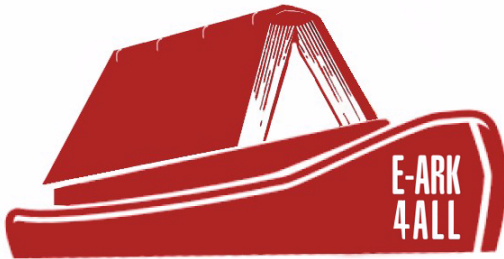


Questionnaire to assess eArchiving training needs



E-ARK4ALL is currently conducting a Training Needs Analysis for digital archiving as part of the Connecting Europe Facility (CEF) eArchiving Building Block. The need for eArchiving training has never been greater. In the last two decades, governments, businesses and individuals have become increasingly digital. So much so that ninety per cent of the data in the world today has been generated in the last two years.

Data on this scale brings opportunities but it also brings challenges. The problem for memory institutions is that archiving even a small fraction of this data will become a massive burden. Long-term repositories dealing with this deluge must implement appropriate specifications, tools and workflows capable of processing huge quantities of information in an increasing variety of formats. Organizations in the archiving ecosystem need to be aware of the different approaches, systems and formats that can be implemented.

The aim of E-ARK4ALL is to promote a deeper engagement with and access to, eArchiving services. One of the ways that we will achieve this is by offering training. The following Training Needs Analysis will help ensure that the training developed is appropriate for our target communities, and meets their actual needs.

Your contribution to this questionnaire will help shape this training. Please encourage your colleagues and staff to respond. It should take about 10 minutes to complete.

1 Basic information

The following information will help us tailor our content more effectively

1.1 Which of the following most closely describes the governance of your organisation? (Select one)

- Academic / education
- Not-for-profit / charity
- Business / corporation
- Government organisation (national)

- Government organisation (regional / local)
- Other

1.2 If Other, describe it here

1.3 **Name of your organisation** (Optional)

1.4 **What best describes your role in the organisation?** (Select one)

- Management
- IT / technical
- Subject matter / content expert
- Administrative
- Other

1.5 If Other, describe it here

1.6 **Does your organisation have a need for long-term archiving of digital data or documents?**

- Yes
- No

2 Tell us where you are now

This section will help us understand eArchiving in your organisation (your current level of skills and where you believe you could improve)

2.1 Types of data you manage

2.1.1 **What types of digital documents/data do you manage currently?** (Tick all that apply)

- Text documents
- Video
- Audio
- Digital images
- e-mail
- Geospatial data
- Websites
- Databases
- Other

2.1.2 **How are these digital documents/data created?** (Tick all that apply)

- Born-digital
- Deposited
- Reformatted (from one format to another)
- Licensed
- Scanned
- Other

2.2 What tools you use?

2.2.1 What tools do you use? (Tick all that apply)

- ERMS systems
- RDBMS
- GIS systems
- File systems
- Proprietary systems
- Archival management system

2.3 What archival standards do you have implemented?

2.3.1 Archival standards used (Tick all that apply)

- OAIS
- METS
- PREMIS
- SIARD
- ISADG
- EAD
- Other

2.3.2 What other data standards do you use?

3 Where do you want to go?

This section will help us understand where eArchiving is going in your organisation (your current level of skills and where you believe you could improve)

3.1 Data / document types

3.1.1 Do you expect that the **amounts** of data / documents that you will need to manage in the future will:

- Increase
- Stay the same

Decrease

3.1.2 Do you expect that the **types** of data / documents that you will need to manage in the future will:

- Increase
- Stay the same
- Decrease

3.1.3 What other data types do you plan to manage?

3.2 Data management tools

3.2.1 Do you plan to deploy new tools for managing archival data?

- Yes
- No

3.2.2 What tools/systems do you plan to implement?

3.3 Standards

3.3.1 Do you plan to implement new standards for managing archival data?

- Yes
- No

3.3.2 What standards do you plan to implement?

4 How can we proceed?

4.1 Training

4.1.1 Is training in eArchiving of interest to your organisation?

- Yes
- No

4.1.2 What **type** of training would most suit you? (Tick all that apply)

- Instructor-led training (on site)
- Instructor-led training (off site)
- On-line instructor-led training
- On-line training (self-paced)

- Training organised specifically for your organisation
- Other

4.1.3 Please describe the training that would be most helpful to your organisation here

4.1.4 **What kind of training content would be most helpful to your organization?** (Tick all that apply)

- Introduction to eArchiving
- Technical training (general)
- Technical training (standards)
- Technical training (E-ARK tools)
- Management level training
- Legal issues
- Other

4.1.5 Please describe the training that would be most helpful to your organisation here

4.2 Contribution

4.2.1 **Would you be willing to help us with any of the following?** (Tick all that apply)

- Providing content for training materials
- Beta testing the training material

4.2.2 Please provide an e-mail address or other contact details so that we can follow up

4.2.3 **If you have any other comments about your eArchiving training needs please include them here**