The OPF is a global, not-for-profit membership organisation. We lead a collaborative effort to create, maintain and develop the reference set of sustainable, open source digital preservation tools and supporting resources.

The OPF 2019 Digital Preservation Community Survey aims to understand your approach to digital preservation, identify the tools you rely on and which resources you use to support your work.

The results will help to identify shared priorities and gaps in digital preservation today. This will help OPF to gauge how we can best serve the community, as the information gathered will feed directly into our strategic planning. In addition, both the findings and data from the survey will be published openly; this will enable you to carry out your own analysis of the results and benchmark your practice with others.

The survey is organised into four sections:
- Your Organisation
- Your Digital Preservation Technology
- Knowledge Sharing and Best Practice
- OPF membership

WHO SHOULD FILL OUT THE SURVEY?

It is unlikely that any one person working in a medium or large organisation will have access to the information required to complete the survey alone. As such, we would encourage you to work with your colleagues to gather information. Our only requirement is to have one response per institution so that we can analyse the data easily.

WHAT WILL BE DONE WITH THE INFORMATION?

We will analyse the information gathered both as an independent dataset and in comparison to the 2015 community survey data where possible. We will publish our findings in a report which will be fully anonymised so that individual institutions cannot be identified.

We thank you in advance for the time it will take you to respond.

*Required

Part 1. Your Organisation
This section captures background information about your institution, including your staff capacity, your digital preservation activities, and the variety and scale of digital content that you hold.

1. **Q1: Email address** *
   Please provide a contact email address

2. **Would you like to opt-in to our mailing list to be notified when the results are published?** *
   *Mark only one oval.*
   - [ ] Yes
   - [ ] No
3. **Q2: Name of organisation** * 
This is to ensure we only receive one response per organisation. Any published results will be fully anonymised so any information you supply will be in complete confidence.

4. **Q3: Type of organisation** * 
*Tick all that apply.*

- [ ] Academic/research library
- [ ] Art gallery
- [ ] Commercial Scientific Archive
- [ ] Data centre
- [ ] Funding body (e.g. research council or foundation)
- [ ] Government department
- [ ] Institutional archive
- [ ] Institutional library
- [ ] Manufacturer
- [ ] Museum
- [ ] National archive
- [ ] National library
- [ ] Regional archive
- [ ] Regional library
- [ ] Representative body (e.g. community/membership organisation)
- [ ] Research unit (e.g. university department)
- [ ] Service or infrastructure provider
- [ ] Software product or solution provider
- [ ] State archive
- [ ] State library
- [ ] Other: ________________________________
5. **Q4: Country**

*Mark only one oval.*

- [ ] AD - Andorra
- [ ] AE - United Arab Emirates
- [ ] AF - Afghanistan
- [ ] AG - Antigua and Barbuda
- [ ] AI - Anguilla
- [ ] AL - Albania
- [ ] AM - Armenia
- [ ] AO - Angola
- [ ] AQ - Antarctica
- [ ] AR - Argentina
- [ ] AS - American Samoa
- [ ] AT - Austria
- [ ] AU - Australia
- [ ] AW - Aruba
- [ ] AZ - Azerbaijan
- [ ] BA - Bosnia and Herzegovina
- [ ] BB - Barbados
- [ ] BD - Bangladesh
- [ ] BE - Belgium
- [ ] BF - Burkina Faso
- [ ] BG - Bulgaria
- [ ] BH - Bahrain
- [ ] BI - Burundi
- [ ] BJ - Benin
- [ ] BL - Saint Barthelemy
- [ ] BM - Bermuda
- [ ] BN - Brunei
- [ ] BO - Bolivia
- [ ] BR - Brazil
- [ ] BS - Bahamas, The
- [ ] BT - Bhutan
- [ ] BV - Bouvet Island
- [ ] BW - Botswana
- [ ] BY - Belarus
- [ ] BZ - Belize
- [ ] CA - Canada
- [ ] CC - Cocos (Keeling) Islands
- [ ] CD - Congo, Democratic Republic of the
- [ ] CF - Central African Republic
- [ ] CG - Congo, Republic of the
- [ ] CH - Switzerland
6. 5. How many staff work for your organisation?

This will allow us to understand your capacity and provide information about the ratio between
digital preservation staffing within the institution as a whole (using the answer to Q6).
Mark only one oval.

- 1-5
- 6-20
- 21-50
- 51-200
- 201-500
- 501-750
- 751-1000
- 1001+

6. Which roles within your organisation play a direct part in
your digital preservation activities?

To the best of your knowledge, please tell us how many staff work in the roles below in Full Time
Equivalent (FTE). If staff only work part time on digital preservation activities, please count only that
proportion (for example: one full-time member of staff or two half-time members of staff would both be
1.0FTE; one full-time and one half-time would be 1.5FTE). These roles are not necessarily limited to
dedicated digital preservation teams/units, but refer to all staff who contribute to your digital
preservation activities.

7. Cataloguer or metadata analyst

8. Collection development or digital librarian

9. Conservator or e-conservator

10. Content or workflow analyst

11. Data manager

12. Database administrator

13. Digital archivist or curator

14. Digital preservation officer or assistant
15. Director, manager or administrator

16. Legal (IPR) specialist

17. Outreach or user-support specialist

18. Records manager

19. Repository or collections manager

20. Researcher

21. Software developer or programmer

22. System administrator

23. Usability or user experience specialist

24. Technical architect

25. Other
26. **Q7: What types of digital objects are in your organisation’s collection?** * 

A simplified analysis of your core collection areas, to allow us to understand the diversity of the content you hold under preservation care. 

*Tick all that apply.*

- Unstructured documents (e.g. ebooks, ejournals, office documents, PDFs, etc.)
- Structured documents (e.g. spreadsheets, CSVs, XML, etc.)
- Container formats (e.g. zips, tars, WARC etc.)
- Images (2D, still images)
- Audio
- Video & Film
- Relational (SQL) Database / database records
- NoSQL database
- Scientific datasets
- Disk images
- Software (e.g. applications or games)
- Hardware or environments (physical or virtual machines)
- Digital artworks
- Geographic formats (e.g. GIS)
- 3D formats (e.g. CAD or point-cloud scans)
- Research data
- Social media
- Email
- Other: ____________________________

**Q8: Overall capacity and expected growth**

This will allow us to understand the scale of your storage. The tools you use should be robust enough to cope with the amount of objects in your collection.

27. **a) What is the overall capacity of your digital library or volume of content you hold today?** * 

Please give an indication of the overall capacity of your digital library or volume of content you hold today. 

*Mark only one oval.*

- Under 1 PB
- 1-3 PB
- 3-5 PB
- More than 5 PB
28. b) By what percentage do you expect this to grow in the next 12 months? *
   Please give an indication of the anticipated growth of your digital library or volume of content you hold over the next 12 months
   Mark only one oval.
   [ ] 0%
   [ ] 1 - 10%
   [ ] 11 - 25%
   [ ] 26 - 50%
   [ ] 51 - 75%
   [ ] 76 - 100%
   [ ] It will decrease
   [ ] I don't know

29. c) Please provide an estimate of the number of digital objects in your organisation's collections. *

30. d) By what percentage do you expect this to grow in the next 12 months? *
   Please give an indication of the anticipated growth of your digital library or volume of content you hold over the next 12 months
   Mark only one oval.
   [ ] 0%
   [ ] 1 - 10%
   [ ] 11 - 25%
   [ ] 26 - 50%
   [ ] 51 - 75%
   [ ] 76 - 100%
   [ ] It will decrease
   [ ] I don't know

Q9: Digital Preservation Policy

31. a) Do you have a digital preservation policy? *
   Mark only one oval.
   [ ] Yes (for internal use only)
   [ ] Yes (it is published openly)
   [ ] We are developing a policy
   [ ] No

32. b) If your policy is published openly, please provide a link.
33. c) Please tell us about your organisation’s approach to digital preservation policy.
For example: What is your understanding of a digital preservation policy? How long have you had a policy? How often do you expect to update it? If you do not have a policy, are there any barriers to developing/implementing one?

34. Q10: What digital preservation activities do you carry out at your institution?
We would like to understand the core digital preservation functions of your organisation and what stage you are at with these activities. Please indicate whether you are researching an activity, developing capacity to implement an activity, or actively carrying out an activity in a production workflow. Please tick as many boxes as apply and add any missing activities in the free-text area below.
Mark only one oval per row.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Researching</th>
<th>Developing capacity</th>
<th>In production</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital forensics</td>
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<tr>
<td>Digitisation</td>
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<tr>
<td>Emulation</td>
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<tr>
<td>Format identification</td>
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<td>Format migration</td>
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<tr>
<td>Format validation</td>
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<td></td>
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<tr>
<td>Metadata creation/extraction</td>
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<tr>
<td>Policy development</td>
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<tr>
<td>Preservation education and outreach</td>
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<tr>
<td>Preservation planning</td>
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<tr>
<td>Preservation research</td>
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<tr>
<td>Research data management</td>
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<tr>
<td>Software development or maintenance</td>
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<tr>
<td>Standards development</td>
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<tr>
<td>Storage or bit preservation (incl. backups, fixity, security etc.)</td>
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<tr>
<td>Technology watch</td>
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<tr>
<td>Web harvesting</td>
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<tr>
<td>Other</td>
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<td></td>
</tr>
</tbody>
</table>

Q11: Spend

We are interested to know how many institutions track the costs related to digital preservation and how that expenditure has/will change so that we can gauge trends within the community.

35. a) Do you track the cost of your digital preservation activities?
Mark only one oval.

☐ Yes
☐ No
☐ I don't know
36. b) In the last five years, has the cost of your digital preservation activities increased or decreased?
   *Mark only one oval.*
   - [ ] It has increased
   - [ ] It has decreased
   - [ ] It has stayed the same
   - [ ] I don't know

37. c) In the next five years, do you expect the cost of your digital preservation activities to increase or decrease?
   *Mark only one oval.*
   - [ ] It will increase
   - [ ] It will decrease
   - [ ] It will stay the same
   - [ ] I don't know

Part 2. Your Digital Preservation Technology
This section asks for information about your use of digital preservation services and software products.

Q12: Open source

We would like to understand your use of open-source technologies and your level of familiarity with open-source development practices. There are two parts to this question.

38. a) Which of the options below best describes your organisation’s use of open source technologies? *
   *Tick all that apply.*
   - [ ] We don’t use any open source technology
   - [ ] We use stand alone open source tools (i.e. veraPDF/JHOVE)
   - [ ] We use open source tools that are embedded in a commercial digital preservation system
   - [ ] We use entirely open source technology

39. b) Does your organisation participate in open source projects? *
   *Mark only one oval.*
   - [ ] We don’t contribute to or maintain open source technology projects
   - [ ] We contribute to collaborative open source technology projects
   - [ ] We maintain or lead collaborative open source technology projects

40. c) For which digital preservation activities do you use proprietary software, and why? *
41. d) What do you think are the benefits and disadvantages of open source software vs. proprietary software? *
   For example, you could consider aspects of cost, reliability, quality, community etc.

Q13: The OPF Reference Toolset

We would like to understand how you use the tools in our Reference Toolset, and what changes you expect from the Toolset in the coming years.

42. Please indicate which of the following tools you use and how
    We would like to know whether you use these products in production as part of your digital preservation workflow, or if you are evaluating/testing the products. If you do not use a product, please leave the row blank.
    Tick all that apply.

<table>
<thead>
<tr>
<th>Tool</th>
<th>In production</th>
<th>Evaluating/testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPF Manager</td>
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<tr>
<td>FIDO</td>
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<tr>
<td>JHOVE</td>
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<tr>
<td>Jpylyzer</td>
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<tr>
<td>veraPDF</td>
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<tr>
<td>xcorrSound</td>
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</tbody>
</table>

Q14: Software
43. a) Please indicate which of the following software products you use and how.

We would like to know whether you use these products in production as part of your digital preservation workflow, or are currently evaluating/testing the products. You can select more than one option for each product. If you do not use a product, please leave blank. You can find a list of references on our website.

_Tick all that apply._

<table>
<thead>
<tr>
<th>Software Product</th>
<th>In production</th>
<th>Evaluating/testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>*nix File utility</td>
<td></td>
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<tr>
<td>Apache Tika</td>
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<td></td>
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<tr>
<td>AtoM (Artefactual)</td>
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<tr>
<td>Bagit</td>
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<tr>
<td>BitCurator</td>
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<tr>
<td>Brunnhilde</td>
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<tr>
<td>bwFLA (emulation as a service)</td>
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<tr>
<td>C3PO</td>
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<tr>
<td>CfV</td>
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<td>DD Rescue</td>
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<td>DROID</td>
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<td>EPUBCheck</td>
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<td>ExifTool</td>
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<td>FFMpeg</td>
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<td>FITS</td>
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<tr>
<td>Flint</td>
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<td>FTK Suite</td>
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<td>HAWARP</td>
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<tr>
<td>Heritrix</td>
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<tr>
<td>ImageMagick</td>
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<td>Isobuster</td>
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<td>iText</td>
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<tr>
<td>JHOVE2</td>
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<tr>
<td>JWAT-Tools</td>
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<tr>
<td>LEAD tools for TIFF</td>
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<tr>
<td>matchbox</td>
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<tr>
<td>Md5sum</td>
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<td>MediaConch</td>
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<td>MediaInfo</td>
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<td>MIXED</td>
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<tr>
<td>HexEditor MX</td>
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<td>Nanite</td>
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<tr>
<td>NetarchiveSuite</td>
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<tr>
<td>NZ Metadata Extractor</td>
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<tr>
<td>ODF Validator</td>
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<td>Openrefine</td>
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<tr>
<td>PDFBox</td>
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<tr>
<td>pdfaPilot (Callus)</td>
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<tr>
<td>PLATO</td>
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<tr>
<td>Saxon</td>
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<tr>
<td>SIARD (I and II)</td>
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<tr>
<td>Siegfried</td>
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<td>ToMaR</td>
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<td>TriD</td>
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<tr>
<td>VirtualDub</td>
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<td>Webrecorder</td>
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<tr>
<td>Webcurator tool</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
In production  Evaluating/testing

xmlint  

44. b) Please tell us about any other software you use in your digital preservation activities


45. c) In-house digital preservation software
Please provide a name and functional description of any digital preservation software you are developing. You might also want to tell us about a tool which you would like to release to the community and how OPF can support that process. If you are developing your own software but see no need to tell us then please feel free to leave this section blank.


Knowledge Sharing and Best Practice
This section asks for information about your use of and participation in knowledge sharing and best practice activities.
We encourage the whole community to share their experiences with others. With this in mind, we would also like to gauge your willingness to contribute and to understand any barriers to your participation.

Q15: Standards

46. a) Operational standards
Please tell us which operational standards you adhere to and whether are they prescribed by law, publishers, or your institution.


47. b) Technical standards
Please tell us which technical standards you adhere to and whether are they prescribed by law, publishers, or your institution.


48. c) Certification
Please tell us if/how your institution is certified against its operational and technical standards. If you use more than one certification method, please tick all that apply or add further detail in the text box below.

Tick all that apply.

- Core Trust Seal
- Data Seal of Approval
- nestorSeal
- ISO
- Trustworthy Repositories Audit & Certification
- Other: ____________________________________________

49. d) How is certification carried out?
Mark only one oval.

- Self-audit
- External audited / accredited

50. e) Developing/influencing standards
We are interested to hear if your institution is currently developing or influencing standards, for example by participating in national standard bodies.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

51. f) Barriers to using standards
If you are experiencing any barriers to adhering to standards, please let us know. Equally, if you have faced challenges with regards to standard in the past, please let us know how you have overcome this.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Q16: Community resources
52. a) Which community resources do you use, and how important are they to your digital preservation programme on a scale of 1-5?

Please rate the following services where 1 is not important and 5 is very important. Mark only one oval per row.

<table>
<thead>
<tr>
<th>Service</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV Preserve tools list</td>
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<tr>
<td>COPTR</td>
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<tr>
<td>Digipres.org</td>
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<td>Digipres Q&amp;A</td>
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<tr>
<td>DPC Digital Preservation Handbook</td>
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<tr>
<td>Inventory of FLOSS (Free/libre open-source software) in the cultural heritage domain</td>
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<tr>
<td>JHOVE error message wiki</td>
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<tr>
<td>Journals or online magazines (please specify in the space below)</td>
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<tr>
<td>Just Solve the File Format Problem</td>
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<td>Keepers registry</td>
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<td>Library of Congress Recommended Formats Statement</td>
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<td>NDSA Levels of Preservation</td>
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<td>OPF blog</td>
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<td>OPF format corpus</td>
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<td>OPF wiki</td>
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<td>POWRR Tool Grid</td>
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<td>Preserveware</td>
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<td>PRONOM (format registry)</td>
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<tr>
<td>Wikidata for digital preservation</td>
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</table>

53. b) Please tell us about any other community resources you use

The suggested services above are described in the appendix, but we would also like you to tell us about other services which are important to your institution. Please use this space to provide additional information/comments.

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Q17: OPF webinars

https://openpreservation.org/events/category/webinars

54. a) Your participation

Please tick the appropriate box to indicate whether anyone at your institution has:

Mark only one oval.

☐ Given an OPF webinar

☐ Attended a live OPF webinar
55. b) Your feedback
   For example: Do you find the webinars useful? How do they impact your work? Is there anything we could do to improve them? Would you like to present your work? Are there any topics you would like to hear about?

Q18: OPF blogs

https://openpreservation.org/knowledge/blogs/

56. a) Please use the checkboxes to let us know how your organisation uses our community blog. *
   Tick all that apply.

☐ We write blogs on the OPF website
☐ We post comments and feedback on blogs by others
☐ We regularly read or subscribe to the OPF blog
☐ We are not aware or not interested in the OPF blog

57. b) Your feedback
   Please use this free text area to give your comments on our blogs. For example: Do you find the current blogs useful? How do they impact your work? Is there anything we could do to improve the blog? How can we better support you to contribute a blog post (e.g. editing or proofreading)?
59. b) Your feedback

Please use this free text area to let us know how we could improve our workshops. Is the location or cost a barrier? Are there other topics you would be interested in?

__________________________________________________________

__________________________________________________________

__________________________________________________________

60. Digital Preservation hot topics *

Please tell us which topics are of most interest to your organisation.

__________________________________________________________

__________________________________________________________

__________________________________________________________

OPF Membership

OPF is a not for profit membership organisation leading a collaborative effort to create, maintain and develop the reference set of sustainable, open source digital preservation tools and supporting resources. Part of the funding from membership fees goes directly towards the hosting, maintenance, and improvement of the software resulting in robust and reliable tools that are relied on across the digital preservation community.

Q20: Strategic Plan

Our strategy sets out our long-term direction for the Foundation. Developed with our members, it establishes our position in the digital preservation landscape and guides the tasks, tools, and projects that we will address. The strategy is available at: https://openpreservation.org/documents/public/OPF_Strategy_2018.pdf.

61. a) Have you read the strategic plan?

Mark only one oval.

☐ Yes

☐ No

62. b) Your feedback

Please tell us if you have any comments or feedback on the OPF strategic plan.

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________
Q21: Are you interested in supporting OPF and our work by becoming a member? *

Mark only one oval.

☐ Yes
☐ No
☐ I am already a member
☐ I'd like to learn more