Welcome to NHPRC Small and Diverse Archival Organization Needs Assessment Project Survey. The survey must be completed in a single session. If you close or exit the browser before submitting your responses, any answers you have entered may be lost. We recommend you review the form and your answers with your colleagues before beginning to answer the survey online. If you wish, you may print the survey (enter correct url for printing pdf) to review and discuss with your colleagues before completing online.

Once you have compiled the information on paper, we estimate the survey will take 15 minutes (maximum) to complete.

Confidentiality: Your responses are being collected and analyzed by LYRASIS, an independent, nonprofit, research group. They will be kept confidential. Only aggregate results will be reported. Please answer these questions to help us learn about Small and Diverse Archival Organization needs. To submit your answers, you must click on the "Submit Your Responses"
button at the end of the survey form.

1. What is the name and address of your institution?

Name of person(s) responding to survey	
Institution	
Address 1	
Address 2	
City/Town	
State/Province	
Zip/Postal Code	
Respondent Telephone Number	
Respondent Email Address	
Web address	

2. Name of parent institution, if applicable. (Parent institution can be a public library, college, university, community or state organization to which your organization reports).

3. How many staff are currently employed in your institutional unit? Please answer in FTEs (Full-time Equivalents), where one FTE equals 40 hours of work week for one year. (Select one answer only for each category)

- ◯ 1-3
- ◯ 3-5
- ◯ 5-10
- ◯ 10 and above
- ◯ Don't know

4. How many of your staff are:

Paid staff (full-time)	
Paid staff (part-time)	
Unpaid/volunteer staff (full-time)	
Unpaid/volunteer staff (part-time)	

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5. Does your institution have public hours? Number of hours open per week: (Select one)

- ◯ 1-10 hours
- ◯ 11-20 hours
- ◯ 21-30 hours
- ◯ 31-40 hours or more
- ◯ Other (please specify)

6. Which one category best describes your institution? (Please select one)

- ◯ Government archives
- ◯ Independent non-profit archives
- ◯ Public library
- ◯ Special library
- ◯ Academic library/archives
- ◯ Historical Society
- ◯ Historical house/site

- ◯ Art museum
- ◯ Natural history museum
- ◯ Science technology museum
- ◯ General museum (2 or more disciplines)
- ◯ Archaelogical repository or research collection
- ◯ Arboretum, botanical garden, nature center, zoo, or aquarium
- ◯ Cultural center

Other (please specify)

[   ]

7. Which one category best describes your organization type or affiliation? (Please select one)

- ◯ Private non-profit (non-government)
- ◯ Local, municipal, or county government
- ◯ College, university or other academic entity
- ◯ Library system
- ◯ Other (please specify)

- ◯ State government
- ◯ Federal government
- ◯ Tribal

[   ]

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COLLECTIONS AND ARCHIVES GROWTH

COLLECTIONS HOLDINGS

For this survey's purposes, conservation is defined as keeping the original item and its related hardware (and software, if needed) so it can be heard and/or seen as it was originally created.

Preservation is defined as retaining the content of the original item, possibly on a different recording medium or using a technology, so the content is safeguarded and is accessible for future study and use.

In this section, please select all answers indicating what types of materials, not content, are held in your collections by checking each box that applies.

Include collections for which you have accepted preservation responsibility, and which are permanent parts of your holdings.

8. Books and Bound Volume in your archives

☐ Book/Monographs

☐ Newspaper

☐ Serial/periodicals

☐ Bound manuscript materials (ledger book, minute books, scrapbooks)

☐ Maps

☐ N/A

☐ Other volumes (please specify)

9. Unbound Sheets in your archives

☐ Archival records and manuscripts

☐ Oral history transcripts

☐ Maps

☐ Ephemera and broadsides

☐ Philatelic (stamp) collections

☐ County filed documents

☐ Architectural drawings/Blueprints

☐ N/A

☐ Other unbound materials (please specify)

10. Photographic Collections

☐ Black and white prints (all processes)

☐ Black and white film negatives prior to 1950 (cellulose nitrate)

☐ Cased objects (ambrotypes, daguerreotypes, tintypes)

☐ Color prints, negatives, positives (including transparencies and slides)

☐ Glass-plate negatives

☐ Lantern slides (glass lantern slides, sometimes hand-tinted)

☐ Microfilm and microfiche

☐ Inkjet

☐ N/A

☐ Other photographic collections including inkjet and digital prints; others (please specify)

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11. Moving Image Collections

☐ Motion picture film (reels or cans)

☐ Magnetic tape (Beta, VHS, digital)

☐ Disc (laser, CD, DVD, minidisk)

☐ N/A

☐ Other moving image collections (please specify)

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12. Recorded Sound Collections

☐ Wire recordings

☐ Grooved media (cylinder, phonodisc)

☐ Magnetic media (cassette, openreel tapes, DAT)

☐ Optical media (CD, DVD)

☐ Digital media (MP3s, etc.)

☐ N/A

☐ Other digital collections (please specify)

[   ]

13. If there are other types of collections not outlined above, please list.

[   ]

14. Which of your holdings do you consider to be the most significant and why? (You may list individual objects and/or broader subsets of your collections here.)

[   ]

15. Of the collections mentioned above, which types of materials do you feel you are the least equipped to handle properly?

[   ]

16. Has a formal preservation/conservation survey of the condition of your collection been done?

◯ Yes

◯ No

◯ Don't know

17. Has your institution made a grant application, whether successful or unsuccessful for conservation/preservation funding from public or private sources in the past 5 years?

○ Yes

○ No

○ I don't know

18. If "No", which of the following factors influenced the decision not to apply for a grant? (Please select all tha apply.

☐ Need more information about funding sources   ☐ Have sufficient funding

☐ Lack of the staff time to complete application   ☐ Unsuccessful applying for grant(s) in the past

☐ Lack of expertise to complete application   ☐ Don't know

☐ Conservation/preservation is not an institutional priority

☐ Other (please specify)

[   ]

19. If a collaborative approach was available, what preservation services would your institution use? (Please check all that apply)

☐ Help with general conservation/preservation surveys

☐ Ongoing state support for preservation grants to individual institutions

☐ Assistance with disaster planning and recovery

☐ Loan of enviromental monitoring equipment

☐ Place to contact for preservation professional

☐ Onsite visits by a preservation professional

☐ State sponsored preservation workshops

☐ Disaster recovery (vacuum freeze drying and onsite cleanup)

☐ Preservation/disaster response supplies

☐ Collection storage--including print materials, photographic collections, moving image collections, recorded sound collections, art objects, historic and ethnographic objects, archaeological collections, natural science specimens

☐ Collection transportation

☐ Microfilm reformatting

☐ Electronic data storage

☐ Don't know

Other (please specify)

[   ]

20. Are the institution's senior administrators and trustees aware of preservation needs and committed to the protection of the collections?

21. Is there a program of preservation education for trustees, administrators, staff, and/or the public? What does it include?

22. Have the collection(s) been evaluated to determine that everything in the collection(s) is of long-term value to the institution?

23. What do you see as the greatest barriers to the longterm sustainability of collections? (Examples might be preservation issues; such as environmental issues, lack of fire or security systems, the threat of water damage, pollutants, or overcrowding)

24. Does the institution have the following written policies and procedures?

☐ Mission statement

☐ Collections policy

☐ Deaccessioning policy

☐ Processing procedures (for collection sorting and evaluation)

☐ Disaster plan

☐ Preservation plan

ENGAGEMENT AND ACCESS

25. How frequently are the collections used by staff members and by the public? Determine the average number (e.g., per month or year).

26. What type (e.g., staff, historians, genealogists, students) of people use the collections.

27. Does the archives have intellectual control over collections?

○ Yes

○ No

○ Don't know

28. Inventory of collections (what percentage of the collection is inventoried?)

○ 10-20%   ○ 61-75%

○ 21-40%   ○ 76-90%

○ 41-60%   ○ 100%

29. Documentation of where the materials have come from. What percentage of the collection's provenance is documented?

○ 10-20%   ○ 61-75%

○ 21-40%   ○ 76-90%

○ 41-60%   ○ 100%

30. Does the archives use a collections management system?

○ ArchivesSpace

○ PastPerfect

Other (please specify)

31. Does the archives create electronic finding aids?

◯ Yes

◯ No

◯ Don't know

32. Does the archives create finding aids using EAD?

◯ Yes

◯ No

◯ Don't know

33. If "Yes", are the finding aids shared in a statewide, regional, or national finding aid repository such as the Rocky Mountain Online Archive or ArchivesGrid? Describe:

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RESOURCES - PROFESSIONAL ASSOCIATION AFFILIATION

34. Please indicate if you are a member of any of the following. (Select all that apply)

☐ A professional association serving archivists

☐ A professional association serving another field (e.g., records/information management, library/information science, history, museums, conservation/preservation, government)

☐ A tribal association

☐ I do not belong to any professional associations

☐ Don't know

35. To which of the following **National/International Archival Associations** do you belong?

☐ Academy of Certified Archivists (ACA)

☐ Archivists for Congregations of Women Religious (ACWR)

☐ Association of Catholic Diocesan Archivists (ACDA)

☐ Association of Moving Image Archivists (AMIA)

☐ Association of Tribal Archives, Libraries Museums (ATALM)

☐ National Association of Government Archives and Records Administrators (NAGARA)

☐ Rare Books and Manuscrpts Section, Association of College and Research Libraries, American Library Association (RBMS/ACRL/ALA)

☐ Society of American Archivists (SAA)

☐ First Archivists Circle

☐ Native Libraries Round Table

☐ None of the above

Other (please specify)

[   ]

36. To which of the following **Regional Archival Associations** do you belong?

☐ Conference of Inter-Mountain Archivists (CIMA)

☐ Mid-Atlantic Regional Archives Conference (MARAC)

☐ Midwest Archives Conference (MAC)

☐ New England Archivists (NEA)

☐ New England Archivists of Religious Institutions (NEARI)

☐ Northwest Archivists, Inc. (NWA)

☐ Society of Rocky Mountain Archivists (SRMA)

☐ Society of Southwest Archivists (SSA)

☐ None of the above

Other (please specify)

[   ]

37. To which of the following **State Archival Associations** do you belong? (Select all that apply)

- [ ] Arizona Paper and Photography Conservation group
- [ ] Association of Hawaii Archivists
- [ ] Consortium of Iowa Archivists (CIA)
- [ ] Kentucky Council on Archives (KCA)
- [ ] Louisiana Archives and Manuscripts Associations (LAMA)
- [ ] Michigan Archival Association (MAA)
- [ ] New Hampshire Archives Group (NHAG)
- [ ] Oklahoma Conservation Congress (OCC)
- [ ] Palmetto Archives, Libraries, and Museum Council on Preservation (PALMCOP)
- [ ] Society of Alabama Archiists

- [ ] Society of California Archivists (SCA)
- [ ] Society of Florida Archivists (SFA)
- [ ] Society of Georgia Archivsts (SGA)
- [ ] Society of Indiana Archivists (SIA)
- [ ] Society of Mississippi Archivists (SMA)
- [ ] Society of North Carolina Archivists (SNCA)
- [ ] Society of Ohio Archivists (SOA)
- [ ] Society of Tennessee Archivists
- [ ] South Carolina Archival Association (SCAA)
- [ ] None of the above

Other (please specify)

[   ]

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38. To which **Local Archival Associations** do you belong?

[   ]

39. To which of the following **Records and Information Management Associations** do you belong? (Select all that apply)

- [ ] AIIM International
- [ ] ARMA International
- [ ] International Association for Social Science Information Services and Technology (I-ASSIST)
- [ ] None of the above

Other (please specify)

[   ]

40. To which of the following **Government Associations** do you belong? (Select all that apply)

- [ ] International Association of Clerks, Recorders, Election Officials, and Treasurers (IACREOT)
- [ ] International Institute of Municipal Clerks (IIMC)
- [ ] National Association of Counties (NaCO)
- [ ] None of the above
- [ ] Other (please specify)

_____

41. To which of the following **library and information science associations** do you belong? (Select all that apply)

- [ ] American Association of Law Libraries (AALL)
- [ ] American Library Association (ALA)
- [ ] Association of College and Research Libraries (ACRL)
- [ ] Public Library Association (PLA)
- [ ] Reference and User Services Association (RUSA)
- [ ] Other ALA divisions
- [ ] Americam Society for Information Science and technology (ASIST)
- [ ] Association for Library and Information Science Educators (ALISE)
- [ ] Music Library Association (MLA)
- [ ] Special Libraries Association (SLA)
- [ ] State library associations

Other (please specify)

_____

42. To which of the following **MUSEUM ASSOCIATIONS** do you belong? (Select all that apply)

- [ ] American Alliance of Museums (AAM)
- [ ] Museum Computer Network (MCN)
- [ ] Regional museum association
- [ ] State museum associations
- [ ] None of the above

Other (please specify)

_____

43. Which of the organizations you have chosen above, do you consider your TWO primary professional associations?

1. [   ]

2. [   ]

44. Of the organizations selected above, which of these do you primarily use for information and resources?

1. [   ]

2. [   ]

3. [   ]

4. [   ]

5. [   ]

45. Of the organizations selected above, which of these do you primarily use for advice on best practices?

1. [   ]

2. [   ]

3. [   ]

4. [   ]

5. [   ]

46. Of the organizations selected above, which of these do you primarily use for education and training?

1. [   ]

2. [   ]

3. [   ]

4. [   ]

5. [   ]

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EDUCATION

47. What kind of education or training have you taken over the past three to five years?

[   ]

48. Is there a particular archival topic you feel would be most valuable for a workshop or seminar focused around the needs of small archives?

[ ]

49. How do you prefer training to be delivered? (Rank one, two, three, four)

☰
[ ]

Workshop

☰
[ ]

Webinars

☰
[ ]

Local/regional training

☰
[ ]

Onsite assistance

50. Do you prefer pre-conference workshops held in conjunction with regional archives meetings?

◯ Yes

◯ No

◯ Don't know

51. Although you may prefer face-to-face training, are online workshops/classes easier for you to attend?

◯ Yes

◯ No

◯ Don't know

52. Do you have cost and travel distance restrictions? If so, please enumerate those here:

[ ]

FINAL CONSIDERATIONS

53. What do you see as your archives greatest strengths?

54. What do you see as your archives greatest challenges?

55. For small archival organizations such as yours, what do you see as the greatest opportunities for expansion, collaboration, inspiration and engagement with the public?