**Deployment and Migration Survey Report**
October 2015

*Description*

The ArchivesSpace team recently distributed a survey to ArchivesSpace members in an effort to understand better the status of deployment and need for migration support across the membership.  The survey, consisting of eleven questions, was distributed on August 4 and closed on August 14.

The main part of the survey consisted of three questions about organizations' deployment of ArchivesSpace and four questions concerning migration: need to migrate, source of data to be migrated, status of migration process, and identification of migration areas in which organizations might need help.  The survey was rounded out by an open-ended question to which respondents could provide comments on migration or other aspects of ArchivesSpace.

*Survey Results*

The survey generated 98 responses from the 240 organizations that were ArchivesSpace members at the time the survey closed.

Of the 98 responding organizations, 80% have 9 or fewer FTE assigned to the arrangement and description process, while 10% percent have 10-19 FTE so assigned and 5% have 20 or more FTE assigned to that process.  The maximum number reported was 50 FTE staff assigned to arrangement and description.

| FTE Staff Assigned to Arrangement and Description | Responses |
| --- | --- |
| 1-5 | 59 % (58 responses) |
| 6-9 | 21% (21 responses) |
| 10-19 | 10% (10 responses) |
| 20-50 | 5% (5 responses) |
| Undetermined | 4% (4 responses) |

In addition, 90% of respondents have 2 or fewer IT staff FTE assigned to their archives, while 8% have three or more staff so assigned.

| FTE IT Staff Assigned to Archives | Responses |
| --- | --- |
| 0 | 28% (27 responses) |
| 1 | 46% (45 responses) |
| 2 | 16% (16 responses) |
| 3 | 5% (5responses) |
| 4 | 2% (2 responses) |
| 5 and more | 1% (1 responses) |
| Undetermined | 2 % (2 responses) |

Just over half of the respondents are in the process of implementing ArchivesSpace, whereas 20 respondents have completed implementation of the application, 15 are still planning their implementation, and 9 have not yet started.

| Your ArchivesSpace implementation is: | Responses |
| --- | --- |
| Completed | 21.7% (20 responses) |
| In progress | 52.2% (48 responses) |
| In planning | 16.3% (15 responses) |
| Not yet started | 9.8% (9 responses) |

78% of respondents are hosting ArchivesSpace themselves, while 12% are hosting the application at LYRASIS, 3% at LibraryHost, and 7% with other vendors including the California Digital Library and the Colorado Alliance of Research Libraries.

| Your ArchivesSpace is: | Responses |
| --- | --- |
| Self-hosted (by your institution) | 78.3% (72 responses) |
| Hosted by LYRASIS | 12.0% (11 responses) |
| Hosted by LibraryHost | 3.3% (3 responses) |
| Hosted by another vendor | 6.5% (6 responses) |

Questions 7 through 10 asked specifically about the institution's migration plans and progress. Forty-eight respondents to question 7 indicated they need to migrate data into ArchivesSpace to complete their implementation of it.  Most of the data sources

respondents indicated in the comments are not Archivists' Toolkit or Archon but rather local database applications such as Access and AskSam, Excel spreadsheets, Word files, and even paper-based finding aids.

| Question 7: Do you need to migrate data from a legacy system in order to implement your ArchivesSpace? | Responses |
|---|---|
| Yes | 52.2% (48 responses) |
| No | 19.6% (18 responses) |
| Have completed migration to ArchivesSpace | 28.3% (26 responses) |

Twenty of the 44 respondents to question 8 indicated they will be migrating from AT, while 11 will be migrating from Archon and 15 will be migrating from other sources. (Note that respondents who indicated in Question 7 they had completed their migration or did not need to migrate data were omitted from answering questions 8-10.) Comments to the question indicated the same range of non-AT and Archon legacy data sources as indicated in question 7.

| Question 8: What is (are) the system(s) you need to migrate data from? | Responses |
|---|---|
| Archivists' Toolkit | 45.5% (20 responses) |
| Archon | 25.0% (11 responses) |
| System other than AT or Archon | 34.1% (15 responses) |

Question 9 asked respondents to indicate at what point they are in the migration process. Seventeen respondents indicated planning of a migration, 14 indicated testing a migration, 7 indicated evaluating and preparing a data source, and 6 indicated assessing and cleaning up migrated data.

| Question 9: At what point are you in the process of migrating data to ArchivesSpace? | Responses |
|---|---|
| Planning | 38.6% (17 responses) |
| Evaluating and cleaning up source data | 15.9% (7 responses) |
| Test migrations | 31.8% (14 responses) |
| Evaluating and cleaning up migrated data | 13.6% (6 responses) |

Question 10 asked respondents to indicate areas in the migration process in which they anticipated needing assistance. Troubleshooting AT and Archon migration processes was the most commonly anticipated need (27 responses).

| Question 10: Migration areas where assistance might be requested | Responses |
|---|---|
| Planning | 18% (8 responses) |
| Troubleshooting AT and Archon migration processes | 61% (27 responses) |
| Extracting data from non-AT / Archon legacy systems / sources | 18% (8 responses) |
| Mapping non-AT / Archon data fields to ArchivesSpace | 34% (15 responses |
| Other areas | 27% (12 responses) |
| Do not anticipate needing assistance | 16% (7 responses) |

*Analysis*

It is clear many ArchivesSpace member organizations still need to migrate data from a legacy AT or Archon system and, consequently, they may need assistance in some part of the process such as planning or troubleshooting. For Archon users, this need may be substantially mitigated by the refactored Archon migration script, which is nearing its public release.  The refactored migration script will remove some of the constraints in the script currently used, as well as make it easier to modify in response to unforeseen problems.

A more important observation, however, is that an increasing number of ArchivesSpace members want assistance with migrating data from sources other AT and Archon.  These sources include proprietary databases such as PastPerfect and Re:discovery; local database applications such as Access, FilemakerPro, and AskSam; and spreadsheets.

It is also evident from comments throughout the survey, that migrations are likely to occur more frequently as the ArchivesSpace application, particularly the public interface, better meets the needs of the member community.

At this point, and assuming the requests for migration support do not substantially increase, we believe, with the new Archon migration script in hand, we can provide migration support via the membership of the TAC migration sub-team.  The sub-team

includes persons experienced with migrating either AT or Archon data. These persons will assist organizations in conducting and troubleshooting a migration process and they will report to ArchivesSpace developers any modifications that need to be made to the migration scripts. We expect such modifications will be minor.

The migration sub-team also includes persons highly skilled and experienced in migrating other kinds of data. They will be able to support organizations importing and exporting formatted data such as EAD, EAC, and MARC, and to work with the ArchivesSpace developers to adjust and update ArchivesSpace importers and exporters as needed. These people will also be able to participate in developing other import pathways that support either additional XML formats or import points for CSV data (right now importing of CSV data is restricted to the accession and digital object modules).

We look forward to the migration sub-team and the member community working together in the coming year to refine processes, as well as develop new processes, for migrating legacy data into ArchivesSpace.