

Research Assistance Statistics

Research Assistance Activity (FY2025)	Hours Logged
In-Person Research Queries	35
Phone & Email Research Queries	15
Total Research Assistance Hours (FY2025)	50

*Averaging about ½ hour per query

Increase in Research Demand from FY25 to FY26

Fiscal Year	Research Assistance Hours
FY2025 Total	50
Current Fiscal Year (to date)	43

*We've reached 86% of last year's total hours with 4 ½ months left in this year.

Labor Estimates for Archival Processing:

10–15 hrs per linear ft to process archival collections. **Does not include digitization.**

- survey and appraisal
- rehousing
- basic preservation
- foldering and labeling
- inventorying
- finding aid creation

Item-Level Estimates

Material Type	Rough Processing Estimate
Simple photographs, media clippings, documents, etc.	2–5 minutes each
Letters/correspondence (handwritten letters can be difficult to decipher)	3–10 minutes each
Unidentified materials (requires extra time attempting to identify subjects/locations)	10–15 minutes each
Full item-level cataloging with metadata (the level of detail given to the vertical files - indexing and cross referencing)	15–20 minutes each

These numbers vary depending on whether items are already organized, condition and preservation needs, whether digitization is included, and level of description required.

Digitization

5-10 images per hour. Full workflow includes:

- preparation/handling
- scanning
- image editing
- file naming
- metadata entry
- Making copies & filing in vertical files (not necessary for special collections - cross reference only)

Unprocessed Collections

Special Collections

We have **42 linear feet** of unprocessed archival collections comprising approximately **21,000 items** with an estimated **550 hours** of processing time, **which does not include digitization**. Full workflow includes:

- survey and appraisal
- rehousing
- basic preservation
- foldering and labeling
- inventorying
- finding aid creation

Historic Map Collection

We have **43 unprocessed maps** with an estimated **20-25 hours** to process. Full workflow includes:

- survey and appraisal
- cataloging
- foldering and labeling
- indexing

*These figures are subject to change as we are actively receiving donations. In the past year we have accepted **8 linear feet** of Burnet County-related archival materials.