Survey held in April and May 2020

Share that Knowledge!

Sharing knowledge within audiovisual archives

With this survey we want to gather data about how knowledge is shared within organizations holding audiovisual collections.

This data will be used for the research project Share that Knowledge!, a joint initiative of the Austrian Film Museum and Slovenska kinoteka and supported by FIAF and funded by the Bundeskanzleramt Österreich. The aim of the project is to develop concrete methods on how to better share and pass on knowledge within audiovisual archives. **The survey is a starting point for our research, with which we want to get a global overview of the existing concerns and methods related to knowledge sharing.** An analysis of this data will be used in the final report.

The data will be treated with confidentiality, meaning answers cannot be traced back to individuals or institutions and will not be shared with third parties. We will securely store this data till the end of the project in December 2022. By filling out this form you agree that we will process your data in line with the privacy policy of the Austrian Film Museum.

If you have any questions, contact us: n.sicarov@filmmuseum.at, j.vandalen@filmmuseum.at.

We would highly appreciate your professional input and thank you in advance for taking the time to fill out the survey! It should take about 15-20 minutes to complete.

Do you agree to the above terms? By clicking OK, you consent that you are willing to answer the questions in this survey.

Questions

* 1. I am employed:

○ Permanently

○ On a temporary contract

○ As a trainee/intern

○ As a freelancer

○ Not anymore, I am retired

○ Other (please specify)

_____

* 2. Do you work full time or part time?

○ Full time

○ Part time

3. If part time, please specify how many hours per week:

[   ]

* 4. What is your job title?

[   ]

* 5. Can you give a brief description of your responsibilities?

[   ]

* 6. Are you a supervisor?

○ Yes

○ No

7. If yes, how many people do you supervise?

[   ]

* 8. For how many years have you been working within your organization?

[   ]

* 9. For how many years have you been working in this field?

[   ]

* 10. Did you obtain a degree in the AV archival studies, library studies, museum studies, restoration or similar?

○ Yes

○ No

⦿ I'm currently a student in one of these programmes

11. The institution you work in is located in:

○ Africa

○ Latin America and the Caribbean

○ Northern America

○ Asia

○ Europe

○ Oceania

* 12. Country:

[   ]

* 13. Your organization is a:

○ Government institution

○ Private organization/institution

○ Public institution

○ Other (please specify)

[   ]

14. How many people work at your organization?

[   ]

* 15. How many of them work directly with AV collections?
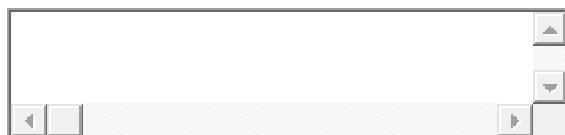
* 16. Within the organization I work for, knowledge related to AV collections (e.g. technical knowledge, collection management, knowledge related to the content of your collections, acquisitions etc.) is actively shared:

○ Yes

○ No

○ Other (please specify)

[   ]

17. If you answered "yes", why is that the case?

☐ Time and resources are invested into knowledge transfer among colleagues

☐ Time and resources are invested into knowledge transfer of soon-to-retire colleagues

☐ Efficient structure of work and distribution of tasks among colleagues

☐ Good communication

☐ Efficient and effective practice of documentation of knowledge

☐ Other (please specify)

18. Can you give us one or more examples of how knowledge is shared successfully within your organization?

19. If you answered question 17 with "no", what might be the reason?

☐ No awareness on the management level

☐ Problems with communication between colleagues

☐ No time, no money

☐ Difficulties with formulating and expressing the knowledge

☐ Unclear structure of work and distribution of tasks among colleagues

☐ Re-organization

☐ Lack of documentation

☐ Other (please specify)

20. Can you give us one or more examples of a situation in which knowledge transfer appeared to be difficult?

* 21. What is the knowledge related to AV collections you are afraid to lose within your organization?

☐ Technical knowledge related to the material

☐ Knowledge about objects in the collection

☐ Knowledge related to the development of a collection (acquisitions, de-acquisitions, preservation etc.)

☐ Collection management knowledge (archival system, re-organization, funding etc.)

☐ Other (please specify)

[   ]

* 22. Who has this knowledge within your institution?

☐ Archivists/colleagues

☐ Retired colleagues

☐ Managers

☐ Volunteers/interns

☐ Freelance specialists

☐ Laboratory/technicians

☐ Other (please specify)

[   ]

* 23. How do you yourself learn at your workplace?

☐ Reading documentation on workflows and standards

☐ Mentoring programme with colleagues at my institution

☐ Talking to (retired) colleagues directly

☐ Through workshops

☐ Other (please specify)

[   ]

* 24. Does your organization stimulate you to participate in workshops or take part in the conferences?

○ Yes

○ No

○ Other (please specify)

[   ]

* 25. How important do you find sharing knowledge about your own work?

○ Very important

○ Important

○ Not so important

* 26. Do you feel competent enough to share knowledge?

○ Yes

○ No

○ Maybe

* 27. Have you ever been taught how to share knowledge (e.g. during your studies or by colleagues?)

○ Yes

○ No

○ Other (please specify)

* 28. How do you share knowledge with your colleagues?

☐ Consciously communicating/sharing knowledge related to the work that I do on a daily basis

☐ Instructing interns

☐ Through workshops

☐ Writing detailed reports to document my work

☐ Making sure colleagues can find their way to important documentation

☐ Other (please specify)

* 29. Please specify whether you find each of the following types of knowledge, if applicable to your own work, easy or difficult to share:

	Easy	Difficult	I don't know
Technical knowledge related to the material	○	○	○
Knowledge about the collection objects	○	○	○
Knowledge related to the development of a collection (acquisitions, de-acquisitions, preservation etc.)	○	○	○
Collection management knowledge (archival system, re-organization, funding etc.)	○	○	○

* 30. Which strategy would benefit the sharing of knowledge within your organization?

☐ A better internal documentation system

☐ Workshops with retired colleagues

☐ Workshops with colleagues to share expert knowledge

☐ Other (please specify)

31. If you have concrete ideas about improving methods, please elaborate:

* 32. What could you imagine as being a useful tool for managing knowledge? Select a maximum of 3.

- ☐ Network of experts to call upon
- ☐ Handbook
- ☐ Documentation tools
- ☐ Forum to discuss the topic
- ☐ Workshop
- ☐ Online tutorials
- ☐ Online resource on this topic
- ☐ Other (please specify)

[   ]

33. Would you like to add something or do you have any suggestions?

[   ]

* 34. Thank you very much for participating in this survey! Can we approach you for possible follow-up questions? If yes, please share your email.*

*Your email address will not be used for any other purposes but follow-up. It will be securely stored in line with the <ins>privacy policy</ins> of the Austrian Film Museum.

- ○ No
- ○ Yes

[   ]