ISO 24083:2021 (E)

Information and documentation — International archives statistics

Contents

Foreword

Introduction

1 Scope

2 Normative references

3 Terms and definitions

- 3.1 General
- 3.2 Types
- 3.3 Governing authority of archives
- 3.4 Archives services, programs and use
- 3.5 Holdings
- 3.6 Space and facilities
- 3.7 Funding and expenditure
- 3.8 Holdings management
- 3.9 Archives staff

4 Structure and tasks of archives

- 4.1 General
- 4.2 Tasks of archives
- 4.2.1 General
- 4.2.2 Appraisal
- 4.2.3 Acquisition
- 4.2.4 Arrangement and description
- 4.2.5 Preservation and conservation
- 4.2.6 Access to archives and their holdings
- 4.2.7 Public outreach
- 4.2.8 Technical advice

5 Uses and benefits of archives statistics

- 5.1 Background
- 5.1.1 General
- 5.1.2 Objectives
- 5.1.3 Quality
- 5.2 Selection of statistics for the archives
- 5.3 Use of statistics
- 5.3.1 General
- 5.3.2 External communication
- 5.4 Presenting statistics to stakeholders

6 Reporting statistical data

- 6.1 General
- 6.2 Time period to which data refer
- 6.3 Data estimated by sample

7 Collecting statistical data

- 7.1 General
- 7.2 Archives
- 7.2.1 Overview
- 7.2.2 Types
- 7.2.3 Foundation year
- 7.2.4 Governing authority of the archives

7.2.5 Ownership
7.2.6 Number of archives separate physical locations
7.2.7 Archives website
7.3 Archives services and their use
7.3.1 General
7.3.2 Opening hours and conditions
7.3.3 Users
7.3.4 Consultancy rooms
7.3.5 Technical equipment
7.3.6 Reference and informational questions
7.3.6.1 Reference questions
7.3.6.2 Informational questions
7.3.6.3 Technical advice
7.3.7 Online use and services
7.3.7.1 Number of searches
7.3.7.2 Online archives catalogue use
7.3.7.3 Finding aids
7.3.7.4 Online digital documents
7.3.7.5 Downloads
7.3.7.6 Virtual visits
7.3.7.7 Services for mobile devices offered by the archives
7.3.7.8 Social network services
7.3.8 Use, copies and loans of archives holdings
7.3.8.1 General
7.3.8.2 Archives holdings use
7.3.8.3 Reproduction services
7.3.8.4 Photocopies and microforms produced by archives
7.3.8.5 Loans
7.3.9 Activities
7.3.9.1 Exhibitions
7.3.9.2 Events
7.3.9.3 Physical visits
7.3.9.4 Guided tours
7.3.9.5 User education
7.3.10 Publications
7.3.10.1 Publications by the archives
7.3.10.2 Publications about the archives in the media
7.4 Holdings
7.4.1 General
7.4.2 Years covered by the archives holdings
7.4.3 Total holdings at the end of the reporting period
7.4.4 Acquisitions during the reporting period
7.4.5 Acquisition mode
7.4.6 Deaccessions during the reporting period
7.4.7 Deaccession mode
7.4.8 Descriptive records and finding aids
7.4.9 Appraisal assessment
7.5 Funding and expenditure
7.5.1 Operating (ordinary) expenditures
7.5.1.1 On employees
7.5.1.2 Acquisitions expenditure
7.5.1.3 Holdings maintenance
7.5.1.4 Premises
7.5.1.5 Information technology
7.5.1.6 Events and programs
7.5.1.7 Exhibitions
7.5.1.8 Miscellaneous
7.5.2 Capital expenditures
7.5.2.1 General
7.5.2.2 Income and funding
7.6 Space and facilities
7.6.1 User places
7.6.2 Public access workstations
7.6.3 Reprographic facilities

7.6.4 Public access Wi-Fi
7.6.5 Space
7.6.5.1 Gross floor area of archives buildings
7.6.5.2 Net usable area for archives functions
7.6.5.3 Net usable area by function
7.6.5.4 Holdings storage
7.6.5.5 Storage capacity
7.6.6 Security and environmental systems
7.7 Management
7.7.1 Cooperative projects
7.7.2 Partnerships
7.7.3 Preservation/conservation
7.7.3.1 Analogue preservation and conservation
7.7.3.2 Digital preservation
7.7.4 Digitization
7.7.5 Microform
7.8 Archives staff
7.8.1 General
7.8.2 Total staff
7.8.2.1 General
7.8.2.2 Archivists
7.8.2.3 Staff on contract
7.8.2.4 Internships and trainees
7.8.2.5 Volunteers
7.8.3 Staff training
7.8.4 Professional education
7.8.5 Staff allocation to service areas/working areas
7.8.6 Auxiliary archivist

Page count: 43