

## 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> Leeds Library and Information Service <b>Date:</b> 15.3.2013 <b>Author:</b>	<b>Position:</b> <b>Email:</b> <b>Telephone:</b>
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## **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.)

<b>TYPE OF SITE</b>	<b>Yes</b>	<b>No</b>	<b>Website address:</b>
<b>Third party website</b>		N	
<b>Local authority web pages</b>	Y		<a href="http://www.leeds.gov.uk/localandfamilyhistory">www.leeds.gov.uk/localandfamilyhistory</a>
<b>Bespoke site or sub-site</b>	Y		<a href="http://www.leodis.net">www.leodis.net</a> , <a href="http://www.leodis.net/playbills">www.leodis.net/playbills</a> , <a href="http://www.leodis.net/discovery">www.leodis.net/discovery</a>
<b>Mobile phone site</b>		N	
<b>Mobile phone app</b>		N	(name)

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

Leodis Oct 1999

**2.3 Can users upload information to your website? Not directly. They can submit image to us to add to the website.**

**(YES/NO)** (Delete as applicable)

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

**Answer: Photographs from users can be sent to us for inclusion on Leodis and will then be accessible to anyone.**

## > 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	OS maps and any other maps in our collection can be supplied subject to copyright restrictions.	Y	Y	Y	
Lists & Registers	Electoral registers, trade directories,	Y	Y	Y	
Records	None of records listed above				
Wills & Probate	None				
Plans	Leeds City Council planning applications, various dates	Y	Y	Y	
Images & Media	Photographic and image collection,	Y	Y	Y	Y

\*Please give details if 'Other' Website access. Can provide images on CD for orders if required.

## > 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).

Monday	09.00 - 20.00
Tuesday	09.00 - 20.00
Wednesday	09.00 - 20.00
Thursday	09.00 - 17.00
Friday	09.00 - 17.00
Saturday	10.00 - 17.00
Sunday	13.00 - 17.00
No access restrictions to the Local and Family History Library. No public access to stacks etc but items brought out for public use in the library.	

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

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

Microfilm and fiche readers

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

Learning sessions and workshops to assist the public in small groups to use maps, registers, images and other records from our collections.

**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	Y	Y				
Lists and Registers	Y	Y				
Records						
Wills and Probate						
Plans	Y	Y				
Images	Y	Y		Y		

Original documents available, photocopies can be done on request subject to copyright restrictions. Images available on website as well as in original format.

**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	Y	Y	Y
Lists & Registers	Y	N	N
Records			
Wills & Probate			
Plans	Y	Y	N
Images & Media	Y	Y	N

**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	Can more easily see wider range of material and discuss requirements with staff but we do provide information remotely in response to queries in formats shown. However visit does allow a customer to thoroughly search the archive before deciding if they require a photocopy, scan etc.	Y	Y	Y	
Lists & Registers	As above				
Records					
Wills & Probate					
Plans	As above				
Images & Media	Photographic collection accessible on website but many additional images are available in the library which are not digitised for various reasons.	Y		Y	



## **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: Wide range of factsheets / user guides on different aspects of the collection. Learning session hand outs linked to family history workshops, map and electoral register workshops for example. One to one sessions with customers. Website [www.leodis.net/discovery](http://www.leodis.net/discovery) for some aspects of collections.**

**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)	n/a
Architecture and design	n/a
Education and outreach	n/a
Planning-related matters	n/a
Landscape history	n/a
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: NO** (delete as applicable).

**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

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

**END**