Conch – Appendix: Discovery Questionnaire

Project Acronym: PREFORMA

Grant Agreement number: 619568

Project Title: PREservation FORMATs for culture information/e-archives

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Prepared for: The PREFORMA Consortium

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Summary: In order to design a project responsive to the needs and concerns of a community of memory institutions, we released an online survey during the design phase to cover information. This report summarizes the findings of the survey and provides the raw data from the questionairre.

Questionnaire Summary

Over the course of one week in February 2015 (2/15-2/22), thirty participants completed a web-based questionnaire developed by Conch containing questions related to digital preservation praxis. Approximately three-quarters of these survey participants identified as working at either a library or an archive, with the remainder working at museums, broadcast, media and enterainment, post-production, or other institutions.

Responses to the questionnaire produced the following conclusions:

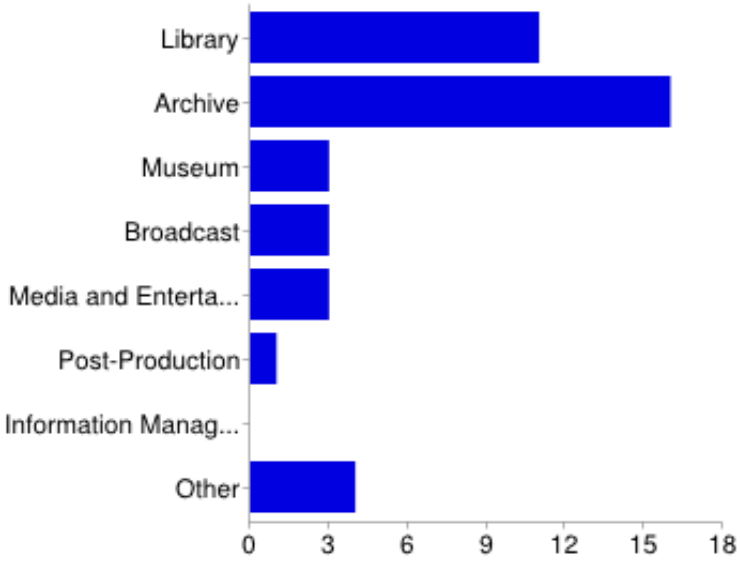
- While ninety percent of participants' institutions maintained a digital repository for collection materials, only half of these institutions implemented procedures based on the OAIS reference model. For OAIS adopters, a majority of information packages were created in-house, with outside vendors providing mostly Preservation Description Information in the form of Fixity Information (40%).
- Approximately eighty-seven percent of participant's instituions performed in-house digital reformatting of audiovisual materials, usually by a full-time institutional employee (77%). Mac OS operating systems were typically employed for these tasks (60%). Less than half of the software used in the creation of media assets and associated information packages existed as free and open-source (FOSS).
- Files were checked for conformance individually using software tools such as MediaInfo (63%). When adding additional metadata, several standards were referenced, with PREMIS (33%) and PBCore (30%) being the most popular.
- Open codecs and wrappers were implemented the most by institutions in the creation of preservation master assets. FFV1 and LCM were currently implemented in several institutions (13% and 17%, respectively).
- On characteristics that make an ideal file format for preservation, participants chose the following traits: 1) Interoperability (27/30); 2) Low cost of implementation (22/30); 3) Transparency (21/30); 4) Availability of tools (20/30); 5) Metadata capabilities (17/30); and, 6) Low storage cost (11/30).

32 responses

View all responses

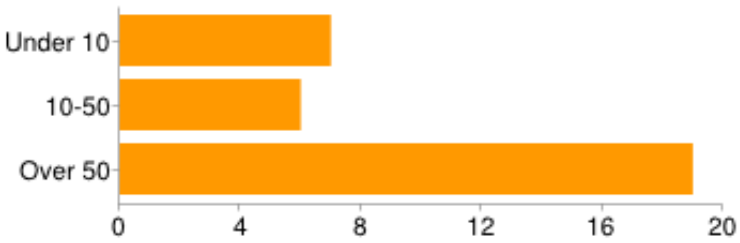
Summary

What type of institution do you currently work for?



Library	**11**	34%
Archive	**16**	50%
Museum	**3**	9%
Broadcast	**3**	9%
Media and Entertainment	**3**	9%
Post-Production	**1**	3%
Information Management / Technology	**0**	0%
Other	**4**	13%

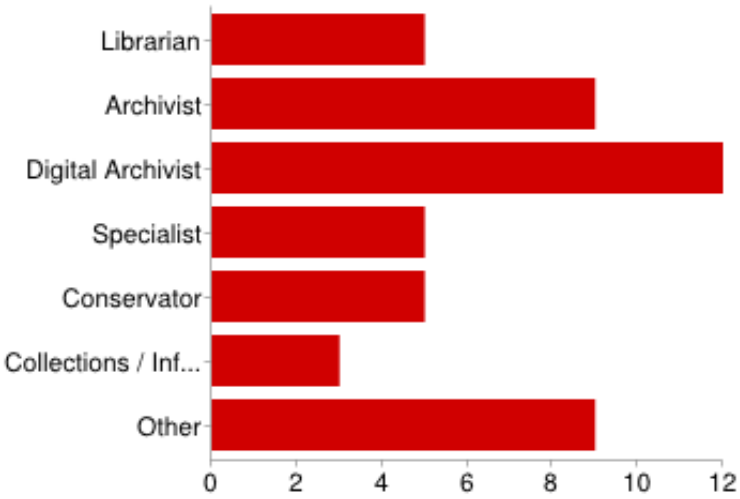
How many employees work at your institution as a whole?



Under 10	**7**	22%
10-50	**6**	19%

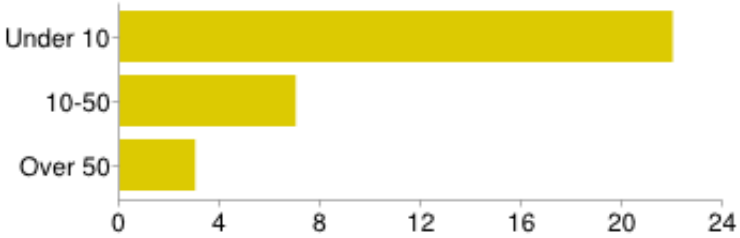
Over 50	**19**	59%

What is your role at this institution?



Librarian	**5**	16%
Archivist	**9**	28%
Digital Archivist	**12**	38%
Specialist	**5**	16%
Conservator	**5**	16%
Collections / Information Manager	**3**	9%
Other	**9**	28%

How many employees work within your department at this institution?

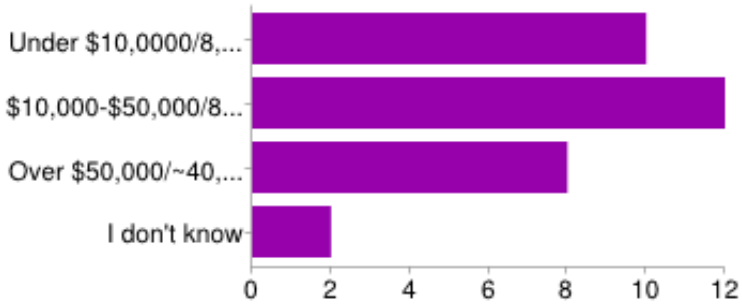


Under 10	**22**	69%
10-50	**7**	22%
Over 50	**3**	9%

Approximately how many media (audiovisual) items does your institution currently hold?

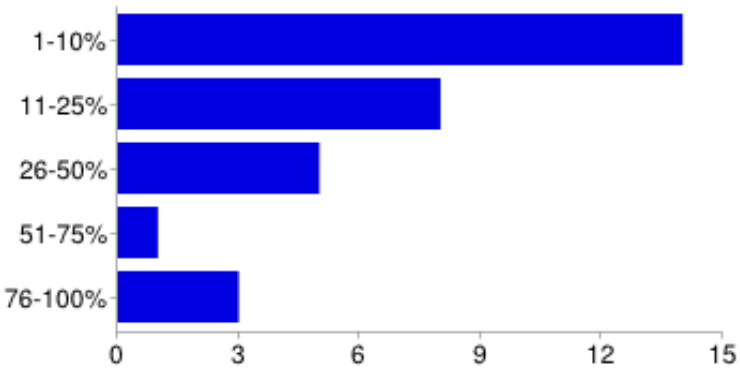
Under 100 items	**0**	0%
100-1,000 items	**2**	6%
1,000-10,000 items	**7**	22%
10,000-100,000 items	**11**	34%
Over 100,000 items	**12**	38%
I don't know	**0**	0%

What is the annual budget allocated to the reformatting and preservation of media? (audiovisual items only)



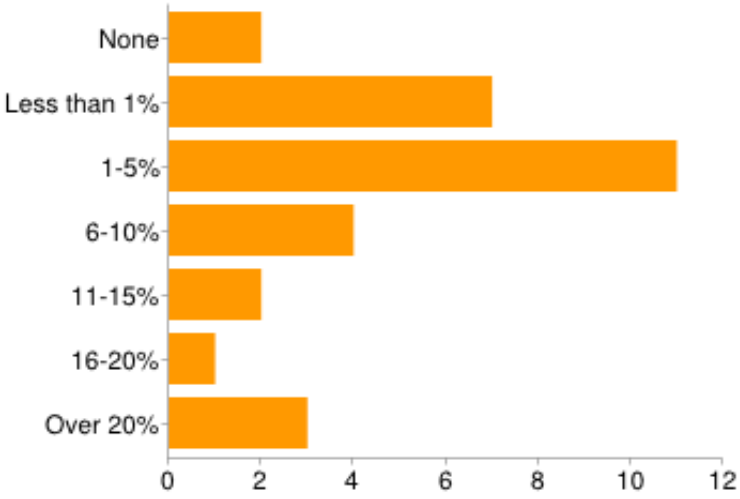
Under $10,0000/8,000€	**10**	31%
$10,000-$50,000/8,000-40,000€	**12**	38%
Over $50,000/~40,000€	**8**	25%
I don't know	**2**	6%

What portion of this institutional collection has been digitally re-formatted? (audiovisual items only)



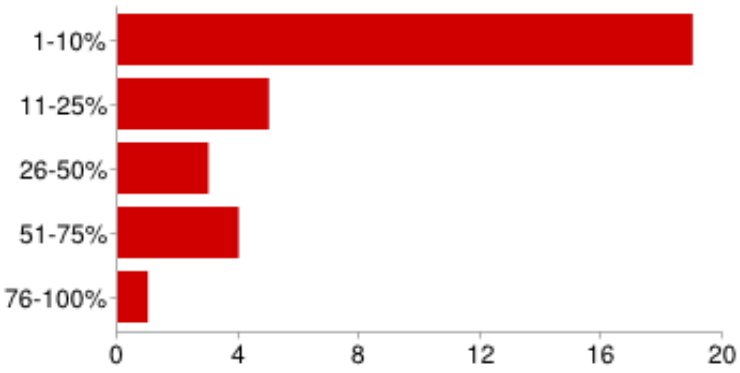
1-10%	**14**	44%
11-25%	**8**	25%
26-50%	**5**	16%
51-75%	**1**	3%
76-100%	**3**	9%

On average, what percentage of this institutional collection is digitally re-formatted per year? (audiovisual items only)



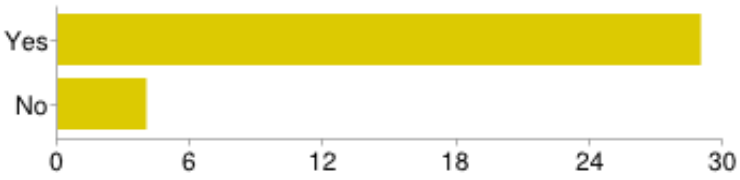
None	**2**	6%
Less than 1%	**7**	22%
1-5%	**11**	34%
6-10%	**4**	13%
11-15%	**2**	6%
16-20%	**1**	3%
Over 20%	**3**	9%

What portion of this institutional collection exists as "born-digital" audiovisual content?



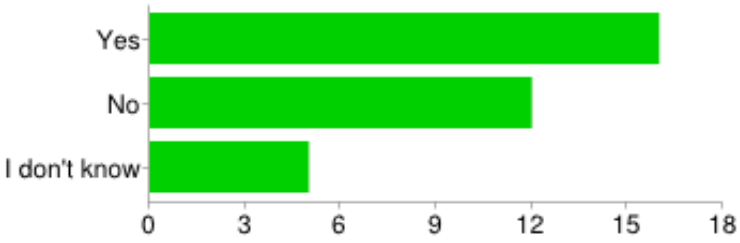
1-10%	**19**	59%
11-25%	**5**	16%
26-50%	**3**	9%
51-75%	**4**	13%
76-100%	**1**	3%

Does your institution maintain a digital repository for collection materials?



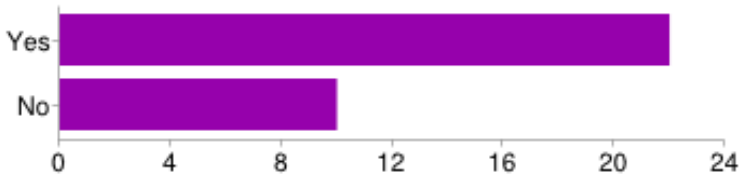
Yes	**29**	91%
No	**4**	13%

Does your institution implement repository procedures based on the Open Archival Information System (OAIS) Reference model?



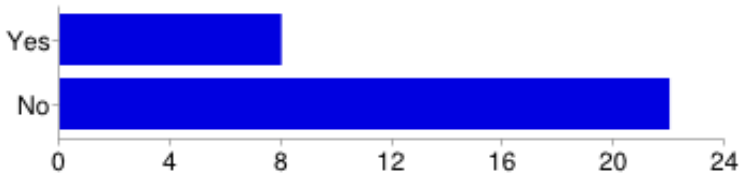
Yes	**16**	50%
No	**12**	38%
I don't know	**5**	16%

Does your institution use outside vendors for the digital reformatting of audiovisual materials?



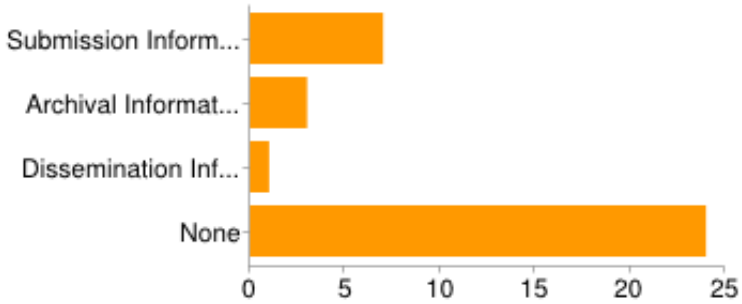
Yes	**22**	69%
No	**10**	31%

Are outside vendors considered Producers by your institution according to the OAIS reference model? (eg., provide assets in the form of Information Packages)



Yes	**8**	25%
No	**22**	69%

What additional information packages (if any) are made by outside vendors? (more than one answer may apply)

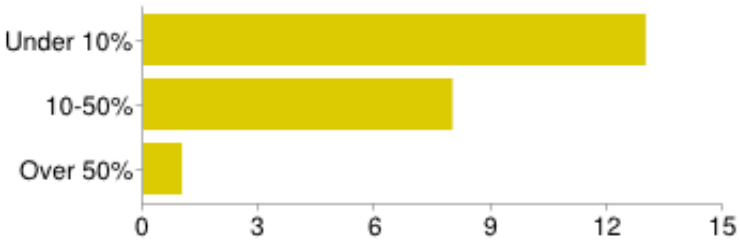


Submission Information Packages (SIPs)	**7**	22%
Archival Information Packages (AIPs)	**3**	9%
Dissemination Information Packages (DIPs)	**1**	3%
None	**24**	75%

What kind of Preservation Description Information is created for Information Packages by outside vendors? (more than one answer may apply)

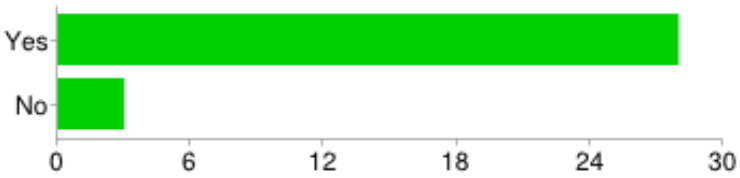
Provenance Information	**9**	28%
Reference Information	**8**	25%
Fixity Information	**12**	38%
Context Information	**3**	9%
Access Rights Information	**3**	9%
None	**16**	50%
Other	**1**	3%

Approximately what percent of free and open source software (FOSS) is used by outside vendors in the creation of media assets and any associated information packages?



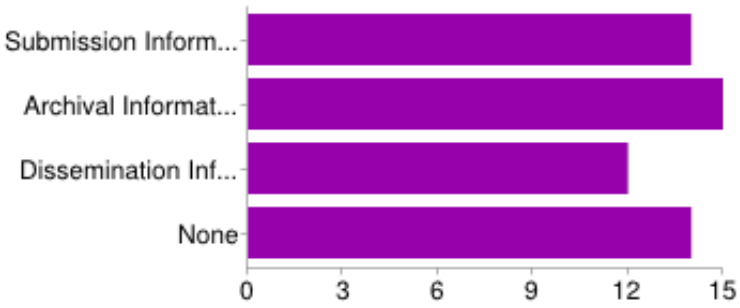
Under 10%	**13**	41%
10-50%	**8**	25%
Over 50%	**1**	3%

Does your institution perform any in-house digital reformatting of audiovisual materials?



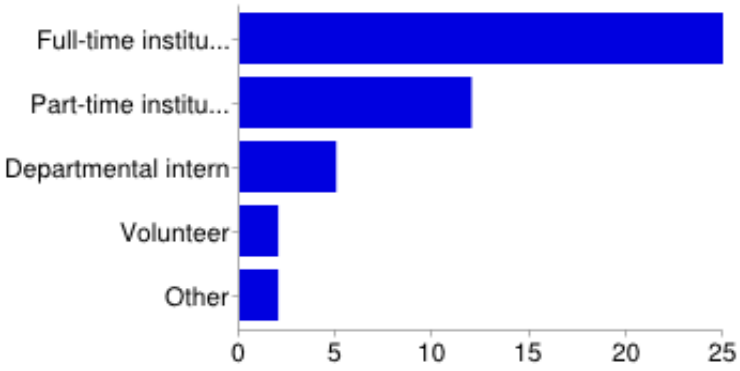
Yes	**28**	88%
No	**3**	9%

What information packages (if any) are usually created in-house? (more than one answer may apply)



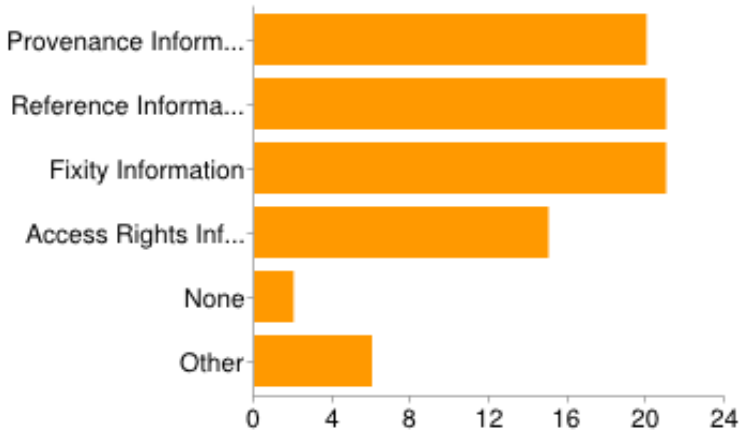
Submission Information Packages (SIPs)	**14**	44%
Archival Information Packages (AIPs)	**15**	47%
Dissemination Information Packages (DIPs)	**12**	38%
None	**14**	44%

(If yes) Who routinely performs digital reformatting of audiovisual materials in-house? (More than one may apply)



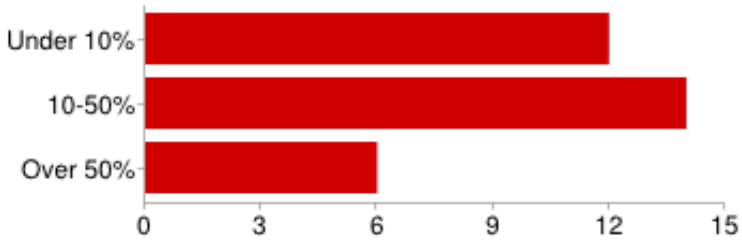
Full-time institutional employee	**25**	78%
Part-time institutional employee	**12**	38%
Departmental intern	**5**	16%
Volunteer	**2**	6%
Other	**2**	6%

What kind of Preservation Description Information is created for Information Packages? (more than one answer may apply)



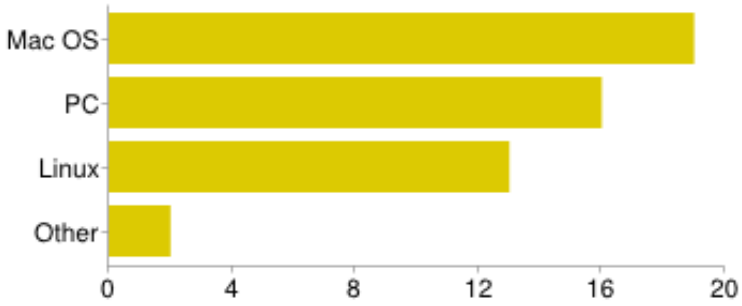
Provenance Information	**20**	63%
Reference Information	**21**	66%
Fixity Information	**21**	66%
Access Rights Information	**15**	47%
None	**2**	6%
Other	**6**	19%

Approximately what percent of free and open source software (FOSS) is used in the creation of media assets and any associated information packages?



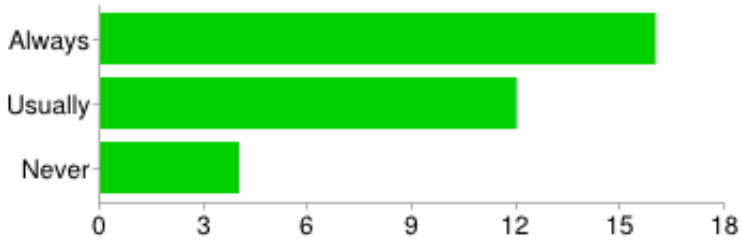
Under 10%	**12**	38%
10-50%	**14**	44%
Over 50%	**6**	19%

What type of operating system does your institution typically employ for digital reformatting, quality control, and fixity?



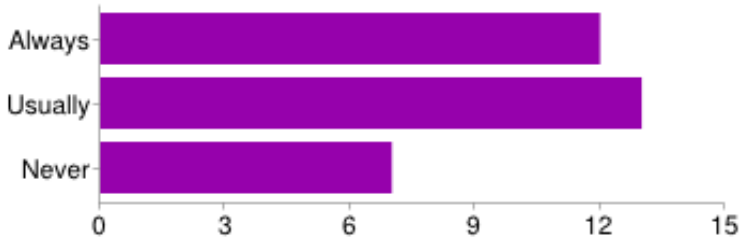
Mac OS	**19**	59%
PC	**16**	50%
Linux	**13**	41%
Other	**2**	6%

How often is technical metadata on incoming files checked for conformance?



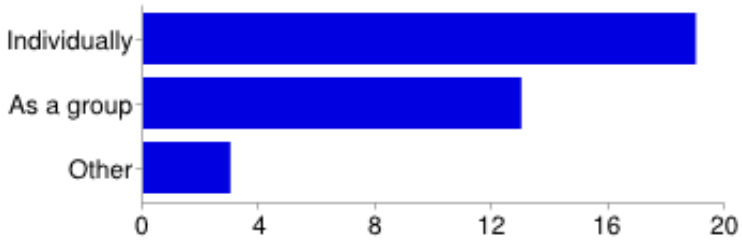
Always	**16**	50%
Usually	**12**	38%
Never	**4**	13%

How often is technical metadata on accessioned files routinely checked for conformance?



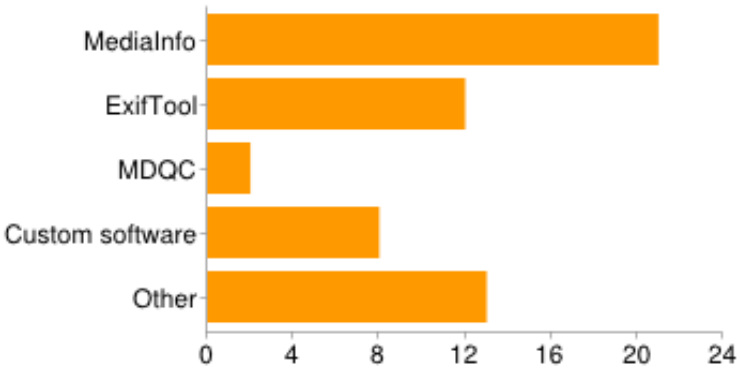
Always	**12**	38%
Usually	**13**	41%
Never	**7**	22%

Are files checked for conformance individually, or, as a group?



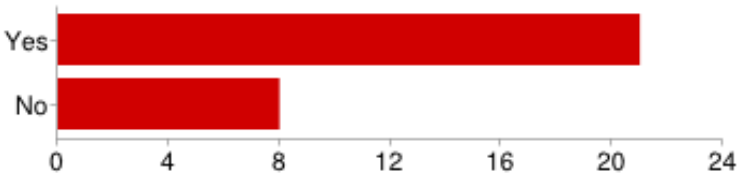
Individually	**19**	59%
As a group	**13**	41%
Other	**3**	9%

(If Yes) What type of software is usually employed for this task? (more than one answer may apply)



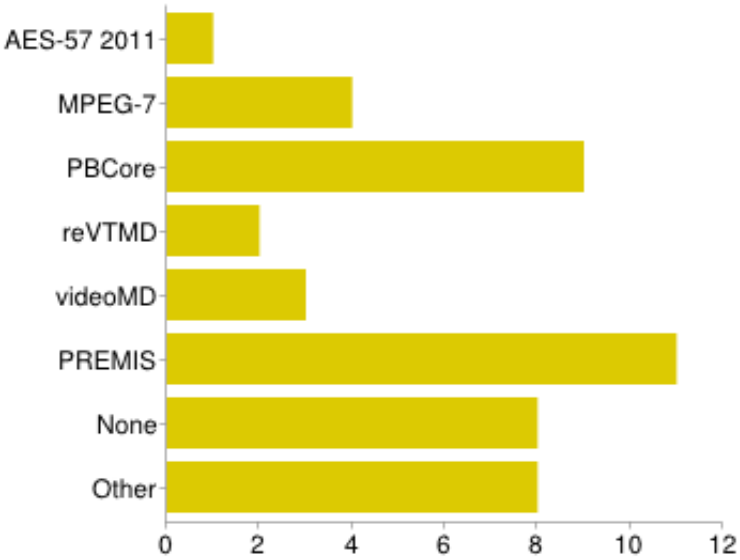
MediaInfo	**21**	66%
ExifTool	**12**	38%
MDQC	**2**	6%
Custom software	**8**	25%
Other	**13**	41%

Is additional metadata created?



Yes	**21**	66%
No	**8**	25%

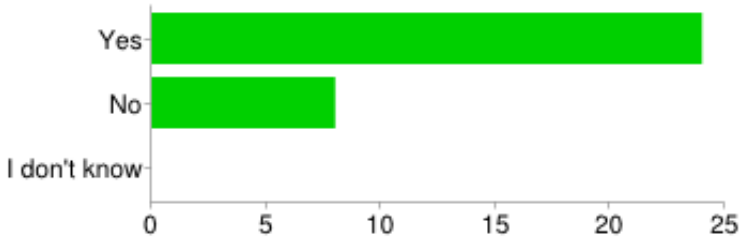
What types of metadata standards are referenced/used? (more than one answer may apply)



AES-57 2011	**1**	3%
MPEG-7	**4**	13%
PBCore	**9**	28%
reVTMD	**2**	6%

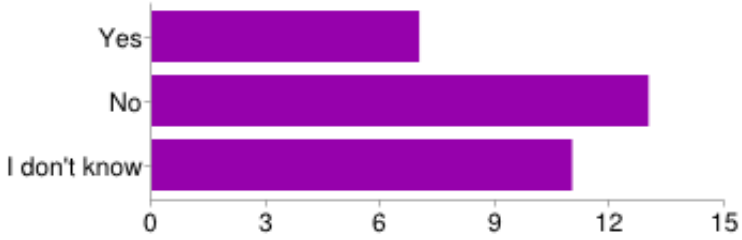
videoMD	**3**	9%
PREMIS	**11**	34%
None	**8**	25%
Other	**8**	25%

Does your institution maintain an in-house IT department?



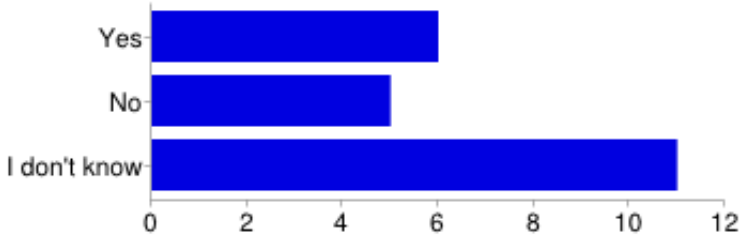
Yes	**24**	75%
No	**8**	25%
I don't know	**0**	0%

Does your institution collect Representation Information objects as described by the OAIS reference model?



Yes	**7**	22%
No	**13**	41%
I don't know	**11**	34%

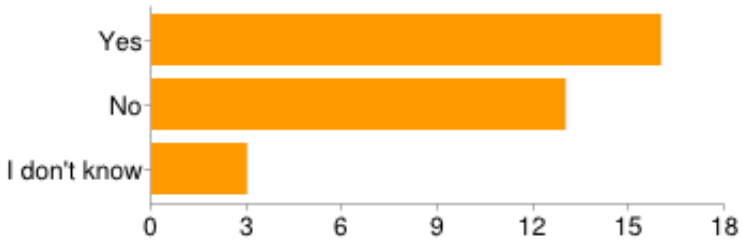
(If Yes) Do these Representation Information objects require Representation Rendering Software and/or Access Software?



Yes	**6**	19%
No	**5**	16%

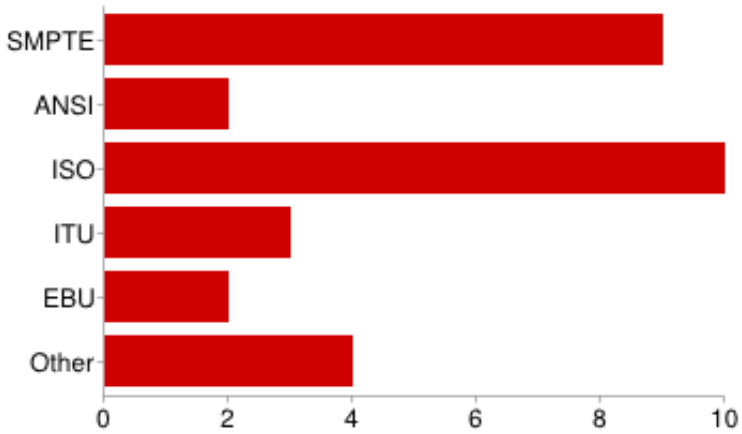
I don't know	**11**	34%

Does your institution subscribe to any relevant standards bodies for media preservation?



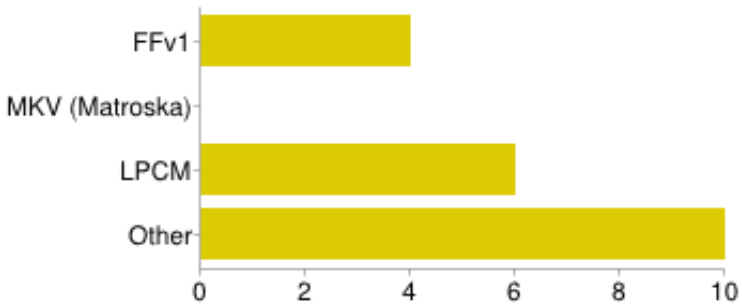
Yes	**16**	50%
No	**13**	41%
I don't know	**3**	9%

(If Yes) What relevant media standards bodies does your institution subscribe to? (more than one answer may apply)



SMPTE	**9**	28%
ANSI	**2**	6%
ISO	**10**	31%
ITU	**3**	9%
EBU	**2**	6%
Other	**4**	13%

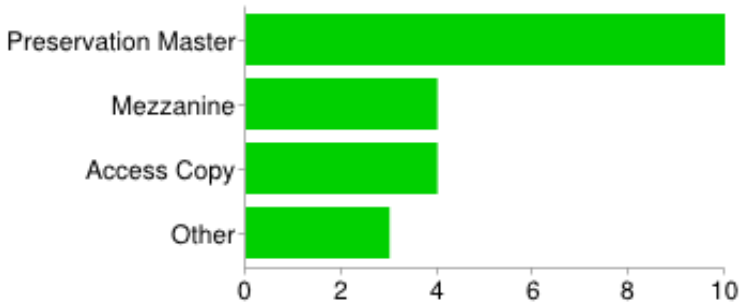
What (if any) open file codecs and wrappers are currently implemented at your institution?



FFv1	**4**	13%
MKV (Matroska)	**0**	0%
LPCM	**6**	19%

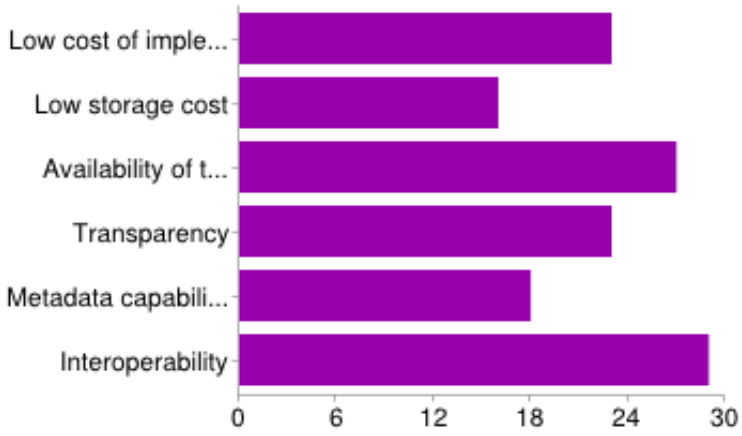
Other	**10**	31%

(If yes) At what preservation stage are open file codecs and wrappers used?



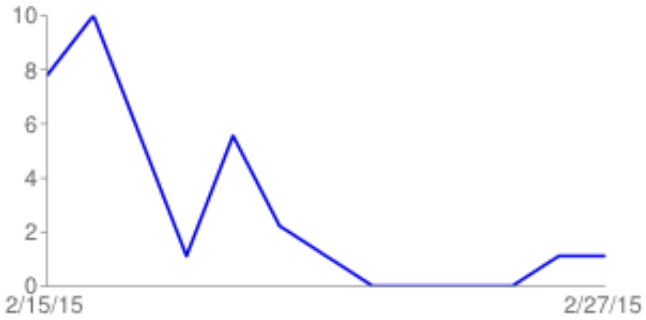
Preservation Master	**10**	31%
Mezzanine	**4**	13%
Access Copy	**4**	13%
Other	**3**	9%

What characteristics make an ideal file format for preservation? (More than one may apply)



Low cost of implementation	**23**	72%
Low storage cost	**16**	50%
Availability of tools	**27**	84%
Transparency	**23**	72%
Metadata capabilities	**18**	56%
Interoperability	**29**	91%

Number of daily responses


10
8
6
4
2
0
2/15/15
2/27/15