

Table of Contents

THE QUESTIONNAIRE.....	13
SURVEY PARTICIPANTS.....	20
SUMMARY OF MAIN FINDINGS.....	21
Characteristics of the Sample.....	21
Data Management Plans for Grant Proposals	21
Tutorials for Training Faculty in Data Management.....	21
Library Spending on Data Curation	22
Institutional Approach to Data Management and Data Curation	22
Pre-Existing Metadata	22
Ease of Developing Metadata for Various Types of Data.....	23
Percentage of Staff Time Devoted to Developing Metadata.....	23
Hiring Librarians to Work on Data Curation	24
Data Curation Staff	24
Line Item in the Budget for Data Curation.....	24
Preparedness of MLS Graduates.....	24
Number of Grant Proposals	24
Interdepartmental Teams.....	25
Data Curation Preservation Strategy	25
Ease of Procuring and Archiving Various Types of Data	25
CHAPTER ONE: INTRODUCTORY MATERIALS	27
Table 1.1 Your college is:.....	27
Table 1.2 Your college is: Broken out by Country.....	27
Table 1.3 Your college is: Broken out by Carnegie Class	27
Table 1.4 Your college is: Broken out by FTE Enrollment	27
Table 2.1 The Carnegie Class of your college might best be described as:	28
Table 2.2 The Carnegie Class of your college might best be described as: Broken out by Country	28
Table 2.3 The Carnegie Class of your college might best be described as: Broken out by Type of College.....	28
Table 2.4 The Carnegie Class of your college might best be described as: Broken out by FTE Enrollment	28
Table 3.1 The full time equivalent enrollment for your college for all schools and departments is approximately	29
Table 3.2 The full time equivalent enrollment for your college for all schools and departments is approximately Broken out by Country.....	29
Table 3.3 The full time equivalent enrollment for your college for all schools and departments is approximately Broken out by Type of College	29
Table 3.4 The full time equivalent enrollment for your college for all schools and departments is approximately Broken out by Carnegie Class	29
Table 3.5 The full time equivalent enrollment for your college for all schools and departments is approximately Broken out by FTE Enrollment.....	30
Which 3 subject areas account for the largest share of the large scale data sets that your library handles?	31

As a rough estimate what percentage of the total data in your data repository are accounted by each of the top three subject areas? Please list the subject areas and your estimate.....32

 Subject area 1 Share of Total Data in Repository.....32

 Subject area 2 Share of Total Data in Repository.....32

 Subject area 3 Share of Total Data in Repository.....32

Table 4.1 Does the library offer to faculty advice on how to develop data management plans for grant proposals or personal use?33

Table 4.2 Does the library offer to faculty advice on how to develop data management plans for grant proposals or personal use? Broken out by Country33

Table 4.3 Does the library offer to faculty advice on how to develop data management plans for grant proposals or personal use? Broken out by Type of College.....33

Table 4.4 Does the library offer to faculty advice on how to develop data management plans for grant proposals or personal use? Broken out by Carnegie Class33

Table 4.5 Does the library offer to faculty advice on how to develop data management plans for grant proposals or personal use? Broken out by FTE Enrollment34

Table 5 Does the library have any series of tutorials, seminars, classes, videos or other formal means to train faculty in data management?35

 Table 5.1.1 Does the library have any series of one on one tutorials to train faculty in data management?.....35

 Table 5.1.2 Does the library have any series of one on one tutorials to train faculty in data management? Broken out by Country35

 Table 5.1.3 Does the library have any series of one on one tutorials to train faculty in data management? Broken out by Type of College.....35

 Table 5.1.4 Does the library have any series of one on one tutorials to train faculty in data management? Broken out by Carnegie Class35

 Table 5.1.5 Does the library have any series of one on one tutorials to train faculty in data management? Broken out by FTE Enrollment36

 Table 5.2.1 Does the library have any series of formal classes to train faculty in data management?.....37

 Table 5.2.2 Does the library have any series of formal classes to train faculty in data management? Broken out by Country.....37

 Table 5.2.3 Does the library have any series of formal classes to train faculty in data management? Broken out by Type of College.....37

 Table 5.2.4 Does the library have any series of formal classes to train faculty in data management? Broken out by Carnegie Class37

 Table 5.2.5 Does the library have any series of formal classes to train faculty in data management? Broken out by FTE Enrollment37

 Table 5.3.1 Does the library have any series of workshops or seminars to train faculty in data management?38

 Table 5.3.2 Does the library have any series of workshops or seminars to train faculty in data management? Broken out by Country38

 Table 5.3.3 Does the library have any series of workshops or seminars to train faculty in data management? Broken out by Type of College.....38

 Table 5.3.4 Does the library have any series of workshops or seminars to train faculty in data management? Broken out by Carnegie Class.....38

Table 5.3.5 Does the library have any series of workshops or seminars to train faculty in data management? Broken out by FTE Enrollment.....	38
Table 5.4.1 Does the library have any series of videos or web-based tutorials to train faculty in data management?	39
Table 5.4.2 Does the library have any series of videos or web-based tutorials to train faculty in data management? Broken out by Country	39
Table 5.4.3 Does the library have any series of videos or web-based tutorials to train faculty in data management? Broken out by Type of College.....	39
Table 5.4.4 Does the library have any series of videos or web-based tutorials to train faculty in data management? Broken out by Carnegie Class.....	39
Table 5.4.5 Does the library have any series of videos or web-based tutorials to train faculty in data management? Broken out by FTE Enrollment.....	39
CHAPTER TWO: RESOURCES FOR DATA CURATION	40
Table 6.1 What percentage of the college/university overall spending on data curation would you say is contributed by the library?.....	40
Table 6.2 What percentage of the college/university overall spending on data curation would you say is contributed by the library? Broken out by Country	40
Table 6.3 What percentage of the college/university overall spending on data curation would you say is contributed by the library? Broken out by Type of College.....	40
Table 6.4 What percentage of the college/university overall spending on data curation would you say is contributed by the library? Broken out by Carnegie Class.....	41
Table 6.5 What percentage of the college/university overall spending on data curation would you say is contributed by the library? Broken out by FTE Enrollment.....	41
Table 7.1 Has the library ever received an external grant to support activities in data curation?	42
Table 7.2 Has the library ever received an external grant to support activities in data curation? Broken out by Country.....	42
Table 7.3 Has the library ever received an external grant to support activities in data curation? Broken out by Type of College	42
Table 7.4 Has the library ever received an external grant to support activities in data curation? Broken out by Carnegie Class	42
Table 7.5 Has the library ever received an external grant to support activities in data curation? Broken out by FTE Enrollment.....	43
CHAPTER THREE: COOPERATION AMONG DEPARTMENTS.....	44
Describe your library's relations with other players in data curation such as the college/university office of grants management, or the academic departments that use the data curation services? Do they understand the library's efforts? Are there turf battles? What is the overall level of cooperation?	44
Since many grants now require a data curation strategy, and many departments of a college may be involved in this effort, the cost of this effort should be shared among these departmental players. Is this the case at your institution? If so, how do the contributions and roles break down? Has the library been given extra funds to carry out its data curation role?	45
Which academic fields would you say take most advantage of the data curation services offered by the library?	46

Table 8.1 Which phrase do you feel best summarizes your institution's approach to data management and data curation? (Choose the phrase which is more true than the alternative.)	47
Table 8.2 Which phrase do you feel best summarizes your institution's approach to data management and data curation? (Choose the phrase which is more true than the alternative.) Broken out by Country.....	47
Table 8.3 Which phrase do you feel best summarizes your institution's approach to data management and data curation? (Choose the phrase which is more true than the alternative.) Broken out by Type of College	48
Table 8.4 Which phrase do you feel best summarizes your institution's approach to data management and data curation? (Choose the phrase which is more true than the alternative.) Broken out by Carnegie Class	48
Table 8.5 Which phrase do you feel best summarizes your institution's approach to data management and data curation? (Choose the phrase which is more true than the alternative.) Broken out by FTE Enrollment.....	49
CHAPTER FOUR: DATA SECURITY	50
Describe the system that your library uses in determining the proper level and timing of access for data sets maintained by the library or other archival custodian. For example, which are available for public access, which only for scientists working on a particular project and which only after an embargo period after publication of a journal article based on the data. The possibilities for significant mistakes are ample; how does your organization avoid them?	50
Table 9.1 What percentage of the data sets contributed to your repository come with pre-existing metadata developed by the originator of the data?	51
Table 9.2 What percentage of the data sets contributed to your repository come with pre-existing metadata developed by the originator of the data? Broken out by Country.....	51
Table 9.3 What percentage of the data sets contributed to your repository come with pre-existing metadata developed by the originator of the data? Broken out by Type of College.....	51
CHAPTER FIVE: METADATA AND CITATION	52
Table 9.4 What percentage of the data sets contributed to your repository come with pre-existing metadata developed by the originator of the data? Broken out by Carnegie Class	52
Table 9.5 What percentage of the data sets contributed to your repository come with pre-existing metadata developed by the originator of the data? Broken out by FTE Enrollment	52
Describe some of the practices that your library follows in developing metadata practices for the proper classification and recall of data sets.	53
Table 10 How easy has it been to develop metadata for following types of data: Notes or logs from scientific/social science experiments, Output or results from medical or scientific instruments or other monitors, Video, photographs or other images, Spreadsheets, Databases, Software code?	54
Table 10.1.1 How easy has it been to develop metadata for notes or logs from scientific/social science experiments?	54
Table 10.1.2 How easy has it been to develop metadata for notes or logs from scientific/social science experiments? Broken out by Country	54
Table 10.1.3 How easy has it been to develop metadata for notes or logs from scientific/social science experiments? Broken out by Type of College	54

Table 10.1.4 How easy has it been to develop metadata for notes or logs from scientific/social science experiments? Broken out by Carnegie Class.....	55
Table 10.1.5 How easy has it been to develop metadata for notes or logs from scientific/social science experiments? Broken out by FTE Enrollment.....	55
Table 10.2.1 How easy has it been to develop metadata for output or results from medical or scientific instruments or other monitors?	56
Table 10.2.2 How easy has it been to develop metadata for output or results from medical or scientific instruments or other monitors? Broken out by Country.....	56
Table 10.2.3 How easy has it been to develop metadata for output or results from medical or scientific instruments or other monitors? Broken out by Type of College	56
Table 10.2.4 How easy has it been to develop metadata for output or results from medical or scientific instruments or other monitors? Broken out by Carnegie Class	57
Table 10.2.5 How easy has it been to develop metadata for output or results from medical or scientific instruments or other monitors? Broken out by FTE Enrollment.....	57
Table 10.3.1 How easy has it been to develop metadata for video, photographs or other images?	58
Table 10.3.2 How easy has it been to develop metadata for video, photographs or other images? Broken out by Country.....	58
Table 10.3.3 How easy has it been to develop metadata for video, photographs or other images? Broken out by Type of College	58
Table 10.3.4 How easy has it been to develop metadata for video, photographs or other images? Broken out by Carnegie Class	59
Table 10.3.5 How easy has it been to develop metadata for video, photographs or other images? Broken out by FTE Enrollment.....	59
Table 10.4.1 How easy has it been to develop metadata for spreadsheets?	60
Table 10.4.2 How easy has it been to develop metadata for spreadsheets? Broken out by Country	60
Table 10.4.3 How easy has it been to develop metadata for spreadsheets? Broken out by Type of College.....	60
Table 10.4.4 How easy has it been to develop metadata for spreadsheets? Broken out by Carnegie Class.....	61
Table 10.4.5 How easy has it been to develop metadata for spreadsheets? Broken out by FTE Enrollment.....	61
Table 10.5.1 How easy has it been to develop metadata for databases?	62
Table 10.5.2 How easy has it been to develop metadata for databases? Broken out by Country	62
Table 10.5.3 How easy has it been to develop metadata for databases? Broken out by Type of College.....	62
Table 10.5.4 How easy has it been to develop metadata for databases? Broken out by Carnegie Class.....	63
Table 10.5.5 How easy has it been to develop metadata for databases? Broken out by FTE Enrollment.....	63
Table 10.6.1 How easy has it been to develop metadata for How easy has it been to develop metadata for software code?.....	64
Table 10.6.2 How easy has it been to develop metadata for software code? Broken out by Country	64

Table 10.6.3 How easy has it been to develop metadata for software code? Broken out by Type of College	64
Table 10.6.4 How easy has it been to develop metadata for software code? Broken out by Carnegie Class.....	65
Table 10.6.5 How easy has it been to develop metadata for software code? Broken out by FTE Enrollment.....	65
Table 11.1 About what percentage of the total staff time that your library spends on data management issues would you say is accounted for by the development of metadata and other cataloging issues?	66
Table 11.2 About what percentage of the total staff time that your library spends on data management issues would you say is accounted for by the development of metadata and other cataloging issues? Broken out by Country	66
Table 11.3 About what percentage of the total staff time that your library spends on data management issues would you say is accounted for by the development of metadata and other cataloging issues? Broken out by Type of College.....	66
Table 11.4 About what percentage of the total staff time that your library spends on data management issues would you say is accounted for by the development of metadata and other cataloging issues? Broken out by Carnegie Class	67
Table 11.5 About what percentage of the total staff time that your library spends on data management issues would you say is accounted for by the development of metadata and other cataloging issues? Broken out by FTE Enrollment.....	67
CHAPTER SIX: PERSONNEL.....	68
Table 12.1 Has the library hired or assigned librarians specifically to work on data curation issues?	68
Table 12.2 Has the library hired or assigned librarians specifically to work on data curation issues? Broken out by Country.....	68
Table 12.3 Has the library hired or assigned librarians specifically to work on data curation issues? Broken out by Type of College	68
Table 12.4 Has the library hired or assigned librarians specifically to work on data curation issues? Broken out by Carnegie Class	68
Table 12.5 Has the library hired or assigned librarians specifically to work on data curation issues? Broken out by FTE Enrollment.....	69
Table 13.1 Does your library have a "data curation" staff assigned specifically to deal with this issue?	70
Table 13.2 Does your library have a "data curation" staff assigned specifically to deal with this issue? Broken out by Country.....	70
Table 13.3 Does your library have a "data curation" staff assigned specifically to deal with this issue? Broken out by Type of College	70
Table 13.4 Does your library have a "data curation" staff assigned specifically to deal with this issue? Broken out by Carnegie Class	70
Table 13.5 Does your library have a "data curation" staff assigned specifically to deal with this issue? Broken out by FTE Enrollment.....	71
Table 14.1 If yes how many FTE positions have been assigned to this staff or department?	72
Table 14.2 If yes how many FTE positions have been assigned to this staff or department? Broken out by Country.....	72

Table 14.3 If yes how many FTE positions have been assigned to this staff or department? Broken out by Type of College.....	72
Table 14.4 If yes how many FTE positions have been assigned to this staff or department? Broken out by Carnegie Class	72
Table 14.5 If yes how many FTE positions have been assigned to this staff or department? Broken out by FTE Enrollment	73
Table 15.1 Is there a distinct line item in your library budget for data curation?	74
Table 15.2 Is there a distinct line item in your library budget for data curation? Broken out by Country.....	74
Table 15.3 Is there a distinct line item in your library budget for data curation? Broken out by Type of College.....	74
Table 15.4 Is there a distinct line item in your library budget for data curation? Broken out by Carnegie Class	74
Table 15.5 Is there a distinct line item in your library budget for data curation? Broken out by FTE Enrollment	75
Table 16.1 Do you believe that recent MLS graduates hired by your library have been adequately versed in data curation issues?	76
Table 16.2 Do you believe that recent MLS graduates hired by your library have been adequately versed in data curation issues? Broken out by Country.....	76
Table 16.3 Do you believe that recent MLS graduates hired by your library have been adequately versed in data curation issues? Broken out by Type of College	76
Table 16.4 Do you believe that recent MLS graduates hired by your library have been adequately versed in data curation issues? Broken out by Carnegie Class	76
Table 16.5 Do you believe that recent MLS graduates hired by your library have been adequately versed in data curation issues? Broken out by FTE Enrollment.....	77
Table 17.1 What is the total number of grant proposals that have been reviewed or contributed to by your data curation office or service in the past year?	78
Table 17.2 What is the total number of grant proposals that have been reviewed or contributed to by your data curation office or service in the past year? Broken out by Country	78
Table 17.3 What is the total number of grant proposals that have been reviewed or contributed to by your data curation office or service in the past year? Broken out by Type of College.....	78
Table 17.4 What is the total number of grant proposals that have been reviewed or contributed to by your data curation office or service in the past year? Broken out by Carnegie Class.....	79
Table 17.5 What is the total number of grant proposals that have been reviewed or contributed to by your data curation office or service in the past year? Broken out by FTE Enrollment	79
CHAPTER SEVEN: INTERDEPARTMENTAL COOPERATION	80
Table 18.1 Data curation issues are often dealt with by inter-departmental teams from the library, the office of research grants management, information technology and researchers themselves. Has your college established such an inter-departmental team?	80
Table 18.2 Data curation issues are often dealt with by inter-departmental teams from the library, the office of research grants management, information technology and researchers	

themselves. Has your college established such an inter-departmental team? Broken out by Country80

Table 18.3 Data curation issues are often dealt with by inter-departmental teams from the library, the office of research grants management, information technology and researchers themselves. Has your college established such an inter-departmental team? Broken out by Type of College81

Table 18.4 Data curation issues are often dealt with by inter-departmental teams from the library, the office of research grants management, information technology and researchers themselves. Has your college established such an inter-departmental team? Broken out by Carnegie Class.....81

Table 18.5 Data curation issues are often dealt with by inter-departmental teams from the library, the office of research grants management, information technology and researchers themselves. Has your college established such an inter-departmental team? Broken out by FTE Enrollment.....82

What are the respective roles at your institution of the library, the office or research management, information technology, and the researchers themselves in data management and preservation issues? Has there been general agreement on the roles of each party? Have other departments played a prominent role and if so, what?83

Studies have shown that centralized data repositories in data intensive fields can significantly improve scholarly productivity by dramatically reducing the amount of time it takes to locate important data sets. However, the costs of discovering, centralizing, cataloging, storing, distributing and even marketing centralized data repositories can be considerable in terms of software, computing costs and particularly personnel and training costs. How are these costs determined and borne by various institutional players at your institution?84

CHAPTER EIGHT: DATA INTEGRITY85

Have you had at your institution any data curation disasters in which critical data was lost, destroyed, impermissibly accessed or otherwise rendered far less useful than it might have been with more adequate curation measures. Keeping in mind that responses are not connected to institutions or respondents, can you describe some of these instances?85

Table 19.1 Does the library have a data curation data preservation strategy through which it has decided to maintain data for a minimum number of years?86

Table 19.2 Does the library have a data curation data preservation strategy through which it has decided to maintain data for a minimum number of years? Broken out by Country ..86

Table 19.3 Does the library have a data curation data preservation strategy through which it has decided to maintain data for a minimum number of years? Broken out by Type of College86

Table 19.4 Does the library have a data curation data preservation strategy through which it has decided to maintain data for a minimum number of years? Broken out by Carnegie Class.....86

Table 19.5 Does the library have a data curation data preservation strategy through which it has decided to maintain data for a minimum number of years? Broken out by FTE Enrollment87

If yes what is the minimum number of years?87

Table 20 How easy has it been to procure and archive the following types of data: Notes or logs from scientific/social science experiments, Output or results from medical or scientific

instruments or other monitors, Video, photographs or other images, Spreadsheets, Databases, Software code?	88
Table 20.1.1 How easy has it been to procure and archive notes or logs from scientific/social science experiments?	88
Table 20.1.2 How easy has it been to procure and archive notes or logs from scientific/social science experiments? Broken out by Country	88
Table 20.1.3 How easy has it been to procure and archive notes or logs from scientific/social science experiments Broken out by Type of College	88
Table 20.1.4 How easy has it been to procure and archive notes or logs from scientific/social science experiments Broken out by Carnegie Class	89
Table 20.1.5 How easy has it been to procure and archive notes or logs from scientific/social science experiments Broken out by FTE Enrollment	89
Table 20.2.1 How easy has it been to procure and archive output or results from medical or scientific instruments or other monitors	90
Table 20.2.2 How easy has it been to procure and archive output or results from medical or scientific instruments or other monitors? Broken out by Country	90
Table 20.2.3 How easy has it been to procure and archive output or results from medical or scientific instruments or other monitors? Broken out by Type of College	90
Table 20.2.4 How easy has it been to procure and archive output or results from medical or scientific instruments or other monitors? Broken out by Carnegie Class	91
Table 20.2.5 How easy has it been to procure and archive output or results from medical or scientific instruments or other monitors? Broken out by FTE Enrollment	91
Table 20.3.1 How easy has it been to procure and archive video, photographs or other images?	92
Table 20.3.2 How easy has it been to procure and archive video, photographs or other images? Broken out by Country	92
Table 20.3.3 How easy has it been to procure and archive video, photographs or other images? Broken out by Type of College	92
Table 20.3.4 How easy has it been to procure and archive video, photographs or other images? Broken out by Carnegie Class	93
Table 20.3.5 How easy has it been to procure and archive video, photographs or other images? Broken out by FTE Enrollment	93
Table 20.4.1 How easy has it been to procure and archive spreadsheets?	94
Table 20.4.2 How easy has it been to procure and archive spreadsheets? Broken out by Country	94
Table 20.4.3 How easy has it been to procure and archive spreadsheets? Broken out by Type of College	94
Table 20.4.4 How easy has it been to procure and archive spreadsheets? Broken out by Carnegie Class	95
Table 20.4.5 How easy has it been to procure and archive spreadsheets? Broken out by FTE Enrollment	95
Table 20.5.1 How easy has it been to procure and archive databases?	96
Table 20.5.2 How easy has it been to procure and archive databases? Broken out by Country	96
Table 20.5.3 How easy has it been to procure and archive databases? Broken out by Type of College	96

Table 20.5.4 How easy has it been to procure and archive databases? Broken out by Carnegie Class.....	97
Table 20.5.5 How easy has it been to procure and archive databases? Broken out by FTE Enrollment.....	97
Table 20.6.1 How easy has it been to procure and archive software code?.....	98
Table 20.6. How easy has it been to procure and archive software code? Broken out by Country.....	98
Table 20.6.3 How easy has it been to procure and archive software code? Broken out by Type of College.....	98
Table 20.6.4 How easy has it been to procure and archive software code? Broken out by Carnegie Class.....	99
Table 20.6.5 How easy has it been to procure and archive software code? Broken out by FTE Enrollment.....	99
CHAPTER NINE: ASSESSMENT	100
How have your library's data curation activities impacted the standing and scholarly results of your institution? Have you made efforts to assess the impact of the data curation activities on institutional success?	100
CHAPTER TEN: INFORMATION RESOURCES FOR DATA CURATION	101
What are some of the data archives or directories that you have found most useful in your data curation pursuits?	101
Which blogs, listservs, websites, magazines, newsletters, conferences and other information resources have you found most useful in your data curation activities?	102
Which institutions do you most admire for their data curation efforts?	103

THE QUESTIONNAIRE

CHAPTER 1 – Introduction

1. Please provide the following contact information:
 - A. Name:
 - B. Organization:
 - C. Work Title:
 - D. Country:
 - E. Email Address:

2. Your college is:
 - A. Public
 - B. Private

3. The Carnegie Class of your college might best be described as:
 - A. Community or 4year
 - B. College
 - C. MA/PHD level college
 - D. Research University

4. The full time equivalent enrollment for your college for all schools and departments is approximately:

5. Which 3 subject areas account for the largest share of the large scale data sets that your library handles?

6. As a rough estimate what percentage of the total data in your data repository are accounted by each of the top three subject areas? Please list the subject areas and your estimate:
 - A. Subject area 1
 - B. Subject area 2
 - C. Subject area 3

7. Does the library offer to faculty advice on how to develop data management plans for grant proposals or personal use?
 - A. Yes
 - B. No

8. Does the library have any series of tutorials, seminars, classes, videos or other formal means to train faculty in data management?
 - A. One on one tutorials
 - B. Formal classes
 - C. Workshops or seminars
 - D. Videos or web based tutorials

CHAPTER 2 – Resources for Data Curation

9. What percentage of the college/university overall spending on data curation would you say is contributed by the library?
10. Has the library ever received an external grant to support activities in data curation?
 - A. Yes
 - B. No
11. If so what is the sum total of the amount your library has ever received to develop or support data curation efforts?

CHAPTER 3 – Cooperation Among Departments

12. Describe your library's relations with other players in data curation such as the College/University office of grants management, or the academic departments that use the data curation services? Do they understand the library's efforts? Are there turf battles? What is the overall level of cooperation?
13. Since many grants now require a data curation strategy, and many departments of a college may be involved in this effort, the cost of this effort should be shared among these departmental players. Is this the case at your institution? If so, how do the contributions and roles break down? Has the library been given extra funds to carry out its data curation role?
14. Which academic fields would you say take most advantage of the data curation services offered by the library:
15. Which phrase do you feel best summarizes your institution's approach to data management and data curation? (Choose the phrase which is more true than the alternative.)

- A. We are developing a stand alone data repository that serves the unique needs of large scale projects and management decisions are in the hands of experienced data curators.
- B. We are closely integrating our data repository with our pre-existing institutional digital repository and though we have experienced data curators management control ultimately rests with the library committees on open access and repositories.

CHAPTER 4 – Data Security

- 16. Describe the system that your library uses in determining the proper level and timing of access for data sets maintained by the library or other archival custodian. For example, which are available for public access, which only for scientists working on a particular project and which only after an embargo period after publication of a journal article based on the data. The possibilities for significant mistakes are ample; how does your organization avoid them?

CHAPTER 5 – Metadata and Citation

- 17. What percentage of the data sets contributed to your repository come with pre-existing metadata developed by the originator of the data?
- 18. Describe some of the practices that your library follows in developing metadata practices for the proper classification and recall of data sets?
- 19. How easy has it been to develop metadata for following types of data:
 - A. Notes or logs from scientific/social science experiments
 - i. Quite easy
 - ii. Relatively easy
 - iii. Able to do with modest challenges
 - iv. Relatively difficult
 - v. Very difficult
 - B. Output or results from medical or scientific instruments or other monitors
 - i. Quite easy
 - ii. Relatively easy
 - iii. Able to do with modest challenges
 - iv. Relatively difficult
 - v. Very difficult

C. Video, photographs or other images

- i. Quite easy
- ii. Relatively easy
- iii. Able to do with modest challenges
- iv. Relatively difficult
- v. Very difficult

D. How easy has it been to develop metadata for spreadsheets?

- i. Quite easy
- ii. Relatively easy
- iii. Able to do with modest challenges
- iv. Relatively difficult
- v. Very difficult

E. Databases

- i. Quite easy
- ii. Relatively easy
- iii. Able to do with modest challenges
- iv. Relatively difficult
- v. Very difficult

F. Software code

- i. Quite easy
- ii. Relatively easy
- iii. Able to do with modest challenges
- iv. Relatively difficult
- v. Very difficult

20. About what percentage of the total staff time that your library spends on data management issues would you say is accounted for by the development of metadata and other cataloging issues?

CHAPTER 6 – Personnel

21. Has the library hired or assigned librarians specifically to work on data curation issues?

- A. Yes
- B. No

22. Does your library have a "data curation" staff assigned specifically to deal with this issue?

- A. Yes
- B. No

23. If yes how many FTE positions have been assigned to this staff or department?

24. Is there a distinct line item in your library budget for data curation?

- A. Yes
- B. No

25. Do you believe that recent MLS graduates hired by your library have been adequately versed in data curation issues?

- A. Yes
- B. No

26. What is the total number of grant proposals that have been reviewed or contributed to by your data curation office or service in the past year.

CHAPTER 7 – Interdepartmental Cooperation

27. Data curation issues are often dealt with by interdepartmental teams from the library, the office of research grants management, information technology and researchers themselves. Has your college established such an interdepartmental team?

- A. Yes
- B. No
- C. Not formally but perhaps informally

28. What are the respective roles at your institution of the library, the office or research management, information technology, and the researchers themselves in data management and preservation issues? Has there been general agreement on the roles of each party? Have other departments played a prominent role and if so, what?

29. Studies have shown that centralized data repositories in data intensive fields can significantly improve scholarly productivity by dramatically reducing the amount of time it takes to locate important data sets. However, the costs of discovering, centralizing, cataloging, storing, distributing and even marketing centralized data repositories can be considerable in terms of software, computing costs and particularly personnel and training costs. How are these costs determined and

borne by various institutional players at your institution?

CHAPTER 8 – Data Integrity

30. Have you had at your institution any data curation disasters in which critical data was lost, destroyed, impermissibly accessed or otherwise rendered far less useful than it might have been with more adequate curation measures. Keeping in mind that responses are not connected to institutions or respondents can you describe some of these instances?
31. Does the library have a data curation data preservation strategy through which it has decided to maintain data for a minimum number of years?
- A. Yes
 - B. No
32. If yes what is the minimum number of years?
33. How easy has it been to procure and archive the following types of data?
- A. Notes or logs from scientific/social science experiments
 - i. Quite easy
 - ii. Relatively easy
 - iii. Able to do with modest challenges
 - iv. Relatively difficult
 - v. Very difficult
 - B. Output or results from medical or scientific instruments or other monitors
 - i. Quite easy
 - ii. Relatively easy
 - iii. Able to do with modest challenges
 - iv. Relatively difficult
 - v. Very difficult
 - C. Video, photographs or other images
 - i. Quite easy
 - ii. Relatively easy
 - iii. Able to do with modest challenges
 - iv. Relatively difficult
 - v. Very difficult

D. How easy has it been to develop metadata for spreadsheets?

- i. Quite easy
- ii. Relatively easy
- iii. Able to do with modest challenges
- iv. Relatively difficult
- v. Very difficult

E. Databases

- i. Quite easy
- ii. Relatively easy
- iii. Able to do with modest challenges
- iv. Relatively difficult
- v. Very difficult

F. Software code

- i. Quite easy
- ii. Relatively easy
- iii. Able to do with modest challenges
- iv. Relatively difficult
- v. Very difficult

CHAPTER 9 – Assessment

34. How have your library's data curation activities impacted the standing and scholarly results of your institution? Have you made efforts to assess the impact of the data curation activities on institutional success?

CHAPTER 10 – Information Resources for Data Curation

35. What are some of the data archives or directories that you have found most useful in your data curation pursuits?
36. Which blogs, listservs, websites, magazines, newsletters, conferences and other information resources have you found most useful in your data curation activities?
37. Which institutions do you most admire for their data curation efforts?

SURVEY PARTICIPANTS

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Colorado State University
Columbia University
MIT
Montana State University
Northern Illinois University
Roskilde University
Stellenbosch University
University of Brasilia
University of Nebraska-Lincoln
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Virginia Commonwealth University