

## Archives and Records Services Needs Assessment for Volunteer Service

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Section:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Note: It is important when you complete the needs assessment that you keep the mission of your division and section, as well as the department, in mind.

Think of your role within Archives and Records Services. Your job consists primarily of daily functions that are vital to the operation of your division.

- *Be sure to provide plenty of room for staff to answer questions below)*

1.) Now, think of tasks that could be performed on a part-time basis, possibly with a flexible schedule.

2.) What tasks could be accomplished by someone who has specialized skills (that we do not have in-house) to help accomplish our mission?

3.) What tasks do you have that you would like to delegate to someone else to free you up for those things for which you have specialized skills?

4.) What assistance would you need to involve qualified volunteers in the above?

5.) What services would you like to see Archives and Records Services offer that are not offered at this time? (This is to help us with long-term volunteer planning).

**Please check the areas of volunteer service that would be helpful to you.**

\_\_\_ Photocopying, collating, and/or assembling

\_\_\_ Filing

\_\_\_ Labeling

\_\_\_ Scanning

\_\_\_ Research

\_\_\_ Writing

\_\_\_ Data entry

(cont'd)

- Answering the telephone
- Responding to public inquiries
- Cataloging
- Photography
- Telemarketing (ex., promoting A&RS to schools, clubs, organizations, etc.)
- Conducting tours (orientation, thematic, and/or outreach)
- Expertise in foreign languages
- Shelving books
- Conservation services
- Special events

**Please list any other areas that would be helpful to you:**

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