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Work package: WP3

Title: *Questionnaire 2. Technical aspects of the repositories*

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Version Control:

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0.3	2005-5-19	Final Draft	Darko Majcenović, Matjaž Depolli, Alenka Kavčič- Čolić (NUK)	Minor changes	NUK, LJU



Dear user,
we kindly ask you to fill in the questionnaire. The information you provide in this questionnaire will help us to improve the reUSE digital repository. It is confidential and will not be shown to anyone except the project team staff.

Survey of reUSE repositories - technical aspects

1. Repository design

1.1 General information about the repository

1. Please describe your designed average workload: _____

2. How many data objects is your repository designed to hold? _____

3. Please describe the frequency of updating and indexing of accepted content:

☐ Real – time.
☐ Every _____ (i.e. week, 12 hours).
☐ Other _____

1.2 Software and Hardware

1. Please describe the software components that comprise your repository.

[illegible]

1.3 Efficiency in designed average workload of the repository

1. What is the average time lag between sending a request and receiving the data (deposit system and client communication)? _____
2. What is the repository average search time? (time between receiving a search request and submitting search results) _____

1.4 Operation and maintainability

1. What kind of documentation do you provide for your repository (i.e. for administrators, librarians, end-users)? _____

2. What are your technical maintenance staff requirements for the normal operation of the repository?

Profile	p/m	Avg. training needed (in hrs)

3. Which part of your system do you think will present a bottleneck and will need a replacement or an upgrade first? _____

2. OAIS compliance

2.1 Support of the OAIS model of information

1. Does your repository support the OAIS model of information?

☐ Yes

☐ No

2. Your comments on OAIS compliance: _____

3. Technical and procedural suitability

3.1 Options for replacing technology

1. Can new file types be defined and stored in the repository?

☐ Yes

☐ No

2. How do you store data objects in your repository?

☐ In their original format.

☐ Convert them to a more appropriate format.

☐ Keep the original but also store as a file type that is easier to use?

☐ Other. _____

3. Your system is easily upgradeable with:

☐ New workflows.

☐ New storage system.

☐ New database system.

☐ New application server.

☐ Other: _____

3.2 Compliance with relevant standards

1. What standards have you followed in the development of your repository system and user interface (example: OAI-PMH 2.0)? _____

2. Does your repository user interface conform to "Web Content Accessibility Guidelines 2.0"?

☐ Yes, with level 3

☐ Yes, with level 2

☐ Yes, with level 1

☐ No

3.3 Metadata

1. Which descriptive metadata schemas do you use in your repository? (Unimarc, Marc21, Dublin Core...)? _____

2. Which structural metadata schemas do you use in your repository? (METS, other XML...)? _____

3. Which long term preservation (LTP) metadata schemas do you use in your repository (NEDLIB, NLA, CEDARS, OCLC/RLG, New Zealand...)? _____

4. Is there a defined, simple way to extend your metadata definitions?
☐ Yes ☐ No
5. Do you provide automated metadata review support (quality control process)?
☐ Yes ☐ No
6. Name metadata fields that will require manual input? _____

7. Is Unicode character set supported in metadata fields?
☐ Yes ☐ No

4. Security

4.1 Security by design

1. Please describe how is network access to the database server limited? _____

2. Please describe how is the access to the relational database restricted? _____

4.2 Authentication system

1. What kind of authentication method do you provide? _____

2. How do you limit access in your repository?

☐ At file level

☐ At object level.

☐ At collection level

☐ Other? _____

4.3 Backup

1. Please specify your backup system: _____

2. Please specify the backup media used:

☐ Hard disk

☐ Optical disk

☐ Magneto-optical disk

☐ Magnetic tape

☐ DAT cassette

☐ Other: _____

3. Please specify the number of backups: _____

4. Please specify the number of different backup locations: _____

5. Please specify the frequency of your backups: _____

4.4 Disaster readiness

1. Do you provide written policies for disaster readiness, response and recovery?

☐ Yes

☐ No

2. Please name your recovery options after a critical system failure (one that causes your system to crash): _____

3. Please name your data recovery options after an error on your primary storage: _____

4.5 Data integrity

Processes that address data integrity i.e. avoiding loss of data, detecting changes, restoring lost or corrupt data

1. Please describe your support for data integrity checking: _____

5. Procedural accountability

5.1 Monitoring mechanisms

1. Please name the most important system generated usage statistics and reports: _____

5.2 Feedback mechanisms

1. Please describe the way you retrieve user feedback and what you do with it: _____

6. User friendliness

6.1 User administration

1. What types of access rights are given to users of the repository?

- ☐ System administrator.
☐ Content administrator(s).
☐ Content producer.
☐ User (logged in and has access to all of the repository content).
☐ Visitor (access to free content only).
☐ Other: _____

2. How well is the user interface adapted to different user types (i.e. different interfaces for each user type, less privileged users have restricted access on the site ...)? _____

3. Do you think the end users will need additional training to use the repository?

- ☐ Yes ☐ No

6.2 Submission support

1. Can multiple collections be established within the same instance of the repository system?

- ☐ Yes ☐ No

2. Can different submission parameters be defined for each collection?

- ☐ Yes ☐ No

3. Please describe your support for submitters (notifications, ability to view pending submission ...): _____

4. Please describe your import and export support for metadata and data objects: _____

5. Do you support automatic updating of the content (from a given URL)?

☐ Yes

☐ No

6.3 Additional user support

1. Do you provide news reports for the end users about new features, new added works, etc?

☐ Yes

☐ No

2. What parts of the user profile are customizable? _____

7. Services

7.1 Search capabilities

1. Do you provide access to the repository over the internet?

☐ Yes

☐ No

2. Which full text search capabilities do you offer?

☐ Boolean logic.

☐ Word stemming.

☐ Truncation / wildcards.

☐ Other: _____

3. Which descriptive metadata search capabilities do you offer?

☐ Boolean logic.

☐ Word stemming.

☐ Truncation / wildcards.

☐ Other: _____

4. Which metadata fields can be searched? _____

5. Do you provide any other search support (i.e. simple / advanced search, search history, highlighting search term within the results)? _____

6. Ability to browse search results by: _____

7.2 Value added services

1. Do you provide any additional support for disabled users? _____

2. Please name the value-added functions that you provide (i.e. print on demand, content can be indexed by external search engines, multiple language support): _____

