

## Requirements gathering survey questions

The following questions were prepared and distributed in order to receive input into the needs of the community and to help us develop effective and meaningful DSpace tools.

### **Q1. What are some of the major difficulties you face when having to migrate data from a legacy system into a DSpace repository?**

Options:

- Exporting the legacy data into a standardised format.
- Mapping the legacy fields to the appropriate DSpace Dublin Core metadata fields.
- Dealing with incomplete/incorrect input data.
- Inconsistent input data (for example, multiple date formats).
- The DSpace import tool doesn't work for my needs (please expand).
- Other (please specify).

### **Q2. What issues have you faced when having to map input data fields to DSpace Dublin Core metadata fields?**

Options:

- It takes too long.
- Determining which DSpace Dublin Core field the input maps to.
- An input field does not appear to have a potential field which it could map to.
- Two or more inputs appear to map to the same Dublin Core metadata field.
- Understanding what the requirements are for a specific Dublin Core metadata field.
- The Dublin Core metadata field expects the input field to be in a different format.
- Other (please specify).

### **Q3. If you ever need to have remote users import batches of items into DSpace, what are the stumbling blocks?**

Options:

- No stumbling blocks - works perfectly for all our needs!
- It is just not possible.
- It is manual work for repository staff.
- Their metadata is in the wrong format or the fields do not match.
- Every item must be uploaded individually.
- The system is not easy to use.
- It only works for one group of users.
- Users need to be highly technical to do this.
- Other (please specify).

### **Q4. If you use applications to generate detailed reports about the contents of your repository (not the usage statistics reports DSpace provides by default, but reports more specific to the contents of the repository). What software do you use to generate those reports?**

Options:

- Excel (or equivalent spreadsheet)
- Powerpoint (or equivalent presentation package)
- MS-Word (or equivalent word processor)
- Some statistical package
- A Business Intelligence reporting solution
- A custom-developed application
- Other (please specify)

**Q5. What information is contained in the reports you generate? If you don't generate reports but would like to, what are the kinds of reports that would be most useful to you?**

Options:

- Annual report of outputs for institution.
- Outputs of a unit/division.
- Individual researcher CV.
- Reports based on type of output (e.g. theses).
- Graphical reports (e.g. statistics in charts).
- Interactive visualizations of output statistics.
- Other (please specify).

**Q6. Who do you generate reports for?**

Options:

- Government organisations
- Funding bodies
- Institutional research management division
- Individual researchers
- Research groups
- Other (please specify)

**Q7. How often do you generate reports?**

Options:

- Every X years
- Every X months
- Every X weeks
- Every X days
- Other (please specify)