

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)
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PLEASE PROVIDE US WITH YOUR CONTACT DETAILS:

Organisation: Worcestershire Archive and Archaeology Service	Position:
Date: 12 th March 2013	Email:
Author:	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	x		http://www.heritagegateway.org.uk/gateway/
Local authority web pages	x		www.worcestershire.gov.uk/waas
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)

The website has been running for more than 10 years, but I do not know exactly when it was launched. The online catalogue was launched in January 2012.

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:

> 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/NO (Delete as applicable)

Under our Enquiry Policy for responding to archive enquiries, we provide information on our service and our holdings plus basic searches (within defined parameters). We do not undertake detailed research, but we work with a research service who we recommend.

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	Lists of maps are already available online, and we are able to provide copies of specific documents. We try to avoid photocopying where at all possible due to damage to archives		X	x	
Lists & Registers	We are able to provide copies of specific documents, within the parameters outlined in the enquiry policy. We try to avoid photocopying where at all possible due to damage to archives	X	X	x	
Records	We are able to provide copies of specific documents, within the parameters outlined in the enquiry policy. We try to avoid photocopying where at all possible due to damage to archives	X	X	x	
Wills & Probate	We are able to provide copies of specific documents, within the parameters outlined in the enquiry policy. We try to avoid photocopying where at all possible due to damage to archives	X	X	x	
Plans	Lists of plans are already available on our website. We are able to provide copies of specific documents, within the parameters outlined in the enquiry policy. We try to avoid photocopying where at all possible due to damage to archives		X	x	

Images & Media	Lists of photographs are already available on our website. We are able to provide copies of specific documents, within the parameters outlined in the enquiry policy. We try to avoid photocopying where at all possible due to damage to archives			x	
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*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).

Resources available on CDs (tithe and enclosure maps, in the main), microfilm (parish registers, electoral registers, newspapers, wills & inventories etc) and the local studies and archaeology library are available on a self-service basis from 8:30 to 22:00, 7 days a week.

Original archives are available during the following staffed hours:

Monday, Tuesday, Thursday, Friday – 9:30-17:30

Wednesday 9:30-21:00

Saturday 9:30-16:00

Access to resources at the Historic Environment Record (including maps and photographs):

Monday, Tuesday, Thursday, Friday 11:30-16:00

Wednesday 9:30 - 21:00

Every 2nd and 4th Saturday of the month, 9:30-12:00

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	x	x	
Lists and Registers	x	x	x	x	
Records	x	x	x	x	
Wills and	x	x	x	x	

Probate					
Plans	x	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	x		
Lists and Registers	x		x		Some parish registers	
Records	x		x			
Wills and Probate	We hold originals, but access is via microfilm copies		x		Some wills and inventories	
Plans	x			x		
Images	x		x	x		

*Please provide more information here

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

The online catalogue includes a search function and can therefore be interrogated using topics and/or geographical location. An index to the paper catalogues allows for searching on name, location and topic. Staff assistance is not necessary, but we do include a section on how to search the index in our induction into using the archives and we are always happy to assist where required.

	Geographical location search	Topic/type criteria search	Requires staff assistance?
Maps	x	x	
Lists & Registers	x	x	
Records	x	x	

Wills & Probate	Most of the lists are alphabetical by surname, but there are some listed by place.		
Plans	x	x	
Images & Media	x	x	

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)

The same information is available during a visit as it is from our remote service. The enquiry policy specifies the parameters of the information that we can provide, but during a visit access is available to all our resources without limit (excepting records that are closed, or fragile – this would also be the case for remote access). As with question 2.6, we do discourage photocopying wherever possible, preferring instead the use of digital cameras. The answer below is therefore the same as 2.6

	Material/data/information	FORMAT			
		Photocopy	Printout	Scan/Photo	Other
Maps					
Lists & Registers					
Records					
Wills & Probate					
Plans					
Images & Media					

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)

A user guide to the service is available on our website (www.worcestershire.gov.uk/waas) as well as copies of leaflets, including ones on resources for Local History, Family History and House History. Laminated copies of these are available for use by visitors. Staff are also available to assist where we appropriate.

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	
Conservation (e.g. buildings)	
Architecture and design	
Education and outreach	
Planning-related matters	
Landscape history	
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

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

END