**Council on Library and Information Resources**
**Hidden Collections Webinar Series Survey**
**April 2016**

*CLIR is conducting a survey to inform an upcoming series of professional development webinars, and we welcome your input! This document provides an outline of the survey for reference purposes.*

*To take the survey, [click here to access the online form](). Thank you!*

## Introduction

Since 2008, with the support of The Andrew W. Mellon Foundation, the Council on Library and Information Resources has invested in innovative and efficient approaches to describing rare collections through Cataloging Hidden Special Collections and Archives: Building a New Research Environment. In an effort to disseminate lessons learned from these valuable projects, CLIR is now developing a series of webinars in which grant recipients will share key insights that are shaping their approach to making hidden collections accessible both now and in the future. These webinars will provide others in the field access to a body of knowledge, deepening the impact of CLIR's original project and continuing its promotion of best practices.

The series will comprise six 90-minute live webinars that will also be recorded and made available on the CLIR website. In conjunction with the CLIR Hidden Collections Registry and other resources, these webinars will provide a useful framework for institutions embarking on new cataloging and processing projects. This survey is intended to help guide the development of the series by identifying topics of widespread interest among the broad range of professional communities working with hidden collections.

**\*** Questions marked with an asterisk are required.

## Demographic information

*These questions will help CLIR better understand the variety of professional contexts in which potential participants in the webinar series currently work.*

1. Have you worked at an institution that received a CLIR Cataloging Hidden Collections and Archives grant?

2. What type of institution best describes where you work? (Note: if you are currently a full-time student, please select "Student" below.) **\***
   - Academic Library
   - Government Library or Research Center
   - Historical Society
   - Independent Library or Research Center
   - Museum
   - Public Library
   - Student
   - Other (please explain)

3. What is the annual budget for collections in your institution (excluding staffing)?
   - $0-$25,000
   - $25,001-$50,000
   - $50,001-$100,000
   - More than $100,000
   - I am unsure

4. How many paid staff are dedicated to your collections? (please answer in terms of Full Time Employees or FTE)
   - 0-1
   - 2-5
   - 6-20
   - 21-40
   - 41 or more
   - I am unsure

5. Do you currently allow volunteers to assist with cataloging and processing activities?

6. If your collections are part of a greater organization (e.g., a library at a university or a library in a museum), how many total FTE work in the larger institution?
   - 0-20
   - 20-50
   - 50-100
   - 100 or more
   - I am unsure

7. What types of materials do you currently hold in your collection? (Select all that apply.)
   - Book
   - Text (printed or digital text-based records of any kind)
   - Manuscript (handwritten documents of any kind)
   - Ephemera (of any kind)
   - Image (photographs, photonegatives, slides, digital images, etc.)
   - Audio (any audio format, analog or digital)
   - Audiovisual (any audiovisual format, analog or digital)
   - Architectural or engineering drawings
   - Maps
   - Artifacts
   - Artworks
   - Specimens
   - Datasets (analog or digital)
   - Other, please specify

8. Is there any additional demographic information or clarification of your above answers that you feel would be helpful for CLIR to understand in our efforts to plan webinars that would be relevant to your needs?

*These questions will gather information about respondents' priorities and interests among potential topics to be covered in the webinar series.*

9. In its webinar series, CLIR would like to address topics of widespread interest to professionals who work with collections. Our goals are to select topics that are suitable for exploration in an online classroom environment and that have not been sufficiently addressed elsewhere. Keeping these goals in mind, select from the following list of topics those you would most like CLIR's webinar series to address (Select up to 8). **\***

- **Successful project preparation**: Collection selection and assessment for processing, project planning, developing project workflows, and determining best practices based on unique collection needs and end-users
- **Goals and assessment**: Setting realistic and measurable project goals, maintaining processing metrics, and assessing project success
- **Dealing with collection red flags**: Assessing privacy/legal risks, coping with less than ideal collection environments, identifying hazardous materials, and handling culturally sensitive collections
- **Building successful relationships**: Institutional collaboration, management buy-in, community advocates, living donors
- **Budgeting issues**: Calculating true collections costs, grant-seeking basics, and maintaining support after the grant is complete
- **Writing project documentation**: Training manuals, records of institutional knowledge, and procedural documentation
- **Selecting systems and tools**: Using what you have, exploring other options, considering interoperability, overcoming institutional technology challenges
- **Cataloging tips and tricks**: Assigning appropriate controlled vocabularies, cataloging with the end user in mind, minimizing human error
- **Adopting and adapting cataloging and description standards** to meet rare and special collection needs
- **Cataloging and processing with the future in mind**: Digitization, future growth, and preparing a new generation of content makers
- **The power of connections**: Employing linked data for collection exposure, cataloging for global access, linking disparate collections for serendipitous discovery
- **Overcoming staffing challenges**: Using students, interns, volunteers, crowd sourcing, and other creative sources to ease the processing burden; maintaining project consistency through staffing changes
- **Social media and collections**: How and what to use, how much is enough, and how to reach targeted and untapped audiences
- **Curriculum connections**: Reaching out to K-12 and undergraduate audiences with special collections
- **Marketing collection success and discovery**: Usage in your institution, outreach to regional arenas and tourism markets, and product development based on collection discovery
- **Special formats**: issues related to dealing with particular types of materials (specified in the following question)

10. If you selected the "Special formats" topic above, which material types would you be most interested in discussing? Select no more than 3. *
- Books
- Non-book texts (printed or digital text-based records of any kind)
- Manuscripts (handwritten documents of any kind)
- Grey literature
- Ephemera (of any kind)
- Images (photographs, photonegatives, slides, digital images, etc.)
- Audio recordings (any audio format, analog or digital)
- Audiovisual recordings (any audiovisual format, analog or digital)
- Architectural or engineering drawings/renderings (hand-drawn, printed, or digital)
- Maps
- Artifacts
- Artworks
- Textiles
- Specimens
- Datasets (analog or digital)
- Born-digital collections
- Oral histories
- Foreign language collections
- Other, please specify

11. Are there any topics not mentioned above that you would like CLIR to consider covering in this series?

## Experience with online learning

*These questions explore potential participants' experiences and preferences related to online learning.*

12. Have you participated in online learning activities related to special collections and archives?

    If you selected "yes," can you recall any activities (online lectures, podcasts, discussion postings, panel discussions, Q&A sessions, interviews, slide shows, screencasts, polls, video recordings, etc.) that were especially useful to your professional development?

13. Are there any particular webinar experiences you have had that you would recommend as useful models for CLIR's series? If so, supply as much specific information about these webinars as you can recall.

14. In addition to the webinar series, CLIR hopes to develop an annotated listing of free resources collection professionals can reference as they endeavor to make special collections and archives more accessible to users. What free education, training, or reference resources have been useful to you in your own work?

**This document has been provided for reference purposes.**
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