institutions.
Funding
We need staff and money to build and maintain a digital collection, plus the site on which we our collection is currently hosted could not host us as a larger collection, so we would need .
We are a very small volunteer museum in Utah with several projects, i.e., building and designing a museum, preserving 640 acres of land and fund raising.
Lack of time, money, expertise.
Ongoing funding; dedicated staff
Getting the metadata completed for each image.
Understanding all the aspects of creating and managing a digital collection.

Getting materials digitized.
Lack of staff (who doesn't have this problem?) to scan, input metadata; lack of training and institutional support for ContentDM (most don't realize it's potential); Lack of a clear and strong digital program policy; and varying priorities within the institution
FUNDING, we are grant funded. We have the will and the archives and the museums, we just need to keep the bank account high enough to process items.
Time (staff) to do the cataloging and \$
Staffing in systems administration and digital collection development
Present economic climate makes continuing staff time difficult.

**28) Of those, which of those could be outsourced or where would like training/support?**

The outsourcing becomes more of a partnership or collaboration between institutions.
Probably all of it, but we'd still need funds to do so.
We would like to make our resources available, but we are also rather unsophisticated about digital archives. We have just given our material to universities and they have done the work.
?
Contentdm training website development
Compiling metadata
n/a
Converting analog audio files to WAV and MP3
Digital Project management Training. More than just a one day session that touches on the topic, but a two or three day workshop that talks about workflow, how to work with various departments within the institution to get the work done; best practices for managing digital assets (such as CDs); digital preservation; and how to move large digital projects along.....
We seem to have what we need for now.
cataloging
Staffing could be outsourced
Don't know

**29) Would your institution consider outsourcing or seeking assistance from consultants on the following activities?**

	Interested	Not interested
Preservation of your institution's digital assets	10	5
Creation of thematic or tailored websites to showcase your institutions digital assets	9	6
Metadata normalization, analysis, or enrichment	8	6

**"Comment" responses:**

don't know what the third thing is
Our only problem is that as a small college we have very limited resources for these types of special projects. At least our present administration seems them as special projects and not

something that has to be done for the day-to day operations.

**30) OPTIONAL: Please share any additional clarifying comments or questions that you have pertaining to this survey.**

As I said earlier, the Shoreline Historical Museum was not the principal architect of our digitization project, in which we were merely one of the small local partners. It was a great thing for us, as we could never have done it without being a part of a larger entity.

So far what we have been able to do has been on our own and with some grant funding from the Masonic Foundation of Utah. The administration here does not see this as vital to our institution.

**31) OPTIONAL: If you would like more information about CDL services, please provide us with information with which to contact you.**

Jason Roy  
Central Collections Services Manager  
651.296.1014  
jason.roy@mnhs.org  
www.mnhs.org

Bronwen Sprout  
Digital Initiatives Librarian  
(604) 827-3953  
bronwen.sprout@ubc.ca

Victoria Stiles  
Director  
206-542-7111  
shm@shorelinehistoricalmuseum.org  
www.shorelinehistoricalmuseum.org

Don Buckley  
Support Services Manager  
562-916-1338  
don\_buckley@ci.cerritos.ca.us  
ci.cerritos.ca.us/library

Jane Beckwith  
President  
435-864-2098 (h) 435-864-5612 (w)  
topazmuseum@delwave.com  
topazmuseum.org

Mikala Woodward  
Director  
206-722-5177  
rvhsoffice@aol.com  
www.rainiervalleyhistory.org

David A. Hales  
Director of the Library  
801-832-2256  
dhales@westminstercollege.edu

Robert Fisher  
Collections Manger  
bfisher@wingluke.org  
www.wingluke.org

Amy Verheide  
Assistant Archivist for Digital Projects  
520-307-2816  
verheidea@u.library.arizona.edu

Anne McMahon  
University Archivist  
(408) 554-4117  
amcmahon@scu.edu  
<http://archives.scu.edu>

Margaret Riddle  
History Specialist  
425 257-8005  
mriddle@ci.everett.wa.us  
www.epls.org

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