Scholarly Engagement With Special Collections and Archives

1 **Who are the primary users of your institutional (or consortial) collections?**

Choose only those groups your institution or consortium serves in significant enough numbers to affect your planning for projects and services.

- ○ academic faculty from within my institution (or consortium)
- ○ academic faculty from outside my institution (or consortium)
- ○ graduate students from within my institution (or consortium)
- ○ graduate students from outside my institution (or consortium)
- ○ undergraduate students within my institution (or consortium)
- ○ undergraduate students outside my institution (or consortium)
- ○ elementary and secondary school teachers and students
- ○ independent researchers
- ○ members of a professional group, such as medical doctors or lawyers
- ○ staff members at my institution (or in my consortium)
- ○ government officials
- ○ local community members
- ○ genealogical researchers
- ○ Other, please specify:

2 **Does the involvement of scholars in your project relate to your institution's (or your consortium's) stated mission or strategic plan?**

(Again, the term *scholar* refers broadly to those who actively engage in research and/or teaching as subject specialists, such as academic faculty, graduate students, independent researchers, subject librarians or archivists, artists, and others.)

YES   NO

If yes, describe how:

3   **What services does your institution currently provide to scholars?**

Choose all that apply.

- ⚪ in-person reference services
- ⚪ telephone or email reference services
- ⚪ collections tours
- ⚪ facilities tours
- ⚪ in-person research consultations
- ⚪ research services (conducting research on behalf of patrons)
- ⚪ library instruction for individual courses
- ⚪ digital scholarship support (help with instructional and research technologies)
- ⚪ purchase requests
- ⚪ interlibrary loan
- ⚪ copyright and intellectual property consultations
- ⚪ photocopying requests
- ⚪ scanning and/or digitization requests
- ⚪ reading room access
- ⚪ wireless internet access
- ⚪ borrowing of electronic equipment, including digital cameras, scanners, or laptops
- ⚪ patron-accessible computers
- ⚪ access to research tools, such as pencils, scrap paper, magnifying glasses, and book supports
- ⚪ educational programs conducted by staff
- ⚪ educational programs conducted by fellow researchers or visitors
- ⚪ exhibits
- ⚪ exhibit tour requests
- ⚪ opportunity to apply for grants or fellowships managed by your institution
- ⚪ Other, please specify:

_____

4   **Does your institution currently assess its services for scholars?**

[YES] [NO]

If so, how? (For example, conducting surveys, interviews, or focus groups, keeping statistics, etc.)

[   ]

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5   **Will the current project affect any services provided for scholars?**

[YES]   [NO]

If so, how?

[   ]

[SUBMIT]

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6   **How did you find out about the Hidden Collections grant program?**

Choose all that apply.

○ the CLIR web site

○ a web site other than CLIR's site

○ an email

○ a print announcement

○ a conference presentation

○ a colleague

○ Other, please specify:

[   ]

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7   **What were your criteria for determining the selection of the three individuals who supported your proposal with letters of recommendation?**

Choose all that apply.

○ subject expertise

○ Ph.D. or other terminal degree in subject area

○ Masters degree or other advanced degree in subject area

○ knowledge of cataloging technologies or metadata formats described in your proposal

○ Masters degree in library science, information science, or related area

○ formal affiliation with your institution

○ knowledge of the targeted collection

○ previous experience working closely with librarians or archivists involved in the project

○ good recommendation from librarians or archivists involved in the project

○ good recommendation from a colleague or friend not involved in the project

○ Other, please specify:

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8   **Will any of the individuals who provided recommendations be involved in the project itself?**

[YES]   [NO]

If so please describe the nature of their involvement:

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9   **Did usage data for your collections (whether anecdotal or formally captured) affect your selection of the hidden collection(s) described in your proposal?**

[YES]   [NO]

If yes, please explain:

[SUBMIT]

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10 **To what extent were scholars involved in the following project planning activities?**

Select one of the four options and, when possible, please explain the nature of the involvement in the comment space provided.

1 NO INVOLVEMENT	2 MINIMAL INVOLVEMENT	3 SOME INVOLVEMENT	4 INTENSIVE INVOLVEMENT

Selection of hidden collection(s) to process

[1]   [2]   [3]   [4]

Comments:

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Drafting of grant proposal

[1]   [2]   [3]   [4]

Comments:

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Selection of technology to support the project (e.g. archival management software)

[1]   [2]   [3]   [4]

Comments:

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11 **To what extent are scholars involved in the following aspects of project execution?**

Select one of the four options and, when possible, please explain the nature of the involvement in the comment space provided.

1 NO INVOLVEMENT	2 MINIMAL INVOLVEMENT	3 SOME INVOLVEMENT	4 INTENSIVE INVOLVEMENT

Training of catalogers

[1]   [2]   [3]   [4]

Comments:

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Cataloging/processing of collections

| 1 | 2 | 3 | 4 |

Comments:

_____

Project oversight

| 1 | 2 | 3 | 4 |

Comments:

_____

Project outreach (lectures, exhibits, publications, conference presentations, etc.)

| 1 | 2 | 3 | 4 |

Comments:

_____

Project review/evaluation

| 1 | 2 | 3 | 4 |

Comments:

_____

12 **Are scholars involved in any other aspect of your project that was not mentioned above?**

[YES] [NO]

If so, please describe:

_____

[SUBMIT →]

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13 **What success factors, if any, do you anticipate establishing for your grant project? (Please note that in your original grant application you were not required to submit a post-project evaluation plan. This question is only meant to gather information about how you may or**

may not be planning to evaluate your project.)

Choose all that apply.

- ○ new or increased use of the targeted collections by individuals at your institution(s)
- ○ new or increased use of the targeted collections by individuals from outside your institution(s)
- ○ new or increased use of targeted collections in teaching
- ○ use of the targeted collections by scholars or students who are involved with the project
- ○ increasing numbers of requests for information related to the collections
- ○ increasing numbers of visits to a project website
- ○ publicity generated by others (not involved with the project)
- ○ use of the targeted collections in, or as inspiration for, new creative works (literature, film, music, visual arts, etc.)
- ○ adoption of project technologies and/or methods in future cataloging initiatives at your institution
- ○ adoption of project technologies and/or methods for cataloging initiatives at other institutions (not involved with the project)
- ○ Other, please specify:

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14 Are there any other comments you would like to add that would help us understand the ways in which your project will involve scholars?

SUBMIT