

# DIGITAL SUSTAINABILITY REVIEW OF HLF-FUNDED PROJECTS

Project:	Living Legacies Phase 2
Deliverable	D3.2.4
Document type:	Report
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Date:	18/07/2019
Version:	0.10

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## 1. Purpose

As part of the activities undertaken by the AHRC-funded Living Legacies 1914-18 Engagement Centre, Information Studies at the University of Glasgow has reviewed a sample of HLF-funded community projects across the UK, which met the following criteria:

- The subject matter focused on commemoration of the First World War centenary.
- The work of activities undertaken produced any kind of community-generated digital content, either as primary or secondary output.

This report documents the aims and objectives, scope, methodology and results of the review.

## 2. Aims and Objectives

The aim of this review was to assess the digital sustainability of the projects against the *Sustainability of Digital Resources Framework* (SDRF, see D3.2.1), in order to both to create a use case of an SDRF implementation; and use its results to better understand the picture of the digital sustainability landscape of community projects.

The objectives of the review have been identified as follows:

- To identify a sample of suitable HLF-funded projects that meet the criteria set out in the Purpose statement.
- To use the SDRF as a platform for assessing the digital sustainability of community-generated content, by formulating data collection instruments that adhere to the principles and methods recommended by the Framework.
- To develop a methodology for producing digital sustainability scores (per SDRF Dimension, and overall) that can be used as a gauge of the extent to which digital sustainability requirements are met by individual projects.
- To report on assessment results across all projects, as a means to showcase the current status quo of digital sustainability adoption in community projects; and as an initial mapping of the digital sustainability landscape.

### 3. Methodology

#### 3.1. Data collection

In order to complete this review, we re-used an excerpt of data originally collected via a survey administered by our colleagues at the Centre for Data Digitisation and Analysis (CDDA) in Queen's University Belfast. The original purpose of the survey was to identify digital materials created by HLF-funded projects, asking participants to identify whether their projects had created any digital artefacts or resources – including both materials published online and any other electronic content that was generated during the course of the project (such as PowerPoint presentations). The survey questions featured in the data excerpt used for this review are available in Appendix I.

In total, 41 projects across the UK were examined that varied in size, scale, funding received, scope and types of digital output produced. The original dataset collected by CDDA was enriched with further data collected through direct observation of resources produced by the community projects examined; desk research; and automated data collection via analytics tools (especially for the Technology dimension).

#### 3.2. Data analysis across all projects

To evaluate digital sustainability across all reviewed projects, the enriched dataset was used to populate the questionnaire in Appendix II per project. The resulting dataset across all projects was analysed in SPSS.

The questionnaire's structure and question design are based on the SDRF, and – as per the Framework's cardinality and flexibility specifications – use a subset of indicators and metrics that were deemed most suitable both for the purposes of this review and the nature of the original CDDA dataset. Specifically, the following set of criteria, indicators and metrics per Dimension were used:

SDRF DIMENSION	CRITERIA	INDICATORS	METRICS
CONTENT	Currency	Updates	Current status
	Relevance	Project objectives	All
		Project history / context	All
		Audience	All
		Value	All
	Authority	Organisation details	All
		Ownership	All
		Partners	All
		Agreements	Funding agreement specified
		Ongoing support	All
Quality	Availability and location	All	

SDRF DIMENSION	CRITERIA	INDICATORS	METRICS
TECHNOLOGY	Implementation and Development	Platform	
	Maintenance	Responsibility	All
		Planning	All
	Findability and Optimisation	Searching <sup>1</sup>	All
Green <sup>2</sup>		All	
PRESERVATION	Ongoing support	Funding	All
		Staff	All
	Best practice	Documentation	All
		File formats	All
		Web harvesting and archiving	All
	IPR	Copyright	All
Disclaimer		All	
PROMOTION	Events		All
	Documents		All
	Social media		All
	Public media		All

Table 1: SDRF Criteria, indicators and metrics used in review

### 3.3. Digital Sustainability scores

To further elucidate the current digital sustainability landscape, a “digital sustainability scoring system” was devised, whereby each metric is attributed a set of scores depending on each reviewed project’s level of adherence to the SDRF sustainability criteria. The scoring system can be consulted in the Table 2, while a typical scoring card is available in Appendix III.

The scoring system is underlined by the following principles:

- The magnitude of the scores reflects the extent to which sustainability requirements are met. For instance, the criteria on the current status of content types are scored 2 points if a content type is maintained (kept in secure storage or archived, which is the most sustainable); 1 point if the content is publicly available (e.g. on a website but not maintained in a secure environment, which is less sustainable) and -1 points if the content type is not maintained (neither publicly available nor securely stored, which is unsustainable).
- A score of 0 denotes that a criterion is not applicable. For instance, for a project that did not generate any 3D content, a score of 0 was given for the criterion on sustainability of 3D content, which excludes it from the calculation of the total score for the Content dimension. Since this criterion is not applicable, the maximum possible score for Content is reduced from 31 to 29 (i.e. minus 2 max points that would have been awarded if 3D had been generated) so that it is excluded from the calculation of the score out of 100.

<sup>1</sup> Keyword optimisation and SEO were analysed separately using the SEO Site Checkup online tool, see: <https://seositecheckup.com/>

<sup>2</sup> Green optimisation was analysed separately using the Ecograder online tool, see: <https://ecograder.com/>

- The total sustainability score for each project across all four dimensions is expressed as out of 100 (i.e. as a percentage). To calculate this, the score/100 for each dimension is weighted by 25% - each dimension contributes equally to the total.

SDRF DIMENSION	CRITERIA	INDICATORS	METRICS	SCORE
CONTENT	Currency	Updates	Project status	Active: 1 Completed: 1 Undefined: 0
			Current status: digital object types	Maintained: 2 Public (online): 1 Not maintained: -1 N/A: 0
	Relevance	Project objectives	All	Publicly Available: 2 Recorded but not publicly available: 1 N/A: 0
		Project history / context	All	
		Audience	All	
		Value	All	
	Authority	Organisation details	All	Funding agreement specified
		Ownership	All	
		Partners	All	
		Agreements	All	
Quality	Ongoing support	All	Digital archive: 2 Project website: 1 Physical location: 1 Before project closure: 1 None: -1	
	Availability and location	All		
TECHNOLOGY	Implementation and Development	Platform	Open tech used	Entirely: 2 Partly: 1 No: -1 N/A: 0
	Maintenance	Responsibility	All	
		Planning	All	
	Findability and Optimisation	Searching <sup>3</sup>	All	Total rating of 75-100%: 4 50-75%: 3 25-50%: 2 1-25%: 1 0%: -1 N/A: 0
Green <sup>4</sup>		All		
PRESERVATION	Ongoing support	Funding	All	Ongoing support fully secured: 2 Ongoing support partly secured: 1 Ongoing support not secured: -1 N/A: 0
		Staff	All	
	Best practice	Documentation	All	Meets best practice Entirely: 2 Partly: 1 No: -1 N/A: 0
		File formats	All	

<sup>3</sup> Keyword optimisation and SEO were analysed separately using the SEO Site Checkup online tool, see: <https://seositecheckup.com/>

<sup>4</sup> Green optimisation was analysed separately using the Ecograder online tool, see: <https://ecograder.com/>

SDRF DIMENSION	CRITERIA	INDICATORS	METRICS	SCORE
		Web harvesting and archiving	All	Digital content archived... Entirely: 2 Partly: 1 No: -1 N/A: 0
	IPR	Copyright	All	IPR criterial met Entirely: 2 Partly: 1 No: -1 N/A: 0
		Disclaimer	All	
PROMOTION	Events	All	All	Digital content promoted via channel Yes: 2 No, but planned: 1 No: -1 N/A: 0
	Documents			
	Social media			
	Public media			

Table 2: scoring system

## 4. Results

### 4.1. Results across all projects

The following sections present the digital sustainability review results across all projects examined. The results are presented following the order and structure in Table 2. All figures express valid percent.

#### 1.4.1. CONTENT SUSTAINABILITY

Currency → Current status of project

Completed	97.6%
Active	2.4%
Total	100.0

Currency → Current status of digital object types

- Documents (e.g. text, spreadsheets, PowerPoint presentations)

Neither maintained in secure storage, nor publicly available	29.4%
Publicly available (e.g. on website) but not maintained in secure storage	32.4%
Maintained in secure storage	38.2%

- Images and Photographs (including graphics and logos)

Neither maintained in secure storage, nor publicly available	27.0%
Publicly available (e.g. on website) but not maintained in secure storage	35.1%
Maintained in secure storage	37.8%
Total	100.0%

- Audio and video materials

Neither maintained in secure storage, nor publicly available	28.1%
Publicly available (e.g. on website) but not maintained in secure storage	37.5%
Maintained in secure storage	34.4%
Total	100.0%

- 3D objects and models

Neither maintained in secure storage, nor publicly available	20.0
Publicly available (e.g. on website) but not maintained in secure storage	60.0
Maintained in secure storage	20.0
Total	100.0

- Website / Web pages

Neither maintained in secure storage, nor publicly available	3.1
Publicly available (e.g. on website) but not maintained in secure storage	87.5
Maintained in secure storage	9.4
Total	100.0

## Relevance → Project objectives

Neither available to the community nor documented by the project	9.5
Not publicly available to the community, but the project has recorded it	7.1
Publicly available to the community	83.3
Total	100.0

## Relevance → Project history / context

Neither available to the community nor documented by the project	33.3
Not publicly available to the community, but the project has recorded it	4.8
Publicly available to the community	61.9
Total	100.0



Relevance → The audience for which the digital content has been developed

Neither available to the community nor documented by the project	59.5
Publicly available to the community	40.5
Total	100.0

Relevance → The value that the digital content aims to provide to the community

Neither available to the community nor documented by the project	78.6
Not publicly available to the community, but the project has recorded it	2.4
Publicly available to the community	19.0
Total	100.0

Authority → Details of the organisation responsible for content development

Neither available to the community nor documented by the project	4.8
Not publicly available to the community, but the project has recorded it	4.8
Publicly available to the community	90.5
Total	100.0

**Authority → Information about the ownership of the digital content**

Neither available to the community nor documented by the project	61.9
Not publicly available to the community, but the project has recorded it	2.4
Publicly available to the community	35.7
<b>Total</b>	<b>100.0</b>

**Authority → Information about external stakeholders and partners that have been involved in its development and maintenance**

Neither available to the community nor documented by the project	31.0
Not publicly available to the community, but the project has recorded it	4.8
Publicly available to the community	64.3
<b>Total</b>	<b>100.0</b>

**Authority → Details of the source/body that has funded content development**

Neither available to the community nor documented by the project	7.1
Not publicly available to the community, but the project has recorded it	4.8
Publicly available to the community	88.1
<b>Total</b>	<b>100.0</b>

**Authority → Information about support for community members requiring assistance with the digital content**

Neither available to the community nor documented by the project	90.2
Publicly available to the community	9.8
Total	100.0

**Quality → Is the digital content produced by the project accessible to the community?**

No, and there are no plans to make the digital content available to the community	19.0
No, but the project is planning to make digital content available to the community in future	2.4
Yes, at a physical location	11.9
Yes, through a dedicated project website	54.8
Yes, via a digital repository or digital archive	11.9
Total	100.0

### 1.4.2. TECHNOLOGY

**Implementation and development → Does the project use open technologies for web-based digital outputs?**

No, only proprietary technologies used	20.6
Partly, a combination of open and proprietary technologies used	41.2
Entirely, only open technologies used	38.2
Total	100.0

Findability & Optimisation → **What is the SEO rating for web-based digital outputs?**

26-50%	10.0
51-75%	40.0
76-100%	50.0
Total	100.0

Findability & Optimisation → **What is the Green rating for web-based digital outputs?**

26-50%	43.3
51-75%	40.0
76-100%	16.7
Total	100.0

## 1.4.3. PRESERVATION

Ongoing support → **Has the project identified/secured financial support for the ongoing maintenance of digital content post end-of-project?**

No	19.0
No information available or the project hasn't considered this	66.7
Partly, some financial support	9.5
Entirely, full financial support	4.8
Total	100.0

Ongoing support → **Has the project identified/secured staff resources for ongoing support with digital content?**

No	16.7
No information available or the project hasn't considered this	66.7
Partly, some staff support	11.9
Entirely, full staff support	4.8
Total	100.0

**Best practice → Does the project provide metadata or other descriptive information for its digital outputs, so that the user community can understand, interpret and discover the content?**

No	42.9
No information available or the project hasn't considered this	21.4
Partly, metadata provided for some digital outputs	23.8
Entirely, metadata provided for all digital outputs	11.9
Total	100.0

**Best practice → Does the project use sustainable file formats for storing digital outputs?**

No	2.4
No information available or the project hasn't considered this	40.5
Partly, some digital outputs stored in sustainable file formats	28.6
Entirely, all digital outputs stored in sustainable file formats	28.6
Total	100.0

**Best practice → Is the project's digital content harvested and archived by a digital repository or archive?**

No	69.0
Partly, only some digital content archived	21.4
Entirely	9.5
Total	100.0

**IPR → Has the project defined legal, legislative, contractual and/or financial reasons for keeping digital outputs for the long-term?**

No	71.4
No information available or the project hasn't considered this	21.4
Partly defined	2.4
Fully defined	4.8
Total	100.0

**IPR → Does the project provide its user community with the terms and conditions (including copyright and licensing) that apply to access and use of the digital content?**

No	52.4
No information available or the project hasn't considered this	7.1
Partly defined	23.8
Fully defined	16.7
Total	100.0

#### 1.4.4. PROMOTION

**Public media: the project and its digital content have been publicised in public media, such as newspapers articles; television programmes; radio shows**

No	54.8
No information available or the project hasn't considered this	26.2
Yes	19.0
Total	100.0

**Academic press: the project and its digital content have been documented in academic publications, such as journals and conference papers/posters**

No	54.8
No information available or the project hasn't considered this	21.4
Yes	23.8
Total	100.0

**Social media: the project has a dedicated presence on social media, through which it promotes its activities and digital content**

No	45.2
No information available or the project hasn't considered this	4.8
Yes	50.0
Total	100.0

## 5. Digital Sustainability scores

A scoring card was generated for each of the reviewed projects. The individual results were then collated in a summary table (Table 3), which shows the total weighted sustainability score per project; and average sustainability scores per dimension (across all projects) – both expressed as percentages. For compliance with GDPR requirements, the names of the individual projects have been removed from the table.

Project	Score/100 per Dimension				Total Score % (weighted)
	Content	Technology	Preservation	Promotion	
Project 1	67	58	-17	25	33
Project 2	100	75	67	75	79
Project 3	85	0	17	63	41
Project 4	56	58	-17	50	37
Project 5	67	83	-8	-13	32
Project 6	55	58	-17	-13	21
Project 7	52	50	0	0	26
Project 8	68	33	17	-13	26
Project 9	93	58	-17	75	52
Project 10	76	50	0	25	38
Project 11	69	67	17	63	54
Project 12	59	50	8	25	36

Project	Score/100 per Dimension				Total Score % (weighted)
	Content	Technology	Preservation	Promotion	
Project 13	74	33	25	-13	30
Project 14	66	58	0	25	37
Project 15	70	75	33	25	51
Project 16	59	25	17	75	44
Project 17	59	42	0	-13	22
Project 18	67	67	33	25	48
Project 19	60	50	33	0	36
Project 20	69	50	-25	-50	11
Project 21	59	-17	17	25	21
Project 22	31	42	0	-13	15
Project 23	52	58	17	13	35
Project 24	52	50	-8	100	49
Project 25	79	33	25	100	59
Project 26	52	58	8	0	30
Project 27	28	-8	-25	-50	-14
Project 28	59	83	-8	0	34
Project 29	83	75	-8	25	44
Project 30	84	50	25	0	40
Project 31	19	58	-33	-13	8
Project 32	3	-17	0	-50	-16
Project 33	4	-50	-42	-13	-25



Project	Score/100 per Dimension				Total Score % (weighted)
	Content	Technology	Preservation	Promotion	
Project 34	-4	-50	-17	-50	-30
Project 35	22	-50	-25	-50	-26
Project 36	21	67	0	-50	10
Project 37	48	50	25	-50	18
Project 38	79	58	-33	-13	23
Project 39	70	75	-42	-13	23
Project 40	34	67	25	-50	19
Project 41	32	42	-33	-50	-2
<b>AVERAGE SCORES %</b>	<b>56</b>	<b>42</b>	<b>1</b>	<b>6</b>	<b>26</b>

Table 3: DIGITAL SUSTAINABILITY EVALUATION of HLF-funded projects – Summary Table

## Appendix I: Survey questions featured in the CDDA data excerpt

1. HLF Project Title

2. Organisation Name

3. Project web Site Address (if any)

4. Has your project created any digital materials? \* If NO please, do not complete the remainder of the form, but please submit it to us so that we can register your response.

Yes       No

5. Was it part of your application to HLF to create digital outputs?

Yes       No

If appropriate, please provide further details.

6. Please give a brief overview of the types of materials/digital assets your project has created.

	How many of each would you have? i.e. Fifty photos	What file format are they? If unsure, please leave blank
<b>Images</b> i.e. Digital photographs		
<b>Texts</b> i.e. Digital versions of printed text such as newspapers, articles, reports, or your project newsletters etc.		
<b>Documents</b> i.e. Digital versions of handwritten records such as War diaries, regimental records etc.		
<b>Data</b> i.e. Sets of statistical information such as numeric information in a spreadsheet		
<b>Audio/Voice recordings</b> i.e. Audio descriptions, ambient sounds, oral histories etc.		
<b>Film and Video recordings</b> i.e. Digital films/videos, captured as part of your work		
<b>Other</b> i.e. Any other electronic content not mentioned in this list		

**7. Can you tell us what type of digital outputs have been created from your project?**

	Yes	No
A website	<input type="checkbox"/>	<input type="checkbox"/>
The use of Social Media (e.g. Facebook, Twitter, Blogs, Instagram etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Film and/or Video presentations	<input type="checkbox"/>	<input type="checkbox"/>
Digital Maps (e.g. including Geographical Information Systems (GIS)	<input type="checkbox"/>	<input type="checkbox"/>
Publications (e.g. books, articles or project leaflets)	<input type="checkbox"/>	<input type="checkbox"/>

Any other outputs (please specify)

**8. Have you already archived any of your digital materials, and if so where?**

Examples might be the Imperial War Museum, the People Collection of Wales, The National Archives, The National Library of Scotland, and the National Library of Wales.

**9. Have you shared digitally any of your material?**

Examples might be the HistoryPin Centenary Hub, Lives of the First World War IWM, Europeana or on Social Media.

**10. Do you have any further comments?**

## Appendix II: SDRF-based survey for data analysis

# Digital Sustainability Evaluation Survey

This survey seeks to evaluate the digital sustainability of Community projects exploring WW1 heritage that have been funded the 'Living Legacies 1914-18' Engagement Centre. Our aim is to assess sustainability planning and implementation for digital outputs produced by your project. Your feedback will provide invaluable contribution to our understanding around the cultural value of digital investment in First World War materials; and help us make recommendations for support to projects developing and managing WW1-related content, based on the needs of your project.

Your answers will be treated as confidential and kept in secure storage (locked physical storage; password-protected devices and University user accounts) at all times. We will not share your details with any third parties, and will only use your answers for the purpose stated. Aggregate, anonymised results from the survey will be used in project reports and publications.

If you have any questions or would like further information about this work, please contact us:

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Thank you in advance for your time and contribution.



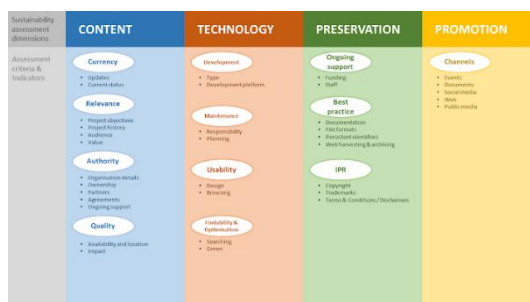
## Structure of this survey

To help us evaluate the digital sustainability of your project, we have developed a Framework that consists of 4 sustainability Dimensions. Each dimension is further stratified into Assessment Criteria, Indicators and Metrics. These build on existing work from a number of projects:

- The 'Toolkit for the Impact of Scholarly Resources' (TIDSR), by JISC & Oxford Internet Institute
- The 'Sustainability of Digital Outputs' for AHRC Resource Enhancement Projects
- The 'Sustainability Health Check Tool for Digital Content Projects', by ITHAKA S+R
- The 'Guidelines for sustainable online resources: Sustainability principles for ESRC-funded online resources', by ReStore
- The 'Sustainable Web Design' guidelines, developed by MightyBytes

This survey will ask you to evaluate your project against criteria for each of the four sustainability dimensions: Content, Technology, Preservation and Promotion. You can see an overview of the criteria for the sustainability dimensions below.

Depending on the size and scale of your project, it will take between 10-20 minutes to complete the survey. The majority of the questions require simple Yes/No or multiple-choice answers. Don't worry if you are not aware of the answer for some of the questions -- you will be given the opportunity to provide contact details of a colleague that we can contact for further details at the end of the survey.



Overview of the Sustainability Framework: Dimensions and Assessment criteria

## About your project

Please provide us with information about your project. We will not share these details with third parties, and your responses will be anonymised in all reports and publications.



**Which HLF-funded community project are your responses in this survey associated with?**

**What is the status of this project?**

- Completed and closed, no more work is being carried out
- Completed, but some work is still being carried out
- Active, the project is still running

## Digital Content Sustainability

In this section, you will be responding to criteria related to the DIGITAL CONTENT that the project has produced or is still producing. The criteria aim to assess whether the digital resources created by the project meet good practice for sustainability.

**In the table below, tick the boxes to indicate the types of digital content that the project has produced, and the current status for each type. (Choose all that apply)**

	Produced by the project	Active: currently maintained and updated	Archived: no longer updated but maintained in computer storage (e.g. on external hard drive)	Publicly available (e.g. user community can access this type via a website)
Documents (e.g. text, spreadsheets, PowerPoint presentations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Images and Photographs (including graphics and logos)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audio and video materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3D objects and models	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Website / Web pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Thinking about the project's digital content as a whole, is any of the following information available to the user community?**

	Yes, this information is available on a website	Yes, this information is available by visiting a physical location (e.g. in brochures distributed at your organisation)	No, this information is not available to the community but the project has recorded it (e.g. in reports that are not public)	No, this information is neither available to the community nor documented by the project
The objectives, which the digital content has been developed to address (e.g. the project digitised photographs for online publication, which the community would not be able to easily access otherwise)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The context within which the digital content has been created (e.g. information about the project's background, the gaps that it is meant to fill)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The audience for which the digital content has been developed (e.g. for researchers, the public, family of soldiers)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The value that the digital content aims to provide to the community (e.g. online access to rare photographs, opportunities for research)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Thinking about the team responsible for the project's digital content, is any of the following information available to the user community?**

	Yes, this information is available on a website	Yes, this information is available by visiting a physical location (e.g. in brochures distributed at your organisation)	No, this information is not available to the community but the project has recorded it (e.g. in reports that are not public)	No, this information is neither available to the community nor documented by the project
Details of the organisation responsible for its development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information about the ownership of the digital content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any external stakeholders and partners that have been involved in its development and maintenance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**(cont.)**

	Produced by the project	Active: currently maintained and updated	Archived: no longer updated but maintained in computer storage (e.g. on external hard drive)	Publicly available (e.g. user community can access this type via a website)
Details of the source/body that has funded its development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ongoing support for community members requiring assistance with the digital content (e.g. Contact details for someone to respond to user queries)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Is the digital content produced by the project accessible to the community?  
(Choose one)**

- Yes, through a dedicated project website
- Yes, via a digital repository or digital archive
- Yes, but not online (e.g. community members need to visit a physical location to access the digital content)
- No, but the project is planning to make digital content available to the community before its closure
- No, and there are no plans to make the digital content available to the community
- Other, please specify

## Technical Sustainability

In this section, you will be responding to criteria related to the TECHNOLOGY that the project has used to develop digital content. The criteria aim to assess whether the technology used by the project meets requirements for sustainability. If you don't know the answer to some of these questions, you can leave them blank and - if possible - provide a name for a contact person who is familiar with the project's technology use at the end of this survey.

**What kind(s) of digital storage media does the project currently use to store its digital content? (Choose all that apply)**

- Removable storage media (e.g. DVDs, Blue-Ray disks, USB memory sticks)
- Portable storage media (e.g. laptops, smartphones and tablets, external hard disk drives)
- Stand-alone computers (e.g. Desktop PCs and Apple Macs)
- Don't know
- Other, please specify

**Does the project keep backups of the storage media where digital content is stored?**

- Yes
- No
- Don't know
- Other, please specify

**Who is responsible for maintaining the technology used by the project for storing digital content? (Choose one)**

- A public organisation
- An academic institution
- A commercial company
- A repository or digital archive
- An individual person
- No responsibility has been assigned
- Other, please specify

**Has a plan been developed for ensuring ongoing maintenance for the project's technology? This can include backup schedules; checks for storage integrity and virus protection; access management for authorised users; protection against physical damage and environmental hazards. (Choose one)**

- Yes
- No
- Don't know
- Other, please specify

## Digital Preservation

In this section, you will be responding to criteria related to the actions undertaken by the project for maintaining its digital content for the long-term. The criteria aim to assess whether digital preservation requirements and practice have been considered and/or established. If you don't know the answer to some of these questions, you can leave them blank and - if possible - provide a name for a contact person who is familiar with the project's digital preservation planning and action at the end of this survey.

**Has the project identified and/or secured financial support for the ongoing maintenance of digital content post end-of-project?**

- Yes
- No
- Don't know



**Has the project identified and/or secured staff resources for ongoing support with digital content? (Either externally funded or as part of an organisation's operational budget)**

- Yes
- No
- Don't know
- Other, please specify

**Does the project provide metadata or other descriptive information for its digital content, so that the user community can understand, interpret and discover the content?**

- Yes
- No
- Don't know
- Other, please specify

### Sustainable file formats

For digital content to remain accessible in the long term, sustainable file formats should be used. The table below provides sustainable file formats for common digital content types.

To answer the next question, consult the table first then specify if the project uses sustainable file formats for the digital content it has developed.

Digital content type	Sustainable file formats
Text documents	<ul style="list-style-type: none"> <li>Open document Text Format (ODT)</li> <li>Portable Document Format/Archival (PDF/A-2)</li> </ul>
Photographs and graphics	<ul style="list-style-type: none"> <li>Portable Network Graphics (PNG)</li> <li>Tagged Image File Format (TIFF)</li> <li>JPEG 2000 (JP2)</li> </ul>
Vector graphics and illustrations	<ul style="list-style-type: none"> <li>Scalable Vector Graphics (SVG)</li> </ul>
Audio files	<ul style="list-style-type: none"> <li>Audio Interchange (AIFF)</li> <li>WAVEform Audio (WAV)</li> </ul>
Video files	<ul style="list-style-type: none"> <li>Motion JPEG 2000 (MJP2 or MJ2)</li> <li>MPEG-4</li> </ul>
Presentations and slides	<ul style="list-style-type: none"> <li>OpenDocument Presentation Format (ODP)</li> <li>Portable Document Format/Archival (PDF/A-2)</li> </ul>

**Looking at the table above, please specify below if the project uses any sustainable file formats for storing different digital content types.**

	Yes: the project stores this content type in a sustainable file format	Partly: the project stores some of this content type in a sustainable file format	No: the project doesn't use this file format for this content type	Not applicable: the project hasn't produced files of this content type
Text documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photographs and images	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graphics and illustrations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Audio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Video	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presentations and slides	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Is the project's digital content harvested and archived by a public web archive? (e.g. the Internet Archive)**

- Yes
- No
- Don't know
- Other, please specify

**Are there legal, legislative, contractual and/or financial reasons to keep the project's digital outputs for the long-term? (Choose all that apply)**

- Compliance with legal responsibilities, e.g. Freedom of Information
- Contractual terms and conditions of funding that require digital outputs to be maintained for a specified period of time or indefinitely
- Digital outputs of commercial value, or that are named in current projects or forthcoming project proposals
- Don't know
- Other, please specify

**Does the project provide its user community with the terms and conditions (including copyright and licensing) that apply to access and use of the digital content?**

- Yes
- No
- Don't know
- Other, please specify

## Promotion of Digital Content

In this last section, you will be responding to criteria related to activities that the project has undertaken to promote the digital content. The criteria are based on digital sustainability theories, which postulate that promotion activities raise community engagement with digital content and contribute to its sustainability through community-led initiatives.

**Thinking of the project’s promotional and audience engagement activities, please indicate if any of the following channels have been used.**

	Yes	No	Not yet, but it is planned to use this channel	Don't know
Events: the project and its digital content have been promoted at conferences, meetings, workshops etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public media: the project and its digital content have been publicised in public media, such as newspapers articles; television programmes; radio shows	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic press: the project and its digital content have been documented in academic publications, such as journals and conference papers/posters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social media: the project has a dedicated presence on social media, through which it promotes its activities and digital content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Feel free to provide details of the promotional channels that the project has used (e.g. links to social media; journal articles; press releases)**

## Promotion of Digital Content

**If you think that one of your colleagues would be better placed to answer some of the questions in this survey, please provide their contact details below:**

## Thank you

Thank you for completing the survey, we appreciate your time and valuable contribution to our work. By analysing your feedback, we will be able to study the requirements of Community projects exploring WW1 heritage for digital sustainability; and inform our understanding of areas where gaps and barriers exist in sustaining the Centenary's digital heritage, now and into the future.

If you would like to learn more about digital sustainability and how you can implement it in your FWW community commemoration activities and projects, we have prepared a set of recommendations and guidelines available under a Creative Commons Attribution-ShareAlike 4.0 International License.

You can access the document at: <http://eprints.gla.ac.uk/190714/>



## SAVING THE CENTENARY'S DIGITAL HERITAGE

### RECOMMENDATIONS FOR DIGITAL SUSTAINABILITY OF FWW COMMUNITY COMMEMORATION ACTIVITIES



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## Get in touch

For more information about the survey and our work, or for suggestions and questions, you can contact us:

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### Appendix III: Sample scoring card

DIMENSION	CRITERIA															Score /100	Weighted score		
CONTENT	Project Status	Types: Documents	Types: Images	Types: Audio & Video	Types: 3D	Types: Web	Relevance: Objectives	Relevance: Context	Relevance: Audience	Relevance: Value	Authority: Organisation details	Authority: Ownership	Authority: Partners	Authority: Funding details	Authority: Ongoing support	Content accessible? Project website			
	Undefined	Maintained (active/archived)	Maintained (active/archived)	Maintained (active/archived)	Maintained (active/archived)	Maintained (active/archived)	Available (online/physical)	Available (online/physical)	Available (online/physical)	Available (online/physical)	Available (online/physical)	Available (online/physical)	Available (online/physical)	Available (online/physical)	Available (online/physical)	Available (online/physical)	2	25%	
	0	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2		
	Max possible points: 31															<b>Sustainability score for Content: 30</b>		97	24
TECHNOLOGY	Open web tech used				SEO rating*				Green rating*				Digital content archived						
	Entirely				75-100%				75-100%				Entirely				25%		
	2				4				4				2						
	Max possible points: 12															<b>Sustainability score for Technology: 12</b>		100	25
PRESERVATION	Ongoing financial support (maintenance) secured			Ongoing financial support (staff) secured			Metadata for digital content produced			Sustainable file formats used			Legal, contractual and/or financial reasons for preservation defined		Terms and conditions (incl. copyright and licensing) for use defined				
	Yes			Yes			Yes			Yes			Yes		Yes			25%	

	2	2	2	2	2	2			
	Max possible points: 12						Sustainability score for Preservation: 12	100	25
PROMOTION	Digital content promoted at events		Digital content promoted via public media (TV, radio, newspapers etc.)		Digital content featured in academic press (journals, conference papers)		Digital content promoted via social media		
	Yes		Yes		Yes		Yes		
	2		2		2		2		
	Max possible points: 8						Sustainability score for Promotion: 8	100	25
TOTAL WEIGHTED SCORE:								99	