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THE QUESTIONNAIRE

DEVELOPING THE DIGITAL REPOSITORY

1. Does your digital repository contain any of the following?
 - A. Books written by faculty
 - B. Journal articles written by faculty
 - C. Presentations made by faculty
 - D. Magazine or newspaper articles written by faculty
 - E. Textbooks written by faculty
 - F. Dissertations and/or theses
 - G. Lectures, courses, or coursework
 - H. University records
 - I. Digital images
 - J. Images of rare books or historical documents
 - K. College publications such as the alumni magazine
 - L. Patents issued to faculty or the university
 - M. Notebooks or scholarly papers of noted college scholars
 - N. Audio files
 - O. Video files

MARKETING THE DIGITAL REPOSITORY

2. How much did your organization spend (in USD) in the past year in marketing the digital repository to users?
3. Does your institutional repository have any of the following?
 - A. A link to the college library website
 - B. A link to the college website apart from any link to the library
 - C. Links to a university iTunes site
 - D. Links to a university YouTube channel
 - E. Its own blog
 - F. A brochure
 - G. A regular webcast or podcast
 - H. A published annual report
4. How many press releases about or from the repository did the library send out in the past year?
5. Describe how you market the repository both to internal and external users. Have you used search engine optimization techniques? What about your site linking strategy? Your press release efforts? Outreach at conferences?

CURRENT OR POTENTIAL REVENUE

6. Does the repository charge any form of fee at any time for any articles or downloads, including charges aimed only at a cost recovery?
 - A. Yes
 - B. No
 - C. No, but we are thinking of instituting this
7. Has the repository formed reciprocal access, development, or marketing arrangements with any other digital repository?
8. Has the repository garnered any revenue over the past three years in providing consulting services to any other repository or library unit of institutions other than your own?

ACCESS DATA AND STATISTICS

9. Approximately how many unique visitors does the repository website or web page receive per year? (If the statistics you have are for less than one year, please project this out for an entire year.)
10. If the repository allows direct downloads, approximately how many downloads of articles or other materials were there over the past year (or projected out for an entire year)?
11. What percentage of downloads from the repository come from the following countries?
 - A. United States
 - B. Canada
 - C. Outside the United States and Canada
12. What percentage of downloads from the repository come from the following sources?
 - A. Within your own institution
 - B. Outside your institution
13. Comment on trends in the download of materials from your repository. Are downloads increasing in a particular subject area? From particular parts of the world or from certain types of institutions? We are particularly interested in the trend in downloads from scholars and educators in developing countries.
14. Do authors have a user interface to track downloads?

15. Do authors get an email or can they download or retrieve a record periodically summarizing the downloads of their materials?
16. Is there a system in place for authors to communicate with those who have downloaded their articles, such as by instant messaging, message boards, or through other means?
17. In the past year, what has been the growth rate in the overall use of the digital repository measured by the indicator most useful to you in your personal planning (i.e. downloads, pages viewed, site visits, etc.)?
18. Describe your philosophy on how you compile, distribute, and publicize your repository download statistics. How detailed is your data? How great an effort do you make to get them out to authors? To end users? How do they promote the interests of your institution?

THE DIGITAL REPOSITORY AS PUBLISHER

19. Has your digital repository taken measures to become a publisher in its own right, developing branded information collections of scholarly materials to market to the outside world or for internal use?
 - A. Yes
 - B. No
 - C. No, but we are planning something along these lines
20. Has the repository—alone or in concert with others—established any form of peer review network?
 - A. Yes
 - B. No
 - C. No, but we are considering this
21. Does the repository send out any proposed articles to a peer review network maintained by the repository or by one or more academic institutions?
 - A. Yes
 - B. No
 - C. No, but we are thinking of doing this
22. Does the repository have an e-publishing program through which it publishes monographs or books in either a print or digital format (or both) that might not have been initially published elsewhere?
23. If the repository has an e-publishing program through which it publishes monographs or books in either a print or digital format (or both) that might not have been initially

published elsewhere, how many titles did the repository publish over the last three years?

24. Does the repository publish any open access journals?
25. Describe the repository's attitude towards becoming an actual publisher. Does it plan to publish its own access journals? Has it taken measures to organize peer review councils or editorial staff or other measures associated with academic publishing?

THE DIGITAL REPOSITORY BUDGET

26. What was the rate of change in spending on the digital repository in the following years?
 - A. 2011-12
 - B. 2012-13 (anticipated)
27. Approximately how many man-hours per year of librarian and librarian technician labor are required to operate and market the digital repository? (One full-time person would be about 1,800 man-hours per year.)
28. What percentage of the overall skilled labor needed to operate the repository comes from the following sources?
 - A. Library
 - B. Academic departments
 - C. Information technology oriented administrative departments
 - D. Other departments or entities
29. Briefly comment on your plans for staffing the repository. Will you increase staff? Hold it constant? Can you get more productivity by bringing in experts from other departments to play specific roles? Use outside consultants? Implement better software or other tools to make it easier for faculty and staff to use the repository without staff assistance?

FACULTY COOPERATION

30. Approximately what percentage of the books published by your institution's faculty in the past two years is archived in any form in your institution's digital repository?
31. Approximately what percentage of the journal articles published by your faculty is archived in any form in your institution's digital repository?
32. Describe how you have gone about trying to assure faculty participation in the digital repository program. What methods have you used? Can you advise your peers on best practices in gaining faculty awareness and acceptance?

33. How do the following departments rank as contributors to the digital repository?

- A. Medical and biological sciences
- B. Chemistry
- C. Physics
- D. Literature
- E. Art, architecture, and music
- F. Economics and business
- G. Psychology, sociology, and political science
- H. Anthropology and archeology
- I. Law

IMPACT ON THE COLLEGE'S ONLINE AND SCHOLARLY PRESENCE

34. Has the library done any research on the impact of the digital repository on the citation rate of journal articles in the repository? If so, what has it discovered?

35. In general, what has been the impact of the digital repository on your institution's overall online presence?

CATALOGING, RIGHTS MANAGEMENT, AND COPYRIGHT

36. How many of each of the following does the library have in its digital repository?

- A. Books
- B. Journal articles
- C. Articles from non-refereed sources such as magazines, newspapers, etc.
- D. Photographs or digital images
- E. Videos

37. What percentage of the books in the institution's digital repository can be described as the following?

- A. Full open access prior to or upon publication
- B. Full open access after a waiting period of less than one year
- C. Full open access after a waiting period of more than one year

38. What percentage of the journals in the institution's digital repository can be described as the following?

- A. Full open access
- B. Access restricted to a page view limit
- C. Access restricted to an institution or limited group of institutions

39. Which phrase best describes how your institution's digital repository is cataloged by the library?
- A. It's stand-alone and primarily not cataloged
 - B. Only works published elsewhere are cataloged
 - C. A good portion of it is in the process of being cataloged
 - D. Most of it is already cataloged

PAYING FOR THE DIGITAL REPOSITORY

40. What best describes how your digital repository is funded?
- A. Largely through grants
 - B. Largely from the main library budget
 - C. Both grants and library budget disbursements
41. If the repository receives grant support, how much did it spend in grant money in the past year?

SURVEY PARTICIPANTS

Asheshi University
Australian National University
Cleveland State University
The College at Brockport: State University of New York
Cornell University
East Kent Hospitals University NHS Foundation Trust
Forschungszentrum Jülich
Golden Gate Baptist Theological Seminary
Griffith University
Illinois Wesleyan University
Institute of Development Studies
Intellectual Property Institute
James Cook University
Johns Hopkins University
Kaiser Permanente Center for Health Research
Kentucky Council on Postsecondary Education
Lebanese American University
Medical University of South Carolina
National College of Ireland
Naval Postgraduate School
Pakistan Petroleum Limited
Queen's University
Rutgers University
Simmons College
Sri Sarada College for Women
University of British Columbia
University at Buffalo: State University of New York
University for the Creative Arts
University of Hawaii
University of Leon
University of Minnesota
University of Nevada, Las Vegas
University of Southern Queensland
University of Warwick
University of the West of England, Bristol
Valparaiso University
Wichita State University
Wilfrid Laurier University

CHARACTERISTICS OF THE SAMPLE

Overall sample size: 38

By Public or Private Status

| | |
|---|----|
| Public college | 22 |
| Private college | 9 |
| Not a higher education institution/Other ¹ | 7 |

By FTE Enrollment of the College

| | |
|------------------------------------|----|
| Less than 2,500 | 7 |
| 2,500 to 9,999 | 8 |
| 10,000 to 24,999 | 10 |
| 25,000 or more | 7 |
| Not a higher education institution | 6 |

By Carnegie Class

| | |
|--|----|
| Primarily BA- or MA-granting insitution ² | 15 |
| PhD-granting institution | 9 |
| Research university | 8 |
| Not a higher education institution | 6 |

By Number of Years the Digital Repository Has Been in Operation

| | |
|-------------------|----|
| Less than 2 years | 10 |
| 2 to 4.9 years | 15 |
| 5 years or more | 13 |

By Annual Budget of the Digital Repository

| | |
|----------------------|----|
| Less than \$35,000 | 8 |
| \$35,000 to \$79,999 | 9 |
| \$80,000 or more | 8 |
| Unknown | 13 |

By the Repository's Home Country

| | |
|--|----|
| United States | 18 |
| Other developed countries ³ | 16 |
| Developing countries ⁴ | 4 |

¹ Includes one federal institution.

² Includes one community college.

³ Category consists of the following countries: Australia; Canada; England; Germany; Ireland; and Spain.

⁴ Category consists of the following countries: Ghana; India; Lebanon; and Pakistan.