FEDERATION *of* AUSTRALIAN HISTORICAL SOCIETIES

Because history matters

FAHS Survey of Historical Societies
Report on Stage 2 (Collections management)

Introduction

This survey (both Stage 1 and Stage 2) was conducted on-line using Survey Monkey.

Stage 1 (General) of the Survey was launched on 29 February 2016. A report on Stage 1 has been produced and can be viewed at http://history.org.au/Report%20on%20Stage%201%20(General).html

This Stage 2 (Collections management) was launched in December 2016.

After eliminating duplicate responses, and responses lacking enough detail to be included in the analysis, we have at this stage responses from 96 societies, 62 of which previously responded to Stage 1. This report concentrates only on the Stage 2 data, although it will be possible to combine the data of the 62 societies that completed both Stages 1 and 2 to draw wider conclusions.

At the start of the survey, it was made clear that we were not only seeking responses from bodies that had the words "historical society" in their name, but also from bodies with similar aims such as small museums and bodies with an interest in "heritage".

Of the 96 responses analysed in stage 2:

65 had the words "historical society" in their name
7 had "history"
5 had "heritage"
8 had "museum" but none of the above.
This already accounts for all except 11 of the respondents.

In this report, we frequently refer to "societies" but for some variety we also use "respondents". In all such cases, we are referring to the totality of the 96 bodies that participated and whose responses were analysed.

We were hoping that the survey would reach every historical society (and similar body) in Australia. The exact size of this population cannot be known exactly, but we generally assume that it is about 1000.

301 responses were analysed in Stage 1 and 96 in Stage 2. This corresponds to a response rate of about 30% and 10%. For on-line surveys, a response rate of 20% considered to be good. On this basis, caution should be used when making generalisations about the results of Stage 2.

In this report, we frequently quote the actual responses to the open-ended questions (without identifying respondents). These quotes have no meaning statistically, but in many cases are interesting, relevant and useful.

We have speculated as to why Stage 2 attracted less responses but have not drawn any conclusions about it that can be backed up by hard evidence.

This report will be updated and extended from time to time, as more responses come in, and as the responses are further analysed. The Stage 2 survey can be taken by using this link: https://www.surveymonkey.com/r/ZWLYLTN

The FAHS is very pleased to see that, as with Stage 1, the overwhelming majority of respondents have continued through to the end of the survey, and we are also very pleased with the high quality of the information that has been provided.

We are very grateful for the time and effort that respondents have devoted to contributing to the survey.

Summary of results

Nature and size of physical collection and progress with cataloguing

Of the 96 societies that responded to the survey:

84 hold photographs
79 hold books
73 hold artefacts/objects
72 hold maps
67 hold audio-visual (e.g. cassettes, tapes, records)
63 hold manuscripts (documents, letters, diaries etc)
58 hold costumes/textiles
57 hold newspapers
55 hold newsletters, magazines or journals

The responding societies estimated the **number of individual items** of each type that they held, totalling about 1,430,000 items. Extrapolating this number nationally gives an estimate of 14.3 million items held by historical societies across the nation, of which:

46% are photographs
18% are newspapers or newspaper clippings
12% are books
9% are artefacts/objects
8% are manuscripts (documents, letters, diaries etc)
4% are newsletters, magazines or journals
1% are maps
1% are costumes/textiles
0.4% are audio/visual (e.g. cassettes, tapes, records)

Progress with cataloguing

81% of costumes/textiles have been catalogued
77% of books
63% of audio/visual (e.g. cassettes, tapes, records)
62% of maps
62% of manuscripts (documents, letters, diaries etc)
59% of artefacts/objects
55 % of newsletters, magazines or journals
50% of photographs
38% of newspapers or newspaper clippings

Overall, 52% of the approximately 14 million items held by historical societies have been catalogued. Looking at this another way, about half of the items held by historical societies have not been separately identified in a way that would enable a searcher to find items of relevance They are, for practical purposes, inaccessible.

The lowest level of progress in cataloguing was for "newspapers, or newspaper clippings" with only 38% catalogued. While this is serious, we fortunately have an alternative way of accessing a large proportion of Australian newspapers - those that have been digitised and are available for searching through Trove. But for six types of items, forming the bulk of the

items held, between 37% and 50% of items remain uncatalogued - and effectively inaccessible.

Software used for cataloguing

Of the 96 societies that responded to the survey 92 answered at least some of Q8-16 relating to the numbers and types of items collected and their cataloguing, and of those, 76 identified specific software that had been used in cataloguing. Of the 76, 53 mentioned only a single item of software and 23 mentioned multiple items of software. For each of the 76 societies, we made an assessment of what software was used for the bulk of their cataloguing, resulting in a list of 18 items of software, 10 of which appeared only once in the list. DB/Textworks topped the list with 20, Excel 15, Collections MOSAiC 11, Access 7, FileMaker Pro 4, Victorian Collections 4, Word 3 and "Microsoft Office" 2. When Excel, Access,Word and Open Office are lumped with Microsoft Office, that combined total becomes 28 which comfortably then tops the list ahead of DB/Textworks with 20 and Collections MOSAiC with 11.

It should come as no surprise that when a society takes its first steps into cataloguing parts of its collection, it is likely to choose office software with which people are already familiar and which the society may already be using for other purposes. A question was asked about societies in the process of converting from one format to another and 35 (38%) answered Yes of which some gave further details. Six societies said they were converting from paper records, of which 5 were converting to Excel (2), Access (2) and Word (1) and one to Collections MOSAiC. A further nine were converting from existing software to different software, specifically to eHive (2), Collections MOSAiC (3), Victorian Collections (1), Filemaker Pro (1), Spydus (1) and Access (1).

Relative importance of item types

Societies were asked to assign the numbers 1 to 9 to indicate the relative importance of the nine types of items

- Photographs clearly emerged as the most important item type
- Manuscripts (documents, letters, diaries etc) appear to be the next most important item type
- Maps, newspapers or newspaper clippings are relatively important
- Books are relatively important but less often in the number 1 position
- Artefacts/objects are of lesser importance but there is a spike at the number 1 position
- Newsletters, magazines or journals, audio/visual and costumes/textiles seem to be of the least importance

41 societies had carried out **significance assessments**

50 had not.

Digital preservation

Born-digital items.

Respondents were shown a list of 10 kinds of born digital items and asked to indicate which of them they hold. Of the 83 who responded, 12 said they had no born digital items, and 71 ticked at least one of the boxes.

Converted-to-digital items and digitisation.

Of the 78 responses, 67 societies had digitised photographs (of which 31 had digitised more then half of their photographs). The number of societies having digitised the item varied between 11 (costumes/textiles) and 34 (manuscripts). For all types of items other than photographs, the proportion of societies that had digitised more than half of their holdings of a particular item type was significantly lower than for photographs, with one exception - (costumes/textiles) where 6 of the 11 societies had digitised more than half of their costumes/textiles.

The results show that societies clearly have a preference for digitising photographs as opposed to other types of items. This may be due to the process of digitising photographs being generally more efficient than for other types of items, enabling greater numbers of items to be digitised.

Digitisation methods

75 societies had used scanning
63 had used a digital camera
24 had converted analogue audio/visual items to digital.

Use of standards when digitising.

Approx. 50% yes, 50% no.

Output format used when digitising photographs.

75 responses were received, with 64 societies showing that they had used JPG, and 30 indicating TIFF. There is some correlation between this and the preceding question. Of the 29 who used standards, 20 produced TIFF output, whereas of the 20 that did not use standards, only 7 produced TIFF output.

21 societies received **support** to digitise parts of their collection
58 did not.

Reasons for digitising (in decreasing order of importance):

Preserve fragile or heavily-used items
Allow access on society's premises
Allow online access
Recover from unexpected loss of items
Save space

80% have **backup procedures** for data
75% use them regularly
34% have **recovery procedures**
15% have tested recovery procedures

Collection policies and accessions register
78% have a collection mangement policy
91% have an acquisitions policy (for accepting and rejecting items)
70% have a de-accession policy
53% have a disposal policy (for phyical removal of items)

76% have accessions register
26% have accessions register in digital form

55% have documentation for ownership
24% have documentation on transfer of copyright

Access to your collection

91% of societies manage their own collection

Searchable access to catalogue.

53% for members
41% for researchers
35% for general public
51% in-house
15% online.

What is search function activated by?

75% by keyword
61% by subject
49% by author/title
17% by themes
9% by metadata tags

20% have **collection standards for metadata** (e.g. Dublin Core)
80% do not

Are any of the items in your collection viewable online following a search on your society's website?

17 yes
61 no

Are any of the items in your collection discoverable/viewable through Trove?

17 yes
60 no

Societies were presented with eight possible **obstacles/challenges with collections management**. The one most frequently chosen was **availability of volunteers to do the work**, well ahead of **learning/training required by volunteers,** which was itself well ahead of all the others

Forward planning
Succession plan regarding the management of the collection

55% have no plan
23% are in the process of developing one

Disaster recovery plan for physical collection

31% have one
69% do not

Open ended questions

The survey gave respondents many opportunities to provide open ended answers. Such replies are difficult to summarise, but we have made reference to them in the more detailed reports which follow. In many cases we have reproduced the open ended replies as they were received.

Q3 Do you have a collection of any materials of historical interest (e.g. photographs, books, diaries, journals, newspaper cuttings, oral history recordings, objects, artworks, etc. etc.)?

All 96 societies answered "Yes" to this question.

Nature and size of physical collection and progress with cataloguing

Q4 Is any part of your collection catalogued? By "catalogue" we mean anything that has been created to help the user find items of interest in the collection.

89 answered yes and 7 answered no

Q6 Have you paid contractors to do any of your cataloguing

Nine societies (9%) responded "Yes" to this question, and 86 (91%) responded "No"

Q7 Are you converting a catalogue?

Q7 Are you in the process of converting a catalogue from one format to another (eg paper based to Excel; Word list to Flemaker Pro; CollectionsMosaic to eHive)?

Answered: 93   Skipped: 3
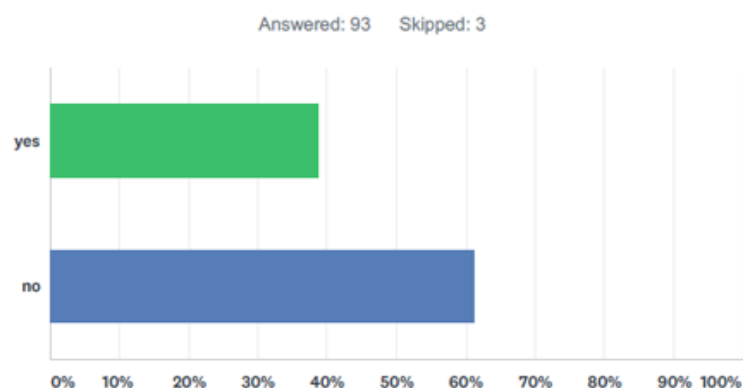
ANSWER CHOICES	RESPONSES	
yes	38.71%	36
no	61.29%	57
TOTAL		93

93 societies answered this question, of which 35 (38%) answered Yes.

Respondents were given the opportunity to provide further details.

Six societies were converting from paper records to, respectively,

Excel (2),
Access (2),
Word (1)
Mosaic (1).

A further nine indicated that were converting from one software package to another, as follows:

Mosaic to eHive
DB/textWorks to eHive
Excel to Mosaic (2)
Excel to Victorian Collections
Mosaic to Filemaker Pro
Access to Mosaic
Amlib to Spydus
Excel to Access

Two societies commented here that they were currently deciding which software system to adopt, but from responses to other questions in the survey, it is clear that many more than two of the responders were thinking about this.

Others comments were:

Moving data out of DBTextworks. No decisions about a new catalogue format yet

Starting Mosaic System

Paper and Word to an undecided system. Photos on Mosaic

Q8-16 Collections - nine types of items

In order to gather detailed information across the different types of items likely to be found in historical society collections, the same set of questions was asked about each of nine separate types of items:

Q8 - Photographs

Q9 - Maps

Q10 - Books

Q11 - Newspapers or newspaper clippings

Q12 - Newsletters, magazines or journals

Q13 - Manuscripts (documents, letters, diaries, etc.)

Q14 - Audio-visual (e.g. cassettes, tapes, records)

Q15 - Artefacts/objects

Q16 - Costumes/textiles

In **each** of the above questions, respondents were asked for:

Rough estimate of the **number of these**

Rough estimate of **percentage catalogued**

What **software** was used to catalogue them

Any comments you wish to add

Q8-16 Summary - estimated number of items of each type

		No. of societies	Total items	Items catalogued	% catalogued
	Item numbers as recorded in Survey				
Q8	Photographs	84	659039	332640	50
Q9	Maps	72	13780	8477	62
Q10	Books	79	169397	129750	77
Q11	Newspapers or newspaper clippings	57	258219	97830	38
Q12	Newsletters, magazines or journals	55	62327	34511	55
Q13	Manuscripts (documents, letters, diaries, etc.)	63	113849	70655	62
Q14	Audio-visual (e.g. cassettes, tapes, records)	67	6575	4165	63
Q15	Artefacts/objects	73	132469	58844	59
Q16	Costumes/textiles	58	13904	11287	81
			1429559	748159	52

	Item numbers when extrapolated nationally (i.e. multiplied by 10)	No. of societies	Total items	Items catalogued	% catalogued
Q8	Photographs	840	6590390	3326400	50
Q9	Maps	720	137800	84770	62
Q10	Books	790	1693970	1297500	77
Q11	Newspapers or newspaper clippings	570	2582190	978300	38
Q12	Newsletters, magazines or journals	550	623270	345110	55
Q13	Manuscripts (documents, letters, diaries, etc.)	630	1138490	706550	62
Q14	Audio-visual (e.g. cassettes, tapes, records)	670	65750	41650	63
Q15	Artefacts/objects	730	1324690	588440	59
Q16	Costumes/textiles	580	139040	112870	81
			14295590	7481590	52

The above figures should be regarded as indicative only, because societies were asked to provide their best estimate of item numbers, and in most cases this resulted in round figure answers such as "100", "500", "2000", etc.

While most of the item types are relatively easy to identify (such as photographs, maps, books, cassettes, objects, costumes), others were more difficult. For example, newspapers can be held and identified as single issues, annual bound runs, or as individual newspaper clippings. Manuscripts can be held and catalogued as individual items or as collections such as bundles of letters or as archive boxes in which the individual contents of the box are not separately identified.

The extrapolation factor of 10 was chosen because there are about 1000 historical societies in Australia and about 100 of them responded to this Collections survey.

Q8-16 Summary - percentage of items catalogued

It can be concluded that roughly half of the collection items held by historical societies are effectively hidden from view, not only by the general public but also by the members of the societies holding the items.

The above estimates for "% catalogued" are probably under-estimated by a factor of perhaps 5% because in a small number of responses, the number of items were estimated but not the % catalogued. We included these responses in the number of items but they were not included in the calculations of "% catalogued".

The opposite also occurred in a few cases - i.e. respondents gave a figure for "% catalogued" but did not give the number of items. Such responses were excluded from the analysis entirely.

Q8-16 Summary - software used in cataloguing

92 societies answered some or all of Questions 8-16, but only 76 of them identified specific software by name for any type of item. Of the remaining 16, some had computerised catalogues but did not tell us what software was running them, some had manual catalogues (e.g. cards), and some had no catalogue of any kind.

23 separate named software packages or programs were mentioned as being used for cataloguing by the 76 societies. To this should be added a further two un-named items of software (for different societies) that were custom-built but in both cases were not used as the main software for cataloguing for the respective societies.

53 of the 76 societies only mentioned a single item of software, but in some those cases the societies only did so in relation to certain types of items in their collection while not identifying software for other types of items in their collection.

23 of the 77 societies mentioned using more than one item of software

By examining the responses of each of the 76 societies in turn (across all nine types of collections items), we were able to identify the software that appeared to used for the **BULK** of their cataloguing, resulting in the following list of 19 items, along with the number of societies, for which that software is the main one used (note: the last 11 items on the list, starting with Open Office, are each the main software used by 11 different societies)

Main software used by societies for cataloguing	
DB/Textworks	20
Excel	15
Collections MOSAiC	11
Access	7
FileMaker Pro	4
Victorian Collections	4
Word	3
Microsoft Office	2
OpenOffice	1
First LMS	1
Kalimages	1
Microsoft Picture Manager	1
Spydus	1
Google Picasa	1
Past Perfect	1
PRISM	1
Amlib	1
Symphony	1
	76

The following four items

> eHive
> Adlib
> LibraryThing
> Docfetcher

are not included in the above list as they did not appear to be being used for the bulk of the cataloguing for any responding society. In Q7 respondents were asked "Are you in the process of converting converting a catalogue from one format to another (eg paper based to Excel: Word list to Filemaker Pro: Collections Mosaic to eHive)?", we received 35 positive responses indicating a variety of conversions taking place, including one society converting from Collections MOSAiC to eHive, and another converting from DB/Textworks to eHive.

When Excel, Access, Word, Microsoft Office and Open Office are all lumped together as "Microsoft Office", the top three items become

Microsoft Office	28	
DB/Textworks	20	
Collections MOSAiC	11	

One small museum mentioned that it had used PRISM to fully catalogue a collection of 40 photographs, 200 artifacts and 10 textiles , adding that "This is a software package that we have developed ourselves". We checked the museum's website, which reveals that PRISM was built by a software developer after he became secretary of the museum and is now being offered to other museums at an "attractive one-time price", with all proceeds going to the museum.

Q8Photographs

If you have photographs in your collection
Rough estimate of the *number of these*
Rough estimate of *percentage catalogued*
What *software* was used to catalogue them
Any comments you wish to add

In terms of the numbers of individual items being reported, photographs are far more numerous than any other of the nine categories of items in this survey.

	Photographs		
No. of items	No. of societies	Total items	% catalogued
1-999	28	7909	45 ave.
1000-4999	29	67630	46 ave.
5000-9999	12	69500	57 ave.
10000-14999	7	83000	81 ave.
16000	1	16000	10
25000	1	25000	60
25000	1	25000	8
40000	1	40000	0
45000	1	45000	75
50000	1	50000	20
80000	1	80000	10
150000	1	150000	80
	84	659039	50

Software used for cataloguing photographs:

DB/TextWorks	15
Collections MOSAiC	9
Excel	6
Access	3
Filemaker Pro	2
Spydus	1
Access & Excel	1
Excel and MOSAiC	1
"Excel set to be compatible with InMagic for searching"	1
Excel then Victorian Collections	1
DB/TextWorks and First LMS	1
PRISM	1
Word/Excel	1
Google Picasa	1
Kalimages	1

Only a little over half of the societies that estimated the number of photographs in their collection also identified specific software used for cataloguing them.

Selected comments about photographs**:**

> Excel is quite clumsy
> It will take a long, long time to catalogue
> Only 2 members can use the program, and we are trying to catch up on a 30 year Collection with proper storage.
> All in online DropBox
> This is a software package we have developed ourselves
> software far too expensive for volunteer museums, and so far, not enough volunteers with computer experience
> Digital images are stored in a tree structure of folders, with only some individual files named. Hard copy are stored in alphabetical folders; albums in archive boxes, so are listed. Works for now, as we have only 1.5 people who run the collection in their spare time.
> We can't afford to purchase the software

Q9 Maps

No. of items	No. of societies	Total items	% catalogued	
		Maps		
1-49	24	426	17	ave.
50-99	11	620	32	ave.
100-199	18	1965	54	ave.
200-499	11	2769	33	ave.
500	4	2000	50	ave.
700	1	700	80	
1000	1	1000	80	
1100	1	1100	98	
3200	1	3200	85	
	72	13780	62	

Software used for cataloguing maps:

38 societies specified the software they used, which is a little over half of the societies that provided estimates of the number of maps held.

DB/Textworks	10
Excel	7
CollectionsMOSAiC	5
Access	3
FileMaker Pro	3
Word	2
AMLIB	1
DB/Textworks and First LMS	1
Excel and Victorian Collections	1
Microsoft and Victorian Collections	1
PastPerfect	1
Spydus	1
Syrsidinix	1
Victorian Collections	1

Selected comments about maps:

Too busy cataloguing photos to get to the map collection

Stored suspended in 2 locked steel map cabinets

The same method is being used for maps as for photos and they will also be uploaded to Victorian Collections

DB Textworks has been selected as the preferred software for xxxx Hist. Society. It is fairly cumbersome for small Collections; but we are stuck with it, and it will be used when we get to cataloguing anything in our Collection

Q10 Books

No. of items	No. of societies	Books Total items	% catalogued	
1-99	16	565	33	ave.
100	9	900	58	ave.
130	1	130	100	
150	5	750	60	ave.
180	1	180	100	
200	8	1600	89	ave.
250	3	750	63	ave.
300	8	2400	60	ave.
390	1	390	100	
400	2	800	62	ave.
500	5	2500	68	ave.
600	1	600	100	
800	2	1600	89	ave.
1000	3	280	93	ave.
1200	1	1200	100	
1500	2	3000	20	ave.
2000	1	2000	95	
2152	1	2152	95	
3000	1	3000	100	
5000	2	10000	34	ave.
9600	1	9600	100	
10000	1	10000	100	
20000	1	20000	90	
25000	1	25000	99	
30000	1	30000	98	
40000	1	40000	95	
	79	169397	77	

Software used for cataloguing books:
57 societies specified the software they used

DB/Textworks	16
Excel	10
CollectionsMOSAiC	8
Access	5
Word	3
Access & Excel	1
AMLIB	1
DB/Textworks and First LMS	1
DB/Textworks, now converted to eHive	1
FileMaker Pro	1
Library Thing	1
Microsoft and Victorian Collections	1
Excel set to be compatible with InMagic for searching	1
Excel then Victorian Collections	1
Open Office	1
PastPerfect	1
Spydus	1
Sirsidinix	1
Victorian Collections	1
Database made especially for us	1

Selected comments about books:

All of the society's books were donated to the local history section of the local library
We are fully scanning some and others we are indexing and inputting into our database
Only significant books catalogued
All books are accessioned and catalogued before placing in the library collection.
books used as reference library
Mechanics Institute library collection in Access, preliminary catalogue of rest made in Excel in 2016
Library catalougue. Most books are not for loan but can be viewed in the library
Books are in our reference library which are listed in a word document for our own records
Books not catalogued not of great interest

Q11 Newspapers or newspaper clippings

Newspapers and newspaper clippings				
No. of items	No. of societies	Total items	% catalogued	
1-99	7	269	30	ave.
100	9	900	26	ave.
150	1	150	0	
200	3	600	2	ave.
300	1	300	90	
350	1	350	0	
400	1	400	0	
500	5	2500	55	ave.
600	1	600	80	
800	1	800	10	
1000	7	7000	48	ave.
1500	2	3000	5	ave.
1750	1	1750	0	
2000	2	4000	0	ave.
3000	3	9000	0	ave.
4000	1	4000	1	
4600	1	4600	0	
5000	6	30000	27	ave.
8000	1	8000	40	
30000	2	60000	44	ave.
120000	1	120000	45	
	57	258219	38	

Software used for cataloguing newspapers:

DB/Textworks	10
Excel	5
Access	4
Collections MOSAiC	3
FileMaker	1
"Microsoft software"	1
Excel and loaded to First LMS	1
Word	1
Victorian Collections	1
Excel or Word	1
Spydus	1
SyrsiDynix	1
Microsoft products & Victorian Collections	1
Open Office	1
DocFetcher	1

Selected comments about newspapers:

We have some newspapers, but none appear on the catalogue and they are not used.

bound annual volumes of 4 titles

All digitised

News papers have been read and summaried on to CD

We have papers dating from 1904 and have just finished putting them in order and boxing them in acid free storage boxes. They have not been catalogued individually

Cuttings are filed in family/ organization files

No priority to catalogue since they are stored in boxes by year & only one main title

We also have most of our newspapers available on micro film for use on Scan pro computer

Newspapers are stored in archive boxes by year for all local papers - Trove used to pinpoint dates etc plus partial index of BDMS etcQ12 Newsletters, magazines and journals

Newsletters, magazines and journals			
No. of items	No. of societies	Total items	% catalogued
1-29	5	69	22 ave.
30	5	150	49 ave.
50	4	200	0 ave.
100	6	600	34 ave.
150	2	300	97 ave.
200	4	800	43 ave.
250	1	250	10
300	3	900	42 ave.
320	1	320	100
400	2	800	31 ave.
450	1	450	0
500	7	3500	65 ave.
988	1	988	10
1000	5	5000	83 ave.
2000	2	4000	72 ave.
4000	2	8000	5 ave.
5000	1	5000	0
7500	2	15000	45 ave.
16000	1	16000	100
	55	62327	55

Software used for cataloguing newsletters, magazines and journals

DB/Textworks	11
Excel	7
Word	4
Collections MOSAiC	3
Access	2
Victorian Collections	1
Microsoft products & Victorian Collections	1
Microsoft Office	1
Open Office	1
Spydus	1
SyrsiDynix and manual system	1
Excel and loaded to First LMS	1
"Excel set to be compatible with inMagic for searching"	1
FileMaker	1
Originally DB/Textworks, now converted to eHive	1
PastPerfect	1

Selected comments about newsletters, magazines and journals:

> Not satisfactory, word with hyperlinks
> we only catalogue our own newsletter. Journals (as in historic items) are catalogued within our paper based index
> Some are being itemised with view to an index
> Work for the Dole project through the local Resource Centre
> Most are stored in boxes. We deem it more important to catalogue individual articles of local interest.
> This is hardcopy newsletters only = we currently have no plan for archiving digital copies

Q13 Manuscripts (documents, letters, diaries, etc.)

	Manuscripts			
No. of items	No. of societies	Total items	% catalogued	
1-99	20	489	34	ave.
100	9	900	57	ave.
150-999	14	5300	36	ave.
1000-2400	12	16160	66	ave.
3000	2	6000	100	ave.
5000	2	10000	4	ave.
10000	1	10000	0	
10000	1	10000	100	
15000	1	15000	1	
40000	1	40000	100	
	63	113849	62	

Software used for cataloguing manuscripts:

DB/TextWorks	11
Excel	8
Access	4
Collections MOSAiC	3
FileMaker	2
AMLIB	1
DocFetcher	1
"Excel set to be compatible with inMagic for searching"	1
Excel then Victorian Collections	1
Microsoft products & Victorian Collections	1
Originally DB/Textworks, now converted to eHive	1
PastPerfect	1
"Spreadsheet"	1
Spydus	1
SyrsiDynix and manual system	1
Victorian Collections	1

Selected comments about manuscripts:

Filed but still being indexed

3 x 4-drawer filing cabinets - too big a job

some manual indexes at collection or document level

most digitised

We usually give them to the xxxx Community Museum

These are set out in a series within the index

Documents, court records are all listed by storage place at this time

Collection held by (xxxx University) Regional Archives

Not sure how to approach

We usually attach them to either the place, business or person

This is a figure for dropfiles, many of which contain more than one item.

Many are photocopies ? Delicate

Mainly Minutes of meetings plus reports, member records and a small quantity of correspondence

Mainly we digitise and return the original to the owner, these are not included in this count

Q14 Audio-visual (e.g. cassettes, tapes, records)

No. of items	Audio/visual		% catalogued	
	No. of societies	Total items		
1-80	40	1163	30	ave.
100	14	1400	40	ave.
112-170	4	602	44	ave.
200	5	1000	60	ave.
400	1	400	85	
450	1	450	100	
500	1	500	100	
1060	1	1060	100	
	67	6575	63	

Software used for cataloguing audio-visual items (selection):

DB/TextWorks	9
Excel	5
Word	2
Access	2
AMLIB	1
Collections MOSAiC	1
"Excel set to be compatible with inMagic for searching"	1
FileMaker	1
First LMS	1
Microsoft Access	1
Microsoft Office	1
Microsoft products & Victorian Collections	1
MOSAiC & Excel	1
SyrsiDynix and manual system	1
Victorian Collections	1
"Would use In Magic/DbText"	1

Selected comments about audio-visual items:

> These have been digitised
> Videos need to be put onto DVD's
> Available to members only on the society's web page
> Have cassettes, CDs and now nearly all are digital, backed up on M-discs as well as server
> Cassette tapes, videotapes and a few 16mm and 8mm movie films

Q15 Artefacts/objects

No. of items	No. of societies	Total	% catalogued	
		Artefacts/objects		
4-50	13	1289	20	ave.
100	5	500	0	ave.
120	1	120	100	
150	1	150	75	
180	1	180	100	
200	4	800	39	ave.
300-750	17	8650	59	ave.
1000	7	7000	52	ave.
1200-1630	4	5280	74	ave.
2000-3000	9	22500	59	ave.
4000	2	8000	0	ave.
5000	3	15000	33	ave.
7000	3	21000	59	ave.
10000	1	10000	5	
12000	1	12000	100	
20000	1	20000	0	
	73	132469	44	

Software used for cataloguing artefacts/objects:

DB/TextWorks	17
Collections MOSAiC	11
Access	3
Excel	3
Word	2
Adlib	1
Excel then Victorian Collections	1
Microsoft products & Victorian Collections	1
PastPerfect	1
PRISM	1
"Specialised programme devised by my grandson"	1
Spydus	1
Victorian Collections	1

Selected comments about artefacts/objects:

Have been photographed and donated to library

Because we have a very limited space for our Collection, we largely accept only documentary material.

ceased cataloging the artifacts due to software issues and staffing

Only incidental to our collection

We started out with Museum's Aust (Vic) forms, and backed up with Inmagic software when it became expensive we turned to adding our objects to Victorian Collections

This is 700 catalogue entries. Many single entries are made up of multiple objects - eg 20 sample bottles in one series.

Artefacts/objects were collected years ago, now we have a Collection Policy and a clear focus as an archive, we now rarely accept these items and are slowly de-accessioning artefacts/objects with no relevance to our area.

	Costumes/textiles		
No. of items	No. of societies	Total	% catalogued
1-5	4	14	0 ave.
10	6	60	50 ave.
20	9	180	31 ave.
25	1	25	98
30	4	120	50 ave.
40	2	80	20 ave.
50	5	250	37 ave.
75	1	75	95
100	4	400	54 ave.
150	2	300	50 ave.
200	5	1000	61 ave.
250	1	250	0
300	4	1200	74 ave.
350	1	350	95
400	1	400	100
500	3	1500	70 ave.
700	1	700	100
1000	2	2000	95 ave.
2000	1	2000	100
3000	1	3000	90
	58	13904	81

Software used for cataloguing costumes/textiles:

DB/TextWorks	11
Collections MOSAiC	10
Access	2
Adlib	1
PastPerfect	1
PRISM	1
"Specialised programme devised by my grandson"	1
Spydus	1
SyrsiDynix & manual system	1
Word	1
Word, Excel, Victorian Collections	1

Selected comments about costumes/textiles:

> An 1854 waistcoat with excellent provenance conserved
> We have 1 set of a Marching Girls' costume.
> War uniforms Hope to catalogue soon

Q17 Any other categories of items not covered above? Please describe

All 27 responses to this question are listed below, exactly as they were entered (except for one that we edited slightly, in line with our promise not to reveal details that relate to identifiable societies)

It illustrates the diversity of collections in historical societies.

Clearly, there are many types of items that would not fit into any of our nine categories. It should be noted that none of these contributed to the estimated total count of items held by historical societies.

On the other hand, there are no types of items that appear repeatedly in response to this question, apart from machinery (mentioned 3 times), ephemera (mentioned 4 times), and artwork (mentioned 3 times), so we must have got it somewhere close to right in devising our nine categories.

> We keep a vertical file (4000 items) of pamphlets, ephemera and articles (periodical articles, reports etc). We also have a collection of family information sheets (Historical Pioneer Register) (3200 sheets). Vertical file and pioneer register appear on the eHive catalogue. Also 1300 framed and unframed artworks catalogued with DB Textworks (to be converted to eHive)
> Machinery
> original artwork, various ephemera
> Medical collection
> Glass lantern slides
> Engines;tools;art work;buildings
> Printed ephemera
> Microfilm, microfiche, CD's - Over 10,000 microfiches
> Plans, flow charts also in collection currently investigating a software program suitable to our needs
> Machinery
> Furniture
> models of xxxxxxxxx shops about 1/24 scale these are stored in their own special built boxes
> Mining machinery

Weapons, vehicles, medals, badges
Digital Lists of Dreadnought Boys (incl. some details)
Machinery and buildings
20 paintings, drawings
21 small number of glass slides and negatives.
Family Cards and information
Taxidermy collection
Digital audio-visual items / paintings
Monuments, Cemetery transcriptions, off site items
Local council archives, Rechabite Lodge archives
Audiovisual presentations and images in digital format
Ephemera, framed artworks.
Art work, paintings about 30 included in or collection caterlogue in Mosaic
Architectural plans - collection of about a 1,000, not catalogued.

Q18 Relative importance of item types in your collection

Please place the numbers 1, 2, 3, 4, 5, 6, 7, 8, 9 (where 1 is the most important, as far as you wish to go) in the boxes below to indicate the relative importance that you place on different categories of items in your collection.

86 societies answered the question, but only a little over half of them (46) answered it in the way intended, which was that no number could be used more than once - as, for example, when filling in ballot papers in elections for parliament. Two societies, for example, recorded "1" against every type of item, and commented "We consider them all a 1. There are degrees within categories however". "Another society recorded, 2"1", 2"2" and 3"3" another, 6"1", 1"3", 1"5", 1"8".

The following table shows the number of times each of the numbers 1, ... 9 appeared against each of the nine categories.

	1	2	3	4	5	6	7	8	9	Total
Photographs	53	12	7	7	1		1		2	83
Maps	13	11	12	11	11	6	5	1	3	73
Books	9	13	12	6	12	11	6	6	2	77
Newsletters, mags, journals	8	9	6	5	5	9	11	9	6	68
Newspapers	12	8	14	10	6	7	7	7	2	73
Manuscripts	22	17	7	10	9	5	1	3	2	76
Audio/visual	8	9	8	2	4	5	6	9	11	62
Artefacts/objects	19	11	9	5	10	2	6	6	3	71
Costumes/textiles	7	11	4	8	9	3	2	9	7	60
Other	8	2	1	4		1	2		1	19
Total	159	103	80	68	67	49	47	50	39	

In spite of the misunderstanding about how to answer the question, some conclusions can be drawn, when looking at the distribution between 1 and 9 for each type of item. It seems fairly clear that photographs are generally regarded as the most important items held in collections, with a very large number of 1s and only four societies giving them and number between 5 and 9. Next to photographs, manuscripts seem to be the next most highly regarded, with good numbers of 1s and 2s and with only six societies assigning a number between 7 and 9.

Q19 Significance assessment

Q19 Have you conducted any significance assessments of items in your collection or of parts of your collection?(eg using Significance 2.0 : a guide to assessing the significance of collections, Collections Council of Australia Ltd, 2009, or Significance: a guide to assessing the significance of cultural heritage objects and collections, Heritage Collections Council, 2001)

Answered: 91   Skipped: 5
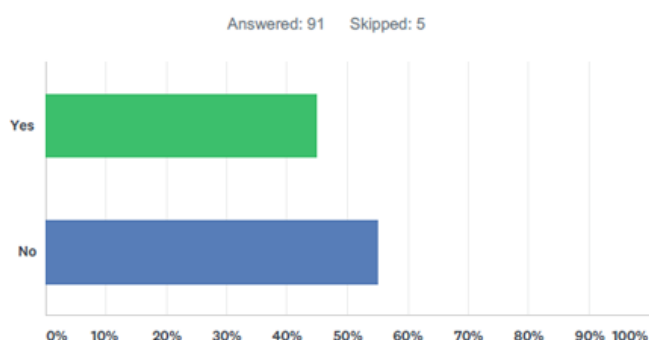
ANSWER CHOICES	RESPONSES	
Yes	45.05%	41
No	54.95%	50
TOTAL		91

Q20 Storage of collection

Of the 91 societies that answered this question, 85 had a physical collection that they accessed on a regular basis. The remaining 6 had a collection that was fully digital or digitised, including one where "in most cases originals returned to owner" and one where "all stored in boxes at a home address".

General description

This was an open-ended question that elicited a wide range of answers. It is rather difficult to summarise them, and this has been postponed for now.

The following is a small selection of responses.

At committee member's home

Held in various locations as no central storage area is available

In various rooms in multiple buildings some in cabinets

Photographs and documents in locked storage in council library, artefacts in museum. Further documents and books in museum.

archival boxes on shelves or compactus

some in preservation storage right down to not protected at all

Is it easy to locate and accessible?

      71 respnded "Yes" or (generally) words to that effect.
      6 responded "No".
      6 responded "partly yes, partly no" or words to that effect.

Is it maintained?

      68 positive responses.

7 negative.
Remainder mixed.

Some specific responses:

Yes, although not to the Museum standards that we would like.
Main focus on digital records
An Executive Officer has been employed in 2017 to help with managing the collection including preventive conservation and maintenance.

Do you have any environmental controls?
16 yes.
42 no.

Several implied in their answers that the conditions were satisfactory without the need to take special steps.

Some specific responses were:

Built to highest standard we could afford to maintain seasonal environmental stability.
Few - try to maintain constant temperature, but dealing with humidity is more of a problem
fireproof room keeps temp steady
Humidity check
mud-brick walls on the cottage
no other than black out blinds on the windows
None allowed as heritage listed building
only no direct daylight
paper based - yes, remainder – no
Secure storeroom with well-ventilated dry shelving and sealed plastic storage tubs but not to archival standards.
Yes - 24/7 Airconditioning & Fans

Digital preservation

Q21 Born-digital items

Q21 Please indicate which of the following born-digital items you hold. Born-digital means texts or recordings produced in digital form, rather than having been converted from print or analogue equivalents

Answered: 83   Skipped: 13
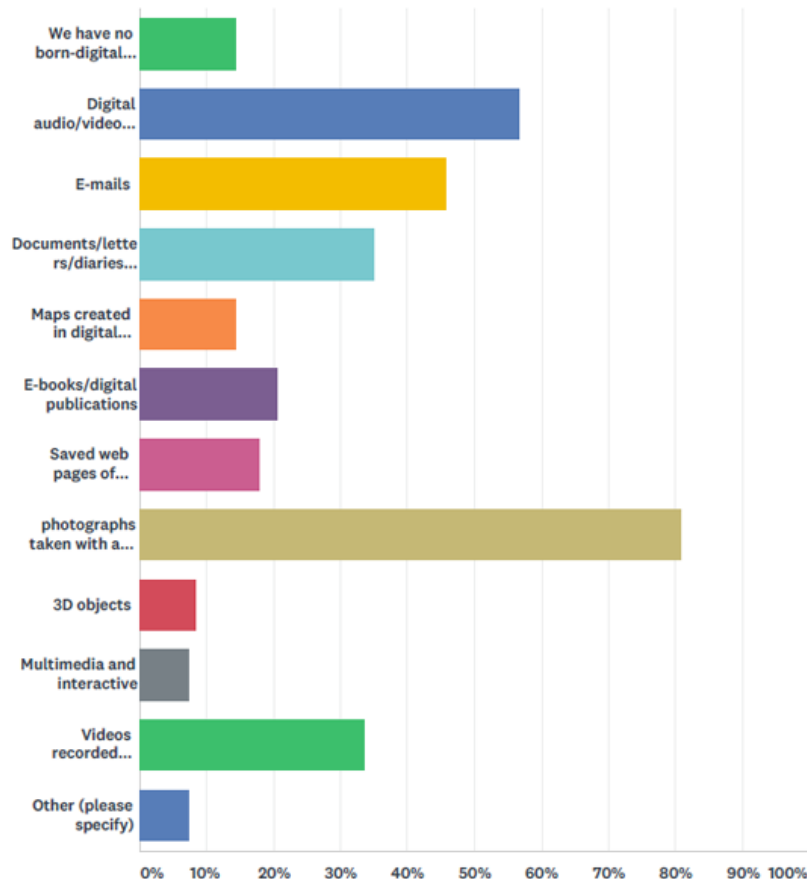
ANSWER CHOICES	RESPONSES	
We have no born-digital items	14.46%	12
Digital audio/video recordings (including oral histories)	56.63%	47
E-mails	45.78%	38
Documents/letters/diaries created in electronic format	34.94%	29
Maps created in digital format	14.46%	12
E-books/digital publications	20.48%	17
Saved web pages of historical interest	18.07%	15
photographs taken with a digital camera	80.72%	67
3D objects	8.43%	7
Multimedia and interactive	7.23%	6
Videos recorded digitally	33.73%	28
Other (please specify)	7.23%	6
Total Respondents: 83		

Q22 Types of converted-to-digital items

Please indicate which of the following converted-to-digital items you hold, and please roughly estimate the percentage of items of each type that have been digitised in each case. For example, if about 10% of your maps have been digitised, your response for maps would be 10.

The categories of items used in this question are the same as those in Q8-16 which sought details on the extent of holding of these types of items, with progress in cataloguing, and software used to catalogue them, and in Q18 which asked for the relative importance of these same categories. This question looks at the same categories from a different angle - that is, the extent to which they have been digitised, and the progress with digitisation.

78 societies answered this question and 18 skipped it.

For each of the 78 societies, we have counted the number of times a non-zero answer to % digitised was given to one of the nine categories. This gives a measure of how much actual digitisation has been done across the nine categories, and for each category we also give a rough indication of the extent of progress (i.e. the % digitised). We also show the number of societies reporting more then 50% progress in digitising (this figure is not exact because a few societies did not give a % number but instead gave some other indication of progress, such as "Yes" or "some" or gave an answer in terms of numbers of items)

|	Type of item digitised (No. of societies)	Progress with digitisation (No. of societies 50% or more digitised)
We have no converted-to-digital items (6)		
Photographs digitised from prints or negatives	67	31
Maps	28	11
Books	17	1
Newspapers or newspaper clippings	28	13
Newsletters, magazines, journals	20	6
Manuscripts (documents, letters, diaries, etc.)	34	12
Audio/visual items	28	12
Artefacts/objects	18	5
Costumes/textiles	11	6
Other	3	3

Earlier in the survey photographs emerged as not only the most commonly-held type of item in society collections, but also the type of item that societies generally considered to be the most important. Now photographs are at the top of another list - this time as the type item most commonly digitised. They are no doubt helped along in that regard by being easier to digitise than most, if not all, of the other types.

Q23 Digitisation methods

Q23 Which of the following methods have you used to digitise items in your collection?

Answered: 81   Skipped: 15
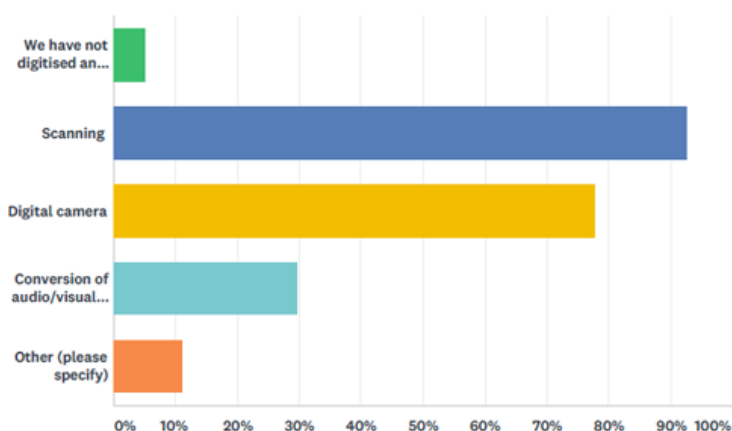
ANSWER CHOICES	RESPONSES	
We have not digitised any items in our collection	4.94%	4
Scanning	92.59%	75
Digital camera	77.78%	63
Conversion of audio/visual items from analogue format	29.63%	24
Other (please specify)	11.11%	9
Total Respondents: 81		

Q24 When digitising, did you use standards? (e.g. image quality controls; unique descriptor; print & digital versions)

72 answered this question. 25 skipped.

Yes/No

29	responded	Yes
30		No
1		yes and no
1		Not sure
1		Unknown
1		Yes, minimum of 10Mp
1		no which is why we are starting again

Did you use your own standards? if so, please describe.

27 responded "Yes" to this question, and of these, 24 gave further detail. All 24 are reproduced below:

1. Used for website and members have expressed interest
2. Scan at 300dpi where poss, convert audio to wav file
3. Photoshop Elements 11/15
4. For photographs -used Adobe Photo shop
5. yes, those that were set by manufacturer and their best DPI available e.g. scanner
6. image quality controls
7. very basic eg preferred resolution
8. All photographs are being scanned at the highest quality and kept in tiff files

9. All scanning is done at 300dpi unless small photos when they are scanned at higher rates depending on photo. No other standards used.
10. Print and digital versions
11. Used own standards. As high as practical or possible.
12. low res images for storage, unique descriptors
13. Collection care
14. We used our own. Difficult to describe quality control, just visual.
15. minimum of 300dpi and saved as TIF
16. yes 300 dpi
17. Size of photographs
18. Best available result
19. Minimum dpi of 1200 saved as both JPG and TIFF
20. Using the best settings on printers and scanners
21. As determined by the software
22. Yes but I can't describe them.
23. Yes - best fit - what we could best do at the time
24. Yes tif format

Did you use the standards of particular institutions or expert bodies? If so, which institutions/bodies?

13 societies said "No".

15 societies said Yes, including:

> National Library of Australia (2 mentions)
> State Library of Victoria (2 mentions, one of which was in regard to using the SLV's naming conventions)
> Museums Australia (2 mentions)

and one mention each for the following:

> State Library of SA
> State Library of WA
> Picture Ipswich
> JISC
> CollectionsMOSAiC
> SPYDUS
> Australian Pictorial Thesaurus [withdrawn from public access from 31 August 2015]

Q25 Output file formats

Q25 If you have digitised still images (eg photographic prints, drawings, paintings, maps), which output file format(s) did you use?

Answered: 75   Skipped: 21
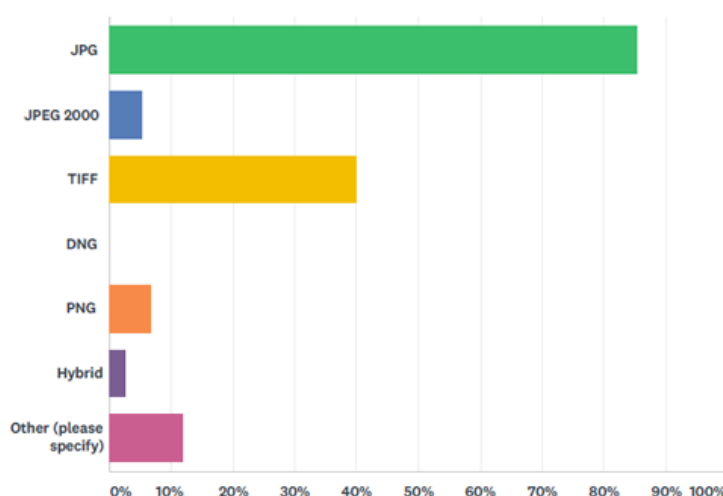
ANSWER CHOICES	RESPONSES	
JPG	85.33%	64
JPEG 2000	5.33%	4
TIFF	40.00%	30
DNG	0.00%	0
PNG	6.67%	5
Hybrid	2.67%	2
Other (please specify)	12.00%	9
Total Respondents: 75		

Most societies mention having used JPG in their digitisation, but given the widespread recommendation to use TIFF for master digital images in archival situations, and that the TIFF format has for a long time been made available by scanner manufacturers and software developers, it is surprising that less than half of societies are reporting that they have used TIFF.

But it is in accord with the results of the preceding question (Q24) which revealed that 30 of 59 respndents were not using standards when performing their digitisation, and it is further confirmed by combining the answers to the two questions: of the 29 who said that they used standards, a solid majority (20) said that they produced TIFF output, whereas of the 30 that do not use standards, only 7 said that they used TIFF as an output format.

Two of the respondents to this question commented that they saved as both TIFF and JPG (one of these respondents is saving at a minimum of 1200dpi, no less). Seven societies ticked TIFF but not JPG or JPEG2000. JPGs, because of their much smaller size, are more convenient to use in many situations (such as displaying on websites), can be generated from the TIFFs at a later stage, but it is also common to produce both at the time of digitisation.

Four societies commented that they also use PDF as an output of their digitisation. We should have included PDF as one of the answer choices in the question, as it is commonly used as the output when digitising textual documents.

Q26 Support for digitisation

Q26 Have you received support to digitise parts of your collection?

Answered: 79   Skipped: 17
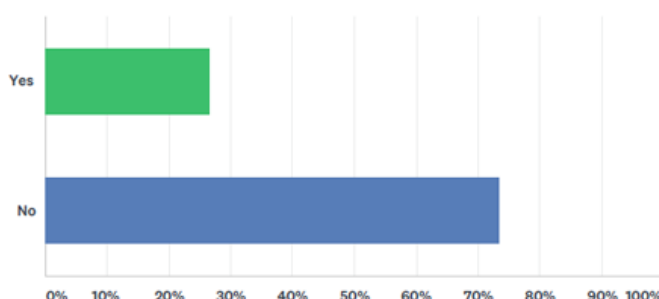
ANSWER CHOICES	RESPONSES	
Yes	26.58%	21
No	73.42%	58
TOTAL		79

Q27 Reasons for digitisation

For the digitisation carried out by your society, please place the numbers 1,2,3,4,5,6 against the following reasons for digitising (where 1 is the most important). Please number as many items as you wish.

73 responses were received to this question, although in some responses numbers were placed against only some of the options.

As in Q18, many of the responders did not limit themselves to using each numeral only once. As a result, the number of appearances of "1" exceeds the number of societies that responded to the question.

	1	2	3	4	5	6	7	8	9	10
Save space	7	6	8	8	6	6	1			1
Allow access on society's premises	26	10	8	5	4	2			1	
Allow online access	21	6	7	8	10	1			1	1
Preserve fragile or heavily-used items	29	21	7	3	1	1				1
Recover from unexpected loss of items	18	5	11	2	6					

Based on the above distribution of numbers, we can rank the five reasons for digisation in the following decreasing order of popularity:

1. Preserve fragile or heavily-used items
2. Allow access on society's premises
3. Allow online access
4. Recover from unexpected loss of items
5. Save space

Four of the responses, instead of placing a "1" against one of the five options, placed a "1" in the box Other (please specify) together with the following reasons for digitisation

1 As resource for authors of a book
1 Donation from local newspaper
1 Income

1 To permanently back up items in an accessible format as original formats become obsolete and unreadable.

Another responder did the same but with a "2":

2 Ease of access for researcers within the society. Also backup - surprised you have not mentioned that as an option.

[There was an option "Recover from unexpected loss of items" which probably covers what this responder has in mind. Note that one the "Other" responders above used the term "back up" to mean providing for the possibility of the original format becoming unreadable]

There were a further nine responses in **Other (please specify)** , as follows (one from each of nine societies):

Allow access to public in museum
Digitising material which is on loan only - mostly photos
Ease of access
Easier accessibility, images available on computer, instead of retrieving album, finding photo, etc. then putting it all away again.
Enable reproduction
For use of images in the society's publications
Identification/Cataloguing
Identifying
To make documents searchable

Q28 Catalogue of digitised items

Q28 Are your digital items catalogued?Please indicate whichever of the following apply

Answered: 61   Skipped: 35
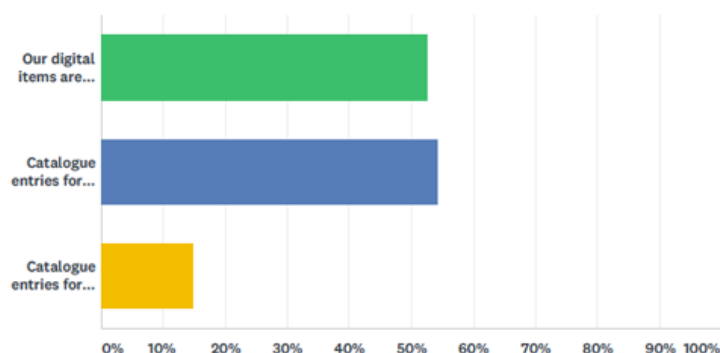
ANSWER CHOICES	RESPONSES	
Our digital items are catalogued	52.46%	32
Catalogue entries for digital items are integrated/interspersed with entries for non-digital items?	54.10%	33
Catalogue entries for digital items are in a separate catalogue dedicated to digital items?	14.75%	9
Total Respondents: 61		

Q29 Backup and recovery

Q29 Backup and recovery procedures for digital items.Indicate whichever of the following apply

Answered: 65   Skipped: 31
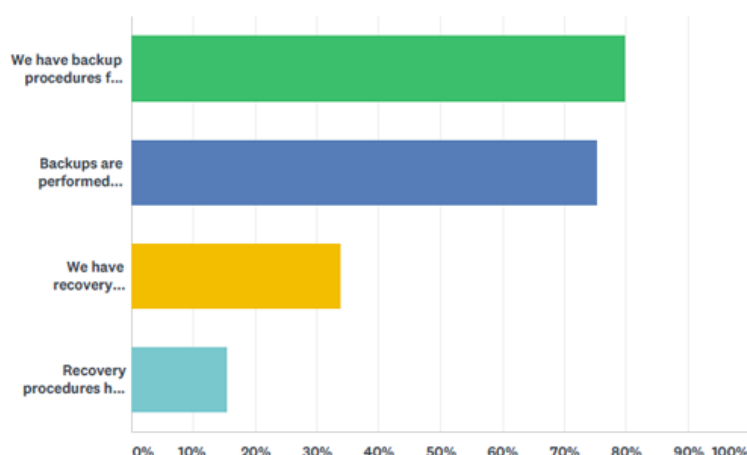
ANSWER CHOICES	RESPONSES	
We have backup procedures for our digital items	80.00%	52
Backups are performed regularly	75.38%	49
We have recovery procedures for backed-up data	33.85%	22
Recovery procedures have been tested	15.38%	10
Total Respondents: 65		

Q30 What future plans do you have regarding digitisation?

73 responses were received to this question

7 replied "None" or words to that effect.

3 replied simply "To continue"

5 gave the impression that they are so busy trying to keep up that they don't have time to make plans. Here is one:

> You don't make plans when you are 2 part-time volunteers who do all the research enquiries, organising, collecting, copying, web page, etc etc

1 replied:

> Requires personnel time and funds

9 societies replied that their long-term goal is to digitise their entire collection

4 societies specifically mentioned digitisation of photographs (starting, continuing or completing).

There was a wide range of responses. The following is a selection of some of them.

> To have the collection professionally advised upon and guided by the recommendations
> Where the digitised items are photos or other documents, we try to make hard copies of them, and file them in the Collection.
> We would like to learn more

Continue, prefer to collect born-digital in archival formats

When we can purchase more computers and attract volunteers with computer skills, we do intend to start an Excel process to put all records, artefacts and associated things on that data base

We plan to make available the collections on-line

We are installing Archivematica & Access to Memory on our server for preservation of digital master files of images, manuscripts and the society's organisational archives.

We plan to investigate what we could be doing and initiate a project to digitise any at risk material in our collection

Mainly to continue with digitisation of newspapers

looking for suitable software ; future grants

Rare items in the collection will be digitalised.

Have applied for grant to purchase computer equipment, copy stand & lighting, camera, case for image based digitisation

Conversion of remaining audio tapes to digital format

We are looking at digitising our film and audio tape collection in the future because of the redundancy of equipment to access these

Keep photgraphing our rate books

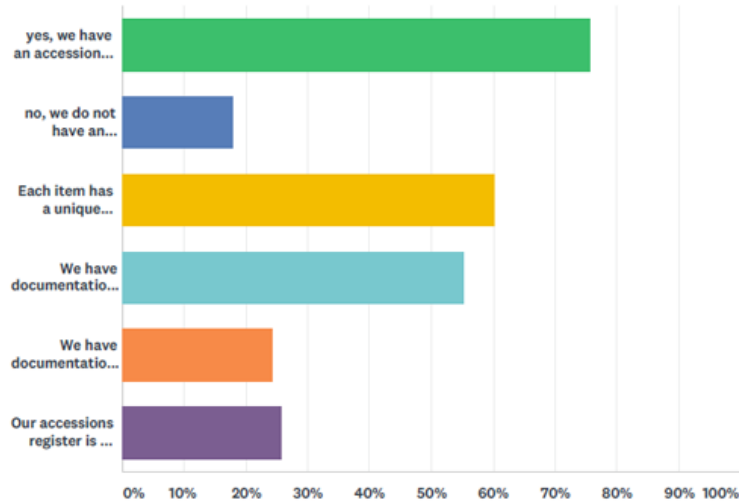# Collection policies and accessions register

Q31 Collection policies

Q31 Do you have any of the following? (please indicate all that apply)

Answered: 64   Skipped: 32

ANSWER CHOICES	RESPONSES	
a collection management policy (that guides the development and care of the historical society's collection)?	78.13%	50
an acquisitions policy (for accepting and rejecting items for the collection)?	90.63%	58
a deaccession policy (for formal removal of item from the collection register, or database)?	70.31%	45
a disposal policy (physical removal of the item from the organisation)?	53.13%	34
Total Respondents: 64		

Q32 Accessions register

Q32 Do you have an accessions register? (Documentation of items accepted into the collection)Please indicate whichever of the following apply to your society

Answered: 78   Skipped: 18

ANSWER CHOICES	RESPONSES	
yes, we have an accessions register	75.64%	59
no, we do not have an accessions register	17.95%	14
Each item has a unique registration number	60.26%	47
We have documentation of ownership for items in the collection	55.13%	43
We have documentation on transfer of copyright	24.36%	19
Our accessions register is in digital form	25.64%	20
Total Respondents: 78		

Access to your collection

Q33 Who manages your collection?

Q33 Do you manage your own collection? Or is it managed through a third party affiliation?

Answered: 81   Skipped: 15
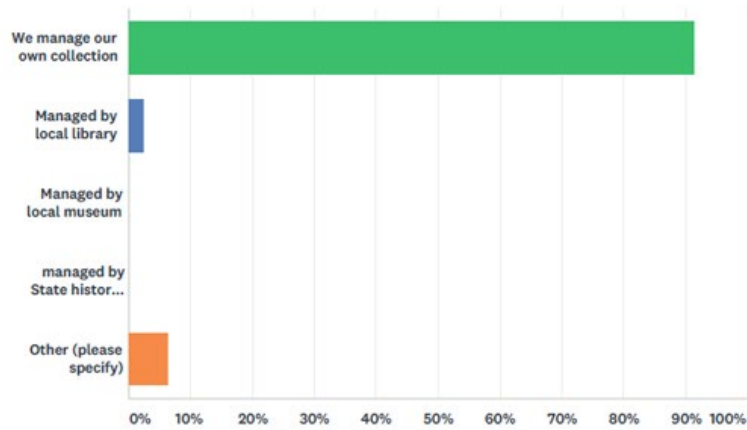
ANSWER CHOICES	RESPONSES	
We manage our own collection	91.36%	74
Managed by local library	2.47%	2
Managed by local museum	0.00%	0
managed by State history body	0.00%	0
Other (please specify)	6.17%	5
TOTAL		81

Q34 Access to catalogue

Q34 Do you have searchable access to the catalogue?Please indicate which of the following apply.

Answered: 78   Skipped: 18

ANSWER CHOICES	RESPONSES	
Yes, for members	52.56%	41
Yes, for researchers	41.03%	32
Yes, for the general public	34.62%	27
Yes, in house	51.28%	40
Yes, online	15.38%	12
Other (please specify)	28.21%	22
Total Respondents: 78		
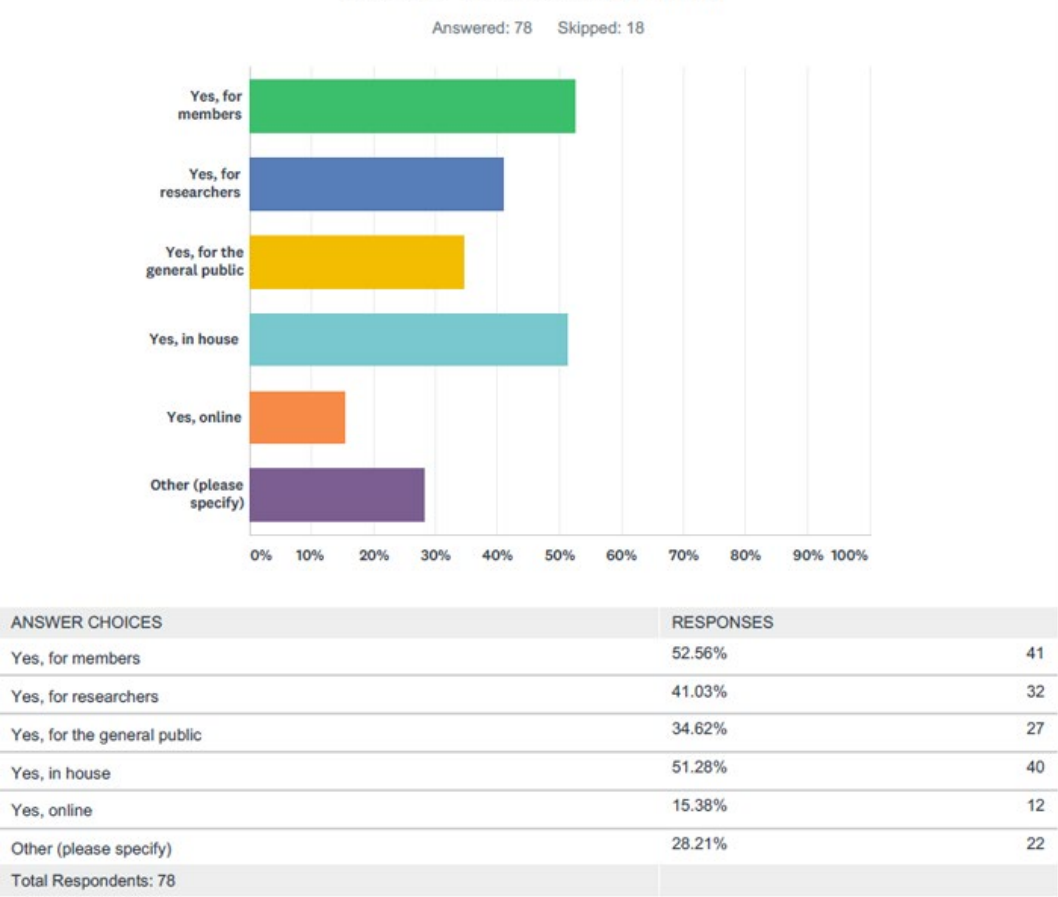
Q35 Search function

Q35 Is the search function activated by?Please indicate whichever apply.

Answered: 69   Skipped: 27
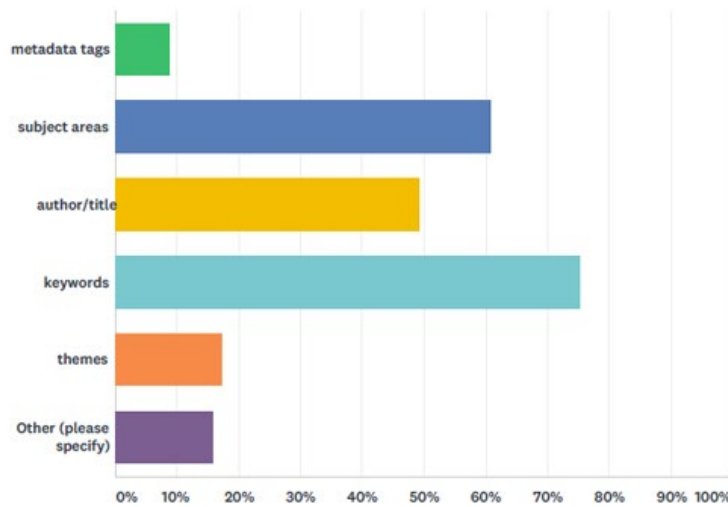
ANSWER CHOICES	RESPONSES	
metadata tags	8.70%	6
subject areas	60.87%	42
author/title	49.28%	34
keywords	75.36%	52
themes	17.39%	12
Other (please specify)	15.94%	11
Total Respondents: 69		

Q36 Metadata standards

Q36 Do you use collection standards for metadata (eg Dublin Core)?

Answered: 56   Skipped: 40
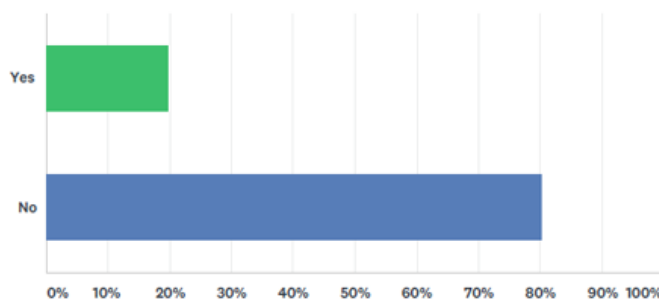
ANSWER CHOICES	RESPONSES	
Yes	19.64%	11
No	80.36%	45
TOTAL		56

Q37 Items viewable via society's website

Q37 Are any of the items in your collection viewable online following a search on your society's website?

Answered: 78   Skipped: 18
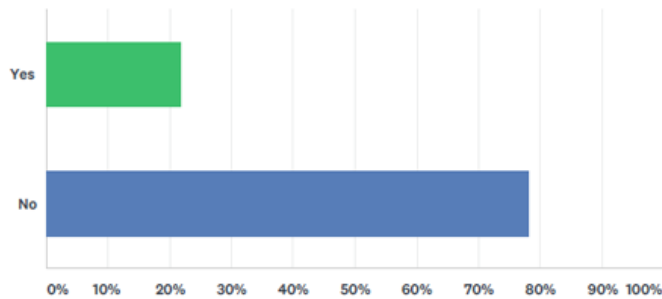
ANSWER CHOICES	RESPONSES	
Yes	21.79%	17
No	78.21%	61
TOTAL		78

Q38 Items discoverable or viewable via TROVE

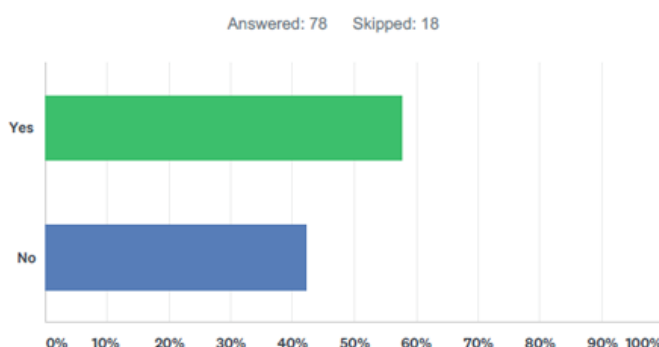### Q38 Are any of the items in your collection discoverable/viewable through TROVE?

Answered: 77   Skipped: 19
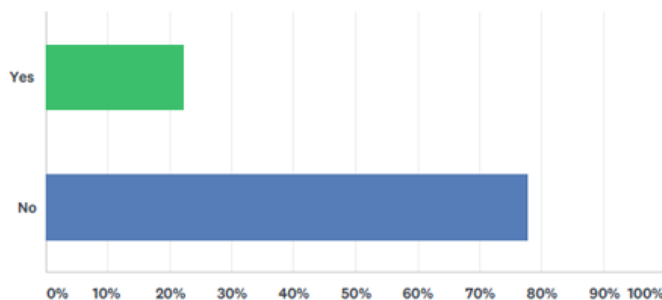
ANSWER CHOICES	RESPONSES	
Yes	22.08%	17
No	77.92%	60
TOTAL		77

Q39 Charge for access or copies

Q39 Do you charge for access to (or for copies of) digital items in your collection, or for providing copies of physical items in your collection?

Answered: 78   Skipped: 18

ANSWER CHOICES	RESPONSES	
Yes	57.69%	45
No	42.31%	33
TOTAL		78

Q40 Obstacles/challenges with collections management

Please rate the following possible obstacles/challenges by placing the numbers 1, 2, 3, 4, 5, 6, 7, 8, 9 in order of importance for your society (where 1 is the biggest obstacle/challenge).

77 societies answered this question.

To date, we have only analysed the "1"s - that is, the answer choices that societies identified as their major obstacle or challenge.

Please note that, as with similar questions earlier in the this survey, we did not make it clear enough that respondents should use each numeral only once when indicating their order of importance. Some did use each numeral only once, but others indicated that more than one of the answers were (equally) their top obstacle or challenge.Consequently, there are more appearances of "1" in the results than there are societies answering the question.

availability of volunteers to do the work	51
learning/training required by volunteers	29
not sure which items should have priority for cataloguing,digitisation or access	11
selection of suitable software	11
lack of suitable equipment	10
high cost of software	10
need advice on standards	8
need advice on collection management generally	7
none of the available software is suitable for all types of items in our collection	1

16 societies added notes in the **Other** box.

Of these, seven societies advised that their major obstacles/challenges was not one of the nine we offered, but were:

> Age of members is our main problem
> Lack of time within other duties.
> lack of prioritizing the management of the collection 1

Main challenge is the amount of cataloguing we still have to do to make our collection even more accessible and useful.

Space, or lack of it, is our biggest problem, closely followed by a small membership. We have 12 memebers only about 4 of those are active participants and of those some are working and time is our biggest problem. We are looking at paying someone to catalogue but finding someone suitable within community is difficult

We have ample software, equipment and volunteers (gradually receiving training), our major issue is managing many collection projects, and dealing with new material while giving sufficient attention to retrospective cataloguing work an application of standards.

The following brief comments from four societies do not indicate how these problems rate in comparison with our nine answer choices, but there is a commonality about them:
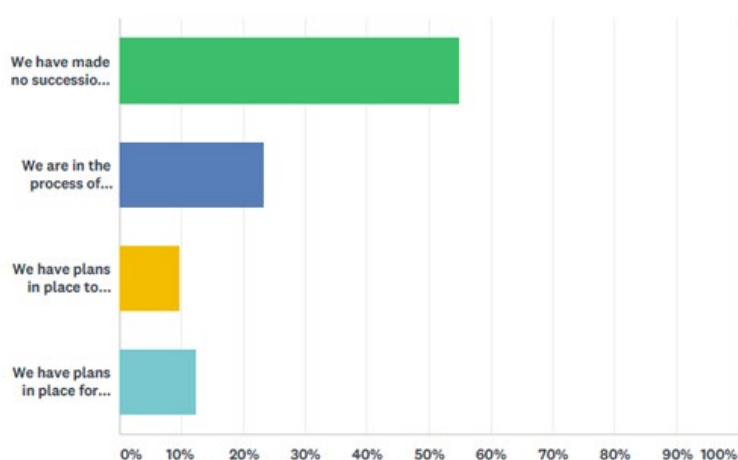
Lack of time

Funds

time and funds

time

Forward planning

Q41 Succession planning

Q41 Succession planning. Please indicate whichever of the following apply.

Answered: 73 Skipped: 23

ANSWER CHOICES	RESPONSES	
We have made no succession plan regarding our collection	54.79%	40
We are in the process of developing a succession plan regarding the collection (such as documenting critical information about it)	23.29%	17
We have plans in place to allow a smooth transition from the person currently managing the collection to a successor	9.59%	7
We have plans in place for its transfer to another historical society in the event that we can no longer manage it or store it	12.33%	9
TOTAL		73

Q42 Disaster recovery plan

Q42 Do you have a disaster recovery plan for your physical collection?

Answered: 78   Skipped: 18
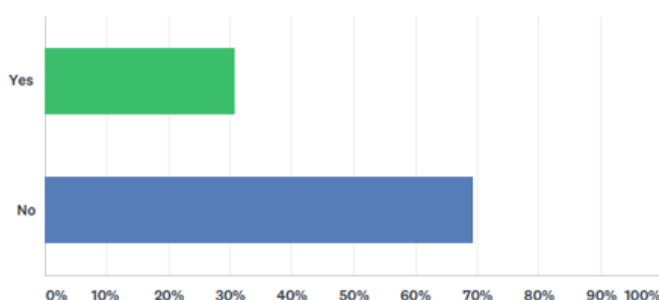
ANSWER CHOICES	RESPONSES	
Yes	30.77%	24
No	69.23%	54
TOTAL		78

Q43 Please tell us about any of the interesting ways that your collection is being used by the community or the membership.

53 societies answered this question. We have selected nine of the reponses below.

> We get all kinds of requests - too many to list really, but they range from basic reference requests to substantial research for publications and university study.
> photograph used for wall paper in a house
> At each meeting we give a 10 min slide show and talk on something from the collection, or personal account, before the guest speaker.
> Used widely as an education facility by schools
> We supply information on local history to our local schools and to Uni. students doing research. We use multiple copies of our newspapers as items of interest when we speak to local organisations. We provide copies of photos from various eras inthe town's history for people to use for birthday parties, and for anniversary celebrations for local organisations. Our "Gazette"uses info. and photographs from the Collection in its articles, and we include a list of those who have died in each edition as well as an annual article on the changes in the district. These in turn, become a record of change in the community, and the Obituaries we print also become part of the Collection as they record the lives of the people in the district.
> The collection is about a timber milling village, the life of the people and the mill. It is said to be the last intact village and mill left in WA and therefore plays an important part in the history timber milling in WA. The museum is currently located in a classroon of the village school and is open to day trippers to the village as well as to those who have rented one of the timber cottages. The Collection will also be show cased through being aprt of the National Trust Heritage Festival for 2018 inviting the public to come and be part of an open forum hearing about the life of women in a timber milling village and working in the mill. The museum is also to have an official opening in 2018 to help bring awareness that a very important part WA Timber Milling History is available to the general public to view. Over time the museum will show case different aspects of the village life, the people and the mill with special one off events.
> Nothing comes to mind.

The bird taxidermy collection is on public display at the bottom of the xxxxxx water tower
Many local schools visiting museum as part of their learning ciriculum plus development of themed exhibitions and items in local paper about historical items places and people

Q44 What future plans do you have regarding collection management?
Note previous Q30 focussed on plans for digitisation.

This Q44 relates to collection management. 54 societies answered it. We have selected 11 of the responses below.

Now that we have our new system we can clear backlogs in some collecting areas, we have further records to be transferred to the new system and we hope to have everything transferred before the end of the year. Our test harvest to Trove is complete, and pending our feedback, our eHive records will be discoverable on Trove in the near future.
heaps, we are so remiss regarding our custodial-ship for our community
We have listed it as a priority to address and commence collection management.
To try and limit excess material being off loaded on the society and to properly preserve and maintain what we have
Our Association is likely to merge or fold in the next 12 months
Complete the accessioning and start on de-accessioning
Seeking advice on how to maintain the taxidermy collection and then funds to support the maintenance of the collection
The aim is to make the catalogue more user-friendly and to have all items in the collection fully catalogued.
Get as much done while we can with the volunteers we have available - the rest can not be planned for
We plan to tidy up, digitise, and write policies for its long term future.
No plans in place, continue doing what we do now

Additional comments

Q46 Is there anything you wish to add regarding collection management or any aspect of this survey?

Apart from 11 societies that answered "No" or "Not at this stage", 29 responses were received and all are shown below (except that four have been edited so as not to reveal the identity of those making the comment)

A lot of the questions did not relate to our small group
Again lack of personnel to do the work
Amateurs find upgrading of knowledge and skills to be a daunting process.
Aspects of security for collection
have a nice day - Good survey.
I think it is useful to define up front what sort of a history collection you have. Unlike many local history groups we are an archive rather than a museum.
Is it possible to have a print out of this survey ?
[Yes. if you contact us, we can send a PDF of your society's response to the email address we have on file for your society]
is there a course/lecture on collection management?

It would be great to work with other like minded groups in the town ie. National Trust and Community Library

Local library have control of most of our collection, no access policies, no computer for digital access, they say no money.

MAVic Accreditation process, fully held since 2001, has been instrumental in upholding the standards of collection management.

Need for leadership and co-ordination suitable for collections that are primarily reference as opposed to 3D objects

not enough professionals available.

Our collection management is in the process of being revised.

Thank you for doing it

That the survey had automatic save to allow you to come back to a page. A one stop all point that helps a new organisation find all the relevant links e.g. starting a museum, National Standards, possible software programs

There is a lack of leadership in Victoria to counter Victorian Collections, which does NOT suit a Society collection, as they are usually blended collections. There is a lack of expertise and understanding in collection management in both societies and the peak body.

xxxxx manages a complex entity and expended considerable financial and volunteer energy in preserving the buildings and precinct surrounding the xxxxx Museum. Recently, xxxxx has been able to devote more time and resources to the collection, its preservation and its accessibility, 'live' and on line.

We are more on the promotional side.

We have recently engaged a professional curator to advise on better display of items in our museum. Her report is now to hand and our members hope to bring modern display methods into practice using her guidelines.

We would welcome some advice in regard to the best way to put a strong collection management system in place.

While there seems to be a lot of emphasis on Societies sharing their collections online, nobody is offering to come and do the work, pay for internet access or explain how free access online still enables us to earn an income to pay bills & buy resources needed

would like some feed back on availability of catalouging advice

Would love to see more training. We no longer have the museums course at xxx so there is nothing for regular volunteers.

Yes. We are aware of how things should be, and discuss it frequently. It will be a slow process to achieve changes. We are also aware that it would be easier to carry out our activities if the collection was documented, digitised and entered into an appropriate control system. We are not willing to give up the research and outreach activities so that we can quickly implement a new system. We are aware that this slows the process, but that's the way it is.

You did not ask the size of each of our societies. This would reflect a different range of problems. Also you need to know where the Collections are housed and how this affects what they are able to accept.

[We asked about the size of societies in the previous Stage 1 of the survey, and close to two-thirds of the societies responding to Stage 2 also did so in Stage 1, and so for 66 societies it will be possible to make correlations between the two sets of results]