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| **Survey for Archaeological Repositories about Digital Associated Records and Data**  The Archaeological Collections Consortium (ACC) is an organization of collections committee representatives from SHA, SAA, ACRA, and Federal agencies. The ACC is concerned with the "big picture" state of archaeological collections in the US. The purpose of this survey is to collect information from repositories that hold archaeological collections about how digital data is being preserved, managed, and accessed as part of the associated documentation of archaeological projects. The survey results will be used to inform an article comparing the ideal vs. the reality of digital data management in the discipline. The ACC will develop a targeted "how-to" section of the article aimed at challenges that may be revealed by this survey. | |
| **Background:** In this section we are trying to understand your institution a bit. You can leave your name and the institution name blank if you wish to remain anonymous. | |
| **Question** | **Response Type/Choices** |
| 1. Your Name (Leave blank if anonymity is preferred) | *Memo field* |
| 2. Institution Name (Leave blank if anonymity is preferred) | *Memo field* |
| 3. Affiliation Type (select all that apply) | *Check all that apply.*   * University/ Academic Setting * Museum * State/local government * Federal government * Tribal government * Other [*memo field*] |
| 4. How would you characterize the nature of your repository's collections? | *Mark only one oval.*   * Archaeological collections are the primary focus of the repository. * Archaeological collections are a major part of the holdings, but there are other types of collections in the repository as well (ethnographic, architectural, etc.) * Archaeological collections are a minor portion of the repository's holdings. * Other [*memo field*] |
| 5. What kinds of archaeological projects resulted in your collections? (check all that apply) | *Check all that apply.*   * Cultural resource management (CRM) * Academic research (field schools, graduate research, etc.) * Avocational research/collecting * Other: [*memo field*] |
| 6. How would you characterize the size of your archaeological holdings? (Estimates are fine) | *Mark only one oval.*   * Over 5,000 cu ft * 1,000-5,000 cu ft * Under 1,000 cu ft * Other: [*memo field*] |
| 7. How are associated paper records managed? (Check all that apply) | *Check all that apply.*   * They are stored with the collections, either in the same room or building. * They are kept in a library or archive in a different facility from the artifacts. * They are sometimes retained by the excavators (faculty, CRM firms, etc.) * Back-up copies of records are stored off site. * The repository does not have any associated records. * Don't know * Other: [*memo field*] |
| **Management of Digital Associated Records and Data**  This is the part where we are really trying to understand what's going on out there. Out of respect for your time, we offer multiple choice questions. Out of respect for the unique nature of each institution and the possibility that some respondents may want to vent their frustrations, we also offer several open-ended questions. All questions are optional and we appreciate anything you want to do here, or not. Every little bit helps! | |
| 8. Is your repository responsible for in-perpetuity management of born digital and/or scanned-to-digital associated records? | *Mark only one oval.*   * Yes * No * I don't know * Other: [*memo field*] |
| 9. Explain your response here if it's complicated. | *Memo field* |
| 10. If you are responsible for digital associated records and data, how much would you estimate you have? (if you know the exact amount, please enter number of files and/or size of storage under "other") | *Mark only one oval.*   * I have no idea * Over 1 TB * Between 500 and 1,000 GB * Between 100 and 500 GB * Under 100 GB * Other: [*memo field*] |
| 11. Does your repository address digital associated records and data in standards for submitting collections by doing any of the following? (Check all that apply and add link to standards in "other" if possible) | *Check all that apply.*   * Using a fi le-naming protocol * Describing which records should and should not be retained and submitted (for example, documentation of units, yes; the turtle found in the unit one day, no) * Listing acceptable fi le formats * Setting minimum metadata standards (i.e. detailed descriptions of images, fi le content descriptions, etc.) * Requiring submission to a separate digital repository such as tDAR * Following standards developed elsewhere (such as a library or archive) that are provided to those preparing records for submission * My repository's standards for submitting collections makes little or no mention of digital associated records * My repository does not have standards for submitting collections * Other: [*memo field*] |
| 12. If you use standards for metadata, file types, etc., how did you develop the standards? (Check all that apply) | *Check all that apply.*   * We base our standards on those developed by others (tDAR, Dublin Core, NARA, etc.).If selected, please name the standards used under "other" * We developed our own standards to fi t our needs * We do not have standards for digital fi le submission * Other: [*memo field*] |
| 13. Please use this space if you're willing to tell the story of how you developed submission standards for digital associated records and data, OR if you have no standards, please tell us why not (lack of resources, expertise, staff, etc.?). | *Memo field* |
| 14. Does your repository have any policies regarding access and use of digital archaeological records associated with the collections? If possible, please add link to the policy under "other" | *Check all that apply.*   * Yes * No * I don't know * Other: [*memo field*] |
| 15. Does your repository track access requests for digital records? | *Mark only one oval.*   * Yes * No * I don't know * Other: [*memo field*] |
| 16. If you track access to digital archaeological records, roughly how many requests do you get annually? Please use "other" field to enter an estimate. | *Mark only one oval.*   * We do not track access to digital archaeological records * Other: [*memo field*] |
| 17. Does your repository employ a digital data management system of any kind? (Cloud storage, tDAR, Open Context, etc.)? Please use "other" to add name(s) of any system(s). | *Check all that apply.*   * Yes * No * I don't know * Other: [*memo field*] |
| 18. Does your digital data management system monitor for obsolete software and automatically migrate outdated formats? | *Mark only one oval.*   * Yes * No * I don't know * I don't have a digital data management system * Other: [*memo field*] |
| 19. Does your digital data management system facilitate public access to collections while protecting confidential or sensitive information such as site locations, images of human remains and funerary objects, etc.? | *Mark only one oval.*   * Yes * No * I don't know * I don't have a digital data management system * Other: [*memo field*] |
| 20. Does your digital data management system regularly and systematically check digital files to ensure that no deterioration has occurred, and if file deterioration is detected, take steps to remedy it? | *Mark only one oval.*   * Yes * No * I don't know * I don't have a digital data management system * Other: [*memo field*] |
| 21. Can your digital data management system store rich, descriptive metadata with each digital object? | *Mark only one oval.*   * Yes * No * I don't know * I don't have a digital data management system * Other: [*memo field*] |
| 22. Are digital associated records and data backed up? If so, how? Check all that apply. | *Check all that apply.*   * CD back up * Cloud back up * Portable hard drive or USB stick back up * Digital repository such as tDAR or Open Context * No, there is no back up * I don't know * Other: [*memo field*] |
| 23. Have you ever found that digital associated records and data have been lost because of a corrupt CD, obsolete software, or other obstacles? | *Mark only one oval.*   * Yes * No * Maybe * Other: [*memo field*] |
| 24. Use this space if you'd like to share an anecdote about how digital associated records and data have been lost. We might use this as an example of the challenges repositories face (without naming names). | *Memo field* |
| 25. Have you or anyone on your staff had training, either in school or on the job, in the long-term management and preservation of digital associated records and data? | *Mark only one oval.*   * Yes * No * Maybe * Other: [*memo field*] |
| 26. If someone in your repository has had training on this topic, please summarize the source and extent of that training here. | *Memo field* |
| 27. How would you characterize your repository's access to staff with expertise in digital archives? Check all that apply | *Check all that apply.*   * We have a digital archivist on staff solely for the care of archaeological records. * We have access to a digital archivist, but they also have other duties unrelated to archaeological associated records. * We have a partner library or archive we can consult for this expertise, but we have to do the work ourselves. * We have a partner library or archive whose staff take care of our digital archives for us. * Someone on staff knows just enough on this topic to keep us afloat, but it is not their primary duty. * We have no one on staff with this expertise, and no partners with this expertise either. * Other: [*memo field*] |
| 28. Does your repository charge fees for the submission of digital archaeological records? | *Mark only one oval.*   * Yes * No * Other: [*memo field*] |
| 29. If you charge fees for digital record submission, what is the fee policy? Please provide a link if possible. | *Memo field* |
| 30. If you don't charge fees for digital data management, where does funding come from to help with this, if there is any? | *Memo field* |
| 31. Please use this space to share any challenges, frustrations, and anecdotes your repository has encountered while trying to address responsibilities to digital archaeological data. | *Memo field* |
| 32. Do you have any tips, recommendations, or success stories to share that might help other archaeological repositories with digital data management? | *Memo field* |