

Arkansas Historical Records Advisory Board
Historical Records Repositories and Programs Questionnaire 2006

Questions	# Respondents	# "Yes" Respondents	Percentage
I. 7. Institution type			
a) academic library	147	5	3.40%
b) public library	147	57	38.78%
c) genealogy society	147	6	4.08%
d) historical society	147	24	16.33%
e) special collection	147	0	0.00%
f) business archives	147	1	0.68%
g) government	147	6	4.08%
h) religious archives	147	4	2.72%
i) museum	147	34	23.13%
j) other (please specify)	147	8	5.44%
II. Your Holdings			
1. Does your institution have the following?			
a) mission statement	147	100	68.03%
b) acquisition/collection policy	147	82	55.78%
c) accessions procedures	147	71	48.30%
d) arrangement and description procedures	147	46	31.29%
e) public access procedures	147	64	43.54%
f) archival storage area	147	71	48.30%
g) finding aids/indexes – manual	147	52	35.37%
h) finding aids/indexes – automated	147	46	31.29%
i) preservation/conservation program	147	30	20.41%
j) disaster preparedness program	147	31	21.09%
k) electronic records online	147	34	23.13%
l) publications	147	64	43.54%
m) public outreach programs	147	55	37.41%
2. Check all the types of records you keep.			
a) institution records	147	70	47.62%
b) private papers	147	67	45.58%
c) business records	147	64	43.54%
d) church records	147	44	29.93%
e) government records	147	44	29.93%
f) genealogical records	147	85	57.82%
g) newspapers	147	94	63.95%
h) public records	147	47	31.97%
i) other (please specify)	147	26	17.69%

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3. Check all types of formats you keep.			
a) books	147	130	88.44%
b) video tapes	147	93	63.27%
c) audio tapes	147	85	57.82%
d) optical disks	147	16	10.88%
e) computer disks	147	77	52.38%
f) computer tapes	147	8	5.44%
g) microfilm	147	66	44.90%
h) microfiche	147	39	26.53%
i) paper	147	100	68.03%
j) ephemera	147	31	21.09%
k) maps	147	86	58.50%
l) photographs	147	94	63.95%
m) films	147	32	21.77%
n) DVDs	147	71	48.30%
o) digital files	147	34	23.13%
p) artwork	147	46	31.29%
q) posters	147	37	25.17%
r)_ artifacts	147	69	46.94%
s) other (please specify)	147	10	6.80%
4. Which dates do your collections encompass?			
a) pre 1836	147	44	29.93%
b) 1836-1860	147	50	34.01%
c) 1861-1865	147	56	38.10%
d) 1866-1900	147	89	60.54%
e) 1900-1950	147	105	71.43%
f) 1950-present	147	113	76.87%
5. How many people used your records during the last fiscal year (in-house)?			
a) 0-100	147	54	36.73%
b) 100-500	147	29	19.73%
c) 500-1000	147	12	8.16%
d) over 1000	147	23	15.65%

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6. Describe your users.			
a) historians	147	76	51.70%
b) genealogists	147	101	68.71%
c) students	147	108	73.47%
d) news reporters	147	55	37.41%
e) in-house staff	147	91	61.90%
f) print publishers	147	18	12.24%
g) librarians/archivists	147	41	27.89%
h) professionals	147	29	19.73%
i) radio/film/video/TV/internet/CD-ROM producers	147	25	17.01%
j) government officials/institutions	147	18	12.24%
k) authors	147	56	38.10%
l) other (please specify)	147	21	14.29%
7. How do patrons find records in your collections?			
a) card catalog	147	50	34.01%
b) computer database	147	55	37.41%
c) printed guides	147	36	24.49%
d) online networks	147	30	20.41%
e) other (please specify)	147	47	31.97%
8. What are your major sources of funding?			
a) parent institution	147	20	13.61%
b) state government	147	30	20.41%
c) local government	147	48	32.65%
d) grants	147	40	27.21%
e) endowments	147	19	12.93%
f) other (please specify)	147	78	53.06%
9. How many paid staff members and volunteers work directly with your collections?	Not calculated		
10. Do staff members have specialized training related to the care of historical records?			
a) archival workshops	147	46	31.29%
b) on-job experience	147	92	62.59%
c) professional library/archival degree	147	19	12.93%
d) ASL/Amigos workshops	147	29	19.73%
e) other (please specify)	147	18	12.24%

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III. Your Support Needs			
1. Check all items that will be a funding need for you in the next five years.			
a) staffing	147	83	56.46%
b) supplies	147	82	55.78%
c) equipment (non-computer)	147	67	45.58%
d) computer hardware	147	73	49.66%
e) computer software	147	79	53.74%
f) education/training	147	73	49.66%
g) consultant services	147	34	23.13%
h) preservation and conservation	147	69	46.94%
i) public outreach programs	147	50	34.01%
j) records surveys	147	25	17.01%
k) records storage	147	63	42.86%
l) space for public access	147	51	34.69%
m) microfilming	147	30	20.41%
n) publications	147	40	27.21%
o) digitization	147	52	35.37%
p) other (please specify)	147	17	11.56%
2. Prioritize your top three choices for the greatest needs of your repository.			
a) staffing	147	84	57.14%
b) supplies	147	52	35.37%
c) equipment (non-computer)	147	28	19.05%
d) computer hardware	147	31	21.09%
e) computer software	147	36	24.49%
f) education/training	147	41	27.89%
g) consultant services	147	20	13.61%
h) preservation and conservation	147	49	33.33%
i)_ public outreach programs	147	23	15.65%
j) records surveys	147	11	7.48%
k) records storage	147	50	34.01%
l) space for public access	147	35	23.81%
m) microfilming	147	9	6.12%
n) publications	147	13	8.84%
o) digitization	147	30	20.41%
p) other (please specify)	147	20	13.61%

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3. Check all items for which you would like professional/technical assistance or guidance.			
a) collection development	147	37	25.17%
b) patron access	147	15	10.20%
c) records management	147	47	31.97%
d) archival administration	147	39	26.53%
e) security	147	28	19.05%
f) disaster planning	147	33	22.45%
g) management of electronic records	147	31	21.09%
h) micrographics	147	8	5.44%
i) arrangement and description	147	35	23.81%
j) public outreach programs	147	32	21.77%
k) publications	147	19	12.93%
l) preservation/conservation	147	55	37.41%
m) staff training	147	51	34.69%
n) finding aids	147	29	19.73%
o) processing backlog	147	28	19.05%
p) improving storage conditions	147	55	37.41%
q) other (please specify)	147	9	6.12%
IV. Issues for the Future			
1. Check all the items below that you consider to be a concern for the future.			
a) public access	147	49	33.33%
b) arrangement and description	147	39	26.53%
c) digital imaging	147	52	35.37%
d) electronic records preservation	147	46	31.29%
e) education	147	48	32.65%
f) staffing	147	68	46.26%
g) archives management	147	49	33.33%
h) archival supplies	147	40	27.21%
i) conservation/preservation	147	64	43.54%
j) disaster planning	147	39	26.53%
k) other (please specify)	147	10	6.80%
2. Where do you currently go for assistance?			
a) professional organization	147	40	27.21%
b) publications	147	48	32.65%
c) colleagues at other repositories	147	67	45.58%
d) parent institution	147	27	18.37%
e) other (please specify)	147	31	21.09%

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3. Check the types of educational programs you think are needed.			
a) education by the state	147	41	27.89%
b) workshops	147	90	61.22%
c) institutes of several days to a week in length	147	28	19.05%
d) continuing education credits (CEUs) for training programs	147	21	14.29%
4. Are you interested in an on-site visit by state archives staff?	147	65	44.22%
5. Would you like to receive an Archival Week poster and information on how to participate?	147	86	58.50%