Digital Preservation Outreach and Education (DPOE)
Training Needs Assessment Survey:
Executive Summary

Survey Details. The DPOE Training Needs Assessment Survey was conducted in two phases during the summer and fall of 2010. The survey was distributed through a variety of channels. Announcements were posted on professional and academic email listservs. Email invitations were sent to archivists, librarians, information officers, corporate executives, and similar professionals. The survey announcement was posted on professional blogs and announced on Twitter, Facebook, and digitalpreservation.gov. Cards announcing the survey were distributed to attendees of the American Library Association 2010 Annual Conference.

Composition of Survey Respondents. The survey received a total of 868 responses. 40% of the respondents were libraries, 34% were archives, 16% were museums, 4.5% were historical societies and 0.9% were research groups. The majority of respondents (48.3%) were from academic organizations; 9.6% were from county or municipal government; 7.7% were from federal government; and 6.7% were from state government. 25.5 % responded as "Other" (many of these identified themselves as non-profit organizations). By regional breakdown[*] 25.7% of respondents were from the Northeast region, 22.4% were from the Southeast region, 21.3% were from the Midwest region, 14.7% were from the Southwest region, 10.3% were from the Southcentral region, and 5.3% were from the Northwest region.

Organization Sizes. 50.6% of respondents were from organizations consisting of 24 or fewer staff members. Less than 10% were from organizations consisting of over 500 staff. Almost 85% of the respondents considered digital preservation very important for their organization. Some of the respondents who included additional comments, however, expressed that those directly involved with materials considered digital preservation very important, while their larger organization or the administration did not.

Staff Duties and Content Holdings. 82% of the respondents have staff of some kind assigned to digital preservation, although 48.8% are assigned duties only as needed. 33.2% of respondents reported having paid full-time or part-time professional practitioners, 21.9% reported having

no staff for digital preservation, and 13.9% have volunteers working on digital preservation. Almost 95% of the respondents characterized their digital content as reformatted material that was digitized from collections already held. Nearly 40% consisted of deposited digital materials that the organization manages for other organizations or individuals. 88% of these materials were digital image files, 74% PDF files, 72% audiovisual files, and 60% office files. More than 40% of respondents reported having web content, architectural drawings, or research data in their collections.

Funding Capabilities. While the majority of organizations reported that they had funds for training, many noted that funding was limited. Additionally, organizations with small staff sizes were more likely to report they had no funding for training than organizations with larger staff sizes. 57.4% of respondents from organizations with a staff size of 1-24 indicated they had funds in their organization's budget for professional development and training.

Type of Training. Overall, the highest percentage of respondents (32%) ranked technical training (to assist practitioners in understanding and applying techniques) as the type of training they would prefer. There was no clear second preference, with management planning, project management and technical training each ranked by nearly one quarter of respondents as the second most preferable. 34.3% of respondents ranked project management training third and 27.5% ranked management planning fourth.

Training Format and Proximity. Overall, nearly 50% of respondents ranked small workshops focused solely on training as their first preference. 32.8% ranked large workshops with networking opportunities as their second preference, 33.8% ranked online webinars as their third preference, and 32.3% ranked online, self-paced courses as their fourth preference. Proximity of the training venue was clearly significant to the majority of respondents, with 50% ranking on-site training as their first preference. Training within a 100-mile radius was ranked as second, training within-state was ranked as third, training within a multi-state region ranked as fourth, and training at a national level ranked as fifth. In organizations with staff sizes of 25 to 200, respondents ranked in-person large workshops as their second preferred training format. In organizations with staff sizes of 201 to 500, respondents ranked online webinars as their second preferred training format. In organizations with staff sizes over 500, respondents ranked in-person large workshops as their second preferred training format.

Training Duration and Notification Preferences. 56.1% of the respondents ranked training sessions of a half-day to a single day as their first choice. 58.3% ranked 2-to-3 day intensive training sessions as their second choice, and 67.6% ranked week-long intensive training sessions as their third choice. 30.1% of respondents indicated that January-March was the preferred quarter of the year to be notified about training events in order to be added to the annual budget. 27.5% preferred the April-June quarter, and 24.2% preferred the July-September quarter.

*DPOE regions consist of:

Midwest: OH, IN, MI, IL, WI, MO, IA, MN, ND, SD, NE, KS

Northeast: ME, VT, NH, RI, MA, CT, NY, NJ, PA

Northwest: WA, OR, MT, WY, ID, AK

Southeast: MS, AL, GA, FL, SC, NC, TN, KY, WV, VA, DC, MD, DE

Southcentral: TX, OK, AR, LA

Southwest: CA, NV, UT, CO, AZ, HI