

SURVEY
Archival Materials & Heritage Preservation
in Huron County



The Huron County Historical Society is currently working with community partners to find ways to ensure that valuable archival material (2-dimensional) and artefacts (3-dimensional) from various personal and group collections and attics across the county can be kept and preserved properly - particularly those in private or volunteer hands with no resources to ensure preservation.

This is a survey to assist the committee in determining the expectations and requirements of individuals or groups who are interested in creating an archive or an archive network for Huron County. Your answers to the following questions will be of great help to the committee. Feel free to add other information which is not captured within these questions.

1A) CONTACT INFORMATION

Name of Person Completing this Survey: -

Address:

Phone Number: _____

E-mail Address: _____

Name of Group Represented (if applicable):

Please provide a brief description (100 words or less) of the materials or collection:

1B) NATURE OF COLLECTION

Is this collection...archival (2-dimensional)? _____ ...artefacts (3-dimensional)? _____ ...or both? _____

1C) CURRENT STORAGE OF COLLECTION

How and where is this collection currently stored?

2) VOLUME OF ARCHIVAL MATERIAL

We need to get an idea of the quantity of material to expect at the start-up of an archive facility, and some indication of the ongoing additions that are likely over time. As a rough unit of measurement, please use a traditional paper file box (like covered Banker’s Boxes) which are approximately 12” x 12” x 16” each. Estimate how many of these your archive contribution would involve. Alternatively, if your archives require shelving similar to a library, indicate the number of feet you would require.

- a) What is your best estimate of the initial material you would be depositing in a central archive facility?
 - i) No. of file boxes _____
 - ii) No. of feet of shelving _____
- b) On an annual basis, how much material would you anticipate adding to the collection?
 - i) No. of file boxes _____
 - ii) No. of feet of shelving _____

3) TYPES OF ARCHIVAL MATERIAL

Indicate the types of archival material (2-dimensional) included in your collection. Check all that apply:

- a. File folders containing papers
 - i. Stored in File Boxes ____
 - ii. Loose for shelving designed for easy access ____
- b. Hard cover books ____
- c. Hard cover books large size ____
- d. Manuscripts ____
- e. Soft cover books ____
- f. Sets of journals, magazines, reports ____
- g. CDs, DVDs, other current media ____
- h. Audio tapes and cassettes ____ Vinyl Records ____
- i. Old media formats such as video-tapes and video cassettes ____
- j. Portraits, paintings, pictures, photos, certificates, diplomas, etc. with frames ____
- k. Portraits, paintings, pictures, photos, certificates, diplomas, etc. without frames ____
- l. Large drawings such as blueprints, sketches, etc.
- m. Large maps ____
- n. Old deeds _____ Old mortgage papers _____ Old letters _____
- o. Other (please specify): _____

If the collection includes a set of artefacts (3-dimensional), please describe the types of items in the collection: _____

Do you have an index (or a list of the parts) of the collection? Yes ____ No ____

4) ACCESSING ARCHIVAL MATERIAL

- a. If your collection is open to public viewing, how many persons would you estimate visit your facility in a month? _____

- b. If your collection is open to only members of your group, how many members are likely to visit in a month? _____

5) REQUIREMENTS FOR A CENTRAL ARCHIVE

- a. The facility should have a scanner, desktop computer, photocopier, microfilm reader and printer for use by patrons. Yes or No
- b. There should be staff or volunteers available to assist users on days when the facility is open. Yes or No
- c. I/We would require a secure area within the facility accessible only by our members. Yes or No
- d. I/We would like our materials to be available to the public in a well-supervised situation, with trained staff or volunteers to locate material, and return it properly. Yes or No
- e. I/We see the need for a professional archivist to help set up the facility and manage it on an ongoing basis. Yes or No
- f. The central archive staff should be available to advise local archives on managing their collection. Yes or No
- g. The central archive facility should have adequate work space for users to do research, arrange material, do cataloguing, scanning, copying, etc. Yes or No
- h. The central archive facility should have a conference room for meetings. Yes or No
- i. Most of the work in the central archive should be done by volunteers. Yes or No
- j. All of the work in the archive should be done by paid staff supervised by an archivist. Yes or No

Comments:

6) PREFERRED ARCHIVES ORGANIZATIONAL STRUCTURE

How would you like to see the archives administered?

Please check one or more compatible characteristics:

- 1) Single management team responsible for Central facility and all satellite (community-based) units
- a) Satellite facility coordinators report to Central Manager _____
- b) Board of directors including representatives from each satellite community _____
- 2) Management team for the Central facility with no control over satellites, but has responsibility for maintaining a central catalogue and promotion responsibility _____
- 3) Each facility self managed and self governed with joint coordinating committee _____

7) GOVERNANCE

The archive system should be governed by: Check your preference

- a) An independent board of volunteer directors ____
- b) The Huron County Historical Society ____
- c) A partnership of interested organizations ____
- d) The County of Huron ____
- e) The Huron County Library ____
- f) A combination of two bodies (specify) _____
- g) Other _____

8) LOCATION

- My/Our archives may be retained in a central facility anywhere in the county.
Yes or No
- My/Our archives must remain in our community, not in a central site.
Yes or No
- I/We see a need for a central archive facility as well as local sites.
Yes or No
- I/We have a suitable site in our community to house our material but we would like to be part of a network of archive facilities.
Yes or No
- I/We do not have a suitable location for our archives but would like to acquire such a site for a local archive.
Yes or No

If there are further comments, please list these on the reverse or add to your e-mail message.

Many thanks for the time and effort that you have put into completing this survey. Once compiled the survey results will be included in the committee's report which will be available for public perusal.

Please forward your completed survey to HCHS Archives Study, 156 East Street, Goderich N7A 1N7 (davidarmstrong@hurontel.on.ca).

Please send this in not later than December 25, 2010.