

## 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](mailto: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**

**15<sup>th</sup> 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.

<b>Email:</b> <a href="mailto:adam.partington@locusconsulting.co.uk">adam.partington@locusconsulting.co.uk</a> <a href="mailto:alastair.macintosh@locusconsulting.co.uk">alastair.macintosh@locusconsulting.co.uk</a>	<b>Telephone:</b> 01775 821402 07882109149 (Adam) or 07557375400 (Alastair)
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PLEASE PROVIDE US WITH YOUR CONTACT DETAILS:

<b>Organisation:</b> Isle of Wight Record Office	<b>Position:</b>
<b>Date:</b> 26 <sup>th</sup> February 2013	<b>Email:</b>
<b>Author:</b>	<b>Telephone:</b>

## **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:**

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



## **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		X	
Local authority web pages	X		<a href="http://www.iwight.com/library/record_office">www.iwight.com/library/record_office</a>
Bespoke site or sub-site		X	
Mobile phone site		X	
Mobile phone app		X	(name)

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

\*Answer 2000 approx

**2.3 Can users upload information to your website?**

NO

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

Answer:

## > 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? YES

2.6 What material and/or data can be supplied remotely 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	FORMAT			
		Photocopy	Printout	Scan/Photo	Other*
Maps	Ordnance Survey maps out of copyright can be copied, most other maps cannot be copied but information may be extracted for some enquiries	x			
Lists & Registers	Catalogues. Index cards to parish registers,	x			
Records	Depends on format and physical condition				
Wills & Probate	From fiche supplied by Hampshire Record Office, but customers advised to go direct to Hampshire site which has more modern film copy of the relevant items		x		
Plans	Where out of copyright and where condition and format allow	x			
Images & Media	Where out of copyright and where condition and format allow			x	

\*Please give details if 'Other'

## > 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

Monday, Wednesday, Thursday and Friday. Closed Bank Holidays and between Christmas and New Year. 9-12:30, 1-5

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

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

\*Please provide more information here

### 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		x		x	
Lists and Registers		x		x	
Records		x		x	
Wills and Probate		x		x	
Plans		x		x	
Images		x		x	

\*Please provide more information here

We give basic information to set people off on right track with equipment and can help with the occasional enquiry about palaeography, but we cannot work alongside researchers for the duration of their visit

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

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

\*Please provide more information here

Clearly only a small percentage of material is transcribed, although parish register entries are and so are some medieval manuscripts. The term record is so wide that it is impossible to do justice to the diversity of the material that we hold. Few of the items are digitised or photocopied

**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	Yes		No but beneficial
Lists & Registers	Yes to parish level	Subject thesaurus	No but beneficial
Records	Yes to parish level	Subject thesaurus	No but beneficial
Wills & Probate	Yes to parish level		No but beneficial
Plans	Yes, some plans to parish level		No but beneficial
Images & Media	Yes to parish level		No but beneficial

**2.12 Bearing in mind your answer to Question 2.6, what additional material and/or data can be supplied or accessed during a visit (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	Offers a chance to view items that cannot be scanned or copied. Gives a chance to access advice and expertise and for staff to discover what the purpose of the enquiry is for, not always stated in correspondence. They can then alert the customer to material that may be available shortly but is not in catalogue yet as it is a new accession. Visitor can carry out their own digital photography, for which there is a one day or annual licence. Adds to the breadth of information that can be accessed, by enabling the enquiry to be dealt with in more depth, and by the enquirer following up avenues that occur on the day. Whether we can offer photocopying and scanning during a visit depends entirely on the demand for staff time on the day, and on the scale of the order. We cannot guarantee to complete work prior to the departure of a visitor				
Lists & Registers	See above				
Records	See above				
Wills & Probate	See above				
Plans	See above				
Images & Media	See above				



## **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:**  
**We have a guide to family history and are writing a guide to house histories. Anyone wishing to study a house owner can use the personal name index which includes all pre-1900 parish register entries. A searchroom library helps with the interpretation of types of documents, terminology, regnal years, palaeography and local history.**

### **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.)

<b>Historical research</b>	<b>Not written guidance. Usually advise given in person, or by means of courses</b>
<b>Conservation (e.g. buildings)</b>	<b>n/a</b>
<b>Architecture and design</b>	<b>n/a but some good books in our library on Isle of Wight buildings</b>
<b>Education and outreach</b>	<b>We have a Heritage Education Service to whom enquirers trying to work in this area can be referred</b>
<b>Planning-related matters</b>	<b>For advice on planning matters we would refer to our colleagues in the planning section of the Isle of Wight Council</b>
<b>Landscape history</b>	<b>Combination of sources at Record Office and advice from colleagues in the County Archaeology and Historic Environment part of the service</b>
<b>Other</b>	<b>Advice on sources to groups like pond, tree and cemetery wardens as an element in training courses</b>

**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**

**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
Parish plans	Background to history of the area

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

**END**