Film Archive Service Survey Guidance

Please find below a list of the information you will need when answering the Film Archive Service survey. No question is mandatory and you can still complete the rest of the survey if you are unable to access this information. However, the more information that is provided the more comprehensive FAUK's understanding of film archive services will be.

- **Total number of items for each format your organisation holds now and, if possible, at the end of 2015**
  - Film
  - Videotape
  - Digital films
  - Digital films in terabytes
  - Other formats e.g. stills, posters

- **How many FTE (full time equivalent) staff worked for the film archive service at the end of 2019/2020 and, if possible, 2014/15 under the following categories**
  - Primarily managerial
  - Primarily operational
  - Mix of managerial and operational
  - Permanent
  - Fixed term
  - Core funded
  - Project funded
  - Total FTE
  - Volunteers

- **The approximate percentage (in terms of number of items) of your collections that are fully catalogued, partially catalogued and uncatalogued.**

- **Figures for usage of the collections for 2019/2020 and, if possible, 2014/15**
  - Total number of enquiries
  - No of enquiries from the general public/non-commercial users
  - No of enquiries from parent body
  - No of attendees at in-venue screening and screen heritage activities
  - No of attendees at virtual screening and screen heritage activities
  - No of unique visits to your film archive's website
  - No of views of your films online (any platform)
  - Other (please describe)

- **What approximate proportion of income came from the following sources for 2019/2020 and, if possible, 2014/2015**
  - Core funding (i.e. covers the core operational costs)
  - Earned or commercial income
  - Grants/project funding
  - Donations
  - Other (please describe)

- **Main sources of project funding over the last three years.**