

Archives Volunteer Questionnaire

Thank you for taking the time to complete this questionnaire on your volunteering at this archives service. For the purposes of this questionnaire volunteering is defined as:

“...any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives.” (National Council for Voluntary Organisations)

This questionnaire has been designed by Kevin Bolton. I work in archives and am currently undertaking a MSC in ‘Social Research and Evaluation’ at the University of Huddersfield. This questionnaire forms part of my university assignment for a module in ‘Questionnaire and Survey Design. I am piloting this questionnaire with volunteers at this archive service.

All responses are confidential and anonymous. The results will be analysed and presented in a report for my university assignment. A copy of this report will be provided to the archive service. I am also happy to share the report with people completing the questionnaire.

The purpose of a pilot questionnaire is to test it with a small group before using it more widely. Following this pilot I may amend the questionnaire. I am then hoping it can be used at more archive services in England. This will help the archives sector understand the motivations of volunteers and the difference it makes to their lives.

If you have any questions then do not hesitate to contact me on u1872660@unimail.hud.ac.uk or 07813063783.

Kevin Bolton

ABOUT YOUR VOLUNTEERING

1. How long have you been volunteering at this archive service for?

Please tick one box.

- Less than 1 year
- 1–2 years
- 3-5 years
- 6-10 years
- 11+ years

2. In the last four weeks approximately how many hours have you spent volunteering at this archive service?

__ __ __ hours

3. Where do you undertake your volunteering for this archive service?

Please tick the most appropriate box.

- I am based at home and rarely have to visit the archive service
- I am based at the archives service
- Other (please specify)

4. What tasks do you do at the archives service?

If you feel you do more than one task please tick the box for the main task you do in column A and any other tasks in the column B. If you only do one task just tick a box in column A.

<i>Task</i>	<i>A Main task undertaken</i> <i>(please tick one box)</i>	<i>B Other tasks undertaken</i> <i>(optional – tick all that apply)</i>
Cataloguing (including indexing and transcription)	<input type="checkbox"/>	<input type="checkbox"/>
Scanning or photography	<input type="checkbox"/>	<input type="checkbox"/>
Organising or helping to run events	<input type="checkbox"/>	<input type="checkbox"/>
Providing advice or information to the public in person	<input type="checkbox"/>	<input type="checkbox"/>
Answering email or written enquiries	<input type="checkbox"/>	<input type="checkbox"/>
Creating social media content	<input type="checkbox"/>	<input type="checkbox"/>
Creating exhibitions or displays	<input type="checkbox"/>	<input type="checkbox"/>
Undertaking oral history interviews	<input type="checkbox"/>	<input type="checkbox"/>
Historical research	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)

REASONS FOR VOLUNTEERING

5a. Using the 7-point scale below, please indicate how important or accurate each of the following possible reasons for volunteering is for you in doing volunteer work at this archive service

Please circle one number.

not at all important/accurate for you	1	2	3	4	5	6	7	extremely important/accurate for you
Volunteering can help me get my foot in the door at a place where I'd like to work	1	2	3	4	5	6	7	
My friends volunteer	1	2	3	4	5	6	7	
I am concerned about those less fortunate than myself	1	2	3	4	5	6	7	
People I'm close to want me to volunteer	1	2	3	4	5	6	7	
Volunteering makes me feel important	1	2	3	4	5	6	7	
People I know share an interest in community service	1	2	3	4	5	6	7	
No matter how bad I've been feeling, volunteering helps me to forget about it	1	2	3	4	5	6	7	
I am genuinely concerned about the particular group I am serving	1	2	3	4	5	6	7	
By volunteering I feel less lonely	1	2	3	4	5	6	7	
I can make new contacts that might help my business or career	1	2	3	4	5	6	7	
Doing volunteer work relieves me of some of the guilt over being more fortunate than others	1	2	3	4	5	6	7	
I can learn more about the cause of the archives service	1	2	3	4	5	6	7	
Volunteering increases my self-esteem	1	2	3	4	5	6	7	
Volunteering allows me to gain a new perspective on things	1	2	3	4	5	6	7	
Volunteering allows me to explore different career options	1	2	3	4	5	6	7	

I feel compassion toward people in need	1 2 3 4 5 6 7
Others with whom I am close place a high value on community service	1 2 3 4 5 6 7
Volunteering lets me learn things through direct, hands on experience	1 2 3 4 5 6 7
I feel it is important to help others	1 2 3 4 5 6 7
Volunteering helps me work through my own personal problems	1 2 3 4 5 6 7
Volunteering will help me to succeed in my chosen profession	1 2 3 4 5 6 7
I can do something for a cause that is important to me	1 2 3 4 5 6 7
Volunteering is an important activity to the people I know best	1 2 3 4 5 6 7
Volunteering is a good escape from my own troubles	1 2 3 4 5 6 7
I can learn how to deal with a variety of people	1 2 3 4 5 6 7
Volunteering makes me feel needed	1 2 3 4 5 6 7
Volunteering makes me feel better about myself	1 2 3 4 5 6 7
Volunteering experience will look good on my resume/CV	1 2 3 4 5 6 7
Volunteering is a way to make new friends	1 2 3 4 5 6 7
I can explore my own strengths	1 2 3 4 5 6 7

5b Are there any other reasons you volunteer at this archive service?

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THE DIFFERENCE VOLUNTEERING HAS MADE TO YOU

6a. Using the 7-point scale below, please indicate the amount of agreement or disagreement you personally feel with each statement. Please be as accurate and honest as possible, so we can better understand this archives service.

Please circle one number.

	Strongly disagree	1	2	3	4	5	6	7	Strongly Agree
In volunteering with this archives service, I made new contacts that might help my business or career		1	2	3	4	5	6	7	
People I know best know that I am volunteering at this archives service		1	2	3	4	5	6	7	
People I am genuinely concerned about are being helped through my volunteer work at this archives service		1	2	3	4	5	6	7	
From volunteering at this archives service, I feel better about myself		1	2	3	4	5	6	7	
Volunteering at this archives service allows me the opportunity to escape some of my own troubles		1	2	3	4	5	6	7	
I have learned how to deal with a greater variety of people through volunteering at this archives service		1	2	3	4	5	6	7	
As a volunteer in this archives service, I have been able to explore possible career options		1	2	3	4	5	6	7	
My friends found out that I am volunteering at this archives service		1	2	3	4	5	6	7	
Through volunteering here, I am doing something for a cause that I believe in		1	2	3	4	5	6	7	
My self-esteem is enhanced by performing volunteer work in this archives service		1	2	3	4	5	6	7	
By volunteering at this archives service, I have been able to work through some of my own personal problems		1	2	3	4	5	6	7	
I have been able to learn more about the cause for which I am working by volunteering with this archives service		1	2	3	4	5	6	7	

I am enjoying my volunteer experience	1 2 3 4 5 6 7
My volunteer experience has been personally fulfilling	1 2 3 4 5 6 7
This experience of volunteering with this archives service has been a worthwhile one	1 2 3 4 5 6 7
I have been able to make an important contribution by volunteering at this archives service	1 2 3 4 5 6 7
I have accomplished a great deal of "good" through my volunteer work at this archives service	1 2 3 4 5 6 7

6b Are there any other things you have got out of volunteering at this archives service?

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ABOUT YOU

7. What best describes your gender?

Please tick one box.

- Female
- Male
- Prefer not to say
- Prefer to self-describe:.....

8. What is your age?

Please tick one box.

- 16-19
- 20-24
- 25-29
- 30-34
- 35-39
- 40-44
- 45-49
- 50-54
- 55-59
- 60-64
- 65-69
- 70-74
- 75-79
- 80 or over
- Prefer not to say

9. Employment status. Are you currently...?

Please tick all boxes that apply.

- Working full time (30 hours or more per week)
- Working part time (8-29 hours per week)
- Working part time (Less than 8 hours per week)
- A full-time student
- Retired
- Unemployed
- Looking after home or family
- Other (please specify).....

10. One year from now, will you be?

Please tick your best guess as of today.

- Volunteering at this archives service
- Volunteering at another organisation
- Not volunteering at all

GENERAL FEEDBACK

11. Was there anything you did not understand in this questionnaire? What could be made clearer?

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Thank you very much for completing this questionnaire. Can you please return it to a member of archives and local studies staff.

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