

Bridging the Archival Gap

The Final Report of the NEA Constituencies Taskforce

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CONTENTS

Introduction	1
SECTION 1: STATE-WIDE REPORTS	1
Connecticut	1
Maine	2
Massachusetts	4
New Hampshire	5
Rhode Island	5
Vermont	5
Summary	6
SECTION 2: CTF SURVEY	7
Demographics	7
Professional Associations/Organizations	11
Professional Development	12
NEA Services	16
Summary	18
SECTION 3: IDEAS FOR EXPANDING NEA'S CONSTITUENCIES	18
Partnerships	18
Communications Strategy	18
Workshops and Webinars	19
Conclusions	19
APPENDIX 1: NEA CTF: NON-MEMBER SURVEY RESULTS	21
APPENDIX 2: NEA CTF: MEMBER SURVEY RESULTS	50
APPENDIX 3: ARCHIVES-RELATED ASSOCIATIONS IN NEW ENGLAND	75

FIGURES

1	Question 1, non-member survey results	7
2	Question 1, member survey results	8
3	Question 2, non-member survey results	8
4	Question 2, member survey results	9
5	Question 4, non-member survey results	10
6	Question 4, member survey results	10
7	Question 6, non-member survey results	11
8	Question 6, member survey results	12
9	Question 9, member survey results	13
10	Question 9, non-member survey results	13
11	Question 11, member survey results	14
12	Question 13, member survey results	15
13	Question 13, non-member survey results	16
14	Question 15, non-member survey results	17
15	Question 15, member survey results	17

Introduction

The NEA Constituencies Task Force was created to “identify and gather contact information on all relevant constituency groups in the region with a primary focus on groups outside of the college and university setting, such as historical societies and public libraries, in order to define their needs and provide a space for them to share ideas and learn from each other etc.” With members in six states, we have gathered and analyzed data to address these questions and the other issues outlined by the NEA Board in the charge for the Task Force.

This report is comprised of three sections. In the first section there is a state-by-state discussion of the non-higher education constituencies and some potential partners for NEA within the state. These reports were written by our members and edited by the co-chairs. The second section is a discussion of the results of the survey we created in SurveyMonkey to gather demographic information and feedback from both non-members and NEA members. The third section is a discussion of our recommendations for action, based on the survey sent out to NEA members and non-members and the state-wide reports. Raw data from the surveys can be found in the first two appendices. The third appendix is a listing of archives-related associations in New England.

Section 1: State-wide reports

There were several questions we asked of our members to help determine the nature of the archival constituencies in each state. First we asked, “What types of organizations in your state hold archival collections, focusing on historical societies, public libraries, museums, and other non-college institutions?” A second question was, “Is there a list available through a statewide historical commission or other entity of the individual institutions to direct a survey?” We wanted to know “What is the makeup of the institutions (all volunteer, part-time, etc.)?” and “Can you think of anything in the landscape of organizations that we should know that will inform the questions asked in a survey and how we distribute it?” The answers to these questions are the substance of the reports, which provide a snapshot of the archival constituencies and statewide groups in each New England state.

Connecticut

Connecticut has a wide variety of non-academic institutions including: historical societies; State-managed sites; genealogy libraries; public libraries and museums. There are several websites that provide information about each of these types of institutions. Among them are the Connecticut Secretary of State office; Family Search; Connecticut Archives Online; Connecticut Digital Archive and the CT League of History Organizations.¹

¹ Historical societies (<http://ct.gov/sots/cwp/view.asp?a=3188&q=392594>); museums (<http://www.ct.gov/sots/cwp/view.asp?A=3188&Q=392598>); archives & libraries (https://familysearch.org/learn/wiki/en/Connecticut_Archives_and_Libraries); CT Archives Online

The CT League of History Organizations' mission is to bring CT history organizations together. They manage a member list and a potential/non-member list that they might be willing to share with NEA. It would make sense for them to be supportive of this NEA initiative, but it is recommended that NEA tread carefully when reaching out to them so as to not imply that we would step on their toes.

One main issue that may affect this initiative is the difficulty in determining the makeup of the institutions (all volunteer; part-time; et cetera). However, NEA may not need those details at this point. It is clear that staffing encompasses a range of combinations from all-volunteer, all part-time, all full-time, or any combination of those. NEA should also account for board-managed organizations. Based on the initial feedback from Elise Dunham, formerly the metadata production specialist at the Roper Center for Public Opinion at the University of Connecticut, some of the institutions' websites have a support form for email inquiries, but in some cases that is the only option for contacting them electronically (that is, they do not have any individual email addresses listed, only the form).

Maine

Maine Archives & Museums (MAM) is a state-wide organization that supports Maine's collecting institutions and it compiled a list of archival repositories in Maine in order to foster better communication. Collaborative efforts are often quite successful in Maine and communications between like organizations are very beneficial. Although Maine is a large state, the cultural community is small. Erin Bishop of MAM was delighted to hear about NEA's efforts and is interesting in collaborating to ensure that MAM and NEA work together to provide a wide range of opportunities. Jamie Kingman Rice, Director of Library Services at the Maine Historical Society - Brown Research Library, corresponded with Erin Bishop about MAM's efforts. Ms. Bishop's email, below, offers a perfect explanation of the challenges facing organization seeking to better understand and communicate with Maine's collecting organizations.

MAM has been working over the past couple of years to compile an up-to-date list of collecting institutions in the state. This has been a challenging task, to say the least, made more difficult by the nature of the types of organizations actively collecting in Maine. As I'm sure you know from your work with Maine Memory Network, many are all-volunteer groups, their existence often dependent upon one or two individuals and, thus, they rise and fall on their strength and that of an increasingly aging membership. Many do not have email addresses or a web presence and thus are often overlooked by regional or national organizations. Their contact information is often that of a volunteer. When they leave the organization that link is often lost. Furthermore, when an all-but-defunct/defunct organization regenerates the institutional memory that connected their group with state-wide or regional support systems is also lost. So tracking these groups is a constant battle and making a list is like trying to hit a constantly moving target.

MAM is creating a state-wide database of collecting institutions, including both archives and museums. However, what defines a collecting institution in Maine is somewhat unclear. As Ms. Bishop explained further, institutions like courthouses hold a wealth of information from an archival perspective, but would one consider them a collecting institution and would an organization like MAM or NEA fold such

(<http://library.wcsu.edu/cao/>) and CT Digital Archive (<http://ctdigitalarchive.org/partners/>) & CT League of History Organizations (<http://clho.org/>).

repositories into their constituencies? Corporate archives provide another model of a type of collecting institution we may want to include in our outreach.

Ms. Bishop suggested that Ms. Kingman Rice attend the MAM conference in late October and offer literature or information about NEA and talk to the attendees about ways NEA can support their organizations and the resources offered. This seemed like a logical start to communicating with the Maine archival community and a way to talk to people about what NEA can do for them, especially from a regional standpoint. Ms. Kingman Rice sent a follow up after the meeting and reported that many respondents had heard of NEA. She reports, “I got a couple of ‘Oh Yeah, I remember NEA’...” Many of these individuals were from smaller repositories (historical societies, et cetera) and were looking for ways to build their archival skills beyond the basic “Archives 101” workshops offered by the Maine State Archives. However, budgets are always a concern and for some people in the state, even Portland is a far drive. People were interested in the NEA conference literature and the sessions seemed appropriate, but expensive. Additionally, many archivists (volunteer, Professional, para-professional) see the Maine Historical Society as a leader in Maine with respect to archival services. Because of this, NEA may want to consider partnering with the Maine Historical Society and with other state historical societies in New England.

Ms. Kingman Rice also had the opportunity to meet with the current MAM president, the incoming MAM president, and also the MAM director. The meeting focused on how MAM and NEA might partner in the future. MAM is very interested in partnering to help support the archival community of Maine. One reason for this is that currently, MAM knows the museum community much better than it knows the archival community. However, many organizations such as the Maine Historical Society include both museums and archives among their membership, and that is what makes MAM so successful.

An area of opportunity for Maine archivists is the need to learn about digital conversions, born digital, and EAD. In addition, many institutions would like to know more about how to fix their scrapbooks, and what to do with old negatives. The workshop offered in Providence recently (by NEA) about book conservation is a perfect example of what Maine archivists are looking for, at least at smaller repositories.

In addition, MAM is nearing completion on a public database of collecting institutions in Maine. It would benefit NEA to take a look at this database when completed (although it will never really be comprehensive) and figure out what repositories might be good to reach out too.

MAM and NEA both have to figure out ways to find in-roads for “non-professional archivists” in Maine in order to be more all-inclusive. This will be the real hurdle in a geographically large state with varied institutions and varied budgets.

Lastly, the Maine State Archives has been a bit isolated. It appears as though archivists in the state, many of whom are new to their positions, are interested in reaching out to the archival community. Ms. Kingman Rice got this impression at the MAM conference, as well as the Maine Historical Society.

Institutions in Maine fall into all categories, from paid, full time staff to all volunteer. The bulk lay in the middle, with a combination of paid and volunteer staff. It is unknown at this time if the MAM database will reveal these types of details about the organizations. In terms of reaching out to these institutions, about 85% may be reached via email while some institutions may lack a web presence. However, Maine is a seasonal state and many may not respond if they’re closed for the season.

MAM has strong community outreach program and it seems logical to collaborate, rather than struggle to duplicate MAM's efforts on NEA's behalf. Initial work on this task force reveals Maine would benefit from NEA's abilities to promote and support the Maine-based collecting community from a regional standpoint and offer ways for repositories and archivists in Maine to connect on a regional level with other

New England States. Maine repositories are always seeking ways to promote their collections, and for some (being that they do not have a web presence) that can be difficult.

Massachusetts

Massachusetts may have one of the largest and most diverse groups of collecting organizations of any New England state according to Dan McCormack, Archivist/Records Manager for the city of Burlington, MA. There are a wide variety of organizations in Massachusetts that hold archival collections. In Massachusetts there are 351 cities and towns, a large and well-ordered state government, local governments, churches of various denominations, public libraries in nearly every city and town, as well as museums ranging from single-subject operations, to institutions holding some of the world's most important artifacts and documents. Moreover, non-profit charitable institutions and businesses are also known to possess substantial documentary resources. Due in part to this diversity, Massachusetts is a place rich in collections but short on larger groupings and lists of institutions. Massachusetts's institutions may come together according to their collecting focus or similar institutional mission. As a body, however, they are largely not connected on a statewide basis. During the past decade and a half, however, there have been a number of energetic steps taken to connect individual libraries, historical societies, schools, etc., to larger networks of institutions with similar interests. These efforts have shown great promise when undertaken as part of greater efforts and backed by larger institutions with a statewide reach.

One such effort has been undertaken by the Massachusetts Board of Library Commissioners who published a Special Collections Directory, originally published in book form (December 1999), and now available online². The MBLC Special Collections page holds key contact information for each of the institutions included in its list. It does not address the makeup of its membership or staff. More recently, the Boston Public Library-based statewide digitization effort Digital Commonwealth offers the holdings of its member institutions and a list of those institutions on its web page³. As more is learned about the scope, scale and nature of documentary holdings in the state, it becomes easier to connect and compile and refine lists of cultural institutional holdings. Where there are existing resources or directories listing holdings of special collections, they should be consulted first. Larger organizations representing types of institutions (museums, local historical societies, libraries, colleges and universities) need to be examined for listings of members. Any effort aimed at surveying the different constituencies of the archival records community should begin with the information that is already available.

Mr. McCormack reports that the sheer size, scope and scale of archival collections in Massachusetts is breathtaking. Educational institutions, public and private, secondary and university, historical societies, cities and towns, with various ancillary groups, public and private libraries, non-profit organizations, businesses, cultural organizations, religious institutions, and various other smaller groups all combine to make a picture of the Bay State's cultural landscape difficult to grasp.

² <http://mblc.state.ma.us/books/manuscripts>

³ <https://www.digitalcommonwealth.org/>

New Hampshire

In 2009, the New Hampshire State Library received an IMLS grant to create a “state-wide database of New Hampshire’s cultural collections”. The database, **FindNH.org**, includes information about New Hampshire libraries, historical societies, museums, and archives. A total of 155 institutions participated in the survey that was the basis of the database. There is a profile for each participating organization in the database containing both email and mailing addresses. In addition, the list provided by FindNH.org, NEA could reach out to the following organizations: the New Hampshire Archives Group (NHAG), the Association of New Hampshire Historical Societies (ANHHS), the New Hampshire Library Association (NHLA), the NH Association of City and Town Clerks (NHACT), and the soon-to-be-formed Archives & Special Collections Interest Group of the NH College and University Libraries Consortium (NHCUC).

In the case of historical societies and small museums, Keene State College Archivist and former NEA Membership Secretary Rodney Obien, reports that Internet or email access may be limited due to resources. Written surveys sent via US Post would be the best means to reach them.

Rhode Island

Rhode Island has approximately 450 historical organizations - though not all are consistently active. This includes historical societies, public libraries, academic libraries, museums (in particular small historic house museums), living history groups, and cultural heritage groups. The RHODI survey conducted by the Rhode Island Historical Society in 2013 successfully reached 122 of these organizations reports Chelsea Gunn, former Project Coordinator for the survey. Most, though not all, of these organizations maintain unique archival collections. (Those that do not are focused more in education, programming, and outreach).

These organizations can be accessed through the RHODI Directory⁴. RHODI is a dynamic database, so the organizations do not appear in a standard list format. The Rhode Island Historical Records Advisory Board also maintains a list of historical records repositories⁵ Of the 122 organizations surveyed for RHODI, 55 had a staff of fewer than 10. 38 organizations were staffed exclusively by volunteers. Very few organizations had a staff made up of entirely full-time employees. Most organizations that were not entirely volunteer-staffed were made up of all part-time employees, or a combination of full-time and part-time. Nearly all organizations can be reached via email. Those that could not be reached via email for the RHODI survey appeared to be inactive, and also did not reply to phone or written messages. An online survey would likely be most successful. There is always the potential for overlap with the RHODI survey, or with another recent survey conducted by RHODI and the RI Digital Portal, which is in the planning stages of creating a shared statewide digital repository. The Digital Portal survey was conducted within the past three months, but has had a fairly low response rate. The original RHODI survey was conducted from January-August 2013.

Vermont

There are an estimated 200 historical societies and museums in Vermont. The Vermont Historical Society coordinates the Vermont League of Local Societies and Museums and they have a statewide directory

⁴ (rhodi.org)

⁵ (sos.ri.gov/rihrab/direct.html).

of participating societies and museums.⁶ The online directory is divided by county, but according to Prudence Doherty, Public Services Librarian in Special Collections at the University of Vermont, most likely the Vermont Historical Society can provide NEA with a spreadsheet. In addition to the online listing, the Vermont Historical Society has been communicating with many of these institutions via a weekly “Local History News” e-newsletter that is emailed to more than 1,270 subscribers. Local historical societies, museums, libraries, and heritage organizations can submit content and the e-newsletter also includes information on workshops and seminars.

According to Ms. Doherty, the Vermont Historical Society “occasionally hosts workshops designed to assist local historical societies and museums with a wide array of the challenges they may face, from collections care, strategic planning, volunteer recruitment, disaster management, creating exhibits, planning regional history fairs to PastPerfect cataloging.” Based on past workshops, the society is happy to collaborate with other groups.

Schools and public libraries that have special collections can be found through the Vermont Department of Libraries (VTLIB) and they can also provide a spreadsheet if needed. Communication with these institutions is through VTLIB, which has several listservs including the Vermont Automated Libraries System (VALS). VALS is intended for communication about interlibrary loan, but is used to discuss other topics as well; LIBSTAFF provides Vermont library staff with updates on workshops, access to the department newsletter, and a forum to discuss operational issues; and LibTrust, for Vermont public library trustees and directors. VTLIB also issues a monthly newsletter. The Vermont Library Association (VLA) is another channel for communication. Like the VTLIB, its members communicate through listserves, a quarterly newsletter, and a frequently updated web site that announces events and workshops. The VLA hosts an annual conference that includes workshops.

The two archival groups in Vermont include the Vermont Archives Network (VAN) and the Vermont Historical Records Advisory Board. VAN is an informal group of archivists, manuscript curators, and librarians that meet occasionally and organize meetings and workshops in response to member concerns and interests. The Vermont Historical Records Advisory Board coordinates grants and programs that provide support to Vermont libraries, museums and historical societies, as well as municipal governments.

Summary

Our state members’ reports highlight how each New England state is unique in several key variables: the number and types of organizations who hold archival collections, the presence and range of state-based umbrella organizations, and the availability of lists of organizations that hold archival collections. Issues of geography, diversity in mission and communication suggest that the best way for NEA to reach out to new and underrepresented constituencies is through developing partnerships with the state-based associations listed in the reports as well as with appropriate local and regional organizations.⁷

⁶ The directory can be found at <http://vermonthistory.org/community/league-of-local-societies-and-museums-directory>

⁷ Appendix 3 includes a listing of all three types of associations.

Section 2: CTF Survey

A survey was created to send out to non-member NEA constituencies in the six New England states, a majority of whom are non-college organizations. We received input from Task Force members and from the NEA Board on the content and wording of the questions. The survey was divided into four sections: demographics; professional associations/organizations; professional development/conferences and workshops; and NEA services. There were a total of seventeen questions; the final two questions provided an option to be contacted to receive additional information. A number of the questions had an “other” option intended to solicit comments. The survey was distributed by the six state members through websites, listserves and online newsletters, beginning on April 1, 2015. Since a few of our state members indicated that a printed survey might be needed, we offered an option to request that a printed survey be sent out by mail. The fact that no one took advantage of this option may indicate that we did not successfully reach these organizations through our announcements. The survey closed on June 31, 2015. There were 212 surveys filled out in total.

A second survey with the same questions was launched through an announcement sent to NEA e-mail contact lists on July 15, 2015, targeting NEA members, a majority of whom are from college and university based organizations. The NEA member survey closed on July 31, 2015 and included an incentive for participation: a chance to win a free year’s membership in NEA that was awarded to Mary LaBombard. The member survey allowed us to poll our members on the questions and has been useful for comparative purposes with the non-member survey. There were 100 surveys filled out by this second group⁸.

The questions, raw data and charts for each survey can be found in Appendix 1 and 2. While the surveys could only hope to sample the full universe of NEA’s constituencies, the results are enlightening and we believe useful in charting a future course of action.

Demographics

The non-member survey had the largest percentage of respondents from Maine followed by those from Connecticut, Massachusetts and Vermont. There was a lower response rate from Rhode Island and New Hampshire for reasons that are not clear (see figure 1). The member survey had by far the largest response from Massachusetts based constituents with the rest of the states represented in the single digits (see figure 2).

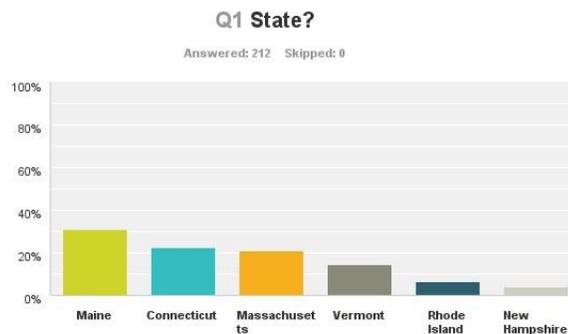


Figure 1. Question 1, non-member survey results.

⁸ In the non-member survey 11 respondents reported being NEA members. In the member survey 10 respondents reported not being NEA members. For purposes of comparison, we will refer to the two surveys as the member and non-member surveys although both surveys polled some respondents from the other group, making differences seen in the results of the two surveys suggestive but not necessarily definitive.

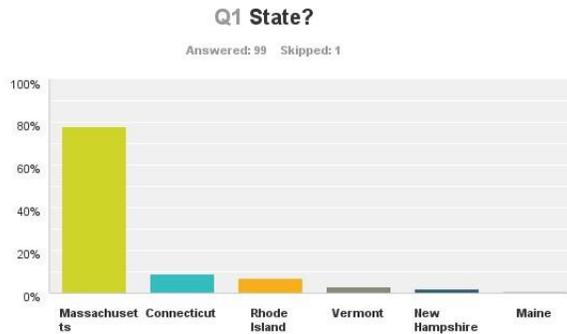


Figure 2. Question 1, member survey results.

The organizations that non-member survey takers were affiliated with include, in order of frequency: public libraries; records offices/town; historical societies; private colleges/universities and public museums as well as smaller numbers from most of the other categories (see figure 3). The “other” category in the question was chosen by 7.1% of respondents for a hospital, a church, a water district, a records preservation business, a state library, a state agency, a family trust and several other types of organizations that we had not thought of, demonstrating the diversity in types of organizations that hold archival records in New England.⁹

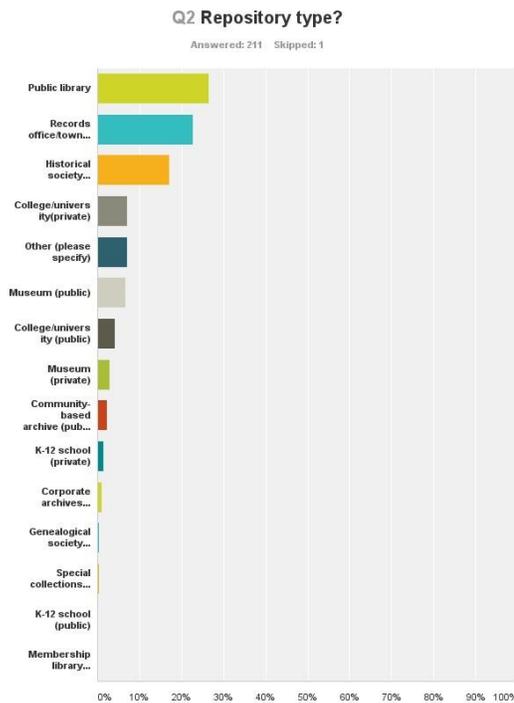


Figure 3. Question 2, non-member survey results.

⁹ Percentages are rounded to the nearest tenth decimal point.

The majority of respondents to the member survey were from private college/universities and public college/universities with several from community based archives and lesser numbers from most of the other categories (see figure 4). The “other” category elicited 21.2% of the responses from individuals affiliated with a library services agency, a not-for-profit, and an assortment of government archives: a category inadvertently left off of the selection list.

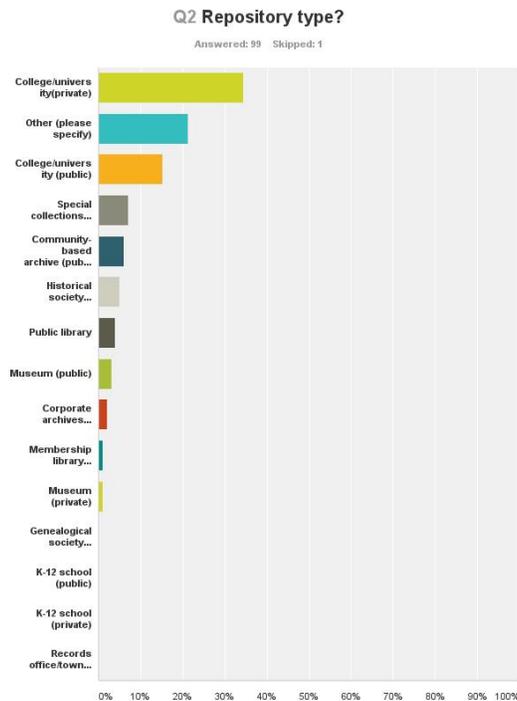


Figure 4. Question 2, member survey results.

We asked survey takers to list their organization’s holdings (question 3). Non-members selected, in order of frequency: maps; photographs; rare books/prints; audio/visual materials; manuscripts, as well as significant numbers in all of the other categories, among their holdings. The “other” category brought forth a diverse group of materials we didn’t list as selections including: land records, municipal records, election ballots, farm equipment, digital records and even insects. Clearly, among the non-member organizations holding archival records, many hold a wide variety of records and artifacts in their collections.

Members listed their holdings, in order of frequency, as: photographs; manuscripts and audio-visual materials followed by significant numbers in all of the other categories. The “other” category had artists’ books, decorative arts and furnishings, ecclesiastical records, glass plate negatives, textiles, archaeological collections, building and architectural plans and born-digital records listed as some of the respondents’ holdings.

Question 4 asked “How many FTE’s (full time equivalent employees) on staff, not including volunteers?” One-half of survey takers for the non-member survey have 1-4 full time employees (FTE’s) in their organization. The next largest group (21.1%) was all-volunteer organizations that do not have any paid staff. A smaller proportion have 4-9 employees while those with 15 + employees and 10-14 employees make up the remaining organizations (see figure 5). The member survey also had a majority of respondents (39.8%) from organizations with 1-4 FTE’s followed by those with 4-9 employees (29.6%), 15 + employees, and organizations with 10-14 employees with only a small number of organizations without any paid staff (see

figure 6). The main difference between the two groups was a larger number of all-volunteer organizations in the non-member group.

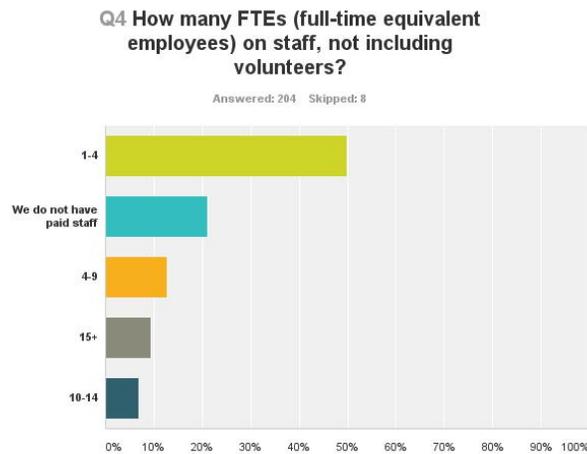


Figure 5. Question 4, non-member survey results.

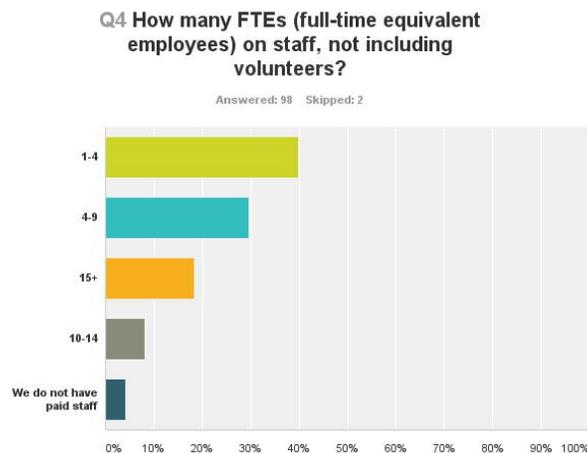


Figure 6. Question 4, member survey results.

About one-half of the organizations in the non-member survey (see question 5) do not use volunteers while 41.7% have 1-4 volunteers and smaller numbers have 15 +, 4-9, and 10-14 volunteers. In the member survey, 59.6% do not use volunteers, 31.3% have 1-4 volunteers with small numbers in the other categories.

The results from the demographics questions suggest that non-member survey takers come from a more diverse group of organizations, by type of organization and state of origin, than the NEA members who took the survey. The non-members' collections include a wide variety of materials, including artifacts, similar to those of the members who were surveyed. About half of the non-members are from small

organizations of 1-4 employees and a significant number, about 20%, are from all volunteer organizations; the rest are from larger organizations. The members polled included a majority who are from larger organizations. The non-member’s organizations also use more volunteers than do the member’s organizations.

Professional Associations/Organizations

Throughout New England there are a variety of organizations and conferences to which NEA can reach out to connect with non-NEA members. Some of these organizations are interdisciplinary and include the museum and library fields and offer opportunities to reach out to archivists and caretakers of archival materials.

The survey results (see figure 7) show that 92% of non-NEA members are active in these other professional organizations. 61% of those respondents selected “other” professional organizations to which they belong, including: Music Library Association; New England Music Library Association; Sustainable Heritage Network; Vermont Library Association; the Midwest Archives Conference (MAC), and others. 28% belong to the American Library Association. It is interesting to note that a significant portion of non-NEA members stated that they were members of the Society of American Archivists. This indicates that there is room for growth among people who are not currently members of NEA.

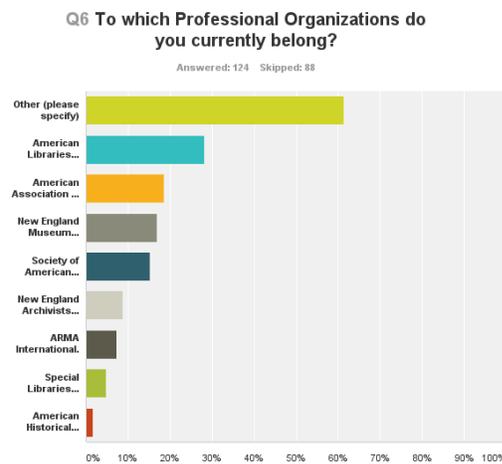


Figure 7. Question 6, non-member survey results.

When the results are expanded to include NEA members the numbers, as expected, shift (see figure 8). NEA members are also active in other professional organizations and 71% are members of the Society of American Archivists. As with non-NEA members, a significant portion of members belong to “other” organizations, including: National Episcopal Historians and Archivists; Historical Society of the Episcopal Church; American Alliance of Museums, among others. 10.31% of NEA members also belong to the American Association of State and Local History (AASLH).



Figure 8. Question 6, member survey results.

These two surveys indicate that NEA members and non-NEA members place importance on associations in different ways. Non-NEA members, for example, tend to be drawn to organizations that offer online webinars (ALA: AASLH) and online courses (ALA, AASLH, NEMA) in addition to in-person workshops and courses that are geared toward a more generalist population. NEA and SAA offer similar types of programs, however, their workshops and courses are more tailored to professionals who already have an archival background or training. NEA members, many of whom have archival training, look to NEA and SAA, for example, for continuing education and professional development.

Professional Development

Among NEA and non-NEA members alike, there is a significant interest in continuing professional development. 26% of NEA members would like to attend three conferences a year and 10% would be interested in attending four conferences a year (see figure 9). 35% of NEA members currently attend one conference a year, while 37% attend two conferences a year. The “other” responses varied, with several respondents indicated that they currently attend three conferences per year. Others attend webinars and one respondent attends six to eight conferences per year.

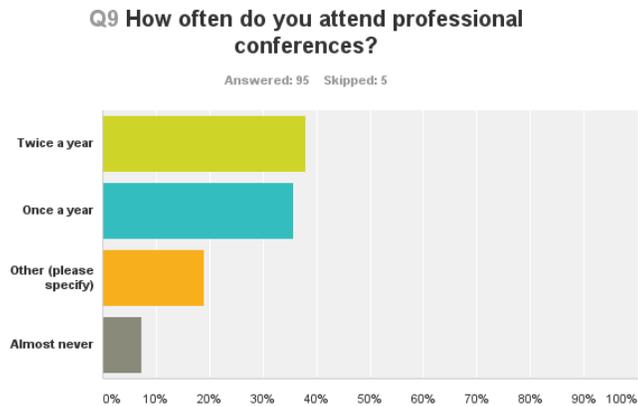


Figure 9. Question 9, member survey results.

The non-NEA members are less likely to attend conferences and they attend fewer conferences per year, on average. 29% attend one conference per year and the same percentage of respondents attend two conferences. However, 21% of non-NEA members “almost never” attend conferences (see figure 10). This appears to be due, in large part, to a lack of funding. 33% of non-NEA members said they do not have funding to attend conferences, compared with 25% of NEA members who do not have conference funding.

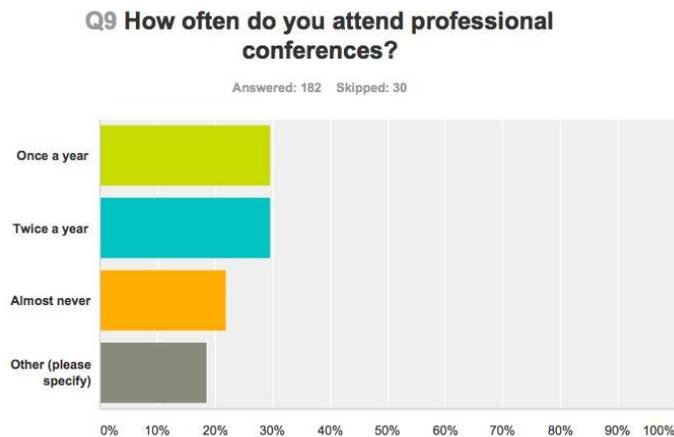


Figure 10. Question 9, non-member survey results.

At conferences, NEA members are most interested in meeting sessions, at 40% with workshops following at 38.3% (see figure 11). For non-NEA members, those two are flipped, with workshops drawing the most interest at 45.8% and meeting sessions coming in second at 21.7%.¹⁰



Figure 11. Question 11, member survey results.

NEA members are more interested in technical conference sessions than non-NEA members (question 12). 66.3% of NEA members are most interested in a session topic on “providing access to born-digital materials,” as compared with only 47.5% of non-NEA members. However, both NEA and non-NEA members are interested in copyright & archives with 60% of non-NEA members and 65.2% of NEA members indicating they were most interested in that session. It should be noted that several respondents added other session topics, including: lone arrangers/working with limited resources; preservation; risk assessment; volunteer recruitment and management.

The difference between NEA members and non-NEA respondents also shows in the archival training that these groups think would be most valuable for their organizations. 60.23% of NEA members considered “Project Management for Archival Processing” the most valuable. 51.14% chose “Copyright Fundamentals for Archivist and Libraries” with 32.9% selecting “Being Resourceful: DIY supports & enclosures” at 35.2%. Only 20.4% chose “Caring for Historical Records: An Introduction” (see figure 12) as the most valuable training and this speaks to the analysis above that NEA members already have a solid

¹⁰ We should note that for the non-member survey, questions 11 and 15, the two questions which have value ratings, did not specify which number to choose respectively for the “most interesting” or “most valuable” selections. We believe that the majority of respondents would have chosen number 1 as the “most interesting” or “most valuable” and an analysis of the answers seems to bear this out. The overall interest in workshops in question 11 correlates well with the interest in workshops shown in the comments from non-members in question 14. Question 15 included an overall score whose results are similar to the results we received if people chose number 1 as the most valuable service. The wording for the two questions was corrected in the survey sent out to members to specify what the number ratings indicate.

background in archival training and do not need introductory training. “Other” responses included: teaching and learning; reference; format identification; grant writing; DACS, EAD and metadata.

NEA members are more interested in technical conference sessions than non-NEA members (question 12). 66.3% of NEA members are most interested in a session topic on “providing access to born-digital materials,” as compared with only 47.5% of non-NEA members. However, both NEA and non-NEA members are interested in copyright & archives with 60% of non-NEA members and 65.2% of NEA members indicating they were most interested in that session. It should be noted that several respondents added other session topics, including: lone arrangers/working with limited resources; preservation; risk assessment; volunteer recruitment and management.

The difference between NEA members and non-NEA respondents also shows in the archival training that these groups think would be most valuable for their organizations. 60.2% of NEA members considered “Project Management for Archival Processing” the most valuable. 51.1% chose “Copyright Fundamentals for Archivist and Libraries” with 32.9% selecting “Being Resourceful: DIY supports & enclosures” at 35.2%. Only 20.4% chose “Caring for Historical Records: An Introduction” (see figure 12) as the most valuable training and this speaks to the analysis above that NEA members already have a solid background in archival training and do not need introductory training. “Other” responses included: teaching and learning; reference; format identification; grant writing; DACS, EAD and metadata.



Figure 12. Question 13, member survey results.

As further evidence that the non-NEA respondents are looking for exactly the kind of introductory training that NEA members already have, 75% of non-NEA members considered the most valuable training to be “caring for historical records: an introduction,” followed by “project management for archival processing” at 59.1% and “Being resourceful: DIY supports & enclosures” third at 51.7%. “Copyright” comes in at 42% (see figure 13).

Q13 What types of archival training/workshops would be most valuable for your organization? Check all that apply.

Answered: 176 Skipped: 36

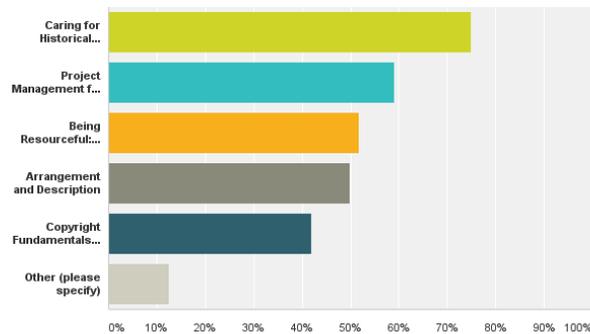


Figure 13. Question 13, non-member survey results.

NEA Services

For question 14, “what types of conferences, workshops, and professional development/training opportunities would most assist you and your organization at this time?” we offered a comment box. For the non-member survey we received 67 responses. Some of the common themes were basic archival processing, digital asset management and digitization topics such as the preservation of digital objects, and public relations. There was also a request for training on low-budget solutions for outreach, exhibits and archives work in general, acquisitions and collection development strategies, records management, cataloging/accessioning, and a number of other topics. For the member survey the most common request was for training on working with born-digital materials, digital asset management, digital preservation and other digital topics. Other topics requested by members included archives management, advocacy, primary sources in education programming, reference, preservation/conservation, reference, and preservation/conservation with an emphasis on tight budgets.

In question 15 we asked “what NEA services would be most valuable to you on a scale of 1- to 7?” The results for this question provide an overall score for the selection and also list the order (by percentage) of each selection. For respondents to the non-member survey, the highest overall score (4.83) and the most respondents that chose it as number one (37.7%), was received for workshops/training. The newsletter and listserv selections also received high scores followed by lesser numbers for the other selections (see figure 14). Aspects of communication were clearly important to non-NEA members, possibly because they may be more likely to be less connected to the archival community. For respondents to the member survey, conferences received the highest score (5.63) followed closely by workshop/training (5.35), and the other selections. The newsletter and website were two of the lowest ranked services, which indicates that NEA members are already connected with the archival community (see figure 15). For both groups workshops were high on the list of priorities however in the other selections the two groups diverged widely.

Q15 What NEA services would be most valuable to you on a scale of 1 to 7?

Answered: 160 Skipped: 52

	1	2	3	4	5	6	7	Total	Score
Workshops/training	37.67% 55	11.64% 17	13.01% 19	9.59% 14	4.11% 6	9.59% 14	14.38% 21	146	4.83
Newsletter	8.46% 11	19.23% 25	14.62% 19	20.77% 27	16.92% 22	15.38% 20	4.62% 6	130	4.17
Website	10.00% 14	17.86% 25	18.57% 26	19.29% 27	12.86% 18	10.00% 14	11.43% 16	140	4.17
Conferences	14.05% 17	13.22% 16	18.18% 22	12.40% 15	18.18% 22	8.26% 10	15.70% 19	121	4.05
Listserv	16.13% 20	9.68% 12	10.48% 13	14.52% 18	19.35% 24	12.10% 15	17.74% 22	124	3.81
Roundtables	6.92% 9	15.38% 20	14.62% 19	13.85% 18	17.69% 23	22.31% 29	9.23% 12	130	3.76
Professional development scholarships and awards	13.71% 17	16.13% 20	8.87% 11	10.48% 13	8.06% 10	14.52% 18	28.23% 35	124	3.60

Figure 14. Question 14, non-member survey results.

Q15 What NEA services would be most valuable to you on a scale of 1 to 7 with 1 being the most valuable?

Answered: 86 Skipped: 14

	1	2	3	4	5	6	7	Total	Score
Conferences	37.35% 31	21.69% 18	27.71% 23	1.20% 1	6.02% 5	3.61% 3	2.41% 2	83	5.63
Workshops/training	36.59% 30	21.95% 18	12.20% 10	14.63% 12	4.88% 4	3.66% 3	6.10% 5	82	5.35
Listserv	13.10% 11	25.00% 21	17.86% 15	17.86% 15	8.33% 7	9.52% 8	8.33% 7	84	4.55
Roundtables	4.88% 4	12.20% 10	7.32% 6	25.61% 21	15.85% 13	23.17% 19	10.98% 9	82	3.51
Newsletter	2.44% 2	9.76% 8	13.41% 11	17.07% 14	24.39% 20	17.07% 14	15.85% 13	82	3.34
Website	3.66% 3	4.88% 4	14.63% 12	12.20% 10	26.83% 22	18.29% 15	19.51% 16	82	3.13
Professional development scholarships and awards	3.85% 3	6.41% 5	7.69% 6	11.54% 9	11.54% 9	24.36% 19	34.62% 27	78	2.68

Figure 15. Question 14, member survey results.

Question 16 asked “Would you be interested in learning more about the professional resources available through NEA?” while question 17 provided a place to give contact information. There was a strong response to this question with almost half (99) of the respondents to the non-member survey providing contact information. Working with the NEA President and the Communications Committee, 78 emails and 18 letters were sent by the President to these individuals who expressed an interest in learning more about

NEA. For the member survey the same question was asked, and since most are already NEA members, we plan to send e-mails about the completion of the final CTF report to those individuals.

Summary

Non-NEA survey respondents were from all of the New England states with the largest majority from Maine. The majority of NEA members who took the survey came from Massachusetts. Both groups are affiliated with a diverse group of organizations but as expected, NEA members are more likely to work at colleges and universities. Each group's institutions hold a wide variety of archival materials in their collections. There are more all-volunteer organizations among the non-member respondents and these entities also use more volunteers overall than do the member's organizations. The members polled included a majority who are from larger institutions in contrast to the non-members who are more typically from smaller organizations.

Almost all of the non-NEA members polled belong to a wide variety of professional organizations however they are less likely to be involved with archive specific organizations than NEA members. The data from the two surveys indicates that NEA members and non-NEA members place importance on associations in different ways. Non-NEA members, for example, tend to be drawn to organizations that offer online webinars and online courses in addition to in-person workshops and courses that are geared toward a more generalist population.

There is an interest among non-NEA members in attending training in an array of archival subjects including basic archival processing. For the NEA members the most common request was for training in digital topics although there is interest in other topics as well.

Section 3: Ideas for Expanding NEA's Constituencies

The CTF members' reports and the survey indicates that there is room for growth and outreach to non-NEA constituencies in several areas. First, NEA can develop partnerships with compatible state-based and regional organizations to offer archival programming and services that will attract new members. Second, NEA can tailor a communications strategy to bring in new members from diverse geographical and professional backgrounds through the NEA website, newsletter and listservs. Finally, NEA can develop workshops and webinars for these constituencies, including some that are at the introductory level. The CTF survey indicates that much of this new programming will also appeal to current NEA members.

Partnerships

As discussed in the first section, there are a number of state-based organizations that NEA could partner with and many of them are detailed in the reports. Clearly, NEA has been moving in this direction for some time as evidenced by the partnerships with StoryCorps at the 2013 Spring Meeting in Worcester, with NEMA who lead the Archives 101: Archival Exhibitions class at the 2014 Spring Meeting in Portsmouth, and with Historic Northampton to offer the Caring for Collections workshop on August 24, 2015. NEA has also worked with numerous organizations to offer the Day of Service programs including the Maine Historical Society for the program at the upcoming 2016 Spring meeting in Portland. These are just a few examples of the partnerships that NEA is fostering that will help us reach out to new members and to underrepresented constituencies. The survey (question 6) asked non-members which organizations they belong to and the data they provided is a useful list of organizations that NEA can also consider working with. We considered the idea, suggested in the charge for the CTF, of creating a database of organizations in New England who hold archival collections. Looking at our member's reports though, it is clear that such organizations number in the thousands, and we decided that creating such a database was unworkable at this time. We believe partnering with state-based and regional associations is the best way to reach out to diverse archival constituencies and provide a list in Appendix 3 of the groups we have identified.

Communications Strategy

One of the interesting findings from the survey is that non-members highly value the website, newsletter and listservs as services that NEA offers. This suggests that a good way to reach out to underrepresented constituencies is through these communication channels. NEA could develop a coordinated communications strategy that would target the needs of underrepresented individuals and organizations identified in the report. There could be a place on the website to welcome and respond to the needs of these groups. The newsletter could solicit and highlight articles from some of the smaller organizations among our membership. The NEAdiscuss listserv would be a valuable resource for these constituencies as would the listservs for NEA roundtables. Those of us among the current membership who are members of SAA benefit from the collective wisdom of listservs such as the lonearr (Lone Arranger) list and NEA could emulate this by encouraging the sharing of information among its members through more frequent posts by roundtables. The Local History listserv, for example, would probably be of interest to the many individuals from smaller organizations who responded to the survey. One idea we propose, developed in consultation with our Communications Committee liaison Jessica Tanny, is to create an announcement listserv, open to non-members to let them know of NEA meetings, workshops and other events open to the

general public. Since NEA is already actively communicating via listservs and social media with its members, this new listserv would help us also reach out to non-member constituencies, providing a service they value that would hopefully encourage some of them to join as members. We have a list of 78 non-member survey takers who expressed an interest in finding out more about NEA to whom this proposed new service could be advertised.

Workshops and Webinars

The most valued service that NEA could offer to the non-members polled (question 15) are workshops and webinars. This was also the second most popular service for current members. Non-members valued workshops and webinars highly, both as their number one choice and as their overall most popular selection. The survey responses to questions 13 and 14 provide examples of the types of training that would be most useful. There are 89 free text answers by those who chose the fill-in-the-blank “other” selection for the two questions. While many answers focus on archival basics there are also a number of requests for topics like advanced copyright instruction, preservation, and digitization by non-members which overlap with answers from the member survey. It is likely that workshops on a variety of these topics, introductory and advanced, would be very successful in attracting attendees. At this point NEA is looking into offering webinars and, according to our survey data, if this service is offered it is likely that webinars will also be quite successful and will help to attract new members.

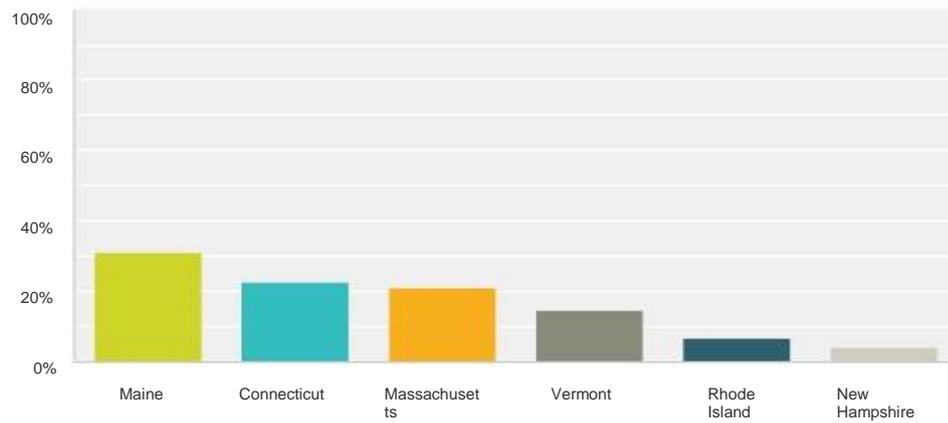
Conclusions

By concentrating on the three areas discussed above, NEA could attract new members from the non-academic constituencies that were our focus. Our recommendations are not meant to overlook any of the other popular services that NEA offers, such as the Spring meeting, but rather to look at new areas that could be emphasized. In fact, the upcoming fall symposium, Exploring the Eye of History: NEA Symposium on 19th Century Photography, is a topic that will surely be of interest to many individuals from smaller organizations and the inclusiveness of the symposium description is commendable. It appears that NEA today is already moving forward in many of the directions that we recommend. The report title, “Bridging the Archival Gap”, refers to our goal of making the resources and services offered by NEA available and relevant to all constituencies who work with archival collections, including those from smaller organizations and those who are professionally and geographically diverse, who today may be underrepresented among our membership.

Appendix 1: NEA CTF: Non-member Survey Results

Q1 State?

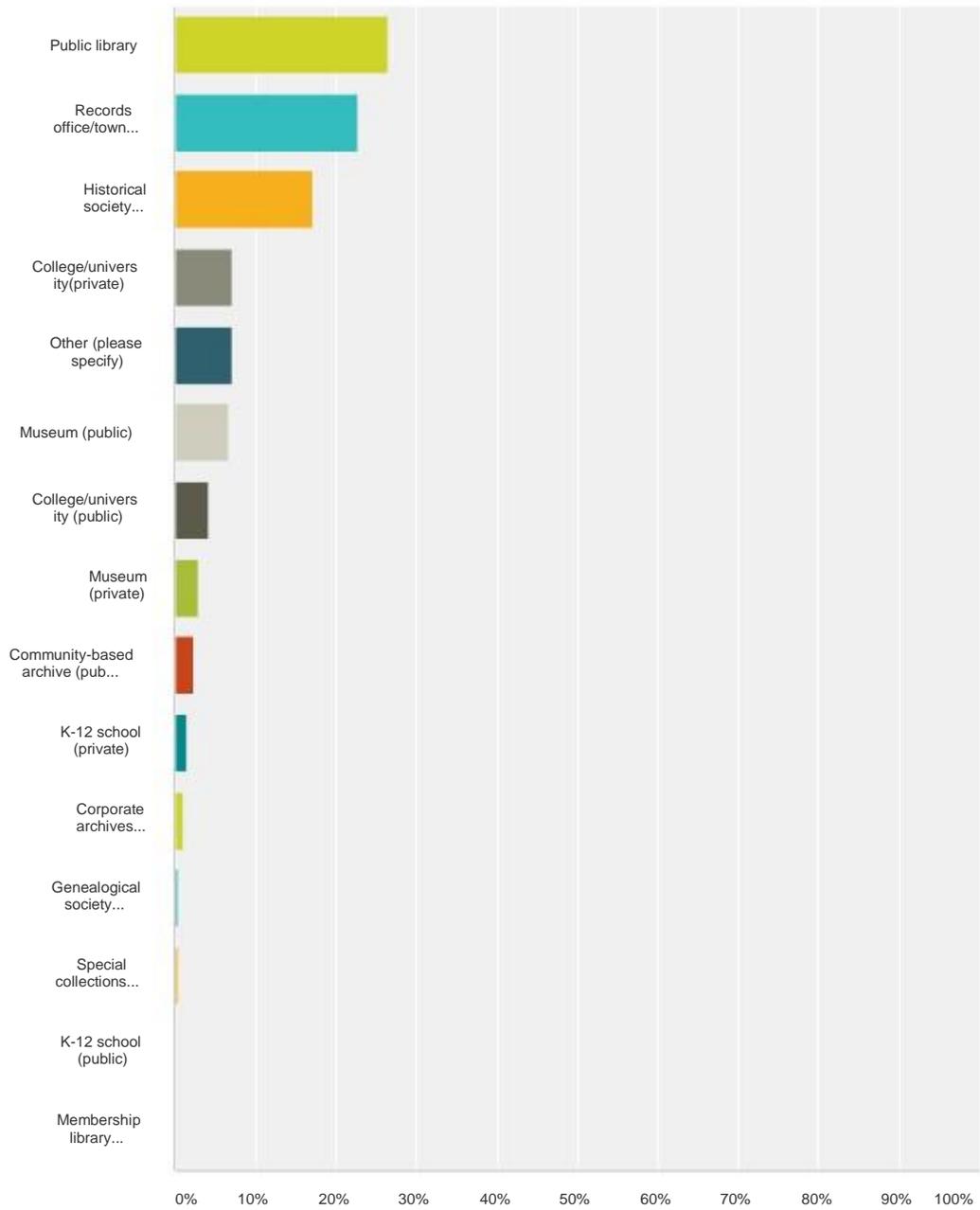
Answered: 212 Skipped: 0



Answer Choices	Responses	
Maine	31.13%	66
Connecticut	22.64%	48
Massachusetts	21.23%	45
Vermont	14.62%	31
Rhode Island	6.60%	14
New Hampshire	3.77%	8
Total		212

Q2 Repository type?

Answered: 211 Skipped: 1



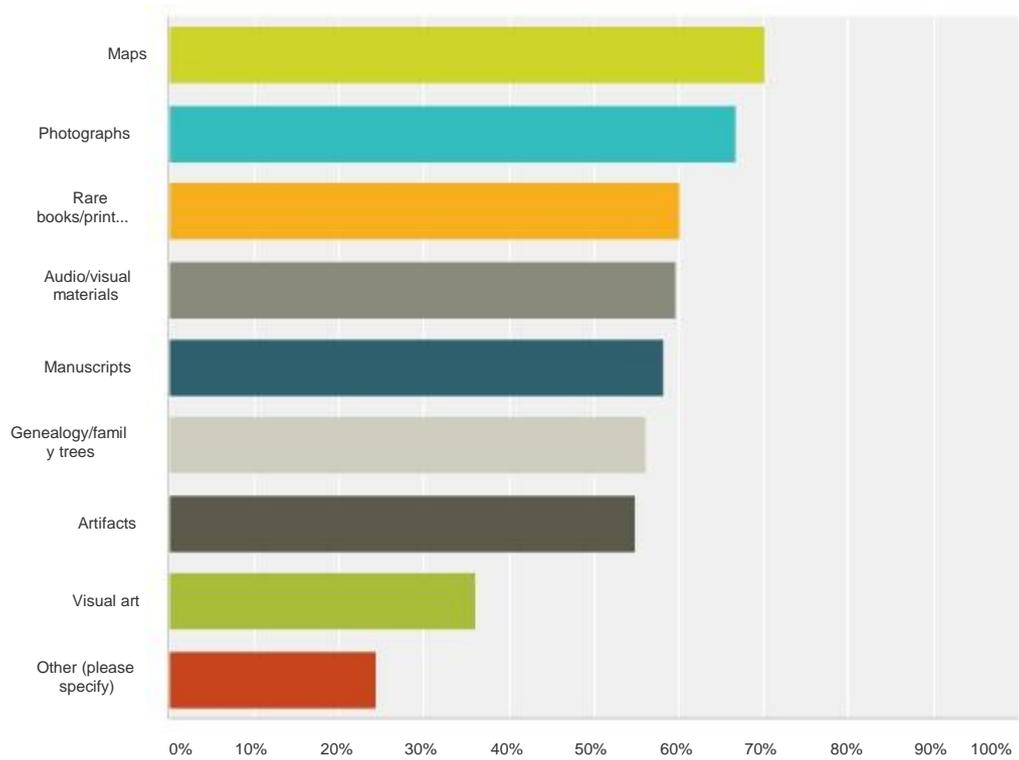
Answer Choices	Responses
Public library	26.54% 56
Records office/town clerk (public)	22.75% 48
Historical society (private)	17.06% 36
College/university(private)	7.11% 15
Other (please specify)	7.11% 15

Museum (public)	6.64%	14
College/university (public)	4.27%	9
Museum (private)	2.84%	6
Community-based archive (public or private)	2.37%	5
K-12 school (private)	1.42%	3
Corporate archives (private)	0.95%	2
Genealogical society (private)	0.47%	1
Special collections library (private)	0.47%	1
K-12 school (public)	0.00%	0
Membership library (private)	0.00%	0
Total		211

#	Other (please specify)	Date
1	Records Preservation Business	5/29/2015 2:45 PM
2	genealogical society AND library	5/17/2015 9:33 PM
3	state library	5/7/2015 2:04 PM
4	Retired Prof/Lib. Dir. Naval War College	5/7/2015 1:42 PM
5	Non profit research library with a museum component as well	5/7/2015 12:58 PM
6	government archives	5/6/2015 12:24 PM
7	Government/State Library	5/6/2015 10:21 AM
8	Hospital	5/6/2015 7:49 AM
9	Portland Water District (consumer owner utility)	5/6/2015 7:48 AM
10	Family trust	5/5/2015 7:08 PM
11	Maine State Library	5/5/2015 4:55 PM
12	First Parish UU Church of Portland, 425 Congress St.	5/5/2015 4:20 PM
13	State Agency	4/30/2015 12:53 PM
14	Library and museum	4/30/2015 11:54 AM
15	state library	4/27/2015 12:48 PM

Q3 What types of archival collections does your organization hold?

Answered: 208 Skipped: 4



Answer Choices	Responses
Maps	70.19% 146
Photographs	66.83% 139
Rare books/print materials	60.10% 125
Audio/visual materials	59.62% 124
Manuscripts	58.17% 121
Genealogy/family trees	56.25% 117
Artifacts	54.81% 114
Visual art	36.06% 75
Other (please specify)	24.52% 51
Total Respondents: 208	

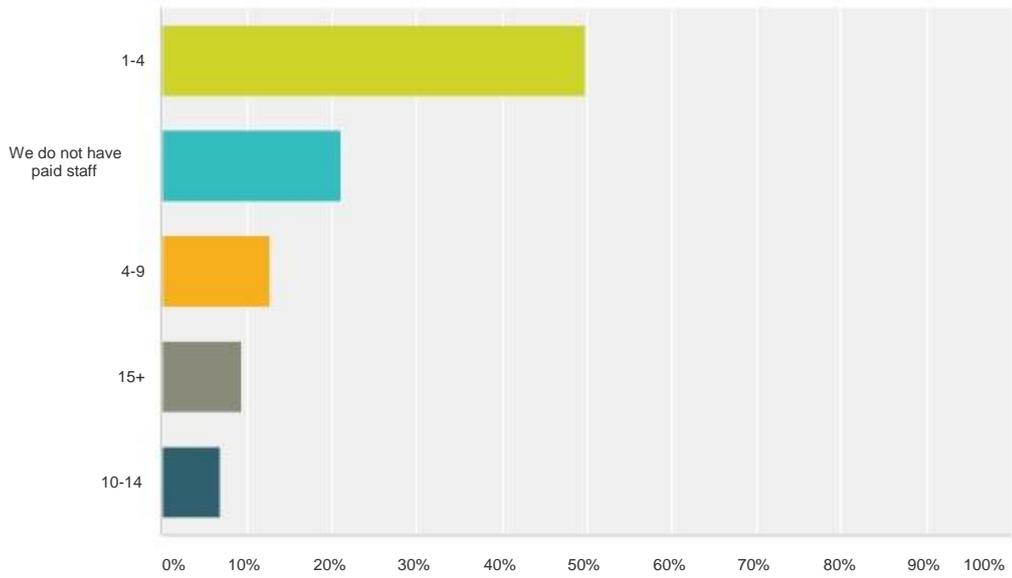
#	Other (please specify)	Date
1	municipal records	6/22/2015 3:15 PM
2	Birth, Death and Marriage Certificates	6/4/2015 6:15 PM
3	ledgers	6/4/2015 12:21 PM

4	government records, including vital statistics records	6/2/2015 10:59 AM
5	Land records, original vital records (birth, marriage, death certificates)	6/1/2015 1:00 PM
6	Vital and land records	5/30/2015 2:06 PM
7	Preservation of municipal records	5/29/2015 2:45 PM
8	vital records old church records town records dated to the late 1700's	5/29/2015 12:59 PM
9	Land record documents	5/29/2015 12:20 PM
10	vital records	5/29/2015 11:43 AM
11	Land Records, Vital Records, Grand Lists, miscellaneous records, maps, etc.	5/29/2015 11:20 AM
12	Land Records, Vital Records, Military Discharge Records	5/29/2015 11:02 AM
13	Vital Records and Indexes, Land Records and Indexes, Meeting Minutes, Grand Lists.	5/29/2015 10:59 AM
14	birth, death, marriage records, maps of the town	5/29/2015 10:45 AM
15	permanent local government records.	5/29/2015 10:31 AM
16	election ballots	5/29/2015 10:28 AM
17	Vital records (birth, marriage, death), all Town Meeting and board/committee minutes	5/29/2015 10:04 AM
18	Vital Records, municipal records	5/29/2015 9:55 AM
19	All Town Meeting and Election records. Minutes from all Boards and Committees. Financial records of the town.	5/29/2015 9:40 AM
20	vital records, historical documents of the town, legal filings, planning and zoning filings and decisions, AG reports, deeds, etc	5/29/2015 9:30 AM
21	Airplanes, automobiles, motorcycles, antique clothing, antique tools, model aircraft and ground vehicles, transportation-related toys and games.	5/17/2015 3:32 PM
22	Journals, Ledgers, School Records	5/15/2015 10:17 AM
23	Native American stone artifacts, agricultural items	5/12/2015 7:11 AM
24	Town of Wellesley history, Town of Wellesley government records.Wellesley Authors	5/11/2015 12:04 PM
25	college records	5/8/2015 10:46 AM
26	administrative records	5/7/2015 2:14 PM
27	none	5/7/2015 2:04 PM
28	Local newsletters from Town Hall	5/6/2015 6:49 PM
29	Clothing, primarily T-shirts (if you do not consider these artifacts) Scrapbooks	5/6/2015 4:56 PM
30	newspapers	5/6/2015 4:26 PM
31	We have one film reel that desperately needs saving, a film of the 1920 flood of Fort Fairfield, ME. We also have an 1860 map of Fort Fairfield on linen. We have a large collection of Civil War historical books donated in 1925 by Frank Drew. Many of these books were written during or directly after the war. We also have quite a few vital records for several towns in Maine.	5/6/2015 2:29 PM
32	insects	5/6/2015 11:36 AM
33	restricted files (membership only)	5/6/2015 11:18 AM
34	ephemera	5/6/2015 11:13 AM
35	Farm equipment	5/6/2015 11:04 AM
36	blueprints, business documents, postcards, track plans	5/6/2015 9:08 AM
37	University records.	5/6/2015 8:33 AM
38	Diaries, logs, business records.	5/5/2015 7:08 PM
39	local history, eg. postcards	5/5/2015 6:37 PM
40	"old" Maine Books, some from the 1700's	5/5/2015 5:31 PM

41	Three friendship (signature) quilts from mid to late 1800s.	4/30/2015 9:53 PM
42	Local newspapers on microfilm	4/30/2015 1:26 PM
43	Digital materials, ephemera, oral histories	4/30/2015 1:15 PM
44	Documents from the civil war	4/30/2015 10:26 AM
45	This refers to the next question. We have one part-time paid staff member.	4/30/2015 8:48 AM
46	Digital images and documents.	4/30/2015 8:34 AM
47	Local newspapers	4/27/2015 4:42 PM
48	A few local history documents. We'd like to be able to house more, but are limited. We refer people to the state university library and area historical societies.	4/27/2015 1:43 PM
49	state documents/publications (historical and current) historical newspapers on microfilm	4/27/2015 12:48 PM
50	local history	4/27/2015 12:24 PM
51	We have a few old books, a small collection of recordings of VT music and a mixed bag of documents organized into magazine holders.	4/27/2015 10:53 AM

Q4 How many FTEs (full-time equivalent employees) on staff, not including volunteers?

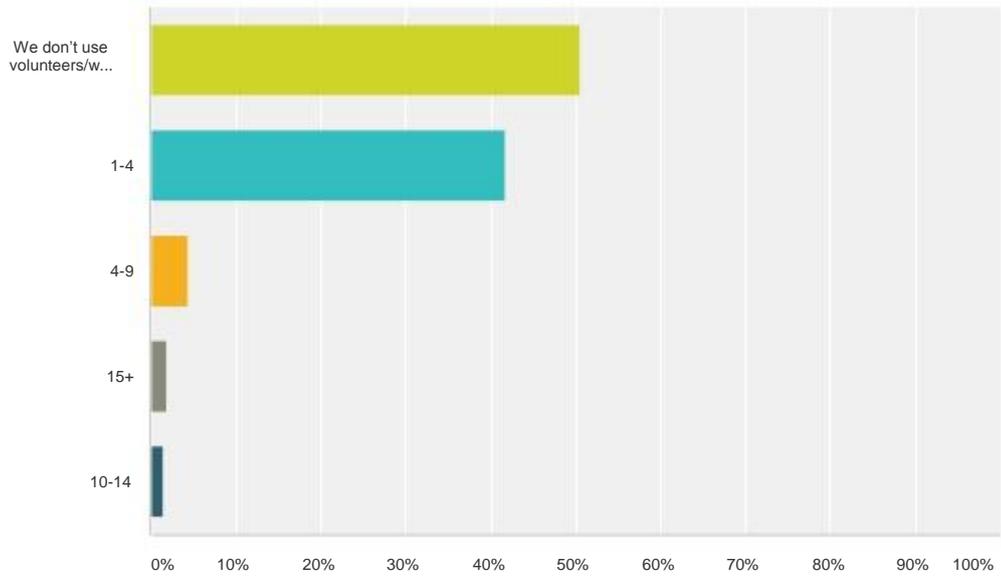
Answered: 204 Skipped: 8



Answer Choices	Responses	Count
1-4	50.00%	102
We do not have paid staff	21.08%	43
4-9	12.75%	26
15+	9.31%	19
10-14	6.86%	14
Total		204

Q5 Does your institution regularly utilize volunteers for archival work? If so, how many do you typically have at any given time?

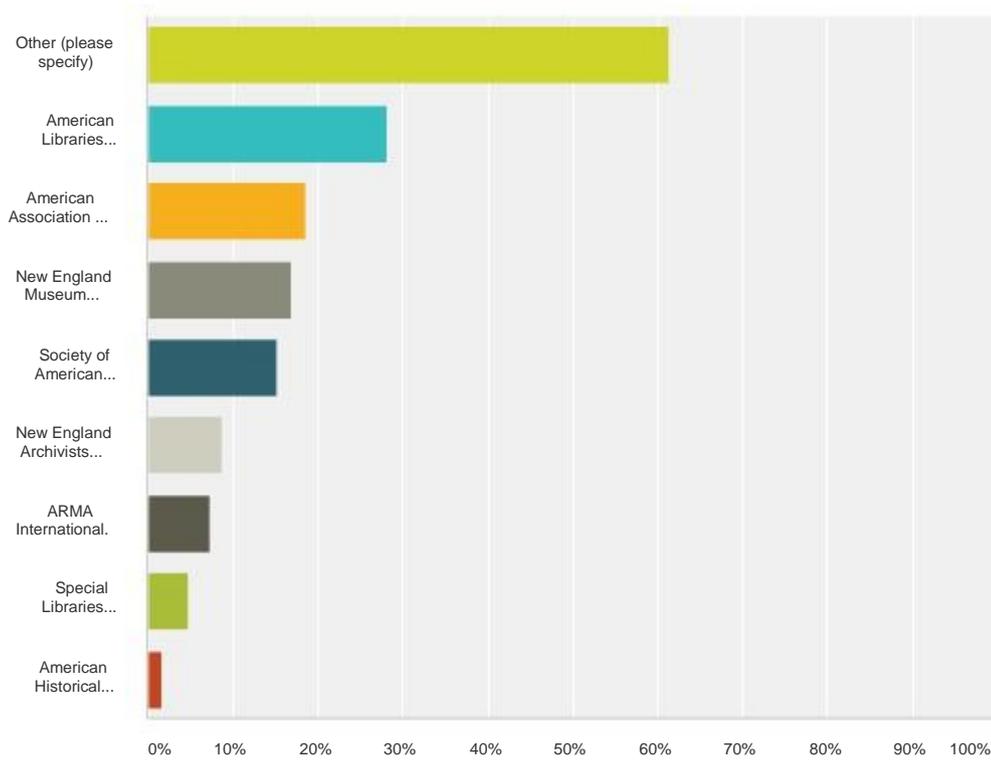
Answered: 204 Skipped: 8



Answer Choices	Responses
We don't use volunteers/we rarely have volunteers	50.49% 103
1-4	41.67% 85
4-9	4.41% 9
15+	1.96% 4
10-14	1.47% 3
Total	204

Q6 To which Professional Organizations do you currently belong?

Answered: 124 Skipped: 88



Answer Choices	Responses
Other (please specify)	61.29% 76
American Libraries Association (ALA)	28.23% 35
American Association of State and Local History (AASLH)	18.55% 23
New England Museum Association (NEMA)	16.94% 21
Society of American Archivists (SAA)	15.32% 19
New England Archivists (NEA)	8.87% 11
ARMA International.	7.26% 9
Special Libraries Association (SLA) (regional and/or national)	4.84% 6
American Historical Association (AHA)	1.61% 2
Total Respondents: 124	

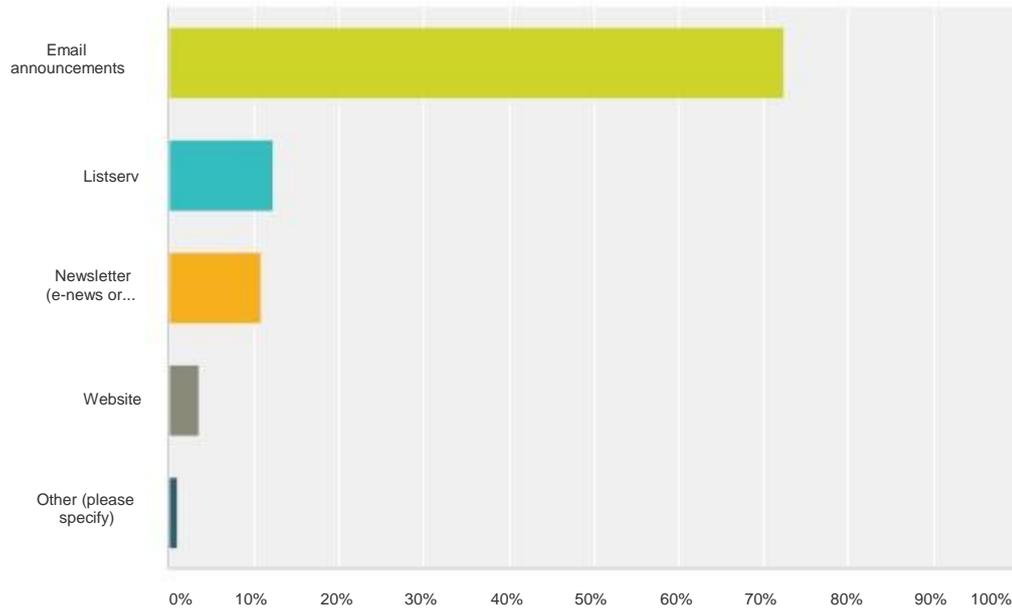
#	Other (please specify)	Date
1	Connecticut Library Association	6/30/2015 7:44 AM
2	Mass Town Clerks, NE Town Clerks, International Institute of Municipal Clerks	6/22/2015 3:17 PM
3	N/A	6/20/2015 6:06 PM

4	Pioneer Valley History Network	6/17/2015 10:32 AM
5	Town Clerks Office	6/4/2015 6:17 PM
6	American Alliance of Museums	6/4/2015 2:21 PM
7	MA Town Clerks Association, North Shore City and Town Clerks Association	6/4/2015 12:22 PM
8	CT TOWN CLERKS ASSOCIATION; NEW ENGLAND ASSOC. OF TOWN CLERKS; IIMC	6/2/2015 11:00 AM
9	Maine Town & City Clerks Association (MTCCA), International Institute of Municipal Clerks (IIMC)	6/1/2015 5:16 PM
10	various Town Clerk associations	6/1/2015 1:10 PM
11	IIMC, NEACROT, PRIA	6/1/2015 1:01 PM
12	Massachusetts Town Clerk's Association Tri-County Clerk's Association IIMC	6/1/2015 12:06 PM
13	International Institute of Municipal Clerks New England Association of City & Town Clerks Maine Town & City Clerks Association	6/1/2015 10:26 AM
14	NEACTC, IIMCA, MA Town Clerk Association, Tri County Clerk Assoc	5/29/2015 1:33 PM
15	CTCA, IIMC, NEATC	5/29/2015 1:11 PM
16	CTCA NEACTC IIMC NACRC PRIA	5/29/2015 12:21 PM
17	New England Town Clerks Association International Association of Municipal Clerks Middlesex Country Town Clerk's Association Massachusetts City and Town Clerks Association	5/29/2015 12:15 PM
18	Municipal Clerk organizations	5/29/2015 11:47 AM
19	NA	5/29/2015 10:57 AM
20	Massachusetts Town Clerks Association	5/29/2015 10:46 AM
21	NEACTC, VMCTA	5/29/2015 10:44 AM
22	Massachusetts Town/City Clerks; New England Association of Town/City Clerks; IIMC International Institute of Municipal Clerks	5/29/2015 10:29 AM
23	MA. Town Clerks Assoc., International Institute of Municipal Clerks, NAGARA	5/29/2015 10:05 AM
24	Mass Town Clerks Association	5/29/2015 9:44 AM
25	none of the above	5/29/2015 9:30 AM
26	None	5/29/2015 9:26 AM
27	CLHO	5/15/2015 2:57 PM
28	Maine Archives and Museums	5/15/2015 10:18 AM
29	Maine Library Association	5/13/2015 3:01 PM
30	Maine Archives and Museums	5/12/2015 7:41 PM
31	CT Humanities	5/12/2015 7:13 AM
32	NELA	5/11/2015 12:06 PM
33	Maine Historical Society Lincoln County Historical Society	5/8/2015 3:16 PM
34	Rhode Island Library Association; Progressive Librarians Guild	5/7/2015 7:06 PM
35	RI Library Association New England Library Association	5/7/2015 2:05 PM
36	MARAC, Assoc. for the Study of CT History	5/7/2015 1:42 PM
37	AAM	5/7/2015 1:31 PM
38	NEHGS	5/7/2015 11:15 AM
39	American Alliance to Museums (AAM)	5/7/2015 8:45 AM
40	AIC, AAM	5/7/2015 7:10 AM
41	Connecticut Library Association	5/6/2015 6:51 PM
42	Maine Archives and Museums	5/6/2015 4:57 PM

43	none	5/6/2015 4:26 PM
44	American Alliance of Museums Maine Archives and Museums	5/6/2015 4:17 PM
45	Maine Achives & Museums (MAM)	5/6/2015 2:01 PM
46	NH Archives Group	5/6/2015 12:25 PM
47	American Alliance of Museums	5/6/2015 11:14 AM
48	Maine Archives & Museums	5/6/2015 11:05 AM
49	Maine Archives and Museums	5/6/2015 10:48 AM
50	New Hampshire Archives Group ACRL	5/6/2015 8:53 AM
51	NELA and MLA	5/6/2015 8:16 AM
52	Maine Archives & Museums North American Society for Oceanic History Council of American Maritime Museums	5/6/2015 8:15 AM
53	Maine Historical Society	5/6/2015 7:49 AM
54	AIC (American Institute for Conservation). I'm also a book & paper conservator.	5/5/2015 6:46 PM
55	NH Archives Group	5/5/2015 6:38 PM
56	Maine Archives & Museums, Maine Historical Society,	5/5/2015 5:35 PM
57	NEA, MAM (Maine Archives and Museums)	5/5/2015 5:25 PM
58	American Library Association; Maine Library Association, Maine Archives & Museums	5/5/2015 4:55 PM
59	Maine Archives and Museums American Alliance of Museums	5/5/2015 4:43 PM
60	American Alliance of Museums (AAM)	5/5/2015 4:26 PM
61	None of the above. New to the position, small rural library.	5/4/2015 10:05 AM
62	Conn. Historical Organizations	5/1/2015 9:09 AM
63	Greater Naugatuck Valley History Consortium	4/30/2015 9:54 PM
64	Connecticut Library Association Connecticut League of History Organizations	4/30/2015 1:16 PM
65	Connecticut Library Association	4/30/2015 10:23 AM
66	CLA	4/30/2015 9:24 AM
67	Personally I belong to NEMA.	4/30/2015 8:49 AM
68	I am not sure what organization the archivist belongs to	4/30/2015 8:11 AM
69	Connecticut League of History Organizations	4/30/2015 6:41 AM
70	NEA	4/27/2015 9:13 PM
71	VLA	4/27/2015 4:42 PM
72	RBMS	4/27/2015 3:02 PM
73	VLA	4/27/2015 12:25 PM
74	I used to belong to NEMA.	4/27/2015 11:54 AM
75	New England Archivists	4/27/2015 10:18 AM
76	Vermont Library Association	4/27/2015 10:10 AM

Q7 How do you prefer to receive information on upcoming local and regional archival, library and museum related meetings and professional development opportunities?

Answered: 203 Skipped: 9

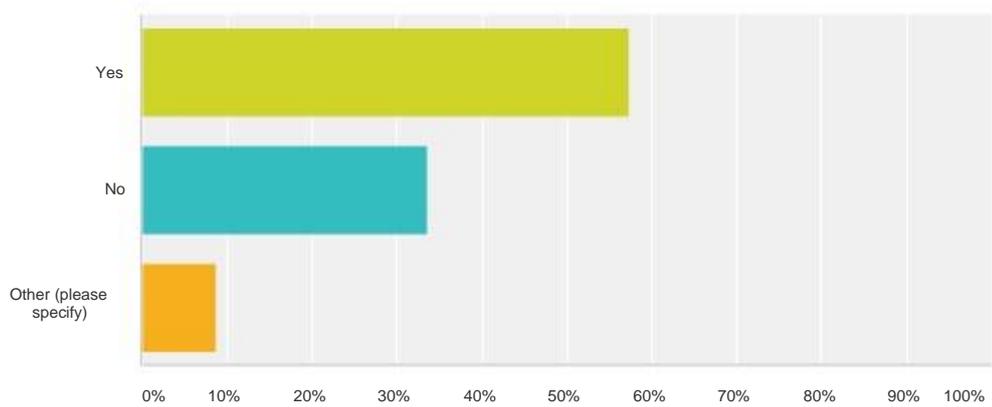


Answer Choices	Responses
Email announcements	72.41% 147
Listserv	12.32% 25
Newsletter (e-news or paper)	10.84% 22
Website	3.45% 7
Other (please specify)	0.99% 2
Total	203

#	Other (please specify)	Date
1	Website or email	5/6/2015 2:30 PM
2	I don't know if there is a listserv for Vermont	4/27/2015 4:42 PM

Q8 Do you have professional development funding to attend conferences?

Answered: 181 Skipped: 31

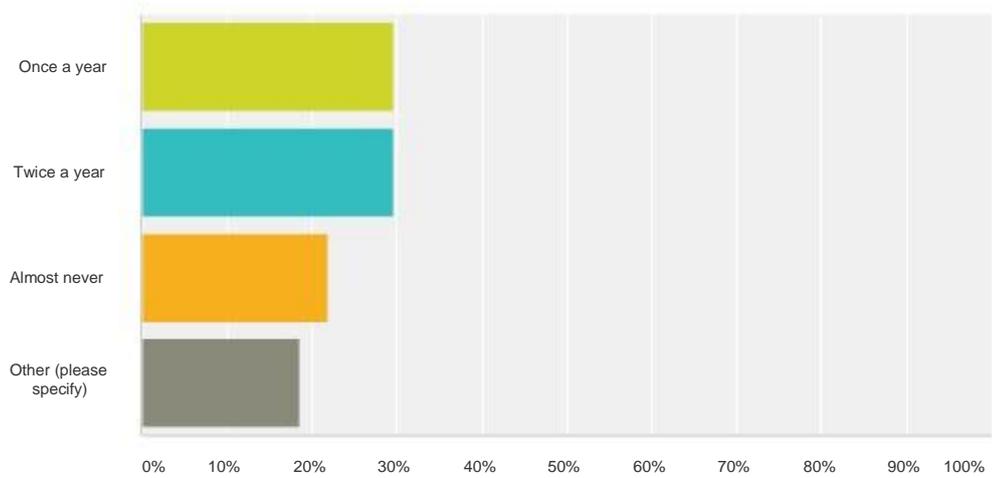


Answer Choices	Responses
Yes	57.46% 104
No	33.70% 61
Other (please specify)	8.84% 16
Total	181

#	Other (please specify)	Date
1	a tiny bit	6/30/2015 11:50 AM
2	For Town Clerk workshops & conferences	6/2/2015 6:41 PM
3	My budget allows me to attend MA Town Clerk Association Conferences	5/29/2015 1:37 PM
4	Some funding but budget is minimal.	5/29/2015 9:34 AM
5	very limited	5/21/2015 7:21 PM
6	Some through the Friends of the Library association	5/14/2015 4:25 PM
7	Sometimes. It depends upon the year, and upon how many other staff members go to conferences.	5/11/2015 9:09 AM
8	Funding is at the director's discretion & is spread across the institution	5/7/2015 7:13 AM
9	little money is available so attending workshops / conferences is infrequent unless free.	5/6/2015 4:39 PM
10	Limited funds shared by all museum staff (educators, curator, archivist, buildings & grounds, development, programs, membership, etc.)	5/6/2015 2:27 PM
11	Not sure	5/6/2015 8:20 AM
12	Yes, but minimal -- ie moderate registration only, no travel/hotel or week long symposiums	4/30/2015 1:24 PM
13	Very minimal specific to archives.	4/30/2015 8:37 AM
14	I am allowed a very small amount.	4/27/2015 1:49 PM
15	Limited funds due to budget cuts.	4/27/2015 12:54 PM
16	Sometimes, depending on budget. Changes year to year.	4/27/2015 10:16 AM

Q9 How often do you attend professional conferences?

Answered: 182 Skipped: 30



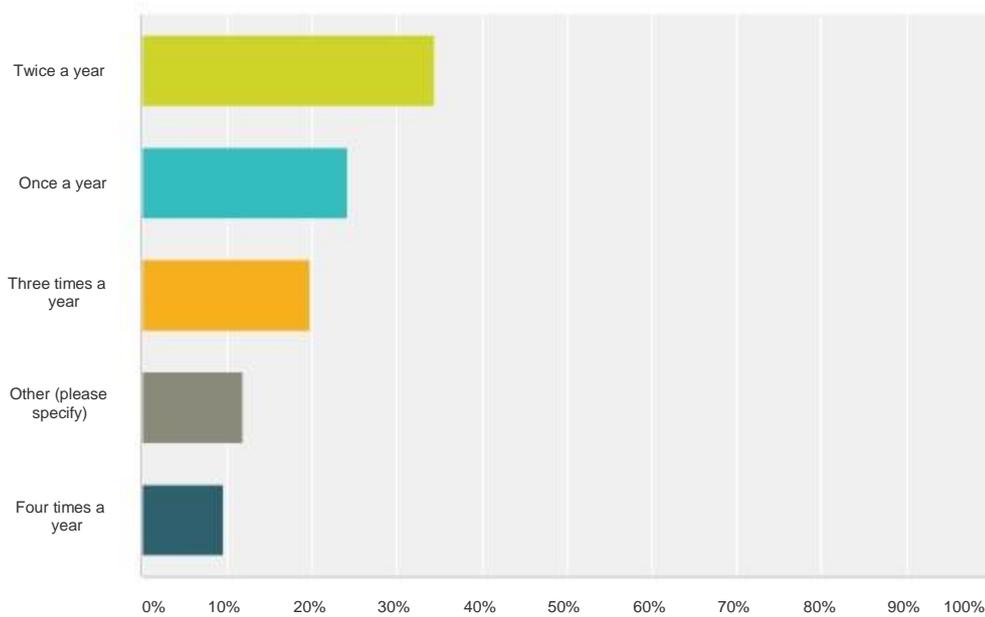
Answer Choices	Responses
Once a year	29.67% 54
Twice a year	29.67% 54
Almost never	21.98% 40
Other (please specify)	18.68% 34
Total	182

#	Other (please specify)	Date
1	three times per year	6/22/2015 3:19 PM
2	AT LEAST TWICE A YEAR; ON OCCASION 3 TIMES A YEAR	6/2/2015 11:06 AM
3	3 times/year	6/1/2015 5:02 PM
4	Three to five times a year	6/1/2015 12:10 PM
5	4 times a year	5/30/2015 2:09 PM
6	3-4 year	5/29/2015 1:37 PM
7	frequently	5/29/2015 1:01 PM
8	3 times a year	5/29/2015 12:55 PM
9	4-6 times a year	5/29/2015 12:17 PM
10	I attend 3-4 professional development meetings a year, not specifically archival training.	5/29/2015 11:28 AM
11	Whenever a conference is offered that we feel we will benefit from.	5/29/2015 11:03 AM
12	4 times a year	5/29/2015 11:01 AM
13	3-4 times per year	5/29/2015 10:31 AM
14	4	5/29/2015 9:52 AM
15	Clerk's Conference three times a year	5/29/2015 9:47 AM

16	Three times a year	5/29/2015 9:43 AM
17	about three times a year.	5/18/2015 5:46 PM
18	attend free conferences when nearby	5/17/2015 9:36 PM
19	Occasionally, as schedules permit - and at the individual's own cost.	5/17/2015 11:45 AM
20	Several times a year, depending on subject and whether or not I have to pay for it or can get my director to pay for it.	5/15/2015 2:59 PM
21	Anytime offered at no charge	5/15/2015 10:20 AM
22	2-5 times per year.	5/11/2015 12:08 PM
23	2-3	5/7/2015 2:16 PM
24	Once a year to every 2 years	5/7/2015 7:13 AM
25	Probably once every other year	5/6/2015 2:27 PM
26	Never	5/5/2015 5:22 PM
27	Varies from year to year.	5/5/2015 5:09 PM
28	6 x / year at least	5/4/2015 1:53 PM
29	New to my position as Reference and Historical Collections Librarian.	5/4/2015 10:07 AM
30	Had had no Information of conferences and expenses would be personal funds.	4/30/2015 7:57 AM
31	Occasionally, if within Connecticut	4/30/2015 6:45 AM
32	maybe every other year, on average	4/29/2015 10:18 PM
33	In general, attend national meetings (e.g. with other state library agency personnel) rather than professional conferences. Attend ALA and NELA conferences periodically.	4/27/2015 12:54 PM
34	I used to attend once a year. Too expensive.	4/27/2015 11:57 AM

Q10 How often would you like to attend professional conferences?

Answered: 177 Skipped: 35



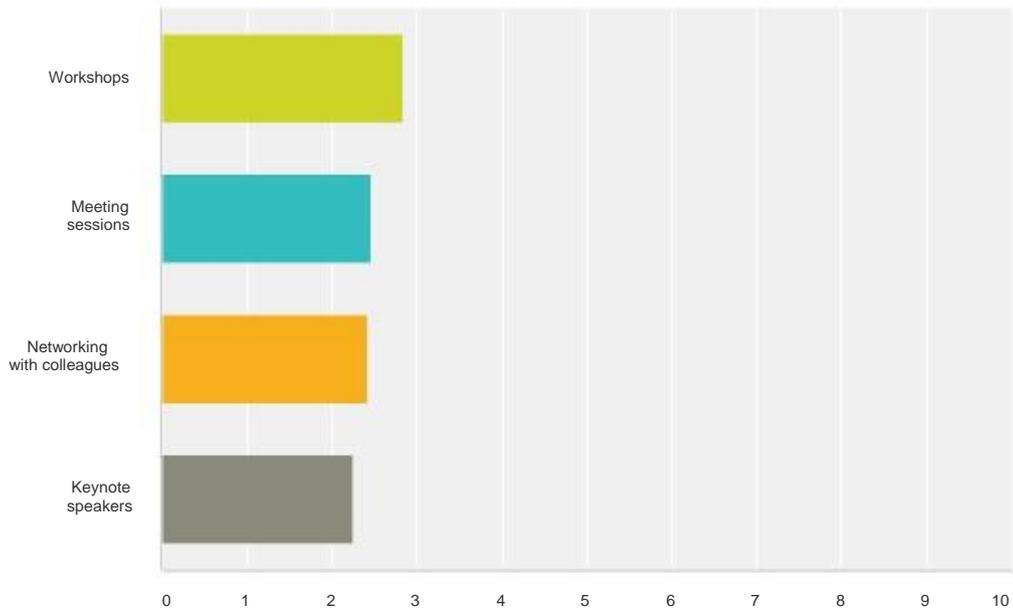
Answer Choices	Responses	Count
Twice a year	34.46%	61
Once a year	24.29%	43
Three times a year	19.77%	35
Other (please specify)	11.86%	21
Four times a year	9.60%	17
Total		177

#	Other (please specify)	Date
1	Three to 8 times per year depending on length of conference and time out of the office	6/1/2015 12:10 PM
2	As often as pertinent	5/29/2015 12:17 PM
3	When it is free and the topic is on point with specific town/city needs.	5/29/2015 11:46 AM
4	I would be willing to attend as needed.	5/29/2015 11:28 AM
5	At least four times a year	5/29/2015 10:31 AM
6	not sure	5/29/2015 9:47 AM
7	Budget necessitates trainings within a relatively close distance from town.	5/29/2015 9:34 AM
8	as many as possible.	5/18/2015 5:46 PM
9	as needed	5/17/2015 9:36 PM
10	2-5 times per year.	5/11/2015 12:08 PM
11	I would like to be able to attend relevant conferences whenever they occur.	5/11/2015 9:09 AM

12	As seems relevant; at least once a year	5/8/2015 10:51 AM
13	none at this time	5/7/2015 5:13 PM
14	Depends where they are and the expense to attend.	5/7/2015 2:28 PM
15	Twice a year , more often if traveling out of state is not an issue.	5/6/2015 4:39 PM
16	Once a year. I am using this space to state that I am rating 1-4 in question #11 (below) as 1 being the best and 4 as holding my least interest.	5/6/2015 2:27 PM
17	As many as I currently am (or less if there were fewer things to be engaged with but there aren't)	5/4/2015 1:53 PM
18	Really not something I could do right now	4/30/2015 9:56 PM
19	When topic is suitable for untrained volunteers, location and cost are reasonable.	4/30/2015 9:30 AM
20	Depends on the location & topic(s)	4/29/2015 10:18 PM
21	2-3 per year. It would be nice to attend conferences with either different focuses or more broad session offerings.	4/27/2015 1:49 PM

Q11 At a conference, what types of activities interest you most on a scale of 1- to 4?

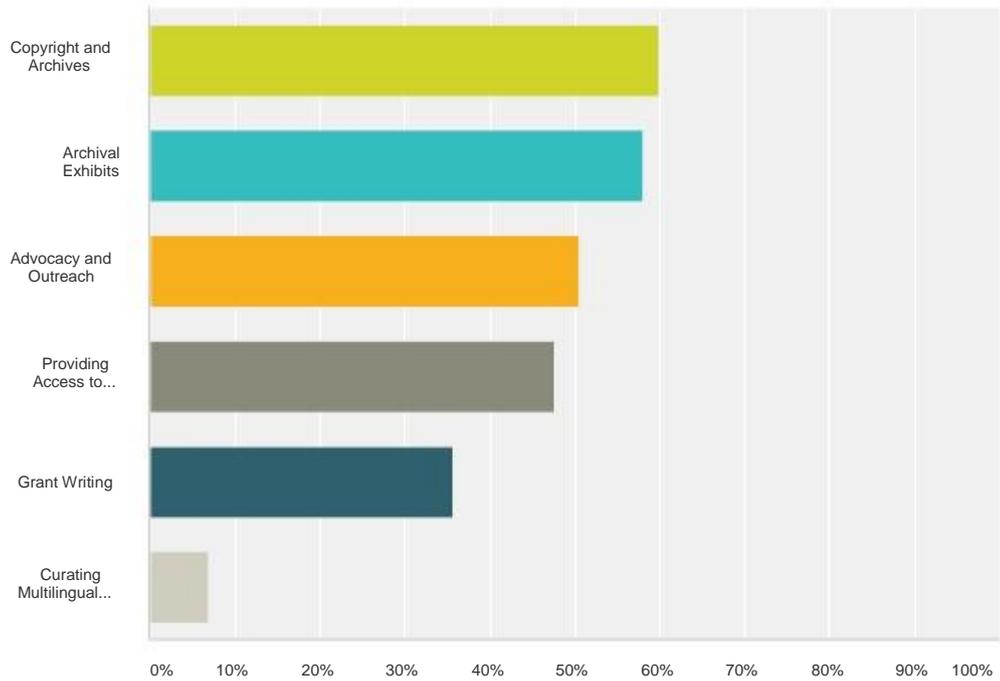
Answered: 181 Skipped: 31



	1	2	3	4	Total	Score
Workshops	45.83% 77	13.10% 22	19.64% 33	21.43% 36	168	2.83
Meeting sessions	21.71% 33	32.89% 50	16.45% 25	28.95% 44	152	2.47
Networking with colleagues	13.84% 22	32.08% 51	35.85% 57	18.24% 29	159	2.42
Keynote speakers	18.24% 31	22.35% 38	27.06% 46	32.35% 55	170	2.26

Q12 What conference session topics are you most interested in? Check all that apply.

Answered: 160 Skipped: 52



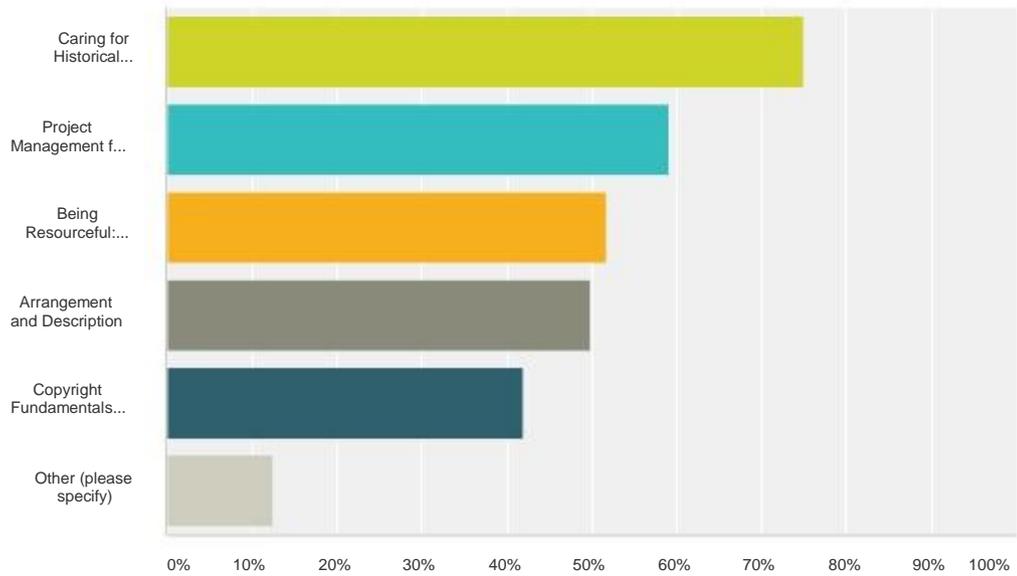
Answer Choices	Responses
Copyright and Archives	60.00% 96
Archival Exhibits	58.13% 93
Advocacy and Outreach	50.63% 81
Providing Access to Born-Digital Materials	47.50% 76
Grant Writing	35.63% 57
Curating Multilingual Oral Histories	6.88% 11
Total Respondents: 160	

#	Other (please specify)	Date
1	Preservation, storage & records management	6/2/2015 6:41 PM
2	ARCHIVAL PRESERVATION	6/2/2015 11:06 AM
3	Leadership Office Management Records Management	5/29/2015 12:23 PM
4	How to get \$\$\$ to have someone restore, repair, and maintain historic documents	5/29/2015 11:46 AM
5	Archiving basis	5/29/2015 10:31 AM
6	Remediation of older books and documents	5/29/2015 10:30 AM
7	not sure topics	5/29/2015 9:47 AM

8	Conservation/restoration/preservation. Disaster planning/mitigation/recovery.	5/29/2015 9:34 AM
9	Digitizing and preserving historical materials.	5/18/2015 5:46 PM
10	Preservation and repair	5/17/2015 3:35 PM
11	"How to" sessions	5/16/2015 2:35 PM
12	Caring for archival materials in a public library setting.	5/15/2015 2:59 PM
13	Project management, managing an archives	5/13/2015 3:05 PM
14	N/A	5/12/2015 7:15 AM
15	Storage and Organization	5/11/2015 5:07 PM
16	Archival topics are not something I would be likely to spend a conference on.	5/11/2015 12:08 PM
17	Case study sessions that address particular issues	5/11/2015 9:09 AM
18	Common practices / new technologies in practical application / emerging trends / open source os & database experiences	5/7/2015 7:24 PM
19	Preservation	5/7/2015 1:42 PM
20	Preservation best practices for born digital materials.	5/7/2015 7:13 AM
21	Digitizing collections	5/6/2015 4:59 PM
22	ways of preservation	5/6/2015 2:32 PM
23	Storage/Maintenance Issues	5/6/2015 11:07 AM
24	Collaborative initiatives	5/6/2015 10:50 AM
25	Due to the nature of my job as makeshift "archivist" for the Portland Water District, I'm not certain any of these choices apply. I would be interested in finding out about more non-traditional repositories that have maintained an archival collection with limited resources.	5/6/2015 7:53 AM
26	Archiving	5/5/2015 5:22 PM
27	It depends on need at time.	5/5/2015 5:09 PM
28	Trusted digital repository issues Converting online social media/marketing presence to income and use via visitation, donations (collection and monetary), use of images, etc. Engaging more consistently and productively with the area school systems	4/30/2015 1:24 PM
29	Basics of archival organization and accessioning.	4/30/2015 8:37 AM
30	Oral histories Genealogical Research	4/30/2015 6:45 AM
31	Arrangement and description; digitization of paper records	4/28/2015 2:03 PM

Q13 What types of archival training/workshops would be most valuable for your organization? Check all that apply.

Answered: 176 Skipped: 36



Answer Choices	Responses
Caring for Historical Records: An Introduction	75.00% 132
Project Management for Archival Processing	59.09% 104
Being Resourceful: DIY supports & enclosures	51.70% 91
Arrangement and Description	50.00% 88
Copyright Fundamentals for Archivists and Librarians	42.05% 74
Other (please specify)	12.50% 22
Total Respondents: 176	

#	Other (please specify)	Date
1	How to hire an archivist!	6/1/2015 12:10 PM
2	Preservation Tools	5/29/2015 12:23 PM
3	How to get \$\$\$ for vaults, climate control, and repairing records	5/29/2015 11:46 AM
4	Paper preservation techniques	5/29/2015 10:46 AM
5	Digitization of historical materials including historical newspapers	5/18/2015 5:46 PM
6	Preservation and repair	5/17/2015 3:35 PM
7	How to gain members/volunteers	5/12/2015 7:45 PM
8	N/A	5/12/2015 7:15 AM
9	How to decide which archival supplies are best for my archive	5/11/2015 2:41 PM
10	ArchivesSpace	5/11/2015 9:09 AM

11	RDA / EAD / MARC and how they coexist (or not) - practical application of all	5/7/2015 7:24 PM
12	advanced copyright issues	5/7/2015 8:47 AM
13	Digitizing	5/6/2015 4:59 PM
14	Digital preservation management	5/6/2015 10:50 AM
15	archivist tool kit; ead, description standards, etc.	5/1/2015 11:18 AM
16	Organizing materials	4/30/2015 9:56 PM
17	changes in/need for new collection and digital asset management systems	4/30/2015 1:24 PM
18	Preservation and Conservation	4/30/2015 10:24 AM
19	accessions database management	4/30/2015 9:30 AM
20	Would send other department staff to collections training, including preservation.	4/27/2015 12:54 PM
21	digitization	4/27/2015 12:26 PM
22	The business side of archives: setting fees and policies for photo use, etc	4/27/2015 11:57 AM

Q14 What types of conferences, workshops, and professional development/training opportunities would most assist you and your organization at this time?

Answered: 67 Skipped: 145

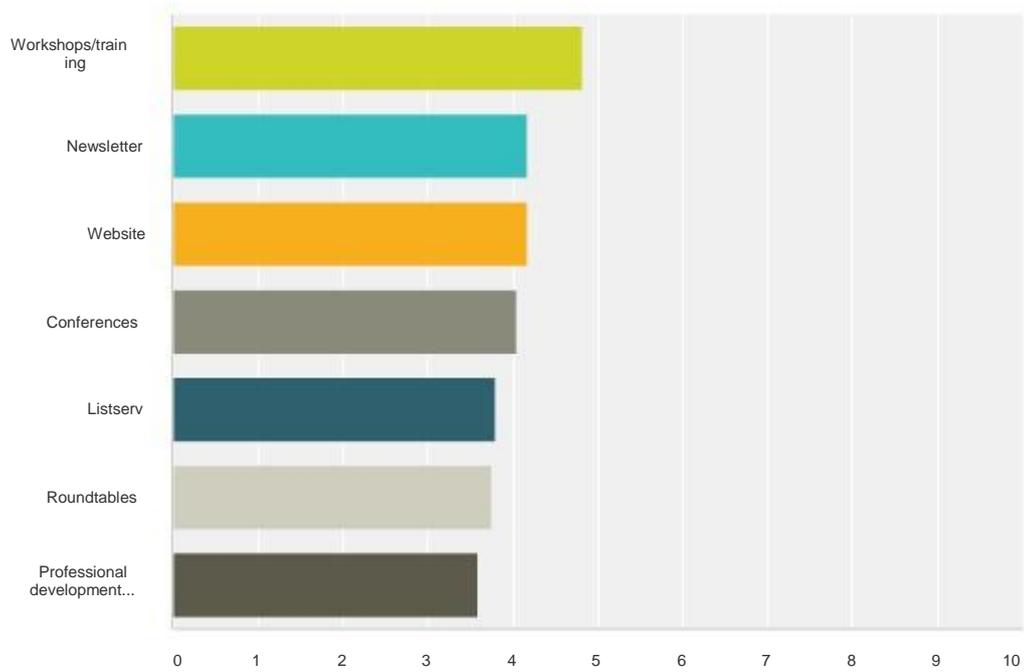
#	Responses	Date
1	Basics of organizing, managing and preserving archival materials	6/30/2015 7:47 AM
2	Political tips on how to deal successfully with older fellow members and those who won't let anyone else help out. Territorialism good and bad in a small museum/archive.	6/20/2015 4:51 PM
3	Whatever is the most current	6/4/2015 6:19 PM
4	One on one implimentation	6/2/2015 6:46 PM
5	HISTORIC DOCUMENTS PRESERVATION	6/2/2015 11:08 AM
6	Webinars are helpful	6/1/2015 1:19 PM
7	Organization/inventory assistance, prioritizing preservation project, funding sources.	6/1/2015 10:00 AM
8	Grant writing workshop	5/29/2015 12:18 PM
9	Money.	5/29/2015 11:47 AM
10	I am not entirely sure how to answer this question.	5/29/2015 11:28 AM
11	Something that would make the "lay person" understand and appreciate what we do particularly at budget season.	5/29/2015 10:32 AM
12	I started the one sponsored by Simmons College for Town Clerks but unfortunately the timing was bad so I didn't get to finish it	5/29/2015 9:49 AM
13	Preservation and storage of historical material. Currently developing a disaster plan for numerous archives - any workshops on this issue would be helpful. Maintaining archives/inventory.	5/29/2015 9:39 AM
14	functionally related	5/17/2015 9:37 PM
15	Inexpensive ones because I have a bare-bones budget for professional development! Also, webinars rather than in-person conferences/workshops, for the same reason. I'd prefer hands-on workshops but don't have a travel budget and am in a somewhat remote location. 1. Effectively working with volunteers 2. Handling workflow and backlogs (cataloging/accessioning) 3. Grant writing	5/17/2015 3:41 PM
16	Archival organization	5/17/2015 11:47 AM
17	Would like a workshop on curating local history collections within a public library. (How to do things on a shoestring when it may or may not be an instututional priority.	5/15/2015 3:01 PM
18	See prior two questions	5/13/2015 3:09 PM
19	Finding new members/volunteers; fundraising; grant writing	5/12/2015 7:49 PM
20	Explaining that local history has no geographic boundaries Achival storage is measured from the inside or outside How to get the community to use the collection - getting town support	5/11/2015 2:44 PM
21	MLA	5/11/2015 12:08 PM
22	hands-on training in digital asset management (in our case, not born digital) and archivesspace	5/11/2015 9:10 AM
23	Data Base for artifacts	5/8/2015 3:21 PM
24	Workshops pertaining to digitization, digital humanities, preservation and cataloging of digital materials	5/8/2015 10:53 AM
25	How to get started with EAD /	5/7/2015 7:26 PM
26	More discussion about low-budget outreach and exhibits	5/7/2015 7:09 PM
27	Programming. Working on projects within a tight budget. Acquisitions and collection development strategy.	5/7/2015 5:28 PM

28	preservation of materials	5/7/2015 5:14 PM
29	How to organize museum assessments; how to store them; archival how-tos.	5/7/2015 2:31 PM
30	Anything related to records management and preserving/providing access to digitized or digital materials would be useful. Technical training would help, but so would training opportunities on how to manage such a large-scale project as a lone arranger.	5/7/2015 2:19 PM
31	How to get enough money from grants, etc. to hire a staff.	5/7/2015 1:33 PM
32	Project management for large-scale digitization, effective online outreach strategies for small organizations	5/7/2015 12:40 PM
33	curating and producing digital exhibits	5/7/2015 12:27 PM
34	Digitizing archival images	5/7/2015 11:18 AM
35	As a conservator, I'd love to see something for art conservators on best practices for record keeping with a focus on preservation of digital materials and metadata best practices.	5/7/2015 7:20 AM
36	Digitizing	5/6/2015 5:02 PM
37	cataloging, preservation information and sources.	5/6/2015 2:35 PM
38	Workshops on working with different materials.	5/6/2015 2:25 PM
39	Online training.	5/6/2015 12:58 PM
40	Learning how to digitize materials	5/6/2015 11:31 AM
41	Anything we can learn to do economically, in-house is really important, since our budget for conservation supplies and services is limited. Examples include making mounts, mats, supports, and book covers, as well as techniques for minor repairs to and cleaning of archival materials.	5/6/2015 11:21 AM
42	Archiving Basics	5/6/2015 11:10 AM
43	workshops on how to handle/care for/preserve digital objects	5/6/2015 11:10 AM
44	Basic hands-on archival workshops; workshops on developing project plans and technical plans	5/6/2015 9:11 AM
45	anything about born digital archives or oral histories...	5/5/2015 5:52 PM
46	grant writing	5/5/2015 5:34 PM
47	Archiving	5/5/2015 5:23 PM
48	Not sure yet as we are just at the very beginning of transitioning our special collection to an archive.	5/5/2015 5:11 PM
49	We have the photos framed and on the wall for viewing. Also have one of our first librarians things we have put away and know not what to do with them. And, Oakland, Maine is the Ax Capital of the world, so we have promoted this at least twice yearly with a walking self-tour map.	5/5/2015 5:10 PM
50	I am scheduled to attend a week long digital content management workshop in June. I will have more of an idea of how much I don't know after that event.	5/5/2015 4:58 PM
51	Care, description, working with researchers	5/5/2015 4:35 PM
52	Introductory workshops.	5/4/2015 10:09 AM
53	using current standards for description and delivery of materials in digital format: archivist tool kit and its successor; ead encoded finding aids; best practices for digitization refresher; DACS, RDA, etc.; copyright issues, particularly re. digitization of newspapers and clippings or any web-delivered content.	5/1/2015 11:24 AM
54	None right now, do not have anyone that would attend.	4/30/2015 9:58 PM
55	Need to have more things locally -- partner with CLHO in CT or the CT State Library preservation folks. They do a great job with the smaller organizations but there is not carryover to NEA's offerings. I have attended copyright presentations a number of times, but the messages are not well received at the management level. Copyright, copyright, copyright is my mantra but they often want to ignore the issues. Our digital preservation needs are becoming manifest and unrecognized. Ostrich heads in the sand as we focus on social media.	4/30/2015 1:34 PM
56	Digitizing print collections	4/30/2015 11:58 AM
57	Preservation, digitization, copyright	4/30/2015 9:59 AM
58	Handling accessions, cost-effective yet safe storage methods	4/30/2015 9:31 AM
59	digitizing items	4/30/2015 9:28 AM

60	copyright, metadata description	4/30/2015 9:27 AM
61	How to train volunteers. How to map out a plan to move forward and digitize collection. We need to create a database. There has not been one that was in continuous use.	4/30/2015 8:59 AM
62	Organization of materials, a complete survey of all collections.	4/30/2015 8:03 AM
63	Providing access to and preservation of born digital state publications and documents.	4/27/2015 12:58 PM
64	Working in the archives on a shoestring budget, and also how to prioritize projects for volunteers with limited time (one time volunteers and a "few hours a month/week" kind of volunteers)	4/27/2015 12:00 PM
65	We simply don't have time or funding to do much with historical documents. The Warren Historical Society has been organizing--they have rehabbed a barn for a small museum--but although the group has considerable goodwill their knowledge of preservation of documents and other materials could be put into a thimble.	4/27/2015 10:57 AM
66	Outreach, advocacy, DIY and funding.	4/27/2015 10:17 AM
67	How should the college's institutional archives be arranged on our web site?	4/27/2015 10:16 AM

Q15 What NEA services would be most valuable to you on a scale of 1 to 7?

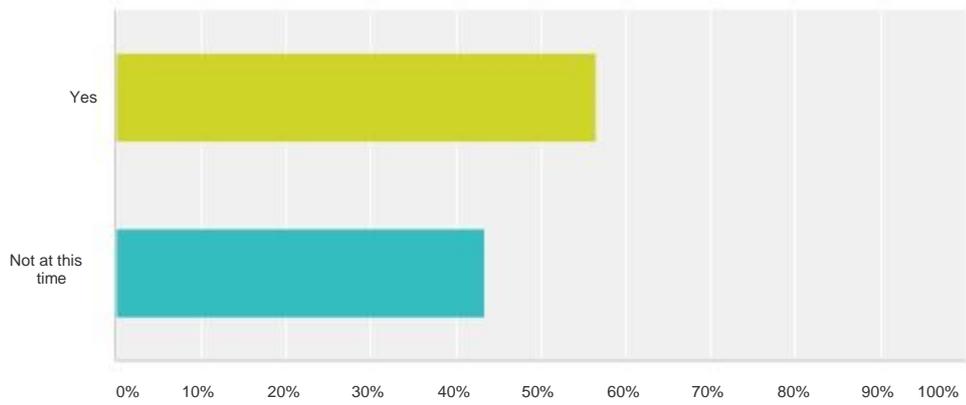
Answered: 160 Skipped: 52



	1	2	3	4	5	6	7	Total	Score
Workshops/training	37.67% 55	11.64% 17	13.01% 19	9.59% 14	4.11% 6	9.59% 14	14.38% 21	146	4.83
Newsletter	8.46% 11	19.23% 25	14.62% 19	20.77% 27	16.92% 22	15.38% 20	4.62% 6	130	4.17
Website	10.00% 14	17.86% 25	18.57% 26	19.29% 27	12.86% 18	10.00% 14	11.43% 16	140	4.17
Conferences	14.05% 17	13.22% 16	18.18% 22	12.40% 15	18.18% 22	8.26% 10	15.70% 19	121	4.05
Listserv	16.13% 20	9.68% 12	10.48% 13	14.52% 18	19.35% 24	12.10% 15	17.74% 22	124	3.81
Roundtables	6.92% 9	15.38% 20	14.62% 19	13.85% 18	17.69% 23	22.31% 29	9.23% 12	130	3.76
Professional development scholarships and awards	13.71% 17	16.13% 20	8.87% 11	10.48% 13	8.06% 10	14.52% 18	28.23% 35	124	3.60

Q16 Would you be interested in learning more about the professional resources available through NEA?

Answered: 166 Skipped: 46



Answer Choices	Responses	
Yes	56.63%	94
Not at this time	43.37%	72
Total		166

Q17 If you answered yes to question 16, please provide your contact information so that NEA can send you informational material.

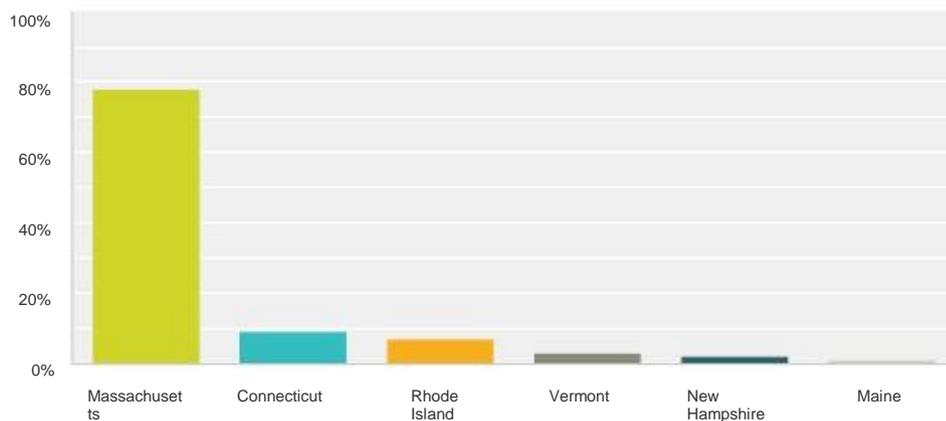
Answered: 99 Skipped: 113

99 responses with e-mail contacts were received. Please see CTF co-chairs for specific e-mail addresses.

Appendix 2: NEA CTF: Member Survey Results

Q1 State?

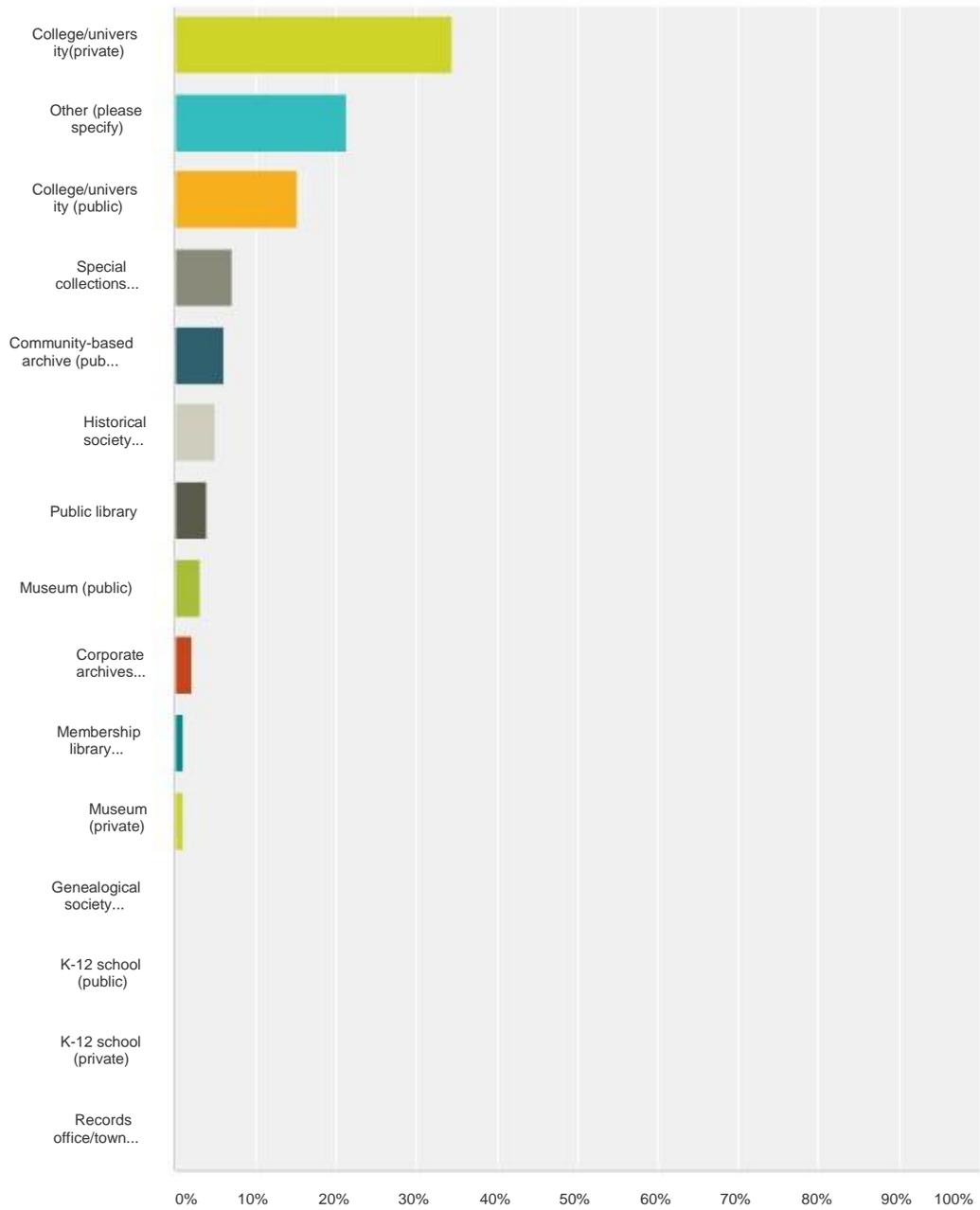
Answered: 99 Skipped: 1



Answer Choices	Responses
Massachusetts	77.78% 77
Connecticut	9.09% 9
Rhode Island	7.07% 7
Vermont	3.03% 3
New Hampshire	2.02% 2
Maine	1.01% 1
Total	99

Q2 Repository type?

Answered: 99 Skipped: 1



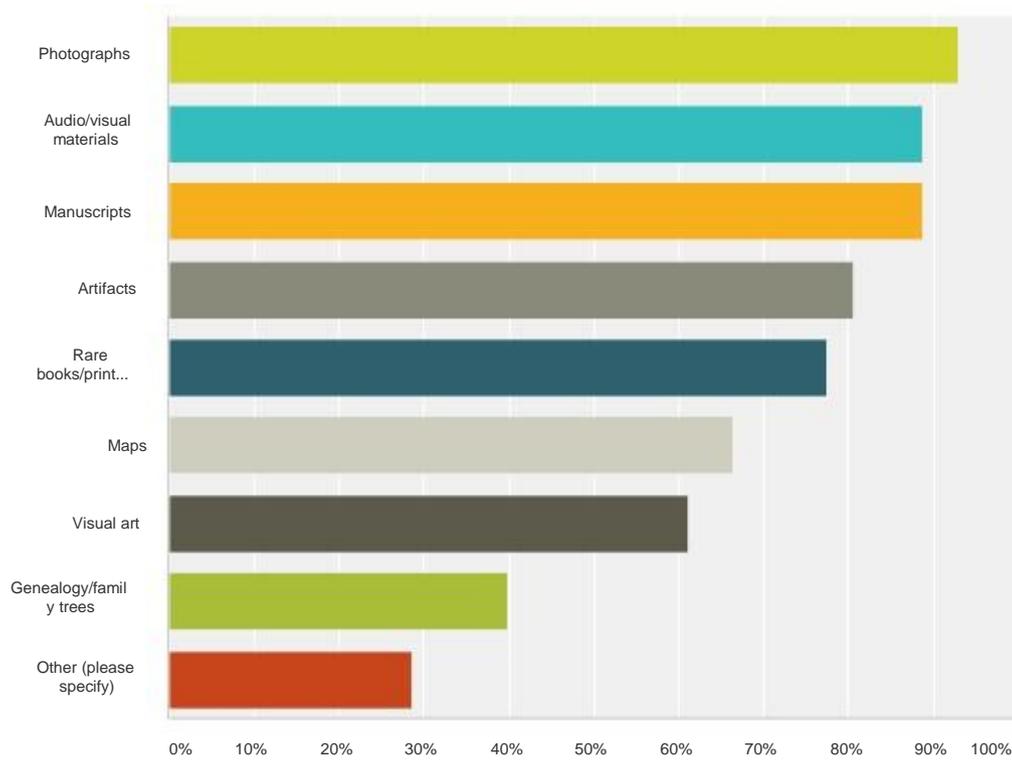
Answer Choices	Responses
College/university(private)	34.34% 34
Other (please specify)	21.21% 21
College/university (public)	15.15% 15
Special collections library (private)	7.07% 7
Community-based archive (public or private)	6.06% 6

Historical society (private)	5.05%	5
Public library	4.04%	4
Museum (public)	3.03%	3
Corporate archives (private)	2.02%	2
Membership library (private)	1.01%	1
Museum (private)	1.01%	1
Genealogical society (private)	0.00%	0
K-12 school (public)	0.00%	0
K-12 school (private)	0.00%	0
Records office/town clerk (public)	0.00%	0
Total		99

#	Other (please specify)	Date
1	Church and College Archives also	7/23/2015 10:02 PM
2	Not for profit	7/23/2015 8:41 PM
3	Museum at College/University Private with public exhibitions	7/23/2015 5:41 PM
4	Government	7/23/2015 4:29 PM
5	Government! A little surprised you don't have that as a choice here!	7/23/2015 2:38 PM
6	Government	7/23/2015 2:33 PM
7	Religious archives	7/20/2015 3:31 PM
8	church/nonprofit	7/17/2015 11:19 PM
9	Government/Public Archives	7/17/2015 11:18 AM
10	library services agency (government)	7/16/2015 11:36 AM
11	Government records (private)	7/16/2015 11:00 AM
12	Non-profit preservation and conservation	7/16/2015 9:27 AM
13	I am the assistant director for acquisitions	7/15/2015 7:35 PM
14	It's a private college, but I do not work in the archives, I work in the library.	7/15/2015 1:49 PM
15	non-profit radio and television station	7/15/2015 12:47 PM
16	State archives	7/15/2015 12:35 PM
17	College archivist with second job in a religious institution archives	7/15/2015 11:22 AM
18	Government (federal)	7/15/2015 10:47 AM
19	R&D Org (not-for-profit)	7/15/2015 10:33 AM
20	Archives of a religious congregation--Community-based archive might be best category	7/15/2015 10:14 AM
21	Corporate Records manager	7/15/2015 10:04 AM

Q3 What types of archival collections does your organization hold?

Answered: 98 Skipped: 2



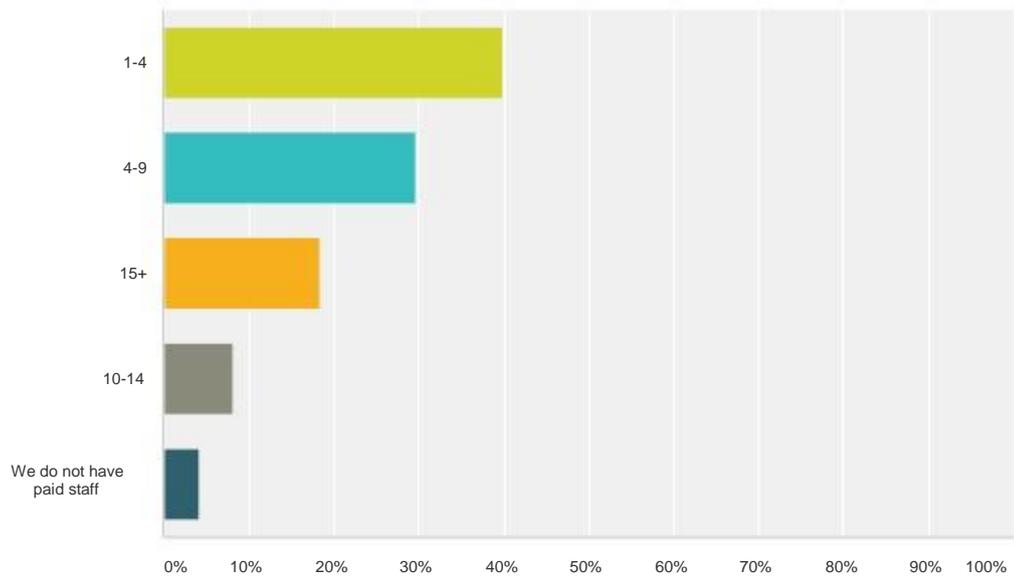
Answer Choices	Responses
Photographs	92.86% 91
Audio/visual materials	88.78% 87
Manuscripts	88.78% 87
Artifacts	80.61% 79
Rare books/print materials	77.55% 76
Maps	66.33% 65
Visual art	61.22% 60
Genealogy/family trees	39.80% 39
Other (please specify)	28.57% 28
Total Respondents: 98	

#	Other (please specify)	Date
1	artists' books	7/28/2015 1:25 PM
2	corporate archives	7/26/2015 1:05 PM
3	Institutional archives/business records	7/24/2015 9:39 AM

4	Personal papers collections; some institutional records; pre-PRA government records	7/23/2015 4:54 PM
5	Organizational records	7/23/2015 4:05 PM
6	Decorative arts and furnishings, Born digital assets, institutional records	7/23/2015 3:01 PM
7	Government records	7/23/2015 2:38 PM
8	Blueprints	7/23/2015 2:12 PM
9	Ecclesiastical records; special book collections	7/20/2015 3:31 PM
10	business records	7/17/2015 11:19 PM
11	Electronic records; blueprints/architectural plans;	7/17/2015 11:18 AM
12	Digital records; Technical documents	7/16/2015 11:00 AM
13	Do not hold institutional collections	7/16/2015 9:27 AM
14	Glass plate negatives, blueprints, scrapbooks, ledgers/account books	7/15/2015 8:54 PM
15	Textiles, memorabilia.	7/15/2015 7:35 PM
16	born digital institutional archives	7/15/2015 2:50 PM
17	artists' books	7/15/2015 1:49 PM
18	Textiles	7/15/2015 12:55 PM
19	Government records	7/15/2015 12:35 PM
20	Plans and blueprints. Institutional paper archival collections. Digital records. Sculpture.	7/15/2015 11:22 AM
21	We are an historical society that operates two museums and a research library. The artifacts are managed as museum collections rather than as part of the archives.	7/15/2015 10:56 AM
22	Business records and company publications history	7/15/2015 10:17 AM
23	Archaeological collections	7/15/2015 10:15 AM
24	Paper records of many types--lists, minutes of meetings, etc.	7/15/2015 10:14 AM
25	University and special collection materials.	7/15/2015 10:13 AM
26	primarily business records with limited archives	7/15/2015 10:04 AM
27	only a few rare books	7/15/2015 10:04 AM
28	Building and architectural plans	7/15/2015 10:04 AM

Q4 How many FTEs (full-time equivalent employees) on staff, not including volunteers?

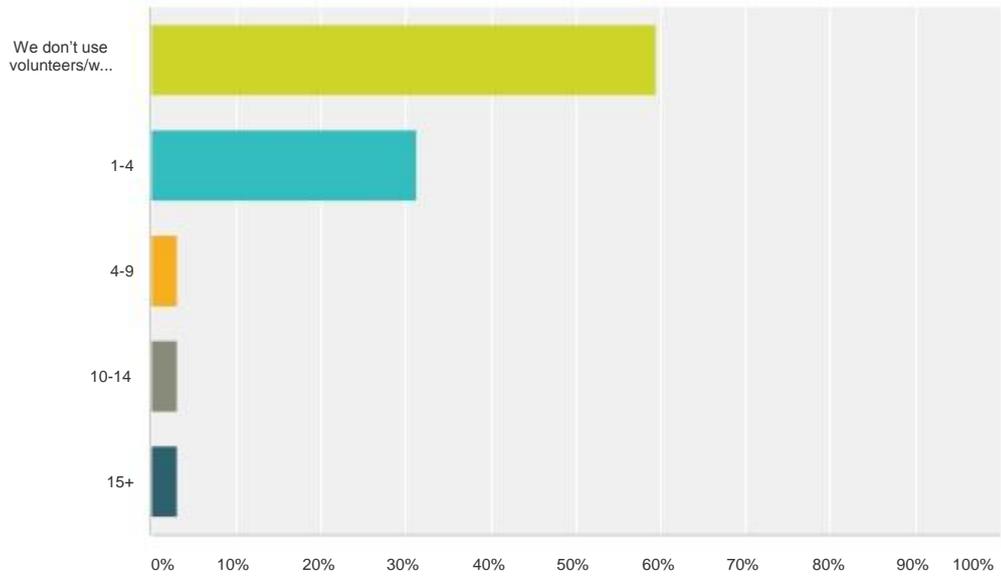
Answered: 98 Skipped: 2



Answer Choices	Responses
1-4	39.80% 39
4-9	29.59% 29
15+	18.37% 18
10-14	8.16% 8
We do not have paid staff	4.08% 4
Total	98

Q5 Does your institution regularly utilize volunteers for archival work? If so, how many do you typically have at any given time?

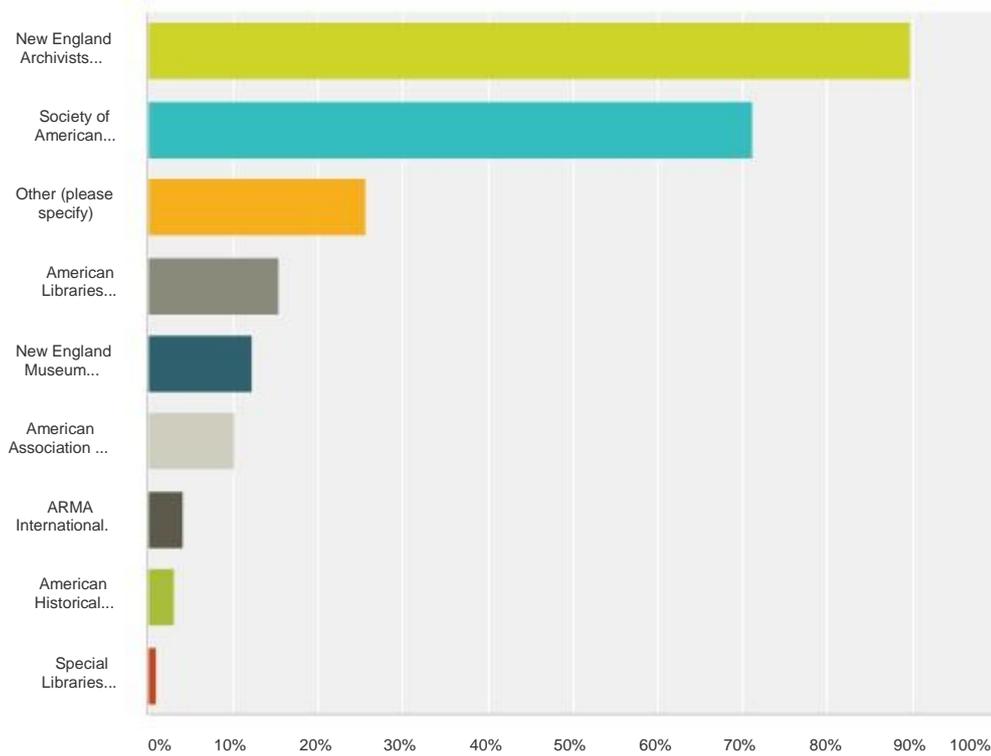
Answered: 99 Skipped: 1



Answer Choices	Responses	
We don't use volunteers/we rarely have volunteers	59.60%	59
1-4	31.31%	31
4-9	3.03%	3
10-14	3.03%	3
15+	3.03%	3
Total		99

Q6 To which Professional Organizations do you currently belong?

Answered: 97 Skipped: 3



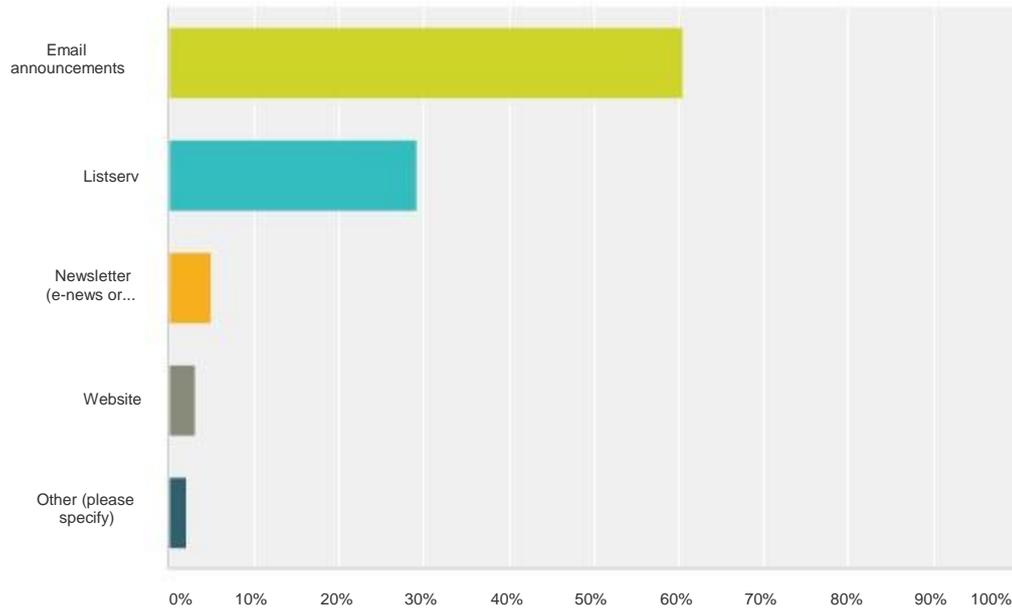
Answer Choices	Responses
New England Archivists (NEA)	89.69% 87
Society of American Archivists (SAA)	71.13% 69
Other (please specify)	25.77% 25
American Libraries Association (ALA)	15.46% 15
New England Museum Association (NEMA)	12.37% 12
American Association of State and Local History (AASLH)	10.31% 10
ARMA International.	4.12% 4
American Historical Association (AHA)	3.09% 3
Special Libraries Association (SLA) (regional and/or national)	1.03% 1
Total Respondents: 97	

#	Other (please specify)	Date
1	Music Library Association, New England Music Library Association, American Library Association	7/28/2015 1:42 PM
2	None	7/27/2015 8:35 AM
3	Academy of Certified Archivists AMIA	7/24/2015 2:30 PM

4	Association of Moving Image Archivists (AMIA)	7/24/2015 12:21 PM
5	Vermont Library Association	7/23/2015 10:03 PM
6	Sustainable Heritage Network	7/23/2015 4:06 PM
7	Rare Books and Manuscripts Section of ACRL	7/23/2015 2:51 PM
8	LLNE [Law Librarians of New England]	7/23/2015 2:41 PM
9	ARSC, AMIA, ICA, IASA	7/23/2015 2:32 PM
10	National Episcopal Historians and Archivists; Historical Society of the Episcopal Church;	7/20/2015 3:33 PM
11	AAM through institutional membership	7/17/2015 11:21 AM
12	RI Library Association	7/16/2015 11:36 AM
13	Connecticut League of History Organizations, Connecticut Library Association	7/15/2015 8:55 PM
14	Digital Commonwealth	7/15/2015 2:51 PM
15	RBMS, ACRL, ARLIS	7/15/2015 1:50 PM
16	ACWR	7/15/2015 12:55 PM
17	Midwest Archives Conference (MAC)	7/15/2015 12:48 PM
18	ACA; CoSA; NARAGA	7/15/2015 12:36 PM
19	Vermont Historical Society	7/15/2015 12:09 PM
20	American Alliance of Museums	7/15/2015 10:57 AM
21	Academy of Certified Archivists	7/15/2015 10:48 AM
22	American Theatre Archive Project, American Society for Theatre Research	7/15/2015 10:19 AM
23	Long Island Museum Association, Archivists Roundtable of Metro New York, Long Island Library Resources Council	7/15/2015 10:10 AM
24	AAM	7/15/2015 10:07 AM
25	ICRM, ARMA Boston	7/15/2015 10:04 AM

Q7 How do you prefer to receive information on upcoming local and regional archival, library and museum related meetings and professional development opportunities?

Answered: 99 Skipped: 1

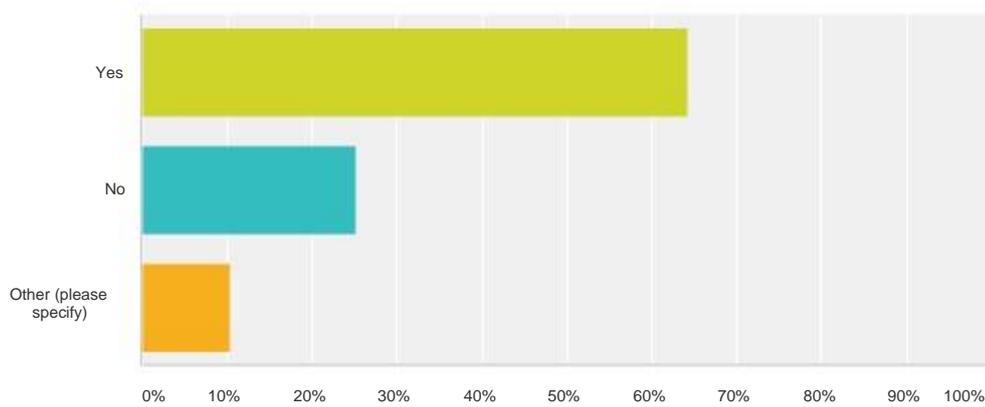


Answer Choices	Responses
Email announcements	60.61% 60
Listserv	29.29% 29
Newsletter (e-news or paper)	5.05% 5
Website	3.03% 3
Other (please specify)	2.02% 2
Total	99

#	Other (please specify)	Date
1	Social media is great for this kind of thing	7/23/2015 4:55 PM
2	All of the above, actually!	7/23/2015 2:39 PM

Q8 Do you have professional development funding to attend conferences?

Answered: 95 Skipped: 5

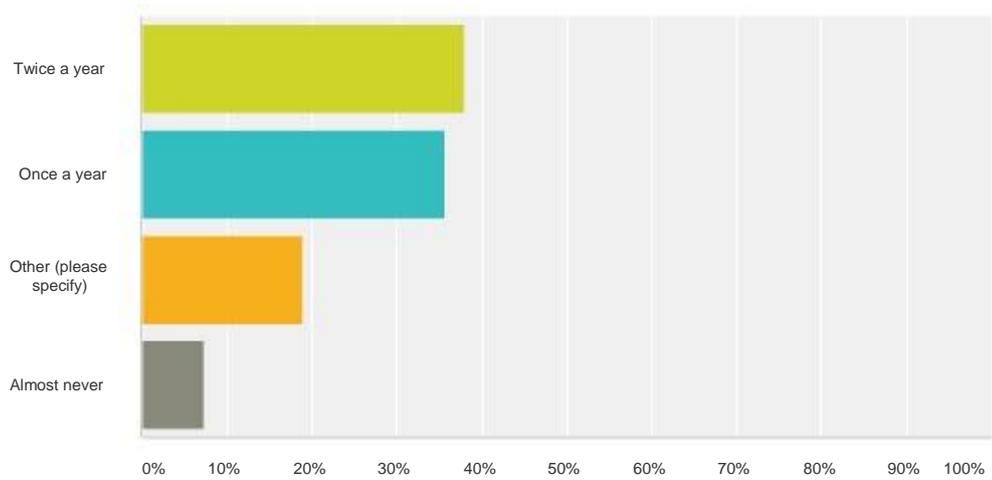


Answer Choices	Responses
Yes	64.21% 61
No	25.26% 24
Other (please specify)	10.53% 10
Total	95

#	Other (please specify)	Date
1	funding only cover 60-80% of cost	7/23/2015 2:43 PM
2	It depends; funding is granted on a case-by-case basis.	7/23/2015 2:35 PM
3	limited funds for fees and mileage but not hotel travel	7/22/2015 8:50 PM
4	Sometimes	7/20/2015 10:05 AM
5	It depends on the specific circumstances, but generally funds are not available.	7/17/2015 12:11 PM
6	Yes, but only minimal -- to cover \$50 registration for example	7/15/2015 9:01 PM
7	It's available but needs to be sought and approved pretty far ahead of time, which is inconvenient, and I've never quite learned the process. So basically it's on me.	7/15/2015 1:42 PM
8	it depends on the budget cycle	7/15/2015 11:24 AM
9	We have a minimal fund to split between multiple staff, so it depends on who has gone to what.	7/15/2015 11:01 AM
10	If I am presenting or otherwise participating	7/15/2015 10:14 AM

Q9 How often do you attend professional conferences?

Answered: 95 Skipped: 5



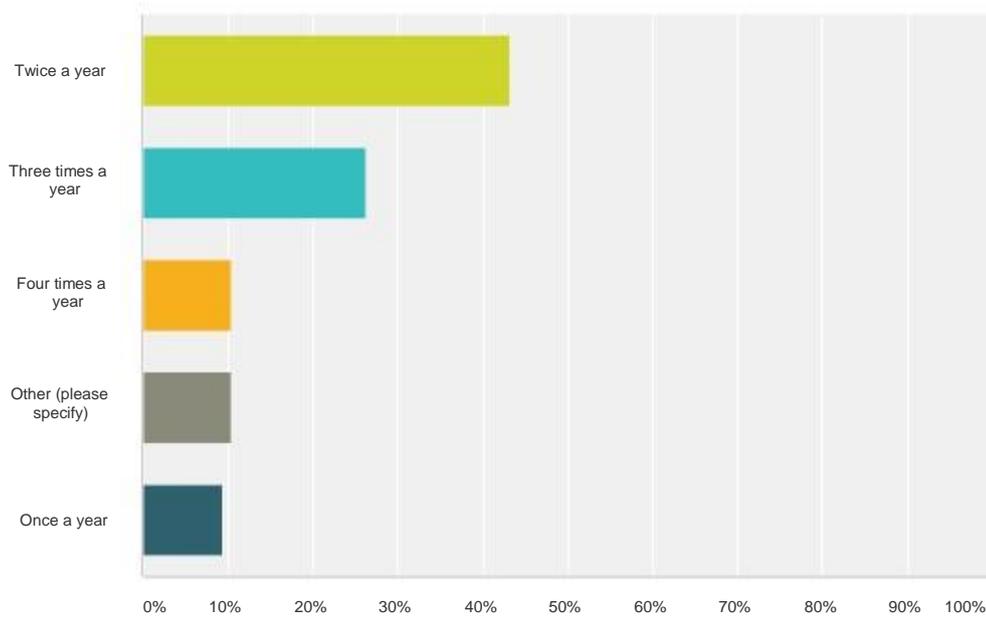
Answer Choices	Responses
Twice a year	37.89% 36
Once a year	35.79% 34
Other (please specify)	18.95% 18
Almost never	7.37% 7
Total	95

#	Other (please specify)	Date
1	Once nationally (funded), 2-4 regionally (not funded)	7/28/2015 1:46 PM
2	At least once a year, more, depending on topic	7/24/2015 8:38 AM
3	three times a year	7/23/2015 8:44 PM
4	Depends on subject. Doing more webinars.	7/23/2015 2:43 PM
5	At least once a year, more, depending on topic	7/23/2015 2:15 PM
6	I used to be fairly regular, but life has intervened in the past few years, and I haven't attended one since 2013.	7/22/2015 3:52 PM
7	It depends on what I can learn at the conference, network, available time and resources. Usually once or twice a year.	7/20/2015 3:35 PM
8	It's part of my job. Usually 6-8 per year.	7/16/2015 9:32 AM
9	NEA maybe once a year, but nearby CLHO half day workshops 2-4 times a year	7/15/2015 9:01 PM
10	When programming is relevant for my job. Over the last 10 years there has not been much at the locate or national conferences.	7/15/2015 7:43 PM
11	2-3 times per year	7/15/2015 1:50 PM
12	About every couple of years for one with my immediate needs.	7/15/2015 12:10 PM
13	up to 4 times a year, but usually 3	7/15/2015 11:29 AM
14	2-3 times depending on whether I attend SAA	7/15/2015 10:33 AM
15	Three times a year	7/15/2015 10:24 AM

16	About three or four times a year, if they are local	7/15/2015 10:17 AM
17	3+	7/15/2015 10:11 AM
18	Depends on cost and if I am a speaker. My job is part-time, and I cannot afford to go to conferences. If I have to take off work to attend that is an added cost as I do not have benefits	7/15/2015 10:06 AM

Q10 How often would you like to attend professional conferences?

Answered: 95 Skipped: 5

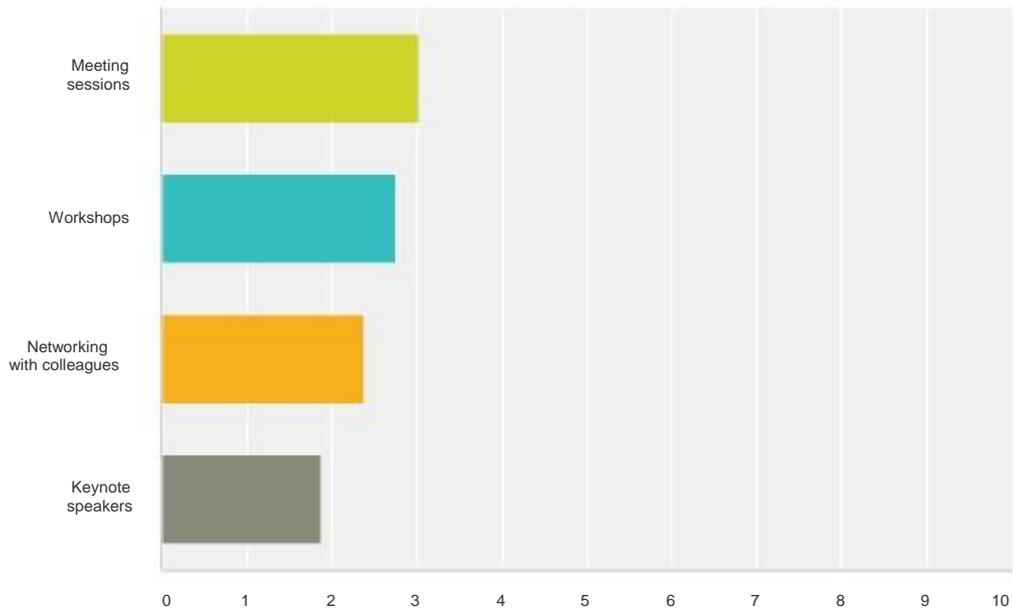


Answer Choices	Responses	Count
Twice a year	43.16%	41
Three times a year	26.32%	25
Four times a year	10.53%	10
Other (please specify)	10.53%	10
Once a year	9.47%	9
Total		95

#	Other (please specify)	Date
1	As often as I'd like, depending on how appealing the content of the conferences are.	7/24/2015 9:41 AM
2	At least once a year, more, depending on topic	7/23/2015 2:15 PM
3	Depends. I'd like to attend as often as possible, given I'm interested in the conference sessions/themes	7/23/2015 2:06 PM
4	As often as possible.	7/17/2015 12:11 PM
5	Whenever relevant programming is available.	7/15/2015 7:43 PM
6	As often as there are relevant topics	7/15/2015 2:53 PM
7	as relevant	7/15/2015 1:50 PM
8	Once or twice, depending on location, topics, and my own schedule.	7/15/2015 1:42 PM
9	As often as they are applicable and beneficial to my work.	7/15/2015 11:01 AM
10	As often as there are interesting ones I can afford to go to!	7/15/2015 10:14 AM

Q11 At a conference, what types of activities interest you most on a scale of 1- to 4 with 1 being the most interesting?

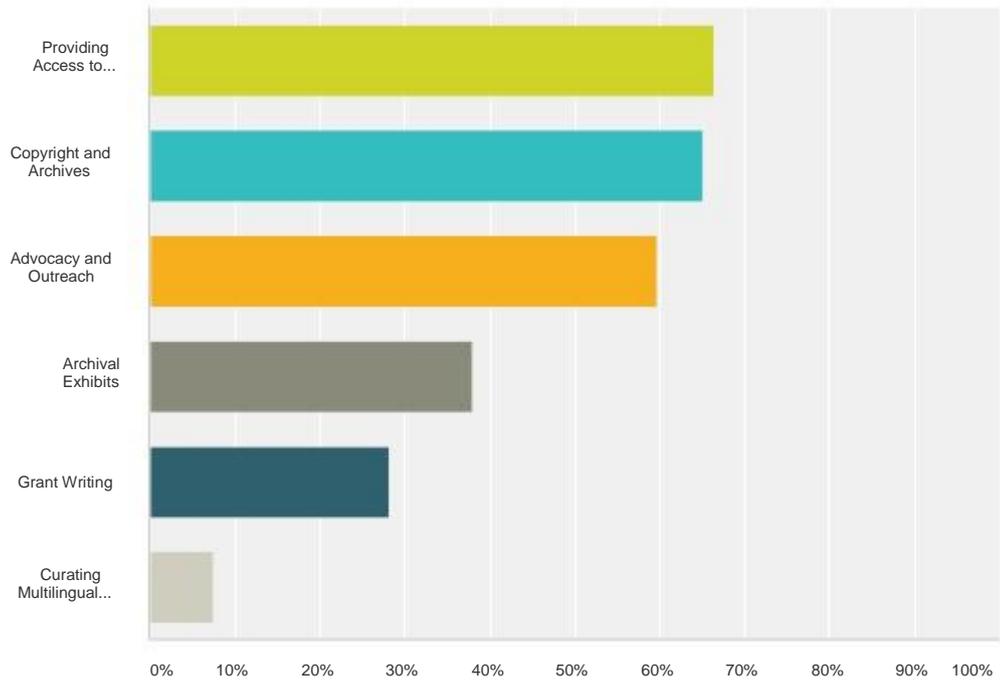
Answered: 95 Skipped: 5



	1	2	3	4	Total	Score
Meeting sessions	40.00% 36	32.22% 29	18.89% 17	8.89% 8	90	3.03
Workshops	38.30% 36	21.28% 20	18.09% 17	22.34% 21	94	2.76
Networking with colleagues	15.73% 14	29.21% 26	31.46% 28	23.60% 21	89	2.37
Keynote speakers	7.53% 7	18.28% 17	29.03% 27	45.16% 42	93	1.88

Q12 What conference session topics are you most interested in? Check all that apply.

Answered: 92 Skipped: 8



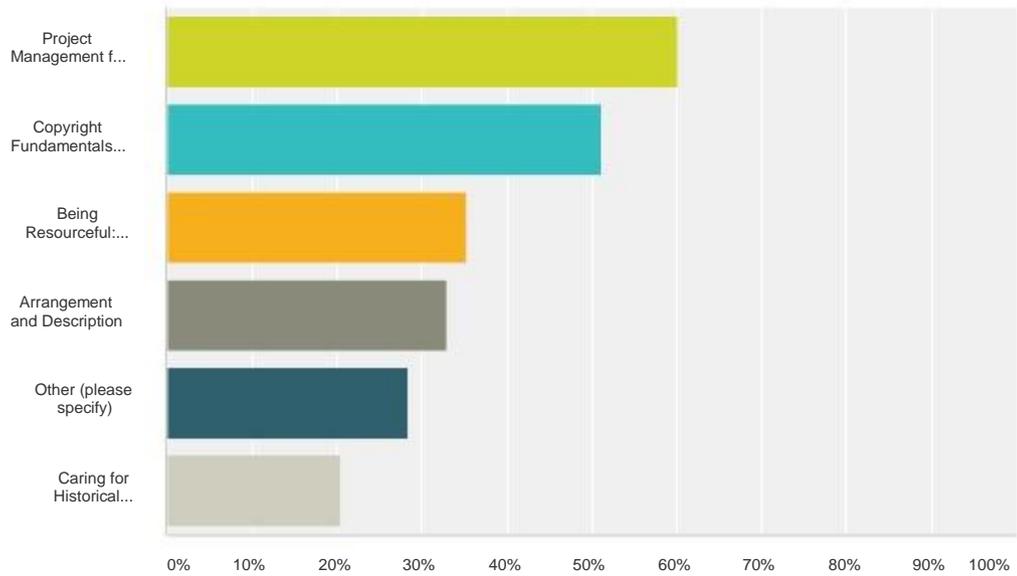
Answer Choices	Responses
Providing Access to Born-Digital Materials	66.30% 61
Copyright and Archives	65.22% 60
Advocacy and Outreach	59.78% 55
Archival Exhibits	38.04% 35
Grant Writing	28.26% 26
Curating Multilingual Oral Histories	7.61% 7
Total Respondents: 92	

#	Other (please specify)	Date
1	Lone Arrangers / working with limited resources	7/28/2015 1:46 PM
2	preservation managing the archives	7/24/2015 2:33 PM
3	Preservation	7/24/2015 12:24 PM
4	Reference services; cataloging print materials; cataloging rare books	7/23/2015 8:44 PM
5	Educational use of primary sources	7/23/2015 2:51 PM
6	Risk assessment, prioritizing for digitization, care and handling	7/23/2015 2:35 PM
7	Volunteer recruitment and management	7/22/2015 3:52 PM

8	Anything to do with audiovisual materials. Anything to do with innovative and low-cost solutions. Anything practical and immediately (or immediately with some training) practicable.	7/16/2015 9:32 AM
9	Since I mainly work with families and their private archives, it would be interesting to explain to other archivists that this type of work is available. How that would happen would be up to NEA.	7/16/2015 8:20 AM
10	Acquisitions policies and procedures, donor relations, collection development and deaccessioning.	7/15/2015 7:43 PM
11	instruction	7/15/2015 1:50 PM
12	Ethical issues around archives, such as privacy and access, and other legal issues besides copyright that have to do with access and restrictions.	7/15/2015 1:42 PM
13	Theory and ethics	7/15/2015 11:56 AM
14	Digital preservation and copyright issues.	7/15/2015 11:24 AM
15	Preserving digital materials	7/15/2015 11:01 AM
16	Preservation	7/15/2015 10:53 AM
17	Appraisal and media.... Archival Theory	7/15/2015 10:33 AM
18	Migration processes and innovative ways to highlight collections	7/15/2015 10:24 AM
19	Basic archival management	7/15/2015 10:15 AM
20	Sessions related to job-hunting, the advocacy for more full-time benefitted positions	7/15/2015 10:06 AM
21	electronic records	7/15/2015 10:05 AM

Q13 What types of archival training/workshops would be most valuable for your organization? Check all that apply.

Answered: 88 Skipped: 12



Answer Choices	Responses
Project Management for Archival Processing	60.23% 53
Copyright Fundamentals for Archivists and Librarians	51.14% 45
Being Resourceful: DIY supports & enclosures	35.23% 31
Arrangement and Description	32.95% 29
Other (please specify)	28.41% 25
Caring for Historical Records: An Introduction	20.45% 18
Total Respondents: 88	

#	Other (please specify)	Date
1	teaching and learning	7/29/2015 4:01 PM
2	SAA provides the "upper level" workshops of interest to my organization	7/23/2015 8:44 PM
3	Reference!!! It gets very little attention in NEA	7/23/2015 4:57 PM
4	Processing Electronic Records	7/23/2015 4:03 PM
5	Educational use of primary sources	7/23/2015 2:51 PM
6	More advanced copyright	7/23/2015 2:39 PM
7	Format identification	7/23/2015 2:35 PM
8	Digital preservation, by far the most needed education	7/23/2015 2:35 PM
9	Grant writing	7/22/2015 3:52 PM
10	ArchivesSpace and EAD workshops/sessions	7/18/2015 4:04 PM

11	Case studies: How institutions are managing born digital records	7/16/2015 11:04 AM
12	N/A.	7/16/2015 9:32 AM
13	Institutional records management, digital preservation, making money from your collections, advanced PastPerfect class or migrating to PastPerfect 6	7/15/2015 9:01 PM
14	Legal documents: deeds of gift, copyright law/ownership-advanced	7/15/2015 7:43 PM
15	DACS, EAD, metadata	7/15/2015 2:53 PM
16	caring for & digitizing A/V materials. Ethical issues around archives, such as privacy and access, and other legal issues besides copyright that have to do with access and restrictions.	7/15/2015 1:42 PM
17	Born digital	7/15/2015 12:31 PM
18	How to use time most efficiently for a major task as well as day to day challenges.	7/15/2015 12:10 PM
19	metadata creation or electronic records workflow	7/15/2015 11:29 AM
20	not really sure	7/15/2015 11:24 AM
21	customizing open source tools	7/15/2015 11:01 AM
22	EAD, DACS, other standards	7/15/2015 10:32 AM
23	Free tech tools put to creative purposes	7/15/2015 10:17 AM
24	Architectural records	7/15/2015 10:06 AM
25	electronic records and programming; database administration	7/15/2015 10:05 AM

Q14 What types of conferences, workshops, and professional development/training opportunities would most assist you and your organization at this time?

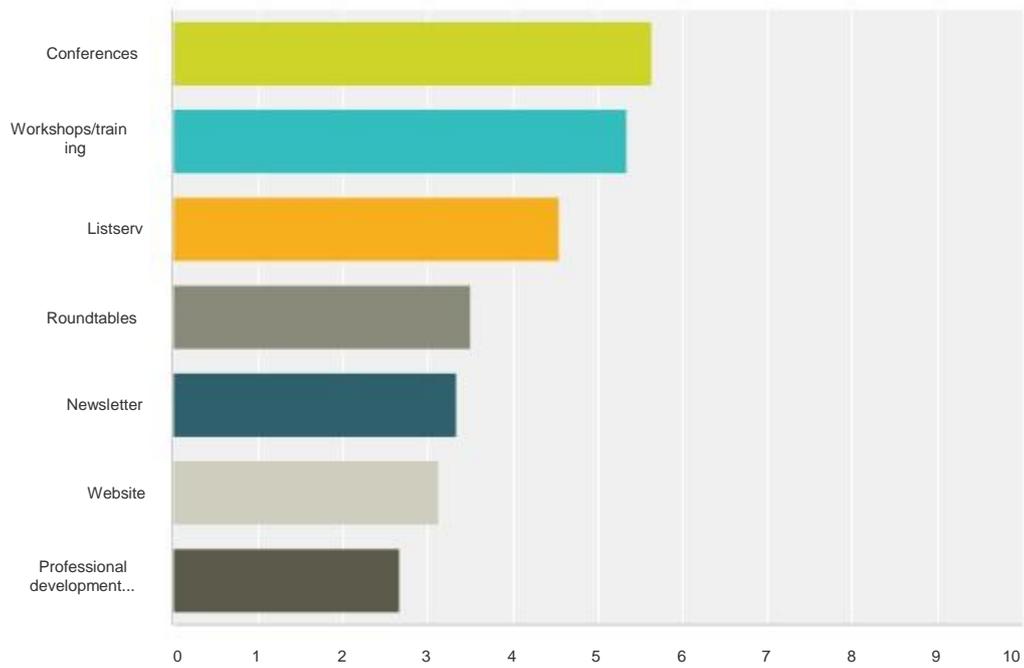
Answered: 40 Skipped: 60

#	Responses	Date
1	Digital preservation, digital asset management, advocacy & outreach, descriptive standards and tools	7/28/2015 2:03 PM
2	Project management, processing, providing digital access	7/24/2015 12:26 PM
3	anything related to archival advocacy and outreach	7/24/2015 9:43 AM
4	Some of the SAA workshops	7/23/2015 8:46 PM
5	Storage practices, arrangement and description. Online archives.	7/23/2015 5:45 PM
6	Reference; preservation/conservation on tight budgets	7/23/2015 5:00 PM
7	anything related to: processing electronic records, teaching and information literacy topics, or advanced-level technology trainings	7/23/2015 4:06 PM
8	Digital preservation	7/23/2015 3:33 PM
9	Digital preservation; project management for digital projects; hands-on preservation; storage and handling of special format materials; comparisons of digital asset management programs	7/23/2015 2:44 PM
10	Digital.	7/23/2015 2:41 PM
11	Risk assessment, format identification, care and handling (preferably with a hands-on component)	7/23/2015 2:37 PM
12	Interface with offices which send items to, or request information from, archives--methods of outreach to assure quality of items submitted	7/23/2015 2:18 PM
13	gathering, accessioning and preserving born digital materials exhibits on a shoestring digitizing av materials	7/22/2015 8:51 PM
14	Something that's not so far away that people wouldn't attend it.	7/22/2015 3:54 PM
15	Archiving born digital documents; archiving social media of the organization; project management; conversion of audio / visual collections	7/20/2015 3:37 PM
16	rare books- preservation, conservation, cataloging; volunteer management- community members, students; working with a board of trustees	7/18/2015 7:09 PM
17	We are currently starting to work with more born digital materials, so anything on a related topic would be helpful.	7/17/2015 11:26 PM
18	As a lone arranger, I could use assistance and training to fill skill gaps so I could run my department more efficiently - rare book care and conversation, digital asset management, and coding are a few areas that come to mind.	7/16/2015 2:51 PM
19	Information on digital archives management, best practices, standards, methodologies and tools including forensics tools. Not overviews but case studies and hands-on workshops. Similarly, hands on programs on use and development of exhibit, digital asset, and archives management tools. Information on costing out the technology and resources required to bring such tools/initiatives to operational status.	7/16/2015 11:11 AM
20	How to talk to non-archivists about archival work	7/16/2015 11:09 AM
21	Anything on what's going on/what's coming up with digital preservation (especially for smaller orgs)	7/16/2015 9:38 AM
22	Time/project management	7/16/2015 9:19 AM
23	n/a	7/16/2015 8:22 AM
24	Learning about opportunities to participate in larger audience portals and how to go about getting started (eg. CTDA); digital preservation and institutional records management for the administrator who will not listen; converting finding aids to EAD; how to convert social media likes into visitation, membership, donors; disaster planning	7/15/2015 9:09 PM
25	Acquisitions/deaccessioning, grant writing, digital access and preservation, preservation techniques.	7/15/2015 7:47 PM
26	substantial, hands-on digital archives training projects	7/15/2015 1:20 PM

27	anything on born digital, archives space, university records, and outreach	7/15/2015 12:34 PM
28	Best means to keep digital files for the future.	7/15/2015 12:10 PM
29	Digital forensics workshops and training on AV conversion	7/15/2015 11:58 AM
30	Digital collections management - storage options, cataloging standards,	7/15/2015 11:32 AM
31	It's all digital, unfortunately. I wish care of rare books was as useful to me, but there are no jobs in that field so I am where I find myself...	7/15/2015 11:27 AM
32	We've had limited success finding models for hands-on archives programming for middle and high school children, and we've not had much luck finding examples of places that have integrated databases for object collections and archives, particularly for searching.	7/15/2015 11:05 AM
33	My biggest difficulty is getting away from the Archives during the school year. Meetings during the summer would be helpful.	7/15/2015 10:54 AM
34	Digital Preservation	7/15/2015 10:34 AM
35	Born digital materials processing and tools	7/15/2015 10:19 AM
36	Advocacy, Primary Sources in Education Programming, Community-Based Archives	7/15/2015 10:17 AM
37	Cheaper ones (no money for registration, travel or hotels)	7/15/2015 10:17 AM
38	Digital archives management	7/15/2015 10:15 AM
39	Learning about collaboration tools and how to use them more effectively.	7/15/2015 10:12 AM
40	More on digital records and their care	7/15/2015 10:10 AM

Q15 What NEA services would be most valuable to you on a scale of 1 to 7 with 1 being the most valuable?

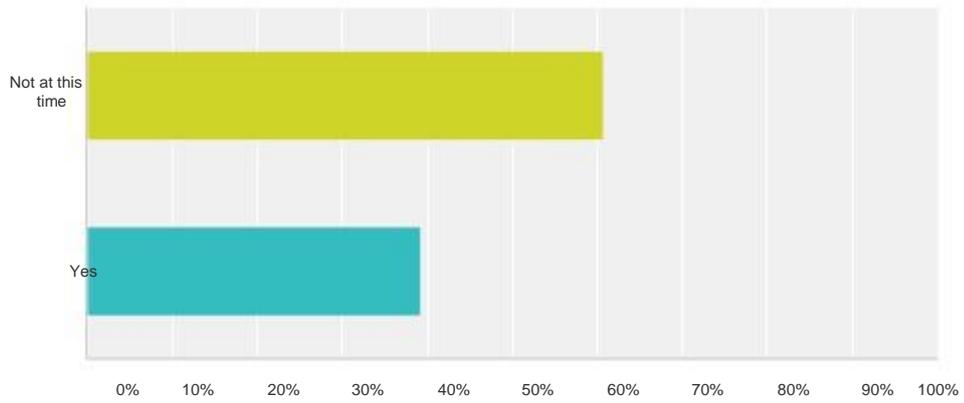
Answered: 86 Skipped: 14



	1	2	3	4	5	6	7	Total	Score
Conferences	37.35% 31	21.69% 18	27.71% 23	1.20% 1	6.02% 5	3.61% 3	2.41% 2	83	5.63
Workshops/training	36.59% 30	21.95% 18	12.20% 10	14.63% 12	4.88% 4	3.66% 3	6.10% 5	82	5.35
Listserv	13.10% 11	25.00% 21	17.86% 15	17.86% 15	8.33% 7	9.52% 8	8.33% 7	84	4.55
Roundtables	4.88% 4	12.20% 10	7.32% 6	25.61% 21	15.85% 13	23.17% 19	10.98% 9	82	3.51
Newsletter	2.44% 2	9.76% 8	13.41% 11	17.07% 14	24.39% 20	17.07% 14	15.85% 13	82	3.34
Website	3.66% 3	4.88% 4	14.63% 12	12.20% 10	26.83% 22	18.29% 15	19.51% 16	82	3.13
Professional development scholarships and awards	3.85% 3	6.41% 5	7.69% 6	11.54% 9	11.54% 9	24.36% 19	34.62% 27	78	2.68

Q16 Would you be interested in learning more about the professional resources available through NEA?

Answered: 84 Skipped: 16



Answer Choices	Responses	
Not at this time	60.71%	51
Yes	39.29%	33
Total		84

Q17 If you answered yes to question 16, please provide your e-mail address so that NEA can send you informational material.

Answered: 33 Skipped: 67

33 responses with e-mail contacts were received. Please see CTF co-chairs for specific e-mail addresses.

Appendix 3: Archives-related Associations in New England

State-wide Organizations

We use the term “archives-related” for associations listed in this Appendix in the broad sense of the term: associations whose members may work with or have an interest in archives collections. Developing partnerships with these organizations offers NEA the possibility of reaching out to geographically and professionally diverse constituencies, currently less represented among the NEA membership.

Each New England state has a library association (listed below) and although the majority of the members are librarians and not archivists there is still an opportunity to reach out to these groups because many reference librarians are also in charge of their local history collection, which may have archival material. In addition, they hold annual meetings, which is one way to provide outreach to this group. Most of the state library associations also have some kind of professional development opportunities for members and while the majority of topics are geared towards public library issues, there could be ways to bring basic archival knowledge to this group.

Another possibility for partnerships is with the many state-based and regional town clerks’ associations. We had an especially strong response to the survey from town and city clerks, many of whom are responsible for and work with archival collections.

We incorporated the answers to Question 6 of the survey, that asked which professional organizations respondents belonged to, into the listings below.

Connecticut

Association for the Study of Connecticut History: Since 1970 the ASCH has been promoting the study of the history of Connecticut via meetings and conferences. “Our meetings, conferences and the Connecticut History Review serve many different constituencies: academic scholars, museum and historical society professionals, history buffs, graduate students, and educators”.

Connecticut Historical Society: A private, nonprofit, educational organization established in 1825, the Connecticut Historical Society is the state’s official historical society and one of the oldest in the nation.

CT Humanities: “Connecticut Humanities creates opportunities to think, learn and understand more about ourselves, our communities and our state. We bring together people of different viewpoints, ages and backgrounds to learn from and about each other, discuss issues of vital concern, explore new ideas and historical perspectives, and experience the cultural richness around them. We also serve as an advocate for, partner of, and grant-maker to Connecticut organizations that share our vision.”

Connecticut League of History Organizations: For over 50 years, CLHO has strengthened and sustained members by sharing knowledge and experience, and promoting best practices among museums, historical societies and all who steward Connecticut's heritage collections.

Connecticut State Library: The mission of the Connecticut State Library is to preserve and make accessible Connecticut’s history and heritage and to advance the development of library services statewide.

Greater Naugatuck Valley History Consortium: “Purpose... is to join together the greater Naugatuck Valley historical societies, municipal and town historians, librarians, museum leaders and all other interested persons with common purposes and goals.”

Maine

Maine Archives and Museums (MAM): MAM provides support to both museums and archives. MAM provides its members with disaster planning and response help; workshops; networking opportunities and annual meetings.

Maine Historical Society: Founded in 1822, the Maine Historical Society is the third oldest state historical society in the United States. “A growing museum, incomparable library and statewide educational resource, we are located in the heart of Portland’s downtown cultural district.”

Maine Library Association: Established in 1891 to promote library interest in the State of Maine. Over the years, MLA’s membership has grown to over 400 librarians, support staff and library supporters.

Maine State Library: The Maine State Library facilitates access to and delivery of library services and collection resources for the State of Maine.

Maine Town & City Clerks Association (MTCCA): The Maine Town and City Clerks’ Association (MTCCA) is an organization of municipal clerks, deputy clerks and assistant clerks throughout the state of Maine. An association of over 700 members, the MTCCA is a professional-level affiliate group of the Maine Municipal Association (MMA).

Massachusetts

Digital Commonwealth: An online repository of digitized materials from its member organizations – has an annual meeting, which is usually held in western Massachusetts. Many of the topics revolve around issues of digital data and digital preservation issues among other similar topics.

Massachusetts Board of Library Commissioners (MBLC): The Massachusetts Board of Library Commissioners (MBLC) is the agency of state government with the statutory authority and responsibility to organize, develop, coordinate, and improve library services throughout the Commonwealth.

Massachusetts Historical Society (MHS): Founded in 1791, the Massachusetts Historical Society is an independent research library and an invaluable resource for American history, life, and culture.

Massachusetts Town Clerk's Association: The MTCA shall be dedicated to the purposes of increasing the proficiency of Town Clerks and other local government officials, of strengthening the quality of local government through professionalism, and of promoting recognition of the importance of the office of the Town Clerk.

North Shore City and Town Clerks Association: Information unavailable on the Internet.

Pioneer Valley History Network: The Pioneer Valley History Network is a resource for local history organizations in western Massachusetts—and the public they serve. Their mission is to promote and provide effective communication and collaboration among the historical societies, sites, and museums of the Pioneer Valley and to foster a public appreciation for, and awareness of, such repositories of history.

New Hampshire

The Association of New Hampshire Historical Societies (ANHHS): See Facebook page for contact information.

The NH Association of City and Town Clerks (NHACT): The New England Association of City and Town Clerks is an organization of Municipal Clerks from the six New England States whose mission is to foster professional development, personal growth and educational opportunities for members by strengthening communication and networking opportunities, holding annual conferences and sponsorship of the New England Municipal Institute and Academy.

New Hampshire Archives Group (NHAG): The New Hampshire Archives Group is an unincorporated volunteer organization that educates and supports any individual or organization in New Hampshire that is responsible for or interested in the management and preservation of archival records.

Archives & Special Collections Interest Group of the NH College and University Libraries Consortium (NHCUC): Newly formed - no information available online.

The New Hampshire Library Association (NHLA): NHLA is a professional association of library personnel, trustees, and library supporters whose purpose is: to advance the interests of its members through advocacy on library issues and increasing public awareness of library service; to support the professional development of its members; to foster communication and encourage the exchange of ideas among its members; to promote participation in the association and its sections.

New Hampshire Historical Society: The New Hampshire Historical Society's mission is to educate a diverse public about the significance of New Hampshire's past and its relationship to our lives today. In support of this mission, the Society collects, preserves, and interprets materials pertaining to New Hampshire history.

New Hampshire State Library: The mission of the New Hampshire State Library is to: promote excellence in libraries and library services to all New Hampshire residents; assist libraries and the people of New Hampshire with rapid access to library and informational resources through the development and coordination of a statewide library/information system; meet the informational needs of New Hampshire state, county and municipal governments and its libraries; serve as a resource center for New Hampshire.

Rhode Island

The Rhode Island Historical Preservation & Heritage Commission: Rhode Island's state agency for historical preservation and heritage programs. The Commission operates a statewide historical preservation

program that identifies and protects historic buildings, districts, structures, and archaeological sites. The Commission also develops and carries out programs to document and celebrate the rich cultural heritage of Rhode Island's people.

Rhode Island Historical Society: The Rhode Island Historical Society, believing that a sense of history is fundamental to understanding human experience, collects, preserves, and shares materials from Rhode Island's past, so that present and future generations can comprehend more fully their predecessors, their communities, and themselves. Pursuing the highest standards of collection, preservation, presentation, and management, the Society encourages and assists people of all backgrounds and interests to learn more about Rhode Island's varied history.

Rhode Island Library Association: A professional association of Librarians, Library Staff, Trustees, and library supporters whose purpose is to promote the profession of librarianship and to improve the visibility, accessibility, responsiveness and effectiveness of library and information services throughout Rhode Island.

Vermont

Vermont Archives Network (VAN): An informal group of archivists, manuscript curators, and librarians that meet occasionally and organize meetings and workshops in response to member concerns and interests.

Vermont Historical Records Advisory Board: Coordinates grants and programs that provide support to Vermont libraries, museums and historical societies, as well as municipal governments

Vermont Historical Society: Since 1953, the Vermont Historical Society has provided outreach and support to Vermont's local history community through the League of Local Historical Societies. In 2010, with the disbanding of the Vermont Museum and Gallery Alliance, VHS extended the services to include museums and has been expanding collections care services.

Vermont Library Association (VLA): An educational organization working to develop, promote, and improve library and information services and librarianship in the state of Vermont.

Regional Organizations

New England Association of City and Town Clerks: The New England Association of City and Town Clerks is an organization of Municipal Clerks from the six New England States whose mission is to foster professional development, personal growth and educational opportunities for members by strengthening communication and networking opportunities, holding annual conferences and sponsorship of the New England Municipal Institute and Academy.

New England Historical Association: The purpose of the New England Historical Association is to serve the interests of historians in New England and elsewhere, whether professional or amateur, academic or non-academic, by providing them with a forum in which they can: Present and exchange the fruits of their

research, study, and teaching experience; meet socially; inform themselves about resources for the study and teaching of history, opportunities for the application of historical learning, and other pertinent facets of the varied practice of history and maintain connections with the historical enterprise in its larger regional and national dimensions.

New England Library Association: Officially chartered in 1963, NELA is a regional organization whose membership represents a wide range of library related interests. Its objectives are to initiate, plan and support regional activities; to encourage the exchange of ideas; and to cooperate with regional and national agencies having related interests.

New England Museum Association: One of the largest regional professional associations is the New England Museum Association. (NEMA). Although the majority of its members are within the museum field there are archivists and librarians that are members of this organization. NEMA's professional affinity groups (PAGs) should be a focus of any NEA outreach efforts. These are similar to the NEA Roundtables in that they are discipline-specific and volunteer-driven. They work to ensure that certain groups are recognized and given an opportunity to present at the annual meeting and put together workshops and professional development opportunities throughout New England. There are two specific PAGs that NEA should focus its efforts on: the Curators PAG and the Library and Archives PAG.¹¹ NEA has partnered with the Library and Archives PAG in the past, such as the "Archives 101: Archival Exhibitions" workshop at the spring 2014 NEA spring meeting.

¹¹ Please note, one of the authors of this report is a member of NEMA and belongs to the Library & Archives PAG.