

**NFACE SURVEY OF  
INDIVIDUAL CONTINUING EDUCATION  
AND INFORMATION NEEDS**

Comments made by respondents  
at the end of the survey form

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Individual Continuing Education & Information Needs  
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The following pages contain the full text of the comments made at the end of the survey form as well as other marginal notes not entered elsewhere.

The entries are arranged first by organization type:

- Historical societies and archival repositories
- Academic repositories (universities, colleges, secondary schools, etc.)
- Government agencies (including state archives and records programs)
- Public libraries
- Museums (including historical societies which operate primarily as museums)
- Religious organizations or institutions
- Other types of organizations

Within each of these categories, they are arranged by position type:

- Archivists
- Librarians
- Museum professionals
- Records managers
- Other government officials or employees
- Volunteers
- Other types of workers

Within each section, the entries are arranged by state and then alphabetically by organization name.

This information has not been edited or screened for inconsistent or irrelevant remarks.

# Historical Societies and Archival Repositories

## Archivists

I just attended a CPPC - sponsored 2-day workshop on legislative papers which was very useful. There was lots of specific and practical information that I can apply to our holdings in general.

Continuing education is really important. Always looking for Preservation/Conservation classes. Pressures of time are most severe in my work situation.

It would be helpful if the NFACE Association offered grant programs for smaller organizations to attend National Conferences.

The greatest need for Historical Societies throughout the State for County wide inservices for Archival organization & preservation - with an emphasis on low cost and a grant program for supplies - acid free boxes and folder and mylar. Having the knowledge without supplies is useless.

For several years I have been involved with processing a variety of historical materials so that they will be accessible to the public. I have also supervised several volunteers. There are times when I've thought it was a case of the blind leading the blind!

Am interested in your findings

C.E. very much needed!

I received training in the handling of archival records when I worked for the U.S. Government. After I retired I volunteered to help this historical society. This, coupled with 12 years experience as archivist, is adequate training for my present position. Main trouble is with obtaining and training new volunteers for this position. I am training two people at present. P.S. We use Chenhall's "The Revised Nomenclature for Museum Cataloging"

Our Wolf Point Museum is a small museum open during June, July, and August or by request.

There is a real need outside of the archives profession for such education as well, primarily in the field of museum studies.

I am perhaps, not the typical local historical society custodian as I have worked and trained in operations of the historical library and in museum work. Typically in NH custodians have little in any training in care and organization of MSS collections

Formal classes are needed in NH. Many one day conferences/workshops are offered but this format lacks continuity and the same topics are offered over and over again.

Other topics that would be useful for archivists are how to design, implement and learn from user need surveys, SGML/EAD training, arrangement and description for archival assistants (non-professionals), how to better utilize archival websites, and how to design educational and informative online exhibits. I am sure I could think of more if given the time. I would be very interested in helping the NFACE bring continuing education opportunities to Ohio and the mid-west. As a recent graduate, I realize it is impossible to learn everything we need to know in two years of graduate school and that continued awareness of new technology and trends is imperative to creating viable archival repositories.

Cataloging of manuscript records. Agencies such as OCLC and Ohionet are too general (book-oriented). SAA workshops on cataloging and MARC record were useful, but expensive and hard to get to. More training on the state and local level.

#6 National organizations get low rating because I can attend these conferences only occasionally.

I am not interested in graduate classes or other course work - I have an MA in History and am completing an MS in Library and Information Science at Drexel. I think oneday workshops, plus web

sites, are the most attractive options. One of the best hands-on workshops I've ever attended was on mount-making. It was held at the Philosophical Society during Archives Week. I indicated a dislike of listservs, but that is due to my opinion of the Archives listserv. There are occasional useful postings, but too much junk. I have recently subscribed to H-PUBLIC and have higher hopes for it.

We are undergoing major structural and conceptual changes, increase in work load.

My responses dealt with the needs of RIHS manuscripts staff. However, I think that internships and volunteer positions are the best way for those considering the profession to gain experience and working knowledge. We try to send all new staff members to basic archival courses if they do not have much archival experience.

Re question #6 - I am not interested in furthering my education in this field (I am 65) but am interested in finding interns or grad students who would help in our museum.

Volunteer training for Research Library publicity (grants)

### **Librarians**

There is a need for training of non-professional support staff - volunteers, clerical, etc. in preservation methods and archival theory and practice.

Outreach efforts/public relations/reference services aren't adequately represented.

More information on dealing with modern technology ie. Videos, tapes, etc. Found NEDCC on Internet think that will help. More listings like that would be a big help.

Courses could be offered as continuing Ed or workshops at the local universities that are given in the evening and by professors.

We are a small local museum. One paid worker for 8 hours a week. How to organize what we have and conservation of what we have.

This is a small (one-room) reference research library that hopes to expand and become computerized in the next two years. Most of our users are looking for family information.

I believe I was quite verbal at the November 30th meeting - I'll give you a break! Your questionnaire covered well all that concerns me!

### **Museum Professionals**

I'm a curator for a historical society that has four museums. We have a very small staff, and I wear many hats - Curator of Collections, Exhibits Curator, Collection Manager, Registrar, Librarian, Archivist, (including large photograph collection) etc. I want to keep updated, but I have limited time, and our budget is limited also. However, I would be very interested in attending Basic Archival Classes if the price was reasonable and they were held in our area.

At this time our museum does not have Internet access and staff does not have time for extensive time to train should facilities become available. Training is a luxury!

We are somewhat isolated in Mitchell County so mail is probably the best way to gain new information.

This is a small museum with no valuable historic records except as use for genealogy or an occasional history lesson. Everything here has been donated and pertains mainly to Barton County. We do not feel your survey pertain to our situation.

copyright laws and procedures, public use of archives

Disaster procedures/policies

We would like to work to link (by computer) to the 4th grade class rooms - the local school received a network grant. This will enable us to work with teachers on specific local history projects that suit their needs without going to the school directly.

Thanks for doing what you are doing.

I and many of our trustees are retired folk. Our operating budget is small.

In pursuing my MLS (my 2nd Master's degree), I find it very discouraging that most of the classes are theory-based and have little or no bearing on actual job skills and knowledge that are needed to work in an archives, library, or museum position. PRACTICAL, APPLICABLE skills need to be taught, the actual how-to's. Also, more emphasis needs to be placed on collection arrangements to improve access to materials. It has been my experience that institutions have the vaguest of ideas as to how to arrange and store collections so that information can actually be retrieved.

The Middletown Historical Society is a small organization that is just getting started with the process of archiving and storing historical documents. We are interested in any information at this point.

I feel that the Conservator specialists should be in contact with community historical agencies in northeast U.S. to familiarize are personnel with what services etc. are being provided and possibly offering classes or workshops during the year rather than the summer July, August classes they now offer.

To me the major issues are money and time. I can generally attend a local workshop on a weekend but anything during the week conflicts with my full-time job. Anything over \$50 is usually more than our organization can afford.

At this museum, as at many others, we are short on staff, even shorter on professionally trained staff, and have a limited budget for travel and professional development. Therefore, any classes/training that reaches me here at the museum is much more convenient and more likely to make a real difference . Thank you for asking.

Our organization is in significant need of expertise, staff and funding for all of the above. As museum curator, I share these concerns about archival materials and record keeping but I am one person with an overwhelming responsibility... - as might be obvious from this hurriedly completed survey!

My opinion is that educational needs are not as important as needs for facilities, infrastructure and staff, at least at fairly well developed institutions like my own.

Hands-on and individualized training is very important. Time is very limited and needs to be optimized, and we have very specific issues as a historical society that most repositories do not have to address (I.e. integrating with other collections).

We keep all our Paper at Washington Lee University in "special collections" so they whould be contacted. Lisa McGovern and Vaughn Stordley

## **Records Managers**

### **Iosco County Historical Society/Museum, East Towas, MI (1029)**

There is a desparate need for us to get a Bricks & Mortar Grant to refurbish outside of building and to get 1903 built house handicap accessible. Need some plumbing and electrical work done on the inside. Also expansion of monetary support to afford upkeep once major work is done. Endowments would be greatly help.

### **Cleveland Police Historical Society, Cleveland, OH (5085)**

I still need basic training in archival practices, arrangement, filing and storage requirements.

## Volunteers

1. Greatest needs for education and information services concerning care of records? Develop database for collection for better cross-referencing. Present card catalog not adequate. 2. Where do you now go for assistance? University of Alaska - Fairbanks Archives 3. How could enhance educational resources? Provide specific assistance for small society archives. Financial assistance to obtain educational materials and travel to available training sessions. 4. What was your best or worst training experience? UAF archives personnel gave a workshop with financial assistance to attend (350 miles to travel). Gave basic information to start an archives for papers on hand - acid free storage, metal shelves, care of documents to be stored, cataloging etc.

The Pacific Railroad Museum is staffed and managed by volunteers. I would encourage the volunteers to attend local, 1-2 day workshops. I would also attempt to have the organization pay the workshop fees.

Frederica Society is struggling to maintain organization. A good location for materials is our current priority (lost our former one). Currently our collection is in 4 different storage sites. Lack of funds and very limited membership contribute to our current situation.

I personally feel that County officials are in greatest need of training and in-service about record preservation. When I indexed one county's females in marriage records, I found certificates in poor condition. I "sleeved" them in acid-free covers for protection.

I and other members volunteer our time. We are untrained but very concerned about saving facts & antique items relating to the history of the area and people in the community. We try to preserve and share what we have collected with the school and other interested individuals.

At present my volunteer hours are consumed, but I am member of our historical society. By the way, Iowa City is my birth place and I graduated from U of I

We are volunteers and have difficulty arranging attendance in cities far away, say in Topeka.

More information to the care of historical records.

Time and distance are major factors, however, perhaps workshops could be set up through our regional library system in southwest Kansas. Libraries, museums and prevention organizations in this area would no doubt be interested.

Quite often documents we receive are in poor condition. For many we simply recopy on the copy machine.

I'm a retired museum curator with minimal archival training - mostly self-taught from books and seminars. As a volunteer for a non-profit I need inexpensive, basic information in a fairly local area, I pay for training

I work part-time for Town of Sherborn, so have only 1 day per week to give to the Historical Society. Much of the rest of the day is free time is spent on journaling a town history. I can't keep up with the cataloging - let alone work in workshops, I would have to rely on written suggestions/directives.

We have been a small group with very limited resources but with a collection of records and items. Recently the city appointed members of the Historical Commission of which I am one. We now have increased access to some resources and need help in determining where we go from here!

Video cassettes are usually ignored as historical records. I have several oral interviews of log cabin builders and restoration people - some who have lost their log cabins forever, some do not exist any longer. Professional television programs at log cabin sites are often available as video cassettes, slides,

Small museum, volunteer staff, limited space (storage and exhibition)

I was not always sure what you were asking - obviously more goes on in records management than what has been done here in the past.

Our historical society has 9 trustees, all senior citizens. I am 83 and do most of the filing etc. I have neither time or energy to do any more. There are needs but do not have younger members.

I completed a 2-year degree program in archival theory and practices (1977). That plus Leroy Barnett and John Curry's help/advise has been sufficient. Seldom attend meetings

We have no professionals in our group. We have our archives in a room at local Historical Society and a local history room in new community library. We are sort of disorganized but working hard to do what is best.

THANKS!

We care about the preservation of historical records and support such endeavors but do not have direct responsibility for actual documents.

Our major purpose is dissemination of information and communication, not archival storage.

Our Society has recently acquired an old historical building in Centreville and recently formed the restoration committee - first meeting November 15. So we are relatively new.

Ours is a small organization with needs to find out how to take care and get material to take best care of our archival material, we have no budget for paid staff, but we have a lot of material to be taken care of.

Our organization just received a "Michigan Coastal Management Grant" to partly fund the start of a new archival library. We have contacted Northern Michigan University for assistance. Would appreciate any guidelines!

The Ionia County Historical Society is a very small organization of approximately 100 members who operate a museum house. The membership has only approximately 20-25 active members. The organization has no computer equipment. Please remove Ralph Bartelt's name from your mailing list. Address all correspondence to organization itself as executive board changes annually.

I am a volunteer with Bluewater and only have limited time to spend on our archives and library. We have a very limited budget for this work. I have no formal training in this field, but I have consulted a professional on several occasions.

At this time we do not have adequate space for storage or preserving artifacts or records. We are hoping to build on to our present residence which was formerly a Church - It was built in 1883.

Send information to: Jean Pardee-President of Historical Society, 4842 Six Mile Lake Road, East Jordan, MI 49727 Phone (231) 544-6988

We are all volunteers - some of us give several days service a week. We do the best we know how but none of us are trained in museum care. But we are collecting - saving items about Ferndale current and past. We could use someone to tell us how we are doing right and wrong.

As a volunteer (6 month only resident) it is difficult to run museum, add artifacts, and store records properly, promote memberships, solicit funds - - but we wish to preserve our many scrapbooks, family history books, photos etc. and do it in the proper way.

Historical Society Archives consists of scrap-books, manila folders, and much unsorted unfiled material. Very little is primary.

This committee is made up of mostly older, retired members who are trying to get more younger members involved and interested in doing the work of collecting, writing, and cataloging information.

The only historical records we have at our museum are old local newspapers which we use often in genealogical searches. These have all been microfilmed at North Western College at Traverse City.

Sorry I'm late with the reply. Letter got shuffled under other materials. Hope it can still be accepted.

Writing history of city. Overwhelmed. Good members but NO help. Cost! How to edit? Identify my audience. I am self taught. Want to be able to turn our collection to state historical society or university (someday) in organized condition. Don't want them dying of laughter over our stupidity or ignorance - want our history to be rich and respected.

When, on occasion we receive what we consider a valuable paper document, we make a copy and give the original to Western Manuscripts. No other items of archival value.

Information needed for Grants providing money for moving structure to our site to use for Museum for storage of archival records - This is "URGENT" as soon as possible.

We have operated a genealogical library for twelve plus years and no funding, but donations and desperately need help. Our work load (all done by volunteers) is such that we are sometimes as much as two months behind in answering inquiries.

We are just a few volunteers who have worked very hard to preserve county, city, school and other local records...and to make them available to the public one afternoon per week. We have been given a room to use in the Maries County courthouse and probably not always doing the right thing...but WE are doing the best we can!!! I was unsure how to answer many of your questions. We are just volunteers. We saw that so many of the records and ledgers were being ignored, misused, becoming lost or being discarded. We've worked hard to save what we could and to make them available to researchers, both now and in the future. What we really need is for someone to come IN here and help us organize and preserve these books. We held fund-raisers to buy shelves from a defunct grocery store, on which to hold our collections. The communications we receive about Archival Education talk a lot about acid-free storage etc. Our concern so far has been focusing on getting these books and records, which can never be replaced out of damp basements and critter-infested attics. Much of what you're talking about probably doesn't apply to us but we feel the work we're doing here is important.

We are a small group, our facility is open on Tuesday afternoons each week with a membership meeting once a month. We are primarily engaged in saving county records of our county and getting the information in book form for future generations also genealogy.

The State Archives staff has been all I could want it to be. I did some volunteer work at the archives, Patsy researched available workshops which I attended, Lynn Morrow has, as always, been a "horse" of us - many talks and visits to Hermann. The Archives have offered 2 workshops, one on Conservation, the other on research. Both of which were excellent. One course taught by Dr. Kremer has been ideal for our needs. I have a feeling that the folks in Jefferson City have a real interest in what we are doing and Dr. Winn has agreed to do a pop talk about archives at our winter membership meeting. I couldn't hope for more support.

I regret that this is late but our previous President has been very ill for about 6 months, and I just found this in a stack of mail.

At the moment I am in the early stages of developing a way to present for public use, an important collection of early American Frontier History. My main need now is sponsorship for a facility for a national level presentation, from there the need will be how to present the material and how to preserve it, plus how to stimulate public interest.

I love to work with the old county records and Becky has helped me a lot.

Extremely limited space does not allow us to have archives facility. We must unfortunately depend on our local library for resource information.

We operate a museum in courthouse and maintain county records in storage. One or two volunteers (myself included) do what work is needed. Our biggest problem is arguably the lack of proper storage space for surplus museum items and our public documents, which are numerous.

Absolute basics - organizations, storage, cataloging.

A few would go reasonable distance 40-100 miles for workshops but not other part of state. Not out-of-state. Leaflets and books - good if specific (do's and don'ts) Not too general

Need programs to educate people and organizations on the need for archival strategy to assist in developing archive and history collection by new organization.

Classes are more meaningful.

How to network with political leaders is of major importance and rarely discussed. These are the individuals who have the dollars. Convincing them is basic.

Starting to help (volunteer) at Santa Fe Archives.

I am the village historian. We have established a archive for the Historical Society (Past President). Now with the rehab of our 1900 town hall being planned I would like to establish a village archives.

Have just entered this field of endeavor and am totally uneducated regarding preservation of museum documents and/or artifacts.

Our society is very small - small village - need some information how to get residents and businesses to become members - at least financially supportive members.

I would like to attend a meeting of lower Westchester Village (town etc.) Historians.

The Village Historical Society does have educational out-reach program implemented where we go to schools with pictures, artifacts, textiles and we have groups of school children come to visit the Othniel Looker Home which has been restored by the Village Historical Society. We also have a Suitcase Museum.

We need a grant, to repair part of our building to put our items that have been donated on display, open our building more often to the public. We are trying to hang on to our History, no one else is doing this but a few members. We need help.

The active members of the Scioto County Historical Society are mostly retired individuals. We, as volunteers, keep the 1810 House open from May through December. We also do extra tours by appointment. The extra time it takes for outside events are almost impossible.

Continuous training in small packages is preferred.

We have only volunteers, no paid staff. This makes a considerable difference in our ability to take advantage of training, resources, etc.

Could use a financial grant to purchase a museum home.

We have been an Historical Society for many years, but just this year (1999) have we organized a museum site. Most of what we have is archival material, some artifacts. We need education, supplies and of course funding.

I feel a heavy responsibility as an untrained person to organize the materials owned by our society I would welcome opportunity for training.

I'm a 62 year old volunteer with hopes of keeping a small institution moving toward professionalization. I read and try to keep our archives as professional as possible but plan that the paid professional who will fill my shoes can really do what needs to be done!

I never seem to learn any hands on techniques. For example, I know the merits of a funding aid, and a good one when I see it. But I'd like to be "tested" on actually performing one with a group critiquing each other at the end of the session and providing feedback. Less lectures, more hands-on! More interaction.

I am a retired professor of history at Gettysburg College and have been responsible for the society as a volunteer since 1959. My successor, whenever taking charge, could respond more meaningfully to this request.

Forest County has a small population with limited funding. We have a house for museum and archive use but we are using volunteer workers almost entirely. We are blessed with board members who are devoted to preserving our county heritage but have limited time to devote to training activities. Our county has a website.

We have no trained professional archivist.

I am answering this because our former executive director left in August and we do not yet have a new staff member. Therefore, my answers may not always be the best - but I have been "acting" director, unpaid, for almost 5 months now and do have a background in research and museum training.

Members have shown little to moderate interest in training opportunities. Some have attended workshops at annual HPC congress. CHS is a very small group with diverse interests, but few hands to achieve many goals.

Always in need of more volunteers, we have no salaried personnel.

We have had many books and articles stolen from our archives which is located in the public library. We need a better system.

Most of your questions are not applicable to our organization's focus - we do not have staff to train, etc.

We collect objects, manuscripts, pictures, etc. and love it. We need free professional help in all angles of Museum care, display, file, record, etc. Everything is handled by retired volunteers - none professionally trained.

We rely primarily on VAM (Virginia Association of Museums) workshops but have limited staff and \$\$ for training. We do not have e-mail or internet services at our museum.

At a small museum the needs are general in that so few are responsible for an entire range of needs and specific in that the greatest problems usually require a trained professional.

I am the archivist for only 2 years - hopefully a younger person will take over - send another form at that time perhaps they will be able to do more than I.

We are a brand new - all volunteer organization and could use any help we could get. We do not receive funding - all book sales and donations.

We need a lot of help in preserving items and could benefit greatly from grants or other funding. We hope to move into a new facility which is a large classroom in an old school, which needs renovation.

At present we are all volunteer organization, we are focused on obtaining a paid staff position which we feel will enable us to be more focused and organized.

Newly elected to Blooming Grove Society Board of Directors. Novice, interested in local histories.

Need more information for the small facility with limited funds.

We are acquiring the "Cushing Land Agency" (now Baker Land) building and taking possession in January 1, 2000. This will be our first home for our records and artifacts. Approximately 20 4-door letter size files will be included in the transaction. We will be starting from scratch to organize our assets. We have no paid staff. We welcome any and all direction and help.

Our Society's primary activity is publishing a quarterly newsletter that emphasis the history and culture of its settlers. We do have old photographs, articles and some written manuscripts we would like to preserve.

Much of this sounds like you are lining up at the starting line for a marathon while we have barely learned to crawl. I hardly know how to deal with this survey.

### **Other types of workers**

There is a lack of mentor/mentee opportunity through SAA in the Bay Area, and SCA has no formal mentorship program. After 5+ months and repeated tries, SAA has been unable to place me with a mentor. I would like to see greater emphasis in local and national organizations on mentorship in the profession.

In that I no longer work directly with historical records, but now work in administration, my challenge is to see to the training of staff, working in outreach, strategic planning, policy formulation, and advocacy within the larger institutional context. Some of the priorities noted are thus priorities I have for my staff, as well as for myself.

A meeting for Tribal Centers - in ND would be great help.

We need some basic classes offered in-state that we can send employees/volunteers to. Those that give the simplest and most direct way to catalog material so it is easily accessible by the public/researchers.

I am extremely concerned about storage conditions and preservation of our archives. The biggest problem is funding for further training. We cannot afford to hire a professional.

We are currently developing an historical museum site and at the very beginning in almost every avenue.

# Academic Repositories

## Archivists in

I think that SAA & other workshops need to be offered across the US. This is especially true for Pacific Northwest. Holding workshops usually done by New England and Georgia. In Seattle/Tacoma or Portland, OR would draw from all the Western States and Canadian provinces.

Continuing education which is affordable and within easy access (travel) is a major request which appears on the majority of fund evaluations from Western Archives Institute participants.

It often comes down to whether your institution will support the cost of training and your absence from the institution - especially in one-staff shop. Archives listserv unfortunately not as helpful as could be.

I think the Western Archives Institute and other regional institutes serve a valuable purpose, but we really need more graduate-level courses in Archives at existing schools. Comment on #8: Archives listserv needs to be moderated.

Thank goodness this is being done! My frustration w/SAA's, Education Program offerings & fees has been of great concern over the past 15 years. There has been some improvement recently.

Thank you. A good form!

Those of us in the west often feel isolated from meeting & workshop opportunities. I know that our numbers in any one place are small. Consider the airline hubs when scheduling either here or the whole U.S. Denver and Salt Lake are hubs, in the Rockies even if I am going to Seattle or San Francisco. Sometimes it's cheaper to D.C. than someplace smaller than like Kansas City.

Training needs vary from individual to individual, repository to repository, topic to topic. For rapidly changing fields (e.g. description, digitizing, copyright) the format needs to be able to change quickly and present current information. For other topics, other venues (workshops) may work better. I encourage NFACE to develop a tiered approach ???

The State's Historical/Archival organizations need to coordinate/collaborate to meet continuing education needs, determine who each organization serves, what level (basic, intermediate, advanced) they serve, to provide the most efficient, effective and economical educational opportunities.

I'm placing less importance (#5) on those issues I believe are covered by various groups and have been very emphasized in the last 5-10 years; I believe training on those more basic, but fundamental needs should be addressed as well as possible in 2000+.

Distance education opportunities. I live in a small town without Archive instruction opportunities and find it too difficult to travel for coursework. Basic courses that I can access through internet or other online method is ideal.

In addition to being responsible for the College Archives, I am chairing a committee which has proposed a re-use plan for the Harlan-Lincoln Home Museum on campus. If we are allowed to proceed, we will need help on the museum aspects of the facility.

Continuing education is a need of most archivists--but money & time are the biggest drawbacks. Current educational needs are being provided and these will be enhanced with the new distant learning technologies, but most archivists will continue to face the time and monetary issues.

Perhaps the focus needs to be more on how we can best provide educational needs to the person on the street--those who have something worth collecting and preserving, but do not have the faintest ideas of what they really have, let alone what to do with it. Rather than focusing on the continued educational needs of so-called "professionals" who hopefully are doing something correct and have some training, maybe the focus needs to be for the broader public at large. What happens when the only person in a

small community who might have any clue about archives happens to be a high school history teacher? Would they know where to refer someone with a collection for proper advice?

We also need to do a far better job of "educating" all of the creators and keepers of records---- government officials, business owners, institutions, schools, churches, and individuals. And certainly the administrators (resource allocators) of our respective institutions. This is where the educational efforts will have the greatest impact over the long haul.

I am doing what 4 full-time professionals should be doing that have the needed training/expertise in these individual areas. Needless to say it's very frustrating and time consuming.

I would love to join SAA, but it is way too expensive. I honestly believe that if the dues and registration costs were cut in half, the membership would at least double, which would be good for the association and archivists everywhere. In the meantime, I attend MAC, which is much more reasonably priced.

Next January I will be able to start concentrating on Archival duties. Additional staff should be in place.

I think it makes sense for regional organizations to do basic workshops and SAA to do more advanced ones. SAA might play a role in strengthening the educational programs of the regionals. Some of them are clearly inadequate.

I appreciate the efforts going into this. Thank You

As a profession, we need to be more honest about the level of staffing and funding most archival programs receive. Standard programs (e.g. preservation, security, electronic records) usually have no realistic applications to small underfunded programs.

Need more opportunities outside the "major cities", somewhere other than Chicago, etc. Even a smaller city like Mt. Vernon, IL would be great. Centrally located and easy to reach, many reasonable hotels/motels, even some museums/libraries/archives!

I think that for most practitioners, workshops and short training opportunities need to be state based. National and regional conferences are too expensive and too demanding of professional staff to be the only means of delivering continuing education to archivists and manuscript curators.

Think globally, act locally. People benefit most from regional or local events, or from informational sites that are information rich and easy to access (web) as long as they're accurate (why listservs sometimes tricky).

More focused workshops would be helpful. I have been to several basic workshops now and while I always learn at least one or two things, it's frustrating not to have time to go into more depth.

Some workshops I have attended have not been detailed enough. Many of us have extensive backgrounds in our specialization, but what is offered is too basic to make it worth our while to attend. I would like to see more intensive workshops if associated with a graduate program where continuing ED credits can be obtained, this would be great!

The need to manage electronic records has forced archivists to get involved with the records earlier in their life cycle (creation). I would like to see more technical training in the areas of Database construction, management, creation and interpretation of transaction logs and creation and use of sound data. P.S. I want to be invited to this conference!

I am a full-time historian and chair of my department - I am very part-time archivist. 8hrs. Per week. My institution will not fund a full-time position. I try to keep up by attending MARAC conferences and workshops, but I have limited time and resources with which to focus on archives.

Specific interests and needs are knowledge of EAD and how to apply it. Web site development and maintenance using HTML, XML. Applying national electronic standards.

I am close to retirement, but would like to know how to put information from my hard finding aid on a data base.

Would like to see more on, for lack of a better term, electronic "manuscripts" as opposed to the preoccupation with electronic institutional/governmental records. Would like to see more on descriptive standards, especially for finding aids, and user studies. Would particularly like to see workshops on the latter that teach techniques, then ties people into national or international data-gathering in a way that does not take up too much of their time but results in useful data.

It seems to me that archival education tends to focus on issues that concern larger institutions rather than the one-person shops that comprise such a large segment of the archival population.

More resources and more available online.

It would be helpful to learn preservation skills do-able by someone who has basic knowledge but is not a conservator (some things should be left to a professional conservator) but other simpler procedures could be done by an archivist.

Keep it simple in terms of organization.

## **Librarians**

There are so many listservs and internet sites that it becomes difficult to identify the best ones to use or have time to research them. A regular, updated, evaluated list of listservs and internet sites would be very helpful time wise.

GSW has no official archives or University archivist. Currently, records are kept by the central administration, the individual schools and some in the library. A review is currently in progress. A basic need is an official, updated records retention schedule.

The answer of "no" to question 10 is not lack of interest - - it lack of time.

I am the sole professional staff person here and my priority must be service to students and staff though I feel our role as preservers of church and college archives to be very important - - but time/money is simply not available. This is major frustration! My response is/has been to attempt to conserve these materials.

I think its important to maintain a variety of teaching options. People learn in different ways and that should always be taken into consideration. I am concerned about changes in technology which requires one to start learning something new before the old is mastered. An area that I would be very interested in working in would be fostering stronger relationships between librarians and archivists. I have worked professionally as both an archivist and librarian and can see many similarities in the two professions. I think the growing concern about our basic missions of education, research and service in a digital world bind us more closely together. We can learn a lot from each other if we keep open minds and keep our mission foremost in our minds. We are all "information experts" and I believe our importance to society will only increase. I would be very interested in working with this group. I have always taken advantage of continuing education opportunities and will continue to do so. I would also be interested in working to bring more workshops, etc. to the midwest. Thanks for the opportunity to respond.

I have a very small collection and do not have any archival type materials except on the college itself.

Thanks for asking!

Institution has a long legacy in community since 1897 and an extensive specialized collection (Quaker) but there is simply no interest by an administration (that is money rich right not) or by the community.

We house the college records and have some old books. It is not a very large or time consuming part of my duties.

There are a couple of things that influence my responses. First, at Sterling College archives/special collections are virtually non-existent, and the needs are limited as to developing programs. Second, I have had 6 years experience in archives in my prior job, including 1 MAC conference, 4 SAA workshops, and reading and listserv participation.

College records are not part of our duties. We have a collection of Historical Photographs. My MILS concentration was Archives & Record Management.

We would really like to see workshops on basic preservation methods - how to repair books, etc., digitizing collections, creating disaster plans, and basic meetings to meet other librarians/archivists with these collections.

I can use training locally - we are short staffed and the subject of a budget for training has not been broached. I am sure many others are in my situation.

An organized, progressive series of workshops would be nece, so that the instructional material becomes gradually more detailed.

Please let me know as soon as thing are set up.

Currently funds are very limited for this at our Institute, but feel this is important. Thank you for the information.

We may be just beginning to acquire manuscripts from law firms, take on collecting oral history recordings of organizing law school emeorabilia and archives.

DHP and METRO are doing an excellent job in this field.

The internet provides the lowest cost access to help and information.

I have been organizing the archives here at the school, weeding and preserving. We have many photographs and I have an interest in preserving them.

### **Museum Professionals**

Good Luck!!

I am interested in learning what resources there are for guiding the renovations of areas where archives and rare books are kept, and on what storage methods make the most effective use of space.

### **Volunteers**

As a semi-retired teacher I would have a real problem in getting involved beyond my local level. If I can be of service locally I would be glad to help - I'm interested in preserving both artifacts information.

### **Other types of workers**

Question 6. Other: Past 3: difficult to schedule time when on the job.

Our collection is small and it would not be feasible for me to spend money and time on expanding it at this time.

As a PH.D anthropologist, can I be certified as an archivist? If so, what training is required?

# **Government Agencies**

(including state archives and records programs)

## **Archivists**

I would like to see a series of classes aimed toward certification. Regional or distance classes oriented toward the training of staff in basic principals and techniques.

Setting priorities and commitment within organizations is extremely important to have a successful and proactive archive. What % of holdings nationwide are inaccessible. This also comes under caring for historical records.

As Administrator of the Western Archives Institute, I have a "close-up" perspective on archival continuing education. Far greater emphasis needs to be placed on local (state) and regional training to make it both more affordable and accessible.

I am the agency's first archivist. I am learning as I go along from reading, advice of consultants, attending seminars. I don't know enough to teach others. What would help me is opportunities to learn more, via conveniently located basic seminars (Jacksonville, Gainesville, or Tallahassee).

Professional education appeals to me much more as ongoing bits of current awareness (mailing lists, Web sites, low-cost publications, etc.) rather than more intensive mechanisms such as workshops. I would much rather regularly keep on professional information than have to set aside time and money (which would most often be my own) for special events.

Internet and self directed training, while not be best options, are better options than workshops which cannot reach the majority of people involved. Many of us do not live on the East or West Coast and find a location for those of us in between is difficult.

There is a need for graduate level degree in archives, as well as encouragement for certification as minimal standards for archivists. Big need for basic archival education aimed at small repositories, volunteers, etc.

I am a volunteer (10 years) and do whatever the audio visual archivist has planned.

I am particularly interested in learning more about EAD.

Although continuing education is not discouraged at the Missouri State Archives, it is not necessarily encouraged either, at least not overtly. I feel guilty sitting at my desk reading a journal article as if my time should be spent on something else. It seems that once knowledge has been acquired, there are few opportunities to apply it. Road blocks are numerous in state government.

I would like to obtain training for non-professional support staff. My own training needs are quite different from theirs.

So many records, so few trained staff. Find ways to increase core competecies of staff and volunteers in small, not-for-profit historical agencies or local governments. Not enough professional archivists to go around to care for the nations manuscrypt holdings.

SAA Conferences and American Archivist don't have enough material relating to government records. But NAGARA is expensive and has no journal, and allows only administrators to be members.

I am shocked (and exceedingly dismayed) that preservation management was left of this list as a topic. This is the most important aspect of any preservation training for archivists and should be taught as core practice. All other aspects of a preservation program are simply disconnected activities without an understanding of how they are integrated into the overall archival program.

I believe our profession needs more "big picture" archivists with broader vision - we train too many specialists with narrow focus - we need "renaissance archivists". Also our professional groups don't interact well together leading to competitive and duplicative services

In the case of arrangement and description, working several projects under the supervision of an archivist with significant experience in describing collections and archival record groups is essential.

Educating the non-archives public, local officials, genealogists about the values of provenance and original order.

I am also an officer of the Fairfax County Historical Society. Our office is a P.O. Box 415, Fairfax, VA 22030. This Society is an all volunteer organization and meets twice a year. All correspondence is answered by research done in circuit court's archives.

There seems to be plenty of opportunities for beginners or new "fad" topics. Little available for the Business aspect on managing archives. I find many people have an appalling lack of knowledge on copyright, privacy, and access. There continues to be a conflict between access needs and preservation - that training would alleviate.

Our experience is that hands-on, on-site training works best, but is also the most labor and resource intensive. A hierarchy of training (nation org. - state-local) coupled with partnerships with allied organizations and mentoring might help disperse costs in time and money.

## **Librarians**

As I indicated, cost and quality of the training - the qualifications and capability to teach of the presenter are what keeps most people from becoming more better in caring for the nations historical records.

It is important to keep original documents. Microforms deteriorate, and microform readers change and wear out. For example WWII reports on microfilm do not fit modern readers and the film becomes brittle. Indexing is also important.

## **Museum Professional**

As a regional staff curator I attempt to identify training courses for parks who manage museum collections (42) in addition to personal training needs. As a Federal agency, the Washington office develops cutting edge training courses, which leaves entry level and mid career professionals to identify other sources. Therefore, some of my responses reflect the needs at a park level and mid career/mgmt. Level. Please feel free to contact me if you have further questions. Thank you for your efforts and congratulations to whomever developed the questionnaire. Nicely done!

## **Records Managers**

I do believe my varied knowledge from entry level through analyst supervisor and now manager afforded me a broad insight and is helpful in combining archival needs to developing technologies.

### **City of Tarpon Springs, FL, , FL (1673)**

Educational opportunities are very limited in a "lay" type position. In this city, there are many positions that could benefit from information relating to the handling of historical records - many during the creation thereof! There have been many instances where lack of knowledge in identifying records as to their value, has resulted in irreparable loss.

This office does not have access to internet and town does not intend to provide it. We do have "state computers" and you might be able to arrange a means of sending information to clerks via that "URIS" system.

Information provided in a small workshop atmosphere on methods of archival practice and processes, how to start archives, would be helpful, especially if it took place within the state.

In the development of RRDS, more information knowledge/skill is needed in the appraisal of documents (records) for historic and research value.

I really have a need to know about any new technology for microfilm or computer aided techniques.

Right now - I need detailed standards for what is acceptable for archival microfilming of old, unreadable documents. Next week, I need to know which granting institution will give money to a state agency for archival storage.

### **Other Government Officials**

The general public needs to be kept informed. I was not aware of such valuable information until an agent submitted this survey to our office.

There have been several discussions concerning the establishment of a Regional Records Retention Center in this area. The governmental units in this area have shown a definite desire to participate, but the planning for this records retention center is in its very early stages. Hopefully, significant progress will be made toward this end in 2000.

Troup County archives under the direction of Kaye Minchew. Does a good job taking care of records over the long term. I deal with more day-to-day records.

I need more information on this subject please.

Someone from the local Catoosa County Historical Society, P.O. Box 113, Ringgold, GA 30736 might be interested in completing this survey for their purposes. The Official County Historian is William H. Clark, and County Genealogist is Louise Barter, both of whom can be contacted through the Catoosa County Historical Society.

We also need to share information and resources between city/county to create a consistent system for present and future usage. Meetings need to be held on a monthly basis to ensure that everyone is using the same information or methodology. This can be shared weekly or monthly so we can stay up to speed.

We need time and money and committed interest from the Council and member towns.

Very interested in new technology and methods.

I would be interested in the "Preserving our Community Heritage" workshops but already committed to a Census 2000 meeting on November 30th. Also will be away Nov. 16 at New England Conference. I really am interested in learning more about these subjects.

I would appreciate names of businesses that can give me quotes for restoration of records ASAP

We have 5 record books - birth's marriage, deaths. They are in a vault. One book has been preserved.

Need to know what can be disposed of and what can be put on microfilm.

I am not aware that we have ever been notified of training available.

Additional funding is desperately needed to preserve the integrity of the County's vital records.

Unfortunately, the City Manager and Council don't see any necessity in preserving records. It is not a priority for them. It's not something the public sees.

If training sessions are offered on a regular basis say "the first Tues/Wed of June and first Tue/Wed of December" scheduling and budgeting would be easier to plan. May want to be need specific/

I am no longer actively involved with documents but was an archival technician with NARA for 8 years. Active with KCAA and was responsible for educational outreach. I responded as if I were still with the archives, as I may return to that work someday.

Biggest need for NH City and Town Clerks Assn. Is outreach and field service support for small communities with little or no staff, little or no \$\$ to travel, and who are out of the information loop - including participation/knowledge of surveys like this one.

I am specifically concerned with folklife archives.

Town of Plattekill is celebrating 200th anniversary starting 3/21/2000. Do you have any suggestions?

Our association has almost a third of its membership who are newly elected and need information regarding the need to preserve our records. Would like to explore ways on how to reach them and give them adequate training.

No one presently doing archival work. Although, I don't presently do any work with historical records, I may again in the future. I've never had any formal training in archival methods, but would like to learn.

## **Volunteers**

An updated retention schedule for ALL county offices and courts would be helpful. A manual of preservation techniques would also be helpful.

As a new volunteer, I just don't know what is out there. Therefore, I can't give an intelligent answer to some of these questions or they seem to be not applicable to a volunteer.

Have an elderhostel course at Truman Library sponsored by the library.

The work that we do does not require any training other than guidelines of paid archivists.

I am unable to answer any of the above because I am not educated in this field and volunteer for specific

Much of my work has been in Preservation - more information of the latest thinking in this area would be welcomed.

I am a volunteer reviewing 35mm film searching for "Screen Gems" regarding Harry S. Truman

The electronic records realm is the most important thing and we need to be doing a lot more. There are already many opportunities for training that I am not taking advantage of but I plan to do more this year.

I find cost and distance to be major deterrents to personal advanced education.

My needs are largely met by regular attendance at MAC and SAA and by reading most new manuals published by SAA and the MAC & SAA journals. What is missing are training opportunities for folks who don't belong to regional archival organizations.

## **Public Libraries**

### **Archivists**

I'd like to see a regional conservation facility in Western Michigan, staff by professionals. This might be jointly funded, in some manner, or through the State, in support of Michigan State Univ., Western Mich. Univ., Grand Valley, etc., along with the public museums, and the public libraries. I have no place in the area to turn or to send materials for advise or treatment, within my region. I would also like to have a place to refer library patrons, when we don't have the time, materials or expertise to do their preservation/conservation work. Today's preservation/conservation also means knowledge & access to high tech tools, such as OCR, scanning, Adobe Photoshop, etc. Again, it would be nice to have a regional center that provided expert assistance and high end equipment, that is outside the scope or funds of the individuals institution.

I would also like a shared, perhaps State legal expert on copyright, someone on call, on a case by case basis. I think there are a lot of different interpretations of policies and laws, which make it confusing to figure out what is correct for your institution, in what case.

I have received 2 of these forms for completion: 1) SAA-Mus 2) St: Mi.

I would like workshops preparing archivists for certification that are not at conferences. Also workshops for genealogical record certification.

It is difficult for me to get any continuing education outside of Austin. We have little money for training or travel and I can't afford to pay for it myself. We rely on web-based courses and meetings in town.

Workshops should be set up and advertised for beginners or experienced archivists so folks won't be intimidated or bored.

### **Librarians**

The California Room is not an archive but a local history collection that does include historical manuscripts and documents. I would be most interested in short classes on the preservation and use of historic documents that could be taken by our clerks and other librarians that work in the California Room on a part-time basis.

You asked about the worst training experience - there have been a number and they have all had there basis in total or primary reliance on a "live" computer hookup that failed. Either line failure or software failure and NO provision was made for a back up system (overhead projector, paper, etc.)

Workshop for preservation and research regarding photographic materials; that traces the historic development and technical differentiation of photographic materials.

It works better for me to have something offered a particular time so I schedule to go to it. If it is left up to me to take the initiative such as to a website to read like an electronic journal, I probably will not do it. Too many things come up during the day that need attention.

Survey was distributed at a meeting of Metro. Atlanta Library Assoc. Archival concerns are fairly marginal for my ongoing work, though I ought to be MORE involved because we have deteriorating materials.

Archives are a very tiny part of our collection.

We have nothing archival except for a few newspapers - all of which have been put on microfilm.

My library does not preserve any historical records. We do purchase microfilms of census records, newspapers, etc. from commercial vendors. But any actual historical records (that aren't already on microfilm) are sent to the local historical society.

#10. Only contact me about future meetings if relating to public libraries.

We don't have a lot of need for archival training but some training would be of help.

At this time our public library is not very "into" this sort of thing. We refer most inquiries to a local historic group. About all we have is a little microfilm.

How to take care of old - original newspapers. If putting in archival boxes with archival sheets in between would help.

As a librarian with no archival training, but with a passion for preserving records and documents, I need annual opportunities to become better trained in best practices for preservation, finding aids, organization and, just lately, digital archiving.

Though local libraries may have unique local sources, I do not see public libraries as a major arm in the effort to preserve materials. We maintain local documents that relate to city and library business but have less archival function than other institutions surveyed.

The Historical Museum takes care of most materials now.

I have a high interest in local historical materials but lack 1.space, 2. Money, 3. Time. Nothing new I know.

We have a small genealogy collection in a public library setting. The goal is to maintain it. Conservation and mending information is the highest priority.

I work in youth services at a public library. My main interest related to my job would be a collection development - methods and sources that help me determine which older materials should be preserved.

I am retired and have no responsibility for an archive.

I really need to learn about all aspects of record collection because no one in our institution really does this well - when and what to retain or not is always a hassle.

I don't have direct contact with the library's archival materials -- but I may someday -- I have 25 more working years -- I don't know what's ahead so I'd like to know anyway.

My interests definitely fell under finding aid, reference, interlibrary loan, creation of finding aids or transcriptions.

We have a very limited number of archival local history items and the business records which fall under the statutory disposition schedule. Anything we get through donation that does not relate to genealogy is passed to the County Museum.

I don't think I'm done in saying I don't want to be left behind in getting educated in these fields for the next century. Technology is moving so fast it is hard to keep up yet at the same time we must have people skills also.

My interests lie in retention requirements for public agency records and retention recommendations for preserving history of that agency and making the information from those records readily available.

We are a small library with a room for local history and genealogy.

The information for this survey is with a view to what small public libraries in our regional system would find helpful. A number of them are interested in preserving local records.

How best can printed information be used for the public to access and use? Electronic imaging? Scanner? What is the life span of electronic information?

While I recognize the importance of historical records and their care, availability, etc. they are much lower on my current list of priorities. Being new in my position with no paid staff this will wait as it has for years.

Training of volunteers to help in this area would be useful.

Although I have answered this survey, I do not feel that I am in the same degree of saving historical items as to be listed.

We are a small library with time constraints and also that of funding and lack of space. Have some data - not much.

I work in a Public Library with extraordinary local history info-great depth. I have established a working relationship with Allen County Public Library to duplicate and preserve off-site single copy items of genealogical interest.

I serve on the Continuing Education Committee for Lakeland Library Cooperative. We're always looking for ideas for workshops and speakers/facilitators.

I really would love to go back to the University of Michigan and get courses in archival administration but time, distance and monetary restraints make it almost impossible. Classes over the Internet or by correspondence would be most welcome.

Workshops on collection development and preservation/conservation would be welcome.

We hope to develop a computer-based of our local weekly newspaper, but haven't yet found the perfect software. Any suggestions?

Do need more information on what to save and how.

Please note we do not have a Director at this time. We held your survey, hoping the new Director would be in place.

The Lincoln County Museum is a wonderful museum and I would like to see any help, especially monetary, that could be offered for them. It has some wonderful things and they are in need of some assistance.

Mentoring would be great! I need help organizing, describing, and storing photographs archives - glass negative, black and white photos, etc.

I actually just found out that I would be taking care of these records and have not received any information on proper record keeping for them. I could really use someone knowing what they are doing to help me out. Thanks

I am currently pursuing the MLS degree through Kent State Campus. My coursework will address some of these issues. However, I am want some additional training in archival management and methods of processing collections, depending on career needs. Local programming is best.

I am new to this position and type of work. I need to learn how to collect, organize, preserve, and provide access to local history, information for Wood County.

One problem that I have seen is the hierarchy which often prevents people doing the work in the trenches from being adequately trained because only management gets the funding permission to attend training. Class systems in our institutions must be addressed to encourage a flow of knowledge and skills.

In Vermont there are many small libraries which contain valuable historical materials. Many are on incredibly small budgets with staff who have no training in archival management. The VHRAB (State Organization) needs more \$\$ to release to in-state, grassroots projects, and to offer training at the very LOCAL level. That's the best way in Vermont to train and educate people in the field, I believe.

## **Records Manager**

**Finney County Public Library**, Garden City, KS (0322)

We need more CE for the financials of libraries.

## **Volunteers**

Our library is very small - we are now in the process to bring it up in quality. We just received a grant to purchase a computer. We have major problems but the new board is working to upgrade at this time.

I appreciate being contacted, but feel there is little relevancy to my volunteer trustee activities. I participate in local and state workshops to advance my knowledge, but am not a trained librarian.

Since I do not actually work in the library I don't think much of this applies to me, personally.

There is a great need for training in this area, but I have no time to get involved in continuing education at the present.

I have not answered questions because I have no knowledge. I am president of the Board of Trustees of the Manhattan Public Library, but I have no direct responsibility for any archives.

McPherson County has a historic society which I believe is quite active but I do not belong. There is already a Library of Congress, National Archives and Records, which should be sufficient and less costly to tax payers.

David: I doubt if I am qualified to respond to the questions in this questionnaire as my total experience in this field has been through my board experience at the library.

### **Other workers**

I need a lot of educationan information on archival resources - anything from photograph preservation to map layouts, etc.

Would like information on training opportunities for photograph preservation and identification.

I think this is a wonderful idea. The information gathered I hope would eventually create programs that would benefit those of us who are interested in staying in this field. There are not many programs out there that has the care and preservation of records as a top priority. So I'm hoping that some/lots of good comes out of all who are concerned with the project efforts. Thank you!

We are a very under-staffed public library. We also have an excellent local archives two blocks from us so have never developed an in-depth local history/genealogy collection. This is very low priority for us.

This is a very tiny library. We have special regional book collections and archives section, both with separate indexing from main catalog. Most of your questions are not applicable to this library. I attend local training sessions if I can use their material.

I definitely would like to learn more about caring for historical records! I think this is a very good project.

Although we have some special documents and pictures that are housed in acid-free envelopes and binder, etc. We are not a strictly archival repository; however we are the chief repository for historical materials and have on display Barberton artifacts, along with books and documents. Our room is very unique and needs more space. We do history and genealogy.

I am the only full-time person with 2 who work part-time. There are not enough hours in the day to work with patrons, some on a one-to-one basis, and work with the collections that are being given to us. I had thought of applying for a SHRAB grant, but don't know if we would qualify. Could you send application and any material available?

## **Museums**

(include historical societies that are primarily museums)

### **Archivists**

I was rather disappointed to see the downsizing of Iowa EXPO, usually held in June in Des Moines. Iowa Tourism Conference and Iowa Museum Association both meet in October, which is a busy month for us to get away for conferences (November would be better). I also attended Midwest Archives Conference and Midwest Museum Association when they were in Des Moines. I would like a copy of the results from this survey.

Would like to see some very basic archival methods workshops directed toward volunteers. That is my biggest problem right now is finding training for my volunteers.

Lack of money, distance to travel to events and work load are most important.

I would like to see survey divided into different Museum categories such as: types of museum, budget for year, age of facility, population of museum area.

Looking forward to NFACE and its results

Enjoy continuing education via MARAC & SAA workshops occasionally. (At my own pace when I feel I need to update skills, but have outstanding student loans, mortgage etc., can't pay for any further formal course work. Don't want to see required credentialism!

Most educational opportunities are affordable themselves - it's the extra costs of mileage, meals, room and board that whittle away the travel budget. For this reason, more regional activities and opportunities are needed.

I've been to conferences and found them disappointing. Most are very expensive and the courses superficial, taught by people who have little idea what it means to work in a one-person show and be registrar, cataloguer, archivist, curator, exhibitor, etc. all at one time.

### **Librarians**

Many of the educational services currently offered appear to be for basic, not much seems to be offered for second stage or advance pieces on topics.

I would like to see a mentoring program, for new professionals to the field. Someone close by to give support and advice on all matters, archival, management etc...

Despite having a graduate degree and another degree in Historical Preservation - Archive I find the Archivist profession difficult to enter, and archivists and professional associations elite and distant. Hopes this improves things.

Regional programs highlighting digitizing projects might encourage cooperative activities, particularly if your library is in the vicinity of one that has a project underway.

Archives listserv has too much noise, but I still check it occasionally. I am leaving the Institute, but you may contact the new librarian at the address, telephone, and e-mail listed in #9.

### **Museum Professionals**

I am an artifacts curator also managing an archive. I would love to find a workshop in the West. Alaska would be ideal, but I understand the logistics problem.

My training outside of work and graduate school has been limited by my inability to pay for fees/travel/lodging out of my meager paycheck. Lower fees and classes closer to me would be helpful as would an option to pay fees by credit card.

I have had archival training, but feel ill-prepared to deal with an archives in a county museum setting, where items are donated piece by piece and historical significances & research potential can take many forms, and documents can be treated as either records of history or artifacts associated with people or place. I have found little in the way of technical leaflets or readings that deal with such as schizophrenic, non-straight forward conglomeration!

My position as historic site curator affords little time to pursue this line of endeavor as education and public realtions are much higher priorities.

This institution has (2) part-time employees, myself included. I am reluctant to take on additional responsibility (education, archival research, etc.) as there is not enough time to cover it all. We do everything here, including janitorial, minor building maintenance, archives inventory, greeting guests, filing, PR, etc.

Unfortunately, many small museum professionals are offered very little opportunities - because there is no budget for training, plus many work without much help and cannot take time off to go to longer trainings - many are not well paid so they cannot afford (personally) more education/training.

I need information to establish and organize my collection of military and civilian documents.

Thank you for the opportunity to voice concerns we experience as a rural county history museum.

Our staff is incredibly small staff (3) and all are overwhelmed with the typical things. I really like these types (one day - \$20.00) workshops that pack a lot into a small time slot. Archival consultant services would be great. An assessment of facility even better.

We have a very small archive and believe it is more responsible to refer potential donations to a local state university archive which has a facility and staff better suited for this purpose.

A clearing house resource listing consulting archivists and their area of expertise would be very useful.

I have documents dating back to about 1500, Books dating back further. Any special advice is always welcome.

Management of research (curatorial) files

Records retention -when does a file become an archive file and photographic archives - storing negatives and photos, labelling what is safe, cross-referencing materials.

## **Records Managers**

Can be hard to find a class that meets your needs. It also can be hard to keep up with the growing technologies if they are not being used or implemented by your work place.

Need more cooperation between RM and Archival Management

## **Volunteers**

Local instructional meetings (in State) available to all members of our commission would be terrific.

I am a volunteer curator and often call on the expertise of paid curators at neighboring museums. It would be helpful to know other curators who would be willing to answer questions - also I'd like to know about grants available and how do I find out about them.

Humboldt has a lot of history. Right now we at the museum are working on the underground railroad.

A list of people involved in the care of records and documents from other towns, cities would be appropriate to extend contacts.

I received this December 2, due to treasurer picking up mail and this being address to the President of Society. I hope to set up computer and e-mail in Jan. or Feb.. We are small museum with very little budget and storage. We rely on Iron Co. Museum heavily for help and much more.

We did receive a grant (re-grant) to process our records in the museum. The museum is the former Office Building of the Wisconsin Land and Lumber Company and contains many records dating back to the late 1800's. Brochure is enclosed.

We are a small city museum - that is only open weekends during the summer. Staff is made up of 45 volunteers - that are getting "long of tooth" (old) our main worry is the development of younger members of staff.

We have only a few volunteers that try to keep the museum open on Saturday and Sunday 1-4. There is no admission fee and our Museum belongs to the city. All items have been donated or on loan. We do not have a computer.

With a membership of 145 or so---most not active---we struggle to maintain our small museum. Only 2 or 3 people keep museum going. Mrs. Pat Hilkemeyer, P.O. Box Westphalia is volunteer museum coruator.

I've visited many interactive museums in France and England. I'd like my fellow Board members to have the vision of what other museums are doing. The Joachin right now doesn't own a computer. I recently returned to Dickinson from Colorado.

This specialized library is staffed by enthusiastic volunteers who would take advantage of area training opportunities with heavy emphasis on the basics. Your goals are to be commended. We will support them to the best of our ability.

As stated above, we are custodians of Doggett House since 1902. Everything in the House belongs to the Pawtucket Chapter DAR.

Manager is a catch-all to cover my responsibilities of looking after our small library, the research records, and some basic collections management. I am a volunteer with some training and experience. However, in the future the Corporation plans to hire a professional staff person to cover these responsibilities.

### **Other workers**

Until the museum can hire a professional registrar, it needs to create some capacity around the basic management of the museum's collections. Staff members are incredibly knowledgeable about the history of collections and content of documents but untrained to make use of the incredible knowledge.

I'm a retired school administration - working on this 20-hour/week job. Only employee - usually work 40-60 hours for 20 hours of pay. Spent my lifetime working on certificate for something.

The museum of Western Jesuit Mission has a close relationship with the Midwest Jesuit Archives, a complementary institution. The museum fosters displays, the archives hold materials for research dealing with western Jesuit missions.

My current concerns deal with online cataloging and conservation of records. I could really use a good in-depth course in both, although I've had some very basic training in these areas.

I am interested in learning whatever I can that will help me improve the organization and care of our archives. I am not interested in taking courses for credit or getting certificates or degrees. Improvements need to be prioritized in terms of budget and staff time.

Web page communication is generally quite useful - safe - and immediate. Correspondence courses offered on the Internet would be excellent - correspondence courses would very acceptable as well.

# Religious Organizations

## Archivists

In religious archives, we often are asked to train or give advice to non-professionals. SAA once had a session "Training the Trainer" and that could be repeated. We are asked to provide a lot of basic information to others.

We have an active local association, Greater New Orleans Archivists. Opportunities for continuing education can be coordinated with GNOA. Society of Southwest Archivists is also active and helpful with an excellent newsletter.

Many of the professional conferences I attend consist of sessions where colleagues present papers and the attendees sit and listen in a lecture atmosphere. I think it would be much more helpful to conduct fewer lectures and more hands-on workshops.

Attendance at MAC and SAA meetings, very helpful continuing education; need to learn German. Majority of our documents prior to 1922 are in Germany.

Use of new technology (fast computers - multiple tasks possible, with training, scanners), better knowledge of climate/environmental control to preserve documents, artifacts; management of records; retention schedule; access policies - to make materials available to researchers but also to safeguard archival materials.

Because of the nature of Religious Archives some of the statements didn't fit my situation such as "Fund Raising" etc.

Need national initiative to develop uniform standards, also for training grants, conservation and preservation grants. Also need to recognize professionals who excel in this field.

I would be very interested in attending continuing education classes. I'd prefer more local opportunities.

Let's have an annual meeting for archivists in Missouri. Some state have a state archival society (IN, OH, MI, CA, e.g.) - Missouri does not

#4. I don't perceive the NYS SHRAB as a source of assistance, at least not directly. #8 My perception of listserv is that they fill up you in box, but since they are carrying so many strains of conversation there is only a limited amount of information of interest or use to you and a lot to delete. I find it much better to network and find out who's knowledgeable on a topic and contact them directly. Contacts from workshops and conference sessions are invaluable when you "need to know"!

The Episcopal Church Archives works with national church bodies to provide or recommend training for parochial custodians. Support in carrying out this function would allow us to reach a wider audience and make a bigger impact on the preservation of these local resources. Many of my answers especially in Section 5 relate to this aspect of our work.

I need education in general, relating to archival methods, computer software available (the best and most practical type), workshops geared to the nuts and bolts of a record keeping, workshops catering to archives, etc. In religious organizations.

Short courses (3 days to 2 weeks) would be most helpful. Could probably consider 1 month.

Sometimes poor quality of continuing education is worse than no continuing education at all. All of the organizations that offer continuing education need to continue to address institution qualifications and the content of the curriculum.

## **Librarians**

Very small collection. I'm a retired H.S. Librarian and have things under control - when I need extra or professional help I know enough to contact other professionals - like SENYS!

Would like to see more education on electronic record management.

Librarians in small Vermont libraries have basically no training in the historical records, yet, these libraries are the repositories for some of the country's most historic records. More than conferences and lectures, we need someone to come in and show us how from start to finish.

Our major need is for stabilization and conservation of holdings.

## **Volunteers**

I am a volunteer so many of the above questions don't relate to me. I am interested in continuing education.

At the present time, I am a care-giver and do not have the time or the energy for other activities.

Due to the public interest in Genealogical information and the Pastor's lack of time to answer the inquiries, my daughters and I copied all the Birth, Death, and Marriage records and put them in a Card Index which was the most workable for us. We have over 8000 cards in our index and over 5000 entries in the death index from 1787 and also have a large number of xerox copies of archive records.

Some of the above questions seem not to be applicable to any situation which is that of a volunteer with no staff or supervisor working alone in a very small institution. I have found the DHP workshop in Fairport (helpful since I previously knew nothing about managing archives).

Free or cheap sources of materials, copying, microfilm reading and copying.

I am from a church which is celebrating its 185th year in 2000! We would like to preserve the oldest records and learn how to keep current records for future generations.

I retired after 38 years of College teaching. I do this work to keep busy.

The Archives received a quilt recently. Suggestions on how to display and at the same time preserve would be useful to me.

## **Other workers**

**Diocese of Great Falls-Billings**, Great Falls, MT (0925)

The archives here is a speciality area that is governed by Roman Catholic Canon Law and is not open to the public. Because of this fact, a lot of the continuing education needed must come from sources other than those used for historical societies, museums, etc.

## Other Types of Organizations

### Archivists

This information is based on the fact that I am new to this field. The family I work for wishes to archive their entry into the wine industry that as of yet does not have focused historical research.

I think this Western Archives Institute is a wonderful idea. It is not only a way to provide continuing education to professionals, but also provides a forum for interaction between participants which helps in problem solving and idea sharing.

Doing it right when resources have been cut is a challenge. My staff hours have been cut 58%. How can archives maintain standards when hours are less? What sharing could be utilized - people resources - identifying retired professional volunteers?? In your city -

I prefer one-day workshops in the Atlanta area although travel out of state is ok, too.

It would help you to evaluate this form if you asked how many years experience I have had - over 20. Also I am a "Lone Manager" - it is hard to get away.

Would be useful to have advanced workshops for archivists who've been working for several years and need more specialized or advanced training, classes or workshops.

I encourage you to consider training opportunities relative to visual image records: film, television, video, and audio records.

Need to know more about the proper way to store fabric and 30 artifacts.

SAA has done the best job in this field of its annual meetings.

I assume that question 5 refers to priorities as I see them for myself, not as I see them for the profession. My answers would be different if you were asking about the profession. On question 7, I actually am able to get the training that I need.

Very good - now we go home to get to work!

My concern is largely for all the volunteer and single or part-time staffed institutions who have huge needs and no money or expertise and need support on a continuing basis.

I have been an Archivist for 27 years. During this looong time, I have taken many workshops from MARAC, ART and SAA and I've even taught a few (for Long Island Archs Conf., for history of medicine groups, etc) and I've been hired as a consultant. Thus, my answers may be geared towards my needs rather than those of a person new to the field. I think that you should have asked how experienced the person answering this form is. Of course, having lived through all the discussions about "certification" and "grandmothering", I am aware that being an archivist for 27 years doesn't mean I'm good, up-to-date or a model for my profession!

As a consultant on archival matters, and as a new director, I believe most strongly in mentoring.

At this point in my career, I think that 1-2 day workshops and web based information delivery probably meet my needs best. I am also asking others on my staff to respond to this questionnaire. I answered this with regard to my own perceived needs, rather than those of my staff, which are somewhat different.

Hi! How are things going? This looks interesting.

I am active in the Society of Ohio Archivists and we have a representative on the committee, so I look forward to hearing more about the project through him.

On another subject, I find that in many arenas of discussion, our sector of the archival world is left out, as most things are directed toward C&U archives or other institutions where there are large numbers of outside users and a need to attract them - either virtual visitors or those that walk in the door. However,

the electronic records problem (how to handle those that are being created, NOT digitizing something that already exists in another form) is very pressing and so very interesting to me, and lots of us institutional archivists would be very interested in that. The problem, of course, is how to get educated and still do your job in a one or two-person shop. The workshops I took at SAA were very enlightening; I would like to see more of the same and at a more detailed level. Maybe we will get that as more institutions get their feet wet and real experience builds up. There is such a gulf between planning/theory/education and actual accomplishments; so many of the problems have nothing at all to do with archives per se.

## **Librarians**

I would like to learn more about archival work just to expand my knowledge base, if nothing else. There is only one person in charge of the archives at my workplace and my employer might not pay for me to learn this work. I would like to volunteer at KSHS, though.

All of the training opportunities, topics in section #5 are GREAT! I have a masters degree in museum studies with emphasis on archival principals which covered these topics and although I may in future need refresher courses, my priority right now concerns issues specific to rare books (I.e. history of bookbinding, early printing, illustration techniques) Many archival issues overlap. Those of managing rare book collections so these services would effect me in future for refresher courses.

The Athenaeum has hired a records manager to deal with its own institutional records. We have 70+ large museums collectively, and 700+ small coll. All staff is part time. Buraucracy is small but we are under-staffed and under funded. Our problems really are those of historical society's but not of a large library/archive.

It would be useful to hook up with some one who already has information - motivation in regards to archives. I am a part-time professional with little training in archives and no money to spend.

## **Museum Professional**

Most of this does not apply to my personal holdings - but the survey should serve to pinpoint needs.

## **Records Managers**

More training from a corporate archives perspective.

The archives is a minor responsibility in my job. Our collection of corporate history is small but is used for exhibits, presentations and employee education. My need for archives education is limited.

This really does not fit my business so most are nonapplicable.

## **Volunteers**

An historic volunteer researcher, appreciate help shared by professionals on subjects. Need to locate well written manuals for resource material when occasional need arises.

We are a non-profit organization. There is little space, no money budgeted for archives, little equipment. We have a part-time historian (retired teacher) and another volunteer who works with her. The information here doesn't seem to fit our archives situation.

Care of fabrics (in our case uniforms) to wash or not - few guidelines for care say "no" but so many come in right out of the donor's closet, or garage.

We have been fortunate to be able to take the Preserving History seminar at Edith Macy Training Center in New York. Other excellent trainings are available there.

I feel I am still in the learning process and don't even have enough information to ask the right questions yet.

These three groups in which I'm affiliated are volunteer. After giving their time, energy, and expertise, it is difficult to say you need more education at your expense! Ways must be found to provide educational services at no costs, locally.

Presently actively retired. Very interested in archives development but I seem to meet a "brick wall" with hospital administrators on assigning me adequate and secure space. However, 2 years ago the President agreed that I should do this. Have been in health care my entire life.

### **Other workers**

I am a graduate student under SJSU. I am thinking about doing archive work.

SAA should have over all responsibility for continuing education of archivists, and that education should build on content offered in graduate schools. Graduate schools may play a role in the delivery of continuing education; however, they should not have full responsibility for it, as they lack the broad perspective of a national organization and the needs of its members.

I hope I didn't skew your findings, but actually very little of this questionnaire applies to me, as I'm on individual and not part of an institution that deals with archival materials.

We are currently gathering information for a local history book/publication. What types of local publications do you feel have been most successful: a) financially and b) building community support?

Found this course through local newspaper - good idea to publish these courses for anyone interested as well as professionals in field = I can use this knowledge for my temporary jobs - update skills.

Lee Signor and I founded the WS Oral Narrative Project. We currently have an exhibit at the Historical Society of Saratoga Springs, based on oral narratives from the WS Community. We need help in transcribing the tapes, making duplicate tapes/cd, guidance in archiving our collection. Also, how do we make these available to the public and when. We have no funding. We are not incorporated. We are just two women doing a project. Please advise.