

NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE

**GOVERNMENT INFORMATION
PRODUCT ASSESSMENT QUESTIONNAIRE**

Directions: This form is to be completed *only* for products that are either already in electronic mediums or products that are to be migrated to electronic mediums. Do *not* complete this form for products that will remain in paper or microform mediums only. A product is defined as “a Government publication or other work of the United States Government conveyed in a tangible physical medium such as a book, CD-ROM, etc., or disseminated through an electronic Government information service and intended for public dissemination.” (See enclosed glossary for definitions of terms used throughout this questionnaire.) *Complete one questionnaire for each product. (Please note that a Website is not considered a product, although products might be on a Website.)*

A. GENERAL INFORMATION

- 1. Agency Name: _____
Sub-Unit: _____
- 2. Name of Product: _____
- 3. Brief Description of Product: _____

- 4. URL for Product Website: _____
 Check if no Website

B. CURRENT PRODUCT PROFILE

- 5. How is this product used by the end user? (*Check all that apply.*)
 - a. Information access and retrieval ¹
 - b. Data analysis (e.g., to support analysis by end user) ¹
 - c. Other (*specify*) _____ ¹

6. What types of data are contained within this product?

In **Column A**, indicate which type of data this product contains. (*Check all that apply.*)

In **Column B**, indicate the primary type of data contained in this product. For example, if you checked boxes for items b and f in column A, indicate which of the two is the primary type of data by placing a check in the appropriate box in column B.

Type of data	A. Type of data contained	B. Primary type of data
	(<i>Check all that apply</i>)	(<i>Check only one</i>)
a. Bibliographic data	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹
b. Graphical data (photos, charts, graphs, tables, drawings)	<input type="checkbox"/> ¹	<input type="checkbox"/> ²
c. Numerical data	<input type="checkbox"/> ¹	<input type="checkbox"/> ³
d. Sound	<input type="checkbox"/> ¹	<input type="checkbox"/> ⁴
e. Spatial data (maps, coordinate files)	<input type="checkbox"/> ¹	<input type="checkbox"/> ⁵
f. Textual data (books, serials, reports)	<input type="checkbox"/> ¹	<input type="checkbox"/> ⁶
g. Video	<input type="checkbox"/> ¹	<input type="checkbox"/> ⁷
h. Multimedia (sound, video, text, graphics)	<input type="checkbox"/> ¹	<input type="checkbox"/> ⁸
i. Other (<i>specify</i>)	<input type="checkbox"/> ¹	<input type="checkbox"/> ⁹

7a. In what mediums is this product publicly available?

In **Column A**, indicate which type of medium is used. (*Check all that apply.*)

In **Column B**, for each medium used, indicate whether there is a medium standard that is mandated by the agency, a common practice in the agency (although not mandated), other (i.e., not agency-mandated standard or common agency practice, but new and promising and beginning to be used, etc.), **OR** none of these.

In **Column C**, for each type of medium used, check **one** box to indicate the primary type used.

Medium	A. Type of mediums used	B. Standard— Is there...				C. Primary type of medium used (Check only one)
	(Check all that apply)	Agency-mandated standard	Common agency practice	Other	None	
		(Check one for each category)				
Pre-Electronic Mediums						
a. Paper.....	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ¹
b. Microform	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ²
c. Other (<i>specify</i>) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³
Electronic Mediums						
Magnetic Mediums						
d. Magnetic tape	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ⁴
e. Floppy diskette	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ⁵
f. Hard drive.....	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ⁶
g. Other (<i>specify</i>) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ⁷
Describe medium in more detail _____						
Optical Mediums						
h. CD-ROM.....	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ⁸
i. WORM (Write once, read many disk).....	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ⁹
j. DVD (digital video disk).....	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ¹⁰
k. Other (<i>specify</i>) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ¹¹
Describe medium in more detail _____						
Online Mediums						
l. Web	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ¹²
m. Gopher.....	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ¹³
n. Bulletin Board Systems	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ¹⁴
o. Other (<i>specify</i>) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ¹⁵
Describe medium in more detail _____						

7b. If you checked "Other" category in Question 7a, Column B, please explain. _____

8a. Which of the following types of formats does this product use?

In **Column A**, indicate which type of format is used. (*Check all that apply.*)

In **Column B**, for each format used, indicate whether there is a format standard that is mandated by the agency, a common practice in the agency although not mandated, other (i.e., not agency-mandated standard or common agency practice, but new and promising and beginning to be used, etc.), **OR** none of these.

In **Column C**, for each type of format used, check one box to indicate the primary type that is used **within each major category** (e.g., database, spreadsheet, word processing, etc.).

Format	A. Formats used?	B. Standard— Is there...				C. Primary type of format used (Check one in each category)
	(Check all that apply)	Agency-mandated standard	Common agency practice	Other	None	
(Check one for each category)						
Database						
a. Oracle	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ¹
b. Sybase	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ²
c. dBase	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³
d. WAIS	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ⁴
e. MARC	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ⁵
f. Other (specify) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ⁶
Spreadsheet						
a. Excel	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ¹
b. Lotus 1-2-3	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ²
c. Other (specify) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³
Tagged Markup						
a. HTML	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ¹
b. XML	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ²
c. SGML	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³
d. Other (specify) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ⁴
Image						
a. GIF	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ¹
b. JPEG	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ²
c. TIFF	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³
d. PDF	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ⁴
e. Other (specify) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ⁵
Audio						
a. WAV	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ¹
b. AU	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ²
c. AIFF	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³
d. Other (specify) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ⁴
Video						
a. MOV	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ¹
b. MPEG	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ²
c. AVI	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³
d. Other (specify) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ⁴
Text						
a. ASCII	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ¹
b. Rich Text Format	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ²
c. ANSI	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³
d. Other (specify) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ⁴

8a. (continued)

Format	A. Formats used?	B. Standard— Is there...				C. Primary type of format used (Check one in each category)
	(Check all that apply)	Agency-mandated standard	Common agency practice	Other	None	
<i>(Check one for each category)</i>						
<i>Word Processing</i>						
a. Word Perfect.....	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ¹
b. Microsoft Word	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ²
c. Other (<i>specify</i>) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ³
<i>Other (specify)</i> _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴	<input type="checkbox"/> ¹

8b. If you checked “Other” category in Question 8a, Column B, please explain.

9a. Is this product in an online medium?
 Yes..... (Continue with question 9b) No..... (Skip to question 10a)

9b. Which of the following online approaches are used?

In **Column A**, indicate which type of approach is used. (*Check all that apply.*)

In **Column B**, if the approach is used, indicate whether it is mandated by the agency, a common practice in the agency although not mandated, other (i.e., not agency-mandated standard or common agency practice, but new and promising and beginning to be used, etc.), **OR** none of these.

Online approaches	A. Type of on-line tool used	B. Standard— Is there...			
	<i>(Check all that apply)</i>	Agency-mandated standard	Common agency practice	Other	None
		<i>(Check one for each category)</i>			
<i>User Interfaces Supported</i>					
a. Netscape (<i>specify version</i>) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴
b. Internet Explorer (<i>specify version</i>) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴
c. Telnet.....	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴
d. FTP.....	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴
e. Nongraphical/dial-up shell	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴
f. Other (<i>specify</i>) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴
<i>Web Design Approaches</i>					
a. Basic HTML only (<i>specify version</i>) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴
b. Tables	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴
c. Frames	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴
d. CGI Scripts.....	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴
e. Use of Javascript.....	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴
f. Use of Java Applets.....	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴
g. XML.....	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴
h. Other (<i>specify</i>) _____	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴
<i>Bulletin Board Systems (BBS)</i>					
a. Graphical interface/browser.....	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹	<input type="checkbox"/> ²	<input type="checkbox"/> ³	<input type="checkbox"/> ⁴

9c. If you checked “Other” category in Question 9b, Column B, please explain.

Searchability of Product

10a. Please indicate whether this product is... (Check all that apply.)

- a. Included as part of a full-text searchable database with no fielding ¹
- b. Indexed by full-text and field ¹
- c. Available as “view only” — non-searchable..... ¹
- d. Other (specify) _____ ¹

10b. This product is officially hosted by... (Check all that apply.) (Host refers to the primary site where the public can find the product.)

- a. Your agency ¹
- b. Another agency (specify)_____ ¹
- c. Contractor..... ¹
- d. Educational institution..... ¹
- e. Other (specify) _____ ¹

Retrievability

11. This product and any associated software... (Check all that apply.)

- a. Can be downloaded, saved, and is not subject to any restrictions on use or re-use by the end user ¹
- b. Cannot be downloaded, saved, and/or re-used because it is part of a database and does not exist as a distinct product ¹
- c. Cannot be downloaded, saved, and/or re-used because it requires proprietary software that is not freely distributable ¹
- d. Other (specify) _____ ¹

C. PLANNED PRODUCT PROFILE (This next section refers to future plans for the product.)

Type(s) of Data - Future Plans

12a. Are there any plans to discontinue publication of this product?

Yes..... ¹ (Continue with question 12b) No..... ² (Skip to question 13a)

12b. If yes, please explain. _____ (Skip to Section D.)

13a. What kind of data will this product contain? If product contains more than one type of data, respond for all data types. (Check one.)

- Retain existing type(s) of data, no changes planned..... ¹ (Skip to question 14a)
- Retain existing type(s) of data and add items of one or more new types of data (specify) _____ ² (Continue with question 13b)
- Discontinue one or more types (specify) _____ ³ (Continue with question 13b)
- Change to new type(s) of data (specify) _____ ⁴ (Continue with question 13b)

13b. Change(s) will occur in the: (Check all that apply.)

- Short term: within 1 year or less..... ¹
- Medium term: within 2 to 5 years ¹
- No changes indicated ¹ (Skip to question 14a)

If you checked *both* “short term” and “medium term” in question 13b, continue with question 13c. Otherwise, skip to question 13d.

13c. If you have short-term and medium-term plans, how are your short-term plans different from your medium-term plans? For example... (Check all that apply.)

Short-term plans call for one type of data, but medium-term plans call for a different type of data.
 (specify) _____ ¹

In the medium term there are plans to combine resources to create a new version of a product using a different type of data that may be different from short-term plans.
 (specify) _____ ¹

Other (specify) _____ ¹

13d. Do you have any long-term plans (6 or more years) for changing this product to new types of data?

Yes..... ¹ (Continue with question 13e) No..... ² (Skip to question 14a)

13e. If yes, please describe them here.

Medium - Future Plans

14a. What kind of medium(s) will this product use? If product is delivered in more than one medium, respond for all mediums. (Check one.)

Retain existing medium(s), no changes planned ¹ (Skip to question 15a)

Retain existing medium(s) and add items of one or more new types of mediums
 (specify) _____ ² (Continue with question 14b)

Discontinue one or more types (specify) _____ ³ (Continue with question 14b)

Change to new type(s) of medium
 (specify) _____ ⁴ (Continue with question 14b)

No agency-mandated medium applies..... ⁵ (Continue with question 14b)

14b. Change(s) will occur in the: (Check all that apply.)

Short term: within 1 year or less..... ¹

Medium term: within 2 to 5 years ¹

No changes indicated ¹ (Skip to question 15a)

If you checked both “short term” and “medium term” in question 14b, continue with question 14c. Otherwise, skip to question 14d.

14c. If you have short-term and medium-term plans, how are your short-term plans different than your medium-term plans? For example... (Check all that apply.)

Short-term plans call for one type of medium, but the medium-term plans call for a different type of medium. (specify) _____ ¹

In the medium term there are plans to combine resources to create a new version of a product in a medium that may be different from short-term plans. (specify) _____ ¹

Other (specify) _____ ¹

14d. Do you have any long-term plans (6 or more years) for changing mediums for this product?

Yes..... ¹ (Continue with question 14e)

No..... ² (Skip to question 15a)

14e. If yes, please describe them here.

Format - Future Plans

15a. What kind of format(s) will this product contain? If the product uses more than one format, respond for all formats. (Check one.)

Same as existing format(s), no changes planned ¹ (Skip to question 16a)

Retain existing format(s) and add one or more new format types (specify) _____ ² (Continue with question 15b)

Change to new format type(s) (specify) _____ ³ (Continue with question 15b)

Discontinue one or more types (specify) _____ ⁴ (Continue with question 15b)

No agency-mandated format applies ⁵ (Skip to with question 16a)

15b. Change(s) will occur in the: (Check all that apply.)

Short term: within 1 year or less..... ¹

Medium term: within 2 to 5 years ¹

No changes indicated ¹ (Skip to question 16a)

If you checked both “short term” and “medium term” in question 15b, continue with question 15c. Otherwise, skip to question 15d.

15c. If you have short-term and medium-term plans, how are your short-term plans different from your medium-term plans? For example... (Check all that apply.)

Short-term plans call for one kind of format, but the medium-term plans call for a different type of format. (specify) _____ ¹

In the medium term there are plans to combine resources to create a new version of a product using a different format that may be different from short-term plans. (specify) _____ ¹

Other (specify) _____ ¹

15d. Do you have any long-term plans (6 or more years) for changing formats for this product?

Yes..... ¹ (Continue with question 15e) No..... ² (Skip to question 16a)

15e. If yes, please describe them here.

D. OTHER INFORMATION

Metadata

16a. Is there a metadata record for this product (e.g., GILS, MARC)?

Yes..... ¹ (Continue with question 16b) No..... ² (Skip to question 17a)

16b. If yes, please specify _____

Permanent Access

17a. Permanent public access to this product is currently provided by: (Check all that apply)

Your agency..... ¹ (Continue to question 17b)
Another agency (specify) _____ ¹ (Continue to question 17b)
Other (specify) _____ ¹ (Continue to question 17b)
No permanent public access provided..... ¹ (Skip to question 17c)

17b. How is permanent public access provided? (specify) _____
_____ (Go to question 18a)

17c. Are there plans to provide permanent public access in the future for this product?

Yes..... ¹ No..... ²

Permanent Retention

18a. Is this product scheduled for permanent retention by the National Archives and Records Administration?

Yes..... ¹ (Continue with question 18b) No..... ² (Skip to question 19a)

18b. What is the planned retention period for this product? (specify) _____

Ensuring Authenticity

- 19a. Does the agency ensure authenticity (official status determination) for this product?
 Yes..... ¹ (Continue with question 19b) No..... ² (Skip to question 20)
- 19b. How does the agency attest to authenticity? (specify) _____

Updating/Upgrading Plans

20. How frequently is this product updated or refreshed? (Check one.)
 Daily ¹
 Weekly..... ²
 Monthly ³
 Annually ⁴
 Other (specify) _____ ⁵
- 21a. Are there plans for changing the product’s supporting technology?
 Yes..... ¹ (Continue with question 21b) No..... ² (Skip to question 22a)
- 21b. If yes, specify _____

User Fees

- 22a. Is a user fee charged for this product? (Check one.)
 Yes, for all users ¹ (Continue with question 22b)
 Yes, for some users..... ² (Continue with question 22b)
 No ³ (Skip to question 23a)
- 22b. If yes, explain and specify amount of fees. _____

Licensing

- 23a. Has the agency licensed commercial search and retrieval software for use with this product?
 Yes..... ¹ (Continue with question 23b) No..... ² (Skip to question 24a)
- 23b. Specify the software vendor and product name. _____
- 23c. Does the agency’s license cover use by... (Check all that apply.)
- a. Agency personnel..... ¹
 - b. Agency’s primary target constituencies..... ¹
 - c. Federal Depository Libraries..... ¹
 - d. All libraries..... ¹
 - e. Public users ¹
 - f. Other _____ ¹

Public Domain

24a. Is this product in the public domain? *(Check one.)*

- Yes, for the entire product..... ¹ *(Continue with question 25)*
- Yes, for part of product..... ² *(Continue with question 24b)*
- No ³ *(Skip to question 24c)*

24b. If yes for part of product, please explain. _____

24c. If no, has the agency entered into an arrangement with the private sector that would limit use of this information?
(Please briefly explain the arrangement.)

E. COMMENTS

25. If you wish to comment on matters that you believe are not otherwise adequately covered in this survey, do so here.

26. **Key person completing this form.**

Contact Name: _____

Title: _____

Telephone: _____ Fax: _____

E-Mail: _____

Other person(s) providing responses to questions or assistance in completing this form.

27. Contact Name: _____

Title: _____

Telephone: _____ Fax: _____

E-Mail: _____

28. Contact Name: _____

Title: _____

Telephone: _____ Fax: _____

E-Mail: _____

THANK YOU. PLEASE RETURN THIS SURVEY TO:

**DENISE GLOVER
WESTAT, ROOM TA2064
1650 RESEARCH BOULEVARD
ROCKVILLE, MD 20850
FAX: 301-517-4134
PHONE: 301-251-2269
gloverd1@westat.com**

FOR QUESTIONS ABOUT COMPLETING THE SURVEY, CONTACT DENISE GLOVER.

PLEASE KEEP A COPY OF THIS SURVEY FOR YOUR RECORDS.