Controlled Online Collections Survey
Spring 2008

INSTITUTE of MuseumandLibrary SERVICES

The information below will help you in answering the questions in this study.

If your museum is part of a larger cultural institution, please respond to the questions in this survey in reference <u>only to your museum</u>.

For the purpose of this survey, a <u>controlled online collection</u> is defined as a network accessible collection of digital materials where: access to the collection is controlled, or use of the digitized materials is controlled.

Controls may be implemented through a variety of tools including metadata, resolution limits, watermarking, streaming, registration requirements, pop ups, etc.

<u>Access controls</u> restrict who can access your online collection, or from where and when they can access it. For example, access restrictions might require payment of a fee prior to gaining access to materials, or it may restrict access to officially registered users.

<u>Use controls</u> restrict what users can do with the online collections they have access to. For example use controls may restrict whether users can print or save materials in your collection.

The definition of controlled online collections <u>EXCLUDES</u>:
- **Collections of licensed or subscription-based digital materials to which you provide access.**
- **Digital materials primarily for internal staff use.**
- **Completely unrestricted online digital collections.**

A1. Does your institution have any online digital collections?

○ Yes
○ No ⟶ **GO TO QUESTION E1 ON PAGE 8**

A2. Do you have or do you plan to have any controlled online collections?

○ Currently have
○ Currently do not, but plan to have ⟶ **GO TO QUESTION A3, NEXT PAGE**
○ Do not have and do not plan to have ⟶ **GO TO QUESTION D1 ON PAGE 7**

A3. Which of the following <u>object types</u> are represented in your controlled online collections? Check all that apply.

- ○ Data sets
- ○ Texts
- ○ Images (non text)

- ○ Moving images
- ○ Sounds
- ○ Interactive resources
- ○ Other: [_____]

A4. Which of the following <u>subject categories</u> best describe the materials in your controlled online collections? Check all that apply.

- ○ Art, photography, and architecture
- ○ Performing arts
- ○ Economy and business
- ○ Education and educational materials
- ○ Geography
- ○ Health and medicine
- ○ Sciences

- ○ Technology and applied sciences
- ○ Military and defense
- ○ Natural history and environment
- ○ Recreation and sports
- ○ Religion and philosophy
- ○ Societies and culture
- ○ Other: [_____]

A5. Which of the following <u>common digital library collection types</u> are included in your controlled online collections? Check all that apply.

- ○ Theses and dissertations
- ○ Educational materials
- ○ Rare books
- ○ Cultural artifacts
- ○ Historical photographs
- ○ Music
- ○ Other sound

- ○ Sheet music
- ○ Maps
- ○ Newspapers
- ○ Manuscripts
- ○ Correspondence, diaries, and personal records
- ○ Artistic works (fine, performance, decorative)
- ○ Other: [_____]

A6. What portion of your online collections are controlled online collections? Check the one best answer.

- ○ Almost none or none
- ○ Small amount
- ○ Moderate amount
- ○ Large amount
- ○ Almost all or all

B1. The next few questions ask about your institution's policies for controlled online collections.

B2. A copyright status statement defines the rights holder for a collection or object. Based on this definition, does your controlled online collection include a copyright status statement? Check all that apply.

◯ No copyright status statement available
◯ Collection level: Available, or linked to, from within the controlled digital collection
◯ On website: Available on organization's website, but not linked to from within the collection
◯ Object level: Available at the object level via text description or metadata

B3. An acceptable use statement defines permitted uses of a collection or an object such as "personal research use," or "use with attribution." Based on this definition, does your controlled online collection include an acceptable use statement? Check all that apply.

◯ No acceptable use statement available
◯ Collection level: Available or linked to from within collection
◯ On website: Available on organization's website, but not linked to from within the collection
◯ Object level: Available at the object level via text description or metadata

B4. An intellectual property policy has been defined as "a statement of principles, values and intent about IP assets owned and used by [a cultural institution]" Based on this definition, does your institution have an intellectual property policy?

◯ No, we do not presently have an intellectual property policy
◯ Yes, but **not** available to the public on the web site
◯ Yes, and it is available to the public on the web site

B5. The next series of questions ask about your institution's motives for creating controlled online collections. To what extent do the following motives encourage the creation of controlled online collections in your institution?

	Not at all	Only a little	Some	A lot
B6. To generate income or revenue	◯	◯	◯	◯
B7. To recover costs of intellectual property management	◯	◯	◯	◯
B8. To maintain exclusivity	◯	◯	◯	◯
B9. To avoid misuse or misrepresentation	◯	◯	◯	◯
B10. To ensure proper object description and repository identification	◯	◯	◯	◯

	Not at all	Only a little	Some	A lot
B11. As per donor or owner requirement	○	○	○	○
B12. Can not obtain rights	○	○	○	○
B13. Burden of rights search	○	○	○	○
B14. To avoid legal risks	○	○	○	○
B15. To limit exposure to materials authors intend to publish, patent or commercially exploit	○	○	○	○
B16. To control access to sensitive materials (e.g., racial, ethnic, religious, health, etc.)	○	○	○	○
B17. To control information about endangered or valuable objects, animals or cultural events/items	○	○	○	○
B18. To control access to potentially offensive materials (e.g., sexual, anatomical, drug-related, etc.)	○	○	○	○
B19. To avoid conflicts with financial supporters or governing bodies	○	○	○	○
B20. To protect privacy	○	○	○	○
B21. To protect public safety or national security information	○	○	○	○
B22. To control server/network loads, digital storage space	○	○	○	○
B23. To reduce download times for users	○	○	○	○
B24. Other (specify)	○	○	○	○

⌐→ [   ]

B25. Which users can access and use your controlled online collections? Check all that apply.

○ All institutional members
○ Subset of institutional members
○ Affiliates of the institution (researchers or instructors with different home institutions)
○ Paying customers or subscribers
○ Other individually registered users (no payment required, no institutional affiliation)
○ General public
○ Other: [   ]

B26. How <u>concerned</u> are you about controlling the following types of unauthorized uses in your controlled online collection?

	Not at all ▼	Only a little ▼	Some ▼	A lot ▼
B27. Individual research or study……..........................	○	○	○	○
B28. Non-commercial educational use ………………....	○	○	○	○
B29. Non-commercial modification or derivative use.......	○	○	○	○
B30. Non-commercial publication……………………....	○	○	○	○
B31. Non-attribution………………………………….....	○	○	○	○
B32. Commercial publication………………………….....	○	○	○	○
B33. Other (specify)..………...	○	○	○	○

↳ [   ]

B34. Has your institution documented the rationale for the restrictions inherent in controlled online collections in any policy statement? Mark only the best choice.

- ○ No rationale statement available
- ○ Yes, but not available to the public on the web site
- ○ Collection level: Rationale statement available, or linked to, from within collection
- ○ On website: Rationale statement available on organization's website, but not linked to from within the collection

---

C1. Does your institution employ the protection measure features in the following systems to control <u>access to or use of</u> your controlled online collections? Check all that apply.

- ○ Publishing system (e.g., Adobe Content Server, etc)
- ○ Courseware (e.g., Blackboard, WebCT, OCW, etc.)
- ○ Streaming media server (video and audio)
- ○ Institutional repository software (e.g., D-Space, e-Prints, Fedora, etc.)
- ○ Digital library software (e.g., Greenstone, Content DM, etc.)
- ○ Digital asset management software (e.g., Luna Insight, Artesia Teams, etc.)
- ○ Content available through 3rd part licensed platform that controls access and use (e.g., ARTstor)
- ○ Other [   ]

C2. For each of the categories below, please indicate whether your institution employs any of the following technological tools within your controlled online collections?

C3. Pop-ups, click-through, permissions. Check all that apply.
- ○ Pop-up copyright warnings or captions
- ○ Click-through user agreements or licenses
- ○ Signed end-user license agreements
- ○ Patron registers for an account or asks permission

C4. Sampling, resolution, waterworks. Check all that apply.
- ○ Low quality resolution, sampling – intended to control content
- ○ Thumbnails, limited length clips - intended to control content
- ○ Streaming - with the intention of controlling content
- ○ Watermarks - visible
- ○ Watermarks – invisible, bitstream

C5. User Accounts, Authentication. Check all that apply.
- ○ IP (internet protocol number) range authentication
- ○ Network-ID based authentication (one institution)
- ○ Cross-institutional authentication (e.g., Shibboleth/Liberty Alliance)

C6. User interface controls. Check all that apply.
- ○ Do not display machine readable text (OCR)
- ○ Disable use features in interface design such as a save button
- ○ Disable copy and save features (e.g., right click) of browser or operating system

C7. Other Network controls. Check all that apply.
- ○ Only access or use through approved terminals or an internal LAN (local area network)
- ○ Concurrent user limit
- ○ Cookies, digital certificates
- ○ Randomly generated or temporary URLs

C8. Viewers. Check all that apply.
- ○ Monitoring, throttling, or metering system to control downloading
- ○ Available on 3rd party platform that controls access and use (e.g., ARTstor)
- ○ Require software decoders or viewers
- ○ Require hardware decoders or hardware devices

C9. Any other technological tools (specify)

[   ]

D1. How much do each of following items discourage your institution from creating controlled online collections?

	Not at all ▼	Only a little ▼	Some ▼	A lot ▼
D2. Institutional mission, policies, or statutory requirements ……	○	○	○	○
D3. Institutional level technology choices ……	○	○	○	○
D4. Belief that open collections have a greater impact ……	○	○	○	○
D5. Do not have content appropriate for a controlled collection ……	○	○	○	○
D6. Concerns about end user dissatisfaction ……	○	○	○	○
D7. Concerns about negative perception by partners, funders or peers. ……	○	○	○	○
D8. Concerns about unknown consequences ……	○	○	○	○
D9. Concerns with technological management complexity ….	○	○	○	○
D10. Concerns with legal management complexity ……	○	○	○	○
D11. Few best practices or examples from which to model …	○	○	○	○
D12. Other (specify) ……	○	○	○	○

⌐→ [ ]

D13. What are the top 5 ways IMLS should support the implementation of controlled online collections? Select your top 5 from the list below.

- ○ Develop technology implementation best practices and training
- ○ Develop business model best practices and training
- ○ Develop policy/legal best practices and training
- ○ Track what cultural institutions in the US are doing with controlled collections
- ○ Track what cultural institutions in other countries are doing with controlled collections
- ○ Provide funding
- ○ Other (please list): [ ]
- ○ IMLS should not promote access and use control implementation
- ○ Don't know

Please continue to the next page.

E1. Please provide us with the following information about your museum.

E2. Which of the following most closely describes your museum? Check one.

- ○ Aquarium
- ○ Arboretum or botanical garden
- ○ Art museum
- ○ Children's museum
- ○ General museum
- ○ Historic house/site
- ○ History museum

- ○ Natural history or anthropology museum
- ○ Nature center
- ○ Planetarium
- ○ Science or technology center
- ○ Zoological park
- ○ Other (please list): [   ]

E3. What is the current size of your institution's paid full time equivalent (FTE) staff? Select the best option.

- ○ Less than 5
- ○ 6 – 10
- ○ 11 – 25
- ○ 26 – 75
- ○ 76 – 150

- ○ 151 – 250
- ○ 251 – 500
- ○ 501 – 1,000
- ○ 1,001 – 1,500
- ○ More than 1,500

E4. What is the current size of your institution's annual budget? Select the best option.

- ○ Less than $250,000
- ○ $250,001 - $500,000
- ○ $500,001 - $750,000
- ○ $750,001 - $1,000,000

- ○ $1,000,001 - $5,000,000
- ○ $5,000,001 - $10,000,000
- ○ $10,000,001 - $25,000,000
- ○ More than $25,000,000

E5. May I contact your institution to ask follow up questions about your controlled online collections?

- ○ Yes, feel free to contact us ➝

Contact Name: [   ]

Email: [   ]

Phone: [   ]

- ○ No, please do not contact us

E6. Is there anything we haven't asked about your controlled online collections that you think is important for us to know?

[   ]

Thank you for completing this survey! Please return it in the provided envelope.