

University of Edinburgh - Digital Collections Survey

Summary		
<i>Collection name</i>		
<i>Collection content type</i> (research data, born digital (university), born digital (donated), digitised (university), digitised (donated))		
<i>Description</i>		
<i>Location</i> (physical)		
<i>Location</i> (network)		
<i>Creators</i>		
<i>Date of interview</i>		
<i>Accrual status</i> (none, ongoing)		
<i>IPR status</i> (ownership university, ownership third party, copyright university, copyright third party)		
Volume		
<i>Number of digital objects</i>		
<i>Total volume within repository</i> (GB)		
<i>Yr on Yr growth rate</i> (% or GB)		
<i>Acquisition route</i> (network/ftp transfer, physical media)		
Preservation		
<i>Preservation intent</i> (significant properties)		
<i>Acquisition formats</i> (identify if any format acquisition issues)		

University of Edinburgh - Digital Collections Survey

<i>Metadata</i> (extent of metadata captured/available)		
Storage		
<i>Back-up cycle</i>		
<i>Offsite storage?</i>		
Risk Assessment (1)		
<i>Benefits to continued access</i>		
<i>Vulnerability type</i> (see 1. below)		
<i>Risk type</i> (Financial, Operational, Reputational)		
Risk Assessment (2)		
<i>Probability</i>		
<i>Impact</i>		
<i>Proximity</i>		
<i>Risk score</i>		

1. Vulnerability types

Type	Description
1	Content at risk of immediate corruption or loss, due to storage on vulnerable removable media or lack of adequate back-up arrangements
2	Content that is currently inaccessible because of technological obsolescence
3	Content for which no permanent, controlled storage environment is available
4	Content for which there is no current provision for public access
5	Where other systems have specific milestones to be able to export content to a repository for permanent preservation.
6	Content created externally, where the repository has no control over creation standards
7	Content at risk due to management and system configuration issues

2. Risk Assessment

Score	Probability	Impact	Proximity
5	100% or less of collection	Severe	Current
4	80%	Serious	Within 3 years
3	60%	Moderate	Within 5 years
2	40%	Minor	Within 10 years
1	20% or less	Minimal	After 10 years