COMMUNITY ACCESS TO ARCHIVE OFFICES

Thank you for taking the time to look at this questionnaire, which is part of an English Heritage project titled **Expanding the Neighbourhood Plan Evidence Base**.

The Questionnaire
The questionnaire is structured into 3 sections. **Please complete multiple choice questions using the letter 'x'.** Each question has a short explanatory sentence indicating whether one or multiple boxes should be checked. For free text questions we welcome as much concise detail as you can supply. We would be grateful if you could avoid the use of 'jargon' in your replies. A brief glossary of terms is included in a separate document to help in the interpretation of some questions.

We hope you'll find everything straightforward. We've attached some explanatory notes about the questionnaire, which we hope will enable you to complete the questionnaire as fully as possible. However if you do have any problems please don't hesitate to give us a call on the numbers below, and we'll gladly talk things through. Thank you again for sharing your information with us.

Submitting the Questionnaire
Completed questionnaires can be emailed to answers@locusconsulting.co.uk. Or, if you prefer, they can be printed off and sent in the post to:

Archive Questionnaire
Locus Consulting
Park Lane House
5 Park Lane,
Donington
Lincolnshire
PE11 4UE

> **PLEASE SUBMIT YOUR QUESTIONNAIRE NO LATER THAN THE**
>
> **15th MARCH 2013**

CONTACTING US
Please do not hesitate to contact us using the information below if you require any assistance or advice on filling in the questionnaire.

Email:	Telephone:
adam.partington@locusconsulting.co.uk	01775 821402
alastair.macintosh@locusconsulting.co.uk	07882109149 (Adam) or 07557375400 (Alastair)

ENGLISH HERITAGE

LOCUS CONSULTING

PLEASE PROVIDE US WITH YOUR CONTACT DETAILS:

Organisation: Barnet Local Studies **Date: 8/Mar/2013** **Author:**	**Position:** **Email:** **Telephone:**

SECTION 1: AVAILABILITY

This section aims to find out about the types and formats of heritage information that you hold and how that information is made available to a member of the public. The format of the questionnaire is multiple choice. Please check one or more boxes for each question where relevant.

This first section comprises 3 questions and is completed on the chart on the following page:

1: HELD	**Question:** *Do you hold this type of information?* **Response:** *Yes __or__ No* **Aim:** To find out the types of heritage information held within your archive.
2: ACCESS	**Question:** How can information be accessed? **Response:** Mark __one or more__ boxes **Aim:** To understand if and how members of the public can physically access the information.
3: FORMAT	**Question:** What formats is information held in? **Response:** Mark __one or more__ boxes **Aim:** To understand the different formats that heritage information is held in.

INFORMATION TYPE	1: HELD		2: ACCESS				3: FORMAT					
	Yes	No	Online	Remote Enquiry	Archive Visit	Not available	Microfilm	Image file	Digital document	Original document	Card index	Other
MAPS												
Current Ordnance Survey	Yes		Yes		Yes							Copy
Historic Ordnance Survey	Yes				Yes					Yes	Yes	
Tithe	Yes				Yes						Yes	
Enclosure	Yes				Yes					Yes	Yes	
Private Estate	Yes				Yes					Yes	Yes	
Road Order	No											
Sale Particulars	Yes				Yes					Yes	Yes	
Other												
LISTS & REGISTERS												
Electoral Registers	Yes		Yes	In process	Yes		Yes		Yes	Yes	Yes	
Directories	Yes		Yes	In process	Yes		Yes		Yes	Yes	Yes	
Tax Records	No	+ copies										
Rate Assessments	Yes				Yes		Yes			Yes	Yes	
Other												
RECORDS												
Manor Court Rolls/Books	Yes	copies +			Yes		Yes			Yes	Yes	
Manorial Surveys	Yes				Yes		Yes			Yes	Yes	
Rentals	Yes				Yes					Yes	Yes	
Diocesan Archives		No										
Ecclesiastical Parish Archives		No										
Other												
WILLS, PROBATE & DEEDS												
Wills	Yes				Yes					Yes	Yes	
Probate Inventories	Yes				Yes					Yes	Yes	
Property Deeds	Yes				Yes					Yes	Yes	
Other												
PLANS												
Architectural Drawings	Yes				Yes					Yes	Yes	
Building Control Plans	Yes				Yes					Yes	Yes	
Planning Applications		No										
Other												
IMAGES & MEDIA												
Photographs	Yes		Yes	Yes	Yes				Yes	Yes	Yes	
Aerial Photographs	Yes				Yes				Yes	Yes	Yes	

	Yes	No									
Film and Video	Yes					Yes				Yes	Yes
Drawings and Paintings	Yes		Yes	Yes		Yes			Yes	Yes	Yes
Local history library	Yes									Yes	
Technical guidance		No									
Other											

SECTION 2: ACCESSIBILITY

As well as finding out the types of information held by your archive, we are interested to know the ways in which it is being made available to the public. This section is divided into three parts, investigating online access to holdings, remote enquiries and requests for research, and physical access by a member of the public.

> ONLINE

A growing number of archives are providing information online, including via third party websites (e.g findmypast, ancestry). The styles of website vary considerably, particularly according to the information displayed, the different structures in which information is held, and the resources available. The questions below seek to understand the different types of heritage information held online and the often individual ways in which it is presented and structured.

If none of your heritage information is available online please go to Question 2.6

2.1 How is heritage information hosted online? (Mark **either** 'Yes' or 'No'. Please add the address of your website in the appropriate box.)

TYPE OF SITE	Yes	No	Website address:
Third party website	Yes		http://www.barnetimagebank.co.uk/, www.ancestry.co.uk (through Barnet only The 2 above worked with the LBB local studies to load the linked pages), http://www.bbc.co.uk/arts/yourpaintings/galleries/locations/hendon-library-6466, http://www.londongardensonline.org.uk/select-borough-results.asp?Borough=Barnet&Submit=Go, , http://www.londonsscreenarchives.org.uk/Londo/Main/
Local authority web pages	Yes		http://www.barnet.gov.uk/info/930121/pocket_histories/729/pocket_histories https://www.barnet.gov.uk/info/930304/247_reference_library/748/247_reference_library Information access to digital publications including The Times online, biographies artists, Whos Who etc on 24/7 site http://www.barnet.gov.uk/downloads/download/640/hendon_settlement_examinations -PDF Hendon Settlements 1751 -1835 http://www.barnet.gov.uk/downloads/download/639/cemeteries_in_barnet Public Cemeteries in Barnet http://maps.barnet.gov.uk/ Current Ordnance Survey maps produced by Geographic Information System
Bespoke			

site or sub-site			
Mobile phone site			
Mobile phone app		(name)	

2.2 Approximately when did your online service become available to the public? (Month/Year)

*Answer
2007 went live. 1/2008 for House of Images and 2007 Pocket History,24/7, ancestry.com.
2012 for BBC Paintings, Parks & Gardens & London Films

2.3 Can users upload information to your website?

(YES/NO) (Delete as applicable) <u>**Yes**</u> people can add to House of Images (they are invited) & send to Barnet LS who monitors & incorporates. <u>**No**</u> to Pocket histories though people can recommend changes & it can be incorporated

2.4 If 'YES' what types of information, and can users see each other's contributions? (Free text answer)

**Answer: Any information eg dates, people associated with it, any information that enhances the images.
No individuals can't see what others have changed**

> REMOTE ENQUIRY

Remote enquiries are a common way of providing heritage information. This section seeks to understand what protocols are in place to supply information remotely and the different methods in which it is made available.

2.5 Do you provide a remote search/enquiry service?
NO (Delete as applicable) generally some enquiries are carried out firstly to ascertain if we have the information, it may be beneficial to the service to investigate, it may be just easier to complete, some of the information is related to increasingly using online data

2.6 What material and/or data can be <u>supplied remotely</u> for each heritage information type (free text)**, and in what format can this be provided?** (Multiple choice)
(e.g. Holdings list, copy of specific document, publication)

Material/data/information		Photocopy	Printout	Scan/Photo	Other*
		FORMAT			
Maps	Yes -some	Yes	Yes	Yes	
Lists & Registers	Few- depends on the type			Yes	
Records	Few- depends on the type			Yes	
Wills & Probate	Few	Yes	Yes	Yes	
Plans	Yes Few	Yes	Yes	Yes	
Images & Media	Yes- some		Yes	Yes	

*Please give details if 'Other'
We send by email if appropriate according to Reproduction right etc

> VISIT

It is likely that the most effective way of accessing the information held by an archive is to visit it in person. For the user, this represents an opportunity to tap into the knowledge and experience of archive staff. This part of the questionnaire aims to find out what heritage information is accessible through a visit, along with the practices, facilities and resources available to help access archive holdings.

2.7 What are the opening arrangements of your archive? (Please include days, times and any access restrictions in operation) (Free text).

*Answer Tue, Thur, Fri 10-5pm, Wed 1-7pm & 1st & 3rd Sat 9.30-4.30pm,

2.8 What facilities are available to members of the public visiting your Archive? (Mark **either** 'Yes' or 'No')

FACILITY	Yes	No
Dedicated workspace	Yes	
Computer with catalogue access		Yes/No
Computer with internet access	Yes	
Library/search room	Yes	
Other*	Microfilm	

*Please provide more information here. There is no PC catalogue but we have created data on PC as in the cards index from 8years ago which we use which is searchable by public. Digitised Electoral Registers, Street Directories, index to Hendon Settlements all searchable

2.9 Can you provide visitors with assistance in any of the following areas? (Mark **one or more** boxes)

	Computer/IT skills	Officers' local knowledge	Manual searching	Interpreting information	Other*
Maps	Yes	Yes	Yes	Yes	
Lists and Registers		Yes	Yes	Yes	
Records		Yes	Yes	Yes	
Wills and Probate		Yes	Yes	Yes	
Plans		Yes	Yes	Yes	
Images		Yes	Yes	Yes	

*Please provide more information here, limited IT skills shown on maps displayed

2.10 How can information be viewed by a member of the public? (Mark <u>one or more</u> boxes)

	Original Document	Photocopy	Microfiche /Microfilm	Digital image	Transcription or Translation	Other*
Maps	Yes		Yes	Yes		
Lists and Registers	Yes	Yes	Yes	Yes	Yes	
Records	Yes	Yes	Yes	Yes		
Wills and Probate	Yes	Yes	Yes	Yes		
Plans	Yes	Yes	Yes	Yes		
Images	Yes	Yes	Yes	Yes		

*Please provide more information here:
 We have been moving to digital, so what has been scanned is viewed as digital only

2.11 What criteria can visitors use to search information? Does this require staff assistance? (Free text)

	Geographical location search	Topic/type criteria search	Requires staff assistance?
Maps	No		Some
Lists & Registers	Use manual Index & PC entry cards		Yes/ Some
Records	Use manual Index & PC entry cards		Yes/ Some
Wills & Probate	Use manual Index & PC entry cards		Yes/ Some
Plans	Use manual Index & PC entry cards		Yes/ Some
Images & Media	Online image bank for approx. 1K images & growing, & PC		Yes/ Some

2.12 Bearing in mind your answer to Question 2.6, what <u>additional</u> material and/or data can be supplied or accessed <u>during a visit</u> (free text), and in what format can this be provided? (Multiple choice)
(e.g. Photocopy, digital image, transcription, report)

Material/data/information		FORMAT			
		Photocopy	Printout	Scan/Photo	Other
Maps	Yes would depend on what is found Only scans are provided from originals, not large quantity, but we encourage use of own camera for personal use, THIS APPLIES TO ALL			Yes	
Lists & Registers	Yes would depend on what is found Only scans are provided from originals, not large quantity, but we encourage use of own camera for personal use THIS APPLIES TO ALL			Yes	
Records	Yes would depend on what is found Only scans are provided from originals, not large quantity, but we encourage use of own camera for personal use THIS APPLIES TO ALL			Yes	
Wills & Probate	Yes would depend on what is found Only scans are provided from originals, not large quantity, but we encourage use of own camera for personal use THIS APPLIES TO ALL			Yes	
Plans	Yes would depend on what is found Only scans are provided from originals, not large quantity, but we encourage use of own camera for personal use THIS APPLIES TO ALL			Yes	
Images & Media	Yes would depend on what is found Only scans are provided from originals, not large quantity, but we encourage use of own camera for personal use THIS APPLIES TO ALL			Yes	

SECTION 3: ENABLING ANALYSIS, INTERPRETATION AND APPLICATION

Much of the information held by archives is in a raw form (e.g. original documents and maps). This section aims to find out what processes and resources are in place to assist a member of the public in the interpretation and application of information acquired from an archive office.

3.1 Please give details of any methods and materials available to help users in the interpretation of heritage information, such as user guides to your archive. (Free text)

> **Answer: Only the card indices already mentioned & the numerous indices in publications**
> **There is a 1992 Guide completed for GLAN that is arrange by authoritative use & type**
> **Online Images on Barnet Image Bank**
>
> **All these resources are already mentioned**
>
> **Staff knowledge**
>
> **We don't have an Online Catalogue (only PC entry of about 8 years ago)which reduces the variety of information you can search**

3.2 What guidance do you have to help guide members of the public in undertaking heritage-related projects in your area? If you don't provide any guidance of this kind please enter "n/a". (Free text)

(These might include guidance on how to produce village design statements, organise local history projects, or inform building restoration projects.)

Historical research	n/a
Conservation (e.g. buildings)	**Existing Conservation areas are listed, but new requires research, being only 2 people in this service, is limited**
Architecture and design	**Can point to other resources**
Education and outreach	**Can create information depending on theme**
Planning-related matters	**n/a Can point to other resources eg Barnet Planning Dept**
Landscape history	**Some help from staff**
Other	

3.3 Are you aware of any *specific* community-led plans (e.g. parish plans, village design statements, neighbourhood plans etc.) that have used information from your archive in the past 5 years?

Answer: YES/NO (delete as applicable). St. Mary's Church Finchley created a host of data supported by HLF used Barnet resources, produced an exhibition & deposited a copy of archives here. Foundling Hospital in Barnet exhibition 18th Century currently touring. Conservation surveys by LBB rely on Barnet's resources, Finchley Memorial Hospital publication, Welsh Harp Reservoir publication

3.4 If 'YES' please give some specific details where possible (Free text)
(e.g. location, type of plan and basic aims)

Type of Plan	Details
Oil Paintings	http://www.bbc.co.uk/arts/yourpaintings/galleries/locations/hendon-library-6466 Photographed Barnet's paintings & loaded from BBC site
London Gardens	http://www.londongardensonline.org.uk/select-borough-results.asp?Borough=Barnet&Submit=Go researched all listed & used images from Barnet LS to enhance
Film London	**http://www.londonsscreenarchives.org.uk/Londo/Main/** Original film & video transferred to DVD so now viewable (small collection)

This concludes the questionnaire. Thank you for taking the time to share your information with us.

END