

2023 Archives Survey Report

Introduction

In September 2022, CARLI’s Collection Management Committee (CMC) took up a request from the CARLI Governing Directors regarding more support for archives and archives processes. While the Preservation Committee was working on sharing information with members on preserving archival materials, the CMC formed an Archives Subcommittee to identify issues related to the resources and challenges of CARLI members and their institutional archives. Over a series of meetings and after hosting an “Informal Chat with the CARLI Collection Management Committee: Archival Practices within the CARLI Membership,” the subcommittee created a survey to build on the information learned during the Chat. What follows is a summary of the Archives Survey and an analysis of the survey results.

The CARLI Collection Management Committee Archives Survey was sent to all CARLI Governing Members on February 6, 2023. Institutions were asked to respond within four weeks. There were 86 responses. The CMC asked for one response per institution; however, it did accept and integrate into the survey responses from individual institutions from multi-institutional community college districts. Overall, the 86 responses represented 84 CARLI Governing members (66% response rate).

Table 1: Survey Responses, Membership Categories

CARLI Membership Category:	Community Colleges	Private Colleges and Universities & Research Institutions	Public Universities	Total
Overall Number of CARLI Members in this Category:	39 (30.5% of all members)	76 (59.4% of all members)	13 (10.2% of all members)	128
Number of Survey Responses:	27	48	11	86
Percent of All Survey Responses:	31.4%	55.8%	12.8%	100%
Percent of Overall Membership Category that Completed the Survey:	69.2%	63.2%	84.6%	

Survey Results

The purpose of the 2023 Archives Survey was to determine a baseline against which to measure CARLI members' work and development of archives within the consortium. The survey results gave the Collection Management Committee the information needed to compile a portrait of archives activity across CARLI Members. The Archives Survey was intended to gather five types of information:

1. Organizational framework
2. Budget
3. Resources
4. Personnel
5. Level of expertise currently in place

To gather the five types of information, twenty-one survey questions (complete questionnaire attached to this report) were divided into six groups of questions. The section headers below are from each section of the survey. Fourteen of the questions allowed participants to include narrative notes if they wanted and seven questions allowed for more than one response. Please note that only the first two questions required a response, all other questions were optional.

Do You Have an Archive?

The survey began by asking participants to identify their institution and then indicate whether their library has or oversees archives. As previously noted, 86 CARLI institutions responded to the survey, but only 81 (94%) indicated that their institution had an archive in the library or oversaw the archive which prompted them to respond to the remaining survey questions.

Sixty-nine responded, yes, the library oversees the archives. Of the other available choices, one institution indicated another department/campus entity was in charge of the archives. One institution also indicated another organization outside of their institution was in charge of the archives. Finally, three (3%) responded that their institutions do not have archives. Twelve institutions explained their response with additional comments. Within these comments, one institution responded they technically had two archives under the library but without an archivist, while another institution with two archives reported the archivist reported both to the Library Director and the Senior Associate Provost. At an institution with multiple campuses, the response was that each campus maintains an archives to varying degrees, including some in the libraries but also with other campus departments such as the Art or English Department. Less heartening were responses such as those indicating that the archives in the library somehow were thrown out or that the physical location for the archives was the library and library staff cared for the archives because no one else wanted to assume responsibility for caring for the archives. Finally, a member responded that there was no official archive, but the library had some archival items like yearbooks, catalogs, and other random items. While it would be convenient to report just on the sixty-nine schools that have archives, the small number of responses who selected "Other" gives examples of the complexities libraries face when handling archives on their campus.

Archives Scope and Collections

The survey asked two questions about the scope and type of collections held by the CARLI institutions. Both questions allowed for multiple responses as well as asked for specific responses if there were collections held by a library that didn't fit within one of the given answers.

Table 2: Scope of Archival Collections

Type of Collections:	Responses
Organizational records from your institution:	77 (95%)
Faculty / Staff papers:	54 (67%)
Personal and/or Family records:	36 (44%)
Organizational records from other institutions:	26 (32%)

A sample of the specific responses for material not covered by one of the previous areas elicited political papers, local history materials, religious materials from the founding of the university, physical items like sports equipment and furniture, notable alumni papers, and even road maps. What is clear from all of the responses is that CARLI institution archives are often for more than organizational records and faculty/staff papers. As some of the additional comments indicated, not all realia are organized, but it has been collected or deposited into the institutional archives.

A follow-up question asked what types of collections were represented in the archives.

Table 3: Types of Collections

Types of Collections	Responses
Paper Collections:	81 (100%)
Born-Digital Collections:	34 (42%)
Digital Archives:	54 (67%)
Other (including realia):	46 (56%)

The other category indicated that some archives had rare books, photographs, a/v recordings, microfilm, videos and DVDs, clothing, architectural models, artwork, furniture, and textiles, to name a few. Because of the wide scope of materials held in CARLI institutions, this may indicate a need for workshops or other instruction from CARLI on dealing with different material types in an archive.

Archives Staffing

The survey asked seven questions about staffing including the total library staff FTE and the FTE for archives staffing. Total library staff includes the FTE of professional librarians, other professionals, paraprofessionals or support personnel, clerical staff, and student workers. In the table below are the responses to the total library staff question.

Table 4: Total Library Staff

Total Number of Library Staff FTE	Responses
201 and Higher	2
100-200	3
50-99	5
25-49	7
15-24	6
6-14	21
5 or less	30
From 5 or less above, only 1 FTE or less	12

Thirty institutions reported less than five total FTE for their staff. This may indicate that many CARLI libraries may not have the personnel to manage an archive. However, some responses for this question may have been reported incorrectly. Some institutions may have inadvertently only included their archives staffing.

This leads to a second question that asked if the library had an archives department. To that question, 47 (59%) responded Yes, while 19 (24%) responded No, and one library responded they didn't know if they had an archives department. For the second question, there was an open response box to which some librarians added comments, such as their special collections included rare books and archives; several noted the department that oversees the archives including collections, circulation, or technical services. One library indicated they were responsible for the archives but were too small for an actual archives department. There is not a single home or model for archives within CARLI libraries.

Three additional questions in this section of the survey drilled down into the actual staff involved in archives work. The question "What is the total FTE for your archives staffing?", elicited that 44 members had either zero staff (18 responses) or less than 1 FTE (26 responses). Ten answered the question with two or three as the total FTE for their archives, and finally, twelve responded with four or more FTE staff for their archives. Some responses were nuanced with statements like the archivist covers more than one position within the library or "archives is a small part of the job." The next question followed up to allow libraries to indicate the type of staff that handled their archival activities. This question allowed for more than one response and included a comment box.

The following table lists each type of staff and the number of responses.

Table 5: Current Staff for Archival Activities

Current Staff for Archival Activities:	Responses
Paid professional archival staff (fulltime and parttime)	44
Paid archival support staff (fulltime and parttime)	16
Paid students	25
Volunteers (fulltime and parttime)	9
Archival duties assigned to “non-specialist” professional and support staff as needed (e.g. solo librarian, special collections librarian/staff, etc.)	30
Archives services obtained through external provider	3
No staff person has archives responsibilities	6
Other (comment box)	

What is interesting about the responses is that most CARLI members use paid staff to support their archives activities. However, some of the comments referred to the archives not being a priority or that two paid professional positions being vacant. Vacancies were also reported by additional libraries. Others expressed that the archive was no one’s responsibility but was supported as needed. For one library, digitization was outsourced. However, it is heartening to note that only 6 responses (of the 80 received) indicated that no staff had archives responsibilities. Thus, there is some level of archive work being done at over 92% of the members that responded.

The next question, “Does your institution have a person, administrator, or another specialist who led archives activities?” To that question, 63 (79%) responded Yes, while 17 (21%) responded No. Considering the five questions about archives staffing, having someone who leads archives activities doesn’t necessarily correlate with a dedicated archivist or even having someone to lead archives activities in each CARLI library. As a follow-up question, the survey asked, “What is the job title of the person, administrator, or specialist who leads archives activities?” Although 35 responses indicated a job title that included the word Archivist, 26 responses indicated that other library departmental directors, the library director, or someone outside of the library (such as Assistant Vice President Academic Affairs) lead archives activities. One of the biggest takeaways from the job title question, is not all CARLI members even call the person doing archival work, the archivist.

The final staffing question asked, “What percentage of the person, administrator, or specialist's total job assignment is dedicated to archives activities and archives program management?” The following table breaks down the responses.

Table 6: The Percentage of Job Assignment to Archives Program Management

Percentage of Total Job Assignment	Responses with Percent of Total Responses
1-10%	15 (24%)
11-24%	7 (11%)
25%	2 (3%)
26-49%	4 (6%)
50%	4 (6%)
51-99%	14 (22%)
100%	17 (27%)

While this question only had 63 respondents, 35 (56%) indicated that they had at least a half-time person dedicated to overseeing archives activities. Considering the responses about the number of library staff and the type of staff directly involved in archives work, there seems to be a great deal of archival activity going on in CARLI based on the reported numbers.

Based upon the different staffing levels and skills in CARLI Member institutions, CARLI may want to consider multiple tactics at different skill levels in order to support all staff involved in local archival efforts.

Archives Activities

The next portion of the survey had two questions that asked about specific archives activities. Like previous questions, respondents could answer all the options that applied to their institution for each type of activity. The responses are reflected in the following table.

Table 7: Current Archives Activities

Archives Activity	Done by institution staff	Done by external staff	Not done currently, but planned	Not done	Not applicable
Preservation and conservation	64	6	6	9	2
Management	63	0	3	13	2
Reference services and access	73	2	2	4	1
Accession, appraisal, and/or acquisition	59	4	3	15	3
Arrangement and description	67	0	6	6	2
Records management activities	37	5	7	28	5
Digitization	43	13	13	14	3
Online access to archival materials	44	7	14	14	4
Digital asset management	29	10	13	27	5
Administrating/managing technological systems	28	22	5	21	6
Outreach, advocacy, and/or engagement	49	3	4	23	5
Disaster preparedness and recovery	36	3	16	26	3
Professional development	46	5	9	20	4
Grants and fundraising	35	7	7	31	2
Other	3	0	3	2	16

Although a snapshot in time, the number of respondents engaged (or not) in different types of archives activities may indicate how CARLI may help members with their archives by offering workshops or webinars.

For example, this table indicates that there are some members that may need help with archival basics such as “Arrangement and description” and “Accession, appraisal, and/or acquisition” as these activities are not currently being done at their institution.

While other members have needs beyond these basics, as indicated by the activities that are “not currently done, but planned” or “not done” at multiple institutions such as “Disaster preparation and recovery” (42 responses); “Digital asset management” (40 responses); “Grants and fundraising” (38 responses); and “Records management” (35 responses) may be other areas for future training that might help the most members.

For the activities categorized as Other, one member indicated that they integrate special collections and archives into instruction, another does preservation assessment of their archival collections, and a third indicated they use vendors for conservation of archival materials.

From the responses to this question, clearly CARLI libraries are engaged with archives, but much depends on levels of staffing and institutional support.

The next question directly asked members to indicate their institution’s level of need specific to areas related to archives. In the table below are the responses. Unlike the previous question, respondents could only select one answer per row in the table.

Table 8: Institutional Needs for Archival Activities

Level of Need	Already Have	Urgent Need	Need	No Need	Don't Know	N/A
Understanding of purpose and mission of archives	47 (59%)	11 (14%)	14 (18%)	5 (6%)	3 (4%)	0
Address need for DEI in archives	19 (24%)	5 (6%)	37 (46%)	8 (10%)	8 (10%)	3 (4%)
Adequate space for collections	20 (25%)	22 (28%)	28 (35%)	9 (11%)	1 (1%)	0
Digital preservation expertise	17 (21%)	16 (20%)	42 (53%)	3 (4%)	1 (1%)	1 (1%)
Digitization capacity	15 (19%)	20 (25%)	37 (46%)	5 (6%)	2 (3%)	1 (1%)
Environmental controls of collection storage areas	22 (28%)	16 (20%)	31 (39%)	6 (8%)	5 (6%)	0
Integrated pest management	26 (33%)	7 (9%)	13 (16%)	20 (25%)	11 (14%)	2 (3%)
Building security	39 (49%)	4 (5%)	13 (16%)	17 (22%)	1 (1%)	5 (6%)
Staff	15 (19%)	20 (26%)	32 (41%)	9 (12%)	2 (3%)	0
Volunteers or interns	14 (18%)	6 (8%)	25 (32%)	19 (24%)	8 (10%)	6 (8%)
Prof. development/training opportunities and support	24 (30%)	13 (16%)	37 (46%)	6 (8%)	0	0
Funds for training	23 (29%)	11 (14%)	36 (45%)	8 (10%)	1 (1%)	1 (1%)
Computer equipment	28 (35%)	8 (10%)	22 (28%)	14 (18%)	6 (8%)	1 (1%)
Other equipment	13 (17%)	6 (8%)	34 (44%)	9 (12%)	9 (12%)	6 (8%)
Opportunities for inter-institutional collaboration	18 (23%)	8 (10%)	34 (43%)	9 (11%)	7 (9%)	4 (5%)
Other	2 (11%)	2 (11%)	1 (6%)	1 (6%)	3 (17%)	9 (50%)

Focusing on the columns labeled Urgent Need and Need, the survey indicates that the highest “Urgent Need” is archival space, while the greatest “Need” is digital preservation expertise. Eight additional areas received 31 responses or more (>39%) from those completing the survey. In the comments section under Other, someone noted the need for the development of overall policies and procedures for their archives.

The responses to both questions provide a roadmap, of sorts, for where CARLI might focus its efforts to have a real impact on CARLI members.

Archives Budget

This section of the survey focused on an institution’s funding and if they had dedicated funds for archival activities. The first question asked about their total FY22 library operating budget. The following table shows the answers given over six categories.

Table 9: Library Budgets

Budget Amount	Responses
Less than \$50,000	6
\$50,000-\$100,000	7
\$100,000-\$500,000	26
\$500,000-\$1,000,000	9
\$1,000,000-\$5,000,000	19
Greater than \$5,000,000	9

There were a few additional responses including those related to when fiscal years start or end, and whether salaries were included, but just on the numbers, responses indicate that many CARLI libraries operate with a budget of between \$100,000-\$500,000. What is not clear from the responses is how those funds are allocated. The next question attempts to get at the allocation question by asking if funds are specifically allocated for archives activities in a library’s annual budget. Thirty-seven (47%) responded Yes to this question while 42 (53%) said no. Again, the questions ask budget information, but the survey did not drill down into how much is actually budgeted for archives by a CARLI library.

The last three questions in the Archives Budget section attempt to determine how funds are being spent by CARLI libraries. The data from question, “Does your library have funds budgeted for the following archives activities?” is noted in the following table.

Table 10: Budgeted Funds for Archival Activities

Funds Budgeted:	Yes	No	Do Not Know
Archival management systems	33 (42%)	45 (57%)	1 (1%)
Custom enclosure construction	9 (11%)	70 (89%)	0
Contract disaster recovery services	5 (6%)	66 (84%)	8 (10%)
Offsite storage	5 (6%)	74 (94%)	0
Contract training/professional development services	19 (24%)	58 (73%)	2 (3%)
Other contract archival expenditures	15 (21%)	55 (76%)	2 (3%)

Although spending on archival management systems is rather evenly distributed, the other five possible expenditures related to archival management expenses show lopsided responses of No

over Yes in these other areas. These responses show how libraries are spending some of their archival budget. In the comments section of this question, one responded they are purchasing archival preservation materials such as acid-free housing and folders. Another response was about having contracts with vendors to perform certain services such as reformatting of certain materials. Finally, there was a comment about having in-house expertise for book and paper conservation, but also having so much realia that the library had to send object and textile conservation to an outside vendor.

The next question asked, “Does your library have funds budgeted for the following digitization activities?” The data from this question is found in the following table. Although the list of digitization activities was short, it got at some of the main activities and keeps the survey consistent with earlier questions.

Table 11: Budgeted Funds for Digitization

Fund Budgeted	Yes	No	Do Not Know
Digitization	26 (33%)	50 (64%)	2 (3%)
Digital archives storage	28 (36%)	49 (63%)	1 (1%)
Digitization equipment and software	24 (31%)	51 (65%)	3 (4%)
Other	3 (12%)	20 (77%)	3 (12%)

For the three that answered Yes to Other in Table 11, the answers given were money was budgeted for training, digital preservation system subscription, and repository development. This section did not delve deeply into archives budgeting, so if needed, a future survey might follow-up in this area to understand better the funding actually allocated for archives by CARLI libraries. The data we do have points to a lack of funding for many aspects of print, realia, and digital archival activities including preservation and digitization.

Moving on to the last question in the section of the survey regarding archives budgets, the next question asked, “Does your library have funds available for these other archival expenditures?”

Table 12: Budgeted Funds for Other Archival Expenditures

Funds Budgeted	Yes	No	Do Not Know
Archival Supplies (folders, boxes)	64 (81%)	15 (19%)	0
Audio/visual (AV) playback	22 (28%)	52 (67%)	4 (5%)
Conference Attendance/Presentation	52 (66%)	27 (34%)	0
Education/Training	57 (72%)	20 (25%)	2 (3%)
Other	4 (20%)	11 (55%)	5 (25%)

There were several responses for those who indicated Other. Two CARLI libraries noted that conference and education funds were limited to what is allotted each year for faculty professional development. Another responded that there was money in their budget for binding. Finally, the last two comments were archival expenditures for transferring and shipping collections as well as one library indicated getting modest state funding for collection acquisitions.

Seen as a whole, most CARLI libraries have funds available for supplies and professional development either through conference attendance or education/training, or perhaps both. The only area with an opposite set of responses was audio/visual playback which might be reflective of the shifts in that field to digital formats. These responses might also correspond to the previous responses about what members need, particularly those related to digital preservation as well as the funds that members have available for digitization activities.

Training and Staff Development Needs

The final section of the Archives Survey was to get a sense of the training and staff development needs of CARLI libraries regarding their archives. Two questions were asked in this section. The first question asked what expertise was available in their institutions that they can share with other CARLI institutions. The following table lists the areas covered and the responses, bearing in mind that this was another question which could be answered by selecting all that applied.

Table 13: Archival Expertise Within CARLI Members

Expertise	Responses
Archives Administration	17
General archives practices	33
Environmental management/integrated pest management	6
Digitization	18
None of these	41

From the responses, there is archives expertise in CARLI Members that could be shared. It might be helpful to pinpoint where these areas of expertise are located geographically around Illinois, if CARLI would like to facilitate in-person training. The question also invited respondents to provide their own answers. Some of these responses included libraries with expertise in using special collections/archival materials; digital asset management; and archival literacy instruction.

The last question in the survey asked about which areas the respondent’s institution would seek assistance or advice from CARLI regarding archives. This question allowed multiple selections as well.

Table 14: Number of CARLI Members That Would Seek Assistance on Specific Archives Topics

Archive Topic	Responses
Archives administration	42
General archives practices	39
Environmental management/Integrated pest management	35
Digitization	57
None of these	8

Overall, many CARLI Members are interested in assistance with their archives. The responses indicate a number of members that would benefit from guidance in general archival practices and administration as well as the more specific topics noted such as environmental management and digitization.

In addition, it is interesting to note that someone left a comment saying that while they do some digitization, their budget and resources aren’t nearly enough to do justice to the needs of their archives. Another person responded that they needed help with institutional repositories and the management of born-digital institutional materials.

At the end of the survey, there was an opportunity to leave additional comments. The comments reflected many of the ideas shared in the responses to some of the more open-ended or multiple response questions above. There was one request for help getting started with an archive currently in disarray that needs organization and preservation. Another noted how different these survey answers would have been when they became an archivist in 2005. Finally, there were several thank you comments left that CARLI was doing a survey on archives management.

A copy of the survey follows this report.

2023 Archives Survey

Introduction

The purpose of the 2023 CARLI Archives Survey is to determine a baseline against which to measure members work and development of archives within the consortium. The Collection Management Committee will use the data gathered to compile a portrait of archives activity across CARLI.

The Archives Survey gathers information from CARLI members that indicate the level of institutional commitment as documented in an institution's:

- **Organizational framework**
- **Budget**
- **Resources**
- **Personnel**
- **Level of expertise currently in place**

Definitions:

Archives is the umbrella term for records created or received by a person, family, or organization and preserved because of their continuing value.

The Survey results and recommendations will be presented to CARLI as part of the 2023 Collection Management Committee Annual Project.

NOTES:

- **Please base all responses on FY 2022 (July 1, 2021 - June 30, 2022). If this is not possible, please identify which fiscal year is used in the Comments.**
- **Each institution should submit only one response to the survey.**
- **The Survey will be available until March 6, 2023.**

* 1. Please select your institution: (answer required)

* 2. Does your institution have archives? (answer required)

- Yes - the library oversees the archives
- Yes - another department / campus entity is in charge of archives
- Yes - another organization (outside my institution) is in charge of archives
- No - my institution does not have archives
- Other OR combination of the above scenarios (please specify):

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Archives Scope and Collections

3. What is the scope of your archival collections? (select all that apply)

- Organizational records from your institution
- Organizational records from other institutions
- Faculty / Staff papers
- Personal and/or Family records
- Other including realia (please specify):

4. What types of collections do you have in your archives? (select all that apply)

- Paper collections
- Born digital collections
- Digital collections
- Other including realia (please specify):

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Archives Staffing

5. Please indicate your total library staff FTE: (staff include: professional librarians (MLS, PhD in LS), other professionals, paraprofessional or support personnel, clerical staff, student workers)

6. Does your library have an archives department?

- Yes
- No
- Do Not Know
- Other (please specify):

7. What is the total FTE for your archives staffing?

8. Which of the following most closely describes your current staffing for your archival activities? (select all that apply)

- Paid professional archival staff (fulltime and parttime)
- Paid archival support staff (fulltime and parttime)
- Paid students
- Volunteers (fulltime and parttime)
- Archives duties assigned to "nonspecialist" professional and support staff as needed (e.g. solo librarian, special collections librarian/staff, etc.)
- Archives services obtained through external provider
- No staff person has archives responsibilities
- Other (please specify):

9. Does your institution have a person, administrator, or another specialist who leads archives activities?

- Yes
- No

10. What is the job title of the person, administrator, or specialist who leads archives activities?

11. What percentage of the person, administrator, or specialist's total job assignment is dedicated to archives activities and archives program management?

- 1 - 10 %
- 11 - 24 %
- 25 %
- 26 - 49 %
- 50 %
- 51 - 99 %
- 100 %

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Archives Activities

12. What do your archive activities include? (select all that apply for each type of activity)

	Done by institution staff	Done by external staff	Not done currently, but planned	Not done	Not applicable
Preservation and conservation (e.g., collections maintenance, rehousing, environmental monitoring)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management (e.g., administration, planning, assessment, supervision of other workers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference services and access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accession, appraisal, and/or acquisition (includes donor relations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrangement and description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Records management activities (e.g. retention scheduling, records lifecycle management)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digitization (e.g. creating digital files and access of non-digital items)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online access to archival materials (e.g. digital library)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Asset Management (e.g., migrating data to current software)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administering/managing technological systems (e.g. hardware, software, networks etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outreach, advocacy and/or engagement (including activities related to exhibitions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disaster preparedness and recovery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grants and fundraising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What activities would be categorized as Other?

13. Please indicate your institution's level of need in the following areas related to archives.
Choose one answer for each area (row).

	Already Have	Urgent Need	Need	No Need	Don't Know	Not applicable
Understanding of purpose and mission of archives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Address need for diversity, equity and inclusion in archives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate space for collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital preservation expertise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization capacity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmental controls of collection storage areas (ex. (e.g., heating, air conditioning, dehumidifying, humidifying))	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Integrated pest management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volunteers or interns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional development / training opportunities and support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Funds for training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Opportunities for inter-institutional collaboration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What activities would be categorized as Other?



2023 Archives Survey

Archives Budget

14. Total FY22 (July 1, 2021 - June 30, 2022) library operating budget for your institution:

- less than \$50,000
- \$50,000 - \$100,000
- \$100,000 - \$500,000
- \$500,000 - \$1,000,000
- \$1,000,000 - \$5,000,000
- greater than \$5,000,000

If budget is from a different fiscal year, please provide the fiscal year and time covered:

15. Do you have funds specifically allocated for archives activities in your annual budget?

- Yes
- No
- Do Not Know

16. Does your library have funds budgeted for the following archives activities:

	Yes	No	Do Not Know
Archival management system	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Custom enclosure construction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contract disaster recovery services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offsite storage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contract training/professional development services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other contract archival expenditures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please specify the other contract archival expenditures:

17. Does your library have funds budgeted for the following digitization activities:

	Yes	No	Do Not Know
Digitization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital archival storage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization equipment and software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What activities would be categorized as Other?

18. Does your library have funds available for these other archival expenditures:

	Yes	No	Do Not Know
Archival Supplies (folders, boxes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Audio/visual (AV) playback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conference Attendance / Presentations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education / Training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please specify the type of other expenditures:

19. What expertise is available in your institution that you can share with CARLI institutions?
(select all that apply)

- Archives administration
- General archives practices
- Environmental management / Integrated pest management
- Digitization
- None of these
- Other (please specify):

20. In which of the following areas would you (your institution) seek assistance or advice from CARLI? (select all that apply)

- Archives administration
- General archives practices
- Environmental management / Integrated pest management
- Digitization
- None of these
- Other (please specify):

2023 Archives Survey

Comments

21. Any additional comments?