

Scene-setting information - MONUMENTS		Queries to Numeric@ipf.co.uk / +44 (0) 208 667 8508	
		Please use the white spaces to complete your answers.	
1	Name of Institution / organisation	<input type="text"/>	
2	Type of Institution / organisation	<input type="text"/>	
		Leave this box blank	
3	Country in which your institution is located	<input type="text"/>	
		Leave this box blank	
4	Does your institution provide a National or Regional service?	<input type="text"/>	
5	Your name (person completing this questionnaire)	<input type="text"/>	
6	Your e-mail address	<input type="text"/>	
7	Your telephone number or Skype contact details:	<input type="text"/>	
8	Do you have a written digitisation plan for your monuments?	<input type="text"/>	Year: <input type="text"/>
9	If you have an annual budget for digitisation how much is this?	<input type="text"/>	Currency: <input type="text"/>
10	What percentage of the digitisation costs to-date were funded from:		
i	National Resources?	<input type="text"/>	
ii	Regional / Sub-Regional Funds?	<input type="text"/>	
iii	Private Donations?	<input type="text"/>	
iv	Other Sources? (e.g. "In-kind", partnership, commercial arrangements)	<input type="text"/>	
11i	Do you possess an ONLINE inventory of your monuments(s)	<input type="text"/>	
ii	If 'Yes' to 11i, does this distinguish digitised monuments?	<input type="text"/>	
<p><i>Please provide information about the size of your institution's analogue collection and digitisation activity at question 12 on the next page - click the green "Activity" tab below.</i></p>			



Questionnaire Page 1:

Classifications and definitions:

When respondents answer question 3, the currency is automatically selected and assumed for all expenditure / budget questions on the questionnaire (Q9 & Q25).

CLASSIFIED RESPONSES:

Q2 Type of Institution

Cultural Ministry
National Agency for Monuments
Regional Agency for Monuments
Municipality responsible for Monuments
Other type of organisation
Please specify

Q4 Geographic Importance

National
Regional/Local

Q3 Country

at Austria
be Belgium
bg Bulgaria
cy Cyprus
cz Czech Republic
de Germany
dk Denmark
ee Estonia
es Spain
fi Finland
fr France
gr Greece
hu Hungary
ie Ireland
it Italy
lt Lithuania
lu Luxembourg (Grand-Duché)
lv Latvia
mt Malta
n Netherlands
p Poland
pt Portugal
ro Romania
se Sweden

Q3 Country (continued)

si Slovenia
sk Slovakia
uk United Kingdom
zz Another Country
Please specify

Q9 Year

2008/09
2008
2007/08
2007
Don't know

Q11i ? (also Q11ii)

Yes
No
Do not know

NOTES OF GUIDANCE:

Q8 Digitisation Plan

(The plan may be for any period up to 2012.)
Please provide a copy of this plan with your completed questionnaire if you answer "Yes".

Q9 Digitisation Budget

This sum is the amount identified in your own institution's annual budget to provide for digitisation work. Please attempt to include the cost of the staff time devoted to such projects in this estimate, but exclude external funding not in your budget. Make a note on the Comments page, if the figure you provide omits any significant items.

Q10i National Resources

Show the percentage funded from Central Government resources.

Q10ii Regional / Sub-Regional Funds

Show the percentage funded from Regional Government / Municipal resources.

Q10iii Private Donations

Show the percentage funded from Private Donations / Bequests, etc..

Q10iv Other Funding

Show the percentage funded from any other sources including commercial arrangements etc..

12 Please provide your best estimate of the monuments in your care and the digitisation activity associated with these:

	Click here for definitions on the website Monuments in your administrative care:	Physical monuments		Digital output		
		Unit: [1]	Total units: [2]	Digitised units: [3]	Planned digitisation units: [4]	cost: (_____) [5]
a	Individual monuments	<i>Number</i>				

For information, you reported your digitisation budget for one year at Q9 = xx,xxx

Report both physical and digitised monuments as defined in column 1.

The "Cost" required under column [5] is equivalent to your estimate that a contractor would charge to digitise all the material shown in column [4].

"Digitised units" are monuments that have already been digitised or partly digitised.

"Planned units" are monuments for which financial resources for digitisation have been identified in plans.

	Please show the total represented by the digitised output in column [3], above, that are:	Unit:	Digitised output [6]	N° of Monuments included [7]
b	Photographic images of the monument(s) - e.g. JPEG, TIFF, PDF, etc..	<i>Images</i>		
c	Audio-Video material describing the monument(s) including computer generated imagery	<i>Hours</i>		
d	Site maps - marking the location of the monument(s)	<i>Images</i>		
e	Text files accessible on the internet	<i>Pages</i>		
f	Condition Reports - e.g. administrative information for maintenance of the monument(s)	<i>Reports</i>		

g	Briefly describe the types of monuments for which your institution is responsible	
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Click gold "Projects" tab to continue.

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The table below should identify the quality and quantity of the **digital** content (and related metadata) held by your institution. Please enter details in the yellow cells and start a new row for each collection.

Heading	Type of Monument(s)	Quantity & Definition	Format & Quality	IPR	Current Use	Existing Metadata	Other Information
	[1]	[2]	[3]	[4]	[5]	[6]	[7]
Example entry	<i>Cenotaphs</i>	<i>1 Cenotaph digitised with information attached including aerial and terrestrial photographs with site map, condition report and contextual text.</i>	<i>Format - JPEG, MPEG, Quicktime, HTML, PDF etc., Quality - Resolution, sampling rate, colour/grey-scale etc.</i>	<i>Access rights to use the content e.g. public domain or license</i>	<i>Describe main groups interested in this material and number of requests for access</i>	<i>Describe the structure of the metadata</i>	<i>If known, state the cost of the project and other details such as language(s) of contextual text</i>

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Add further entries if necessary - then click the yellow tab to make any comments. Thank you for your help.



Please enter any further comments below: **Include any special points about the answers you have provided to the previous questions.**

Please save your completed file (Save As) and give it a name that identifies your institution;
... then, send your completed survey return to: Numeric@ipf.co.uk

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COMMENTS

NUMERIC definitions

Survey of monuments

access (ISO 5127)
right, opportunity or means of obtaining information from documents

artifact (ODLIS)
An object made or modified by the work of one or more persons (replicas excluded), as distinct from a natural object, called a specimen when collected. Objects created for their aesthetic value are considered works of art. (Alternative spelling, "Artefact").

audiorecording (ODLIS)
any medium on which sounds are recorded for mechanical or electronic playback, including phonograph records (vinyl), audiotape, and compact disc. Synonymous with sound recording

born digital (Jones)
Digital materials which are not intended to have an analogue equivalent, either as the originating source or as a result of conversion to analogue form.

closed access (ISO 5127)
access to information, documents or information services limited by general or specific regulations

digital materials (Jones)
A broad term encompassing digital surrogates created as a result of converting analogue materials to digital form (digitisation), and "born digital" for which there has never been and is never intended to be an analogue equivalent, and digital records.

digital preservation (ODLIS)
The process of maintaining, in a condition suitable for use, materials produced in digital formats, including preservation of the bit stream and the continued ability to render or display the content represented by the bit stream. The task is compounded by the fact that some digital storage media deteriorate quickly ("bit rot"), and the digital object is inextricably entwined with its access environment (software and hardware), which is evolving in a continuous cycle of innovation and obsolescence. Also refers to the practice of digitizing materials originally produced in nondigital formats (print, film, etc.) to prevent permanent loss due to deterioration of the physical medium.

digitisation (IMLS)
the process of converting, creating and maintaining books, art works, historical documents, photos, journals etc, in electronic representation so they can be viewed via computer and other devices.

full-time equivalent/FTE (adapted from ISO 11620)
a measurement equal to one staff person working a full-time work schedule for one year

EXAMPLE If out of three persons employed in an institution, one works quarter-time, one works half-time, and one works full-time, then the FTE of these three persons would be $0,25 + 0,5 + 1,0 = 1,75$ employees (FTE).

metadata (ODLIS)
Literally, "data about data." Structured information describing information resources/objects for a variety of purposes.... The term is generally used in the library community for non-traditional schemes such as the Dublin Core Metadata Element Set, the VRA Core Categories, and the Encoded Archival Description (EAD). Metadata has been categorized as descriptive, structural, and administrative. *Descriptive metadata* facilitates indexing, discovery, identification, and selection. *Structural metadata* describes the internal structure of complex information resources. *Administrative metadata* aids in the management of resources and may include rights management metadata, preservation metadata, and technical metadata describing the physical characteristics of a resource.

monument (adapted from OECD and UNESCO)
Historic monuments are fixed assets that are identifiable because of particular historic, national, regional, local, religious or symbolic significance. This includes architectural works, groups of buildings, works of monumental sculpture and painting, elements or structures of an archaeological nature, inscriptions, cave dwellings and combinations of features. The definition excludes objects in the collections of archives, libraries and museums.

object (adapted from CIDOC guidelines)

An item which forms part of an institution's collections. For natural science collections the term "Specimen" is used. In this document the two terms should be regarded as being interchangeable.

open access (ISO 5127)

unrestricted access to information, documents or information services

preservation (ISO 5127)

all measures taken including financial and strategic decisions, to maintain the integrity and extend the life of documents or collections

request (adapted from COUNTER)

User requests include viewing, downloading, emailing and printing of items, where this activity can be recorded and controlled.

restricted access (adapted from ODLIS)

the policy of limiting access to an online resource or service to members of a particular community, such as the students, faculty, and staff of a university or the walk-in patrons of a public library

videorecording (ODLIS)

electronic medium in which visual images, usually in motion and accompanied by sound, are recorded for playback by means of a television receiver or monitor. The category includes videotape and videodisc.

Sources

CIDOC, International Committee for Documentation of the International Council of Museums (ICOM), International Guidelines for Museum Object Information: The CIDOC Information Categories, available at:

<http://www.willpowerinfo.myby.co.uk/cidoc/guide/guide.htm>

COUNTER. Code of practice for journals and databases, Release 3, Appendix A: Glossary of terms, 2008, available at:

http://www.projectcounter.org/code_practice.html

IMLS. Institute of Museum and Library Services, Status of technology and digitization in the nation's museums and libraries, 2006, available at: <http://www.ims.gov/resources/TechDig05/Technology%2BDigitization.pdf>

ISO 5127 (2001) Information and documentation – Vocabulary

ISO/FDIS 11620 (2008) Information and documentation – Library performance indicators

Jones, M. and Beagrie, N. (2003), Preservation management of digital materials: a handbook, London: British Library, available at: <http://www.dpconline.org/graphics/intro/>

OECD. Glossary of statistical terms, available at: <http://stats.oecd.org/glossary/index.htm>

Reitz, J. M., ODLIS - Online Dictionary for Library and Information Science, available at: <http://lu.com/odlis/>

UNESCO. Convention concerning the protection of the world cultural and natural heritage, Paris, 16 November 1972, available at: <http://whc.unesco.org/archive/convention-en.pdf>