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D3.2: Assessment of the role of local archival collections

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REVISION HISTORY AND STATEMENT OF ORIGINALITY

Revision History

Revision No.	Date	Author	Organisation	Description
1.0	29 December 2012	Rob Davies	MDR	Draft
2.0	26 June 2013	Rob Davies	MDR	Final draft for review
3.0	30 June 2013	Rob Davies	MDR	Final

Statement of originality:

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

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1   Introduction

Workpackage 3 of Europeana Awareness, Developing New Partnerships, addresses several key stakeholder sectors which are not yet optimally exploited by Europeana and is taking action to raise awareness among them of the potential benefits of developing such a relationship.

The four key sectors identified are:
- Public libraries
- Local archival collections
- Broadcasters
- Open Culture re-users

This approach to them, in each case, entails – with modifications adapted to the various starting points:
- a relatively brief phase of inputs from and discussion with the participating stakeholders, based on the state-of-the-art examples and previous work followed by more structured assessment and negotiation of the possibilities;
- piloting and testing of joint activities with the sector or cultural domain, utilising available tools and processes;
- a period of dissemination and mainstreaming with the sector, conducted via appropriate cooperation with the public media campaign in WP1;
- accompanied by identification of processes for operationalisation of promising services, through the appropriate project or other instrument within the Europeana 'ecosystem'.

Task 3.2 tackles local archival collections and is potentially the most complex of the four target sectors to address. The New Renaissance report[1] pointed out: '*we have specifically excluded from the scope of our calculations:*

- *Business Archives*
- *Community Archives*
- *Church Archives*
- *Private Archives*
- *Other 'Special' archives*

…. These have been excluded on the basis that (a) insufficient data is available to quantify their number or the scope of their collections and (b) they are likely in any case to adopt different approaches to digitisation, based on funding support from other sources'

The report on the Cost of Digitising Europe's Cultural Heritage[2] provided estimates of the proportion of archival content which remains to be digitised in Europe, among estimates for other institutional domains. However, this related solely or mainly to National Archives and

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[1] Report of the Comite des Sages Reflection Group on bringing Europe's cultural heritage online, January, 2011
[2] The Cost of Digitising Europe's Cultural Heritage: a Report for the Comité des Sages of the European Commission. Prepared by Nick Poole, the Collections Trust, November 2010 page 57-63
http://ec.europa.eu/information_society/activities/digital_libraries/doc/refgroup/annexes/digiti_report.pdf

specifically excluded from its scope Business Archives, Community Archives, Church Archives, Private Archives and other 'Special' archives.

The same report made the point that '*the exponential increase in the proportion of new material that is born-digital is having a profound impact on future Digitisation activity in the archives sector. The majority of new material is born-digital, with the result that Digitisation is primarily a legacy concern in archives, focussing on the conversion, management and description of paper materials acquired during the previous century.*

Nevertheless legacy content held by archives is likely to be an important concern for Europeana as it seeks to represent Europe's cultural heritage.

There are numerous potential target audiences for the rich data held by local archives including, researchers, local historians, genealogists/those conducting family research and tourists. WP3 plans to work specifically with some private online genealogy companies to place data from Europeana on their sites worldwide

Europeana Awareness essentially begins a process, which is potentially of very large proportions, of making the best possible use of this rich and highly important record of Europe's cultural heritage within Europeana.

The envisaged sequence of related tasks in the Description of Work (DOW) was as follows:

3.2.1 MDR, Kulturrad, Provincie Limburg and AAKB will carry out a structured assessment of the potential role of locally-based archives and other local collection holders (such as church councils or historical associations) to provide digital content of relevance to Europeana using literature and data review, online survey and other techniques as appropriate by Month 12 (D3.2).

3.2.2 Drawing on this knowledge, EF will conduct a further analysis of its own content to assess whether and in what form Europeana might develop services of relevance and interest to Europe's genealogy and local history markets either a) through its own portal or b) in partnership with commercial services by Month 18 (D3.3).

3.2.3 Provincie Limburg, working with Kulturrad and EF, will produce a set of guidelines for Europeana users interested in pursuing local or family history themes by Month 24 (MS15).

3.2.4 In conjunction with WP1 and WP2, an appropriate set of awareness-raising activities, will be directed towards Europe's local archives, through the national PR campaigns by Month 30.

3.2.5 EF, supported as necessary by MDR, will conduct discussions with a range of commercial suppliers of online services to the genealogy and local history sectors, with a view to delineating sustainable partnership arrangement by Month 32 (MS20).

This assessment in this document remains provisional in nature. It can usefully be read together with D3.3, which is being submitted at the same time. The assessment will grow in depth and accuracy as Europeana Awareness proceeds. It represents a resubmission of an earlier, premature, version as requested by the project and recommended by the Commission reviewers at the Year 1 project review. It is expected that this important work on smaller archives will need to encompass the full three years of Europeana Awareness

Local and regional archives

These are broadly defined for this purpose to include heritage objects, documents and knowledge held for example by local history societies, associations for genealogical studies, church councils etc. as well as municipal and regional archives. This currently underexploited sector has the potential to form a bridge to cross the 'missing link' between the more 'formal' cultural institutions whose content is currently ingested by Europeana, on the one hand and the User Generated Content to be engaged through Europeana Awareness WP2, on the other. A vast, largely untapped, reservoir of potentially valuable content exists in such collections. They provide a vital link for the public with their own local cultural history and from there further with the cultural history of others and better known heritage, thus broadening the participation base for heritage information and for the safeguarding of heritage in general. There are however many unknowns concerning the extent of digitisation and aggregation of this type of content[3].

Prior evidence, obtained for example from the Europeana Local Best Practice Network, shows that in some countries, such as Belgium, Norway, Sweden and the United Kingdom access to this type of archival content is taken increasingly seriously. Much of this heritage is held by local heritage communities, on a voluntary basis, without much support from public authorities. This makes it and the associated knowledge particularly vulnerable. The communities involved often lack basic experience, skills and resources. Strengthening digitisation and access would greatly enhance the durability and value of the heritage content. Aggregators wanting to collect this information need to provide extra support and services to make it possible. Some good examples and experience exist. They can be regarded as pilots or proofs of concept and should be investigated as models for application elsewhere.

Were Europeana in a position to identify and ingest substantial quantities of such local archival, cultural 'records', the potential exists to greatly enhance its relevance in key sectors of public interest, in particular local history and genealogy and later to enter into agreements with specialised providers of such services in both the public and commercial sectors (see also D3.3).

The WP will also produce guidelines on how to use Europeana for specific user groups in areas such as family and local history research, building on the approach taken by existing resources such as those produced by the National Archives (UK) http://www.nationalarchives.gov.uk/records%5Cdefault.htm with the aim of raising awareness and driving up use by people with these interests.

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[3] Bart Ooghe and Dries Moreels. Analysing Selection for Digitisation: Current Practices and Common Incentives D-Lib Magazine, September/October 2009, Volume 15 Number 9/10, ISSN 1082-9873 http://www.dlib.org/dlib/september09/ooghe/09ooghe.html

Relevant work in other projects

In the course of carrying out this initial assessment, it has emerged that two other projects – the APEx Best Practice Network and CENDARI are also seeking to exploit the value of small, local or 'hidden' archives in different ways.

APEx

The APEx Best Practice Network continues the work of the APEnet project (2009–2012) in which 19 European national archives and Europeana established and released the Archives Portal Europe. It aims to expand, enrich, enhance and sustain the Portal. Its goals are to continuously take on board additional European archival institutions and provide all means necessary to assist aggregation on national levels; and to cooperate actively with the Europeana portal on interoperability of metadata formats and rights management of the archival material, in   the end, preparing as much of the archival content of European institutions as possible to be made accessible via the Archives Portal Europe and equally to channel digitized and digital archival material to the Europeana portal. In the specific context of the goals of Europeana Awareness WP3, Its description of work includes:

Widening: the network of participating institutions will have to be extended in order to be able to connect not only all national archives, but also other institutions holding archival material in the EU Member States, such as: regional, local, religious and private archival institutions; archives of universities, libraries, companies; etc.; we can organise all this by turning the national archives into national APEX community centres, supported by an international APEX office.

And as part of its workplan:

….project surveys will be conducted in an early stage of the project to assess the situation in each Member State in terms of institutions, content and systems/formats to be connected, and possible aggregation scenarios with accompanying roadmaps (and corresponding tools) will be drafted.

There appears to be clear potential for complementary activity to achieve the goals of both APEx and Europeana Awareness WP 3 ad this is now being pursued through a newly-established Europeana Network Task Force.

Among other things, APEx has been working on a new version of the standard Encoded Archival Guide (EAG), that is used to describe institutions with archival holdings and their services. This revision also includes a typology that, for example, could be used for grouping/refining search results or as facet for searching later on at the Archives Portal Europe. It has carried out a survey among its partner group (more than 20 national archives' representatives) about what typologies and groups are already used and attempted to align the outcomes of this. The draft list provided on page 19 is the current result:

It is planned to work with this typology as part of the revised EAG implementation on the Archives Portal Europe. However, it is still open to modification.

Europeana Awareness WP 3 has utilised this draft typology in the survey which is a subject of this report, for categorising the responding archives.

CENDARI

CENDARI, funded a research Infrastructure project under the DARIAH-ERIC www.dariah.eu
, is focusing on research related to two topics: Medieval History and World War 1. It includes a workpackage with two relevant strands:

- First to identify, describe and catalogue archival holdings and other collections of value for research (e.g. library special collections, scholarly collections) and to compile these into an on-line Directory. This Directory will form the backbone along which digital content can be integrated into a delivery portal that reaches across institutional and national boundaries, while also facilitating visibility of and access to archives which might currently be unknown to potential users.

- Second, to create a series of research guides which will provide rich information gateways connecting archives and collections located in physically separate places, and extended with information about the provenance and history of the collections.

For the first task, the project team researchers will compile (via desk research, referrals and telephone conversations) a comprehensive Directory of Medieval and World War 1 related archives/ collections. An initial list will be composed followed by richer descriptions using the metadata schema created in a different workpackage. CENDARI will aim to identify and describe between 600-800 collections for the modern period and between 250-500 for the medieval period. This work will take place over the first two years of the project. The workpackage will focus on the creation of a network of archives, resulting in a descriptive directory of these archives and the resources they hold which are relevant for the subject areas of the two CENDARI domains. Directory records will either be created by the workpackage team or by integrating finding aids or catalogue records where these exist.

Once the initial list is developed the project team for each domain area will agree a priority list for the archives/collections for inclusion in the research guides. For the modern period special emphasis will be placed on the unexplored, smaller archives all across Europe and particularly Eastern and South East Europe and for the medieval period emphasis will be on enriching and connecting across existing digital collections and cross-referencing these with information about archival holdings and other collections of interest. The researchers will visit the archives and collection holders, building network relationships with their staff, scoping their relevant collections, gathering information about the present state of the archival collections, and creating rich contextualised descriptions of the holdings. As the researchers develop their rich descriptions of the archives and their holdings, they will organise that information as the research guides, or pathways, that will act as the connective tissue that connects across institutions, regions and events, providing detailed and informative overviews across individual collection level entries.

In general, archives are willing to make their material accessible to CENDARI voluntarily. In some cases, however, where archives are lack the staff or skills to do this, assistance from CENDARI project team members (who best understand the exact requirements of the infrastructure) will be provided. This may consist of creating metadata or database crosswalks or related scripting, review and specialist advice on digital capture or curation standards or other technical development that is required for the integration of content.

ENUMERATE

Contact has also been established with this EC-funded thematic network, the follow-up to the Numeric project, which is creating a statistical baseline on digital heritage, covering four main topics: size of digital collections, use of digital collections, costs and digital preservation. Almost 2000 cultural heritage institutions participated in the 2012 survey, with responses from 403 archives across Europe (including National Archives!). The project benefits from a network of National Coordinators in all European Countries (usually policy advisors at the Ministries of Culture), who help it to approach institutions to participate in the surveys.

There will be a further ENUMERATE survey later in 2013. It is proposed by Europeana Awareness and ENUMERATE jointly to discuss the respective surveys with a view to reusing some of the data collected and streamlining any burden on archival institutions requested to respond.

ENUMERATE has a heritage-wide perspective in its entire approach, so there are no specific questionnaires for subdomains. However, it has recorded for instance that, of all heritage subdomains, archives invest the most in digital activities on an annual basis (2.7% of their annual budget; art museums have spent only 0.9 of their annual budget for this purpose).

Joint actions agreed

Following earlier individual discussions, a joint meeting of representatives of Europeana Awareness, APEx and CENDARI was arranged at the Europeana Network plenary meeting in Berlin on 27 November 2012. The purpose of the meeting was to discuss ways of increasing cooperation and synergies between related goals and common interests of the three projects around small or local archives, to maximize impact and to avoid duplication and redundancy of activities.

The following actions were agreed, initially:

- Request Europeana Awareness management to set up a basecamp project that can be used to communicate, share documents (e.g. project deliverables);

- Share address lists used for surveys etc. in order to avoid addressing the same institutions several times;

- Participate in mutual project events where useful;

- Work with Europeana Network Officers responsible for archives;

- Apply to set up a Europeana Network Task Force as a vehicle for arriving at common analyses, cooperative approaches and seeking opportunities e.g. to stimulate digitization, organize expert meetings as necessary. This Task Force has since been approved and held its first meeting in The Hague on 11 June 2013, with the following agenda.

Europeana Network Task Force Archives, Meeting in The Hague, June 11, 10.00-17.00

Jill Cousins. Europeana Office
Henning Scholz, Europeana Office (until 12:30)
Annette Friberg, Europeana Office
Valentine Charles, Europeana Office
Marie-Claire Dangerfield, Europeana Office
Julia Fallon, Europeana Office (to be called in when necessary)
Rob Davies. Europeana Awareness - Chair
Gunnar Urtegaard. Europeana Network
Kerstin Arnold. APEX
Jennifer Edmond. CENDARI
Peder Andrén, National Archives of Sweden
Jef Malliet, Provincie Limburg
Snorre Øverbø, County Archive of Sogn og Fjordane

I. Europeana and Archives. What is Europeana's content strategy for the archive domain? How can the TF help to increase content from archives in Europeana. – *brainstorming session, facilitated by Jill Cousins.*
II. Promotion of aggregation. - *Annette Friberg, Europeana Office*
III. Methods of establishing and implementing digitisation priorities.
IV. Current and emerging patterns of metadata supply. Intermediary schemas for the different projects. Need for coordination? - *Marie-Claire Dangerfield to give a short introduction and facilitate discussion*
V. Data models, mapping, curation, enrichment and contextualisation etc. - *Valentine Charles and/or Marie-Claire Dangerfield can help facilitating a discussion*
VI. Content from archives and methods for geotagging. Geotagging is important if we want our content present in mobile location services. Europeana Office - *Valentine Charles and/or Marie-Claire Dangerfield can help facilitating a discussion*
VII. TF Hierachical objects – summary of outcomes. - *Valentine Charles*
VIII. Ontology for genealogy and Local History. *Europeana Office*
IX. Semantic integration, LOD and Archives. *Introduction by Snorre Øverbø and Valentine Charles*
X. Presentation and integration of archival content via the Europeana portal and API - *Valentine Charles to give a short introduction and facilitate discussion*
XI. Europeana Awareness and archives. Status, the survey, possible contribution to the TF. *Rob Davies.*
XII. LoCLoud as a possible aggregator for small archives at some stage? *Rob Davies.*
XIII. APEX-project. Status and possible contribution to the TF. *Kerstin Arnold.*
XIV. CENDARI-project. Status and possible contribution to the TF. *Jennifer Edmond*
XV. How to improve the representation of the archives in the Europeana Network? - *Annette Friberg*
XVI. TF – priorities for the work to be done. How to organize the TF? Expected outcome based on the discussion.
XVII. Task Force as a sort of long standing interest group on archives that brings together all projects in coordinating the activities across the sector? - *Annette Friberg*
XVIII. Election of TF chair

2   Mapping the archival terrain

The starting point for this work was an acknowledgement that the landscape of small and local archives in countries across Europe is far from homogeneous and that consolidated knowledge of infrastructures throughout the EU is somewhat lacking. In order to begin building up a more coherent picture, during the first half of 2012 the country partners in Europeana Awareness were asked to provide the names and contact details of bodies and associations with responsibilities for the types of archive in question (i.e. mainly those excluded from consideration by *New Renaissance* report) and/or local history.

In parallel with this, efforts were made (e.g. through the APEx partner group) to ascertain whether Directory information of this kind is maintained on a European scale. This was not the case.

Not all Europeana Awareness country partners were able to respond to this specific request and the result was information of various levels of specificity (ranging from detailed descriptions of the archival infrastructure to comprehensive directory information to a few contact addresses) from 13 partner countries. In order to increase country coverage, known individuals were then targeted in a further group of countries with a request for the same information. This has resulted in an increase in countries covered to 35. All the information collected in this way is maintained on Europeana Awareness basecamp[4] .

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[4] https://basecamp.com/1768384/projects/167174-ea-wp3-developing/documents/301680-archival

3   Survey results

An online questionnaire was then designed, piloted and tested with a variety of stakeholders, including members of the APEx BPN during September/October 2012. A printable version of the survey forms Annex 1 of this Deliverable. The headings for the survey were as follows:

- About your institution/organisation
- Staff (hired/voluntary)
- Content Types and Digitisation
- Reasons for Digitisation
- Criteria for Selection or Prioritisation
- Digitised Content (not published on the Internet)
- Digitised Content on the Internet
- Digital Aggregation Providers
- Europeana (Knowledge about Europeana)
- Any other Comments

Given the nature of the target audience and the level of resources assumed to be available to many of them for completing it, a balance was sought between simplicity of responding and meaningfulness of responses, in designing the survey.

The questionnaire was then set up and tested in the Survey Gizmo online survey tool. English, Danish, French, German and Spanish language versions were made available. Where directory information had been obtained, random country samples were derived for an initial pilot transmission of the survey in November/December 2012. A much fuller database has subsequently been compiled from numerous individual sources through painstaking research, including those listed in section 2 above.

The total number of questionnaires invitations sent to institutions/organisations was 5191, divided according to country as follows:

The questionnaire invitations were mainly distributed on a 'rolling' basis in April- early June 2013. The email invitation included links to all 5 language versions of the survey. Where, as could be expected, some of the email invitations bounced, each of those was checked and fixed where possible or alternative methods used, e.g., using website contact forms. Contact details were provided in the Survey Introduction and any queries dealt with on a case-by-case basis. National archives were not invited to complete the survey.

The survey provided the option for respondents to save the survey at any given point and return to complete it at a later date, this allowed respondents time to carry out any necessary research where required. A follow up 'reminder' campaign was employed to encourage those who had started the survey the complete it and to continue to raise awareness of Europeana.

In addition to the 'centralised' email campaign industry professionals from Denmark, France, Greece, Norway and Spain carried a series of awareness raising email campaigns of their own.

Figure 1

Number of responses

least   most

■ Survey invitations

■ Survey responses

Country	Survey invitations	Survey responses
Iceland	30	0
Sweden	46	5
Finland	38	6
Norway	88	24
Estonia	7	1
Denmark	55	9
Latvia	24	0
Ireland	118	12
Lithuania	157	1
UK	1455	75
Netherlands	300	6
Poland	53	5
Belgium	163	17
Germany	491	62
Czech Rep.	120	3
Slovakia	9	0
Luxembourg	1	1
Austria	495	40
Hungary	73	3
France	206	10
Romania	47	3
Switzerland	98	8
Slovenia	13	0
Bosnia & H.	3	0
Serbia	43	2
Portugal	144	13
Italy	282	2
Croatia	9	1
Bulgaria	19	1
Spain	480	42
Albania	2	1
Turkey	5	0
Greece	98	7
Malta	17	1
Cyprus	3	1

The total number of responses was **352 (6.78%),** broken down by language as follows:

English	Danish	French	German	Spanish
177	2	18	107	48

Data from the 5 language versions of the survey was combined for analysis. Whilst the survey questions were provided in the 5 languages concerned, reporting values for all versions of the survey were set in English to increase the feasibility of analysing the results.

A number of factors are evident in the target sector, which are likely to depress the response rate to such a survey, despite the steps taken to maximise response, not least the lack of staff resources available in archives, many of which are very small organisations with few, if any, paid staff. It is also possible that the response base is proportionally biased toward organisations in a position to contribute a positive response, for example on digitisation achieved or planned.

Nevertheless, the project considers a response rate of almost 7% acceptable for a heterogeneous pan-European target audience of this kind, within the range of or better than similar surveys and comparable to the number of archives responding to the ENUMERATE survey, which also targeted national and major government archives and benefited from having national coordinators to promote its completion.

Recent developments in understanding the impact of lower or higher response rates is also noted in this respect[5]. Notably, *Holbrook et al. (2005) assessed whether lower response rates are associated with less unweighted demographic respresentativeness of a sample. By examining the results of 81 national surveys with response rates varying from 5 percent to 54 percent, they found that surveys with much lower response rates were only minimally less accurate [5].* It is considered that the current survey provides important and largely representative indications of the situation in Europe, which however will continue to need to be qualified by further data gathering and assessment. In this respect, preliminary discussions have been initiated with ENUMERATE on ways of combining and strengthening this kind of work in future and this will be placed on the agenda of the Archives Task Force.

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[5] http://en.wikipedia.org/wiki/Response_rate

The following is a summary of the responses to each survey question.

Table 1: Type of institution (APEx Typology)

1	National archives
2	Regional archives
3	County/local authority archives
4	Municipal archives
5	Specialised governmental archives
6	Private persons and family archives
7	Church and religious archives
8	Business archives
9	University and research archives
10	Media archives
11	Archives of political parties, of popular/labour movement and other non-governmental organisations, associations, agencies and foundations
12	Specialised non-governmental archives and archives of other cultural (heritage) institutions

Figure 2: Number of institutions (APEx Typology)
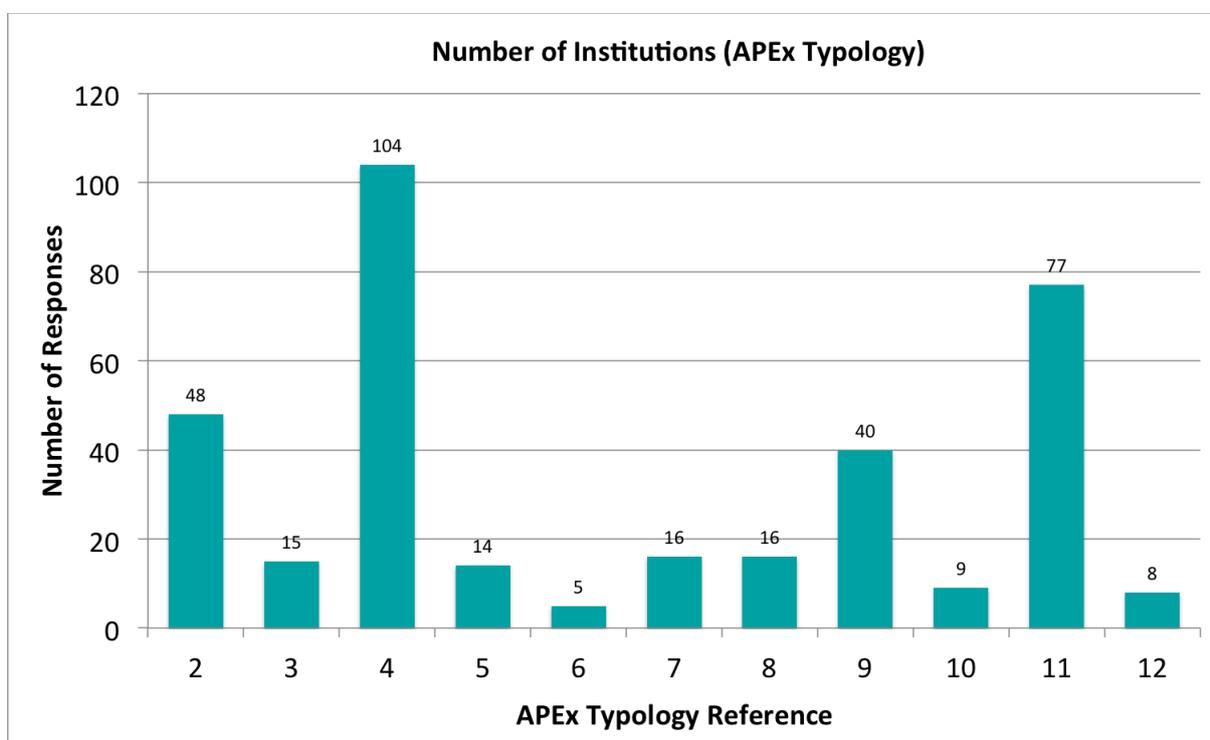
Figure 3: Types of institutions (APEx Typology)

Types of Institution per APEx Typology
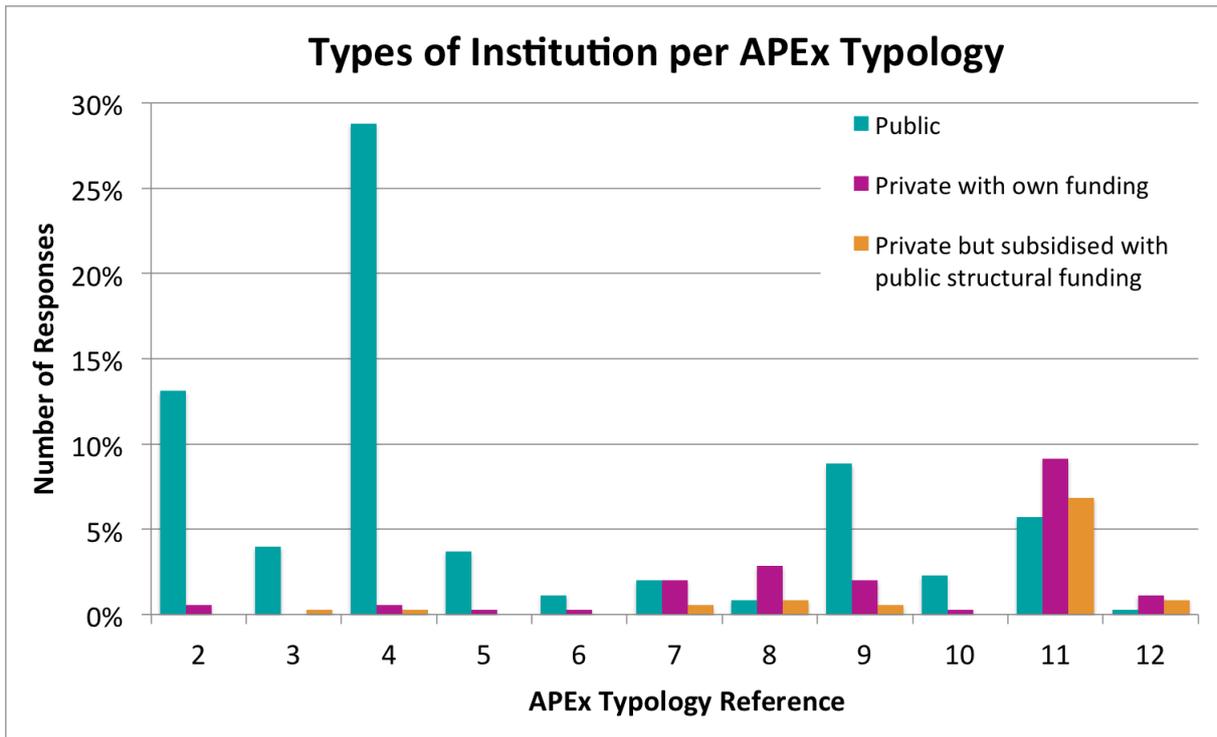
As may be seen, categories 4 (municipal archives) and 11 (non-governmental associations etc.) were the most numerous respondents by category.

Figure 4: About your institution/organisation
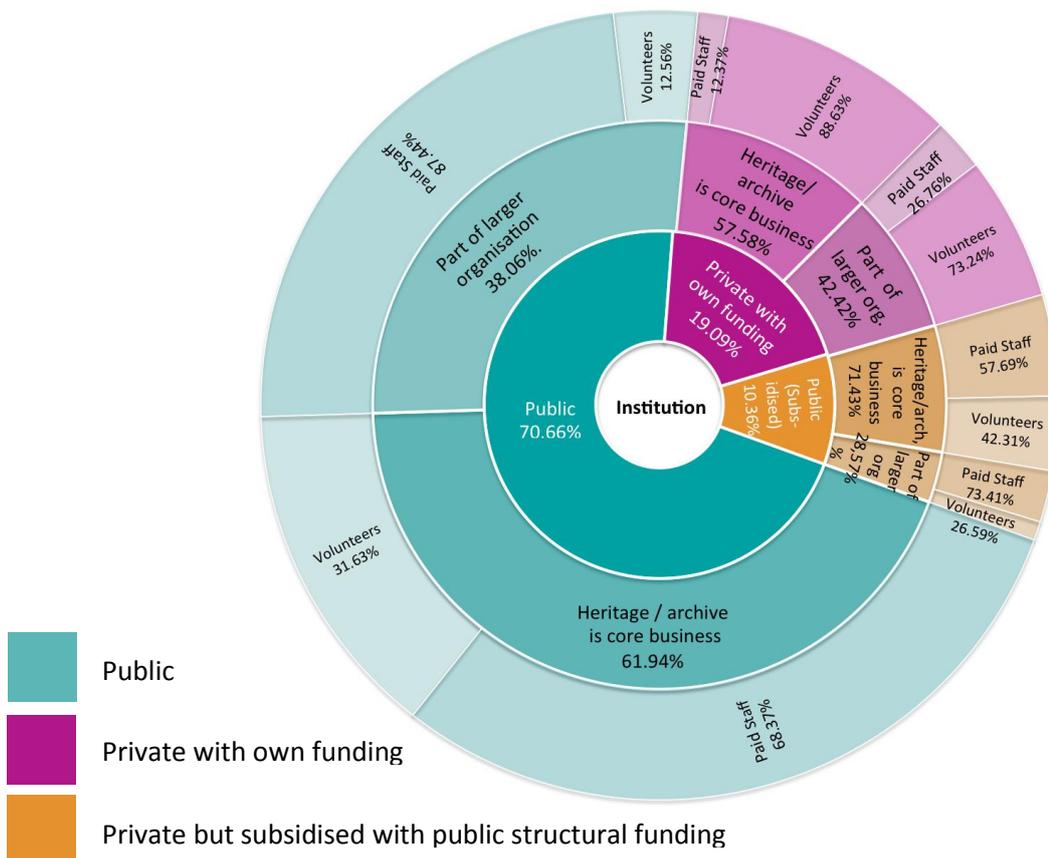
Figure 5: What type of analogue content types are held in your archive or collection? And how much of it has been digitised (scanned, photographed) and/or described in a database (catalogue, inventory)?
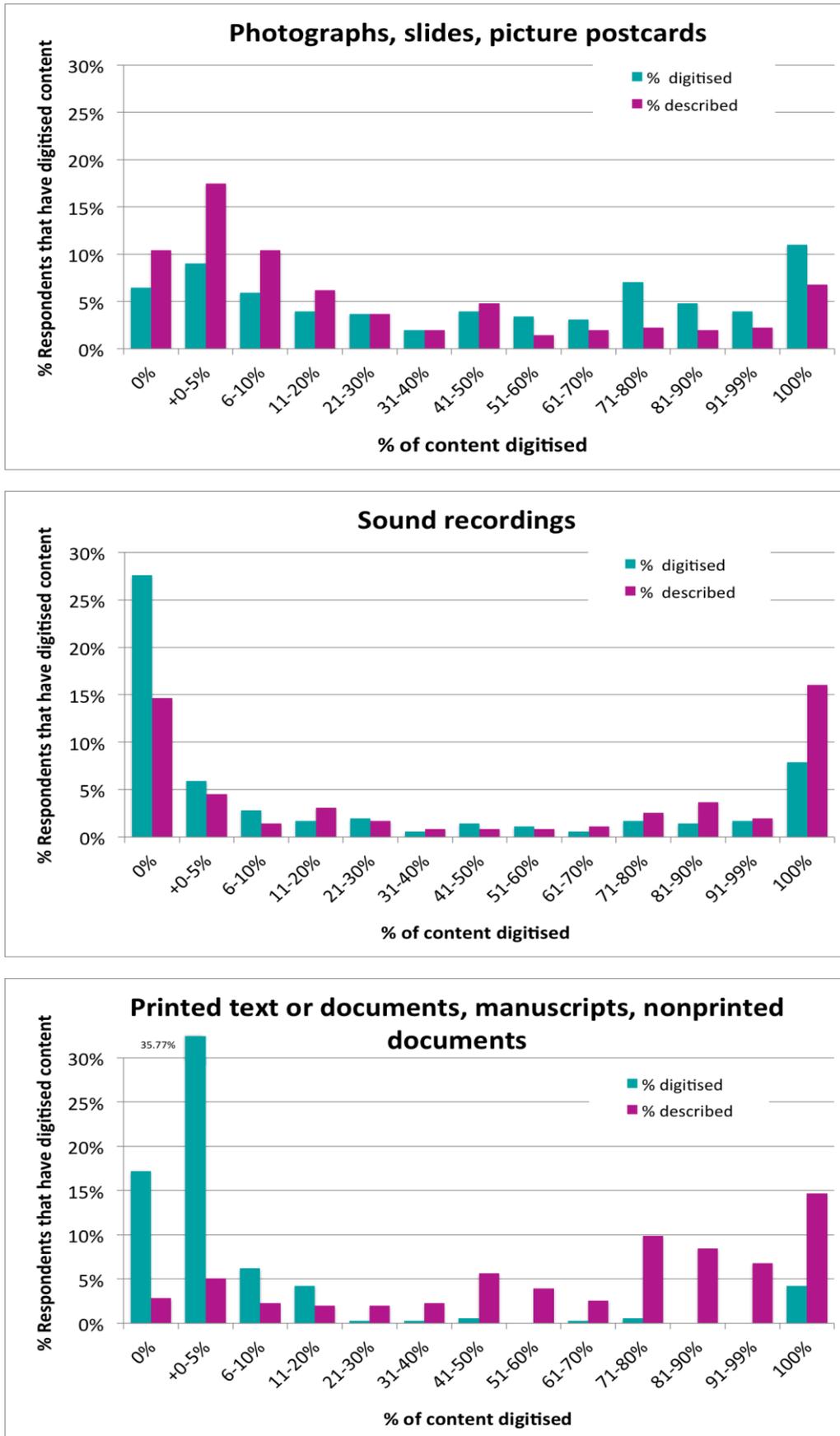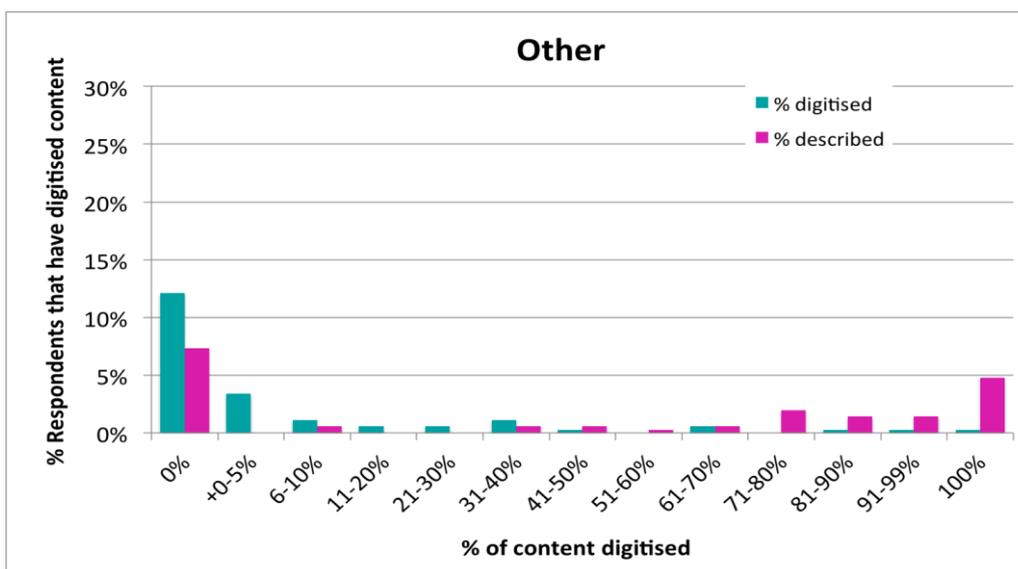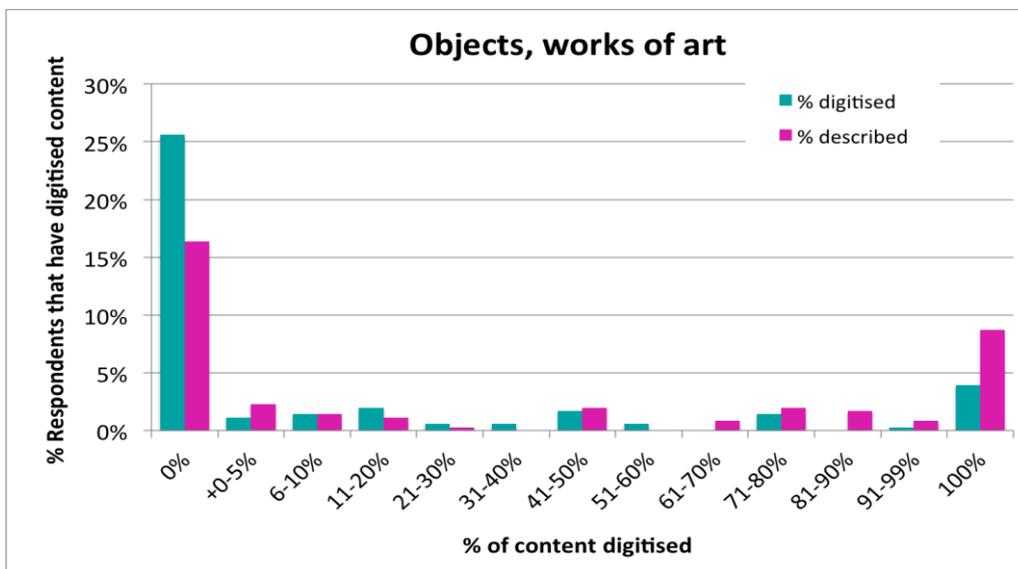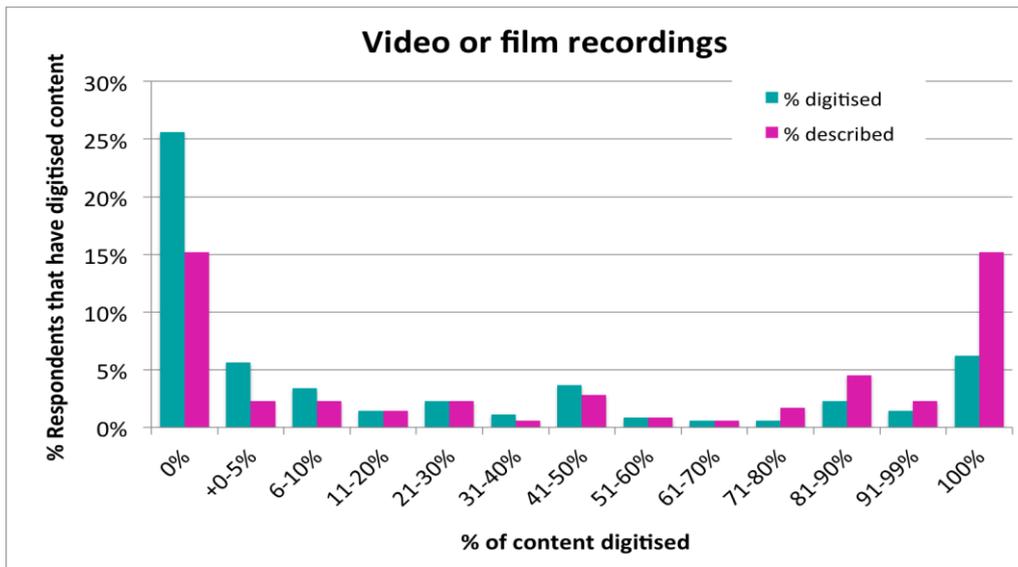
Figure 6: If the collection is being digitised or digitally described, or if there are plans to do so, what are the main reasons?

Main reasons for digitisation

Reason	Score
Improved access to the collection (e.g. including objects in storage)	1990
Higher visibility and promotion (e.g. website with database)	1581
Improved collection management (e.g. overview, statistics)	1573
Proper inventory (e.g. connect image with descriptive data)	1558
Reduced exposure of the originals (e.g. delicate documents)	1557
Technology of the carriers is obsolete (e.g. video, sound)	1169
Other	489
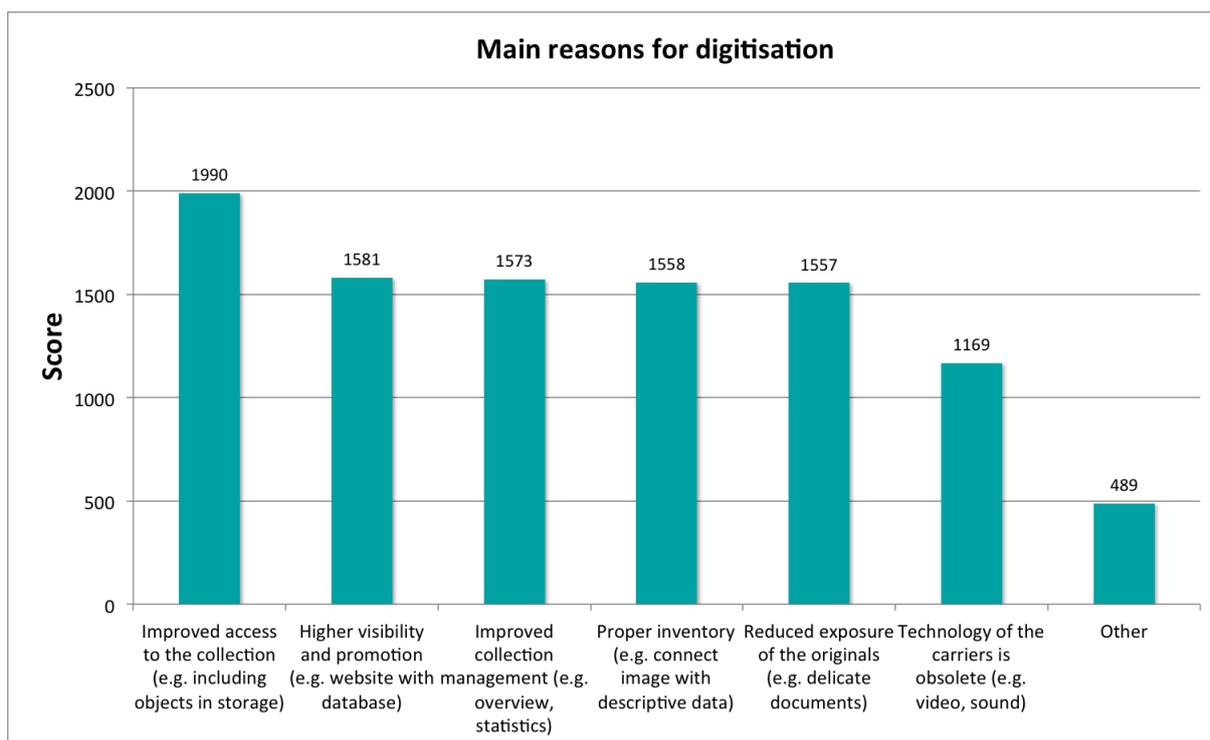
Score is a weighted calculation. Items ranked first are valued higher than the following ranks, the score is the sum of all weighted rank counts.

Figure 7: When digitising, what are the criteria for selection or prioritisation?
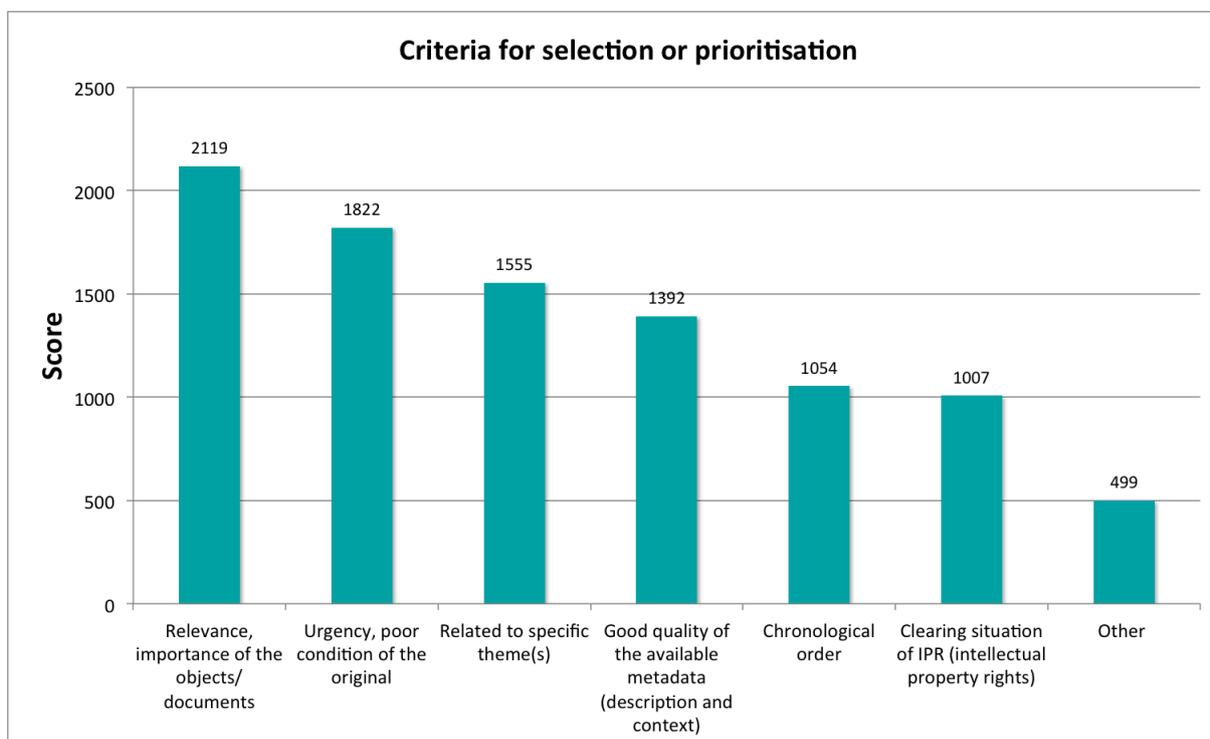
Criteria for selection or prioritisation

Criteria	Score
Relevance, importance of the objects/documents	2119
Urgency, poor condition of the original	1822
Related to specific theme(s)	1555
Good quality of the available metadata (description and context)	1392
Chronological order	1054
Clearing situation of IPR (intellectual property rights)	1007
Other	499

Score is a weighted calculation. Items ranked first are valued higher than the following ranks, the score is the sum of all weighted rank counts.

Figure 8: By how much is the amount of digital content likely to increase by 2017?
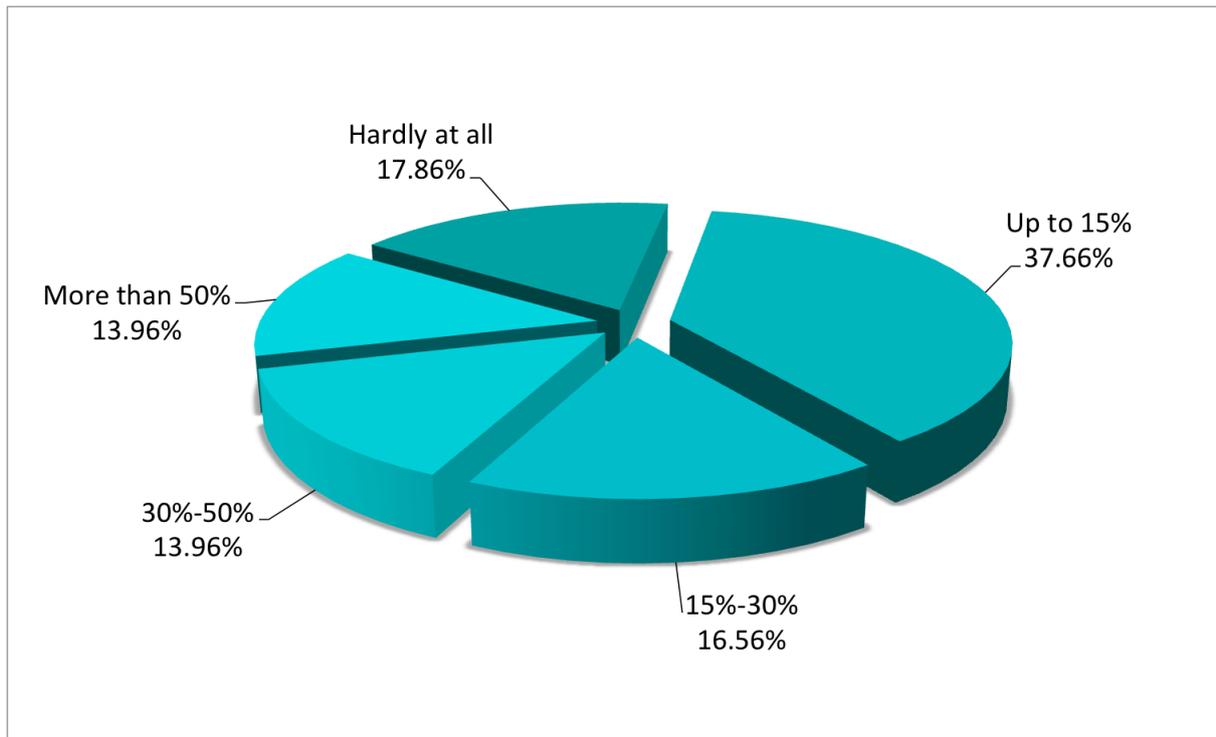
Figure 9: How is digitisation of your collections supported or financed, and who provides this support? (Indicate as many as applicable)
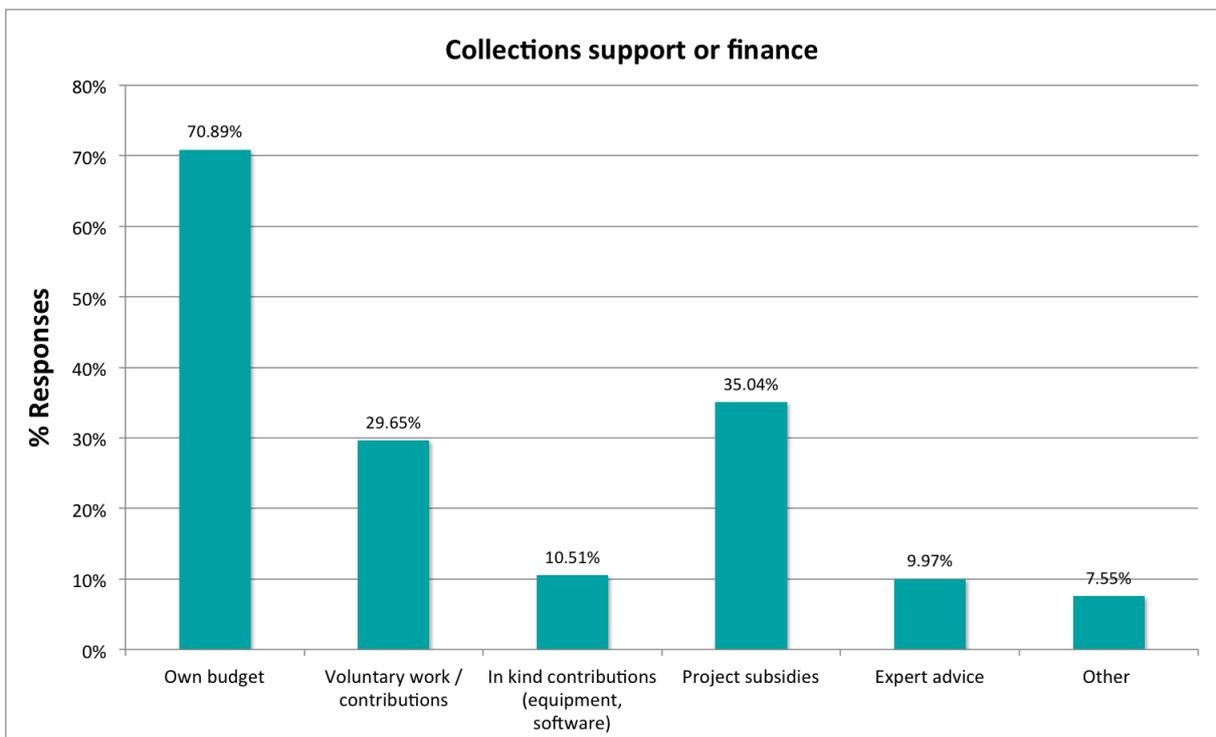
Figure 10: What % of the amount that is digitised is accessible on the internet?

% In a database of an umbrella institution/ initiative (blind aggregator)

% On the website of Europeana

% Other
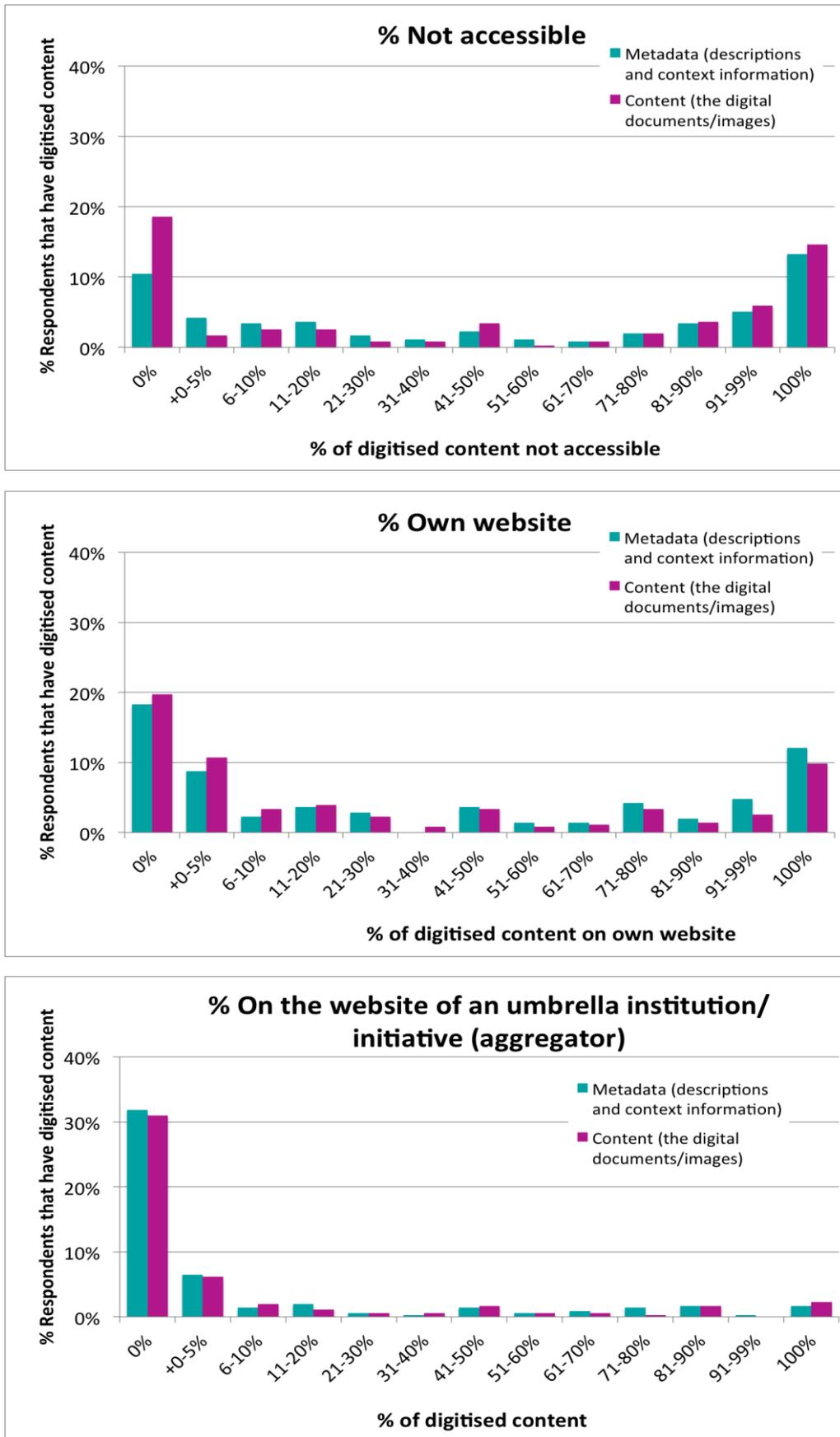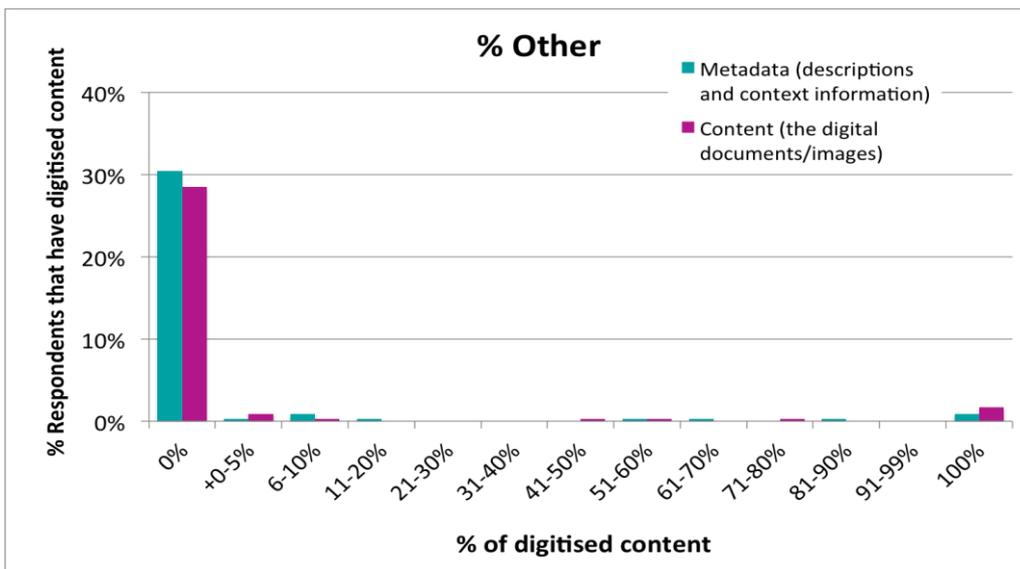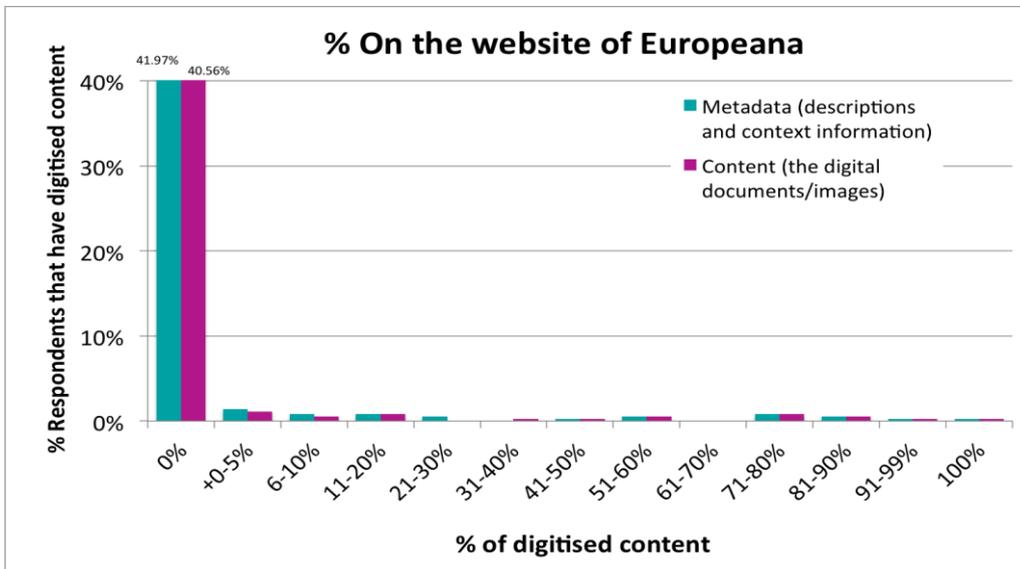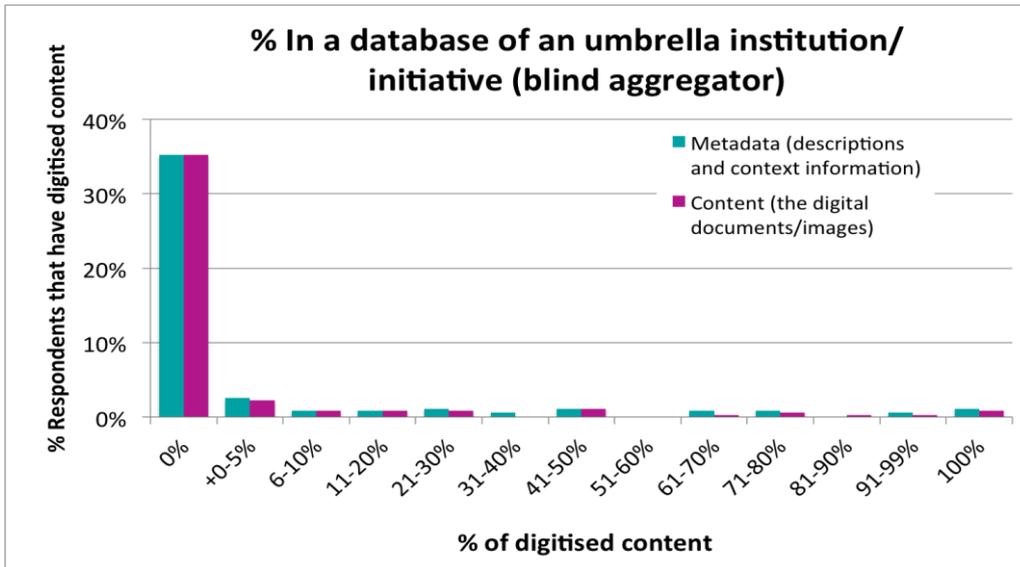
Figure 11: Who provides a digital aggregation service for local archives or heritage collections, to which you could adhere?

Not applicable
9.44%

Don't know
2.10%

National archive
aggregator
36.01%

Other
14.69%

Regional
cross-domain
aggregator
7.48%

National
cross-domain
aggregator
15.35%

Regional archive
aggregator
17.48%
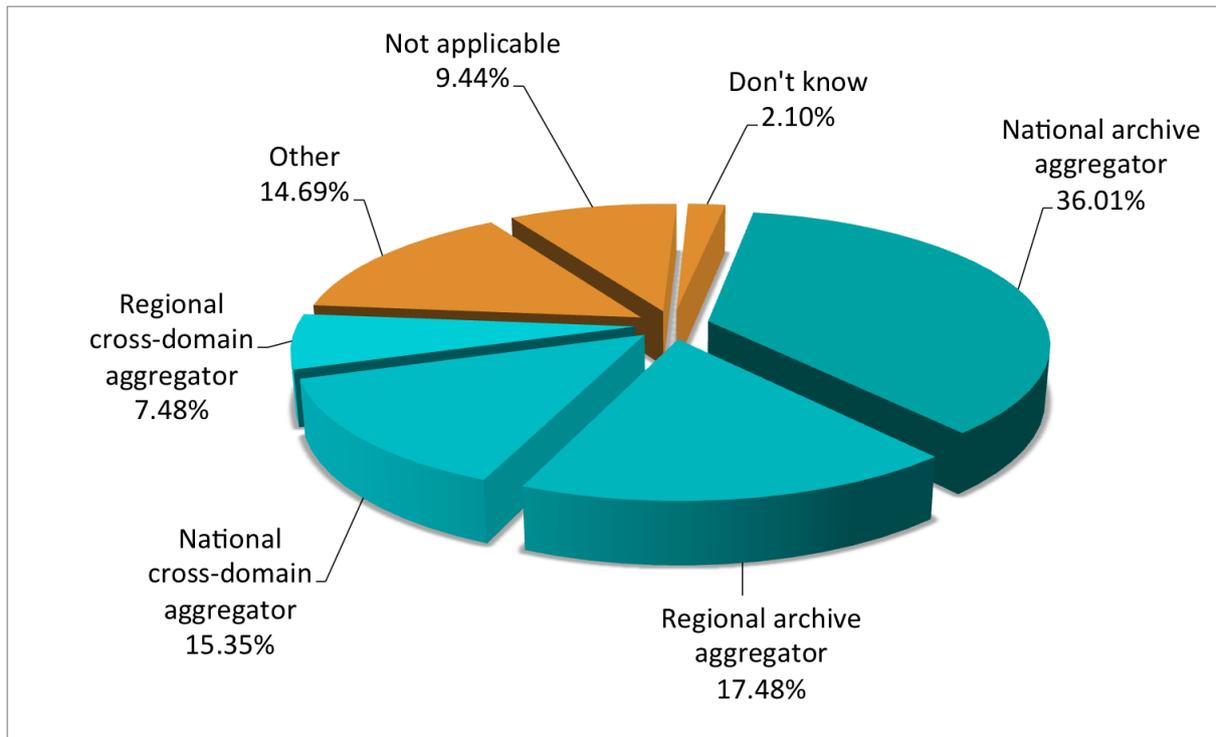
Figure 12: What form of data is available in your inventory or catalogue, or with the digital objects themselves?

Other
6.82%

Keyword lists that
are used
10.09%

Custom made
database
31.75%

Application
provided by other
party (e.g.
aggregator)
10.98%

Not digital
19.58%

Out-of-the-box
software package
20.77%
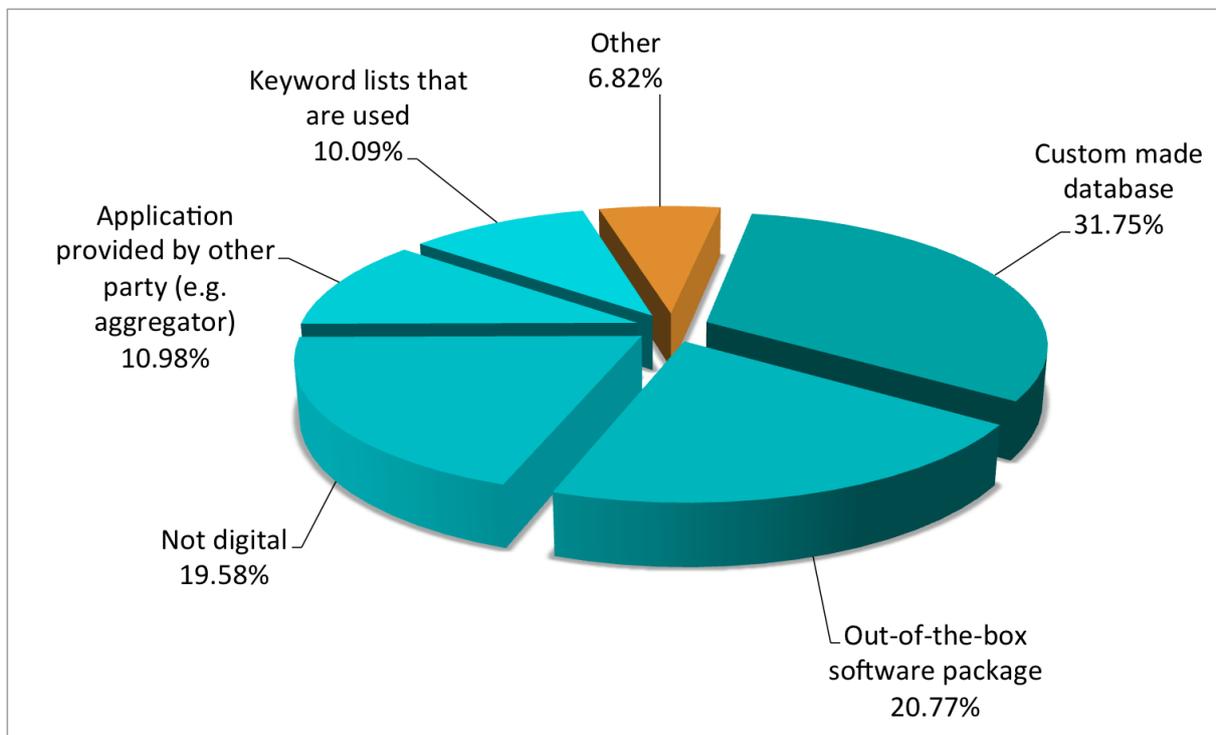
Figure 13: Have you heard of Europeana
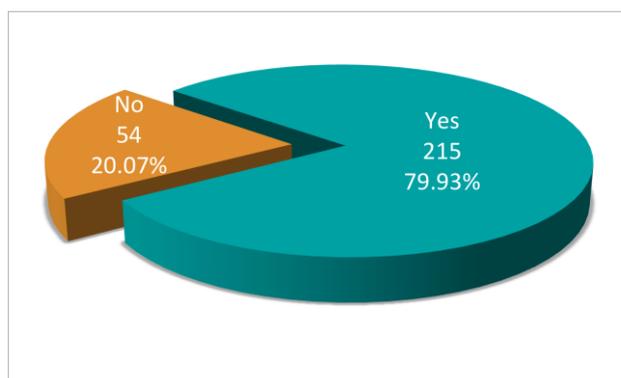
Figure 14: Would you be interested in making your content available via Europeana?
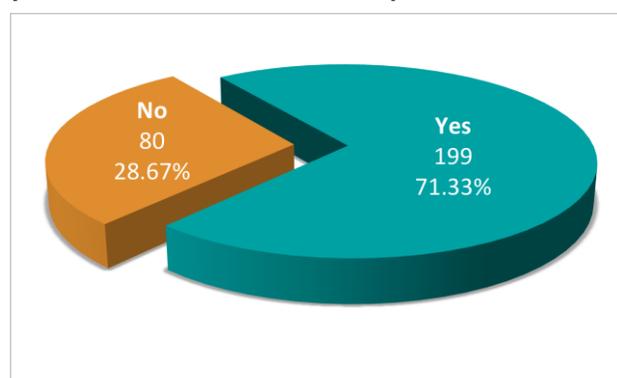
Table 2: Europeana awareness by country

	Heard of Europeana			Interested in making your content available via Europeana?		
	Yes	**No**	**No response**	**Yes**	**No**	**No response**
Albania	1	0	0	1	0	0
Austria	15	15	10	11	17	12
Belgium	7	0	0	6	1	0
Bosnia and Herzegovina	0	0	0	0	0	0
Bulgaria	1	0	0	1	0	0
Croatia	1	0	0	0	0	1
Cyprus	1	0	0	1	0	0
Czech Republic	2	0	1	2	0	1
Denmark	7	0	2	6	1	2
Estonia	1	0	0	1	0	0
Finland	5	0	1	5	0	1
France	8	0	2	7	1	2
Germany	33	12	17	35	8	19
Greece	6	0	1	5	1	1
Hungary	2	1	0	3	0	0
Iceland	0	0	0	0	0	0
Ireland	8	2	2	9	1	2
Italy	2	0	0	2	0	0
Latvia	0	0	0	0	0	0
Lithuania	1	0	0	1	0	0
Luxembourg	1	0	0	1	0	0
Malta	1	0	0	1	0	0
Netherlands	3	0	3	3	0	3
Norway	13	5	6	14	3	7
Poland	4	0	1	4	0	1
Portugal	8	1	4	8	1	4
Romania	3	0	0	3	0	0
Serbia	2	0	0	2	0	0
Slovakia	0	0	0	0	0	0
Slovenia	0	0	0	0	0	0
Spain	31	6	5	36	1	5
Sweden	4	1	0	5	0	0
Switzerland	4	2	2	3	3	2
Turkey	0	0	0	0	0	0
United Kingdom	24	35	16	39	16	20
Total	199	80	73	215	54	83

4 Impact on the Europeana Network

On 20 March 2013, there were 41 members from the archives domain registered in the Europeana network. The Europeana Awareness online survey incorporated an invitation and link to enable registration in the Europeana Network. As a direct result, the representation of archives in the Europeana network has increased from 42 to 93 members. Archives are now the 4th largest group in the Network and the gap to the 'big three' (library, museum, research) is much smaller than before.

5 Main Findings

Local archives and less formal history and genealogy bodies have developed across Europe in response to historical and cultural interests, political factors etc., in a way which is very far from homogeneous. Nevertheless, there is clearly scope for the development of an institutional typology of the kind being worked on by APEx which will assist analysis and the development of comparative metrics.

Figure 4 indicates that, in general, archival institutions have predominantly digitised <u>either</u> none or very little of their collections <u>or</u> else most or all of them, with a clear balance towards the former. The mid-ranges are much more sparsely populated, although this is less true of photographic material than other formats. More archives have described or catalogued their collections in a database than have digitised them. There is substantial scope for further exploration and interpretation of these areas of data in future. This may be best accomplished at national level: for example, the Swedish National Archive has recently carried out a National Archives Data (NAD) survey in connection with the APEx Best Practice Network.

Figure 5 shows that, on a weighted calculation, Improved access is the top ranking motivation for digitisation among responding archives, followed almost equally by: higher visibility and promotion; improved collection management and inventory control; and reduced exposure of the originals.

In Figure 6, content-related issues such as relevance/importance of the object or document and relationship to specific themes combined represent the highest ranked criteria for digitisation, outscoring somewhat practical issues such as urgency (poor condition) and the availability of good metadata.

A continued steady increase in digitisation is forecast in Figure 7. About 28% of the responding organisations forecast an increase of greater than 30% in digitised content by 2017.

Figure 8 shows that the great majority of archives rely on their own budget for digitisation, with about one-third drawing on project subsidies.

Figure 9 suggests that a very substantial amount of existing digitised content and its metadata is not accessible on the Internet, aggregated by anyone and – certainly – not available through Europeana.

Figure 10 indicates, however, that national and/or regional archival or cross-domain aggregators are widely known, with the national archives aggregator being the most frequently identified.

Custom-built databases are still the largest single type of data management system among smaller archives (Figure 11), followed by out-of-the box software packages. In many cases, these are likely to be incompatible with one another.

Almost 80% of responding archives had heard of Europeana: a slightly lower number (71%) would be interested to make their content available through it (Figures 12 and 13). Awareness and interest among privately-funded archives appears to be somewhat lower than among public archives (Figure 14).

Among individual countries, Ireland, Norway and Spain are among those showing high levels of interest in Europeana, Germany and United Kingdom present a somewhat more mixed picture, although generally positive while the response in Austria appears more negative (Table 4).

6 Initial Conclusions

The following provisional conclusions are drawn from these findings:

Should Europeana decide to devote further attention to indexing digital content from smaller, local and more specialised archives (for instance in response to the strategic and user stimuli described in D3.3), there is to be a rich and increasing stream of digital content available from them. This is illustrated in Annex 2 which identifies over 200 new collections, which providers would like to contribute to Europeana. This is likely to be the 'tip of the iceberg' of digital content which is already available or will become available in the next few years.

Despite this the proportion of content which is digitised in the archival sector remains relatively low. This is explicable by a number of factors. Measured in shelf meters, the most dominant type of material in most archival repositories are paper-based documents: potentially millions of historical documents with a value for digitisation and dissemination. In Norway, for example, this is known as the 'Document Mountain'. It is considered an almost impossible task, not least for funding reasons to be able to digitise, catalogue and make accessible online much more than 5-15 % of these holdings. Many archives also hold large fonds containing records of personal family, health and welfare documentation and other types of private information which cannot be publicly disclosed.

Many more 'professionally'- driven institutions therefore make digitisation plans and select some objects from those collections that are regarded as more 'valuable' for the public than others, e.g. historical photos, maps, sound recordings and films, manuscripts and minutes from some important body or board. These objects would be candidates for inclusion by Europeana.

Archives themselves are increasingly aware of Europeana, although there are some countries where greater advocacy and awareness-raising appears to be required. Many archives would like to make their content/metadata available to Europeana. Visibility and access are high priorities for them. Much digitisation is determined by specific content or thematic priorities which may, in principle, allow Europeana to engage with them more effectively on a comparatively selective basis.

There appears to be limited aggregation of content metadata from smaller archives at present. Many respondents had heard of or were in contact with regional or national aggregation services but there appears to be a need for much more targeted work to build on this in practice. Poor interoperability of data management systems is a significant problem. Further dissemination of Europeana standards and tools, especially those which help small archival institutions map their collections to Europeana appears important. This may suggest a possible role for cloud-based initiatives such as LoCloud to support this sub-domain. The Europeana Network Task Force Archives should provide a relevant approach to clarifying the support which exists from the variety of existing work and projects.

Annex 1 - EAwareness - Local Archives/Collections Survey Questionnaire

Welcome

You have been invited to provide some feedback for Europeana Awareness. EAwareness is a Best Practice Network, led by the Europeana Foundation.

Find out more information about the EAwareness project

Once you have completed the survey (clicked the 'Submit' button) you will be given the option to register for the Europeana Network.

If you have any questions about the study or would like further information please contact Rob Davies, MDR Partners (Consulting) Ltd.

The survey should take approximately 14 minutes to complete. You also have the option to save and return to the survey at any stage.

The information you give in this survey will be anonymised and only used for the purpose of this survey or future research on the same topic,

Please ensure that you click the 'Submit' button at the end of the survey so that your answers are recorded as completed.

Thank you for taking part in the EAwareness survey!

About your institution/organisation

Name of your organisation

```
[                                                              ]
```

In which country is your organisation located?

```
[                                                              ]
```

About your institution/organisation

( ) Public

( ) Private with own funding

( ) Private but subsidised with public structural funding

Status

( ) Heritage / archive is the core business

( ) Part of a larger organisation

Please Specify

```
[                                                              ]
```

Staff

	number of persons working on the archive or heritage collection
Paid Personnel	
Volunteers	

Content Types and Digitisation

1) **What type of analogue content types are held in your archive or collection? And how much of it has been digitised (scanned, photographed) and/or described in a database (catalogue, inventory)?**

	Amount (include counting units used)	% digitised	% described
Photographs, slides, picture postcards			
Sound recordings			
Printed text or documents, manuscripts, non-printed documents			
Video or film recordings			
Objects, works of art			
Other (please specify below)			

If 'Other', please specify

```
[                                                              ]
```

Reasons for Digitisation

2) **If the collection is being digitised or digitally described, or if there are plans to do so, what are the main reasons?**
(rank them from 1 to 7 according to importance, 1 being the most important)

	Improved collection management (e.g. overview, statistics)
	Proper inventory (e.g. connect image with descriptive data)
	Reduced exposure of the originals (e.g. delicate documents)
	Improved access to the collection (e.g. including objects in storage)
	Higher visibility and promotion (e.g. website with database)
	Technology of the carriers is obsolete (e.g. video, sound)
	Other (please specify below)

If 'Other', please specify

Criteria for Selection or Prioritisation

3) **When digitising, what are the criteria for selection or prioritisation?**
(rank them from 1 to 7 according to importance, 1 being the most important)

	Relevance, importance of the objects/documents
	Related to specific theme(s)
	Good quality of the available metadata (description and context)
	Urgency, poor condition of the original
	Chronological order
	Clearing situation of IPR (intellectual property rights)
	Other (please specify below)

If 'Other', please specify

Digitised Content

4)   By how much is the amount of digital content likely to increase by 2017?

Only one response allowed.

( ) Hardly at all

( ) Up to 15%

( ) 15%-30%

( ) 30%-50%

( ) More than 50%

5)   How is digitisation of your collections supported or financed, and who provides this support?

	Indicate as many as applicable	**Who provides support?**
Own budget		
Voluntary work / contributions		
In kind contributions (equipment, software)		
Project subsidies		
Expert advice		
Other (please specify)		

Digitised Content on the Internet

6)   What % of the amount that is digitised is accessible on the internet?

	Metadata (descriptions and context information)%	**Content (the digital documents/images)%**
Not accessible		
Own website		
On the website of an umbrella institution/initiative (aggregator)		
In a database of an umbrella institution/initiative (blind aggregator)		
On the website of Europeana		
Other (please specify below)		

If 'Other', please specify

Digital Aggregation Providers

7) **Who provides a digital aggregation service for local archives or heritage collections, to which you could adhere? (Please name the organisation concerned in each case)**

National archive aggregator:	
Regional archive aggregator:	
National cross-domain aggregator:	
Regional cross-domain aggregator:	
Other (please specify):	

Available Data

8) **What form of data is available in your inventory or catalogue, or with the digital objects themselves?**

[ ] Not digital

[ ] Out-of-the-box software package

[ ] Custom made database

[ ] Application provided by other party (e.g. aggregator)

[ ] Keyword lists that are used

[ ] Other

Not digital (in what form?)

Out-of-the-box software package (which?)

Custom made database

Software used:	
Datastructure based on:	
According to standard:	
Special features or requirements:	

Application provided by other party (e.g. aggregator) (name of provider?)

Locally installed software:	
Web-based application provided by other party:	

Keyword lists that are used (specify which or if they are custom made for your collection):

Places:	
Persons/institutions:	
Object types:	
Materials:	
Periods:	
General keyword lists:	
Other (please specify):	

If 'Other', please specify

Europeana

9)   Have you heard of Europeana?

( ) Yes

( ) No

Would you be interested in making your content available via Europeana?

( ) Yes

( ) No

Comments

Any other comments which may assist an understanding of the situation regarding digital local archives or heritage collections in your country.

If you would like to receive a copy of your survey responses and in due course, the results and analysis of this survey, please provide your details below.

Your Name

Your E-mail Address

Thank You!

Thank you for taking our survey. Your response is very important to us.

If you would like to become Europeana Network Member please register here:
http://pro.europeana.eu/network/apply

Annex 2 – Summary of content identified

The following table provides a list of those institutions that have expressed an interest in making content available via Europeana

	Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
1	Albania	Albanian Film Archive http://www.aqshf.gov.al	15000 pieces	763 reels 35mm magnetic print	1000 pieces	6490 titles	10 pieces		
2	Austria	Oesterreichisches Staatsarchiv http://www.oesta.gv.at	200000	0	1000000	0	1000		1 Million Bücher
3		Marktgemeinde Sieghartskirchen http://www.sieghartskirchen.com	1100	0	50	0	0	0	
4		Neusiedler Stadtarchiv http://www.oesta.gv.at/site/7317/default.aspx - a1	3000	0	20	0	0		
5		Stadtarchiv St.Andrä http://www.st-andrae.gv.at/1301.php	30	0	60	0	20		
6		Stadtarchiv Spittal an der Drau http://stadtarchiv.spittal-drau.at	5000	200	10000	150			
7		Wiener Stadt- und Landesarchiv http://www.wien.gv.at/kultur/archiv	500	keine	50 Laufkilometer	750	keine		
8		Kärntner Landesarchiv http://www.landesarchiv.ktn.gv.at/214172_DE	25.000 Stücke	109 Datenträger	15 Regalkilometer	einzelne			Siegelsammlung (ca. 6.600 Stück), Realiensammlung (6,2 lfm)
9		Museumsverein Klostertal	3000	50	1000	60	2000		

Collection Type/Amount

Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
	http://www.museumsverein-klostertal.at							
10	Liberatio Informationis		500 Stunden			40000 Stunden		
11	Ars Electronica Linz GmbH http://www.aec.at	28000	482	138000	3717		46097	Dokumentationen/Kunst werke die zum Prix Ars Electronica (Wettbewerb seit 1987) eingereicht wurden
12	Phonogrammarchiv		11300h		1400h			
13 Belgium	Vlaams Theater Instituut http://vti.be/en	+- 17000 items		3800 documentation files, 120000 press cuttings, 30000 periodical issues, 20000 book copies, 8500 items of ephemeral documentation, 3000 posters	7000 items			
14	Stadsarchief Ieper http://www.ieper.be/default.aspx?SGREF=2517	50000 (ca)		366897		0		
15	Amsab-Institute of Social History http://www.amsab.be	300000	3000	100000	500	5000	99999999	13 km archives, 600 GB files
16	Museum Plantin-Moretus http://www.museumplantinmoretus.be	120		113 meter				

Collection Type/Amount

	Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
17		Zilvermuseum sterckshof	500	0	150000	0	2500		
18		CIty Archives Bruges http://www.brugge.be/internet/nl/cultuur sport_jeugd/Stadsarchief/index.htm	65.000 pieces	25	6 km	80			
19	Bulgaria	St. St. Cyril and Methodius National Library http://www.nationallibrary.bg	295257	34770	4887210	112	0	52014	Periodicals and Serials
20	Cyprus	Cyprus Broadcasting Corporation (CyBc) http://www.cybc.com.cy/en		1.038.429		29000 hours			
21	Czech Republic	Czech TV Archives http://cstonline.tv/czech-tv-archive	0	0	0	0			
22		Czech National Bank http://www.cnb.cz/en/about_cnb/cnb_arc hive/cnb_archiv_uvod.html							
23	Denmark	Aarhus City Archives http://beretning2011.aakb.dk/en/city-archives.html	40000	1000	1000	50	0	0	
24		Dragør Lokalarkiv http://www.dragoer.dk/page919.aspx	30000	500	5000	200	0	500	Maps
25		Historisk Arkiv, Vendstssel Historiske Museum http://www.vhm.dk	300000+	3000+	3 shelf km	500	0	415	Papers, maps, indexes etc.
26		Guldborgsund City Archives	2000	2	100000	30	0		
27		Historiens Hus - Ringsted Museum and Archive	50000	200	4000	50	15000		

Collection Type/Amount

	Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
		http://historienshus.ringsted.dk							
28		Frederikshavn City Archives http://frederikshavn.dk/Sider/Forside.aspx	20000	20	4 shelf km.	150			
29	Estonia	University of Tartu Library http://www.utlib.ee/index.php	78815(items)	32042	4161512	4594	16054		
30	Finland	Toimihenkilöarkisto / The Archives of Salaried Employees http://www.th-arkisto.fi							
31		Siirtolaisuusinstituutin arkisto (The archives at the Institute of Migration) http://www.migrationinstitute.fi/sinst/arkisto.php	25 000	700 hours	100 linear metres	500 hours	1400 pcs		
32		Kansan Arkisto / The People`s Archives http://www.kansanarkisto.fi	1000000 pcs	10000 pcs	3600 sm	1500 pcs	570 psc	6750 pcs	Posters
33		Sports archives of Finland	1000 photos	4 GB	1700 shelf meters	0	0	0	
34		Finnish National Gallery / Central Art Archives http://www.urheilumuseo.fi/Default.aspx?tabid=3012	610000 items	3500 items	230 shelf meters	2000			
35	France	Archives départementales de l'Aube http://www.archives-aube.com	4100 vues	40 documents sonores	527232 vues				
36		Archives municipales de Saint-Denis http://archives.ville-saint-denis.fr	+ 60 000	250	+ 1 000 000	300	300		

Collection Type/Amount

	Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings :	Objects, works of art:	Other	If 'Other', please specify
37		Centre de gestion de l'Ain http://www.cdg01.fr	0	0	340	0	0	0	Nous avons numérisé 340 documents émanant de 7 communes du département. Tous ces documents numérisés ont été décrits dans un fichier de récolement
38		Bibliothèque Mazarine http://www.bibliotheque-mazarine.fr	5000	0	600000	0	208	0	
39		Région Pays de la Loire http://www.paysdelaloire.fr/services-en-ligne/archives-regionales	5000 supports	400 supports	5 km linéaires	800 supports	0		
40		LIMC-France (CNRS) http://www.limc-france.fr/presentation	50000						
41		Mairie de Rennes – Archives http://pele.m.free.fr/sitgen35/archives/AMRennes.htm	42940 pièces	900 enreg.	8300 mètres	0	0	10 000	Plans et affiches
42	Germany	Netzwerk Apostolische Geschichte e.V. http://www.apostolische-geschichte.de/	15%	10%	70%	4%	1%		
43		Bistumsarchiv Hildesheim http://www.bistum-hildesheim.de	3%	4%	90%	2%	1%		
44		Archiv/Museum Dingolfing http://www.dingolfing.de/	2000		10000		6000		
45		Stadtarchiv Memmingen http://stadtarchiv.memmingen.de	40	50	9.000.000	200	0		

Collection Type/Amount

Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
46	Universitätsarchiv Mainz http://www.ub.uni-mainz.de	5	0	95	0	0	0	
47	Geheimes Staatsarchiv Preußischer Kulturbesitz http://www.gsta.spk-berlin.de	ca. 1 %	0	98,5 %	0	0,5 %		
48	Archiv Grünes Gedächtnis der Heinrich-Böll-Stiftung http://www.boell.de/foundation/archive	30000	2500		1000		ja	4000 Plakate, 1000 Internetsites
49	Stadtarchiv Freiburg im Breisgau http://www.freiburg.de	415	100	> 300.000	44	600	4000	Karten, Pläne, Siegelstempel, Plakate, Flugblätter etc.
50	Universitaetsarchiv Bremen http://www.zentralarchiv.uni-bremen.de	2%	1%	96%	1%	0		
51	Sächsisches Staatsarchiv http://www.staatsarchiv.sachsen.de	1770531 Stück	7148 Stück	103599 lfm	12160 Dosen/Kassetten	0	x	743477 Karten/Bilder
52	Historisches Archiv des Germanischen Nationalmuseums http://www.gnm.de	ca. 30 lfd. Meter		ca. 2430 lfd. Meter				
53	Archiv des Erzbistums München und Freising http://www.erzbistum-muenchen.de	ca. 50000 VE	ca. 1000 VE	keine Schätzung möglich	ca. 3500 VE			
54	Archiv für Diakonie und Entwicklung http://www.diakonie.de/archiv-und-bibliothek-9272.html	50.000 Stück	500 Stück	2.500 Regalmeter	200			
55	Genossenschaftshistorisches Informationszentrum	40	3	45	2	10		

Collection Type/Amount

Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings :	Objects, works of art:	Other	If 'Other', please specify
	http://www.giz.bvr.de							
56	Stadtarchiv Linz am Rhein http://stadtarchiv.linz.de	2000	8	5844	30	100	1000	Bücher (Biblitothek)
57	Archiv des Bistums Passau http://www.bistum-passau.de	0,5 Prozentle	0,1 Promille	8.000 meter	0,1 Promille	0,5 Prozent		
58	Stadtarchiv Pforzheim	10	5	80	5	0		
59	Akademischer Segler-Verein e.V. http://www.pforzheim.de/kultur-bildung/geschichte/stadtarchiv	3	40	10	100	20		
60	Stadtarchiv Neustadt an der Weinstraße http://www.neustadt.eu	30 %		60 %	5 %	5%		
61	Stadtarchiv Oldenburg http://www.oldenburg.de	10	120	101.5	160	0		Bücher, Karten, Plakate, Urkunden, Zeitungen und Zeitschriften
62	Landeskirchliches Archiv Kiel der Ev.Luth. Kirche in Norddeutschland http://www.nachlassdatenbank.de/archiv.php	22543	300	100000	23	3000		
63	SASE gGmbH http://www.sase-iserlohn.de	120000	100	1000	1500	0	0	
64	Deutsches Komponistenarchiv http://www.komponistenarchiv.de	40 Konvolute	2000	10000	500	15		
65	Stadtarchiv Bad Neustadt a.d. Saale http://www.badneustadt.rhoen-saale.net/Home/Einrichtungen/Kultur--Bildung/Stadtarchiv	3000	30	10000	20	200	0	

Collection Type/Amount

Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
66	Niedersächsisches Landesarchiv - Staatsarchiv Wolfenbüttel http://www.staatsarchive.niedersachsen.de	9000	4	1000000	10	25000		
67	Landesarchiv Saarbrücken http://www.lha-rlp.de	ca. 650.000 Stück	46 Stück	15 km	44 Stück	0	ca. 5.600 Stück	Karten
68	Universitätsarchiv der Freien Universität Berlin http://www.fu-berlin.de/sites/uniarchiv	24.000 St.	800 St.	6.500 lfm	120	430	3	Plakate
69	S taatsbibliothek zu Berlin – Handschriftenabteilung http://staatsbibliothek-berlin.de/die-staatsbibliothek				22		200	Autographen
70	FFBIZ http://www.ffbiz.de/ueber-uns	6.37	500	5.562	100		557	Button und Sticker
71	Stadtarchiv Wasserburg http://www.wasserburg.de/de/stadtarchiv	15000	105	2000 lfd.M	562			
72	Monacensia. Literaturarchiv und Bibliothek München http://www.muenchen.de/rathaus	30	30	400		600		Briefe, Tagebücher, Gästebücher
73	Staats- und Universitätsbibliothek Hamburg http://www.sub.uni-hamburg.de	5000	0	2000000	0	0		
74	Archiv des Instituts für Zeitgeschichte http://www.ifz-muenchen.de/archiv.html	20 %	5%	80 %	0	2 %		
75	Archiv der sozialen Demokratie der Friedrich-Ebert-Stiftung	2.501500 Objekte	6000 Tonträger	44000 lfm			73000	Fahnen, Anstecker, Plakate

Collection Type/Amount

Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
	http://www.fes.de							
76	Stadtarchiv Kamenz http://www.stadtarchiv.lessingmuseum.de	8	50	60	60			
77 Greece	General Archives of State-Archives of Cyclades Perfecture http://www.hermoupolis.gr/Ιστορια---Πολιτισμος/Ιστορικο-Αρχειο.aspx	1500	60	2.500.000	1	3		
78	Piraeus Bank Group Cultural Foundation http://www.piop.gr/echome.asp?lang=2							
79	Research Centre for the History of Greek Law http://www.academyofathens.gr/ecportal.asp?id=72&nt=109&lang=2	1000	0	0	0	0		
80	Konstantinos G. Karamanlis Foundation http://www.ikk.gr/Default.aspx?tabid=107&language=en-US	40000			700000	1200	150	
81	General State Archives, Prefecture Of Larissa	100	0	250000000,000 PAGES	0	1000		
82 Hungary	Semmelweis Orvostörténeti Levéltár (Semmelweis Archives of the History of Medicine) http://www.semmelweis.museum.hu/leveltar	0	0	161,55 writing running meters	0	0	0	
83	The Archives of Political History and of Trade Unions http://www.polhist.hu/index.php?option=c	30000 pieces	1200 casettes	200000 dossiers	500 video casettes, 100 film	0	300	microfilm

Collection Type/Amount

Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
	om_content&view=article&id=184&Itemid=112					rolls		
84	Family SZelestey of Jaak clan http://www.szelesteyfamilia.hu/en/invitation/to-the-overseas-relatives.html	1000 pieces	0	5000 pages (A4)	5 hours	0	0	n.a.
85 Ireland	Donegal County Archives http://www.donegalcoco.ie/services/communityculturalenterprise/ArchivesService	1250	100	35500	100	10	150	Books, journals
86	Dublin City Archives http://www.dublincity.ie/RecreationandCulture/libraries/Heritage and History/Dublin City Archives/pages/index.aspx	50		2,000,000		74		
87	Irish Architectural Archive http://www.iarc.ie	500000		2500000			100	architectural models
88	Irish Traditional Music Archive http://www.itma.ie	14,000 items	21,000	35,000	1000	500		
89	Kerry Library http://www.kerrylibrary.ie							
90	Cork City and County Archives http://www.corkarchives.ie	5,000	50	2,000,000	0	0	0	
91	Royal College of Physicians of Ireland http://www.rcpi.ie	c.600 items	n/a	c.40,000 items	n/a	c.500 items	n/a	
92	Oughterard Heritage http://www.oughterardheritage.org	1000	10	800	5	0		
93	Dublin City Public Libraries and Archives - Dublin & Irish Collections	100,000 items	<1000	250,000	<100	c.300		

Collection Type/Amount

	Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
		http://www.dublincity.ie/RECREATIONAND CULTURE/LIBRARIES/Pages/DublinCityLibrary.aspx							
94	Italy	Consiglio Regionale della Toscana http://www.consiglio.regione.toscana.it	20.000 ca	910 ca	980 ml	3500 ca			
95		The Medici Archive Project http://www.medici.org			6429 volumes				
96	Lithuania	Lietuvių literatūros ir tautosakos institutass http://www.llti.lt	46 000 items	330 000 items	10 000 manuscripts / 1900 000 items	600 hours000			
97	Luxembourg	Archives de la Ville de Luxembourg http://www.vdl.lu/Archives+municipales-p-63838.html	5%		95%				
98	Malta	Notary to Government http://www.servicecharters.gov.mt/depts/notarial archives/index_e.asp	0	0	50000	0	0	0	documents are bound in volumes
99	Netherlands						(see 'other', some may qualify as objects of art i.e. topographical drawings		
		Gelders Archief http://www.geldersarchief.nl	357.827	33	+/- 24 km1	3.912		95.972	maps, topographical drawings etc.
100		Stadsarchief en Athenaeumbibliotheek (SAB) Deventer http://www.sabinfo.nl						0	0
101		Noord-Hollands Archief http://www.noord-hollandsarchief.nl	c. 600.000 items		c. 30 km				

Collection Type/Amount

Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
102 Norway	Mission Archives http://www.mhs.no/arkiv	450000 (photos, slides, postcards)	470 (tape-reels, phonograms, cassettes)	1645 (shelf meters)	377 (films, videos))	6000 (objects); 200 (works of art)		
103	Ål Bygdearkiv http://www.aal.kommune.no/Tjenester/Kultur-og-fritid/Kulturminnner/Al-Bygdearkiv/	10000 pics	20 000 minutes	95 shelf meters	4200 minutes			
104	The Vestfold Archives http://vestfoldmuseene.no/en	46750 (estimated individual photos)	244 (tapes)	2373 (shelf meters)	115 (tapes)	80		
105	Bergen City Archives https://www.bergen.kommune.no/omkommunen/avdelinger/bergen-byarkiv	2900000	1305	31637	745			
106	Ryfylkemuseet http://www.ryfylkemuseet.no	102000	1095		160	20000		
107	Bergen Public Library http://bergenbibliotek.no	5000 photos	189	12000 objects	50	0		
108	Norwegian Lutheran Mission – Archives http://www.nlm.no	5000	N/A	900 running metres	100	0		
109	Interkommunalt Arkiv i Rogaland http://ikarogaland.no/							
110	Norsk Folkemusikksamling http://www.hf.uio.no/imv/om/organisasjon/nfs	300	2000 h	40 m	200 h	0		
111	Eiker archives http://www.eiker.org	30	500	25	1000	500	200	industrial objects
112	Bærum public library	12000	100	2000	60	0	0	

<div align="center">Collection Type/Amount</div>

Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
	http://bibliotek.baerum.kommune.no/English							
113	Drammen city archives -	3000 photos	10 hours	4000 meters	21 hours			
114	Hordaland fylkesarkiv http://www.hordaland.no/fylkesarkivet	30000						
115	Fylkesarkivet i Sogn og Fjordane http://www.fylkesarkiv.no/en	230000	15000	39000000	2516			
116 Poland	Arton Foundation	1400	0	200	0	0	0	0
117	Fundacja Arton http://www.fundacjaarton.pl/?locale=en_US	3000				12		we digitalise photographs and videos which are also art works
118	Nicolaus Copernicus University Library https://www.umk.pl/en	40000	10504	1670000	10940	1500		
119	Modern Poland Foundation (Fundacja Nowoczesna Polska) http://nowoczesnapolska.org.pl	0	150	2091	0	0	0	books in DAISY format
120 Portugal	Arquivo Distrital do Porto http://www.adporto.pt							
121	Centro de Documentação 25 de Abril - Universidade de Coimbra http://www1.ci.uc.pt/cd25a/wikka.php?wakka=HomePage							
122	Arquivo Distrital de Évora http://adevr.dgarq.gov.pt			1000000				

Collection Type/Amount

Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
123	Archivo Municipal de Valença http://www.valencia.es			160 ml				
124	Arquivo Fotográfico Municipal da Figueira da Foz http://www.figueiradigital.com/arquivofoto grafico	85000						
125	Arquivo Distrital de Leiria http://adlra.dgarq.gov.pt	0	0	300000	0	0	0	
126	National Railway Museum Foundation http://www.cp.pt/cp	415	0	9000000	0	0		
127	Município de Albufeira http://www.cm-albufeira.pt/portal_autarquico/albufeira/v_pt-PT	600	0	10000	0	0		
128 Romania	The Institute "Folklore Archive" of the Romanian Academy Cluj-Napoca http://folkarchivecluj.ro/en/onlinearchive.php	10	100	750	1500			
129	National Archives of Romania http://www.arhivelenationale.ro/?lan=1	100	0	320.000 R.M.	0	0	0	
130	Erdélyi Múzeum-Egyesület/Societatea Muzeului Ardelean/Transylvanian Museum Society http://www.eme.ro/index.jsp	about 0,2 shelf metres	0,1 shelf metres	about 100 shelf metres	0	0	0	

Collection Type/Amount

	Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
131	Serbia	The Historical Archives of Subotica http://www.gradskimuzej.subotica.rs/?page_id=551&lang=en	21 m	0	6716 m	0	0	0,40 m	Stamp collection (366 stamps); Microfilmed archival material
132		Historical Archive in Pancevo http://www.arhivpancevo.org.rs/arhive.htm	more then 5000	40 CDs and DVDs	9 000 meters	2 films			
133	Spain	Fundación Ignacio Larramendi http://www.larramendi.es			200.000 objetos digitales				
134		Archivo Histórico Provincial de Málaga http://www.juntadeandalucia.es/culturaydeporte/archivos/web_es/ahpmalaga	100		23 kilómetros				
135		Archivo Municipal de Burgos http://www.aytoburgos.es/archivo/conoce-el-archivo/el-archivo-municipal	40		200				
136		Biblioteca Pública Episcopal del Seminari de Barcelona http://www.bibliotecaepiscopalbcn.org			6638				
137		Archivo de la Universidad de Salamanca http://sabus.usal.es/archivos.htm	39949	46	4193	382			
138		Archivo Municipal Medio Cudeyo http://arbidoc.blogspot.co.uk/2008/11/archivo-municipal-de-medio-cudeyo.html	2000		100000				
139		Archivo Municipal de Zaragoza http://www.zaragoza.es/ciudad/usic	200000		2000000				
140		Archivo General de la Región de Murcia http://archivoweb.carm.es/archivoGeneral/	1.000.000	20	500	22			

Collection Type/Amount

Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings :	Objects, works of art:	Other	If 'Other', please specify
	arg.inicio							
141	Archivo Histórico de CCOO de Andalucía http://www.estudiossindicales.andalucia.ccoo.es	40	600	722ml	200		3000	carteles
142	Archivo Histórico Provincial De Ciudad Real http://ccta.jccm.es/dglab/ArchivosHist?opc=1&idArchivo=2	NO CONTABILIZADAS	0	9 KM	0	1	111	MICROFILM
143	Archivo municipal de Hellín (Albacete) http://www.hellin.org/index.php			12000 cajas				
144	Archivo Universitario de Granada http://www.ugr.es/~archivo	7276	1396	150000	139	0	0	
145	Asociacion de Amigos del Archivo Histórico Provincial de Sevilla http://www.amigosahpgu.es/web/asociacion	16000 negativos	27 horas		78 horas			
146	Confraria De Santa Llúcia De València http://campaners.com/santallucia/index1.php	10000	0	2500	25	250		
147	Universidad Complutense de Madrid http://portal.ucm.es/en/web/en-ucm/the-complutense-university			88500 cajas				
148	Junta de Andalucía - Consejería de Cultura y Deporte - Dirección General de Industrias Creativas y del Libro - Servicio de Archivos http://www.juntadeandalucia.es/organismos/culturaydeporte/consejeria/sgc/dgicl.ht			2237000 u.i.				

		Collection Type/Amount						
Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
	ml							
149	Diputación Provincial de Valladolid	2000	76	2482 ml	150			
150	Servicio de Archivos y Museos. Dirección General de Cultura. Junta de Comunidades de Castilla-La Mancha http://www.diputaciondevalladolid.es/archivo/nuestro_area.shtml?idarticulo=10646&idboletin=534	169738						
151	Archiu Generau d'Aran http://www20.gencat.cat	2000						
152	Biblioteca de la Diputación Provincial de A Coruña http://www.bibliotecaspublicas.es/bp-diputacion-coruna	3402	3205	207518	4647	40	213	documentos cartográficos y gráficos
153	Archivo Municipal De Murcia http://www.archivodemurcia.es	300						
154	Archivo Histórico Provincial De Sevilla http://www.juntadeandalucia.es/culturaydeporte/archivos/ahpsevilla	6900 FOT. APROX.	73 CINTAS	48350 CAJAS				
155	Archivo Histórico Provincial de Almería http://www.juntadeandalucia.es/culturaydeporte/archivos/ahpalmeria			271.39				
156	Archivo de la Real Chancillería de Granada http://www.juntadeandalucia.es/culturaydeporte/archivos/realchancilleria			7.993,52 m/l				

Collection Type/Amount

Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings :	Objects, works of art:	Other	If 'Other', please specify
157	Archivo Historico Provincial De Granada http://www.juntadeandalucia.es/culturaydeporte/archivos/ahpgranada	1079	0	20000	0	0	0	
158	Archivo Histórico Provincial de Córdoba http://www.juntadeandalucia.es/culturaydeporte/archivos/ahpcordoba	3412 fotografías		5108 metros lineales				
159	Archivo de Girona http://www.girona.cat/sgdap/cat/arxiu_portada.php	3,401,215 fotografías entre positivos, negativos, placas de cristal y digitales	6,785	4,048 metros lineales de documentación textual	23,283 entre vídeos y películas	0	38,936	Pergaminos, sellos, grabados, carteles, planos y mapas
160	Archivo Histórico Provincial de Huelva http://www.juntadeandalucia.es/culturaydeporte	155 unidades de instalación		34500 unidades de instalación				
161	INSPAI, Centre de la Imatge de la Diputació de Girona http://www.inspai.cat/home.seam	1405927		150	1131			
162	Archivo de la Diputación Provincial de Sevilla http://www.dipusevilla.es/conoce_diputacion/areas/ciudadania_participacion_y_cultura/archivo_publicaciones/archivo_diputacion.html	4734 fotografías		1995 unidades documentales			29198 unidades de instalación	Cajas, legajos, libros
163	Universidad de Zaragoza http://www.unizar.es	206 álbumes	24 cintas magnetofónicas	16.537 cajas, 287 libros, 3000 tesis			carteles	

Collection Type/Amount

	Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
164		Fundación Luís Tilve http://www.fundacionluistilve.com	9901	106	3169 unidades de instalación	212	0	485	Cartelería
165		Biblioteca Regional de Murcia http://www.bibliotecaregional.carm.es/Biblioteca/faces/indexp.jsp							
166		Arxiu Comarcal del Pallars Sobirà http://cultura.gencat.net/arxius/fitxa.asp?municipi=0&comarca=26&ARXIUS=comarcals&	81182 u	52 u	982,3 m	98 u			
167		Archivo Universitario. Central http://pendientedemigracion.ucm.es	206 albums	24 tapes	6,537 boxes, books 287, 3000 thesis		Posters		
168		Biblioteca Deputación de Ourense http://rbgalicia.xunta.es/ourense	10182	78	8024	73	110	0	
169	Sweden	Umeå kommun, Stadsarkivet http://www.umea.se/umeakommun	15000 photos	50 bandes	6000 métres	200 bandes	0		
170		Falkenbergs kommunarkiv (Municipal Archives of Falkenberg) http://www.falkenberg.se/1/kommun--politik/kommunarkivet.html - .Ucm1qD64Egs	10000	100	1700 metres	25	0	-	
171		The Institute for language and folklore http://www.sofi.se		30000	25000000				
172		Örebro stadsarkiv http://www.orebro.se/stadsarkivet	500000 photos	1000 tapes	5000 meter	100			
173		Riksarkivet, Landsarkivet i Uppsala http://www.riksarkivet.se/	15000 photographs	5 tapes	51000 running meters	30	0		

Collection Type/Amount

	Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
174	Switzerland	Archives de la Ville de Genève http://www.ville-ge.ch/archives	0	100 casettes	2775 mètres linéaires	452 supports		0	
175		Archives de la Ville de Neuchâtel http://www.vsa-aas.org/	0.5 m.l.	2 m.l.	1320 m.l.	0	0		
176		Collège du Travail http://www.collegedutravail.ch	2000	100	30 ml				
177	United Kingdom	Smith Art Gallery and Museum http://www.museumsgalleriesscotland.org.uk/member/stirling-smith-art-gallery-and-museum	5000	200	2000	0	30000		
178		Royal College of Nursing Archives http://www.rcn.org.uk/development/rcn_archives	5000 items	800	500 linear m	3 linear m	12 linear m		
179		Goole Museum http://www.museums.eastriding.gov.uk/goole-museum	7000	1	2000	10	8000	0	
180		Devon Heritage Services http://www.devon.gov.uk/record_office.htm	50 lin m	10 lin m	11000 lin m	20 lin m			
181		Glamorgan Archives http://www.glamarchives.gov.uk	30 cubic metres, items part of collections of documents		1170 Cubic metres				
182		Glasgow Women's Library http://womenslibrary.org.uk	150	50	250	50	100		

Collection Type/Amount

Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
183	St Paul's Cathedral http://www.stpauls.co.uk/Cathedral-History/The-Collections	5000	0	21,500	20	3500	7000	Drawings
184	Bishopsgate Institute http://www.bishopsgate.org.uk/content/1016/Bishopsgate-Institute-Archives	50,000	50	150,000	25	500		
185	Garrick Club http://www.garrickclub.co.uk/about_library_collection	2000	30	10,000	0	20000	10000	Scraps and cuttings
186	Corpus Christi College Cambridge http://www.corpus.cam.ac.uk/parker-library	2	0		0	0	0	
187	The Fry Art Gallery http://www.fryartgallery.org	1000	0	900	3	100		
188	Homerton College http://heritage.homerton.cam.ac.uk	over 1,000	50	unknown	5	c.100		
189	Hillingdon Local Studies, Archives and Museum Service https://www.hillingdon.gov.uk	15000	70	200000	60	2500		
190	Plymouth and West Devon Record Office http://www.plymouth.gov.uk/archives	100,000+	100	500,000+	0	0		
191	SOAS, University of London http://www.soas.ac.uk	500000 images	400	12 million documents	150	0		
192	Borthwick Institute for Archives http://www.york.ac.uk/library/borthwick	9.76 m3	10 m3	800 m3	1.0 m3			
193	Jerome Gatehouse Collection Trust	20,750	4,000	8,700	500	300	30	Uniforms, Instruments

		Collection Type/Amount						
Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
	http://www.jeromegatehousecollection.org.uk							
194	Buckley Society http://www.buckleysociety.org.uk	c.8000	c.20	?	10	c.300		
195	West Nortants Local History http://www.westnorthantshistory.co.uk	1000s	none	100s	none	none		
196	Peak District Mining Museum http://www.peakmines.co.uk	1500	2	2000	0	3000	2000	Geological specimens
197	Rambert http://www.rambert.org.uk	5000	1000	10000	800	30	500	costume
198	Smhccg http://www.smhccg.org	100	6	10	0	0	0	
199	Chatteris Archive http://www.ccan.co.uk	400 circa	10	30	3	0	0	
200	King's Own Scottish Borderers Regimental Museum http://www.kosb.co.uk/museum	6000	90	40000	30	400		
201	Auchencairn History Society http://www.auchencairn.org.uk	several hundreds		several hundreds		a few		
202	TUC Library Collections http://www.londonmet.ac.uk/services/sas/library-services	12,000	150	>500,000	400	<50		
203	The Mills Archive http://www.millsarchivetrust.org	1600000		400000				
204	City of Edinburgh Council – Edinburgh http://www.edinburgh.gov.uk							

Collection Type/Amount

Country	Institution/Organisation	Photographs, slides, picture postcards:	Sound recordings:	Printed text or documents, manuscripts, non-printed documents:	or film recordings:	Objects, works of art:	Other	If 'Other', please specify
205	Billericay Community Archive http://www.billericayhistory.org.uk	300	20	185	15	0		
206	Doncaster Archives http://www.doncaster.gov.uk/doncasterarchives	10 m³	none	240 m³	none	none		This is largely guesswork: no attempt has ever been made to gather reliable information on this subject
207	Milton Keynes City Discovery Centre http://www.mkcdc.org.uk	20000	20	15000	30	40	40	Architectural models
208	Doc Rowe Collection and Archive http://www.docrowe.org.uk	200,000	12,000 hrs		1000 hrs		1000+	Ephemera, cuttings
209	Cinema Theatre Association http://www.cinema-theatre.org.uk	100000	10	250000	50	0		
210	Kingston Heritage Service http://www.kingston.gov.uk/museum	over 2000	50	30000+	10	10000		
211	Isle of Wight Record Office http://www.nationalarchives.gov.uk/archon	10,000+	c40	1 million + docs	10			
212	Hadleigh & Thundersley Community Archive http://www.hadleighhistory.org.uk	500 pictures	10	50	0	0	0	
213	Tyne & Wear Archives & Museums http://www.twmuseums.org.uk	4%	<1%	95%	0	0	0	
214	Swadhinata Trust http://www.swadhinata.org.uk	50	50	20	5	1		
215	Earby and District Local History Society http://www.earbyhistory.co.uk	c3000	25	2500	20		100	Local Artefacts

Annex 3 – Responses to 'Other – please specify' questions

Text is *italics* has been translated using Google Translate

1) What type of analogue content types are held in your archive or collection? And how much of it has been digitised (scanned, photographed) and/or described in a database (catalogue, inventory)?

Other

1 Million Books	Industrial objects
Books and other writings	1700 meters of archives
Seal collection (6,600 pieces), Realiensammlung (6.2 lm)	
Total Stock	Books in DAISY format
Municpal Archives	
Too complicated	*Posters*
Archives	*Cartographic documents and graphics*
13 km archives, 600 GB files	*Boxes, files, books*
Maps and plans	*Signage*
Periodicals and Serials	*Two sections-The Diocesan and Parish*
Orchestral scores	*Works if art*
Maps	Large objects
Papers, paper clippings, maps, drawings, indexes etc	Drawings
Papers, maps, indexes etc.	Scraps and cuttings
Posters	Uniforms, Instruments
Maps, posters	Geological specimens
Maps and posters	Costume
Maps / drawings	We only keep computer records. No objects
4000 poster, 1000 internet sites	Books and teaching resources
Maps, plans, Seal, posters, leaflets etc.	Ephemera, cuttings
743 477 cards / images	Items of School Uniform
Books	*Letters, diaries, guest books*
Website Archives for 12 years	*Banners, badges, posters*
Maps	*Plan drawings*
Posters	Microfilm
Autograohs	Books, journals
Button and Sticker	Architectural models
Documents are bound in volumes	Maps and drawings
Maps, topographical drawings etc.	Naturhistorical objects
Scrolls, stamps, prints, posters, drawings and maps	Total holdings
Books, cards, posters, documents, newspapers and magazines	Exhibits
China with college crest etc	

We have theatre plans and designs none scanned Local Artefacts
This is largely guesswork: no attempt has ever been made to gather reliable information on this subject
What denominations for 40 shelves kilometers of archival material??

4.5 miles of archive content, primarily printed text, documents, manuscripts, but also including a small number of video/film and audio recordings, and substantial photographic collections. There are catalogue descriptions for up to 70% of the archives collection, of which up to 50% of these catalogue descriptions are available online. Less than 5% of content is digitised, no additional metadata exists for the digitised content other than the archive catalogue

Documentation / Works of art for the Prix Ars Electronica (competition since 1987) were submitted
We scanned 340 documents from seven municipalities in the department. All these scanned documents have been described in a file proofing

We digitalise photographs and videos which are also art works

The digitization takes place at the house according to the means and occasion relation; cataloging the collections, it is already worked up and sighted in the Austrian Union Catalogue for discounts, autographs and manuscripts.

Archives: 7000 shelf meters; less than 1 % digitized; 100% described in Norwegian archival registration system ASTA and searchable through the Internett.

Stamp collection (366 stamps); Microfilmed archival material

In Upper Austria. Literature Archive in StifterHaus currently are 75 discounts / rebates part, is digitized hoc basis - the inclusion of the archive is performed by tapping and order in the Austrian Union Catalogue for discounts, autographs and manuscripts.

2) If the collection is being digitised or digitally described, or if there are plans to do so, what are the main reasons?

Other

Digitized on the basis of requests	Cooperation dans des réseaux spécialisés
conservational protection	Create a safe copy.
Sicherheitskopie	*Meeting the requests of users*
backup	*For conservación*
Digital preservation, "Eternal Archive"	*Conservation of the collections*
Protection and preservation of materials	*Conservation and recovery*
quick addition	*Conservation negative / positive color*
For security and preservation reason	Income generation
More efficient work processes	General conservation
conservation reasons	Searchable internally
Protection of archival materials	for publication
Conservation	it isnt due to lack of funds
Backup or archival of data	Commercial possibilities
Conservation (preservation of the originals)	Archive is digital onl;y, no physical archive
precautionary measure	Income generation
Conservation (preservation)	against disaster
Security of originals	no plans to do so
used i n exhibition	Virtual archive only, on-line
I can give a ranking but the main reason differs form project to project.	Safe preservation of recordings
Many of the above are hard to separate from each other...	To save space and to protect against loss or damage from fire, water or theft
Safetey copy of the archival records (in case of a fire incident)	recording & preservation of intangible heritage & oral history
We build free online library and get scans and books from traditional libraries and digitalize them.	To preserve a digital historical village archive for the next generations
Consisted protect the fragile originals by making and use of digital copies	no progress just now hoping to work with Glasgow University to make progress on this
Other - security of items of high monetary value. Comment - Priorities for electronic description given above. Digitisation priorities are different. These elements have not been used in list above. Some criteria apply to museums rather than archives	*The University operates papierarm to paperless. Therefore, appropriate records fall already digitally.*
in many archives we have only the right of use, ie, the people give us the records, we digitize, take it and describe it, then the people will get it back	We are unable to store anything. For this reason we are digital only. We scan and return items to their owners.

3) When digitising, what are the criteria for selection or prioritisation?

Other

Material requested from third parties	*User requests*
Digitization takes place after time.	*On request of the researcher*
Efficiency	*Request from a user*
User requests	*Demand from users*
Useability of digitised data in public activities	*By conservation of documents consulted*
On demand	*greater volume of consultation*
Digitization of collections in constant growth (discussions, marital status ...)	digitised as required or when time allows
Frequency of use	Potential for income generation
User demand	Availability of funding
User needs	Items 4-7 do not really apply at all
Specific Collection (K. Karamanlis Collection)	Decay of photographic prints
Kind of writing. (Corporative fonds would come earlier, personal fonds later.)	Not enough funds
Digisation on demand to provide copies for reasearchers	Demand from users - e.g. family history
Inventory numbering system	*The strategic collection form*
Funding	Availability of funding
Relevance to our village	Online presence
Property	Lack of space
Family Search (Utah)	Local relevance determined by contributors
Attracts external funding	Customer & commercial demand
Every microfilmed document, becouse the plan for microfilming is for important document	Customer reprographics orders for specific documents
Frequency of consultation. Membership funds are digitized in full	Current documents are on put CD but no plans for other records
The aim of our project was all contributions to be diigitised so no need to have a priority criteria	immediate use for publications by archive uses or our own publications
Higher visibility and promotion (started with photographs)	Technology of the original (as regards to sound) is obsolete
We digitise everything as soon as we get it and then return it to the owner. None of the above applies to us.	Support for scientific research projects with lesquesl'univeristé of Coimbra, in our field connaisnace, colabore.
No digitising done as we don't have the money to do it; if we had the money it would be a priority to get this work done to save original mss from potential damage	Security as in previous question. Other element not relevant as a criteria

5)   How is digitisation of your collections supported or financed, and who provides this support?

Other

Statutory aid	Fully catalogued by university
Sometimes commissioned by public for fee	*Foreign research projects*
Sale of published material	Family Search (Utah)
Private enterprises (as part of a project)	*External*
Interns	External funding agencies and charitable trusts
our own digitalization department	External funders
User	EU PROJECT
museum staff do all the work	Currently we have no funds for digitisation
Grant funding	Commercial company eg Findmypast, Ancestry
Grant from the Esme Fairbairn Foundation	Collaborative projects
Fundraising	*Labour*

6)   What % of the amount that is digitised is accessible on the internet?

Other

We put some photos on our website	Fully catalogued by university
Use History Pin and Sepia Town	*Foreign research projects*
Too time consuming to answer.	Family Search (Utah)
EU Project	*External*
Photos are on our Photostream on Flickr	External funding agencies and charitable trusts
Labour	External funders
Only tiny amount digitised; less than 1% overall	Collaborative projects
OAIster	Currently we have no funds for digitisation
Web 2.0-Auftritt (Facebook, Google+, Youtube, Twitter)	Commercial company eg Findmypast, Ancestry
The level of our ambitions is to publish information from our archive on the Internet as they are well described, not before!	*Do not have internet*
Note: digitised content is not accessible with its metadata; catalogue descriptions may be available for most of the digitised content but they are unlikely to contain full metadata information relating to the digitised content, rather only to the information content of the original document.	Later this year all our metadata and public documetns will be accessible on an umbrella institutions website
Scan to archive materials are not accessible on the Internet, finding the already catalogued stocks is possible in the union catalogue.	Our digitalized books are available on ereaders and on each website that wants to promote our library - accesss to our content is free because of licensing (CC-BY-SA) and public domain

7) **Who provides a digital aggregation service for local archives or heritage collections, to which you could adhere? (Please name the organisation concerned in each case)**

Other

Zentrale Datenverarbeitung Freie Universität Berlin	National Railway Museum Foundation
www.monasterium.net www.matricula-online.eu	Nadie
www.dismarc.org	monasterium.net, Europäisches Archivportal
World Digital Library	Ministy of Education and Culture
Visual Arkiv (le fournisseur du logiciel dont nous nous servons actuellement).	Keinen (Datenbank Eigenbau)
Unsure of local aggregator	Keinen
University of Essex	keine Ahnung
University of Cambridge	HOPE-SOR
Universität Innsbruck	Homepage Gemeinde
UNIVERSIDAD DE SALAMANCA	GoogleBooks
Universidad de Granada	Fundación de Estudios
There is no service with enough quality we could adhere to	FindMyPast.co.uk
There is no regional or national aggregator in Scotland for local authority local studies libraries	Find My Past
The Archives has its own web site	Europeana
Stiftelsen föremålsvård (SFMV), Kiruna, Sweden	Europeana
SPK Digital	European Library
Society of Archivists	Erfgoedcel Brugge
SDF	Own performance
National Heritage Board	Don't Know
No numerical aggregation	Desconocido
Own production.Plus 3% contribution from the EBU	De Ree Archiefsystemen (www.archieven.nl)
Online-Archivkatalog auf eigener Website in Vorbereitung	Danske Billeder
Not sure what you are meaning by above	Comunidad autónoma
Not sure	Archivportal Europa
not known	Aquatic Commons subject repository
None	Apenet
No one	International aggregator
no idea	Samsøk
NO EXISTE ARCHIVO AGREGADOR	I have little idea as to what a digital aggregation service might be.
Ninguno	Cuando se proporcione será la Consejería de Cultura de la Junta de Andalucía
néant	Consejería de Cultura y Deporte de la Junta de Andalucía. Dirección General de Industrias Creativas y del Libro

8) What form of data is available in your inventory or catalogue, or with the digital objects themselves?

Other

Word-Datei	*Typewritten list*
Various forms	*Lists*
Written, printed,	*Catalogs in the reading room*
Writing on paper	*Flashcards*
Protocols, printed catalogs, inventory lists	*Printed and maschinschriftliche Finding Aids*
Paper	Find Books
Discount lists	Analog directories
Machine-typed catalog	Access, Word

Annex 4 – Sources of addresses for online survey distribution

Europe - General	A-M: http://www.uiweb.uidaho.edu/special-collections/euro1.html
	N-Z: http://www.uiweb.uidaho.edu/special-collections/euro2.html
	Other links - including European archives:
	http://www.uiweb.uidaho.edu/special-collections/other.html
	PORT - offering web-based research training materials, including links to archives in `The Czech Republic, France, Germany, Italy, Poland, Portugal and Spain.
	http://port.igrs.sas.ac.uk/languages/cz
	Root to Roots Foundation
	Eastern European Archival Database – including Lithuania and Poland
	Association of Business Historians
	http://www.abh-net.org/archives.html
Austria	The Austrian national archive is obligated by law to administrate a so-called "Archivregister" which can be searched online at http://www.oesta.gv.at/site/5172/default.aspx
	It includes all addresses and contact details with emails (sorted by archive type, according to the following categories).
	– Bundesarchive. (federal)
	– Landesarchive. (county)
	– Stadt- und Kommunalarchive. (cities, communal)
	– Bezirksarchive. (regional)
	– Familien- und Privatarchive. (family, private)
	– Film- und Bildarchive. (movie, pictures)
	– Genealogische Archive. (genealogical)
	– Kammerarchive. (chamber)
	– Kirchenarchive. (church)
	– Museumsarchive. (museum)
	– Musikarchive. (music)
	– Parteiarchive. (political parties)
	– Universitätsarchive. (university)
	– Vereinsarchive. (associations)
	– Wirtschaftsarchive. (economy)
	– Sonstige Archive (other)

Belgium	A note-form situation report on Local heritage communities in Flanders covers the role, holdings and structure of:
	− Local public administrations, Municipalities, Centres for social welfare
	− Church Councils
	− Socio-cultural associations – intangible heritage communities
	− e.g. Sport clubs / associations, Music associations – concert bands
	− Local history circles / associations
	− Genealogical circles
	− Private archives, businesses
	− Notary archives
	− Provincial administrations
	− Centres of expertise
	Archiefbank Flanders
	http://www.archiefbank.be/
	Wallonia
	www.geniwal.info
	Archives in Belgium
	http://users.skynet.be/pjansse1/genealogy/BEL-archives/arch.html
Bulgaria	Describes central archives bodies of various kinds (including church archives) and provides details of six regional state archives.
Croatia	Croatian State Archive –Includes a State Archive Directory.
	http://www.arhiv.hr/en/Archivalsevices/Archives-in-Croatia/index.htm
Cyprus	Major archival organisations are listed.
	• Press and Information Office CY Government
	• "Patticheion" Municipal Museum, Historical Archives and Research Centre of Limassol
	• Cyprus Broadcasting Corporation (CyBC)
	Audio Visual Archive
Czech Republic	The structure of the archives system is described. Public archives are dominant. Lists and provides contact details and roles of:
	− State Regional Archives
	− State District Archives
	− Independent archives in large cities
Denmark	The structure and legislation-backed principles of the national archives system are described.
	In addition more than 400 archives of local history are distributed all over the country. The collections consist of records, photos and other local material. Many archives are departments in public libraries or museums. The local history archives are organized in either the Union of Local Archives (small archives) http://www.danskearkiver.dk/ or in the Organization of Danish Archives (city archives) http://www.dkarkiver.dk/

Estonia	7 Institutions with archives were located. • Eesti Rahvaluule Arhiiv • Tallinn City Archives • The Department of Folkloristics (FD) of the Estonian Literary Museum • The Estonian Folklore Archives • Estonian Literacy Museum • Museum of Occupations • Tartu University
Finland	Websites and contact addresses of archival associations and some major city archives are provided.
France	Contact addresses of two major archival bodies/associations are provided. Contact was established with these to generate the survey sample (see below). Archives de France – Online directory of archives in France http://www.archivesdefrance.culture.gouv.fr/annuaire-services/departement
Germany	http://www.archivschule.de/service/archive-im-internet/archive-in-deutschla… The Bavarian State Archives – Archives resources http://www.gda.bayern.de/englink.htm
Greece	The national archives system is described and an extensive directory of public archives (including those at local level) provided.
Hungary	Contact details are provided for the main archival bodies. – Startlap - The archives of the institution that preserves all official documents and other publications and papers http://leveltar.lap.hu/ *Professional Archival Associations* – Association of Hungarian Archivists http://www.leveltaros.hu/ – Association of Young Archivists www.filee.hu – Association of Hungarian Higher Education Archives http://www.mflsz.hu/ – Council of Local Government Archives http://www.oltanacs.hu/ – Association of Hungarian Church Archives http://www.leveltaros.hu/ – Hungarian Society for Family History Research http://www.macse.org/ *Supervision of Public Archives* – Ministry of National Resources, State Secretariat for Culture http://www.kormany.hu/hu/nemzeti-eroforras-miniszterium/kulturaert-felelos-allamtitkarsag Note: According to a new government decision (April 2012), the county archives will cease to exist as independent legal entities and will incorporated as branch archives in

the Hungarian National Archives.

Main archives

- National Archives of Hungary
  http://www.mol.gov.hu/angol/bal_menusor/about_us.html
- Budapest City Archives
  http://bfl.archivportal.hu/index.php?lang=en
- Archives of Hungary
  http://mek.oszk.hu/02000/02099/02099.htm

Iceland	Þjóðskjalasafn Íslands - Directory of archives. http://www.archives.is/efni/heradsskjalasafn_fjallabyggdar
Ireland	The Irish Archives Resource - online database that contains searchable archival descriptions. http://www.iar.ie Irish Society for Archives http://www.ucd.ie/archives/isa/isa-links.html#2 Our Irish Heritage – Community Archives http://www.ouririshheritage.org/category_id__15.aspx
Italy	The following resources are identified:

- A database which enables searching for archival institutions
  http://www.san.beniculturali.it/web/san/complessi-documentari per Region,
  Province or type of institution to which the archive belongs. Although called
  State Archives, their documentation mostly relates to the municipality and the
  province they are located.
- The Directorate-General for archives
  http://www.archivi.beniculturali.it/index.php
- System for the non-state archives http://siusa.archivi.beniculturali.it/
- List of all non-state archives per typology (regional, ecclesiastic, political party
  etc.) http://siusa.archivi.beniculturali.it/cgi-
  bin/pagina.pl?RicVM=indice&RicSez=indconstipo
- A sub-portal for the archives of firms, companies etc.
  http://www.imprese.san.beniculturali.it/ It also contains a database allowing
  to locate specific archives, mainly through geographic location, but also name
  or other
  keyword.http://www.imprese.san.beniculturali.it/web/imprese/search/trovarc
  hivi
- Architects archives
  http://www.architetti.san.beniculturali.it/web/architetti/search/trovarchivi
- Archives related to fashion in the 20th century
- Music archives http://www.musica.san.beniculturali.it/
  List of institutions
  http://www.musica.san.beniculturali.it/web/musica/partner/istituti
- Archives on terrorism, political violence and organised crime:
  http://www.memoria.san.beniculturali.it/

Contributing organisations

http://www.memoria.san.beniculturali.it/web/memoria/link/link

Genealogy archives http://www.antenati.san.beniculturali.it/

(sources for the documentation are the State Archives)

Cartographic archives http://www.territori.san.beniculturali.it/

(mostly material from the State archives)

Additionally, 307 of the 2000 institutions are described in the Italian MICHAEL with all contact details, because they already have a digital collection are listed as archives, 36 as multimedia archives and 209 as documentation centres. This can be searched by institutional type from: http://michael-culture.it/mpf/pub-it/insti_type.html

Latvia	**Latvia does not have independent "Small archives".** According to Archives Law, former State archival system of Latvia since January 1, 2011 is reorganized within one body - the National Archives of Latvia. We have 11 regional branches in Alūksne, Cēsis, Daugavpils, Jēkabpils, Jelgava, Liepāja, Sigulda, Rēzekne, Tukums, Valmiera un Ventspils.
	Local municipalities, have only new records (oldest could be 2000) and personnel files, they are obliged to transfer their archives to National Archives not later than 15 year from record creation.
Lithuania	The Lithuanian archives are regulated by the Law on Documents and Archives
	Chief Archivist of Lithuania - The web portal also provides a registry of national archives,
	http://www.archyvai.lt/en/about-us.html.
	The main national and regional archives are as follows:

- Lithuanian State Historical Archives
- Lithuanian Central State Archives
- Lithuanian State Modern Archives
- Lithuanian Special Archives
- Lithuanian Archives of Literature and Art
- Alytus County Archives
- Kaunas County Archives
- Klaipėda County Archives
- Marijampolė County Archives
- Panevėžys County Archives
- Šiauliai County Archives
- Tauragė County Archives
- Telšiai County Archives
- Utena County Archives
- Vilnius County Archives

Lithuanian archival documents are also preserved also by other institutions, such as museums, libraries, churches, etc.

Lithuanian archives in museums http://www.muziejai.lt/archyvai/archyvai_muziejuose.htm

Archives preserved in libraries,

- National M. Mažvydas library.
  http://www.lnb.lt/en.
- Vilnius University Library (http://www.mb.vu.lt/en/titulinis)and

- The Wroblewski Library of the Lithuanian Academy of Sciences http://www.mab.lt/en/home)
- Church archives are administrated by Religious Heritage Museum http://www.bpmuziejus.lt/index.php
- Vilnius archbishopric http://vilnius.lcn.lt/kurija/
- Kaunas archbishopric http://www.kaunoarkivyskupija.lt/ Other research institution archives.
- Institute of Lithuanian Language http://www.lki.lt/LKI_EN/
- The Institute of Lithuanian Literature and Folklore http://www.llti.lt/
- Lithuanian institute of history http://www.istorija.lt/en/index.html

Luxembourg	Major archival organisations are listed.
Malta	Major archival organisations are listed.
Netherlands	Archieven.nl http://www.archieven.nl/nl/ Comprehensive list of archives and historical institutions
Norway	The systems of state, municipal and county archives are described. A Directory of archives is uploaded to basecamp in spreadsheet form. Information and a facility to search for digitised objects is available at http://www.arkivverket.no/eng/The-National-Archives.
	Archives of Mission Organisations in Norway **http://www.mhs.no/arkiv/article?156**
Poland	Contact details for 50 important archives are listed.
Portugal	Major archival organisations are listed and contact details provided.
Romania	Contact details for all county archives are listed, in addition to some specialised archives.
Serbia	Contact details for historical archives at local/municipal level are listed, in addition to some specialised archives.
Slovenia	There are 7 public archives and 3 church archives in Slovenia. Their contact details are listed together with those of the Slovenian Archives Association. A publication presenting them with the a English summary at http://www.arhivsko-drustvo.si/sl/documents/18325/25915/Slovenski+arhivi+se+predstavijo.pdf
Spain	- Regional archives depend on their regional governments. Contact details are listed for each of them.

- Historical provincial archives were created in each of 51 Spanish provinces in 1931. They also depend on the regional governments
- Municipal archives depend on the local governments. The umbrella organization is the Spanish Federation of Municipalities and Provinces www.femp.es
- The umbrella organization for local history centres is CECEL (Spanish Confederation for Local Studies Centres) http://www.filol.csic.es/CECEL/index.html depending on the Spanish High Council for Scientific Research.
- Archives depending on the Catholic Church: Association of Archivists of the Catholic Church in Spain. administracion@scrinia.org; http://www.scrinia.org/quienes.php
- Spanish Archives Portal http://pares.mcu.es/

Sweden	The structure of the national archives system is described including:
	The Research Center SVAR (Svensk Arkivinformation) at Ramsele specialiing in family chronicles and genealogy.
	MKC (Mediakonverteringscentrum - Media Conversion Center) in Fränsta which produces about 100 000 digital images per day.
	The regional state archives (Landsarkiven) were founded in the beginning of the 20th century, and are located in Uppsala, Vadstena, Visby, Lund, Göteborg, Härnösand and Östersund. The city archives in Stockholm keeps the records of Stockholm County, and the archives in Karlstad preserves the records of the county of Värmland.
	The National Archival Database (NAD) is a nation-wide, comprehensive database and information system available on the Internet. It contains information about records from individuals, estates, organizations, businesses and authorities.
	Digisam. At the request of the government, the National Archives have set up a coordinating board for the digitization, digital preservation, and digital accessibility of cultural heritage: Digisam. The board will assume responsibility for the development of expertise and acquisition of knowledge, and will coordinate the work jointly carried out by the participating agencies and institutions within the field of digitization.
	The Swedish Local Heritage Federation (Sveriges Hembygdsförbund) Is the national organization of the local heritage movement, located in Stockholm which deals with questions affecting all local communities and generates positive interest in local heritage activities on the part of government and general public
	26 Regional Heritage Federations http://www.hembygd.se/index.asp?lev=1274
	are full members of the Swedish Local Heritage Federation, active at regional levels as supportive bodies, give advice and service to the different local associations and co-operate closely with the county museum. Some of them have professional staff.
Switzerland	arCHeo – Directory of business archives in Switzerland and in the principality of Liechtenstein
	http://www.archeco.info/en/archival-institutions/ - c2306

Turkey	5 archives were located: • Turkish Historical Society • The Machiel Kiel Photographic Archive • Millet Yazma Eser Kütüphanesi • The Ottoman Bank Archives and Research Center • The Bilkent University Library
United Kingdom	The National Archives maintains the most comprehensive database (the Archon Directory) of contact details for UK archives at http://www.nationalarchives.gov.uk/archon/. There are 2115 listed for 9 regions in England, 81 for Wales, 251 for Scotland and 27 for Northern Ireland. Access to Archives http://www.nationalarchives.gov.uk/A2A/default.aspx allows searching and browsing for information about collections of records (archives) in England and Wales, dating from the eighth century to the present day. The archives described are cared for in local record offices and libraries, universities, museums and national and specialist institutions across England and Wales, where they are made available to the public**.** Local History Online provides details of 654 local history and related societies, with contact details for a further 561 societies: http://www.local-history.co.uk/Groups/index.html Directory of Photographic Collections in the UK http://www.directoryphotographiccollectionsuk.org/pub/apps/about/index.php Tasglann nan Eilean Siar (Hebridean Archives) guide to archives held across the Western Isles of Scotland by public authorities, historical societies, businesses, organisations and individuals. http://www.tasglann.org.uk/en/about-us Community Archives On line resources providing data and links to community archives in England, Ireland, Northern Ireland, Scotland and Wales. Also included are links to National Collections, Black, minority and ethnic communities and special interest communities http://www.communityarchives.org.uk/category_id__2.aspx Details of other databases and lists of archives of different types are also provided.