

Kindly note: Redacting has been done to protect personal information.

APPENDIX 1: WEB QUESTIONNAIRE QUESTIONS

1. DOES YOUR RESEARCH GROUP HAVE DATA AT RISK?

(For the purposes of this study, data at risk is defined as research data in any format at risk due to:

- deterioration of the media (e.g. paper/microfilm damage, pest damage, war/unrest, loss of inventories)
- catastrophic loss (e.g. only one set of records, vulnerability to fire/floods/disasters, obsolete storage media, obsolete file format, archival destruction, loss of human knowledge related to use of the dataset)

Answer:

- *Yes*
- *No*
- *Unsure*

2. IF YOUR RESEARCH GROUP HAS DATA AT RISK, KINDLY INDICATE THE FORMAT(S) OF THE DATA. CLICK ALL THAT APPLY.

Answer:

- *Paper*
- *Magnetic tape*
- *Microfiche*
- *Early digital format*
- *Modern electronic format*
- *Physical samples*
- *Photographic plates*
- *Other formats*

If 'other formats', kindly supply details below.

(Text box for answer appears below)

3. IF YOUR RESEARCH GROUP HAS DATA AT RISK, KINDLY SUPPLY A BRIEF DESCRIPTION OF THE DATA.

Example:

- **Historical data, paper format, collected in the 1970s. Contains measurements of dam levels in South Africa**
- **Data collected in the early 50s, on microfilm. Unsure about the exact subject area, but probably mining-related. Data is on several tape reels, in five boxes.**

(Text box for answer appears below)

4. WHERE IS THE DATA AT RISK CURRENTLY LOCATED?

(Text box for answer appears below)

5. HAS YOUR RESEARCH GROUP EVER PERFORMED DATA RESCUE ACTIVITIES?

Such activities include, but are not limited to:

- Creating an inventory of the data
- Imaging of paper media
- Keying paper data values onto an electronic spreadsheet
- Adding metadata to historical data
- Sharing previously private data on a data repository

Answer:

- *Yes*
- *No*
- *Unsure*

6. DOES YOUR RESEARCH GROUP HAVE ANY DOCUMENTATION (SUCH AS PROCEDURES, GUIDELINES, INSTRUCTIONS, PRINCIPLES) RELATED TO THE RESCUE OF DATA AT RISK?

Answer:

- *Yes*
- *No*
- *Unsure*

7. IF 'YES' TO QUESTION 6, IS THE DOCUMENTATION SHAREABLE WITH THE DATA LIBRARIAN AT A LATER STAGE?

Answer:

- *Yes*

- *No*
- *Unsure*

8. IF YOU ARE AWARE OF ANY EMPLOYEE, RESEARCH GROUP, IMPACT AREA, OR CLUSTER WHO MIGHT HAVE DATA AT RISK, OR HAVE PARTICIPATED IN DATA RESCUE ACTIVITIES, KINDLY PROVIDE CONTACT DETAILS BELOW.

(Text box for answer appears below)

Thank you for completing this questionnaire. Your participation provides a valuable contribution towards this project and will enable this researcher to have a clearer understanding of data at risk in the institute, and data rescue activities performed.

For any problems experienced during the completion of the questionnaire, kindly contact me at 

Once again, thank you for your time, input, and contribution.

