



**Thematic Survey Questionnaire –  
COST of Digital Collections**

by

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# COST

In this thematic test survey the aim is to get a grasp of the cost of digital collections. Specialists in selected institutions are asked to consider the costs of acquiring and valorising one specific digital collection. Costs are divided into incidental (upfront) costs and structural (ongoing) costs.

- Incidental costs are defined as the costs having to do with the initial creation or acquisition of a digital collection.
- Structural costs are the (annual) costs needed for the ongoing maintenance, enhancement and preservation of a digital collection

The survey consists of 14 questions. Since the questionnaire aims to improve the methodology of monitoring cost, some questions have an accompanying field for evaluative remarks. Please help us with any comments that may be useful.

We estimate that answering the questions will take about 15-45 minutes of your time.

We hope you will be able to complete the questionnaire by April 16. The questionnaire is designed in such a way that you can pause and return at any time to continue. After you have finished and submitted the questionnaire, we may possibly contact you in order to resolve ambiguities.

If you have any further questions, please contact your national coordinator, or:

Natasha Stroeker: [enumerate@panteia.nl](mailto:enumerate@panteia.nl)

Best Regards, the ENUMERATE Team.

## SECTION 1/2 - ORGANISATIONAL INFORMATION / INSTITUTIONAL PERSPECTIVE

**[1] Name of institution / organisation \*:**

(Please provide the full, legal name of the company or institution about which you are answering the questions in this survey.)

**[2] Type / Domain of institution / organisation \***

Please specify the primary heading under which your company or institution classifies itself:

- National archive
- Other archive/Records office
- Audio-visual or broadcasting institute
- Film institute
- Museum of art
- Museum of archaeology, history
- Museum of natural history and natural science
- Museum of science and technology
- Museum of ethnography and anthropology
- Other type of museum
- National library
- Higher education library
- Special or other type of library
- Institution for Monument Care

**[3] Your name:**

(The full name and title of the person completing this survey.)

**[4] Your telephone number:**

(The primary phone number (e.g. +44 0123456789) of the person completing this survey.)

**[5] Your role in the institution:**

(The position (job title) of the person completing this survey.)

**[6] Your e-mail address:**

(The primary e-mail address of the person completing this survey.)

**[7] What is your institution's annual revenue budget?**

Please choose only one of the following:

- < 10,000 €
- 10,000-50,000 €
- 50,000-100,000 €
- 100,000-500,000 €
- 500,000-1,000,000 €
- 1,000,000-10,000,000 €
- >10,000,000 €

(Provide the annual budget for the *entire* institution, for instance as indicated in the last set of published accounts. The budget may include government funding, project funding, revenues from the organisation's primary or commercial activities, etc. If choosing between two of the options is difficult (like when the budget is exactly 50,000 €), please choose the option with the lower estimate.)

**[8] Does the most recent annual report of your institution explicitly mention costs related to your institution's digital collections?**

- Yes
- No
- Do not know

**[9] If you answered Yes in the previous question what does this most recent annual report of your institution mention:**

- Growth of digital collections
- FTEs involved in creating and managing digital collections
- Budget related to creating and managing digital collections
- Growth of digital storage (in Terabyte)
- Other (please specify below)

Other costs mentioned in the most recent annual report of your institution are:

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## SECTION 2/2 - THE COST OF ONE SPECIFIC DIGITAL HERITAGE COLLECTION

In this section the focus will be on one specific major digital heritage collection within your institution. Preferably this is a prominent digital collection that has been publicly available (online) for some time. The collection may contain one or more types of digital objects (e.g. digitised paintings, digitised rare books, digital 3D reconstructions of buildings, digital photographs, etc.) and will have the associated metadata recorded in a collection registration system. If your institution does not have a digital heritage collection exactly matching the description above, please select the collection that comes most close.

**[10] Please give a name or description of the selected collection:**

**[11] If the collection is made accessible online, please give a reference to it (URL):**

**[12] What quantities of digital object types are in the selected collection?**

(Please use the table below to characterize the selected collection. More than one object type may be selected. Where the unit is the number of records, a 'record' is a record in your collection registration system, i.e. the container of bibliographic and descriptive metadata.)

	Term ([digital] objects)	Estimated # of units in entire digital collection	Units (#=Number of)
ARCHIVAL RESOURCES			
	Government documents		# Records
	Government archives		# Archives
	Other archival records		# Records
	Other archives		# Archives
TEXT BASED RESOURCES			
	Books		
	Rare printed books		# Records
	Other printed books		# Records
	Electronic books (eBooks)		# Records
	Serials		

	Newspapers		# Issues
	Journals		# Issues
	Articles		# Records
	Other serials		# Issues
	Other text based resources		
	Medieval Manuscripts		# Records
	Other Manuscripts		# Records
	Microforms / Microfilms		# Records
	Other text based		# Records
VISUAL (2D) RESOURCES			
	Drawings		# Records
	Engravings / Prints		# Records
	Maps and ground plans		# Records
	Paintings		# Records
	Photographs		# Records
	Posters		# Records
	Sheet music		# Records
	Other visual resources		# Records
3D MOVABLE OBJECTS			
	3 Dimensional works of art		# Records
	Archaeological man-made objects		# Records
	Coins and medals		# Records
	Other 3 dimensional man-made objects		# Records
GEOGRAPHY BASED RESOURCES			

	Landscapes		# Records
	Archaeological sites		# Sites
	Monuments and buildings		# Records
	Other geography based resources		# Records
NATURAL RESOURCES			
	Natural inert specimens		# Records
	Natural living specimens		# Records
TIME BASED RESOURCES			
	Audio files: Music		# Records
	Audio files: Speech & other (excl. digital audio books; incl. oral history files)		# Records
	Digital audio books		# Records
	Film (Cinematic)		# Records
	Video recordings		# Records
	Other time based resources		# Records
DIGITAL INTERACTIVE RESOURCES [EXCLUSIVELY DIGITAL]			
	Databases (containing cultural heritage metadata)		# Records
	Digital (3D) designs or reconstructions of objects and buildings		# Records
	Digital art objects		# Records
	Digital research		# Records

	files (incl. GIS files)		
	Games		# Records
	Software (customized)		# Records
	Websites (and parts of websites)		# Records
	Other digital interactive resources		# Records

**[13] Activity based costing: determining Incidental costs**

We now invite you to estimate how much your institution has spent (in Euros) for *the first time creation or acquisition (incidental costs)* of the selected digital collection (including the cost of staff time) for each of the following activities, wherever these occurred in the institution or have been outsourced.

Leave blank the items that you cannot estimate. Enter 0 if a cost item is not applicable. If you miss any items in the table, please help us and mention these under *Other costs*.

(The time period concerned can be indicated below the table.)

Cost item	In-house #EURO	Outsourced #EURO
Project management		
Selection of material for digitisation		
Acquisition of digital born material		
Logistics (shipment of collection for digitisation, etc)		
Analogue-Digital conversion (including all technical and staff costs associated with the act of preparing materials for scanning, the scanning itself, and quality control):		
Copyright clearance		
Metadata creation and/or enhancement		
Collection of user generated content (UGC)		
Web design and/or software development		
Other costs, please specify: [...]		



(In the #EURO cells enter a whole number without a currency symbol or commas.)

Please indicate the time span (in months) during which this budget was spent:

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(For example: if your institution has created the selected digital collection between August 2002 and September 2004, fill in 25 months, etc.)

Evaluative remarks to this question:

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(Please indicate if the above mentioned activities represent parts of your workflow. If Yes, were you able to determine faithfully the costs of the various activities? If No, were you able to break down your workflow in alternative activities and accessory costs?)

#### [14] Activity based costing: determining Structural costs

For **the past fiscal year**, please estimate the structural costs for the selected digital collection. Fill in the form for each cost item that can be estimated, wherever it occurs in the institution or is outsourced.

Leave blank the items that you cannot estimate. Enter 0 if a cost item is not applicable. If you miss any items in the table, please help us and mention these under *Other costs*.

Cost item	In-house #EURO	Outsourced #EURO
Project management		
Archiving (storage, including backups)		
Activities concerning the (long-term) preservation of the digital collection (storage costs excluded).		
Licensing		
Costs related to giving access to the digital collection (e.g. maintenance web servers and web services)		
User outreach and support (including all staff time for efforts to promote the use of the collections)		
Usage analysis (including surveys, interviews, and other activities)		
Editorial (including content selection and updating)		
Other costs - please specify: ...		


(In the #EURO cells enter a whole number without a currency symbol or commas.)

Evaluative remarks to this question:

(Please indicate if the above mentioned activities represent parts of your workflow. If Yes, were you able to actually determine the costs of the various activities? If No, were you able to break down your workflow in alternative activities and accessory costs?)

Thank you for collaborating with us in this Survey!

More information on the ENUMERATE Thematic Network is available on: [www.enumerate.eu](http://www.enumerate.eu).