

NJVid Needs Assessment on Collections

Judy Jeng, Ph. D.
Digital Library Evaluation Consultant
(201) 200-2372
Fax: (201) 200-2330
jjeng@njcu.edu
<http://web.njcu.edu/sites/faculty/jjeng>

June 9, 2008

INTRODUCTION AND ACKNOWLEDGMENTS

A Web-based survey was conducted February/March 2008 with 13 alpha-implementers of the NJVid project. This report includes two sections: Section One is a summary and Section Two contains detailed information from each institution. The survey participants are listed in Appendix A.

The questionnaire was designed by Judy Jeng, Grace Agnew, and Sandra Miller. Many colleagues in the NJVid project offered suggestions and critics and are very much appreciated.

TABLE OF CONTENTS

Introduction and Acknowledgments	2
Section I. Summary	4
Section II. Findings by Institutions	15
American Labor Museum	
Atlantic Cape Community College	
Georgian Court University	
Middlesex County College	
Montclair State University	
New Jersey Digital Library	
Passaic Valley Regional High School	
Rutgers University	
Rutgers University Archives	
University of Medicine and Dentistry of New Jersey	
William Paterson University	
Appendix A. Participants in Collections Survey	29

Section I. Summary

Commercial Videos

1. 83% (10 participants) currently purchased VHS format of commercial videos. 92% (11) participants purchased DVD format.
2. 31% (4 participants) currently offer commercial streaming collections to users. 62% (8 participants) are interested but have concerns about technology and costs. 8% (1 participant) has no interest.
3. Among those interested in offering commercial streaming collections, 57% (8) are likely to offer via NJVid.

Comments:

- The University of Medicine and Dentistry of New Jersey seems to be moving in the direction of supporting local repository and distribution. Library currently has its own server with a limited collection. Other licensed collections come directly from the vendor, eliminating the storage and support issue.
 - The New Jersey Digital Highway is not interested because: “With very few exceptions, NJDH collections are open and freely available to the public, so we have no plans to acquire/serve commercial materials.”
4. In terms of technical limitations, 30% (3) said “users are unfamiliar with digital video playback,” 50% (5) said “user computers are not able to playback the videos,” and 70% (7) said “organization or campus does not have sufficient bandwidth to stream the videos.”

Additional comments are:

- Atlantic Cape Community College: copyright issues with streaming video for online classes
 - Passaic Valley Regional High School: We presently have 4 megs of Internet bandwidth. We have found that we can view a very limited number of streaming video on our network.
 - Middlesex County College: We are currently using FMG at 300kb/s over the internet and have not had any problems with that. We would like to be able to offer the option of streaming FMG learning objects at the higher rate of 1.2Mb/s, for example for classroom presentations, but do not have the sufficient Internet bandwidth to support this. By testing this using NJVid over the NJEDge.net Intranet rather than the Internet, we should be able to see if there are any internal bandwidth issues at this higher streaming rate or not.
5. 33% (4 participants) said their users are most likely to take advantage of the NJVid collection. 8% (1) said most unlikely.

Passaic Valley Regional High School offered a comment: "Assuming we can overcome the bandwidth restrictions, and/or download the video at night. Presently teachers are downloading video at home."

6. Regarding the number of titles to purchase or license from commercial vendors, 17% (2) said 1-49, 17% (2) said 50-100, 17% (2) said more than 200, and 50% (6) said not sure.
7. Policies that affect delivery and access of commercial streaming videos:
 - University of Medicine and Dentistry of New Jersey: Surf control clamps down on the viewing of videos as they are a drag on the network. Special arrangements would need to be made to identify items from a "trusted source."
 - Atlantic Cape Community College: None at present.
 - Passaic Valley Regional High School: As a high school, I think we none other than our required content filtering on the network.
 - Georgian Court University: No policy, per se. General tendency to consider Blackboard as the portal for all delivery of classroom electronic resources.
 - Middlesex County College: Commercial streaming video is already supported using FMG on Demand.
 - William Paterson University: Security/firewall issues possibly.
8. Training and preparation needed:
 - American Labor Museum: Introduction to the technology and beginning user training.
 - University of Medicine and Dentistry of New Jersey: IT and Library staff would need orientation to support users, faculty would need training in access, etc.
 - Atlantic Cape Community College: ACCC maintains an excellent Instructional Technology department to train and assist faculty.
 - Passaic Valley Regional High School: How to access and use the content in their classroom.
 - Georgian Court University: Training to familiarize faculty with NJVid.
 - Middlesex County College: We already provide support and training to faculty using FMG on Demand.
 - William Paterson University: Little, the IRT staff and Librarians will be able to provide training to our community.
9. Equipment currently used:
 - University of Medicine and Dentistry of New Jersey: There are smaller, individual servers supporting local collections, but the University has plans to upgrade and centralize this service.
 - Atlantic Cape Community College: Intra-campus network video server.

- Passaic Valley Regional High School: We have budgeted for a video server for the 2008-2009 school year.
- Georgian Court University: Streaming video server; inadequate bandwidth, no user interface.
- Middlesex County College: We are currently running the service directly from the FMG on Demand servers. We do have a Helix Universal Server and have downloaded FMG files but have not implemented local streaming for those files due to some technical issues with Helix, DRM and FMG bandwidth selection.
- William Paterson University: We own a Windows video server.

10. Regarding lifecycle duration for commercial streaming videos, 50% (5) are looking for permanent digital performance rights, 0 is looking for licensed rights for 1+ years, and 50% (5) are looking for both.

Comments:

- University of Medicine and Dentistry of New Jersey: Commercial materials would require period review, historical locally-owned materials could stay on the system indefinitely.
- Passaic Valley Regional High School: Costs and useful life would dictate our choice.

11. All participants would like to represent commercial streaming videos in their media or library catalogs.

Comments received are:

- University of Medicine and Dentistry of New Jersey said “Some yes, some no.”
- Passaic Valley Regional High School: United Streaming services and the ability to search their site is all we have at the present time.
- Georgian Court University: Currently, all commercial streaming video is represented in library catalog.
- Middlesex County College: We already have implemented links to our Library catalogue and to our FMG On demand web page using Easy proxy to maintain copyright protection and limit use to our faculty and students.

12. Regarding personnel currently have to support commercial streaming videos, 67% (6) have cataloger to create descriptive records, 78% (7) have IT staff to address authentication, networking, and computer playback issues, and 78% (7) have instructional technologist.

Locally Owned Videos

13. 73% (8) said they are currently offering locally owned videos, 27% (3) are not.

Additional comments are:

- Atlantic Cape Community College: Currently, video streaming is limited, both by copyright and bandwidth issues, to on campus access only.
- Rutgers University: We have a great deal of archival moving image material and sound recordings in several of the special libraries at Rutgers, notably, Special Collections and University Archives, the Institute of Jazz Studies, and some rare moving image material (film) located at the Media Library. It is not available to the public because of viewing problems (format obsolescence), equipment shortage, preservation concerns, and issues with identification. All, relatively common problems with archival moving image material held in archival repositories throughout the world.
- New Jersey Digital Highway: A small number of video objects supporting NJ history interests are available in NJDH. Ultimately intend to share with NJVid & use its streaming services.

14. 20% (2) have locally owned videos in digital format, 20% (2) has in analog format, and 60% (6) have both.

15. Circulation policy for locally-owned videos:

33% (3) make those available for in-house use only, 22% (2) circulate with booking or reservation, and 44% (4) circulate locally-owned videos no different from commercially purchased DVD and VHS titles.

16. Do you have broadcast, public performance, or web distribution rights issues for locally-owned videos?

- University of Medicine and Dentistry of New Jersey: For some we have rights, for many others, no.
- Atlantic Cape Community College: No
- Rutgers Archives: Yes
- New Jersey Digital Highway: “Yes. For inclusion in the NJDH collection, we typically require video owners (or presenters being taped live) to sign a Copyright Permission Form that allows us to edit, duplicate, distribute, reproduce, reformat, translate in any manner, without payment of fees, in perpetuity. This does not, however, constitute a transfer of copyright ownership.”
- Passaic Valley Regional High School: “Students under the age of 18.”
- Georgian Court University: “Probably.”
- Middlesex County College: “Not sure may vary depending on titles.”
- William Paterson University: “for some we do.”

17. 36% (4) responded that their users are mostly likely to take advantage of NJVid locally-owned video collection.

Comments are:

- University of Medicine and Dentistry of New Jersey: Would depend on whether or not they are required for coursework.

- Rutgers University: Archival moving image material is currently not cataloged but we have a preliminary inventory for SC/UA material from the University Archives. Since we cannot identify some of it, and because of playback issues much of it is unavailable. Due to appraisal issues it is unclear how much of it would be of value to users and if they would take advantage of the collection.
- New Jersey Digital Highway: The NJDH collection is largely text and images; video constitutes a very small portion overall. However, our goal is to provide access to all NJ history information, regardless of format, so we will continue to build out the video collection, in coordination with the NJVid initiative. Re question 20 below - currently 1-25, but ultimately limitless.
- Georgian Court University: Most content is outdated.

18. 66% (6) responded they are interested in sharing 1-25 videos in the NJVid Commons, 11% said 26-50 titles, 22% (2) said 76 or plus videos.

19. In terms of themes of those videos to share in the NJVid Commons, 63% (5) are about local campus/organization events information, 75% (6) are about New Jersey history or culture, 38% (3) are about oral histories with NJ citizens/newsmakers, and 25% (2) are independent film or media productions.

Additional comments are:

- University of Medicine and Dentistry of New Jersey: Health care materials suitable for the public.
- Atlantic Cape Community College: Commercially available videos which support the curriculum.
- Rutgers University: Some national organizations and individuals.
- New Jersey Digital Highway: NJ environmental information.
- Georgian Court University: Tai chi demonstration by faculty.
- Middlesex County College: Educational videos.

20. Issues with digitizing locally owned videos:

Lack equipment: 80% (4)

Lack staff expertise: 40% (2)

Collection security issues with shipping videos to Rutgers for encoding: 40% (2)

Others:

- University of Medicine and Dentistry of New Jersey: Issue is not whether or not there is staff or the equipment needed, but the time involved and the question of who would bear the cost; the author, the school or the department. IT staff would not do this work without cost recovery.
- Atlantic Cape Community College: Copyright issues involved with transmitting commercial video content.
- Rutgers University: condition of moving image material; may be non-transferrable; identification for appraisal

- Passaic Valley Regional High School: we make our own video available to Google

21. Technical limitations for users:

Users are unfamiliar with digital video playback	38% (3)
User computers are not able to playback the videos	38% (3)
Organization or campus does not have sufficient bandwidth to stream the videos	75% (6)

Comment from New Jersey Digital Highway: As a statewide cultural heritage collections consortium, NJDH represents organizations with vastly varying technological capabilities. The response to this question anticipates the worst-case scenario, which is not a-typical in our experience to date.

22. Policies that affect delivery and access:

- University of Medicine and Dentistry of New Jersey: Surf control clamps down on the viewing of streaming videos as they are a drag on the network. Special arrangements would need to be made to identify items from a "trusted source."
- Atlantic Cape Community College: Unknown.
- New Jersey Digital Highway: Our copyright policies for NJDH are all that come to mind as in issue for consideration. However, we anticipate that that NJDH and NJVid will be able to easily harmonize their policies.
- Passaic Valley Regional High School: Firewall and content filtering
- Middlesex County College: Not sure may vary depending on titles.
- William Paterson University: Possibly security or firewall issues

23. Training and preparation needed:

- University of Medicine and Dentistry of New Jersey: IT and Library staff would need orientation to support users, faculty would need training in access, etc.
- Atlantic Cape Community College: Unknown
- Rutgers University: Where do I start? staff, staff, staff. first, a full preservation evaluation of the film and video. we have begun a basic inventory. second, determine what moving image material is the most IMPORTANT and useful for users: this may mean that we need to be concerned with film: therefore we will need the means to view and transfer film to digital files as well as video. possible purchase of viewing equipment (U-Matic machine, telecine machine, reel-to-reel video machine) which is also necessary to input the analog signals into the Matrox Video encoder. training to use playback equipment, staff to do inventory and cataloging, and time to make appraisal decisions of which, of hundreds of moving image materials, are appropriate for placement in NJVid. Not all are created equal. Some footage is not valuable from the perspective of being of use to the widest variety of users.
- Passaic Valley Regional High School: Basic to advanced so we can turnkey to other staff members

- Georgian Court University: IT personnel need to understand and support NJVid
- Middlesex County College: None, our IRT staff and librarians will be able to train our users.
- William Paterson University: None, our IRT staff and librarians will be able to train our users.

24. Equipment currently have to support this usage:

- University of Medicine and Dentistry of New Jersey: Do not know if there are video encoders, but IT staff will not do the work without compensation. Operation is on a cost-recovery basis.
- Atlantic Cape Community College: Video server.
- Rutgers University: Matrox Video encoder Some playback equipment that is not in good repair (or will possibly fail) that includes: Elmo Projector with Built-In camera, RTI viewing machine, RUTV has Betacam capabilities but that is currently used for production and may not be able to be shared; one possible working U-Matic machine; laser disc deck; dvd recorder; VHS player.
- New Jersey Digital Highway: At Rutgers Newark, we have a high-end video encoder
- Passaic Valley Regional High School: Computers and video editing software
- Georgian Court University: Digital video encoders (VHS to DVD)
- Middlesex County College: Helix Streaming Server
- William Paterson University: We are able to encode and provide MPEG 2 and ftp to our server.

25. Personnel currently have to support this collection:

- Cataloger, to create descriptive records 75% (6)
- IT staff, to address authentication, networking, and computer playback issues 88% (7)
- IT staff, to support encoding and uploading videos to the NJVid Commons 63% (5)
- Instructional Technologist 63% (5)

Comments:

- University of Medicine and Dentistry of New Jersey: Not certain of access to encoders nor staff to do the work.
- Rutgers University: We have some people who are trained in the Matrox Video encoder and general video standards. We have marginal staff to actually assess, preserve, and handle archival moving image material. Please note: these are not dedicated staff to this type of collection, only.
- Passaic Valley Regional High School: Media department 2 people and myself, Director of Ed tech

- Middlesex County College: Encoding and uploading from digital sources is currently support by Media Services staff

26. If you have something such as classroom/lecture capture, how do you do it? What format do you create it in?

- University of Medicine and Dentistry of New Jersey: The University has 8 schools; two use Echo 360 (formerly known as Apreso), three use Mediasite; other software used include Camtasia and Audacoty. Material is loaded either locally on a Windows Media server for one school, uploaded to iTunes for two other schools.
- Rutgers University: This is not a centralized process. There are several departments in the University, not represented by this group who do some lecture capture on a case by case (hire) basis. I believe RUL Media Services and RUTV. This, I think, falls under "lectures on demand"
- Passaic Valley Regional High School: Just digital video cameras, and smartboard software
- Middlesex County College: Video taping in a analogue and digital formats
- William Paterson University: We currently have Tegrity.

27. Lifecycle duration:

20% (2) expressed they want to review videos for currency and remove as needed

30% (3) expressed Videos can remain in the NJVid Commons in perpetuity

50% (5) had no opinion

Rutgers U. Archivist further commented: “any archival moving image material selected for this process is selected for its value by the University Archives and as a permanent university record, would be maintained in perpetuity.”

28. 88% (7) participants expressed interests to represent locally owned videos in their library catalogs, 13% (1) said No. Middlesex County College said maybe for selected videos.

Lectures on Demand

29. 18% (2) currently offers this type of collection and all in digital format.
82% (9) do not.

Comments:

- University of Medicine and Dentistry of New Jersey: Yes, in five of the schools, but not through the Library.
- Passaic Valley Regional High School: I am in the process of developing one for MSU.

30. 38% (3) expressed most likely or likely that their users will take advantage of this collection.

Comments are:

- New Jersey Digital Highway: This section of the survey is not well-suited to response from NJDH owing to our wide-ranging membership in the consortium.
- Georgian Court University: Distance learning and online instruction are priorities.

31. 75% (3) estimated that 1-5 faculty will want to upload lectures on demand to NJVid. 25% (1) said 6-10 faculty members will.

32. In terms of technical limitations,

- 43% (3) said users are unfamiliar with digital video playback
- 43% (3) said user computers are not able to playback the videos
- 43% (3) said organization or campus does not have sufficient bandwidth to stream the videos
- 43% (3) are lack of video recording and production equipment
- 57% (4) are lack of smart classrooms for enabling capture and playback
- 43% (3) are lack of knowledge/staff for recording lectures
- 86% (6) expressed faculty unfamiliar or uncomfortable with recording lectures

Further comments are:

- University of Medicine and Dentistry of New Jersey: Currently, the lectures are downloaded and played locally on the user's machine. This gets around the bandwidth issue, to some extent.
- Rutgers University: copyright and rights issues; appraisal issues: who decides what gets recorded?
- Passaic Valley Regional High School: Depending on the class, in a high school you are sometimes subject to student discipline issues.

33. The policies in place that might affect delivery and access of this type of this videos are:

- University of Medicine and Dentistry of New Jersey: Surf control issues mentioned earlier.
- Rutgers University: university copyright policy
- Passaic Valley Regional High School: None that I am aware of except getting the permission of the teachers and students involved.

34. Training and preparation needed:

- University of Medicine and Dentistry of New Jersey: IT, library and other support staff training.
- Passaic Valley Regional High School: basic video production skills.
- Georgian Court University: Instructional methods for video lectures

35. Personnel currently have to support this type of collection:
- University of Medicine and Dentistry of New Jersey: Instructional technologists, IT staff, etc..
 - Passaic Valley Regional High School: Media Department
 - Georgian Court University: Instructional technologist
36. Equipment currently have to support this collection:
- University of Medicine and Dentistry of New Jersey: Apreso (Echo 360) and Mediasite workstations.
 - Atlantic Cape Community College: None.
 - Passaic Valley Regional High School: video cameras and editing stations
 - Georgian Court University: video capture equipment; streaming server
 - William Paterson University: Tegrity
37. If you have something such as classroom/lecture capture, how do you do it? What formats do you create your video in?
- University of Medicine and Dentistry of New Jersey: Two of the 8 schools use Echo 360 (previously Apreso), three use Mediasite. Other software used include Camtasia and Audacity.
 - Atlantic Cape Community College: Process is very primitive. IT staff records lectures using consumer video recording equipment in AVI and MOV formats.
 - Georgian Court University: Windows Media
38. Lifecycle for this type of collection:
- 33% (2) said 6 months to 1 year past the end of the course session
67% (4) retained as long as the course is offered in the curriculum

A comment from University of Medicine and Dentistry of New Jersey: Material is left up for those students with extensions to complete their work or making up coursework.

39. Representation in course management system, media catalog, library reserve module, or NJVid:
- 83% (5) chose course management system
33% (2) chose media catalog
67% (4) chose NJVid

Others

40. Order of importance:
1. Locally owned videos
 2. Commercial videos
 3. Lectures on demand

1. Internet connectivity:

13% (1) has ISDN or frame relay (56 to 384Kb/s)

13% (1) has T1 Connection (1.5 Mb/s)

75% (6) has connection faster than 10Mb/s

Additional comments are:

- New Jersey Digital Highway: This refers to Rutgers, site of the NJDH repository. The NJDH members have varying connectivity scenarios.
- Passaic Valley Regional High School: “DS 3 ATM line. Right now we are using 4 Megs of a 10 meg circuit.”

SECTION II: FINDINGS BY INSTITUTIONS

American Labor Museum

Commercial Videos:

Both VHS and DVD formats are purchased.

Plan for commercial streaming collections: Interested, but have concerns about technology and costs.

Technical limitation: Organization or campus does not have sufficient bandwidth to stream the videos.

We are likely to purchase or license 1-49 titles from commercial vendors.

Training needs: Introduction to the technology and beginning user training.

We are looking for both types of lifecycle duration (permanent digital performance rights and licensed rights for 1+ years).

We will represent this collection in our media or library catalog.

Locally Owned Videos:

We currently offer this type of collection in analog form and they do circulate with booking or reservation. The themes are: New Jersey history and culture, and Oral histories with NJ citizens/newsmakers.

We are interested in sharing with NJVid Commons 1-25 videos.

Digitization issues: Lack equipment (encoder, computer, server, etc.) to digitize locally owned videos, and Lack staff expertise to encode and transmit locally owned videos.

Lectures on Demand:

We are not offering this type of collection.

Importance to my institution:

1. Locally owned videos
2. Commercial videos

Internet Connectivity:

ISDN or frame relay (56 to 384Kb/s)

Atlantic Cape Community College

We received two responses from ACCC.

Commercial Videos:

We currently purchase commercial videos in VHS format.

Plan for commercial streaming collections: Interested, but have concerns about technology and costs.

Technical limitations: Organization or campus does not have sufficient bandwidth to stream the videos, and copyright issues with streaming video for online classes.

We are not sure how many titles to purchase or license from commercial vendors.
We currently do not have policy that might affect delivery and access of videos of this type.

Training needs: ACCC maintains an excellent Instructional Technology department to train and assist faculty.

Current equipment: Intra-campus network video server.

Life cycle duration: Permanent digital performance rights.

We will represent this collection in our media or library catalog.

Current personnel: IT staff, to address authentication, networking, and computer playback issues and Instructional Technologist.

Locally Owned Videos:

Currently, video streaming is limited, both by copyright and bandwidth issues, to on campus access only. They are for in-house use only. The theme is: Commercially available videos, which support the curriculum.

We are interested in sharing with NJVid Commons 76+ videos.

Digitization issue: Copyright issues involved with transmitting commercial video content.

Technical limitation: Organization or campus does not have sufficient bandwidth to stream the videos.

Current equipment: Video server.

Current personnel to support this type of collection: IT staff, to address authentication, networking, and computer playback issues; IT staff, to support encoding and uploading videos to the NJVid Commons; and Instructional Technologist.

We will represent this collection in our media or library catalog.

Lectures on Demand:

We are not offering this type of collection.

Technical limitations: Organization or campus does not have sufficient bandwidth to stream the videos, Lack of video recording and production equipment, Lack of smart classrooms for enabling capture and playback, Lack of knowledge/staff for recording lectures, Faculty unfamiliar or uncomfortable with recording lectures.

We currently do not have any equipment to support this collection.

The process of classroom capture is very primitive. IT staff records lectures using consumer video recording equipment in AVI and MOV formats.

Lifecycle duration: As long as the course is offered in the curriculum.

We will present this collection in course management system, media catalog, and My NJVid.

Importance to my institution:

1. Commercial videos
1. Locally owned videos
3. Lectures on demand

Internet Connectivity:

Our connection is faster than 10Mb/s

Georgian Court University

Commercial Videos:

We have both VHS and DVD format.

Technical limitation: Organization or campus does not have sufficient bandwidth to stream the videos.

We are likely to purchase 50-100 videos from commercial vendors.

Policy that might affect delivery and access: No policy, per se. General tendency to consider Blackboard as the portal for all delivery of classroom electronic resources.

Training and preparation needed: Training to familiarize faculty with NJVid.

Current equipment: Streaming video server; inadequate bandwidth, no user interface.

Lifecycle duration: Both permanent digital performance rights and licensed rights.

Currently, all commercial streaming video is represented in library catalog.

Current personnel: Cataloger, to create descriptive records; IT staff, to address authentication, networking, and computer playback issues.

Locally Owned Videos:

We currently offer this type of collection in both formats. Most content is outdated.

We are interested in sharing 1-25 videos in the NJVid Commons.

The collection covers Local campus/organization events information, New Jersey history and culture, and Tai chi demonstration by faculty.

Technical limitation: Organization or campus does not have sufficient bandwidth to stream the videos.

Training and preparation needed: IT personnel need to understand and support NJVid.

Current equipment: Digital video encoders (VHS to DVD).

Current personnel to support this collection: Cataloger, to create descriptive records; IT staff, to address authentication, networking, and computer playback issues; and IT staff, to support encoding and uploading videos to the NJVid Commons.

All videos represented in catalog.

Lectures on Demand:

We are not currently offering this type of collection.

Distance learning and online instruction are priorities.

We estimate 6-10 faculty would upload lectures on demand to NJVid.

Technical limitations: Users are unfamiliar with digital video playback, User computers are not able to playback the videos, Lack of knowledge/staff for recording lectures, Faculty unfamiliar or uncomfortable with recording lectures.

Training and preparation needed: Instructional methods for video lectures.

Current personnel: Instructional technologist (position currently vacant).

Current equipment: video capture equipment; streaming server.

We use Windows Media for classroom capture.

Lifestyle duration: As long as the course is offered in the curriculum.

We will represent this collection in Course Management System and My NJVid.

Importance Ranking:

1. Locally Owned Videos
2. Commercial Videos
3. Lectures-on-Demand

Middlesex County College**Commercial Videos:**

We currently have both VHS and DVD formats.

We are currently using FMG at 300kb/s over the internet and have not had any problems with that. We would like to be able to offer the option of streaming FMG learning objects at the higher rate of 1.2Mb/s, for example for classroom presentations, but do not have the sufficient Internet bandwidth to support this. By testing this using NJVid over the NJEDge.net Intranet rather than the Internet, we should be able to see if there are any internal bandwidth issues at this higher streaming rate or not.

We are likely to purchase or license more than 200 videos from commercial vendors.

We are currently running the service directly from the FMG on Demand servers. We do have a Helix Universal Server and have downloaded FMG files but have not implemented local streaming for those files due to some technical issues with Helix, DRM and FMG bandwidth selection.

Lifecycle duration: Permanent digital performance rights.

We already have implemented links to our library catalogue and to our FMG on demand web page using Easy proxy to maintain copyright protection and limit use to our faculty and students.

Current personnel: Cataloger, to create descriptive records; IT staff, to address authentication, networking, and computer playback issues; Instructional Technologist.

Locally Owned Videos:

We are currently offering this type of collection in both digital and analog formats.

This collection circulates with booking or reservation system.

We are interested in 1-25 videos in sharing in the NJVid Commons, covering Local campus/organization events information and Educational Videos.

Digitization limitation: Lack equipment (encoder, computer, server, etc.) to digitize locally owned videos.

Current equipment: Helix Streaming Server.

Current personnel: Cataloger, to create descriptive records; IT staff, to address authentication, networking, and computer playback issues; Instructional Technologist. Encoding and uploading from digital sources is currently support by Media Services staff.

Classroom/lecture capture: Video taping in a analogue and digital formats.

We may represent some videos in our catalog.

Lectures on Demand:

We currently are not offering this type of collection.

Importance Ranking:

1. Lectures-on-Demand
2. Locally Owned Videos
3. Commercial Videos

Internet Connectivity:

Our connection is faster than 10Mb/s.

Montclair State University

We received two responses from this institution.

Commercial Videos:

We currently purchase DVD format.

Plan for commercial streaming collections: Interested, but have concerns about technology and costs.

Technical limitations: Users are unfamiliar with digital video playback and user computers are not able to playback the videos.

Lifecycle duration: Permanent digital performance rights.

We will represent this collection in our media or library catalog.

Personnel currently have to support: Cataloger to create descriptive records; IT staff to address authentication, networking, and computer playback issues; Instructional Technologist.

Locally Owned Videos:

One response indicated MSU does not offer locally owned videos while the other said yes and is in analog form.

Circulation policy: No different from commercially purchased DVD and VHS titles.

Technical limitation: Users are unfamiliar with digital video playback.

Personnel currently have to support this collection: Cataloger to create descriptive records; Instructional Technologist.

Lifecycle duration: Videos can remain in the NJVid Commons in perpetuity.

We will represent this collection in our media or library catalog.

Lectures on Demand:

We are not offering this type of collection.

Technical limitation: Faculty unfamiliar or uncomfortable with recording lectures.

Lifecycle duration: 6 months - 1 year past the end of the course session.

We will represent this collection in My NJVid.

Importance to my institution:

1. Lectures on demand
2. Locally owned videos
3. Commercial videos

Internet Connectivity:

Our connection is faster than 10Mb/s

New Jersey Digital Highway**Commercial Videos:**

No interest. With very few exceptions, NJDH collections are open and freely available to the public, so we have no plans to acquire/serve commercial materials.

Locally Owned Videos:

A small number of video objects supporting NJ history interests are available in NJDH. Ultimately intend to share with NJVid & use its streaming services.

We currently offer digital format.

For inclusion in the NJDH collection, we typically require video owners (or presenters being taped live) to sign a Copyright Permission Form that allows us to edit, duplicate, distribute, reproduce, reformat, translate in any manner, without payment of fees, in perpetuity. This does not, however, constitute a transfer of copyright ownership.

The NJDH collection is largely text and images; video constitutes a very small portion overall. However, our goal is to provide access to all NJ history information, regardless of format, so we will continue to build out the video collection, in coordination with the NJVid initiative. Re question 20 below - currently 1-25, but ultimately limitless.

We are interested in sharing 1-25 videos in the NJVid Commons, covering local campus/organization events information, New Jersey history and culture, oral histories with NJ citizens/newsmakers, and NJ environmental information.

Digitization issue: Collection security issues with shipping videos to Rutgers for encoding.

Technical issues: Users are unfamiliar with digital video playback, User computers are not able to playback the videos, Organization or campus does not have sufficient bandwidth to stream the videos. As a statewide cultural heritage collections consortium, NJDH represents organizations with vastly varying technological capabilities. The response to this question anticipates the worst-case scenario, which is not a-typical in our experience to date.

Our copyright policies for NJDH are all that come to mind as in issue for consideration. However, we anticipate that that NJDH and NJVid will be able to easily harmonize their policies.

We have high-end video encoder.

Personnel currently have to support this collection: Cataloger, to create descriptive records; IT staff, to address authentication, networking, and computer playback issues; and IT staff, to support encoding and uploading videos to the NJVid Commons.

Lifecycle duration: Videos can remain in the NJVid Commons in perpetuity.

Lectures on Demand:

We are currently not offering this type of collection.

Importance Ranking:

1. Locally Owned Videos
2. Lectures-on-Demand
3. Commercial Videos

Internet Connectivity:

Our connection is faster than 10Mb/s. This refers to Rutgers, site of the NJDH repository. The NJDH members have varying connectivity scenarios.

Passaic Valley Regional High School**Commercial Videos:**

We have both VHS and DVD formats.

We are interested in commercial streaming collections, but have concerns about technology and costs.

Technical limitation: We presently have 4 megs of Internet bandwidth. We have found that we can view a very limited number of streaming video on our network.

Assuming we can overcome the bandwidth restrictions, and/or download the video at night. Presently teachers are downloading video at home.

We are likely to purchase 1-49 videos.

Training and preparation needed: How to access and use the content in their classroom.

Current equipment: We have budgeted for a video server for the 2008-2009 school year.

Lifecycle duration: Costs and useful life would dictate our choice.

We currently have United Streaming services and the ability to search their site in our catalog.

Personnel currently have to support this collection: Instructional Technologist.

Locally Owned Videos:

We are currently not offering this type of collection in digital format and all are in-house use only.

We have broadcast, public performance, or web distribution issues for students under the age of 18.

We are interested in sharing 1-25 videos in the NJVid Commons.

Themes covered are Independent film or media productions.

We make our own video available to Google.

Technical limitation: Organization or campus does not have sufficient bandwidth to stream the videos.

Policy on campus that might affect delivery and access: Firewall and content filtering.

Training and preparation needed: Basic to advanced so we can turnkey to other staff members.

Current equipment: Computers and video editing software.

Current personnel: Media department 2 people and myself, Director of Ed tech.

We will represent in our catalog.

Lectures on Demand:

I am in the process of developing one for MSU in digital format
We estimate we will have 1-5 faculty would want to upload lectures on demand to NJVid.

Technical limitations: Users are unfamiliar with digital video playback, Organization or campus does not have sufficient bandwidth to stream the videos, Lack of video recording and production equipment, Lack of smart classrooms for enabling capture and playback, Lack of knowledge/staff for recording lectures, Faculty unfamiliar or uncomfortable with recording lectures, Depending on the class, in a high school you are sometimes subject to student discipline issues.

Policy that might affect delivery and access: None that I am aware of except getting the permission of the teachers and students involved.

Training and preparation needed: basic video production skills.

Current personnel support this collection: Media Department.

Current equipment: video cameras and editing stations.

Current lifecycle duration: As long as the course is offered in the curriculum.

We will represent this collection in Course Management System, Media Catalog, and My NJVid.

Importance Ranking:

1. Locally Owned Videos
2. Commercial Videos
3. Lectures-on-Demand

Internet Connectivity:

DS 3 ATM line. Right now we are using 4 Megs of a 10 meg circuit.

Rutgers University**Commercial Videos:**

We have both VHS and DVD formats.

We are interested in commercial streaming collections, but have concerns about technology and costs.

Technical limitations: User computers are not able to playback the videos, and organization or campus does not have sufficient bandwidth to stream the videos.

Lifecycle duration: Permanent digital performance rights.

We will represent the collection in our catalog.

Locally Owned Videos:

We are currently not offering this type of collection.

Lectures on Demand:

We are currently not offering this type of collection.

Importance Ranking:

Commercial Videos

Rutgers University Archives

Commercial Videos:

In rare occasions we purchase videos relevant to Rutgers and NJ subjects.

Technical limitations: Users are unfamiliar with digital video playback and User computers are not able to playback the videos.

We are looking for both types of lifecycle duration (permanent digital performance rights and licensed rights for 1+ years).

We will represent this collection in our media or library catalog.

Locally Owned Videos:

We have a great deal of archival moving image material and sound recordings in several of the special libraries at Rutgers, notably, Special Collections and University Archives, the Institute of Jazz Studies, and some rare moving image material (film) located at the Media Library. It is not available to the public because of viewing problems (format obsolescence), equipment shortage, preservation concerns, and issues with identification. All, relatively common problems with archival moving image material held in archival repositories throughout the world.

In both digital and analog format.

Available for in-house use only.

Yes, we have broadcast, public performance, or web distribution rights issues.

Archival moving image material is currently not cataloged but we have a preliminary inventory for SC/UA material from the University Archives. Since we cannot identify some of it, and because of playback issues much of it is unavailable. Due to appraisal issues it is unclear how much of it would be of value to users and if they would take advantage of the collection.

We are interested in sharing 76+ videos in the NJVid Commons.

Themes of this collection are: Local campus/organization events information, New Jersey history and culture, and some national organizations and individuals.

Digitization issues: Lack equipment (encoder, computer, server, etc.) to digitize locally owned videos, Lack staff expertise to encode and transmit locally owned videos, Collection security issues with shipping videos to Rutgers for encoding, Condition of moving image material, May be non-transferrable, and Identification for appraisal.

Technical limitations: Users are unfamiliar with digital video playback, User computers are not able to playback the videos, and Organization or campus does not have sufficient bandwidth to stream the videos.

Training needs: where do I start? staff, staff, staff. first, a full preservation evaluation of the film and video. we have begun a basic inventory. second, determine what moving image material is the most IMPORTANT and useful for users: this may mean that we need to be concerned with film: therefore we will need the means to view and transfer film to digital files as well as video. possible purchase of viewing equipment (U-Matic machine, telecine machine, reel-to-reel video machine) which is also necessary to input the analog signals into the Matrox Video encoder. training to use

playback equipment, staff to do inventory and cataloging, and time to make appraisal decisions of which, of hundreds of moving image materials, are appropriate for placement in NJVid. Not all are created equal. Some footage is not valuable from the perspective of being of use to the widest variety of users.

Current equipment: Matrox Video encoder. Some playback equipment that is not in good repair (or will possibly fail) that includes: Elmo Projector with Built-In camera, RTI viewing machine, RUTV has Betacam capabilities but that is currently used for production and may not be able to be shared; one possible working U-Matic machine; laser disc deck; dvd recorder; VHS player.

Current personnel: IT staff, to address authentication, networking, and computer playback issues. We have some people who are trained in the Matrox Video encoder and general video standards. We have marginal staff to actually assess, preserve, and handle archival moving image material. Please note: these are not dedicated staff to this type of collection, only.

Classroom/lecture capture: This is not a centralized process. There are several departments in the University, not represented by this group who do some lecture capture on a case by case (hire) basis. I believe RUL Media Services and RUTV. This, I think, falls under "lectures on demand".

Lifecycle duration: Videos can remain in the NJVid Commons in perpetuity. Any archival moving image material selected for this process is selected for its value by the University Archives and as a permanent university record, would be maintained in perpetuity.

We will represent this collection in our media or library catalog.

Lectures on Demand:

We are not offering this type of collection.

Technical limitations: Users are unfamiliar with digital video playback, User computers are not able to playback the videos, Lack of video recording and production equipment, Lack of smart classrooms for enabling capture and playback, Faculty unfamiliar or uncomfortable with recording lectures, Copyright and rights issues, Appraisal issues, Who decides what gets recorded?

We have university copyright policy that might affect delivery and access of this collection.

Importance to my institution:

1. Commercial videos
2. Locally owned videos
3. Lectures on demand

Internet Connectivity:

T1 Connection (1.5 Mb/s)

University of Medicine and Dentistry of New Jersey

Commercial Videos:

Both VHS and DVD formats are purchased.

Currently is offering commercial streaming collections to users.

The University seems to be moving in the direction of supporting local repository and distribution. Library currently has its own server with a limited collection. Other licensed collections come directly from the vendor, eliminating the storage and support issue.

Technical limitations for users: Organization or campus does not have sufficient bandwidth to stream the videos.

We are likely to purchase or license 50-100 titles from commercial vendors.

Policies on campus that might affect delivery and access of commercial videos: Surf control clamps down on the viewing of videos as they are a drag on the network.

Special arrangements would need to be made to identify items from a "trusted source."

Training needed: IT and Library staff would need orientation to support users, faculty would need training in access, etc.

Current equipment: There are smaller, individual servers supporting local collections, but the University has plans to upgrade and centralize this service.

We are looking for both types of lifecycle duration (permanent digital performance rights and licensed rights for 1+ years). Commercial materials would require period review, historical locally-owned materials could stay on the system indefinitely.

We represent some of those titles in our media or library catalog.

The personnel that we currently have to support commercial videos: cataloger, IT staff, and instructional technologist.

Locally Owned Videos:

We currently offer this type of collection in both analog and digital formats. Their circulation policies are not different from purchased VHS or DVD titles. For some of these, we have broadcast, public performance, or web distribution rights issues.

How likely users take advantage of this collection depends on whether or not they are required for coursework.

We are interested in sharing 26-50 videos in the NJVid Commons.

Themes covered: New Jersey history and culture, health care materials.

Issues with digitizing locally owned videos: Lack equipment. Issue is not whether or not there is staff or the equipment needed, but the time involved and the question of who would bear the cost; the author, the school or the department. IT staff would not do this work without cost recovery.

Technical limitations for users: Organization or campus does not have sufficient bandwidth to stream the videos.

Current policy that might affect delivery and access of video of this type: Surf control clamps down on the viewing of streaming videos as they are a drag on the network. Special arrangements would need to be made to identify items from a "trusted source."

Training and preparation needed: IT and Library staff would need orientation to support users, faculty would need training in access, etc.

Current equipment: Do not know if there are video encoders, but IT staff will not do the work without compensation. Operation is on a cost-recovery basis.

We currently have cataloger and IT staff to support this type of collection. Not certain of access to encoders nor staff to do the work.

The University has 8 schools; two use Echo 360 (formerly known as Apreso), three use Mediasite; other software used include Camtasia and Audacity. Material is loaded either locally on a Windows Media server for one school, uploaded to iTunes for two other schools.

Lifecycle duration for this type of collection: Want to review videos for currency and remove as needed.

Do not want to represent this type of collection in media or library catalog.

Lectures on Demand:

We currently offer this type of collections in 5 of our school, but not through the library. They are in digital format. We estimate 1-5 faculty will want to upload lectures on demand to NJVid.

Technical limitation is Organization or campus does not have sufficient bandwidth to stream the videos. Currently, the lectures are downloaded and played locally on the user's machine. This gets around the bandwidth issue, to some extent.

Current policy that might affect delivery and access of video of this type: Surf control issues mentioned earlier.

Training needs: IT, library and other support staff training.

Current personnel to support this collection: Instructional technologists, IT staff, etc.

Current equipment on campus: Apreso (Echo 360) and Mediasite workstations.

Two of the 8 schools use Echo 360 (previously Apreso), three use Mediasite. Other software used include Camtasia and Audacity.

Lifecycle duration for this collection: 6 months - 1 year past the end of the course session. Material is left up for those students with extensions to complete their work or making up coursework.

We will represent this collection in Course Management System.

Importance to my institution:

1. Commercial videos
2. Locally owned videos
3. Lectures on demand

Internet Connectivity:

Our connection is faster than 10Mb/s.

William Paterson University

Commercial Videos:

We currently offer both VHS and DVD formats.

Technical limitations: Users are unfamiliar with digital video playback, User computers are not able to playback the videos, Organization or campus does not have sufficient bandwidth to stream the videos.

We are likely to purchase or license more than 200 videos from commercial vendors.

Security/firewall issues may affect delivery and access of video for this type of collection.

Training and preparation needed: Little, the IRT staff and librarians will be able to provide training to our community.

Current equipment: Windows video server.

Lifecycle duration: Permanent digital performance rights.

We will represent our collection in our catalog.

Current personnel: Cataloger, to create descriptive records; IT staff, to address authentication, networking, and computer playback issues; Instructional Technologist.

Locally Owned Videos:

We are currently offering this type of collection in both digital and analog form and they circulate.

We have broadcast, public performance, or web distribution rights issues for some of our videos.

We would be interested in sharing 1-25 videos in NJVid Commons, covering Local campus/organization events information, New Jersey history and culture, Oral histories with NJ citizens/newsmakers, and Independent film or media productions.

Technical limitation: User computers are not able to playback the videos.

Policy that might affect delivery and access: security or firewall issues.

Training needed: None, our IRT staff and librarians will be able to train our users.

Current equipment: We are able to encode and provide MPEG 2 and ftp to our server.

Current personnel: Cataloger, to create descriptive records; IT staff, to address authentication, networking, and computer playback issues; IT staff, to support encoding and uploading videos to the NJVid Commons; and Instructional Technologist.

Classroom/lecture capture: We currently have Tegrity.

Lifecycle duration: Want to review videos for currency and remove as needed.

We will represent this collection in catalog.

Lectures on Demand:

We offer this collection in digital form.

1-5 faculty will upload lectures on demand to NJVid.

Technical limitations: User computers are not able to playback the videos, Lack of smart classrooms for enabling capture and playback, Faculty unfamiliar or uncomfortable with recording lectures.

Current equipment: Tegrity.

Lifecycle duration: As long as the course is offered in the curriculum.

We will represent our collection in Course Management System.

Importance Ranking:

1. Commercial Videos
2. Locally Owned Videos
3. Lectures-on-Demand

Internet Connectivity:

Our connection is faster than 10Mb/s.

Appendix A. Participants in Collections Survey

Name: - Angelica M. Santomauro
Position: - Executive Director
Institution: - American Labor Museum
Email Address: - Labormuseum@aol.com

Name: - Patricia Kubaska
Position: - Acting Director, Instructional Technology
Institution: - ACCC
Email Address: - kubaska@atlantic.edu
Phone Number: - 609-343-5605

Name: - Grant Wilinski
Position: - Associate Dean, Academic Support Services
Institution: - Atlantic Cape Community College
Email Address: - wilinski@atlantic.edu
Phone Number: - 609-343-4937

Name: - Ruth Bogan
Position: - Technical Services Librarian
Institution: - Georgian Court University
Email Address: - boganr@georgian.edu
Phone Number: - 732-987-2435

Name: - Brian Richards
Position: - Director, Instructional Design & Media Services
Institution: - Middlesex County College
Email Address: - BRichards@middlesexcc.edu
Phone Number: - 732 906 2618

Name: - Joe Russo
Position: - Curriculum Resource Coordinator
Institution: - MSU
Email Address: - russoc@mail.montclair.edu
Phone Number: - 973-655-5220

Name: - Mary Mallery
Position: - Assoc. Dean, Library
Institution: - Montclair State University
Email Address: - mallerym@mail.montclair.edu
Phone Number: - 973-655-7150

Name: - Linda Langschied
Position: - Digital Projects Manager
Institution: - New Jersey Digital Highway
Email Address: - langschi@rci.rutgers.edu
Phone Number: - 732-932-8573 ext 176

Name: - Matthew Conforth
Position: - Director of Educational Technology
Institution: - Passaic Valley Regional High School
Email Address: - pvmconforth@yahoo.com
Phone Number: - 973 890-2500 ext.2541

Name: - Erika Gorder
Position: - Associate University Archivist
Institution: - Rutgers University
Email Address: - gorder@rci.rutgers.edu
Phone Number: - 732.932.7006 ext. 367

Name: - Jane Sloan
Position: - Media Librarian
Institution: - Rutgers University
Email Address: - jsloan@rci.rutgers.edu
Phone Number: - 732-445-4980 x150

Name: - Judith S. Cohn
Position: - Associate VP for Scholarly Resources/University Librarian
Institution: - University of Medicine and Dentistry of New Jersey
Email Address: - cohn@umdnj.edu
Phone Number: - 973-972-4353

Name: - Jane Hutchison
Position: - Associate Director, IRT
Institution: - William Paterson University
Email Address: - hutchisonj@wpunj.edu
Phone Number: - 973-720-2980