

Historical Records Repositories and Programs Questionnaire

Please Complete and Return by July 1, 2006

I. Contact Information

1. Organization _____
2. Completed by _____
Title _____
3. Address _____
4. City _____ State _____ Zip _____
5. Phone _____ Fax _____
6. Email _____ Website _____
7. Institution type:
 - a)___ academic library
 - b)___ public library
 - c)___ genealogy society
 - d)___ historical society
 - e)___ special collection
 - f)___ business archives
 - g)___ government
 - h)___ religious archives
 - i)___ museum
 - j)___ other (please specify)
 - k)_____

II. Your Holdings

1. Does your institution have the following?
 - a)___ mission statement
 - b)___ acquisition/collection policy
 - c)___ accessions procedures
 - d)___ arrangement and description procedures
 - e)___ public access procedures
 - f)___ archival storage area
 - g)___ finding aids/indexes – manual
 - h)___ finding aids/indexes – automated
 - i)___ preservation/conservation program
 - j)___ disaster preparedness program
 - k)___ electronic records online
 - l)___ publications
 - m)___ public outreach programs
2. Check all the types of records you keep.
 - a)___ institution records
 - b)___ private papers
 - c)___ business records
 - d)___ church records
 - e)___ government records
 - f)___ genealogical records
 - g)___ newspapers
 - h)___ public records
 - i)___ other (please specify)
 - j)_____
3. Check all types of formats you keep.
 - a)___ books
 - b)___ video tapes
 - c)___ audio tapes
 - d)___ optical disks
 - e)___ computer disks
 - f)___ computer tapes
 - g)___ microfilm
 - h)___ microfiche
 - i)___ paper
 - j)___ ephemera
 - k)___ maps
 - l)___ photographs
 - m)___ films
 - n)___ DVDs
 - o)___ digital files
 - p)___ artwork
 - q)___ posters
 - r)___ artifacts
 - s)___ other (please specify)
 - t)_____
4. Which dates do your collections encompass?
 - a)___ pre 1836
 - b)___ 1836-1860
 - c)___ 1861-1865
 - d)___ 1866-1900
 - e)___ 1900-1950
 - f)___ 1950-present

5. How many people used your records during the last fiscal year (in-house)?

a)___ 0-100	c)___ 500-1000
b)___ 100-500	d)___ over 1000
6. Describe your users.

a)___ historians	h)___ professionals
b)___ genealogists	i)___ radio/film/video/TV/internet/CD-ROM producers
c)___ students	j)___ government officials/institutions
d)___ news reporters	k)___ authors
e)___ in-house staff	l)___ other (please specify)
f)___ print publishers	m)_____
g)___ librarians/archivists	
7. How do patrons find records in your collections?

a)___ card catalog	d)___ online networks
b)___ computer database	e)___ other (please specify)
c)___ printed guides	f)_____
8. What are your major sources of funding?

a)___ parent institution	e)___ endowments
b)___ state government	f)___ other (please specify)
c)___ local government	g)_____
d)___ grants	
9. How many paid staff members and volunteers work directly with your collections?

a)___ paid employees	c)___ hours per week
b)___ volunteers	d)___ hours per week
10. Do staff members have specialized training related to the care of historical records?

a)___ archival workshops	d)___ ASL/Amigos workshops
b)___ on-job experience	e)___ other (please specify)
c)___ professional library/archival degree	f)_____

III. Your Support Needs

1. Check all items that will be a funding need for you in the next five years.

a)___ staffing	g)___ consultant services	l)___ space for public access
b)___ supplies	h)___ preservation and conservation	m)___ microfilming
c)___ equipment (non- computer)	i)___ public outreach programs	n)___ publications
d)___ computer hardware	j)___ records surveys	o)___ digitization
e)___ computer software	k)___ records storage	p)___ other (please specify)
f)___ education/training		q)_____
2. Prioritize your top three choices for the greatest needs of your repository.

a)___ staffing	f)___ education/training	k)___ records storage
b)___ supplies	g)___ consultant services	l)___ space for public access
c)___ equipment (non- computer)	h)___ preservation and conservation	m)___ microfilming
d)___ computer hardware	i)___ public outreach programs	n)___ publications
e)___ computer software	j)___ records surveys	o)___ digitization
		p)___ other (please specify)

q) _____

3. Check all items for which you would like professional/technical assistance or guidance.
- | | |
|--|------------------------------------|
| a)___ collection development | j)___ public outreach programs |
| b)___ patron access | k)___ publications |
| c)___ records management | l)___ preservation/conservation |
| d)___ archival administration | m)___ staff training |
| e)___ security | n)___ finding aids |
| f)___ disaster planning | o)___ processing backlog |
| g)___ management of electronic records | p)___ improving storage conditions |
| h)___ micrographics | q)___ other (please specify) |
| i)___ arrangement and description | r)_____ |

IV. Issues for the Future

1. Check all the items below that you consider to be a concern for the future.
- | | |
|---------------------------------------|---------------------------------|
| a)___ public access | g)___ archives management |
| b)___ arrangement and description | h)___ archival supplies |
| c)___ digital imaging | i)___ conservation/preservation |
| d)___ electronic records preservation | j)___ disaster planning |
| e)___ education | k)___ other (please specify) |
| f)___ staffing | l)_____ |
2. Where do you currently go for assistance?
- | | |
|--|------------------------------|
| a)___ professional organization | d)___ parent institution |
| b)___ publications | e)___ other (please specify) |
| c)___ colleagues at other repositories | f)_____ |
3. Check the types of educational programs you think are needed.
- a)___ education by the state
 - b)___ workshops
 - c)___ institutes of several days to a week in length
 - d)___ continuing education credits (CEUs) for training programs
4. Are you interested in an on-site visit by state archives staff?
- | | |
|-----------|----------|
| a)___ yes | b)___ no |
|-----------|----------|
5. Would you like to receive an Archival Week poster and information on how to participate?
- | | |
|-----------|----------|
| a)___ yes | b)___ no |
|-----------|----------|

Please send a list of your organization's publications with your completed survey.

Please list any other repositories that should complete this survey.