Introduction

This survey is on the state of digitization activities in Ontario public libraries. This research is being undertaken by OurDigitalWorld, a non-profit that works with libraries, archives, and heritage groups to digitize and make available their unique historical collections. Southern Ontario Library Service are partnering with us on this research. We're collecting this information to get an up-to-date snapshot on how Ontario's public libraries are approaching digitization work - their tools, capacity, experience, and obstacles. We will be publishing our findings and an edited, anonymized dataset.

Every public library in Ontario is invited to submit a response to this survey, even if you have never done digitization and don't intend to. This survey should take **30 minutes to complete**. Please submit your response **by July 25th**.

Please coordinate with your coworkers on who is in the best position to answer questions about digitization and special collections. We are looking for **one response per library**. If you are in a large library system with more than one department doing separate digitization projects, please answer separately - there is a space to indicate which department you're responding for. If you are unsure about how best to respond, please read over the questions in advance of submitting your answers. You may want to save a copy of this document to draft your answers. Your responses will not be submitted until you press "Done" on the last page of the survey.

Some terminology may be new to you. We have provided links in the questions where possible to explanatory texts, but please let us know if you need more information or find anything confusing, and we will try to help. By "digitization" we mean the entire process of taking physical collections and sharing them in digital ways - scanning, metadata, copyright and permissions, online platforms, usage and promotion. We'll also ask questions about your physical collections to find out what's available for digitization.

Personally identifying information collected in this survey is limited to your library's name, your name, your job title, and your email address. Your email address is voluntary, if you are willing to receive follow-up questions about your responses. Personally identifying information may also be collected in open-ended questions. Many questions are voluntary; mandatory questions are marked with an asterisk. If you have any questions about privacy or the storage of your responses, please contact the principal researcher.

We are using SurveyMonkey as our survey tool. Data will be stored in Amazon Web Services (AWS) in the United States. SurveyMonkey is GDPR-compliant, which includes stipulations that any data entered into SurveyMonkey is encrypted in transit and at rest. SurveyMonkey tracks usage data from respondents; you can learn more about what they collect here. OurDigitalWorld plans to keep respondent data in SurveyMonkey for up to ten years after collection, after which data will be stored offline and the survey and all of its responses will be deleted from the SurveyMonkey servers.

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About You

This section helps us categorize your library by size and capacity, and gives us identifying information we can use to sort your answer - if more than one staff member of your library answers the survey, for example, or if different branches or departments have different programs and collections.

*Your library

The URL to your library's website

Your branch or department
(if branches or departments have different digitization projects to report)

County, Township, and/or Municipality of your catchment area

Population served (estimated)

*Your library staff size (in FTE)
Less than 5 FTEs
5 - 20 FTEs
10 - 50 FTEs
50 - 100 FTEs
more than 100 FTEs

*Name of staff member taking this survey

Your job title

Email address
(Only enter your email address if you consent to being asked follow-up questions)

Your Jurisdiction

This section is about federal and provincial strategies and statements that may influence the workings of your library.

*Is your library staff aware of the Ontario Culture Strategy, published July 2016?
Yes
No

*Is your library staff aware that the Ontario Culture Strategy has specific recommendations in regards to locally significant digital culture and heritage?
Yes
No

*Has the Ontario Culture Strategy influenced your library's policies and procedures?
Yes
No

If the Ontario Culture Strategy has influenced your policies and procedures, how so?

*Is your library staff aware of the [National Heritage Digitization Strategy](#), published June 2016?
Yes
No

*Is your library staff aware that the National Heritage Digitization Strategy has specific recommendations in regards to digitization?
Yes
No

*Has the National Heritage Digitization Strategy influenced your library's policies and procedures?
Yes
No

If the National Heritage Digitization Strategy has influenced your policies and procedures, how so?

Do you have anything to add about the strategies discussed in this section?

How You Collect

This section uses "unique materials" to refer to the archival or special collections your library stewards - whatever you have that's unique and separate from regular circulation. These will probably be mostly physical (analogue) materials, but you may have digital materials. Collections don't have to be local, but they might include last copies of historic newspapers, rare books, donated materials, oral histories, or other hard-to-find materials. Please exclude circulating items, e-resources, and subscription-based materials.

*Do you collect unique materials?
We are taking unique materials now.
We don't take unique materials, but we took them in the past.
We don't take unique materials, but we will take them in the future.
We don't take unique materials, but we are considering it.
We don't take unique materials, and we are not considering it.

*If you don't take unique materials currently, why not?
Lack of money
Lack of time
Lack of physical space or facilities
Lack of digital infrastructure
Lack of staff expertise
Not part of our mandate
Other (please specify):

*Do you have unique materials at your library currently?
Yes
No

How do you add - or how have you added - unique materials to your collection? Check all that apply.
We solicit materials.
We take unsolicited donations.
We purchase collections.
We borrow materials to digitize them, and keep a digital copy.
We allow the public to submit/upload digital files for our collection.
We conduct oral history or other material-creation projects.
We partner with community groups or schools to do original documentation.
We collect local government records.
We collect local business and/or community group records.
Other (please specify):

Please share links to pages, sites, or other resources online detailing your unique collections (such as finding aids, digitized collections, general information about access).
Please enter each link on a new line.

Do you have anything to add about the collecting discussed in this section?

What You Collect
This section uses "unique materials" to refer to the archival or special collections your library stewards - whatever you have that's unique and separate from regular circulation. These will probably be mostly physical (analogue) materials, but you may have digital materials. Collections don't have to be local, but they might include last copies of historic newspapers, rare books, donated materials, oral histories, or other hard-to-find materials. Please exclude circulating items, e-resources, and subscription-based materials.

Do you collect unique materials in digital-only form (including by digitizing others' physical materials)? Check all that apply.
We take digital materials.

We don't take digital materials, but we plan to in the future.
We don't take digital materials, and we are not considering it.
Other (please specify):

*Does your collection contain any of the following physical materials? Please complete this table.
Choices in bold are priority items identified by the National Heritage Digitization Strategy.

Yes, we have these items and we have digitized them all
Yes, we have these items and we have digitized some
Yes, we have these items but none are digitized
Yes, we have these items, but I don't know if any are digitized
No, we do not have these items
I don't know if we have these items

Any published heritage before 1917 (e.g. books, maps)
Books published before 1940
Scientific journals published in Canada before 2000
Theses accepted by Canadian universities before 2000
Microfilm
Audio and audio-visual recordings on analogue carriers (e.g. 16mm film)
Indigenous oral histories recorded on analogue audio carriers
Finding aids
Historical maps
Archival material of genealogical interest
Last copy and at-risk material of any of the above
Photographs, negatives, and/or slides
Visual art
Letters, postcards, diaries, scrapbooks
Birth-Marriage-Death records
Newspapers (including clippings and obituaries), newsletters, and/or periodicals
Ephemera such as posters or flyers
Government records
Records from community organizations
Audio recordings (not on analogue carriers)
Video recordings (not on analogue carriers)
Theses (from after 2000)
Yearbooks
Blueprints
Rare books/monographs (published after 1940)
Other (please specify):

Please tell us the physical or numerical extent of your holdings indicated above. Let us know if this is exact or an estimate.

E.g. "Roughly 300 monographs published before 1940, 10 microfilm reels, 200 historical maps, 15 archival fonds measuring about 25 linear metres, 20 paintings, 15 finding aids"

Are there unique items in your library's collection which focus on underrepresented populations? Please complete this table.
Yes, we have these items and we have digitized them all
Yes, we have these items and we have digitized some
Yes, we have these items but none are digitized
Yes, we have these items, but I don't know if any are digitized
No, we do not have these items
I don't know if we have these items

Women
Indigenous
Franco-Ontarian
Black
Asian
Hispanic/Latinx
LGBTQ (lesbian, gay, bisexual, transgender, queer)
Non-Christian religions
People with disabilities
Other (please specify):

*Do you collect local materials, pertaining to your geographic region or catchment area?
Yes
No

If your library doesn't collect local materials, what organization in your community does?
Local archives
Local historical society
Local museum
Local university
I don't know
No one that we know of
Other (please specify):

Do you have anything to add about the collections discussed in this section?

Your Policies and Procedures
This section asks about policies (rationale, criteria, mandates for digitization) and procedures (best practices and workflows for digitization) as two separate parts of digitization work. You may have a collection of documentation in reference to your digitization practices - a good example is the [University of British Columbia Libraries' Digitization Documentation](). The section

then refers to jurisdictional priorities such as national and provincial, as well as guidelines and resources for workflows and processes.
If you have nothing to digitize, please indicate this in the fourth question and you will be taken to the end of the survey.

*Does your library have a [digital preservation strategy](#) that guards against the loss of data and files?
This question is about long-term preservation of digital objects, which can include the library's records and communications, private and sensitive material, digital items in circulation, and digitized items.
Approved
In draft form
Under discussion
There is no formal strategy
I don't know

*What is the status of your library's digitization policy?
Approved
In draft form
Under discussion
We don't have a policy
I don't know

Please share the link to your policy if it is online.

If you don't have an approved digitization policy, why not?
If you select "We have nothing to digitize," you will be taken to the end of the survey.
Not enough time
Not enough staff
Not a priority
We have nothing to digitize
Other (please specify):

What criteria does your library use when selecting which collections to digitize? Please check all that apply.
Patron demand
To weed the physical item from the collection
Collection size
Historical significance
Preservation purposes (e.g. fragile paper, microfilm, nitrate film, negatives)
Accessibility purposes (e.g. text-recognition for e-readers)
By material (e.g. local newspapers, photographs)
By content (e.g. representing specific groups)
Ease of digitization

Rights issues (e.g. public domain items)
In-house expertise
Partnerships (e.g. with community groups)
Financial opportunities (e.g. local or broader initiatives you could participate in)
Community outreach and engagement opportunities
To correspond with exhibits or events
Other (please specify):

What is the status of your library's procedures for digitization?
Approved
In draft form
Under discussion
There are no formal procedures
I don't know

Please tell us about any other policies or strategies that affect your digitization workflows and practices.
For example, social media policy, outreach policy, assessment policy.

Do you have guides and resources from other sources that you have used or referred to in your own projects and would recommend?
For example, the [Government of Canada Digitization Guide](#) or the [Canada Council of Archives resources](#).

Do you have anything to add about the policies, procedures, or strategies discussed in this section?

Your Digitization in Practice
This section asks about digitization of your unique materials. It includes questions about scanning, metadata, capacity, skills and training, funding, and constraints on your digitization projects.

*What is the status of your library's digitization activities?
We have never digitized, and do not plan to.
We have never digitized, but we plan to.
We have never digitized, but we hope to, although we have no plans yet.
We are currently digitizing.
We completed all digitization of our library's unique collections.
We are not currently digitizing, but we have been within the past three years.
We are not currently digitizing, but we have been more than three years ago.

Why did your library's digitization activities end? Please check all that apply.

It was a one-time experiment
It was a one-time funding or a one-time opportunity
It was too expensive
We didn't have enough staff time
Staff expertise was lost
It is no longer an organizational priority
We are only digitizing certain formats or media, and this has been completed
We are only digitizing certains collections or subjects, and this has been completed
We are having copyright or permissions problems
We are having preservation or conservation problems
It has been delayed but is expected to resume
We finished our last project, and are planning the next one
Other (please specify):

*What is the total number of items your library has digitized?
Multi-page items should be counted as a single item (such as books or newspaper issues; for microfilm reels, estimate the number of issues).
Fewer than 1,000
1,001 – 50,000
50,001 - 150,000
More than 150,000
I don't know

Looking at your library's digitization efforts for your unique collections, how is the workload typically distributed?
Enter percentages totaling 100%. For example: 25% of digitization was done by continuing library staff, 50% by project staff, and 25% by contractors.
Paid library staff - continuing
Paid library staff - hired just for the project
Volunteers
Interns/students (paid)
Interns/students (unpaid)
Contractors (in-house or offsite)
Consortium or collaborative project staff
Community group members (such as historical society)
Other (please specify):

*Does your library have the technical equipment (e.g., scanning resources, hardware and software) to do digitization work?
Yes, we have all the necessary equipment in-house
We have some of these in-house and outsource some aspects
No, we outsource this to a vendor or community partner
No, we used to but no longer do
No, but we plan to acquire some or all of it
I don't know

Other (please specify):

*How many staff does your organization allocate to digitization initiatives and workflows?
Please enter the amount of Full-Time Equivalent (FTEs). For example, half of one person's full-time job would be 0.5 FTE. If no paid staff work on digitization, select Zero.
Zero
0.5 FTE or less
0.5 - 1 FTE
1 - 2 FTEs
2 - 4 FTEs
more than 4 FTEs

What is your library's current annual budget for digitization, including staff and outsourcing?
$1 - $5,000
$5,000 - $20,000
$20,000 - $50,000
$50,000 - $100,000
more than $100,000

Indicate the percent of your library's total digitization funding that comes from each source.
Enter percentages totaling 100%.
Library budget
International grant
Federal grant
Provincial grant
Municipal grant
Nonprofit or charitable grant
Private donation
Consortium
Other (please specify):

Please indicate the extent to which each of the following poses a barrier to your library's efforts to digitize your unique collections.
Major barrier - Minor barrier - Not a barrier - I don't know
Insufficient staff time
Insufficient staff training and expertise
Rights management issues, such as copyright and permissions
Lack of ongoing funding from the library budget
Lack of project funding
Lack of experience with applying for and administering grants
Material in challenging formats
Material in fragile condition
Inadequate technology, such as hardware, software, or vendor services
Inadequate infrastructure, such as electricity or internet access
Other (please specify):

What types of training would help your library be more successful in current or future digitization efforts? Please check all that apply.
Where to start
Project management training
Copyright or risk assessment training
Imaging best practices
Multimedia conversion best practices
Metadata best practices
Storage and access training
Digital preservation best practices
Collection development and maintenance training
Software training through a vendor
Donor relations and permissions training
Grant-writing and fundraising training
Vendor relations and contract management training
I don't know
Other (please specify):

Do you have anything to add about digitization practices and capacity discussed in this section?

Your Collaborations
This section is about partnerships, project funding, consultation, and any other kind of collaboration your library has done as part of your digitization efforts.

Has your library consulted with or collaborated with members of any of the following communities in the process of acquiring, describing, giving access to, or digitizing any materials pertaining to them? Please check all that apply.
Women
Indigenous
Franco-Ontarian
Black
Asian
Hispanic/Latinx
LGBTQ (lesbian, gay, bisexual, transgender, queer)
Non-Christian religions
People with disabilities
Other (please specify):

*With whom have you collaborated on digitization?
Local archives
Local historical society
Local museum

Local university
Municipal department
Non-local university
Provincial museum
Provincial government body
Provincial organization
Organization outside Ontario
University outside Ontario
Museum outside Ontario
Federal museum
Federal government body
Federal organization
International organization
We haven't collaborated with anyone
Other (please specify):

What types of collaborative support for digitization efforts has the library received from outside partners of any kind? Please check all that apply.
No outside support has been received
Funding
Shared equipment and resources
Outreach support
Training support
Internships
Volunteers
Access to others' materials
Networking, training, consultation
Free hosting and/or indexing
Other (please specify):

How effective do you feel these collaborations have been?
Extremely effective
Very effective
Somewhat effective
Not so effective
Not at all effective

*Are you looking for digitization collaborations?
Yes, we are actively looking for collaborators.
We want collaborators, but we aren't actively looking.
I don't know
We do not want collaborators.

If so, what are you looking for in a collaborator?

*Do you find it helpful to know what other organizations are digitizing or have digitized?
Yes
No

*Would a register of current and completed digitization projects in Ontario be useful to you?
Yes
No

If so, how would you use such a register? Please check all that apply.
To identify potential collaborations
To see how other organizations are collaborating
To identify similar collections
To identify priorities in terms of content
To identify priorities in terms of materials
To see how projects are being promoted
To identify organizations who can advise us or share their expertise
Other (please specify):

Do you have anything to add about the collaborations discussed in this section?

Access to Your Digitized Collections
This sections asks questions about how you make your digitized content accessible to the public.

*If your library has its own digital collections platform, whether run by the library or by a vendor, please tell us what technology you are using.
Islandora
AtoM
Omeka
Drupal
VITA Digital Toolkit
contentDM
Collective Access
PastPerfect
InMagic
A custom-built solution
We do not have a digital collections platform
Other (please specify):

*How else do you provide online access to your digitized collections? Please check all that apply.
Another organization's digital collections platform, such as a local historical society
On a heritage-specific hosting site such as the Internet Archive, Canadiana.org, or HistoryPin
On a media-hosting site such as Flickr, Youtube, or SoundCloud

We upload digitized items to social media such as Twitter, Facebook, or Instagram
Other (please specify):

*Do you restrict access to your digitized collections in any way? Please check all that apply.
We do not provide access - digitized materials are available to staff only
Digitized items are available by request only (by email, or secure file-sharing, or on physical media)
Digitized items are available in-branch only (on an internal server or database, or on physical media)
Our website requires account creation and login
We do not restrict access to our digitized collections
Other (please specify):

*What copyright permissions or restrictions does your library use for digitized materials? Please check all that apply.
Commercial reproduction permissions and fees
Creative Commons licenses
RightsStatements.org labels
None, if in the public domain
We only share public domain materials
We put our own copyright on our digitized images
Fair dealing only
Research or personal use only
With permission
With citation
I don't know
Other (please specify):

How does your library plan to maintain public access to your digitized collections as technologies evolve? *For example, "Our vendor takes care of that" or "We have a yearly review of our technologies" or "We have no plans."*

*What metadata formats do you use for your digital collections? Please check all that apply.
MARC
Dublin Core
MODS
VRA Core
RDF
I don't know
Other (please specify):

*Would your organization contribute your metadata to an aggregate website, such as a regional or provincial heritage portal?
Yes

Yes, with help (financial or technical)
No
Other (please specify):

*Would your organization convert your metadata to a common metadata schema, to make your collections more findable through an aggregate website, such as a regional or provincial heritage portal?
Yes
Yes, with help (financial or technical)
No
Other (please specify):

Do you have anything to add about the access and permissions discussed in this section?

Measuring Your Collections' Impact
This section is about public engagement and interaction with your digitized collections.

*How does your library publicize the availability of digitized materials to the public? Please check all that apply.
Library website
Library blog
Library catalogue integration (with records in your OPAC)
Indexing in other search portals (e.g. regional hubs)
API for our collections data
Virtual exhibits
Physical exhibits in the library
Physical exhibits outside the library
Social media, such as Twitter, Facebook, or Instagram
Release events or press releases
Coverage in local media (e.g. newspaper, radio, TV)
Print or digital advertisements in newspapers or magazines
Library newsletter or programme (print or digital)
Signs, brochures, flyers in libraries
Signs, brochures, flyers in other venues
Booths or appearances at community events
Word of mouth, or nothing formal
I don't know
Other (please describe):

*Is your library doing targeted outreach with your digitized collections?
For example, are library staff reaching out to educators, community groups, or historical societies to discuss how your digitized materials can be used by them specifically?
Yes
No

I don't know

What kind of outreach is your library doing?

*Does your organization measure the use of your digitized collections?
Yes
No
I don't know

How do you measure the use of your digitized collections?
Web statistics and analytics
Social media statistics (Facebook, Twitter, etc.)
Feedback forms
Citation tracking
User surveys
Other (please specify):

How are you using the information you're gathering around your digitized collections' impact?
For example to improve future digitization efforts, to inform library budgeting and staffing, to plan outreach, to change your social media tactics, to change what you collect or solicit for your special collections, to find new collaborators.

How are your digitized collections being used by the public?
For example, people sharing your images on social media, researchers using materials in their projects, people participating in crowdsourcing initiatives, teachers using items in their classes, or artists using materials as reference.

Do you have anything to add about the engagement and impact discussed in this section?

Do you have any other comments to add about your library and digitization?

Thank you for completing this survey. If you have any additional comments or question please contact Allana Mayer at amayer@ourdigitalworld.org.