Annex 2: Overall collation of responses

NB a key to initials used is at the end of the table

Question	Overall response
1. Policy and strategic issues	
1.1 Does your current planning document refer to digital preservation?	Yes: AHDS, BBC, BL, CUL, CCLRC, eSCP, JISC, NAS, NeLH, NLS, NLW, OU, OULS, PRONI, RLG, TNA, UKDA, ULCC, Wellcome No: Resource, NHM, TCD Yes: 19 No: 3
If so, is the document available for us to see?	AHDS: yes - Strategic Plan 2002-2005 BBC: no BL: yes CUL: Strategic Directions 2003-2005, esp sections 1.4 and 3.3, www.lib.cam.ac.uk/strategicplan.htm CCLRC: no eSCP: no response JISC Five Year Strategy 2001-2005 http://www.jisc.ac.uk/index.cfm?name=strategy0105_summary recommendations 18 and 19 NAS: no response NeLH: no NLS: yes; para 4.1.2 of Corporate Plan 2003-06 NLW: Digital Library, Open Library: Next Steps a corporate plan 2003-2004 to 2005-2006 (Key Objectives 5 and 6); http://www.ligc.org.uk/adrodd/adrodd_s_ccoff.pdf OU: yes/no (the Learning and Teaching Strategy Plan is available at from http://www2.open.ac.uk/ltto/LTstrategy/ltstrategy.htm,which and mentions digital preservation, but the supporting action plan and unit objectives are not available publicly. OULS: Vision for 2008: A Five-Year Strategic Plan (2003-2008) for the Central Libraries of the University of Oxford. http://www.bodley.ox.ac.uk/librarian/visionplus/vision2008.htm PRONI: yes Resource: www.resource.gov.uk RLG: unsure TNA: http://www.pro.gov.uk/about/plans/cp_bp.htm
	UKDA: in Strategic Plan, contract with ESRC/JISC ULCC: not at present; aims and objectives under development for ISO 9000:2002. University Information Strategy Board being established, with responsibility for digital preservation; information relating to these will be

	made available.
	Wellcome: Library Business Plan (but with rider that at corporate level there is less awareness)
1.2 Do you have	AHDS:currently revising policy framework, including writing a corporate digital preservation strategy, a public document
a) a digital preservation strategy, orb) any other policy or strategy document(s) which refer to digital	BBC: strategy document on web-archiving, cannot be provided.
	BL: digital preservation policy already provided to DPC, digital preservation strategy document drafted.
	CUL: discussing a more detailed digital preservation policy, no published statement yet
preservation?	CCLRC: no dp strategy or alternative
c) any alternative to a digital preservation	eSCP: several research councils, RCUK, have such strategies and fund data centres for this purpose
strategy?	JISC: JISC Continuing Access and Digital Preservation Strategy 2002-5
If so, would you be	http://www.jisc.ac.uk/index.cfm?name=pres_strategy
prepared to share these documents or references	NAS: no
with us?	NeLH: no
[a), b), c), not y/n; final	NHM: digital preservation document in preparation
one is]	NLS: yes, contained in http://www.nls.uk/professional/policy/strategy.html
_	At 1.1, 1.5, 1.6
	NLW: NLW's Digital Preservation Policy and Strategy (2003)
	http://www.llgc.org.uk/adrodd/digital_preservation_policy_and_strategy.pdf
	OU: OU Library objectives include a digital preservation strategy and implementation plans, the initial strategy has been developed. Will not be published/available
	OULS: being developed now
	PRONI: the need for a strategy identified, can be shared when available
	Resource: ICT strategy, 2001, includes reference to digital preservation and is being revised at present
	RLG: RLG has a dp strategy and most of its members – notably the larger, better-funded ones – do also
	TNA: yes
	TCD: not yet; preservation policy, including reference to digital preservation, will be available on website end-03
	UKDA: preservation policy document already provided
	ULCC: no established strategy; client strategies may include this, but cannot be shared; the University's own records management policies refer indirectly to dp.
	Wellcome: digital preservation strategy in preparation and will be on website
1.3 Do you have a corporate risk management process?	Yes: BBC, BL, CUL, CCLRC, eSCP (individual Research Councils have risk management), JISC, NAS, NeLH, NHM, NLS, NLW, OU, PRONI, TNA, TCD, UKDA, ULCC,
	No: AHDS, OULS

If so:

- a) does digital preservation figure on it?
- b) is it defined as a long, or short, term risk?

[all y/n]

- a) Yes: CUL (resource rather than technological); CCLRC (as constant risk requiring permanent vigilance); JISC [long and short term, corporate register plus separate digitisation programme register]; NAS defines electronic records generally as a risk, relatively long-term; NeLH (long term risk); NLW[risk register under review, draft version has high impact, high probability, high risk]; PRONI (long-term risk); UKDA [corporate risk management rests with University, digital preservation is minor but a post has been created to address it; UKDA has a risk element in its policy document]; ULCC has risk management at corporate (ie University) and unit level, with dp featuring peripherally only at unit level.
- a) No: BBC (at present making efforts to get DP included); (BL (has a corporate risk register, digital preservation not mentioned as a significant risk, but mentioned under a general preservation heading; further work on DP risk being done); eSRC (risk in terms of back-up only is addressed); NHM; NLS; OU; TNA (list works by process, not function);TCD; Wellcome

Other: RLG no response

- 1.4 Is your responsibility for digital preservation driven by one (or more) of the following?:
- a) a statutory requirement to keep/store/preserve material?
- b) A statutory duty to provide public access?
- c) Some other statutory requirement or duty?
- d) A core business requirement?

[not a y/n question]

a) yes: BBC (charter rather than statute), BL, CUL, TNA, NAS, NeLH, NHM, NLS; NLW; OULS; PRONI; TCD [the two latter as soon as electronic legal deposit issues are sorted out]; ULCC (Public Records Act)

- a) no: eSCP, UKDA
- b) yes: BBC (charter requirement, for heritage purposes), BL, CCLRC (partly some Research Council users have a duty to make data public), CUL, NAS, NeLH., NHM, NLS, TNA, ULCC (as for a)),
- b) no: eSCP, PRONI, UKDA
- c) yes: BL, NeLH, NHM, TNA, ULCC (cites FOI, data protection, environmental impact regulations)
- c) no: eSCP, NLS, PRONI, UKDA
- d) yes: AHDS (is a digital research archive, with the responsibility of preserving its holdings); BBC (need for access to a working archive); BL, CCLRC (mainly see also b); JISC [HE/FE institutions may have other duties]; NHM, NLS; OU (OU's Government Structure Handbook7/2000 states library has remit for digital preservation); OULS; RLG; TNA; UKDA [digital preservation is a contractual requirement for the service provided for the ESRC/JISC, also a small number of other contracts for preservation services]; ULCC (medium/long tern storage of research material, pluc contractual agreements with clients); Wellcome
- d) no: eSCP; NeLH, PRONI

Comment: RLG as a member institution points out that its members are likely to cite b), c), and d) as well.

1.5 Are you aware of any statutory or legal issue or problem that might complicate or impede your organisation's digital preservation activities?

Yes: BBC (possible copyright issues for no-BBC recordings etc); BL and NLW both cite legal deposit primary legislation, plus additional secondary legislation; CUL concerns over 3rd party rights over proprietary software associated with digital material acquired through legal deposit or otherwise; CCLRC refers to problems over ownership of scientific data in the UK; eSCP cites Data Protection Act; JISC refers to ensuring continuing access provisions in licensing third-party material; NAS refers to possible need to update existing legislation to deal properly with digital material; NLS cites copyright, license agreements and artistic expression; NLW refers to Freedom of Information and Data Protection legislation and to government electronic service delivery targets (2005); OU cites Legal Deposit Libraries Bill, though not yet clear what the effect will be; OULS (also FOI and DP, plus SENDA); PRONI (likely need to transfer digital records before the present 20 year point); RLG points to US legal

	complications, especially over legal deposit, and indicates that new legislation is required; TNA (ref to consultation on archives legislation, issued Sept 03); TCD also refers to the need for clarification of statutory position on legal deposit (non-UK); UKDA refers to potential Freedom of Information and Data Protection issues; ULCC also refers to these plus environmental impact regulations, and potential conflict between these, also to European copyright law and US DMCA No: AHDS, NeLH, NHM, Wellcome
2. Current projects	For details of 2.1, 2.2 and 2.3, see annex 5
2.1 Have you recently completed, or participated in, a digital preservation project (i.e completed during 2003)? [y/n]	Yes: AHDS, BL, CUL, CCLRC, JISC, OULS, TNA, UKDA, ULCC, Wellcome No:BBC, eSCP, NAS, NeLH, NHM, NLS, NLW, OU, PRONI, TCD
2.2 Are you currently running, or participating in, a digital preservation project or projects? [y/n]	Yes: AHDS, BBC, BL, CUL, CCLRC, eSCP, JISC, NAS, NHM, NLS, NLW, OULS, TNA, UKDA, ULCC, Wellcome No: NeLH, OU, PRONI, TCD
2.3 Are you currently planning a digital preservation project? [y/n]	Yes: AHDS, BBC, BL, CUL, CCLRCJISC, NeLH, NLS, OU, OULS, PRONI, TNA, UKDA, ULCC (no detail given), Wellcome No: eSCP, NAS, NHM, NLW (but refers to implementation of dp strategy 03-06), TCD Other: no response RLG
3. Volumes of material	
3.1 Have you carried out any survey of digital material which you already hold for long-term storage?	Yes: AHDS, BBC, BL (details of both in survey forms), CUL (c 400Gb, mostly digitisation), CCLRC (100 TB), NLS (c. 4 Terabytes on hard disk), TNA, UKDA, ULCC No: NeLH, NHM, NLW, OU, OULS, PRONI, TCD (survey is planned, no details), Wellcome
[y/n]	Other: JISC [question not applicable – JISC is a committee]
If not, can you offer any approximate estimate as to volume?	Other: no response eSCP, RLG
3.2 Have you assessed the volumes of digital material you will have to preserve in the future, and the likely rate of growth?	Yes: BBC, BL (details of both in survey forms); CUL, CCLRC (2+PB in 2-4 yrs); JISC; NAS (details in survey form); OULS (detail in survey form); TNA; UKDA No: AHDS, NeLH, NHM, NLS (survey planned for 2004), NLW, OU, PRONI, TCD, Wellcome Other: no response eSCP; RLG;
[y/n]	NAS can define volume as an equivalent to present paper intake, but nt

	digitally
	digitally ULCC has plans to assess university's own records over the coming year.
3.3 On what basis you have made these assessments? [not y/n]	BBC: reliable, based growth figures on last five years' actuals
	BL acknowledges possibility of error in estimates, possibly up to 50%
	CUL: impact study on behalf of Joint Committee on Voluntary Deposit in 2002 covers growth and costs, not volumes, for legal deposit to 2005
	rates CCLRC: Discussion with existing and potential users, fixed output rates of various scientific facilities.
	JISC: collection reports include 'broad estimates'
	NLS: Multiplication of expected throughput and average file size
	UKDA: need to increase capacity threefold over course of current ESRC award
	No response: AHDS, eSCP, TNA, NLW, RLG,
	Not applicable: OULS, TCD
0.4.5	Vaca AUDO DDO /bath far taking mastarial into anaking and far
3.4 Do you have a selection policy for	Yes: AHDS, BBC (both for taking material into archive, and for reservation), BL (being developed - details in BL survey form); CUL;
material for digital	CCLRC; NLS (for in-house digitised material); NLW (reference in the Library's Collection Development Policy, 2003); NHM; OU; OULS; PRONI
preservation? [y/n]	(selection will be on same basis as current non-digital); TNA; UKDA; ULCC
	No: NeLH, TCD
	Other: eSCP no response; JISC – question applies to member institutions, not JISC itself; ULCC refers to corporate policies, not yet consistently applied, and to research material decisions often dependent on contractual or statutory obligations; Wellcome no response.
	NAS: as an archive, selection poly will not differ radically for digital material, as it is the information contained which determines selection, not the format.
3.5 If you have not done any of 3.1-3.4, but have plans to do so, please give details.	NLW: Web Archive Wales project will draw up selection criteria for websites, and a survey of formats and hardware at NLW will be carried out as part of the DP strategy in 2003-04
4. Types of material	
4.1 What type of digital	List of those who responded below; for detail of response see annex
material will you mostly be	5
preserving?	AHDS, BBC, BL, CUL, CCLRC, NAS, NeLH, NLS, NLW, OULS, PRONI, TNA, TCD, UKDA, ULCC, Wellcome
[not y/n]	JISC – question not applicable

5. Resource issues	
5.1 Have you ever asked your major funding source(s) for extra resources for your digital preservation programme? [y/n]	Yes: BL (2001/2, unsuccessful); JISC; NAS (for a small number of new posts to deal with DP issues); NLW (for Digital Archive, successful, Web Archiving Pilot Project, not); UKDA (entirely funded by 'external' awards mainly from ESRC, JISC, AHRD, EU. The total budget at present is c. £2.5 million a year. Current 'core' funding is for 5 years, extendable to 8 years upon review.); ULCC (JISC NTP programme (1994) – research demonstrator); Wellcome (internal funding) No: AHDS (funding is already an integral part of budget), BBC, CUL, CCLRC ('not yet',)NeLH, NHM, NLS, OU, OULS, PRONI, TNA, TCD
5.2 Is funding for digital preservation likely to become a major issue for you over the next five years? [y/n]	Yes: BL, CUL, CCLRC, JISC, NAS, NHM, NLS, NLW, OU, OULS, TCD, ULCC, Wellcome No: NeLH, TNA, UKDA Possibly: AHDS, BBC Other: PRONI awaits production of its digital preservation strategy, in 2005/05, to answer
5.3 Have you assessed your funding requirements to meet your digital preservation responsibilities: a) in the short-medium term (ie 1-5 years)? [y/n] b) in the longer term (ie 5-10 years or longer)? [y/n]	a) Yes: AHDS, BBC, BL, CUL, CCLRC, JISC, NAS, NHM, NLW, OULS (being done now), TNA, UKDA, ULCC a) No: NeLH, NLS, OU, PRONI, TCD, Wellcome b) Yes: CUL b) No: AHDS, BBC, BL, CCLRC, JISC, NAS, NeLH, NHM, NLS, NLW, OU, OULS, PRONI, TNA, TCD, UKDA (primary funders only work 5 years ahead), ULCC, Wellcome No response: eSCP, RLG CUL: ref to VCLD as doing both a) and b) CCLRC reply to b) was 'less so'.
5.4 Is your present resource for digital preservation: a) from within existing resources AND/OR: b) new money allocated by your funding source specifically for digital preservation [not y/n]	a) Yes: AHDS, BBC, CUL, NeLH, NLS, OULS, PRONI, UKDA, ULCC a) No: b) Yes: Wellcome (from Trust ie internal source) b) No: NLS Both a) and b): BL, CCLRC (but mostly b)), JISC, NAS, NLW (but 'mostly' a)), OU (not yet secured), TNA, No response: eSCP, RLG CUL: capacity to cope within existing resource now exhausted NHM: specific bid made (Invest to Save govt scheme) TCD: no allocation at present UKDA: funding is part of contractual requirements ULCC: primarily existing, some external funding from HEFCE

Wholly new: BL (though may shift to 'partly' in the future), CUL 5.5 Is your digital ('predominantly'), NeLH, NLS (expect some offsetting decrease in c 20 preservation requirement years time), NLW (though will assess at a later stage), OU, TNA, TCD, totally new and additional Wellcome to what you do now, or will Partly new: JISC, NAS, NHM, OULS, PRONI, ULCC it, in whole or in part, replace existing activities? Replacement: BBC AHDS: neither, as it is core business activity [y/n] CCLRC: core activity for many years, but starting now to grow significantly UKDA: digital preservation has been part of core activity over 20 years Core funding: NeLH, NLS, TCD, UKDA 5.6 Will you need core or project funding, or both, to Project funding: ULCC needs both, but short term need primarily for cope with digital project; BBC project at present but may become core as consolidated preservation? Both: AHDS, BL, CUL, CCLRC (distinguishes capital/revenue rather than project/core), JISC, NAS, NHM, NLW, OU, OULS, PRONI, TNA, ULCC, [y/n] Wellcome AHDS: HE funding bodies, via JISC and the AHRB 5.7 What are your main funding sources for digital BBC: from BBC funds preservation? BL: UK government CUL: HEFCE, DTI (e-science related projects) CCLRC: Research Councils and those requiring the service offered JISC: 100% HE funding bodies NAS: the Scottish Executive NeLH: UK government (DoH) NHM: some sponsorship possible, but mostly government funding NLS: the Scottish Executive NLW: UK government, plus some sponsorship and private funding OU: not yet known OULS: Research Councils and HE finding bodies, grant/sponsorship (eg. Mellon), revenue PRONI: NI central government funding TNA: UK government TCD: Irish government funds UKDA: Research Council and HE funding body (ESRC/JISC) ULCC: HE funding bodies, earned income, European Commission (for research and market testing activities) Wellcome: the Trust No response: eSCP, RLG Yes: AHDS, CUL, CCLRC, NHM, NLW ('indirectly' via e-commerce), OU, 5.8 Will your digital OULS (ODL Phase Two aims to create a digital picture library) preservation programme

	No. DL HCC NAC NALLI AH C Mallagras
help you to develop any	No: BL, JISC, NAS, NeLH, NLS, Wellcome
significant additional revenue stream from your	Not sure: PRONI, TNA, TCD
digital services	Possibly: BBC
	No response: eSCP, RLG
[y/n]	UKDA: can and does undertake revenue earning contracts, to a limited extent
	ULCC: It is already a significant income stream in excess of £1m/annum.
5.9 Have you assessed your staffing needs for	Yes: AHDS, BBC, BL, CUL, CCLRC, OULS, TNA, UKDA (core business, tends to train in-house), ULCC (ditto)
digital preservation? [y/n]	No: NAS, NeLH, NHM, NLS, NLW (ref to difficulty of quantifying, and to buying in some dp services), OU, PRONI, TCD, Wellcome
<i>157-13</i>	Not applicable: JISC [JISC itself subject to staff numbers cap, constraining direct recruitment],
	No response: eSCP, RLG
6. Timing issues	
6.1 Do you face any time deadline, or other issue affecting timing, on digital preservation [y/n]	Yes: BBC (degradation of material); BL (timing and impact of the Legal Deposit Libraries Bill); CUL (legal deposit and internal project plan); CCLRC (core business pressures); NAS (Scottish Executive EDM and ERM 2005 targets); NHM (government 2005 service targets); NLS (Legal Deposit regulations); NLW (government 2005 service targetsand Legal Deposit)); OU (internal business target early 2004 for strategy and project; funding not yet available); OULS (legal deposit, business needs); TNA (business plan targets); TCD (need to have policy, staff and programme in place within 5 years); ULCC (Freedom of Information Act implementation date 2005)
	No: AHDS, JISC, NeLH, UKDA, Wellcome
	No response: eSCP, RLG
7. General	For details of answers to 7.1, 7.2, 7.3 and 7.4, see annex 7
7.1 Are there any national priorities or actions which you think	Yes: AHDS, BBC, BL, CCLRC, JISC, NAS, NHM, NLW, OU, OULS, PRONI, Resource, RLG (NB comment applies to impact of new US funding for NDIIPP), TCD, UKDA
are needed, which are not being actioned?	No: CUL, eSCP, NeLH, NLS, TNA, ULCC, Wellcome
[y/n]	
7.2 Do you have any suggestions, or views on priorities, for digital preservation needs affecting non-DPC members?	Yes: AHDS, BL, CCLRC, JISC, NAS, NHM, NLS, OU, OULS, Resource, TCD, TNA, UKDA, ULCC No: BBC, CUL, eSCP, NeLH, NLW, PRONI, RLG, Wellcome
[y/n]	
7.3 Is there anything,	Yes: BBC, BL, CUL, CCLRC, JISC, NAS, NHM, NLS, NLW, OU, OULS,

other than increased financial or staff resource, which would help you to meet your digital preservation requirements?	TCD No: AHDS, eSCP, PRONI, RLG, TNA, UKDA, ULCC, Wellcome
[y/n] 7.4 Can you specify any broader benefits arising from your digital preservation programme?	Yes: BBC, BL, CUL, CCLRC, JISC, NHM, NLW, OU, OULS, PRONI, TNA, TCD, UKDA, ULCC No: AHDS, eSCP, NAS, NLS, RLG, Wellcome
[y/n]	

Initials used:

AHDS: the Arts and Humanities Data Service

ALPSP: the Association of Learned and Professional Society Publishers

BBC: the British Broadcasting Corporation

BL: the British Library

CCLRC: Council for the Central Laboratory of the Research Councils

CUL: Cambridge University Library

CURL: the Consortium of University Research Libraries

eSCP: the e-Science Core Programme

JISC: the Joint Information Systems Committee of the Higher and Further

Education Funding Councils

NAS: the National Archives of Scotland

NeLH: the National Electronic Library for Health

NHM: Natural History Museum

NLS: National Library of Scotland

NLW: Llyfrgell Genedlaethol Cymru, the National Library of Wales

OU: the Open University

OULS: Oxford University Library Services

PRONI: the Public Record Office of Northern Ireland

PA: the Publishers Association

RLG: the Research Libraries Group

Resource: Resource, the Council for Museums, Archives and Libraries

TCD: the Library of Trinity College, Dublin

TNA: the National Archives

UKDA: the United Kingdom Data Archive at the University of Essex

ULCC: the University of London Computer Centre

Wellcome: the Wellcome Trust Library