

# EuropeanaLocal Survey

## Introduction

### Welcome to the EuropeanaLocal Survey

#### What is in the survey?

The survey has 9 sections:

- Content Provider Information
- Collection Description
- Digital Object Metadata
- Information Scheme(s) (Metadata)
- Geographic Name Terminology and Co-ordinate Standards
- Date Format and Time Period Terminology
- Subject Terminology
- Person and Organisation Terminology
- Contributing to Europeana

#### Who should fill in the survey?

The on-line survey should **only** be filled in by the **partners** of the EuropeanaLocal Project. A digital version of this survey has been given to partners and this can be used to gather all the needed information from content providers before using the on-line form. Partners may send copies the digital version of the form to the content providers in their country to fill in. They may talk to the provider (for example on the phone or in person) in order to fill in forms on their behalf.

Some of the questions are of a technical nature (for example in the 'Contributing to Europeana' section) and you may need to contact the relevant persons at the organisation providing content who can answer those questions.

#### What is being surveyed?

The aim is survey information about 'individual' collections that a content provider is prepared to submit to Europeana. Generally all the holdings of an organisation should not be described in one survey form.

Partners should fill in a survey form for each collection as listed in the *Description of Work* of the Europeana Project. Partners should use the list in the *Description* to be clear about what a 'collection' is in the context of project.

Partners are encouraged to add more collections to the survey.

If you have any questions about the survey please contact Gordon McKenna:

E-mail: [gordon@collectionstrust.org.uk](mailto:gordon@collectionstrust.org.uk)

Tel: +44 1223 316028

## Provider Information

Please give the following information about the organisation providing the content:

1. Country

2. Provider name

3. Address (include postcode)

4. Is the provider a (tick ☒ all that apply):

- ☐ Museum?
- ☐ Library?
- ☐ Archive?
- ☐ Sound archive?
- ☐ Aggregator?

### Primary contact

5. Name

6. Job title

7. Telephone number

8. E-mail address

**Alternative contact (if possible)**

9. Name

10. Job title

11. Telephone number

12. E-mail address

## Collection Description

Please give the following information about this collection.

(Note that the information you enter should only be for this collection and not for the organisation in general.)

13. Collection name.

For example: "Museum collection database"; "Video archives"; "WWII archive"; "Dinosaur fossils collection".

14. Collection theme(s) or subject(s).

For example: "Early commercial TV programmes in UK"; "Cartographic archives of Southern Spain"

15. The time periods which the content of the collection covers.

For example: "1914-1939"; "Medieval (1066-15th century)"; "Prehistory-Present (50,000BC-2008)"; "6 billion years ago-present"

16. Language of the digital objects (Roughly provide the % of each language and show if any dual language).

For example: "Spanish 80%; English 20%"; "French 100%"; "Catalan 80%; Spanish 15%; Latin 5%"

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17. How many digital objects can you contribute to EuropeanaLocal from this collection? Please give the detail of your digital objects level.

For example: "About 90,000 (Copyright protected objects and free to use)"; "Books objects are at the volume level. Journal objects are at the year level"

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18. How many thumbnails or samples can you contribute to EuropeanaLocal from this collection? Please give the detail of your digital objects level.

For example: "About 80,000 Low resolution images, low quality movies)"; "Thumbnails of books showing the cover/title page"

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## Digital Object Metadata

Please give to following information about the metadata of the digital objects in this collection.

(Note that the information you enter should only be for this collection and not for the organisation in general.)

19. Do you have Text digital objects?

- ☐ Yes
- ☐ No

20. If 'Yes' please tick all the Text formats you have.

- ☐ DjVu
- ☐ HTML
- ☐ PDF
- ☐ Plain text
- ☐ RTF
- ☐ SGML
- ☐ Word
- ☐ XML

21. If you have any other Text formats please list them here.

22. Do you have Image digital objects?

- ☐ Yes
- ☐ No

23. If 'Yes' please tick all the Image formats you have.

- ☐ BMP
- ☐ DjVu
- ☐ GIF
- ☐ JPEG
- ☐ PNG
- ☐ TIFF

24. If you have any other Image formats please list them here.

25. Do you have Audio digital objects?

- ☐ Yes
- ☐ No

26. If 'Yes' please tick all the Audio formats you have.

- ☐ AIFF
- ☐ MP3
- ☐ MPG
- ☐ WAV
- ☐ WMA

27. If you have any other Audio formats please list them here

28. Do you have Video digital objects?

- ☐ Yes
- ☐ No

29. If 'Yes' please tick all the Video formats you have.

- ☐ AVI
- ☐ FLV (Flash Video Format)
- ☐ MOV (Quicktime)
- ☐ MP4
- ☐ MPG
- ☐ RM (Real Media)
- ☐ SWF (Flash Movie)
- ☐ WMV (Windows Media Video)

30. If you have any other Video formats please list them here.

31. Do you have any other types of digital objects not covered above?

- ☐ Yes
- ☐ No

32. If 'Yes' please describe them.



33. IPR (for example copyright). Please give details to access rights to use the content in the collection.

For example: "Public domain"; "Licenced"

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## Information Scheme(s) (Metadata)

34. Please check the all boxes for the information schemes (metadata) that are used to describe the digital objects in this collection.

- ☐ CDWA
- ☐ CIDOC-CRM
- ☐ Dublin Core
- ☐ EAD
- ☐ FRBR
- ☐ ISAD(G)
- ☐ MAB
- ☐ MARC
- ☐ METS
- ☐ MIDAS
- ☐ MODS
- ☐ museumdat
- ☐ Object ID
- ☐ SPECTRUM
- ☐ TEI
- ☐ VRA

35. Did you adapt the standard?

- ☐ Yes
- ☐ No

36. If 'Yes' then please say how you adapted the standard.

37. If the information scheme (metadata) is not one of the ones listed above please say what is used to describe this collection here.

## Geographic Name Terminology and Co-ordinate Standards

Please tell us which geographic name terminologies and co-ordinate standards are used to describe the digital objects in this collection.

Note that we are defining a 'standard' to be a published terminology. It might be a formal standard, a national authority file, or another published terminology source (for example Getty's *Thesaurus of Geographic Names* (TGN)).

(Note that the information you enter should only be for this collection and not for the organisation in general.)

### Geographic Name Terminology

38. Do you use a standard set of terms for geographic names?

- ☐ Yes
- ☐ No

39. If 'Yes' is the source for the terms:

- ☐ Developed by the provider?
- ☐ A published standard?

#### ***For provider-developed terminology***

40. Please give details

***For published terminology***, please give a reference for each source used. If the source is available on-line please give its URL (web address).

For example: TGN

41. Source reference

42. Source reference

43. Source reference

44. Source reference

45. Source reference

### **Co-ordinate Standards**

46. Are geographic co-ordinates used to describe this collection? (for example 61.0124N, 5.8125E).

☐ Yes

☐ No

47. If 'Yes' which reference system do you use?

For example: latitude/longitude; WGS 84 UTM 32N; RT9; OSGB 1936; DHDN Zone 1

## Date Format and Time Period Terminology

### Date Format

48. Is a standard date format (or formats) used to describe the digital objects in this collection?

- ☐ Yes
- ☐ No

49. Which date format do you use?

### Time Period Terminology

Note that we are defining a 'standard' to be a published terminology. It might be a formal standard, a national authority file, or another published terminology source (for example Getty's *Art and Architecture Thesaurus* (AAT)).

50. Do you use a standard set of terms for time periods?

- ☐ Yes
- ☐ No

51. If 'Yes' is the source for the terms:

- ☐ Developed by the provider?
- ☐ A published standard?

### ***For provider-developed terminology***

52. Please give details

***For published terminology***, please give a reference for each source used. If the source is available on-line please give its URL (web address).

53. Source reference

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58. If you have any additional comments please make them here

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## Subject Terminology

Note that we are defining a 'standard' to be a published terminology. It might be a formal standard, a national authority file, or another published terminology source (for example Getty's *Art and Architecture Thesaurus* (AAT)).

59. Do you use a standard set of terms for subjects associated with the content (for example: object name, subject, iconography)?

☐ Yes

☐ No

60. If 'Yes' is the source for the terms:

☐ Developed by the provider?

☐ A published standard?

### ***For provider-developed terminology***

61. Please give details

***For published terminology***, please give a reference for each source used. If the source is available on-line please give its URL (web address).

For example: AAT, Iconclass, SWD/RSWK, RAMEAU, LCSH, DDC, UDC

62. Source reference

63. Source reference

64. Source reference

65. Source reference

66. Source reference

67. If you have any additional comments please make them here



## Person and Organisation Terminology

Note that we are defining a 'standard' to be a published terminology. It might be a formal standard, a national authority file, or another published terminology source (for example Getty's *Union List of Artist's Names* (ULAN)).

68. Do you use standard authorities for persons and organisations?

- ☐ Yes
- ☐ No

69. If 'Yes' is the source for the terms:

- ☐ Developed by the provider?
- ☐ A published standard?

### ***For provider-developed terminology***

70. Please give details

***For published terminology***, please give a reference for each source used. If the source is available on-line please give its URL (web address).

For example: LCNA, ULAN

71. Source reference

72. Source reference

73. Source reference

74. Source reference

75. Source reference

## Contributing to Europeana

Please give us information about how you will provide your content to Europeana

76. Does every digital item in the collection have its own unique URL?

- ☐ Yes  
☐ No

77. If 'Yes' how long will you guarantee the long-term persistence of that URL?

For example: "For 5 years, but unique ID for longer term"

78. If not, do you use other types of identifiers (catalogue or inventory numbers, NBN, DOI, PURL, ARK, Open URL) that can be used, through an existing resolution service, to provide persistent access to the object over time?

For example: "Yes. Local identifier (but still discussing)"

79. Could the digital objects in this collection be downloaded via FTP?

- ☐ Yes  
☐ No

80. Are the metadata records harvestable via OAI-PMH?

- ☐ Yes  
☐ No

81. If you use OAI-PMH, please give us the base URL of OAI-PMH server, and the set unique identifier (setSpec tag) if applicable.

82. What protocol (Z39.50, SRU, or SQL, etc) is currently used to search the collection?

83. Could the metadata for this collection be downloaded via FTP?

- ☐ Yes  
☐ No

84. Is a commercial computer system used to manage this collection?

- ☐ Yes  
☐ No

85. If 'Yes' please tell us which system.

86. Is the metadata for this collection aggregated by anyone else?

- ☐ Yes  
☐ No

87. If 'Yes' please tell us by who.

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