A1.2 Report on the Hampshire Archives Trust archives survey 2024 v1-4-25

1. INTRODUCTION

Following our chairman, David Livermore's, initiative for HAT to take a more proactive approach to fulfilling its mission of making Hampshire archives more accessible to the public, HAT commissioned a survey to establish the extent and nature of groups and organization's archives and their needs. This encompassed the extent and nature of their archives, the degree to which they were a) catalogued, b) digitised and c) their accessibility to the public. In all cases we attempted to identify how they were managing now.

Since the interim report published in August the extensive research exercise has enabled us to add a further 55 groups in addition to the 200 organisations in Hampshire which were likely to have archives which would be of help to researchers. The groups surveyed ranged from those interested in the Basingstoke canal through to the extensive archives of Winchester College, Newsquest or the Museum of the Royal Navy. As HAT already had extensive contacts with, and knowledge of, the Hampshire record offices, these were excluded from the survey.
The survey received an additional 26 sets of responses to the over 44 received by August 2024 bringing the percentage response to over 30%. As part of thesurvey visits were made to Newsquest (Weymouth), visits was made to Winchester College, Newsquest at Weymouth, the Army Flying Museum, Middle Wallop, the Royal Logistics Museum, Winchester and Farnborough Air Sciences Trust (FAST)

2. SUMMARY

2.1. Organisations responding

Respondents were asked to select all appropriate to their group from the flowing categories

- Archaeological society
- Local history society
- Family history society
- Community archive
- Small museum
- Special interest group
- Other

The results showed taht 35% of respondents fell into the local history Society categaory. The next largest at 15% was the small museums group. The many other categories ranged from a local publisher to Scouting.

2.2. Types of archives held

68% of respondents stated that they housed both physical and digital archives. It was interesting to note that 12% had only a digital archive

2.3. Extent of Hampshire archives and extent of digitsation of the archives

Te 60 organisations responding to the survey identified no less that 5.9 million items, of which photographs contributed 3.9 million . This latter result was heavily influenced by The Museum of the Royal Navy archives containing 2 million photos (and 700,000 documents), together with the 1.25 million photos (and0.5 million other items) in the Newsquest archives at Weymouth.

As these included a significant number of unitemised folders the true volume is substantially in excess of this. As the respondent size represented approximately one third of all organisations with archives in Hampshire this illustrates the likely scale of some 20 million items. The level of digitization for respondents organisation's was 11%

2.4. Extent of cataloging of archives

40% of organisations reported that between 80 to 100% of their archives were catalogued, At the other exreme 23%replied that under 205 of their items were catalogued. When taking into account the total number of items reported by all organisaions the percentage catalogued was 58%

2.5. Methods employed for the back up of digital archives

The majority (43%) (have a back-up copy of the files on another computer/external drive. 26% reported that they backed up their files to the cloud (eg One drive, Google). An interesting number of respondents (8 of the sample) didn't know how they were backed up.

2.6. Organisation of catalogues

Over half the respondents stated that their physical archives were organised into folders and files , and their digital archives (frequently using Microsoft software) organised similarly, 30% of groups used a spreadsheet as a catalogue.

2.7. If there is a form of catalogue? If so what is it based on?

Approximated equal numbers responding either didn't have a catalogue, or had devised their own cataloguing method. 20% followed such as Dublin Core, ISAD(G), Community Archive Cataloguing Guidelines . 25% of organisations followed advice from their local record office or archive.

2.8. Who can currently search the catalogue of your archive?

31% of respondents reported that their catalogue was available to all on line, closely followed by 27% who stated that access was only available via the archivist or designated member of the group.

2.9. How can people currently view your archive?

30% of respondents reported as saying that their archives could be viewed via their archivist, whilst a similar number reported that they could be viewed by coming to their premises.25% stated that the archive was on line to all. In some case this only applies to a subset of their archives.

2.10. Which software was used#

The most popular choice when stated was the use of Microsoft. (6 mentions) The heritage specific software of CommunitySites has reported by 4 organisations. Others mentioned were Modes (3) Calm (2)

2.11. Cataloguing guidelines followed

There was only 10 respondents to this question ISAD (G) had the most mentions (4) at times in conjunction with Spectrum. Spectrum was reported (3) in addition to Dublin Core (2) and Modes (1)

2.12. Level of satisfaction with current approaches to your archives

Respondents were asked to score their level of satisfaction on a 1 to 5 scale (5 highest level) Cataloguing and storage of their archive was above the average (3.26 vs 3) . Access to archives was rated on average as neither satisfied nor dissatisfied with access to their catalogue recorded a higher level of dissatisfaction. (2.89 vs 3)

2.13. The importance of improving their cataloguing, storage and access to archives

In contrast the question about the importance of improvement was strongly positive with an average score for improvement registering 77 out of 100 (100 – very important)

2.14. Funding of software and training

Respondents were asked how much their organisation might be prepared to spend on software to improve their activities, and how much they would be prepared on training Between a third and a half of them responded that they would not be prepared to pay anything. There was more preparedness to spend up to £1000 for the upfront and on going cost of software. Training funding was significantly lower.
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2.15. Issues highlighted by Respondents

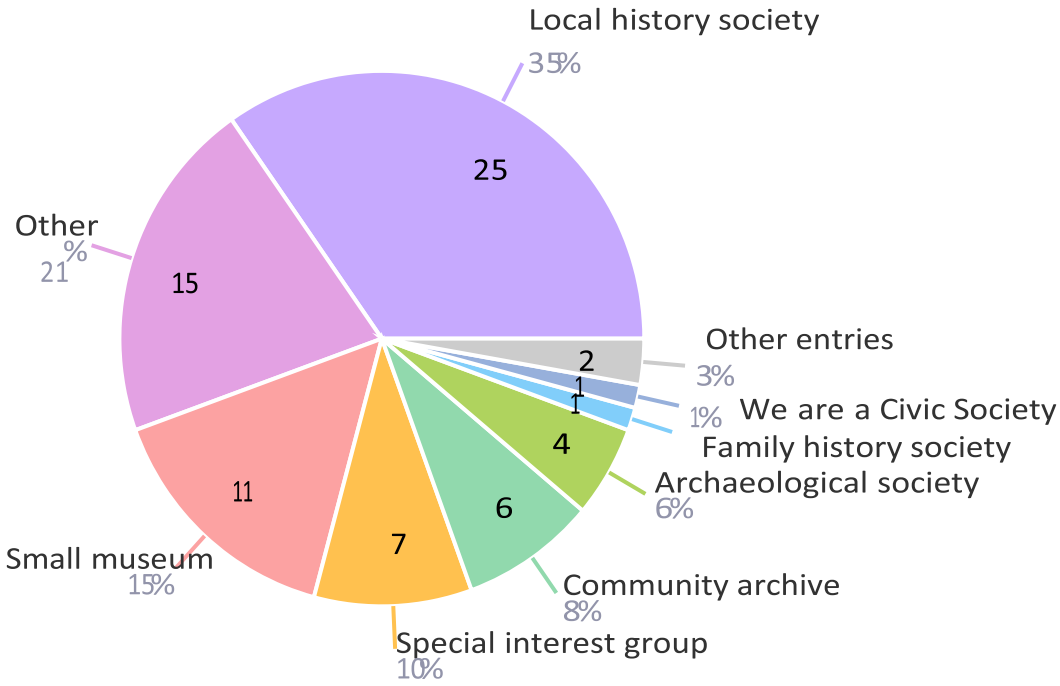
Issues highlighted by respondents included

- Lack of, or old equipment
- Succession problems and dependency on one person (2)
- #Lack of time/volunteers (2)
- Copyright issues
- Lack of space
- Content on Facebook may be deleted

3. Survey results

3.1. Organisations responding

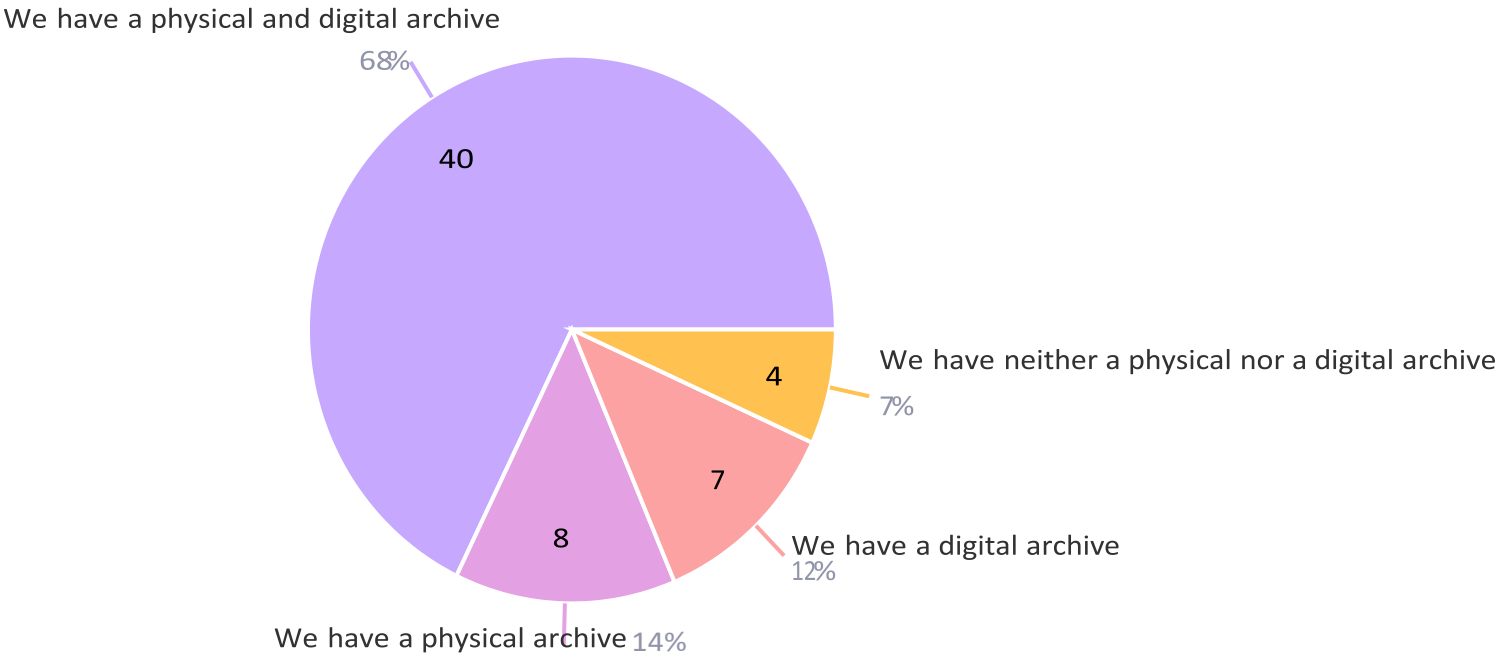
Responders were requested to describe their organization. If more than one were applicable they were asked to compete all relevant.



Surprisingly less than 40% of responses described themselves as a Local History Group

3.2. Types of archives held

Organisations were asked what types of archives they held



Of the four responding that hey had neither a physical nor digital archive they also stated that they had no plans for one in the future

3.3. Extent of Hampshire archives and extent of digitsation of the archives

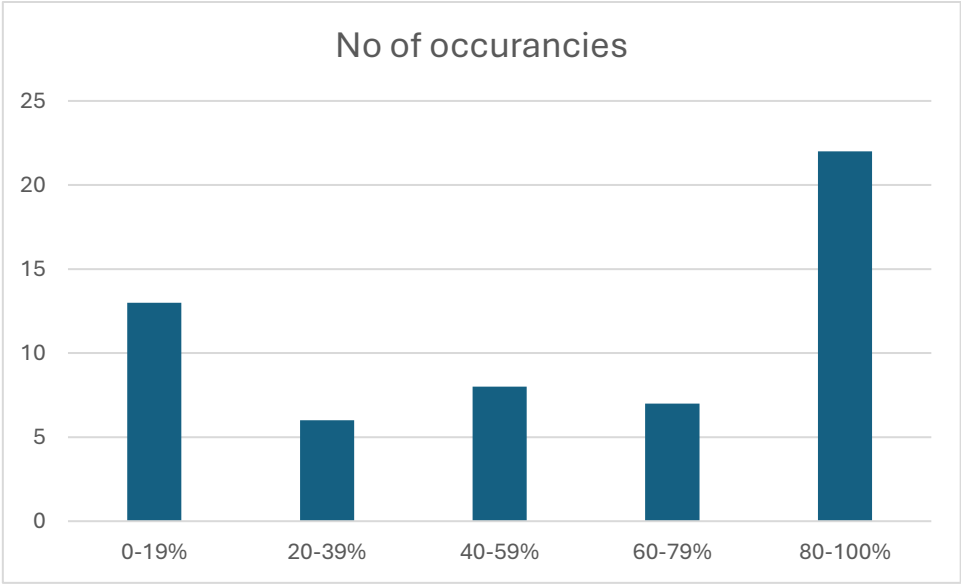
Aggregating all responses the number of items recorded of items per category and degree of digitization (60 respondents as of January 2025)
As already stated these statistics exclude the three Hampshire Regional record office

Class	Total no of items	No digitised	Av % digitised	Notes
Photos	**3,932,501**	**529,077**	**13**	**(1)**
Documents	**1,269,063**	**120,521**	**9**	**(1)**
Audio	**54,745**	**2,143**	**4**	
Video	**18,868**	**868**	**5**	
Archaeology	**103,560**	**2,611**	**3**	
Datasets	**1,622**	**1,212**	**75**	
Other	**509020**	**30**	**0**	
TOTALS	**5,889,379**	**656,463**	**11**	

Note 1: The Museum of the Royal Navy archives containing 2 million photos and 700,000 documents, together with the 1.75 million photos and documents in the Newsquest archive have a substantial influence on the statistics

3.4. Extent of cataloging of archives

Respondent's were asked to what extent their archives had been catalogued. The bar chart illustrates the number of respondents in the each of five percentage ranges.



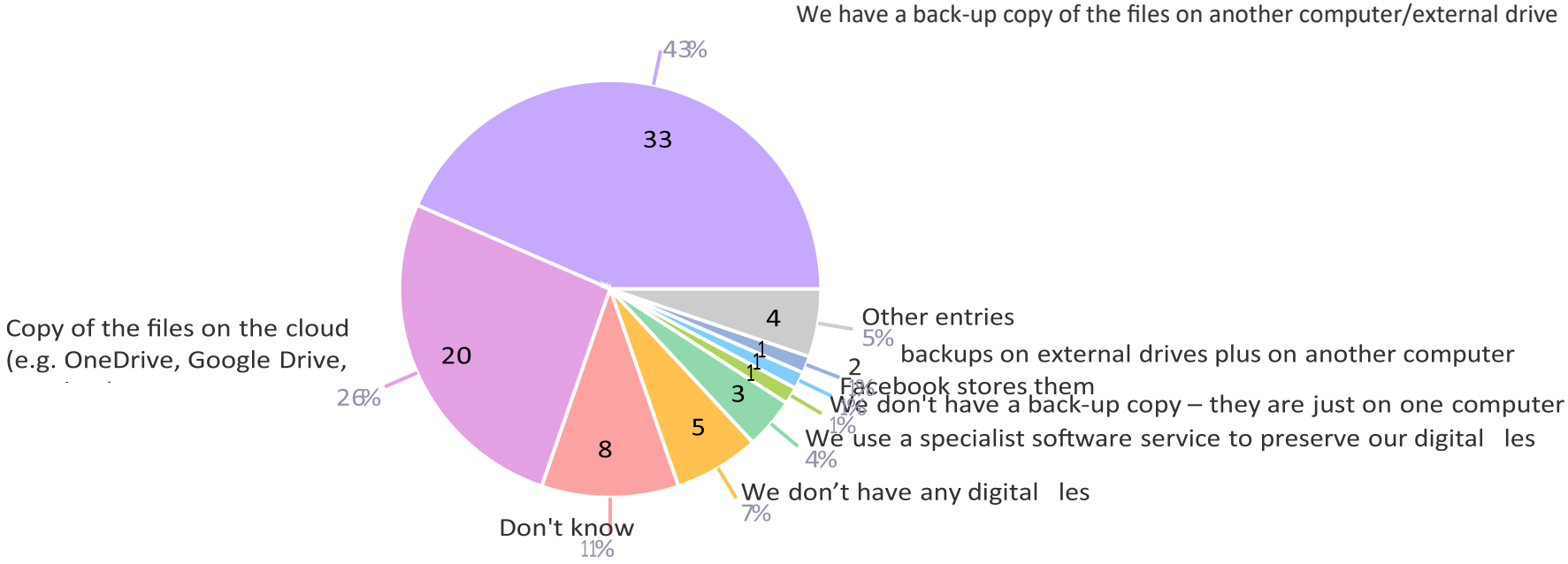
The data was used to obtain an overall picture of the degree od cataloguing for the total respondent group

Degree of cataloging of all responding archives %	58

There was significant correlation between the size of archive and degree of cataloging

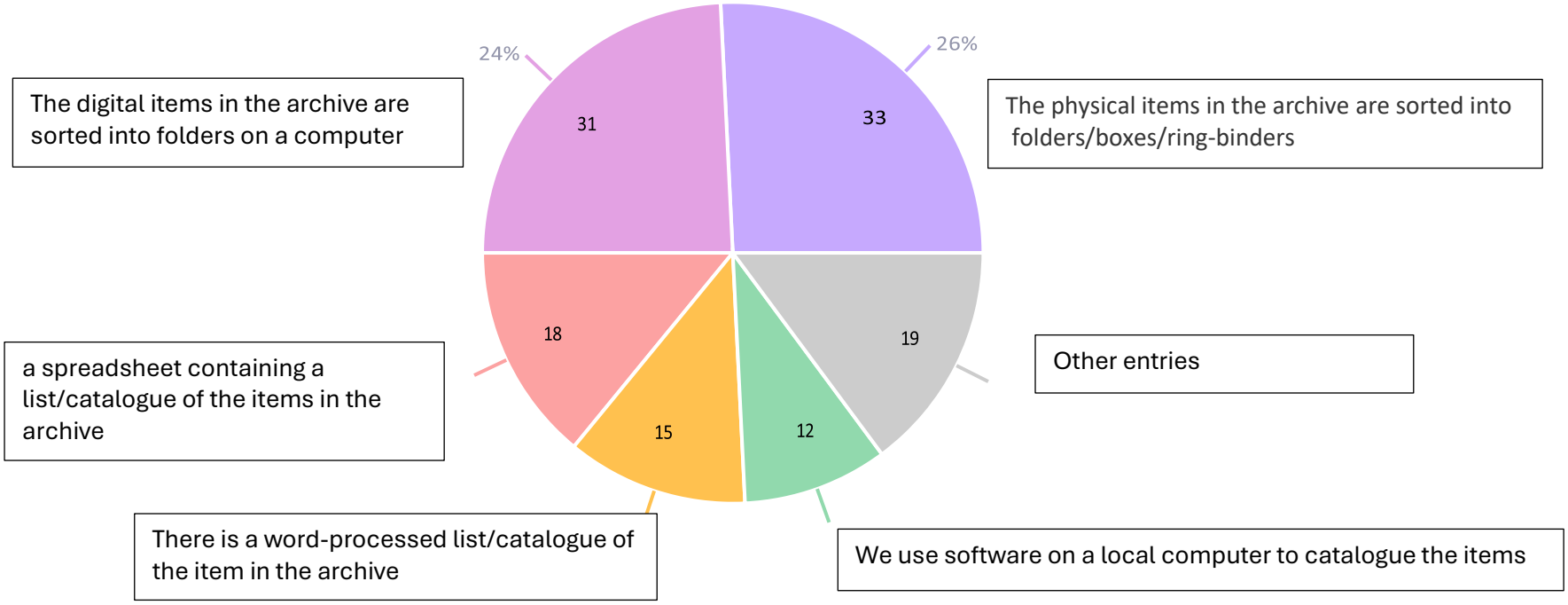
3.5. Methods employed for the back up of digital archives

A third of respondents reported backing up their digital archives on another computer or external drive. 26% of respondents reported as using a cloud base system

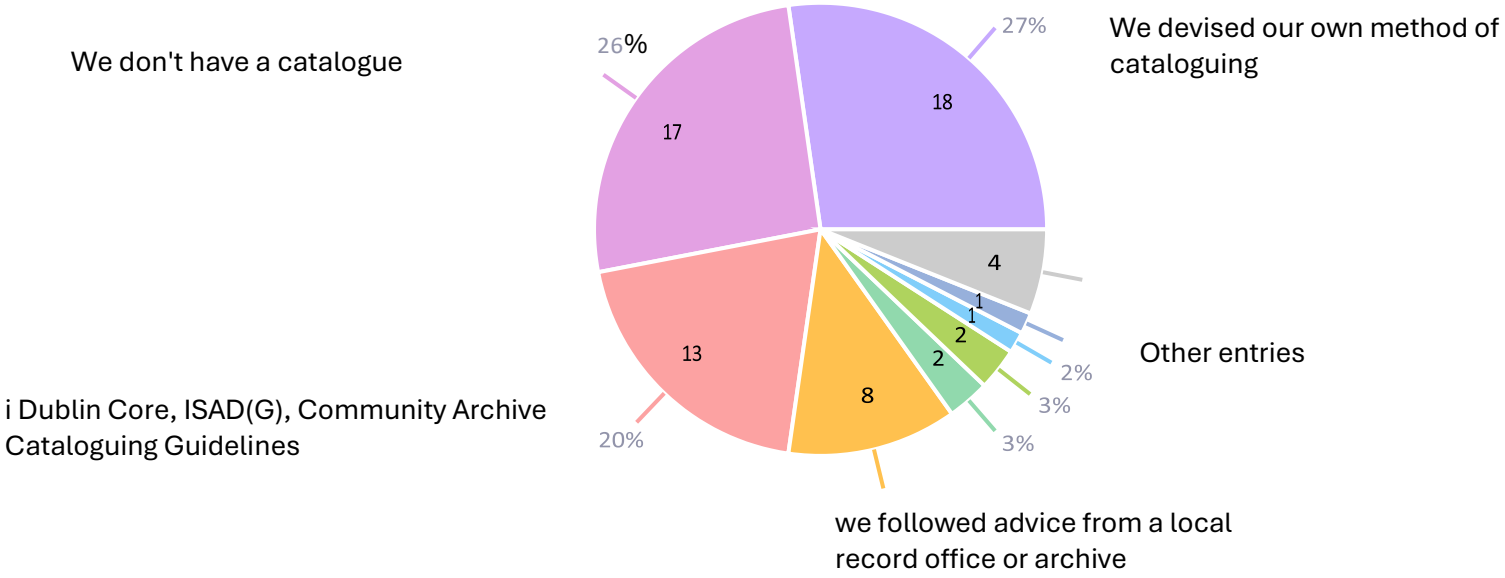


3.6. Organisation of catalogues

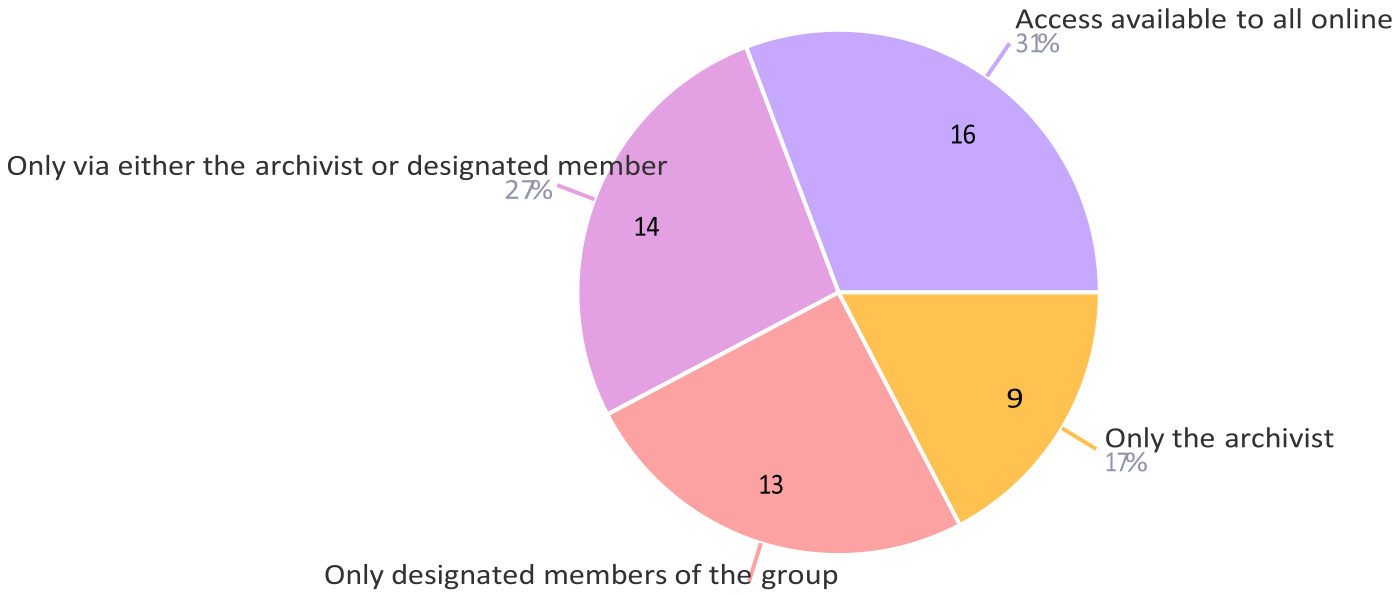
Respondents were asked how archives are currently catalogued and organised



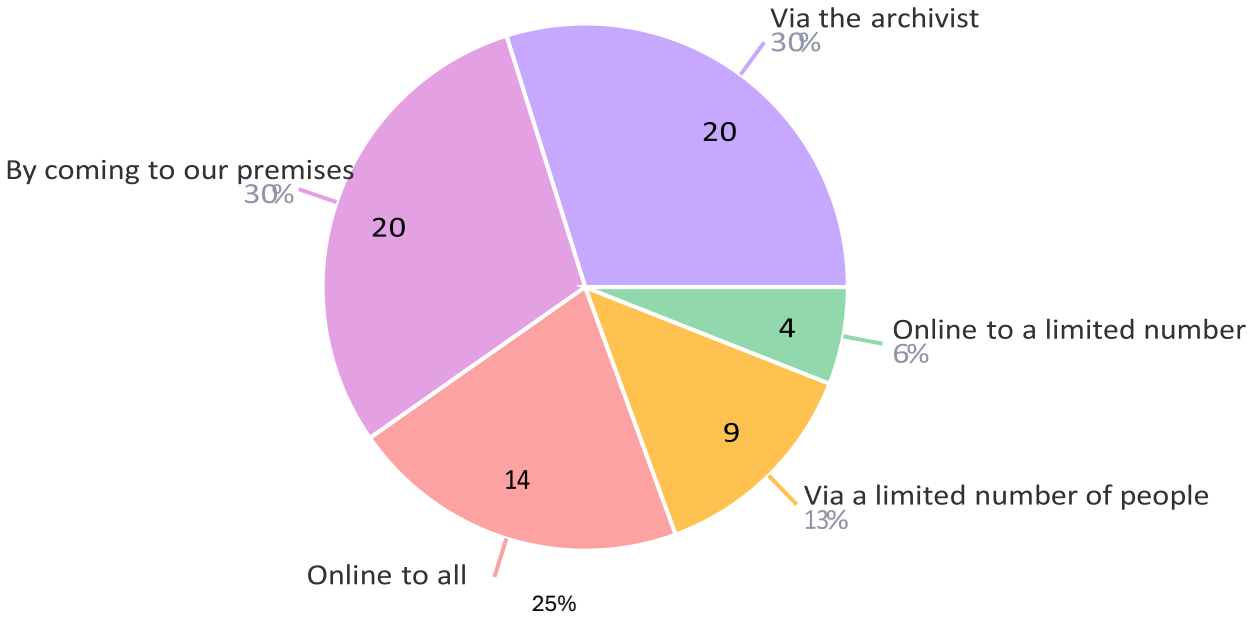
3.7. If there is a form of catalogue? If so what is it based on?



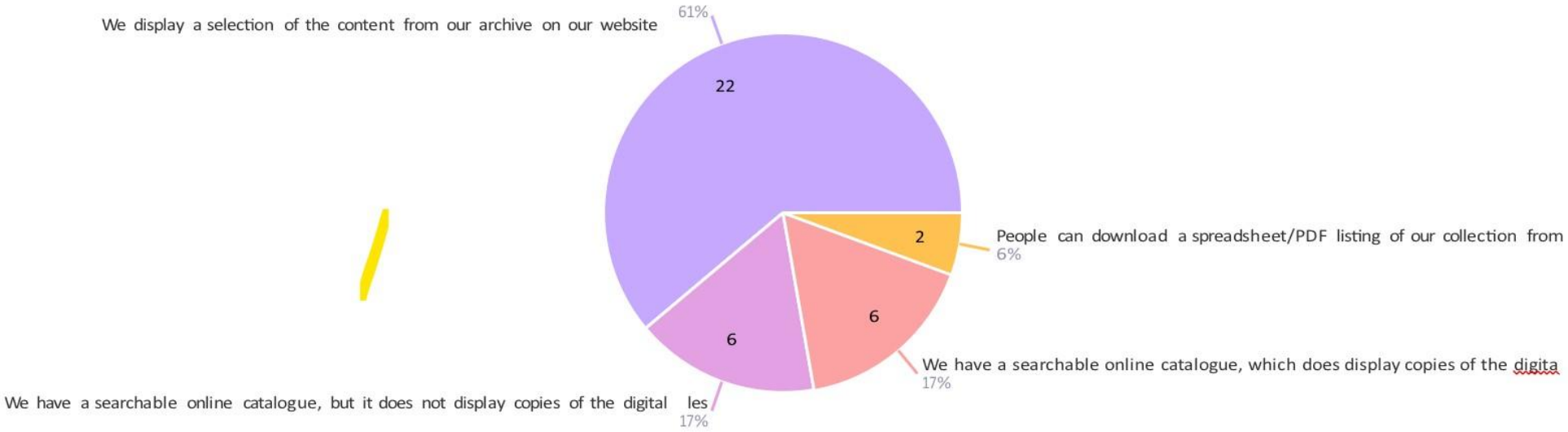
3.8. Who can currently search the catalogue of your archive?



3.8. How can people currently view your archive?



3.9. If the archive is accessible online how can people view it?



3.10. Which software was used?

A third of all respondents specified Software used in cataloguing archives.

Sofware used	No of occurrences
Microsoft	6
Community sites	4
Modes	3
Calm	2
Past Perfect	1
Axiell	1
Soutron	1
Modes Complete	1
Ehives	1

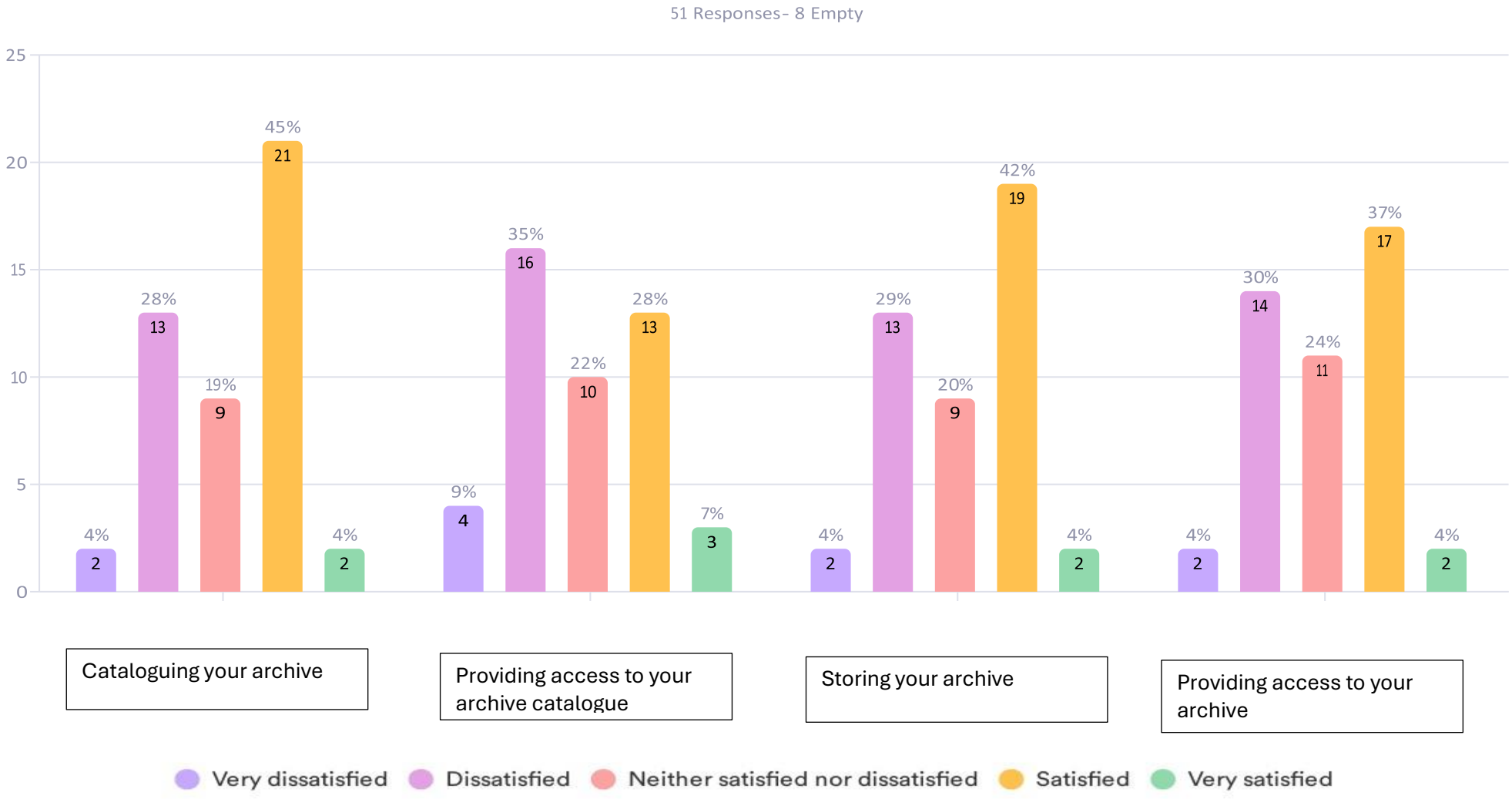
3.11. Cataloguing guidelines followed

Out of the 60 responses it can be see that only 10 specified a set of guidelines used.

Guidelines	**Occurrences**
ISAD (G)	2
ISAD (G) and Spectrum	2
Spectrum 5 for museums	1
Dublin core	1
Dublin core Spectrum compliant	1
Modes	1

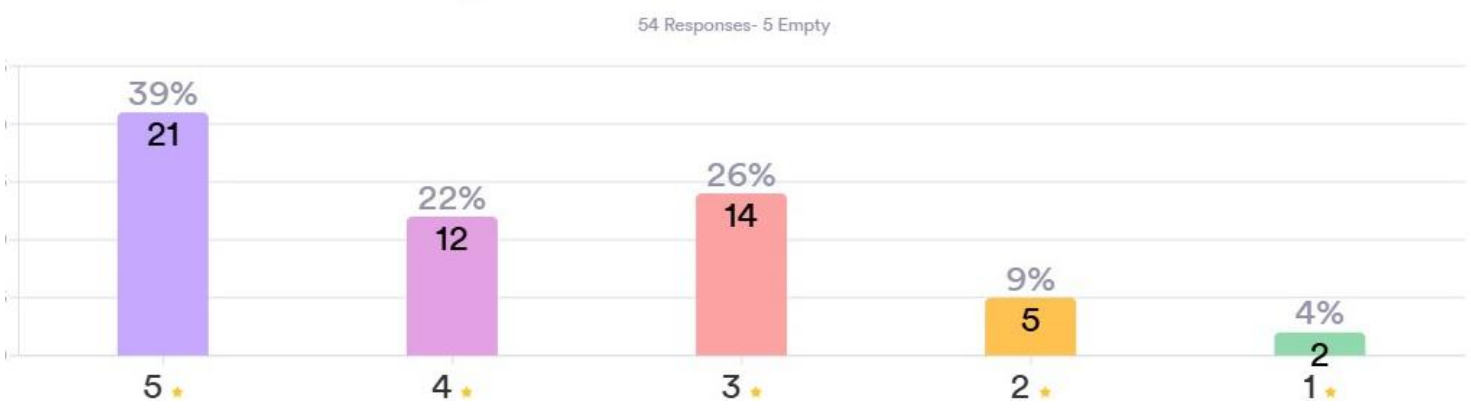
3.12. Level of satisfaction with current approaches to your archives

On a scale from 1 to 5, respondents were asked how satisfied they were with theircurrent approach to



3.13. The importance of improving their cataloguing, storage and access to archives

Respondents were asked on a scale of 1 to 5 (5 highest) how important it was to improve their overall performance in terms of cataloguing, storage and access to their archives



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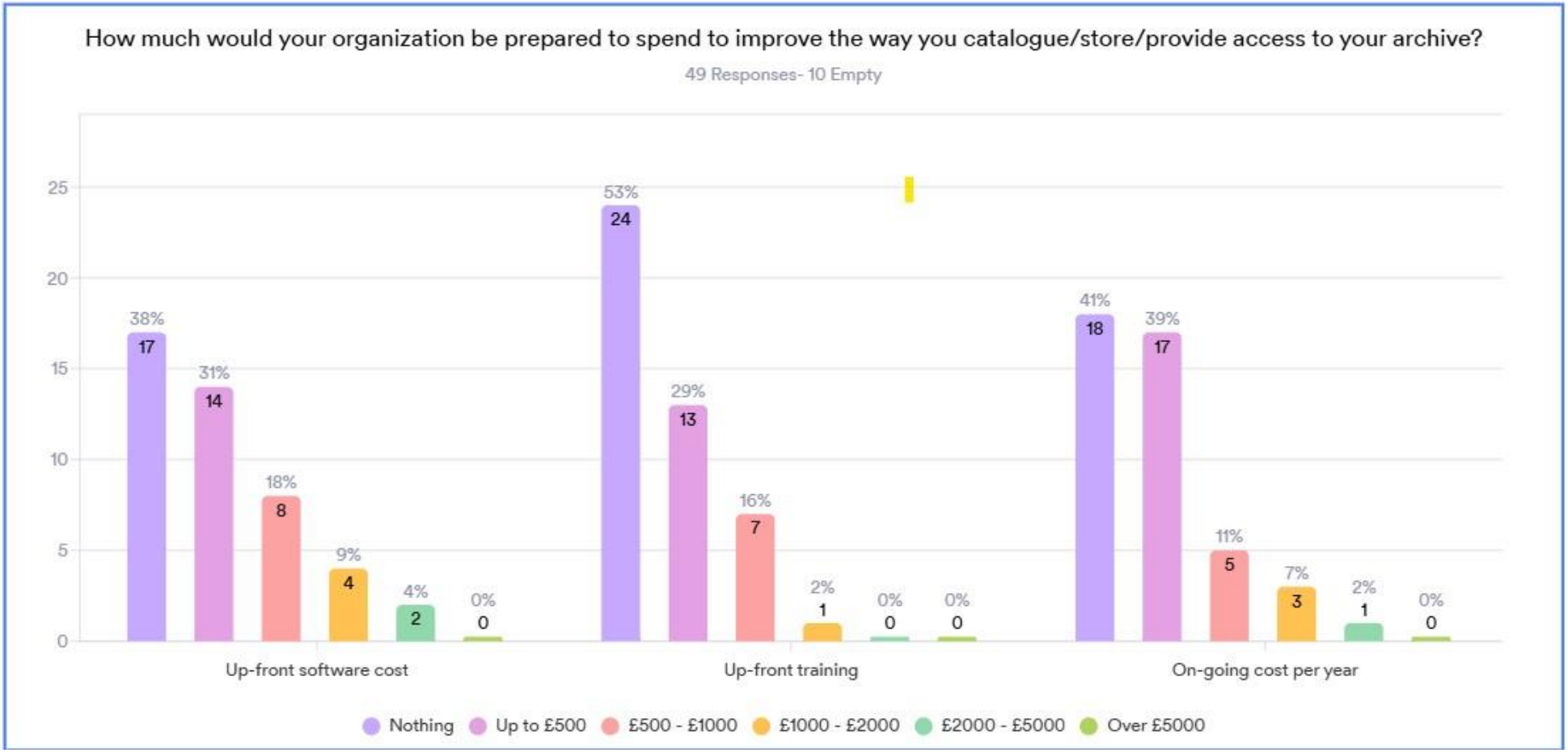

3.15. Issues highlighted by Respondents

Lack of equipment - our 2 computers are over 10 years old; we have one fast-scanner; currently building our website. (our late Chairman did not believe in digitisation).

Succession. The members of the group are aging. Who will take over?

Copyright Linking info to image Fear that Facebook will delete Many people do not realise that they can search

funding and time

Few volunteers to digitise items [2] software for searching archive that shows images

lack of space to store and access material. we passed on some of what we were holding to Hampshire Record O ce because of this. Most of what we now hold is with 2 people, one of which is holding material on the understanding that it belongs to him. We try to provide a more regular access to our albums of old photos and have had exhibitions in the past.

It depends very much on me. And on a somewhat amateur approach. I would prefer, for example, if the digital copies were stored on recommended cloud-based software with access to all other members of our group (and potentially in the future HAT).

3.16. Images of Archives

FAST volunteer Michael Lacy showing an example of the airship paintings part of the "Ted" Heath collection of airship paintings covering 1890's to 1990's

Guris Prior with Winchester College archivist Suzanne Foster comparing reproduction seals with the 1348 original in the College archives

Part of the 1.75 million items in the Newsquest archives, Weymouth

Archives of Milford on Sea Historical Record Society sharing storage in the village hall