**Tool #11: In-house Use of Archival Materials Survey**

*This preliminary survey can be used to give a general sense of how collection material is used by different individuals and departments of the company. This survey should take about ten minutes.*

**Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How would you define your department role at the organization?** (Choose up to two that apply)

• Production

• Finance

• Company/General management

• Development

• Marketing

• Education

• Operations

**What materials do you directly access most frequently (by finding them yourself)?**

• Digital video

• Digital audio

• Digital photographs

• Physical photographs

• Tour books/files

• Physical press files

• Financial and development files

• Costume bibles

• Costumes and props

• Physical video or audio materials

• Artwork

• Musical scores

• Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What materials do you indirectly access most frequently (by asking another staff member for them)?**

• Digital video

• Digital audio

• Digital photographs

• Physical photographs

• Tour books/files

• Physical press files

• Financial and development files

• Costume bibles

• Costumes and props

• Physical video or audio materials

• Artwork

• Musical scores

• Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please elaborate in a few sentences on when, why, and how you use company materials:**

**When and how did you learn the appropriate way to access materials?**

• From a written procedure document

• From a supervisor during initial training

• From a colleague when the need arose

• Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• I have received no guidance on appropriate access procedures

**How frequently do you directly access...**

**a) digital video materials?**

• More than once a day

• More than once a week

• More than once a month

• Rarely

• Never

**b) physical video materials?**

• More than once a day

• More than once a week

• More than once a month

• Rarely

• Never

**c) digital photographs?**

• More than once a day

• More than once a week

• More than once a month

• Rarely

• Never

**d) physical photographs?**

• More than once a day

• More than once a week

• More than once a month

• Rarely

• Never

**e) paper files (press, tour files, financial records)**

• More than once a day

• More than once a week

• More than once a month

• Rarely

• Never

**f) digital files (not video, audio or photos)?**

• More than once a day

• More than once a week

• More than once a month

• Rarely

• Never

**Which staff members do you go to when you need materials?** (List names and titles.)

**Are you ever personally responsible for uploading, inputting, and/or adding new materials to the company’s digital collections?**

• Yes

• No

**Are you ever personally responsible for uploading, inputting, and/or adding new materials to the company’s physical collections?**

• Yes

• No

**If you answered yes, please list the sources from which you receive the materials.** (i.e. staff member/department, presenters, venues, and what types of materials you receive from them)

**When you access digital assets, do you ever copy, rename, move, or edit them?** (Check all that apply)

• Move

• Copy

• Rename

• Edit

**If you checked any of the above boxes, please explain how and why you do so.**

**Are you responsible for managing, backing up, and/or preserving any of the digital assets used by your department?**

• Yes

• No

**How easy is it for you to find the digital files you need on the company’s shared drives?** (where 1 is very easy and 5 is very difficult)

• 1

• 2

• 3

• 4

• 5

**How easy is it for you to find the physical files you need on the company’s shared drives?** (where 1 is very easy and 5 is very difficult)

• 1

• 2

• 3

• 4

• 5

**What do you find most convenient/efficient/successful about the current organization of the company’s digital files?**

**What do you find most convenient/efficient/successful about the current organization of the company’s physical files?**

**What do you find most challenging/problematic about the current organization of the company’s digital files?**

**What do you find most challenging/problematic about the current organization of the company’s physical files?**

**Elaborate on how the company’s management of digital files could be improved:**

**Elaborate on how the company’s management of physical files could be improved:**