IRB Study #1210009809

You are invited to participate in a research study to better understand text encoding practices in libraries. We ask that you read this form and ask any questions you may have before agreeing to be in the study.

The study is being conducted by Michelle Dalmau, Digital Projects and Usability Librarian for the Indiana University Digital Library Program, and Kevin Hawkins, Head of Publishing Production for MPublishing, University of Michigan Library.

Study Purpose

The purpose of this study is to understand the current state of text encoding practices in libraries. Libraries often support digital library and digital humanities initiatives in which, historically, text encoding projects factor prominently. However, much has changed with the emergence of mass digitization initiatives like Google Books, HathiTrust, and others. It is unclear whether these initiatives have impacted encoding practices in libraries in tangible ways. By surveying librarians and library professionals, we hope to reach a better understanding of the state of text encoding projects in the context of libraries. Are librarians and library staff actively leading or partnering on text encoding projects? Have these projects increased or decreased in frequency over time? These are only a few of the questions we seek to answer.

We anticipate that the findings from this study will help libraries ascertain strategic directions based on current text encoding trends. In addition, findings from this study will better position advocacy groups like the Text Encoding Initiative's Special Interest Group on Libraries identify objectives for supporting text encoding practices based on actual rather than perceived practices.

Procedures for This Study

If you agree to be in the study, you will do the following things:

- Complete an online survey with up to 31 questions that will take no longer than 30 minutes to complete

The survey will remain online from **November 4, 2012 to January 31, 2013**.

Confidentiality

This survey does not collect personal information, but we are treating all information collected as sensitive. Efforts will be made to keep information you provide confidential. We cannot guarantee absolute confidentiality. Findings shared as part of presentations or publications will be presented in aggregate. Your identity, as far as it can be ascertained by the survey questions, will be held in confidence in any such reporting.

Organizations that may inspect and/or copy your research records for quality assurance and data analysis include groups such as the study investigators, the Indiana University Institutional Review Board, and (as allowed by law) state or federal agencies, specifically the Office for Human Research Protections (OHRP).

Payment

You will not receive payment for taking part in this study.

Contacts for Questions or Problems

For questions about the study, contact the researchers, Michelle Dalmau, mdalmau@indiana.edu, (812) 855-1261 or Kevin Hawkins, kshawkin@umich.edu, (734) 763-6860.

For questions about your rights as a research participant or to discuss problems, complaints or concerns about a research study, or to obtain information, or offer input, contact the IU Human Subjects Office at (812) 856-4242 or (800) 696-2949.

Voluntary Nature of Study

Taking part in this study is voluntary. You may choose not to take part or may leave the study at any time. Leaving the study will not result in any penalty or loss of benefits to which you are entitled.

*1. Do you agree to take part in this study?

○ Yes

○ No

Determining Eligibility to Complete the Survey

＊2. Do you work in a library?

○ Yes

○ No

About Your Institution and Unit

3. Where is your institution located?

[▼]

4. Indicate the type of library for which you work.

○ Academic Library

○ National Library

○ Public Library

○ Private Library

○ Research Library

○ Special Library

○ Other (please specify)

[   ]

5. What is the size of your academic institution based on student enrollment?
If you aren't sure, provide a best guess.

- ☐ Up to 5,000
- ☐ 5,000-10,000
- ☐ 10,000-25,000
- ☐ 25,000-40,000
- ☐ Over 40,000

6. What is the name of your unit or branch library (i.e., Archives, Law Library, etc.)? You can provide a generic description if you prefer (e.g., Rare Books and Manuscripts).

[   ]

7. How would you rate your library's administrative support for text encoding projects today?

- ○ Extremely Supportive
- ○ Very Supportive
- ○ Moderately Supportive
- ○ Slightly Supportive
- ○ Not at all Supportive
- ○ N/A

8. How would you rate the level of interest in text encoding by members of your library as whole?

- ○ Extremely Interested
- ○ Very Interested
- ○ Moderately Interested
- ○ Slightly Interested
- ○ Not at all Interested
- ○ N/A

Understanding Text Encoding in Your Unit or Institution

9. Do you or members of your unit or institution support text encoding projects?

○ Yes

○ No

○ Not Sure

If No or Not Sure, please explain.

Understanding Text Encoding in Your Unit or Institution

10. Do the text encoding projects you or members of your unit support rely exclusively on the *Guidelines for Electronic Text Encoding and Interchange* / **the TEI standard?**

○ Yes

○ No

11. If you or members of your unit do not use (or exclusively use) the TEI standard for text enoding, please list the standards or local schemas you do use, separately, in each box below:

a. [   ]

b. [   ]

c. [   ]

d. [   ]

e. [   ]

12. Are you or members of your unit interested in supporting text encoding projects?

○ Yes

○ No

○ Not Sure

If No or Not Sure, please explain:

Understanding Text Encoding in Your Unit or Institution

13. Which of these will help you or members of your unit support text encoding projects?

☐ Training

☐ Staff

☐ Partnerships across the library or institution

☐ Technical expertise (i.e., publishing TEI online)

☐ Other (please explain)

TEI and Your Institution

14. Are you a personal member ("subscriber") of the TEI Consortium?

○ Yes

○ No

15. Is your institution a member of the TEI Consortium? If unsure, consult TEI Consortium Membership List.

○ Yes

○ No

○ Not Sure

16. Would your institution become or remain a TEI Consortium member if doing so would allow for:

☐ digitization discounts

☐ direct input into standards development

☐ community support

☐ training opportunities

☐ Other (please specify)

17. Indicate the year in which your library first engaged in text encoding projects (approximations are okay)?

[▾]

18. How many text encoding projects have you or members of your unit participated in over the years?

○ 0

○ 1-5

○ 6-10

○ 11-15

○ 16-20

○ 21-25

○ 26-30

○ More than 30

19. List the units or people (in terms of roles) <u>in your library</u> with which/whom you partner (e.g., Cataloging, Digitization Services, IP Librarian, etc.).

20. In what ways do you or members of your unit support text encoding projects (select all that apply)?

☐ Consulting

☐ Training

☐ Project Management

☐ Establishing Encoding Workflows and Support (e.g., document analysis, authoring encoding guidelines, schema generation, etc.)

☐ Text Encoding/Markup

☐ Web Publishing

☐ Other (please specify)

21. Indicate how frequently you partner with the following people when undertaking a text encoding project:

	Almost always	Often	Sometimes	Seldom	Never
Faculty	○	○	○	○	○
Graduate Students	○	○	○	○	○
Librarians and library staff	○	○	○	○	○
Archivists	○	○	○	○	○
Museum professionals	○	○	○	○	○
Information technology professionals (e.g., for web publishing, encoding tools, etc.)	○	○	○	○	○

Other people (please specify)

22. Indicate how you collaborate on text encoding projects with the following categories of people:

	N/A	Consulting	Training	Project Management	Establishing Encoding Workflows and Support	Text Encoding/Markup	Web Publishing
Archivists	☐	☐	☐	☐	☐	☐	☐
Faculty	☐	☐	☐	☐	☐	☐	☐
Graduate Students	☐	☐	☐	☐	☐	☐	☐
Information Technology Professionals	☐	☐	☐	☐	☐	☐	☐
Librarians/Library Staff	☐	☐	☐	☐	☐	☐	☐
Museum Professionals	☐	☐	☐	☐	☐	☐	☐

Others (please specify)

[ ]

23. Rank the nature of your text encoding projects by "dragging and dropping" each option into place (1 is most common, 7 is least common):

[▼] Archival Materials	☐ N/A
[▼] Rare Books and Manuscripts	☐ N/A
[▼] Other Library Special Collections	☐ N/A
[▼] Library General Collections	☐ N/A
[▼] Faculty or Librarian Digital Research Projects	☐ N/A
[▼] Faculty or Graduate Student Digital Teaching Projects	☐ N/A
[▼] University Collections (i.e., Faculty governance documents)	☐ N/A
[▼] University Press	☐ N/A

Text Encoding Content and Workflows

24. Describe the types and frequency of encoding projects you undertake based on the following levels of encoding:

	Almost Always	Often	Sometimes	Seldom	Never	Don't Know
Basic reformatting of text for bibliographic and keyword search	○	○	○	○	○	○
Mid-level structural encoding for full text display and basic functionality like linking table of contents, notes, etc.	○	○	○	○	○	○
Richer encoding for content analysis like name tagging, rhyme schemes, etc.	○	○	○	○	○	○
Scholarly encoding projects	○	○	○	○	○	○

Provide comment for additional clarification if needed

[   ]

25. How do you or members of your unit or institution convert print or manuscript materials to machine-readable text? Indicate the frequency for each option.

	Almost always	Often	Sometimes	Seldom	Never	Don't Know
Manual Keyboarding	○	○	○	○	○	○
OCR Scanning	○	○	○	○	○	○
OCR Scanning with Manual Corrections	○	○	○	○	○	○
Digitization Is Managed by Another Unit in My Institution	○	○	○	○	○	○
Digitization is Outsourced to a Vendor	○	○	○	○	○	○

Indicate Other Conversion Mechanisms if applicable (please specify)

[   ]

26. If you or members of your unit or institution outsource digitization, indicate the vendors or outsourcing programs you use:

- ☐ Apex through AccessTEI
- ☐ Apex through a separate agreement
- ☐ Aptara
- ☐ Innodata Isogen
- ☐ SPi
- ☐ Tricom
- ☐ Other Vendor (please specify)

[   ]

27. What type of materials do you digitize and encode? Indicate frequency.

	Almost always	Often	Sometimes	Seldom	Never	Don't Know
manuscripts / handwritten materials	○	○	○	○	○	○
printed books	○	○	○	○	○	○
transcriptions of audio or video	○	○	○	○	○	○
born-digital works	○	○	○	○	○	○
catalogs of manuscripts or other items	○	○	○	○	○	○
newspapers	○	○	○	○	○	○
serials	○	○	○	○	○	○

Other Materials (please specify)

[   ]

28. Indicate the frequency in which materials from the following time periods are encoded:

	Almost always	Often	Sometimes	Seldom	Never	Don't Know
19th century and after	○	○	○	○	○	○
18th century	○	○	○	○	○	○
17th century	○	○	○	○	○	○
16th century	○	○	○	○	○	○
15th century and before	○	○	○	○	○	○

Other Time Periods (please specify)

[   ]

Best Practices for TEI in Libraries

29. Are you or members of your unit aware of the Best Practices for TEI in Libraries?

○ Yes

○ No

Best Practices for TEI in Libraries

30. How do you or members of your unit reference the [Best Practices for TEI in Libraries](#) in support of text encoding? Briefly explain.

Final Thoughts ...

31. In a few sentences, could you describe how you see the state of and attitudes toward text encoding in your library today? Explain the forces at play that have impacted current encoding practices -- good, bad, or neutral.

Thank You!

Thank you for completing the survey.

Thank You!

Ineligibility Thank You

It appears you are not a library professional. For this survey, we are specifically seeking responses from librarians or library staff.

Thank you for taking the time to review the study information related to this survey.

Thank You for Taking the Time!

You have declined to take the survey.

Thank you for taking the time to review the study information related to this survey.