

## Survey of Moving Image Collections held in the English Regions

Before completing the online survey, you may wish to give some consideration to your responses, so this document sets out all the questions that you will be asked.

Most of the questions are either in tick box or yes/no answer format, and can be answered very quickly; however there are some questions where you will be invited to give more detail if you wish to, or give a description of the collections.

We have indicated which these questions are in the list below, and also a guideline for how much of a response is needed ( eg up to 100 words, or, for two key questions, up to 500 words ). You can then write your responses and copy and paste them into the online survey.

We do hope that this is useful, and look forward to receiving your online response.

### Summary of Questions (*mandatory questions marked with an asterisk*)

#### Section I

1. \* Please indicate the types of material in the collection(s) (film, video or digital).
2. \* How many items are there in the collection(s)?
3. What percentage of these are film, video or digital?
4. What formats are the collections held on?
5. \* Are the collections originals, copies or a mix of both?  
(Space to give explanation – maximum 100 words)
6. Do you hold any accompanying material, such as posters, scripts/ documentation, stills, artefacts?
7. Approximate percentage of each?  
(Space to add notes – maximum 100 words)
8. \* Are the collections catalogued?
9. If the collections are catalogued, how are these records held – card index or electronic database?
10. What percentage of the collections are catalogued?
11. Is there any public access to the catalogue?
12. How? On line, searching the cards, through you?  
(Space to add notes – maximum 100 words)
13. \* What are the main subject areas of your collection?  
(Space to outline subject areas – maximum 500 words)
14. \* Do you think that your collection is a significant part of the local/regional/ national screen heritage? If so, what aspect of your collection makes it significant? (Please refer to the guidance notes on significance and use these notes to inform your response).  
(Space to add notes – maximum 500 words)
15. Where are the collections held?
16. Do you feel the storage of the collections is adequate?  
(Space for comments – maximum 100 words)
17. Do you actively collect film/video? If so, what type of material do you collect?  
(Space to add details – maximum 100 words)

18. Do you have a collecting policy?
19. Is the ownership of the material and its copyright documented?

## Section 2

20. \* Please give contact information for organisation or individual.
21. \* Which sector does your organisation belong to?
22. How is your organisation constituted? Company, Registered Charity, or other?
23. \* Do you/the organisation hold the copyright on the collection?  
(Space to add details – maximum 100 words)
24. Do you have a specific person or postholder/s looking after the collections?  
(Space to add details – maximum 100 words)
25. Do you have any plans in place for the systematic examination of the collection and the undertaking of any remedial work?  
(Space to add details – maximum 100 words)
26. With regard to your moving image collections, do you work in partnership with any other organisations or outside facilities houses to undertake any specialist work?  
(Space to add details – maximum 100 words)
27. What film archive related experience or qualifications are there in the organisation?  
(Space to add details – maximum 100 words)
28. Do you have a training plan in place?
29. Would you be interested in receiving training in the care of archive film collections?
30. If resources were available, would you be interested in offering training services to other collections?
31. If you have answered yes, please list the area/s of specialism in which this training could be offered.  
(Space to add details – maximum 100 words)
32. Do you use the collections for public exhibition, online exhibition, public research, educational use/research, broadcast, other commercial activity?  
(Space to add details – maximum 100 words)
33. How can the public access your collection(s)?  
(Space to add details – maximum 100 words)
34. \* Would you be willing to allow public access to your collection(s) in the future?
35. \* If you answered possibly, please explain your response in more detail  
(Space to add details – maximum 100 words)
36. If you cannot/do not wish to allow public access to your collection(s) is this largely due to any of the following? Copyright restrictions or Ownership restrictions or Organisational restrictions or Lack of facilities or Condition of collections or Other.

### **Section 3**

37. Would you/your organisation be interested in exploring how you might fit into a more strategic approach to the long term well being and accessibility of our screen heritage?  
*(Space for comments – maximum 100 words)*
38. Would you be able to make your collections publicly accessible? This might only be aspects of your collections – please give details.  
*(Space to add details – maximum 100 words)*
39. If not, then is this because of any specific restrictions – such as copyright, inability to provide easy access, lack of facilities or expertise etc.  
*(Space to add details – maximum 100 words)*
40. Would you be prepared to work in partnership with other national/regional organisations to make the collection(s), and information about the collection(s) publicly accessible?  
*(Space for comments – maximum 100 words)*
41. Would you like to know more about the Strategy for UK Screen Heritage?  
*(Space for comments – maximum 100 words)*
42. \* Please tell us through which Regional Screen Agency you found out about this Survey

**Thank you**