

Nebraska State Historical Records Advisory Board (SHRAB) Needs Assessment

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Executive Summary

The University of Nebraska, Public Policy Center conducted a needs assessment for the Nebraska State Historical Records Advisory Board (SHRAB), an eleven-member board that, per its bylaws, requires a planning study every ten years to document its record of preserving the state's documentary heritage.

The needs assessment was developed to address critical issues such as organizational staffing and governance, collection development, digitization, preservation, processing, grant writing, electronic records management, inclusivity, diverse outreach, and other issues deemed necessary by the SHRAB as well as training and technical assistance that may help address some of these needs.

- A 41-question needs assessment survey (Appendix A) was sent to 254 organizations across the state, as listed in the American Association of State and Local History. Participants were able to answer the survey online and volunteer for a brief follow-up interview. The survey was open from October 9, 2023, until November 20, 2023. Fifty-four valid responses were recorded with good representation across the state.
- Representatives from numerous organizations had never heard of SHRAB (n=37), but 15 of the 54 have, and 11 of those had utilized SHRAB services in the past.
- Organizational representatives responding to the survey identified risks to collections. These include long-range planning for care, the need for collections insurance, environmental monitoring (lighting, humidity, flooding), pest control, security, and property insurance.
- Organizational representatives said they would be interested in training and technical assistance via webinars, workshops, surveys/assessments, onsite consultations, conservation treatment, conferences and meetings, and publications.
- Specific training topics noted by survey respondents include records retention, digitization, storage and maintenance, preservation, emergency disaster planning, cataloging, pest management, and environmental monitoring.
- When asked to prioritize organizational needs, these themes emerged: digitization assistance / scanning best practices, records retention, preservation techniques, archiving best practices, and storage space.
- The major issues facing organizations and institutions are money, volunteers (especially since the COVID-19 pandemic), storage, grant funding for items such as storage boxes, pest control, and attracting visitors.
- Eighty percent of those surveyed were ADA-compliant, though some still cited physical barriers such as lack of ramps, non-ADA-compliant bathrooms, and inadequate door widths. Some organizations have designated historical properties and cannot make modifications. Eighty-four percent of the organizations celebrate diversity, and 67% said diversity is an organizational value.
- SHRAB can help organizations recruit and retain volunteers, guide archival procedures, and provide training and outreach opportunities.

Introduction

The University of Nebraska Public Policy Center (NUPPC) conducted a comprehensive needs assessment for the State Historical Records Advisory Board (SHRAB) of History Nebraska to identify organizations that are interested in receiving support from SHRAB and the type of support they need.

The State Historical Records Advisory Board is a state board appointed by the governor under the authority of federal statutes and regulations governing the National Historical Publications and Records Commission (NHPRC) program of the National Archives and Records Administration. The director of History Nebraska and the state archivist are permanent board members. At least eleven other members are appointed by the governor for three-year, renewable terms.

The mission of SHRAB is to provide leadership in encouraging, promoting, and assisting the advancement of programs to preserve and make historical records in Nebraska accessible. As the central advisory body for historical records planning, the board's role is to investigate and report on the conditions and needs of historical records in Nebraska; to determine state priorities for historical records projects based upon NHPRC guidelines and record conditions and needs; to solicit, foster, and develop proposals for NHPRC projects to be carried out within the state; and to review grant proposals submitted by Nebraska institutions and make recommendations to NHPRC based upon their merit. Per its bylaws, the SHRAB is charged with completing a planning study at least every ten years to evaluate the state's record of preserving and providing access to the state's documentary heritage.

Timeline

To accomplish the goals of this needs assessment, a nine-month timeline with three distinct phases was initiated.

- Phase I: Planning the Needs Assessment (April-June 2023). NUPPC met with SHRAB to gather information and facilitate a discussion designed to capture the types of organizations to take part in the assessment, identify specific data of interest, conduct background research and literature reviews, and design the assessment.
- Phase II: Execution of the Needs Assessment (July-September 2023). SHRAB provided NUPPC with a list of state organizations to research and find contact information for. Of the list of 469 contacts, there were 254 usable contacts. The needs assessment online survey was created in Qualtrics® and sent to these organizations from SHRAB's email service.
- Phase III: Analyze Needs Assessment results (October-December 2023). NUPPC analyzed the quantitative survey data using descriptive and inferential statistical methods appropriate to the sample. For the qualitative analysis, a thematic approach was utilized to find emerging themes and categories.

Methodology

The needs assessment was created based on research from other states that recently conducted similar assessments, conversations with the Nebraska SHRAB board, the state archivist, and other background research. This resulted in a survey that addressed organizational capacity, collection development, digitization, preservation, processing, grant writing, electronic records management, inclusivity, and diverse outreach. In total, there were 41 questions. These questions were uploaded to Qualtrics® that allowed SHRAB to distribute the survey and NUPPC to collect responses and perform quantitative analysis. Because of the perceived unfamiliarity of SHRAB, a question was asked, "Are you familiar with

or have you heard of the State Historical Records Advisory Board?” Respondents who answered yes were able to continue the survey. Respondents who answered “no” were redirected to a short one-minute video about SHRAB before returning to the survey. Ten (10) respondents who were directed to the informational video did not continue to the rest of the survey. The needs assessment survey is in Appendix A.

SHRAB provided the NUPPC with an Excel database of 469 potential contact organizations from the American Association of State and Local History. The NUPPC team found relevant contact information for 254 of the 469 organizations. The contacts were sent to SHRAB as a distribution list along with a QR code and hyperlink to the needs assessment survey.

Interviews were conducted to better understand the types of help needed, barriers to assistance, and the organizations that need assistance. The interview sample was drawn from survey respondents who agreed to be contacted and provided their contact information. Ten people provided contact information, but only six agreed to schedule an interview.

Survey Results

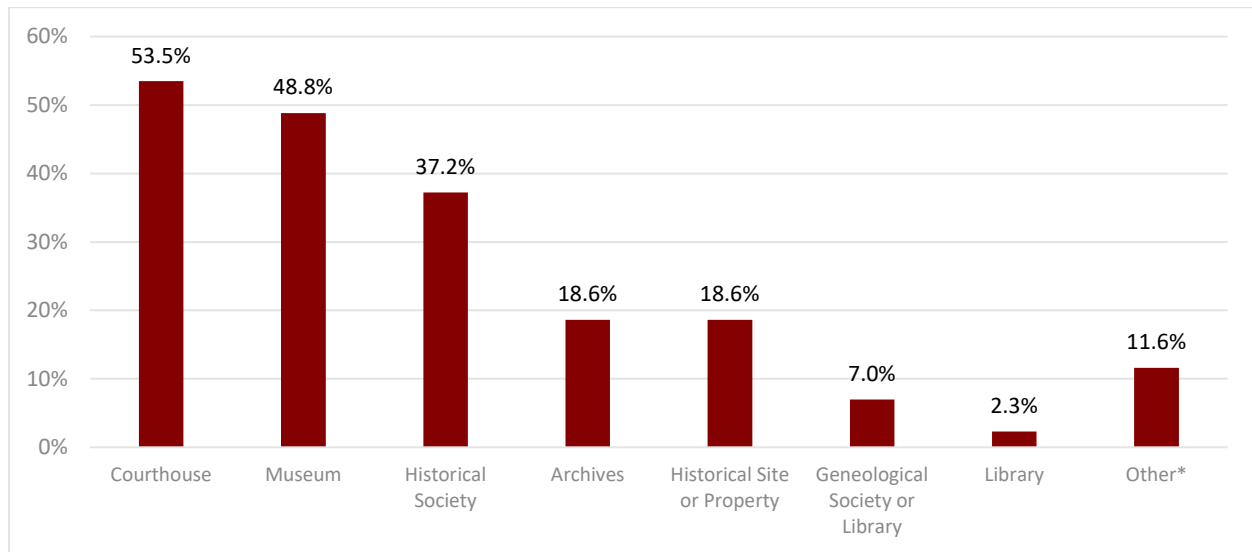
A total of 254 organizations were sent an online link to the Needs Assessment survey. Sixty-seven organizational representatives viewed the survey, 13 of which were removed due to not answering any questions, leaving 54 completed surveys for a response rate of 21.3%. None of the questions on the survey were required, allowing participants to skip any questions. Of the 54 valid responses, ten stopped responding to questions after being linked to the SHRAB informational video and were removed from analysis for all subsequent sections. Response calculations for the Organizational Overview are based on 54 valid responses. Response calculations for all other report sections are based on 44 valid responses.

Organizational Overview

The opening section of the survey focused on obtaining organizational demographics, including Type of Organization, Organizational Governance, Materials in Collections, and Staffing Structures. This section of the survey also assessed knowledge of the State Historical Records Advisory Board (SHRAB) and the use of resources offered by SHRAB.

Respondents were asked to categorize their organization type and were allowed to choose all responses that were applicable (Figure 1). The most common response was “Courthouse” (53.5%), followed by Museum (48.8%) and Historical Society (37.2%). Organizations were also asked to indicate how they were governed and provided eight response options to choose from. Most respondents indicated they were either governed by their County (44.4%) or a non-profit, non-governmental organization (42.6%). Other responses included Municipal (5.6%), State (1.9%), and Other (5.6%). Participants who indicated Other were provided an open-text space to describe their governance – one respondent indicated they were overseen by a Board and another indicated oversight from both the State and County. One respondent who indicated “Other” did not provide a written response.

Figure 1. Organizational Type (n = 54)

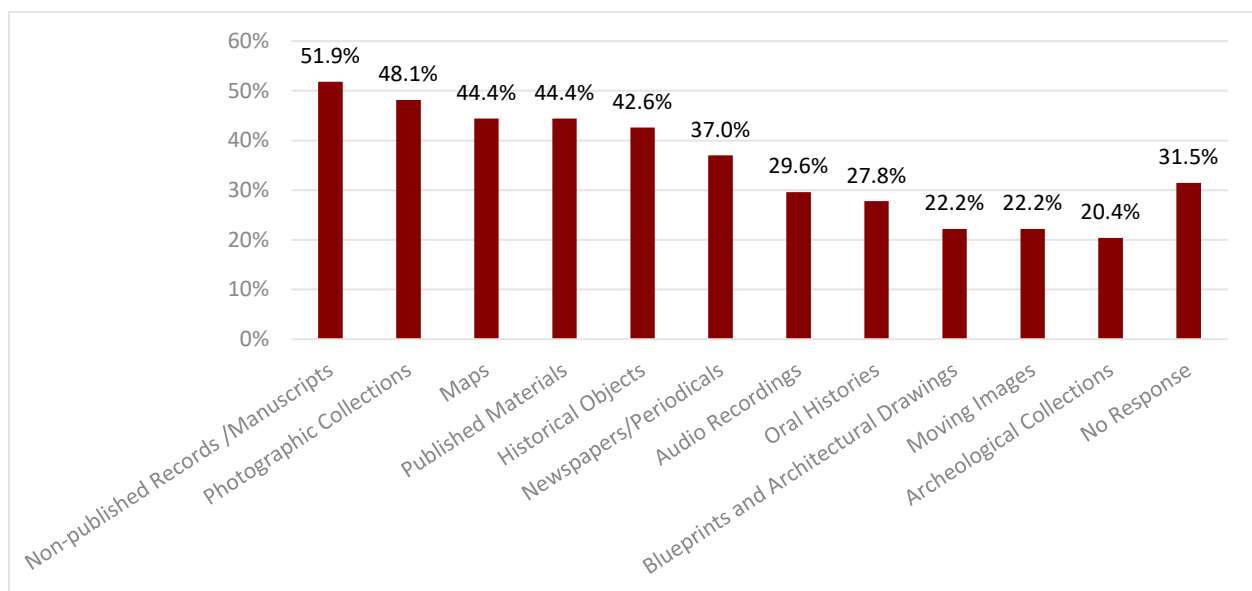


Note: Respondents were allowed to choose more than one response, and responses may add to greater than 100%

*Other responses included the City History Planning Commission, County Clerk, County Tourism Board, Court Office, and Photo Gallery.

Participants were asked to indicate what types of materials they maintained in their collections (Figure 2). A list of collection types was created through conversations with SHRAP and presented to respondents, who were instructed to choose all that applied. Thirty-seven participants provided information regarding collections materials, with most indicating they kept non-published records and manuscripts (51.9%) and photographic collections (48.1%). No responses regarding collections materials were received from 17 (31.5%) participants.

Figure 2. Types of Materials in Collections (n = 54)



Note: Respondents were allowed to choose more than one response, and responses may add to greater than 100%.

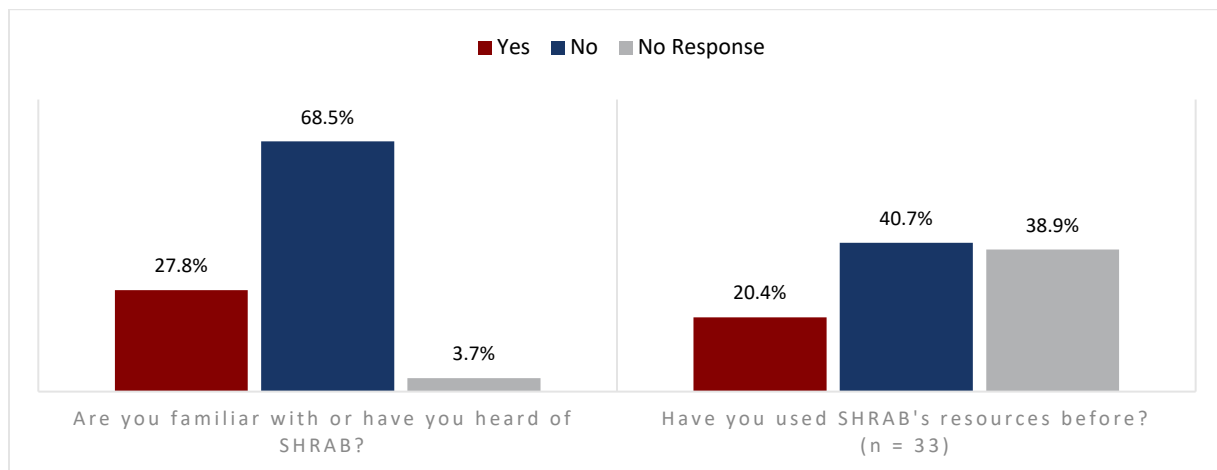
Responding organizations reported varying types of staffing structures, including full-time employees, part-time employees, and volunteers. A breakdown of the staffing structures by number of employees can be found in Table 1. Most organizations have fewer than fifteen employees or volunteers ($n = 31$). Of those 31 organizations, 20 have only paid employees, five have only volunteer employees, and six have a staff of paid employees and volunteers. There are two organizations that employ over 90 employees; one organization is all paid employees, and the other is a mixture of paid and volunteer staff.

Table 1. Number of Total Staff by Type of Employee ($n = 54$)

	Only Paid Employees % (n)	Only Volunteer Employees % (n)	Paid and Volunteer Employees % (n)	Total % (n)
1 to 15 Employees	37.0% (20)	9.2% (5)	11.1% (6)	57.4% (31)
16 to 30 Employees	5.6% (3)	3.7% (2)	11.1% (6)	20.4% (11)
31 to 45 Employees	--	--	5.6% (3)	5.6% (3)
46 to 60 Employees	1.8% (1)	--	1.8% (1)	3.7% (2)
61 to 75 Employees	--	--	1.8% (1)	1.8% (1)
76 to 90 Employees	--	--	1.8% (1)	1.8% (1)
91 or more Employees	1.8% (1)	--	1.8% (1)	3.7% (2)
Subtotal	46.2% (25)	12.9% (7)	35.0% (19)	94.4% (51)
No Response				5.6% (3)
Total				100.0% (54)

Survey participants were asked two yes/no questions regarding their knowledge and utilization of the Nebraska SHRAB. The first question sought to ascertain familiarity with SHRAB, and the second asked whether they had previously used resources offered by SHRAB. Fifty-two participants responded to the first question, and thirty-three responded to the second. Less than 30% indicated they had heard of SHRAB, and 20.4% indicated they had used SHRAB resources before. Participants were also given the opportunity to describe what types of resources they had used through an open-ended question. Responses were provided by eight individuals and could be categorized into four groups: records transfer ($n = 3$), records retention and retention schedules ($n = 2$), archival resources ($n = 2$), and research ($n = 1$).

Figure 3. Knowledge of SHRAB and Use of Resources (n = 54)



Ten respondents left the survey after the above questions, making the sample size for the remaining sections 44 rather than 54.

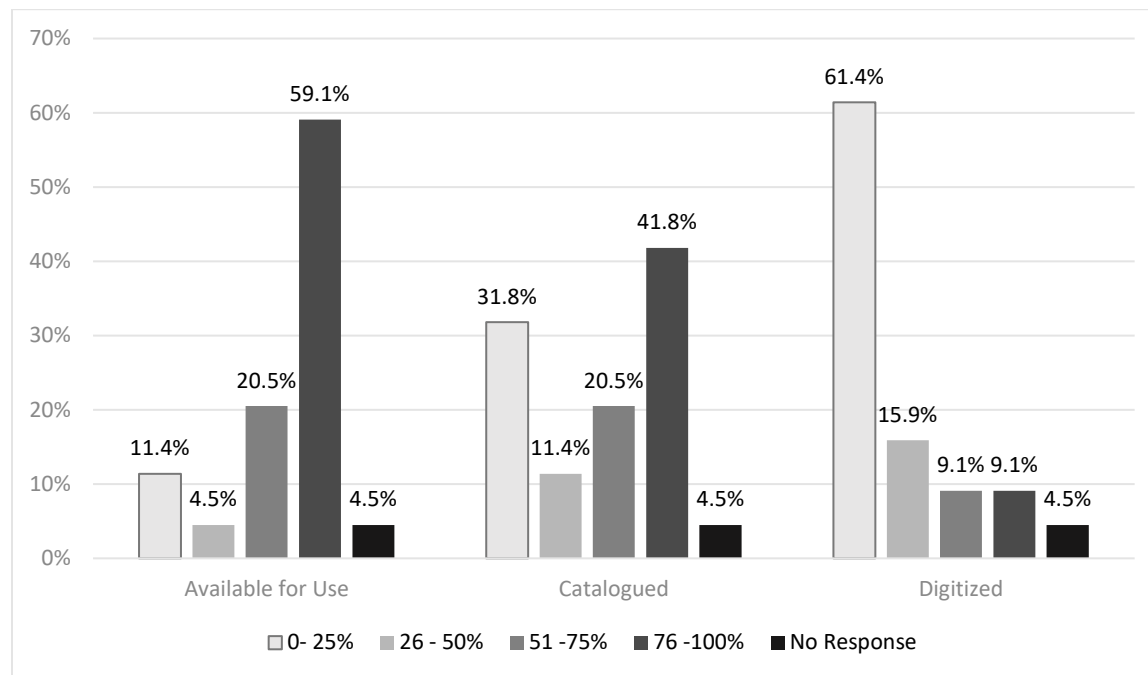
Collections Access

Respondents were asked several questions regarding access to collections. These questions included the approximate number of users who access the collections monthly, who has access to these collections, how much of the collection is available for public use, online access to collections, and collections digitization. The number of people who access collections per month ranges widely, with over half of respondents (55.6%) noting they typically have fewer than 25 monthly users; almost 10% stated they don't track user numbers, and 27.8% provided no response.

An open-ended question, "Who is allowed to use your collections?" was posed to assess collections access. Open-text responses could be combined into six categories: available to the public without restriction (40.7%), staff or researchers by appointment or for doing in-house research (7.4%), public by request, with supervision, or by appointment (5.6%), clerk employees (3.7%), attorneys or judges (1.9%), or Board of Directors (1.9%). No response was given by 38.9% of participants.

Figure 4 provides a visual comparison of collection availability for use by the public as well as digitization and cataloging of collections. Over half (59.1%) indicated that more than 75% of their collection is available for use. Organizations reported the opposite, however, when queried regarding collection digitization, with almost two-thirds (61.4%) indicating that less than 25% of their collections were digitized. Respondents were also provided with a yes/no question regarding online access to collections content, with a little over half (52.3%) indicating online access to collections is available (e.g., online exhibits, interactive resources, or digitally scanned documents or artifacts). Two participants (4.5%) did not respond to the online access question.

Figure 4. Reported Percentage of Collection Available for Use, Cataloged, and Digitized (n = 44)

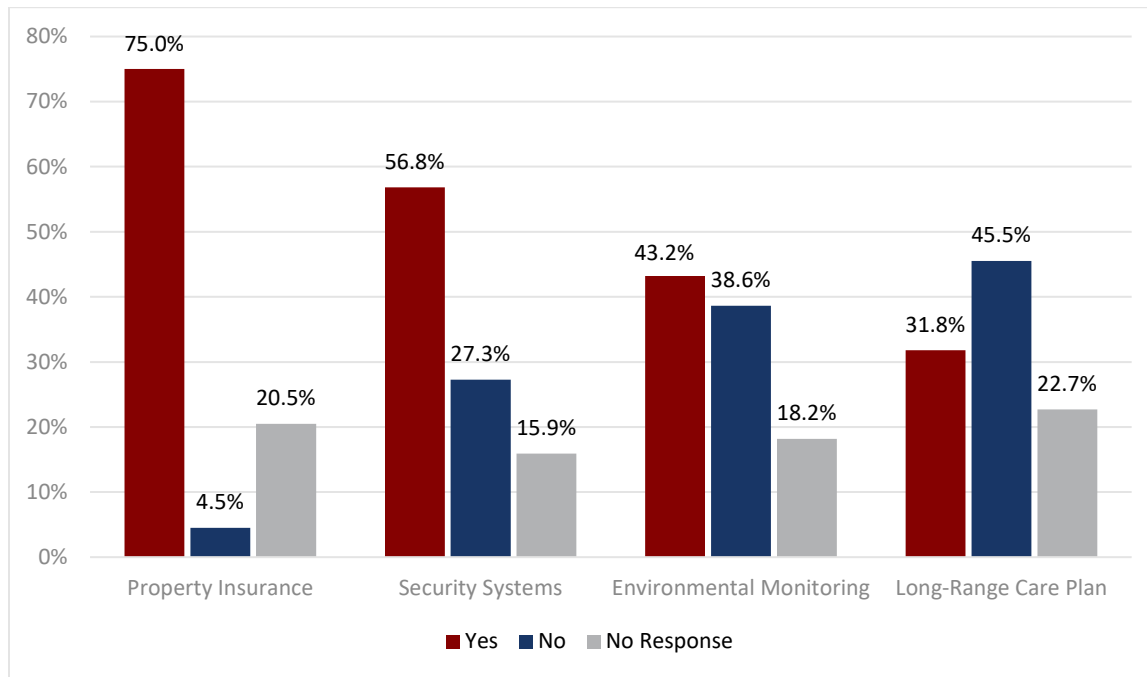


Collection Storage and Risks

To determine how and where collections are most commonly stored, participants were provided a list of five options, including an open text “Other” response option, and instructed to choose all that applied. Six respondents (13.6%) did not provide a response to this question. Most of the remaining respondents indicated their collections are stored and maintained on site (81.8%). Six respondents are preserved historical sites (13.6%), five hold their collections outdoors (11.3%), and two have leased or rented space off-site (4.5%). Respondents were asked to describe their storage locations if none of the presented options were relevant. Three respondents took advantage of this and indicated their collections were stored at the county records warehouse, the JUSTICE electronic system, and as museum displays.

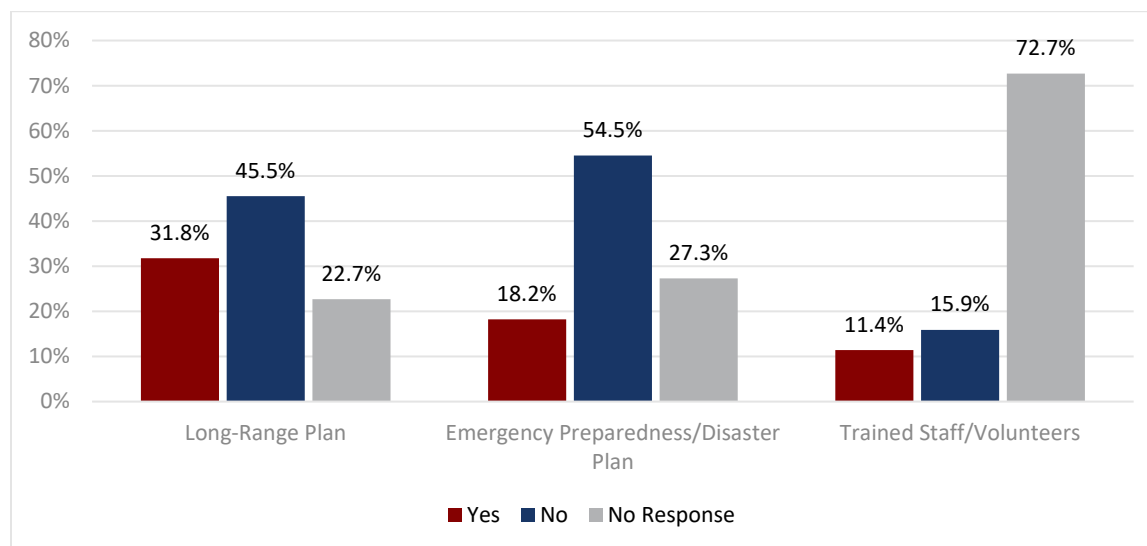
Several questions were posed regarding risk mitigation (Figure 5). Three-quarters of respondents reported having property insurance, and over half (56.8%) indicated having a security system in place. Less than half (43.2%) of responding organizations indicated they had environmental monitoring (e.g., fire alarms or hygrometers) at their location. Collections insurance (29.5%) had the lowest rate of respondents with a positive response.

Figure 5. Risk Mitigation (n = 44)



Several questions regarding emergency preparedness and disaster plans were also asked, and responses indicate that few organizations have plans or training in place (Figure 6). Fewer than one-third of organizations indicated they had a long-range plan for the care of their collections (31.8%), and only 18.2% stated they had an emergency preparedness or disaster plan. Even fewer participants (11.4%) indicated their staff or volunteers were trained to carry out their emergency preparedness or disaster plans. When asked about barriers to creating an emergency preparedness or disaster plan, respondents cited obstacles such as a lack of expertise and time, not an organizational priority, or unawareness of the need. Additional open-text responses included “board priorities are disconnected from boots on ground reality,” “funding,” “no one in charge,” “not enough board help that cares,” “thin staff, funding,” and “time to keep it updated.”

Figure 6. Long-Range and Emergency Preparedness (n = 44)



Respondents were given the opportunity to present specific environmental concerns. Respondents are particularly concerned about temperature levels (72.7%), insect and rodent infestations (61.4%), and lighting (48.1%). Other concerns identified through open-text responses include humidity levels, flooding, fire suppression, mold, and shelving composition.

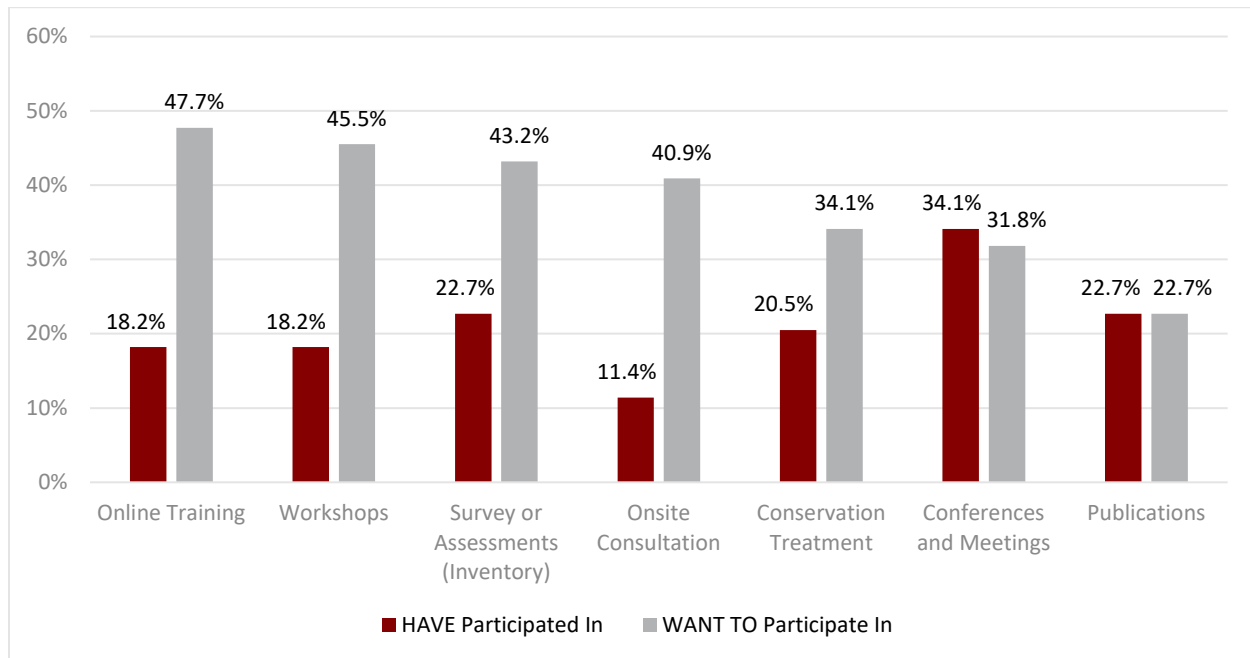
Technology, Training, and Associated Challenges

Respondents were asked questions regarding their access to and priorities for training and technology and their barriers to both. Training questions addressed modes of delivery (i.e., conferences and meetings, conservation treatment, online training, onsite consultation, publications, surveys or assessments, and workshops), focus areas (cataloging, planning/policies/procedures, storage and maintenance, digitization, emergency disaster planning, environmental monitoring, pest management, preservation/management of digital collections, preservation of specific types of collections, and records retention), and self-reported training needs priorities.

To gauge specific training areas in which responding organizational representatives were most interested, participants were presented with a list of nine options plus an open-ended “Other” option and asked to choose three. The three training areas with the most responses were Preservation and Conservation ($n = 18$, 40.9%), Collection and Digitization ($n = 18$, 40.9%), and Records Management ($n = 11$, 25.0%).

Types of training modes utilized can be found in Figure 7. Participants were allowed to choose all applicable responses. Overall, few respondents indicated they used any of the training modes listed. The most common type of training received was conferences and meetings (34.1%); less than one-quarter of respondents utilized the remaining delivery mode options. Interest in training delivery modes varied, with one-third or more of respondents showing interest in online training (47.7%), workshops (45.5%), surveys/assessments (43.2%), and onsite consultation (40.9%).

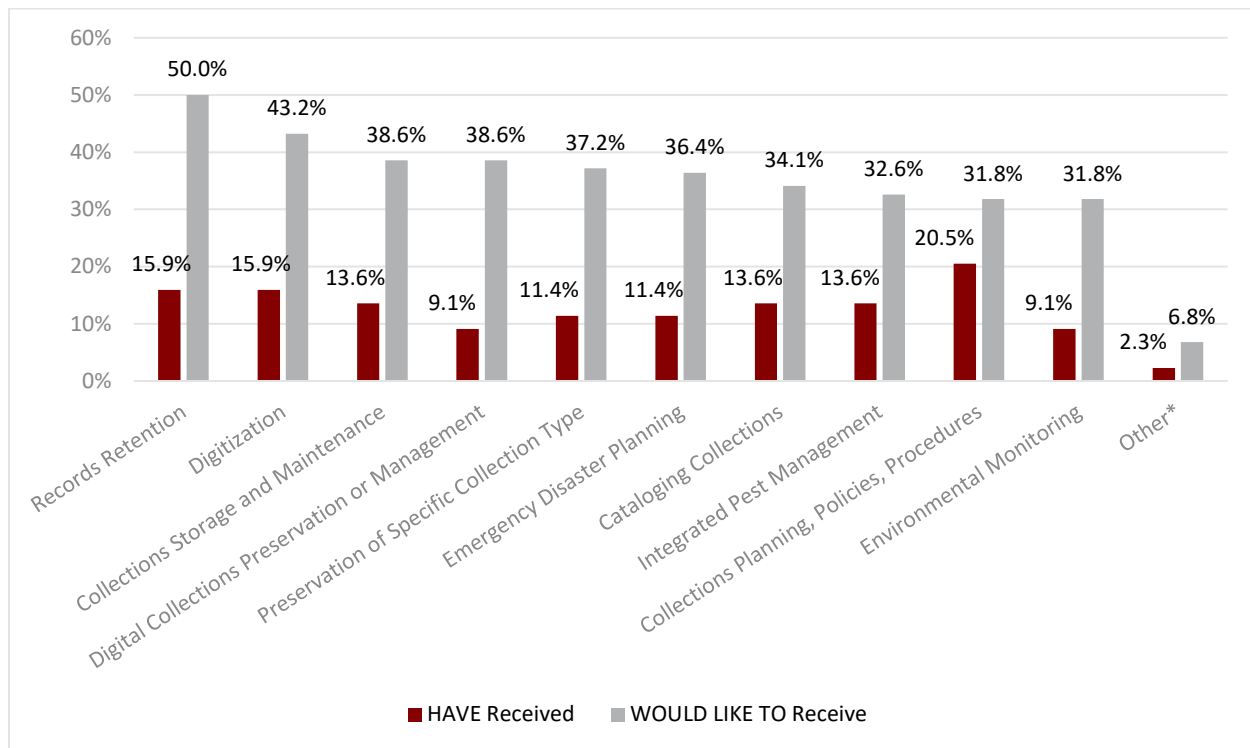
Figure 7. Training Delivery Mode Usage (n = 44)



Note: Respondents were allowed to choose more than one response, and responses may add to greater than 100%.

A similar pattern was seen when respondents identified which focus areas they had received training in and which they would like to receive training in (Figure 8). Participants were allowed to choose all applicable responses. Fewer than 25% of respondents indicated their organizations received any of the focused collections training presented, with the most significant response seen in Collections Planning, Policies, and Procedures (20.5%). In terms of desired training on collections, the top three types of training include records retention (50%), digitization (43.2%), and storage (38.6%). In an open-response section, one participant indicated they would like to receive training in photography collections.

Figure 8. Collections Training (n = 44)



Note: Respondents were allowed to choose more than one response, and responses may add to greater than 100%.

Participants prioritized their organizations' needs related to collections with response options "Urgent Need," "Moderate Need," "No Need," and "Unsure." Due to low response rates for "Urgent Need," this response option was integrated with "Moderate Need" and changed to "Need." "No Need" and "Unsure" were kept the same. The highest areas with a need include records retention (57.5%), digitization (56.1%), storage (52.5%), and conservation (50.0%) (Table 2).

Table 2. *Hierarchy of Organizational Needs (n = 44)*

	Need % (n)	No Need % (n)	Unsure % (n)	No Response % (n)
Records Retention	52.3% (23)	9.1% (4)	6.8% (3)	31.8% (14)
Digitization Assistance	52.3% (23)	11.4% (5)	6.8% (3)	23.5% (12)
Storage Space	47.7% (21)	20.5% (9)	--	25.9% (14)
Conservation	45.5% (20)	11.4% (5)	11.4% (5)	31.8% (13)
Online Access	43.2% (19)	20.5% (9)	4.5% (2)	31.8% (14)
Condition Survey or Assessment of Collection	40.9% (18)	15.9% (7)	9.1% (4)	34.1% (15)
Emergency Preparedness/Disaster Planning	38.6% (17)	9.1% (4)	15.9% (7)	36.4% (16)
Cataloging of Collections	36.4% (16)	18.2% (8)	11.4% (5)	34.1% (15)
Environmental Controls	34.1% (15)	13.6% (6)	13.6% (6)	38.6% (17)
Staffing	29.5% (13)	27.3% (12)	2.3% (1)	40.9% (18)
Security	29.5% (13)	27.3% (12)	4.5% (2)	38.6% (17)
Integrated Pest Management	25.0% (11)	22.7% 10	11.4% (5)	40.9% (18)

A list of challenges was provided to respondents to prioritize for their organization. Response options were “Essential,” “High Priority,” “Moderate Priority,” “Low Priority,” “Not a Priority,” and “Unsure”. Due to low variability across response options, “Essential” and “High Priority” were condensed into one “High Priority” category. “Moderate Priority” and “Low Priority” were combined into a single “Moderate to Low Priority” category. The top five organizational challenges that respondents consider a priority are staff/funding, cataloging of collections, space, storage, and security (Table 3).

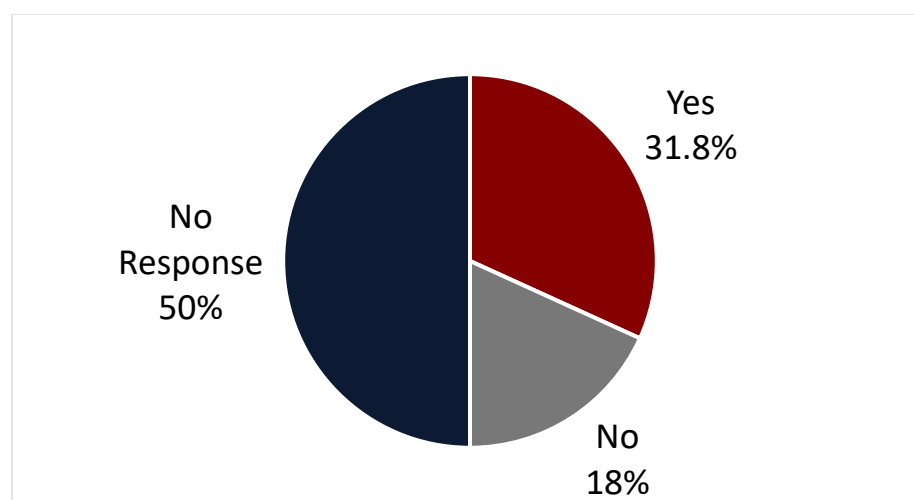
Table 3. Prioritization of Organizational Challenges (n = 44)

	Essential to High Priority % (n)	Moderate to Low Priority % (n)	Not a Priority % (n)	Unsure % (n)	No Response % (n)
Staff/Funding	36.4% (16)	20.5% (9)	9.1% (4)	4.5% (2)	29.5% (13)
Cataloging of Collections	29.5% (13)	29.5% (13)	6.8% (3)	--	34.1% (15)
Space	29.5% (13)	27.3% (12)	13.6% (6)	--	29.5% (13)
Storage	27.3% (12)	31.8% (14)	11.4% (5)	--	29.5% (13)
Security	27.3% (12)	22.7% (10)	18.2% (8)	--	31.8% (14)
Damaged or Missing Records	20.5% (9)	34.1% (15)	13.6% (6)	2.3% (1)	29.5% (13)
Providing Access	15.9% (7)	45.5% (20)	6.8% (3)	--	31.8% (14)
Equipment	13.6% (6)	40.9% (18)	11.4% (5)	2.3% (1)	31.8% (14)

Finally, respondents were asked whether their organization had ever applied for external funding and what barriers they experienced in applying for that funding. Over thirty percent of respondents (31.8%) indicated they had previously applied for external funding (Figure 9).

To learn about barriers to obtaining external funding, participants were given six organizational choices, including an open-text “Other” option, and could select as many as were applicable. The most common barrier was the need for more information on funding sources (38.6%). Other barriers included lack of staff time (20.5%), lack of expertise (18.2%), not being an organizational priority (11.4%), and unsuccessful past applications (9.1%). Two participants used the open-text “Other” option to indicate “didn’t know about it before now” and “didn’t know it was available.”

Figure 9. Applications for External Funding (n = 44)



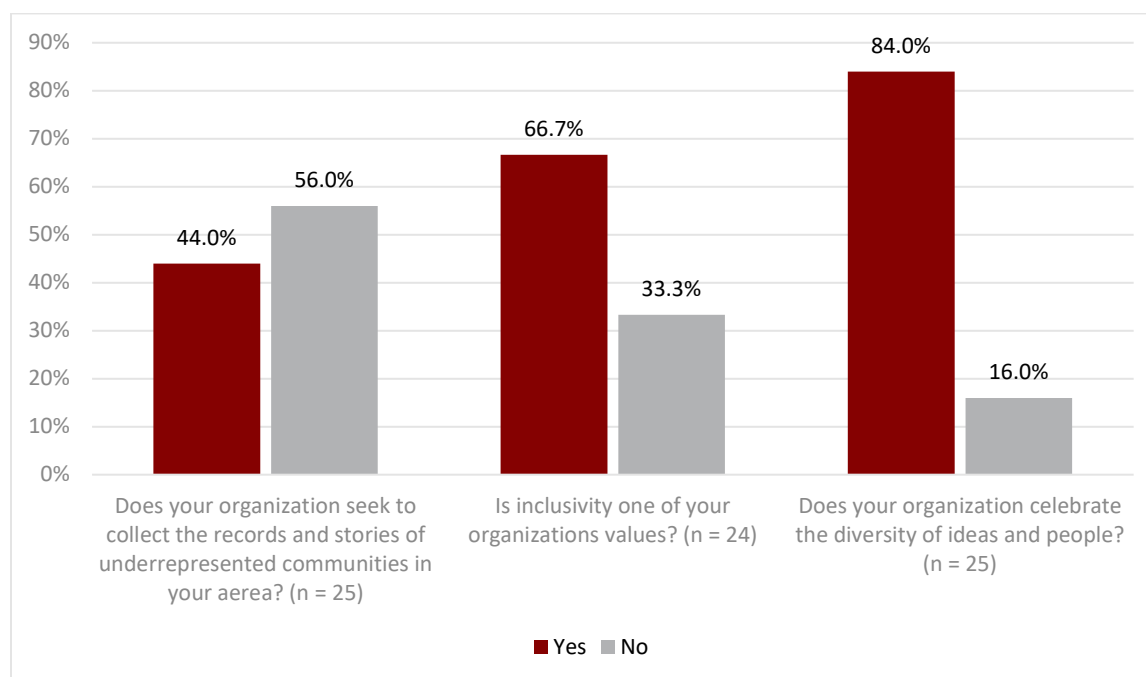
Diversity, Equity, and Inclusion

Respondents were also given a series of questions on their Diversity, Equity, and Inclusion efforts. This section included questions on accessibility and ADA requirements, self-rated organizational inclusivity, and inclusion of under-represented populations in collections. Respondents were also encouraged to expand on their responses via open-text questions.

Rates of reported ADA-compliance were determined using the total number of participants who answered the compliance question (while there were 44 valid surveys, 31 participants replied to this question). Of those 31 respondents, 80.6% ($n = 25$) indicated their facility complied with ADA requirements. Of those that were not ADA-compliant, common non-compliant elements included a lack of a ramp to access buildings, non-compliant bathrooms, and door widths. One respondent indicated they were not ADA-compliant because their facilities are “historic buildings that cannot be modified.”

Three yes-or-no questions were asked to establish a gauge for inclusive organizational practices. Due to many respondents not providing answers, these percentages were calculated based on the total number of actual responses. The data should be interpreted with caution because there is the possibility that the percentage is inflated and not representative due to the limited response to this question. While 56.0% of respondents indicated they do not seek to collect records and stories of underrepresented communities in their area, one-third of respondents (66.7%) state that inclusivity is an organizational value, and 84.0% of organizations celebrate the diversity of ideas and people.

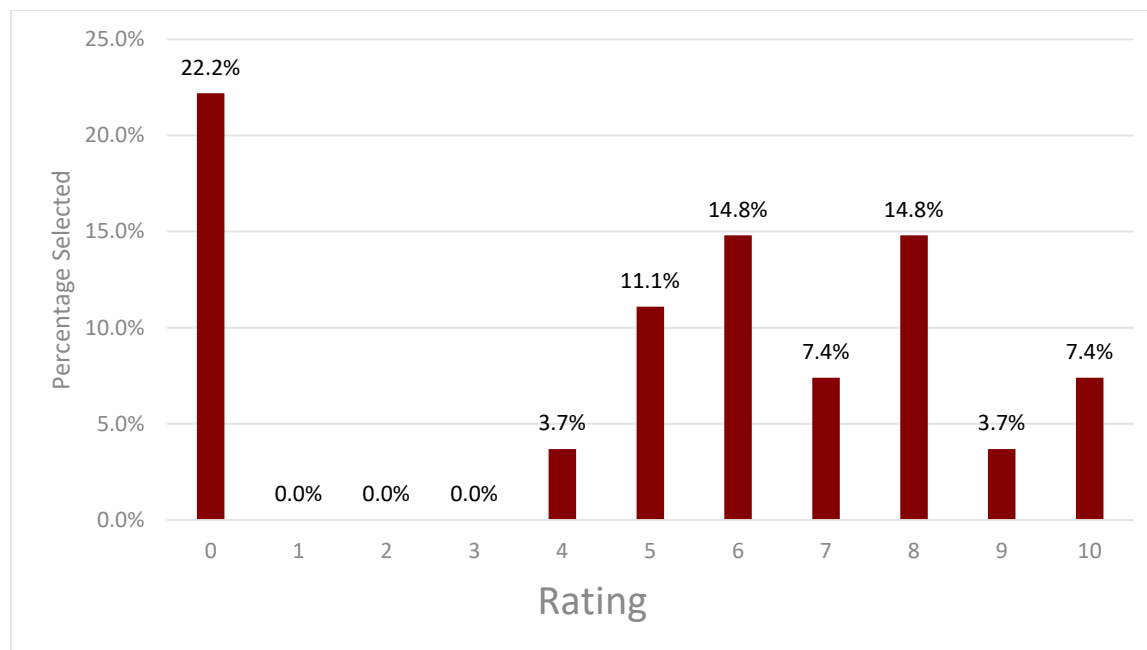
Figure 10. *Organizational Inclusivity*



An open-text space was included for participants to provide examples of how their organization celebrates the diversity of ideas and people. Some ways in which responding organizations stated they celebrate diversity included coming together to build a single church with a Catholic altar on one end and a Protestant altar on the other to serve their entire community, having a diverse staff, presenting displays on the Holocaust, Native American cultures, and black history; and having exhibits that are appropriate for a wide range of ages and cultures. The full-text responses can be found in Appendix B.

Respondents were asked to rate the inclusivity of their organization on a scale of 0 to 10, where 10 indicates the highest rating (Figure 11). Twenty-seven organizational representatives responded. The average organizational inclusivity rating was 4.9 out of 10. Respondents were also provided the option to indicate how their organization could improve its diversity efforts in the future. Ideas included getting a more inclusive board, keeping current on world events, training staff/volunteers, and building relationships with the community. Several respondents indicated that improving diversity would be complex because it wasn't a top priority, it was outside of the respondent's mission, or the community served is 98% white and not diverse.

Figure 11. Self-Rated Organizational Inclusivity ($n = 27$)



Interview Results

Interviews were conducted to further understand the type of help needed and barriers to assistance.

The need for financial assistance was mentioned by most as a step towards addressing their specified issues. Financial assistance suggestions varied, with the most prominent needs focused on infrastructure, entertainment, and utility assistance. One respondent mentioned that most benefactors do not want their funds to go towards facility improvements; they would instead fund new exhibits or updates—the most common infrastructure needs involved heating and cooling equipment. One organization needed to replace its air conditioning and received a bid for \$630,000 to do so! Another organization remained closed between mid-October and May since their building was unheated, and they had concerns about its effects on their collection.

Organizations want to be knowledgeable about how and what to preserve so they are available for future generations. Guidance from the SHRAP on preservation priorities would be most beneficial to record keepers across the state. Multiple interview participants mentioned the need for training and outreach across Nebraska, especially in rural areas where “Mom and Pop” museum employees or volunteers may not be adequately trained in the latest preservation or conservation techniques.

Preservation can be difficult, as each piece is unique to the care it requires. One participant mentioned their collection contains historical records recorded on onion paper and the difficulties involved in scanning, especially ones that have not had much or any activity since being stored. Preservation can also carry risks with it. One participant noted their collection featured many taxidermy animals, which they later found had been prepared using carcinogens.

Outreach suggestions included the SHRAB speaking at a monthly Nebraska Museums Association “musing session” or offering a class or seminar at conferences.

Digitization and the push towards digitization require additional labor and financial costs that many smaller facilities have trouble funding. Some organizations can afford the equipment to scan physical items, while others cannot. A rural museum boasted that their collection included every edition of 7 or 8 newspapers published in their County since the mid-twentieth century. Unfortunately, they lack the staff and the time to digitize the delicate newspapers. It is outdated and runs into issues using the cataloging software PastPerfect.

“Our current scanner is held together with a paperclip and a dream.”

Finding and retaining volunteers is a common issue for museums and historical societies, especially since the COVID-19 pandemic, so training and technical assistance geared toward volunteerism would be beneficial. One participant noted access to college students and creating internships would help boost volunteerism. Another interviewee lamented that if they had more volunteers, they could focus their time on other projects.

Participants weighed the advantages and disadvantages of in-person and online training. While most preferred in-person training delivery, all conceded that online delivery would be acceptable if it were more convenient for attendees and trainers. All did appreciate the online approach because recordings could be made available for offline viewing.

Considerations for Future Planning

Working strategically with the board, History Nebraska, and other stakeholders can provide new opportunities for SHRAB to expand its services across the state. Below are some considerations for future planning.

- Work with organizations to help them develop emergency/disaster plans.
- Leverage the partnerships and opportunities with board members for training and outreach that can be conducted at conferences or other gatherings.
- Create a schedule of events focusing on specific high-need training areas such as records retention, digitization of collections, collections storage and maintenance, and special topics on preservation.

- Create a list of people with skills such as preservation, digitization, cataloging, and records retention who would be willing to provide training (online and in-person) to organizations across the state.
- Engage in more proactive outreach, especially in rural areas, to help increase knowledge of SHRAB and the services offered.
 - Guidance from SHRAB on archival materials to keep and resources available to them would be beneficial, particularly for small or rural organizations.
- Organizations would greatly benefit from resources relating to volunteer recruitment and retention.

Appendix A Needs Assessment

Demographic and Organizational Information:

Thank you for taking the time to complete this needs assessment for the State Historical Records Advisory Board (SHRAB). Your responses will be kept confidential. There is an opportunity to opt into a short interview upon completion of this needs assessment. The primary goals of the statewide needs assessment are to identify: a) the types of organizations that are interested in receiving support from SHRAB and b) the type of help they need.

The State Historical Records Advisory Board is a state board appointed by the governor under the authority of federal statutes and regulations governing the National Historical Publications and Records Commission (NHPRC) program of the National Archives and Records Administration. The director of History Nebraska and the state archivist are permanent board members. At least eleven other members are appointed by the governor for three-year, renewable terms.

The mission of SHRAB is to provide leadership in encouraging, promoting, and assisting the advancement of programs to preserve and make accessible historical records in Nebraska. As the central advisory body for historical records planning, the board's role is to investigate and report on the conditions and needs of historical records in Nebraska; to determine state priorities for historical records projects based upon NHPRC guidelines and record conditions and needs; to solicit, foster, and develop proposals for NHPRC projects to be carried out within the state; and to review grant proposals submitted by Nebraska institutions and make recommendations to NHPRC based upon their merit.

Please feel free to contact Kurt Mantonya, Research Manager with the University of Nebraska Public Policy Center, with any questions or comments. kmantonya3@unl.edu

Organization Type (choose all that apply):

- ☐ Archives
- ☐ Business/Corporation
- ☐ College or University
- ☐ Courthouse
- ☐ Genealogical Society/Library
- ☐ Historical Site/Property
- ☐ Historical Society
- ☐ Library
- ☐ Museum
- ☐ Religious Organization
- ☐ Special Collections
- ☐ Other

How is your organization governed?

- ☐ College, University, or other academic entity
- ☐ Corporate or For-profit
- ☐ County
- ☐ Federal (i.e. Homestead)

- ☐ Municipal
- ☐ Non-profit, Non-governmental
- ☐ State
- ☐ Tribal
- ☐ Other

What does your staffing structure look like?

Number of full-time employees:

Number of part-time employees:

Number of volunteers:

Zip Code:

Are you familiar with or have you heard of the State Historical Records Advisory Board (SHRAB)?

- ☐ Yes
- ☐ No

Please watch this short video defining what the State Historic Records and Advisory Board (S.H.R.A.B.) does and who comprises it's members.

History Nebraska Video Promo Draft

Have you used SHRAB's resources before?

- ☐ Yes
- ☐ No
- ☐ I don't know

What resources have you used before?

Access

Who is allowed to use your collections?

What estimated percentage of your collection is available for use?

- ☐ 0 - 25%
- ☐ 26 - 50%
- ☐ 51 - 75%
- ☐ 76 - 100%

Approximately how many users access your collections each month?

- ☐ 0 - 25
- ☐ 26 - 75
- ☐ 76 - 150
- ☐ 151 - 300
- ☐ More than 300
- ☐ I don't know
- ☐ We don't track user access numbers

Approximately what percentage of your collection has been cataloged?

- ☐ 0 - 25%
- ☐ 26 - 50%
- ☐ 51 - 75%
- ☐ 76 - 100%

Approximately what percentage of your collection has been digitized? This specifically refers to items in your collection that are not digitally native (i.e. photographs)

- ☐ 0 - 25%

- ☐ 26 - 50%
- ☐ 51 - 75%
- ☐ 76 - 100%

Do you provide online access to any collections content or holdings (i.e. online exhibits, interactive resources, digitally scanned documents or artifacts?)

- ☐ Yes
- ☐ No
- ☐ I don't know

Collections-Specific Questions

What types of materials are in your collection? Please choose all that apply.

- ☐ Archaeological Collections
- ☐ Audio Recordings (records, cassettes, CD, MP3)
- ☐ Blueprints and Architectural Drawings
- ☐ Historical Objects (e.g. furniture, agricultural implements, household antiques,,,,, paintings and other art)
- ☐ Maps
- ☐ Moving Images (VHS, 16mm, DVD)
- ☐ Newspapers and/or Periodicals
- ☐ Non-published Records or Manuscripts
- ☐ Oral Histories (including transcripts)
- ☐ Photographic Collections (e.g. microfilm, microfiche, negatives, prints)
- ☐ Published Materials (books, journals, serials)

Where are your collections stored? Please choose all that apply:

- ☐ On-site collection storage
- ☐ A leased/rented space off-site
- ☐ Preserved historical site (i.e. Willa Cather home)
- ☐ Outdoors (i.e. agricultural equipment)
- ☐ Other, please define:

Risks to Collections

Do you have environmental monitoring equipment for your collections (i.e. fire alarm, hygrometer)?

- ☐ Yes
- ☐ No

☐ I don't know

Does your institution have insurance to cover the damage or loss of collections?

☐ Yes

☐ No

☐ I don't know

Does your institution have property insurance?

☐ Yes

☐ No

☐ I don't know

☐ Doesn't apply

Does your institution have security systems in place to help prevent theft or vandalism to your collections?

☐ Yes

☐ No

☐ I don't know

Which of the following environmental concerns do you have the ability to control? Please choose all that apply:

☐ Temperature levels

☐ Humidity levels

☐ Lighting

☐ Insect/Rodent infestation

☐ Other, please define:

Does your institution have a long-range plan for the care of your collections?

☐ Yes

☐ No

☐ I don't know

Disaster Preparedness

Does your institution have an emergency preparedness/disaster plan that includes the collections?

☐ Yes

☐ No

☐ I don't know

Are your staff/volunteers trained to carry out your emergency preparedness/disaster plan?

- ☐ Yes
- ☐ No
- ☐ I don't know

What barriers have you experiences creating an emergency plan for your institution? Please choose all that apply:

- ☐ Do not have the expertise to write one
- ☐ Do not have the time to write one
- ☐ Not an institutional priority
- ☐ Was unaware of the need for disaster planning
- ☐ Other, please define:

Training and Technical Assistance

Please indicate which of the following training your institution has either participated in or would like to participate in:

	HAVE Participated	WOULD LIKE TO Participate in
Conference and Meetings	<input type="radio"/>	<input type="radio"/>
Conservation Treatment	<input type="radio"/>	<input type="radio"/>
Online Training	<input type="radio"/>	<input type="radio"/>
Onsite Consultation	<input type="radio"/>	<input type="radio"/>
Publications	<input type="radio"/>	<input type="radio"/>
Survey or Assessments (inventory)	<input type="radio"/>	<input type="radio"/>
Workshops	<input type="radio"/>	<input type="radio"/>

Please indicate in what areas related to collections your institution has either RECEIVED or WOULD LIKE TO RECEIVE training:

	HAVE Received	WOULD LIKE TO Receive
Cataloging Collections	<input type="radio"/>	<input type="radio"/>
Collections Planning, Policies, and Procedures	<input type="radio"/>	<input type="radio"/>
Collections Storage and Maintenance	<input type="radio"/>	<input type="radio"/>
Digitization of Collections	<input type="radio"/>	<input type="radio"/>
Emergency Disaster Planning	<input type="radio"/>	<input type="radio"/>
Environmental Monitoring	<input type="radio"/>	<input type="radio"/>
Integrated Pest Management	<input type="radio"/>	<input type="radio"/>
Preservation of a Specific Type of Collection (film, paper, etc.)	<input type="radio"/>	<input type="radio"/>

	HAVE Received	WOULD LIKE TO Receive
Preservation/Management of Digital Collections	<input type="radio"/>	<input type="radio"/>
Records Retention	<input type="radio"/>	<input type="radio"/>
Other, please specify <input type="text"/>	<input type="radio"/>	<input type="radio"/>

Has your institution applied for external funding in the past?

- ☐ Yes
- ☐ No
- ☐ I don't know

What barriers prevented your institution from applying for external funding?

- ☐ Lack of staff time to complete an application
- ☐ Need more information about funding sources
- ☐ Lack of expertise to complete the application
- ☐ External funding is not an institutional priority
- ☐ Unsuccessful applying for external funding in the past
- ☐ Other, please define:

Please select the top 3 areas of interest to your organization:

- ☐ Collection Digitization
- ☐ Collection Processing
- ☐ Disaster Planning and Preparedness
- ☐ Electronic Records
- ☐ Grant Writing
- ☐ Outreach
- ☐ Policy and Guideline Development
- ☐ Preservation and Conservation
- ☐ Records Management
- ☐ Other, please define:

Please indicate your levels of need for the following.

	Urgent Need	Moderate Need	No Need	Unsure	Not Applicable
Cataloging of Collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Condition Survey or Assessments of Collection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Urgent Need	Moderate Need	No Need	Unsure	Not Applicable
Conservation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization Assistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emergency Preparedness/Disaster Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmental Controls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Integrated Pest Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Records Retention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staffing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storage Space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please indicate your priorities for your challenges.

	Essential	High Priority	Moderate Priority	Low Priority	Not a Priority	Unsure
Cataloging of Collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Damaged or Missing Records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Providing Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff/Funding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Diversity, Equity, and Inclusion (DEI) Questions

Is your facility ADA-compliant (entrance, restrooms, parking, etc.)?

- ☐ Yes
☐ No
☐ I don't know

If no, what parts of your facility are not compliant (no elevator, wheelchair accessible toilet compartment, etc.)?

Does your organization celebrate the diversity of ideas and people?

- ☐ Yes
- ☐ No
- ☐ I don't know

Please provide examples of how your organization celebrates the diversity of ideas and people.

Does your institution seek to collect the records and stories of underrepresented communities in your area?

- ☐ Yes
- ☐ No
- ☐ I don't know

If you have a method for sourcing candidates from underrepresented groups, what is it?

Is inclusivity one of your organization's values?

- ☐ Yes
- ☐ No
- ☐ I don't know

On a scale of 1-10, how would you rate the inclusivity of your organization?

	0	1	2	3	4	5	6	7	8	9	10

How do you think your organization could improve it's diversity efforts in the future?

Would you be willing to participate in a confidential follow-up interview to help us better understand the types of help needed, barriers to assistance, and the organizations that need assistance? Interview participants will be randomly selected from those that are willing to participate. Please note you will only be contacted if randomly selected.

First and Last Name:

Email Address

Telephone Number:

Appendix B Full Text Responses Of Examples of How Organizations Celebrate the Diversity of Ideas and People

- Centered on preserving the Welsh ancestry and heritage.
- Holocaust display, Native American display.
- We are a multi culture community.
- Native American display, black history display.
- Create a setting in which people feel open and comfortable to research, learn new things, and explore the history we have to offer.
- Community came together to build one church with a Catholic altar in one end and a protestant altar in the other to serve entire population.
- Our programs are for a variety of age.
- Range of ages from grade school to handicapped, veterans, local groups , religious groups and nationalities.
- DEI Statement available. Numerous employees on spectrum. Reasonably diverse employee/staff.
- Diversity in board membership and programming, seeking input.
- Language line in place.