

Survey of CARL Libraries on Collecting and Preserving
Provincial/Territorial Government Electronic Publications

October 2004

Please return survey by November 5, 2004 to:

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Or by FAX or mail:

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Survey of CARL Libraries on Collecting and Preserving Provincial/Territorial Government Electronic Publications

Definitions of terms used in this survey:

Province: Unless otherwise indicated, the province or territory in which your library is located.

Government electronic publication: a government publication, monograph or serial, that is published electronically, i.e. 'born digital', on the web. It will be analogous to a print publication and may take the form of PDF file, HTML, spreadsheet, PowerPoint presentation, etc. Specifically excluded are dynamic databases (e.g. online directories), datasets, and cartographic material, unless otherwise indicated.

Contact information

1. The institution supplying this information: _____

2. Person supplying information for this survey:

Name: _____

Position: _____

Phone: _____

FAX: _____

Email: _____

Mailing address:

Print documents

3. Do you have a collection policy for printed provincial documents?

- Yes
- No
- In development

4. How do you acquire provincial documents in print formats? (Indicate all that apply)

- Depository agreement
- By request (i.e. letter, phone, etc.)
- Mailing list
- Other (please specify) _____

5. How much of your province's *current* print output do you acquire?

- 0%
- 0-25%
- 25-50%
- 50-75%
- 75-100%
- 100%

Linking to electronic publications on government websites

6. Do you have a policy for linking to government electronic publications on the web?

- Yes
- No
- In development

7. Do you link to electronic publications on government websites, excluding Library and Archives of Canada, legislative library, provincial archives, or other repositories? (What is intended here are links to individual, web-based publications on government websites, *not* to general government webpages, home pages, etc. Indicate all that apply)

- Via webpage (i.e. a webpage on your site linking to specific government electronic publications)
- Via online serials list
- Via catalogue record and 856 tag
- Other (please specify) _____

8.. Do you link to government electronic publications held by another library, *including* Library and Archives of Canada, provincial legislative library, provincial archives, other research libraries? (Indicate all that apply)

Via webpage (i.e. a webpage on your site linking to specific government electronic publications)

Via online serials list

Via catalogue record and 856 tag

Other (please specify) _____

9. If your answer to the previous question is affirmative, please indicate to which institutions' holdings you link:

10. Of provincial government electronic publications on the web, to what percentage do you link?

0%

0-25%

25-50%

50-75%

75-100%

100%

11. Types of materials to which you link (Indicate all that apply):

Legislative records

Estimates, public accounts, etc.

News releases, speeches

Annual reports

Online directories, databases, etc.

Other monographs

Other serials

Other (please specify) _____

Printing government electronic publications from the web

12. Do you have a policy for printing government electronic publications from the web?

- Yes
- No
- In development

13. Of *current* government electronic publications on the web, what percentage do you print out?

- 0%
- 0-25%
- 25-50%
- 50-75%
- 75-100%
- 100%

14. Criteria for printing out government electronic publications from the web (Indicate all that apply):

- Preservation and long-term access
- Length
- User convenience
- Topic, relevance to curriculum, etc.
- Format (PDF, HTML, etc.)
- Other (please specify) _____

15. Types of material you print out (Indicate all that apply):

- Legislative records
- Estimates, public accounts, etc.
- News releases, speeches
- Annual reports
- Other monographs
- Other serials
- Other (please specify) _____

Collecting government electronic publications from the web

What is meant here is downloading government electronic publications to your server and making them permanently available electronically to your users.

16. Do you have a policy for collecting government electronic publications from the web?

- Yes
- No
- In development

17. Of *current* government electronic publications on the web, what percentage do you collect?

- 0%
- 0-25%
- 25-50%
- 50-75%
- 75-100%
- 100%

18. Criteria for collecting government electronic publications from the web. (Indicate all that apply):

- Preservation and long-term access
- Length
- User convenience
- Topic, relevance to curriculum, etc.
- Format (PDF, HTML, etc.)
- Other (please specify) _____

19. Types of material you collect (Indicate all that apply):

- Legislative records
- Estimates, public accounts, etc.
- News releases, speeches
- Annual reports
- Other monographs
- Other serials
- Other (please specify) _____

20. Formats you collect (Indicate all that apply):

- PDF
- HTML
- Spreadsheet
- PowerPoint
- Other (please specify) _____

21. Do you provide MARC cataloguing with linking 856 tag for some or all of these materials?

- Yes
- No
- In development

22. Do you submit MARC catalogue records for these materials to the Library and Archives of Canada?

- Yes
- No
- In development

23. Do you utilize some other means for intellectual or bibliographic control? If so, please describe:

24. Please indicate any significant tools, software packages, etc. used in building and managing your collection of electronic publications:

25. Are government electronic publications in your collection accessible to external users (e.g. other CARL libraries), as well as to your own users?

- Yes
- No
- Not applicable

26. Please supply the names of any institutions (provincial or legislative library, provincial archive, etc.) you know in your province that are building *comprehensive* collections of government electronic publications? Are they legally mandated to do so, or is it on their own initiative?

27. There are no CARL institutions in Prince Edward Island or in any of the territories. Are you systematically collecting electronic publications from any of these jurisdictions?

28. Please supply any further information you think may be useful: