

Introduction and Instructions

The California Historical Records Advisory Board (CHRAB) needs your help! We are conducting this survey of repository practices and needs as part of our strategic planning to learn how we might best assist repositories of historic records in California. The data will assist the CHRAB in establishing its goals for the next five years.

Only one response per institution is permitted. We estimate that completion of the survey will take roughly one hour or less. *Please submit your data no later than Wednesday, February 21st. We will not be able to extend this deadline.*

Respond regarding special collections and archives units only. If your institution consists primarily of special collections (i.e., you have no “general” collections or reading room), respond for the entire institution. Practices vary across institutions, which may render some questions ambiguous for your circumstances. Use your best judgment to interpret each question for your institution.

Respond based on your current practices. For statistical questions, use your latest complete twelve-month statistical year that ended prior to December 31, 2017. If you do not have formal statistics, make reasonable estimates.

Once you begin online data entry, you must complete it in one session. Your responses on a particular page are saved each time you click on a "forward" or "back" button; do not use your browser's navigation arrows. We recommend that you review the PDF version of the survey instrument ahead of time so you can prepare your response.

If you have questions, please address them to archivesweb@sos.ca.gov. Please enter your data directly online to avoid inadvertent errors on our part. If, however, you prefer to respond on paper, print the PDF version, legibly enter all data, and mail to:

**California Historical Records Advisory Board
California State Archives
1020 O Street
Sacramento, CA 95814**

The CHRAB will make the survey data publicly available later in 2018. No data will be associated with individual respondents, and contact information will be held confidential.

The CHRAB is one of more than fifty similar boards active in all U.S. states, territories and the District of Columbia, created by the National Historical Publications and Records Commission (NHPRC), the grant-funding branch of the National Archives. It serves as a central advisory body within California for historic records planning and coordination, including review of NHPRC grant applications. The CHRAB has created professional workshops and webinars on a variety of

archives and records management topics. The CHRAB participates in California Archives Month activities to promote the work of archives and archivists, including as a co-sponsor of the annual California Archives Month poster. The CHRAB has also been an advocate for archives and libraries, operated re-grant programs, and supported disaster preparedness and disaster recovery training for archives and libraries.

This survey is funded by a grant from the National Historical Publications and Records Commission.

I. Institutional description

* 1. Contact information

Your name

Your title

Your institution

Address

City

Zip code

Your phone

Your email

Website

* 2. Type of institution

Academic library special collections

Museum archives

Business archives

Public library

Community archives

Religious archives

Government archives

Tribal archives

Historical society

Other (please specify)

* 3. Types of records in collections. Select all that apply.

- Textual
- Photographic
- Architectural
- Artifacts
- Audiovisual
- Born-digital/Electronic
- Cartographic
- Microform
- Visual
- Other (please specify)

II. Resources

4. How many staff members do you have? Report in FTE (full-time equivalents) using either whole or decimal numerals.

Full-time

Part-time

Temporary

Students

Volunteers

5. Which of the following roles are played by your staff? Select all that apply.

- Administrative/Management
- Professional (e.g., archivists, librarians, curators, records managers)
- Technical (e.g. conservators, imaging specialists)
- Information technology
- Support/Clerical
- Other (please specify)

6. How many of your professional staff members are professionally-trained archivists?

7. Estimate the *percentage* of your funding from the following sources. Enter only the numeral, not the percentage sign. The total should add up to 100.

Institutional appropriations

Fees (e.g., admission)

Grants

Endowments

Earned income (e.g.,
duplications, sales of
merchandise)

Other

8. Have your institutional appropriations changed in the past five years?

Yes, increased less than 10%

Yes, decreased 10% or more

Yes, increased 10% or more

No

Yes, decreased less than 10%

9. Does your repository engage in fundraising?

Yes

No

10. If yes, do you have a formal plan for fundraising?

Yes

No

11. Do you have any additional comments about Section II?

III. Mission and Policies

12. Please indicate which of the following types of written policies your repository has in place or is planning to develop.

	Yes	No	Planned
Mission statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Strategic plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appraisal guidelines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection development/acquisitions policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reproductions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exhibition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Loan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. Do you have any additional comments about Section III?

IV. Collections Processing

14. What is the overall level of of arrangement, description, and access of your collections?

- The majority are processed and have an online finding aid; some are digitized and accessible online
- The majority are processed and have a finding aid, either on paper or online
- Less than half are processed and have a finding aid
- Most have not been processed

15. Are any born-digital/electronic records in your collections being processed at this time?

- Yes
- No
- We have no born-digital records

16. Do you have any additional comments about Section IV?

V. Access and User Services

17. Have you digitized materials from your collections for access by users?

- Yes
- No
- We hope to in future

18. Do you retain copies of digitized images reproduced for specific users for potential inclusion in your digital library? This does not include retention for internal purposes only.

- Yes
- No
- Sometimes

19. Do you allow use of digital cameras by users for reproducing collection materials?

- Yes
- No

20. Indicate which online methods you use for outreach or to gather feedback. Include only those intended to promote your repository's activities or collections. Do not include individual staff accounts. Select all that apply.

- Facebook
- Twitter
- Instagram
- Institutional blog
- Podcasts
- Wikipedia links
- YouTube
- Other (please specify)

21. Do you have any additional comments about Section V?

VI. Preservation

22. What is the overall condition of your collections?

- Majority of collection stabilized and in appropriate housings
- Less than half of collection stabilized and in appropriate housings
- Little of collection is stabilized and in appropriate housings

23. Which of the following preservation and/or conservation measures have you undertaken in the past year?

	Yes, in-house	Yes, outside contractor	No
Digitization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Book rebinding/repair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Document repair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disaster recovery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmental controls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Microfilming	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New/Improved facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

24. Do you have an emergency preparedness and disaster recovery plan?

- Yes, and it is up to date
- Yes, but it is out of date
- No, but we are working on it
- No

25. If you have disaster recovery and/or emergency preparedness plans, which of the following elements are included? Select all that apply.

- Names, contact information, and roles of the responsible staff members
- Disaster recovery procedures
- Emergency preparedness procedures
- Collections priorities for salvage
- Vendors that provide emergency supplies and/or services
- Locations and/or contents of onsite emergency supplies
- Locations and/or contents of emergency supplies shared by regional repositories
- Other (please specify)

26. Do you hold emergency response drills or exercises?

- Yes
- No

27. Have you experienced collections damage or loss due to any of the following? Select all that apply.

- Earthquake
- Fire
- Theft
- Water
- Deterioration beyond repair
- Other (please specify)

28. How would you rate the following aspects of preservation readiness at your archival facility?

	Good	Insufficient	None
Climate control	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fire detection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intrusion alarm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

29. Do you have any additional comments about Section VI?

VII. Education and Training

30. Please rate the importance of each of the following for staff education and training.

	High	Medium	Low	Not a priority
Advocacy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appraisal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arrangement and description	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Born-digital/Electronic records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cataloging/Metadata	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disaster recovery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fundraising	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grant writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Management/Administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation/Conservation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Records management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social media	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

31. Please rank the following delivery methods for education and training. (1 for highest, 5 for lowest)

<input type="checkbox"/>	<input type="text"/>	Online
<input type="checkbox"/>	<input type="text"/>	Onsite
<input type="checkbox"/>	<input type="text"/>	Webinars
<input type="checkbox"/>	<input type="text"/>	Workshops (1-2 days)
<input type="checkbox"/>	<input type="text"/>	Archival institutes (3+ days)

32. How far are you and your staff willing to travel for training?

- Less than 50 miles
- 50-100 miles
- More than 100 miles

33. Which professional organizations' conferences, workshops, webinars, or other offerings have you attended? Select all that apply.

- American Library Association (ALA)
- California Library Association (CLA)
- National Association of Government Archives & Records Administrators (NAGARA)
- Society of American Archivists (SAA)
- Society of California Archivists (SCA)
- Special Libraries Association (SLA)
- None
- Other (please specify)

34. Do you have any additional comments about Section VII?

VIII. Priorities and Needs

35. Please indicate the level of need you associate with each of the following for improvement of your collections and services.

	High	Medium	Low	None
Collection development/Acquisitions policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collections processing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collections reformatting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Description/Access systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education and training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exhibit space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilities improvements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outreach and publicity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation/Conservation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social media profile	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storage capacity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storage conditions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use of collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

36. From which sources do you seek advice/assistance concerning your records and repository? Select all that apply.

- Federal agency
- State agency
- Local government agency
- California Historical Records Advisory Board
- Other (please specify)
- Professional organizations
- Colleagues
- Consultants
- Vendors

37. Do you collaborate with any local or regional repositories or organizations, (e.g., to share facilities, resources, collecting parameters, governance)? If yes, please describe these arrangements.

- No
- Yes (described below)

38. What do you think are the most pressing issues facing the archival community today?

	High	Medium	Low	Not an issue
Advocacy for archives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Born-digital/Electronic records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collections diversity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disaster recovery/Emergency preparedness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education and training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation/Conservation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public awareness and engagement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff diversity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Succession planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support from parent organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

39. Do you have any additional comments about Section VIII?

X. Final Comments

* 40. What do you consider the three biggest challenges facing your repository today, *not including funding or staffing?*

1.

2.

3.

41. Is there anything else you would like to add?