

SPEC Survey on Digital Humanities Services

1. Introduction

Scholars and librarians share a common interest in creating, converting, and finding information in digital formats, for analyzing or manipulating this information, and for sharing, disseminating, or publishing it. A number of research institutions host digital scholarship centers or otherwise provide services to help researchers design, produce, disseminate, and maintain digital projects. These centers are often, but not always, located in libraries and incorporate library staff or services into their core programming. Other institutions provide similar services in a less centralized manner. Some services target specific disciplines; others are multidisciplinary.

This survey is specifically interested in digital scholarship centers or services that support the humanities (e.g., history, art, music, film, literature, philosophy, religion, etc.) The purpose of this survey is to provide a snapshot of research library experiences with these centers or services and the benefits and challenges of hosting them. The survey explores the organization of these services, how they are staffed and funded, what services they offer and to whom, what technical infrastructure is provided, whether the library manages or archives the digital resources produced, and how services are assessed, among other questions.

This survey was designed by **Tim Bryson**, Librarian for South Asian Studies and Religious Studies, **Frances Maloy**, Senior Leader, Libraries' Services, **Miriam Posner**, Mellon Postdoctoral Research Associate, **Alain St. Pierre**, Humanities Librarian for European History and Philosophy, and **Stewart Varner**, Digital Scholarship Coordinator, at Emory University.

Please complete this survey and send the requested documentation by **May 2, 2011**. If you are not able to complete the survey in one sitting, you may return to the survey and resume where you left off.

NB: You will need to use the same computer and Web browser each time you access the survey and have cookies enabled.

An * indicates a required response.

As always, individual responses to the survey will be treated confidentially.

Questions can be directed to the [SPEC survey staff](#).

*** Select your institution:**

*** Please provide the following contact information:**

Name:

Job title:

e-mail:

2. Background

Which of the following statements best describes services that support digital humanities projects at your institution?

- The library hosts a digital scholarship center that supports multiple disciplines, including the humanities.
- The library hosts a digital scholarship center that is specifically dedicated to the humanities.
- The library provides ad hoc services that support digital humanities projects.
- The library hosts digital scholarship services but not for humanities projects.
- Services for digital humanities projects are hosted outside the library.
- Digital scholarship services are not offered at my institution.

Comments

If you answered that your library hosts a center or provides ad hoc services, when you click the Next>> button below you will continue to the next screen.

If you answered that services for digital humanities projects are hosted outside the library, when you click the Next>> button below you will jump to the Institution Provides Digital Scholarship Services section.

If you answered that the library hosts digital scholarship services but not for humanities projects, or that digital scholarship services are not offered at your institution, when you click the Next>> button below you will exit the survey.

SPEC Survey on Digital Humanities Services

3. Project Staffing

Please indicate which categories of library staff provide services that support digital humanities projects and whether these staff are dedicated to such services or are called on an ad hoc basis to meet demand.

	Dedicated Staff	Ad hoc
Digital scholarship/humanities librarian	€	€
Subject librarian	€	€
IT staff	€	€
Support staff	€	€
Graduate student assistant	€	€
Undergraduate student assistant	€	€
Other staff category	€	€

Please specify the other staff category.

If you indicated above that dedicated staff support digital humanities projects, please enter the number of permanent staff who provide these services.

Number of permanent staff:

If library staff are called on an ad hoc basis to support digital humanities projects, please briefly describe how many of each staff category typically work on a project and under what circumstances they are called (e.g., to help resolve a specific technical question or to collaborate on an entire project).

What is the title of the position that has primary responsibility for managing/coordinating digital humanities services?

To whom does this person report?

Comments

4. Services and Support

Please indicate which of the following types of services your library offers users who are engaged in digital humanities projects. Check all that apply.

Project Development and Support

- Initial project development consultations
- Grant writing to support digital humanities research
- Digital project management
- Outreach and marketing
- Other activity, please describe

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Technology and Design

- Software coding and development
- Text encoding
- Website development
- Graphic design
- Usability testing
- Hardware and software procurement
- AV editing
- Data conversion
- Other activity, please specify

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SPEC Survey on Digital Humanities Services

Preservation and Education

- Digital asset preservation and access
- Instruction in technologies
- Acquisition of primary and secondary resources for use in digital projects
- Other activity, please specify

Which of the following terms describe the role of the librarian in your library's support for digital humanities? Check all that apply.

- Research assistant
- Project manager
- Resource manager
- Scholarly collaborator
- Consultant
- Other term, please specify

5. Services and Support cont

Please indicate in which of the following ways library staff contribute expertise to digital humanities endeavors. Check all that apply.

Strategizing on:

- Marketing/outreach
- Customer intelligence
- Creation of tools for use in the digital humanities
- Other, please describe.

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Instruction on:

- Tools or techniques used in digital humanities research
- Pedagogical use of digital object collections
- Other, please describe.

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Services related to:

- Selection of resources for digitization or some other inclusion in a digital humanities project
- Application of specialized metadata or ontologies
- Scanning and/or OCR
- Tagging (TEI, etc.)
- GIS, geotagging
- Other, please describe.

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SPEC Survey on Digital Humanities Services

Assistance with:

- Conceiving or writing project proposals
- Shepherding projects through development
- Grant support
- Identifying potential partners for digital humanities projects
- Other, please describe.

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Consultation on:

- Preservation management
- Usability
- Accessibility
- Sustainability
- Other, please describe.

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Education about:

- Copyright issues
- Open access issues
- Ethical issues
- Other, please describe.

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Does your library encourage/facilitate/promote cross-, trans-, or inter-disciplinary projects?

- Yes
- No

SPEC Survey on Digital Humanities Services

If yes, please briefly describe the strategies used to support such projects (such as identifying potential research partners, hosting cross-disciplinary symposia or events, tracking research projects with a cross-disciplinary potential).



6. Hardware and Software

What hardware does the library offer to support digital humanities projects? Check all that apply.

- Scanners
- Image editing stations
- Video editing stations
- Audio editing stations
- Large-scale monitors
- Visualization tools
- Gaming consoles
- Other hardware, please describe

What software does the library offer to support digital humanities projects? Check all that apply.

- GIS
- Content Management Systems
- Project management software
- TEI
- Data visualization software
- 3D rendering platforms
- Data analysis tools
- Bibliographic management software
- Concept/mind mapping software
- Other software, please describe

7. Service Users

Who may use the services that support digital humanities projects? Check all that apply.

- Faculty
- Graduate students
- Undergraduates
- Post-doctoral or other researchers affiliated with your library or institution
- Researchers not affiliated with your library or institution
- Other user category, please describe

How do they find out the services are available? Check all that apply.

- Library website
- Email
- Communications from library subject liaisons
- Social media, such as Facebook or Twitter
- Events
- Orientations for newcomers
- Print or electronic publications
- Use of your institution's communications office
- Other process or method, please describe

8. Project Workspace

Where do library staff met with researchers to plan/consult on digital humanities projects?

- Library staff member's office
- Researcher's office
- Digital scholarship/humanities center conference room
- Library group study room
- Other space, please describe

Is there dedicated library space allocated for using the hardware and software that is available to support digital humanities projects?

- Yes
- No

If yes, please estimate the square footage of the dedicated library space.

Is any part of this space secured/securable (e.g., as mandated by the federal government when working with certain datasets)?

- Yes
- No

9. Funding Sources

What is the source of funding for digital humanities projects? Check all that apply.

- Library operating budget
- Library IT budget
- Academic departments
- Central operating budget
- Central IT budget
- Special one-time funds
- Grants
- Endowments
- Other source of funding, please describe

Do researchers typically come to a project having already secured funding necessary to accomplish the goals of their digital projects?

- Yes
- No

Comments:

10. Policies and Procedures

Does your library have a policy or written statement describing the ways in which it supports digital humanities projects?

Yes

No

Is there a formal process for reviewing or developing proposals and allocating resources for digital humanities projects?

Yes

No

If yes, please briefly describe the process.

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Does your library use any document, such as a statement of work or operating agreement, to clarify the scope of services that will be provided for the project?

Yes

No

If yes, please briefly describe the contents of that document.

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11. Sustainability

Does your library preserve all digital humanities project resources that are produced in-house?

Yes

No

Comments:

If yes, and your library has a strategy for ensuring the sustainability of these resources, which strategies does your library use? Check all that apply.

- Create projects using widely supported platforms
- Work within widely accepted standards for metadata, etc.
- Develop grant proposals to support project sustainability
- Work with project planners to incorporate sustainability costs into initial cost estimates for projects
- Preserve digital projects in repositories
- Audit projects for long-term sustainability
- Other strategy, please describe.

12. Partnerships

Has the library partnered with other units in your institution to provide digital humanities services?

Yes

No

If yes, please identify the partner and briefly describe the nature of the partnership and how it was cultivated.

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Has the library partnered with other institutions to provide digital humanities services?

Yes

No

If yes, please identify the partner and briefly describe the nature of the partnership and how it was cultivated.

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13. Assessment

Has there been any assessment of the effectiveness of the digital humanities services?

Yes

No

If yes, what measures are used to assess the effectiveness of these services? Check all that apply.

- Financial (e.g., funding targets reached, good grant funding record)
- Publications (e.g., research publications or web projects published citing or based on these services)
- Demand (e.g., services provided relative to demand, increase in demand)
- Media coverage (e.g., non-research publications about the program)
- Web analytics (e.g., number of hits on web-facing projects)
- Other measure, please describe.

Were any changes made to the services offered as a result of the assessment?

Yes

No

If yes, please briefly describe up to three changes that were made.

Overall, how would you assess the effectiveness of your library's digital humanities services?

14. Institution Provides Digital Scholarship Services

You indicated that digital scholarship services are located outside the library. Which of the following best describes how the services are provided.

- The institution hosts a multidisciplinary digital scholarship center that supports the humanities
- The institution hosts a digital scholarship center dedicated to the humanities
- The institution supports digital scholarship in a decentralized manner
- Other service method, please describe.

Do library staff play any role in providing these services?

- Yes
- No

If yes, please briefly describe which staff participate and the role(s) they play.

15. Additional Comments

Please enter any additional information that may assist the authors understanding of your library's support for digital humanities projects.

16. Call for Documents

Please provide the URLs for the following documents/web pages relating to your library's support for digital humanities projects.

If these documents are not available on the Web or if the URL is for a page that is accessible only by the library staff, mail or e-mail the document(s) by May 2, 2011 to:

ARL SPEC Surveys
21 Dupont Circle NW
Suite 800
Washington, DC 20036

OR

spec@arl.org

NB: Submitted documents may be chosen for inclusion in the published SPEC Kit which will be distributed in both print and electronic formats on a variety of platforms, such as the ARL website, digital repositories, and HathiTrust. Please alert the SPEC survey staff if a submitted document should not be published.

Mission statement that addresses digital scholarship, particularly for the humanities

[Text input box]

Statement of the purpose of the digital scholarship center/service

[Text input box]

Description of the services offered

[Text input box]

Description(s) of digital humanities projects

[Text input box]

Policy documents

[Text input box]

Project selection criteria

[Text input box]

Job descriptions of library staff who provide digital scholarship services

[Text input box]

Promotional materials

[Text input box]

Service assessment tools

[Text input box]

SPEC Survey on Digital Humanities Services

Check here if print documentation will be sent by mail or e-mail.

- Will send document(s) by mail
- Will send document(s) by e-mail

17. Thank you

Thank you for your contribution to this survey!

Questions about the survey, or a request for a PDF of your survey response, can be directed to the [SPEC survey staff](#).

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