# **WVRHC Digital Material Donor Survey**

## **Donor Name:**

## **WVRHC Representative:**

## **Date:**

Please note that this form is intended primarily for significant born-digital material donations in which the donor works extensively to create content in a digital environment. If a donor is intending to donate a few CDs, DVDs, memory cards, floppy disks, or similar material, this form may not be needed.

## **Always ask the following:**

1. What materials are you interested in donating?
   * Personal files stored on computer
   * Mobile devices
   * Email
   * Calendar information
   * Webpages or blogs
   * Social networking information
   * Photo or video sharing sites
   * Document or file sharing sites
2. Digital Material Creation
   1. Are you solely responsible for creating your digital files?
   2. If not, who else is involved, and what are their roles?
3. Varieties of Digital Material
   1. What types of content do you create? (e.g. writings, research notes, journals/diaries, correspondence, photographs, research database, etc.)
   2. What types of digital files are created? (e.g. word processing files, images, spreadsheets, databases, etc.)
   3. What subjects does your content document? What is your content about?
4. Digital Material Organization
   1. How are digital files named? Do you use any naming systems? (e.g. filename1, filename2, to represent 1st, 2nd draft of the file filename.)
   2. How are digital files organized? (e.g. filed in named folders?) Do you have different organization systems for different types of materials? (e.g. family and professional materials separate?)
5. Digital Files Storage / Backup
   1. Do you / your institution have a backup routine for your files / emails?
   2. Do you keep your old computers or retain files from previous computers? Are they stored separately from content created on your current computer?
   3. Do you store any materials outside of your computer?
6. Computing Environment
   1. What kind of computer do you use? (Mac, Windows, etc.)
   2. Do you share the computer with other people? If yes, how are files created by different people separated?
   3. Do you use any specialized software to create files outside of standard office software?
   4. Do you use more than one computer to create files? If so, do you synchronize files across devices?
7. Privacy and security
   1. Are some digital file types of a sensitive nature? (e.g. tax records, SSNs, medical records, security clearance, etc.)
   2. Are there files that you would want destroyed? If yes, please provide details so that we can act upon when we encounter such files when processing your files.
   3. Are any files encrypted or do any files require passwords?
   4. Do you have any concerns about making these materials available to the public once they are processed by our staff?
8. File Transfer Arrangement
   1. Do you want to delete any files / re-organize the files before the transfer? For instance, if you have RAW photos where you only wish to donate TIFF derivatives.
      1. WVRHC Representative: Emphasize to the donor that viewing, editing, arranging, or copying materials may change the materials and they are welcome to consult with the Digital Archivist on any needs related to materials they would like to have deleted or approaches to organizing the materials.
   2. Are there files you would like to transfer to us later? When?

## **Only ask the following questions if these formats are being considered for donation:**

1. Mobile Devices
   1. Do you use a smart phone or tablet? If yes, do you store or back up contents only in the smart phone or elsewhere (iCloud, Google Photo/Drive)?
2. Email
   1. Which email programs/services are you using? (e.g. Email program provided by your work place, Outlook, Mac Mail, Hotmail, Gmail, Yahoo! Mail, etc.)
   2. Do you have multiple email accounts?
   3. How do you organize your email? (e.g. in self-created email folders, etc.)
3. Calendar Software
   1. Do you use calendar software with your computer or mobile device?
4. Webpages or Blogs
   1. Do you have webpages / blogs?
   2. Are webpages / blogs updated? How often? By whom?
   3. What software do you use to update webpages / blogs?
5. Social Networking Sites (e.g. Facebook, LinkedIn, Twitter, etc.)
   1. Do you have social networking accounts?
   2. Is account information (e.g. profiles, photos, etc.) updated? How often? By whom?
6. Photo or Video Sharing Sites (e.g. Flickr, Picasa, YouTube, etc.)
   1. Do you post photos / videos to these web sites? If yes, which one?
   2. How often do you post contents?
7. Document or File Sharing Sites (e.g. SlideShare, Scribd, Google Doc, etc.)
   1. Do you post documents or files to these web sites? If yes, which ones?
   2. How often do you post content?