Archives Association of British Columbia
Membership Needs Assessment Survey 2007

Preliminary Report – September 29, 2007

Introduction to Survey

During the past year, the Archives Association of British Columbia has undergone a strategic planning process. Throughout the spring of 2007 the Strategic Planning Committee (made up largely of past presidents), the Executive, committee chairs and regional representatives worked with consultant Rick Knowlan to create a strategic plan.

The plan included a review of our business environment, identification of our customers, the establishment of core strategies and concrete plans to achieve those strategies. One of the activities identified for 2007 was a membership needs survey, to assist the Executive in planning programmes and services for 2008, including identifying provincial priorities for National Archival Development Programme funding, which is provided to our association by Library and Archives Canada via the Canadian Council of Archives.

A survey was sent out to 337 members of which 66 provided usable responses for an overall return rate of 20%. The results of the survey are divided into two sections. The first section presents the findings for institutional members and the other one for individual members.

In both sections, the main findings of the survey results are presented in statistical tables compiled for the raw data that was collected. Each of the tables report findings in percentages computed from the total number of usable responses received in each category. In accordance with standardized practices for the presentation of numerical data, all percentages with decimal fractions have been rounded off to whole numbers.

Prepared by Valerie Billesberger
Individual Member-at-Large
AABC Executive

Part 1: Institutional Members

1.1. Value of AABC services by Type of Institutional Membership

Institutional Members	Unimportant 1	2	3	4	Extremely Important 5
BC Archival Education & Advisory Service	-	23%	23%	<mark>31%</mark>	23%
BC Archival Preservation Service	-	-	23%	35%	<mark>42%</mark>
BC Archival Network Service	-	8%	23%	19%	<mark>50%</mark>
Publications Program	16%	<mark>42%</mark>	19%	19%	4%
Electronic Mailing List – archives-bc	8%	15%	31%	<mark>27%</mark>	19%

Associate Members	Unimportant 1	2	3	4	Extremely Important 5
BC Archival Education & Advisory Service	-	8%	-	17%	<mark>75%</mark>
BC Archival Preservation Service	-	-	17%	25%	<mark>58%</mark>
BC Archival Network Service	8%	-	25%	<mark>50%</mark>	17%
Publications Program	8%	17%	<mark>25%</mark>	<mark>25%</mark>	<mark>25%</mark>
Electronic Mailing List – archives-bc	-	<mark>42%</mark>	25%	-	33%

1.2. Value of Proposals to Expand AABC Services: <u>Institutional Members</u>

Proposed Program Expansion	Unimportant 1	2	3	4	Extremely Important 5
Increase grant funds available for application by institutional members for specific projects	-	-	4%	31%	65%
Increase the frequency of site visits by the Preservation Advisor	4%	11%	39%	23%	23%
Increase the frequency of site visits by the Education Advisor	12%	23%	42%	8%	15%
Develop new on-line courses and reference materials	4%	8%	19%	42%	27%
Develop / deliver new archival education or preservation workshops	-	-	27%	42%	31%
Offer more workshops outside traditional program areas (e.g. grant writing, advocacy fundraising or marketing, electronic records management, etc)	-	-	31%	27%	42%
Provide more financial support for your institution to attend conferences or workshops	8%	11%	31%	15%	35%
Develop cooperative projects, such as mass digitization or development of province-wide digital collections	-	19%	43%	19%	19%

Value of Proposals to Expand AABC Services: <u>Associate Members</u>

Proposed Program Expansion	Unimportant 1	2	3	4	Extremely Important 5
Increase grant funds available for application by institutional members for specific projects	17%	-	8%	17%	58%
Increase the frequency of site visits by the Preservation Advisor	8%	-	42%	17%	33%
Increase the frequency of site visits by the Education Advisor	8%	-	42%	25%	25%
Develop new on-line courses and reference materials	8%	8%	25%	25%	34%
Develop / deliver new archival education or preservation workshops	8%	8%	8%	33%	42%
Offer more workshops outside traditional program areas (e.g. grant writing, advocacy fundraising or marketing, electronic records management, etc)	9%	-	33%	33%	25%
Provide more financial support for your institution to attend conferences or workshops	8%	8%	25%	17%	42%
Develop cooperative projects, such as mass digitization or development of province-wide digital collections	8%	8%	8%	50%	26%

1.3 Preference for Type of educational programs by Type of Institutional Members

Type of Education Program	Type of Membership	
	Institutional	*Individual*
Distance education via internet access	28%	33%
"Live" web workshops	4%	-
Day long workshop session	<mark>48%</mark>	<mark>67%</mark>
No preference	20%	-

1.4.1 Recommendations for Changes to BC Archival Education & Advisory Service by Institutional Members

- Hire a new coordinator to replace Jen if you haven't already done so.
- We do not benefit directly from Advisory Services but we do benefit from workshops. Changes: (1) Obtain more funding so there can be more workshops, site visits and on AABC Directorate; (2) greater emphasis on provincial community-building; (3) mentoring program for institutions and individuals. (4) Day long workshop sessions in conjunction with conference.
- Fund more workshops (e.g., hands-on demo of digital repository software) at AABC conference and fund more travel costs connected to attending them.
- I like the online courses. Thanks. We need more of them if possible. And if possible could there be some kind of certification. That could be a can of worms but for those of us out in the trenches with no hope of being able to go back to school or even having an on-line Archival Course anywhere in the country, (that I could find at least and at a reasonable charge) it would be nice to have something.
- see 1.4.2
- Provide workshops on electronic records management.
- Greater frequency and variety of educational seminars - more advanced level of instruction for some sessions
- -Support for advocacy work in non-member institutions - this is particularly necessary for communities that are anxious to develop archives but are not aware of the AABC. Furthermore, AABC requirements are often a deterrent to obtaining Institutional Membership, both in terms of cost and in the amount of knowledge and outside support that is necessary to develop the application and meet the requirements. More could be done by the AABC either in direct support or in assistance to member institutions in supporting the education and advancement of archivists in non-member archival institutions, particularly those representing marginalized communities. This concern is applicable particularly to First Nations communities, but also to a range of non-profit organizations without budgets or guaranteed ongoing institutional support (because of the nature of funding), who do not therefore meet the requirements of institutional membership.
- List of contact person for ongoing advice and development of Policies and Procedures to do with Archive Processes.
- Our institution would benefit from more workshops for professional development.

1.4.2. Recommendations for Changes to BC Archival Preservation Service by Institutional Members

- Consortium for cold storage, preservation management, treatment, centre of excellence. (2) Greater emphasis on preservation standards, especially recognized reformatting standards information.
- Courses on digital preservation
- Support for advocacy work in non-member institutions - this is particularly necessary for communities that are anxious to develop archives but are not aware of the AABC. Preservation Service could be available to a broader range of archives and institutions, with the support of member organizations who bear some of the cost of this outreach, either financially or in time commitments.
- again on going advice on care and storage requirements etc

1.4.3. Recommendations for Changes to BC Archival Network Service by Institutional Members

- Continue to emphasize/develop linkages between BCAUL fonds descriptions, lower level descriptions, electronic finding aids and digitized images etc. to ensure context is presented and preserved. (2) Develop strategy to improve descriptions throughout BC to achieve (1).
- Very Important to keep this current and active. It is a key research tool.
- Have a yearly or once every two year meeting with a member of institutional members as a networking process.

1.4.4. Recommendations for Changes to Publications Program by Institutional Members

- I haven't seen an AABC newsletter in a long time. I suppose it is available on line but I don't go seeking it. I probably need a reminder. Quite honestly, I used to read them much more when I received them in the mail. Now I feel out of touch with the association and don't know what is going on. Therefore it is hard to comment on anything in this survey.
- send out updated articles etc on Archival issues and current status
- Pamphlets

1.4.5. Recommendations for Changes to Electronic Mailing List by Institutional Members

- Prompt information updates from members.
- Very Important means of communication
- This doesn't seem to get too much action unless we are talking about salaries.

1.5. Type of Institutional Membership

Type of Membership	
Institutional	68%
Associate Institutional	32%

1.6. Length of Membership by Type of Institutional Membership

Length of Membership	Type of Membership	
	Institutional	*Associate*
Less than 6 months	-	-
6 months to 1 year	-	8%
2-3 years	12%	8%
4-5 years	-	8%
6 years or more	88%	76%

1.7. Main Purpose for Joining the Association by Institutional Membership Category

Main Purpose	Type of Institutional Membership	
	Institutional	*Associate*
Access to Financial Aid	43%	12%
Conservation Services	13%	25%
Educational Services	22%	51%
Network Services	13%	12%
Other	9%	-

1.8 Location of Institutions by Institutional Membership Category

Location of Archives	Type of Membership	
	Institutional	*Associate*
Central North Vancouver Island	11%	8%
South Vancouver Island	31%	17%
Greater Vancouver	31%	17%
Fraser Valley	11%	17%
Thompson-Okanagan	4%	8%
Kootenay-Okanagan	8%	33%
BC Northwest	-	-
Central Interior – BC Northwest	4%	-

1.9. Type of Archives by Institutional Membership Category

Type of Archives	Type of Membership	
	Institutional	*Associate*
Business	-	-
First Nations	4%	-
Government	27%	8%
Institution	19%	25%
Non-profit Organization	50%	59%
Other	-	8%

1.10.   Public Hours of Operation by Institutional Membership Category

Public Hours of Operation	Type of Membership	
	Institutional	*Associate*
Open Year-Round	84%	33%
Open Seasonally	-	25%
By Appointment Only	16%	42%

Hours Open per Week	Type of Membership	
	Institutional	*Associate*
None	-	17%
3 – 15	32%	58%
20 - 30	18%	-
35 – 45	36%	17%
Other	14%	8%

1.11. Types of Staff by Institutional Membership Category

Types of Staff	Type of Membership	
	Institutional	*Associate*
Volunteer	24%	56%
1 Archivist – Full or Part-time	40%	19%
2-4 Archivists – Full or Part-time	14%	19%
5+ Archivists – Full or Part-time	8%	-
Other	14%	6%

1.12. Annual Budget for Operation of Archives

Annual Budget	
$0 - $75,000	78%
$75,001 - $150,000	8%
$150,001 - $300,000	3%
$300,001 - $500,000	3%
$500,000 +	8%

Annual Budget for Operation of Archives by Institutional Membership Category

Annual Budget	Type of Membership	
	Institutional	*Associate*
$0 - $75,000	70%	100%
$75,001 - $150,000	11%	-
$150,001 - $300,000	4%	-
$300,001 - $500,000	4%	-
$500,000 +	11%	-

PART I I   NEEDS OF INDIVIDUAL MEMBERS

2.1.   Value of AABC Services to professional growth by Individual Members

Individual Members	Unimportant 1	2	3	4	Extremely Important 5
BC Archival Education & Advisory Service	7%	25%	14%	14%	40%
BC Archival Preservation Service	4%	11%	35%	35%	15%
BC Archival Network Service	-	11%	19%	37%	33%
Publications Program	7%	30%	33%	15%	15%
Electronic Mailing List – archives-bc	11%	14%	36%	18%	21%

2.2   Value of Proposals to Expand AABC Services to Individual Members

Individual Members	Unimportant 1	2	3	4	Extremely Important 5
Increase the frequency of site visits by the Preservation Advisor	15%	11%	37%	30%	7%
Increase the frequency of site visits by the Education Advisor	33%	22%	26%	8%	11%
Develop new on-line courses and reference materials	7%	4%	26%	33%	30%

Individual Members	Unimportant 1	2	3	4	Extremely Important 5
Develop / deliver new archival education or preservation workshops	4%	7%	19%	37%	33%
Offer more workshops outside traditional program areas (e.g. grant writing, advocacy fundraising or marketing, electronic records management, etc)	4%	4%	18%	37%	37%
Provide more financial support for members to attend conferences or workshops	31%	11%	31%	14%	11%
Advance the infrastructure to support networking opportunities	8%	8%	38%	31%	15%

2.3 Preference for Type of Educational Programs by Individual Members

Type of Education Program – Individual Members	
Distance education via internet access	38%
"Live" web workshops	4%
Day long workshop session	53%
No preference	4%

Preference for Education Programs	Type of Membership			
	Sustaining	Individual	Retired/Volunteer	Student
Distance education via internet access	67%	32%	67%	-
"Live" web workshops	-	5%	-	-
Day long workshop session	-	63%	33%	100%
No preference	33%	-	-	-

2.4.1. Recommendations for Changes to BC Archival Education & Advisory Service

- Would like to see a broader selection of workshops & courses (e.g., image archives, preservation, database).offer More advanced/specialized training opportunities to those who have completed Master's programs who do not benefit from introductory post-appointment training, ie digital preservation; ensure conference sessions are useful for professional archivists and not all geared to volunteers/small institutions (I know that this doesn't really fit here, however, there was no area to comment on conferences)
- Focus more on the educational needs of professionally trained archivists
- Develop an Advanced Continuing Education Program (1-2 courses a year) for archivists and other records professionals who possess substantial graduate education and/or experience. If once a year, this could be a pre-conference workshop.

2.4.2. Recommendations for Changes to BC Archival Preservation Services

- Offer more advanced training opportunities to those who have completed Master's programs ie. disaster planning, CCI offerings

2.4.3. Recommendations for Changes to BC Archival Network Services

- No recommendations submitted

2.4.4. Recommendations for Changes to Publications Program

- Manuals on copyright, Privacy Act (FOIPPA) and preservation of images.

2.4.5. Recommendations for Changes to Electronic Mailing List – archives-bc

- No recommendations submitted

2.5   Types of Individual Membership

Type of Membership	
Sustaining	11%
Individual	71%
Retired/Volunteer	14%
Student	4%

2.6 Length of Membership by Type of Individual Membership

Length of Membership	Type of Membership			
	Sustaining	*Individual*	*Retired/Volunteer*	*Student*
Less than 6 months	-	5%	-	-
6 months to 1 year	-	5%	-	-
2-3 years	-	10%	-	100%
4-5 years	-	5%	25%	-
6 years or more	100%	75%	75%	-

2.7 What is the primary reason you joined the Association

Reason for Joining	Type of Membership			
	Sustaining	Individual	Retired/Volunteer	Student
Networking Opportunities	33%	41%	25%	-
Conservation Services	-	12%	25%	-
Educational Services	33%	18%	25%	-
Network Services	-	-	-	-
Other	34%	29%	25%	-

In the "Other" category, 71% of the respondents (i.e., combination of sustaining, individual, and retired/volunteer) stated they joined the association primarily to support their professional community.