

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

PLEASE PROVIDE US WITH YOUR CONTACT DETAILS:

| | |
|---|--|
| Organisation: Tameside Local Studies & Archives Date: 26/02/13 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: <i>Do you hold this type of information?</i> Response: Yes <u>or</u> No Aim: To find out the types of heritage information held within your archive. |
| 2: ACCESS | Question: How can information be accessed? Response: Mark <u>one or more</u> 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 <u>one or more</u> boxes Aim: 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 | | No | |
| Local authority web pages | Yes | | Tameside.gov.uk/localstudies |
| Bespoke site or sub-site | Yes | | manchester-regiment.org.uk |
| Mobile phone site | | No | |
| Mobile phone app | | No | (name) |

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

*Answer

Tameside.gov.uk and local image archive have been online for around 15 years at the minimum.
Manchester-regiment.org.uk went live in 2011.

2.3 Can users upload information to your website?

NO (Delete as applicable)

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

Answer:

Having answered no to this, we can add user comments to the Manchester-regiment.org.uk website but this is done by staff, not the public.

> 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 (Delete as applicable)

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 | Copies in compliance with copyright rules | x | | | |
| Lists & Registers | No copies from electoral registers unless exempt – confirm or deny only. Copies from directories can be supplied. | x | | x | |
| Records | Copies can be done depending on physical format and condition of the record | X | | x | |
| Wills & Probate | Copies can be done depending on physical format and condition of the record | x | | x | |
| Plans | Copies can be done depending on physical format and condition of the record | x | | | |
| Images & Media | Only digital copies of images can be supplied | | | 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

Tuesday 9am-8pm, Wednesday 9am-5pm, Thursday 9am-5pm, Saturday 10am-3pm

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* | x | |

*Please provide more information here

Microfilm and microfilm readers, original records, book stock, journals

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

*Please provide more information here

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

*Please provide more information here

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 | Key map based on area | | |
| Lists & Registers | | Catalogues arranged by record type / collection, free text search in online catalogue | |
| Records | | Ditto | |
| Wills & Probate | | Ditto | |
| Plans | Indexed by town | Ditto | |
| Images & Media | Place name index | Free text search in online image archive | |

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 | Copies in compliance with copyright rules. | x | | | |
| Lists & Registers | No copies from electoral registers unless exempt – confirm or deny only. Copies from directories can be supplied. Users can make their own transcriptions. Digital photographs can be taken where copyright allows. | x | | x | x |
| Records | Copies can be done depending on physical format and condition of the record. Users can make their own transcriptions. Digital photographs can be taken where copyright allows. | x | | | x |
| Wills & Probate | Copies can be done depending on physical format and condition of the record. Users can make their own transcriptions. Digital photographs can be taken where copyright allows. | x | | | x |
| Plans | Copies can be done depending on physical format and condition of the record. Digital photographs can be taken where copyright allows. | x | | | x |
| Images & Media | Digital images can be printed out. | | x | | |

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 helpsheets / user guides on our website and an online catalogue. Card catalogues, indexes and hard-copy archive catalogues are available for reference in the search room. Staff conduct a reference interview with enquirers on arrival and are available in the search room to provide interpretation and guidance.

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 | We sell Ancestral Files for people to arrange their family trees. |
| Conservation (e.g. buildings) | We offer ad-hoc guidance |
| Architecture and design | We have a house history website |
| 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: YES/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 |
|------------------------------|--|
| Archaeological surveys | Conducted by the Tameside Archaeological Society and the Greater Manchester Archaeological Unit over various sites in the area |
| HLF project | Regeneration of Stamford Park |
| History of Tameside Hospital | Community-led project to research the history of the hospital which resulted in the publication of a commemorative brochure |

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

END