

ILLINOIS STATE HISTORICAL RECORDS ADVISORY BOARD
 1996 SURVEY OF HISTORICAL RECORDS REPOSITORIES

PART A. NAME AND ADDRESS OF REPOSITORY

1. Name of organization or institution:

2. Departmental title or other name of unit most directly responsible for historical records collection:

Note: If the parent organization has two or more units, administered independently, that maintain collections of historical records, separate forms should be completed for each of them. If you need additional forms, please contact the survey manager (see last page). Additional forms can be sent to you or to the other unit(s), as appropriate.

Example: A university might have both an institutional archives and a collection of historical manuscripts, one in the provost's office and the other in the university library. Each should report separately.

3. Person in charge of your organization's historical records program or collection:

Name _____

Position title _____

Phone _____ Fax _____

Electronic mail (if available) _____

PART B. INSTITUTIONAL INFORMATION

1. Which of the following best describes your organization (circle one):

- 1 Historical society
- 2 College or university
- 3 Public library
- 4 Museum
- 5 Genealogical society
- 6 Other (please describe): _____

2. How many years has this organization had a historical records program for the care of archival materials?

PART C. COLLECTIONS

1. Does your organization have a written acquisition policy identifying the kinds of historical materials it accepts and the conditions or terms that affect these acquisitions? (circle one):

- 1 Yes (please attach a copy, if possible)
- 2 No

2. Please indicate what types of historical records your organization currently holds and what types you are actively collecting (circle all that apply):

	Currently hold	Actively collecting
Paper records	1a.....	1b
Photographs.....	2a.....	2b
Architectural drawings, blueprints	3a.....	3b
Maps, plats	4a.....	4b
Sound recordings	5a.....	5b
Video tapes.....	6a.....	6b
Motion picture film.....	7a.....	7b
Microfilm/microfiche	8a.....	8b
Computer media (tapes, diskettes, CD-ROMs)	9a.....	9b
Optical disks	10a.....	10b
Other (specify): _____	11a.....	11b

3. What dates are encompassed by your historical records (give earliest and latest dates for bulk of collection):

PART I. STAFF AND VOLUNTEERS

1. Please estimate how many paid staff members and volunteers work directly with your historical records collections.

Calculate your responses by estimating the numbers of "full-time equivalents" (FTEs) for each category. Use a typical week, or estimate an average, if workloads vary throughout the year.

For instance, if your organization has two full-time and one half-time professionals who work with historical records, then your response would be 2.5 FTEs under "Paid professionals." In reporting on volunteers, add up the total number of hours contributed by all volunteers during a typical week and divide by 40 hours. Example: if two volunteers devote a total of 10 hours per week, it would be reported as .25 FTEs.

- 1 Paid professionals _____ FTEs
- 2 Paid nonprofessionals _____ FTEs
- 3 Unpaid volunteers _____ FTEs

2. Do any paid staff members have specialized training or education relating to the care of historical records? (circle all that apply):

- 1 Graduate degree(s) in archival administration
- 2 Graduate degree(s) in library/information science
- 3 Graduate degree(s) in history or related humanities discipline
- 4 Institute(s) (1-2 weeks) in archival administration/methods
- 5 Workshop(s) (1-2 days) in archival administration/methods
- 6 Other (specify): _____
- 7 No specialized training
- 8 No paid staff members

3. In what areas and at what levels do your staff/volunteers have the greatest need for additional training? (circle all that apply):

	Basic	Intermediate	Advanced
Archival methods	1a	1b	1c
Uses of computers in archives	2a	2b	2c
Appraisal, collection development	3a	3b	3c
Electronic records	4a	4b	4c
Records management	5a	5b	5c
Preservation/conservation methods	6a	6b	6c
Disaster preparedness	7a	7b	7c
Public relations/outreach	8a	8b	8c
Other (specify): _____	9a	9b	9c

4. What would be the best method(s) for providing additional training to your staff or volunteers? (circle all that apply)

- 1 Graduate course(s) in archival administration
- 2 Institutes on archival methods/techniques (1-2 weeks)
- 3 Workshop(s) on archival techniques (1-2 days)
- 4 Internships
- 5 On-the-job training
- 6 Archival consultant services
- 7 Publications, printed training manuals
- 8 Other (specify): _____
- 9 No additional training needed or desired

PART J. FINANCIAL SUPPORT

1. Into which of the following categories does your organization's annual spending for historical records fall? (include salaries, building maintenance, utilities, etc., devoted to the management, storage, and use of these collections)

- 1 Less than \$1,000
- 2 \$1,000 - \$10,000
- 3 \$10,000 - \$50,000
- 4 \$50,000 - \$100,000
- 5 \$100,000 - 250,000
- 6 \$250,000 - 500,000
- 7 \$500,000-1,000,000
- 8 More than \$1,000,000
- 9 Don't know

2. During the last 3 years, has the funding for your historical records program (circle one):

- 1 Decreased 2 Remained stable 3 Increased

3. Over the next 3 years, do you expect the funding for your historical records program to (circle one):

- 1 Decrease 2 Remain stable 3 Increase

4. Please indicate the major sources of funding or income for your historical records program (circle all that apply) and, if possible, estimate percentage of the total provided by each:

	Received from	Percent of total budget
Allocations/appropriations from parent organization's budget	1.....	_____ %
Grants	2.....	_____ %
Endowments, trusts	3.....	_____ %
Fundraising	4.....	_____ %
Other (specify): _____	5.....	_____ %

5. Please indicate which of the following are supported by the budget figure indicated in #1 above (circle all that apply) and, if possible, estimate the annual percentage allocated to each:

	Supported by	Percent of total budget
Staff salaries and benefits	1.....	_____ %
Collection development (purchases and acquisitions)	2.....	_____ %
Collection maintenance (processing)	3.....	_____ %
Preservation/conservation	4.....	_____ %
Public programs and exhibits	5.....	_____ %
Equipment purchases and maintenance/repair	6.....	_____ %
Building/space costs (mortgage, rent, lease, maintenance, repair, utilities)	7.....	_____ %
Other (specify): _____	8.....	_____ %

PART K. NEEDS AND PRIORITIES

1. Please rank each of the following priorities for improving the management of your historical records and making them available for use: (Circle one for each: 3=major priority; 2=moderate; 1=minor; 0=not a priority)

	Major	→	None
Increase funding	3	2	1 0
Increase capacity of storage space	3	2	1 0
Improve storage conditions (temperature & humidity controls, security)	3	2	1 0
Improve staff training or expertise	3	2	1 0
Encourage greater use of collections	3	2	1 0
Improve finding aids	3	2	1 0
Automate description systems	3	2	1 0
Reformat collections (microfilm, imaging)	3	2	1 0
Develop policies/procedures for handling new media	3	2	1 0
Develop acquisition policy/selection criteria	3	2	1 0
Increase solicitation of collections	3	2	1 0
Preservation/conservation of collections	3	2	1 0
Develop disaster plan	3	2	1 0
Process backlog of acquired collections	3	2	1 0
Introduce/improve records management in parent organization	3	2	1 0
Increase commitment of parent organization	3	2	1 0
Increase visibility of or public support for historical records program	3	2	1 0
Other: _____	3	2	1 0

2. What is the most pressing problem confronting your organization's historical records collections?

3. How useful would the following cooperative efforts be to your organization/institution in sharing expense and/or expertise among repositories of historical records in the state: (Circle one for each: 3=very useful; 2=moderately useful; 1=of some use; 0=not useful)

	Very useful	→	Not useful
Statewide/multirepository automated cataloging network	3	2	1 0
Statewide coordination of collecting policies	3	2	1 0
Cooperative purchasing of archival supplies	3	2	1 0
Centralized preservation/conservation lab	3	2	1 0
Centralized microfilming/imaging	3	2	1 0
Shared storage facilities	3	2	1 0
Other (please specify): _____	3	2	1 0

4. Where do you go for advice and assistance on archival matters? (circle all that apply):

- 1 Federal government agency (specify): _____
- _____
- 2 State government agency (specify): _____
- _____
- 3 Local government agency (specify): _____
- _____
- 4 State Historical Records Advisory Board
- 5 Professional organizations (specify): _____
- _____
- 6 Colleagues in other repositories
- 7 Vendors of supplies/equipment
- 8 Paid consultants
- 9 Other (specify): _____
- _____

Please use the space provided on the back of this form for any further comments you might have.

Please tell us who completed this questionnaire in case we need to contact you:

Name: _____

Title: _____

Institution: _____

Address: _____

Telephone: _____ E-mail: _____ Date completed: _____

