

National Cataloguing Grants Programme Review

National Cataloguing Grants Review

The Pilgrim Trust, supported by The National Archives has commissioned Janice Tullock Associates to evaluate the impact of the National Cataloguing Grants Programme and review the future direction of the scheme. Since 2006 the programme has awarded over £3.8 million in 124 grants to improve access to archive collections. Collections awarded funding include archives of charities, councils, scientists, companies, politicians, hospitals, publishers and faith organisations.

The Cataloguing Grants Programme aims to :

- Support and enable access to archive collections that are of the greatest significance and evidential value
- Enable wider activities based on documentary heritage.
- Aid organisations in supporting sustainable improvement of their archival provision in line with the Archives Accreditation Standard.
- Achieve clear public benefit and value for money

This review will gather evidence to :

- Identify the impact of the programme over the previous ten years.
- Identify the needs and ambitions of the sector in relation to cataloguing
- Uncover changing needs of users in relation to cataloguing and accessing collections information

Data from this survey will be used to complete the programme review and to make any changes to the programme. Details relating to individual projects or services will be kept confidential to the research team and not shared unless agreed with the respondent.

This survey will take up to 20 minutes to complete, taking the longest time for grant recipients who need to feedback on their project successes.

This survey will be open for responses until 30th August 2016. Don't delay, respond today!

We really value your feedback and all views will be fed into discussions on the future of the programme.

Please click Next below to continue to the first question.

If you would like a pdf of the entire survey (including sections which may not be applicable to you) please visit <http://www.janicetullock.co.uk/projects/consultations/>

National Cataloguing Grants Programme Review

Introduction

* 1. What is the name of your organisation ? (or your name if replying on behalf of an individual)

2. Before this survey, did you know that the National Cataloguing Grants Programme had awarded £3.8 million to catalogue archives over the past 10 years?

3. We are interested in examining whether National Cataloguing Grants reach archive services with a range of experience in fundraising. To help us to examine this issue, please tell us which of the following types of funding your archive service has received In the last 5 financial years? Answer all that apply.

- Only from governing body
- Central government
- Other government
- Local authority (non-governing body)
- Higher Education
- Heritage Lottery Fund
- Arts Council
- Big Lottery
- Recharging
- Earned
- Private investment
- Other (please specify)

* 4. Please choose the answer which best fits your experience with the National Cataloguing Grants Programme:

- We received a grant from the National Cataloguing Grants Programme on our first application.
- We made a number of applications, were eventually successful and have received a grant from the National Cataloguing Grants Programme.
- We have applied but been unsuccessful in receiving a grant from the National Cataloguing Grants Programme.
- We have not applied for a grant from the National Cataloguing Grants Programme.
- We have not heard about the National Cataloguing Grants programme before

National Cataloguing Grants Programme Review

Grant recipients

* 5. How many grants has your organisation received from the National Cataloguing Grants Programme?

* 6. Were there any issues in implementing your project?

Yes

No

Delivering your project - Issues

7. You have indicated that there were problems in delivery of your project. How were these resolved?

8. Did you receive any support in resolving these difficulties?

- Yes
- No
- If so from where and in what format ?

9. How could you have been supported in resolving these issues?

- Support and advice from National Archives / MALD /Other Sector staff
- Support and advice from National Archives collections and cataloguing staff
- Support advice from other fellow archivists
- Support and advice from fellow grant recipients

Other (please specify)

About the Impact of your project

10. What was the short term impact of National Cataloguing Grants Programme funding? Tick all that apply.

- Fully catalogued a collection.
- Partially catalogued a collection.
- Enabled activity to promote collections
- Raised the profile of the service internally
- Raised the profile of the service externally
- Reduced the backlog of uncatalogued archives
- Enabled staff to develop cataloguing skills
- Provided career development opportunities
- Led to further funding coming into the service
- Led to research
- Provided public access to a collection that was otherwise inaccessible

Other

11. Please describe how the project achieved these results:

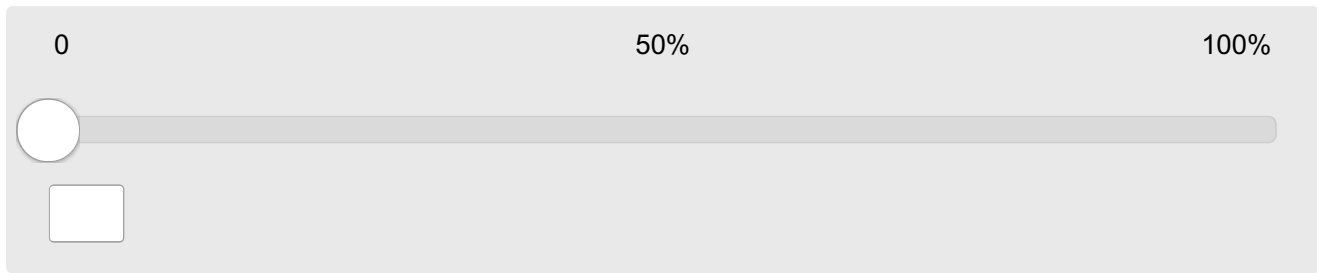
12. In the long term, what has been the impact of the National Cataloguing Grants Programme funding on your:

Organisation?

Collections and their management?

Service users?

13. By how much has your cataloguing backlog reduced as a result of National Cataloguing Grants Programme funding ? Please estimate.



14. Please complete this sentence choosing all that apply

If we had not received the funding...

- The collection would have been catalogued as planned using internal resources
- The collection would have been catalogued at a later date using internal resources
- We would have sought external funding to catalogue the collection
- We would have returned to the National Cataloguing Grants Programme with another application
- The collection would have been catalogued using external funding
- The collection would have been catalogued to a lower level / in less detail
- The collection would not have been catalogued
- The collection would not have been retained by the archive

Other (please specify) / Comment

National Cataloguing Grants Programme Review

Following your unsuccessful initial application(s)

15. How many applications has your organisation made to the National Cataloguing Grants Programme?

16. Did you receive feedback on your failed application(s)?

Yes

No

17. How far would you agree that this feedback was:

	Strongly disagree	Somewhat disagree	Neither agree or disagree	Somewhat agree	Agree strongly
Clear and understandable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Useful in making a future grant application	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enabled improvements in our cataloguing methodologies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enabled the raising of funds from elsewhere	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other comments on feedback

18. How did you tackle your uncatalogued collection following the failed application(s)? Choose the answer that best meets your situation:

- The collections has been catalogued as planned using internal resources.
- The collection has been catalogued at a later date using internal resources
- The collections has been catalogued using external funding
- We have sought funding elsewhere but failed to secure any
- The collection has been catalogued to a lower level / in less detail
- The collection has not been catalogued
- The collections has not been retained by the archive
- We resubmitted to the National Cataloguing Grants Scheme

Other (please specify)

19. If you did not eventually receive a grant, will you apply again in the future ? Why / Why not ?

National Cataloguing Grants Programme Review

Following your application

20. How many applications has your organisation made to the National Cataloguing Grants Programme?

21. Did you receive feedback on your application?

Yes

No

22. How far would you agree that this feedback was:

	Strongly disagree	Somewhat disagree	Neither agree or disagree	Somewhat agree	Agree strongly
Clear and understandable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Useful in making a future grant application	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enabled improvements in our cataloguing methodologies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enabled the raising of funds from elsewhere	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other comments on feedback

23. How did you tackle your uncatalogued collection following the failed application? Choose the most appropriate answer to your situation:

- The collections has been catalogued as planned using internal resources.
- The collection has been catalogued at a later date using internal resources
- The collections has been catalogued using external funding
- We have reapplied to the National Cataloguing Grants Programme
- We have sought funding elsewhere but failed to secure any
- The collection has been catalogued to a lower level / in less detail
- The collection has not been catalogued
- The collections has not been retained by the archive

Other (please specify)

Planning your project and making an application

24. Was your project a part of a strategic approach to cataloguing backlogs? e.g. prioritisation schemes, the result of survey work etc

Yes

No

Please describe your approach:

25. Why did you prioritise this collection for application to this funding stream? Please choose the most appropriate answer.

It was the most significant collection.

It had the most evidential value

It was most requested by the public

The cataloguing couldn't be funded from other grant funders/internally

It had the clearest public benefit

The cataloguing would trigger other developments or projects

The size & scope of the collection meant it was within the scope of the funding stream

The collection was of the size and scope the funding stream had funded before

Comments

26. Did you get assistance from anyone prior to making an application? If so from whom?

Source of support / advice:

27. How did you first hear about the National Cataloguing Grants Programme? Tick the most appropriate answer.

- News article
- The National Archives website
- Archives NRA List serv
- Word-of-mouth referral from friend
- Online search (e.g., Google, Yahoo, Bing)
- Social media (e.g., Facebook, Twitter)
- Sector Body (TNA, MALD, SCA etc)
- Other (please specify)

National Cataloguing Grants Programme Review

About the Application and funding process

28. Overall, how straightforward was the application process to the National Cataloguing Grants Programme ?

- Extremely straightforward
- Very straightforward
- Somewhat straightforward
- Not so straightforward
- Not at all straightforward

29. How could the application process be improved?

30. How far to you agree with the following statements?

	Strongly Disagree	Somewhat Disagree	Neither Agree nor disagree	Somewhat Agree	Strongly Agree
The aims of the programme were clear.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The level of guidance for the programme was sufficient	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The level of support available in making an application was good.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

Non-applicants

31. You have indicated that you haven't yet made an application to the National Cataloguing Grants Programme.

Which of the following best represents your reason for not this?

- We weren't aware of the programme
- We don't have a suitable collection
- We don't have enough time to put an application together
- We don't have enough archival expertise to design the project
- This finding scheme isn't for organisations like us
- The funding guidance is unclear
- To deliver a project we need resources not funded by the programme e.g. software
- We don't provide public access to our collections and so are no eligible for funding
- We don't have the means to put our archive catalogue online
- Other

The future direction of the Cataloguing Grants Programme

* 32. How would you describe the importance of National Cataloguing Programme funding to your service and the archives sector as a whole? Is the Programme as important as it was 10 years ago or less important? Is it important to the entire sector or only a section?

33. The National Cataloguing Grants Programme seeks to tackle the backlog of uncatalogued archives and make them available to the public. How can we best tackle this backlog?

34. The National Cataloguing Grant Programme aims to:

- Support and enable access to archive collections that are of the greatest significance and evidential value
- Enable wider activities based on documentary heritage.
- Aid organisations in supporting sustainable improvement of their archival provision in line with the Archives Accreditation Standard.
- Achieve clear public benefit and value for money

Where should we make change (if required) to the Programme to achieve this? Tick all that apply and please explain

- Funding targeted at a specific type of organisation e.g local authority archive services, charity archive services or business archives.
- Funding targeted at a specific type of archives e.g. charity archives, religious archives, family and estate collections.
- Fund larger average grants.
- Fund smaller average grants
- Support cataloguing at collection / series level only
- Support full cost recovery or similar, which would fund the management of the project as well as the cataloguing
- Provide more detailed support in making an application e.g. workshops, 1 to 1 application sessions, webinar.
- Enabling projects to learn from each other. e.g. bringing projects together to compare approaches, online environment for cataloguers.
- Support organisations that don't have permanent professional archives staff
- Prioritise applications from Accredited Archive Services
- Support digitisation
- Prioritise applications from organisations working towards Accredited Archive Status
- Support the cataloguing of non-paper records (including born-digital)
- Move away from traditional approaches to cataloguing
- No change required

Other (please specify)

35. Please explain your choices above.

36. Please choose the most appropriate statement to complete this sentence. To start to tackle the national archive cataloguing backlog, the strategy of this funding stream should be to:

- Catalogue all items to item level
- Catalogue material at series/collection level
- No preference

Other (please specify)

37. From your experience and knowledge of users and how they use archives, what do your users require from archival description?

38. And finally, should we continue to tackle the cataloguing backlog through a specific funding stream, or are there more pressing funding needs we should tackle in the archive sector ?

National Cataloguing Grants Programme Review

Thank you and contact details

39. If you would be happy for researchers to contact you with queries please provide contact details below

Name

Email Address

Phone Number

Thank you for taking the time to complete this survey. All this data will be fed into the review process, will help to develop relationships with potential new funders of the scheme and will help to redirect the programme.

If you have any queries following your completion of this survey please email janice@janicetullock.co.uk

Please press DONE below to complete your survey