

**APPENDIX A-1**  
**Initial Survey**

ICSTI SURVEY  
Digital Electronic Archiving Projects  
February 9, 1999

At the ICSTI Winter Meeting in London, the membership approved a study to identify the leading, cutting-edge projects in the area of digital electronic archiving. The membership is particularly interested in those projects that can contribute to the identification of innovative models and possible best practices. The study is limited to scientific and technical information, but is not limited by format or media. As part of the study, we are surveying the ICSTI membership to identify relevant projects at ICSTI organizations and elsewhere for additional follow-up investigation. Projects identified through this survey, through a review of the literature, and from expert contacts will be reviewed and analyzed in a report to be presented to the ICSTI members at the May 1999 meeting.

PLEASE COMPLETE THIS SURVEY AND RETURN VIA E-MAIL TO GAIL HODGE AT GAILHODGE@AOL.COM OR BY FAX TO GAIL HODGE AT 423/481-0390 BY 15 FEBRUARY 1999.

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Name: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

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FOR THE PURPOSES OF THIS STUDY, DIGITAL ELECTRONIC ARCHIVING IS DEFINED AS THE ARCHIVING AND PRESERVATION OF INFORMATION THAT IS ORIGINALLY PUBLISHED IN ELECTRONIC FORM WITH OR WITHOUT A PRINT COUNTERPART.

IF YOUR ORGANIZATION IS INVOLVED IN MORE THAN ONE RELEVANT PROJECT, PLEASE REPLICATE THIS SURVEY FOR EACH PROJECT.

1. Has your organization undertaken a project related to digital electronic archiving? [select only one]

- Yes ---- Project Name \_\_\_\_\_ [go to Q#2]
- No, but we are likely to have a project within the next two years [go to Q#9]
- No, my company does not generate archivable information [go to Q#9]
- No, but my organization is interested in this topic [go to Q#9]
- No, my organization is not interested in this topic [go to Q#9]

2. What is the stage of development of your project? [select only one response]

- Design (on paper)
- Prototype
- Operational with a partial implementation
- Fully operational, initial installation
- Fully operational with continued enhancements

3. What year did this project begin? \_\_\_\_\_

4. What is the content being archived? [check all that apply]

- Journal Issues/Articles
- Preprints of Journal Articles
- Technical Reports and Grey Literature
- Books/Textbooks/Monographs
- Images/Pictures
- Video
- Audio
- Multi-media
- News/Wire Feeds
- Scientific Numeric Data
- Museum Specimens/Artifacts
- Other (please explain) \_\_\_\_\_

5. The material being archived is currently published or disseminated in:  
[check only one]

- Print and electronic versions
- Electronic only
- Other (Please explain) \_\_\_\_\_

6. The challenges of digital archiving that the organization has addressed in this project include: [select all that apply]

Policy Issues

- intellectual property and copyright
- security of sensitive or proprietary information
- the responsibilities for archiving between our organization, our users, and other organizations such as libraries
- licensing and contracts related to archiving
- criteria for what information should be archived and for how long

#### Technical Issues

- continuing accessibility to archived information as hardware and software change
- metadata descriptions for the information objects
- persistent identification (Internet addressing) for location purposes
- archiving technologies (hardware/software/storage medium)
- integration with the publishing/dissemination processes
- standards (format, media, compression, etc.)

#### Cost Considerations

- cost/resource requirements for project start-up
- cost/resource requirements to continue and maintain the archiving
- cost/resources for backfile conversion

7. Please describe your organization's project briefly and/or attach descriptive material. Include a reference to a URL if available. Please explain the aspects of the project that you consider to be innovative or of value to others considering such projects.

8. How is your project organized? [check all that apply]

- A collaborative effort with another similar organization
- A collaborative effort with another type of organization (e.g., users, intermediaries, national libraries, online vendors, etc.)
- An independent project
- Part of a regional or national project
- Part of a digital library project
- Part of a group focused on my organization's academic discipline/scientific area

\_\_\_\_\_ Other (please explain) \_\_\_\_\_

9. Please provide information (including contact information) about other Digital Electronic Archiving projects that should be reviewed, particularly think about those in your discipline or geographic region. If possible, please indicate what you consider to be innovative or valuable about this project.

Please provide a Point of Contact at your organization who we may contact for more information about these projects.

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Mr. Mrs. Dr. Ms. Name \_\_\_\_\_  
Job Title \_\_\_\_\_  
E-mail \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

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THANK YOU FOR YOUR HELP WITH THE ICSTI DIGITAL ARCHIVING SURVEY.

## **APPENDIX A-2**

### **Follow-up Discussion Questions**

#### Purpose

What is the purpose of the archive?

Is it an active archive with on-going access and re-use or is its main goal to preserve?

If the project is a prototype, what do you hope to learn?

What is Archived?

What is the raw data that is archived?

What is the data type?

Is the whole item archived?

Does the original include electronic links to other material? Are these archived? Is the content of the link archived? How are these archived? To what level? Are you refreshing to ensure currency? How often?

Is this the only archival copy– or are you archiving paper or microfiche too? Why?

#### Format

What is the native format for the input?

Is the native format retained or transformed?

If transformed, to what format?

Using what software?

How will this format be handled in the future, as software changes?

#### Metadata

What metadata is used?

Is the metadata at the whole or part level?

What is the location identifier?

#### Process

Who is the creator?

What is the information flow into and out of the archive (the access)?

Who is involved in the process?

#### Technology

What storage technologies are being used?

What is the plan for technology migration?

How often do you expect to do this migration?

#### Costs

What has the project cost to-date?

What are the start-up costs for an e-archive?

What are the projected ongoing costs?

#### Policies

Did you have to establish any particular policies to make the archive work?

Did you address intellectual property concerns?

Does this project reflect specific national or organizational policy, for example, requirements for depositing?

#### Accessibility

Is the archive accessible?

Through what software?

To whom? When? At what cost?

What are the terms and conditions?

Can the users download the material to personal files?

If the material archived requires special software for re-use, how do you plan to maintain accessibility as the software changes?

#### Future Plans

What are the future plans and next steps?

What are the challenges?