

NASIG Digital Preservation Task Force Survey Results

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Members:

Shannon Keller, New York Public Library
James Phillpotts, Oxford University Press
Wendy Robertson, University of Iowa
Heather Staines, hypothes.is

Board Liaison:

Ted Westervelt, Library of Congress

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Introduction

Task Force Charge

The charge of the Digital Preservation Task Force is to identify ways in which NASIG can raise awareness of and develop tools for reducing the risk of losing vulnerable digital scholarly content. The task force will identify new roles for librarians and publishers as well as the impact of these changes on preservation in an ever-changing digital environment, and develop some best practices for the industry. The task force will identify ways in which NASIG can be involved in proactive digital preservation, including tools for marketing digital preservation to a broad range of library administrations and publishers. The task force will provide quarterly reports to the Board on their progress, with final recommendations submitted by the 2019 conference.

The Digital Preservation Task Force crafted this survey to help answer some of the questions within its charge, but primarily the, “ways in which NASIG can be involved in proactive digital preservation, including tools for marketing digital preservation to a broad range of library administrations and publishers.” The goal of the survey was to pose questions that would inform how NASIG could best direct its efforts in raising awareness and supporting digital preservation initiatives today. While the committee members could make informed decisions regarding these efforts, insight from NASIG membership and the community NASIG serves would be helpful for highlighting new, different, or distinct areas in which NASIG could play a particular role in broadening understanding and implementation of digital preservation initiatives.

The survey was created in the spring and summer months of 2018 and opened on September 24, 2018. The survey remained open until October 26, 2018. The survey in its entirety is available upon request.

Section 1: Demographics

Q1: Are you 18 years of age or older?

All respondents answered yes. If someone had answered no, the survey would have ended for that respondent.

Q2: In what country do you work?

The vast majority of the survey respondents were from the United States, and almost 15% of respondents were from outside the United States. European respondents ranged from the Nordic region to Turkey, with the largest percentage coming from the United Kingdom.

Continent	Country	Total Respondents
North America		214
	Canada	7
	United States	207
Europe		26
	Denmark	1
	France	2
	Germany	2
	Greece	1
	Italy	1
	Luxembourg	2
	Netherlands	1
	Portugal	1
	Spain	2
	Sweden	1
	Turkey	1
	United Kingdom	11
Asia	India	2
Australia		1
Not answered		1
Total		244

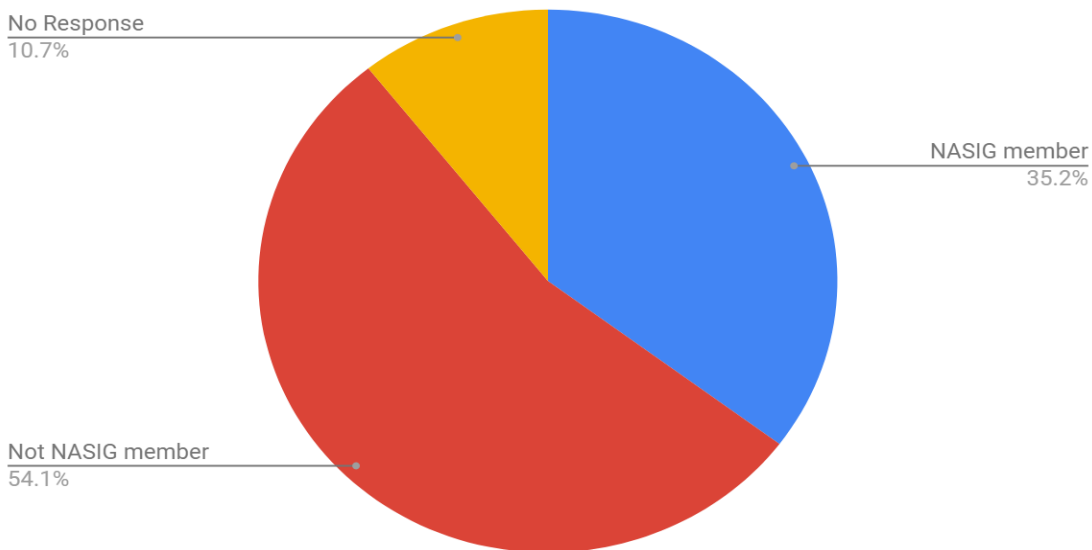
Q3: At what type of institution do you work?

Most of the respondents work in libraries. The “Other” category includes a few people from elsewhere in Universities and from library consortia and networks. The archives category was not on the survey but is based on responses in the “Other” category. Those responses, as well as six library responses, will be included in the other category for the rest of the survey results.

Type of Institution	Subtype of Institution	Respondents	Percent of total
Library		195	79.92%
	Academic Library	152	62.30%
	Research Library	11	4.51%
	Public Library	16	6.56%
	Other Library	16	6.56%
Publisher etc.		32	13.11%
	Publisher	26	10.66%
	Vendor	4	1.64%
	Third Party Preservation Agency	2	0.82%
Archives		7	2.87%
Other		10	4.10%

About a third of the respondents were NASIG members, with most of the members also working in libraries (see question 23).

Respondents by NASIG membership



Q4: What best describes your current position with the library?

People who answered Academic, Research, Public, or Other Library in question 3, were then asked questions 4 and 5.

The library respondents were primarily from academic libraries, with the majority being librarians. The “other” category includes several people who work with digital preservation, all in academic or research libraries.

Current Position	Academic Library	Research Library	Public Library	Other Library	Total
Librarian	97	7	12	5	122
Library Staff	28	2	2	2	34
Administration	14			1	15
Information Technology	5			1	6
Other	7	2	2		11
Total	152	11	16	9	244

Q5: What best describes the department within the library in which you work? (Check all that apply)

Library staff were also asked which department(s) they worked in. People could select multiple departments. Unsurprisingly, most respondents work in electronic resources, serials, cataloging, and acquisitions.

Library Department	Academic Library	Research Library	Public Library	Other Library	Total
Acquisitions	46	4	2	1	53
Archives	16	2	1	2	21
Cataloging / Metadata	47	4	4	2	57
Collection Development	38	3	5	3	49
Electronic Resources	72	2	2	3	79
Institutional Repository	29	1			30
Library publishing	6				6
Preservation / Conservation	17	5			22
Public Service / Reference	20	2	7	1	30
Serials Management	50	2	3	2	57
Other	25	2	2	4	33

Q6: What best describes your current position within your institution?

People who answered Publisher, Vendor, or Third Party Preservation Agency in question 3 were asked question 6.

The respondents from publishers, vendors and preservation agencies work in a variety of departments.

	Administration	Content management and delivery	Information Technology	Marketing	Sales	Other	Total
Publisher	6	8	3	1	3	5	26
Third Party Preservation Agency	1					1	2
Vendor	1	1	1	1			4
Total	8	9	4	2	3	6	32

Q7: How would you describe your current position within your institution?

Twenty-seven respondents who answered Other in question 3 (At what type of institution do you work?) were asked question 7. This was an open-ended response question and the majority of respondents entered archivist or archives, with additional results of school librarian or media specialist, consultant, and retired.

Section 2: Familiarity with Digital Preservation

For the purposes of this survey a “digital preservation service” is an independent, unaffiliated organization that supports digital preservation initiatives. Examples include Portico and CLOCKSS.

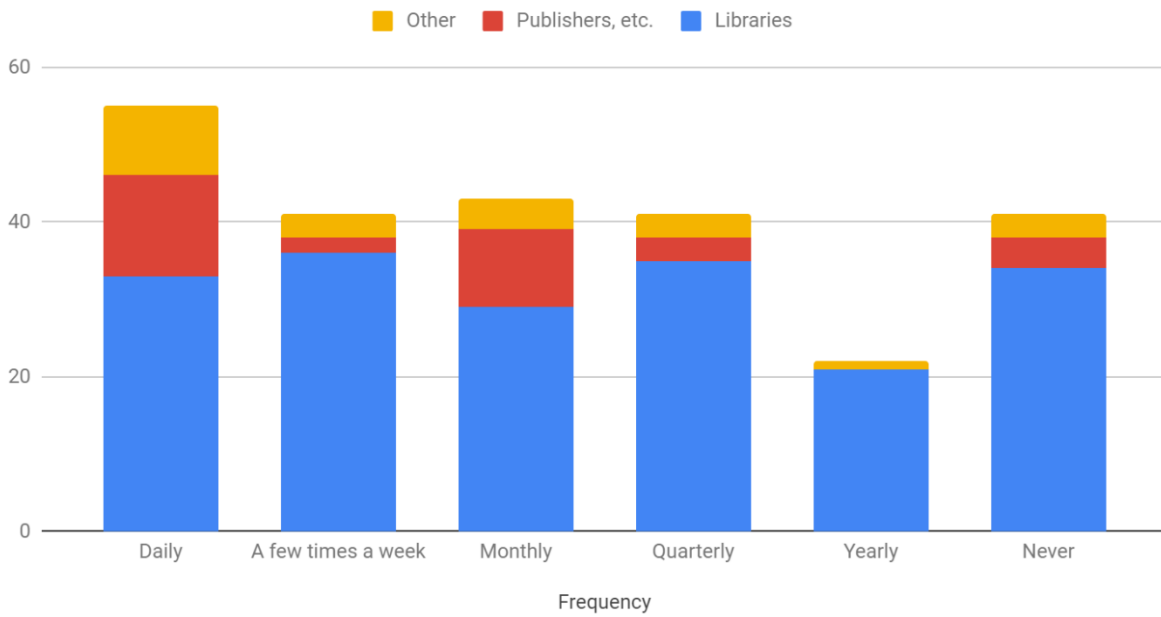
Digital preservation was relevant to the work of most respondents at least on a quarterly basis, with many respondents working with it daily. The respondents who work in public libraries were less likely to work with digital preservation. The respondents from research libraries were more likely to work with digital preservation. The respondents from other libraries were highly likely to work with digital preservation.

Q8: Thinking about the past year, how often was digital preservation relevant directly for your work?

There was a large range of relevance of digital presentation to the respondents work.

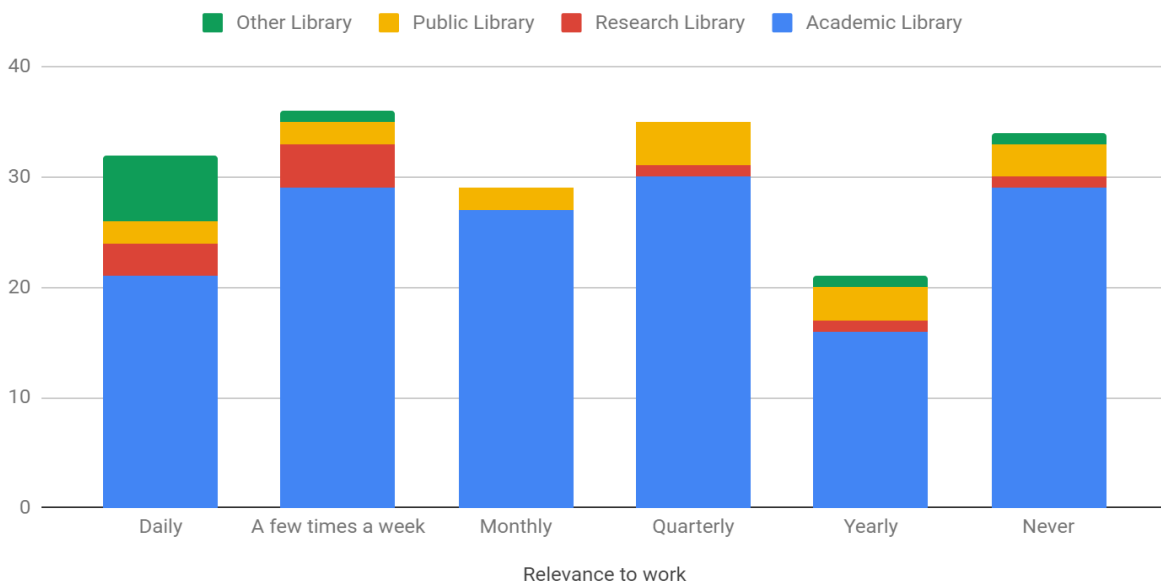
Frequency	Academic Library	Research Library	Public Library	Other Library
Daily	21	3	2	6
A few times a week	29	4	2	1
Monthly	27		2	
Quarterly	30	1	4	
Yearly	16	1	3	1
Never	29	1	3	1
Grand Total	152	11	16	9

Frequency digital preservation was relevant directly of your work in the past year, by type of institution



Respondents in research libraries were somewhat more likely to have preservation work relevant to their job than those people in public libraries.

Frequency digital preservation was relevant directly of your work in the past year, by type of institution

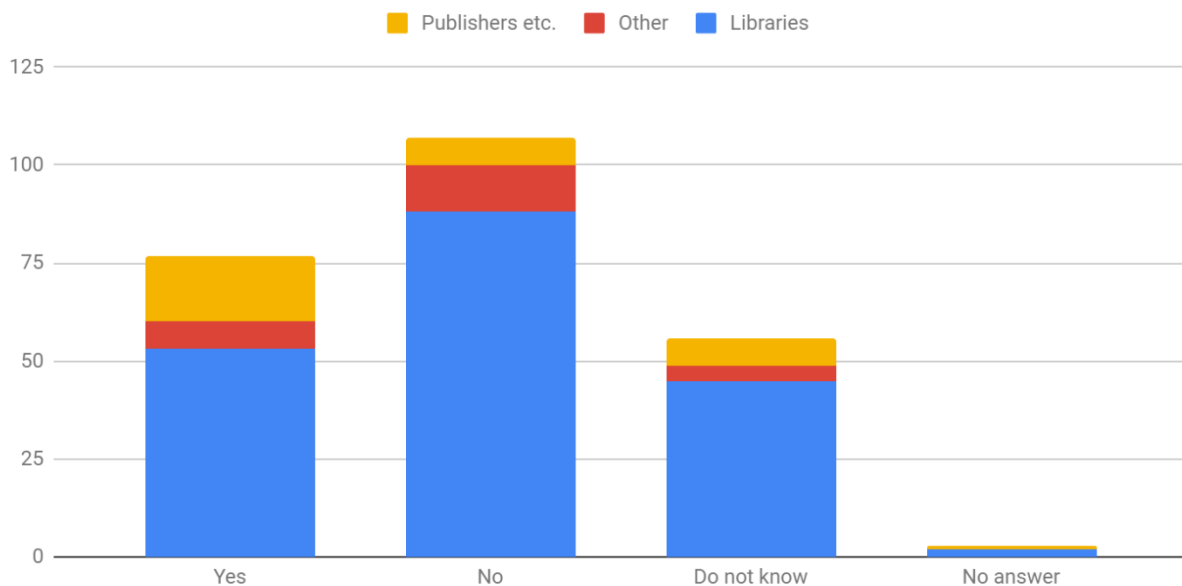


Q9: Does your institution have a digital preservation policy?

Overall, publishers, vendors and third party preservation agencies were more likely to have a preservation policy than libraries.

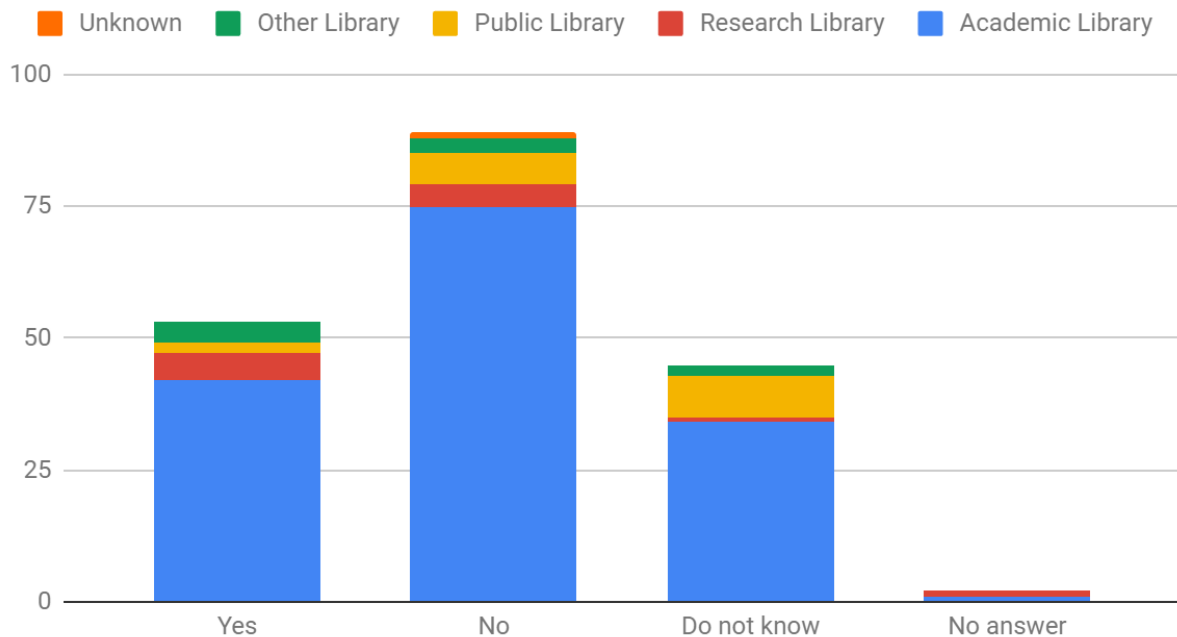
Does your institution have a digital preservation policy?	Libraries	Other	Publishers etc.
Yes	53	7	17
No	88	12	7
Do not know	45	4	7
No answer	2		1

Does your institution have a digital preservation policy?



Many libraries lack a preservation policy, many respondents do not know if they have a preservation policy, including a few individuals that regularly work with digital preservation.

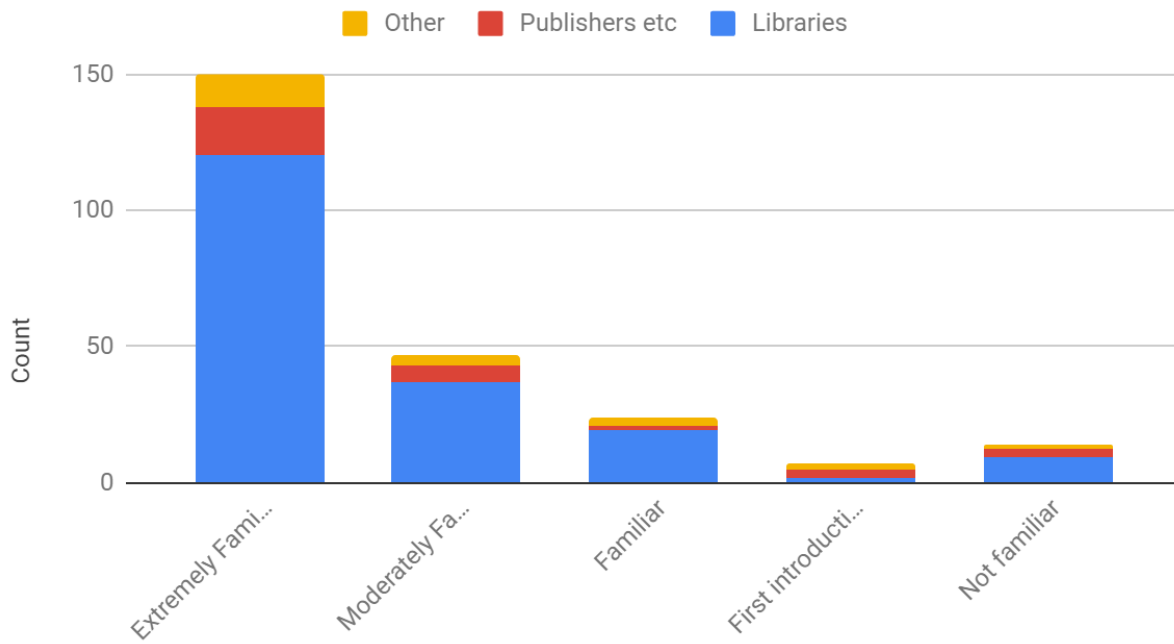
Does your institution [library] have a digital preservation policy?



Q10: Please rate your familiarity with these terms: Perpetual Access, Trigger Event, TRAC Certification

Most respondents were familiar with the term “perpetual access”. Somewhat fewer people were familiar with the term “trigger event” and relatively few people were familiar with the term “TRAC certification”. Respondents were instructed to rate the terms on a scale from: Extremely Familiar, Moderately Familiar, Familiar, Not Familiar, and First Introduction to Term.

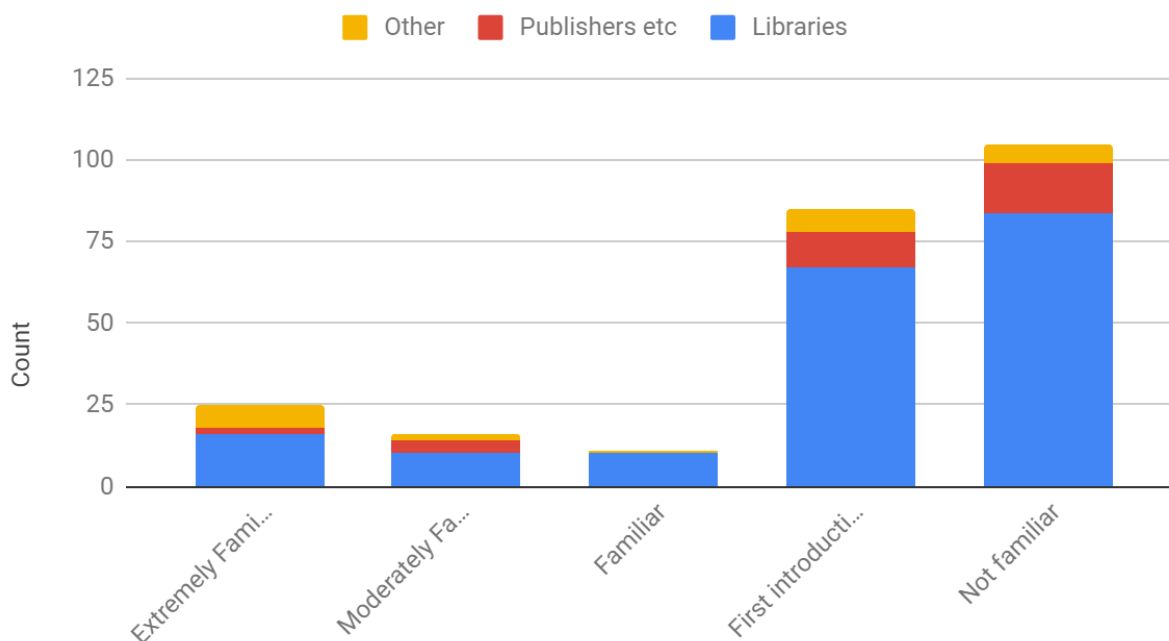
Familiarity with Term "Perpetual Access"



Familiarity with Term "Trigger Event"



Familiarity with Term "TRAC Certification"

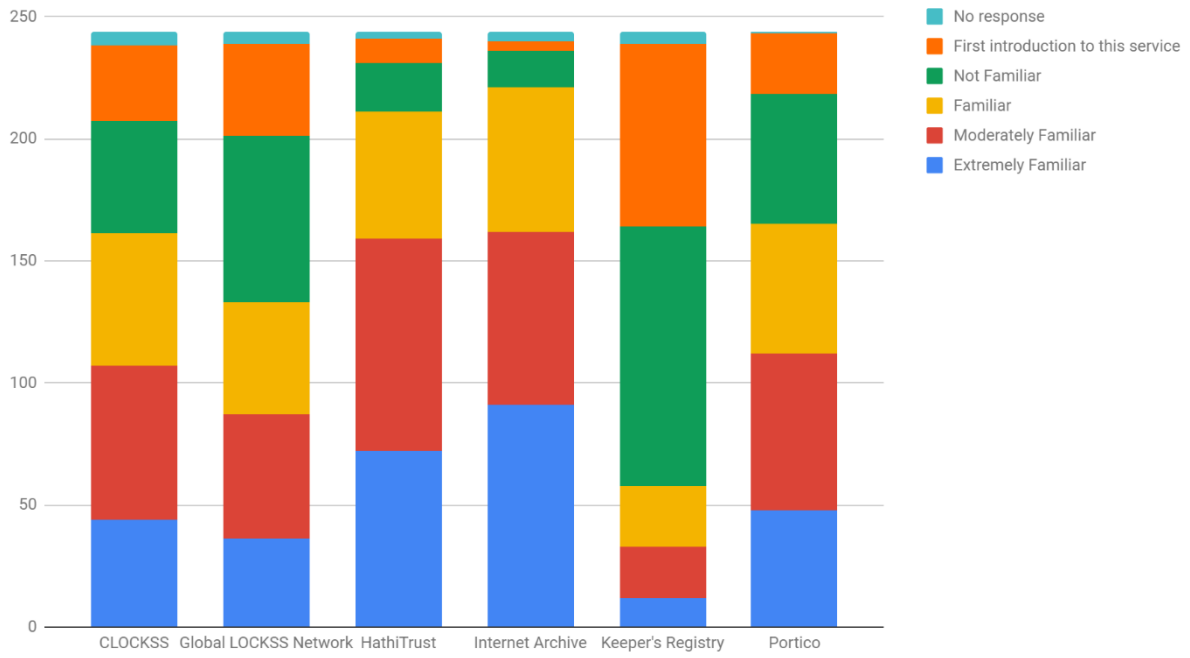


Q11: Please rate your familiarity with these digital preservation services: CLOCKSS, Global LOCKSS Network, HathiTrust, Internet Archive, Keepers Registry, and Portico

Most respondents were familiar with the Internet Archive and HathiTrust. More than half were familiar with Portico and CLOCKSS, with somewhat few being familiar with the Global LOCKSS Network. Relatively few respondents were familiar with the Keepers Registry.

Familiarity	CLOCKSS	Global LOCKSS Network	HathiTrust	Internet Archive	Keeper's Registry	Portico
Extremely Familiar	44	36	72	91	12	48
Moderately Familiar	63	51	87	71	21	64
Familiar	54	46	52	59	25	53
Not Familiar	46	68	20	15	106	53
First introduction to this service	31	38	10	4	75	25
No response	6	5	3	4	5	1

Familiarity with Preservation Services



Section 3: Participation in Existing Preservation Initiatives

In this section, the survey focused on questions aimed toward understanding existing involvement in digital preservation initiatives at both the individual and institutional levels. The questions are geared toward highlighting where there may be gaps in current support or understanding of digital preservation initiatives and to inform how NASIG may fill these gaps.

Q12: Do you manage digital preservation initiatives at your institution?

Out of 243 respondents to this question, the majority, 164 or 67% replied, “No.”

At what type of institution do you work?	No	Yes	Grand Total
No Response		1	1
Academic Library	110	41	151
Other (please specify)	12	11	23
Other Library	5	4	9
Public Library	14	2	16
Publisher	16	10	26
Research Library	5	6	11
Third Party Preservation Agency		2	2
Vendor	2	2	4
Grand Total	164	79	243

Q13: Is digital preservation specifically included as part of your job description?

Only respondents who answered, “Yes” to question 12 were prompted with question 13. Of the 79 respondents who answered, “Yes” to question 12, all but one responded to this question. Thirty-five respondents indicated with a “Yes” answer that digital preservation is specifically included as part of their job description. This is 45% of respondents to this question and 14% of overall respondents.

Q14: The Task Force is very interested in the text of job descriptions pertaining to digital preservation. Please include digital preservation job description text if applicable:

This question was a short-text answer option and 29 respondents shared comments or texts of job descriptions in this field. Of the 29 respondents, 14 included comments and 9 included job description text. For a complete list of short answer responses please reference Appendix A. In hindsight it would have been helpful for ask respondents to include their job title as part of this question.

After reviewing responses, these are the main takeaways:

1. There is a wide and disparate range of roles and responsibilities for positions wherein digital preservation is explicitly included in the position requirements.
2. Should there be different approaches toward the preservation of born-digital content versus digitized content?
3. The responses indicate a certain level of frustration when it comes to digital preservation and how to address those concerns within the current positions of institutions.

Q15: Does your institution have staff who manage digital preservation initiatives?

Only respondents who answered, “No” to question 12 were prompted with question 15. Of those 164 respondents, all but one responded to this question. Encouragingly, the majority of respondents replied that, while they did not personally manage digital preservation initiatives, there was someone at their institution charged with managing these responsibilities. In addition, 43 (26% of question respondents and 17% of overall respondents) definitely responded, “No,” while 33 (20% of question respondents and 13% of overall respondents) said, “Do not know.” This signals that a majority of respondents are aware of digital preservation initiatives at their institution. Expanding education efforts and outreach to the group who responded “Do not know,” may be the most effective approach. Many may not be aware of the right questions to ask in certain situations.

At what type of institution do you work?	Do not know	No	Yes	Grand Total
Academic Library	16	34	60	151
Other (please specify)	3	1	8	23
Other Library	3	1	1	9
Public Library	5	2	7	16

At what type of institution do you work?	Do not know	No	Yes	Grand Total
Publisher	6	2	7	26
Research Library		2	3	11
Third Party Preservation Agency				2
Vendor		1	1	4
Grand Total	33	43	87	242

Of the respondents that answered “Do not know” over half were from Academic Libraries. Of the Academic Library respondents, ten of those respondents checked that they manage electronic resources and six checked that they manage serials. This is a group that NASIG may have the greatest ability to reach.

Q16: Does your institution participate in any digital preservation services (LOCKSS, Portico, etc.)?

The survey defined digital preservation services as, “...an independent, unaffiliated organization that supports digital preservation initiatives. Examples include Portico and CLOCKSS.”

Response by type of institution:

At what type of institution do you work?	Do not know	No	Yes	Grand Total
No Response			1	1
Academic Library	23	62	64	149
Other (please specify)	6	13	4	23
Other Library	2	5	2	9
Public Library	8	5	3	16
Publisher	9	6	10	25
Research Library	1	5	5	11
Third Party Preservation Agency			1	1
Vendor		2	2	4
Grand Total	49	98	92	239

Takeaways: NASIG can play a major role in spreading awareness and promoting institutional knowledge about digital preservation initiatives. Targeting respondents who answered question 16 with “Do not know,” would be a focused start. Of Academic Library respondents who answered “Do not know”, a majority indicated that they were involved with acquisitions, electronic resources, and cataloging and metadata departments. Understanding their own institution’s priorities and involvement with digital preservation initiatives takes self-motivation. NASIG can provide these individuals with the basic understanding of these concepts and the right questions to ask collaborators and vendor/publisher partners. Marketing the Digital Preservation 101 Guide and committing to updating this guide on an annual basis is one recommendation.

Q17: Please list the preservation services your institution participates in:

Only the respondents who answered, “Yes” to question 16 were prompted to answer this question. These are the top five responses:

Preservation Service	Respondents
Portico	53
LOCKSS	33
CLOCKSS	23
HathiTrust	20
Internet Archive	7

The overall table of responses is included in Appendix B. Institutional repositories and internal networks were also frequent answers.

Q18: How does your institution participate in these digital preservation services? Check all that apply.

Only the respondents who answered, “Yes” to question 16 were prompted to answer this question. The choice of responses included: deposit content, financial support through membership fees, track preservation status of licensed electronic content, serve on initiative board or committee, and other (please specify). Overwhelmingly, the majority of respondents to this question checked “Financial support.”

Answer Choices	Percentage of Responses	Number of responses
Deposit content	60.92%	53
Financial support through membership fees	74.71%	65
Track preservation status of licensed electronic content	44.83%	39
Serve on initiative board or committee	12.64%	11
Other (please specify)	9.20%	8
Total respondents		87

For a complete list of short answer responses to, “Other (please specify), reference Appendix C.

Q19: Please describe, if you can, why your institution does not participate in any digital preservation services:

Only the respondents who replied, “No” or “Do not know” to question 16 were prompted with this question. This was a short-answer free text response question. For a complete list of short answer responses please reference Appendix D.

There were 81 short answer responses. A majority of respondents cited budget restraints and lack of staff as the reason why their institution does not participate in any digital preservation services. Many also cited that they are a preservation service or that their digital preservation needs are met internally.

A handful of responses cited lack of familiarity or awareness for digital preservation needs. Similarly, several responses included reference to lack of technical understanding or technical support for these initiatives.

A selection of responses:

- “While I recognize the importance of digital preservation, it's not something my institution feels it can financially support with our limited materials budget. We are also a smaller institution and our materials are more focused on retaining current access rather than perpetual access.”
- “Lack of time/money/staff; outlook of senior management is that this is not our "area of responsibility"”
- “Budget issues; Hard to get everyone at the institution on the same page; Hard for some administrators to see the value in it”

The takeaway from these responses suggests NASIG has a role to play in educating administrators about the value of supporting and investing in digital preservation initiatives. Whether this support comes through financial support for third party groups, staffing support, and professional development support, all options expand awareness and the overarching goal of expanding digital preservation.

Q20: Evaluate how much you trust these preservation services:

The final question of this section asked respondents to evaluate how much they trusted certain preservation services. Independent, third party services received mostly neutral responses. Institutional Repository and Publisher Repository received the highest number of disparate responses.

Publisher repository is synonymous with content management system in the context of this survey.

Overall Responses

Preservation Service	Highest level of trust	Mostly Trust	Neutral	Low level of trust	Do not trust	Total	Weighted average
CLOCKSS	23.64% 52	30.91% 68	45.45% 100	0% 0	0% 0	220	2.22
LOCKSS	22.83% 50	31.51% 69	44.75% 98	.91% 2	0% 0	219	2.24
Institutional Repository	16.89% 37	42.01% 92	35.16% 77	4.11% 9	1.83% 4	218	2.32
HathiTrust	25.45% 56	40% 88	32.27% 71	2.27% 5	0% 0	220	2.11
Portico	23.04% 50	30.41% 66	45.62% 99	.92% 2	0%	217	2.24
Publisher Repository	1.83% 4	16.44% 36	55.25% 121	21.92% 48	4.57% 10	219	3.11

Included in Appendix E are responses to each preservation service by respondent's type of institution.

Section 4: Barriers to Digital Preservation

In this section, the survey aimed for an understanding of barriers to the expansion of digital preservation initiatives at the institutional level, as well as perceptions around the responsibility for the preservation of digital scholarly content. The questions were chosen to highlight key blockers for institutions and inform relative prioritization and onus of any activities undertaken to address these.

Q21: Please rank the barriers to expanding digital preservation initiatives at your institution: (1=Highest Barrier, 5=Lowest Barrier)

The potential barriers presented to respondents were: institutional priorities, time, money, technical complexity, unclear understanding of responsibilities for digital preservation. “Money” was most frequently selected as the top barrier by the 216 respondents who fully or partially ranked these.

	1 Highest Barrier		2		3		4		5 Lowest Barrier	
Institutional priorities	26.47%	54	21.57%	44	19.12%	39	18.63%	38	14.22%	29
Time	17.07%	35	30.24%	62	26.34%	54	13.66%	28	12.68%	26
Money	40.48%	85	27.62%	58	17.62%	37	6.19%	13	8.10%	17
Technical complexity	3.85%	8	10.58%	22	25.96%	54	43.75%	91	15.87%	33
Unclear understanding of responsibilities for digital preservation	13.68%	29	10.85%	23	12.26%	26	16.51%	35	46.70%	99

The highest barrier to expanding digital preservation initiatives at respondents’ institutions was identified as cost: 69.1% of respondents cited money as the highest (40.48%) or second highest (27.62%) barrier. It can also be noted that institutional priorities were cited as the highest barrier by over a quarter of respondents (26.47%). These two factors may be related, with conflicting institutional priorities making the real or potential costs of digital preservation challenging to fund. This also correlates with the free text responses to Q19.

Fortunately, technical complexity (59.62% lowest or second lowest barrier) and having an unclear understanding of responsibilities for digital preservation (63.21% lowest or second lowest barrier) were not ranked as major barriers for the majority of respondents.

Time constraints were a clear consideration for a numbers of respondents, although these most frequently ranked as a second or third highest barrier (30.24% and 25.34% respectively, in both cases the highest select) rather than the primary consideration. This resulted in these potential barriers having a similar weighting, although less even distribution, in terms of consideration with institutional priorities – a correlation which might be expected.

Q22: In your opinion, with whom should the primary responsibility of preserving digital scholarly content lie?

The options presented to respondents were: libraries, publishers, consortia, third party digital preservation services, a combination of the above, other. Out of 220 respondents to this question, the majority (143, 65%) selected “a combination of the above.”

Type of Organization	Percentage of Responses	Number of Responses
Libraries	18.18%	40
Publishers	6.36%	14
Consortia	2.73%	6
Third party digital preservation services	3.64%	8
A combination of the above	65.00%	143
Other	4.09%	9

Nearly two thirds of respondents (65%) considered the responsibility for preserving digital scholarly content to be one shared between a combination of parties, clearly indicating that respondents identify that distributed and/or collaborative approaches to digital preservation are required. However, the second most frequent response (18.18%) was that libraries took primary responsibility, a response still significantly ahead of publishers (6.36%), third party services (3.64%), or consortia (2.73%).

Overall, the strong weighting towards a sharing of responsibilities and a small mix of “other” responses (9) may either indicate an appreciation of the complexity or confusion over how best to deal with this important issue between organizations. The text responses provided alongside selections of “other” indicate the split here, with responses divided between identifying a specific role for institutional archives and publishers (as the copyright holders and/or distributors). There may be a tension

between beliefs that academic institutions have a mandate to preserve research for the public good, while copyright holders might be generating the revenue that could fund doing so. This is perhaps a particular consideration, given the strongly identified barrier of cost in Q21.

Follow-up questioning might be needed to identify the reasoning behind responses and/or the split of responsible parties which respondents were considering when responding that a combination of parties shared this responsibility.

		In your opinion, with whom should the primary responsibility of preserving digital scholarly content lie?						
At what type of institution do you work?	Does your institution participate in any digital preservation services (LOCKSS, Portico, etc.)	A combination of the above	Consortia	Libraries	Other (please specify)	Publishers	Third party digital preservation services	Grand Total
Academic Library								
	Do not know	15	1	4		2		22
	No	35	1	9	3	7	2	57
	Yes	41	3	5	4	3	3	59
Academic Library Total		91	5	18	7	12	5	138
Other (please specify)								
	Do not know	3		2	1			6
	No	9		4				13
	Yes	2	1				1	4

In your opinion, with whom should the primary responsibility of preserving digital scholarly content lie?

At what type of institution do you work?	Does your institution participate in any digital preservation services (LOCKSS, Portico, etc.)	In your opinion, with whom should the primary responsibility of preserving digital scholarly content lie?						
		A combination of the above	Consortia	Libraries	Other (please specify)	Publishers	Third party digital preservation services	Grand Total
Other (please specify) Total		14	1	6	1		1	23
Other Library								
	Do not know	2						2
	No	5						5
	Yes	1						1
Other Library Total		8						8
Public Library	Do not know	3		3		1	1	8
	No	3		1				4
	Yes	2						2
Public Library Total		8		4		1	1	14
Publisher								
	Do not know	3		5				8
	No	3		1	1			5
	Yes	5		3		1		9
Publisher		11		9	1	1		22

In your opinion, with whom should the primary responsibility of preserving digital scholarly content lie?

At what type of institution do you work?	Does your institution participate in any digital preservation services (LOCKSS, Portico, etc.)	In your opinion, with whom should the primary responsibility of preserving digital scholarly content lie?						
		A combination of the above	Consortia	Libraries	Other (please specify)	Publishers	Third party digital preservation services	Grand Total
Total								
Research Library	Do not know	1						1
	No	3		2				5
	Yes	3						3
Research Library Total		7		2				9
Third Party Preservation Agency		1						1
	Yes						1	1
Third Party Preservation Agency Total		1					1	2
Vendor								
	No	2						2
	Yes	1						1
Vendor Total		3						3
Grand Total		143	6	40	9	14	8	220

Section 5: Additional information

Q23: Are you a member of NASIG?

A majority of respondents 132 or 54% were not members of NASIG. Of remaining respondents 86 or 35% were NASIG members while 26 respondents did not answer the question.

Q24: Please list any other professional organization you are a member of:

Top 5 Organization Responses

Organizations	Number of Responses: Collated	% of All Respondents
ALA	79	32%
ACRL	18	7%
SAA	12	5%
ALCTS	11	5%
AUP	10	4%

Many state and regional organizations such as OVGTSL (Ohio Valley Group of Technical Services Librarians) were common responses.

Takeaways and recommendations

The survey reaffirmed that NASIG has the potential to fill the gap in educating and providing outreach to information professionals regarding digital preservation initiatives and best practices. Spreading awareness through educational webinars, guides, articles and publications, and conference programming is well within the goals outlined in the NASIG mission.

Specifically, the survey highlighted three areas where NASIG could take direct action that would have a measurable impact on the information professional community.

1. Develop a Template or Model Preservation Policy

Question nine asked respondents, “Does your institution have a digital preservation policy?” The majority of respondents replied that their institution does not have a preservation policy. By creating a preservation policy template, the burden of developing a policy would be lifted off of members and their institutions, and provide individuals with a tool in educating administrators about the importance of digital preservation.

2. The Keepers Registry

Question eleven asked respondents to rank their familiarity with several third party preservation agencies or tools. The Keepers Registry received the highest number of “Not Familiar” or “First Introduction to this Service” responses. The Keepers Registry allows institutions to check the preservation status of e-journal content, and identify content in their collections or portfolios that may be a high risk for loss. The task force focused one of its guides on the Keepers Registry. A commitment to promoting and supporting this service, will give professionals the tools needed to evaluate their collection and better understand the scope of digital preservation coverage.

The task force learned of Jisc’s decision to cease funding and operating the Keepers Registry on April 24, 2019. The task force recommends that NASIG explore options for continuing this service.

3. Demonstrate need and importance to administrators

High costs and institutional priorities were listed as the highest barriers to digital preservation. In many organizations budgets and priorities are determined through administrators and their evaluation of needs. NASIG should target education

and outreach efforts to build understanding and influence around the importance of the these efforts.

NASIG's support in creating a preservation policy model and promoting the Keepers Registry would also have influence in demonstrating the need and importance of digital preservation initiatives to administrators. Implementing a preservation policy may be one step towards educating administrators about the importance of digital preservation. Additionally, running a Keepers Registry analysis of a collection, analyzing the results and highlighting titles at a high risk of loss may spur administrators to reevaluate the level of support for digital preservation initiatives at their institution.

There are two additional takeaways worth mentioning. The lack of familiarity regarding TRAC Certification and the number of respondents who replied that their digital preservation needs are met internally implies that the profession would benefit from a repository standard that is a more approachable/understandable/obtainable alternative to TRAC Certification. This would be an opportunity to collaborate with NASIG partners. Also, some of the responses indicate a need to address whether or not digital preservation initiatives and standards should be different for born digital or digitized content. The short answer responses to question 18 in Appendix C indicate a real or perceived need for different approaches, skills, or support for born digital versus digitized content.

Conclusion

Overall the survey responses reaffirmed some of the work the task force has already accomplished, and supported assumptions based off of anecdotal evidence. Most significantly, the survey highlighted that information professionals see digital preservation as a collaborative effort between libraries, publishers, and independent organizations. During the print era, libraries were undoubtedly in charge of preserving the scholarly record. In the print and electronic era some of that responsibility has shifted, and a collaborative approach, while it presents significant challenges, may be the most successful approach to securing digital preservation in this era.

Appendices

Appendix A: Question 14 – Job Description Text

Job Description responses to Q14: The Task Force is very interested in the text of job descriptions pertaining to digital preservation. Please include digital preservation job description text if applicable:

Example 1

Assist in planning and implementing digitization projects.

- a. Satisfactory performance is achieved when the following are completed:
 - i. Digitization priorities are implemented.
 - ii. Collaboration occurs with the Special Collections Librarian to provide the necessary software to store digital content and to implement the project.
 - iii. Students who assist with scanning are trained and supervised.
 - iv. Digitized material is maintained in updated, accessible formats and in dark archival storage.

Example 2

POSITION PURPOSE: This Digital Collections Archivist I position supports the institution's digital and digitized collections by leading work to manage and preserve the records over time; assisting with new acquisitions and access; collaborating on digital access issues and initiatives; and contributing to projects with external partners.

RESPONSIBILITIES:

1. Lead the preservation of digital and digitized collections within the division.
 - 1.A. Plan and carry out day-to-day preservation activities related to the institution's digital collections, including all work related to the preservation repository, network storage, and backups.
 - 1.B. Develop, document, and implement appropriate processes and workflows related to digital collection acquisition, management, preservation, and access.
 - 1.C. Document all digital collections with preservation plans, scheduling and carrying out related activities as necessary over time.
 - 1.D. Work closely with Enterprise Technology staff to identify, acquire, and maintain necessary technological infrastructure to support the preservation program.
 - 1.E. Handle submissions from digitization vendors/partners related to archival collections, including file inventory, storage, and tracking contractual conditions relating to use.
2. Participate in the acquisition, processing, and cataloging of digital collections.
 - 2.A. Assist with new acquisitions, including appraisal, processing, and creation of

- access copies, by providing tools, training, guidelines, and hands-on work.
- 2.B. Advise and train staff on best practices and processes related to formats and other digital issues.
 - 2.C. Manage special workstation and equipment for safely evaluating incoming digital files, including training staff as to proper use.
 - 2.D. Advise recordkeepers and donors on issues related to digital materials.
3. Participate in activities related to providing online access to collections.
- 3.A. Work with curators and catalogers to help determine the best means of providing access to digital materials.
 - 3.B. Advise on media appraisal and digitization for preservation and access.
 - 3.C. Advise on mass and on-demand digitization of the archival collections.
 - 3.D. Coordinate digital access volunteer program activities, including index and digital image work for online use.
4. Provide expertise on digital-related topics (e.g., digital preservation, digitization, digital archival practice) to the division, the public, and external partners.
- 4.A. Stay abreast of trends, best practices, and advances in technologies and archival practices related to digital collections.
 - 4.B. Assist with creation of digital strategies, policies, and processes.
 - 4.C. Collaborate with staff and external partners on institutional initiatives and projects with digital components.
 - 4.D. Promote the program and digital collections, and share general knowledge through presentations, social media, and other means.

RELATIONSHIPS:

The Digital Collections Archivist I works collaboratively on a wide range of activities relating to digital and digitized collections. The incumbent works not only with department colleagues, but with others across the division and institution such as curators, librarians, information technology staff, as well as external partners, vendors, and donors.

KNOWLEDGE, SKILLS AND ABILITIES:

Minimum Qualifications:

Bachelors degree plus three years experience working with digital collections in a professional setting OR masters degree in library/information science, archival studies, or a related field plus two years professional experience with digital collections in an archival setting or equivalent.

Experience with digital collection activities such as file integrity checks, migration, and conversion.

Experience working with digital media such as floppy disks, external hard drives, and

DVDs.

Experience developing and implementing digital archives processes and workflows.

Example 3

"Creates, maintains, and updates digital preservation standards and best practices within the library. " Under Minimum Qualifications: "Knowledge of current trends in digital library development, digitization standards and preservation, and rights management issues relating to digital materials."

Example 4

Reporting to the Head of Preservation Services, the Head of Digital Preservation develops, leads, and administers programs and services that meet and anticipate the digital preservation needs of the library community

Example 5

University Archives

- a. Coordinates the development and maintenance of the digital University Archive using CONTENTdm.
- b. Trains and delegates indexing of the university's archival materials to other library personnel.
- c. Edits and uploads indexing records to online database.
- d. Maintains online search forms for the University Archives.

Example 6

Develops long term planning and policies for digital preservation and access initiatives. Establishes policies and priorities for digital preservation, imaging services, online access, born-digital archival processing, and resource development in line with the goals of the Libraries

Example 7

- 2.1 To prepare policies and procedures relating to preservation of digital records
- 2.2 To prepare policies and procedures relating to access to digital records (including intellectual copyright issues)

2.3 To advise on appropriate measures to manage and preserve corporate born-digital records

2.4 To help provide advice on digital preservation to partners and external users (e.g. community archive projects)

2.4 As required, to liaise with Archives staff, other County Council staff and external groups relating to digital collections and online service development

2.10 To undertake other reasonable duties such as delivering training to staff on digital preservation and outreach work as required by the County and Diocesan Archivist

Example 8

"converts digital files from pdf to epub specifications or arranges for vendors to do so works with a digital asset management company to distribute ebooks to over a dozen vendors with different requirements, verifies that all previously published books are available at all vendors, and keeps up with developments in the new field of ebook publishing which change constantly."

Example 9

To support the development of digital preservation within the Modern Records Centre (MRC) and the Library. To develop and deliver policies and guidance for the preservation of digitised and born -digital material across the University. Duties and Responsibilities: 1. To manage, develop and implement policies and procedures, including the long term deployment of appropriate standards, for the effective preservation of digital materials (including digitised and born-digital content) across the University of Warwick. To oversee the operational management of digital preservation policies and procedures within the Modern Records Centre (MRC) and Library. 2. To prepare, process and manage digital materials (digitised and born-digital content) deposited in the MRC; advise on formats, methods of transfer, receipt and storage; to process deposits using appropriate systems/software (e.g. Archivematica). 3. To advise and train colleagues in MRC and the Library on issues relating to digital preservation, covering policies and practical requirements as appropriate, including systems, tools and workflows, etc. as well as the preparation of files for preservation and metadata requirements. 4. To liaise with other relevant colleagues across the University, including staff responsible for corporate records (including records management in Governance), research data, University archives and IT Services, to promote relevant policies and provide advice, guidance and support in digitisation and the management and access of digital materials (digitised and born-digital content). To work with appropriate University

colleagues to develop and implement a strategy on corporate records and provide training on file management, file transfer and digital preservation in general. 5. To keep up-to-date with developments in digital preservation through CPD and to help shape developments in this field.

Miscellaneous responses to Q14:

1. As a purchaser for our periodicals collection in paper and electronic format, preservation and perpetual access is an important issue for collection development.

2. My entire job description is about digital preservation.

3. It was not specified as part of my job description in the grant I work under, but I have assumed responsibility for the preservation as it was originally described under another position within the grant: "...streamlining the flow of information from the host of each [digital project] published by the Press to the [institutional digital repository]. Periodic web archiving of each site and data archiving of the underlying data as well as the code books for each publication are essential elements of this archiving effort. This dark archive will not be accessible during the period of the grant and will only be triggered in the event that regular access to the content is interrupted. Each [digital project] published will be represented in the web archive of [the institutional digital repository], as a dark archive during the life of the [digital publication] itself. The data (and codebooks) of each [digital project] will be made easily accessible on the basis of a Creative Commons license, Attribution-NonCommercial-ShareAlike (CC BY-NC-SA). In addition, this...staff person will coordinate the creation of metadata for the archived material, including references to secondary articles, including critical reviews, of the publications for the [institutional digital repository] and the long-term preservation of the publication; this metadata would be publicly accessible. Our assumption is that the architecture, data, UI, context statements, and functional specifications for each publication along with the underlying data are important elements of the deposit to the [institutional digital repository] and open for re-use and re-mix by other digital humanities and computational social sciences projects; this information would be publicly accessible. This new position would work most closely with the Digital Library Services Manager [of the institutional digital repository], but also with metadata specialists in the [library's] Technical Services Division, and the Media Preservation Unit's specialists as required."

4. Sorry, it is a very tough sell with the management team to get them to think about digital preservation.
5. Digital preservation as part of our disaster plan
6. Continue to lead and support digital preservation services
7. I only deal with digital preservation if it has anything to do with serials.
8. this institution understands the need for digital preservation and is in the process of developing an RFP for a digital preservation system. At this time, areas interested include special collections, university archives, and information technology. we have yet to determine where the responsibility of digital preservation will be assigned.
9. The purpose of this role is to support the implementation and development of digital asset management including management of digitisation processes, digital object management, preservation, and to progress the discovery of an innovative and user led interface to digital collections.
10. [It's part of my job but not written in the job description]
11. Please appreciate that when I started "digital archives" the word "digital" was hardly current...
12. This was previously part of my official job description. It is still my job but unofficially and low priority: Develops, coordinates, and monitors the tracking of perpetual access rights to e-journal holdings from LOCKSS, Portico, JSTOR, Project Muse, and publisher packages.
13. Because I am involved in the scanning and in making the digital content accessible it feels like digital preservation of scanned material will be my responsibility
14. Archive Service Product Manager

Appendix B: Question 17 – Short Answer Responses

Q17: Please list the preservation services your institution participates in:

Response	Normalized number of times mentioned
portico	53
lockss	33
clockss	23
hathitrust	20
internet archive	7
Blank	5
archive-it	4
digital preservation network	3
aptrust	2
digital commons	2
dpla	2
institutional repository	3
preservica	2
adpnet (alabama digital preservation network)	1
aserl scholars trust	1
bepress archive	1
bibliovault	1
Do not know	4

Response	Normalized number of times mentioned
cgi-dpn	1
considering clockss	1
contentdm	1
crl	1
digital preservation coalition	1
gln	1
govdocs pln	1
https://ec.europa.eu/cefdigital/wiki/display/cefdigital/earchiving	1
knowledge bank.	1
libsafe	1
local preservation infrastructure	1
maintaining master files on network storage	1
metarchive initiative	3
omeka	1
online archive of california	1
pkp pn	1
portage network	1
samvera community	1
uk e-legal deposit and web archiving groups	1
virtual library of virginia	1
we have our own preservation services which we commit to supporting	1
westvault	1

Appendix C: Question 18 – Short Answer Responses

Q18: How does your institution participate in these digital preservation services? Other (please specify) responses:

- Developer time
- Provide scientific and technical support
- Serve as a node for some of these initiatives
- subscription
- We ARE a digital preservation service.
- We are a node
- We are in the process of tracking preservation status of licensed electronic content
- at least the above

Appendix D: Question 19 – Short Answer Responses

Q19: Please describe, if you can, why your institution does not participate in any digital preservation services:

- No money
- Individual members do this
- Some people prefer to re-invent the wheel
- Small staff and money
- lack of funds
- Lack of interest, I suppose
- We are a medium-sized academic library that in the past did not have a research focus. We do have an active Archival preservation program and local repository.
- Not enough staffing
- many resources were not available in any digital preservation services.
- We have our own instance of DSpace for our institutional repository.
- The library and archives does use Archvie IT for the museum's website and will soon begin using Archive Space
- No comment
- Budget and priorities - cost.
- We have no IR at our institution, nor do we digitize anything ... yet. We have been talking about these initiatives and hope to get something in writing within the next two years.
- There is no formal position that includes digital preservation, so there has been no one to spearhead learning about and selecting a service. Our budget has also been flat or decreasing for several years, so any paid service would be difficult to implement.
- We are a new library, in our second year, and it hasn't really been on the radar yet.
- Lack of staff time and funds to even consider participating.
- We are not a collecting institution. We very recently launched a digital dark archive service for our digitization partners to help preserve the master files produced during digitization projects. We are using Archivematica and Amazon Glacier. Our partners are all very small, severely under resourced organizations. They are spending their limited resources to digitize, but not doing a good job of managing their master files (so many files have disappeared over the years). We needed a solution that was affordable. This is not the type of content/service you

are interested in hearing about. Sorry about that. But our system members do include academic libraries (all of them are small), so we are interested in all things digital preservation. Most of them aren't thinking about DP and if they are, they are overwhelmed by it. Opportunities for training around approachable/doable solutions (or where to start) are desperately needed in our region.

- We store our own content on our server.
- I am not entirely sure, but I presume it's because they are so busy with other pressing issues.
- Small library, depend on electronic resources from vendors for the digital preservation
- We looked into various services and the cost to participate and/or purchase a server is prohibitive, especially for a smaller institution like ours. Also, we do not have the technical support we would need.
- We are in the process
- Budget issues; Hard to get everyone at the institution on the same page; Hard for some administrators to see the value in it
- Money
- We do digital preservation, in that we try to provide back-ups of in-house created digital content, but I wasn't sure if that's what you meant. We don't have a specific staff person devoted to this role. I back up the repository, special collections staff do their best to preserve our digitized spec coll content. It's somewhat ad hoc.
- Funding
- We use a combination of bepress Archive and internal network storage to maintain our files. We have determined that this is sufficient for our digital preservation needs.
- Portico arrangement was unworkable. Did not care for working with them. Poor value. Large time investment for us. Have not tried LOCKSS.
- Funding
- We do subscribe to the OCLC Digital Archive for our locally digitized resources, but I'm not sure that service fits your definition.
- Expense, staffing, and time
- Our institution does not have an institutional repository yet and has not been very interested in preserving its archives and publications (newsletters).
- budget
- small corporate library & concerns about privacy & sharing
- Our needs are currently met in-house.

- We are on the way, and we have had projects in Denmark about digital preservation - long term preservation. Just now we are applying for money to a implementation project.
- We have not had a digital preservation strategy for modern (licensed) material until now. We also hesitate to enter now, and instead enter when more of "our" titles have triggered.
- While I recognize the importance of digital preservation, it's not something my institution feels it can financially support with our limited materials budget. We are also a smaller institution and our materials are more focused on retaining current access rather than perpetual access.
- Lack of time and resources. Print copies preserved at Library.
- We have no budget or support to participate. We are working on digitizing our unique collections, but are reliant on off-site companies that offer free services.
- We're at the beginning of addressing preservation. We also have an extremely limited budget.
- We like the idea of maintaining control of our subscribed content. LOCKSS comes closest to the level of preservation we have for our physical collection - once we buy it, we own it for as long as it lasts. But we don't have sufficient technical resources to implement a LOCKSS box and even if we did, few vendors support it. Publishers do favor CLOCKSS and Portico because the trigger events are more restrictive. During the first few years of the projects, they were almost never triggered, although more recently some journals have been triggered. Our campus invested in a Scholarly Communication Librarian to help build our campus IR and we are now publishing our first journal in partnership with the School of Education. We're thinking about CLOCKSS but other initiatives that more directly support Open Access and discoverability (e.g. Crossref membership) are higher priorities for our limited funding for IR related services.
- The management team doesn't see the need to invest in this kind of planning at this time.
- We are an academic publisher, and leadership is wary of open access and keeping our business sustainable. However, we are trying to keep our works digitally in print to the extent possible.
- Money. We are a very small library compared to most NASIG libraries.
- Mostly money. We do everything in-house because we cannot afford to outsource.
- My institution is part of a municipal government that, at this point, handles all such needs in-house.
- It's not a priority for us. We don't have much of a need for digital preservation at this time (I'm not sure what we would preserve?). We also have no budget for digital preservation initiatives.

- Lack of familiarity with these services
- It has never been enough of a priority for the library to invest
- Expense
- We don't have a dedicated position leading digital preservation efforts. At this point, we've had some groupthink type discussions, but nothing concrete has come of them.
- Digital preservation is not a priority at my institution at this current time
- Cost, staff time
- Time, money, awareness
- We are still figuring out how to preserve our local digital resources, and haven't had a chance to explore digital preservation on a wider scale.
- we r more into cost-cutting and management want us to do everything without buying any service.
- Lack of awareness. New to this area. We are however members of the Digital Preservation coalition (DPC)
- Don't have the staffing for it yet.
- Too many titles we have are not covered
- We're seeking to hire an IR specialist presently
- Only recently got a preservation librarian and we will begin participation soon.
- I work for an archive where we function as our own digital preservation service.
- Not a library / digital preservation services not geared towards born digital design records
- it is under consideration
- insufficient budget and time, lack of awareness. We are working on scanning some of our archival material and school publications.
- Cost was seen by administration as too high.
- Too much to do already. Our archivist manages the IR, but aside from that we do not have the resources.
- We haven't tackled it yet. Still building our digital program. Also, we're a city agency with different rules/practices than academic libraries.
- staffing limitations, older service models, aging librarians, insulated thinking
- Digital preservation has not been a part of this library's mission. There are not adequate staff/resources to undertake digital preservation projects.
- No staff to dedicate to keeping tabs. No perceived need.
- Lack of time/money/staff; outlook of senior management is that this is not our "area of responsibility"
- NA
- We are currently searching for a new archivist and it would be part of their job duties to set up for us.

- We did participate in Portico and LOCKSS. Portico became unaffordable during the great recession, and LOCKSS was problematic because of server storage space needs, upgrades and so forth. The staff person managing the ingestion did not feel it was worth our time.
- We provide a preservation service for our partner institutions / "customers"
- We have onsite digital preservation services
- No need

Appendix E: Question 20 – Preservation Service, Level of Trust Charts

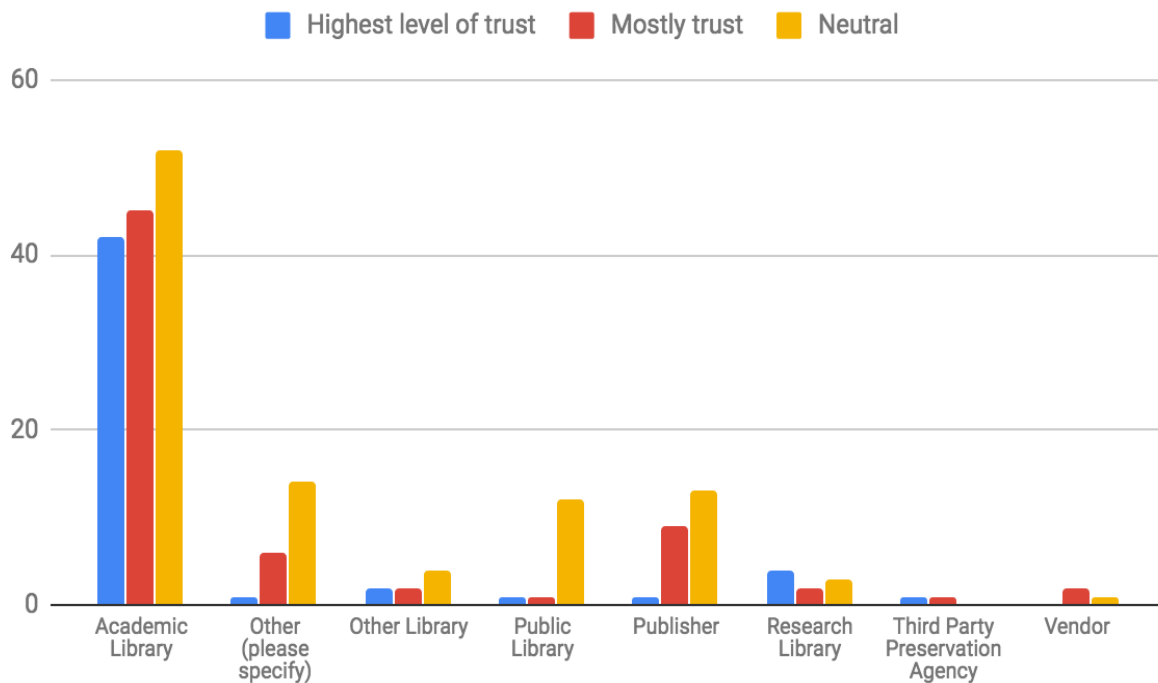
Q20: Evaluate how much you trust these preservation services

Each chart details the responses to each preservation service by the respondent's type of institution.

CLOCKSS

Type of Institution	Highest level of trust	Mostly trust	Neutral	Grand Total
Academic Library	42	45	52	139
Other (please specify)	1	6	14	21
Other Library	2	2	4	8
Public Library	1	1	12	14
Publisher	1	9	13	23
Research Library	4	2	3	9
Third Party Preservation Agency	1	1		2
Vendor		2	1	3
Grand Total	52	68	100	220

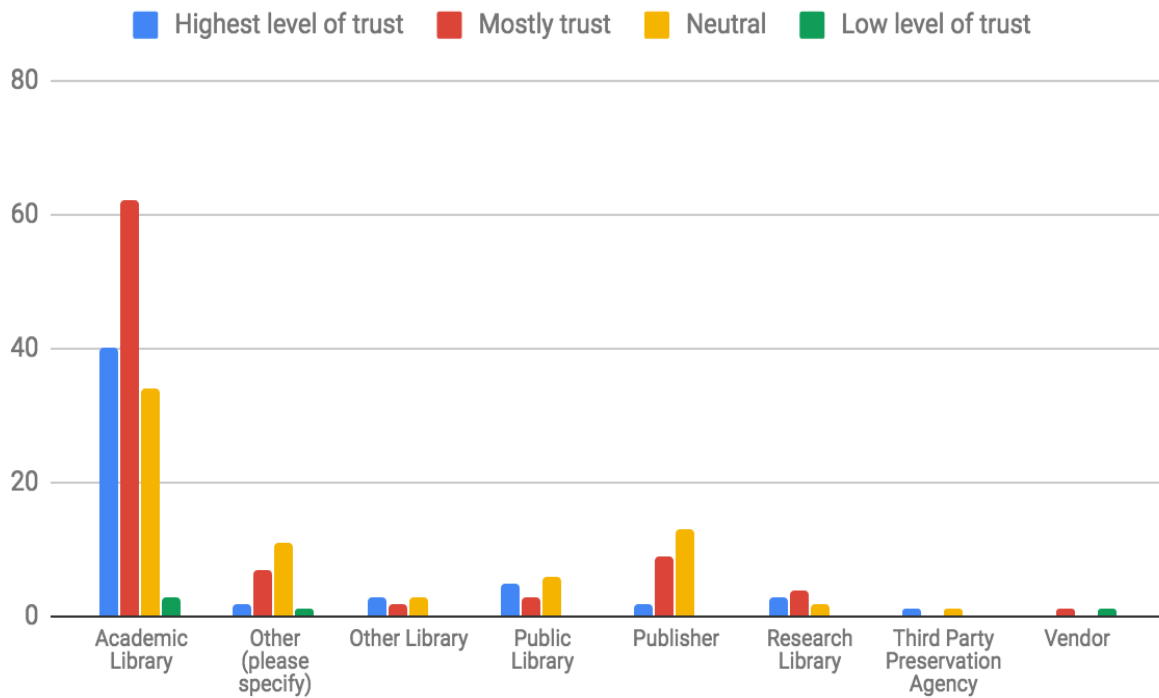
CLOCKSS: Level of Trust by Respondent's Type of Institution



HathiTrust

Type of Institution	Highest level of trust	Mostly trust	Neutral	Low level of trust	Grand Total
Academic Library	40	62	34	3	139
Other (please specify)	2	7	11	1	21
Other Library	3	2	3		8
Public Library	5	3	6		14
Publisher	2	9	13		24
Research Library	3	4	2		9
Third Party Preservation Agency	1		1		2
Vendor		1		1	2
Grand Total	56	88	71	5	220

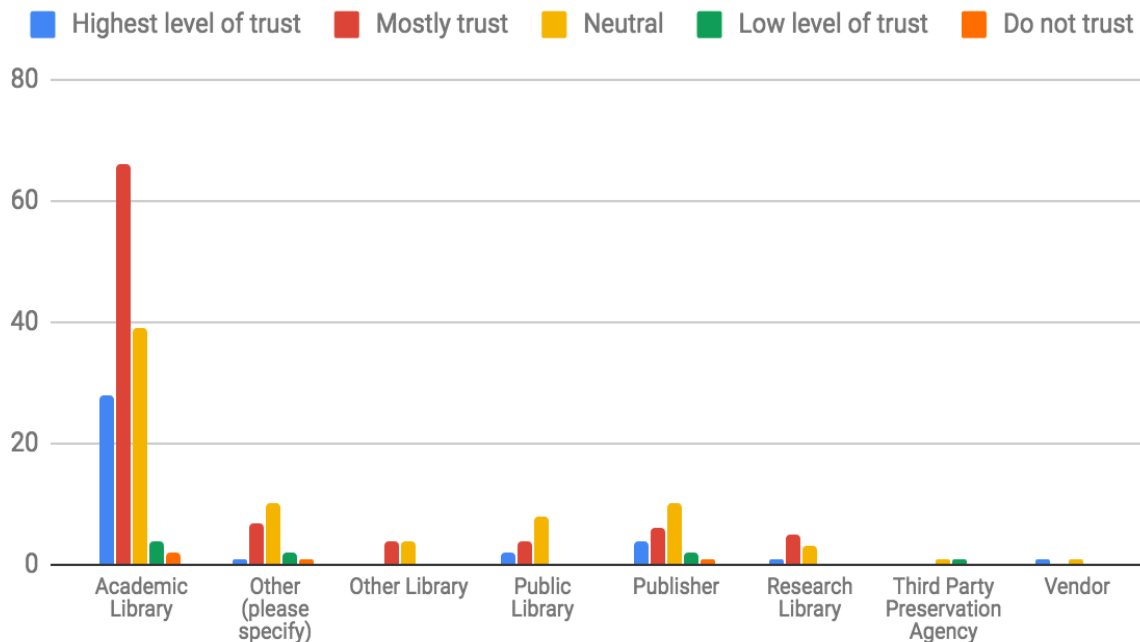
HathiTrust: Level of Trust by Respondent's Type of Institution



Institutional Repository

Type of Institution	Highest level of trust	Mostly trust	Neutral	Low level of trust	Do not trust	Grand Total
Academic Library	28	66	39	4	2	139
Other (please specify)	1	7	10	2	1	21
Other Library		4	4			8
Public Library	2	4	8			14
Publisher	4	6	10	2	1	23
Research Library	1	5	3			9
Third Party Preservation Agency			1	1		2
Vendor	1		1			2
Grand Total	37	92	77	9	4	219

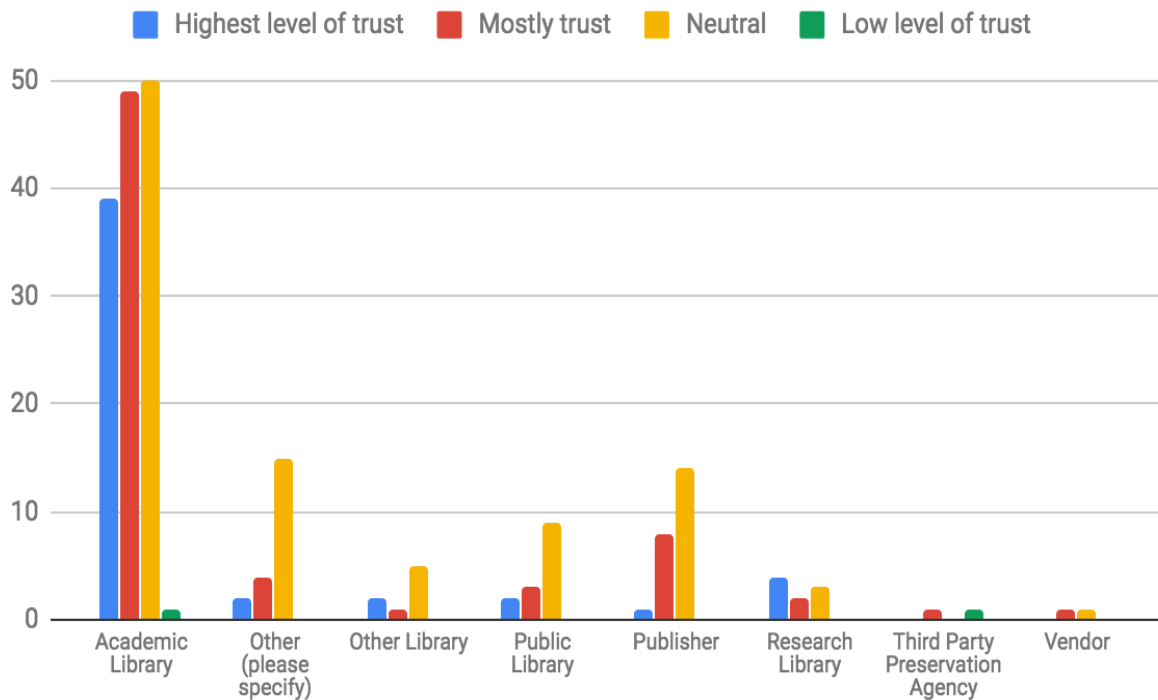
Institutional Repository: Levels of Trust by Respondent's Type of Institution



LOCKSS

Type of Institution	Highest level of trust	Mostly trust	Neutral	Low level of trust	Grand Total
Academic Library	39	49	50	1	139
Other (please specify)	2	4	15		21
Other Library	2	1	5		8
Public Library	2	3	9		14
Publisher	1	8	14		23
Research Library	4	2	3		9
Third Party Preservation Agency		1		1	2
Vendor		1	1		2
Grand Total	50	69	98	2	219

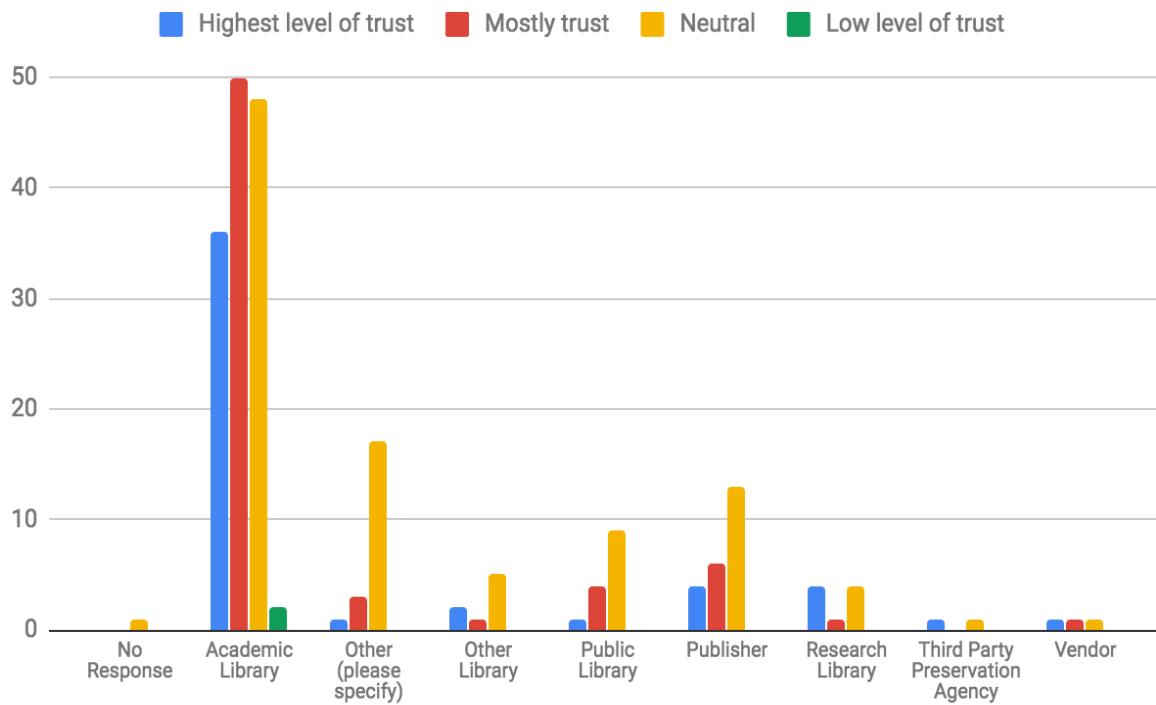
LOCKSS: Level of Trust by Respondent's Type of Institution



Portico

Type of Institution	Highest level of trust	Mostly trust	Neutral	Low level of trust	Grand Total
No Response			1		1
Academic Library	36	50	48	2	136
Other (please specify)	1	3	17		21
Other Library	2	1	5		8
Public Library	1	4	9		14
Publisher	4	6	13		23
Research Library	4	1	4		9
Third Party Preservation Agency	1		1		2
Vendor	1	1	1		3
Grand Total	50	66	99	2	217

Portico: Level of Trust by Respondent's Type of Institution



Publisher Repository

Type of Institution	Highest level of trust	Mostly trust	Neutral	Low level of trust	Do not trust	Grand Total
Academic Library		22	77	33	6	138
Other (please specify)		3	14	5		22
Other Library			6	2		8
Public Library	1	3	5	3	2	14
Publisher	3	5	13	2	1	24
Research Library		2	4	2	1	9
Third Party Preservation Agency			1	1		2
Vendor		1	1			2
Grand Total	4	36	121	48	10	219

Publisher Repository: Levels of Trust by Respondent's Type of Institution

