

# Conch – Appendix: Discovery Questionnaire

Project Acronym: PREFORMA

Grant Agreement number: 619568

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

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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 questionnaire.

## 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 entertainment, post-production, or other institutions.

Responses to the questionnaire produced the following conclusions:

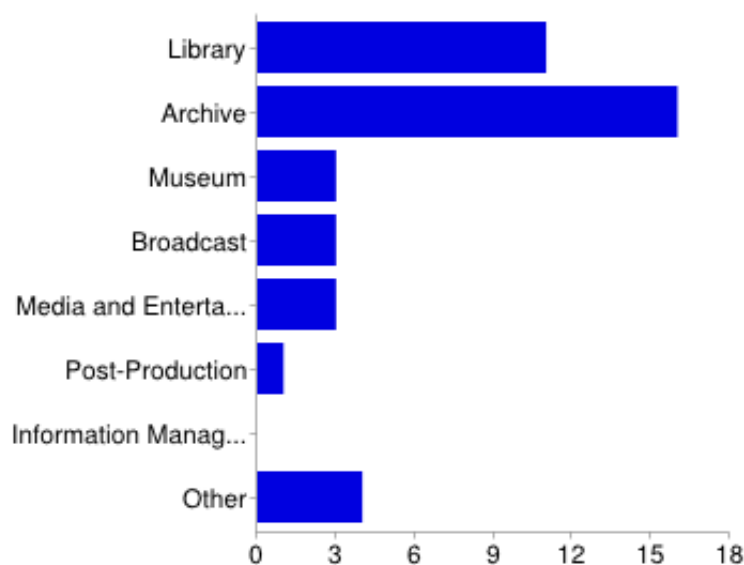
- While ninety percent of participants' institutions maintained a digital repository for collection materials, only half of these institutions implemented procedures based on the OAIS reference model. For OAIS adopters, a majority of information packages were created in-house, with outside vendors providing mostly Preservation Description Information in the form of Fixity Information (40%).
- Approximately eighty-seven percent of participant's institutions 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](#)

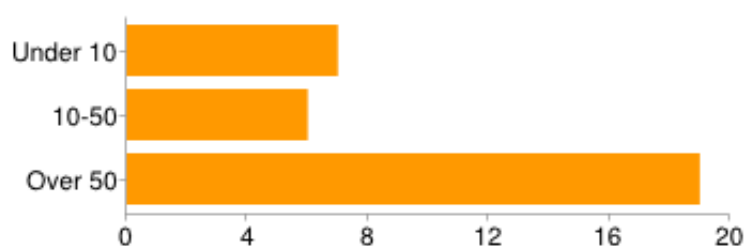
## Summary

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%

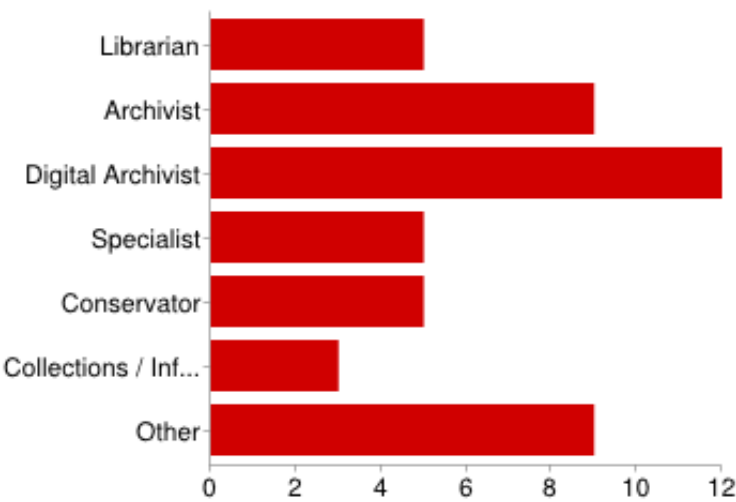
How many employees work at your institution as a whole?



Under 10	7	22%
10-50	6	19%

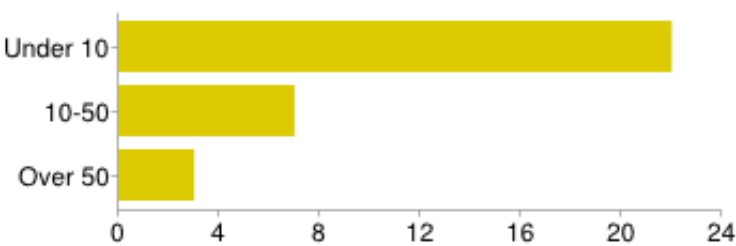
Over 50     **19**     59%

**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?**



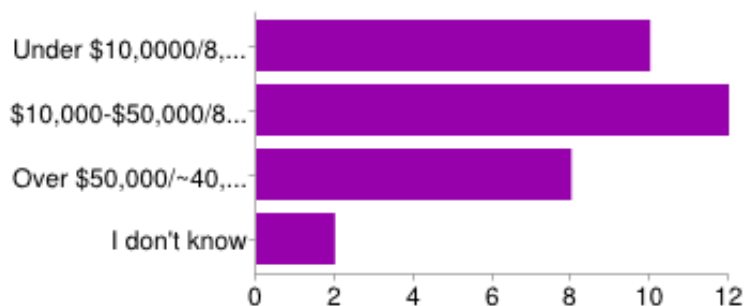
Under 10	22	69%
10-50	7	22%
Over 50	3	9%

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



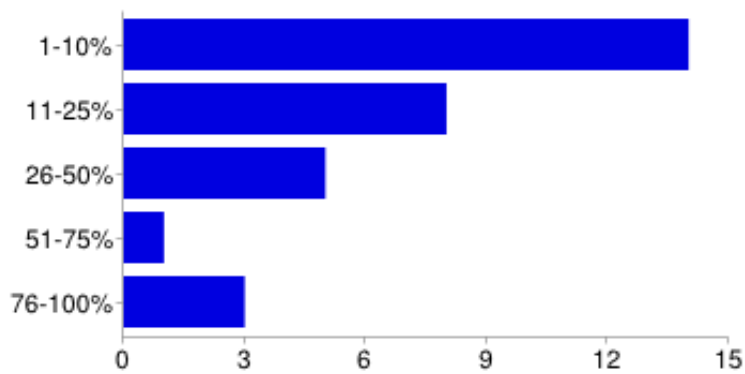
Under 100 items	0	0%
100-1,000 items	2	6%
1,000-10,000 items	7	22%
10,000-100,000 items	11	34%
Over 100,000 items	12	38%
I don't know	0	0%

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



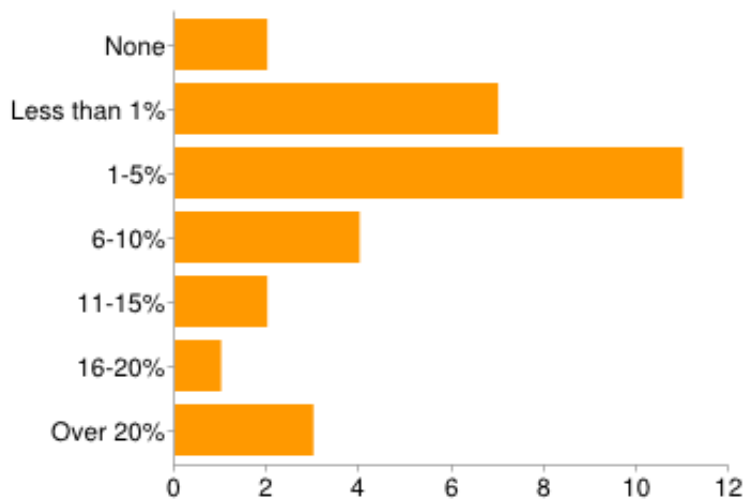
Under \$10,000/8,000€	10	31%
\$10,000-\$50,000/8,000-40,000€	12	38%
Over \$50,000/~40,000€	8	25%
I don't know	2	6%

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



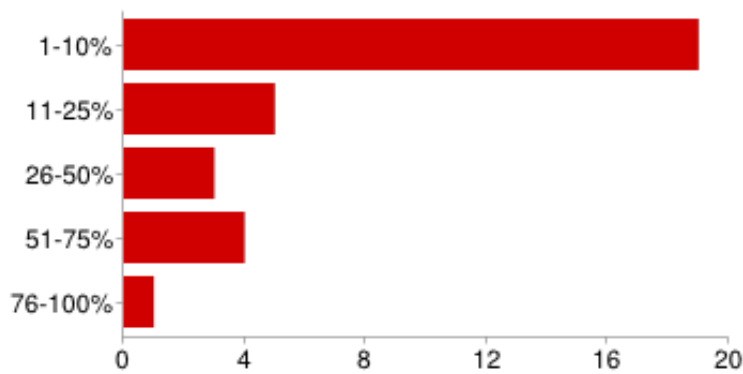
1-10%	14	44%
11-25%	8	25%
26-50%	5	16%
51-75%	1	3%
76-100%	3	9%

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



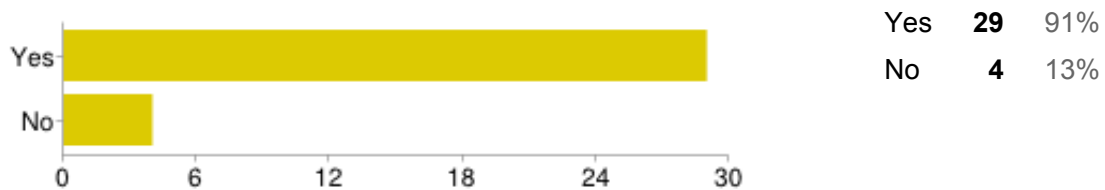
None	2	6%
Less than 1%	7	22%
1-5%	11	34%
6-10%	4	13%
11-15%	2	6%
16-20%	1	3%
Over 20%	3	9%

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

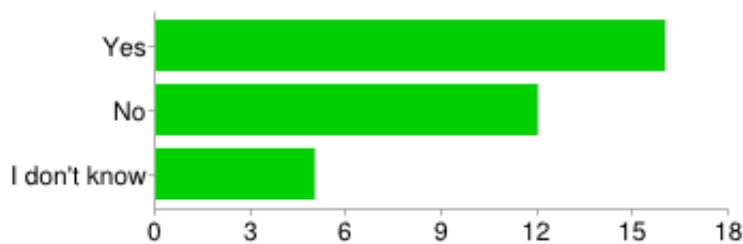


1-10%	19	59%
11-25%	5	16%
26-50%	3	9%
51-75%	4	13%
76-100%	1	3%

**Does your institution maintain a digital repository for collection materials?**

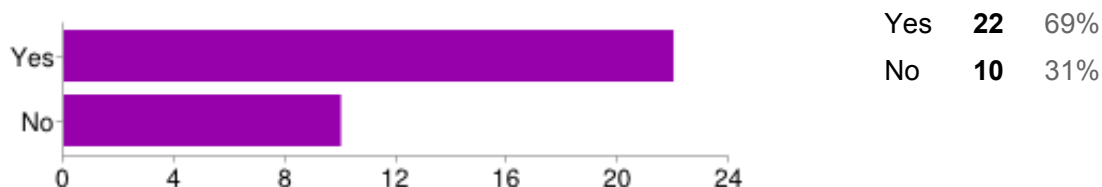


**Does your institution implement repository procedures based on the Open Archival Information System (OAIS) Reference model?**

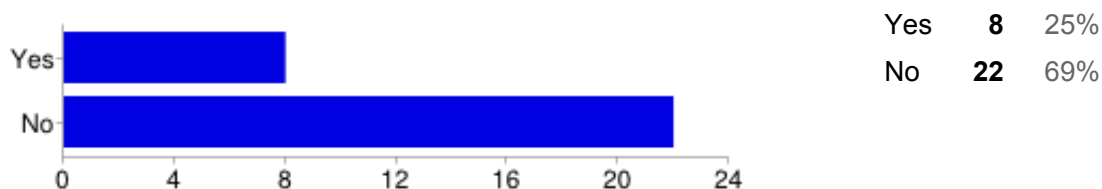


Yes	16	50%
No	12	38%
I don't know	5	16%

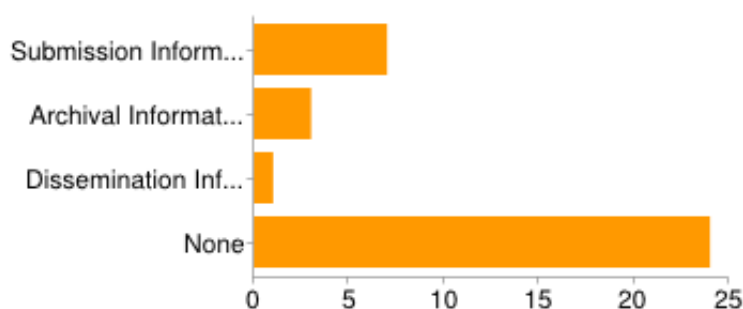
**Does your institution use outside vendors for the digital reformatting of audiovisual materials?**



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

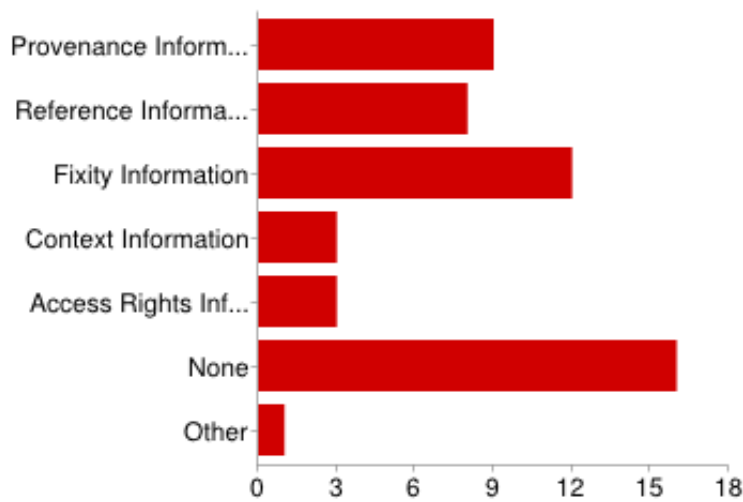


**What additional information packages (if any) are made by outside vendors? (more than one answer may apply)**



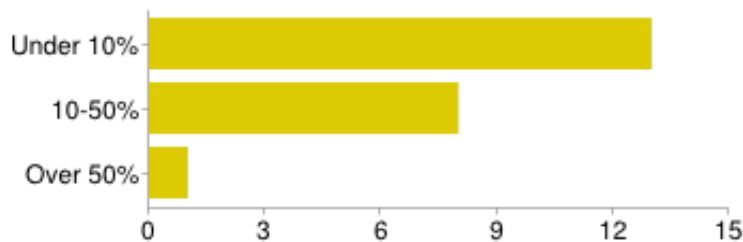
Submission Information Packages (SIPs)	7	22%
Archival Information Packages (AIPs)	3	9%
Dissemination Information Packages (DIPs)	1	3%
None	24	75%

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



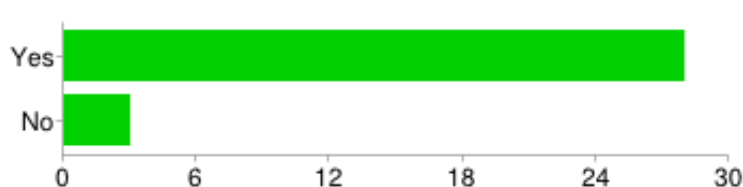
Provenance Information	9	28%
Reference Information	8	25%
Fixity Information	12	38%
Context Information	3	9%
Access Rights Information	3	9%
None	16	50%
Other	1	3%

**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%

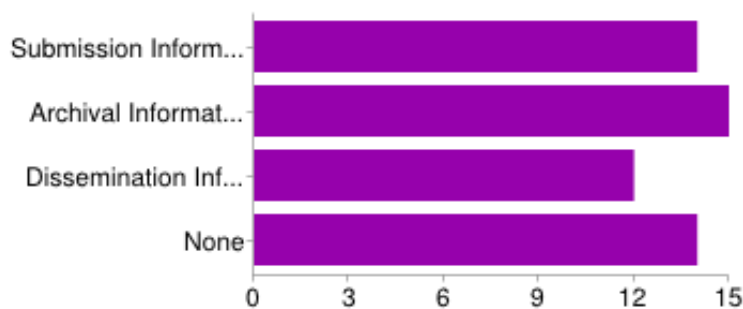
**Does your institution perform any in-house digital reformatting of audiovisual materials?**



Yes	28	88%
No	3	9%

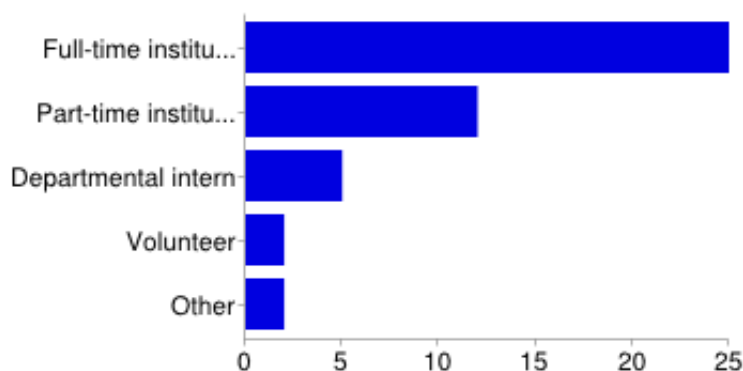


**What information packages (if any) are usually created in-house? (more than one answer may apply)**



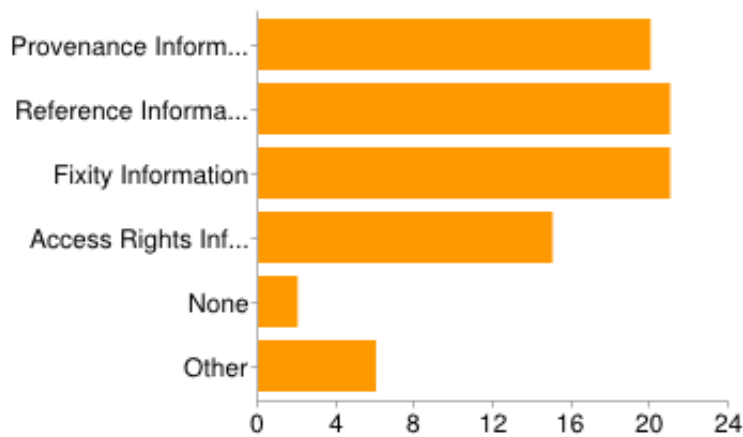
Submission Information Packages (SIPs)	14	44%
Archival Information Packages (AIPs)	15	47%
Dissemination Information Packages (DIPs)	12	38%
None	14	44%

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



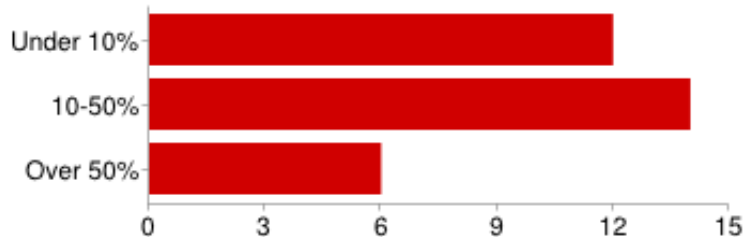
Full-time institutional employee	25	78%
Part-time institutional employee	12	38%
Departmental intern	5	16%
Volunteer	2	6%
Other	2	6%

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



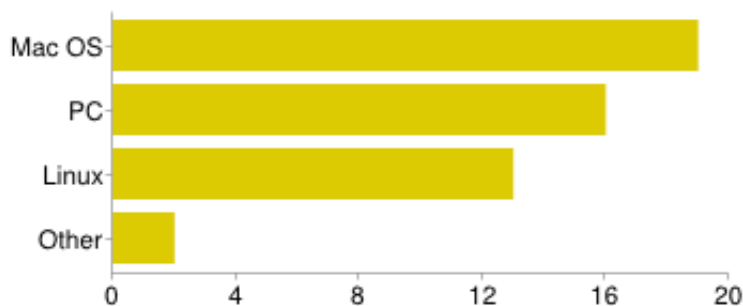
Provenance Information	20	63%
Reference Information	21	66%
Fixity Information	21	66%
Access Rights Information	15	47%
None	2	6%
Other	6	19%

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



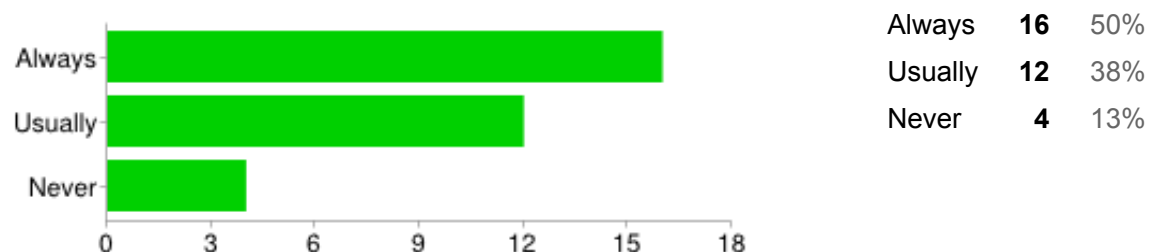
Under 10%	12	38%
10-50%	14	44%
Over 50%	6	19%

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

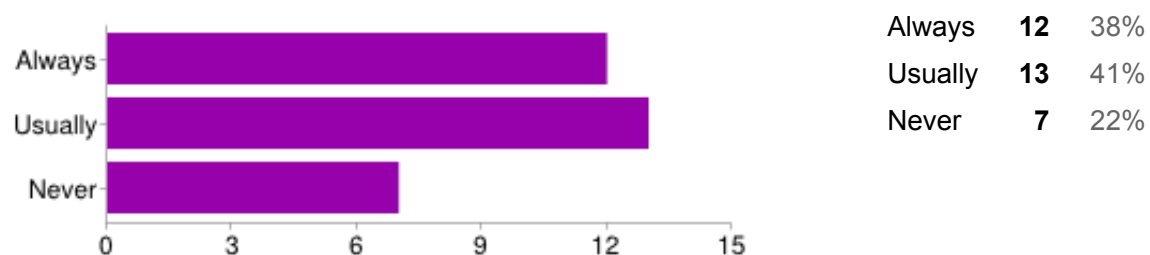


Mac OS	<b>19</b>	59%
PC	<b>16</b>	50%
Linux	<b>13</b>	41%
Other	<b>2</b>	6%

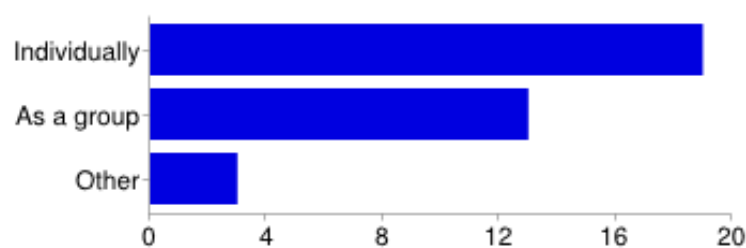
### How often is technical metadata on incoming files checked for conformance?



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

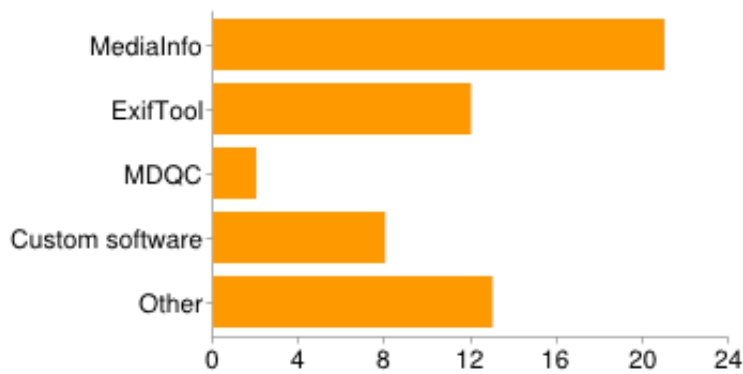


### Are files checked for conformance individually, or, as a group?



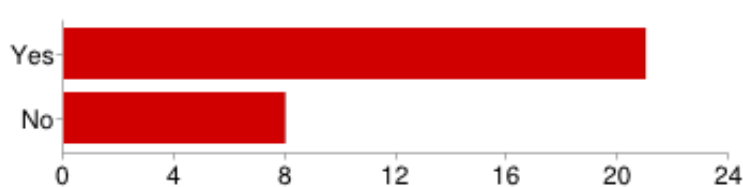
Individually	<b>19</b>	59%
As a group	<b>13</b>	41%
Other	<b>3</b>	9%

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



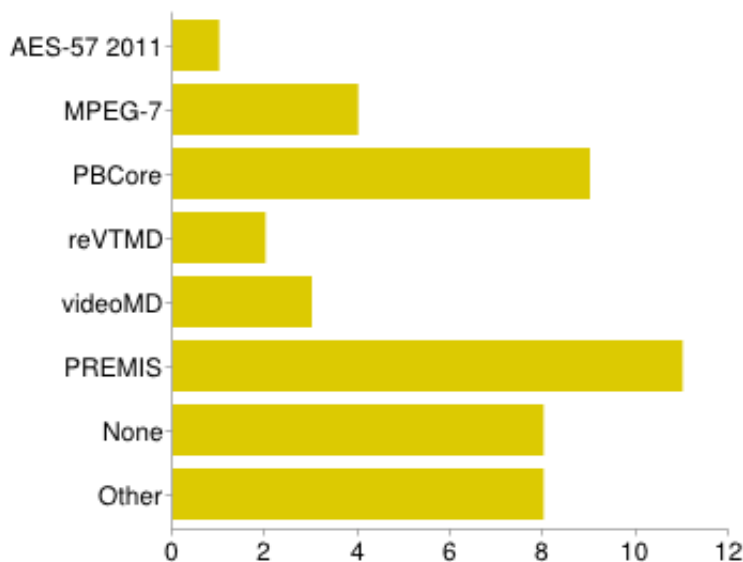
MediaInfo	21	66%
ExifTool	12	38%
MDQC	2	6%
Custom software	8	25%
Other	13	41%

### Is additional metadata created?



Yes	21	66%
No	8	25%

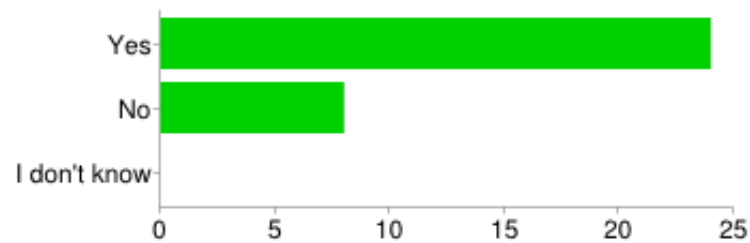
### What types of metadata standards are referenced/used? (more than one answer may apply)



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

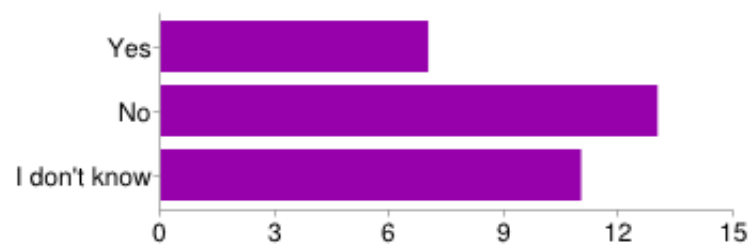
videoMD	<b>3</b>	9%
PREMIS	<b>11</b>	34%
None	<b>8</b>	25%
Other	<b>8</b>	25%

### Does your institution maintain an in-house IT department?



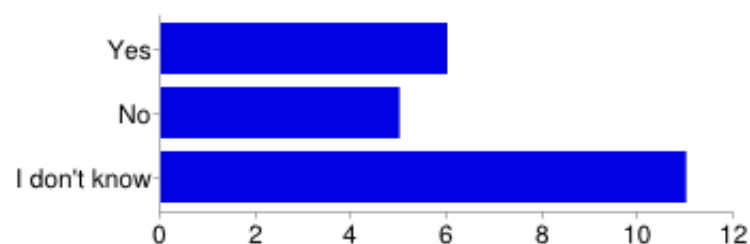
Yes	<b>24</b>	75%
No	<b>8</b>	25%
I don't know	<b>0</b>	0%

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



Yes	<b>7</b>	22%
No	<b>13</b>	41%
I don't know	<b>11</b>	34%

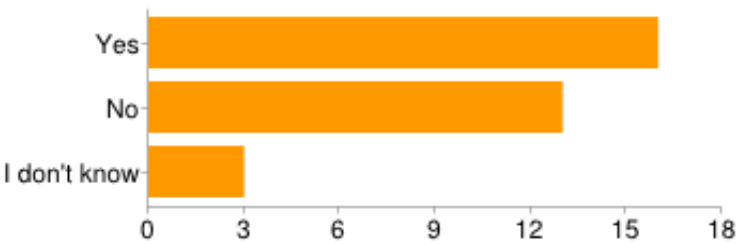
### (If Yes) Do these Representation Information objects require Representation Rendering Software and/or Access Software?



Yes	<b>6</b>	19%
No	<b>5</b>	16%

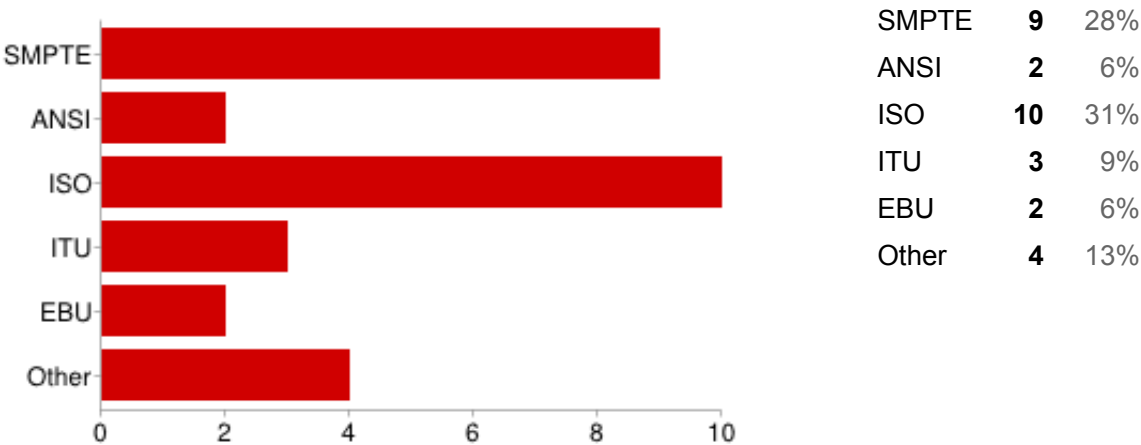
I don't know    **11**    34%

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

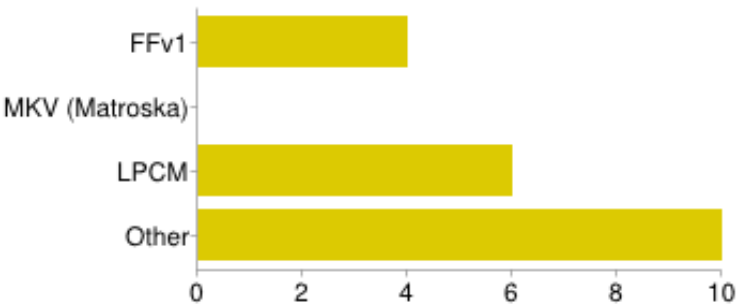


Yes                **16**    50%  
No                **13**    41%  
I don't know    **3**    9%

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



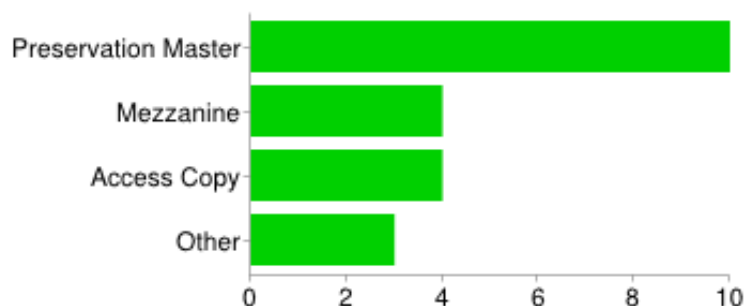
**What (if any) open file codecs and wrappers are currently implemented at your institution?**



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

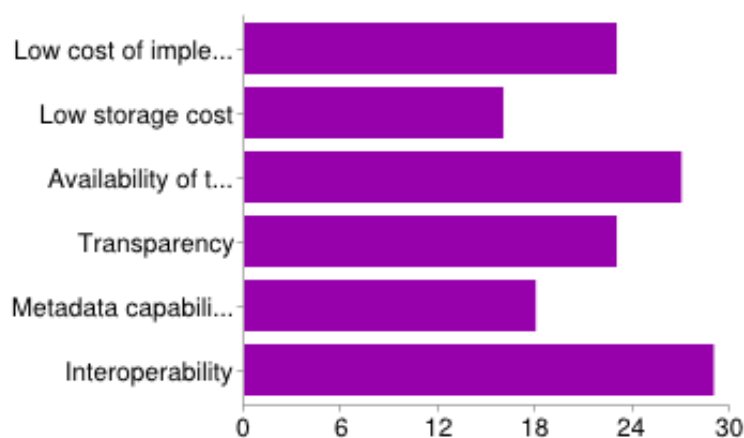
Other 10 31%

**(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**

