Archives and Special Collections

Donor Survey DRAFT

This survey is designed for curators to use as a prompt sheet for interviews with donors regarding their born-digital records. For a more lengthy survey see An Inter-Institutional Model for Stewardship: AIMS Donor Survey at http://www2.lib.virginia.edu/aims/whitepaper/AIMS_final_appF.pdf

1. General Work & Computing Habits
   1. What are your chief activities? (e.g. writing, research, lecturing, field work, other professional activities)
   2. What kinds of records do you create, maintain, and use in the course of each of these activities? (e.g. drafts of writings, research notes, lecture notes, journals, diaries, correspondence, photographs, audio recordings, databases, interviews)
   3. Can you describe your general work habits with computers in support of these activities? (e.g. you write first by hand, then input work into computer, you use different computers for different kinds of work, etc.).

2. Creation
   1. Are you solely responsible for creating your digital files?
   2. If not, who else is involved, and what are their roles?
   3. Do you maintain digital files created by others? If yes, how do you separate your files and files created by others?
   4. Do you share your computer with other people? If yes, how are files created by different people separated?
   5. Do you separate your personal files from your work files?
   6. Do you use more than one computer (e.g. office desktop, office portable computer, home desktop, etc.)? If so, do you synchronize files between different computers?
   7. What are the earliest and latest creation dates (roughly) of your digital files?

3. Organization
   1. How are your digital files currently organized? (e.g. filed in named folders? by projects? by topics? some other scheme?)
   2. Have you always had this organization? If not, can you summarize/characterize previous organizations, and roughly when and why you made changes?
   3. Are digital files destroyed in regular intervals?

4. Storage / Backup
   1. Do you have a backup routine for your files / emails?
   2. What media or services are used for backup files? (e.g. optical disk, hard disk, file server, web based backup service)
   3. Do you transfer files from your old computer to your new computer? If yes, what types of files are transferred? Did you encounter any problems in transferring the files?
   4. Do you keep your old computers? Roughly when were they being used? Do they run when plugged in?
   5. Have you ever experienced a serious hardware failure (e.g. hard-drive crash)? If yes, are the files in the affected computer recovered?

5. Privacy and security
   1. Do your files contain any of the following with regard to you or to third parties: medical records, tax records, banking records, investment records, student records, legal files or court materials, employee records, grant proposals, letters of recommendation, records of illegal activities
   2. Is login required to access desktop computers / mobile devices?
   3. Is a digital certificate used to login / sign digital files / encrypt digital files?

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