

Intro text:

The employment of term-limited archivists, often called “project archivists,” is a common labor practice in libraries and archives. We invite participants to participate in an online survey, written in support of a CLIR publication on Best Practices and Case Studies for archival term positions, which aims to determine the main reasons that repositories hire project archivists.

The survey is intended for hiring managers, unit heads, directors, administrators, and anyone else making hiring decisions or engaged in strategic planning related to project archivists. It should take approximately 15-20 minutes to complete. **We ask that student employees, volunteers, and interns not participate.** For convenience, a PDF of the survey is attached to this email and available for viewing prior to beginning the survey.

There are minimal risks associated with the survey. Participants may refuse to participate or withdraw from the survey at any time. Participants will not be compensated for participating in this voluntary survey. There are no direct benefits to participants, but there is the potential for archivists and employers to contribute to discussions on the design of mutually beneficial short-term employment conditions.

At the end of the survey, individuals may self-select to be considered to participate in a follow up interview by sharing their name and contact information. The interview will last approximately 45 minutes to 1 hour. Volunteers for the follow up interview risk the loss of confidentiality by disclosing their personal information to the research team. This information will not be shared outside the research team.

By proceeding with this survey, you attest that you are over the age of 18.

This research study has been reviewed and approved by the Institutional Review Board at the University of Nevada, Las Vegas.

Please proceed to the survey <link>

Investigators (for questions about the survey):

Sarah Quigley, Principal Investigator, University of Nevada, Las Vegas
Sheridan Sayles, Memorial Sloan Kettering Cancer Center
Camila Tessler, Yale University
Laura Starratt, Emory University
Kit Messick, Getty Research Institute
Courtney Dean, University of California, Los Angeles
Monika Lehman, Yale University

- By checking this box you acknowledge that you have read the above and consent to the terms of this survey. **mandatory question*
(If do not consent, cannot proceed)

Questions:

- Are you a student employee, intern, or volunteer? (y/n) **mandatory question*
 - If yes, survey ends.

- What best describes your institution? (list)
 - Academic
 - College and University Archives
 - Community archive
 - Corporate/for-profit
 - Government (federal, state, local/county/municipal)
 - Manuscripts/Special Collections repository
 - Museum
 - Public library system
 - Technology-based organization
 - Nonprofit
 - Historical society
 - Religious organization
 - Tribal government agency
 - Tribal cultural heritage agency
 - Other: free text

- Who makes hiring decisions? (list)
 - Manager/supervisor
 - Administration
 - Board of directors
 - Search committee
 - Other: free text

- Does your institution currently hire project archivists? - y/n

- How many project archivists have you employed in the last 5 years? - #

If greater than zero:

 - How many of these were replacements for previous project positions? #

- How many times can a project position be renewed? (#)

- Do you see project positions as a way to increase the diversity of your staff? (y/n)

- How do you recruit project archivists? (list- select all that apply)
 - Professional listservs (SAA, regional archival organizations)
 - Professional job boards
 - MLIS programs
 - General job boards (LinkedIn, etc.)
 - Other: free text

- How many project archivists do you currently have on staff? - #

- How many permanent archivists do you currently have on staff? #

- Why do you hire project archivists? (list- select all that apply)
 - No internal funding for permanent archival work

- o Deadlines/contingencies to process high-value collections
 - o Belief that archival work is inherently project-based
 - o No need for permanent archivists at my institution
 - o Need specialized skills current staff don't have
 - o Have a finite project that current staff don't have capacity for
 - o Other: free text
- Do you require project archivists to hold an MLIS or other advanced degrees? - y/n
- How many years of experience do you require project archivists to have? (list)
 - o no experience required
 - o up to 1 year
 - o 1-2 years
 - o 2-3 years
 - o 3-5 years
 - o Over 5 years
 - o Other: free text
- How many permanent, full-time staff actively collect and acquire material? #
- Is operational impact (e.g. storage costs, staff availability, salary costs, digitization costs, current backlog, etc.) a consideration when acquiring material? (list)
 - o Sometimes
 - o Always
 - o Never
- How does your institution fund archival processing work? (list- select all that apply)
 - o Institutional funding (permanent)
 - o Time-limited institutional funding
 - o State/federal funding
 - o Grant funding
 - o Donor-based funding
 - o Other soft funding
 - o Other: free text
- Which of the following are reasons you apply for grants? (list-select all that apply)
 - o Pressure from Administration (Dean, Provost, University Librarian, Executive Director)
 - o Pressure from Development
 - o Pressure from faculty
 - o Prestige
 - o Need funding for projects that internal funding can't support
 - o Need more staff
 - o Other: free text
- Do project archivists at your institution have these same resources as permanent staff? (list- select all that apply)

- o Comparable salaries
 - o Benefits: retirement, health insurance, etc.
 - o Access to professional development funding and service opportunities
 - o Opportunities to contribute to the institution outside of processing work
 - o Onboarding and other HR trainings
 - o Access to technology and systems
 - o Work spaces such as offices
 - o Other: free text
- What happens when a project archivist is unable to complete a project - (list- select all that apply)
 - o Project archivist term extended
 - o Permanent staff completes
 - o Another project archivist hired
 - o Gets added to backlog
 - o Other: free text
- Have you attempted to advocate for permanent archival positions at your institution? y/n

If yes:

 - o What barriers have you faced when advocating for permanent archivists? (list-select all that apply)
 - Misunderstanding of the impact or nature of archival work
 - Institutional prioritization of collection development
 - Lack of funding
 - Belief that backlogs are inevitable
 - Other: free text
- Are project archivists required to take on additional department responsibilities? (y/n)
- What additional types of work do project archivists take on? (select all)
 - o Reference
 - o Instruction
 - o Outreach
 - o Digitization
 - o Committee work
 - o Supervision (of permanent staff)
 - o Supervision (of project staff)
 - o Other: free text
- Would you be interested in a follow up interview? (y/n)
 - o If yes, please provide contact information and indicate your preferred method of being contacted (free text)