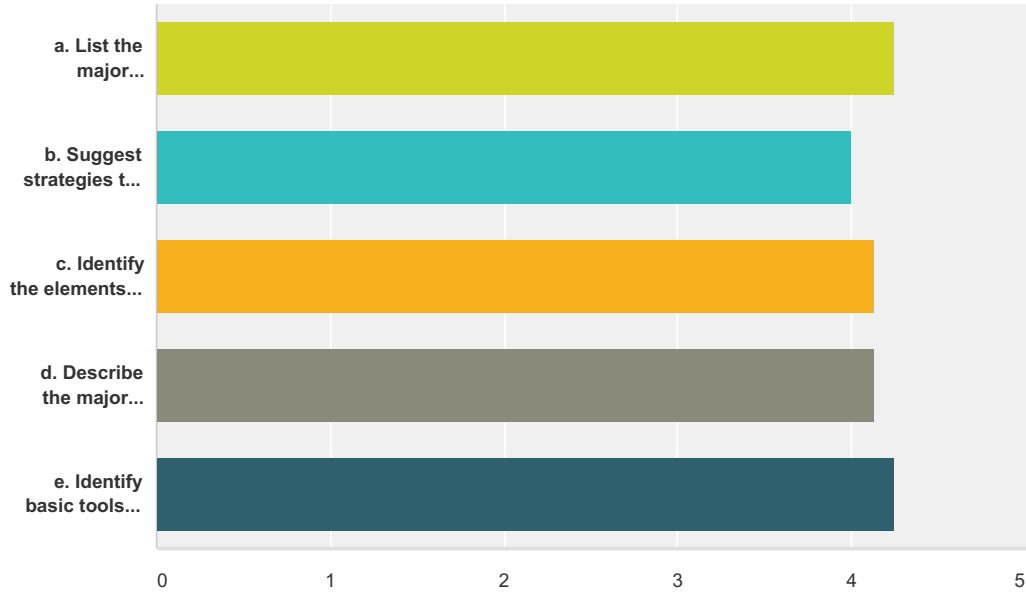## Q1 Assess the workshop from the standpoint of what you gained from the experience:How well did the workshop meet the following stated objectives?DAY 1
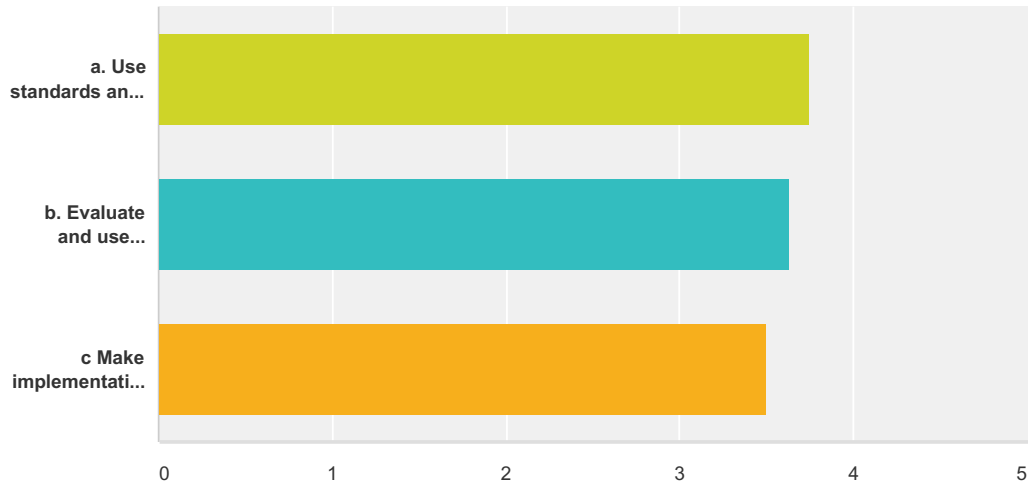
Answered: 8   Skipped: 0

	Poor	**Fair**	**Average**	**Good**	**Excellent**	**Total**	**Weighted Average**
a. List the major processing challenges posed by electronic records;	0.00% 0	12.50% 1	0.00% 0	37.50% 3	50.00% 4	8	4.25
b. Suggest strategies to mitigate them;	0.00% 0	25.00% 2	0.00% 0	25.00% 2	50.00% 4	8	4.00
c. Identify the elements of an integrated arrangement and descriptive program for electronic materials;	0.00% 0	12.50% 1	12.50% 1	25.00% 2	50.00% 4	8	4.13
d. Describe the major standards supporting descriptive systems for electronic materials;	0.00% 0	0.00% 0	25.00% 2	37.50% 3	37.50% 3	8	4.13
e. Identify basic tools that will help you to arrange and describe born-digital records.	0.00% 0	0.00% 0	25.00% 2	25.00% 2	50.00% 4	8	4.25

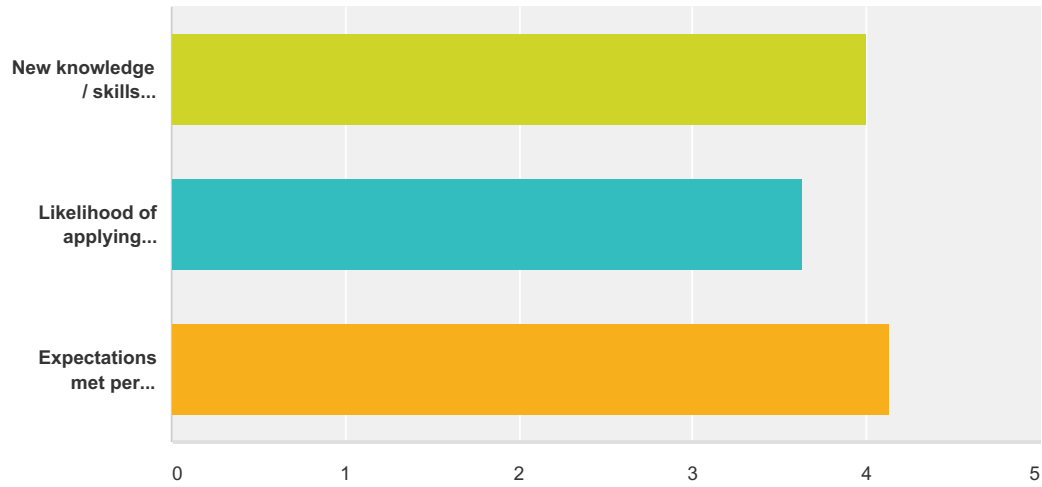## Q2 How well did the workshop meet the following stated objectives?DAY 2

Answered: 8   Skipped: 0

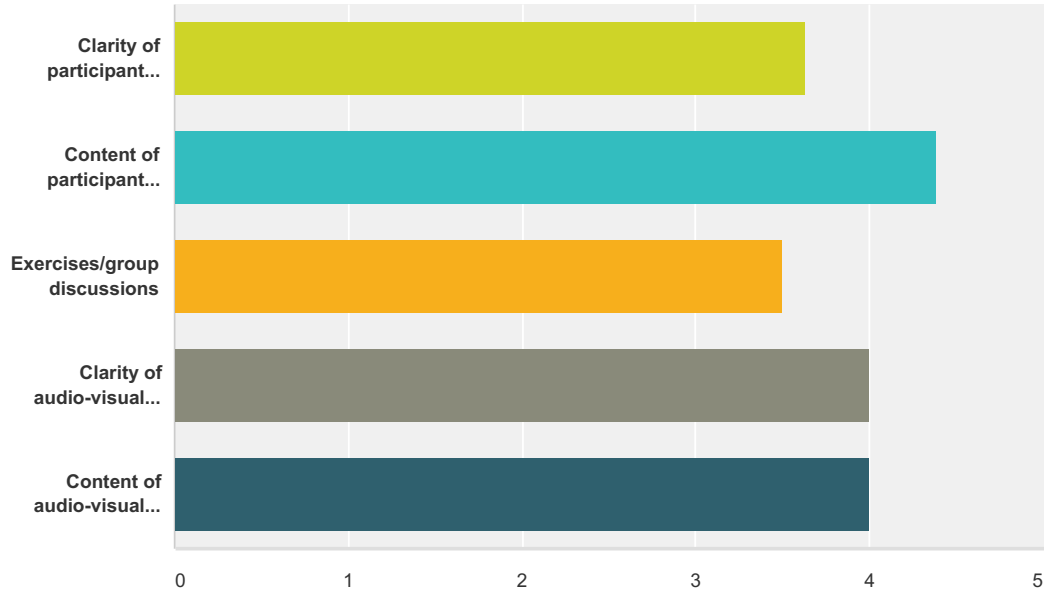|	Poor	Fair	Average	Good	Excellent	Total	Weighted Average
a. Use standards and tools that support an integrated processing workflow for digital materials;	0.00% 0	25.00% 2	12.50% 1	25.00% 2	37.50% 3	8	3.75
b. Evaluate and use software to process electronic records in a way that preserves their identity, significant characteristics, evidential value, and utility; and	0.00% 0	12.50% 1	37.50% 3	25.00% 2	25.00% 2	8	3.63
c Make implementation decisions in order to develop a processing workflow that is suitable for your repository.	12.50% 1	12.50% 1	12.50% 1	37.50% 3	25.00% 2	8	3.50

Q3 How would you rate the:

Answered: 8   Skipped: 0

	Poor	Fair	Average	Good	Excellent	Total	Weighted Average
New knowledge / skills acquired	0.00% 0	12.50% 1	12.50% 1	37.50% 3	37.50% 3	8	4.00
Likelihood of applying concepts to your work	12.50% 1	0.00% 0	37.50% 3	12.50% 1	37.50% 3	8	3.63
Expectations met per advertising	0.00% 0	25.00% 2	0.00% 0	12.50% 1	62.50% 5	8	4.13

Q4 Rate the methods and materials relative to their value in accomplishing the workshop:

Answered: 8   Skipped: 0

	Poor	Fair	Average	Good	Excellent	N/A	Total	Weighted Average
Clarity of participant handouts	0.00% 0	12.50% 1	25.00% 2	50.00% 4	12.50% 1	0.00% 0	8	3.63
Content of participant handouts	0.00% 0	0.00% 0	25.00% 2	12.50% 1	62.50% 5	0.00% 0	8	4.38
Exercises/group discussions	0.00% 0	25.00% 2	25.00% 2	25.00% 2	25.00% 2	0.00% 0	8	3.50
Clarity of audio-visual aids	0.00% 0	0.00% 0	25.00% 2	25.00% 2	25.00% 2	25.00% 2	8	4.00
Content of audio-visual aids	0.00% 0	0.00% 0	12.50% 1	50.00% 4	12.50% 1	25.00% 2	8	4.00

ADER #1657 New York, NY

Q5 What aspect of the workshop methods/materials was most valuable to you? Why?

Answered: 8   Skipped: 0

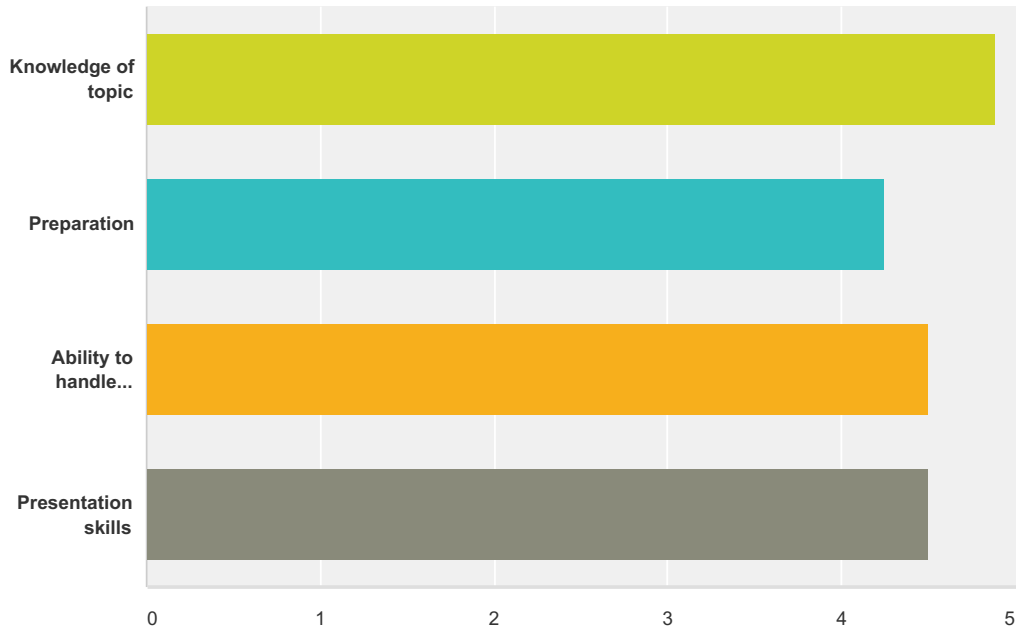| #	Responses	Date
1	The instructor's insight was invaluable. The handout alone doesn't come close to explaining the topic.	2/8/2016 9:05 AM
2	Detailed appendixes documenting how to use the various tools we covered should prove very useful, as were the demonstratons	2/7/2016 11:50 AM
3	Provided me with usable tools to simply "get started." I felt I left with some manageable first steps that I can begin to apply sooner than later...	2/3/2016 10:12 AM
4	Sharing experiences with other participants re: their own understanding of concepts and their strategies for dealing with challenges in developing new workflows to integrate the processing of born-digital materials into their processing procedures. Moral support.	2/1/2016 4:02 PM
5	Going through the workflow using various software and watching demos of the instructor.	2/1/2016 3:48 PM
6	Concepts behind building a workflow.	2/1/2016 10:28 AM
7	The instructor was very knowledgeable and provided guidance on a number of tools	2/1/2016 10:27 AM
8	Provided a general overview of digital preservation that was very clear.	2/1/2016 9:13 AM

5 / 11

Q6 What aspect of the workshop methods/materials would you change? Why?

Answered: 8   Skipped: 0

#	Responses	Date
1	The handbooks. They are an adequate memory jog, but many sections of them could be much clearer.	2/8/2016 9:05 AM
2	Not sure	2/7/2016 11:50 AM
3	Size of class. Smaller size for this topic would be a much better approach -- Eventually, I began having my own technical challenges with the downloaded material (in particular, software links) on my own laptop -- unfortunately I opted for not interrupting the class flow -- when I could have used some one-on-one assistance. Would you consider offering these classes, perhaps at a lower rate, as an audio stream for those interested in refreshing/listening in a second time?	2/3/2016 10:12 AM
4	It wasn't clear why it was necessary (or advisable) to use personal laptops to install and try to use the various software tools when the class was given in a computer lab. Why do I have expose my personal computer to possible viruses? There also shouldn't be an assumption that every repository has great bandwidth. It took me over an hour to download the zip file for day 2 and we barely used any of those materials in any depth. It also would have been helpful to have had the basic instructions for how to use the various software tools in advance, not just in the workbooks distributed in class. Felt like the part II, rather than building upon concepts or amplifying learning, did not really cover any new ground. Possibly it was overkill and content could be condensed into one very packed day.	2/1/2016 4:02 PM
5	I think that small group discussions are pretty useless. I am paying for a class to learn from an expert, not learn about other people's jobs.	2/1/2016 3:48 PM
6	All the open-source tools are not practical or applicable to my situation. The DIY AIP workflow made the most sense because it could be applied to a variety of settings. The tools themselves seem to be buggy and not user friendly.	2/1/2016 10:28 AM
7	The material was not up-to-date - dead links, not the most recent version of programs	2/1/2016 10:27 AM
8	Too much focus on digital preservation workflows and not enough on arrangement and description.	2/1/2016 9:13 AM

Q7 How would you rate the individual instructor?

Answered: 8   Skipped: 0

	Poor	Fair	Average	Good	Outstanding	N/A	Total	Weighted Average
Knowledge of topic	0.00% 0	0.00% 0	0.00% 0	12.50% 1	87.50% 7	0.00% 0	8	4.88
Preparation	0.00% 0	0.00% 0	12.50% 1	50.00% 4	37.50% 3	0.00% 0	8	4.25
Ability to handle questions	0.00% 0	0.00% 0	12.50% 1	25.00% 2	62.50% 5	0.00% 0	8	4.50
Presentation skills	0.00% 0	0.00% 0	12.50% 1	25.00% 2	62.50% 5	0.00% 0	8	4.50

Q8 Additional Comments for Instructor:

Answered: 5   Skipped: 3

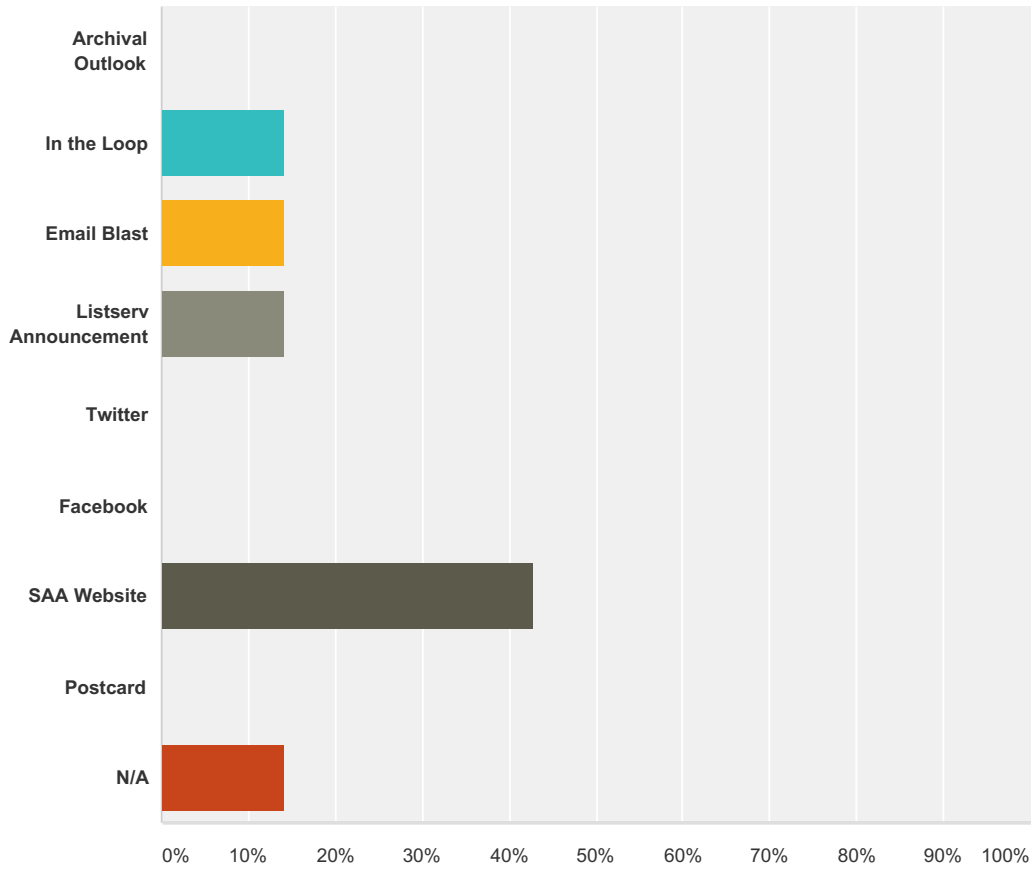| #	Responses	Date
1	I liked how you provided us with numerous options/tools to work accomplish the various tasks associated with arranging and describing electronic records, but there are so many that it did become confusing at times	2/7/2016 11:52 AM
2	Seth was great. Very grounded, clear, prepared, and able to work with variety of participants with a wide range of needs.	2/3/2016 10:12 AM
3	Instructor is obviously extremely knowledgeable about the course content, but did not really engage participants. There was too much emphasis placed on providing us with a "non-prescriptive" structure or framework, which is well and good, but I think most people attend these workshops for practical reasons, to explore case studies that might provide a useful model they can adapt to their own institutional needs.	2/1/2016 4:11 PM
4	I understand that the times changed, but the lack of breaks and the lunch two hours after starting weren't great.	2/1/2016 3:49 PM
5	He has the patience of a saint.	2/1/2016 10:28 AM

Q9 What other workshop topics do you need for your continuing education and where would you like to see them held? (List city and state please).

Answered: 7   Skipped: 1

#	Responses	Date
1	Accession/Ingest and Digital Forensics courses in NYC, NY	2/7/2016 11:54 AM
2	It would be great to have more courses offered in the Hudson Valley area.	2/3/2016 10:13 AM
3	Providing access to Digital Materials, New York, NY or other large city in the Northeast	2/1/2016 4:14 PM
4	Anything that is actually useful and teaches us something other than vague theory. So...maybe EAD workshops, coding, software, that kind of thing. This class was good, but a lot of the classes I have taken cover vague theories that I could learn from a text book. We need more hands on classes! New York, NY	2/1/2016 3:51 PM
5	Management. Ohio or Pennsylvania.	2/1/2016 12:19 PM
6	Use of electronic records in service - setting up a virtual reading room, protecting against the distribution of content New York, NY	2/1/2016 10:29 AM
7	New York, NY	2/1/2016 9:16 AM

Q10 How did find out about this workshop?
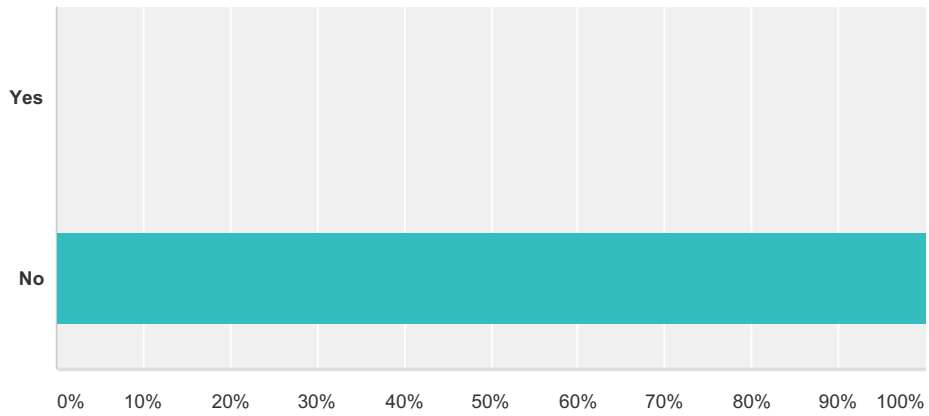## Please check all that apply:

Answered: 7   Skipped: 1

Answer Choices	Responses	
Archival Outlook	**0.00%**	0
In the Loop	**14.29%**	1
Email Blast	**14.29%**	1
Listserv Announcement	**14.29%**	1
Twitter	**0.00%**	0
Facebook	**0.00%**	0
SAA Website	**42.86%**	3
Postcard	**0.00%**	0
N/A	**14.29%**	1
Total Respondents: 7		

#	Other (please specify)	Date
1	colleague	2/1/2016 3:51 PM

Q11 May we use your evaluation and name for testimonials?

Answered: 7   Skipped: 1

Answer Choices		Responses	
Yes		0.00%	0
No		100.00%	7
Total			7

#	Name (optional)	Date
1	Janine St.Germain	2/3/2016 10:13 AM