



2006/07 CNSA Institutional Members Survey

PART ONE: General Institutional 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. A. Please indicate the name of your parent/sponsoring organization:

B. Please describe your reporting relationship or governance structure within your parent/sponsoring organization _____

C. Does your archives have a dedicated budget for archival activities?
Yes No

D. Does your archives have staff dedicated to archival activities?
Yes No

PART TWO: Budget, Staffing, Professional Development & Training

6. Please indicate your most recently completed fiscal year in the space below. Your most recently completed fiscal year will be referred to as "the reporting period" for subsequent questions.

Day _____ Month _____ Year _____

7. Please indicate the sources of funding for your archives for the reporting period:

- | | |
|--|-----------------|
| a) Parent/sponsoring organization | \$ _____ |
| b) Admission, research, copying & other fees | \$ _____ |
| c) Federal grants | \$ _____ |
| d) Provincial grants | \$ _____ |
| e) Municipal grants | \$ _____ |
| f) Donations and bequests | \$ _____ |
| g) Other fundraising | \$ _____ |
| h) Other- specify _____ | \$ _____ |
| i) Other- specify _____ | \$ _____ |
| TOTAL REVENUE:(Sum a to i) | \$ _____ |

8. Please breakdown the total expenditures for your archives for the reporting period into the following categories:

- | | |
|--|-----------------|
| (1) OPERATING EXPENSES | |
| a) All salaries, wages & benefits | \$ _____ |
| b) Preservation management* (e.g. supplies) | \$ _____ |
| c) Public services/outreach programs* | \$ _____ |
| d) Administrative expenses* (e.g. office supplies, telephone, postage) | \$ _____ |
| e) Occupancy ¹ (utilities, insurance, facility maintenance) | \$ _____ |
| f) Professional development & training | \$ _____ |
| g) Acquisition activities including appraisals | \$ _____ |
| h) Other- specify _____ | \$ _____ |
| i) Other- specify _____ | \$ _____ |
| TOTAL OPERATING BUDGET (Sum a to i) | \$ _____ |

*=Excluding salaries and benefits

¹ If you are not responsible for paying occupancy costs, please indicate as not applicable (N/A)

(2) CAPITAL EXPENDITURES

| | |
|---------------------------------------|-----------------|
| a) Equipment purchases & installation | \$ _____ |
| b) Facility renovation/construction | \$ _____ |
| TOTAL CAPITAL BUDGET [a+b] | \$ _____ |

9. In the chart on the following page, please indicate the number of employees in each employment position, employment category and salary range for the reporting period. Both permanent and contract employees should be included in this chart.

Employment positions are broken into three major categories:

- Professional staff (e.g. Archivist, Records Manager, Librarian, Curator)
- Technical Staff (e.g. IT/ Library/Scanning Technician, Archival/Library Assistant)
- Clerical staff (e.g. secretarial, reception, accounting and other support staff)

Employment Categories are:

- A. Full-time year round: the employee worked 30+ hours per week on a year-round basis.
- B. Full-time seasonal: the employee worked 30+ hours per week for less than 52 weeks per year.
- C. Part-time year-round: the employee worked less than 30 hours per week on a year-round basis.
- D. Part-time seasonal: the employee worked less than 30 hours per week for less than 52 weeks per year.

| # Employees By Employment Position, Employment Category and Salary Range | | | | | | | | | | | | |
|---|------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|
| | Professional | | | | Technical | | | | Clerical | | | |
| Annual Base Salary Range | (A) FT/ YR | (B) FT/ S | (C) PT/ YR | (D) PT/ S | (A) FT/ YR | (B) FT/ S | (C) PT/ YR | (D) PT/ S | (A) FT/ YR | (B) FT/ S | (C) PT/ YR | (D) PT/ S |
| \$0-\$5000 | | | | | | | | | | | | |
| \$5001-\$10,000 | | | | | | | | | | | | |
| \$10,001-\$15,000 | | | | | | | | | | | | |
| \$15,001-\$20,000 | | | | | | | | | | | | |
| \$20,001-\$25,000 | | | | | | | | | | | | |
| \$25,001-\$30,000 | | | | | | | | | | | | |
| \$30,001-\$35,000 | | | | | | | | | | | | |
| \$35,001-\$40,000 | | | | | | | | | | | | |
| \$40,001-\$45,000 | | | | | | | | | | | | |
| \$45,001-\$50,000 | | | | | | | | | | | | |
| \$50,000+ | | | | | | | | | | | | |
| Total # Employees | | | | | | | | | | | | |

10. Please indicate if you are provided with any of the following categories of services by your sponsoring organization: (check all that apply)

- Financial services
 - Communications/PR
 - Clerical support
 - Other- please specify _____
 - Human resources
 - IT support
-
-

11. Volunteers:

A. Please estimate the number of volunteers your organization regularly utilized during the reporting period, as well as the total number of volunteer hours spent conducting the work of the archives:

of volunteers: _____ total # of volunteer hours: _____

B. What types of activities are your volunteers involved in on a regular basis? (check all that apply)

- Arrangement and description of archival holdings
- Preservation management activities (e.g. re-housing in archival quality storage containers, collection assessments/condition reports)
- Acquisition and appraisals
- Public service (e.g. taking admissions, responding to research requests, copying materials)
- Programming (e.g. school/group tours, educational programming, displays)
- Administrative/clerical support
- On-line/in-house electronic access (e.g. updating website, creating finding aides, databases, digitization)
- Fundraising
- Other (please specify) _____

12. Please indicate the level of archives-related professional development and training that has been undertaken by all **current** staff at your archives within the past **five years** (check all that apply):

A. CNSA delivered programs:

- Completed CNSA's Core Curriculum Certificate program

Completed individual core curriculum workshops (please check all that apply):

- CNSA's Introduction to Archives workshop
 - CNSA's Introduction to Preservation workshop
 - CNSA's Acquisition, Appraisal and Accessioning workshop
 - CNSA's Arrangement and Description workshop
 - CNSA's Introduction to Rules for Archival Description (RAD) workshop
 - CNSA's Access and Reference workshop
 - Other CNSA workshops (please specify): _____
-

B. Workshops by other professional organizations (check all that apply):

- ACA (Association of Canadian Archivists)
- CCI (Canadian Conservation Institute)
- CCA (Canadian Council of Archives)
- SAA (Society of American Archivists)
- ARMA (Association for Records Management)
- Other professional development (please specify): _____

13. A. Does your institution support the ongoing professional development and training of staff? Yes _____ No _____

B. Is your professional development allocation sufficient to meet your training needs?
Please explain: _____

PART THREE: Acquisitions and Holdings

14. 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 _____
15. Please estimate a breakdown in your total holdings between those acquired from your parent/sponsoring organization and those obtained from other sources:
- a) Received from parent/sponsoring organization _____%
 - b) Obtained from other sources _____%
16. A. Is your archives responsible for records management for your parent/sponsoring organization? Yes No
- B. **If no to A above**, is your archives involved in records management for your parent/sponsoring organization? Yes No
- C. **If yes to B above**, please explain _____
- _____
- _____
17. What criteria do your archives use when deciding to accept or reject material? Check all that apply:
- Conformity to acquisition mandate
 - Physical condition of material
 - Ability to preserve material
 - Research demand
 - Consistency with CNSA's Cooperative Acquisitions Strategy
 - Archival value (e.g. evidential, informational, historical)
 - Other- please specify _____
- _____
- _____

18. Acquisitions Policies:

- A. Does your institution use donor agreements/deeds of gift? Yes No
- B. Does your institution issue tax receipts? Yes No
- C. Does your institution acquire intellectual property rights (e.g. copyright) from donors when possible? Yes No
- D. Is your institution actively involved in reappraising your collections? Yes No
- E. Does your institution follow the guidelines of CNSA's Cooperative Acquisitions Strategy when acquiring new archival material? Yes No
- F. Has your institution reappraised, de-accessioned and transferred any collections to another archives using the guidelines set out in the CNSA Cooperative Acquisitions Strategy? Yes No

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

- a) Textual records from sponsoring organization _____linear metres²
- 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

² Conversion factors: One foot = 0.33 meters OR 1 standard 3 ft shelf =1m of material

20. Comparing your current holdings to those of 2001, please estimate the growth rate of your collection over the last five years for the following media. For any category where your holdings have decreased, please indicate this rate of reduction as a negative percentage.

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

PART FOUR: Arrangement and Description

21. Do you use Rules for Archival Description (RAD) to describe your collections?

Yes No

22. **If you answered yes to Question 21**, please indicate the level to which you use RAD on a regular basis: (choose only one)

- Fonds
- Series
- File
- Item

23. Please indicate the minimum level of processing generally undertaken prior to making records available to the public: (choose only one)

- Accession record: title, date, brief description of contents
- RAD-compliant fonds or series level descriptions
- Supplied or created file or item lists
- Other: Specify _____

24. Name/Subject Authorities:

A. Does your institution utilize subject authorities in descriptive work?

Yes No

B. **If you answered yes to A above**, please specify which subject authority you use: (e.g. Art and Architecture Thesaurus, NSSHA, Library of Congress)

C. Does your institution utilize name authorities in descriptive work?

Yes No

25. Holdings Arranged and Described:

A. Please estimate the percentage of your total holdings that are arranged and described at least to the fond or collection level:

_____ %

B. Please indicate the percentage of your holdings that are described according to the following media categories:

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

26. If you have holdings that are not arranged and described, is the backlog: (please choose only one)

- Decreasing?
- Increasing?
- Being maintained at a manageable level?

27. What factors influence the processing priorities in your institution? Check as many as apply.

- Sponsor needs/priorities
- Monetary appraisal for tax purposes
- Researcher interest
- Length of time material has been in backlog
- Availability/expertise of staff
- Availability of grant monies
- Time constraints
- Other-please specify _____

PART FIVE: Facilities and Equipment

28. A. Please breakdown your total floor area into the following three functions:

| | |
|--------------------------------------|---------------------------|
| Public service areas | _____m ² * |
| On-site records storage | _____m ² |
| Processing, technical & office space | _____m ² |
| Total On-site Space | _____m² |

B. Please indicate your total off-site records storage _____m²

29. Storage:

A. Is your on-site storage area physically separated from the public service area?

Yes No

B. What percentage of your existing archival storage space is currently available for future archival acquisitions? _____%

C. Based on your average annual intake over the last five years, in how many years do you estimate your currently available storage space will be fully utilized? _____ yrs

D. What measures have you undertaken to extend the life of your storage space?

* Conversion factor: 1ft² = .093 m²

30. Please indicate whether your primary storage space has any of the following:

- | | | |
|---|------------------------------|-----------------------------|
| a) combustion resistant construction | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b) metal shelving units | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c) smoke detectors | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| d) inert gas fire-suppression system | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| e) heat activated sprinkler system | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| f) standpipes/hoses | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| g) fire extinguishers | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| h) alarm connected to fire department | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| i) temperature controls | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| j) humidity controls | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| k) air filtration system to eliminate dust and other airborne impurities | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| l) natural light windows | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| m) UV filters on windows or fluorescent lighting tubes | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| n) basement or sub-grade storage | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| o) storage location safe from natural hazards (i.e floods, erosion, etc) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| p) exposed steam or water pipes | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| q) alarm system to detect when mechanical/heating/ air handling system has malfunctioned | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| r) cold storage area | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| s) other – please specify _____ | | |
-
-

31. Please indicate whether you engage in the following security precautions:

- | | | |
|---|------------------------------|-----------------------------|
| a) Have formal/written security policies & procedures | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b) Require visitors and researchers to register | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c) Have researchers submit written retrieval requests | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| d) Have staff surveillance of the reading room | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| e) Check returned material | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| f) Have restricted access to storage | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| g) Have security /alarm system for the building | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| h) Have security rated locks on storage doors and key control | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| i) Limit on number of items taken to reading room per researcher | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| j) Other procedures and security measures-please specify: | | |

32. A. Do you have access to all the types of equipment you and your public need to access your holdings?

Yes No

B. **If you answered no**, what types of records are not available due to this lack of equipment?

PART SIX: Preservation Management

33. What activities do you routinely carry out to preserve your collection?

- | | |
|---|--|
| a) Re-housing in archival quality storage containers | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| b) Removal of material that could damage records (e.g. paperclips, elastic bands, staples) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| c) Migration of electronic formats | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| d) Replacement of fragile or high use originals with copies for public access purposes (e.g. photocopies microfilm, copy prints of photographs) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| e) Segregation of new acquisitions until inspected | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| f) Instruction of staff and researchers in proper handling of materials | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| g) Regular collection assessments/condition reports | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| h) Regular monitoring of environmental conditions | Yes <input type="checkbox"/> No <input type="checkbox"/> |

34. Preservation Assessment:

A. Has your archives had a Global Preservation Assessment conducted by a conservator?

Yes No

B. If you have had a Global Preservation Assessment, in what year was it completed?

C. If you have had a Global Preservation Assessment, have you implemented the recommendations in that report?

Yes No Partially

D. If you have not implemented the recommendations of your Global Preservation Assessment, please indicate why: (check all that apply)

- Lack of resources
 - Lack of expertise
 - Lack of time
 - Other institutional priorities
 - Other: specify _____
- _____
- _____

E. If you have partially implemented the recommendations of your Global Preservation Assessment, please indicate which areas you have been unable to implement:

35. Please estimate the percentage of your holdings by category that are in need of preservation measures: (please refer to Question 33 for a list of preservation management measures)

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

36. A. Do you have an up-to-date disaster preparedness and recovery plan?

Yes No

B. *If yes*, what is the date of your current plan? _____

C. *If yes*, do you regularly review this plan? Yes No

PART SEVEN: Public Services

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

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

38. 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

39. Does your archives charge fees for the following?

- | | |
|-------------------|--|
| Admission | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Research by staff | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Copies | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Other (specify) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
- _____

40. A. Are you collecting researcher/user statistics:

- | | |
|----------|--|
| On site? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Online? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

B. Please indicate the following user statistics for the reporting period (use estimates where necessary). If statistics are not collected, please indicate.

| | # | or | <u>Not Collected</u> |
|---|-------|----|--------------------------|
| a) researcher visits | _____ | | <input type="checkbox"/> |
| b) written inquiries | _____ | | <input type="checkbox"/> |
| c) email inquiries | _____ | | <input type="checkbox"/> |
| d) telephone inquiries | _____ | | <input type="checkbox"/> |
| e) photocopies and microfilm prints supplied to users | _____ | | <input type="checkbox"/> |

41. Public usage rights:

A. Do you comply with copyright legislation? Yes No

B. Are you comfortable with your expertise in the application of this legislation? Yes No

C. Does Freedom of Information/Protection of Privacy Legislation apply to your archives? Yes No Unsure

D. Are you comfortable with your expertise in the application of this legislation? Yes No Unsure NA

PART EIGHT: Public Awareness and Profile

42. Does your archives regularly develop traditional exhibitions and displays? If so, on average, how many per year?

Yes # annually _____
No

43. Does your archives have a publications program?

No

Yes: **If yes**, how many of each of the following types of archives publications are currently in print?

- | | |
|---|---------|
| a) books (e.g. monographs, occasional papers) | # _____ |
| b) finding aids (e.g. guides to holdings, catalogues) | # _____ |
| c) promotional materials (e.g. leaflets, brochures, rack cards) | # _____ |
| d) other: specify _____ | # _____ |

44. Does your archives currently offer or undertake any of the following activities?

a) on-site educational programs Yes No

b) school /group tours of archives Yes No

c) visits to schools by archives staff Yes No

d) radio spots, newspaper articles, media releases, media interviews Yes No

e) open houses Yes No

f) archival advice to other institutions Yes No

g) archival advice to individuals Yes No

h) workshops Yes No

i) other: please specify _____

PART NINE: Online/In-house Electronic Access

45. Please indicate which of the following online/in-house electronic access services your archives offers **currently** and which are being **planned** within in the next five years:

| | <u>Current</u> | <u>Planned</u> |
|---|--------------------------|--------------------------|
| a) Web site (static -information only) | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Web site (interactive): | | |
| I. Searchable databases | <input type="checkbox"/> | <input type="checkbox"/> |
| II. Virtual exhibits | <input type="checkbox"/> | <input type="checkbox"/> |
| III. Finding aids on-line (html, EAD, PDF) | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Email responses to inquiries including attachments (i.e images, finding aids) | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Finding aids created using word processing/databases | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Fonds/collection-level descriptions available via: | | |
| I. In-house database | <input type="checkbox"/> | <input type="checkbox"/> |
| II. Archway | <input type="checkbox"/> | <input type="checkbox"/> |
| III. Archives Canada (CAIN) | <input type="checkbox"/> | <input type="checkbox"/> |
| IV. Library catalogue | <input type="checkbox"/> | <input type="checkbox"/> |
| V. Other (please specify) _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Photographic Database | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Other media database (specify) _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Digitization of selected holdings | <input type="checkbox"/> | <input type="checkbox"/> |
| i) Scanning of photos or documents upon request | <input type="checkbox"/> | <input type="checkbox"/> |
| j) Public access computers on site | <input type="checkbox"/> | <input type="checkbox"/> |

46. A. If you have a website do you collect statistics on use of the site?

Yes No

B. **If yes**, please indicate the following for the reporting period:

research visits _____
page views _____

47. Archway:

A. Do you contribute your descriptive records to Archway? Yes No

B. If yes, what percentage of your fonds level descriptive records are on Archway?
_____%

C. If no, what are the reasons you do not contribute: (check all that apply)

- Descriptive records not RAD compliant
- Lack of equipment
- Lack of expertise
- Other institutional priorities
- Lack of time
- Other, please describe:

PART TEN: Planning & Priorities

48. One a scale of 1 to 10, **1 indicating very high priority and 10 indicating low priority**, please **rate** your institution's priorities³ with respect to the following for both short term (1 – 4 years) and long term (5 years or more)

| | <u>Short-term</u> <u>Priority</u> | <u>Long-term</u> <u>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): _____ | _____ | _____ |

³ Priorities may be defined as both activities that your organization currently carries out and wishes to continue or new activities that your organization wishes to initiate.

| | <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): _____ _____ | _____ | _____ |

| | <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): _____ | _____ | _____ |
| _____ | _____ | _____ |

49. 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 highest priority and 9 being your lowest priority.** For various activities included in these broad categories, please refer to Question 48.

| | <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 | _____ | _____ |

50. In the following chart, please indicate the following:

- Column One: the programs and services your archives currently undertakes
- Column Two: the five programs or services you would most like to add/expand if the necessary human or financial resources were available. **Please rank these five new/expanded areas from 1-5, with 1 being the program/service you would most like to add/expand.**
- Column Three: the five programs or services you would choose to cutback if your archives faced reductions in human or financial resources. **Please rank these five cutback areas from 1-5, with 1 being the first program/service to be cut back.**

| Program/Service | Please check ✓ those you currently have/offer | Expand or Add (Rank Top 5) | Potential Cutback/ Eliminate (Rank First 5) |
|--|---|----------------------------|---|
| a) Access to professional development & training opportunities | | | |
| b) Proactive acquisitions program | | | |
| c) Records management | | | |
| d) Library holdings including rare/special collections | | | |
| e) Arrangement and description of archival holdings | | | |
| f) Equipment to access non-textual records | | | |
| g) Archival quality storage space | | | |
| h) Archival quality storage supplies | | | |
| i) Preservation management | | | |
| j) Appraisal and reappraisal of holdings | | | |
| k) Monetary appraisal | | | |
| l) On site public reference services | | | |
| m) On line client access and public services | | | |
| n) Reprography/copying services | | | |
| o) In-house microfilming | | | |
| p) In-house digitization | | | |
| q) Advisory services (to sponsors and/or public) | | | |
| r) Extension/outreach services | | | |
| s) Oral history program | | | |
| t) Educational publications | | | |
| u) Traditional displays/exhibitions | | | |
| v) Publicity/public relations/promotional materials | | | |
| w) Virtual displays/exhibitions | | | |
| x) Development of searchable databases | | | |
| y) Fundraising | | | |
| z) Other: Specify | | | |
| zz) Other: Specify: | | | |

PART ELEVEN: CNSA and Archival Funding Programs

51. In order to assess the awareness, the level of usage and the impact of CNSA programs and archival funding programs to institutional members, please indicate the following:
- In Column I: state whether or not your institution is **aware** that CNSA provides each program listed below by indicating **(Y)** or **(N)**.
 - In Column II: state whether or not your institution has **used, accessed or participated in** the programs/ services listed in the past **three years** by indicating **(Y)** or **(N)**.
 - In Column III: for those programs or services which your institution has used, accessed or participated in during the past **three years**, please state the level of **satisfaction** with the program or service using a **scale from 0-5** with **0 = “not satisfied at all”** and **5 = “extremely satisfied”**. State “n/a” if not applicable.
 - In Column IV: for those programs or services which your institution has used, accessed or participated in during the past **three years**, please state the **value** to your institution of each program or service using a **scale from 0-5** with **0 = “no value at all”** and **5 = “extremely valuable”**. State “n/a” if not applicable.

| Program/Service | Column I: Awareness (Y/N) | Column II: Usage (Y/N) | Column III: Satisfaction (Scale 0-5) | Column IV: Value (Scale 0-5) |
|--|---------------------------------|------------------------------|--|------------------------------------|
| (1) CNSA Programs and Services | | | | |
| EONA services | _____ | _____ | _____ | _____ |
| ARCHWAY | _____ | _____ | _____ | _____ |
| Cooperative Acquisitions Strategy | _____ | _____ | _____ | _____ |
| Annual conference | _____ | _____ | _____ | _____ |
| Newsletter | _____ | _____ | _____ | _____ |
| Workshop: Introduction to Archives | _____ | _____ | _____ | _____ |
| Workshop: Introduction to Preservation | _____ | _____ | _____ | _____ |
| Workshop: Acquisition, Appraisal & Accessioning | _____ | _____ | _____ | _____ |
| Workshop: Arrangement & Description | _____ | _____ | _____ | _____ |
| Workshop: Introduction to Rules for Archival Description (RAD) | _____ | _____ | _____ | _____ |
| Workshop: Access and Reference | _____ | _____ | _____ | _____ |
| Global Preservation Assessments | _____ | _____ | _____ | _____ |
| Website | _____ | _____ | _____ | _____ |
| List serve | _____ | _____ | _____ | _____ |

| Program/Service | Column I: Awareness (Y/N) | Column II: Usage (Y/N) | Column III: Satisfaction (Scale 0-5) | Column IV: Value (Scale 0-5) |
|--|--|---------------------------------------|---|---|
| (1) CNSA Programs and Services- Continued | | | | |
| Cooperative Microfilming program | _____ | _____ | _____ | _____ |
| Cooperative Online exhibits | _____ | _____ | _____ | _____ |
| Lending Library | _____ | _____ | _____ | _____ |
| Loan of Environmental Monitoring Equipment | _____ | _____ | _____ | _____ |
| Film cold storage vault | _____ | _____ | _____ | _____ |
| CNSA awards | _____ | _____ | _____ | _____ |
| Other: Please specify | _____ | _____ | _____ | _____ |
| (2) Archival Funding Programs | | | | |
| National Archival Development Program (NADP) project funding | _____ | _____ | _____ | _____ |
| Archival Community Digitization Program (ACDP) project funding | _____ | _____ | _____ | _____ |
| Young Canada Works funding | _____ | _____ | _____ | _____ |
| Other: please specify | _____ | _____ | _____ | _____ |
| Other: please specify | _____ | _____ | _____ | _____ |

52. If your archives has not applied for NADP, ACDP or Young Canada Works project funding, please indicate why: (check all that apply)

- | | <u>NADP</u> | <u>ACDP</u> | <u>YCW</u> |
|--|--------------------------|--------------------------|--------------------------|
| a) Lack of awareness of program | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Lack of matching funds | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Project criteria do not meet institutional priorities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Application too complex | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Increased accountability requirements too onerous | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Timing of when project funds are available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Other (specify)_____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | | | |
| _____ | | | |

53. Please summarize the benefits or outcomes of your institution's participation in CNSA's programs or services. Benefits or outcomes may include new skills, knowledge, or operational improvements, which have resulted from your participation in CNSA programs or services.

54. Are there specific reasons why your institution has not participated in more CNSA programs? If yes, please describe:

55. If the CNSA were to receive an increase in its current funding from the provincial government, the NADP, or both, where should these additional funds be targeted? **Please rank your responses from 1 to 6, with 1 representing the best use of new funding.**

- _____ More educational, professional development and training opportunities for CNSA members
- _____ Expand/enhance the role and activities of the EONA
- _____ Create a CNSA Preservation Advisor position
- _____ Increase project funds available for application by member institutions
- _____ CNSA-led cooperative projects e.g. Cooperative Microfilming Program, Mass Digitization, Province-wide Digital Collections
- _____ Priorities that will be identified in the CNSA Needs Assessment and Planning Study Report, based in large part on responses to this survey questionnaire.

56. Please rate the value for money your institution receives from its CNSA membership.
Please rank on a scale from 1 to 5, with 5 being “excellent value” and 1 being “little value”.

Value: _____

57. Which of the following organizations do you believe should provide leadership for the Nova Scotia archival community in the development of a provincial heritage strategy?
Please check only one.

- Federation of Nova Scotia Heritage
- Council of Nova Scotia Archives
- Nova Scotia Museum
- Nova Scotia Archives and Records Management
- Heritage Division of the Provincial Department of Tourism, Culture and Heritage

Thank you very much for your time and input.