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THE QUESTIONNAIRE

1. Your institution is:
    a. A public college
    b. A private college
    c. Other (non-higher education institution)

2. If your institution is a college, what is its total full-time equivalent enrollment for all programs?

3. Choose the term that best describes your institution:
    a. Community College
    b. Primarily a BA or MA-granting institution
    c. A Carnegie Class PhD-granting institution
    d. A level 1 or level 2 Carnegie Class research university
    e. Non-higher education institution (i.e., government agency, corporation, international organization, think tank, etc.)

4. How many total terabytes of data are housed in your repository?

5. Your digital repository contains which of the following: (check all that apply)
    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. Digital images
    f. Dissertations and/or theses
    g. Lectures, courses, and coursework
    h. Textbooks written by faculty
    i. University records
    j. Images of rare books or historical documents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, scholarly papers of noted college scholars
    n. Audio files
    o. Video files

6. How long (in years) has the digital repository been in operation?

7. How much did your organization spend in the past year in marketing the digital repository to potential users?

8. Does your institutional repository have any of the following: (check all that apply)
    a. A link to the college library website
    b. A link to the college website apart from any link to the library
    c. A presence on Instagram
    d. A presence on Pinterest
    e. A presence on Flickr
    f. A presence on YouTube
    g. Its own blog
    h. A brochure
    i. A regular webcast or podcast
    j. A published annual report

9. How many press releases about or from the repository did the library send out in the past year?

10. 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?

11. Does your repository have any of the following:
    a. A Twitter feed for the repository
    b. A Facebook site for the repository
    c. A LinkedIn site for the repository

12. Does the repository charge a fee at any time for any articles or downloads, including charges aimed only at cost recovery?
    a. Yes
    b. No
    c. No, but we are thinking of instituting this

13. Has the repository formed reciprocal access, development, or marketing arrangements with any other digital repository?

14. 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?

15. Has the repository concluded any agreements over the past three years to license its content to others?

16. If so, please describe the nature of these agreements and how you expect licensing to develop in the future.

17. Approximately how many unique visitors has the repository website or web page received in the past year?

18. If the repository allows direct downloads, approximately how many downloads of articles or other materials occurred within the past year?

19. What percentage of downloads from the repository come from the following sources?
    a. From within the United States
    b. From Canada
    c. From other foreign countries

20. What percentage of downloads from the repository come from the following sources?
    a. From within your institution
    b. From outside your institution

21. Comment on trends in the downloading of materials from your repository. Are downloads increasing in a particular subject area? For a particular part of the world or from certain types on institutions?

22. Do authors have a user interface to track downloads?

23. 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.)?

24. 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?

25. 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

26. 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

27. 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

28. 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?

29. Does the repository publish any open access journals?

30. Describe the repository's attitude toward 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?

31. How much has the college or library allocated for the annual budget of the digital repository, its operation and marketing? Do not include money spent to start up the repository except those expenditures that the library logically expects to spend every year to run the repository. Include spending for relevant license, conferences, publications, telecommunications, marketing, appeals to faculty, etc. Include personnel costs only for positions that are largely dedicated to the repository.

32. What was the rate of change in spending on the digital repository in the following years:
    a. In 2012-2013?
    b. In 2013-2014 (anticipated)?

33. Approximately how many man hours per year of librarian and librarian technician labor is required to operate and market the digital repository? (One full-time person would be about 1,800 man hours per year.)

34. What percentage of the overall skilled labor needed to operate the depository come from the following sources:
    a. From the library?
    b. From academic departments?
    c. From information technology oriented academic departments?
    d. From other departments or entities?

35. 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? Or better software tools to make it easier for faculty and staff to use the repository without staff assistance?

36. Approximately what percentage of the journal articles published by your faculty are archived in any form in the institutional repository?

37. 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?

38. Please ranks the following academic department or group of academic departments 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 archaeology
    i. Law

39. 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?

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

41. How many of the following individual items 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

42. What percentage of books in the institution's digital repository can be described as:
    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

43. What percentage of the journal articles in the digital repository can be described as:
    a. Full open access
    b. Access restricted to a page view limit
    c. Access restricted to an institution or limited group of institutions

44. What best describes how the digital repository is funded?
    a. Largely through grants
    b. Largely from the main library budget
    c. Both grants and library budget disbursements

45. Choose the phrase which best describes how your organization's digital repository is cataloged by your institution's library:
    a. It's standalone and primarily not cataloged
    b. Only work published elsewhere are cataloged
    c. A good portion of it is in the process of being cataloged
    d. Most of it is already cataloged

46. What information resources about digital repositories – blogs, listservs, websites, newsletters, ezines, magazines, conferences, and other resources – are most valuable to you?

SURVEY PARTICIPANTS

Ashesi University Library
Boston University
Brock University
Cedarville University
Colby College
The College at Brockport
College of William and Mary
Connecticut College
Eastern Michigan University
Ferris State University
Forschungszentrum Jülich
Griffith University
Kaiser Permanente
Kalamazoo College
La Trobe University
Mount St. Mary's College
Oregon Institute of Technology
Pacific University
Rutgers University
Suan Sunandha Rajabhat University
Texas State University-San Marcos
Universidad de Navarra, Spain
University of Chichester
University of Missouri
University of Piraeus
University of South Florida
University of Tasmania
University of Texas at Austin
University of the Sunshine Coast, Australia
University of the West of England
University of Wyoming
Virginia Tech
Wichita State University

CHARACTERISTICS OF THE SAMPLE

Overall sample size: 33

By Public or Private

- Public College: 22
- Private College: 9
- Other (non-higher education institution): 2

By Enrollment[1]

- 5,000 or less: 9
- 5,001-25,000: 11
- More than 25,000: 11

By Primary Type of Institution

- BA/MA-granting: 18
- PhD-granting: 3
- Research university: 10
- Non-higher education institution (i.e., agencies, think tanks, corporations): 2

By Country

- USA: 21
- Other: 12

[1] Does not include the two non-higher education institutions.