

A*CENSUS Survey Questions

Note that the question numbers are not sequential. The questions are presented, below, in the same order as they were presented to respondents (the numbers did not appear on screen) and as the fields containing responses to each appear in the data base. The numbers were assigned while the survey questions were still in development, but then we rearranged the questions to improve the flow and logic of the survey. The question numbers are, in most cases, used as the field names in the data base, so users of the data will need to use this document as a reference.

Q1. Please indicate if you currently are:

- 1 Working as an archivist or manuscript curator
- 2 Managing a program that employs archivists
- 3 Retired from employment as an archivist
- 4 Teaching in a graduate archival education program
- 5 Studying to be an archivist
- 6 Working in another profession or occupation, but with archives-related responsibilities
- 7 Working as a technical or support staff member with archives-related responsibilities
- 8 Administering a program serving archival interests but not working directly with archival records (e.g., granting agency, education provider, professional association)
- 9 Other (Please specify)
- 10 Rather not say

Q4. Please indicate the state or territory in which you work.

- | | | | |
|-------------------------|------------------|-------------------|-------------------|
| 1 Alabama | 15 Idaho | 30 Nebraska | 45 South Dakota |
| 2 Alaska | 16 Illinois | 31 Nevada | 46 Tennessee |
| 3 American Samoa | 17 Indiana | 32 New Hampshire | 47 Texas |
| 4 Arizona | 18 Iowa | 33 New Jersey | 48 Utah |
| 5 Arkansas | 19 Kansas | 34 New Mexico | 49 Vermont |
| 6 California | 20 Kentucky | 35 New York | 50 Virgin Islands |
| 7 Colorado | 21 Louisiana | 36 North Carolina | 51 Virginia |
| 8 Connecticut | 22 Maine | 37 North Dakota | 52 Washington |
| 9 Delaware | 23 Maryland | 38 Ohio | 53 West Virginia |
| 10 District of Columbia | 24 Massachusetts | 39 Oklahoma | 54 Wisconsin |
| 11 Florida | 25 Michigan | 40 Oregon | 55 Wyoming |
| 12 Guam | 26 Minnesota | 41 Pennsylvania | 56 Other |
| 13 Georgia | 27 Mississippi | 42 Puerto Rico | |
| 14 Hawaii | 28 Missouri | 43 Rhode Island | |
| | 29 Montana | 44 South Carolina | |

EMPLOYMENT PROFILE

Q20. Which of the following best describes your current employment status?

- | | |
|--------------------------------------|--------------------------|
| 1 Employed, full time | 6 Volunteer |
| 2 Employed, part time | 7 Student |
| 3 Unemployed, seeking full-time work | 8 Other (Please specify) |
| 4 Unemployed, seeking part-time work | 9 Rather not say |
| 5 Retired | |

Q20a. On average, how many hours per week do you work?

[RECORD NUMBER 0-168]

Q21. Which of the following best describes your current employer?

(For the next set of questions, if retired, choose the category that best describes your last employer)

(If you are employed by a college or university run by a government entity (e.g., state, city, tribal organization), please use "Academic institution" as your main category. Similarly, if you work in a private college or university, please use "Academic institution" as your main category rather than "Nonprofit" or "For-profit" organization. If you are employed by a tribal government, choose "Government agency.")

- | | | |
|--------------------------|---------------------------|--------------|
| 1 Academic institution | 4 For-profit organization | 7 Don't know |
| 2 Government agency | 5 Self employed | |
| 3 Nonprofit organization | 6 Other (Please specify) | |

Which of the following best describes the **ACADEMIC INSTITUTION** that is your current employer?

Q22a1. Type of institution

- | | |
|----------------------------------|---|
| 1 College or university | 4 Tribal school, college, or university |
| 2 Seminary | 5 Other academic institution (Please specify) |
| 3 Elementary or secondary school | 6 Don't know |

Q22a2. Functional unit within the institution

(NOTE: If your unit combines two or more of the following categories, please choose the one that is most central to its mission. If the functions are essentially equal in importance within the unit, choose the category that applies to the majority of the work that you perform.)

- | | |
|---|-----------------------------------|
| 1 Archives/special collections | 6 Faculty, other (Please specify) |
| 2 Records management/corporate archives | 7 Administration |
| 3 Other library unit | 8 Other (Please specify) |
| 4 Faculty, library/information science | 9 Don't know |
| 5 Faculty, history | |

Which of the following best describes the **GOVERNMENT AGENCY** that is your current employer?

Q22b1. Level of government

- | | |
|---|--|
| 1 Federal | 5 Tribal |
| 2 State or territory | 6 Other level of government (Please specify) |
| 3 County or parish | 7 Don't know |
| 4 Municipal (e.g., city, town, village) | |

Q22b2. Type of organization or agency

(NOTE: If your employer combines two or more of the following categories, please choose the one that is most central to the mission of the organization. If the functions are essentially equal in importance within the organization, choose the category that applies to the unit in which you work.)

- 1 Archives, historical society, and/or records management agency
 - 2 Library (including state and public libraries)
 - 3 Museum
 - 4 Historic site or house
 - 5 Other type of agency (Please specify)
 - 6 Don't know
-

Q22c. Which of the following best describes the **NONPROFIT ORGANIZATION** that is your current employer?

(NOTE: If your employer combines two or more of the following categories, please choose the one that is most central to the mission of the organization. If the functions are essentially equal in importance within the organization, choose the category that applies to the unit in which you work.)

- | | |
|--|---|
| 1 Historical society or archival repository | 8 Foundation or grant-funding organization (nongovernmental) |
| 2 Library | 9 Professional association |
| 3 Genealogical society | 10 Conservation/preservation service provider |
| 4 Museum, history | 11 Medical institution, nonprofit (e.g., hospital, clinic, medical research facility) |
| 5 Museum, other | 12 Union |
| 6 Historic site or house | 13 Other nonprofit (Please specify) |
| 7 Religious (e.g., diocese, synod, church, parish, congregation, order, community) | 14 Don't know |

Q22d. Which of the following best describes the **FOR-PROFIT ORGANIZATION** that is your current employer?

(NOTE: If your employer combines two or more of the following categories, please choose the one that is most central to the mission of the organization. If the functions are essentially equal in importance within the organization, choose the category that applies to the unit in which you work.)

Archives-related organizations

- 1 Archival consulting firm/service provider
- 2 Archival education provider
- 3 Conservation/preservation consulting firm/service provider
- 4 Records or information management consulting firm/service provider
- 5 Manufacturer/vendor/supplier of archival supplies or equipment
- 6 Other archives-related company

Other for-profit organizations

- | | |
|---|--|
| 7 Advertising, public relations | 18 Health care |
| 8 Aerospace | 19 Information technology, computers, software |
| 9 Agribusiness | 20 Insurance |
| 10 Architecture | 21 Manufacturing |
| 11 Automobile | 22 Media, publishing, entertainment |
| 12 Chemical | 23 Oil/gas |
| 13 Clothing, textiles | 24 Telecommunications |
| 14 Consumer products | 25 Transportation, shipping |
| 15 Engineering | 26 Utility, power/water |
| 16 Financial services, banking, securities | 27 Wood/paper products |
| 17 Food service/manufacturing, beverage, restaurant | 28 Other |
| | 29 Don't know |

Q22dth. "How would you describe" the FOR-PROFIT ORGANIZATION that is your current employer?

[OPEN END RESPONSE]

Q22e. Which of the following best describes the focus of your **SELF-EMPLOYED** work?

- 1 Archival consultant
 - 2 Conservator/preservation specialist
 - 3 Records or information resources management consultant
 - 4 Other (Please specify)
 - 5 Don't know
-

Q23. How many years have you been with your current employer?

[RECORD NUMBER 0-98] Years

99 Less than one year

100 Rather not say

Within the last 12 months, what percentage of your time did you spend on the following functions?

- Q24a. Selection, appraisal, or acquisition
- Q24b. Arrangement and description
- Q24c. Reference services and access
- Q24d. Preservation and protection
- Q24e. Outreach, advocacy, or promotion
- Q24f. Managing archival programs
- Q24g. Participating in professional development activities (e.g., attending conferences or continuing education programs, reading professional literature, participating in professional associations)
- Q24h. Teaching archives-related courses
- Q24i. Seeking an archives-related degree in an undergraduate or graduate program
- Q24j. Consulting on archives-related topics or practices
- Q24k. Other archives-related activities
- Q24l. Activities not directly related to archives

Q25. With which of the following kinds of records do you work? (Select all that apply)

- 1 Textual records (e.g., documents, manuscripts, paper files, journals)
- 2 Still images and graphic materials
- 3 Moving images
- 4 Sound recordings
- 5 Electronic records
- 6 Cartographic or architectural records
- 7 Other records (Please specify)
- 8 Do not work directly with archival records

Q27. Please select which of the following best describes your current position.

(If retired, choose the category that best describes your last position.)

- 1 **Assistant Archivist.** Works under close supervision on tasks of limited scope (generally by subject matter area) and complexity following established procedures. The position is entry level or in training. There is limited decision-making responsibility.
- 2 **Assistant Archivist – Technical.** Has extensive knowledge in a relevant technical area with a limited range of archival knowledge. Works under close supervision on tasks of limited scope (generally by subject matter area) and complexity following established procedures. The position is entry level or in training. There is limited decision-making responsibility.
- 3 **Associate Archivist.** Has a working knowledge of policies and procedures, works with limited supervision on complex tasks of broad scope. Has some contact outside the work group. Exercises more decision-making than an Assistant Archivist.
- 4 **Associate Archivist – Technical.** Has extensive knowledge in a relevant technical area with a limited range of archival knowledge. Has a working knowledge of policies and procedures and works with limited supervision on complex tasks in the appropriate technical area. Examples would be a geographer, systems analyst, photographer, attorney, etc., working in the archives field.
- 5 **Senior Archivist.** Has extensive knowledge working independently with intermittent supervision and broad decision-making authority. May be responsible for training or assisting in the training of assistant and associate archivists. Has frequent outside contacts.

- 6 **Senior Archivist – Technical.** Has all of the responsibilities of a full archivist plus significant specialization. The position requires knowledge gained by education or experience in additional media (e.g., electronic records), formats (e.g., visual collections), function (e.g., reference), or subject area (e.g., genealogy).
- 7 **Supervisor.** An archivist with extensive supervisory and training responsibility which may include hiring and firing.
- 8 **Manager.** An archivist with additional responsibility for staffing (including hiring and firing), budgeting, planning, evaluation, policy making and outside contacts. Represents the unit to others.
- 9 **Archives Consultant.** A self-employed full-time or part-time archivist.
- 10 **Some other archives-related position**
- 11 **Rather not say**

Q28. Please indicate your primary position below.

- | | |
|--|---|
| 1 Records and/or information resources manager | 12 Government official or employee, appointed |
| 2 Librarian | 13 Government official, elected |
| 3 Historian | 14 Grant program administrator |
| 4 Oral historian | 15 Church worker/religious worker/clergy |
| 5 Genealogist | 16 Folklorist |
| 6 Museum curator / exhibit specialist | 17 Manager/administrator, non-archivist (supervises archivists but is not an archivist him/herself) |
| 7 Historic site administrator | 18 Administrative staff |
| 8 Conservator / preservation administrator | 19 Consultant |
| 9 Educator, college or university | 20 Other (Please specify) |
| 10 Educator, K-12 | 21 Rather not say |
| 11 Independent researcher | |

SALARY INFORMATION

Q34a. Please indicate your total annual salary for 2003.

- | | | |
|----------------------|---------------------|-----------------------|
| 1 Less than \$20,000 | 5 \$50,000-\$59,999 | 9 \$90,000-\$99,999 |
| 2 \$20,000-\$29,999 | 6 \$60,000-\$69,999 | 10 \$100,000 and over |
| 3 \$30,000-\$39,999 | 7 \$70,000-\$79,999 | 11 Rather not say |
| 4 \$40,000-\$49,999 | 8 \$80,000-\$89,999 | |

{IF Q20 = 2 ASK Q34b OTHERWISE GO TO Q6a}

SALARY INFORMATION

Q34b. Please indicate your total employment-related income for 2003.

EDUCATION

Q6a. Please indicate ALL of the degrees you hold. If you hold a second BA/BS, MA/MS, etc., please enter it in the box next to "Other." (Select all that apply)

- | | | |
|---------------|------------|---------------------------|
| 1 High school | 5 MLS/MLIS | 9 Other (Please specify) |
| 2 Associate | 6 MBA | 10 Other (Please specify) |
| 3 BA/BS/BFA | 7 PhD | 11 None of the above |
| 4 MA/MS/MFA | 8 JD | 12 Rather not say |

Please indicate in what year you were awarded the following degrees.

Q7a. High school

Q7b. Associate

Q7c. BA/BS/BFA

Q7d. MA/MS/MFA
Q7e. MLS/MLIS
Q7f. MBA
Q7g. PhD

Q7h. JD
Q7i. (OPTION 9 OTHER
SPECIFY RESPONSE)

Q7j. (OPTION 10 OTHER
SPECIFY RESPONSE)

Please indicate your major/concentration for each degree listed below.

Q8b. Associate
Q8c. BA/BS/BFA

Q8d. MA/MS/MFA
Q8e. MLS/MLIS

Q8f. PhD

Q6b. Please indicate which degrees you are currently pursuing. (Select all that apply)

1 High school
2 Associate
3 BA/BS/BFA
4 MA/MS/MFA

5 MLS/MLIS
6 MBA
7 PhD
8 JD

9 Other (Please specify)
10 Other (Please specify)
11 None of the above
12 Rather not say

Q6c. Please indicate which degrees you plan to pursue sometime in the future. (Select all that apply)

1 High school
2 Associate
3 BA/BS/BFA
4 MA/MS/MFA

5 MLS/MLIS
6 MBA
7 PhD
8 JD

9 Other (Please specify)
10 Other (Please specify)
11 None of the above
12 Rather not say

TRAINING AND CONTINUING EDUCATION

Q9. What has been the primary source for the archival training or education you have received to date?

1 Graduate school
2 Continuing education

3 Self education
4 Other (Please specify):

5 Don't know

The following three screens focus on your PARTICIPATION in ARCHIVES-RELATED continuing education and training.

Q10a. Have you ever participated in any of the following ARCHIVES-RELATED continuing education and/or training options? **(Screen 1 of 3)** (Select all that apply)

Workshops or seminars provided by...

1 National/international archival associations
2 Regional archival organizations
3 State or local archival organizations
4 Tribal organizations
5 Other non-archival professional associations
6 Your employer
7 Other provider (Please specify)
8 None of the above
9 Don't know

Q10b. Have you ever participated in any of the following ARCHIVES-RELATED continuing education and/or training options? **(Screen 2 of 3)** (Select all that apply)

1 Self-directed (professional publications, training manuals, Web-based, tapes, or videos)

- 2 Archives institutes (e.g., Georgia Archives Institute, Modern Archives Institute, Western Archives Institute)
- 3 Nondegree college or university coursework
- 4 Formal, structured on-the-job training (e.g., National Archives CIDS training, leadership development programs, supervisory training)
- 5 Informal, unstructured on-the-job training
- 6 None of the above
- 7 Don't know

Q10c. Have you ever participated in any of the following ARCHIVES-RELATED continuing education and/or training options? **(Screen 3 of 3)** (Select all that apply)

- 1 Mentoring
- 2 Internships
- 3 Field service programs
- 4 NHPRC-sponsored fellowships
- 5 Other (Please specify)
- 6 None of the above
- 7 Don't know

The following three screens focus on your PREFERRED SOURCES for obtaining ARCHIVES-RELATED continuing education and training.

How interested are you in obtaining ARCHIVES-RELATED continuing education and training from the following sources? **(Screen 1 of 3)**

- 1=Not at all interested
 7=Very interested
 8= Don't know

- Q13x1. Workshops or seminars provided by national/international archival associations
- Q13x2. Workshops or seminars provided by regional archival organizations
- Q13x3. Workshops or seminars provided by state or local archival organizations
- Q13x4. Workshops or seminars provided by tribal organizations
- Q13x5. Workshops or seminars provided by other non-archival professional associations
- Q13x6. Workshops or seminars provided by your employer
- Q13x7. Workshops or seminars provided by another provider
- Q13x8. Self-directed (professional publications, training manuals, Web-based, tapes, or videos)
- Q13x9. Archives institutes (e.g., Georgia Archives Institute, Modern Archives Institute, Western Archives Institute)
- Q13x10. Nondegree college or university coursework
- Q13x11. Formal, structured on-the-job training (e.g., National Archives CIDS training, leadership development programs, supervisory training)
- Q13x12. Informal, unstructured on-the-job training
- Q13x13. Mentoring
- Q13x14. Internships
- Q13x15. Field service programs
- Q13x16. NHPRC fellowships
- Q13x18. What other sources for ARCHIVES-RELATED continuing education and training are you interested in?

[OPEN END RESPONSE]

How much financial support did you receive from your employer last year for continuing education and professional development (e.g., workshops, seminars, conferences, association meetings)?

Q14a. Registration fees

- | | | |
|-------------------|----------------------|-------------------|
| 1 None | 4 \$1,000 to \$1,499 | 7 \$2,500 or more |
| 2 Less than \$500 | 5 \$1,500 to \$1,999 | 8 Rather not say |
| 3 \$500 to \$999 | 6 \$2,000 to \$2,499 | |

Q14b. Travel/lodging

- | | | |
|-------------------|----------------------|-------------------|
| 1 None | 4 \$1,000 to \$1,499 | 7 \$2,500 or more |
| 2 Less than \$500 | 5 \$1,500 to \$1,999 | 8 Rather not say |
| 3 \$500 to \$999 | 6 \$2,000 to \$2,499 | |

If your employer does not provide full funding for continuing education, how much are you willing to invest, per year, in your continuing education and professional development (e.g., workshops, seminars, conferences, association meetings)?

Q15a. Registration fees

- | | | |
|----------------------|----------------------|----------------------------------|
| 1 Less than \$500 | 5 \$2,000 to \$2,499 | 8 Employer provides full funding |
| 2 \$500 to \$999 | 6 \$2,500 or more | 9 Rather not say |
| 3 \$1,000 to \$1,499 | 7 Whatever it takes | |
| 4 \$1,500 to \$1,999 | | |

Q15b. Travel/lodging

- | | | |
|----------------------|----------------------|----------------------------------|
| 1 Less than \$500 | 5 \$2,000 to \$2,499 | 8 Employer provides full funding |
| 2 \$500 to \$999 | 6 \$2,500 or more | 9 Rather not say |
| 3 \$1,000 to \$1,499 | 7 Whatever it takes | |
| 4 \$1,500 to \$1,999 | | |

When seeking continuing education, how much of a barrier is each of the following?

- 1 =Not at all a barrier
7 = Very much a barrier
8 = Don't know

Q16a. Distance (too far to travel, nothing available locally)

Q16b. Cost

Q16c. Time away from work

Q16d. Lack of employer support

Q16e. Time away from family

Q16f. Lack of courses relevant to my needs

Q16h. What other barriers are there to your continuing education?

[OPEN END RESPONSE]

Q17. If there were no barriers to obtaining continuing education, which of the following would you most like to learn more about in the next 5 years? (Select up to 10 responses)

- | | |
|----------------------------------|--|
| 1 Acquisition and appraisal | 10 Disaster preparedness/recovery |
| 2 Arrangement | 11 Donor relations |
| 3 Business archives | 12 EAD (Encoded Archival Description) |
| 4 Cataloging | 13 Electronic records – appraisal and accessioning |
| 5 Conservation | 14 Electronic records – description and access |
| 6 Copyright | 15 Electronic records – preservation and storage |
| 7 Description | |
| 8 Digital/media asset management | |
| 9 Digitization | |

- | | |
|--|---|
| 16 Ethics | 29 Privacy |
| 17 Ethnic and minority archives | 30 Publications |
| 18 Exhibits | 31 Records management |
| 19 Fundraising | 32 Reference and access |
| 20 Grants | 33 Security |
| 21 Information management | 34 Sound recordings |
| 22 Legal | 35 Tribal archives |
| 23 Management of cultural institutions | 36 Visual materials (architectural records, cartographic materials, and still photos) |
| 24 Metadata | 37 Web site creation/management |
| 25 Micrographics/reformatting | 38 Other (Please specify) |
| 26 Moving images (film, video) | 39 Don't know |
| 27 Outreach/public relations | |
| 28 Preservation | |
-

ARCHIVES AND YOUR CAREER PATH

Q28x2. What led you to begin working in your first archives-related job?

- 1 Learned about the value of archives from using them
 - 2 Knew someone who was an archivist
 - 3 Took an archives-related class in college or graduate school
 - 4 Held a work-study position in an archives while in college
 - 5 Volunteered in an archives
 - 6 Discovered that an archival job was available when I was looking for work
 - 7 Read about archival work and thought it sounded interesting
 - 8 Was assigned archives-related responsibilities by my employer
 - 9 Other (Please specify)
 - 10 Don't know
-

Q29. Is archives your first career?

- 1 Yes
 - 2 No
 - 3 Rather not say
-

Q29a. What was your first career?

[OPEN END RESPONSE]

Q30. In what year did you begin your first archival job?

[RECORD NUMBER 1900 – 2004]

Q31. Are you planning to leave archival work to pursue another field?

- | | | |
|-------|------|------------------|
| 1 Yes | 2 No | 3 Rather not say |
|-------|------|------------------|
-

Q32. What field do you plan to pursue?

- | | | |
|---------------------|--------------------------|--------------|
| 1 Teacher/professor | 4 Web specialist | 7 Don't know |
| 2 Librarian | 5 Data specialist | |
| 3 Records manager | 6 Other (Please specify) | |
-

Q33. If you expect to end your career while still working in the archival field, when do you plan to do so?

1 Less than 3 years
2 3 - 9 years

3 10 - 19 years
4 20 - 29 years

5 30 plus years
6 Don't know

PROFESSIONAL ASSOCIATION AFFILIATION

Q35. Please indicate if you are a member of any of the following. (Select all that apply)

- 1 A professional association serving archivists
- 2 A professional association serving another field (e.g., records/information management, library/information science, history, museums, conservation/preservation, government)
- 3 A tribal association
- 4 I do not belong to any professional associations
- 5 Don't know

Q36a. To which of the following **NATIONAL/INTERNATIONAL ARCHIVAL ASSOCIATIONS** do you belong? (Select all that apply)

- 1 Academy of Certified Archivists (ACA)
- 2 Archivists for Congregations of Women Religious (ACWR)
- 3 Association of Catholic Diocesan Archivists (ACDA)
- 4 Association of Moving Image Archivists (AMIA)
- 5 Council of State Historical Records Coordinators (COSHRC)
- 6 National Association of Government Archives and Records Administrators (NAGARA)
- 7 Rare Books and Manuscripts Section, Association of College and Research Libraries, American Library Association (RBMS/ACRL/ALA)
- 8 Society of American Archivists (SAA)
- 9 Other (Please specify)
- 10 None of the above

Q36b. To which of the following **REGIONAL ARCHIVAL ASSOCIATIONS** do you belong? (Select all that apply)

- 1 Conference of Inter-Mountain Archivists (CIMA)
- 2 Mid-Atlantic Regional Archives Conference (MARAC)
- 3 Midwest Archives Conference (MAC)
- 4 New England Archivists (NEA)
- 5 New England Archivists of Religious Institutions (NEARI)
- 6 Northwest Archivists, Inc. (NWA)
- 7 Society of Rocky Mountain Archivists (SRMA)
- 8 Society of Southwest Archivists (SSA)
- 9 Other (Please specify)
- 10 None of the above

Q36c. To which of the following **STATE ARCHIVAL ASSOCIATIONS** do you belong? (Select all that apply)

- 1 Arizona Paper and Photograph Conservation Group
- 2 Association of Hawaii Archivists
- 3 Consortium of Iowa Archivists (CIA)
- 4 Kentucky Council on Archives (KCA)
- 5 Louisiana Archives and Manuscripts Association (LAMA)
- 6 Michigan Archival Association (MAA)
- 7 New Hampshire Archives Group (NHAG)
- 8 Oklahoma Conservation Congress (OCC)
- 9 Palmetto Archives, Libraries, and Museum Council on Preservation (PALMCOP)
- 10 Society of Alabama Archivists
- 11 Society of California Archivists (SCA)
- 12 Society of Florida Archivists (SFA)
- 13 Society of Georgia Archivists (SGA)
- 14 Society of Indiana Archivists (SIA)

- 15 Society of Mississippi Archivists (SMA)
- 16 Society of North Carolina Archivists (SNCA)
- 17 Society of Ohio Archivists (SOA)
- 18 Society of Tennessee Archivists
- 19 South Carolina Archival Association (SCAA)
- 20 Other (Please specify)
- 21 None of the above

Q36d. To which of the following **LOCAL ARCHIVAL ASSOCIATIONS** do you belong?
(Select all that apply)

- 1 Archivists of Religious Institutions (NY area)
- 2 Archivists Roundtable of Metropolitan New York (NY-ART)
- 3 Association of St. Louis Area Archivists (ASLAA)
- 4 Bay Area Archivists
- 5 Charleston Archives, Libraries, and Museums Council (CALM)
- 6 Chicago Area Archivists (CAA)
- 7 Cleveland Archival Roundtable
- 8 Coalition of Archivists and Records Professionals in Western Pennsylvania (CARPWA)
- 9 Delaware Valley Archives Group (DVAG)
- 10 Greater New Orleans Archivists (GNOA)
- 11 Kansas City Area Archivists (KCAA)
- 12 Lake Ontario Archives Council (LOAC)
- 13 Library Council of Southeastern Wisconsin, Archives Committee
- 14 Metroplex Archivists (Dallas/Ft Worth/Austin area)
- 15 Miami Valley Archives Roundtable (MVAR)
- 16 Seattle Area Archivists
- 17 Twin Cities Archives Roundtable (TCART)
- 18 Other (Please specify)
- 19 None of the above
- 20 Archivists of the Houston Area (AHA!)
- 21 Capital Area Archivists (Albany NY)

Q36ea. To which of the following **HISTORICAL ASSOCIATIONS** do you belong? (Select all that apply)

- 1 American Association for State and Local History (AASLH)
- 2 American Historical Association (AHA)
- 3 National Council on Public History (NCPH)
- 4 Oral History Association (OHA)
- 5 Organization of American Historians (OAH)
- 6 Society for History in the Federal Government (SHFG)
- 7 Other (Please specify)
- 8 None of the above

Q36eb. To which of the following **RECORDS AND INFORMATION MANAGEMENT ASSOCIATIONS** do you belong? (Select all that apply)

- 1 AIIM, International
- 2 ARMA International
- 3 International Association for Social Science Information Services and Technology (I-ASSIST)
- 4 Other (Please specify)
- 5 None of the above

Q36ec. To which of the following **LIBRARY AND INFORMATION SCIENCE ASSOCIATIONS** do you belong? (Select all that apply)

- 1 American Association of Law Libraries (AALL)

American Library Association (ALA)

- 2 Association of College and Research Libraries (ACRL)
- 3 Public Library Association (PLA)
- 4 Reference and User Services Association (RUSA)
- 5 Other ALA divisions
- 6 American Society for Information Science and Technology (ASIST)
- 7 Association for Library and Information Science Educators (ALISE)
- 8 Music Library Association (MLA)
- 9 Special Libraries Association (SLA)
- 10 State library associations (Please specify state)
- 11 Other (Please specify)
- 12 None of the above

Q36ed. To which of the following **CONSERVATION AND PRESERVATION ASSOCIATIONS** do you belong? (Select all that apply)

- 1 American Institute for the Conservation of Historic and Artistic Works (AIC)
- 2 Other (Please specify)
- 3 None of the above

Q36ee. To which of the following **MUSEUM ASSOCIATIONS** do you belong? (Select all that apply)

- 1 American Association of Museums (AAM)
- 2 Museum Computer Network (MCN)
- 3 Regional museum association (Please specify)
- 4 State museum associations (Please specify state)
- 5 Other (Please specify)
- 6 None of the above

Q36ef. To which of the following **GOVERNMENT ASSOCIATIONS** do you belong? (Select all that apply)

- 1 International Association of Clerks, Recorders, Election Officials, and Treasurers (IACREOT)
- 2 International Institute of Municipal Clerks (IIMC)
- 3 National Association of Counties (NaCO)
- 4 Other (Please specify)
- 5 None of the above

Q36eg. To which of the following **OTHER ASSOCIATIONS** do you belong? (Select all that apply)

- 1 Association for Documentary Editing (ADE)
- 2 Association of Recorded Sound Collections (ARSC)
- 3 Manuscript Society
- 4 National Conference of State Historic Preservation Officers (NCSHPO)
- 5 National Genealogical Society (NGS)
- 6 Visual Resources Association (VRA)
- 7 Other (Please specify)
- 8 None of the above

Q36f. To which of the following **NATIVE AMERICAN OR TRIBAL ORGANIZATIONS** do you belong? (Select all that apply)

- 1 First Archivists Circle
- 2 Native Libraries Round Table

- 3 Other (Please specify)
- 4 None of the above

Q37. Which of the following organizations do you consider your TWO primary professional associations?
(Select two)

- 1 Academy of Certified Archivists (ACA)
- 2 Archivists for Congregations of Women Religious (ACWR)
- 3 Association of Catholic Diocesan Archivists (ACDA)
- 4 Association of Moving Image Archivists (AMIA)
- 5 Council of State Historical Records Coordinators (COSHRC)
- 6 National Association of Government Archives and Records Administrators (NAGARA)
- 7 Rare Books and Manuscripts Section, Association of College and Research Libraries, American Library Association (RBMS/ACRL/ALA)
- 8 Society of American Archivists (SAA)
- 9 Conference of Inter-Mountain Archivists (CIMA)
- 10 Mid-Atlantic Regional Archives Conference (MARAC)
- 11 Midwest Archives Conference (MAC)
- 12 New England Archivists (NEA)
- 13 New England Archivists of Religious Institutions (NEARI)
- 14 Northwest Archivists, Inc. (NWA)
- 15 Society of Rocky Mountain Archivists (SRMA)
- 16 Society of Southwest Archivists (SSA)
- 17 Arizona Paper and Photograph Conservation Group
- 18 Association of Hawaii Archivists
- 19 Consortium of Iowa Archivists (CIA)
- 20 Kentucky Council on Archives (KCA)
- 21 Louisiana Archives and Manuscripts Association (LAMA)
- 22 Michigan Archival Association (MAA)
- 23 New Hampshire Archives Group (NHAG)
- 24 Oklahoma Conservation Congress (OCC)
- 25 Palmetto Archives, Libraries, and Museum Council on Preservation (PALMCOP)
- 26 Society of Alabama Archivists
- 27 Society of California Archivists (SCA)
- 28 Society of Florida Archivists (SFA)
- 29 Society of Georgia Archivists (SGA)
- 30 Society of Indiana Archivists (SIA)
- 31 Society of Mississippi Archivists (SMA)
- 32 Society of North Carolina Archivists (SNCA)
- 33 Society of Ohio Archivists (SOA)
- 34 Society of Tennessee Archivists
- 35 South Carolina Archival Association (SCAA)
- 36 Archivists of Religious Institutions (NY area)
- 37 Archivists Roundtable of Metropolitan New York (NY-ART)
- 38 Association of St. Louis Area Archivists (ASLAA)
- 39 Bay Area Archivists
- 40 Charleston Archives, Libraries, and Museums Council (CALM)
- 41 Chicago Area Archivists (CAA)
- 42 Cleveland Archival Roundtable
- 43 Coalition of Archivists and Records Professionals in Western Pennsylvania (CARPWA)
- 44 Delaware Valley Archives Group (DVAG)
- 45 Greater New Orleans Archivists (GNOA)
- 46 Kansas City Area Archivists (KCAA)
- 47 Lake Ontario Archives Council (LOAC)
- 48 Library Council of Southeastern Wisconsin, Archives Committee
- 49 Metroplex Archivists (Dallas/Ft Worth/Austin area)

- 50 Miami Valley Archives Roundtable (MVAR)
- 51 Seattle Area Archivists
- 52 Twin Cities Archives Roundtable (TCART)
- 53 American Association for State and Local History (AASLH)
- 54 American Historical Association (AHA)
- 55 National Council on Public History (NCPH)
- 56 Oral History Association (OHA)
- 57 Organization of American Historians (OAH)
- 58 Society for History in the Federal Government (SHFG)
- 59 AIIM, International
- 60 ARMA International
- 61 International Association for Social Science Information Services and Technology (I-ASSIST)
- 62 American Association of Law Libraries (AALL)
- 63 Association of College and Research Libraries (ACRL)
- 64 Public Library Association (PLA)
- 65 Reference and User Services Association (RUSA)
- 66 American Society for Information Science and Technology (ASIST)
- 67 Association for Library and Information Science Educators (ALISE)
- 68 Music Library Association (MLA)
- 69 Special Libraries Association (SLA)
- 70 State library associations
- 71 American Institute for the Conservation of Historic and Artistic Works (AIC)
- 72 American Association of Museums (AAM)
- 73 Museum Computer Network (MCN)
- 74 Regional museum association
- 75 State museum associations
- 76 International Association of Clerks, Records, Election Officials, and Treasurers (IACREOT)
- 77 International Institute of Municipal Clerks (IIMC)
- 78 National Association of Counties (NaCO)
- 79 Association for Documentary Editing (ADE)
- 80 Association of Recorded Sound Collections (ARSC)
- 81 Manuscript Society
- 82 National Conference of State Historic Preservation Officers (NCSHPO)
- 83 National Genealogical Society (NGS)
- 84 Visual Resources Association (VRA)
- 85 First Archivists Circle
- 86 Native Libraries Round Table
- 87 Other
- 88 None of the above

Does your employer pay for membership in either of your primary professional associations?

Q38a. (Q37 FIRST RESPONSE)

- | | |
|--|--------------|
| 1 Yes – individual membership only | 4 No |
| 2 Yes – institutional membership only | 5 Don't know |
| 3 Yes – individual and institutional members | |

Q38B. (Q37 SECOND RESPONSE)

- | | |
|--|---------------|
| 6 Yes – individual membership only | 9 No |
| 7 Yes – institutional membership only | 10 Don't know |
| 8 Yes – individual and institutional members | |

Q39. What percentage of your individual membership does your employer pay?

[RECORD NUMBER 0-100]

How important were the following in your decision to join the (Q37 FIRST RESPONSE)?

- 1 = Not at all important
7 = Extremely important
8 = Don't know

- Q40a. Networking with other professionals
Q40b. Continuing education
Q40c. Career advancement
Q40d. Conferences /meetings
Q40e. Publications
Q40f. Keeping abreast of news in the field
Q40g. My commitment to the profession
Q40i. What other factor was important in your decision to join the (Q37 FIRST RESPONSE)?

[OPEN END RESPONSE]

How important were the following in your decision to join the (Q37 SECOND RESPONSE)?
(GRID Q40aa – Q40gg AND RANDOMIZE Q40aa – Q40gg)

- 1 = Not at all important
7 = Extremely important
8 = Don't know

- Q40aa. Networking with other professionals
Q40bb. Continuing education
Q40cc. Career advancement
Q40dd. Conferences /meetings
Q40ee. Publications
Q40ff. Keeping abreast of news in the field
Q40gg. My commitment to the profession
Q40ii. What other factor was important in your decision to join the (Q37 SECOND RESPONSE)?

[OPEN END RESPONSE]

QUESTIONS FOR MEMBERS OF THE MIDWEST ARCHIVES CONFERENCE

QA1. Which of the following Midwest Archives Conference (MAC) meetings did you attend in the last 3 years? (Select all that apply)

- | | |
|---------------------------------|--------------------------------|
| 1 Spring 2004 – Milwaukee, WI | 6 Fall 2001 – Indianapolis, IN |
| 2 Fall 2003 – Dearborn, MI | 7 Spring 2001 – Chicago, IL |
| 3 Spring 2003 - Kansas City, MO | 8 None |
| 4 Fall 2002 - Rapid City, SD | 9 Don't know |
| 5 Spring 2002 – Minneapolis, MN | |

QA2. In a typical year, how many MAC meetings do you attend?

[RECORD NUMBER 0-10]

QA3. How often do you attend a MAC pre-conference workshop?

- | | |
|--------------------------|----------------|
| 1 Every conference | 3 Occasionally |
| 2 Every other conference | 4 Never |

5 Don't know

How important are the following in determining your attendance at MAC meetings and workshops?

- 1=Not important
7=Very important
8 = Don't know

- QA4a. Availability of introductory topics
QA4b. Variety of advanced topics
QA4c. Informal networking opportunities
QA4d. Convenience of geographic location
QA4e. Cost
QA4g. What other factors are important in determining your attendance at MAC meetings and workshops?

[OPEN END RESPONSE]

How important are the following MAC programs, services, or products?

(GRID QA5a – QA5e)

- 1=Not important
7=Very important
8 = Don't know

- QA5a. Meetings
QA5b. Newsletter
QA5c. Archival Issues (journal)
QA5d. Website
QA5e. Workshops

How important are the following MAC programs, services, or products?

- 1=Not important
7=Very important
8 = Don't know

- QA5f. Advocacy on archival issues
QA5g. Scholarship programs
QA5h. As a networking resource
QA5j. What other MAC programs, services, or products are important?

[OPEN END RESPONSE]

QUESTIONS FOR MEMBERS OF THENEW ENGLAND ARCHIVISTS

How important are the following New England Archivists (NEA) services to you?

- 1=Not important
7=Very important
8 = Don't know

- QA6a. Educational workshops
QA6b. Publications
QA6c. Advocacy for the archival profession in New England
QA6d. Networking resources
QA6e. Professional conferences
QA6g. What other New England Archivists (NEA) services are important to you?

[OPEN END RESPONSE]

QA7. Do you believe that NEA is widely recognized outside the archival community as...
(Select all that apply)

- 1 A resource for archival information
- 2 A resource for educational opportunities
- 3 An advocate for archival issues
- 4 Other (Please specify)
- 5 None of the above. NEA is not a widely recognized organization
- 6 Don't know

QA8. Should NEA be considered a public advocate for archival issues in New England?

- 1 Yes
- 2 No
- 3 Don't know

QA8a. Please explain why or how NEA should be a public advocate for archival issues in New England.

[OPEN END RESPONSE]

How important are the following in determining your attendance at NEA meetings and workshops?

- 1=Not important
7=Very important
8 = Don't know

- QA9a. Availability of introductory topics
QA9b. Variety of advanced topics
QA9c. Informal networking opportunities
QA9d. Convenience of geographic location
QA9e. Cost
QA9g. What other factors are important in determining your attendance at NEA meetings and workshops?

[OPEN END RESPONSE]

QA10. Should NEA pursue closer ties with related professional groups in the region such as the New England Historical Association, local ARMA chapters, etc., through joint programs/activities, mailings, and events?

- 1 Yes
- 2 No
- 3 Don't know

QA10a. Please explain why or how NEA should pursue closer ties with related professional groups in the region.

[OPEN END RESPONSE]

QUESTIONS FOR MEMBERS OF THE MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

QA11. Would you like to see the Mid-Atlantic Regional Archives Conference (MARAC) continue to hold meetings with affiliated groups like MAC and OHMAR?

- 1 Yes, as long as the cost is nearly the same
- 2 Yes, even if the conference costs more
- 3 No
- 4 Don't know

QA12. How often do you attend a MARAC pre-conference workshop?

- 1 Every conference
- 2 Every other conference
- 3 Occasionally
- 4 Never
- 5 Rather not say

QA13. Have you ever bought MARAC publications?

- 1 Yes
- 2 No
- 3 Don't know

QA13a. How many in the past five years?

[RECORD NUMBER 0-999]

QA14. Do you attend state caucus meetings at conferences or at other times?

- | | |
|--|--|
| 1 Yes, both at conferences and at other times | 5 Occasionally, only at conferences |
| 2 Yes, only at conferences | 6 Occasionally, only non-conference meetings |
| 3 Yes, only non-conference meetings | 7 No |
| 4 Occasionally at conferences and at other times | 8 Rather not say |

QUESTIONS FOR MEMBERS OF THE CONFERENCE OF INTER-MOUNTAIN ARCHIVISTS

QA15. What type of educational offerings do you want Conference of Inter-Mountain Archivists (CIMA) to offer? (Select all that apply)

- | | | |
|-------------|--------------------------|--------------|
| 1 Workshops | 3 Conferences | 5 Don't know |
| 2 Seminars | 4 Other (Please specify) | |

QUESTIONS FOR MEMBERS OF THE ASSOCIATION OF MOVING IMAGE ARCHIVISTS

QA16. Please indicate your level of interest in attending Association of Moving Image Archivists (AMIA) sponsored workshops in your area.

- 1=Not interested
7=Very interested
8=Don't know

[RECORD NUMBER 1-8]

QA17. Please select the three workshop topics that you would be most interested in seeing offered in your area: (Select up to three)

Archival

- | | | |
|---------------|----------------------------------|------------------------------|
| 1 Appraisal | 4 Reference/Use | 6 Genre Terms |
| 2 Arrangement | 5 Media/Digital Asset Management | 7 Accompanying Documentation |
| 3 Cataloging | | |

General

- | | | |
|--------------------------|--------------------------------|------------------------|
| 8 Train the Trainers | 13 Outreach | 17 Disaster Recovery |
| 9 Fundraising/Grants | 14 New Preservation Technology | 18 Digital Restoration |
| 10 Copyright | 15 Digitizing Film/Video | 19 Other Topics |
| 11 Security Systems | 16 Preservation Planning | |
| 12 History of Technology | | |

Technical

- | | | |
|---------------------|--------------------|---------------|
| 20 Obsolete Formats | 23 Chemistry Video | 26 None |
| 21 New Formats | 24 Electronics | 27 Don't know |
| 22 Chemistry Film | 25 Color Science | |

QA18. If AMIA were to offer a full-day workshop on one of your chosen topics in your area, what is the most you would be willing to pay to help cover the costs for such a program?

- | | | |
|-----------------|-----------------|------------------|
| 1 \$0 - \$100 | 3 \$151 - \$200 | 5 Rather not say |
| 2 \$101 - \$150 | 4 \$201 or more | |

QA19. Given the success of the conference mentoring program, AMIA has considered establishing a more formal mentoring program to match novice and seasoned moving image archivists. Do you feel that the association should devote additional resources to the establishment of a formal mentoring program?

- | | |
|---|------------|
| 1 | Yes |
| 2 | No |
| 3 | Don't know |

QA20. Should AMIA devote resources to the development of curricular standards for moving image archival education programs?

- | | |
|---|------------|
| 1 | Yes |
| 2 | No |
| 3 | Don't know |
-

QUESTIONS FOR MEMBERS OF THE RARE BOOKS AND MANUSCRIPTS SECTION

QA21. How relevant does your membership in Rare Books and Manuscripts ~~Division~~ Section of the American Library Association (RBMS) seem to your archival duties?

- | | |
|---|----------------|
| 1 Less relevant lately than in past years | 4 Not relevant |
| 2 More relevant lately than in past years | 5 Don't know |
| 3 About the same over time | |

How much does RBMS membership provide you with support in archival functions pertaining to... (GRID QA22a – QA22h)

- 1 = No support
7 = Full support
8 = Don't know

- QA22a. Administration
QA22b. Arrangement and description / cataloging / encoding
QA22c. Acquisition / appraisal

- QA22d. Access / reference
- QA22e. Preservation
- QA22f. Digitization
- QA22g. Special needs of literary manuscripts/archives
- QA22h. Non-archival job functions such as rare book librarianship

QA23. Does RBMS offer enough programming and training relevant to archivists?

- 1 No, most offerings benefit librarians; more are needed for archivists
- 2 Yes, right mix of offerings for librarians and archivists
- 3 Mix does not matter; belong to RBMS in support of nonarchival (rare book) responsibilities
- 4 Don't know

QA24. Is there a particular archival topic you would like to see covered in an RBMS workshop or seminar?

[OPEN END RESPONSE]

QA25. Would you recommend RBMS membership to other archivists?

- 1 Yes; good as a primary or secondary membership
- 2 No; not generally useful for archivists who do not also have responsibility for rare books
- 3 Maybe; would be more likely to recommend if organization offered more of interest to archivists
- 4 Don't know

QUESTIONS FOR MEMBERS OF THE NORTHWEST ARCHIVISTS, INC.

QA26. Would you like to see Northwest Archivists, Inc. (NWA) continue to hold meetings with affiliated groups?

- 1 Yes, as long as the cost is nearly the same
- 2 Yes, even if the conference costs more
- 3 No
- 4 Don't know

QA27. How often do you attend a NWA pre-conference workshop?

- 1 Every conference
- 2 Every other conference
- 3 Occasionally
- 4 Never
- 5 Rather not say

How important are the following in determining your attendance at NWA meetings and workshops?

- 1 = Not important
- 7 = Very important
- 8 = Don't know

- QA28a. Availability of introductory topics
- QA28b. Variety of advanced topics
- QA28c. Informal networking opportunities
- QA28d. Convenience of geographic location
- QA28e. Cost
- QA28g. What other factors are important in determining your attendance at NWA meetings and workshops?

[OPEN END RESPONSE]

How important are the following NWA programs or services?

- 1 = Not important
- 7 = Very important
- 8 = Don't know

- QA29a. Meetings
- QA29b. Newsletter (Easy Access)
- QA29c. Website
- QA29d. Workshops
- QA29e. Advocacy on archival issues
- QA29f. Scholarship programs
- QA29g. As a networking resource
- QA29h. What other NWA programs or services are important?

[OPEN END RESPONSE]

QA30. Do you want Northwest Archivists to do advocacy work for archives in the Northwest?
(Select all that apply)

- 1 Yes, writing letters to support institutions facing severe budget cuts
- 2 Yes, tracking legislation in the five states and responding in a timely fashion
- 3 Yes, promoting events like Archives Week
- 4 Yes, other (Please specify)
- 5 No, NWA should not engage in advocacy work
- 6 Don't know

QUESTIONS FOR MEMBERS OF THE SOCIETY OF AMERICAN ARCHIVISTS

Please rate the following benefits of SAA membership:

- 1 = Not at all important
- 7 = Extremely important
- 8 = Don't know

- QA31a. Conferences/annual meeting
- QA31b. Member discounts on continuing education programs (e.g., workshops, online education)
- QA31c. Member discounts on publications
- QA31d. Journal
- QA31e. Access to sections and roundtables
- QA31f. Advocacy and representation of professional interests
- QA31g. Establishing contacts with other archivists
- QA31h. Newsletter

QA32. Which of the following is the SINGLE MOST IMPORTANT reason why you are a member of SAA?

- 1 It is my professional responsibility; I want to support the archival profession
- 2 Member discounts on publications
- 3 Journal
- 4 Newsletter
- 5 Access to sections and roundtables
- 6 Advocacy and representation of professional interests
- 7 Mentoring program
- 8 Member discounts on continuing education
- 9 Code of ethics

- 10 Opportunity for professional involvement
- 11 Establishing contacts with other archivists
- 12 My employer pays my dues
- 13 Don't know

QA33. Do you consider your SAA membership to be a good value?

- 1 Yes
- 2 No
- 3 Don't know

QA34. How likely are you to renew your SAA membership in the coming year?

- 1 = Not at all likely
- 7 = Extremely likely
- 8 = Don't know

QA35. Would you recommend SAA membership to others who work as archivists?

- 1 Yes
- 2 No
- 3 Don't know

Q41. Why do you not belong to a professional association?

(Select all that apply)

- | | | |
|--------|--------------------------|--------------|
| 1 Cost | 3 Don't see a need | 5 Don't know |
| 2 Time | 4 Other (Please specify) | |

LEADERSHIP/PROFESSIONAL INVOLVEMENT

The following questions refer to your leadership/professional involvements overall, not for one specific association.

How many professional conferences or meetings have you attended in the last 5 years?
(Please indicate number of meetings for each type of sponsoring organization.)

- Q42a. National/international professional association
- Q42b. Regional professional association
- Q42c. State professional association
- Q42d. Local professional association
- Q42e. Institutional (e.g., employer-sponsored event)
- Q42g. What were the other professional meetings you attended in the last 5 years?

[OPEN END RESPONSE]

Please indicate the number of times you have made an archives-related presentation at a conference or similar event in the last 5 years for each type of sponsoring organization.

- Q44a. National/international professional association
- Q44b. Regional professional association
- Q44c. State professional association
- Q44d. Local professional association
- Q44e. Your institution (i.e., employer-sponsored event)
- Q44f. Community event or civic organization

What are the three most important issues that archival organizations should address in the next 5 years?

Q52a. Important Issue 1

[OPEN END RESPONSE]

Q52b. Important Issue 2

[OPEN END RESPONSE]

Q52c. Important Issue 3

[OPEN END RESPONSE]

DEMOGRAPHIC INFORMATION

**CORRECTED DATA RE: AGE IS CONTAINED IN
"agefinal" field at end of dataset**

Q1. What is your age?

1	Under 25	5	40-44	9	60-64
2	25-29	6	45-49	10	65 and over
3	30-34	7	50-54	11	Rather not say
4	35-39	8	55-59		

Q2. What is your gender?

- 1 Male
 - 2 Female
 - 3 Rather not say
-

Q3. Are you of Latino or Hispanic background?

- 1 Yes
 - 2 No
 - 3 Rather not say
-

Q3a. Please select the racial group(s) that best describe(s) your race/ethnicity. (Select all that apply)

- | | |
|--------------------|--------------------------|
| 1 African-American | 5 Native American |
| 2 Alaska Native | 6 Pacific Islander |
| 3 Asian | 7 Other (Please specify) |
| 4 White/Caucasian | 8 Rather not say |
-

COMMENTS

Q53. Do you have any other comments?

[OPEN END RESPONSE]

MANAGEMENT SURVEY

M1. Do your responsibilities include managing or supervising archivists (including hiring and firing)?

- 1 Yes
- 2 No
- 3 Don't know

What percentage of your time do you personally devote to the following?

M2a. Personally performing core archival functions

- | | | |
|-----------------|-------------|--------------------------------------|
| 1 Less than 10% | 4 51 – 75% | 6 Do not have these responsibilities |
| 2 11 – 25% | 5 76 – 100% | 7 Don't know |
| 3 26 – 50% | | |

M2b. Management responsibilities

- | | | |
|-----------------|-------------|--------------------------------------|
| 1 Less than 10% | 4 51 – 75% | 6 Do not have these responsibilities |
| 2 11 – 25% | 5 76 – 100% | 7 Don't know |
| 3 26 – 50% | | |

M2c. Other responsibilities

- | | | |
|-----------------|-------------|--------------------------------------|
| 1 Less than 10% | 4 51 – 75% | 6 Do not have these responsibilities |
| 2 11 – 25% | 5 76 – 100% | 7 Don't know |
| 3 26 – 50% | | |

M2d. What other responsibilities do you personally devote your time to?

[OPEN END RESPONSE]

M3. How many paid individuals report to you directly or indirectly (including non-archival personnel, interns, part-time and full-time employees)?

[RECORD NUMBER 0-9999]

M4. How many FTEs does this comprise?

[RECORD NUMBER 0-9999]

M5. What percentage of the time do the individuals reporting to you (either directly or indirectly) collectively spend on archival work?

- | | | |
|-----------------|------------|--------------|
| 1 Less than 10% | 3 26 – 50% | 5 76 – 100% |
| 2 11 – 25% | 4 51 – 75% | 6 Don't know |

M6. How many volunteers report to you directly or indirectly?

[RECORD NUMBER 0-9999]

What percentage of their time do these volunteers spend on archival and non-archival work?

M7a. Time spent by volunteers on archival work

- | | | |
|-----------------|------------|------------|
| 1 Less than 10% | 2 11 – 25% | 3 26 – 50% |
|-----------------|------------|------------|

4 51 – 75%

5 76 – 100%

6 Don't know

M7b. Time spent by volunteers on non-archival work

1 Less than 10%

3 26 – 50%

5 76 – 100%

2 11 – 25%

4 51 – 75%

6 Don't know

M8a. Please indicate the total annual budget of the unit for which you are responsible:

1 Less than \$1,000

5 \$20,000 – \$49,999

9 \$500,000 or more

2 \$1,001 – \$4,999

6 \$50,000 - \$99,999

10 Not sure

3 \$5,000 - \$9,999

7 \$100,000 - \$249,999

4 \$10,000 - \$19,999

8 \$250,000-\$499,999

Of that total, what percentage is allocated to the following categories?

M8b. Personnel

[RECORD NUMBER 0-100]

M8c. Professional development for staff (e.g., continuing education, training, conference attendance, membership in professional associations)

[RECORD NUMBER 0-100]

M9. Are you responsible for hiring new archival employees?

1 Yes

2 No

3 Rather not say

The next three screens focus on your experience finding new archival employees

In your experience, how effective is each of the following in finding new archival employees?

1 = Not at all effective

7 = Very effective

8 = Don't know

M10a. Referral from a trusted colleague

M10b. Advertisement in professional publications

M10c. Advertisement within your institution

M10d. Advertisement on listserves

M10e. Advertisement in newspapers

M10f. Advertisement on Internet job site (e.g., Monster.com)

M10g. Advertisement on professional association Web site

M10h. Meeting potential candidates at professional meetings and conferences

M10i. Recruiting candidates from graduate archival education programs

M10j. Recruiting archival professionals with whom you are acquainted

M10k. Referring to official list of eligible candidates provided by employer

M10m. What other method have you found to be effective in finding new archival employees?

[OPEN END RESPONSE]

M11. Have you hired a full-time archivist in the past 5 years?

1 Yes

2 No

3 Rather not say

1 Yes 2 No 3 Rather not say

1 Yes 2 No 3 Rather not say

1 Yes 2 No 3 Rather not say

- 1 Travel expenses paid
- 2 Conference fees paid
- 3 Continuing education tuition/fees paid
- 4 College/graduate school tuition paid
- 5 Paid leave granted
- 6 Unpaid leave granted
- 7 Workshops/seminars held at workplace
- 8 Other (Please specify)
- 9 Don't know

The following three screens focus on barriers to obtaining professional development.

How much of a barrier to obtaining professional development for you and your staff are the following?

- 1 = Not at all a barrier
 7 = Very much a barrier
 8 = Don't know

- M21a. Lack of interest on part of staff
 M21b. Lack of support/encouragement from upper management
 M21c. Lack of funding
 M21d. Lack of staff coverage
 M21e. Unable to fund any travel
 M21f. Unable to fund out-of-state travel
 M21g. Unable to fund international travel
 M21k. What other barrier to obtaining professional development for you and your staff have you encountered?

[OPEN END RESPONSE]

M22. What are your own personal professional development plans? (Select all that apply)

- 1 Would like to pursue a master's degree in business or non-archival field
- 2 Would like to pursue a Ph.D. in business or non-archival field
- 3 Would like to take continuing education courses targeted toward managing people
- 4 Would like to take continuing education courses targeted toward managing archives
- 5 Specialized training toward an archives-related function (e.g., electronic records)
- 6 Specialized training toward a non-technical function (e.g., strategic planning or budget analysis)
- 7 Specialized training in records management
- 8 I have no professional development plans
- 9 Other (Please specify)
- 10 Don't know

M23. Through which of the following providers or methods would you like to receive training aimed at archival managers? (Select all that apply)

- 1 National/international archival associations
- 2 Regional archival organizations
- 3 State or local archival organizations
- 4 Tribal organizations
- 5 Other non-archival professional associations
- 6 Your employer
- 7 Self-directed (professional publications, training manuals, Web-based, tapes, or videos)
- 8 Archives institutes (e.g., Georgia Archives Institute, Modern Archives Institute, Western Archives Institute)
- 9 Nondegree college or university coursework

- 10 Formal, structured on-the-job training (e.g., National Archives CIDS training, leadership development programs, supervisory training)
- 11 Informal, unstructured on-the-job training
- 12 Mentoring
- 13 Internships
- 14 Field service programs
- 15 NHPRC Fellowships
- 16 Other (Please specify)
- 17 None
- 18 Don't know

How important were the following in preparing you to be an archival manager?

1 = Not at all important

7 = Very important

8 = Don't know

M24a. Personnel management experience/training

M24b. Financial management experience/training

M24c. Strategic planning experience/training

M24d. Experience/training in a specialized archival topic

M24e. Other experience/training

M24f. What other experience or training was important in preparing you to be an archival manager?

[OPEN END RESPONSE]

The following are questions about your current situation

M25a. What is your title?

[OPEN END RESPONSE]

M25b. What is the name of your unit?

[OPEN END RESPONSE]

M25c. What is the title of the person to whom you report?

[OPEN END RESPONSE]

M25d. What is the name of his or her unit?

[OPEN END RESPONSE]

M26. We are interested in understanding how individuals become archival managers. Please tell us briefly about the career path that led you to this position.

[OPEN END RESPONSE]

CONTACT INFORMATION

May the organizations participating in the A*CENSUS contact you with more information about archives-related conferences, publications, education, or membership? If so, please complete the following section. Please be assured that providing your name and contact information will in no way jeopardize the confidentiality of the responses you provided to the preceding survey questions.

Q54a. Name

Q54b. Title

Q54c. Institution

Q54d. Street

Q54e. City

Q54f. State

- | | | |
|-------------------------|-------------------|-------------------|
| 1 Alabama | 20 Kentucky | 39 Oklahoma |
| 2 Alaska | 21 Louisiana | 40 Oregon |
| 3 American Samoa | 22 Maine | 41 Pennsylvania |
| 4 Arizona | 23 Maryland | 42 Puerto Rico |
| 5 Arkansas | 24 Massachusetts | 43 Rhode Island |
| 6 California | 25 Michigan | 44 South Carolina |
| 7 Colorado | 26 Minnesota | 45 South Dakota |
| 8 Connecticut | 27 Mississippi | 46 Tennessee |
| 9 Delaware | 28 Missouri | 47 Texas |
| 10 District of Columbia | 29 Montana | 48 Utah |
| 11 Florida | 30 Nebraska | 49 Vermont |
| 12 Guam | 31 Nevada | 50 Virgin Islands |
| 13 Georgia | 32 New Hampshire | 51 Virginia |
| 14 Hawaii | 33 New Jersey | 52 Washington |
| 15 Idaho | 34 New Mexico | 53 West Virginia |
| 16 Illinois | 35 New York | 54 Wisconsin |
| 17 Indiana | 36 North Carolina | 55 Wyoming |
| 18 Iowa | 37 North Dakota | 56 Other |
| 19 Kansas | 38 Ohio | |

Q54g. Zip

Q54h. Phone

Q54i. Fax

Q54j. Email