

# National Forum on Archival Continuing Education (NFACE)

## Survey of Individual Continuing Education & Information Needs

This survey, directed at the people who care for the nation's historical records, is intended to help us develop a better understanding about their continuing education needs and the best ways to address those needs. The results of the survey will be summarized and used to help shape an action agenda at the National Forum on Archival Continuing Education (NFACE) to be held in Decatur, GA, in April 2000. Your contribution in completing the survey is greatly appreciated.

1. Name of organization/institution whose records you care for

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Department or division you work in (if applicable)

\_\_\_\_\_

2. This organization/institution is primarily a

- 1 historical society
- 2 college or university
- 3 government agency (*circle one*)  
     federal      state      local
- 4 public library
- 5 museum
- 6 religious organization or institution
- 7 other (please describe) \_\_\_\_\_

3. I am (primarily) (*circle one*)

- 1 an archivist or manuscript curator
- 2 a librarian
- 3 a museum professional
- 4 a records manager
- 5 other government official or employee
- 6 an unpaid volunteer
- 7 other (specify) \_\_\_\_\_

4. For assistance on archival matters, I go to (*circle all that apply*):

- 1 Federal government agency (*specify*):  
\_\_\_\_\_
- 2 State government agency (*specify*):  
\_\_\_\_\_
- 3 Local government agency (*specify*):  
\_\_\_\_\_
- 4 State Historical Records Advisory Board (SHRAB)
- 5 Professional organizations (*specify*):  
\_\_\_\_\_
- 6 Colleagues in my profession
- 7 Vendors of supplies/equipment
- 8 Paid consultants
- 9 Other (*specify*): \_\_\_\_\_

5. What priority would you place on each of the following as topics for training opportunities or information resources (3 = Highest importance; 2 = Important; 1 = Some importance; 0 = no importance) (*circle one for each topic*)

	High	⇒	None
Archival methods, basic	3	2	1 0
Appraisal (evaluating records for long-term retention)	3	2	1 0
Collection development	3	2	1 0
Donor relations	3	2	1 0
Arrangement and description	3	2	1 0
Finding aids	3	2	1 0
Reference	3	2	1 0
Uses of technology in archives	3	2	1 0
Records management, basic	3	2	1 0
Records scheduling & disposition	3	2	1 0
Files management	3	2	1 0
Electronic records management	3	2	1 0
Information policy	3	2	1 0
Preservation/conservation	3	2	1 0
Microfilming	3	2	1 0
Digital imaging	3	2	1 0
Standards for permanent media	3	2	1 0
Disaster preparedness	3	2	1 0
Storage conditions/environmental standards	3	2	1 0
Security/theft prevention	3	2	1 0
Privacy/access laws & regulations	3	2	1 0
Copyright	3	2	1 0
Exhibits	3	2	1 0
Public relations/outreach	3	2	1 0
Working with volunteers	3	2	1 0
Fund raising	3	2	1 0
Grant writing	3	2	1 0
Strategic planning	3	2	1 0
Supervisory skills	3	2	1 0
Advocacy to parent organization and upper management	3	2	1 0
Administrative/management issues (budgets, time management)	3	2	1 0
Other ( <i>specify</i> ) _____	3	2	1 0
_____	3	2	1 0

6. Which of the following continuing educational services would you be most likely to take advantage of? (3 = most likely; 2 = might use; 1 = inconvenient or difficult to use; 0 = would not use) (circle one for each topic)

	Best	⇒	No use	
Professional association conferences				
National organizations	3	2	1	0
Regional organizations	3	2	1	0
State organizations	3	2	1	0
Workshops (1-2 days)				
Offered anywhere in U.S.	3	2	1	0
Offered in my state	3	2	1	0
Offered in my city	3	2	1	0
Offered in-house	3	2	1	0
Institutes (1-2 weeks)	3	2	1	0
On-the-job training	3	2	1	0
Internships	3	2	1	0
Graduate education	3	2	1	0
Non-degree (adult ed.) college classes	3	2	1	0
Correspondence courses	3	2	1	0
Self-directed computer-based instruction (designed to run on your own machine)	3	2	1	0
Classes over the Internet	3	2	1	0
Teleconferences	3	2	1	0
Other (specify): _____	3	2	1	0
_____	3	2	1	0

7. Rate the chief reasons that keep you from trying to acquire additional training or education. (3 = major concern; 2 = moderate concern; 1 = minor concern; 0 = not a concern) (circle one for each topic)

	Major concern	⇒	No concern	
Too far to travel	3	2	1	0
Too expensive	3	2	1	0
Institution's training budget is limited	3	2	1	0
Institution won't pay expenses at all	3	2	1	0
Don't have sufficient staff coverage to take the time off	3	2	1	0
Not aware of opportunities that meet my needs	3	2	1	0
Institution doesn't consider training important	3	2	1	0
Other priorities take precedence	3	2	1	0
I don't need additional training	3	2	1	0
Other (specify) _____	3	2	1	0
_____	3	2	1	0

8. What are the best vehicles for providing technical information and support? (3 = best method; 2 = acceptable methods; 1 = inconvenient or difficult to use; 0 = would not use) (circle one for each topic)

	Best	⇒	No use	
Journals	3	2	1	0
Newsletters	3	2	1	0
Manuals, handbooks	3	2	1	0
Technical leaflets	3	2	1	0
Listservs (specify) _____				
_____	3	2	1	0
Direct mailings announcing new programs or services	3	2	1	0
Email notices announcing new programs or services	3	2	1	0
Internet websites	3	2	1	0
Archival consultant services	3	2	1	0
Mentoring relationships between repositories or individuals	3	2	1	0
Other (specify) _____				
_____	3	2	1	0

9. If you would like, please give us your name and address. (optional)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

10. I would like to be contacted about future meetings to discuss these needs. (circle one)

1 Yes                      2 No

For additional information about the NFACE Project, see the NFACE web site at **<http://www.coshrc.org/nface>**  
Or write to Vicki Walch, NFACE Project Coordinator, at the address below.

Please use the space below to give us any further comments about your needs relating to continuing education and information resources relating to the care of historical records. Feel free to attach an additional sheet if you would like.

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