OPF Digital Preservation Community Survey 2019

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.
	•

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: C 0	_
Mark c	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

CI - Cote d'Ivoire
CK - Cook Islands
CL - Chile
CM - Cameroon
CN - China
CO - Colombia
CR - Costa Rica
CU - Cuba
CV - Cape Verde
CW - Curacao
CX - Christmas Island
CY - Cyprus
CZ - Czech Republic
DE - Germany
DJ - Djibouti
DK - Denmark
DM - Dominica
DO - Dominican Republic
DZ - Algeria
EC - Ecuador
EE - Estonia
EG - Egypt
EH - Western Sahara
ER - Eritrea
ES - Spain
ET - Ethiopia
FI - Finland
FJ - Fiji
FK - Falkland Islands (Islas Malvinas)
FM - Micronesia, Federated States of
FO - Faroe Islands
FR - France
FX - France, Metropolitan
GA - Gabon
GB - United Kingdom
GD - Grenada
GE - Georgia
GF - French Guiana
GG - Guernsey
GH - Ghana
GI - Gibraltar
GL - Greenland

GM - Gambia, The
GN - Guinea
GP - Guadeloupe
GQ - Equatorial Guinea
GR - Greece
GS - South Georgia and the Islands
GT - Guatemala
GU - Guam
GW - Guinea-Bissau
GY - Guyana
HK - Hong Kong
HM - Heard Island and McDonald Islands
HN - Honduras
HR - Croatia
HT - Haiti
HU - Hungary
ID - Indonesia
IE - Ireland
IL - Israel
IM - Isle of Man
IN - India
IO - British Indian Ocean Territory
IQ - Iraq
IR - Iran
IS - Iceland
IT - Italy
JE - Jersey
JM - Jamaica
JO - Jordan
JP - Japan
KE - Kenya
KG - Kyrgyzstan
KH - Cambodia
KI - Kiribati
KM - Comoros
KN - Saint Kitts and Nevis
KP - Korea, North
KR - Korea, South
KW - Kuwait
KY - Cayman Islands
KZ - Kazakhstan
LA - Laos

LB - Lebanon
LC - Saint Lucia
LI - Liechtenstein
LK - Sri Lanka
LR - Liberia
LS - Lesotho
LT - Lithuania
LU - Luxembourg
LV - Latvia
LY - Libya
MA - Morocco
MC - Monaco
MD - Moldova
ME - Montenegro
MF - Saint Martin
MG - Madagascar
MH - Marshall Islands
MK - Macedonia
ML - Mali
MM - Burma
MN - Mongolia
MO - Macau
MP - Northern Mariana Islands
MQ - Martinique
MR - Mauritania
MS - Montserrat
MT - Malta
MU - Mauritius
MV - Maldives
MW - Malawi
MX - Mexico
MY - Malaysia
MZ - Mozambique
NA - Namibia
NC - New Caledonia
NE - Niger
NF - Norfolk Island
NG - Nigeria
NI - Nicaragua
NL - Netherlands
NO - Norway
NP - Nepal

NR - Nauru
NU - Niue
NZ - New Zealand
OM - Oman
PA - Panama
PE - Peru
PF - French Polynesia
PG - Papua New Guinea
PH - Philippines
PK - Pakistan
PL - Poland
PM - Saint Pierre and Miquelon
PN - Pitcairn Islands
PR - Puerto Rico
PS - Gaza Strip
PS - West Bank
PT - Portugal
PW - Palau
PY - Paraguay
QA - Qatar
RE - Reunion
RO - Romania
RS - Serbia
RU - Russia
RW - Rwanda
SA - Saudi Arabia
SB - Solomon Islands
SC - Seychelles
SD - Sudan
SE - Sweden
SG - Singapore
SH - Saint Helena, Ascension, and Tristan da Cunha
SI - Slovenia
SJ - Svalbard
SK - Slovakia
SL - Sierra Leone
SM - San Marino
SN - Senegal
SO - Somalia
SR - Suriname
SS - South Sudan
ST - Sao Tome and Principe

SV - El Salvador
SX - Sint Maarten
SY - Syria
SZ - Swaziland
TC - Turks and Caicos Islands
TD - Chad
TF - French Southern and Antarctic Lands
TG - Togo
TH - Thailand
TJ - Tajikistan
TK - Tokelau
TL - Timor-Leste
TM - Turkmenistan
TN - Tunisia
TO - Tonga
TR - Turkey
TT - Trinidad and Tobago
TV - Tuvalu
TW - Taiwan
TZ - Tanzania
UA - Ukraine
UG - Uganda
UM - United States Minor Outlying Islands
US - United States
UY - Uruguay
UZ - Uzbekistan
VA - Holy See (Vatican City)
VC - Saint Vincent and the Grenadines
VE - Venezuela
VG - British Virgin Islands
VI - Virgin Islands
VN - Vietnam
VU - Vanuatu
WF - Wallis and Futuna
WS - Samoa
XK - Kosovo
YE - Yemen
YT - Mayotte
ZA - South Africa
ZM - Zambia
ZW - Zimbabwe

6. 5. How many staff work for your organisation?	*
This will allow us to understand your capacity and digital preservation staffing within the institution as <i>Mark only one oval</i> .	
1-5	
6-20	
21-50	
51-200	
201-500	
501-750	
751-1000	
1001+	
6. Which roles within your organismour digital preservation activities	
To the best of your knowledge, please tell us how many Equivalent (FTE). If staff only work part time on digital proportion (for example: one full-time member of staff of 1.0FTE; one full-time and one half-time would be 1.5FT dedicated digital preservation teams/units, but refer to preservation activities.	preservation activities, please count only that or two half-time members of staff would both be FE). These roles are not necessarily limited to
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	

	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

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.
<u> </u>
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.

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 are below. Mark only one oval per row.					
Digital forensics					
Digitisation					
Emulation					
Format identification					
Format migration					
Format validation					
Metadata creation/extraction					
Policy development					
Preservation education and outreach					
Preservation planning					
Preservation research					
Research data management					
Software development or maintenance					
Standards development					
Storage or bit preservation (incl. backups, fixity, security etc.)					
Technology watch					
Web harvesting					
vveb riai vestiriy					

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. Once source
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
We maintain or lead collaborative open source technology projects 40. c) For which digital preservation activities do you use proprietary software, and why? *

	d consider aspec	ets of cost, relia	ability, quality, community etc.
Q13: The OPF Re	foronco Ta	ooleat	
Q13. THE OPP RE	ierence ic	Joiser	
We would like to understan	d how you use th	ne tools in our l	Reference Toolset, and what changes yo
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expect from the Toolset in t			rtelefelice foolset, and what changes ye
expect from the Toolset in t			reference footset, and what changes ye
42. Please indicate which We would like to know	n of the followin whether you use or if you are eva	Ig tools you u e these product	
42. Please indicate which We would like to know preservation workflow, please leave the row b Tick all that apply.	n of the followin whether you use or if you are eva	e these product luating/testing	se and how ts in production as part of your digital the products. If you do not use a produc
42. Please indicate which We would like to know preservation workflow, please leave the row b Tick all that apply.	he coming years n of the followin whether you use or if you are eva lank.	e these product luating/testing	se and how ts in production as part of your digital the products. If you do not use a produc
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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.

In production Evaluating/testing

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

	In production Evaluating/testing
xmllint	
l. b) Please tell us about a	ny other software you use in your digital preservation activities
developing. You might als community and how OPF	rvation software ad functional description of any digital preservation software you are be want to tell us about a tool which you would like to release to the can support that process. If you are developing your own software but please feel free to leave this section blank.
is section asks for information	g and Best Practice on about your use of and participation in knowledge sharing and best
is section asks for information actice activities. e encourage the whole combuld also like to gauge your virticipation.	
nis section asks for information actice activities. e encourage the whole compould also like to gauge your varticipation.	on about your use of and participation in knowledge sharing and best munity to share their experiences with others. With this in mind, we willingness to contribute and to understand any barriers to your
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nis section asks for information actice activities. I'e encourage the whole compould also like to gauge your varticipation. (15: Standards 16. a) Operational standards Please tell us which opera publishers, or your institut 17. b) Technical standards Please tell us which technical standards	ical standards you adhere to and whether are they prescribed by law
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his section asks for information ractice activities. I/e encourage the whole compould also like to gauge your varticipation. 215: Standards 16. a) Operational standards Please tell us which opera publishers, or your institut 17. b) Technical standards Please tell us which technical standards	ical standards you adhere to and whether are they prescribed by law

	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
	We are interested to hear if your institution is currently developing or influencing standards, for example by participating in national standard bodies.
	example by participating in national standard bodies.
51.	example by participating in national standard bodies. The standard bodies of the standard
51.	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
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48. c) Certification

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.*

CODED		_)(_)(_	_)(_	_)(_			
COPTR		\bigcirc		\bigcirc	\bigcirc			
Digipres.org				$\supset \subset$	$\supset \subset$			
Digipres Q&A								
DPC Digital Preservation Handbook								
Inventory of FLOSS (Free/libre open-source software) in the								
cultural heritage domain						_		
JHOVE error message wiki		_)(_	_)(_)()(_)		
Journals or online magazines (please specify in the space below)								
Just Solve the File Format Problem								
Keepers registry								
Library of Congress Recommended Formats								
Statement NDSA Levels of Preservation								
	\rightarrow	\Rightarrow	\Rightarrow	\Rightarrow	\Rightarrow	\prec		
OPF blog	\rightarrow	\Rightarrow	\Rightarrow	\Rightarrow	\Rightarrow	\Rightarrow		
OPF format corpus	\rightarrow		\Rightarrow	\Rightarrow	\Rightarrow	\Rightarrow		
OPF wiki	\sim					\Rightarrow		
POWRR Tool Grid	\subseteq					\supseteq		
Preserveware						\supseteq		
PRONOM (format registry)								
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			-		-		ould also	like you t
Please tell us about any other ne suggested services above are bout other services which are impodditional information/comments.	desc	ribed	in the	appe	ndix,	but we wo		
Please tell us about any other ne suggested services above are pout other services which are impo	desc	ribed	in the	appe	ndix,	but we wo		
Please tell us about any other ne suggested services above are bout other services which are important information/comments.	desc	ribed t to y	in the our ins	appe	ndix,	but we wo		

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?
-	
-	
Q1	8: OPF blogs
https	://openpreservation.org/knowledge/blogs/
	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)?
- 4	
<u>Q1</u>	9: Workshops and Training
Durir	ng the last year, OPF has run several workshops with a practical focus on using OPF tools.
	a) Your participation
	Please use the checkboxes to let us know if someone from your organisation has attended an OPF workshop. Mark only one oval.
	Someone from my organisation has attended an OPF workshop or training event
	We would be interested in attending an OPF workshop in future
	We are not interested in attending an OPF workshop

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.
OPI dev reso and	PF Membership F is a not for profit membership organisation leading a collaborative effort to create, maintain and elop the reference set of sustainable, open source digital preservation tools and supporting ources. Part of the funding from membership fees goes directly towards the hosting, maintenance, improvement of the software resulting in robust and reliable tools that are relied on across the tal preservation community.
Q2	20: Strategic Plan
esta that	strategy sets out our long-term direction for the Foundation. Developed with our members, it ablishes our position in the digital preservation landscape and guides the tasks, tools, and projects twe will address. The strategy is available at: <u>is://openpreservation.org/documents/public/OPF_Strategy_2018.pdf</u> .
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.

	: Are you interested in supporting OPF and our work by becoming a member? *
	Yes
	No
	I am already a member
	I'd like to learn more
Powered b	gle Forms