

**Survey Results  
& Analysis**

for

**Next Generation Technical Services: Image  
Collections**

**Tuesday, November 03, 2009**

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## **Executive Summary**

This report contains a detailed statistical analysis of the results to the survey titled *Next Generation Technical Services: Image Collections* . The results analysis includes answers from all respondents who took the survey in the 8 day period from Monday, October 19, 2009 to Monday, October 26, 2009. 17 completed responses were received to the survey during this time.

# Survey Results & Analysis

**Survey:** Next Generation Technical Services: Image Collections

**Author:** NGTS Unique Collections Team

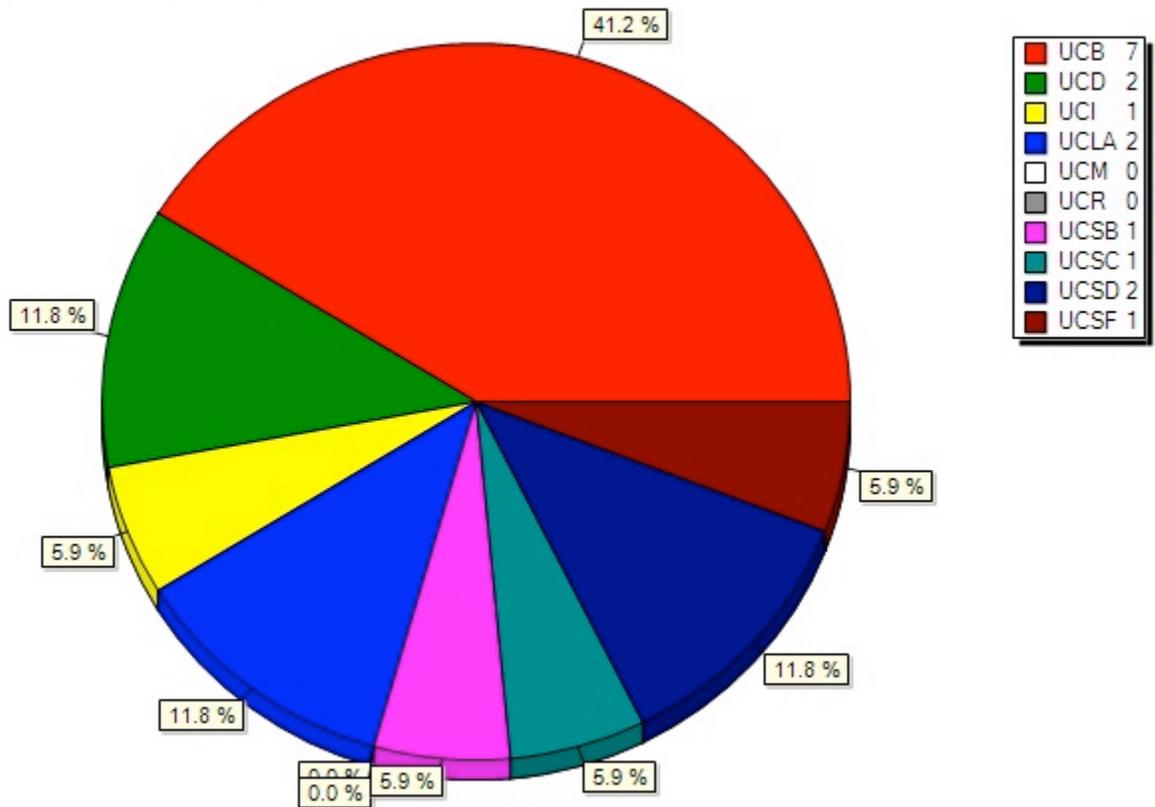
**Filter:**

**Responses Received:** 17

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## 1) Please select your campus:

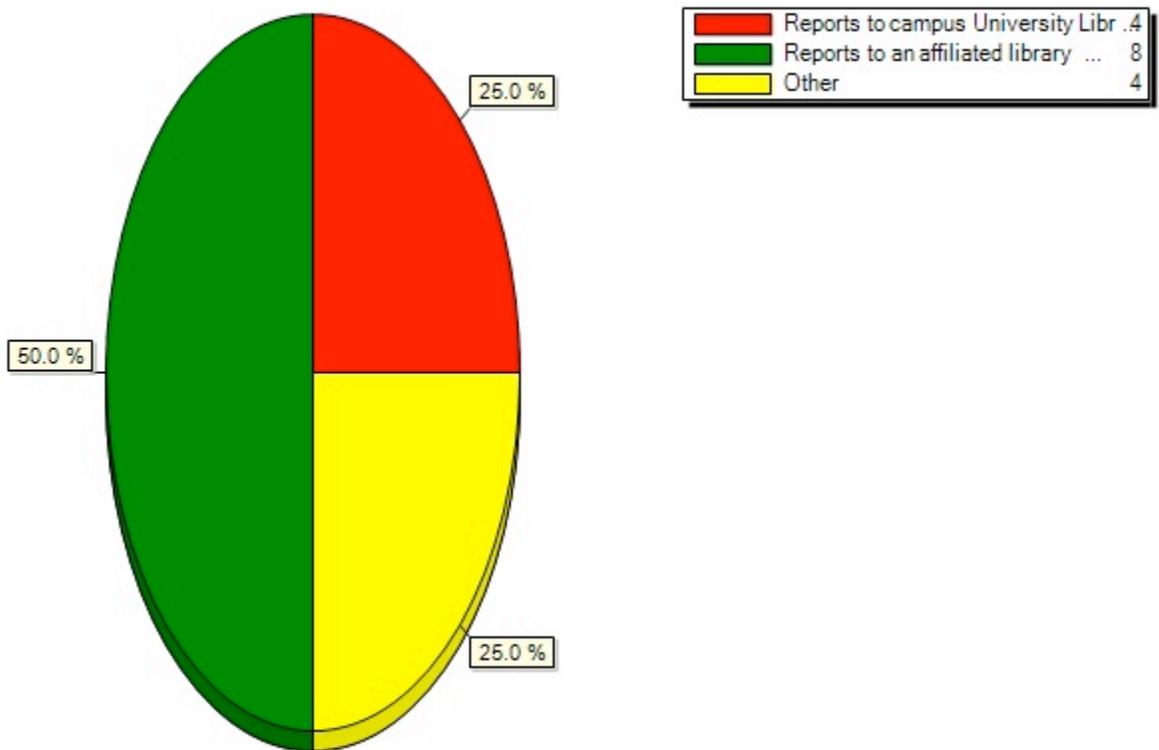
1) Please select your campus:



**2) What is the name of your department?**

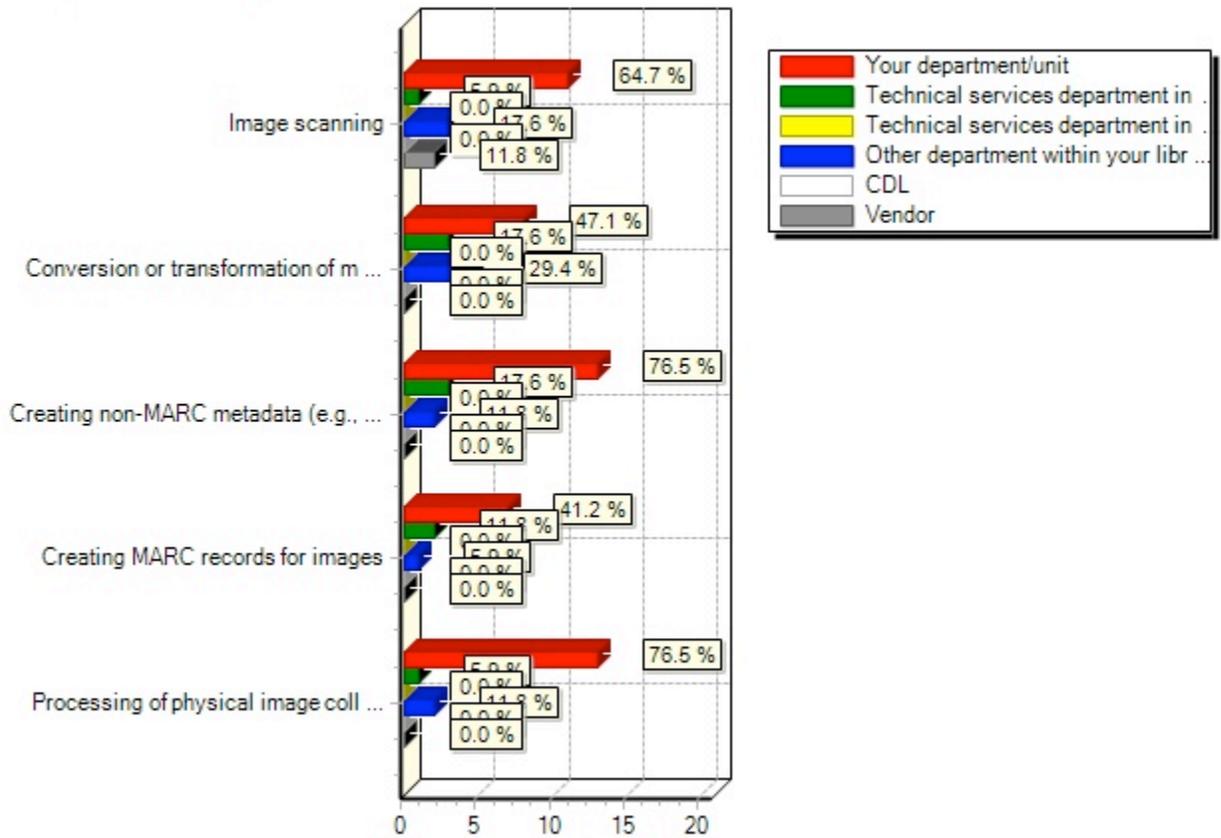
**3) What is your administrative reporting structure?**

**3) What is your administrative reporting structure?**



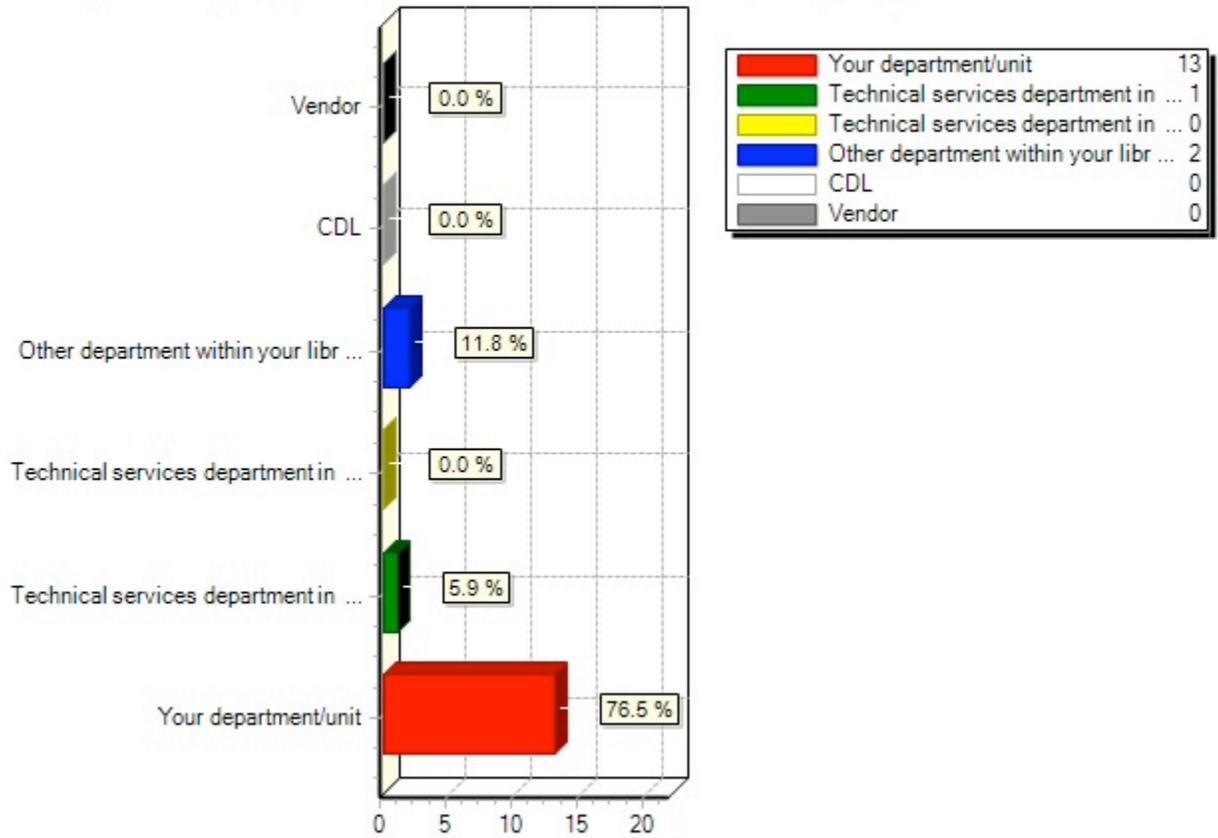
## 4.1) Location of activity

4.1) Location of activity



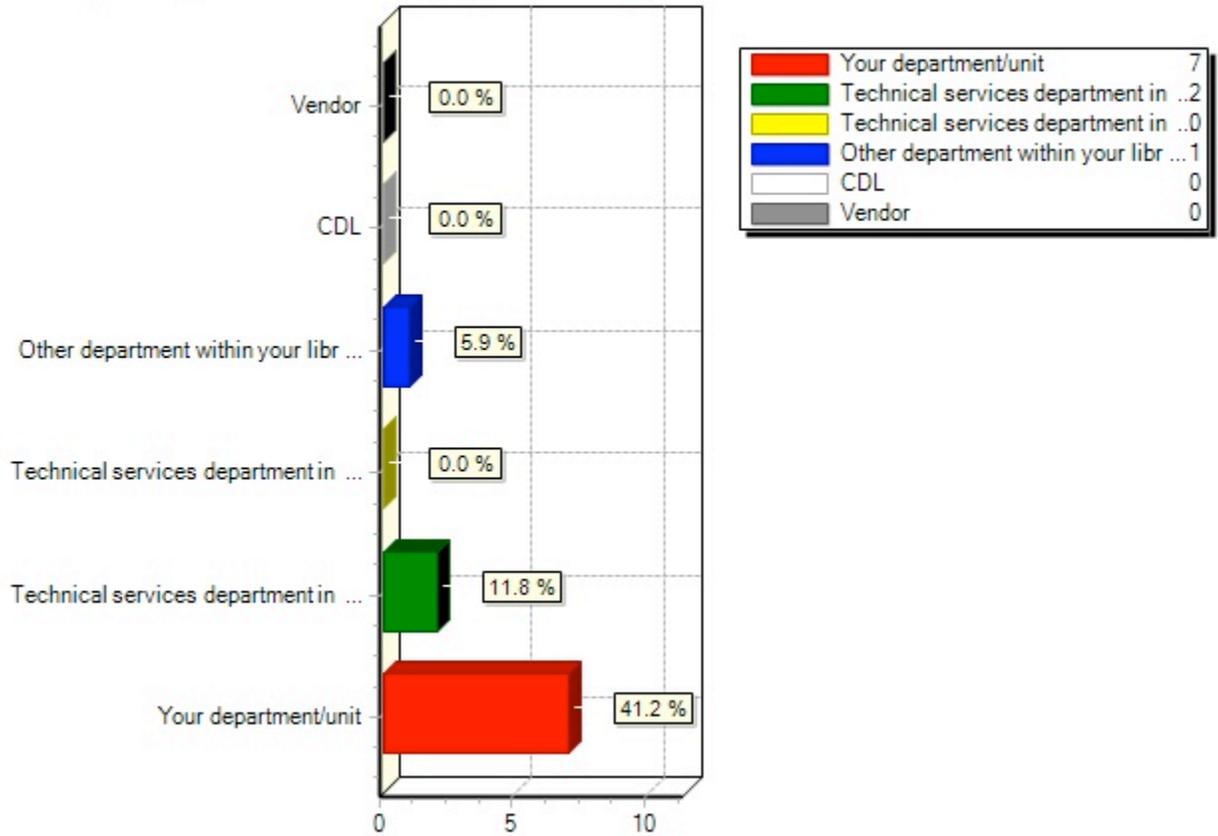
### 4.1.1) Processing of physical image collections (arrangement, housing, labeling, etc.) (Location of activity)

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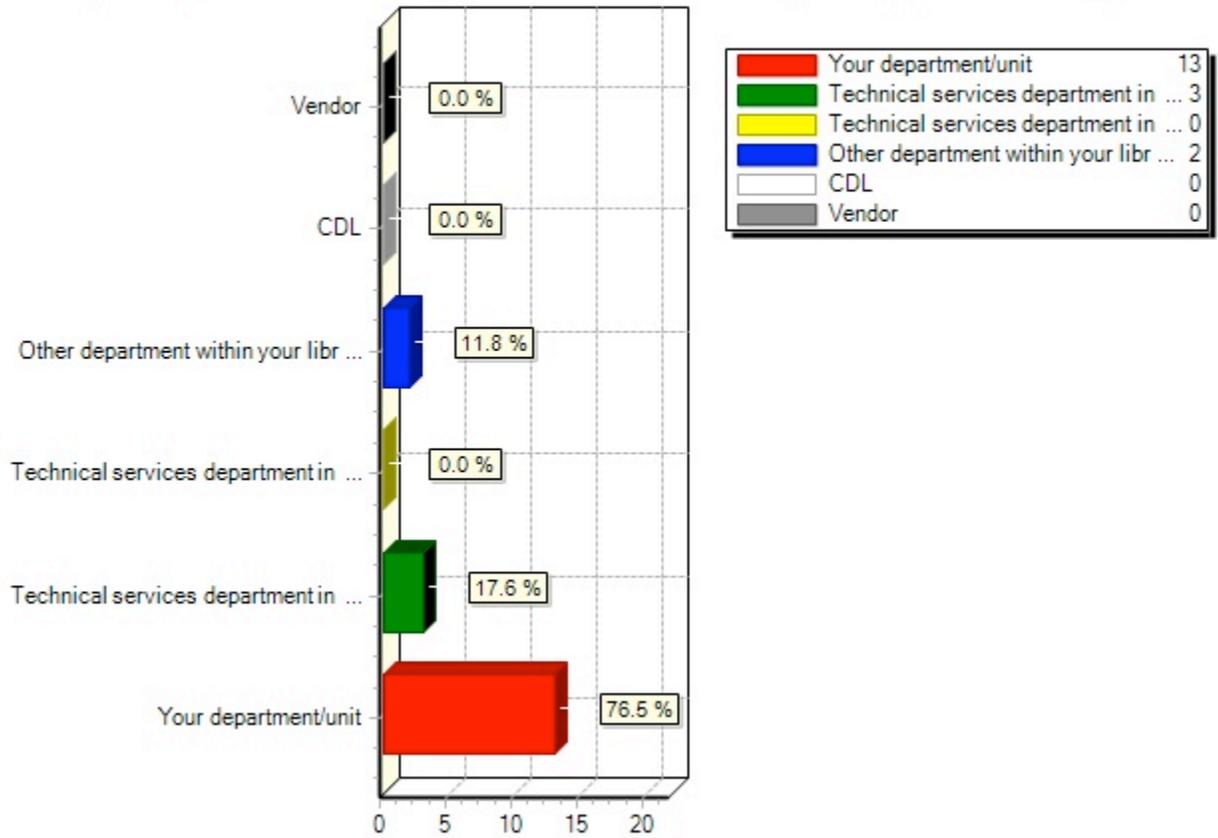
### 4.1.2) Creating MARC records for images (Location of activity)

4.1.2) Creating MARC records for images(Location of activity)



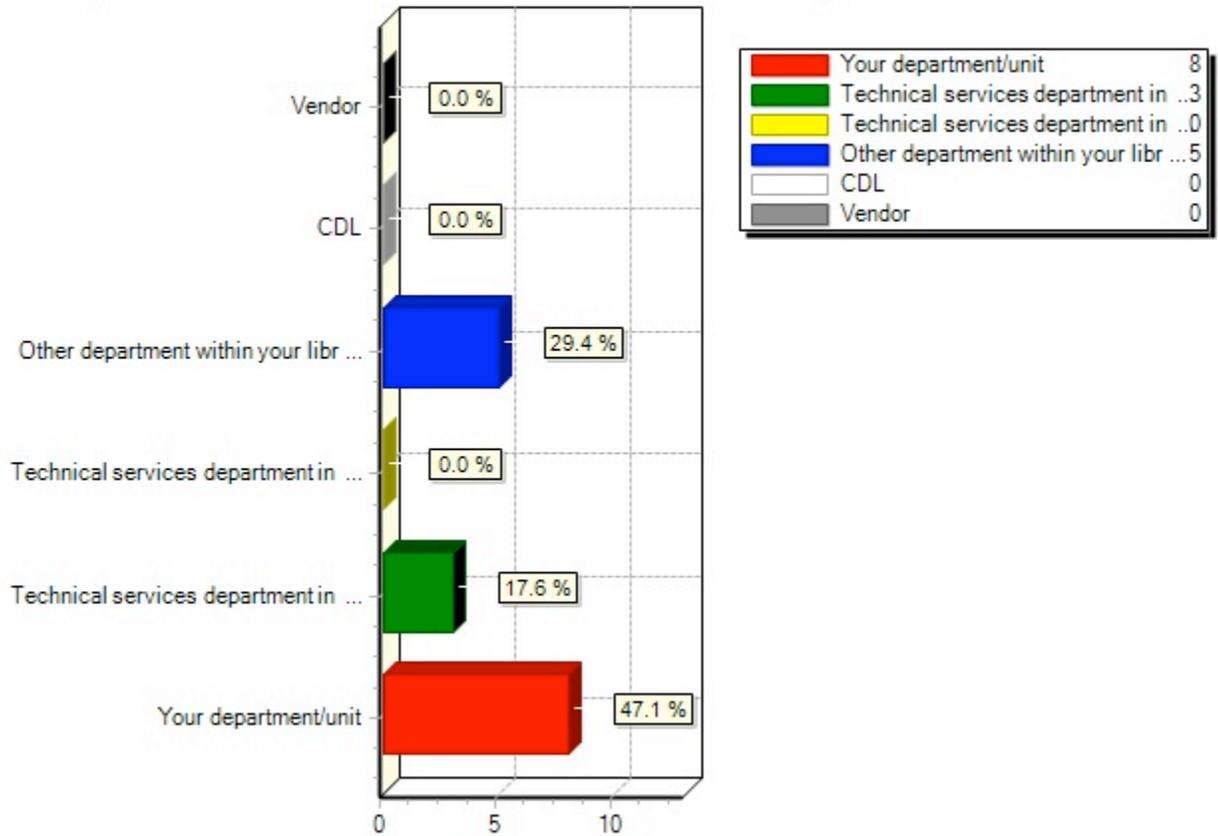
### 4.1.3) Creating non-MARC metadata (e.g., MODS, VRA Core, Dublin Core) for images (Location of activity)

4.1.3) Creating non-MARC metadata (e.g., MODS, VRA Core, Dublin Core) for images(Location of activity)



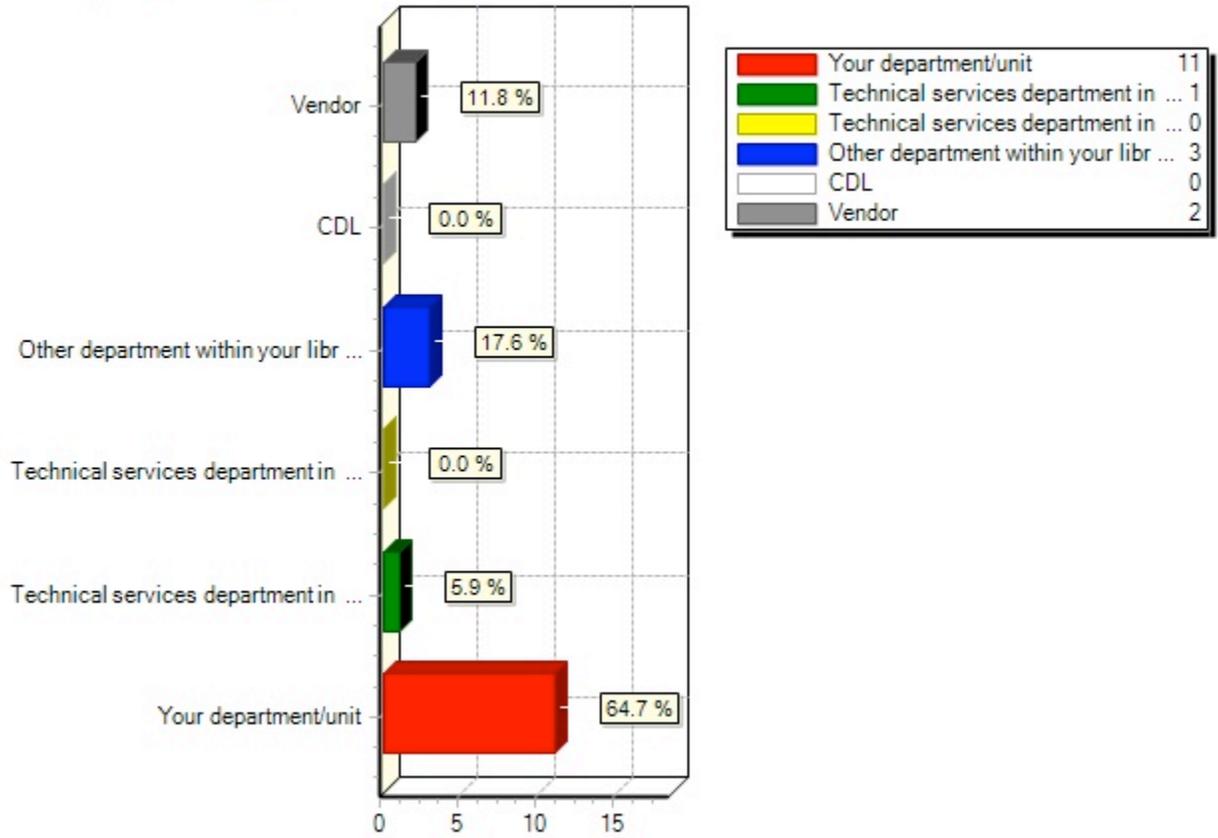
#### 4.1.4) Conversion or transformation of metadata from one format to another (e.g., tab-delimited file to MARC) (Location of activity)

4.1.4) Conversion or transformation of metadata from one format to another (e.g., tab-delimited file to MA



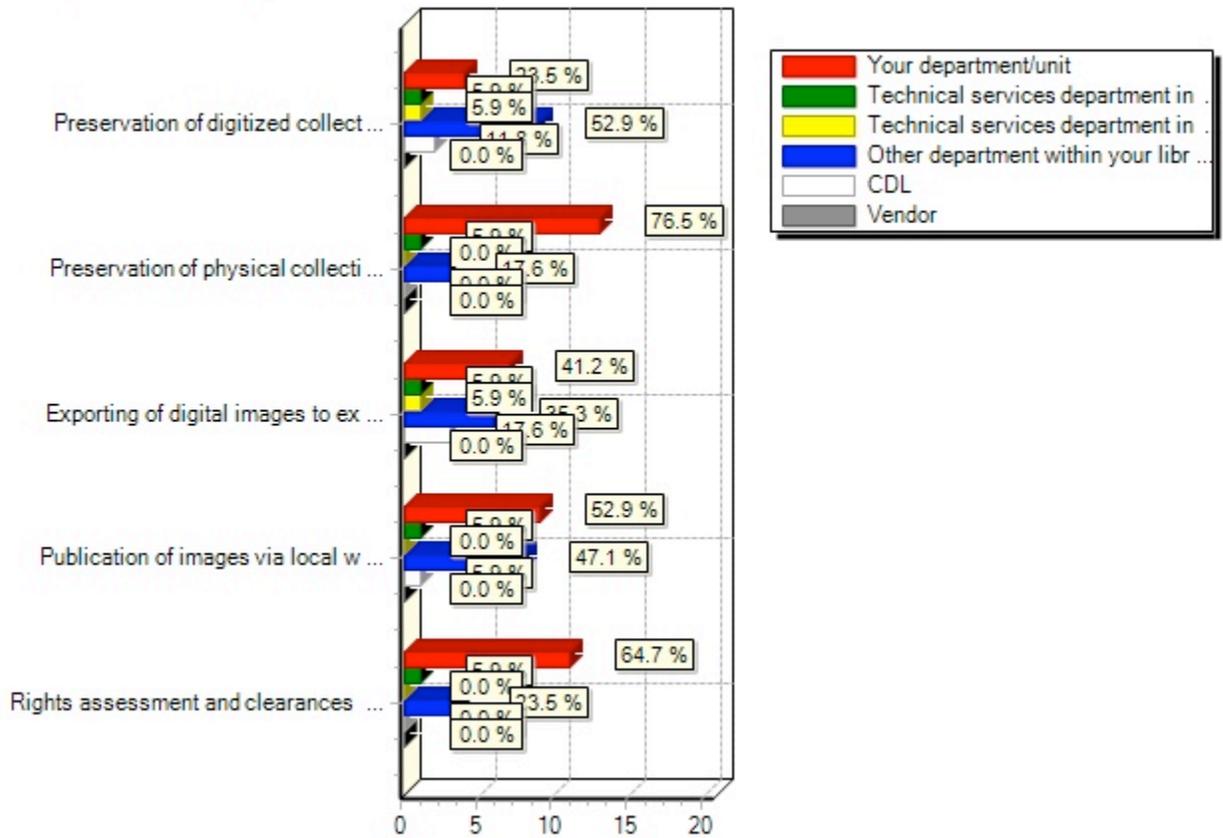
### 4.1.5) Image scanning (Location of activity)

4.1.5) Image scanning(Location of activity)



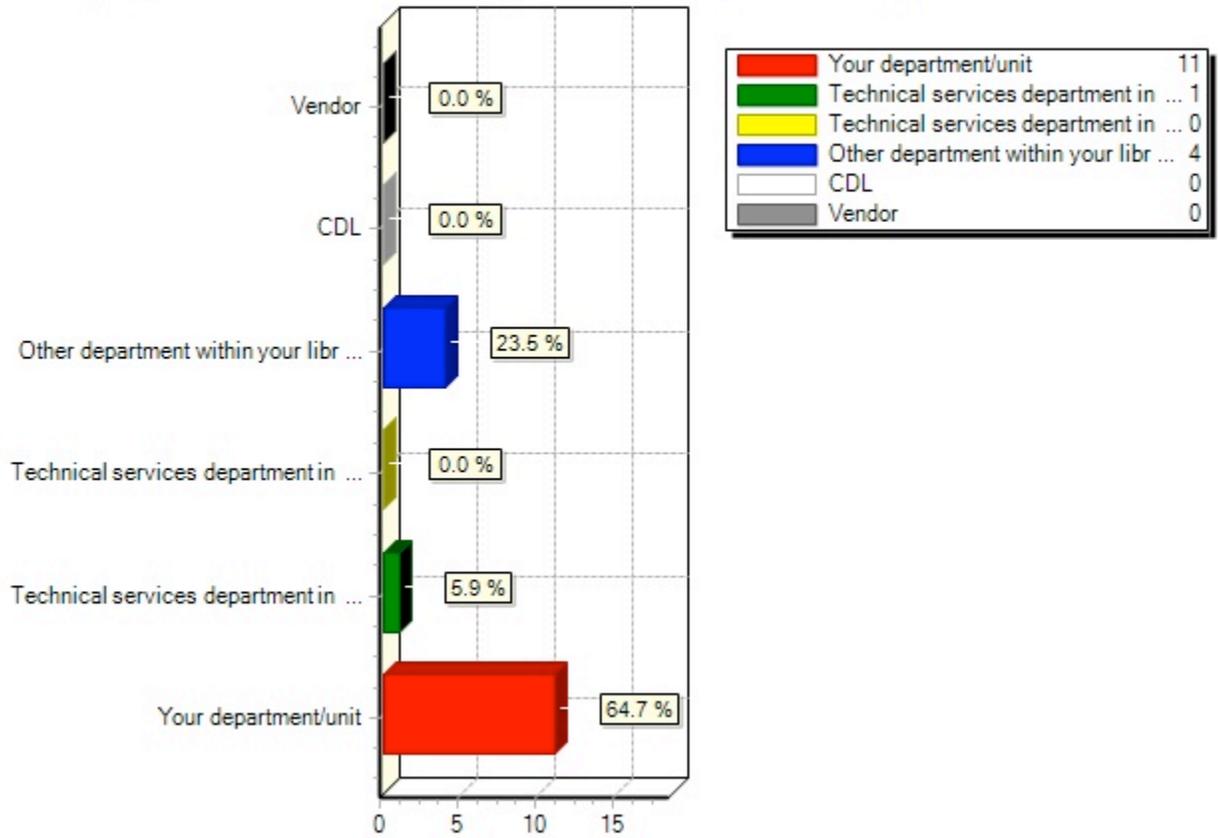
## 5.1) Location of activity

### 5.1) Location of activity



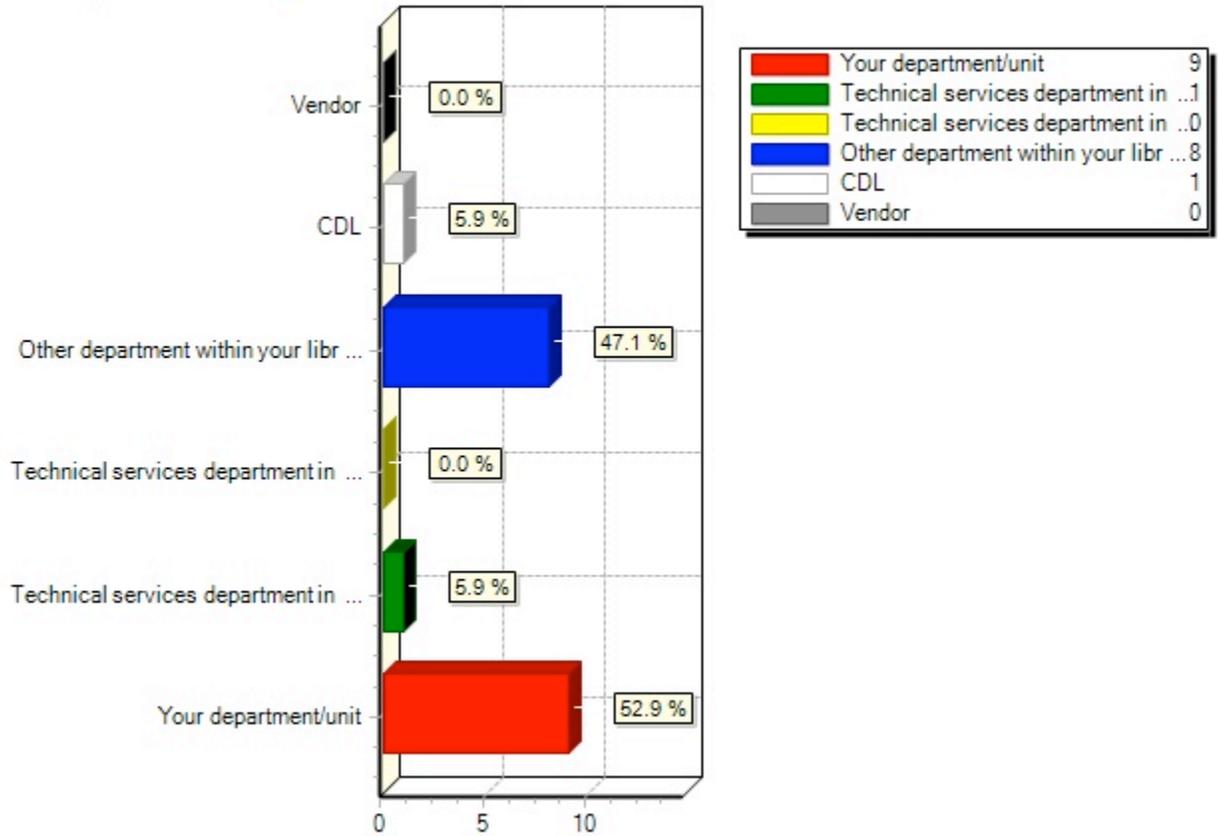
### 5.1.1) Rights assessment and clearances for publication of images (Location of activity)

5.1.1) Rights assessment and clearances for publication of images(Location of activity)



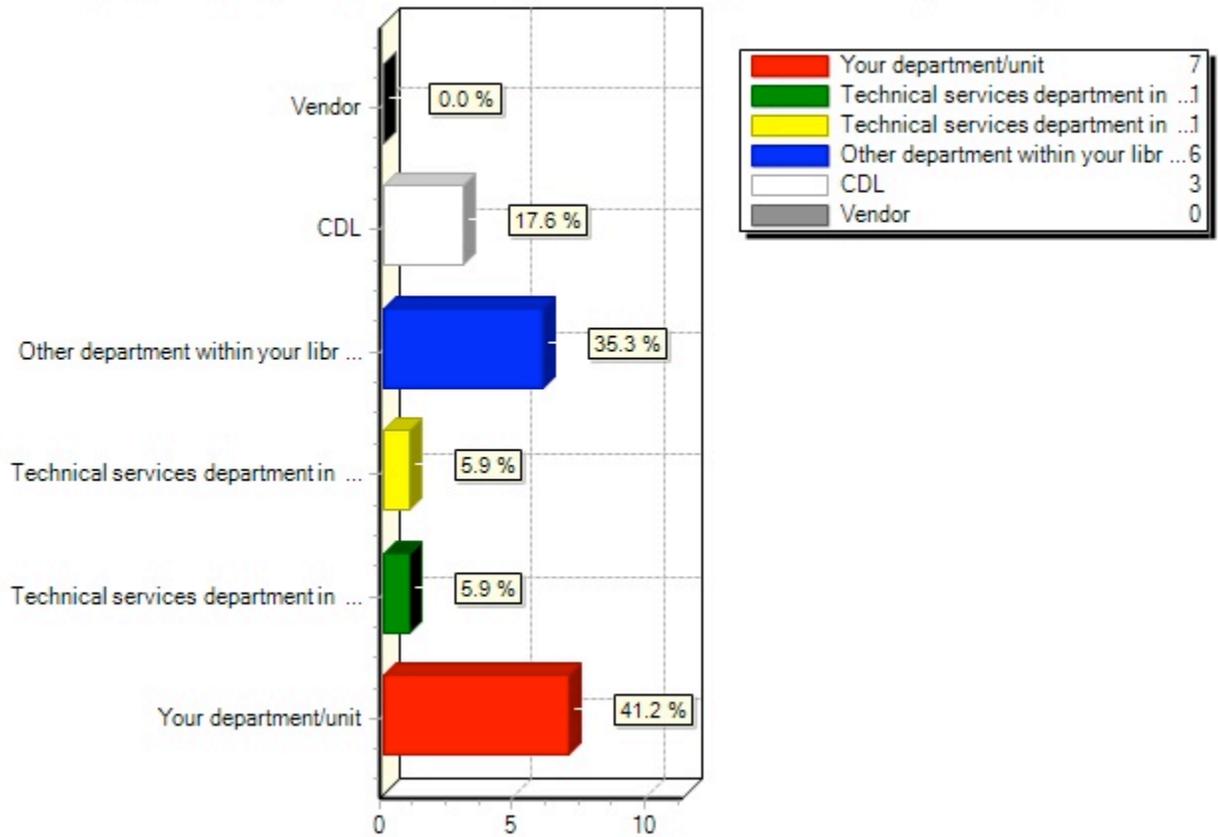
## 5.1.2) Publication of images via local websites (Location of activity)

5.1.2) Publication of images via local websites(Location of activity)



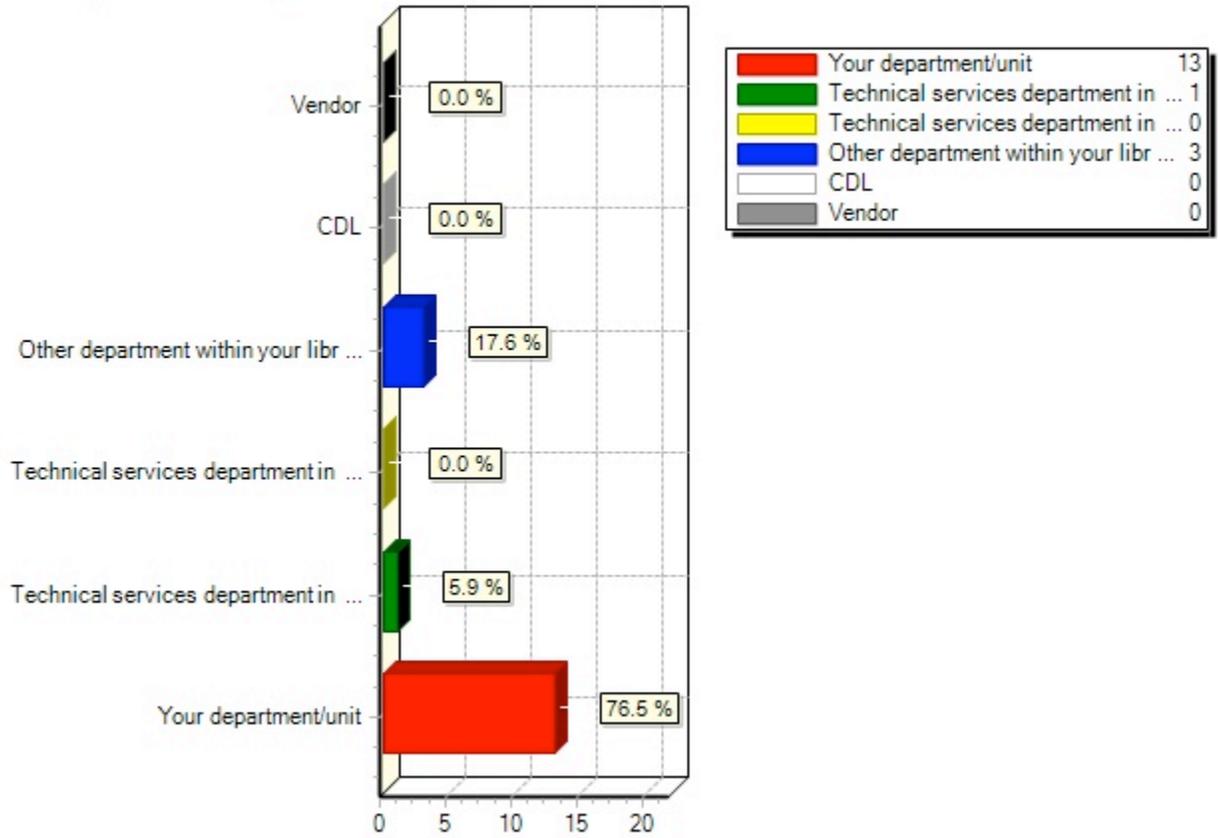
**5.1.3) Exporting of digital images to external organizations/service providers, for online publication (e.g., CDL, OCLC WorldCat, ARTstor, etc.) (Location of activity)**

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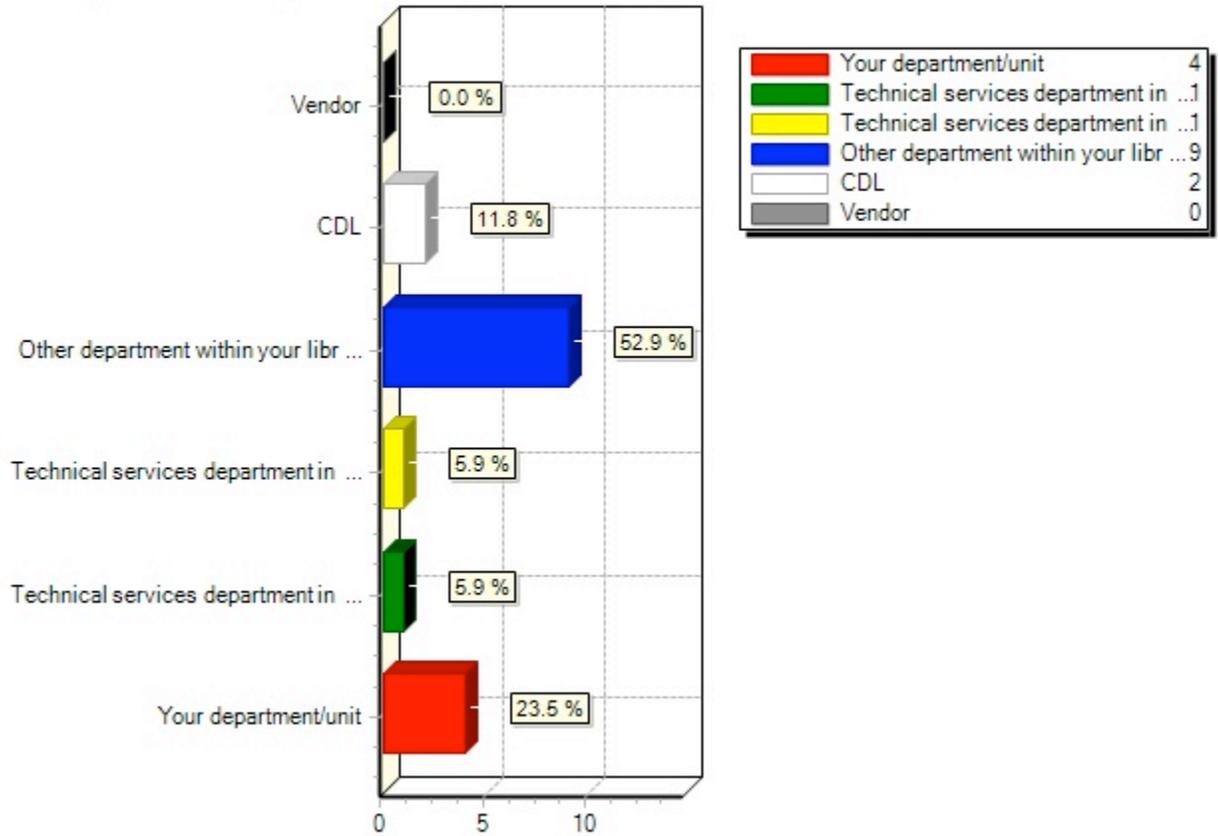
### 5.1.4) Preservation of physical collections (Location of activity)

5.1.4) Preservation of physical collections(Location of activity)



### 5.1.5) Preservation of digitized collections (Location of activity)

5.1.5) Preservation of digitized collections(Location of activity)



**6) Approximately how many FTE are involved in accessioning and processing your image collections? (FTE of 1.0 represents full-time; a FTE of 0.5 represents half-time).**

<b>Your department staff: professional FTE</b>	<b>Your department staff: paraprofessional FTE</b>	<b>Other library staff: professional FTE</b>	<b>Other library staff: paraprofessional FTE</b>
	0.4		
4.5			
2	3		
.5 FTE			
	2 FTE (several part time positions)		1.25 FTE (several part time positions)
2	3	.25	.5
0.5	0.25	0	0
1			
2 .9 (93%) FTE			
1 temporary archivist whose appointment ends February 9, 2010.			
<0.10	<0.10		
.2		.2	
1.25	0.5		
.05	0	0	0
.02			

**6.1) Your department staff: professional FTE(Aproximately how many FTE are involved in accessioning and processing your image collections? (FTE of 1.0 represents full-time; a FTE of 0.5 represents half-time).)**

<b>Your department staff: professional FTE</b>
4.5
2
.5 FTE
2
0.5
1
2 .9 (93%) FTE
1 temporary archivist whose appointment ends February 9, 2010.
<0.10
.2
1.25
.05
.02

**6.2) Your department staff: paraprofessional FTE(Aproximately how many FTE are involved in accessioning and processing your image collections? (FTE of 1.0 represents full-time; a FTE of 0.5 represents half-time).)**

<b>Your department staff: paraprofessional FTE</b>
0.4
3
2 FTE (several part time positions)
3
0.25
<0.10
0.5
0

**6.3) Other library staff: professional FTE(Aproximately how many FTE are involved in accessioning and processing your image collections? (FTE of 1.0 represents full-time; a FTE of 0.5 represents half-time).)**

<b>Other library staff: professional FTE</b>
.25
0
.2
0

**6.4) Other library staff: paraprofessional FTE(Aproximately how many FTE are involved in accessioning and processing your image collections? (FTE of 1.0 represents full-time; a FTE of 0.5 represents half-time).)**

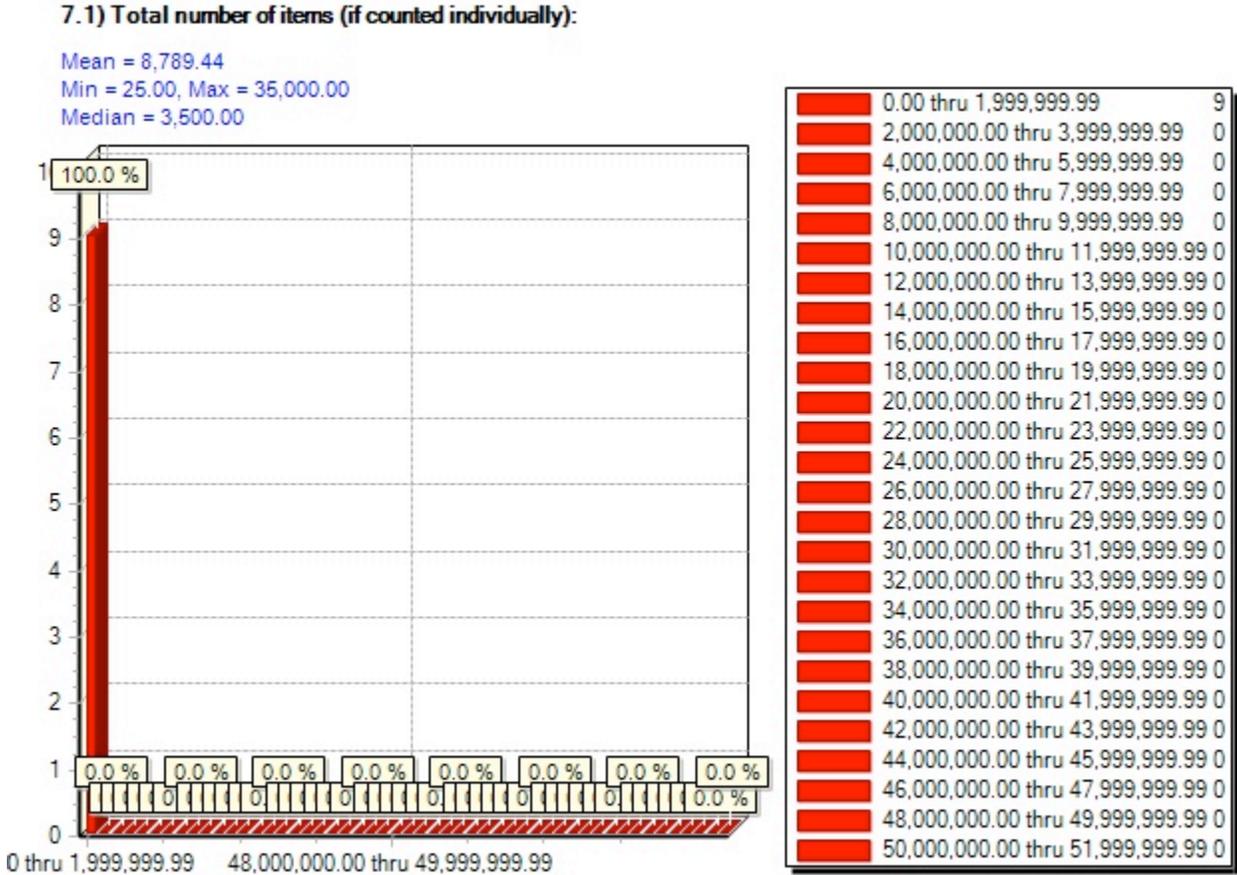
<b>Other library staff: paraprofessional FTE</b>
1.25 FTE (several part time positions)
.5
0
0

**7) Aproximately how many image resources does your department acquire in an average year?**

<b>Total number of items (if counted individually):</b>	<b>Total linear feet (if measured in linear feet):</b>	<b>Additional comments</b>
6000		
		Acquire 1 or 2 collections per year; size varies from 1 linear foot to 200 linear feet
10000		

35000		
2500		
3500	(all digital)	
2000	10	
80		
20000	50	
	25	photographic materials, moving image materials.
		unknown (images are acquired in many different units: some in the library, some outside the library)
25		

**7.1) Total number of items (if counted individually):(Approximately how many image resources does your department acquire in an average year?)**



**7.2) Total linear feet (if measured in linear feet):(Approximately how many image resources does your department acquire in an average year?)**

<b>Total linear feet (if measured in linear feet):</b>
(all digital)
10
50
25

**7.3) Additional comments(Approximately how many image resources does your department acquire in an average year?)**

<b>Additional comments</b>
Acquire 1 or 2 collections per year; size varies from 1 linear foot to 200 linear feet
photographic materials, moving image materials.
unknown (images are acquired in many different units: some in the library, some outside the library)

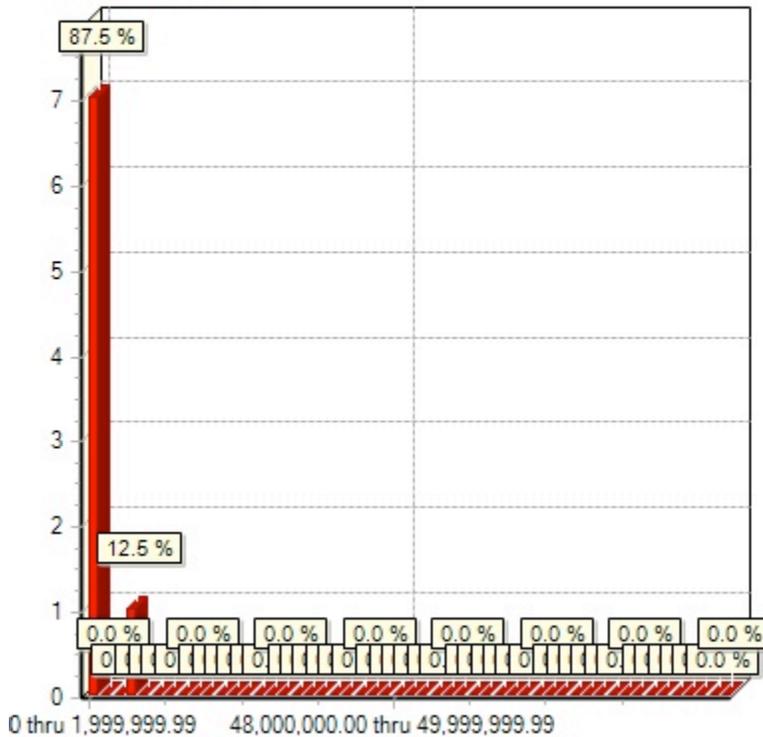
**8) Approximately how many items/linear feet are currently unprocessed in your holdings?**

<b>Total number of items (if counted individually):</b>	<b>Total linear feet (if measured in linear feet):</b>	<b>Percentage of collections (counted individually or in linear feet):</b>	<b>Additional comments</b>
0	0	1	
	3		
500000			
6000000			
8400			
100000	80	75	
10000			
	50	1	
	30	40	
1600000		99	
	1,800	16	
			unknown
1	1	1	

**8.1) Total number of items (if counted individually):(Approximately how many items/linear feet are currently unprocessed in your holdings?)**

**8.1) Total number of items (if counted individually):**

Mean = 1,027,300.13  
 Min = 0.00, Max = 6,000,000.00  
 Median = 55,000.00



0.00 thru 1,999,999.99	7
2,000,000.00 thru 3,999,999.99	0
4,000,000.00 thru 5,999,999.99	0
6,000,000.00 thru 7,999,999.99	1
8,000,000.00 thru 9,999,999.99	0
10,000,000.00 thru 11,999,999.99	0
12,000,000.00 thru 13,999,999.99	0
14,000,000.00 thru 15,999,999.99	0
16,000,000.00 thru 17,999,999.99	0
18,000,000.00 thru 19,999,999.99	0
20,000,000.00 thru 21,999,999.99	0
22,000,000.00 thru 23,999,999.99	0
24,000,000.00 thru 25,999,999.99	0
26,000,000.00 thru 27,999,999.99	0
28,000,000.00 thru 29,999,999.99	0
30,000,000.00 thru 31,999,999.99	0
32,000,000.00 thru 33,999,999.99	0
34,000,000.00 thru 35,999,999.99	0
36,000,000.00 thru 37,999,999.99	0
38,000,000.00 thru 39,999,999.99	0
40,000,000.00 thru 41,999,999.99	0
42,000,000.00 thru 43,999,999.99	0
44,000,000.00 thru 45,999,999.99	0
46,000,000.00 thru 47,999,999.99	0
48,000,000.00 thru 49,999,999.99	0
50,000,000.00 thru 51,999,999.99	0

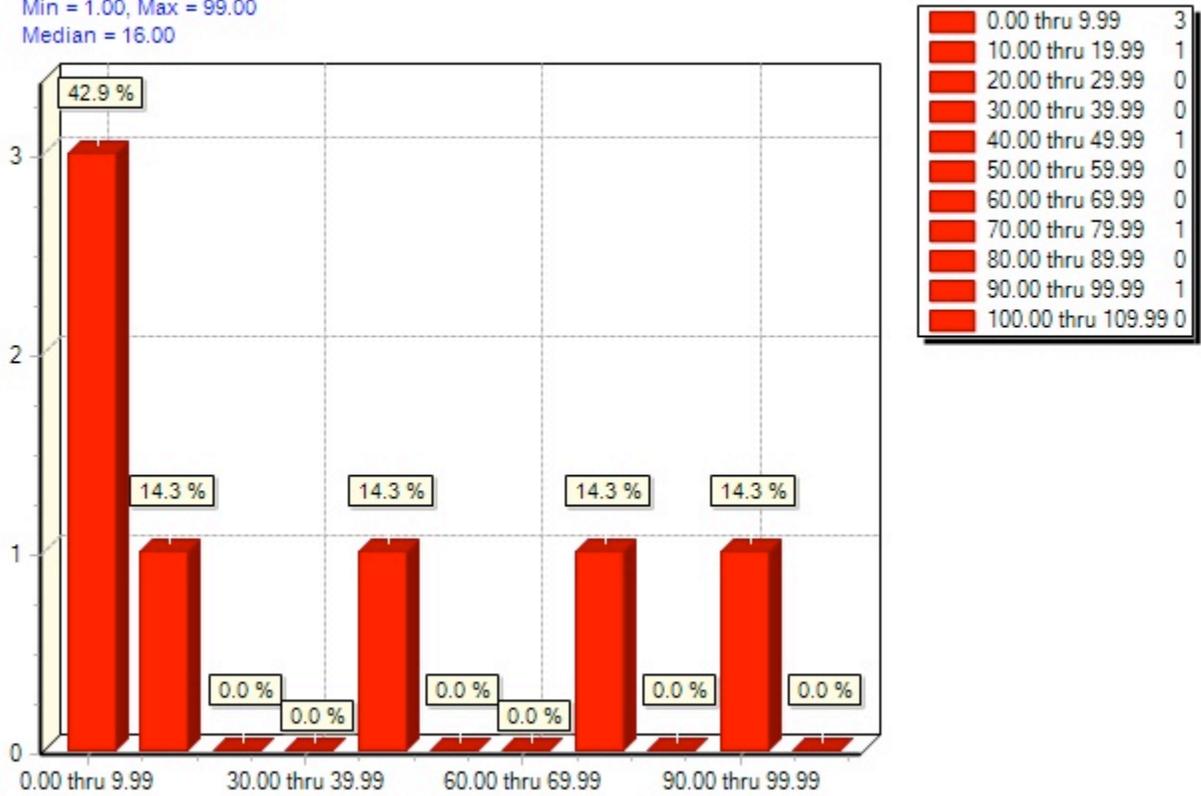
**8.2) Total linear feet (if measured in linear feet):(Approximately how many items/linear feet are currently unprocessed in your holdings?)**

<b>Total linear feet (if measured in linear feet):</b>
0
3
80
50
30
1,800
1

**8.3) Percentage of collections (counted individually or in linear feet):(Approximately how many items/linear feet are currently unprocessed in your holdings?)**

8.3) Percentage of collections (counted individually or in linear feet):

Mean = 33.29  
 Min = 1.00, Max = 99.00  
 Median = 16.00



**8.4) Additional comments(Aproximately how many items/linear feet are currently unprocessed in your holdings?)**

<b>Additional comments</b>
unknown

**9) On average, how long does it take to catalog an individual image/single collection in your holdings?**

<b>Item-level cataloging:</b>	<b>Collection-level cataloging:</b>
10-30 minutes	
5 minutes	30 minutes
10 mins	several hours but images are part of larger collections, not separate
30 minutes	60 min to create MARC record, 8hrs to research, count, assign subjects, etc.
20 minutes	45 minutes
10 minutes of actual cataloging - hours of research sometimes	
five minutes	fifteen minutes to several hours
10 minutes	not applicable
We try never to do item-level cataloging.	Depends on the size of the collection. 20 hours/linear foot all image-based materials?
15 minutes per image	2 hours
	2 hrs.
.5 hour	.5 hour

**9.1) Item-level cataloging:(On average, how long does it take to catalog an individual image/single collection in your holdings?)**

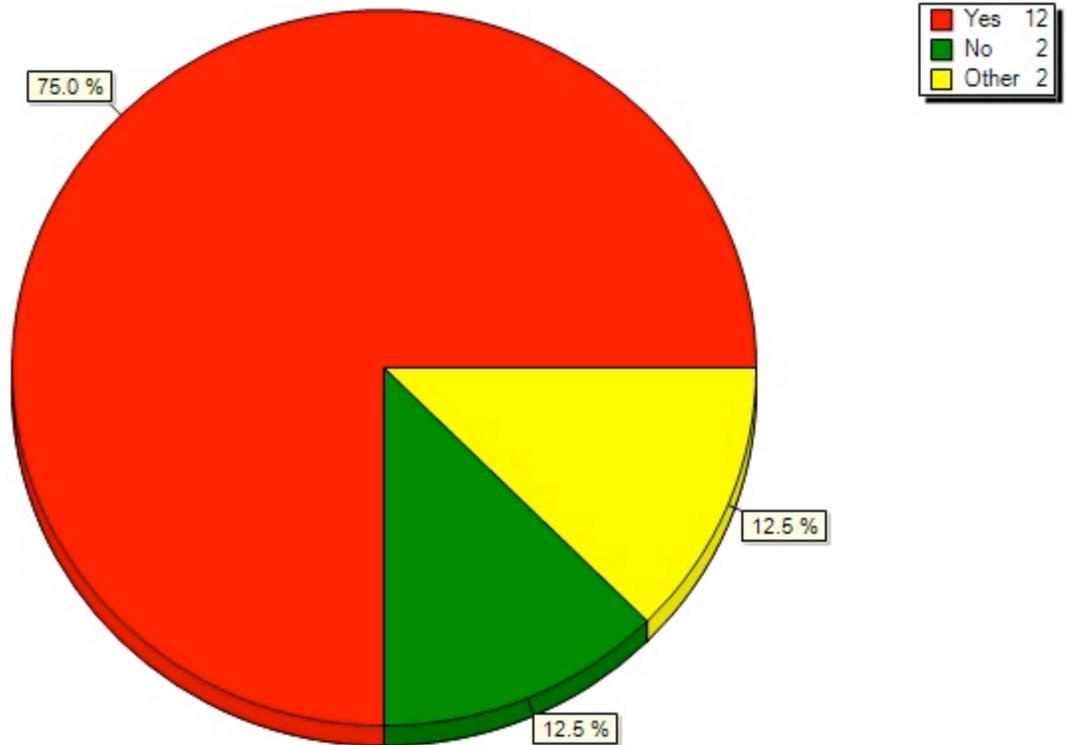
<b>Item-level cataloging:</b>
10-30 minutes
5 minutes
10 mins
30 minutes
20 minutes
10 minutes of actual cataloging - hours of research sometimes
five minutes
10 minutes
We try never to do item-level cataloging.
15 minutes per image
.5 hour

**9.2) Collection-level cataloging:(On average, how long does it take to catalog an individual image/single collection in your holdings?)**

<b>Collection-level cataloging:</b>
30 minutes
several hours but images are part of larger collections, not separate
60 min to create MARC record, 8hrs to research, count, assign subjects, etc.
45 minutes
fifteen minutes to several hours
not applicable
Depends on the size of the collection. 20 hours/linear foot all image-based materials?
2 hours
2 hrs.
.5 hour

**10) Are the catalog records or descriptions of any of your image collections publicly available? (Ex. library OPAC, web-interface to image management system, finding aid, etc.). If not, select No and skip to question #16.**

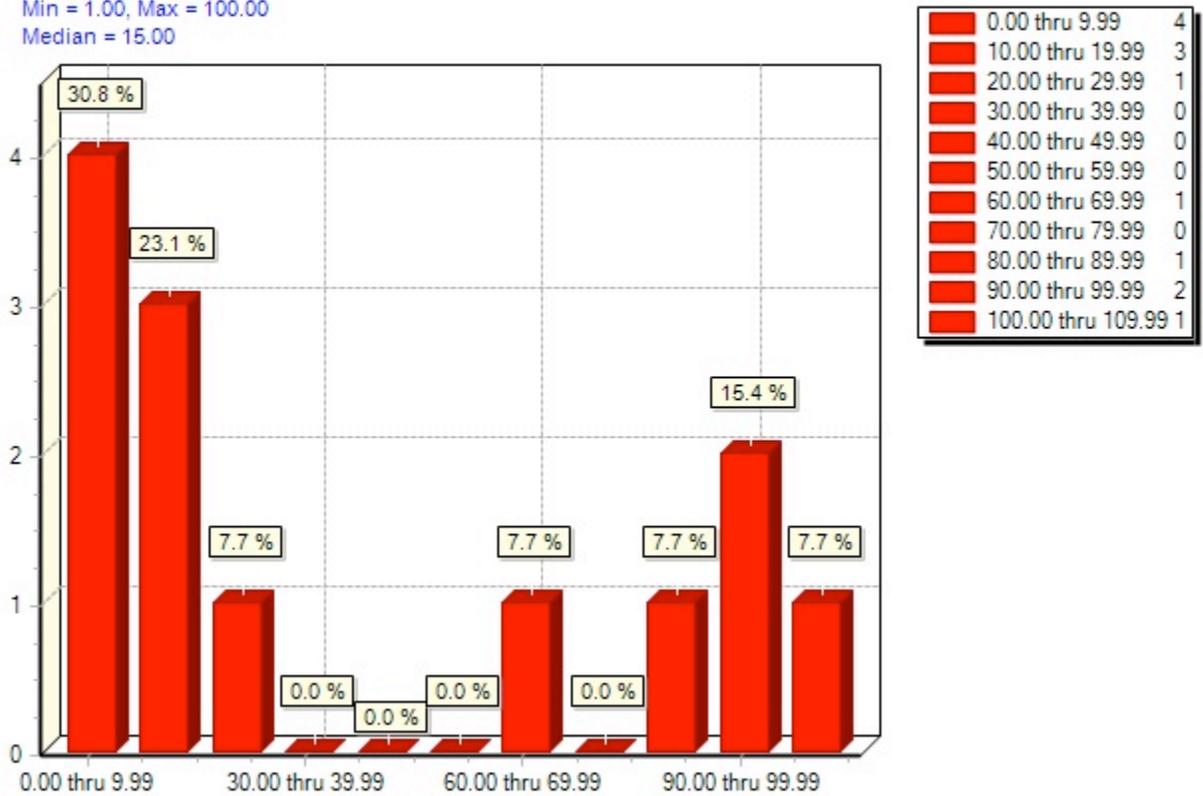
10) Are the catalog records or descriptions of any of your image collections publicly available? (Ex. libr



**11) Approximately what percentage of your image holdings have publicly available catalog records or descriptions?**

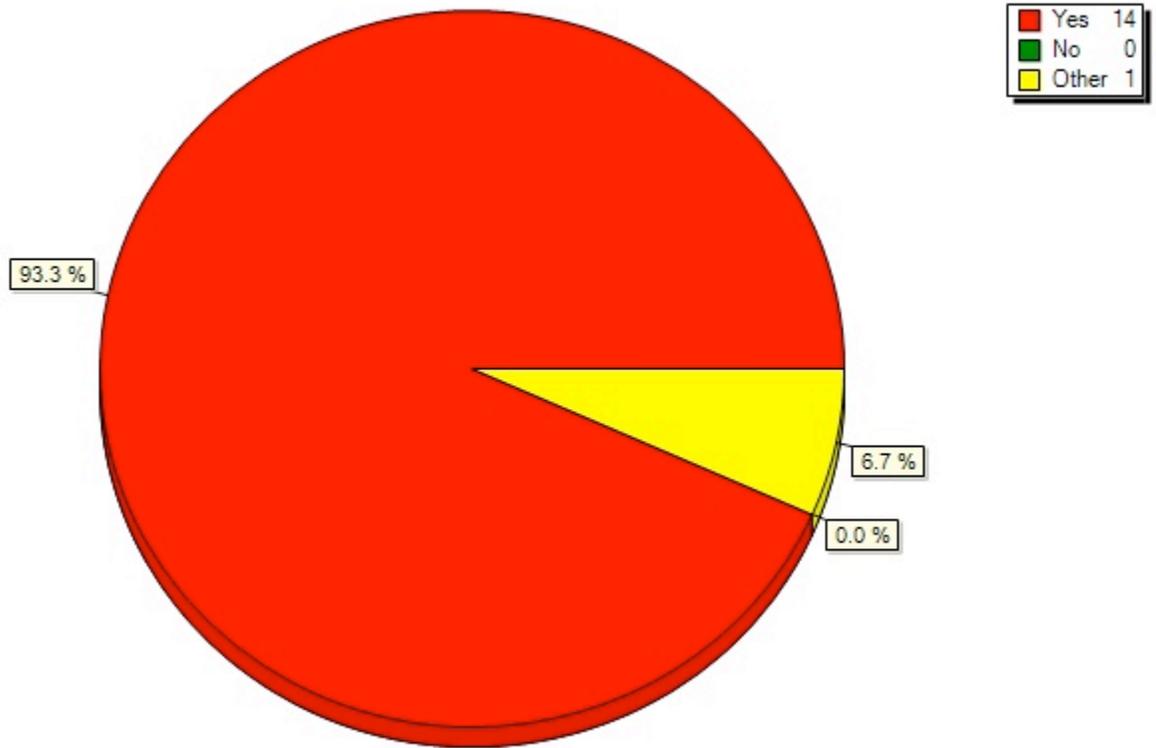
11) Approximately what percentage of your image holdings have publicly available catalog records or descri

Mean = 37.92  
 Min = 1.00, Max = 100.00  
 Median = 15.00



## 12) Are the catalog records or descriptions available electronically?

12) Are the catalog records or descriptions available electronically?



**13) What data standards are you using to format your cataloging records? (MARC, MODS, VRA Core, Dublin Core, etc.).**

<b>What data standards are you using to format your cataloging records? (MARC, MODS, VRA Core, Dublin Core, etc.).</b>
VRA Core 4.0
MARC
Dublin Core for one group from one collection. EAD and MARC for all others.
Dublin Core, VRA Core, CCO, MARC
MARC
enriched Dublin Core
VRA core, MARC
VRA Core
Dublin Core, DACS, in-house standards
They're on the OAC.
MARC, VRA Core
MARC, EAD, VRA Core
varies
MARC

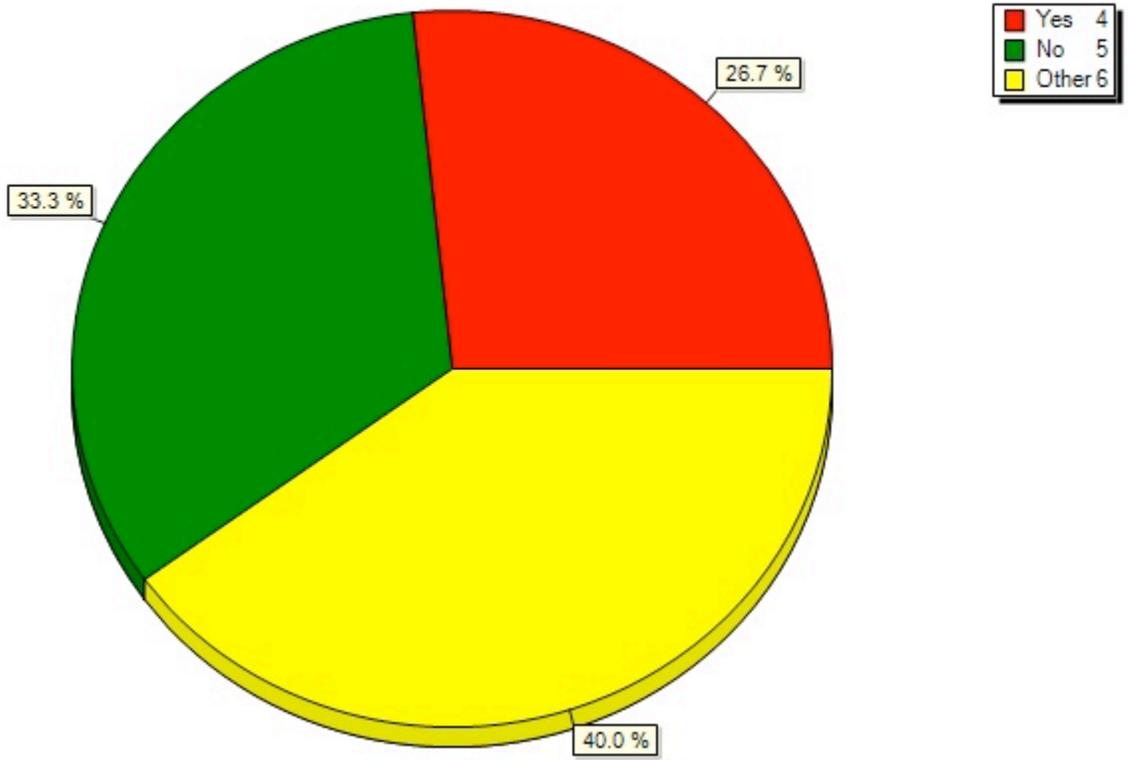
**14) At what level are they cataloged? (Item-level/individually, series level, collection level, etc.).**

<b>At what level are they cataloged? (Item-level/individually, series level, collection level, etc.).</b>
item level
Item-level
Depends on whether they were acquired as individual items or a collection: item-level for individual, collection-level with series for collections
Item-level for one group mentioned in 13. All others collection or folder level.
Item level cataloged, and if in archive also get collection level MARC cataloging
collection level

Item level and some are included in Collection Level for proper sequencing of display
item, collection
item level
Depends on the collection. We describe a few down to the item level, some are at the shoot level (e.g. the entire roll of film rather than each item), most are at the folder or sub-series level. Most of our images exist in archival collections that also contain a variety of other material. Even if we describe materials at the folder level in EAD, we will also generate a MARC catalog record for the entire collection. We will only create a MARC catalog record for collections.
Folder level.
Collection level
Collection or item or series--depends on research value of the collection.
varies
Individual

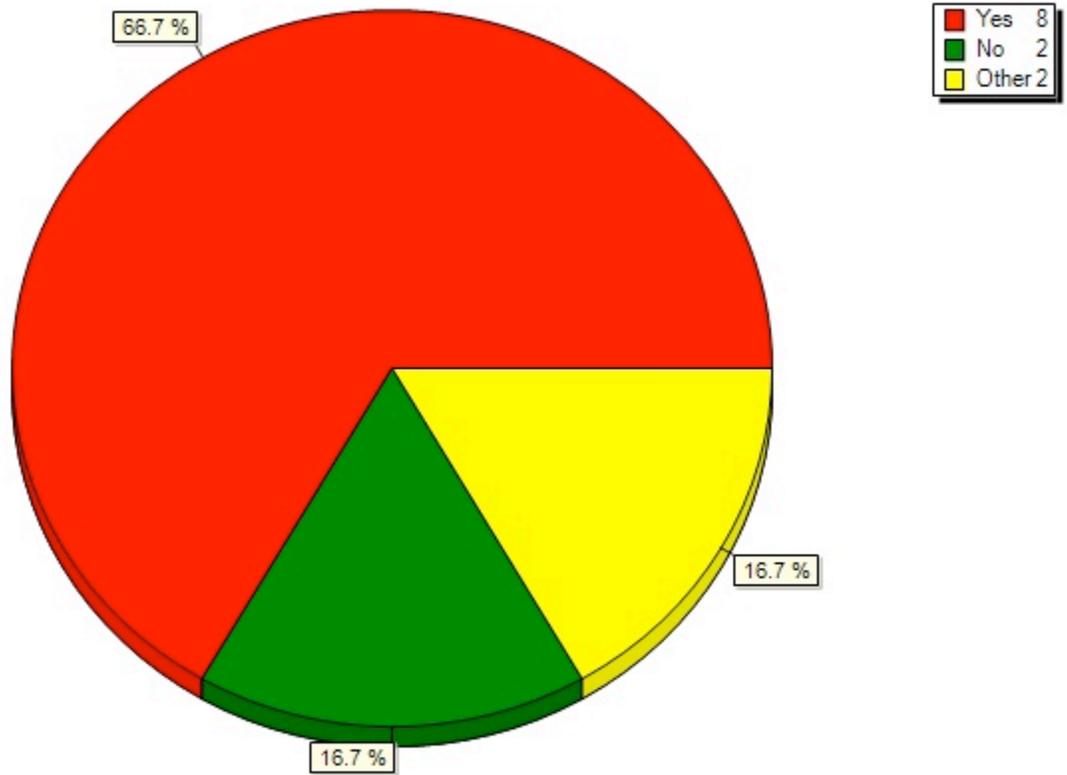
**15) Are the records available through OCLC WorldCat?**

15) Are the records available through OCLC WorldCat?



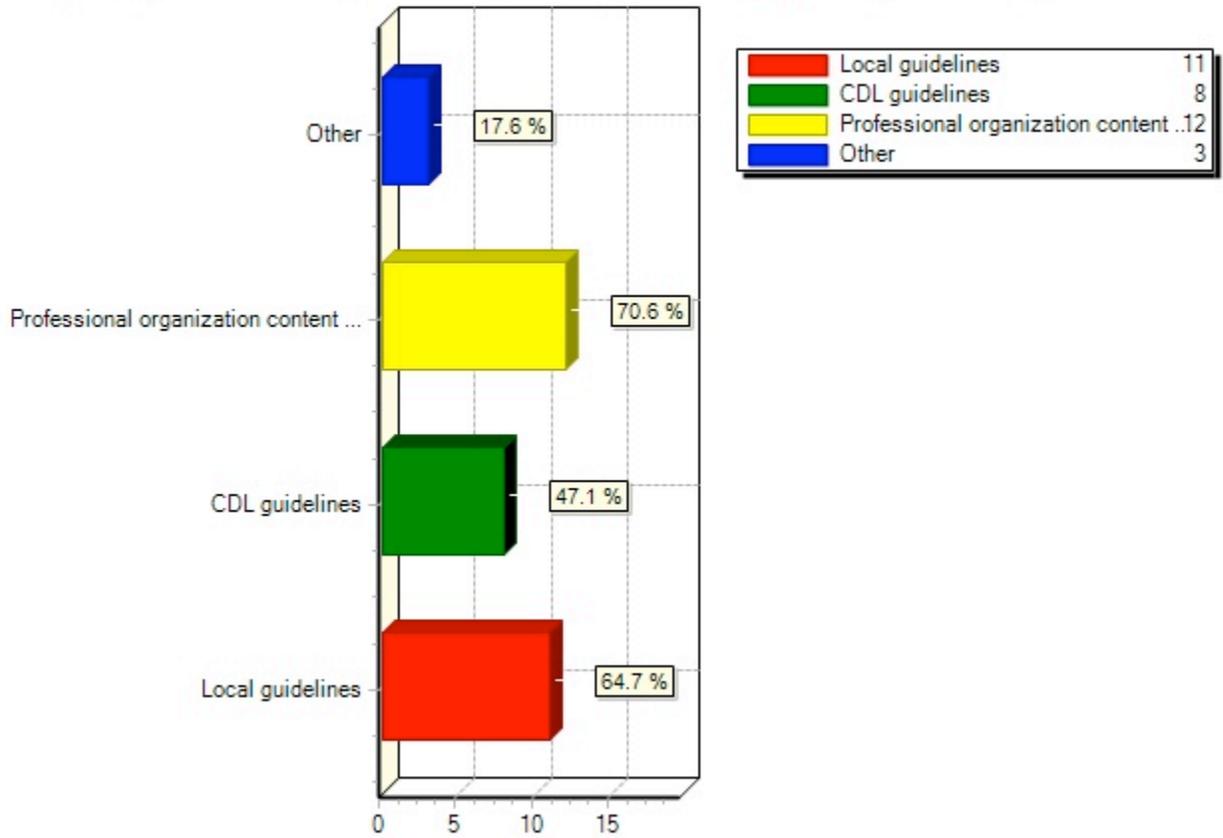
**16) If the description and access to the images are not publicly available, is there any type of in-house metadata, whether hardcopy or electronic, that acts as inventory?**

16) If the description and access to the images are not publicly available, is there any type of in-house



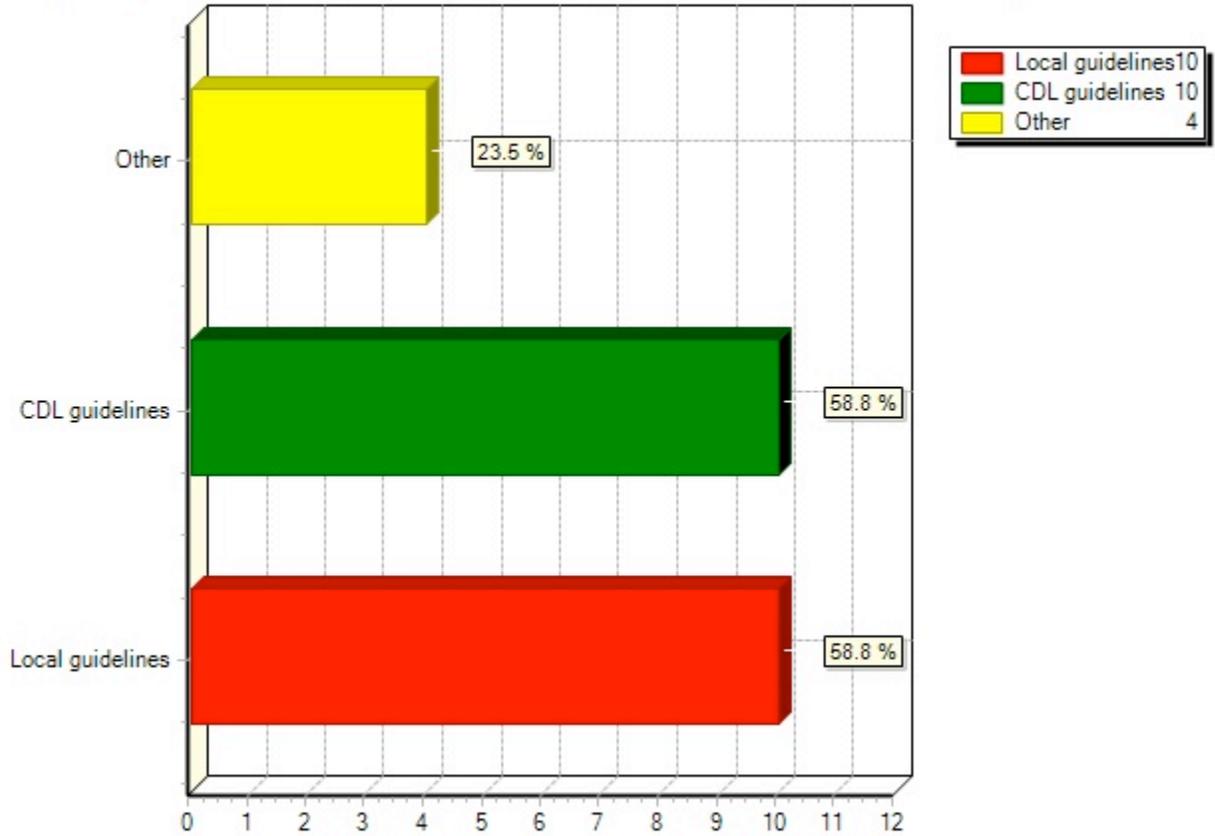
**17) What guidelines or "best practices" are you following when cataloging your image collections? (Check all that apply).**

17) What guidelines or "best practices" are you following when cataloging your image collections? (Check a



**18) What guidelines or "best practices" are you following when scanning your image collections? (Check all that apply).**

18) What guidelines or "best practices" are you following when scanning your image collections? (Check all



**19) What system(s) are you using to manage your image collections (both physical and digital)?**

<b>What system(s) are you using to manage your image collections (both physical and digital)?</b>
UCSD Libraries' Digital Asset Management System, plus in-house mirrored hard disk storage for those not in the DAMS
Locally developed dbms (Sybase with an XDB data entry user interface) for electronic records. Locally developed classification system for older analog material, loosely based on the Harvard-Fogg system.
Archivists Toolkit DAMS
Archivists Toolkit, CONTENTdm for one finished project hosted on Calisphere, our web server
ContentDM, 4D, FMP, Excel, iPhoto
MSAccess accession database, Inventories in Access and WORD, WebGenDB for digital & finding aids.
MySQL- Apache- JAVA home developed "Earthquake Engineering Online Archive" database which is integrated with text, data, software and research movies holdings
LC call numbers, in house call numbers,
Local, in-house MySQL database
Archivists Toolkit, Canto Cumulus
OAC and catalog records. Storage at NRLF.
digital - Extensis portfolio; ContentDM
We are looking for a System or using OAC only
Digital Library Collection System/DLCS (UCLA Library's in-house system)
varies (there are multiple collections on campus)
file cabinet

**20) Is there a particular image management system that you're not using now -- but are very interested in implementing?**

<b>Is there a particular image management system that you're not using now -- but are very interested in implementing?</b>
Something VRA-Core4 compliant and java-based.
Not that we know of
anything! We do not have a system at the moment.
Just beginning to test Archivist Toolkit/Arcon which could be good as backend management to our image publishing
I see need for improvement, but know of no system that meets needs and could support our voluminous "legacy data" from past projects.
No... ours has been more effective than any products we have seen to date although similar to some of the more recent offering such as Omeka
Archivists' Toolkit -- we are interested in integrating this w/ Content DM.
Content DM
no

**21) What is the single most successful action that your department/library has done to make image collections available?**

<b>What is the single most successful action that your department/library has done to make image collections available?</b>
move forward by re-purposing existing resources, even with the difficulties in doing so, rather than rely on moving forward by requesting new resources or continued receipt of digital library grant funding
Establishment of the ARTstor Institutional Collection.
Processing & cataloging in a timely fashion
Finished an LSTA grant to upload about 360 images to Calisphere.
License of ARTstor and license of ContentDM
EAD finding aids on OAC, with and without digital images.
developed our online system in 1995, migrated in 1998, updated in 2002
Contribute to ARTstor/CDL UC shared images project

Secure online catalog
Hire a temporary archivist to process an image collection.
Get funding from the NHPRC.
Display them on a website.
Increase FTE to support photograph collections and placement in OAC.
Established a Digital Library Program?
File cabinet

**22) What is the single least effective action that your department/library has done to make image collections available?**

<b>What is the single least effective action that your department/library has done to make image collections available?</b>
apply for digital library grant funding for a specific proposal, which involved enormous amounts of time in preparing and writing, with perhaps insufficient return on type and quantity of images digitized
Waited around for the main library to implement CONTENTdm.
Reorganization of Visual Resources Collection, and allowing campus academic departments to manage their own teaching image collections
On-the-fly data entry for patron image orders (in Public Services workflow), done with no standards and little knowledge of material.
relied on CDL or others to develop adequate products or services in a reasonable amount of time
Create collection-level web pages/web projects
Because we are a department facility with limited staff and financial resources available to us, it took many years and attempts to produce a useable online catalog. The wait was a great frustration to the faculty and students and many users went off on their own.
In the past, we've spent a lot of time sleeving photographs and describing them very finely. This led to processing very little, very finely. We think we are providing access to more collections more quickly now by not sleeving everything (and having all researchers wear gloves instead) and by describing things at higher levels of control. Most researchers are willing to come in and peruse large numbers of images to identify what they want anyway.
Piecemeal efforts at scanning.

We put our Eastman images into the ILS and then when the system was changed we lost the ability to have the images there. Now we depend on OAC to deliver Eastman images.

Lack of centralization/coordination of some activities?

**23) What one or two things would make technical service operations (pertaining specifically to image collections) more efficient in your department/unit?**

**What one or two things would make technical service operations (pertaining specifically to image collections) more efficient in your department/unit?**

More financial support.

Cataloging system that permits metadata creation in integrated environment

We are not part of the main library so we don't have a department. We have a half-time librarian/archivist doing many things. If we could add our images to whatever the main library eventually chooses for a content management system, that would be the best thing we could do because then we would have a web delivery system.

Since our collections are unique involvement by Tech Services can not be envisioned as helpful. We have a dedicated MARC knowledgeable cataloger but she works within our dept and therefore has deep subject knowledge of our particular collections.

A single (and very flexible!) database to handle administrative, descriptive, and technical metadata from the collection to the container to the item level.

\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$

A centralized digital asset management system and cataloging tool.

Out-sourcing scanning to a reliable vendor

We don't focus on image collections. Images are just part of our archival collections. If we had additional processing staff, we could get more accomplished.

Staff, equipment, standards.

CDL offering a content management system. Evaluating collections for use, value and viability and determine processing level based on research need.

additional staff & additional staff training/expertise is needed

We have so few items.

## 24) Is there anything that CDL might do to support those operations?

<b>Is there anything that CDL might do to support those operations?</b>
Provide assistance transforming our data records into METS objects and low/no-cost preservation service.
Develop the application described in #23
Yes, help with digital archiving of digital image files. Could DPR be used? Also licensing and training of Archivist Toolkit helps. ARTstor & Content DM licensing also appreciated.
I'm skeptical, based on 15 years of tool development. (CDL has been great for user-side discovery tools, but every management database I've encountered tends to be too rigid and/or too complex to adapt to the varying needs of idiosyncratic archival image collections.)
seemingly not... perhaps guidance on browser scaleable image formats; we use MrSid currently... perhaps a standard Ruby-on-Rails option for migration?
A centralized digital asset management system and cataloging tool.
Make it easier to contribute images to Calisphere or Online Archive of California. Adapt the METS requirements to the output of the Archivist's Toolkit. Lower standards for digital objects. Offer a Flickr alternative to Calisphere/OAC to make it easier for us to post images under a UC banner. We are also on the verge of getting born-digital images from our University Communications department. Perhaps CDL could develop or sponsor a digital image management system to help us acquire, manage, and provide access to these? Because we are not digitizing them, we don't have control over their quality, but we need to be able ingest, preserve, describe, provide access to them (e.g, manage their entire lifecycle). We've purchased a system (Canto Cumulus) to help us now, but it is not clear for how much longer we can afford to maintain it.
Provide names of contact persons and make them available for questions, consultation.
Support ContentDM for submitting digital objects to Calisphere/OAC.
Provide a content management system for system wide use. Systemwide training for image cataloging.
CDL might assist with process of submission to UC Shared images. Lack of time & staff has hampered progress.
No

**25) Would collaborating with other UC campuses help those operations? If so, how?**

**Would collaborating with other UC campuses help those operations? If so, how?**

All UC collections could use assistance transforming our data records into METS objects and low/no-cost preservation service.

ARTstor VRC collaboration has been useful. Archivist Toolkit discussion through OAC/Digital Collections would also be useful. Help with getting archival files into DPR (METS, 7 train to prep them for desposit.)

unknown; our vendor digitizing costs are already as low as we can drive them and small batches are done in house... the effort in processing our images is in assembling adequate, accurate, descriptions...cataloging and making available through our archive software is fairly simple... longer term storage could become an issue but prices are dropping for mass storage devices

Centralized or same-tool cataloging with shared authorities. Currently we collaborate (see UC shared images project) with a metadata standard for adding to ARTstor but we need a centralized tool.

From the perspective of a VR facility, just knowing what other VR units are producing and putting into ARTstor is useful. We already communicate amongst ourselves but more of this would be nice.

Perhaps in purchasing or developing a system to curate the entire life cycle of born-digital, archival images.

Possibly.

Yes, to develop common understanding of problems and remedies.

No

**26) Is your department/library a member of any consortial or collaborative effort(s) related to the collection, description, and/or distribution of images (either within or outside the UC system)? If so, please describe.**

<b>Is your department/library a member of any consortial or collaborative effort(s) related to the collection, description, and/or distribution of images (either within or outside the UC system)? If so, please describe.</b>
We are a partner the UC Berkeley Media Vault Program and a participant in the CollectionSpace (Mellon-funded international project) development project.
Calisphere ArtStore
member of the Council on Botanical and Horticultural Libraries, which is slowly creating a database of image collections.
ARTstor UC Shared Image collaboration
OAC/CDL for distribution.
No... Google seems to do it for us.
UC Shared Images project, via ARTstor hosted collections, facilitated by the CDL.
Not for images exclusively. We thought about using UC Shared Images for some of our materials, but we would like our images to be made more broadly than just the UC campuses.
No.
No
No.
UC Shared Images OAC
No

## 27) Any final comments?

<b>Any final comments?</b>
I'd like to see more shared info on copyright & permissions and on running reproduction services. Requests for further reproduction is the outcome of getting images cataloged and published and is the necessary follow up to image processing.
Efficient description of large archival collections of images is tricky and complex and entirely different than item-level image cataloging. Useful data elements vary based on context, homogeneity of material, and available information. Most of our description is done in ad hoc databases or Word tables so students can transcribe information present with material. These need to be set up with data elements that vary from collection to collection and are less easy to regularize than one would think. (Storage Location/Creator/Title/Date/Media/Process/Dimensions/Subject category... any of these elements may emphasized or omitted entirely in a given context.) These brief student-keyed descriptions may be the only "cataloging", other than a collection-level summary record, that the images receive. Ideally these would become EAD finding aids, but often they remain incomplete, un-edited temporary listings for in-house consultation.
Digital asset management is under-supported and sorely needed within the university. Almost all our faculty teach with digital images - yet we have no systematic way of providing or supporting the management of these images. Small libraries like mine only serve our departments - we need a campus level system or framework.
Our large collections will require more resources than we have in the immediate future and we will have to select our projects to make progress.
UCLA Univ. Archives anticipates increased staffing, access to staff expertise, and less duplication of effort when the Library's five separate special collection units are administratively combined into one unit c.January 2010: UCLA Library Special Collections. Lack of FTE during the 60 yr. history of the Univ. Archives has been a challenge. [I believe UCLA's Univ. Archives holdings are now the largest among the UCs.]
No
This unit does not collect images.