



2006/07 CNSA General Members Survey

PART ONE: General Institutional and Holdings Information

1. Name of Archives: _____

2. A. Name and position of person completing this survey:

B. Email address and phone number of person completing this survey:

3. Please indicate the region of Nova Scotia in which your archives is located:

- Metro HRM (Halifax/Dartmouth/Bedford/Sackville)
- Other HRM
- Cape Breton
- Eastern (Guysborough, Pictou and Antigonish Counties)
- Northern (Colchester and Cumberland Counties)
- Valley (Hants, Kings and Annapolis Counties)
- Western Shore (Digby and Yarmouth Counties)
- South Shore (Shelburne, Queens and Lunenburg Counties)

4. Please choose the category that best describes your archives. (Please choose only one).

- | | |
|---|---|
| <input type="checkbox"/> Provincial archives | <input type="checkbox"/> University/school archives |
| <input type="checkbox"/> Municipal/local government | <input type="checkbox"/> Business/Corporate |
| <input type="checkbox"/> Museum/Archives/Historical Society | <input type="checkbox"/> Church/religious archives |
| <input type="checkbox"/> Genealogical centre | <input type="checkbox"/> Thematic |

5. Please indicate the name of your parent/sponsoring organization:

6. On what basis is your archives open to the public?

- Year-round
- Seasonal (specify) _____
- By appointment (specify) _____
- Other (specify) _____

7. During a typical week how many hours is your archives open to the public?

During the summer season _____ hrs/week
Remainder of the year _____ hrs/week

8. Please indicate the extent of your Archive's current holdings:

- a) Textual records from sponsoring organization _____ linear metres¹
- b) Textual records from other sources _____ linear metres
- c) Published material (e.g. books, magazines, vertical files) _____ # items
- d) Maps & plans, incl. architectural drawings _____ # items
- e) Microforms (microfilm, microfiche) _____ # items
- f) Photographs (e.g. prints, negatives, transparencies) _____ # items
- g) Sound recordings (e.g. tapes, cassettes) _____ # items
- h) Moving images (e.g. film, video) _____ # items
- i) Paintings, drawings, prints _____ # items
- j) Electronic records (only materials created in electronic format, not copies, finding aids or other products created by the archives) _____ # files
- k) Artifacts and specimens _____ # items
- l) Other: _____ extent
- m) Other: _____ extent

9. In what ways does your organization acquire collections? Mark all that apply.

- Record retention schedule/direct transfer from sponsor
- Purchase
- Gift/donation
- Permanent loan/deposit
- Copy loan
- Other: Specify _____

10. Please estimate a breakdown in your total holdings between those acquired from a sponsoring body and those obtained from other sources:

- a) Received from sponsoring organization _____ %
- b) Obtained from other sources _____ %

¹ Conversion factors: One foot = 0.33 meters OR 1 standard 3 ft shelf = 1m of material

PART TWO: Planning & Priorities

11. On a scale of 1 to 10, **1 indicating very low priority and 10 indicating high priority**, please **rate** your institution's priorities with respect to the following for both short term (1 – 4 years) and long term (5 years or more)

	<u>Short-term Priority</u>	<u>Long-term Priority</u>
I. Professional Development & Training:		
a) CNSA core curriculum workshops	_____	_____
b) Other local workshops or seminars	_____	_____
c) Post-secondary level programs/courses	_____	_____
d) Internships	_____	_____
e) Mentoring/professional partnering	_____	_____
f) Study leave/ sabbatical	_____	_____
g) Access to professional literature	_____	_____
h) CNSA conference	_____	_____
i) Provincial/national roundtables, forums, & conferences	_____	_____
j) Other (specify) _____ _____	_____	_____
II. Acquisitions and Holdings:		
a) Acquisition of holdings documenting under- represented communities (e.g. Mi'kmaq, African-Nova Scotian, Acadian)	_____	_____
b) Acquisitions to fill thematic gaps in holdings (e.g. mining, agriculture, women's history)	_____	_____
c) Adherence to provincial Cooperative Acquisitions Strategy	_____	_____
d) Adherence to institutional acquisitions policy	_____	_____
e) Ability/expertise to acquire non-textual records (i.e. film, electronic records)	_____	_____
f) Reappraisal and de-accessioning	_____	_____
g) Records management scheduling and transfers	_____	_____
h) Other (specify): _____	_____	_____

	<u>Short-term Priority</u>	<u>Long-term Priority</u>
III. Arrangement and Description:		
a) Decrease of backlog providing more access to holdings	_____	_____
b) Increased/more consistent use of RAD (Rules for Archival Description)	_____	_____
c) Increased/more consistent use of standardized subject and name authorities	_____	_____
d) Description at fond level	_____	_____
e) Description at file or item level	_____	_____
f) Production of online finding aids & research tools	_____	_____
g) Other (specify): _____ _____	_____	_____
 IV. Facilities and Equipment:		
a) Sufficient archival quality storage space	_____	_____
b) Adequate security for archival storage	_____	_____
c) Improved configuration and utilization of existing storage space	_____	_____
d) Increased capacity (space and/or equipment) to process and provide access to non-textual records	_____	_____
e) Other (specify): _____ _____	_____	_____
 V. Preservation Management:		
a) Preventative conservation measures (e.g. reformatting, rehousing)	_____	_____
b) Access to conservation/restoration advice or services	_____	_____
c) Implementation of global preservation assessment findings or recommendations	_____	_____
d) Development or revision of preservation policies & procedures	_____	_____
e) Increased capacity to preserve non-textual records	_____	_____
f) Improved environment for archival storage	_____	_____
g) Other (specify): _____ _____	_____	_____

	<u>Short-term Priority</u>	<u>Long-term Priority</u>
VI. Public Services:		
a) Increased hours of access	_____	_____
b) Increased knowledge of and consistent compliance with copyright	_____	_____
c) More online access to finding aids & research tools	_____	_____
d) More online access to archival holdings (e.g. digitized archival records)	_____	_____
e) Improved client services (e.g. range of copies available, enquiry response time)	_____	_____
f) Improved knowledge of users and user needs/ user expectations	_____	_____
g) Other (specify): _____ _____	_____	_____
 VII. Public Awareness and Profile:		
a) Displays/exhibits	_____	_____
b) Publications	_____	_____
c) Increased development and delivery of on-site educational programs	_____	_____
d) Increased visits to schools by archives	_____	_____
e) Increased development and delivery of school/ group tours of archives	_____	_____
f) More newspaper articles, radio spots, media releases, media interviews	_____	_____
g) Open houses	_____	_____
h) Archival advice to other institutions	_____	_____
i) Partnering with stakeholders and heritage community	_____	_____
j) Other (specify): _____ _____	_____	_____
 VIII. Online/In-house Electronic Access:		
a) Web-site development or enhancement	_____	_____
b) Searchable databases	_____	_____
c) Virtual exhibits	_____	_____
d) Finding aids on-line	_____	_____
e) Content on-line (photograph and other media databases)	_____	_____
f) Contribution of descriptive records to Archway and Archives Canada	_____	_____
g) Digitization of selected holdings	_____	_____
h) Scanning of photographs and documents on request	_____	_____
i) Public access computers on site	_____	_____
j) Other (specify): _____	_____	_____
k) _____	_____	_____

	<u>Short-term Priority</u>	<u>Long-term Priority</u>
IX. Management and Governance:		
a) Records management policy development	_____	_____
b) Development/revision of institutional policies	_____	_____
c) Board renewal	_____	_____
d) Approved and up-to-date institutional mission and mandate	_____	_____
e) Succession planning for staff & volunteers	_____	_____
f) Approved annual business plan	_____	_____
g) Improved financial accountability	_____	_____
h) Other (specify): _____	_____	_____
_____	_____	_____

12. For both the short term (1 – 4 years) and long term (5 years or more), how would you **rank** the relative priority of each of the following broad categories for your institution. **Please rank your choices in numerical order, 1 through 9, 1 being your lowest priority and 9 being your highest priority.** For various activities included in these broad categories, please refer to Question 11.

	<u>Rank Short-term</u>	<u>Rank Long-term</u>
a) Staffing, professional development and training	_____	_____
b) Acquisitions and holdings	_____	_____
c) Arrangement and description	_____	_____
d) Facilities and equipment	_____	_____
e) Preservation management	_____	_____
f) Public services	_____	_____
g) Public awareness and profile	_____	_____
h) Online/in-house electronic access	_____	_____
i) Management and governance	_____	_____

PART THREE: CNSA

13. Please identify which of the following CNSA institutional membership criteria or other factors are preventing your archives from becoming an institutional member at this time. Please check all that apply.

- A written mandate approved by a governing body of the public authority or the private organization in which the archives is a unit of responsibility.
- Acquisition policy
- Access policy
- Preservation policy
- Designated individual accountable for the archives operation
- A secure designated space protected from degradation agents
- Open hours equivalent to 1 day per week
- Lack of archival knowledge or skills
- Lack of time to devote to archival activities
- Necessary financial resources
- Other institutional priorities
- Other reasons preventing your organization from becoming a CNSA institutional members: please specify _____

14. Please identify what types of assistance would help your institution to become a full institutional member:

Thank you very much for your time and input