

## Content Producer Interview Questionnaire

### Notes to Interviewer

The purpose of this interview is to explore the issues information publishers or content producers have regarding web archives. Start the interview by (a) creating a comfortable atmosphere in which the person feels valued for their participation and (b) establishing the context for the discussion.

#### Opening

“When a library creates a web archive it is important to ensure that agreements are in place with web publishers or content providers. The purpose of this discussion is to elicit your needs and thoughts regarding web archives of your materials created by a third party, such as a university library.”

Topic 1. Materials

1. Describe the central focus of the web materials you own or publish?

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2. What types of materials are included?

Journals & Periodicals	
Books, Brochures	
Databases	
Newspapers	
Videos	
Audio files	
Image files	
Technical & Research Reports	
Proceedings of Meetings & Symposia	
Doctoral Dissertations & Master's Theses	
Government Records or Documents	
Unpublished Work & Publications of Limited Circulation	

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3. How much of the data or materials you own or publish consists of:

	0%	= 25%	=50%	=75%	100%
Password protected files					
Encrypted files					
Forms for collecting data					
Pages programmatically generated with no database					
Pages programmatically generated using data from a database					
Pages customized using personal information about the visitor					

Topic 2. Digital Archives

4. Describe your experience with digital archive providers.

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5. Would databases be included in the materials you might provide to a web archive?

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6. At what frequency would the materials you might provide to a web archive change?

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7. What do you think should trigger a recapture of this data or materials that change over time?

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Topic 3. Access to Materials

8. What type(s) of access apply to the materials you own?

a. Publicly available

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b. Access restrictions exist

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c. Fair use guidelines applicable

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9. If access restrictions exist, how are they currently enforced and monitored?

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10. What authentication mechanisms would you require of a web archive provider:

a. To harvest your materials?

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b. For end user access to your materials?

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Topic 4. Authenticity of Archived Materials

11. When websites are archived, hyperlinks between archived materials are preserved within the archive. How do you expect other links (e.g., email links and links outside of the archived web pages) to be handled?

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12. If forms are used within your website and you do not provide the necessary data for completing requests issued via these forms, how do you expect the forms to be handled within the archive?

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13. If an archive provider does not include parts of a web page or certain material formats in an archive consisting of materials you provided, would you consider the authenticity of the source material compromised?

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14. Would it concern you if an archived web page was altered or tagged in some way to alert end users to a modification of the source material for the following reasons?

- a. Removal of an object that is linked into a web page

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- b. Deactivation of an email or hyperlink because it links outside of the archive

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- c. Are there other situations you can think of where modification of the source materials and alerting the end users to that modification is acceptable?

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The Web at Risk: Needs Assessment tool kit

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15. How would this type of alteration or tagging compromise the authenticity of the materials you provided?

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16. What concerns would you have if an archived web page were altered to include additional metadata?

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Topic 5. Intellectual Property of Archived Materials

17. How confident are you that your organization possesses control of the intellectual property included in all of the materials that you might make available to a web archive?

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18. How do you address copyright permission for embedded content in web pages, for example, images or audio files?

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19. What concerns do you have regarding copyright permission for reformatting and migration of materials in the web archive?

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20. What intellectual property rights for the archived materials are you willing to cede to the archiving institution?

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Topic 6. Agreements with Archive Providers

21. How do you think reformatting and migration issues should be addressed in agreements?

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22. How should agreements address deselection (i.e., selective removal of archived objects over time)?

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23. How should the following issues be addressed in agreements between content producers (information producers or publishers) and web archive providers?

a. Specifications of the data (materials) to be archived

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b. Minimum metadata to be provided with the data (e.g., description of structure and meaning of data sets)

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c. Data delivery specifications: protocols, verification procedures

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d. Support and maintenance

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e. Copyright and intellectual property

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Closing

24. From your perspective as an information provider, what is your primary concern about web archives?

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