

1. Institution Name	
	Response Count
	37
answered question	37
skipped question	0

2. Respondent Name	
	Response Count
	37
answered question	37
skipped question	0

3. Position	
	Response Count
	37
answered question	37
skipped question	0

4. Please provide an email address if you are willing to be contacted with any follow up questions arising from your responses (Optional)	
	Response Count
	26
answered question	26
skipped question	11

5. How does digitised content contribute to delivering your strategic aims? (Rank in order from 1 to 8 where 1 is high) [you can either drag and drop the answers into your preferred order or you can change the order of the list using the dropdown menu beside each answer]

	1	2	3	4	5	6	7	8	Rating Average
By enhancing reputation	12.9% (4)	3.2% (1)	22.6% (7)	12.9% (4)	16.1% (5)	19.4% (6)	12.9% (4)	0.0% (0)	4.26
By enriching teaching and learning	51.6% (16)	35.5% (11)	12.9% (4)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	1.61
By enabling research	22.6% (7)	48.4% (15)	12.9% (4)	6.5% (2)	3.2% (1)	6.5% (2)	0.0% (0)	0.0% (0)	2.39
By widening participation	0.0% (0)	3.2% (1)	9.7% (3)	16.1% (5)	25.8% (8)	16.1% (5)	29.0% (9)	0.0% (0)	5.29
By opening up new markets	3.2% (1)	0.0% (0)	0.0% (0)	3.2% (1)	9.7% (3)	12.9% (4)	9.7% (3)	61.3% (19)	7.00
By building up the scholarly record	3.2% (1)	0.0% (0)	9.7% (3)	12.9% (4)	25.8% (8)	22.6% (7)	22.6% (7)	3.2% (1)	5.32
By offering economies of access	3.2% (1)	6.5% (2)	12.9% (4)	9.7% (3)	9.7% (3)	19.4% (6)	22.6% (7)	16.1% (5)	5.45
By improving service efficiency and effectiveness	3.2% (1)	3.2% (1)	19.4% (6)	38.7% (12)	9.7% (3)	3.2% (1)	3.2% (1)	19.4% (6)	4.68
answered question									
skipped question									

6. What is the role of the following in the ongoing maintenance and sustainability of digitised content originated in your institution? (Tick all cells that apply)

	Core responsibility	Occasional role	As volunteers	Not applicable	Rating Count
Library	74.2% (23)	19.4% (6)	3.2% (1)	3.2% (1)	31
Digital library team	54.8% (17)	16.1% (5)	0.0% (0)	29.0% (9)	31
Institutional Repository	80.6% (25)	16.1% (5)	0.0% (0)	3.2% (1)	31
Archive	51.6% (16)	38.7% (12)	3.2% (1)	9.7% (3)	31
Learning resource teams	25.8% (8)	38.7% (12)	0.0% (0)	35.5% (11)	31
Research data management function	41.9% (13)	29.0% (9)	0.0% (0)	29.0% (9)	31
Originating academics	22.6% (7)	61.3% (19)	16.1% (5)	6.5% (2)	31
External Sector / Domain aggregators	9.7% (3)	38.7% (12)	0.0% (0)	51.6% (16)	31
Other [Enter description below]	30.0% (3)	10.0% (1)	0.0% (0)	60.0% (6)	10
			Other (please specify)		7
			answered question		31
			skipped question		6

7. Assess the following from the perspective of library priorities (Tick one cell per row)

	A high priority	A recognised priority	A low priority	Unimportant	Rating Count
Digitise additional collections	29.0% (9)	38.7% (12)	32.3% (10)	0.0% (0)	31
Maintain discoverability and access to digitised collections	74.2% (23)	25.8% (8)	0.0% (0)	0.0% (0)	31
Ensure access to subscribed resources	96.8% (30)	3.2% (1)	0.0% (0)	0.0% (0)	31
Ensure content on reading lists is digitally available	64.5% (20)	35.5% (11)	0.0% (0)	0.0% (0)	31
Embed digitised resources in the learning experience	54.8% (17)	45.2% (14)	0.0% (0)	0.0% (0)	31
Increase take-up of e-books	71.0% (22)	25.8% (8)	3.2% (1)	0.0% (0)	31
Signpost collections freely available elsewhere	16.1% (5)	67.7% (21)	16.1% (5)	0.0% (0)	31
Enable access to open research data	41.9% (13)	38.7% (12)	16.1% (5)	3.2% (1)	31
Preserve digital assets such as research data	38.7% (12)	54.8% (17)	3.2% (1)	3.2% (1)	31
Other [Enter description below]	20.0% (1)	0.0% (0)	20.0% (1)	60.0% (3)	5
			Other (please specify)		3
			answered question		31
			skipped question		6

8. How true are these statements about institutional policies? (Tick one cell per row)

	Very true	Typically true	Rarely true	Untrue	Don't know	Rating Count
In terms of accountability, the digital resources that really matter are those that we pay for	12.9% (4)	61.3% (19)	6.5% (2)	16.1% (5)	3.2% (1)	31
There is clear recognition of long term significance of digitised resources as part of the scholarly record	41.9% (13)	38.7% (12)	19.4% (6)	0.0% (0)	0.0% (0)	31
Digital resources are central to teaching and learning strategy	48.4% (15)	45.2% (14)	6.5% (2)	0.0% (0)	0.0% (0)	31
The corporate challenges of digital curation are encapsulated in clear policy and designated responsibilities	6.5% (2)	19.4% (6)	45.2% (14)	25.8% (8)	3.2% (1)	31
Evaluation of the use or impact of digitised resources is systematised	0.0% (0)	16.1% (5)	64.5% (20)	16.1% (5)	3.2% (1)	31
When a teacher or researcher leaves, we ensure digital assets they might have created do not disappear with them	3.2% (1)	6.5% (2)	45.2% (14)	19.4% (6)	25.8% (8)	31
answered question						31
skipped question						6

9. How true are these statements about curatorial responsibility? (Tick one cell per row)

	Very true	Typically true	Rarely true	Untrue	Don't know	Rating Count
For academics, maintenance and sustainability of digitised resources is voluntary and depends wholly on personal enthusiasm	19.4% (6)	64.5% (20)	9.7% (3)	0.0% (0)	6.5% (2)	31
The library or archive is in no position to take responsibility for the volume and range of digital teaching and research assets generated within the institution	3.2% (1)	58.1% (18)	9.7% (3)	29.0% (9)	0.0% (0)	31
There is no measure for impact or for choosing what to look after and what to consign to obscurity	6.5% (2)	51.6% (16)	12.9% (4)	25.8% (8)	3.2% (1)	31
Digitisation is a matter for individual research, external funding and sponsored projects, not for core institutional funds	16.1% (5)	38.7% (12)	9.7% (3)	35.5% (11)	0.0% (0)	31
Each academic unit is responsible for defining its own curatorial practices	9.7% (3)	32.3% (10)	0.0% (0)	29.0% (9)	29.0% (9)	31
When digitisation and content development projects are over, there are no opportunities for ongoing investment	9.7% (3)	38.7% (12)	9.7% (3)	32.3% (10)	9.7% (3)	31
If digitised resources are of widespread academic or public interest, they should be maintained above and beyond the originating institution	35.5% (11)	38.7% (12)	3.2% (1)	9.7% (3)	12.9% (4)	31
answered question						31
skipped question						6

10. How significant are the following as challenges in sustaining currency, discoverability and access to your digitised content? (Tick one cell per row)

	Critical	Very significant	Some significance	Low significance	No significance	Rating Count
Definition of policies	22.6% (7)	51.6% (16)	25.8% (8)	0.0% (0)	0.0% (0)	31
Isolated cottage industry activity across the institution	3.2% (1)	41.9% (13)	45.2% (14)	6.5% (2)	3.2% (1)	31
Clarity of roles and responsibilities	12.9% (4)	67.7% (21)	16.1% (5)	3.2% (1)	0.0% (0)	31
Localisation of responsibility	9.7% (3)	41.9% (13)	35.5% (11)	12.9% (4)	0.0% (0)	31
Availability of centralised or earmarked budget	38.7% (12)	38.7% (12)	19.4% (6)	3.2% (1)	0.0% (0)	31
Ensuring content is discoverable outside the institution	22.6% (7)	38.7% (12)	32.3% (10)	3.2% (1)	3.2% (1)	31
Ensuring content is appropriately described for web discovery	35.5% (11)	32.3% (10)	32.3% (10)	0.0% (0)	0.0% (0)	31
Digital practices of the anticipated users	3.2% (1)	51.6% (16)	35.5% (11)	9.7% (3)	0.0% (0)	31
Establishing appropriate licensing	29.0% (9)	45.2% (14)	19.4% (6)	6.5% (2)	0.0% (0)	31
Lack of technical expertise	16.1% (5)	29.0% (9)	45.2% (14)	9.7% (3)	0.0% (0)	31
Availability of human resources	29.0% (9)	64.5% (20)	0.0% (0)	6.5% (2)	0.0% (0)	31
Cost of storage	19.4% (6)	25.8% (8)	35.5% (11)	19.4% (6)	0.0% (0)	31
Keeping up with discovery and access technologies	16.1% (5)	45.2% (14)	29.0% (9)	6.5% (2)	3.2% (1)	31
Unknowns of digital preservation	16.1% (5)	45.2% (14)	32.3% (10)	6.5% (2)	0.0% (0)	31
Other (Enter description below)	40.0% (2)	0.0% (0)	0.0% (0)	0.0% (0)	60.0% (3)	5

Other (please specify)

2

answered question 31

skipped question 6

11. How important are the following channels for the discovery of your institutional digitised content? (Tick one cell in each row)

	Very important	Important	Useful	Unimportant	Not applicable	Rating Count
Institutional digital library	35.5% (11)	25.8% (8)	3.2% (1)	3.2% (1)	32.3% (10)	31
Institutional open access repository	67.7% (21)	22.6% (7)	9.7% (3)	0.0% (0)	0.0% (0)	31
Library catalogue (OPAC)	35.5% (11)	29.0% (9)	9.7% (3)	6.5% (2)	19.4% (6)	31
Discovery layer (e.g. EDS, Encore, Primo Central, Summon)	58.1% (18)	22.6% (7)	9.7% (3)	0.0% (0)	9.7% (3)	31
Search interfaces specific to particular collections	22.6% (7)	48.4% (15)	22.6% (7)	3.2% (1)	3.2% (1)	31
External Aggregation services (e.g. Archives Hub, Europeana, Mediahub)	22.6% (7)	32.3% (10)	32.3% (10)	9.7% (3)	3.2% (1)	31
Replication in popular web destinations (e.g. Flickr, Tumblr, Youtube)	9.7% (3)	25.8% (8)	51.6% (16)	6.5% (2)	6.5% (2)	31
Global search engine (e.g. Google)	58.1% (18)	29.0% (9)	12.9% (4)	0.0% (0)	0.0% (0)	31
Awareness through promotional campaigns	22.6% (7)	29.0% (9)	41.9% (13)	6.5% (2)	0.0% (0)	31
Other (Enter description below)	20.0% (1)	20.0% (1)	20.0% (1)	0.0% (0)	40.0% (2)	5
				Other (please specify)		3

answered question 31

skipped question 6

12. Are there particular discovery channels that are proving successful for you? If so please provide outline information and a url if relevant (Optional)

	Response Count
	13
answered question	13
skipped question	24

13. What approaches are used by the library or by other curators to promote and draw attention to digitised collections or items? (Tick one cell per row)

	Typical practice	Occasional use	Isolated use	Not used	Rating Count
Embedding in course requirements	30.0% (9)	53.3% (16)	16.7% (5)	0.0% (0)	30
Inclusion in library induction for academics	41.9% (13)	41.9% (13)	12.9% (4)	3.2% (1)	31
Inclusion in library induction / ongoing training for students	45.2% (14)	48.4% (15)	6.5% (2)	0.0% (0)	31
Inclusion in reading lists	48.4% (15)	41.9% (13)	9.7% (3)	0.0% (0)	31
Specialised Facebook pages (e.g. Collection or subject specific)	3.2% (1)	29.0% (9)	29.0% (9)	38.7% (12)	31
Twitter hashtags	22.6% (7)	32.3% (10)	29.0% (9)	16.1% (5)	31
Engaging groups of experts	12.9% (4)	32.3% (10)	35.5% (11)	19.4% (6)	31
Email lists	29.0% (9)	25.8% (8)	25.8% (8)	19.4% (6)	31
Press releases	12.9% (4)	51.6% (16)	25.8% (8)	9.7% (3)	31
Other (Enter description below)	57.1% (4)	0.0% (0)	0.0% (0)	42.9% (3)	7
				Other (please specify)	4
				answered question	31
				skipped question	6

14. Are any approaches to promotion that are proving particularly effective for you? If so please provide outline information (Optional)

	Response Count
	9
answered question	9
skipped question	28



15. When does promotion of resources take place? (Tick one cell per row)

	Typical	Occasional	Isolated	None	Rating Count
At launch	87.1% (27)	9.7% (3)	3.2% (1)	0.0% (0)	31
When something interesting happens	64.5% (20)	22.6% (7)	12.9% (4)	0.0% (0)	31
Whenever they change	29.0% (9)	48.4% (15)	22.6% (7)	0.0% (0)	31
Randomly	16.1% (5)	22.6% (7)	35.5% (11)	25.8% (8)	31
					answered question 31
					skipped question 6

16. What do you regard to be useful indicators to measure the usage / impact of your digitised resources? (Optional - Tick all cells that apply)

	Already measured	Potentially Important	Unimportant	Inappropriate	Rating Count
Total visits to the resource	83.3% (25)	16.7% (5)	0.0% (0)	0.0% (0)	30
Unique visitors	53.3% (16)	46.7% (14)	0.0% (0)	0.0% (0)	30
Page clicks	53.3% (16)	30.0% (9)	16.7% (5)	0.0% (0)	30
Links in the VLE	10.0% (3)	90.0% (27)	0.0% (0)	0.0% (0)	30
Links in Reading Lists	10.0% (3)	90.0% (27)	0.0% (0)	0.0% (0)	30
Use / embedding in taught courses	20.7% (6)	79.3% (23)	0.0% (0)	0.0% (0)	29
Use / embedding in research activity	34.5% (10)	65.5% (19)	0.0% (0)	0.0% (0)	29
Citation in publications	20.7% (6)	79.3% (23)	0.0% (0)	0.0% (0)	29
Links in aggregation services	13.8% (4)	82.8% (24)	3.4% (1)	0.0% (0)	29
References in Wikipedia	13.8% (4)	51.7% (15)	27.6% (8)	6.9% (2)	29
References in other sites	6.7% (2)	80.0% (24)	13.3% (4)	0.0% (0)	30
References in social media	16.7% (5)	73.3% (22)	10.0% (3)	0.0% (0)	30
Press and other media coverage	33.3% (10)	60.0% (18)	6.7% (2)	0.0% (0)	30
Other (Enter description below)	16.7% (1)	16.7% (1)	0.0% (0)	66.7% (4)	6
			Other (please specify)		3
			answered question		30
			skipped question		7

17. Do your institution have experience of applying and analysing impact measures with reference to digitised content?

		Response Percent	Response Count
Considerable experience		0.0%	0
Some experience		58.1%	18
No experience		41.9%	13
answered question			31
skipped question			6

18. If you have experience of applying and analysing impact measures please provide outline information (Optional)

	Response Count
	7
answered question	7
skipped question	30

19. Could you recommend a resource or collection (of your own institution or somewhere else) that exemplifies successful practice in terms of discoverability or sustainability? (Optional)

	Response Count
	14
answered question	14
skipped question	23

20. Is there anything else you would like to add to inform the guidance and recommendations that will arise from the Spotlight project? (Optional)

	Response Count
	6
answered question	6
skipped question	31

Page 5, Q14. Are any approaches to promotion that are proving particularly effective for you? If so please provide outline information (Optional)

1	RSS option on digital collection webpages	Dec 13, 2013 5:25 PM
2	In terms of our own students, the most effective way to promote digitised resources we have found is to work with academic staff to embed digitised resources in modules or programmes.	Dec 13, 2013 4:59 PM
3	University webpages Targeting interest groups Tying into national campaigns	Dec 11, 2013 2:46 PM
4	e-book, e-resources roadshows in faculty buildings and in social spaces	Dec 4, 2013 3:33 PM
5	Staff advocacy and workshops.	Dec 3, 2013 9:16 AM
6	via academic heads	Dec 2, 2013 10:59 AM
7	Exposing information as Linked Data still seems to us to be a rational way forward for the long haul	Nov 29, 2013 2:53 PM
8	Inductions	Nov 27, 2013 11:42 AM
9	n/a	Nov 25, 2013 2:06 PM

Page 6, Q16. What do you regard to be useful indicators to measure the usage / impact of your digitised resources? (Optional - Tick all cells that apply)

1	[respondent ticked both 'Already measured' and 'Potentially important' for the 'References in social media' row]	Dec 4, 2013 3:37 PM
2	Downloads	Dec 4, 2013 1:10 PM
3	More specific outcome and impact measurement	Dec 3, 2013 9:35 AM

Page 6, Q18. If you have experience of applying and analysing impact measures please provide outline information (Optional)

1	webtrends metrics awstats	Dec 10, 2013 10:00 AM
2	Student satisfaction - NSS, International[??] in Barometer[??] use of digital library, currently investigating to link digital library usage to student grades.	Dec 4, 2013 3:37 PM
3	Value scorecard reporting framework	Dec 3, 2013 9:35 AM
4	Web analytics and academic engagement survey.	Dec 3, 2013 9:18 AM
5	As part of REF collection. Looking at Impact repository.	Dec 2, 2013 12:22 PM
6	I don't personally but the institution has used our digitised material for a REF Impact story	Nov 28, 2013 1:42 PM
7	Experience in close measurement and analysis of use of ejournals and ebooks, but not locally digitised and held materials.	Nov 23, 2013 11:07 AM

Page 7, Q19. Could you recommend a resource or collection (of your own institution or somewhere else) that exemplifies successful practice in terms of discoverability or sustainability? (Optional)

1	Ireland Collection in JSTOR (collaborative project between JSTOR and Special Collections at Queen's) - sustainability is addressed under JSTOR's usual conditions, accessibility is facilitated as JSTOR is indexed by Google.	Dec 13, 2013 5:30 PM
2	The Mass Observation Archive exemplifies successful practice in terms of sustainability, the Internet Archives various collections in terms of discoverability.	Dec 13, 2013 5:04 PM
3	Abbey Theatre Digital Archive @ NUI Galway East London Theatre Archive	Dec 10, 2013 10:04 AM
4	I would say supplier resources such as Science Direct still are the best example of sustainability.	Dec 4, 2013 3:38 PM
5	The Rylands Genizah collection was previously uncatalogued. As part of the Genizah Digitisation project, it was catalogued and made available online. The fragments were all photographed to very high standard and are kept in TIFF format. The metadata structure was compliant with VRA 3 and Dublin Core, but has additional fields specific to the collection as requested by the project scholars. The metadata itself was produced by cataloguers and academics. Metadata and images are viewable via the Library's Luna online image repository. Metadata is exposed via Primo and Google. Sustainability is covered by the Library's Digitisation and Preservation Strategies - the Heritage Imaging Team now manage the on-line collection with support from the Library's Digital Technologies and Services department. Metadata is also shared with the Library's Collections Management System (Emu). In addition, we have shared both metadata and images with the Friedberg Institute who will be including them on their own dedicated Genizah website. And the project was awarded "Outstanding" by the funders, AHRC, on completion.	Dec 4, 2013 1:26 PM
6	First World War Poetry Archive - excellent brand	Dec 4, 2013 1:13 PM
7	http://cdm15847.contentdm.oclc.org/cdm/landingpage/collection/p15847coll3 National Fairground ArchiveDigital	Dec 3, 2013 3:59 PM
8	VADS (http://www.vads.ac.uk) UCA Research Online (http://www.research.ucreative.ac.uk)	Dec 3, 2013 9:20 AM
9	Internet Archive 18th Century Parliamentary Papers 19th Century Pamphlets	Dec 3, 2013 8:56 AM
10	Archives Hub	Dec 2, 2013 12:23 PM
11	http://www.historytoherstory.org.uk/	Dec 2, 2013 12:04 PM
12	Our Observing the 1980s digital resource has a blog attached and this has been taken over by an academic here at Sussex who through postings and tweets within her community develops relationships and ideas which not only sustains interest in the collection but also brings in new ideas to develop it with potential funding applications	Nov 28, 2013 1:43 PM
13	NECTAR (the university's institutional repository) Northampton Open Journals	Nov 27, 2013 11:57 AM
14	The Susan Archive held at Durham University Librry - a designated collection.	Nov 20, 2013 10:08 PM

Page 7, Q20. Is there anything else you would like to add to inform the guidance and recommendations that will arise from the Spotlight project? (Optional)

1	Collection level records in WorldCat, a trusted academic resource; RASCAL, Archives Hub and any other resources or aggregators which are SEO and OAI-PMH compliant will be extremely useful.	Dec 13, 2013 5:30 PM
2	Survey a bit ambiguous in places	Dec 10, 2013 10:04 AM
3	Digital preservation initiatives at national level would be welcomed as at the end of the day, digital resources produced are the property of the nation.	Dec 4, 2013 3:38 PM
4	Digitised collections can live on their own if they have a recognised brand, but risk isolation if not included alongside other content being discovered if not. It can also be tricky to stop supporting something (in terms of service offered), but it would be useful to have guidance on when it is appropriate to dark archive or remove a resource - collection management for digitised resources.	Dec 4, 2013 1:13 PM
5	Funding to investigate the particular requirements of digitisation in the visual arts - in terms of licensing, multimedia and metadata.	Dec 3, 2013 9:20 AM
6	We recognise the importance of digital resources and have several projects / pilots underway but feel that this area is still in it's infancy. There has been a suggestion that it would be helpful if JISC / RLUK / SCONUL could provide a single point of access for all digital collections across the UK. The point was made that we're often aware of which institution received funding to digitise a collection but there is no central resource / page collating all of the these.	Nov 28, 2013 4:37 PM