

## Appendix C

### Survey questions: information professionals

1. What is your name, role and institution?
2. Is your institution: [a library, an archive, a museum, a gallery, a school or department / faculty within an educational institution]  
Please state if you are answering for the whole of your institution or part of it.
3. Granularity -- if hard copy: roughly what percentage (in terms of numbers of items) of First World War holdings is catalogued by individual title or piece/item? What percentage is described at series or collection level only?
4. Do you have un-catalogued First World War-related material?  
[Yes, No] If yes, please specify subject areas with estimated extent.
5. Do you hold: digitised copies of original source material -- complete runs of material?  
digitised copies of original source material -- cherry-picked or highlighted samples?  
If possible, please provide the content, extent and proportions of each.
6. Is the digitised First World War-related content aggregated with digitised content from other repositories? [Yes, No, Partially] If yes or partially, please specify the other repositories/content.
7. Is the digitised content only available to view in an institution (for example via a server or using a CD)? [Yes, No, Partially] If yes or partially, please specify how.
8. Is the digitised content you / your institution has created available to the public for free?  
[Yes, No, Partially] If partial, please estimate the proportion that is free and the proportion that is available only via a pay subscription.
9. Have you created and made available digitised material cleared for educational / not for profit use?  
[Yes, No]
10. Does the digitised content you created require an institutional subscription?  
[Yes, No] If Yes, please specify details.
11. What is your role in making the digitised content available?  
[I am largely responsible for the selection and assembly of the digitised material; Selection and assembly is the responsibility of an academic department or staff; Selection and assembly of material is not my responsibility] Please elaborate if required.
12. IT provision of the digitised resource. Answer choices of [Yes, No] for all questions:  
Do you maintain the technical maintenance of the digitised resource on a day-to-day basis?  
Is the resource hosted by your institution? Is the resource outsourced to commercial suppliers?  
Is day-to-day technical maintenance and monitoring, upgrades, patches and security the responsibility of your institutional IT department? Please elaborate if required.
13. Do you have hard-copy collections relating to the First World War that are popular and that ought to be digitised?  
[Yes, No] If yes, please list/describe.
14. Content types: online publication of content. What media types have you provided?

|                  |   |                     |                            |
|------------------|---|---------------------|----------------------------|
| art              | contemporary publications (e.g. newspaper articles, magazines, etc) |                     |                            |
| feature film     | maps / diagrams   | documentary film    | photographs                |
| sound recordings | literary works  | operational records | official documents         |
| cartoons         | medical journals (e.g. Lancet, BMJ, etc.)                           |                     | war diaries / unit diaries |
| posters          | objects / artefacts   |                     | personal diaries           |
| theses           | private papers of named individuals                                 |                     | correspondence             |
| service records  | corporate / institutional records                                   |                     | reports / despatches       |
| medical records  |   |                     | other (please specify)     |

Survey continues...

## Appendix C continued:

15. What theme(s) do your records cover? Online publication only.
- |            |                             |                           |                         |
|------------|-----------------------------|---------------------------|-------------------------|
| art        | representation              | international relations   | the experience of war   |
| strategy   | life writing                | political & social change | military operations     |
| memory     | maritime / naval            | medical: nursing          | battlefield archaeology |
| literature | historiography              | medical: shell shock      | comparative history     |
| gender     | economic                    | science / technology      | historical geography    |
| empire     | its global nature / aspects | war in the air            | other (please specify)  |
16. Do you maintain statistics / web analytics on the number of internal and external users who access your First World War-related digitised material? [Yes, No] Any comments (for example number of hits/downloads for a given period)
17. Is First World War-related digitised material under your custody used by teachers and researchers in their classes or work?  
[Yes, No, Don't know] If yes, please elaborate.
18. If used in teaching is material incorporated into a Virtual Learning platform such as Blackboard?  
[Yes, No, Don't know] If yes, please specify which system used.
19. Do you personally use digitised resources in teaching or methodology classes?  
[Yes, No] If yes, please elaborate.
20. Do you use digitised material in research guides or exhibitions?  
[Yes, No] If yes, please elaborate.
21. Do you have any ongoing or upcoming First World War-related digitisation projects?  
[Yes, No] If yes, please elaborate.
22. Focus Group interest? Etc.