Data Services Profile

The following instructions describe how to conduct a preliminary profile of your institution’s current data services. A separate document contains forty items for the four functional components of data services, namely, collection services, user services, access services and preservation services. This list of forty items is not intended to be a comprehensive inventory of activities from which one develops levels of data services. Rather, these items provide a range of activities that might be performed.

How to use the scale?

1. Go through the list of items under each functional area and check those items currently being done by your data service.
2. For each functional area, sum the number of items checked. These will range from zero to ten.

Display the results of your evaluation.

1. You will be sent a link to a Google Drawing inviting you to the chart we will use to display your results. Click on this link to obtain access to this chart.
2. From the linked chart, click on “File” and then “Make a copy …” This will produce a copy under a new tab. Click on this tab to edit this chart.
3. Use the rectangle shape from the tool icons and create a bar the length of the number of points you tallied for each of the four functional areas.
4. Edit the title of the chart to include your institution’s name and change the title of your copy of the file by clicking on the name in the left-hand corner that says, “Copy of the Evaluation of Data Services.” Change this to “Evaluation of [ ] Data Services,” where you replace the [ ] with your institution’s name.
5. Once you have completed your chart, email a copy to [chuck.humphrey@ualberta.ca](mailto:chuck.humphrey@ualberta.ca) by selecting from “File” the option “Email as attachment…”