Directed Questionnaire of
Record-keeping Practices of Photographers using Digital Technology

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1. Which best describes the context in which you make photographs?
   a. artistic
   b. scientific
   c. government

2. Which best describes your current photographic practice in the digital environment?
   a. Hybrid (i.e., I use a mixture of analog and digital technology, such as a film camera image scanned into a computer and manipulated before being printed)
   b. Completely digital (i.e., I use a digital camera or digital scanning device, computer program manipulation, digital printing and/or digital display)

3. What format do you most often use to capture digital images in your digital camera?
   a. RAW
   b. TIFF
   c. JPEG
   d. Format depends upon image
   e. Other (please explain)

4. Which of the following digital image file formats do you produce?
(check all that apply)
   a. GIF   (Graphics Interchange Format)
   b. JPEG (Joint Photographers Experts Group)
   c. JPEG 2000
   d. PNG (Portable Network Graphics)
   e. SPIFF (Still Picture Interchange File Format)
   f. TIFF   (Tagged Image File Format)
   g. Other (please explain)

5. Are you concerned with TIFF version compatibility in the future? (ie., TIFF 5.0 conversion to TIFF 6.0)
   a. yes
   b. no
   c. I do not understand the question
   d. Other (please explain)

6. Is the digital imaging software you use primarily:
   a. off-the-shelf commercial software
   b. made for you
   c. made by you
   d. not applicable (please explain)

7. Do you implement or maintain version control over your digital image files especially when more than one person is working on the same file? (check all that apply)
   a. Yes, I apply file-naming conventions (e.g., including a version in the file name, such as or imagename.draft.1 or creation date and version, such as imagename.date.version)
   b. Yes, I keep file logs (e.g., a written log, in either a digital format such as an excel spreadsheet or an analog format such as a journal)
   c. No, I do not maintain version control.
   d. Other (please describe)

8. Which digital image file do you consider to be the original?
   a. The camera image file on the memory card before being downloaded onto a personal computer.
   b. The scanned image file before importing into another software program.
   c. The first file saved by the software program.
   d. The final file saved after completing manipulations and alterations before printing.
   e. The first digital print made.

9. Which of the following methods do you use to maintain quality control over the digital image capture process? (check all that apply)
    a. established procedures
    b. spot checks on digital image files
    c. recording of operation settings (equipment calibration)
    d. error checking software
    e. none of the above
    f. other (please explain)

10. Do you produce digital images with collaborators?
    a. Yes
    b. No

11. Do you keep any of the draft digital image files you create during the working process?
    a. yes
    b. no

12. If yes, why do you keep these working files? (check all that apply)
    a. to help ensure access, the files can be re-located or re-used by someone else
    b. as a form of notation, to reveal the way in which a digital image was compiled and manipulated at different stages in its creation
    c. to protect intellectual property rights
    d. as evidence of routine work procedures
    e. other (please explain)

13. Do you move any of your digital images into long-term storage?
    a. always
    b. sometimes
    c. never

14. Which of the following influence your choice of methods and/or procedures you use to save your digital image files for the long term? (check all that apply)
    a. my own knowledge about long-term digital image preservation
    b. the recommendations of other colleagues
    c. the preservation guidelines or standards mandated by the institution in which I work
    d. requirements stated by an art gallery or third party that represents my artistic work
    e. other (please describe)

15. When in your working process do you consider long-term storage formats? (check all that apply)
    a. At the planning stage of the project
    b. At each stage of the working process
    c. After the project is completed
    d. I do not consider long-term storage formats

16. Which of the following activities does your digital image preservation method typically address or affect? (check all that apply)
    a. choice of capture hardware (i.e., camera make or type, scanner make or type, computer make or type)
    b. choice of software (i.e., software program attributes)
    c. choice of file naming practices (i.e., naming originals and drafts in a manner that can link them to each other at a later date)
    d. choice of file formats (i.e., choosing the TIFF format for storage)
    e. choice of storage medium(i.e., choosing to store images on external drives, CD, and/or keeping preservation copies in a safe off-site location)
    f. I do not address digital image preservation

17. If you do save your digital image files for long-term storage, in which of the following file formats are they saved?
    a. GIF   (Graphics Interchange Format)
    b. PNG   (Portable Network Graphics)
    c. JPEG (Joint Photographers Experts Group)
    d. JPEG 2000
    e. SPIFF   (Still Picture Interchange File Format)
    f. TIFF   (Tagged Image File Format)
    g. Other (please explain)

18. Is your choice of file format for long-term storage influenced by compression considerations?
    a. yes
    b. no

19. Have you lost digital image files that you considered valuable, through software or hardware obsolescence?
    a. yes
    b. no

20. Do you take measures to protect your digital image files from becoming obsolete or outdated and irretrievable?
    a. yes
    b. no

21. If yes, which of the following measures do you take? (check all that apply)
    a. I refresh the media storage formats that I use
    b. I update digital image files whenever new software or hardware is implemented
    c. I back up digital image files on another physical medium (i.e., saving files from a drive onto CD)
    d. I create analog film versions of the digital image file, such as slides
    e. I print the digital image file
    f. other (please describe)

22. Is it important to you that your images can be proven to be yours?
    a. yes
    b. no

23. Is it important to you that your images are accurately displayed and properly credited to you?
    a. yes
    b. no

24. When you send images to others do you protect your digital images from being manipulated or copied?
    a. yes
    b. no

25. If yes, which of the following methods do you use to protect your digital images? (check all that apply)
    a. digital watermarks
    b. encryption (computer algorithms that rearrange the data bits into digital signals in order to prevent reading by unauthorized users)
    c. metadata (structured data about data)
    d. printed copies kept for comparison to digital files
    e. copyright registration of images
    f. other (please explain)

26. Do you make your digital images available via a web page?
   a. yes
   b. no

27. If so, how do you manage access to your digital images? (check all that apply)
   a. I use a database I created to manage all my images.
   b. I use a vendor management package that manages access to my images for me.
   c. I store information in the header of the digital file itself.
   d. other (please explain)

28. What information do you record about your digital images? (check all that apply)
   a. information describing the image itself to allow access and retrieval
   b. information about who created the images, when and where they were taken, and why
   c. information about the technical relationships between files, such as software or hardware dependencies
   d. information about hierarchical relationships, such as an image forming part of a series, or a detail from a larger image
   e. information about usage restrictions and access
   f. other (please describe)

29. Do you apply security measures to protect your digital image files from access and accidental destruction?
   a. yes
   b. no

30. If yes, which of the following security measures do you use? (check all that apply)
   a. My digital image files are stored online on a network and password protected
   b. My digital image files are stored on a personal computer and password protected
   c. I have made one or more read-only, offline copies of my digital image files
   d. I have stored offline copies of my digital image files in an on-site location
   e. I have stored offline copies of my digital image files in an off-site location
   f. Other (please explain)

31. Are you aware of the standards and guidelines promoted by the following institutions regarding information management and preservation? (check all that apply)
   a. BSI (British Standards Institution)
   b. CDWA (Categories for the Description of Works of Art)
   c. ISO (International Organization for Standardization)
   d. NISO (U.S. National Information Standards Organization)
   e. Object ID
   f. RLG (Research Libraries Group's Preservation Metadata Elements
   g. No, I am not aware of any.

32. Would you follow a standard for digital image creation and file maintenance to ensure the longevity of your digital images if it was applicable to your practice and made available to you?
   a. yes
   b. no

33. Please add anything further that you think might be useful for us to know about your digital photographic practice.

34. dissemination question