Donor-driven Metadata as a Two-way Street

Using Donor Survey Tools for Both Description and Donor Education

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Background

University of Arkansas Libraries
Archive-It Partner Since: Oct, 2015
Organization Type: Colleges & Universities
Organization URL: http://libraries.uark.edu/

Pilot project partner: OMNI Center of Fayetteville

Narrow Your Results

Subject   Sort By: **Count**   (A-Z)

Universities & Libraries (1)

Sites and collections from this organization are listed below. Narrow your results at left, or enter a search query below to find a collection, site, specific URL or to search the text of archived webpages.

Enter search terms here   Search   Clear

| Collections | Sites | Search Page Text |

Page 1 of 1 (2 Total Results)

Sort By: Collection Name (A-Z) | Collection Name (Z-A)

University of Arkansas Registrar
Archived since: Oct, 2015
Description: Schedule of Classes and web site from the office of the Registrar

University of Arkansas Web Archives
Archived since: Oct, 2015
Description: The University of Arkansas Web Archives preserves websites with enduring historical value to document the institutional memory of the University of Arkansas Fayetteville campus.
Subject: Universities & Libraries

Page 1 of 1 (2 Total Results)

COMING SOON!

University of Arkansas Manuscript Collections Websites
Archived since: Aug, 2017

omnicenter.org

Fresh News

Stay up to date with OMNI

People Power Project

People Power Project Tues July 25 – 6:30 pm –... More →

PRINCIPLES OF A PLURALIST COMMONWEALTH

Climate Change Book Forum Follow up

Your chance to get in on the conversation (Next Book Forum August 6)
The Principles of a Pluralist Commonwealth by Gar Alperowitz.
Alperowitz is hated by the far right, so that alone

Hiroshima Nagasaki Commemoration

Sunday, August 6 | 6:00 pm
Unitarian Universalist Fellowship
901 Cleveland, Fayetteville

Goal of expanding from University-only content to supporting manuscript collections

Why have *more* paperwork?

- Pre-custodial approach

- Budget justification

- **Donor education**

- Rights management and documentation

- Resource analysis/troubleshooting

- Appraisal/basis for scoping

- **Creator-supplied metadata**
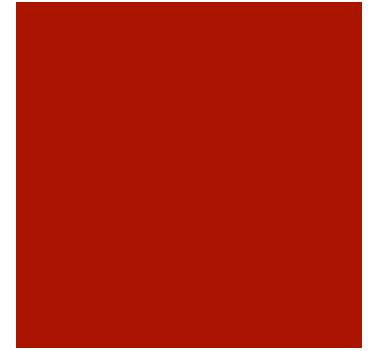
Donor-driven metadata

- **Self-identification** of significant properties

- **Context** not otherwise available

- **Process** description

- **Patterns** of usage and creation

- …
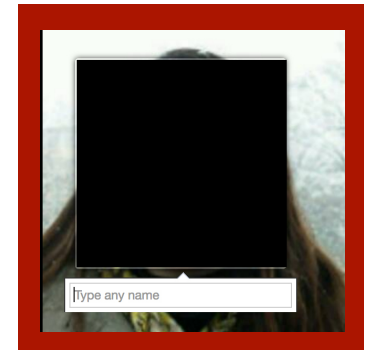
Targeting information requests

- Role-based survey forms

- Accessible language/usability concerns

- Limiting scope

Donor Survey- Technical

Organization name:

Organizational Website URL(s):

    Content management system or website builder (such as Wordpress or Weebly) used, if applicable:

    Creation date of website:

    Previous URL(s), if applicable:

    Creation date of initial website, if applicable:

    Website theme used, if applicable, and copyright status, if known:

Webmaster/Technical contact:

    Name:

    Phone number:

    Email:

    Approximate date your role with the website(s) began:

    Are you a member of the organization?

    Your predecessor as webmaster, if known:

Today's date:

_____

1. Does your website have sub-domains (for instance, for www.uark.edu, a subdomain would be www.libraries.uark.edu)? Yes   No
   a. If so, which, if any, of these subdomains would you like captured? Archive-It's default

Donor Survey

This is a tool for us to get some background about your website so we can better prepare to preserve it; if you don't have an answer to any given question, feel free to skip it.

Organization name:

Today's date:

Personal/organizational Website URL(s):

Form preparer(s):

1. Please provide some background about your website.
   a. When was your website started?
   b. Has your website always had the same URL? If not, do you know the previous URL(s)?

   c. How does your organization use the website? For example, is it primarily for members, primarily for outreach, or a mixture of both? Do you use it to provide things like newsletters or event announcements—and if so, are you also distributing this information in other forms (as in mailed newsletters)? Do you use it to host podcasts or stream video? Is it a platform for members to interact with each other, to receive information, or both?

   d. How do you see your website growing and evolving in the future? Examples might be if you intended to include new content types, like video or audio, or if you planned on adding subpages for new services your organization would be offering.
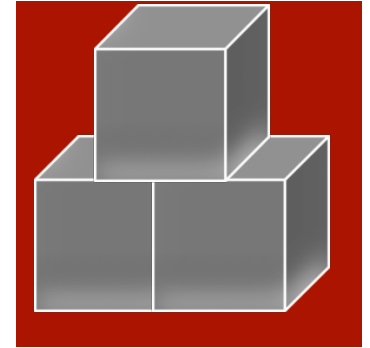
(ideally)
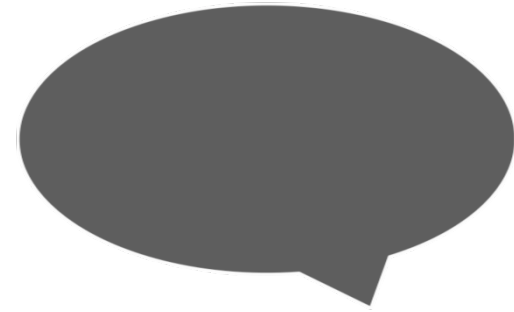
Helps donors:

- Feel engaged in process

- Understand limitations

- Think about their content-creation strategies

Helps repositories:

- Build connections

- Temper expectations

- Learn about problem areas in advance

Archival Models

- AIMS Donor Survey (Appendix F1). AIMS Work Group. AIMS Born-Digital Collections: An Inter-Institutional Model for Stewardship. (2012)

- Redwine, Gabriela, et al. Born digital: guidance for donors, dealers, and archival repositories. Council on Library and Information Resources report. (2013)

- Yale University Website Appraisal Checklist (2017)

- Tufts Submission-Agreement Builder Tool (2011)

- Paradigm Records Survey (2005)

- Thomas, Susan. "Guidelines for library staff assisting donors to prepare their personal digital archives for transfer to NSLA libraries." 2nd edition. (2011)

- UCLA Digital Materials Survey (2016)
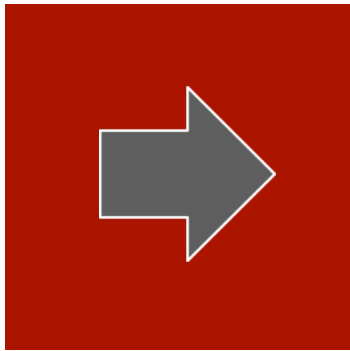
Next steps

- Expanding survey use and re-evaluating
  - Better differentiation between required/optional fields
  - Explanations visually separated from instructions
    More conditional questions

- Exploring options for automation
  - Web form
  - Scheduled reminders
  - Scheduled refreshes

Questions/Contact

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