

KentuckyHistoricalSociety



Kentucky's Cultural Heritage: Survey Report



A Call to Action...

The *Kentucky's Cultural Heritage* survey was provided online and sent by mail to 650 cultural organizations throughout the commonwealth from October 2009 through January 2010. E-mail invitations to the online Survey Monkey version were sent to 511 organizations, and links also were posted on several websites; 170 replied, for a response rate of 33.3%. Paper versions were mailed to 139 organizations for whom e-mail addresses could not be identified; 26 replied, for a response rate of 18.7%. Overall, there were 196 replies (to both versions), for a very healthy total response rate of 30.2%. As with all surveys, especially with such a high response rate, it is hoped that the information received provides a representative reflection of the state's collections as a whole.

The survey was intended to assess the current condition of collections at each organization and, from the data gathered, pinpoint the type of training and resources that would be most helpful to improve the condition of collections preservation and care statewide. Both online and paper versions consisted of the same 25 questions, designed to take approximately 20 minutes to complete. Questions were organized into the following sections:

- **Organizational Information:** This basic data provides an overall profile of Kentucky's cultural organizations. (Many of these questions update results from a 2001 statewide survey, although they were not designed as a direct follow-up.)
- **Collections and Holdings:** These questions define the types of collections maintained, as well as collect data on inventory and cataloguing procedures. Information on how many collections are made available online also was included.
- **Collections Environment:** This section details monitoring of many environmental variables and archival procedures. General self-evaluations of preservation, storage, and display conditions help summarize this data.
- **Preservation Activities:** Detailed specifics of what organizations are actually doing to evaluate and care for their collections are found in this section. The critical areas of disaster preparedness also are covered here.
- **Preservation Funding:** This data shows how organizations are financially supporting their collections preservation and care. Additional questions regarding factors affecting grant applications as a source of funding are included, too.
- **Training Needs:** Identifying what areas need improvement for better treatment of the state's cultural treasures is essential, so rankings of possible subjects and modes of delivery are of particular importance in moving forward.

Survey results are reported in an easy-to-follow graphic format. Each question is presented with total responses first, followed by various comparisons according to organization type; for questions with multiple parts, each part is treated individually. The Table of Contents, which follows the list of survey participants, provides reference to the page number for each question.

A few of the key findings from the survey include:

- 37% do not inventory/assess their collections annually, or on a similarly regular basis. (Q11)
- 72% have not had a professional survey, such as CAP or MAP, done to assess the general condition of their collections. (Q16)
- 58% do not have a written, long-range conservation/preservation plan for the care of their collections. (Q17)
- 54% do not have a written emergency/disaster plan that includes their collections. (Q20)
- 65% do not specifically allocate/budget funds for the conservation/preservation care of their collections. (Q22)

The participating organizations annually serve more than 12,375,000 visitors on site, more than 702,000 visitors off-site, and more than 6,860,000 visitors online (Q7) each year. For the benefit of these millions, as well as for posterity, caring for Kentucky's cultural treasures is an imperative.

The *Kentucky's Cultural Heritage* survey was the first component of an Institute of Museum and Library Services *Connecting to Collections* Statewide Planning Grant. This initiative was intended to provide the commonwealth with essential tools to improve collections preservation and care in the state's museums, libraries, archives, and related heritage organizations. The Kentucky Museum and Heritage Alliance and the Kentucky Department for Libraries and Archives served as crucial partners to The Kentucky Historical Society on this project.

Survey Participants

The following cultural organizations kindly took the time to participate in this survey:

African American Heritage Center (*Franklin, Kentucky*)
 Anderson Public Library (*Lawrenceburg, Kentucky*)
 Appalshop (*Whitesburg, Kentucky*)
 Ashland, The Henry Clay Estate (*Lexington, Kentucky*)
 Auburn Historical Society (*Auburn, Kentucky*)
 Ballard-Carlisle Historical & Genealogical Society (*Wickliffe, Kentucky*)
 Barlow House (*Barlow, Kentucky*)
 Barren River Imaginative Museum of Science (*Bowling Green, Kentucky*)
 Battle of Richmond Visitors & History Center (*Richmond, Kentucky*)
 Bell County Historical Society (*Middlesboro, Kentucky*)
 Ben E. Clement Mineral Museum (*Marion, Kentucky*)
 Big Sandy Community & Technical College (*Prestonsburg, Kentucky*)
 Big Sandy Heritage Center (*Pikeville, Kentucky*)
 BitterSweet Cabin Village (*Mt. Vernon, Kentucky*)
 Blackacre Conservancy (*Louisville, Kentucky*)
 Bluegrass Heritage Museum (*Winchester, Kentucky*)
 Bluegrass Railroad Museum, Inc. (*Versailles, Kentucky*)
 Boone County Public Library (*Burlington, Kentucky*)
 Boyle County Genealogical Association (*Parksville, Kentucky*)
 Boyle County Public Library (*Danville, Kentucky*)
 Bracken County Historical Society (*Brooksville, Kentucky*)
 Breathitt County Museum, Inc. (*Jackson, Kentucky*)
 Breathitt County Public Library (*Jackson, Kentucky*)
 Breckinridge County Historical Society (*Hardinsburg, Kentucky*)
 Butler-Turpin State Historic House / General Butler State Resort Park (*Carrollton, Kentucky*)
 Cadiz Community Arts Center, dba Janice Mason Art Museum (*Cadiz, Kentucky*)
 Caldwell County Historical Society (*Princeton, Kentucky*)
 Camp Breckinridge Museum & Arts Center (*Morganfield, Kentucky*)
 Campbellsville University, A.B. Colvin Baptist Collection & Archives (*Campbellsville, Kentucky*)
 Cane Ridge Meeting House (*Paris, Kentucky*)
 Carlisle County Museum & Library (*Bardwell, Kentucky*)
 Casey County Public Library (*Liberty, Kentucky*)
 Central Library Gallery (*Lexington, Kentucky*)
 Christian County Historical Society (*Hopkinsville, Kentucky*)
 Columbus-Belmont State Park (*Columbus, Kentucky*)
 Crane House, The Asia Institute, Inc. (*Louisville, Kentucky*)
 Dinsmore Homestead Foundation (*Burlington, Kentucky*)
 Diocese of Owensboro Archives & Records Center (*Owensboro, Kentucky*)
 Dr. Thomas Walker State Historic Site (*Barbourville, Kentucky*)
 Duncan Center Museum & Art Gallery (*Greenville, Kentucky*)
 Elizabethtown Tourism & Convention Bureau (*Elizabethtown, Kentucky*)
 Erlanger Historical Depot Museum (*Erlanger, Kentucky*)
 Estill County Historical & Genealogical Society, Inc. (*Irvine, Kentucky*)
 The Filson Historical Society (*Louisville, Kentucky*)
 Forkland Community Center (*Gravel Switch, Kentucky*)
 Foundation for Historic McCormack Meetinghouse (*Danville, Kentucky*)
 The Frazier History Museum (*Louisville, Kentucky*)
 Fort Boonesboro / Kentucky River Museum (*Richmond, Kentucky*)
 Fulton County Public Library (*Fulton, Kentucky*)
 Gallatin County Public Library (*Warsaw, Kentucky*)
 Genealogical Society of Hancock County, Kentucky (*Hawesville, Kentucky*)
 Grayson County Historical Society (*Leitchfield, Kentucky*)
 Grayson County Public Library (*Leitchfield, Kentucky*)
 Hancock County Museum (*Hawesville, Kentucky*)

SURVEY PARTICIPANTS

Hardin County History Museum (*Elizabethtown, Kentucky*)
Harlan Hubbard Image Archive, Little Fine Arts Library, University of Kentucky (*Lexington, Kentucky*)
Harry M. Caudill Memorial Library (*Whitesburg, Kentucky*)
Hart County, Kentucky Historical Society (*Munfordville, Kentucky*)
Henry County History Center & Museum (*New Castle, Kentucky*)
Highlands Museum & Discovery Center (*Ashland, Kentucky*)
Historic Locust Grove (*Louisville, Kentucky*)
Historic Paris-Bourbon County / Hopewell Museum (*Paris, Kentucky*)
Historic RailPark & Train Museum / Friends of L&N Depot, Inc. (*Bowling Green, Kentucky*)
I.W. Bernheim Foundation, dba Bernheim (*Clermont, Kentucky*)
International Bluegrass Music Museum (*Owensboro, Kentucky*)
International Museum of the Horse (*Lexington, Kentucky*)
Jack Jouett House Historic Site (*Versailles, Kentucky*)
Jackson Purchase Historical Society (*Mayfield, Kentucky*)
Jacobs Hall Museum (*Danville, Kentucky*)
Jeffersontown Historical Museum (*Jeffersontown, Kentucky*)
Jim Beam Brands Co. (*Clermont, Kentucky*)
John Fox, Jr. Genealogical Library (*Paris, Kentucky*)
Katie Murrell Library / Lindsey Wilson College (*Columbia, Kentucky*)
KBMT, Inc. - Barthell Coal Mining Camp (*Whitley City, Kentucky*)
Kenton County Historical Society (*Covington, Kentucky*)
Kenton County Public Library (*Covington, Kentucky*)
Kentucky Artisan Center at Berea (*Berea, Kentucky*)
Kentucky Department for Libraries & Archives, Public Records Division (*Frankfort, Kentucky*)
Kentucky Folk Art Center (*Morehead, Kentucky*)
Kentucky Gateway Museum Center (*Maysville, Kentucky*)
Kentucky Historical Society (*Frankfort, Kentucky*)
Kentucky Library & Museum (*Bowling Green, Kentucky*)
Kentucky Museum of Art & Craft (*Louisville, Kentucky*)
Kentucky Music Hall of Fame & Museum (*Renfro Valley, Kentucky*)
Kentucky Railway Museum Inc. (*New Haven, Kentucky*)
Letcher County Historical society (*Whitesburg, Kentucky*)
Lexington History Museum (*Lexington, Kentucky*)
Lexington Public Library (*Lexington, Kentucky*)
Liberty Hall Historic Site (*Frankfort, Kentucky*)
The Lincoln Museum, Inc. (*Hodgenville, Kentucky*)
Livingston County Historical & Genealogical Society (*Smithland, Kentucky*)
Lloyd Tilghman House & Civil War Museum (*Paducah, Kentucky*)
Logan County, Kentucky, Genealogical Society, Inc. (*Russellville, Kentucky*)
The Lou Tate Foundation, dba The Little Loomhouse (*Louisville, Kentucky*)
Louisville Visual Art Association (*Louisville, Kentucky*)
Loyal Jones Appalachian Center at Berea College (*Berea, Kentucky*)
Margaret M. Bridwell Art Library, University of Louisville (*Louisville, Kentucky*)
Market House Museum (*Paducah, Kentucky*)
Martin County Public Library (*Inez, Kentucky*)
Mary Todd Lincoln House (*Lexington, Kentucky*)
Mason County Public Library (*Maysville, Kentucky*)
McCracken County Public Library (*Paducah, Kentucky*)
McCreary County Public Library (*Whitley City, Kentucky*)
McCreary County Museum (*Stearns, Kentucky*)
McDowell House Museum, Inc. (*Danville, Kentucky*)
McLean County History & Genealogy Museum (*Calhoun, Kentucky*)
Meade County Public Library (*Brandenburg, Kentucky*)
Midway College (*Midway, Kentucky*)
Montgomery County Historical Museum (*Mt. Sterling, Kentucky*)
Morgan County Public Library (*West Liberty, Kentucky*)
Museum of the American Printing House for the Blind (*Louisville, Kentucky*)
National Corvette Museum (*Bowling Green, Kentucky*)
The National Quilt Museum (*Paducah, Kentucky*)

SURVEY PARTICIPANTS

National Society of the Sons of the American Revolution (*Louisville, Kentucky*)
Nicholas County Historical Society (*Carlisle, Kentucky*)
Northern Kentucky University, Special Collections & Archives (*Highland Heights, Kentucky*)
Octagon Hall Museum (*Franklin, Kentucky*)
Ohio County Historical Society (*Hartford, Kentucky*)
Old Fort Harrod State Park (*Harrodsburg, Kentucky*)
Old Mulkey Meetinghouse State Historic Site (*Tompkinsville, Kentucky*)
Oldham County Historical Society (*LaGrange, Kentucky*)
Oldham County Public Library (*LaGrange, Kentucky*)
Owen County Public Library (*Owenton, Kentucky*)
The Owsley County History & Genealogy Society (*Booneville, Kentucky*)
Paducah Railroad Museum (*Paducah, Kentucky*)
Pendleton County Public Library (*Falmouth, Kentucky*)
Perryville Battlefield State Historic Site (*Perryville, Kentucky*)
Pine Mountain Settlement School (*Pine Mountain, Kentucky*)
Pogue Special Collections Library, Murray State University (*Murray, Kentucky*)
Portland Museum (*Louisville, Kentucky*)
Preservation Louisville, Inc. (*Louisville, Kentucky*)
Pulaski County Historical Society (*Somerset, Kentucky*)
Rabbit Hash Historical Society (*Union, Kentucky*)
Riverside, the Farnsley-Moremen Landing (*Louisville, Kentucky*)
Riverview at Hobson Grove (*Bowling Green, Kentucky*)
Robert Penn Warren Birthplace Museum (*Guthrie, Kentucky*)
Robertson County Public Library (*Mt. Olivet, Kentucky*)
Rocky J. Adkins Public Library (*Sandy Hook, Kentucky*)
Roman Catholic Archdiocese of Louisville (*Louisville, Kentucky*)
River Discovery Center (*Paducah, Kentucky*)
Shaker Museum at South Union (*Auburn, Kentucky*)
Simmons College of Kentucky (*Louisville, Kentucky*)
Sisters of Charity of Nazareth, Archival Center (*Nazareth, Kentucky*)
South Central Kentucky Cultural Center (*Glasgow, Kentucky*)
Southeast Kentucky Community & Technical College (*Cumberland, Kentucky*)
Southern Baptist Theological Seminary Archives (*Louisville, Kentucky*)
Spalding Hall (*Bardstown, Kentucky*)
The Speed Art Museum (*Louisville, Kentucky*)
Swope's Cars of Yesteryear Museum (*Elizabethtown, Kentucky*)
Tebbs Bend - Green River Bridge Battlefield Association (*Campbellsville, Kentucky*)
Thomas Edison House (*Louisville, Kentucky*)
United States Hunter Jumper Association (*Lexington, Kentucky*)
University of Kentucky Design Library (*Lexington, Kentucky*)
University of Kentucky Libraries (*Lexington, Kentucky*)
University of Louisville Libraries (*Louisville, Kentucky*)
Ward Hall Preservation Foundation, Inc. (*Georgetown, Kentucky*)
Waveland State Historic Site (*Lexington, Kentucky*)
Weeks-Townsend Memorial Library (*Barbourville, Kentucky*)
White Hall State Historic Site (*Richmond, Kentucky*)
Whitehall House & Gardens (*Louisville, Kentucky*)
Whitley County Historical & Genealogical Society, Inc (*Williamsburg, Kentucky*)
Wrather West Kentucky Museum, Murray State University (*Murray, Kentucky*)

Note: Some participants preferred to remain anonymous, so are not included in the above list.

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ORGANIZATIONAL INFORMATION

1. Please provide the following information, which will be kept confidential.

(please fill in the blanks, if known)

Organization Name _____

Address _____

City _____

State _____

Zip _____

Phone _____

Fax _____

E-mail _____

Website _____

May we share the name of your organization (only) in summary reports of the survey results? *(please select one)*

Yes _____ No _____

Note: Specific identification details about organizations were confidential.

2. Which of the following best describes your organization? (please select one)

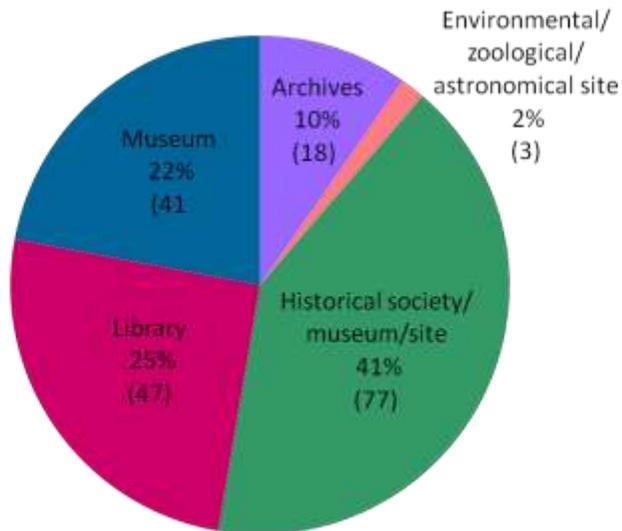
- Library:** _____ Academic library
 _____ Public library
 _____ Special library

Archives: _____

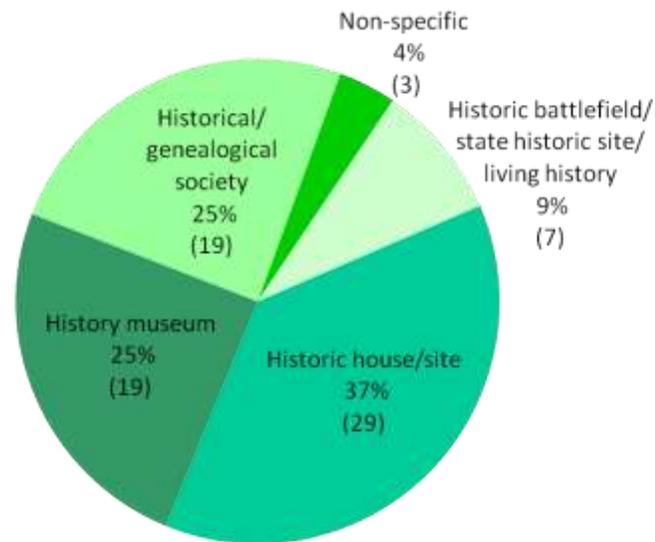
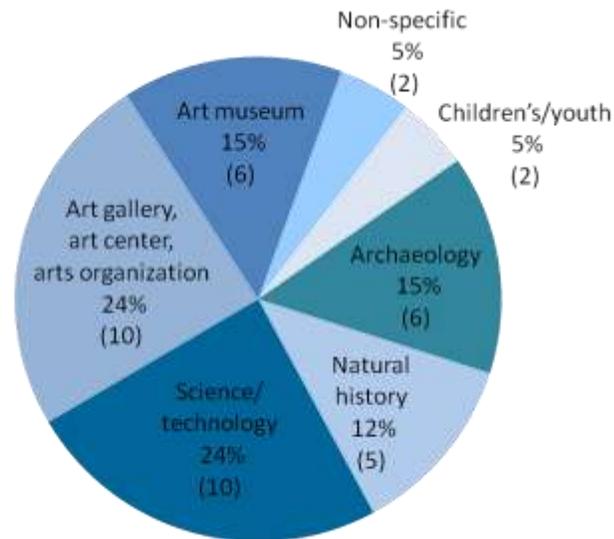
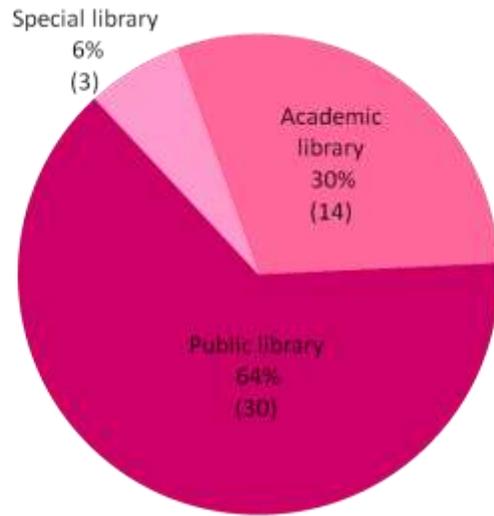
- Museum:** _____ Art museum
 _____ Art gallery, art center, or arts organization
 _____ Science/technology museum
 _____ Natural history museum
 _____ Archaeological museum, repository, or research collection
 _____ Children’s/youth museum

- Historical society/museum/site:**
 _____ Historical/genealogical society
 _____ History museum
 _____ Historic house/site
 _____ Historic battlefield/state historic site/living history

- Environmental/zoological/astronomical site:**
 _____ Arboretum or botanical garden
 _____ Nature center/Park
 _____ Planetarium
 _____ Aquarium
 _____ Zoo

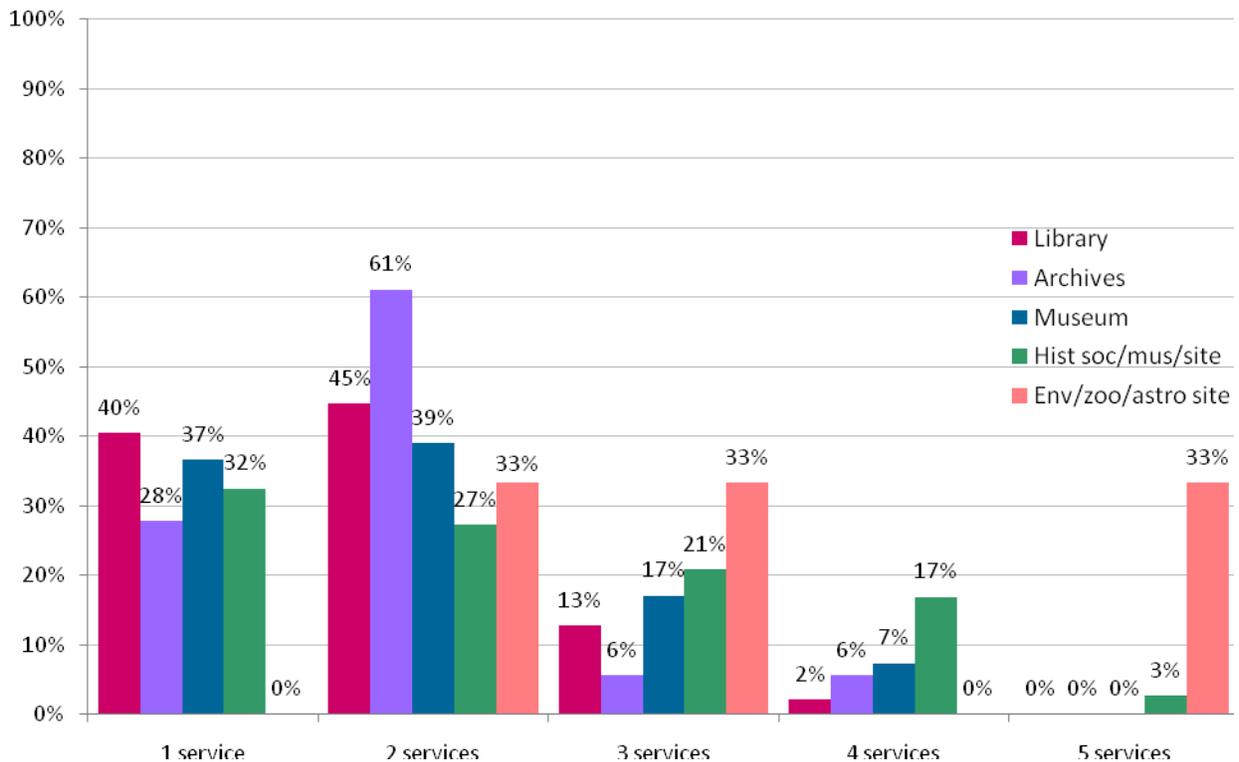
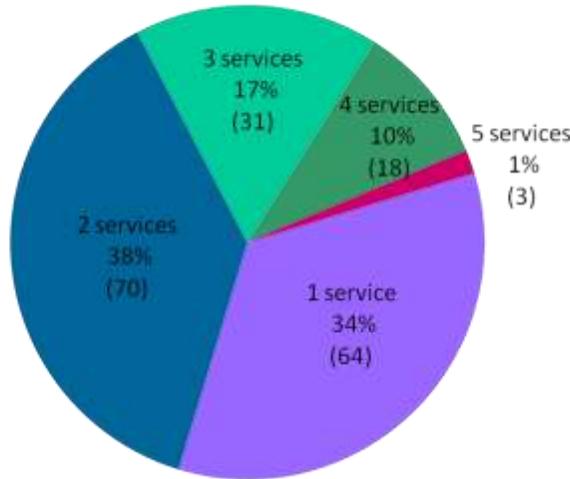


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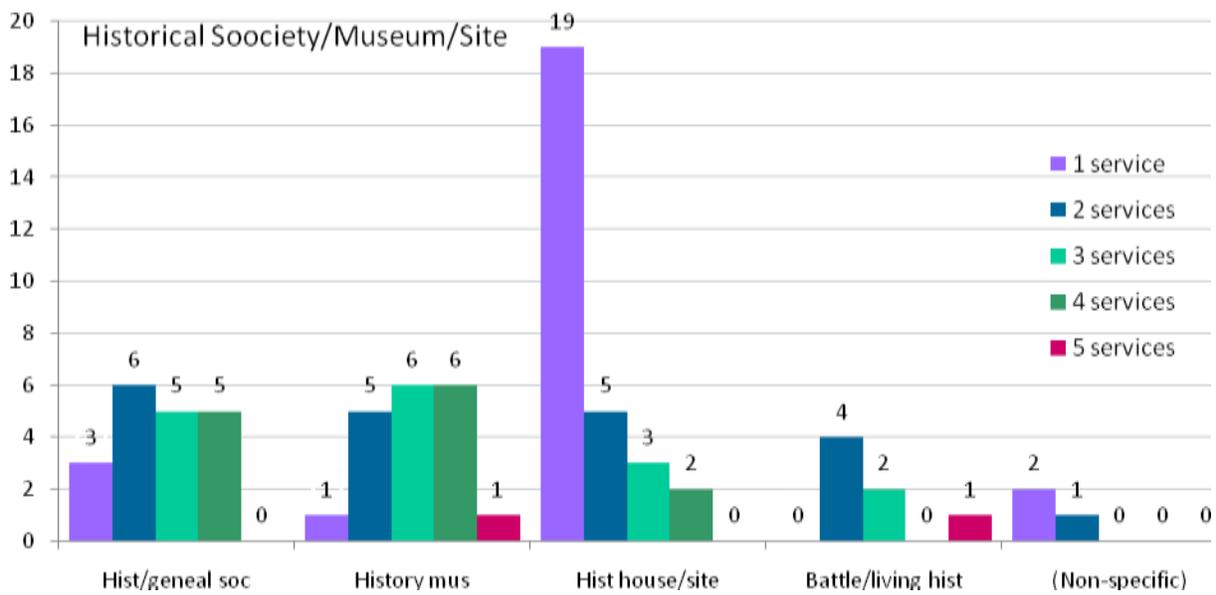
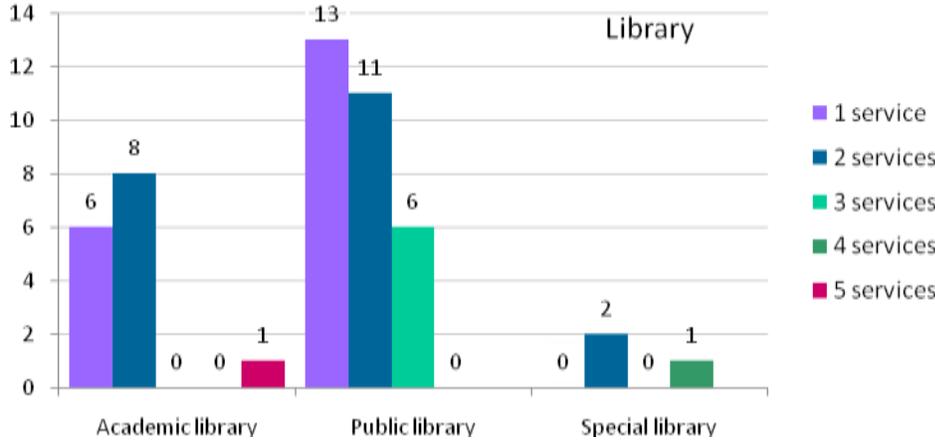
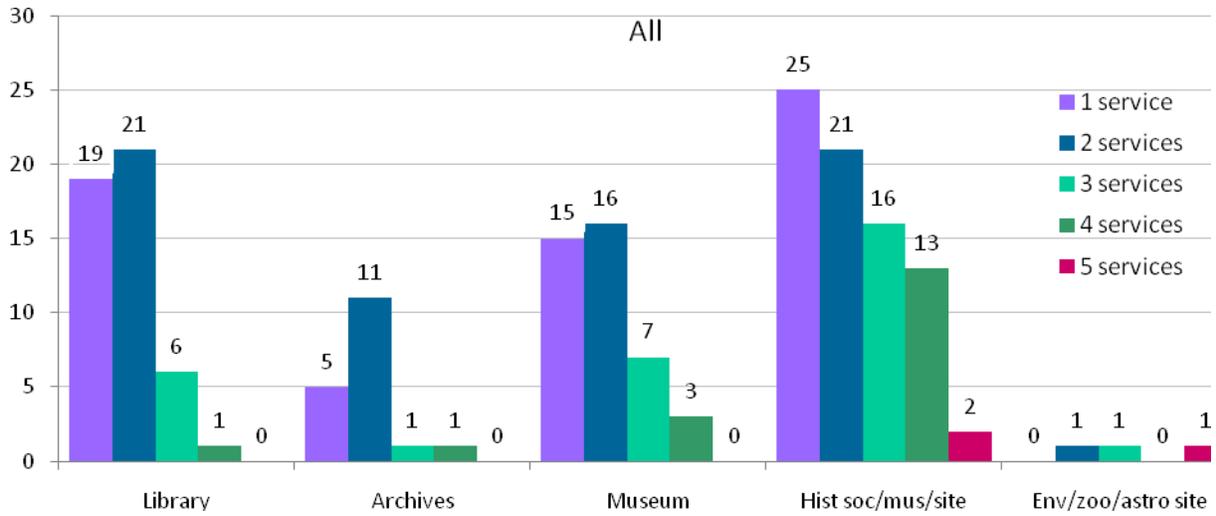


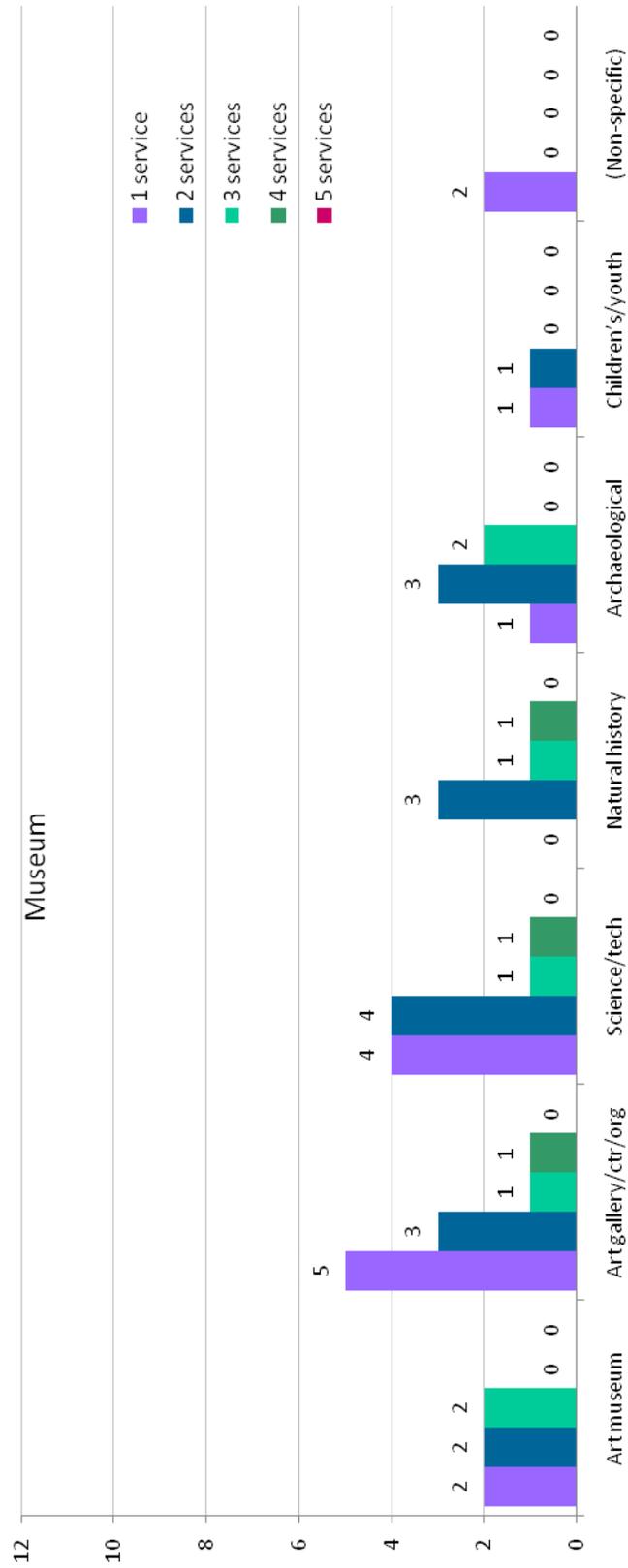
3. Do you provide additional services in any of these other areas? (please select all that apply)

- Library _____
- Archives _____
- Museum _____
- Historical society/museum/site _____
- Environmental/zoological/astronomical site _____



ORGANIZATIONAL INFORMATION





4. With what type of institution is your organization primarily affiliated? *(please select one)*

College, university, or other academic entity:

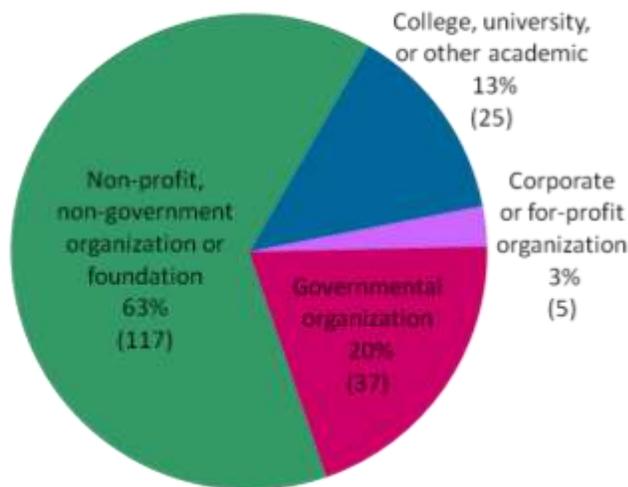
- Private college or university
- State college or university
- Local (county or municipal) college or university

Non-profit, non-governmental organization or foundation

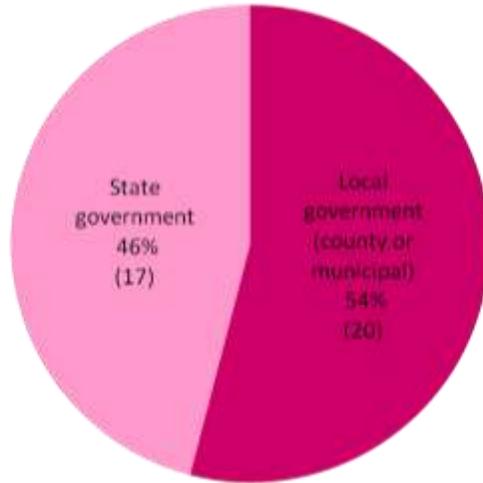
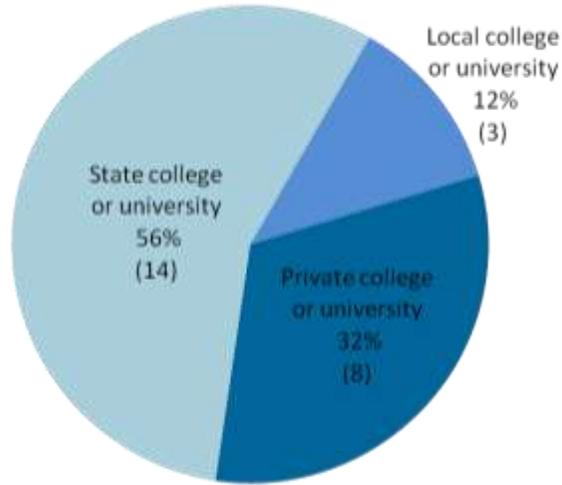
Corporate or for-profit organization

Governmental organization:

- Federal
- State
- Local (county or municipal)

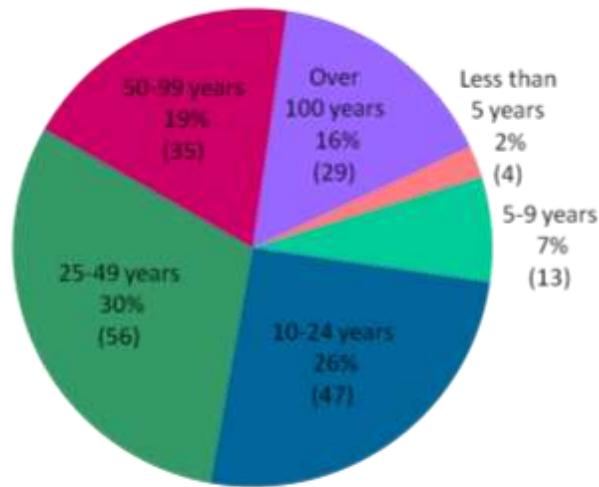


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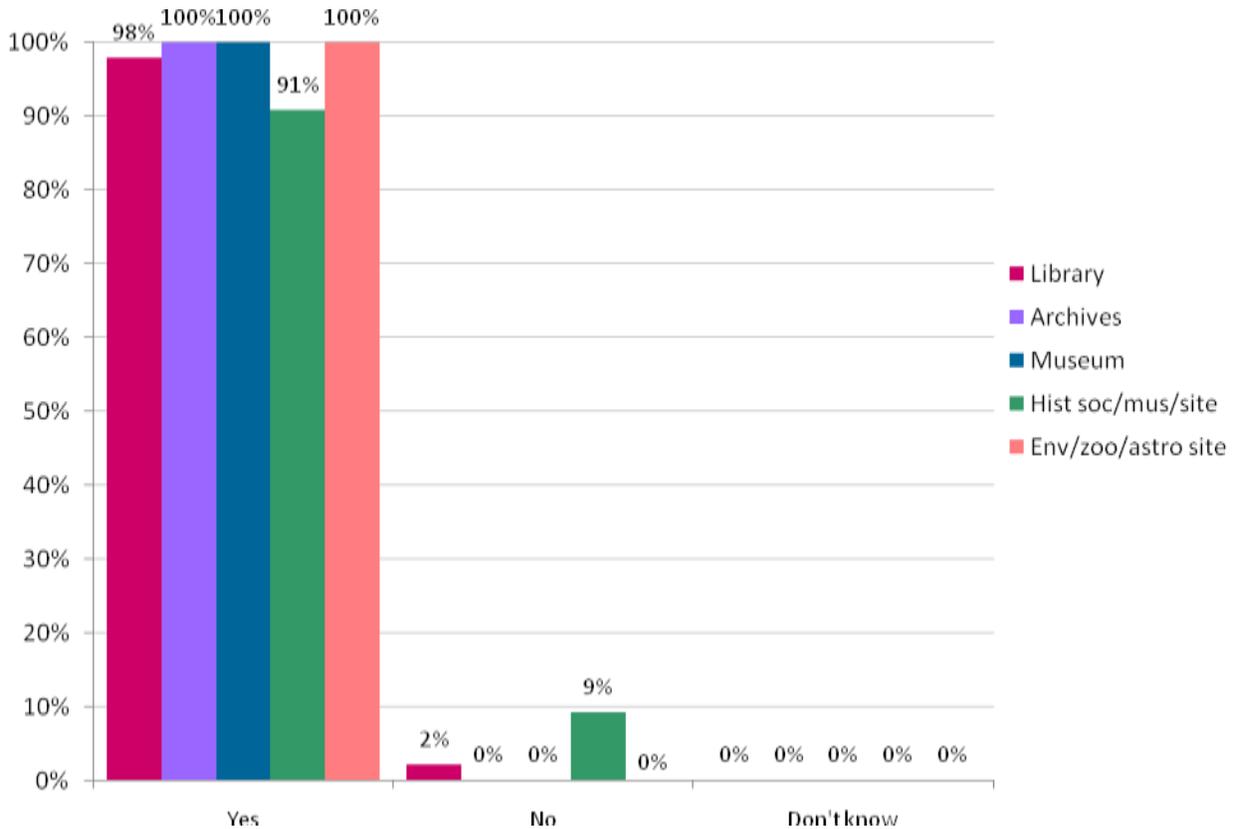
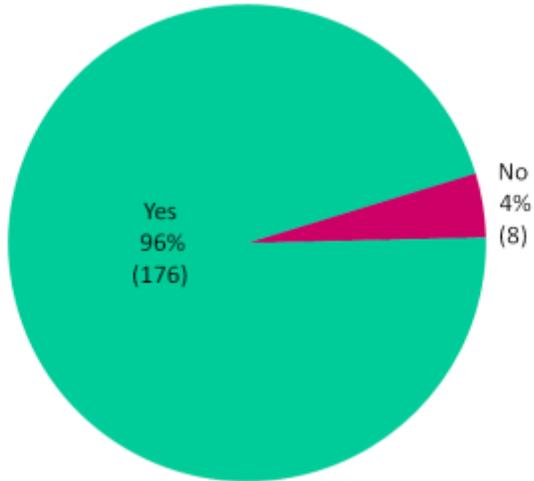
5. How old is your organization? (please select one)

- _____ less than 5 years old
- _____ 5-9 years old
- _____ 10-24 years old
- _____ 25-49 years old
- _____ 50-99 years old
- _____ over 100 years old

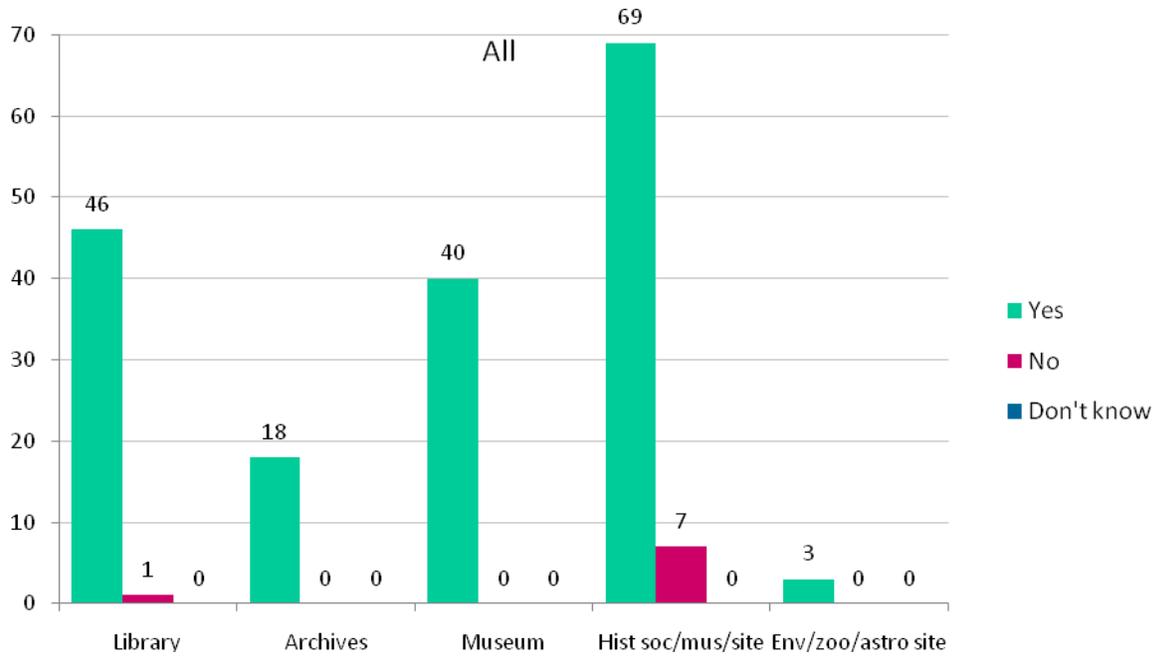


6. Do you have internet access? (please select one)

Yes _____ No _____ Don't know _____



ORGANIZATIONAL INFORMATION

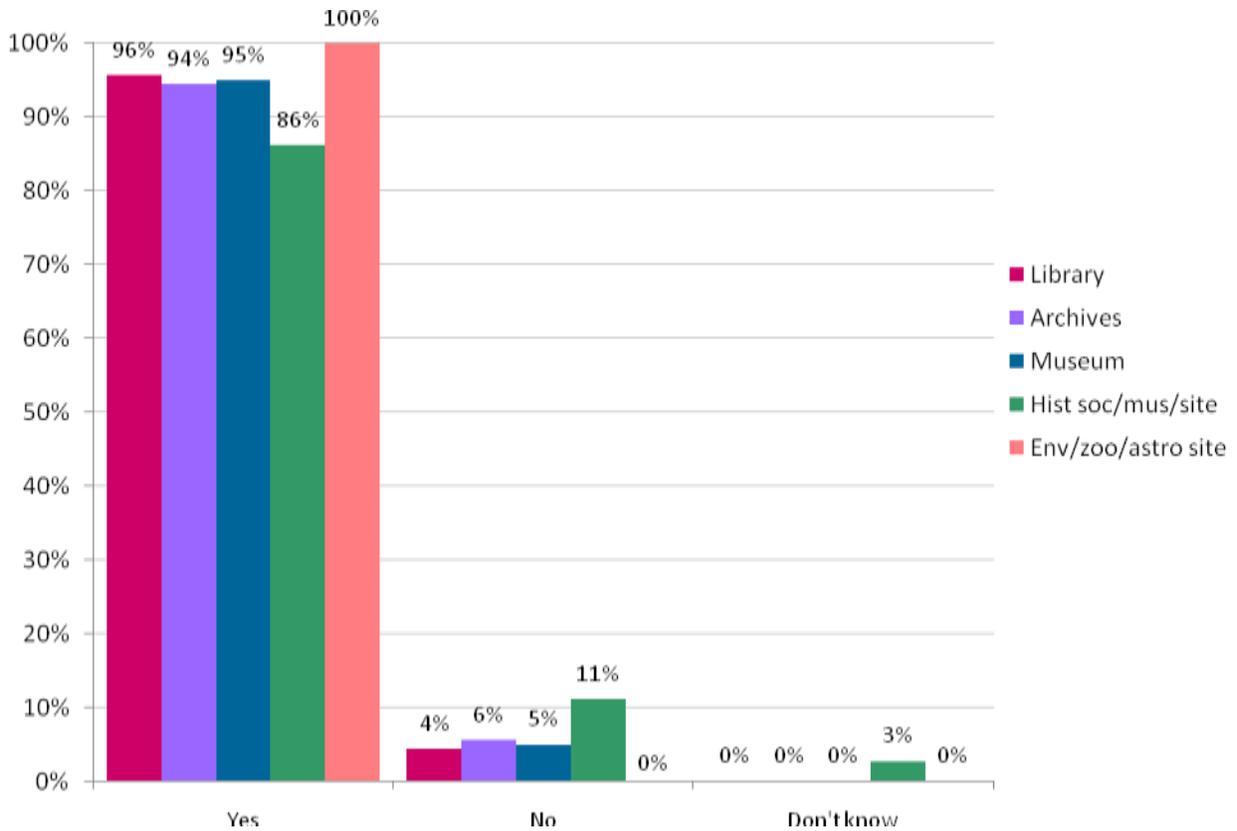
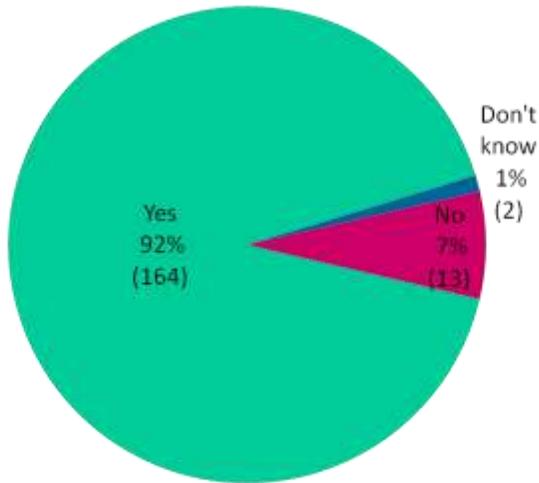


Note: Too few "No" and "Don't know" responses to provide meaningful breakdowns into sub-groups.

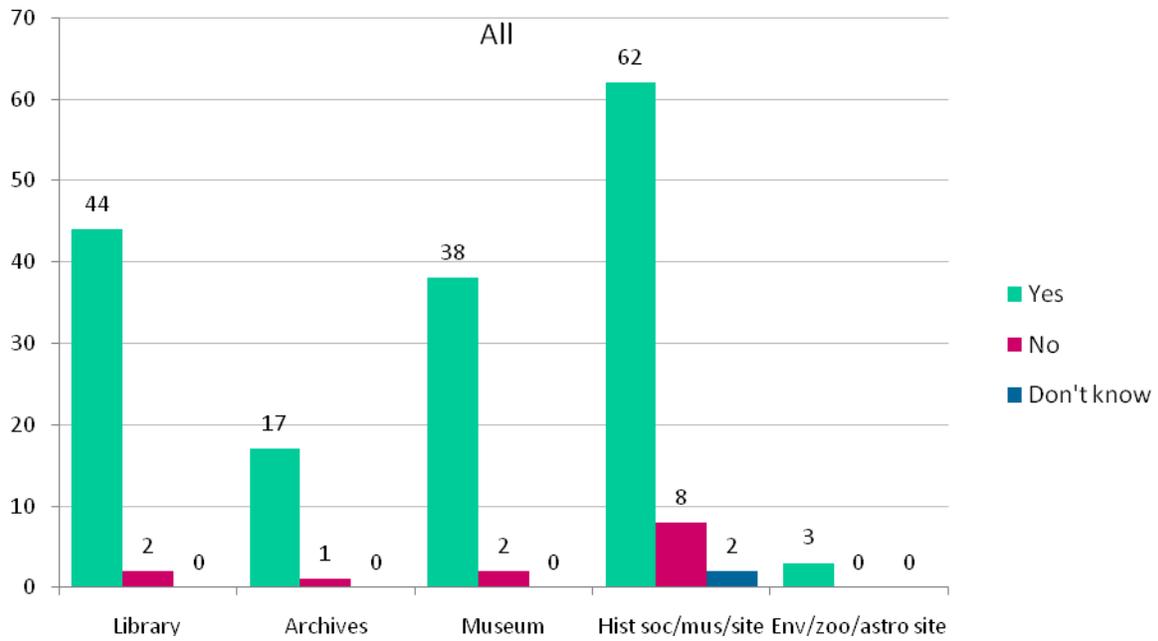
If so, do you:

... have a website? (please select one)

Yes _____ No _____ Don't know _____



ORGANIZATIONAL INFORMATION

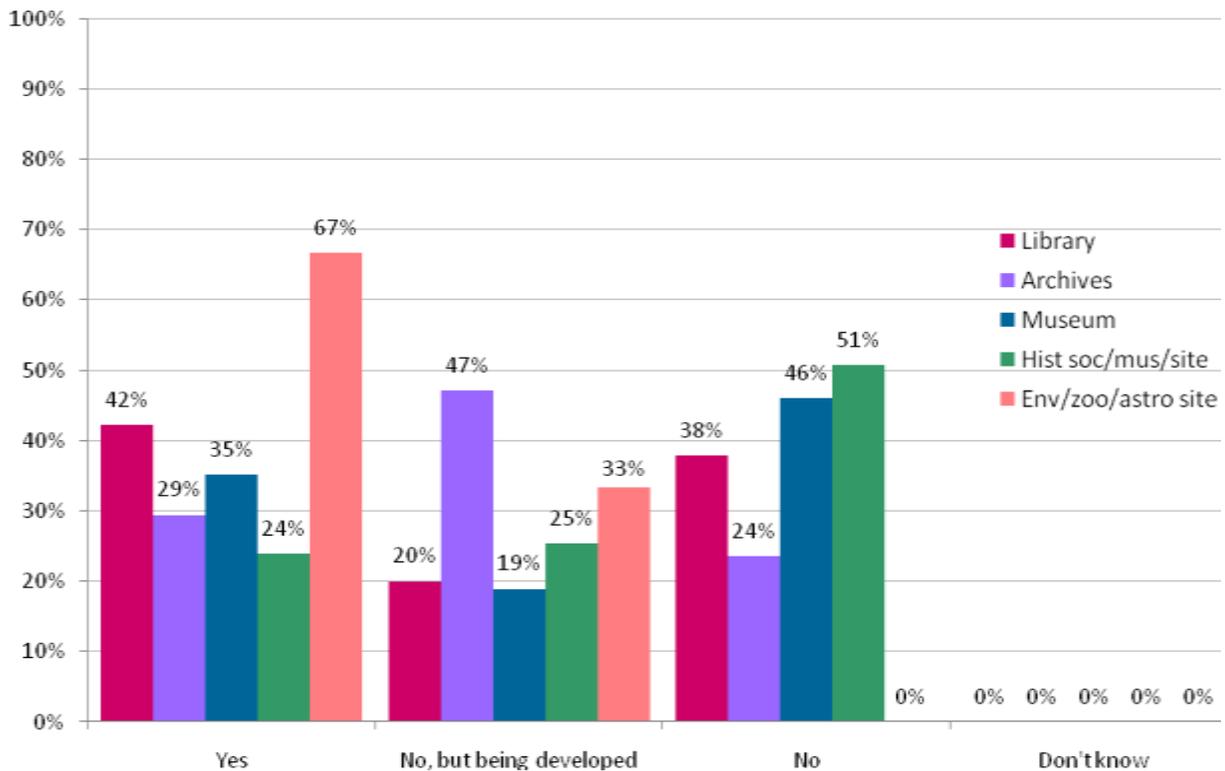
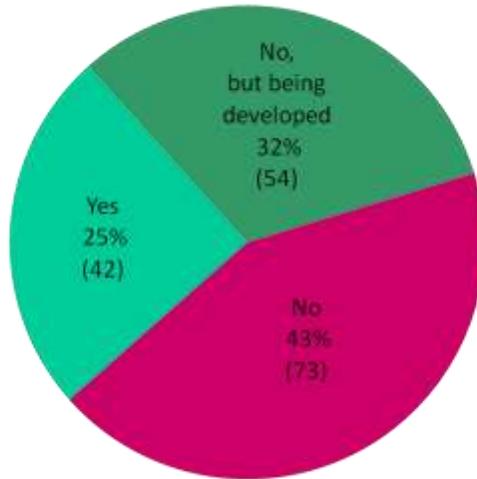


Note: Too few "No" and "Don't know" responses to provide meaningful breakdowns into sub-groups.

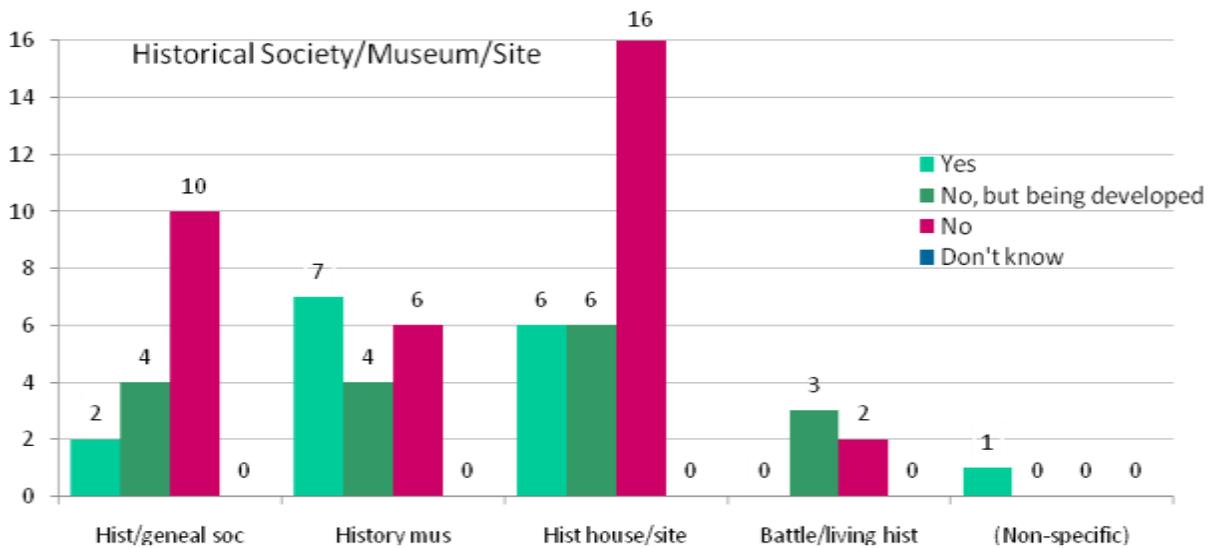
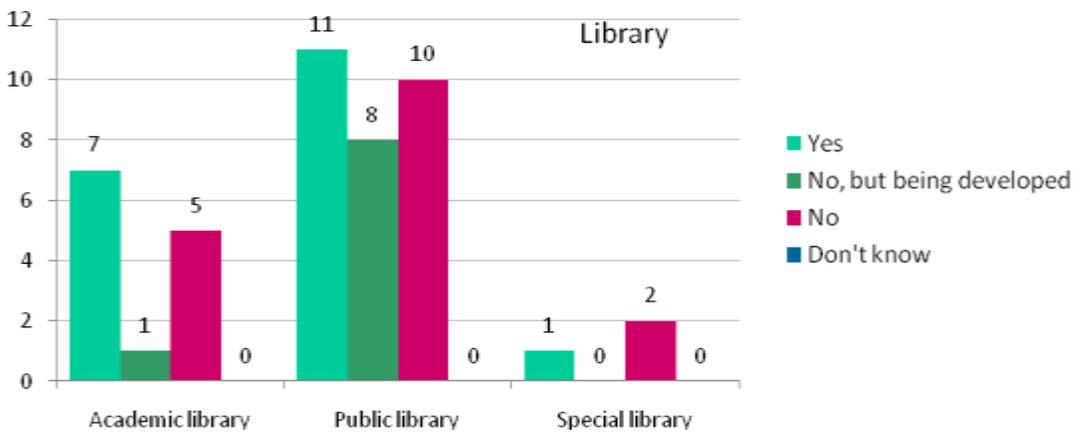
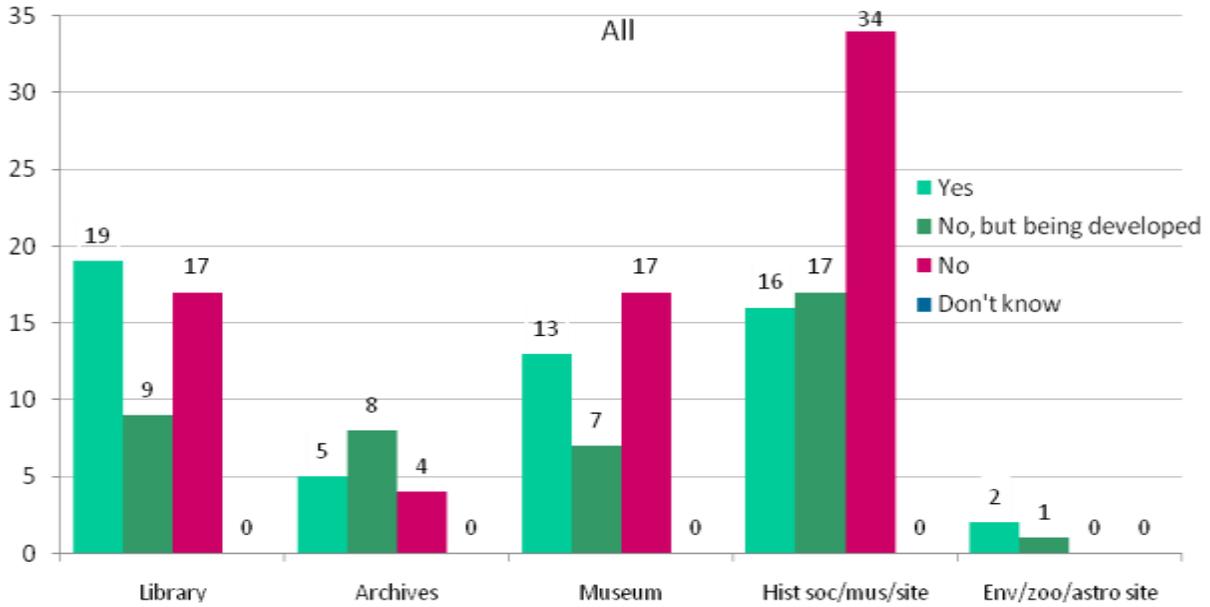
If so, do you:

... provide online access to the content of any of your collections, such as online exhibitions, digitally scanned holdings, interactive resources, etc.? (please select one)

Yes _____ No, but this is being developed _____ No _____ Don't know _____



ORGANIZATIONAL INFORMATION



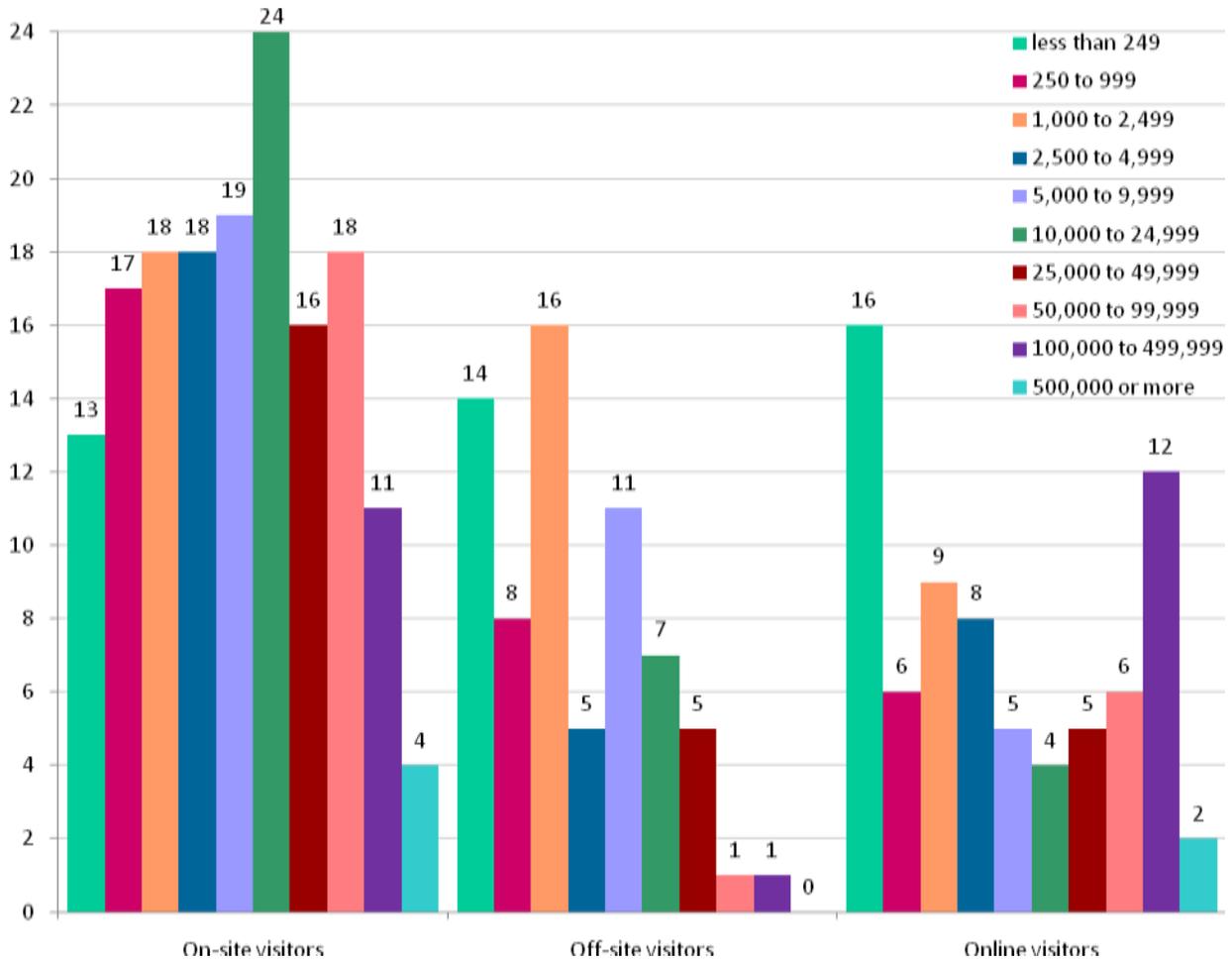


7. How many visitors do you serve annually? (please fill in the blanks, if known)

On-site visitors _____

Off-site visitors _____
 (traveling exhibitions, bookmobiles, educational programs)

Online visitors _____
 (website visits, online exhibitions, e-mail distribution lists)

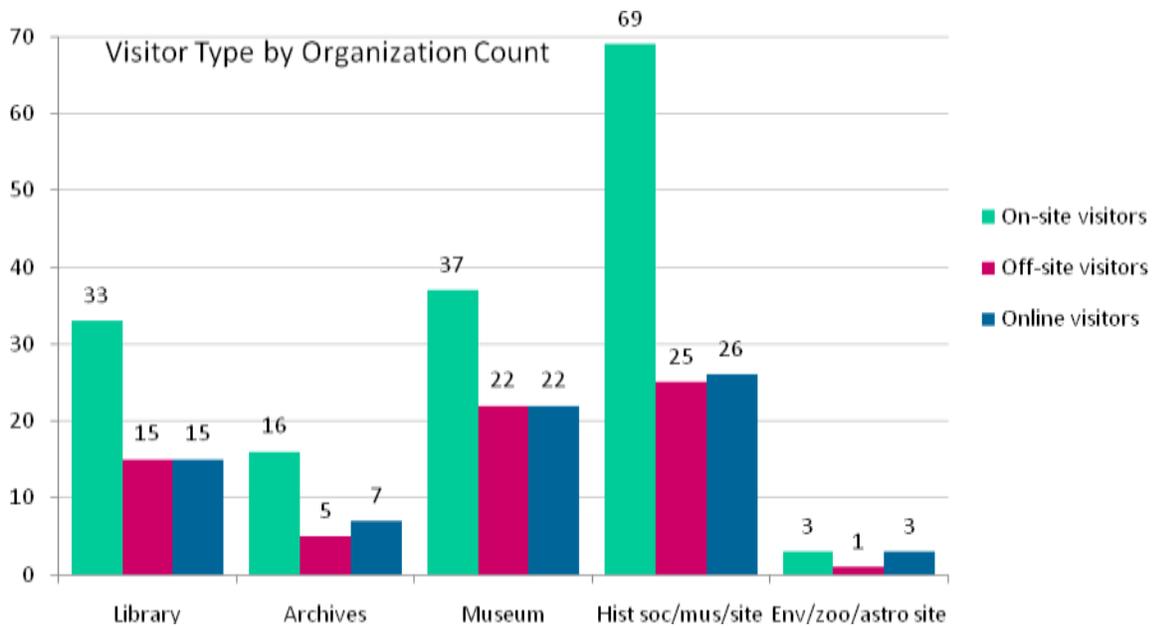
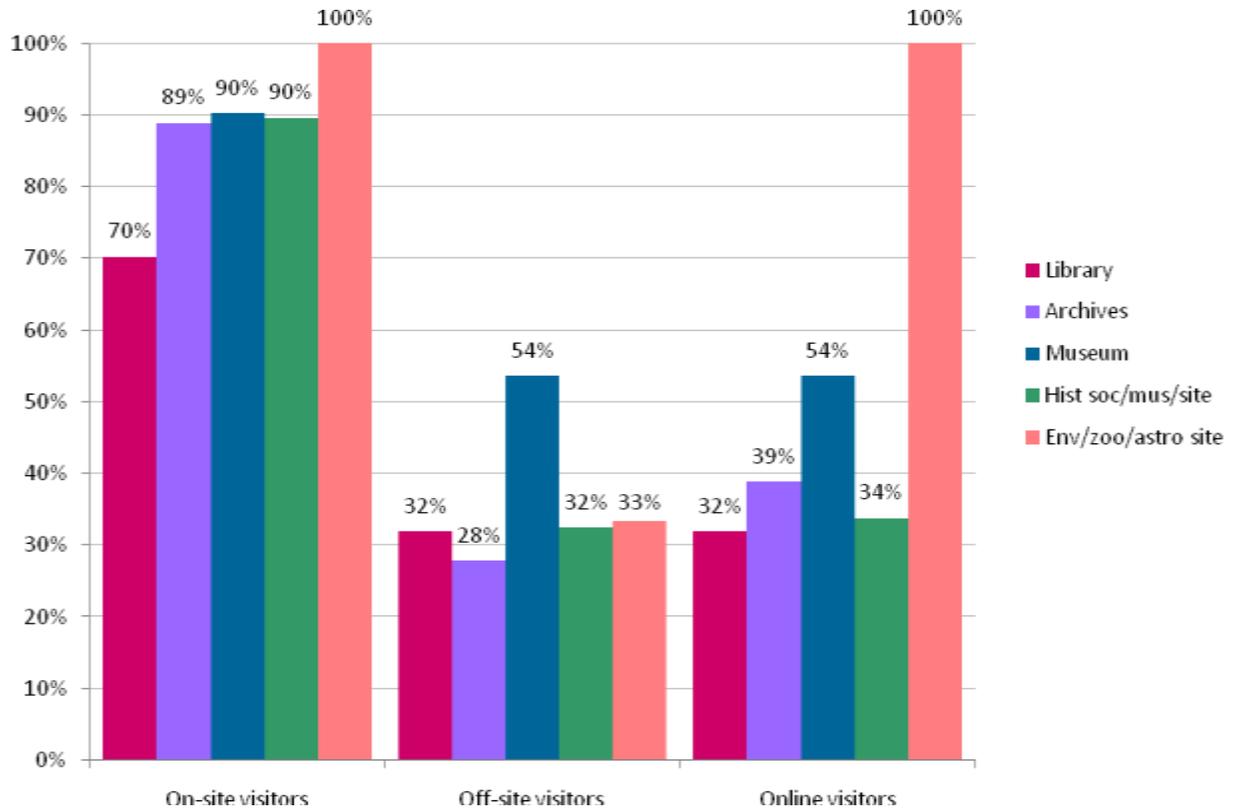


Number of On-site visitors: over 12,375,000

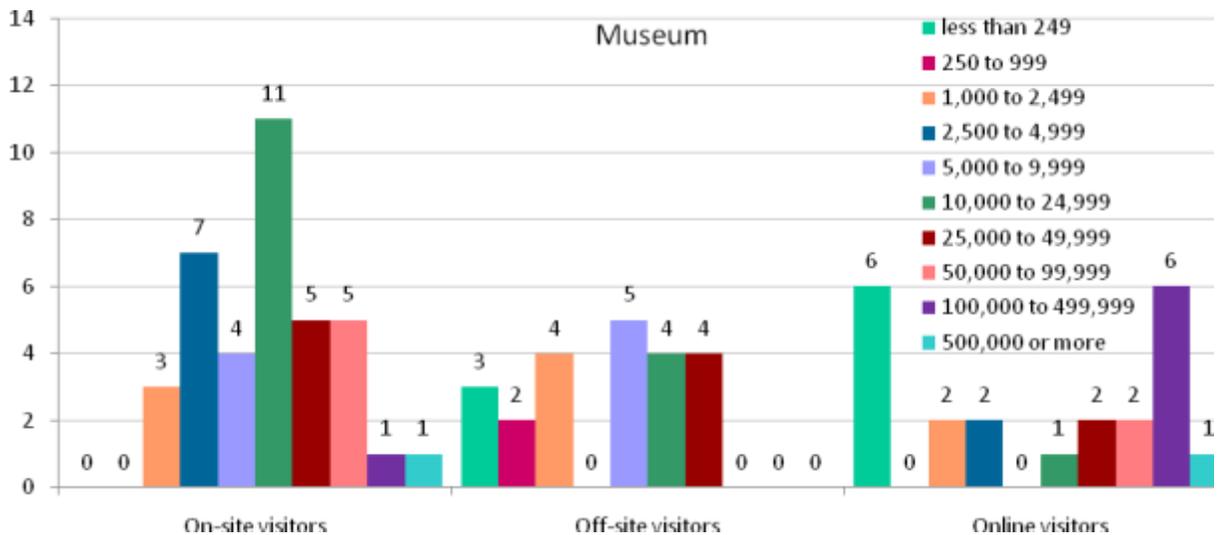
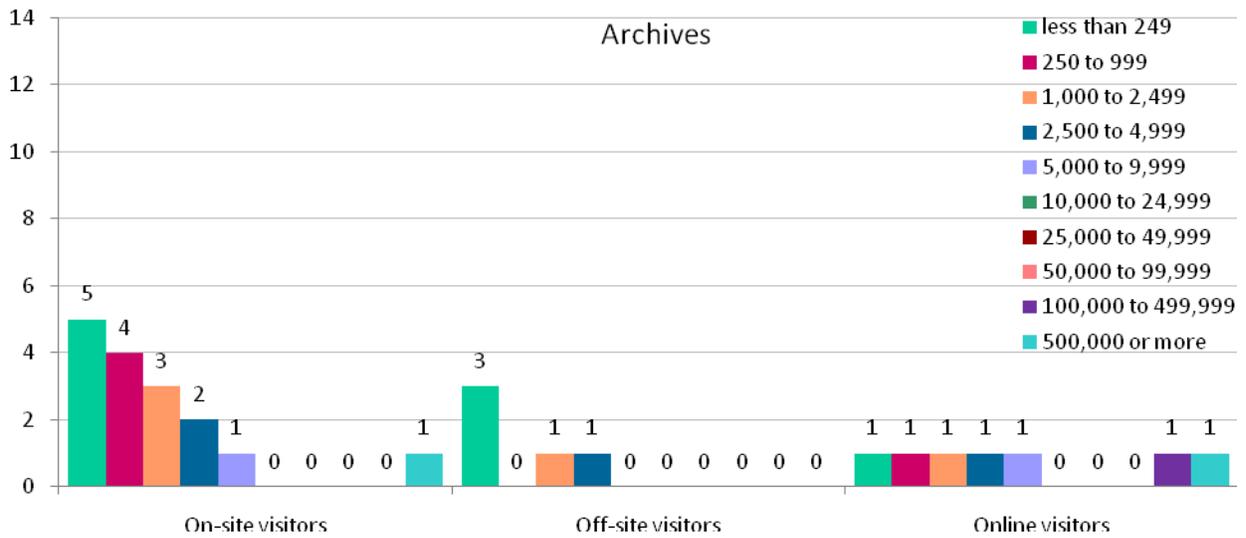
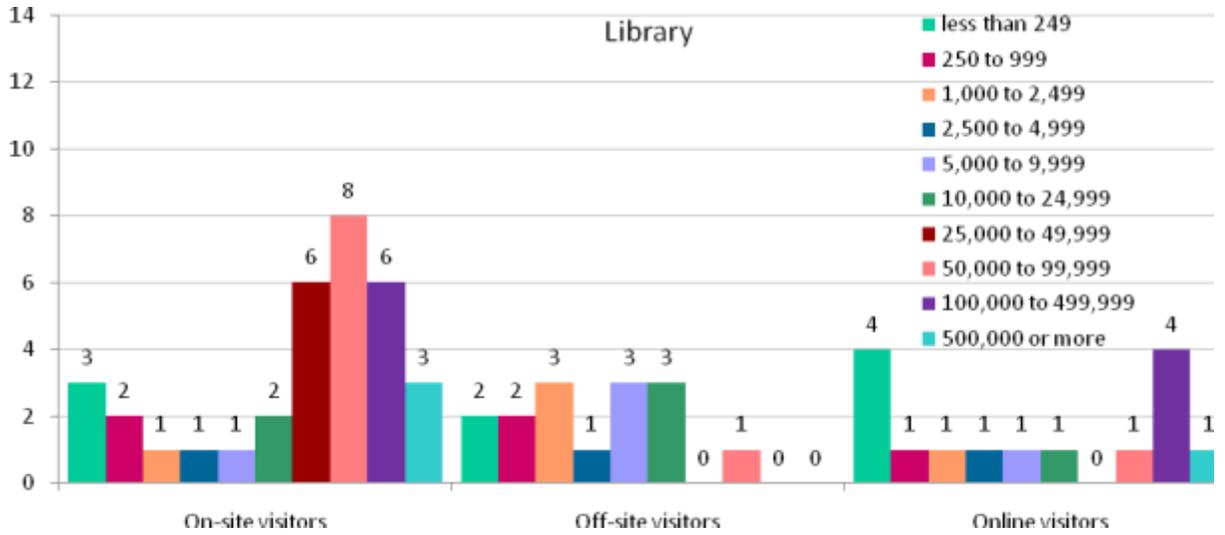
Number of Off-site visitors: over 702,000

Number of Online visitors: over 6,860,000

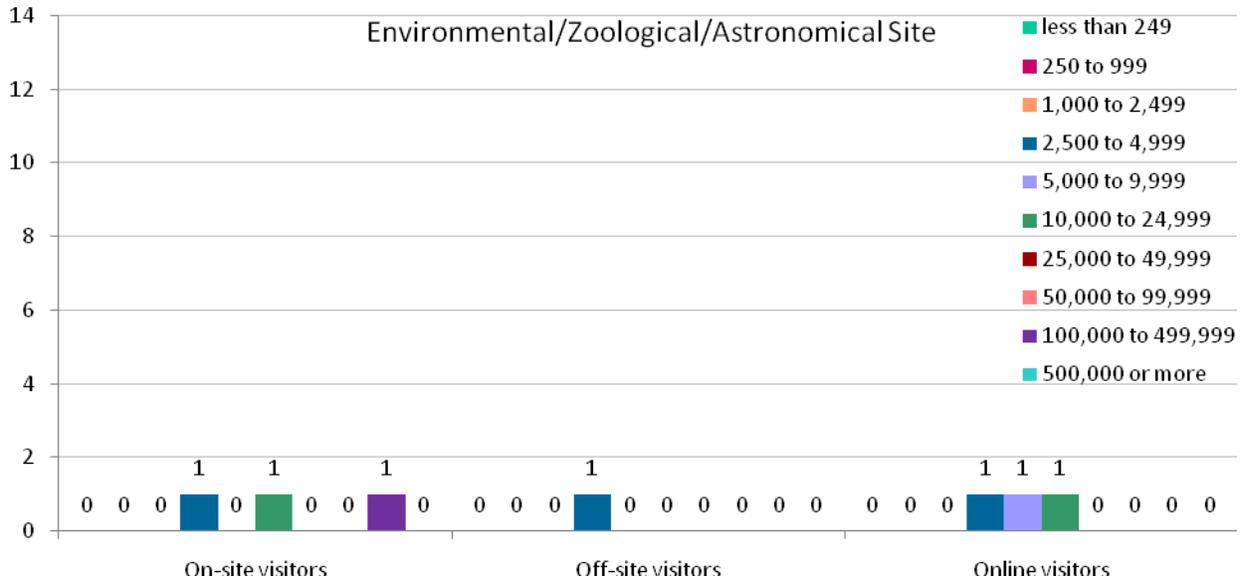
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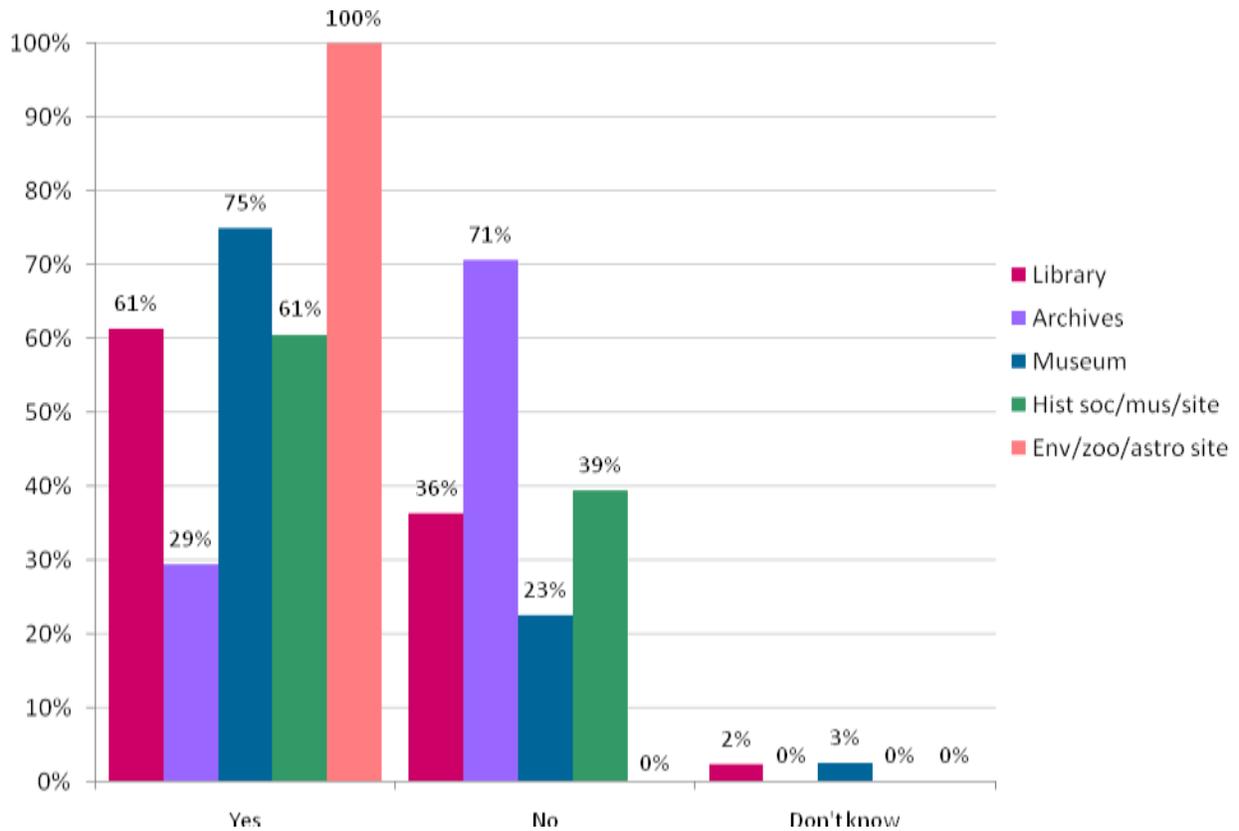
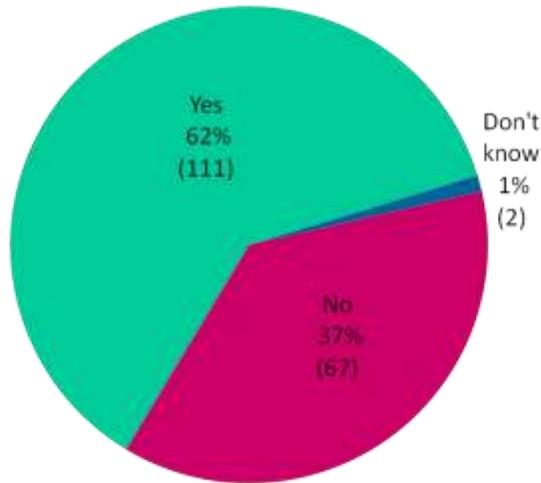


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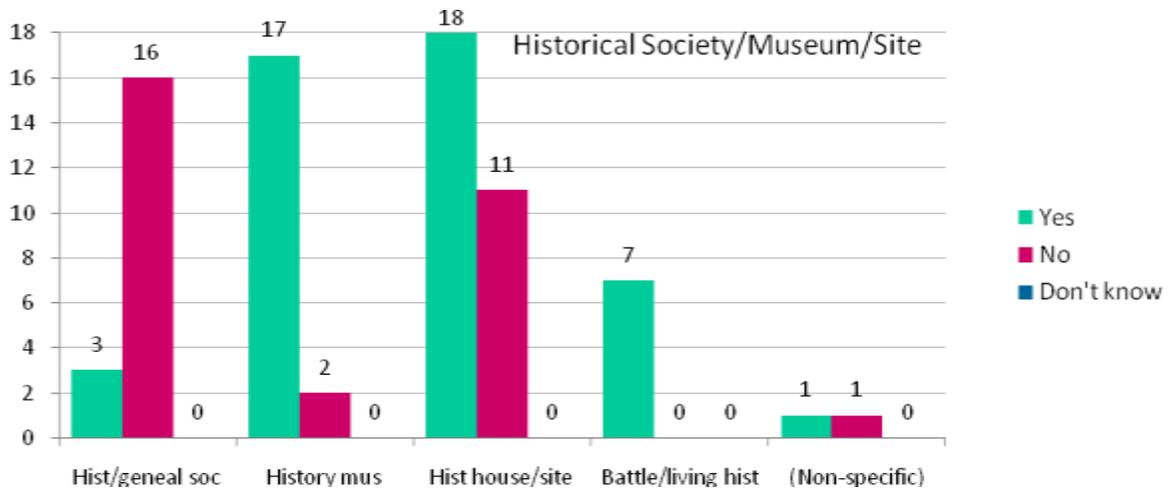
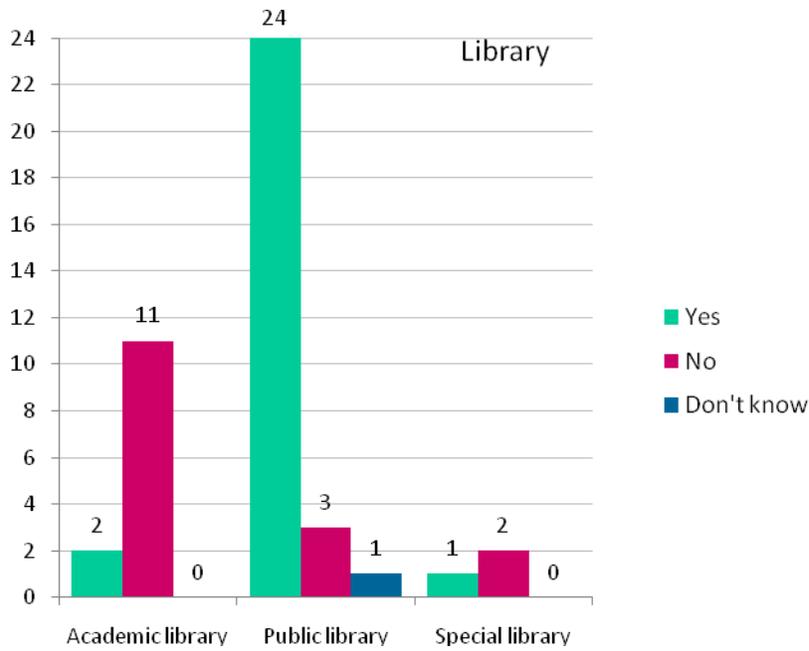
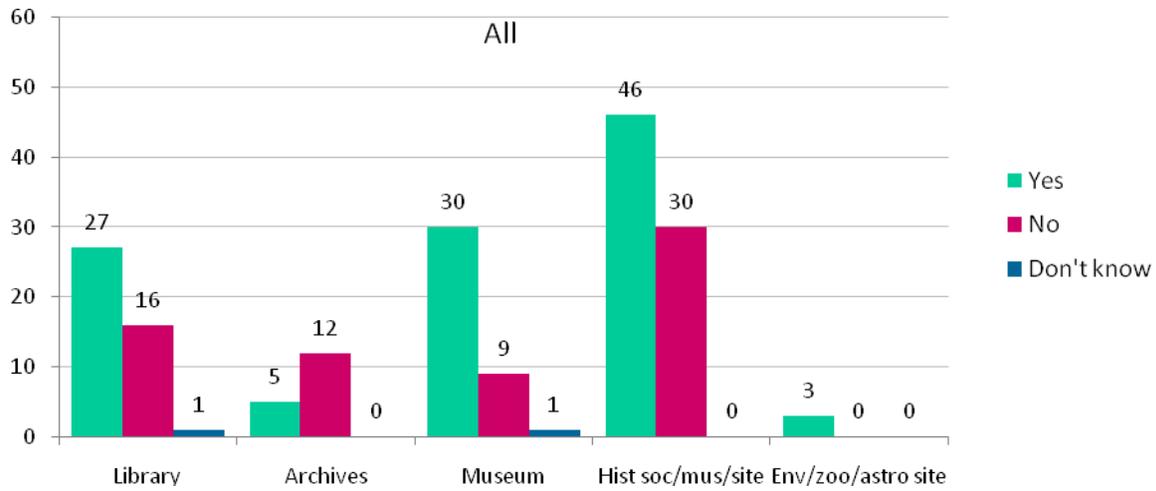


Do you provide a schedule of planned tours and educational programming for school children? (please select one)

Yes _____ No _____ Don't know _____



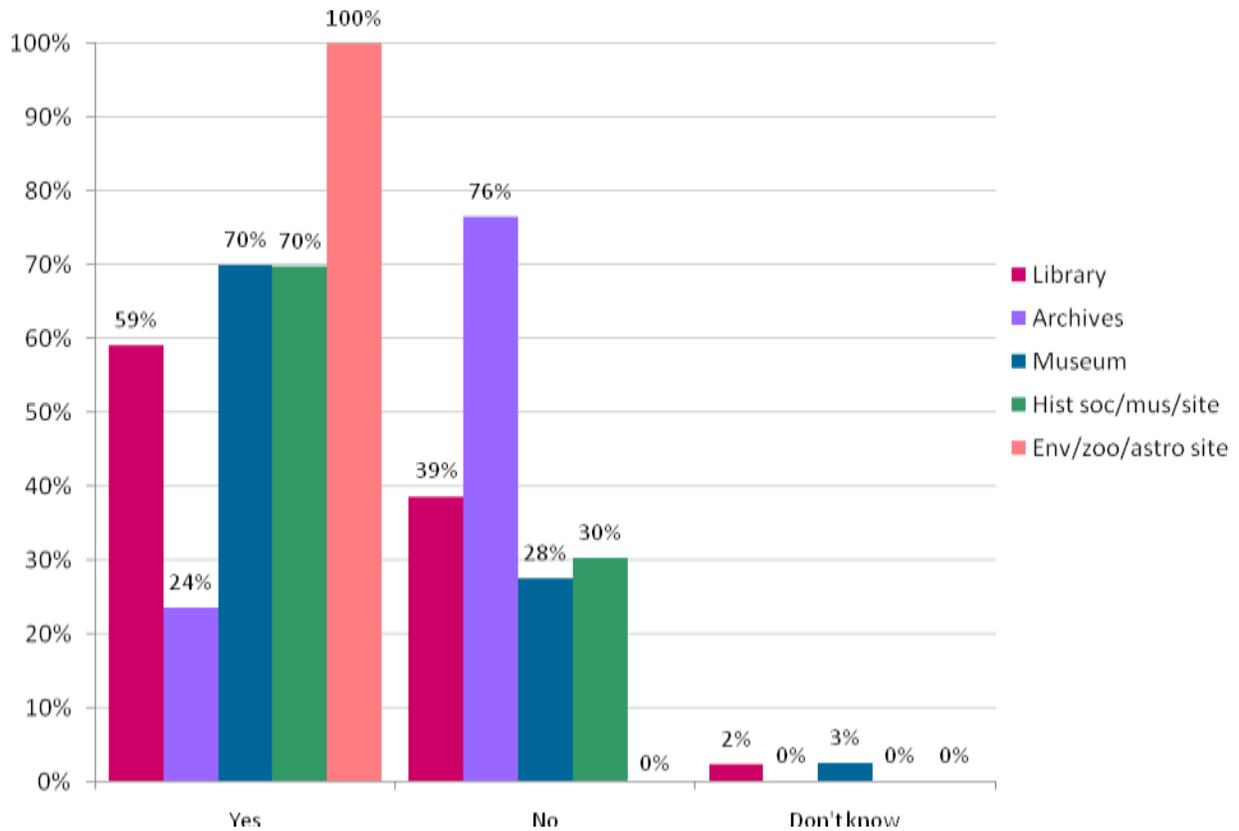
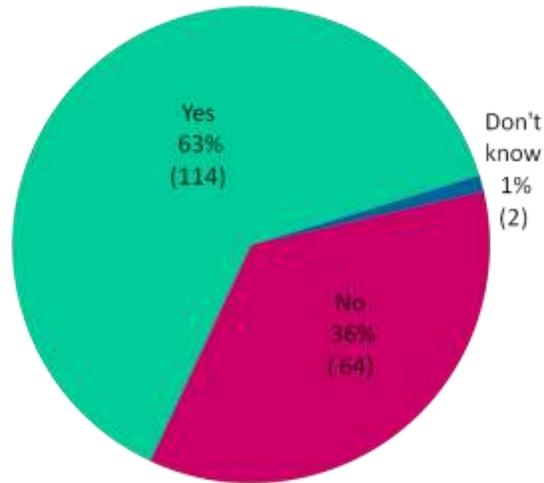
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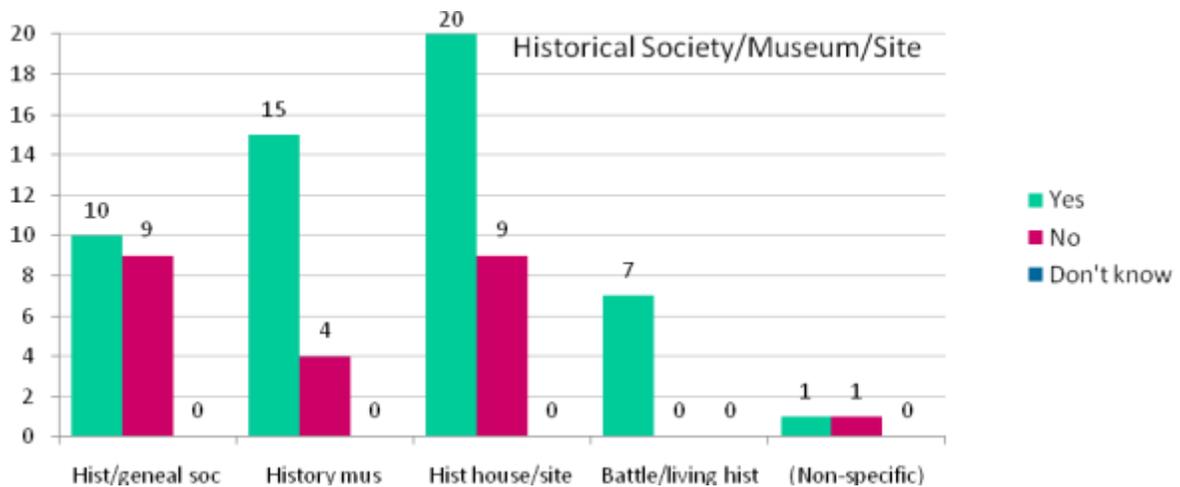
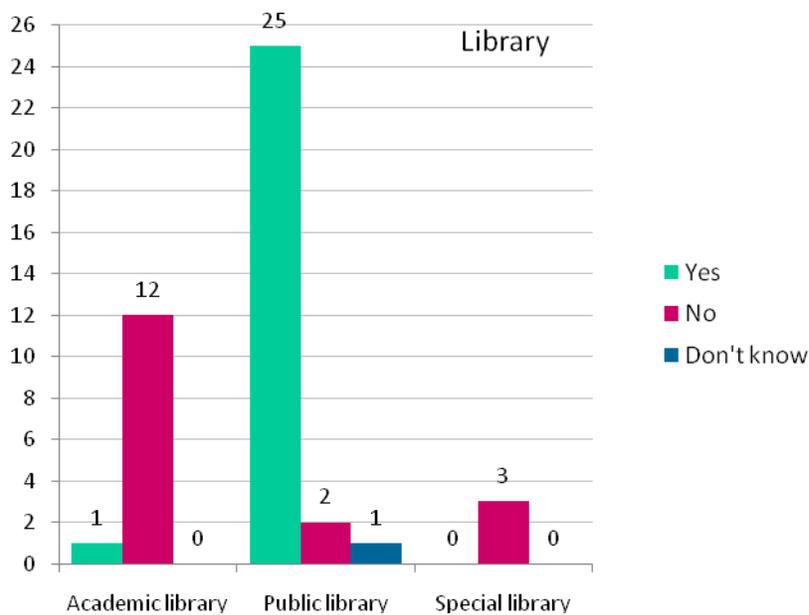
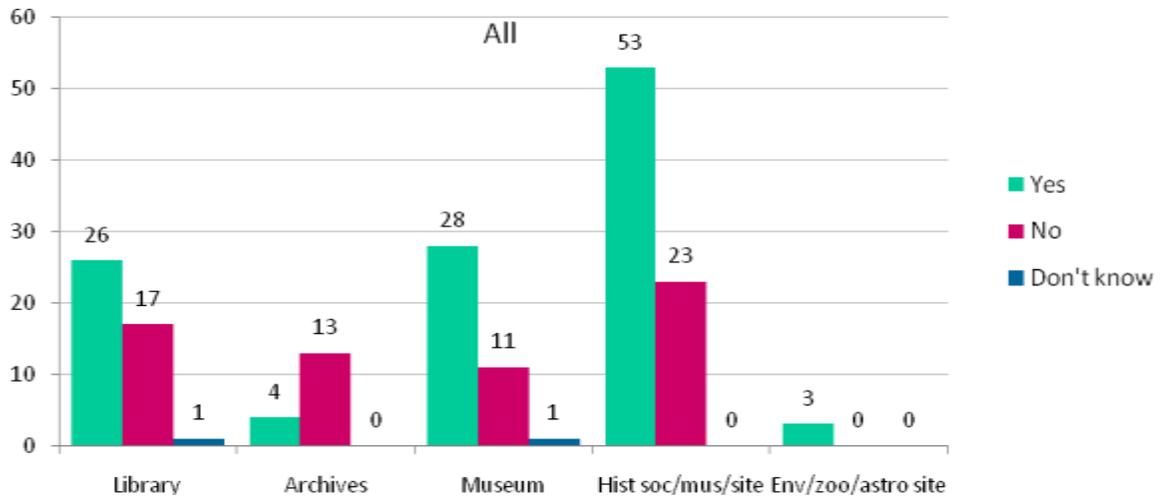


Do you provide a calendar of planned tours, special events, and educational programming for the general public? (please select one)

Yes _____ No _____ Don't know _____



ORGANIZATIONAL INFORMATION



ORGANIZATIONAL INFORMATION

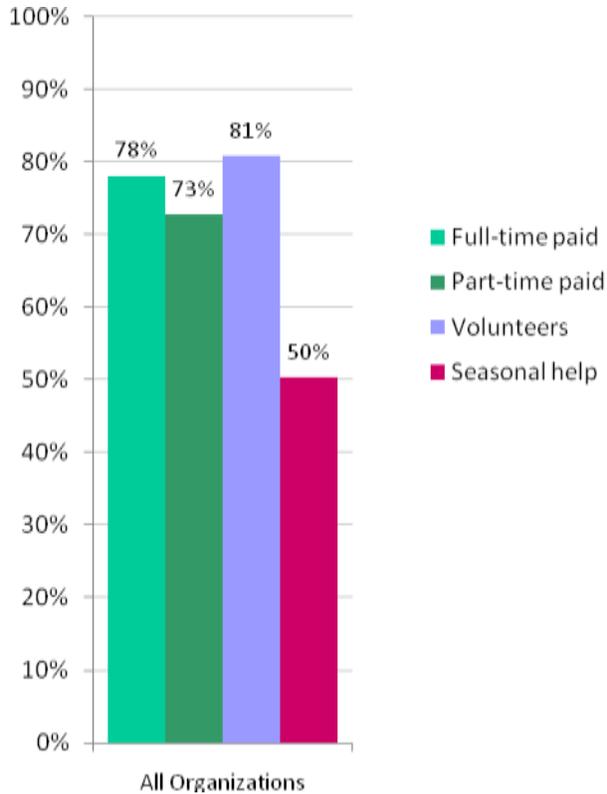


8. How is your organization staffed? (please fill in the blanks, if known)

Paid staff: _____ Number of full-time
 _____ Number of part-time

Volunteers: _____ Number of Volunteers
 _____ Total annual Volunteer hours

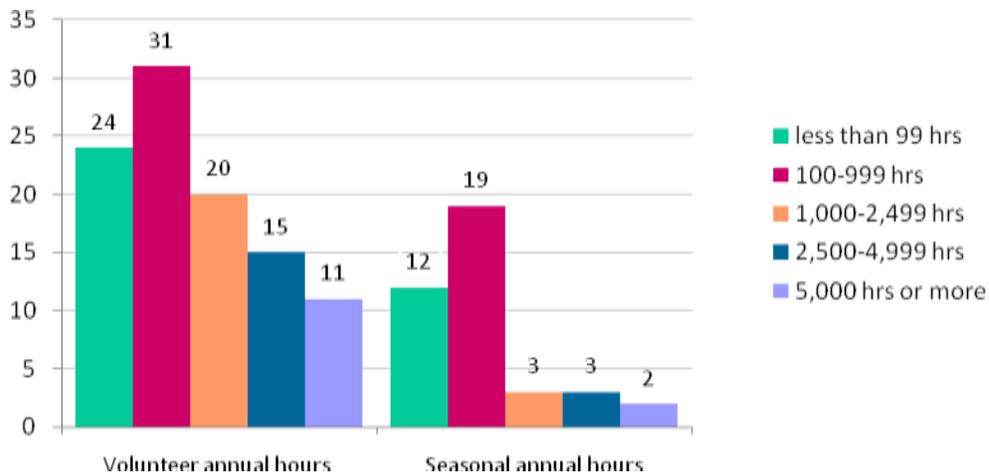
Seasonal Help: _____ Number of Helpers
 _____ Total annual Seasonal hours



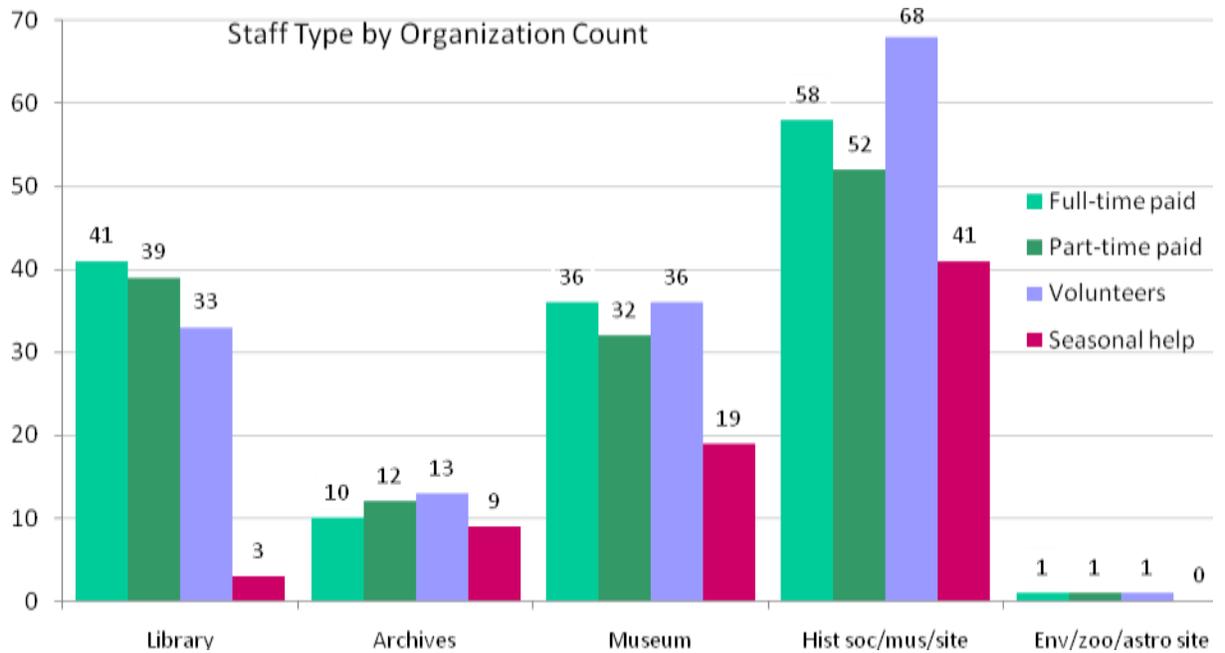
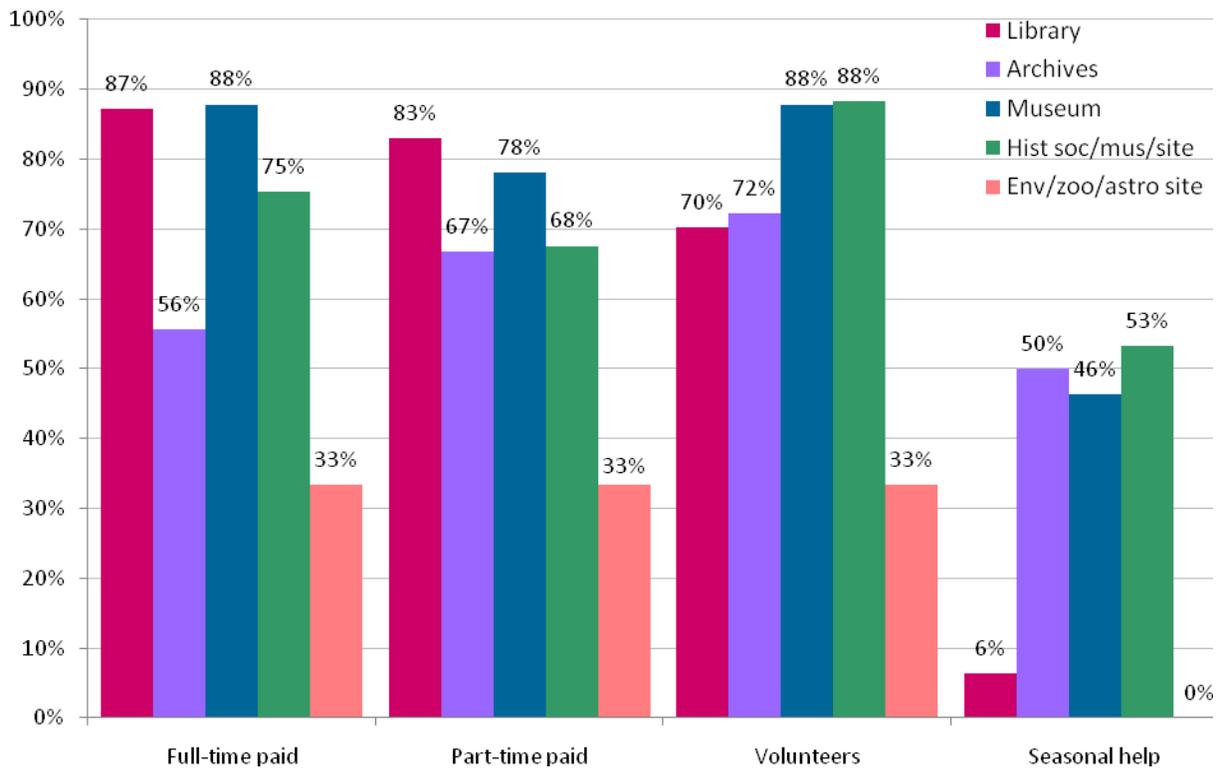
Number of Paid staff: around 2,100
 Full-time: around 1,200
 Part time: around 900

Number of Volunteers: around 7,100
 Annual hours: around 189,000

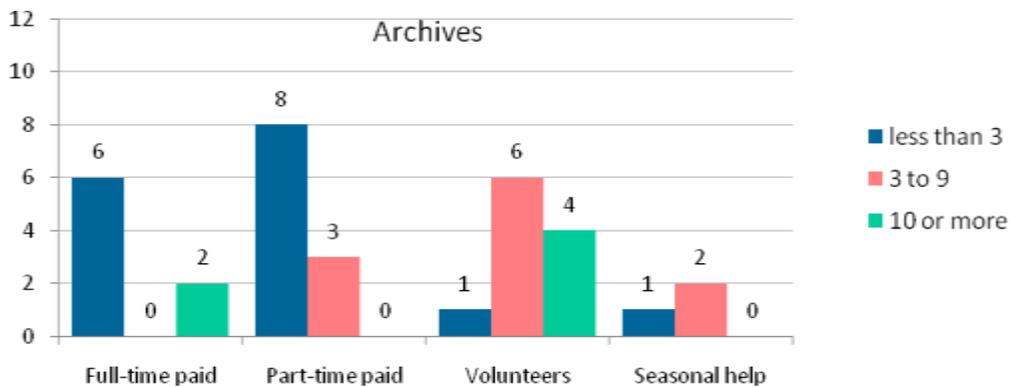
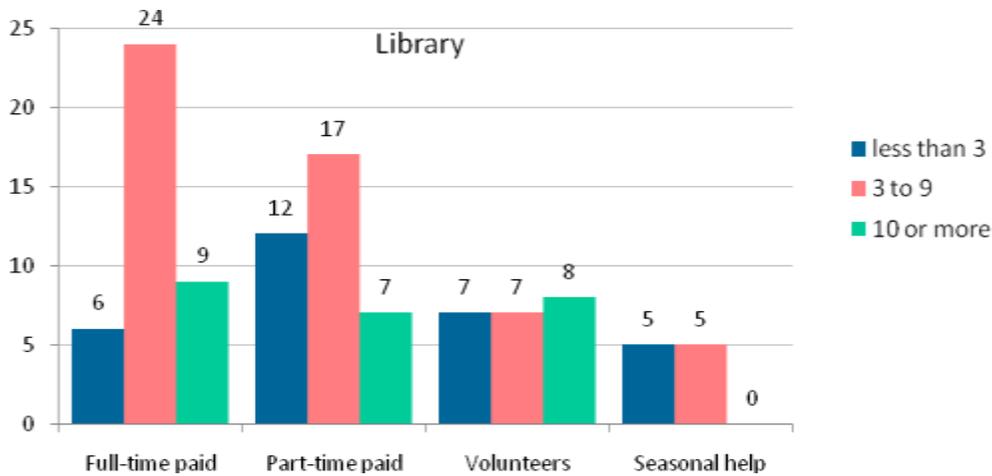
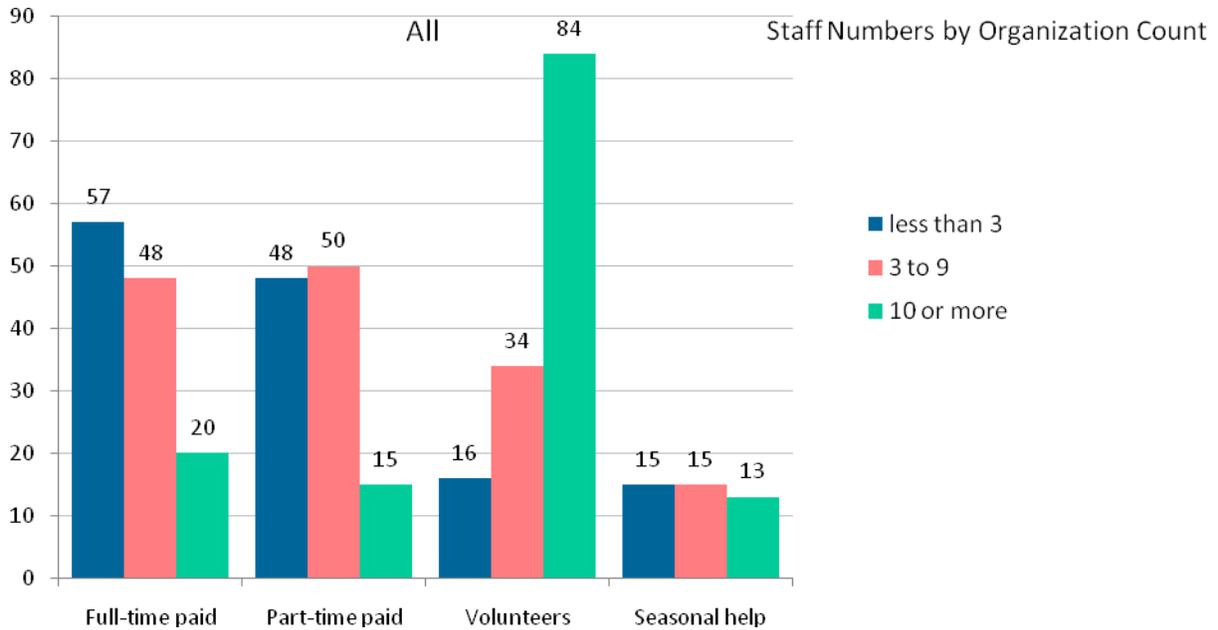
Number of Seasonal Help: around 350
 Annual hours: around 46,000



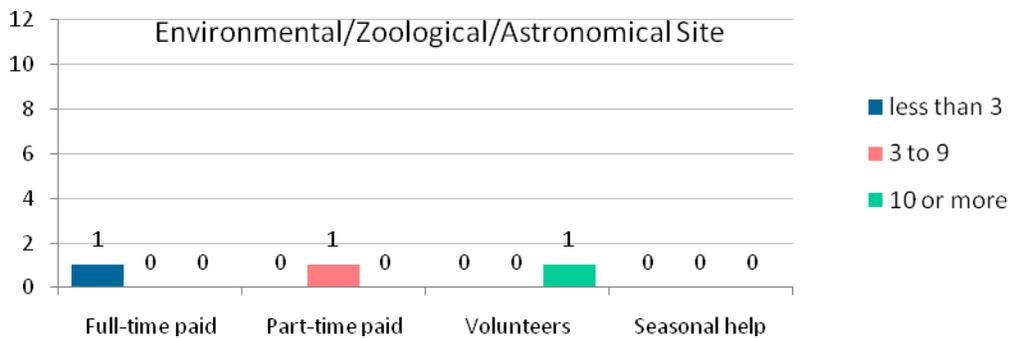
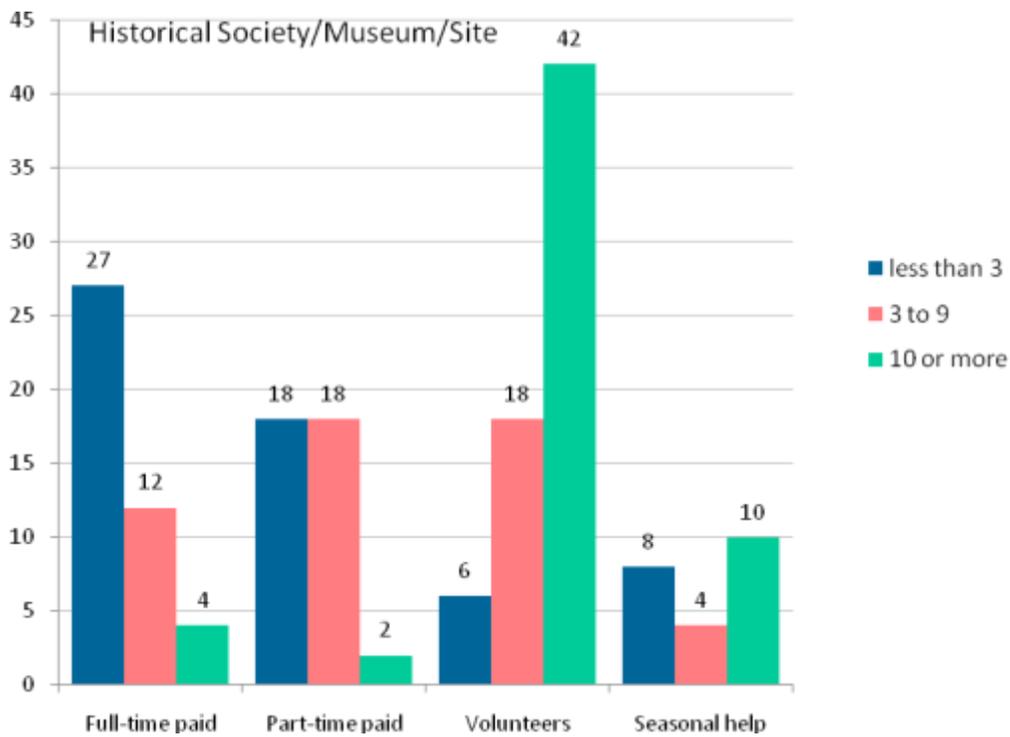
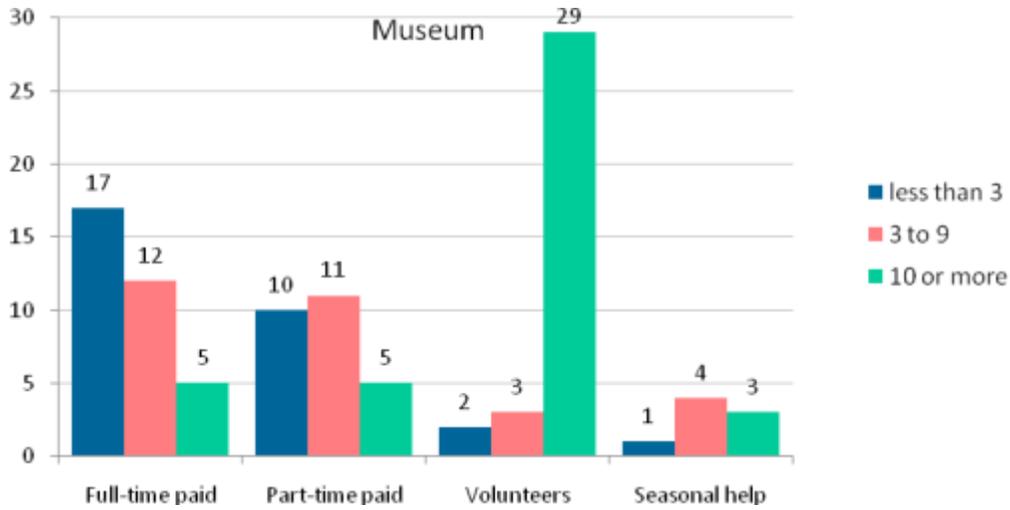
ORGANIZATIONAL INFORMATION



ORGANIZATIONAL INFORMATION

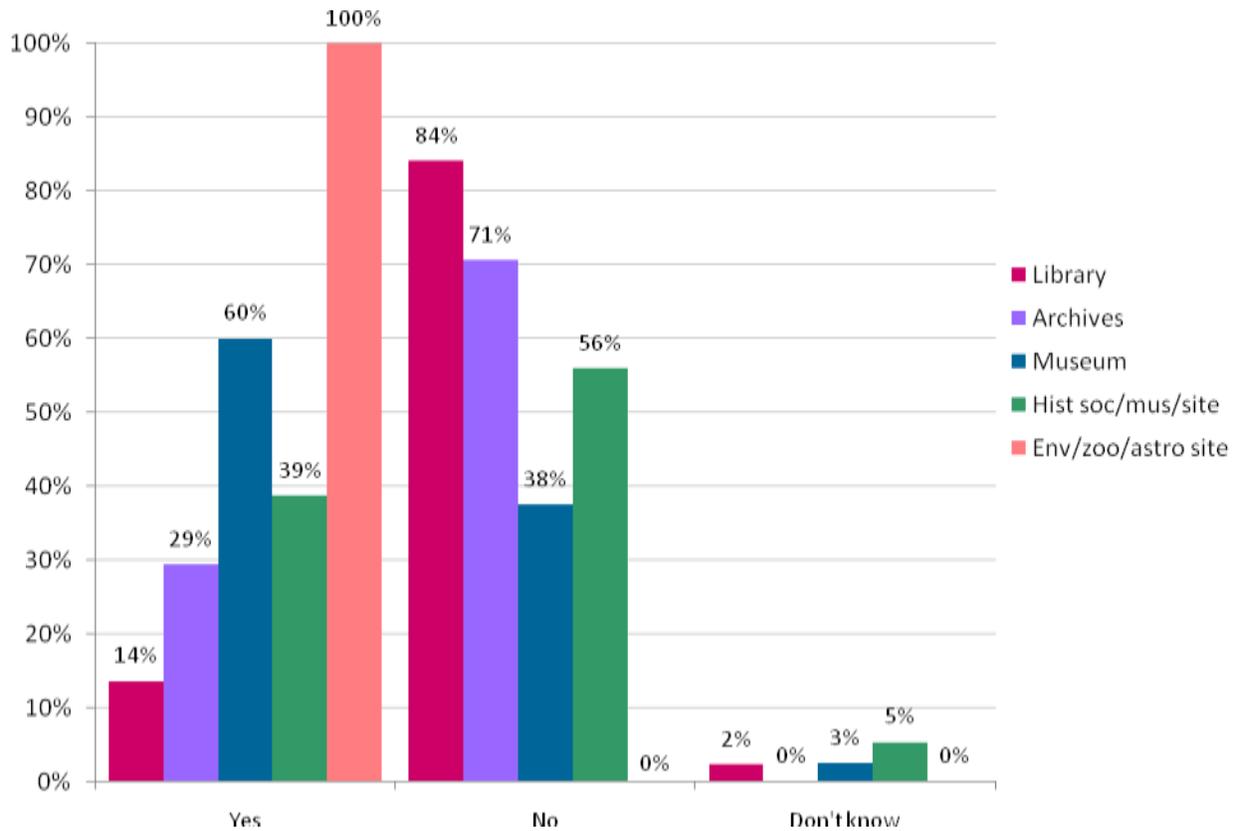
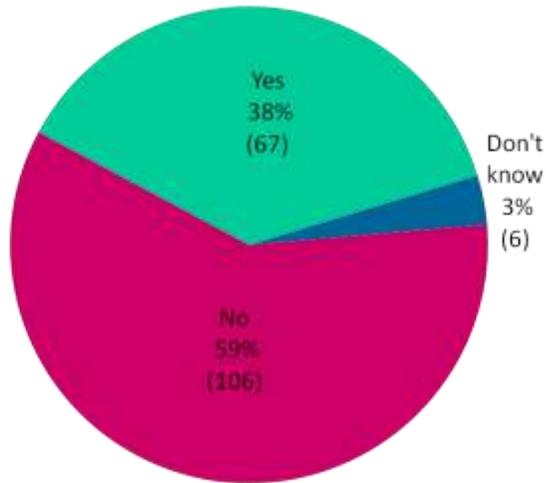


ORGANIZATIONAL INFORMATION

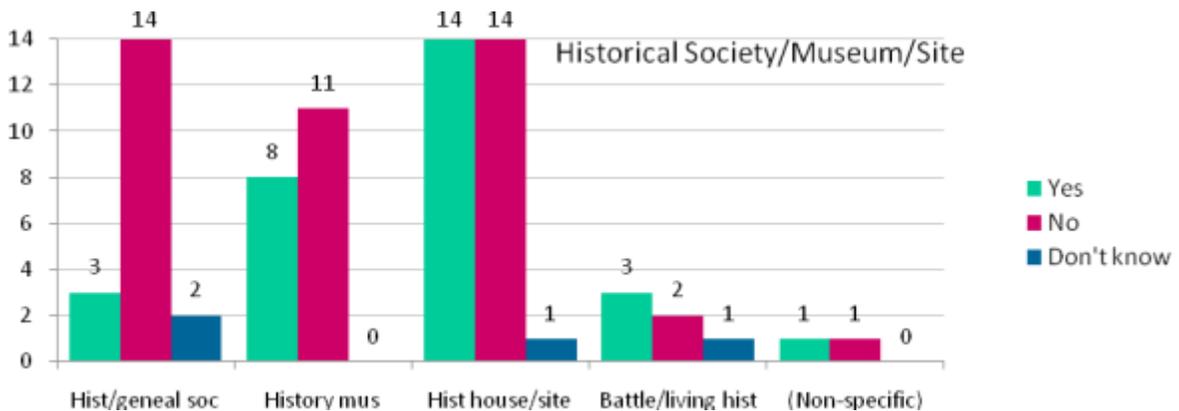
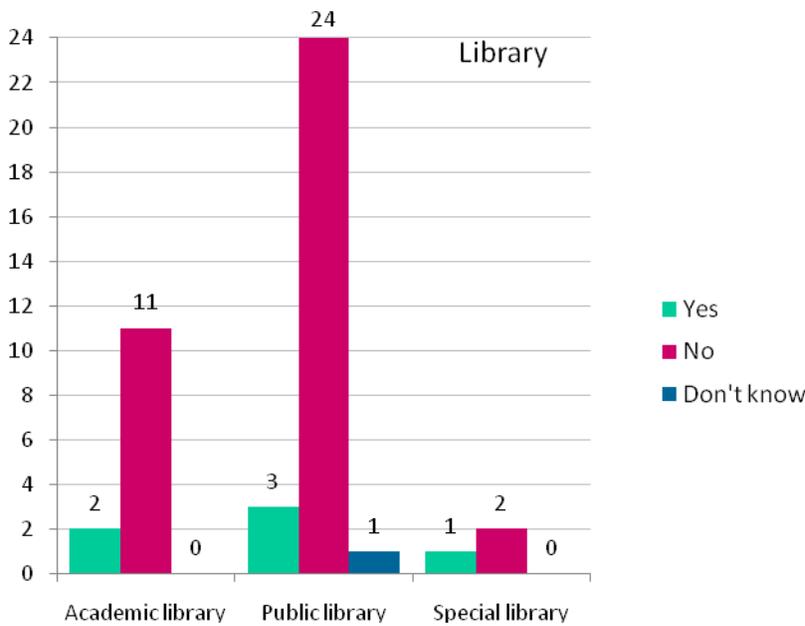
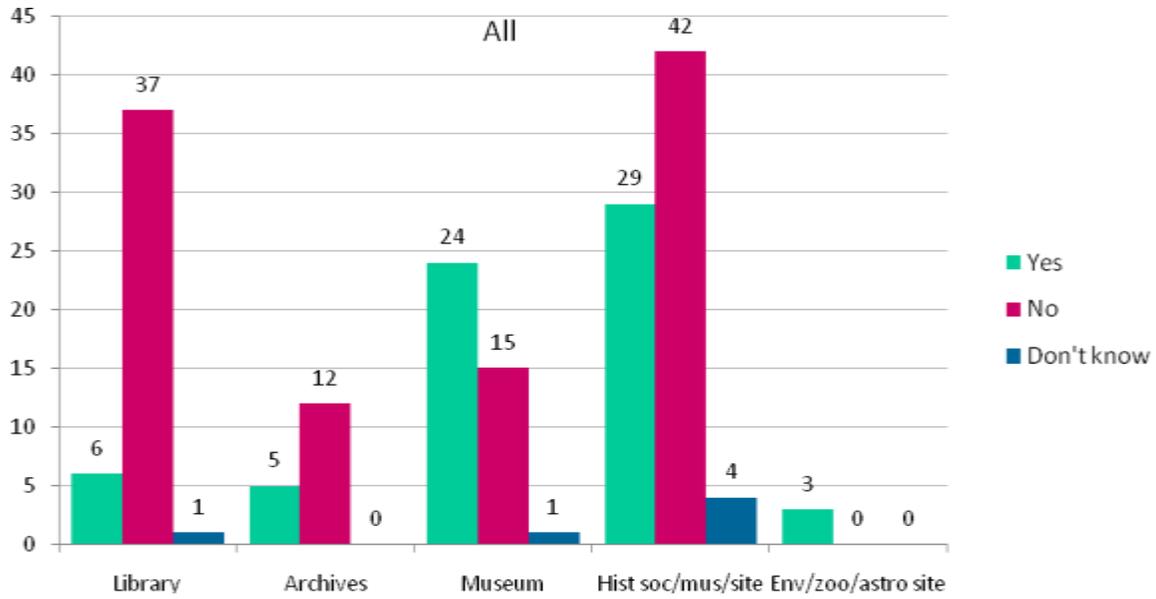


Do you provide internships/fellowships for college students/independent researchers?
 (please select one)

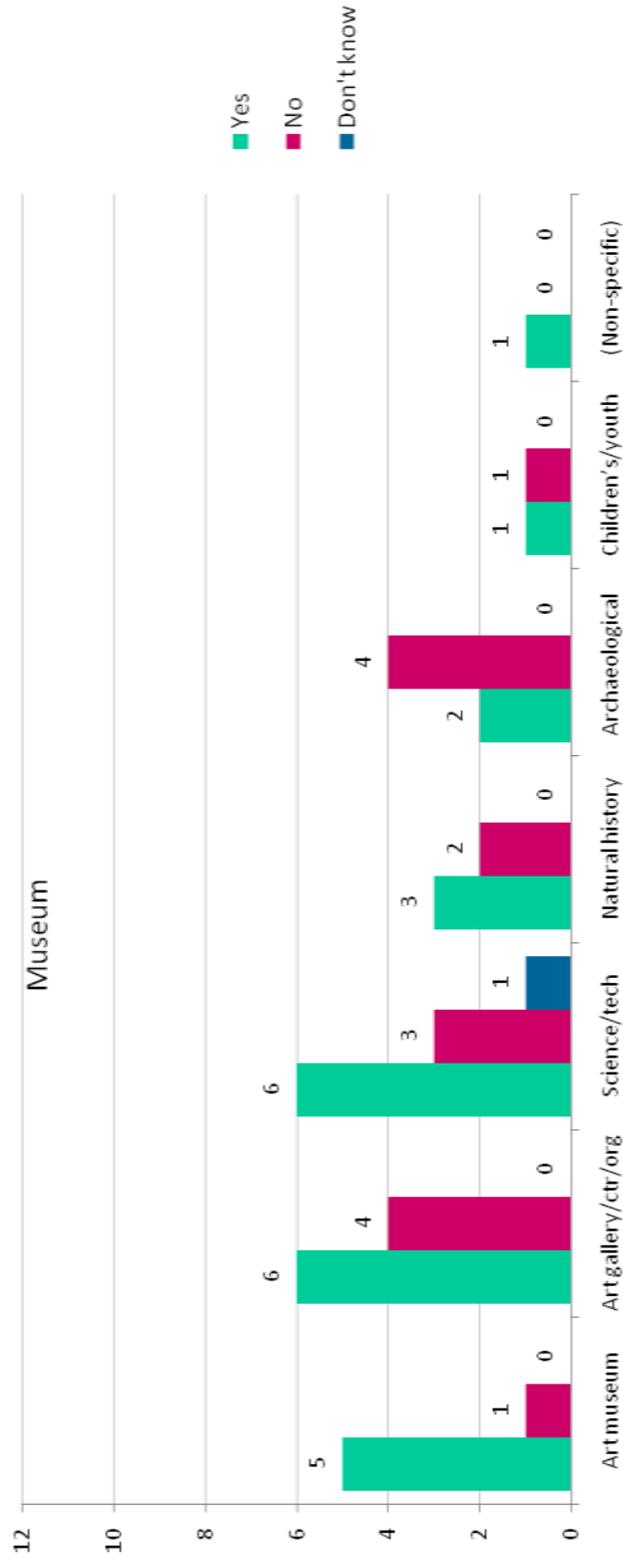
Yes _____ No _____ Don't know _____



ORGANIZATIONAL INFORMATION



ORGANIZATIONAL INFORMATION



9. What is your organization's annual operating budget? *(please select one)*

- _____ less than \$10,000
- _____ \$10,000 to \$50,000
- _____ \$50,000 to \$100,000
- _____ \$100,000 to \$500,000
- _____ \$500,000 or more



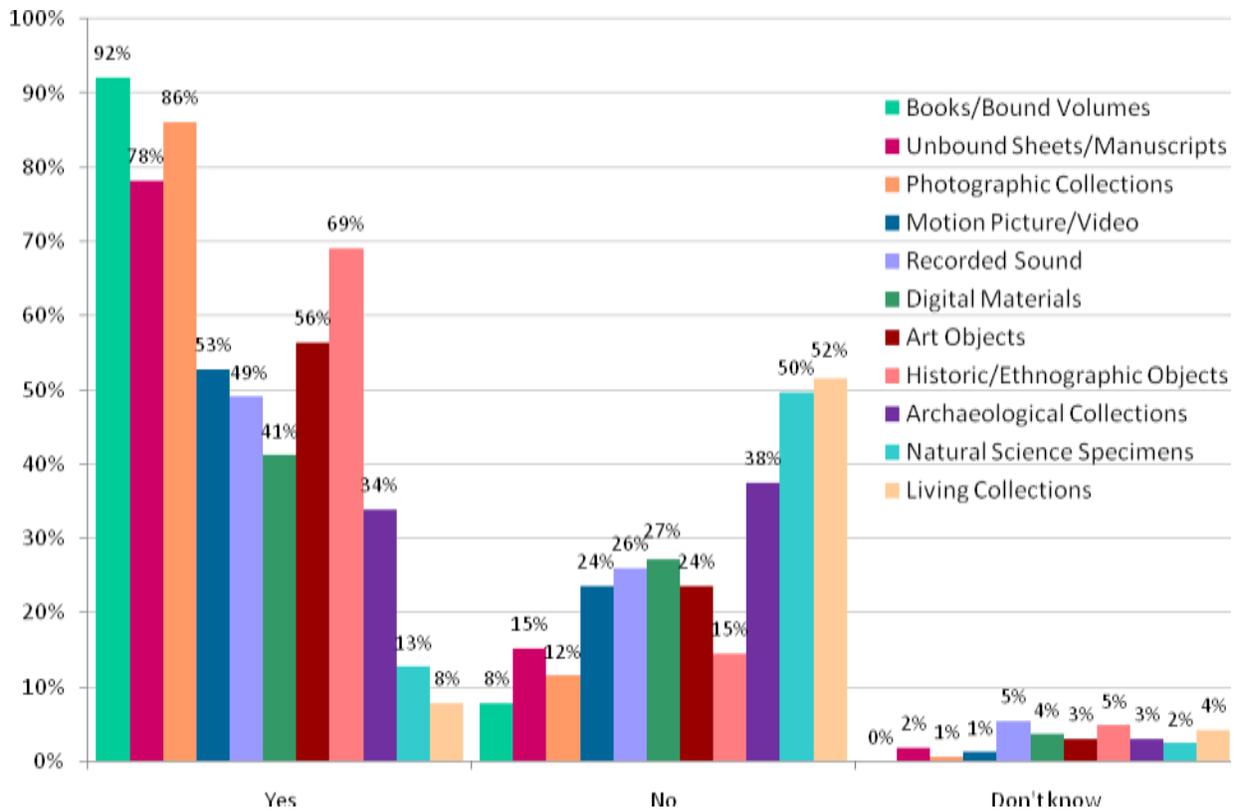
ORGANIZATIONAL INFORMATION

Please use the space below to share any additional comments about special features and services your organization offers that may not have been covered in the previous questions.
(optional)

Note: All survey comments were confidential.

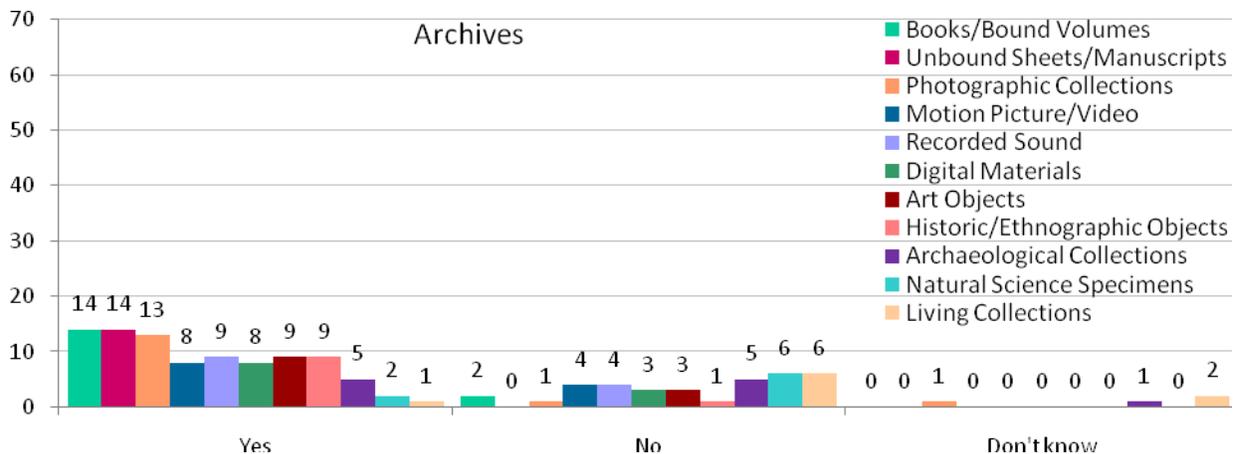
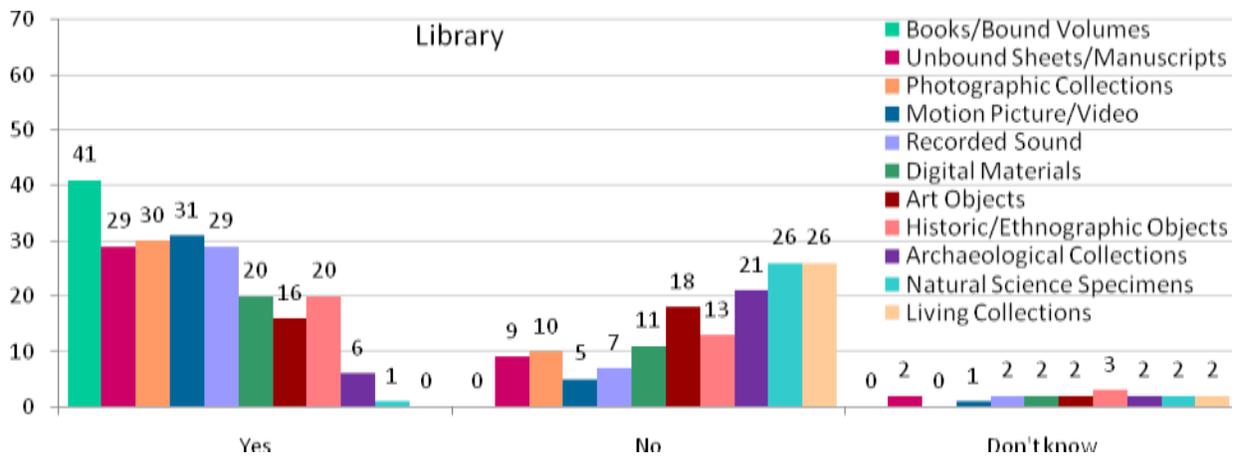
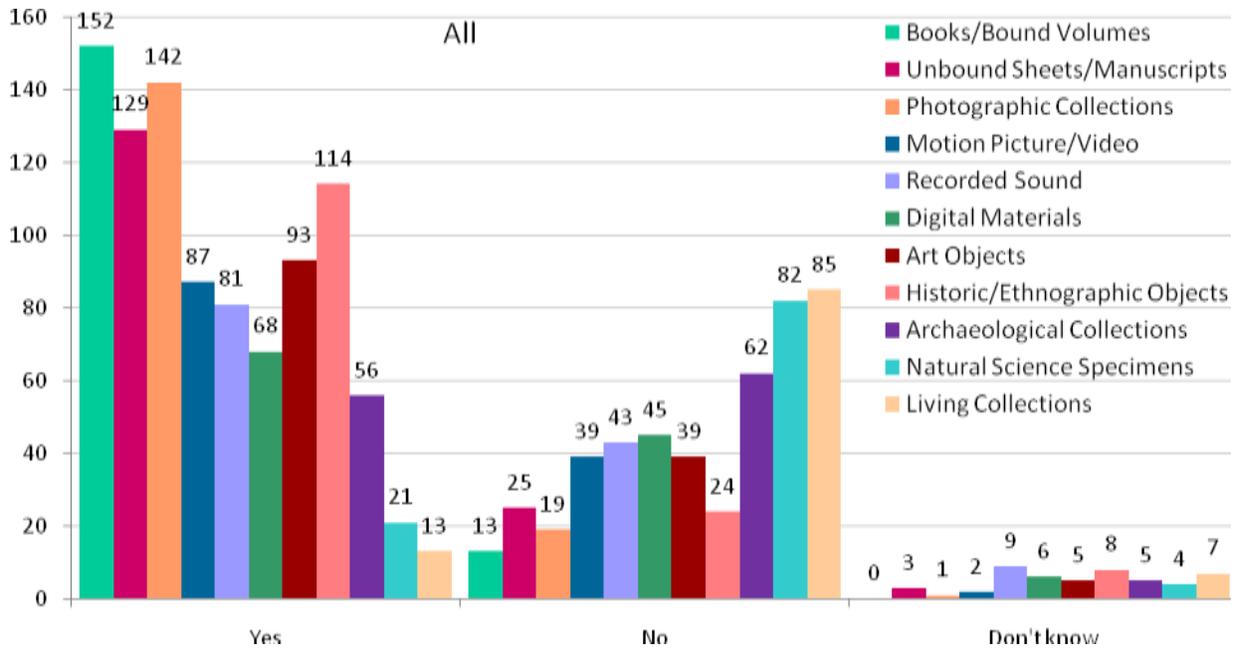
10. Which of the following types of collections are among your holdings, and would conservation/preservation training be helpful for any of these specific types?
 (please select all that apply)

	Yes, we have this type	No, we don't have this type	Don't know	Training would be helpful
Books and Bound Volumes	_____	_____	_____	_____
Unbound Sheets and Manuscripts	_____	_____	_____	_____
Photographic Collections	_____	_____	_____	_____
Motion Picture and Video Collections	_____	_____	_____	_____
Recorded Sound Collections	_____	_____	_____	_____
Digital Material Collections	_____	_____	_____	_____
Art Objects	_____	_____	_____	_____
Historic and Ethnographic Objects	_____	_____	_____	_____
Archaeological Collections	_____	_____	_____	_____
Natural Science Specimens	_____	_____	_____	_____
Living Collections	_____	_____	_____	_____

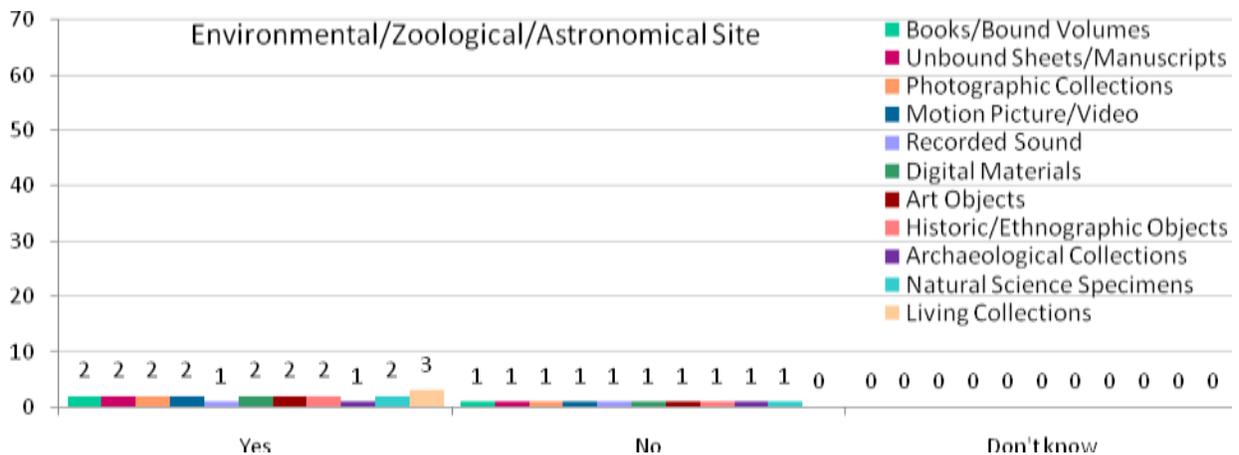
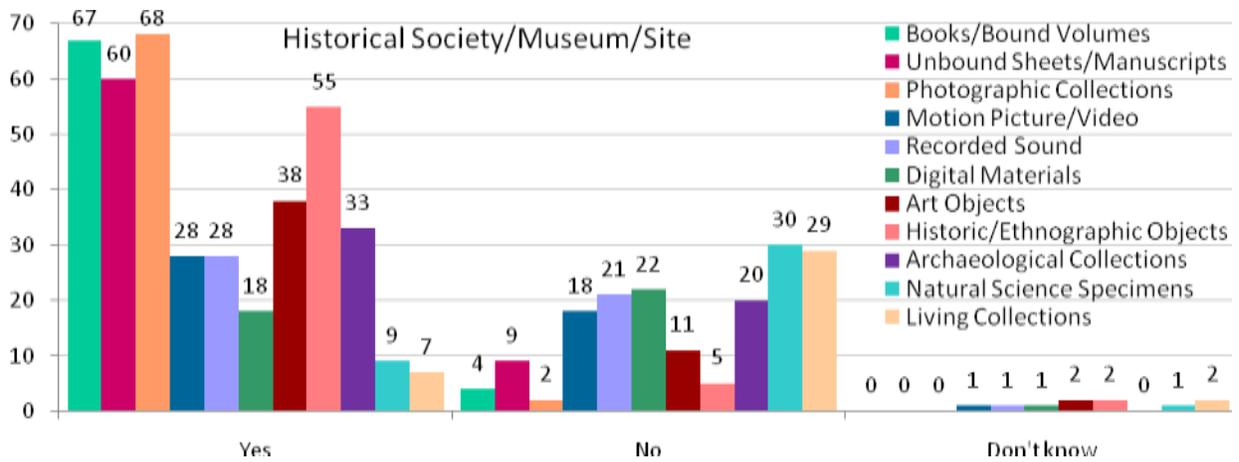
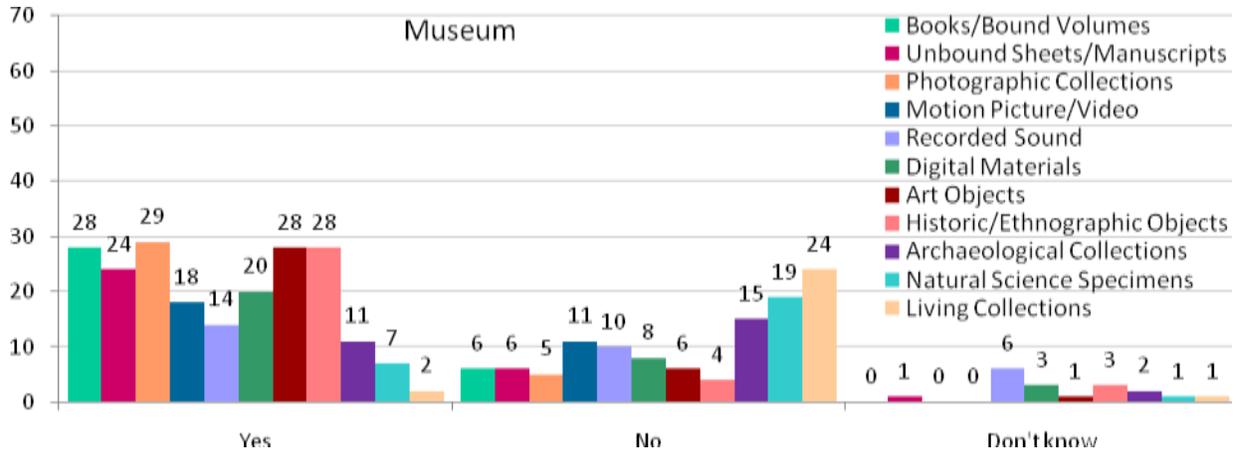


Note: The "Training would be helpful" responses are graphed separately, following the rest.

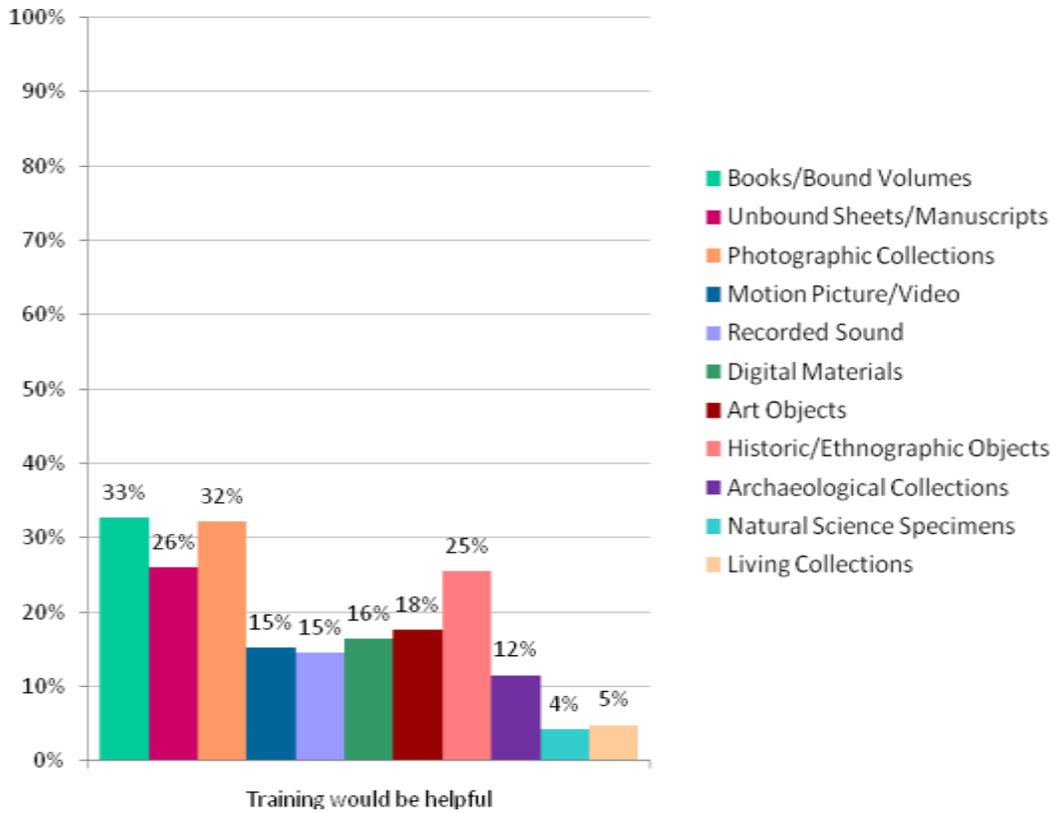
COLLECTIONS AND HOLDINGS



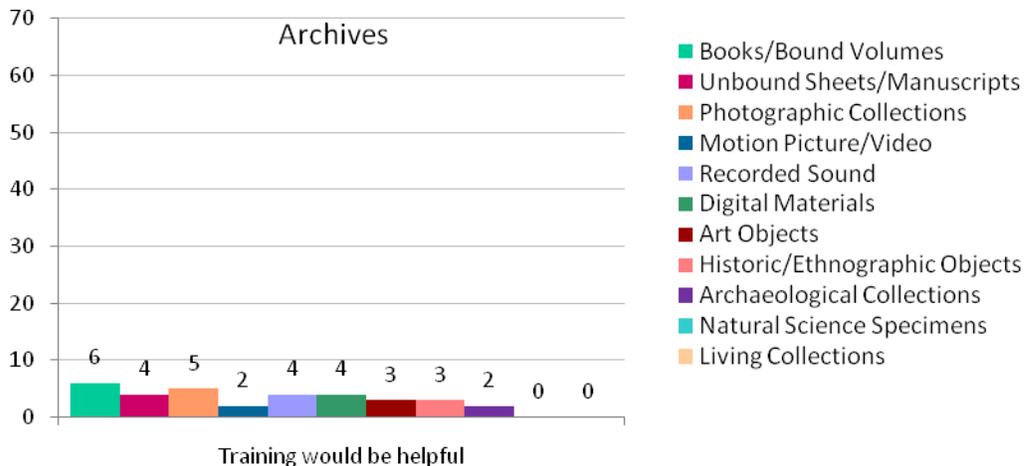
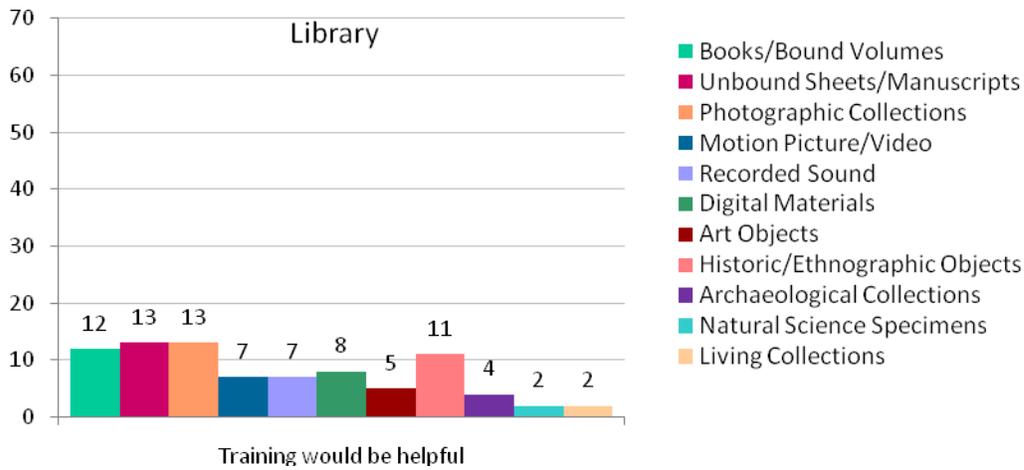
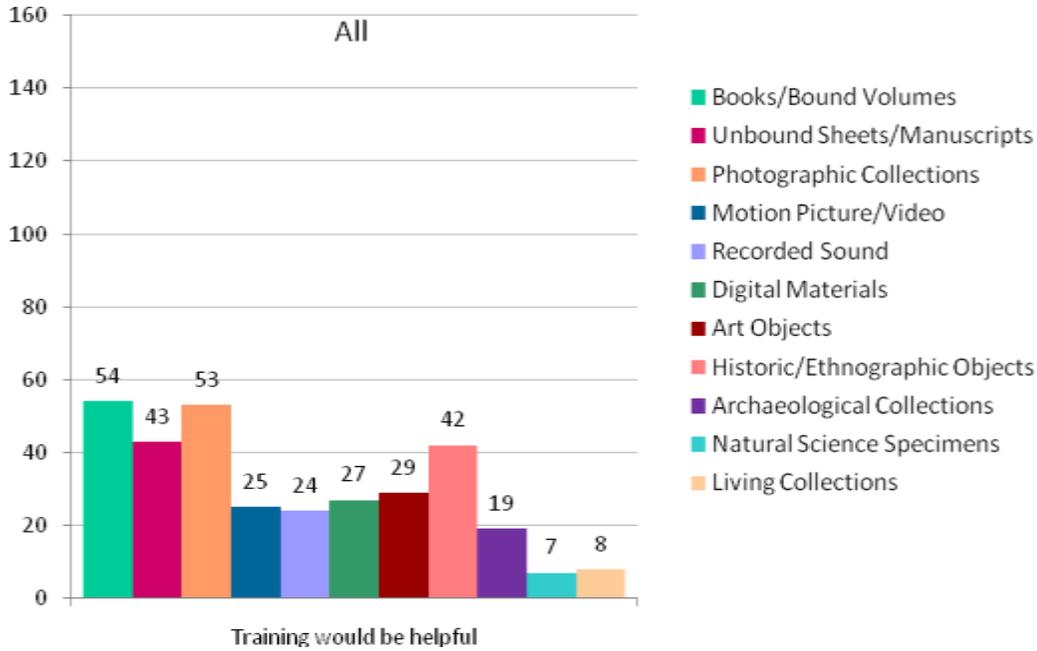
COLLECTIONS AND HOLDINGS



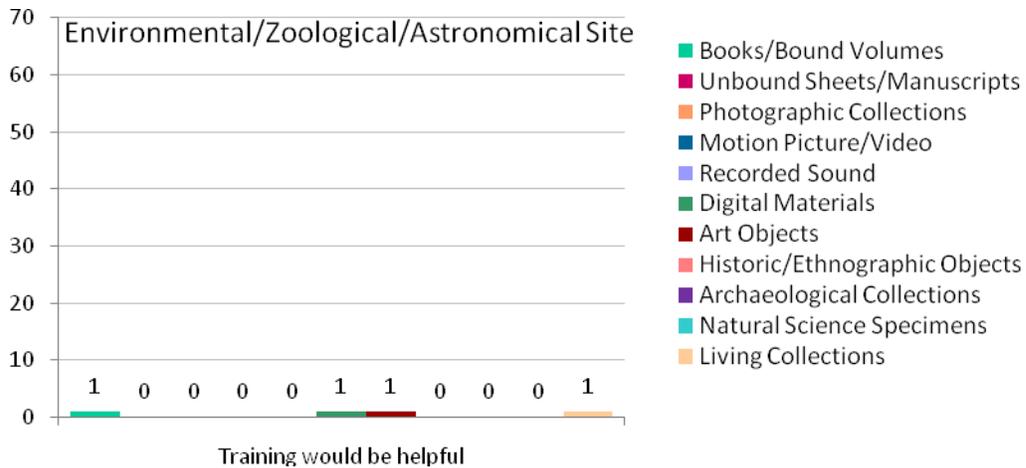
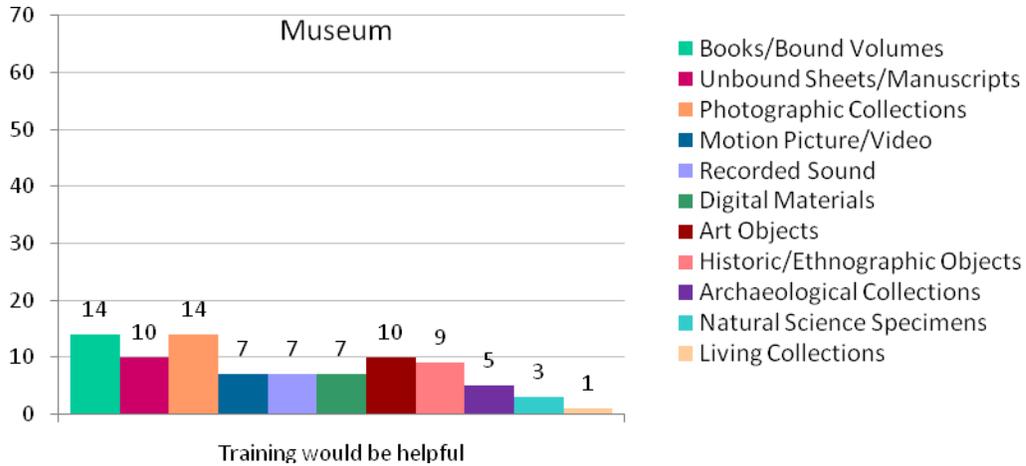
... would conservation/preservation training be helpful for any of these specific types?
(please select all that apply)



COLLECTIONS AND HOLDINGS

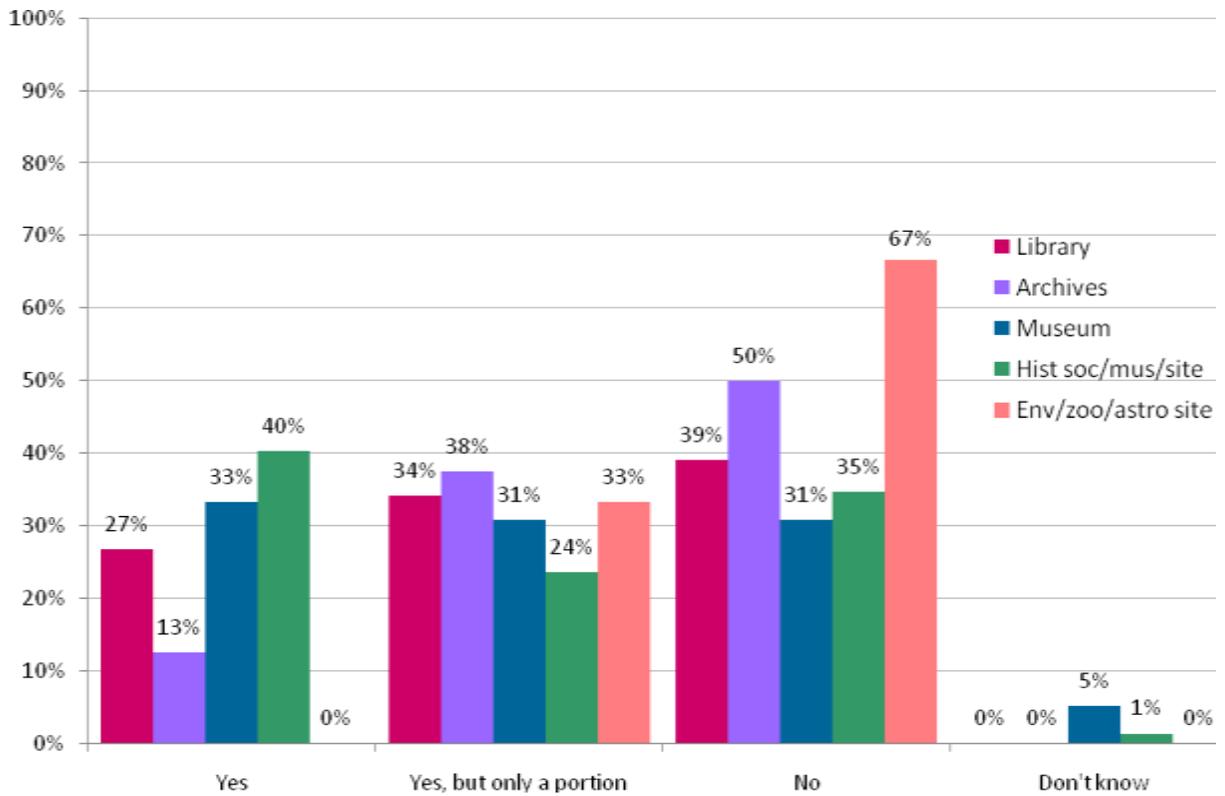
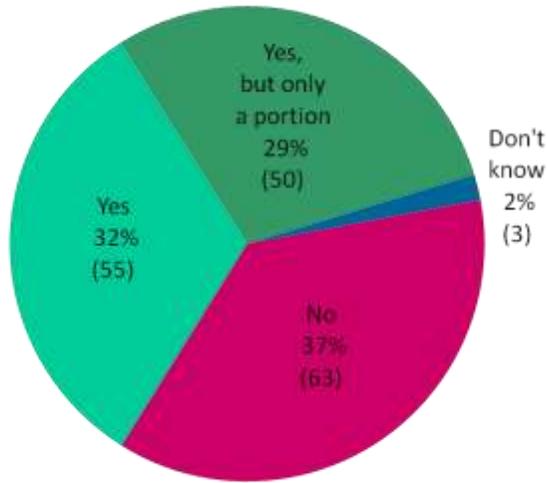


COLLECTIONS AND HOLDINGS

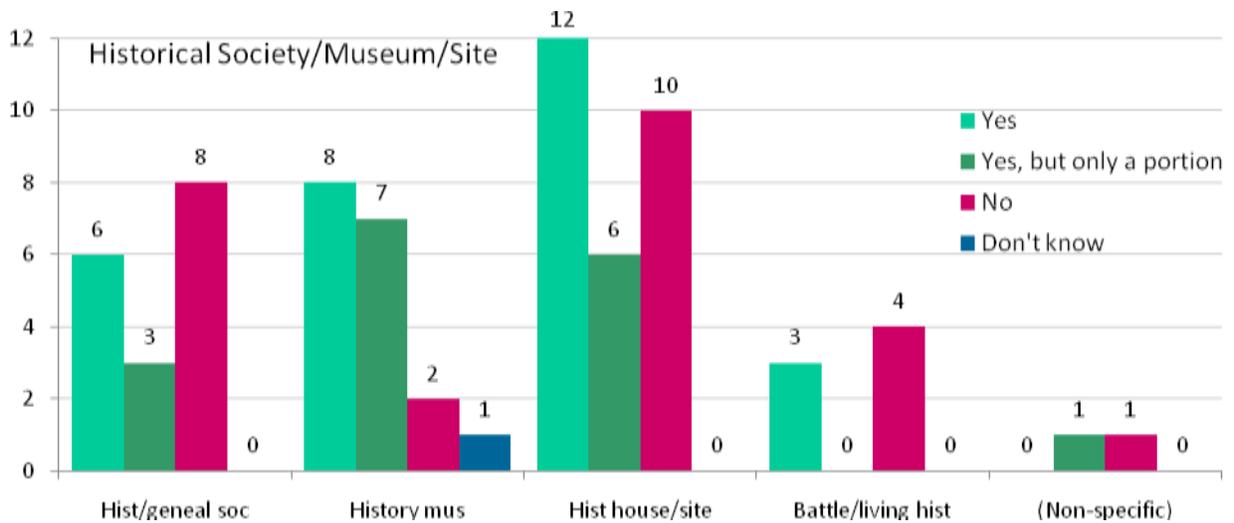
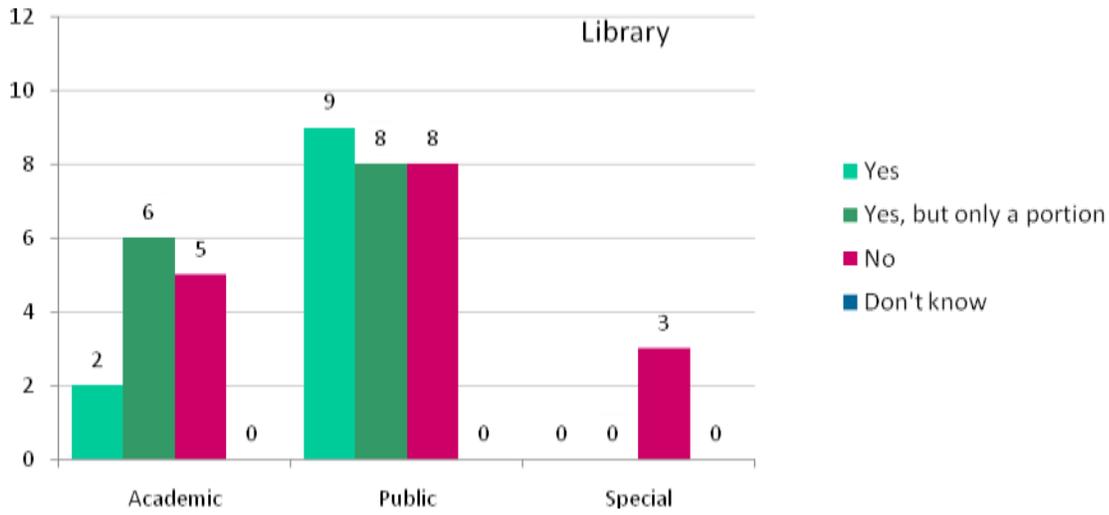
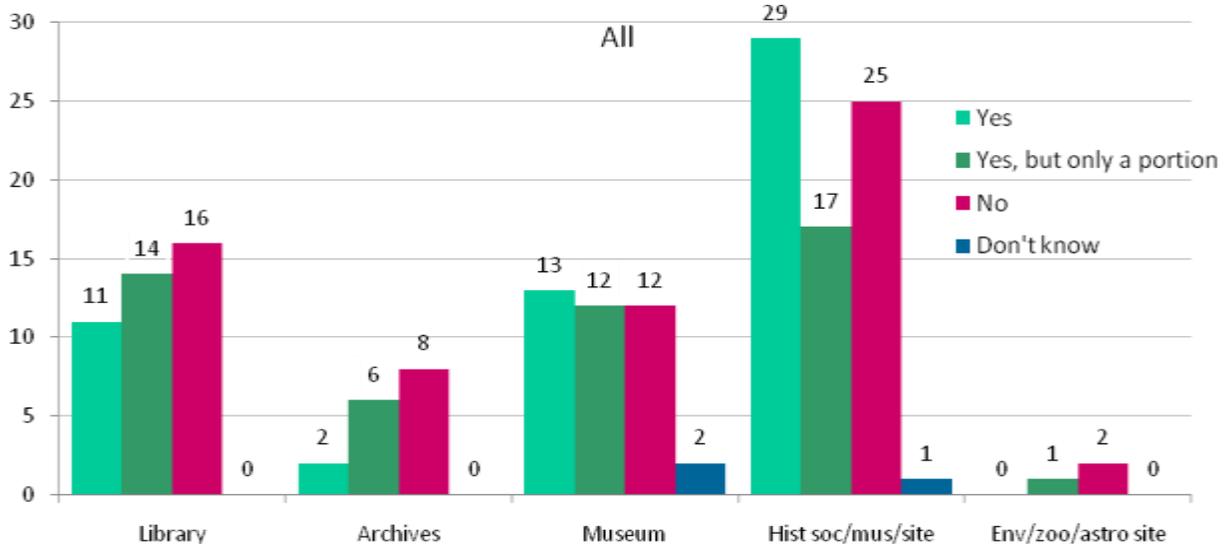


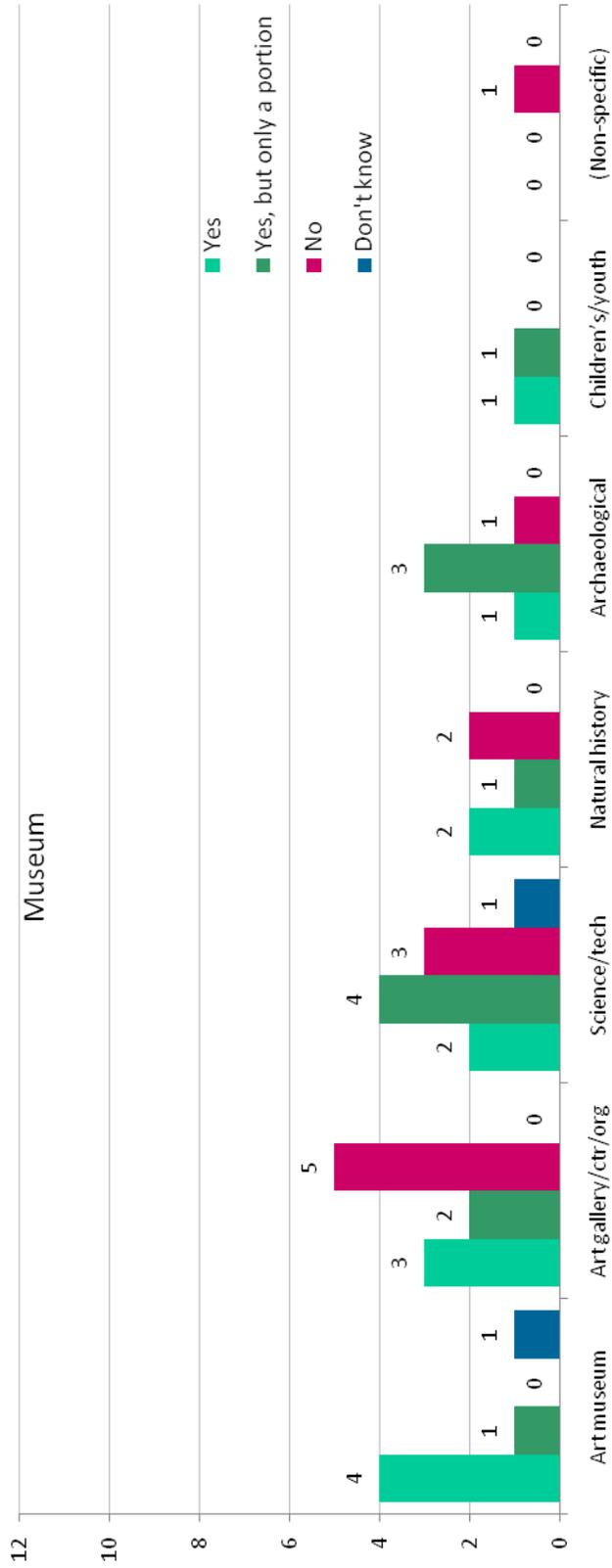
11. Do you inventory/assess your collections annually, or on a similarly regular basis?
 (please select one)

Yes _____ Yes, but only a portion of them _____ No _____ Don't know _____



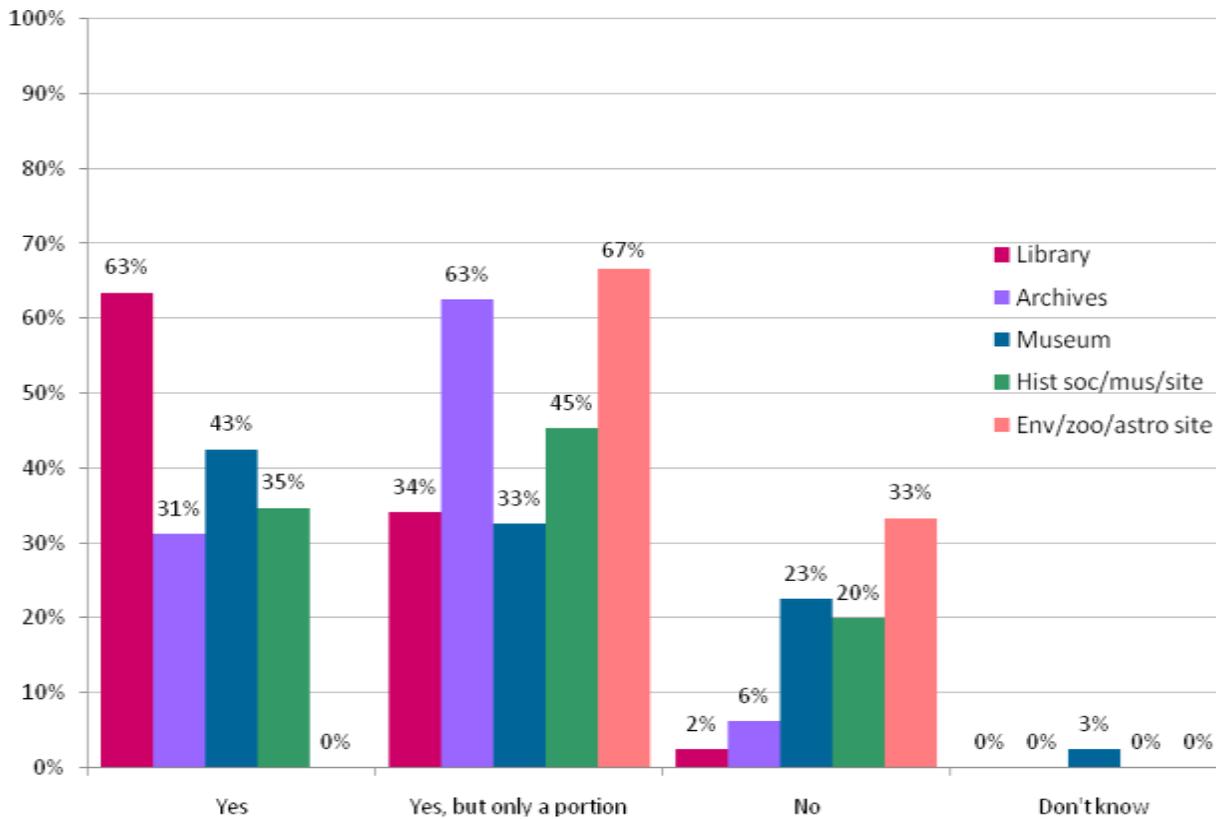
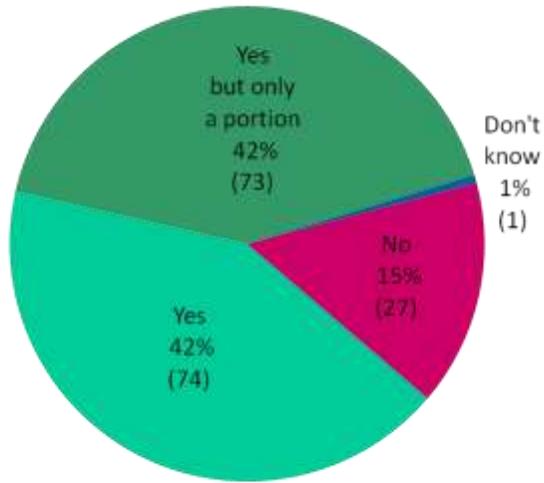
COLLECTIONS AND HOLDINGS



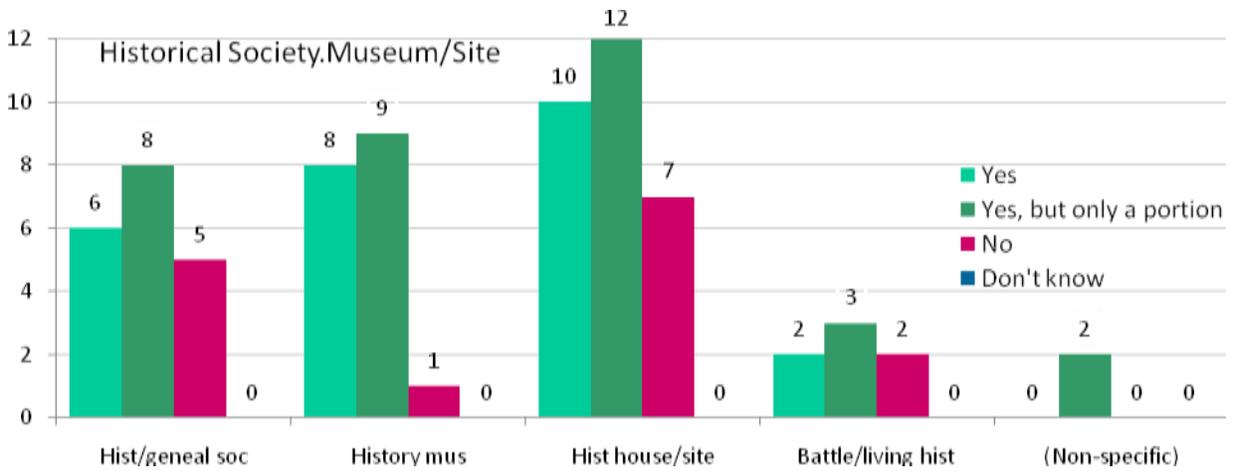
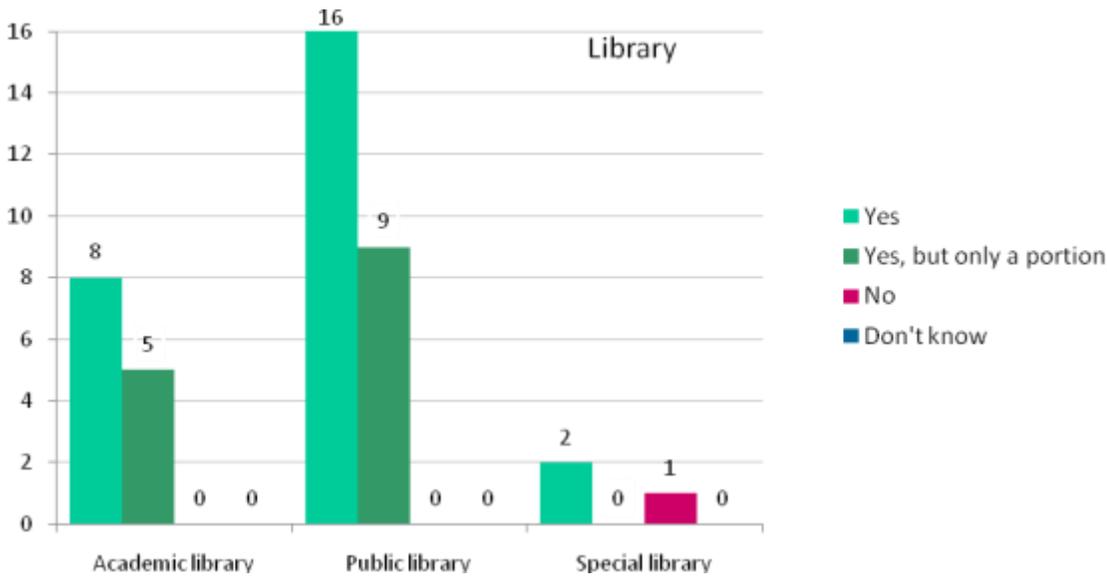
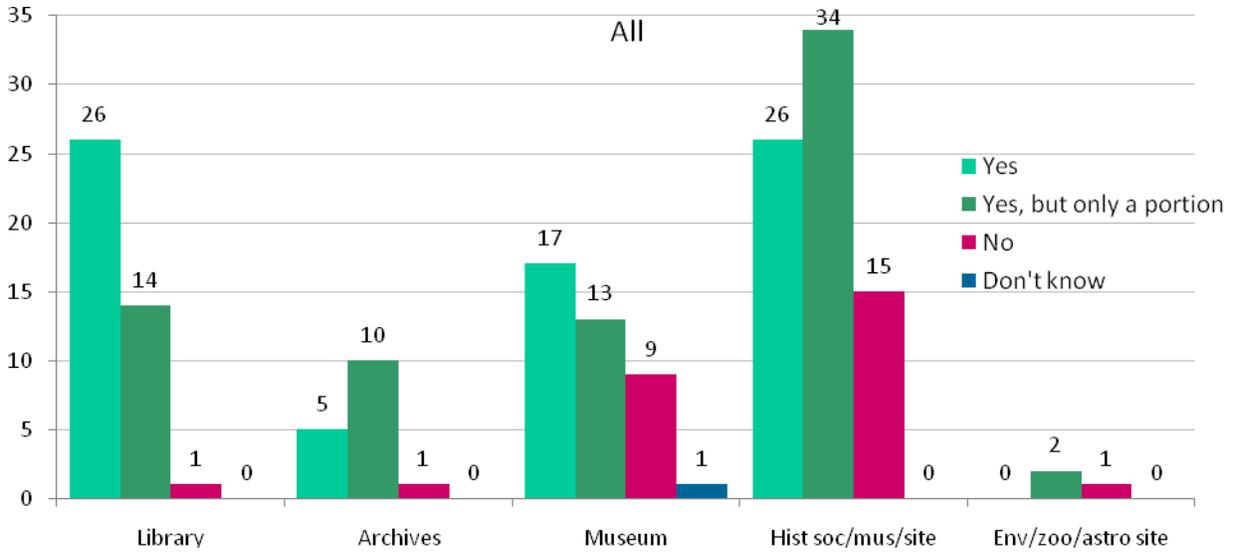


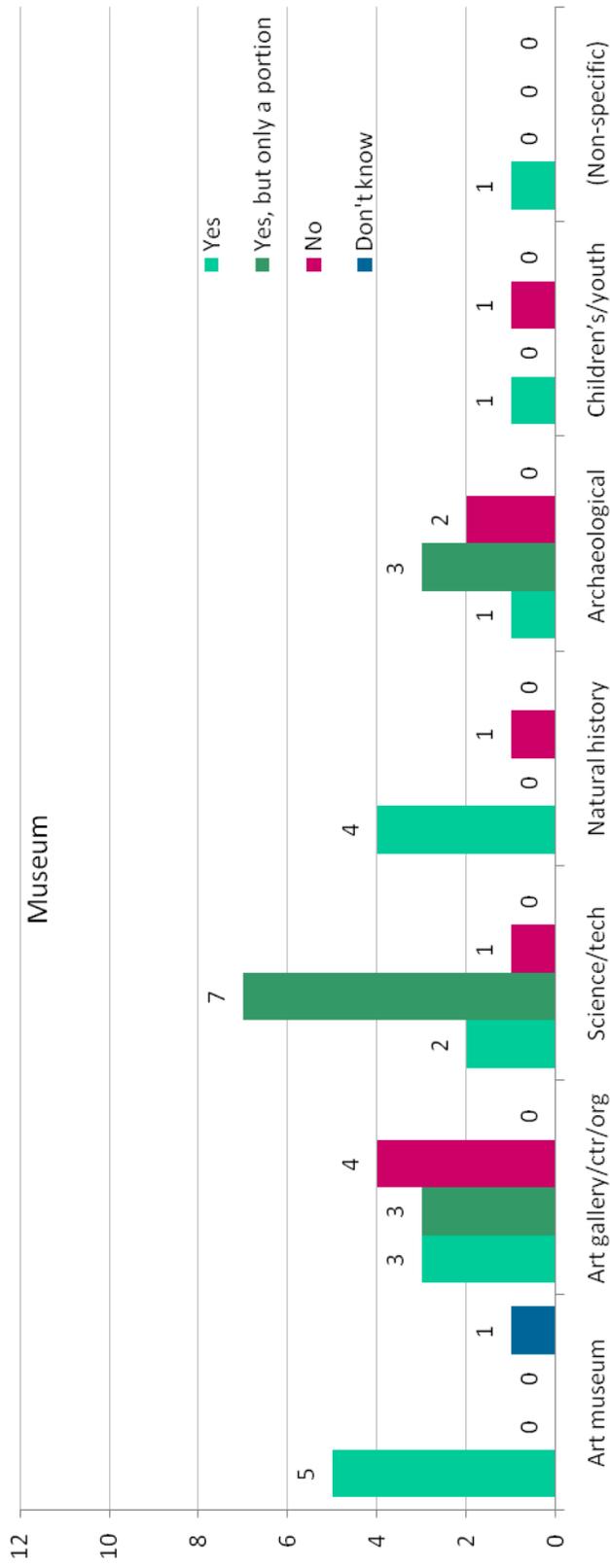
Have you catalogued your collections? (please select one)

Yes _____ Yes, but only a portion of them _____ No _____ Don't know _____



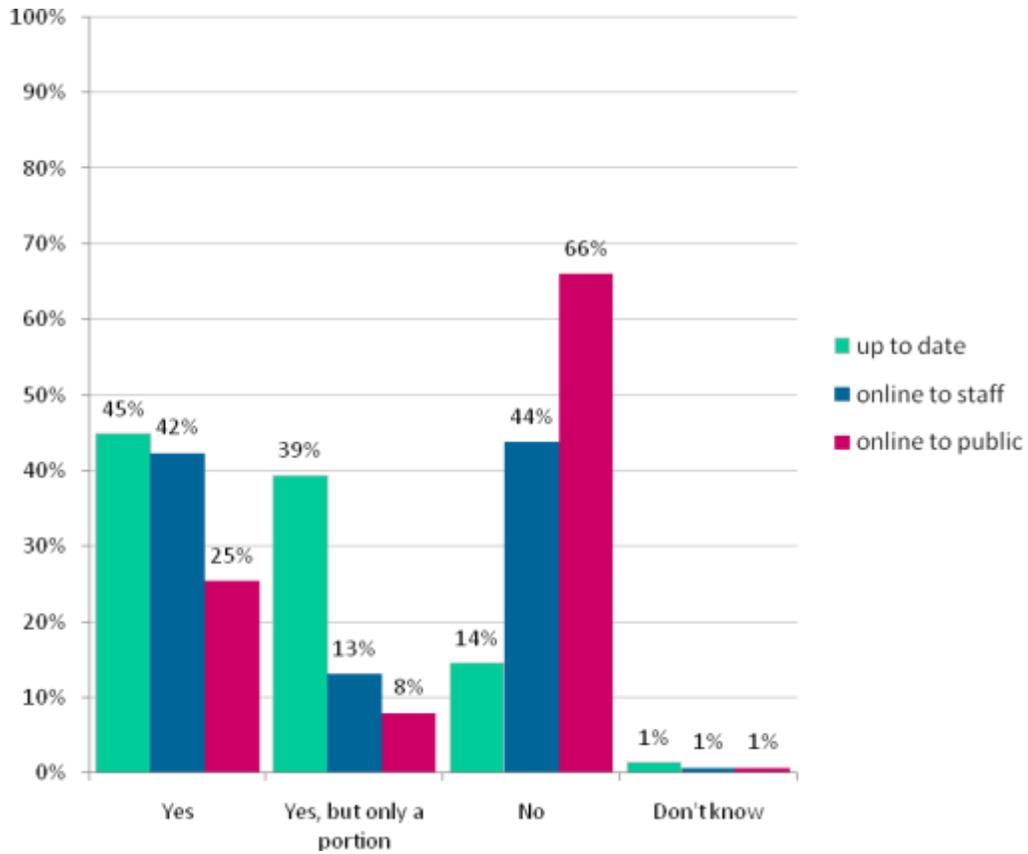
COLLECTIONS AND HOLDINGS





If so, is your catalogue ... ? (please select one each row)

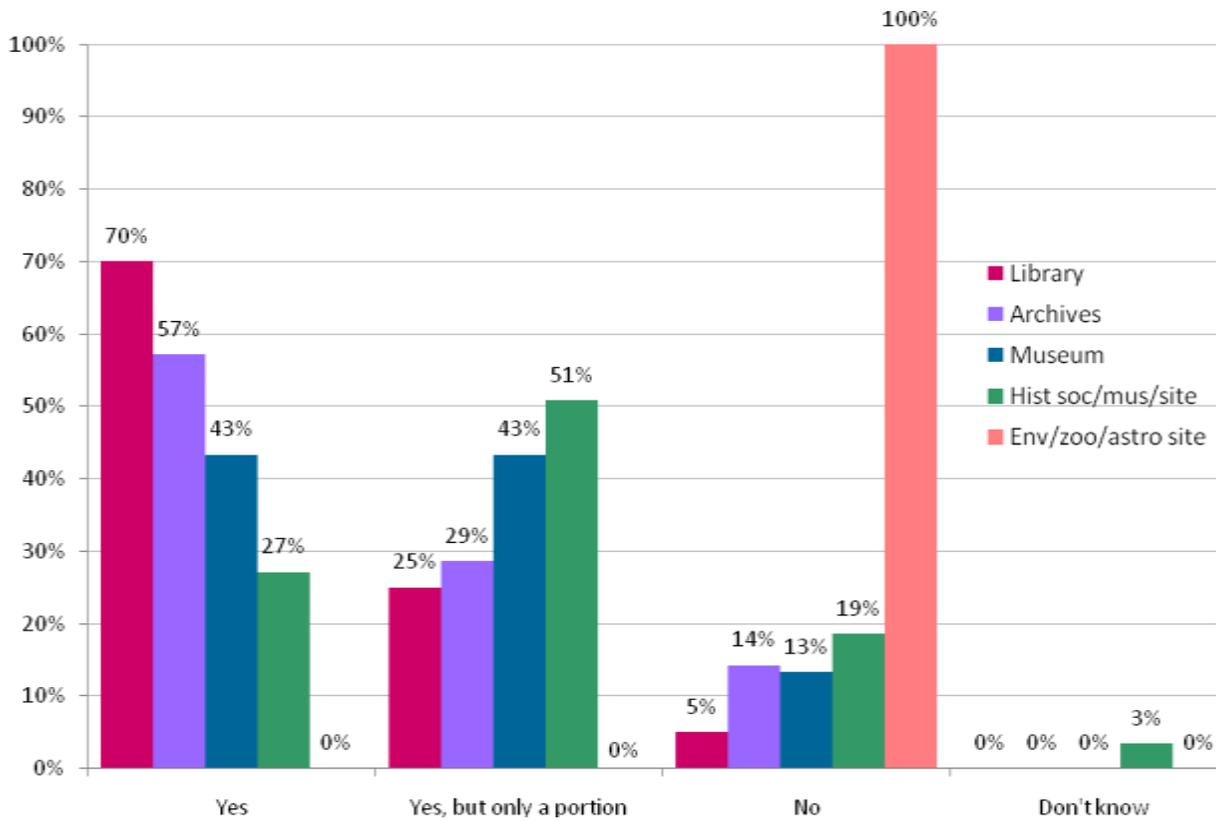
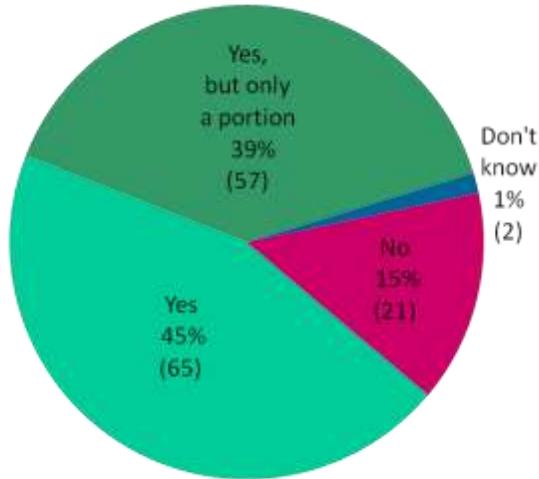
	Yes	Yes, but only a portion	No	Don't know
... up-to-date?	_____	_____	_____	_____
... available online to your staff?	_____	_____	_____	_____
... available online to the public?	_____	_____	_____	_____



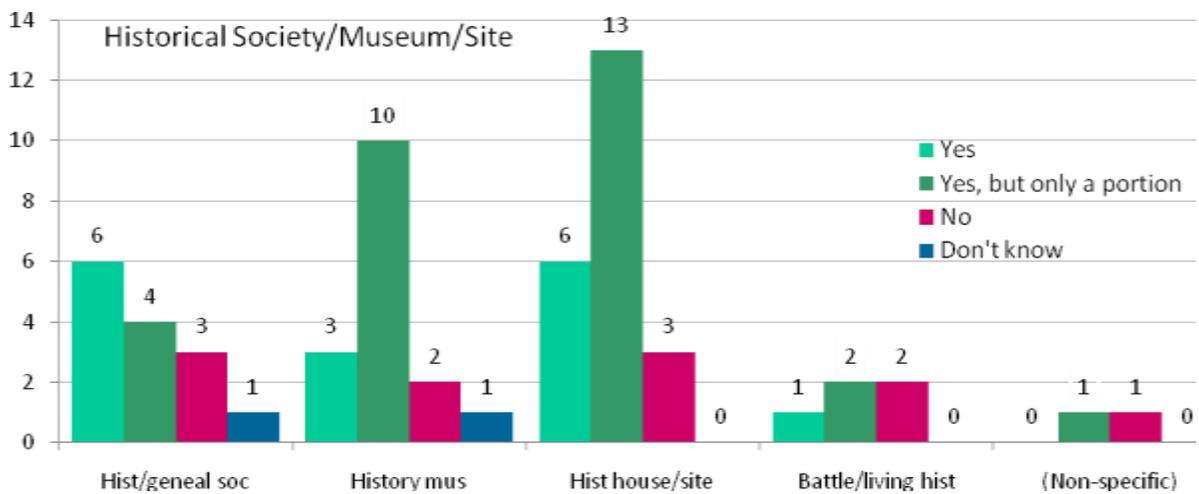
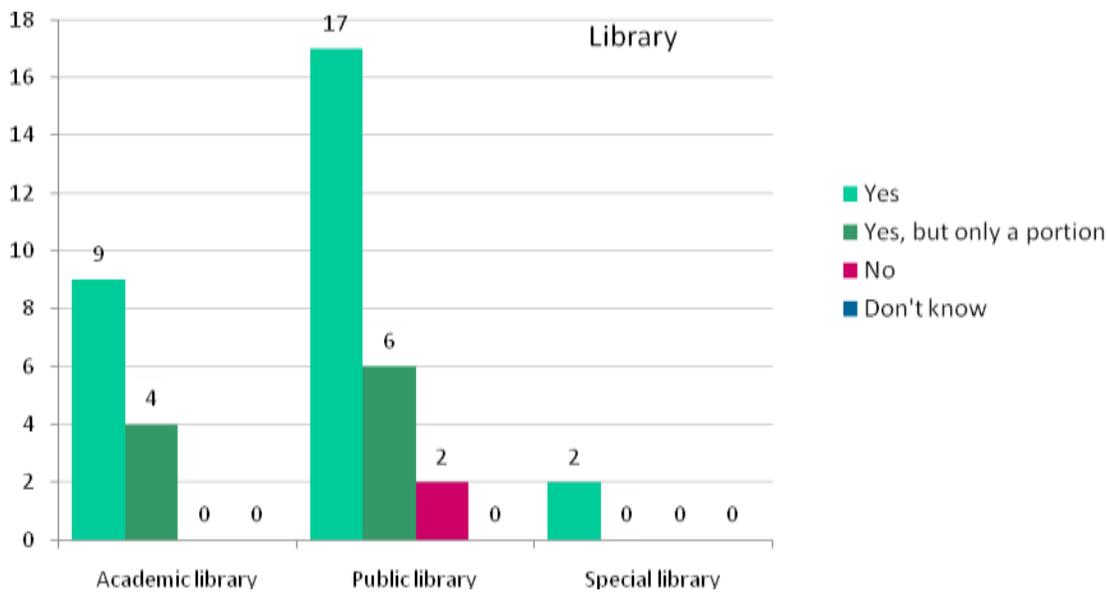
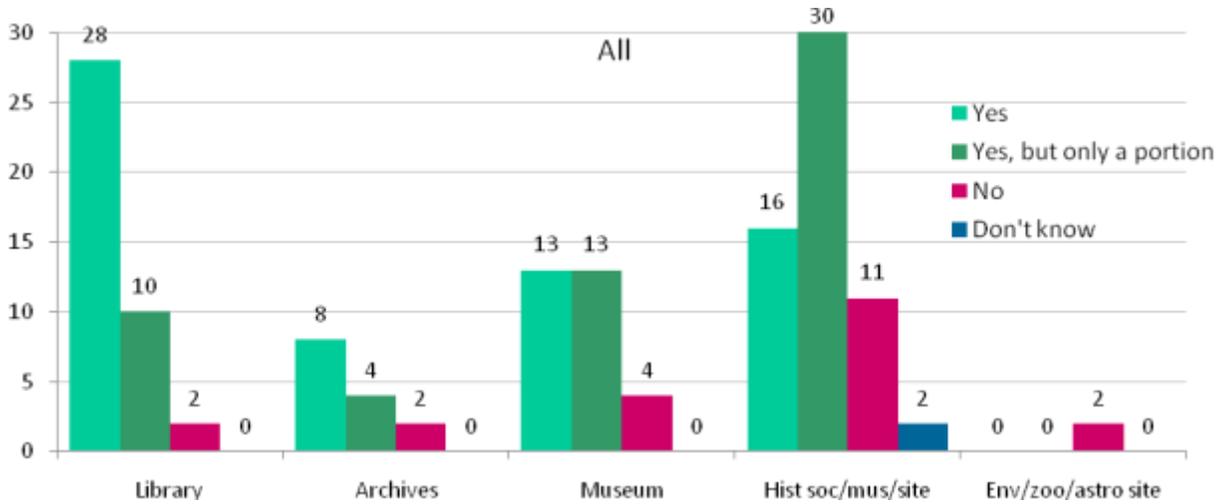
COLLECTIONS AND HOLDINGS

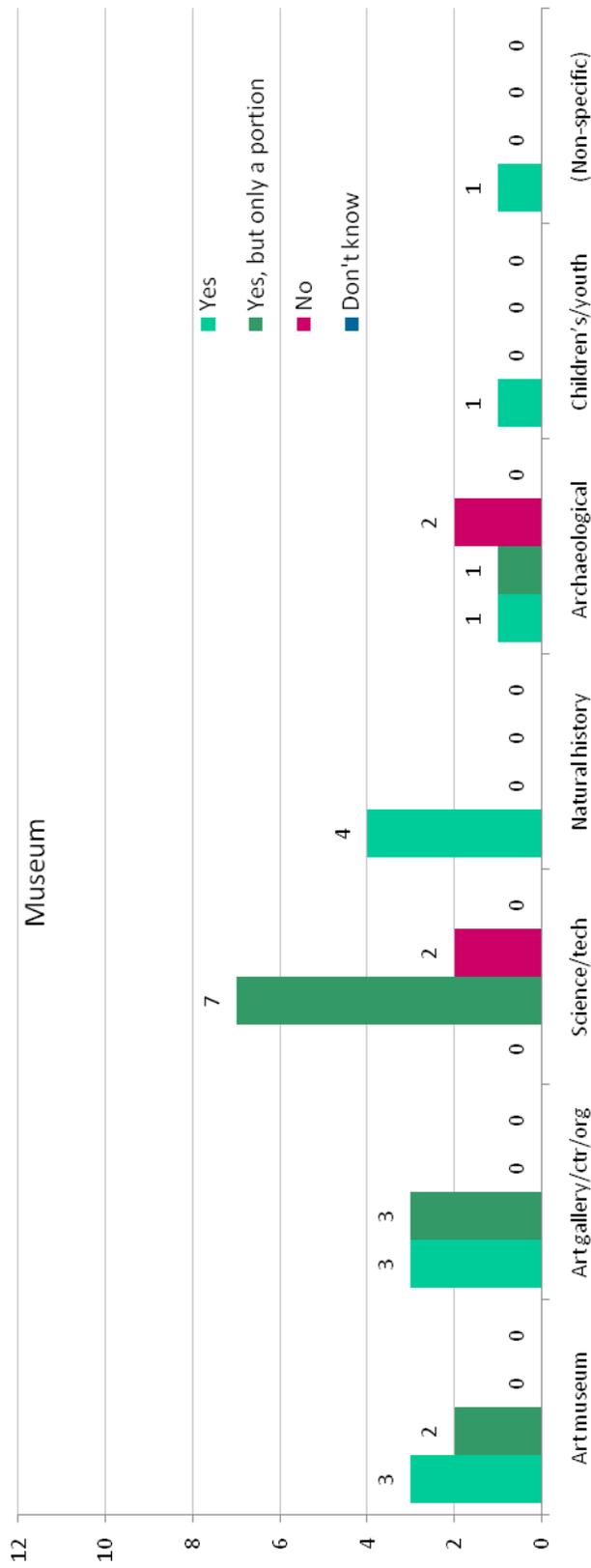
If so, is your catalogue ... ? (please select one each row)

	Yes	Yes, but only a portion	No	Don't know
... up-to-date?	_____	_____	_____	_____



COLLECTIONS AND HOLDINGS

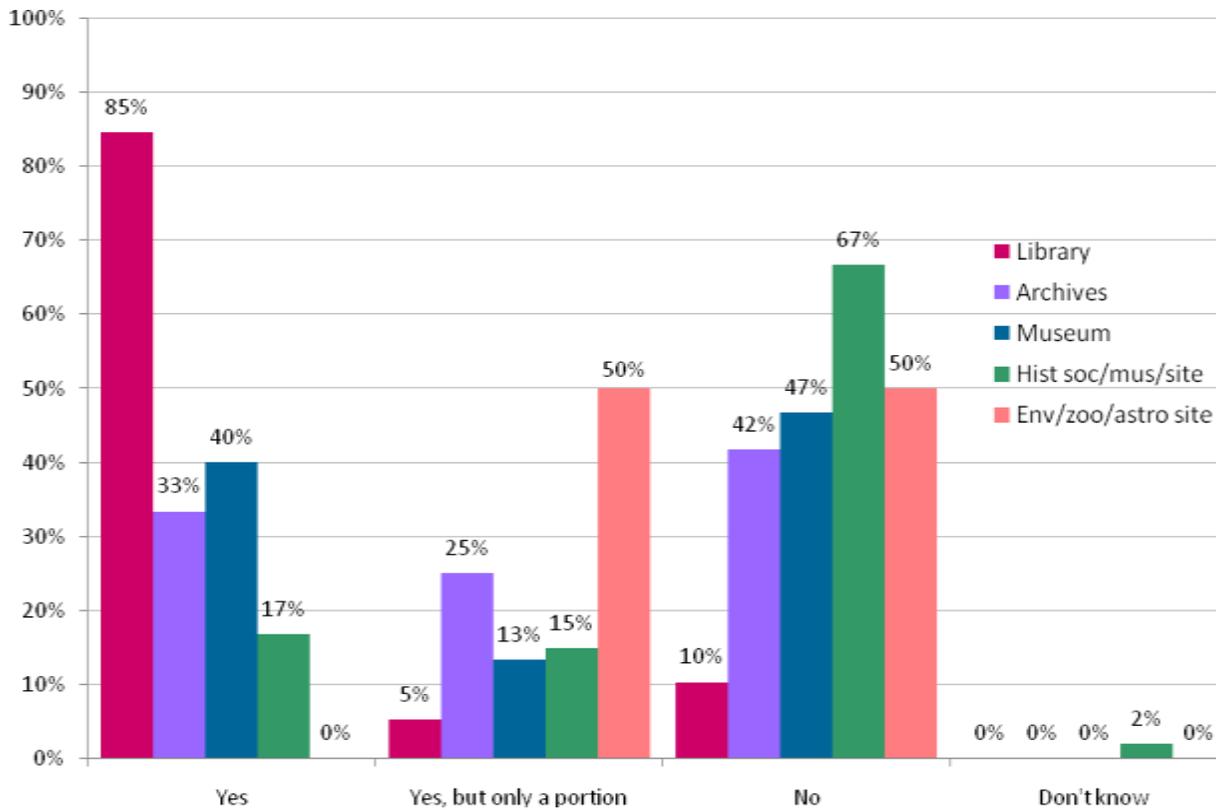
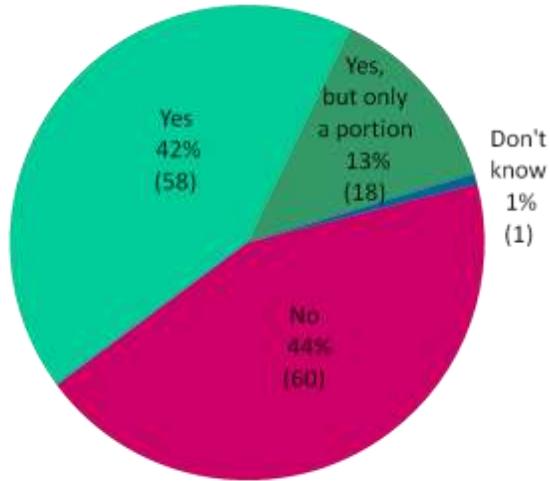




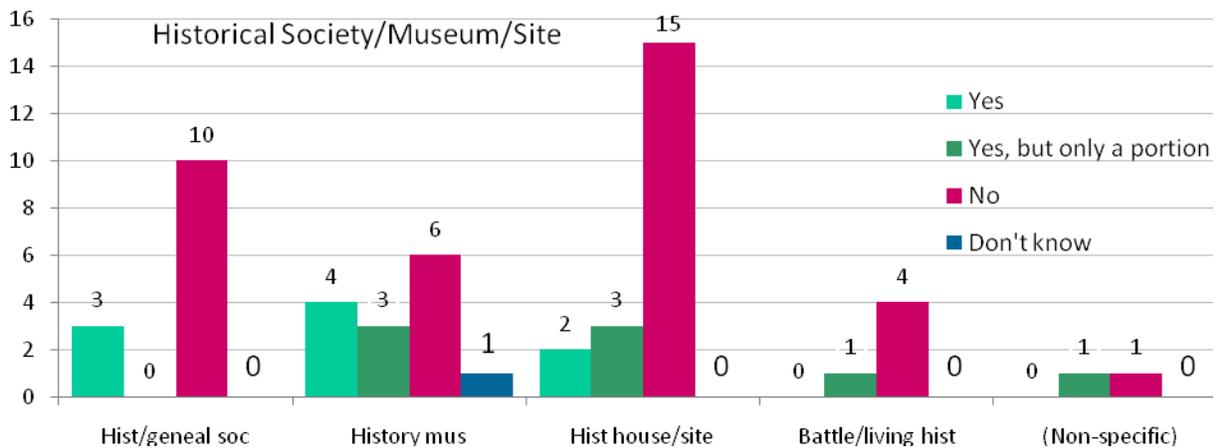
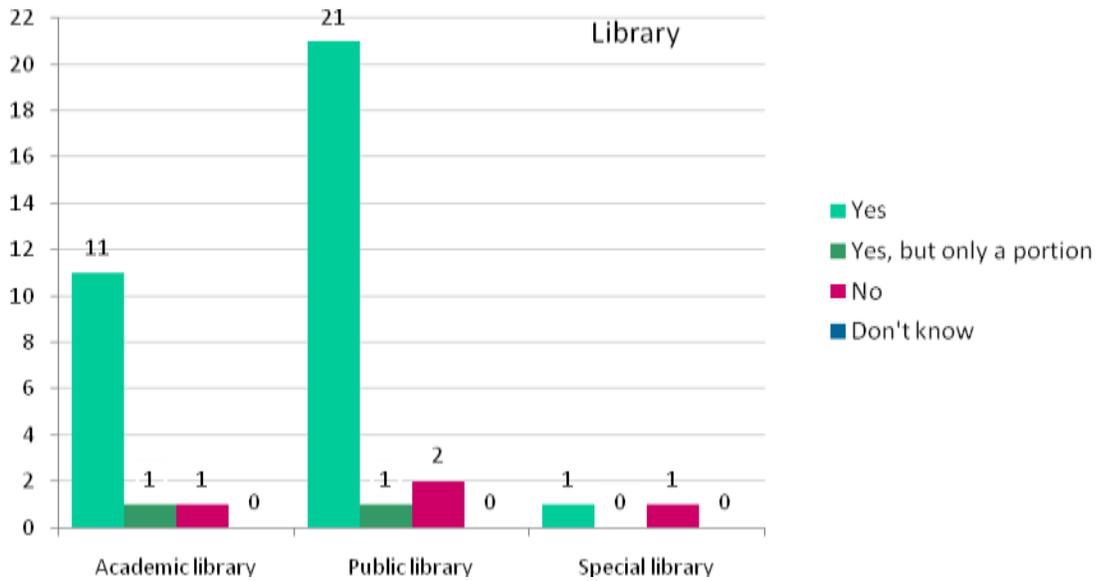
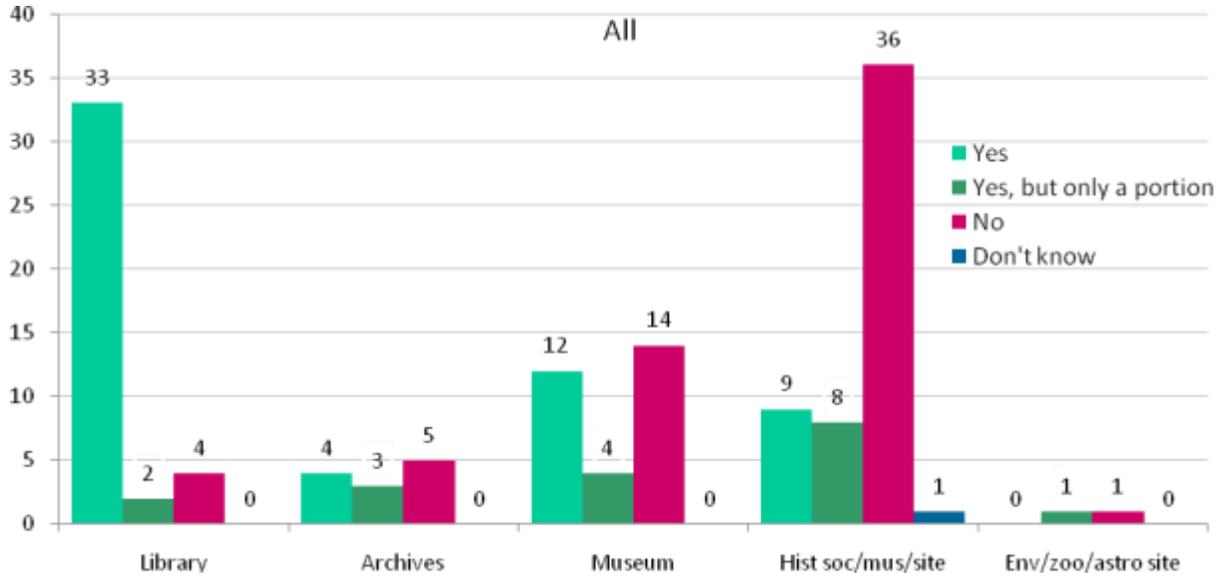
COLLECTIONS AND HOLDINGS

If so, is your catalogue ... ? (please select one each row)

	Yes	Yes, but only a portion	No	Don't know
... available online to your staff?	_____	_____	_____	_____



COLLECTIONS AND HOLDINGS



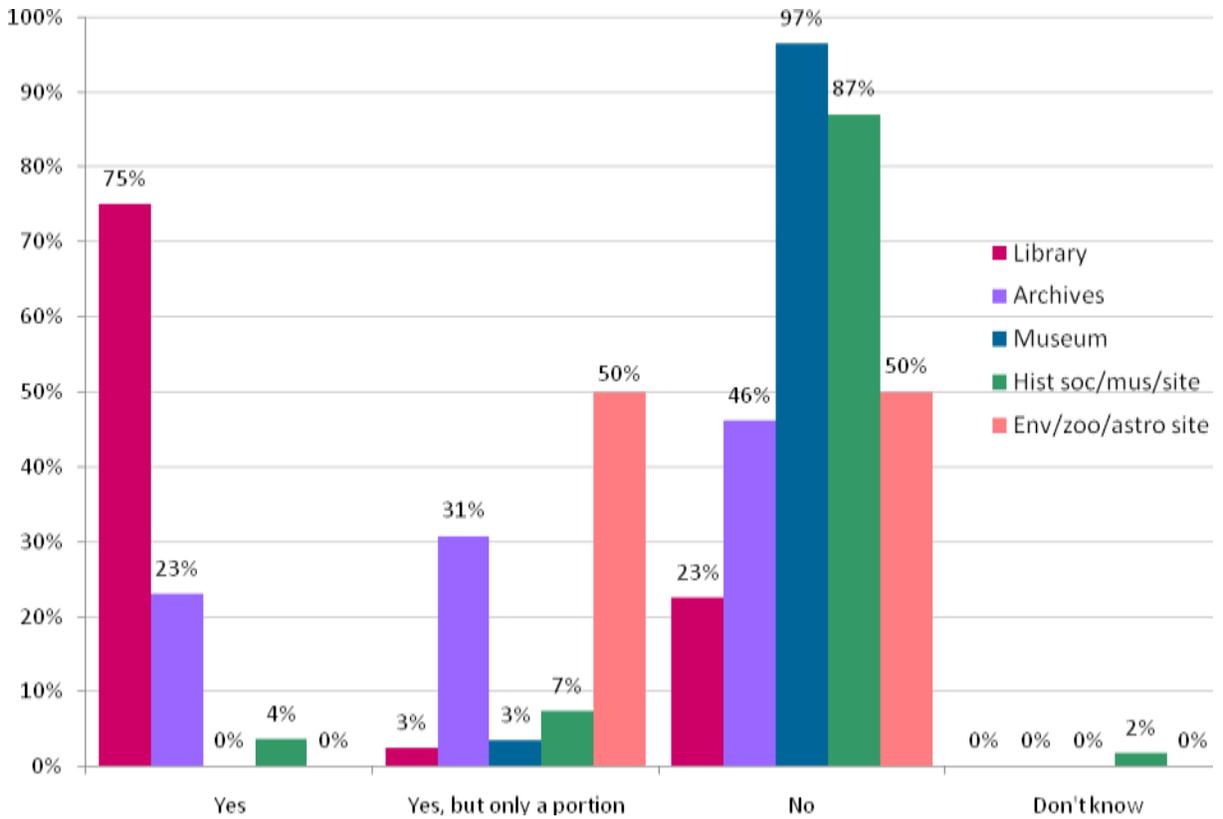
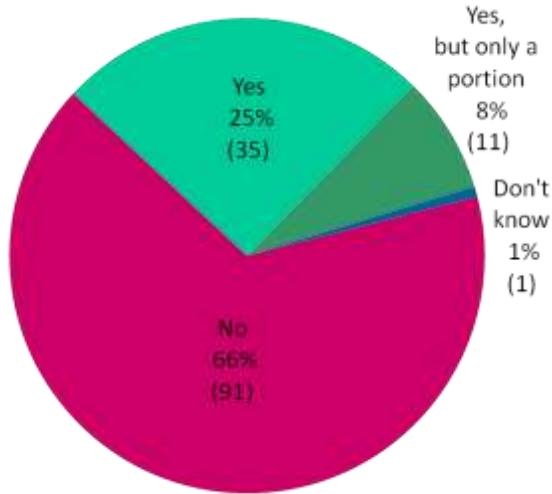


COLLECTIONS AND HOLDINGS

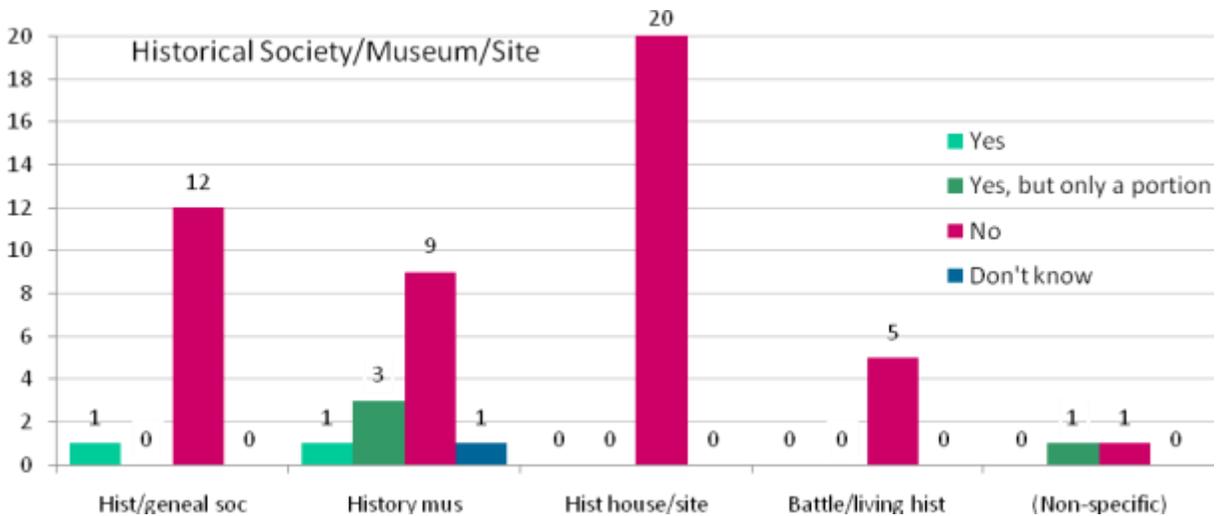
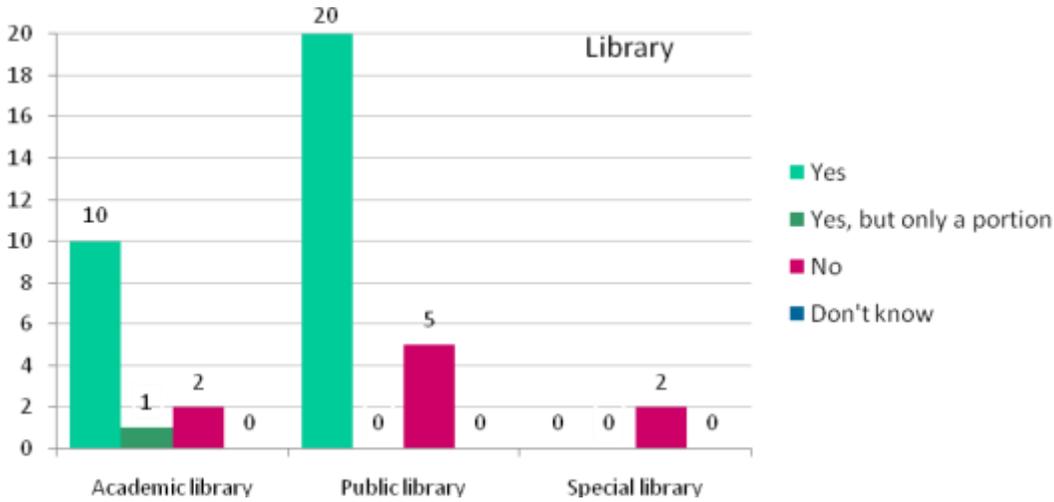
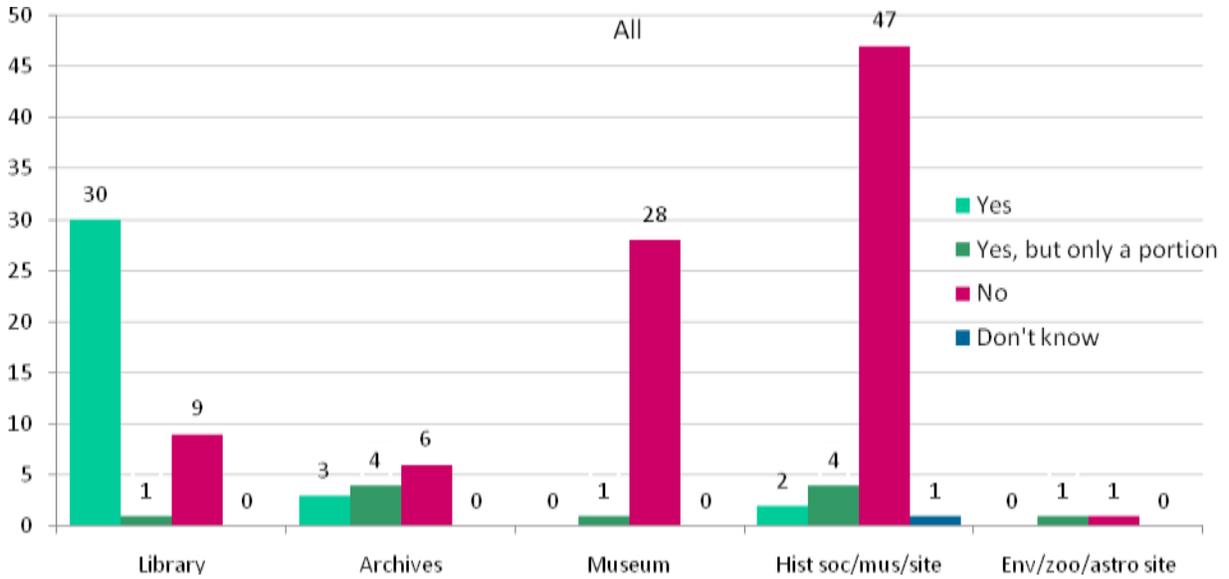
If so, is your catalogue ... ? (please select one each row)

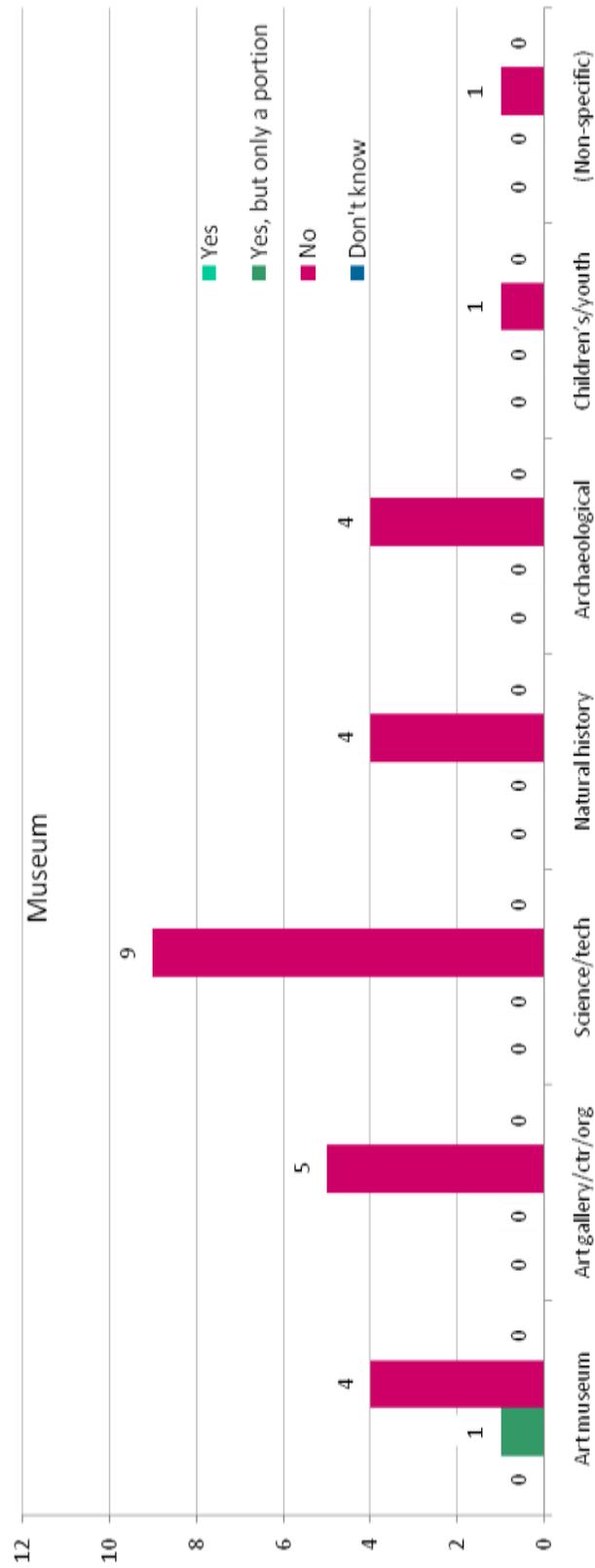
Yes Yes, but only a portion No Don't know

... available online to the public? _____



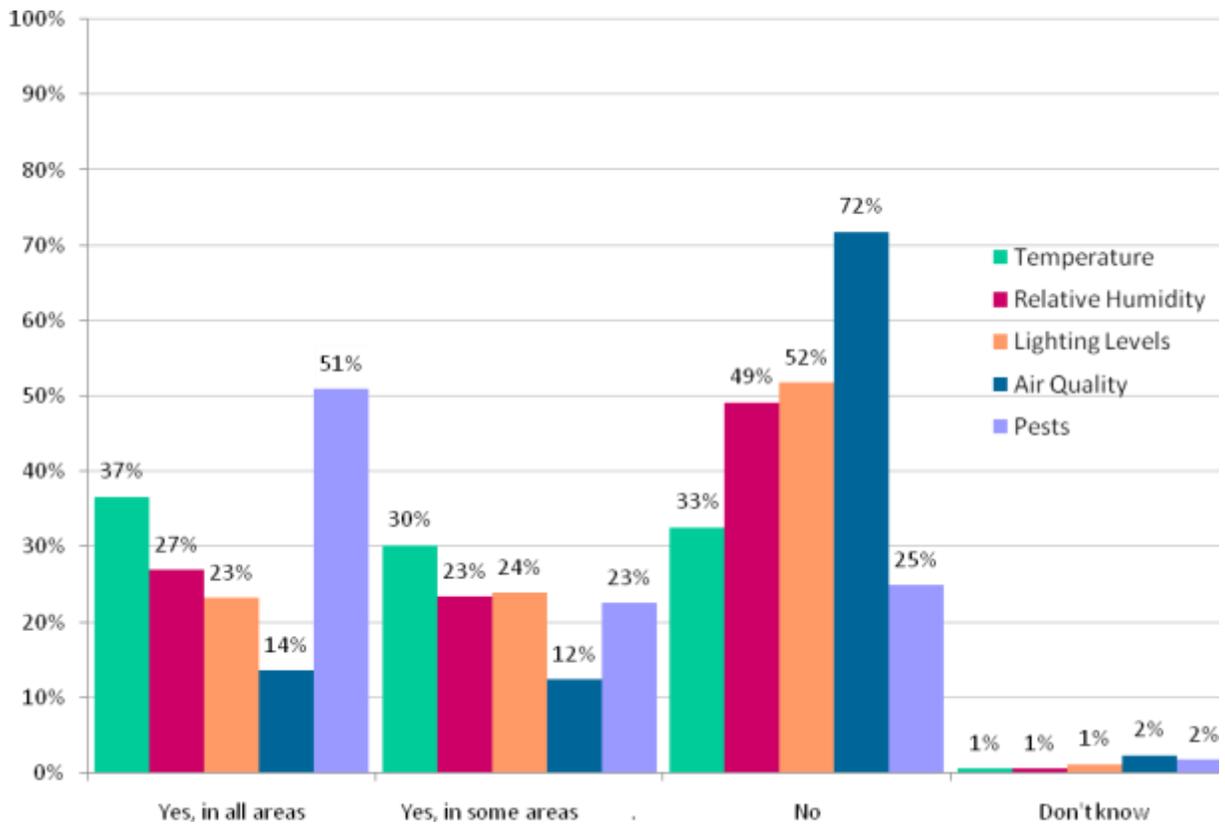
COLLECTIONS AND HOLDINGS





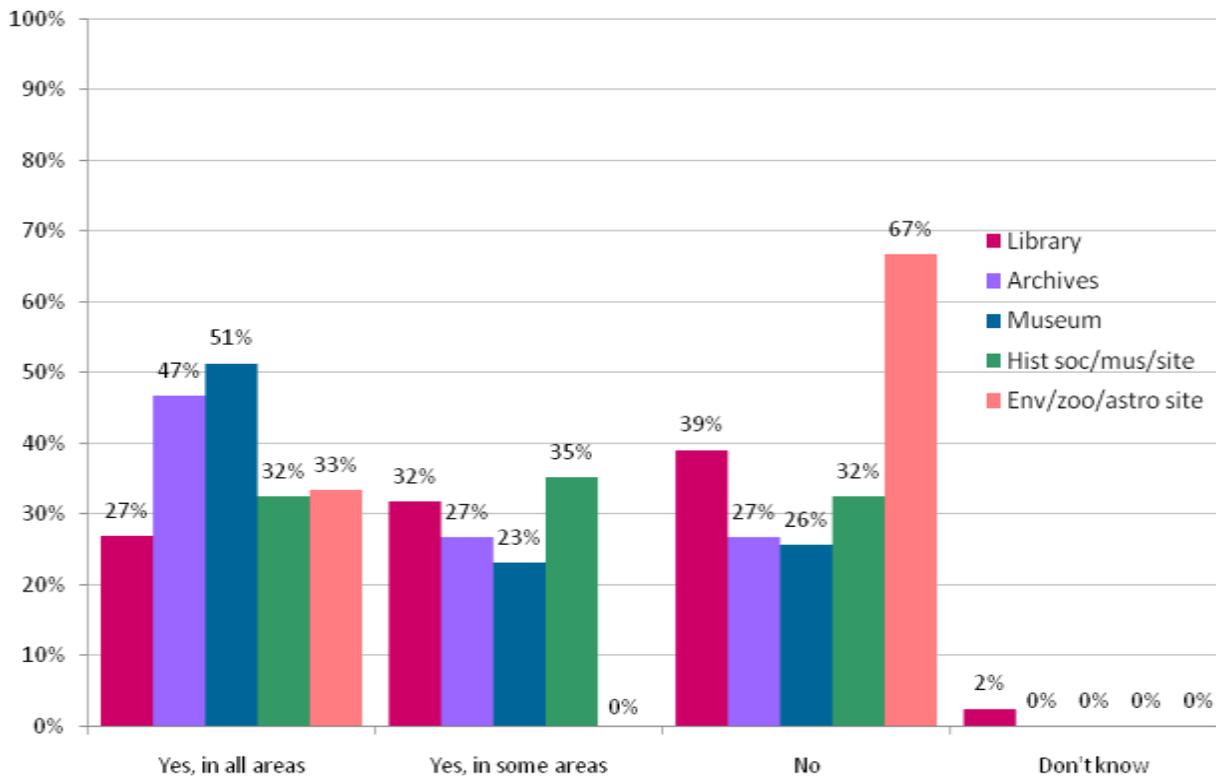
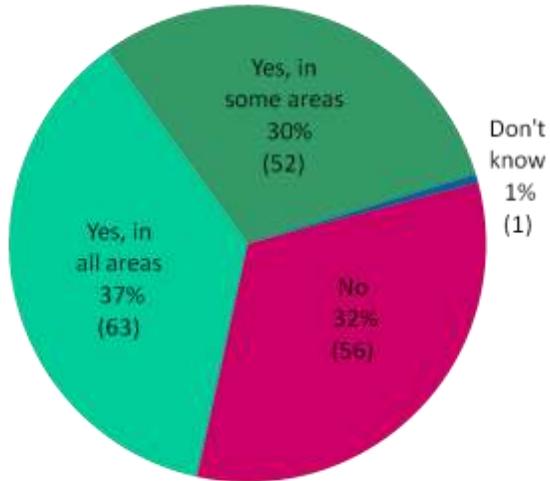
12. Do you monitor the following for your collections? (please select one each row)

	Yes, in all areas	Yes, in some areas	No	Don't know
Temperature	_____	_____	_____	_____
Relative Humidity	_____	_____	_____	_____
Lighting Levels	_____	_____	_____	_____
Air quality (particulates/pollutants)	_____	_____	_____	_____
Pest control	_____	_____	_____	_____

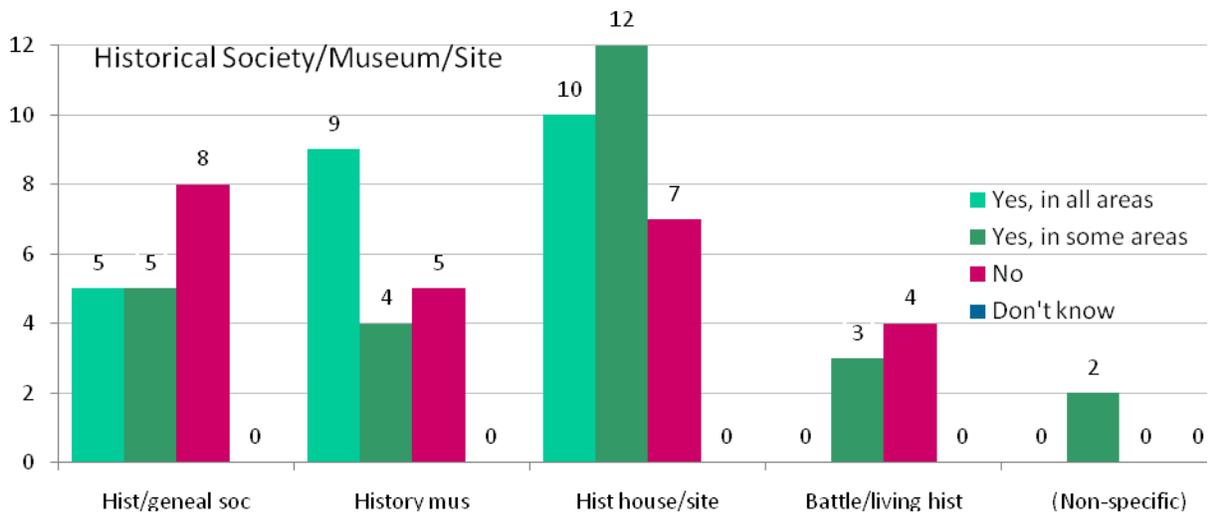
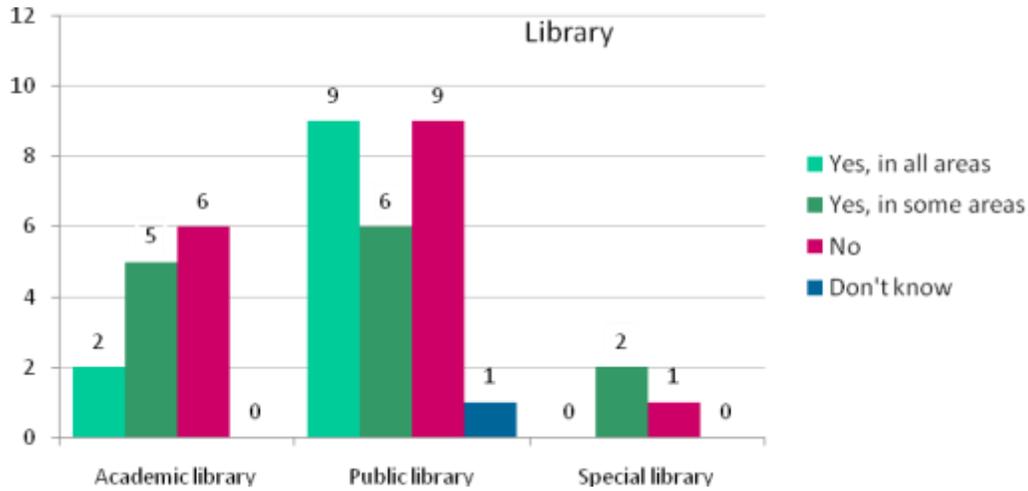
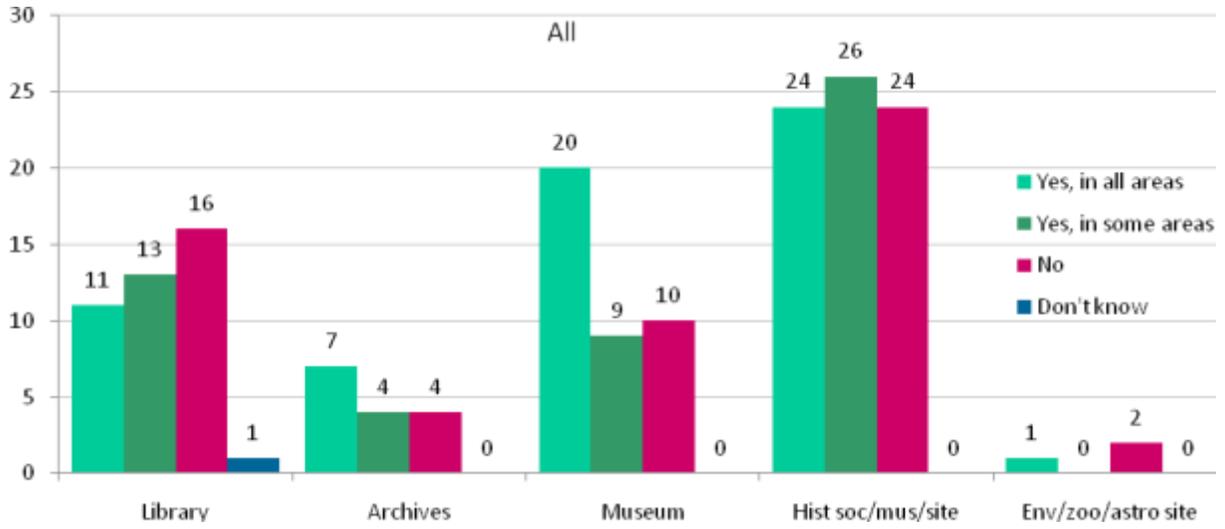


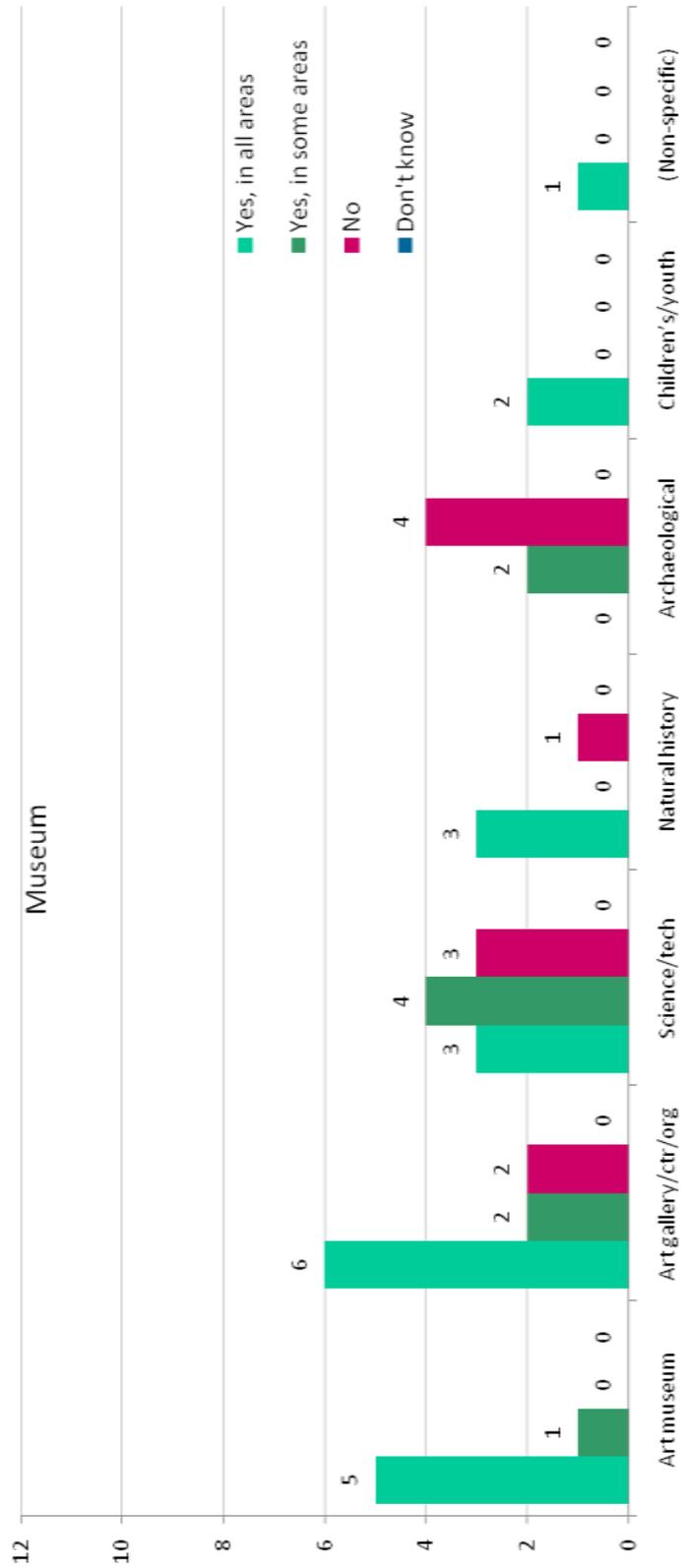
12. Do you monitor the following for your collections? (please select one each row)

	Yes, in all areas	Yes, in some areas	No	Don't know
Temperature	_____	_____	_____	_____



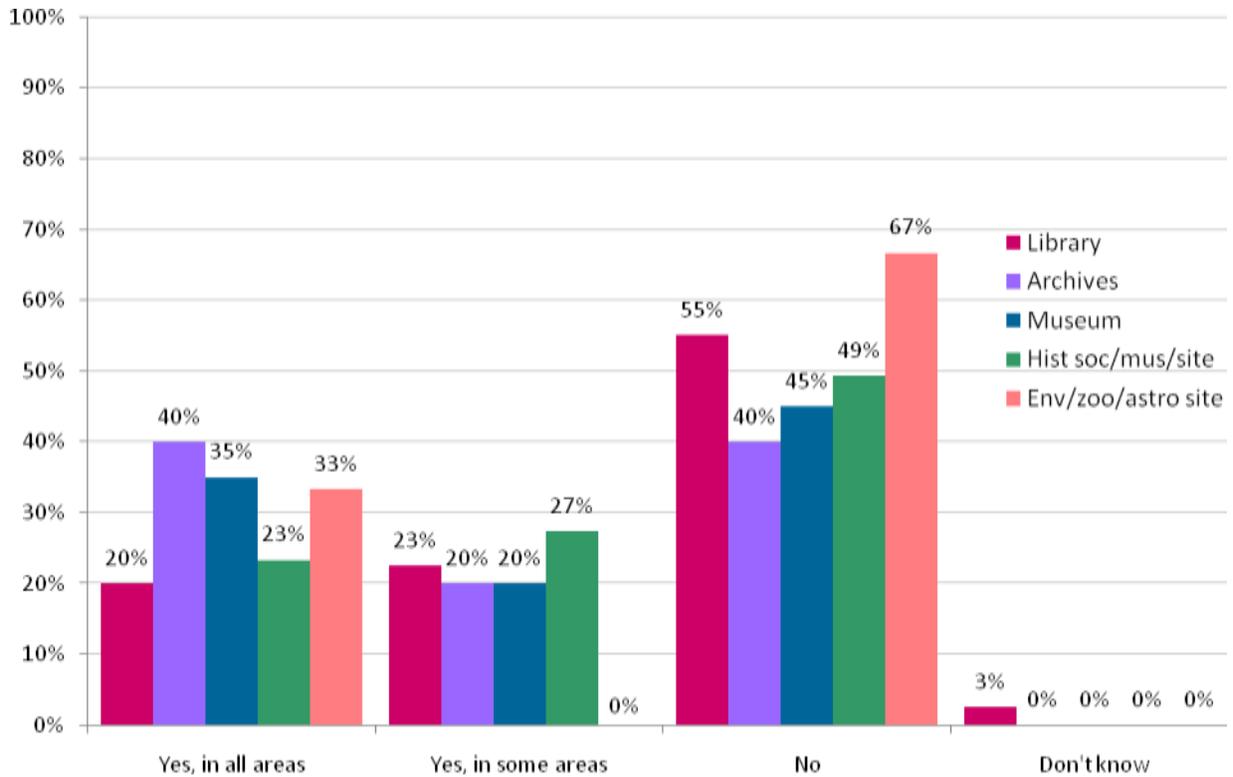
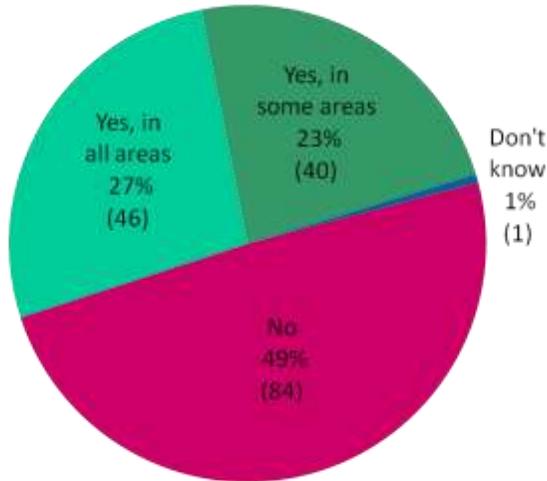
COLLECTIONS ENVIRONMENT



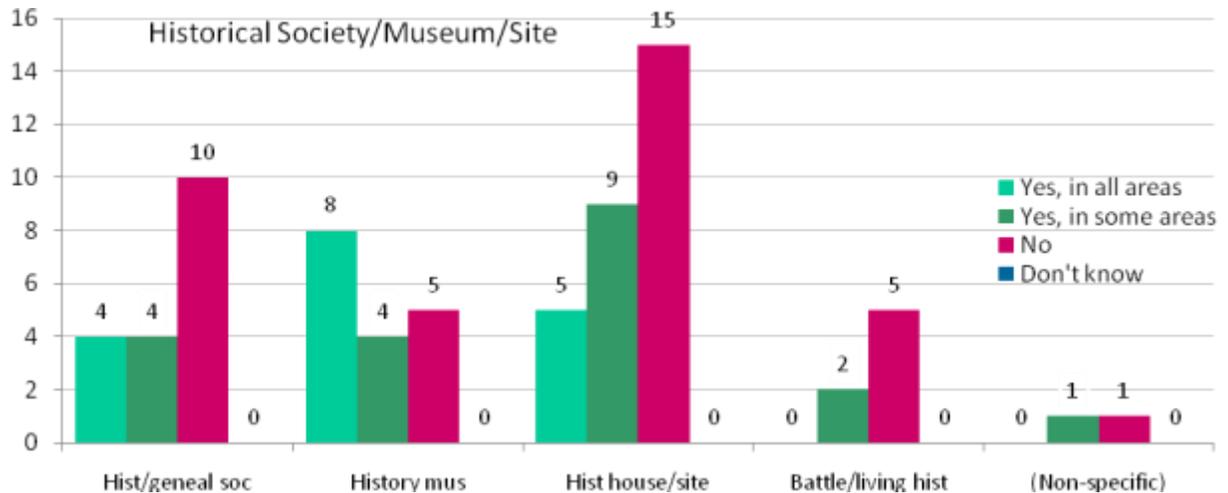
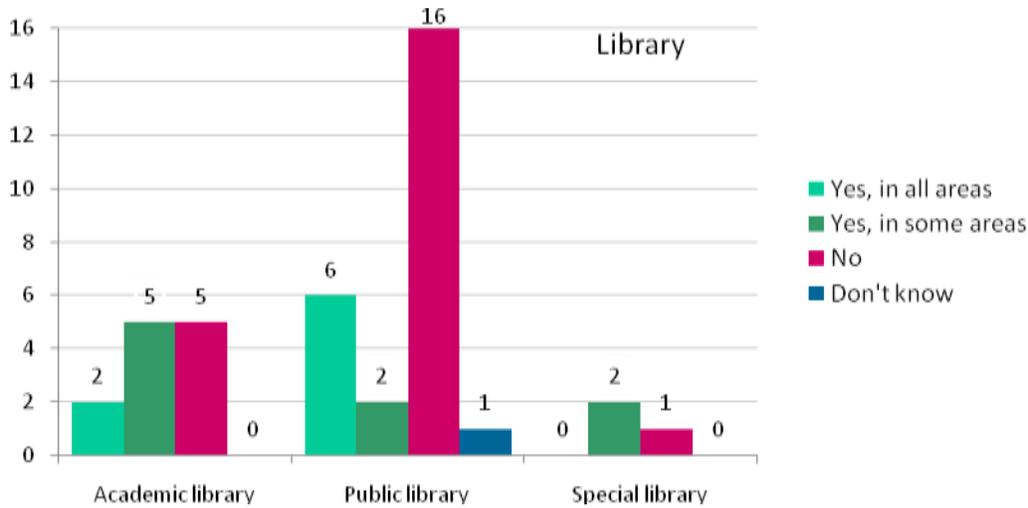
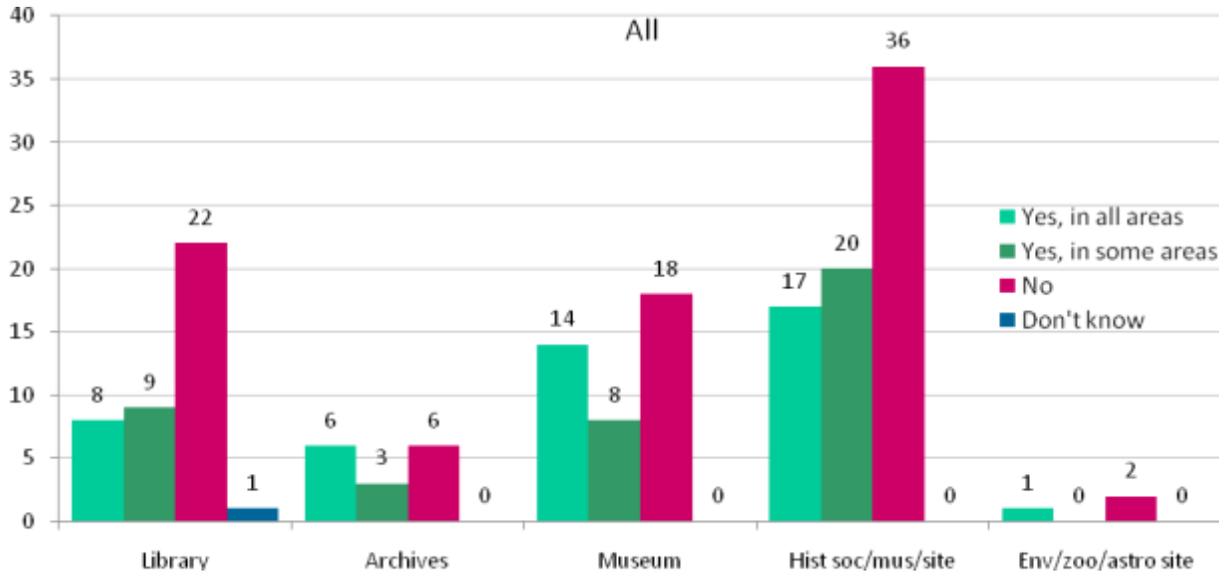


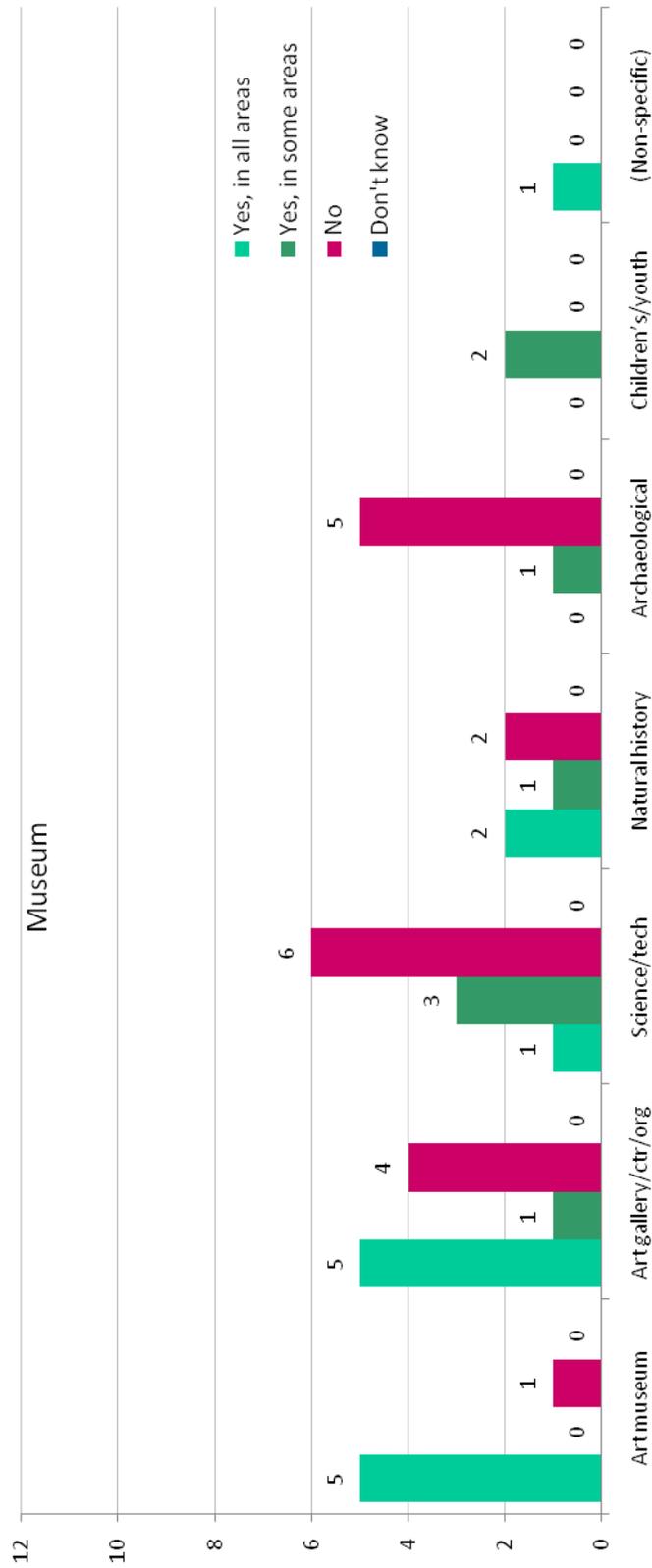
12. Do you monitor the following for your collections? (please select one each row)

	Yes, in all areas	Yes, in some areas	No	Don't know
Relative Humidity	_____	_____	_____	_____



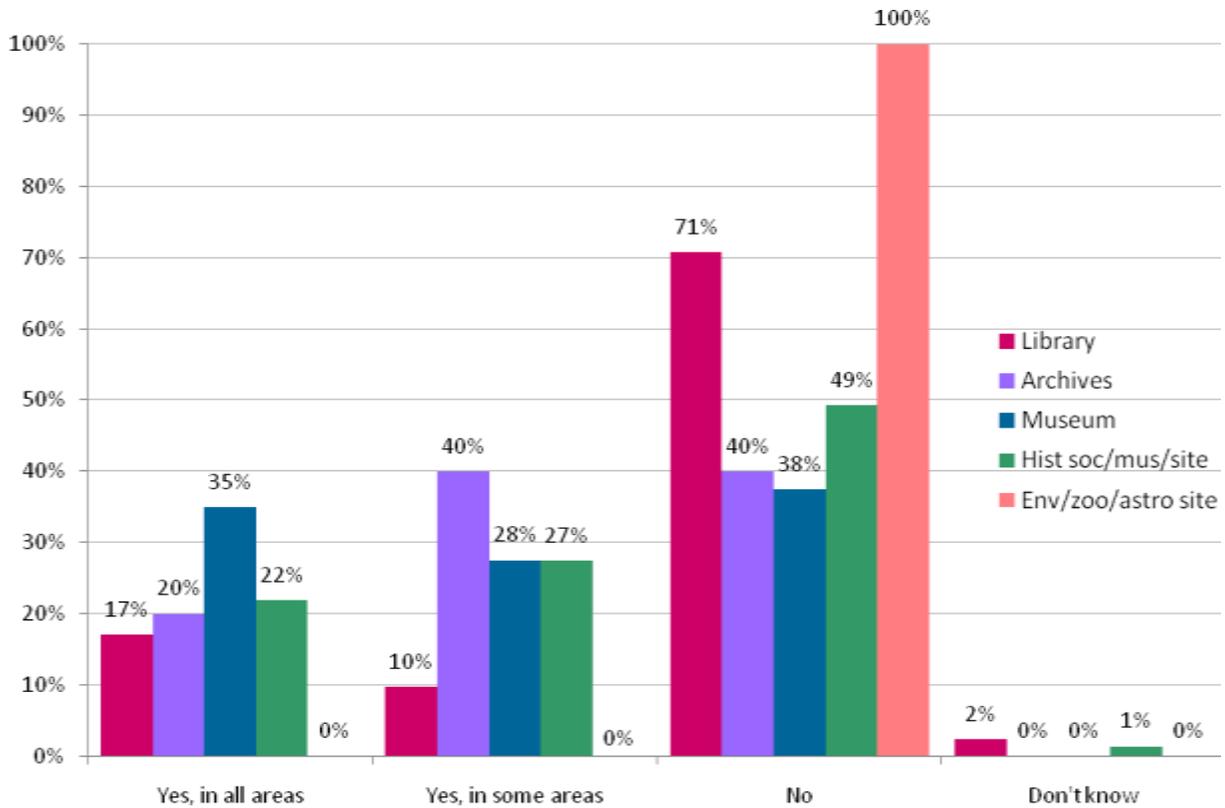
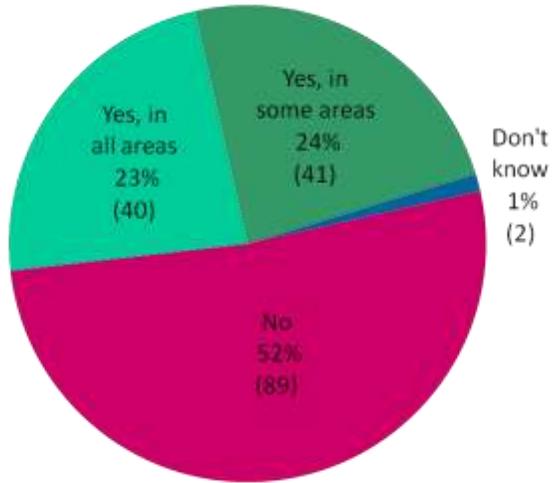
COLLECTIONS ENVIRONMENT



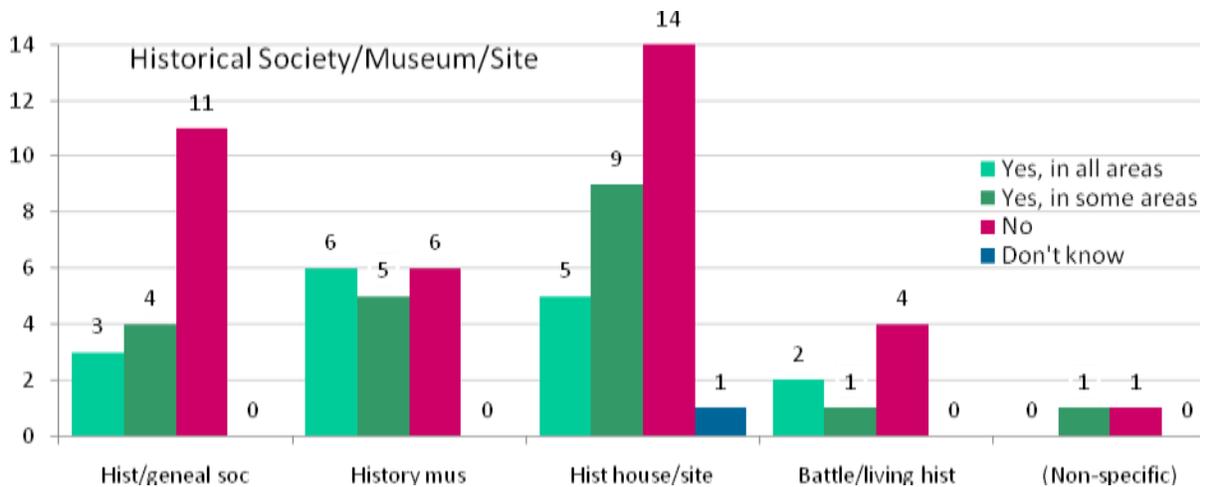
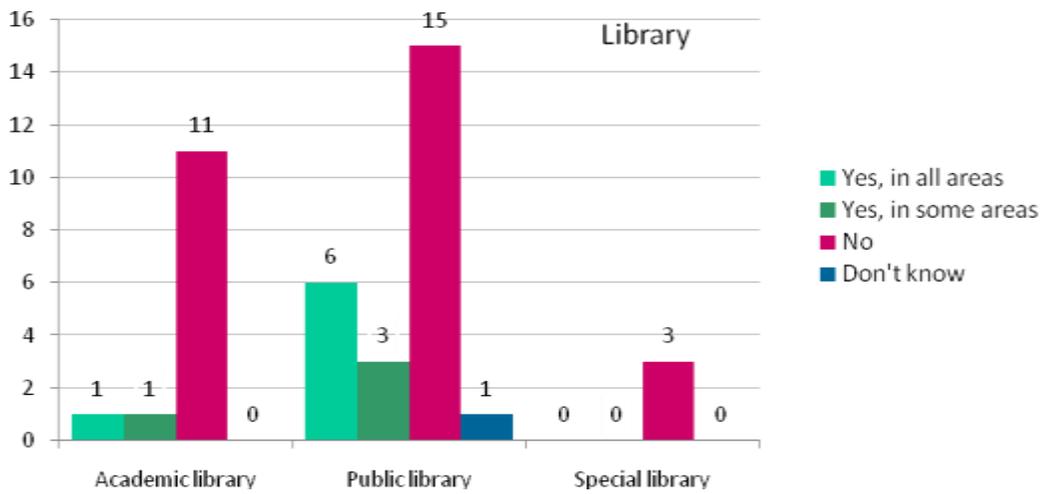
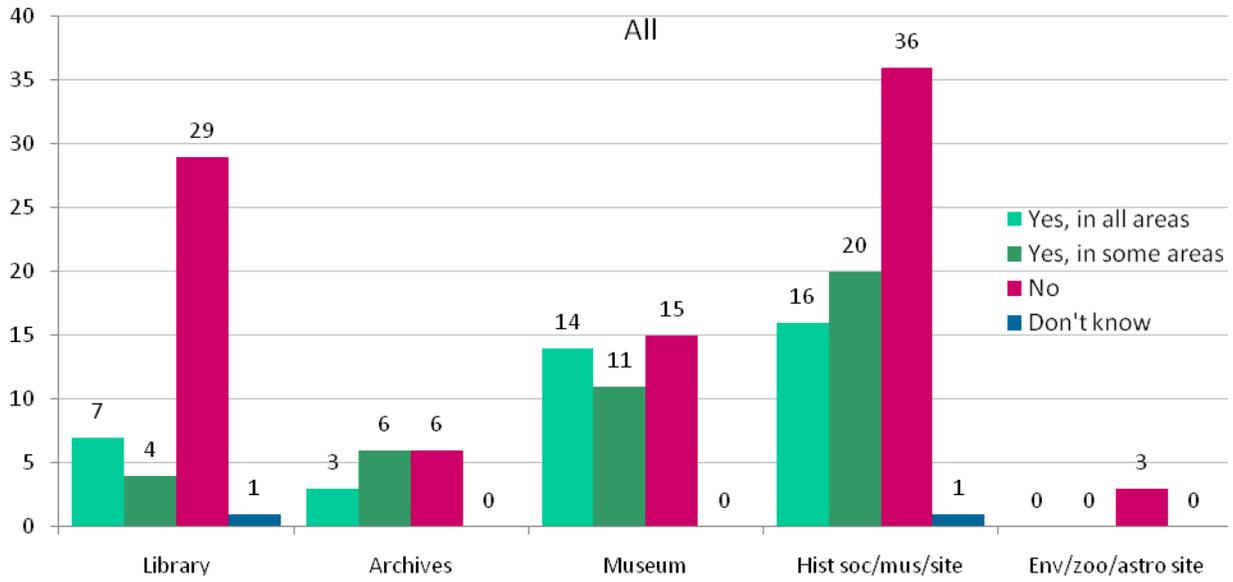


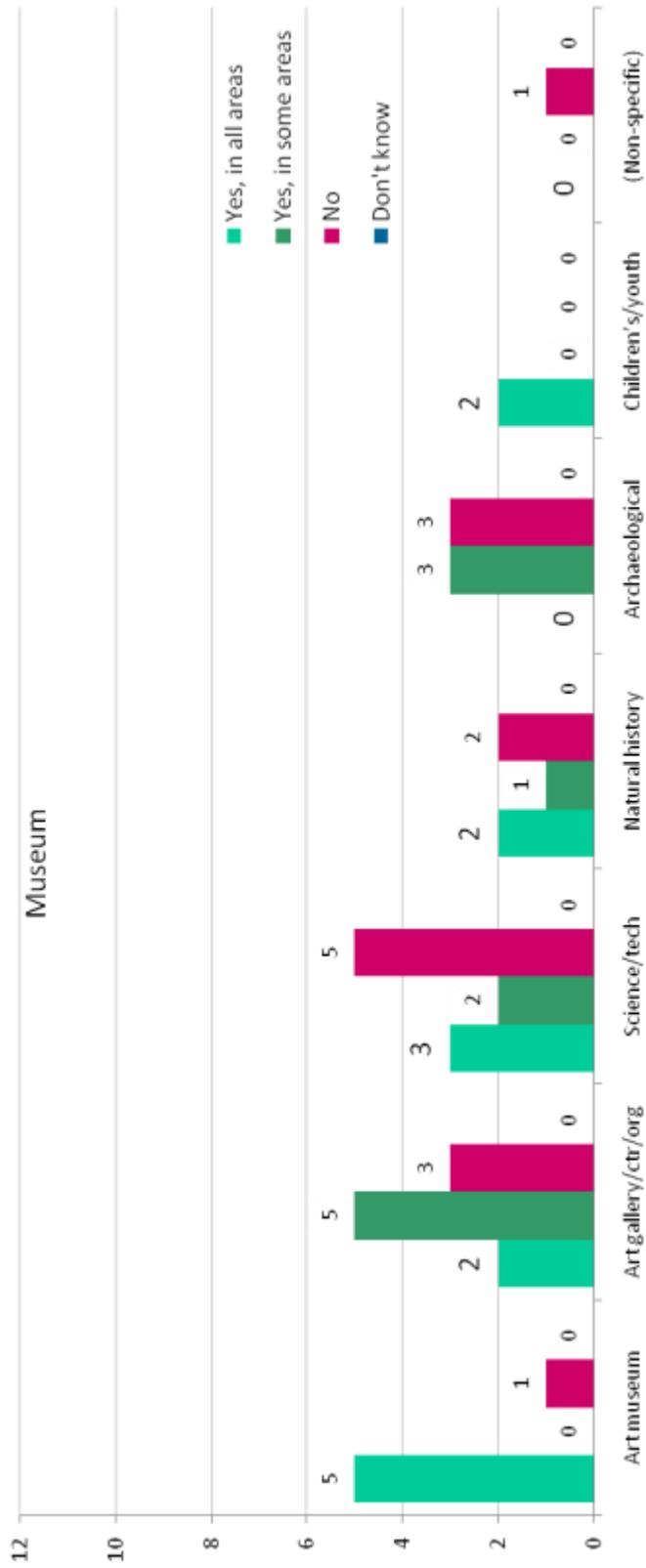
12. Do you monitor the following for your collections? (please select one each row)

	Yes, in all areas	Yes, in some areas	No	Don't know
Lighting Levels	_____	_____	_____	_____



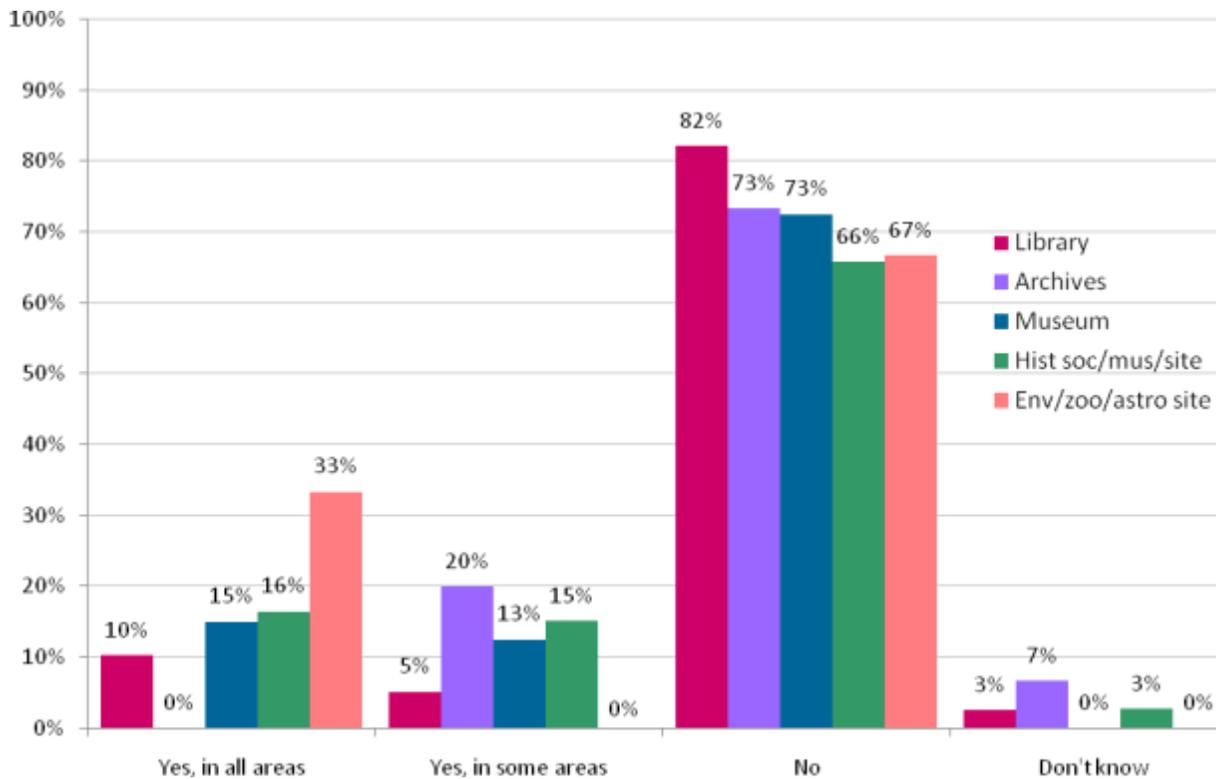
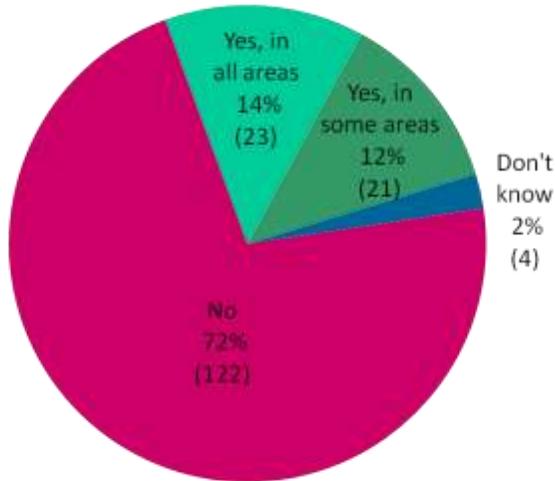
COLLECTIONS ENVIRONMENT



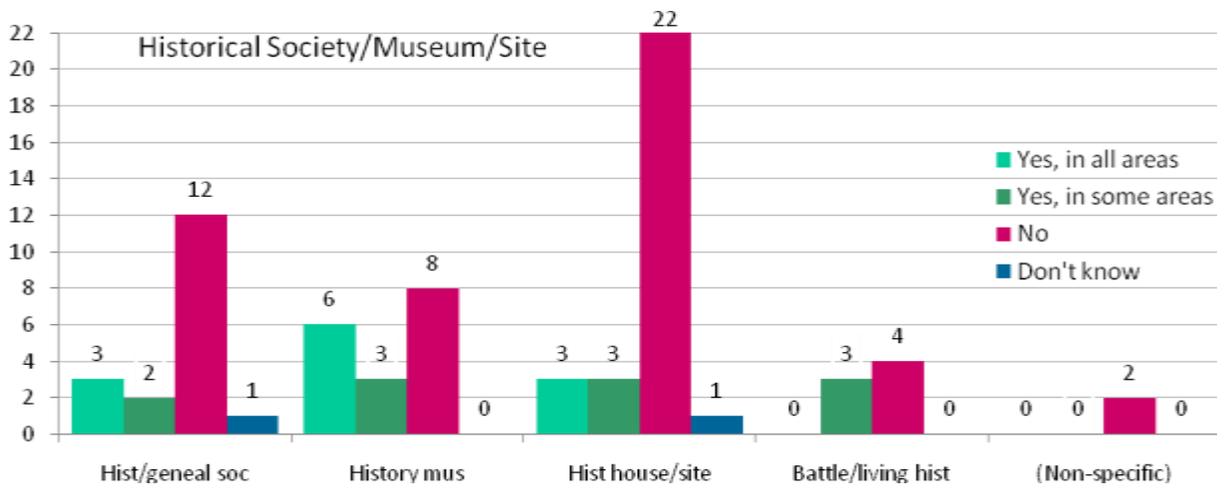
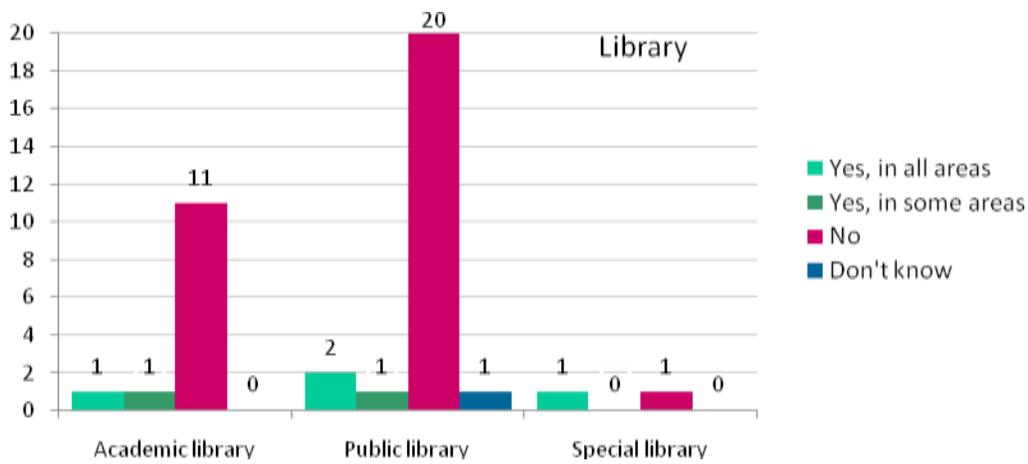
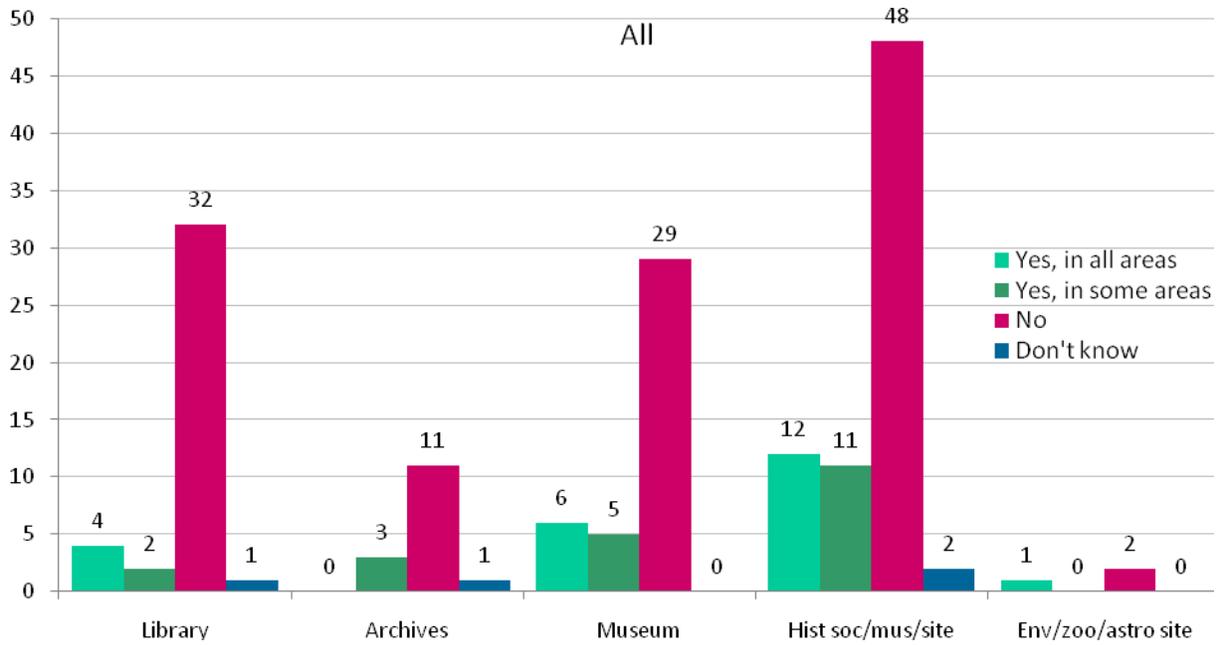


12. Do you monitor the following for your collections? (please select one each row)

	Yes, in all areas	Yes, in some areas	No	Don't know
Air quality (particulates/pollutants)	_____	_____	_____	_____



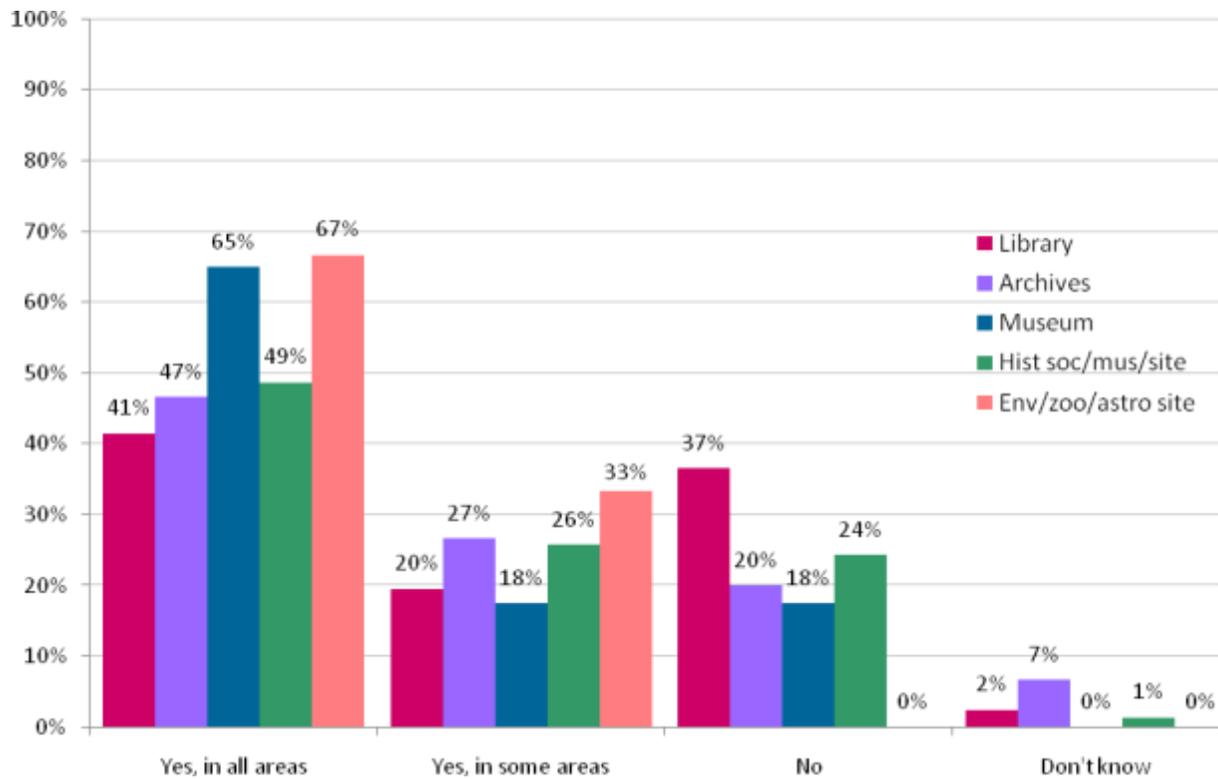
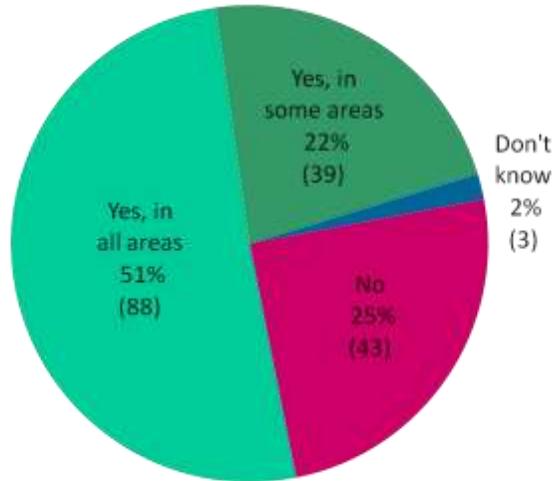
COLLECTIONS ENVIRONMENT



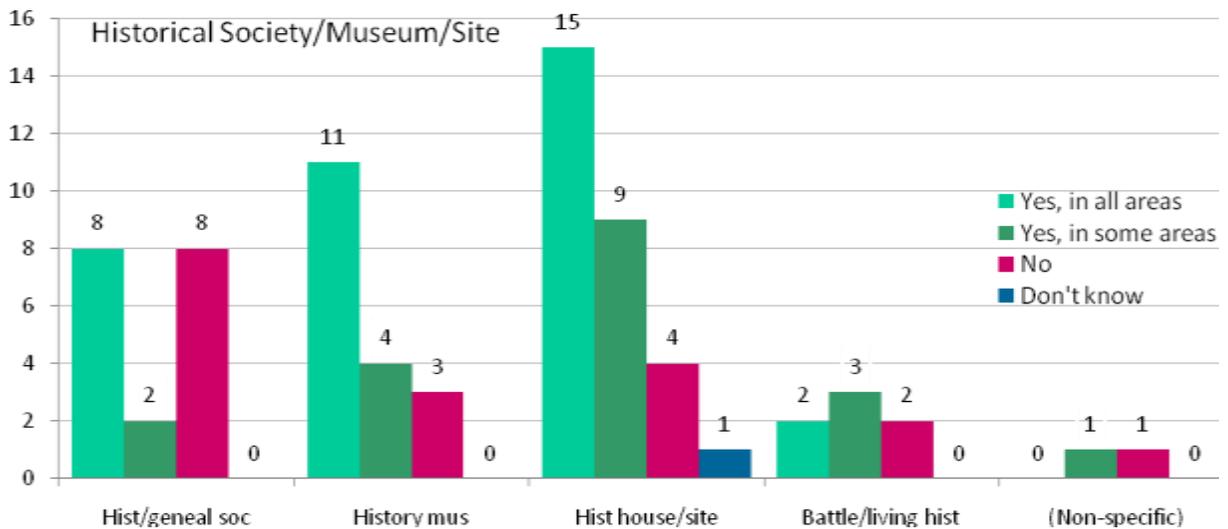
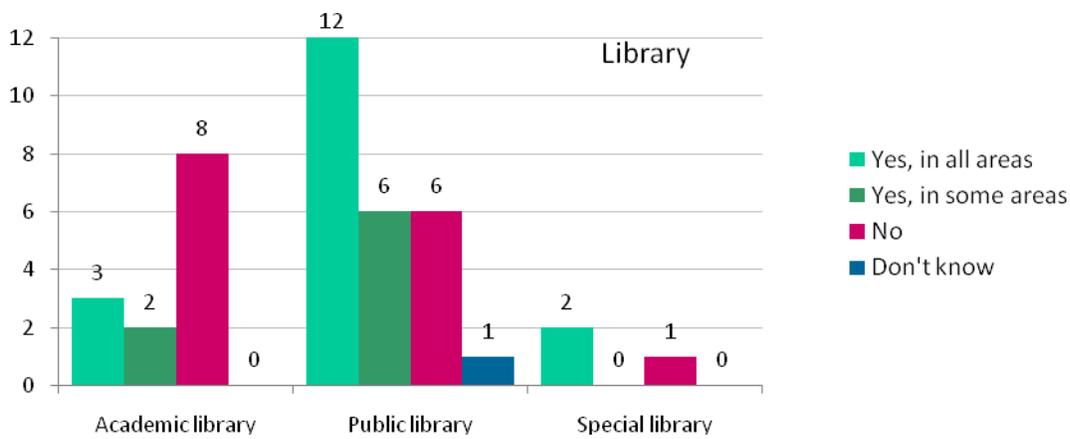
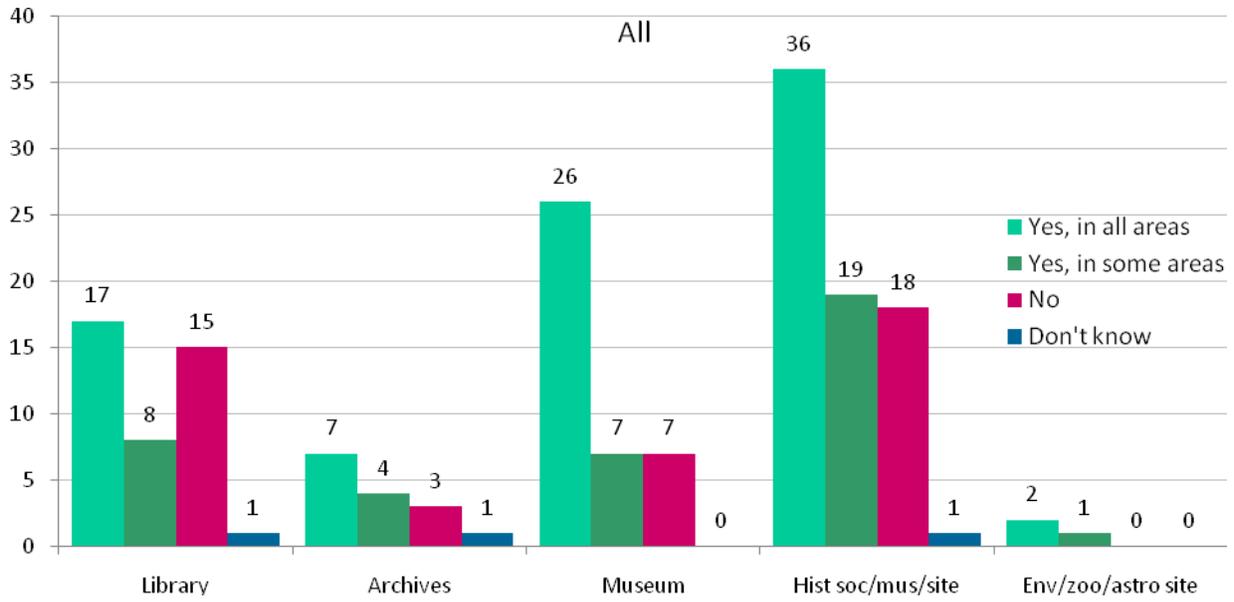


12. Do you monitor the following for your collections? (please select one each row)

	Yes, in all areas	Yes, in some areas	No	Don't know
Pest control	_____	_____	_____	_____



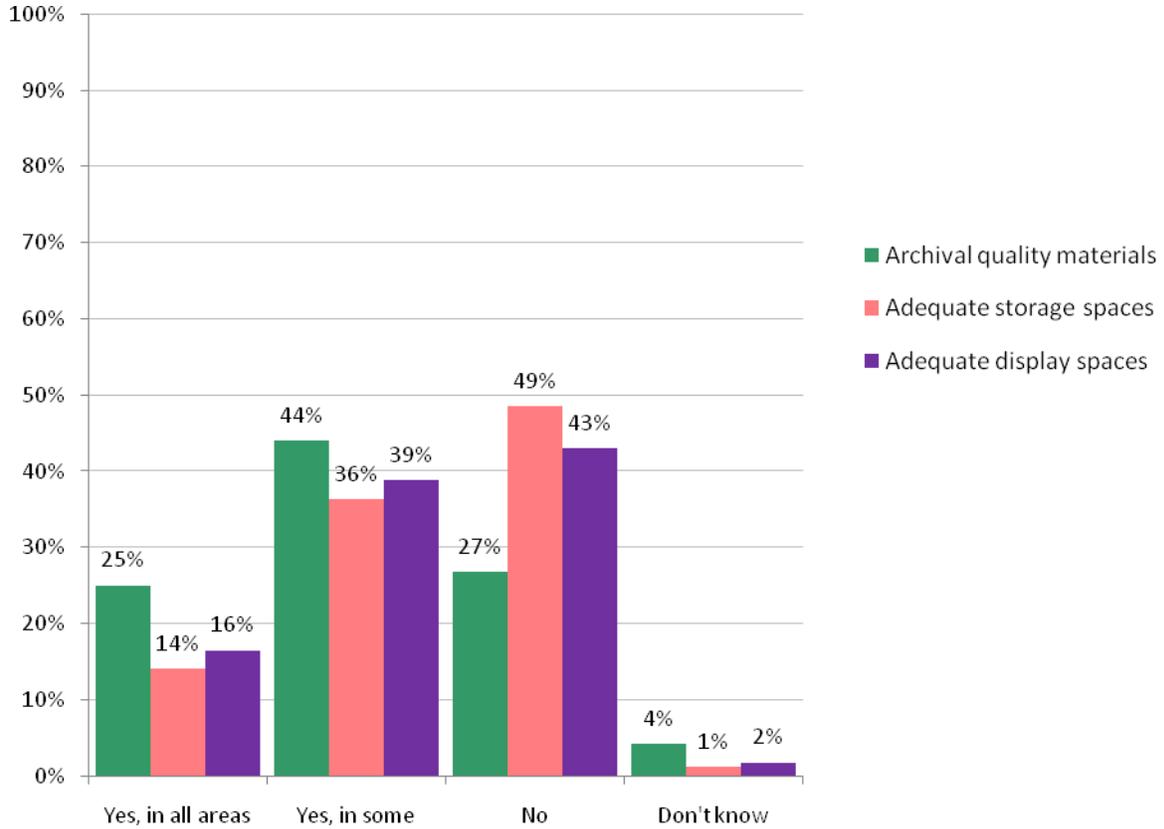
COLLECTIONS ENVIRONMENT





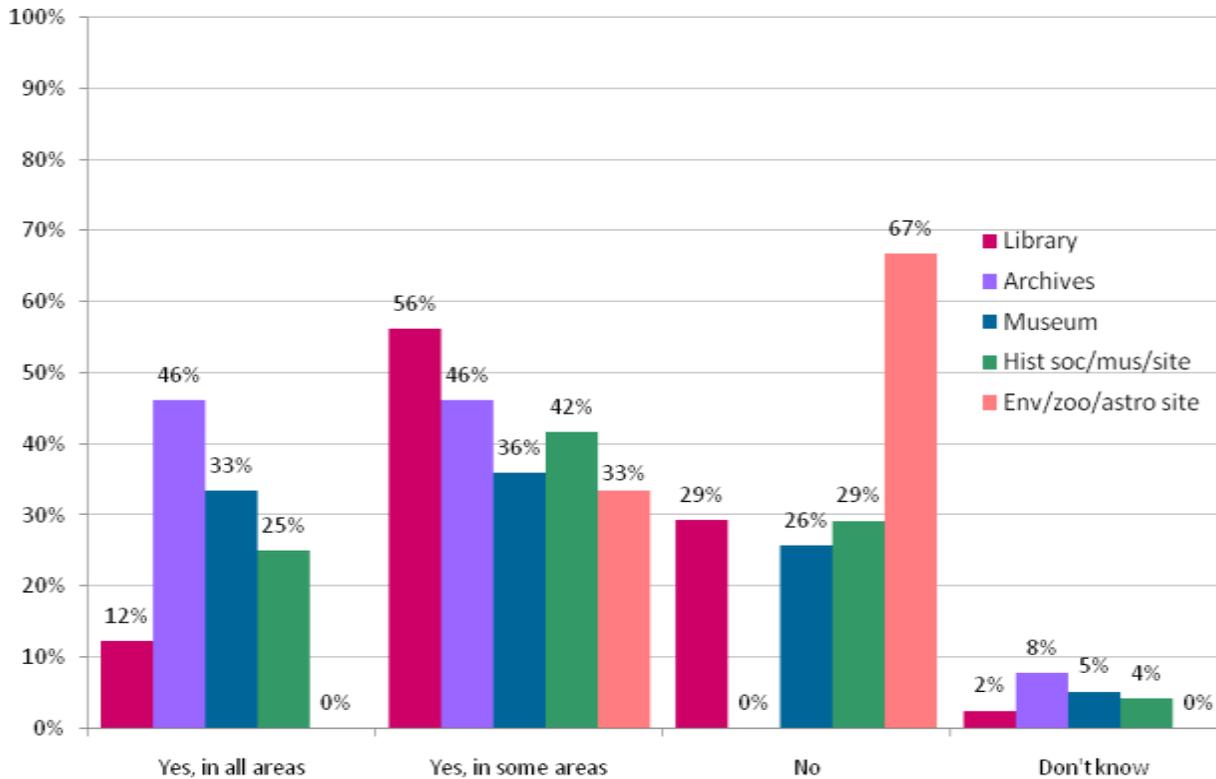
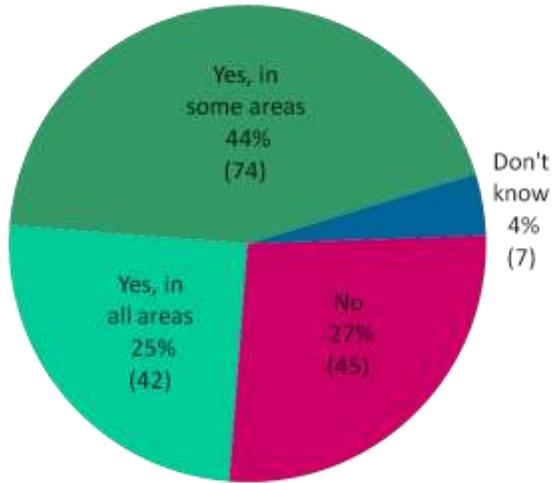
13. Do you have the following available for your collections? *(please select one each row)*

	Yes, in all areas	Yes, in some areas	No	Don't know
Archival quality materials	_____	_____	_____	_____
Adequate storage spaces	_____	_____	_____	_____
Adequate display spaces	_____	_____	_____	_____

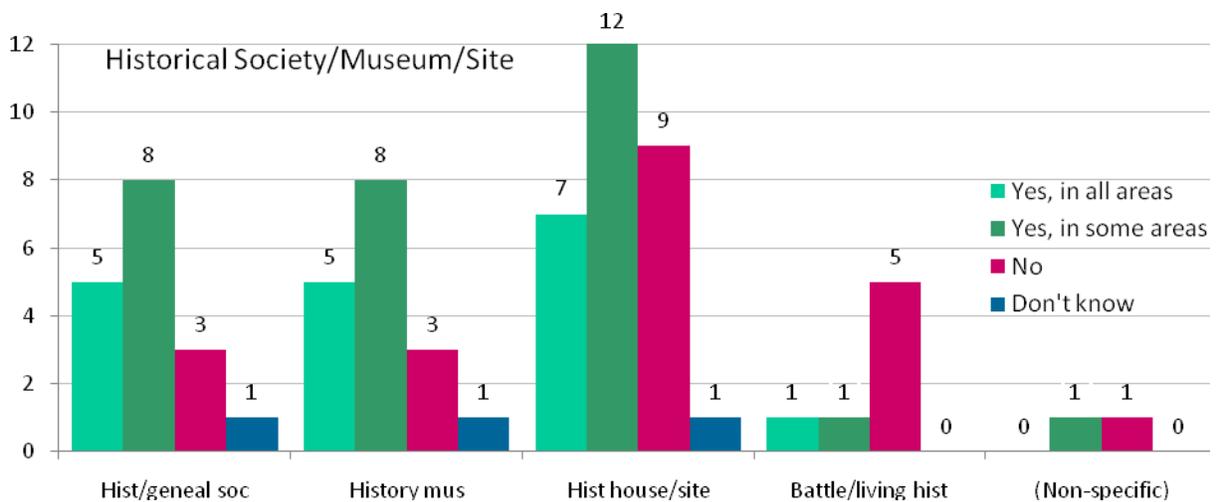
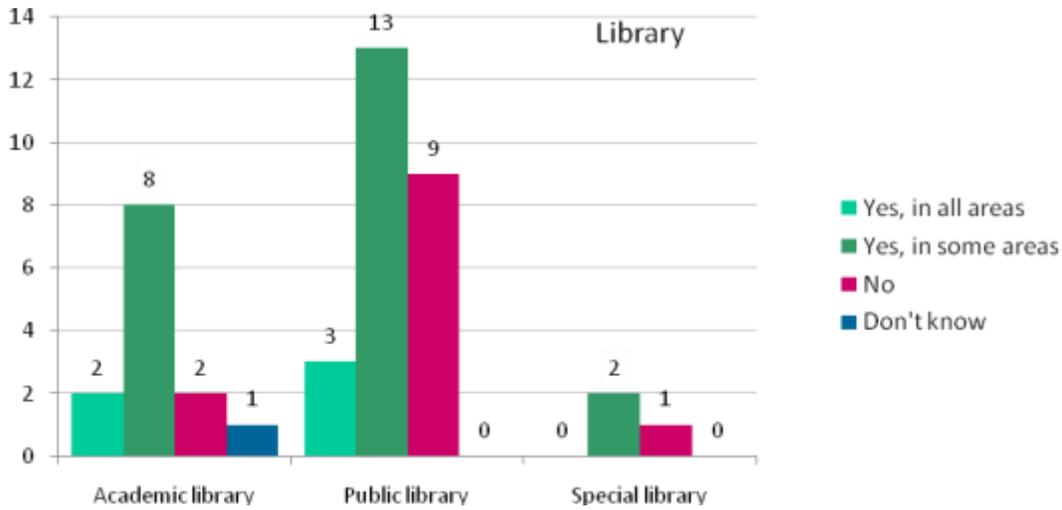
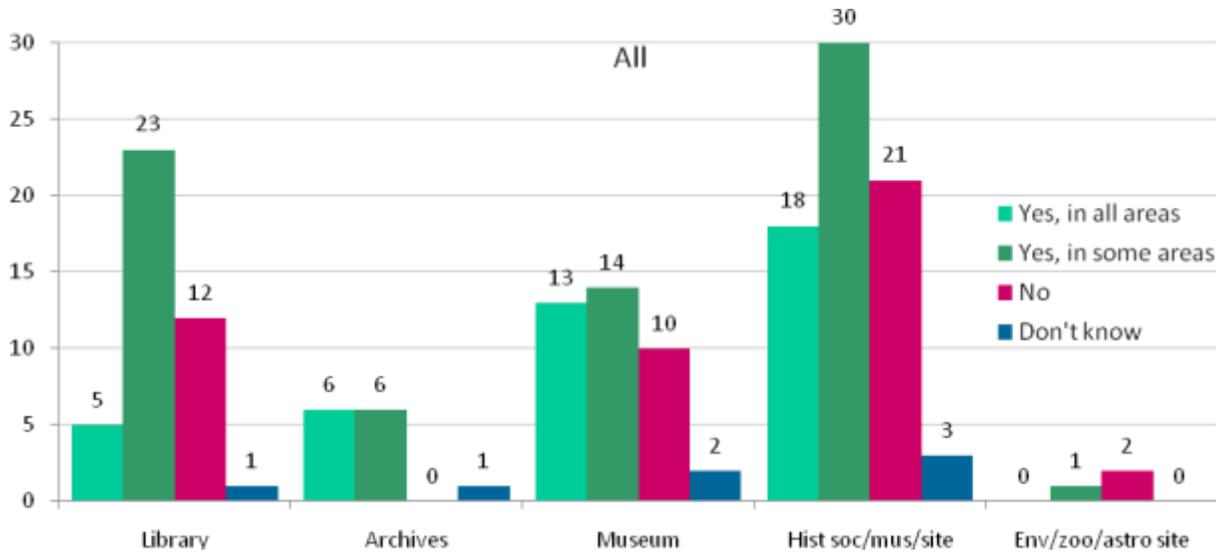


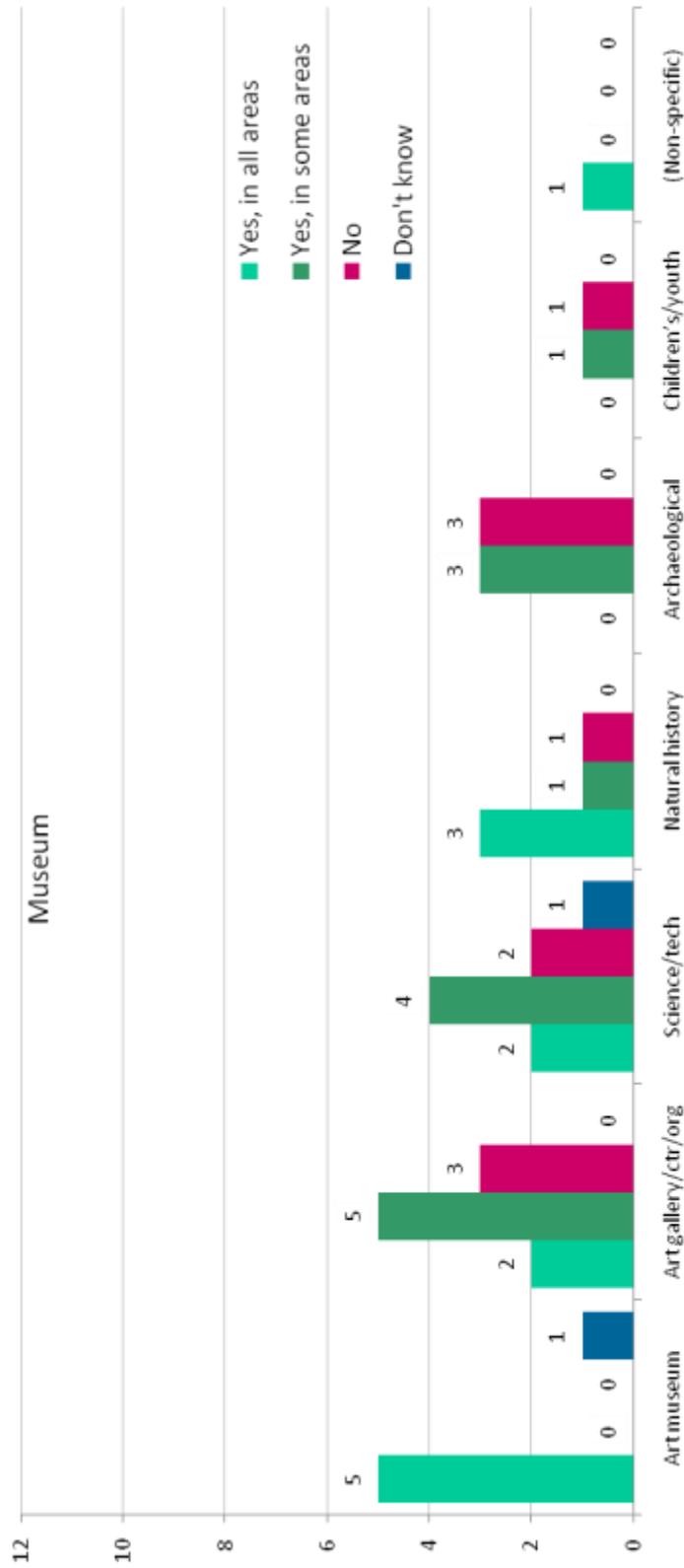
13. Do you have the following available for your collections? (please select one each row)

	Yes, in all areas	Yes, in some areas	No	Don't know
Archival quality materials	_____	_____	_____	_____



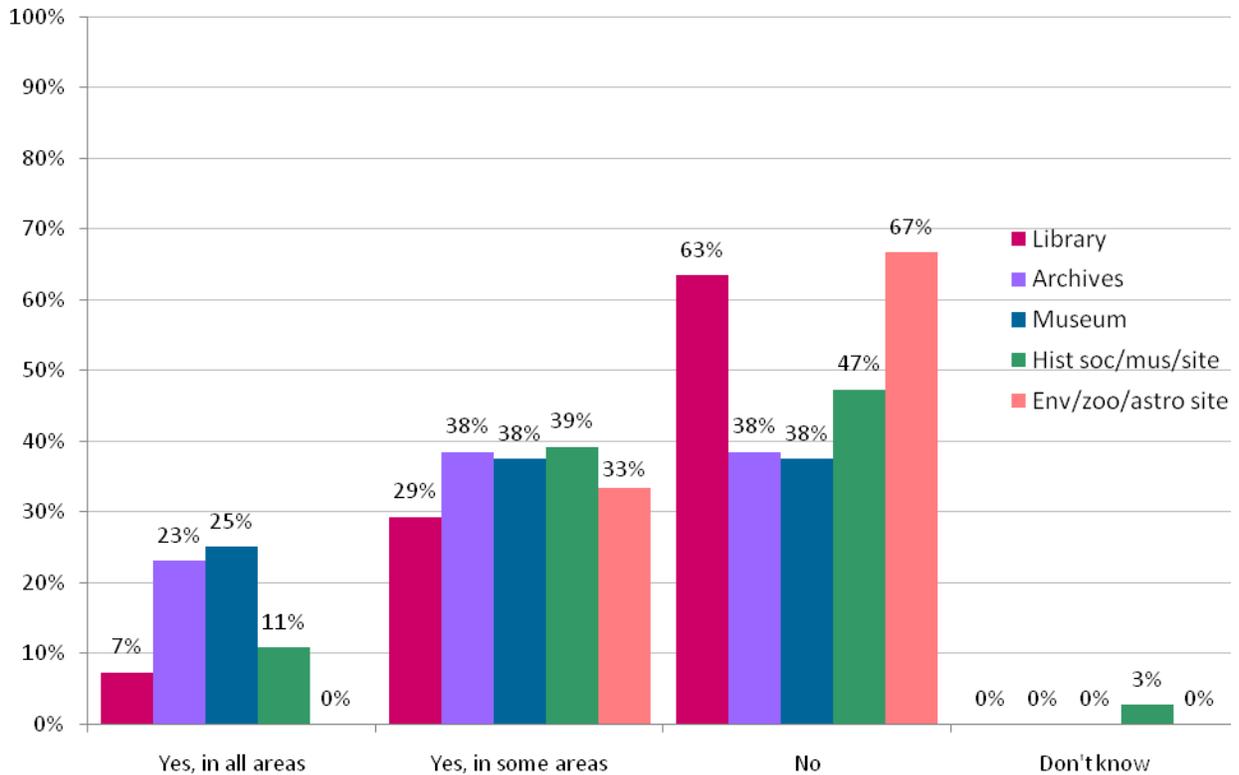
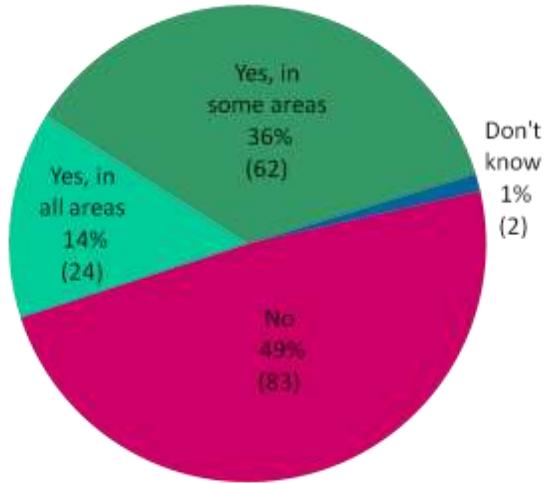
COLLECTIONS ENVIRONMENT



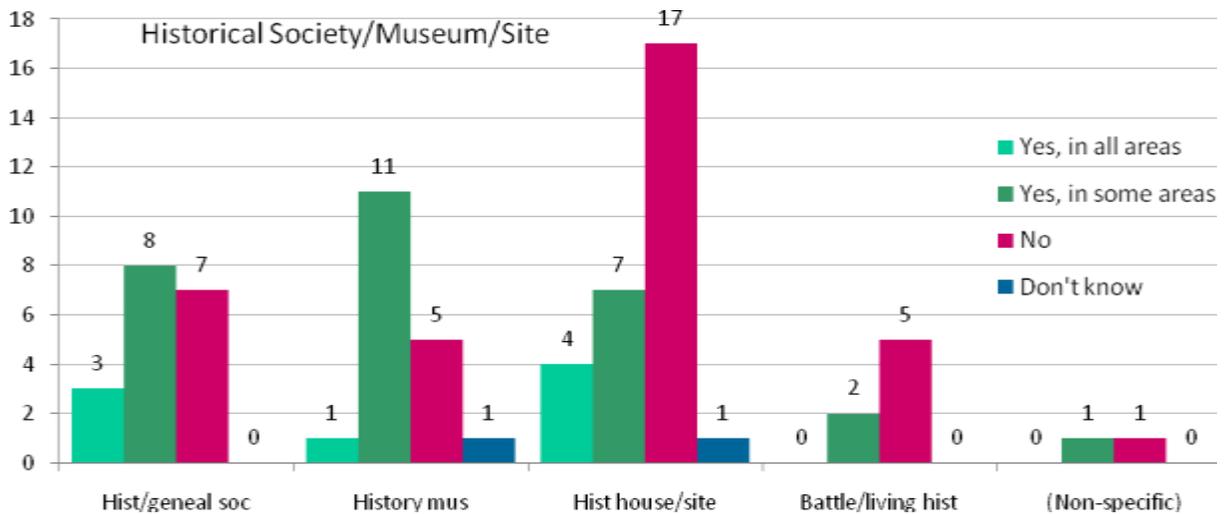
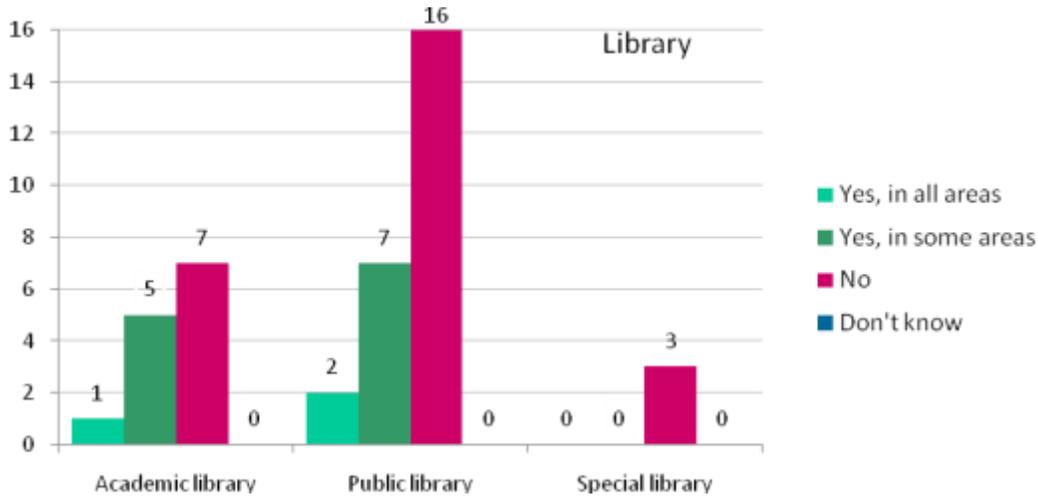
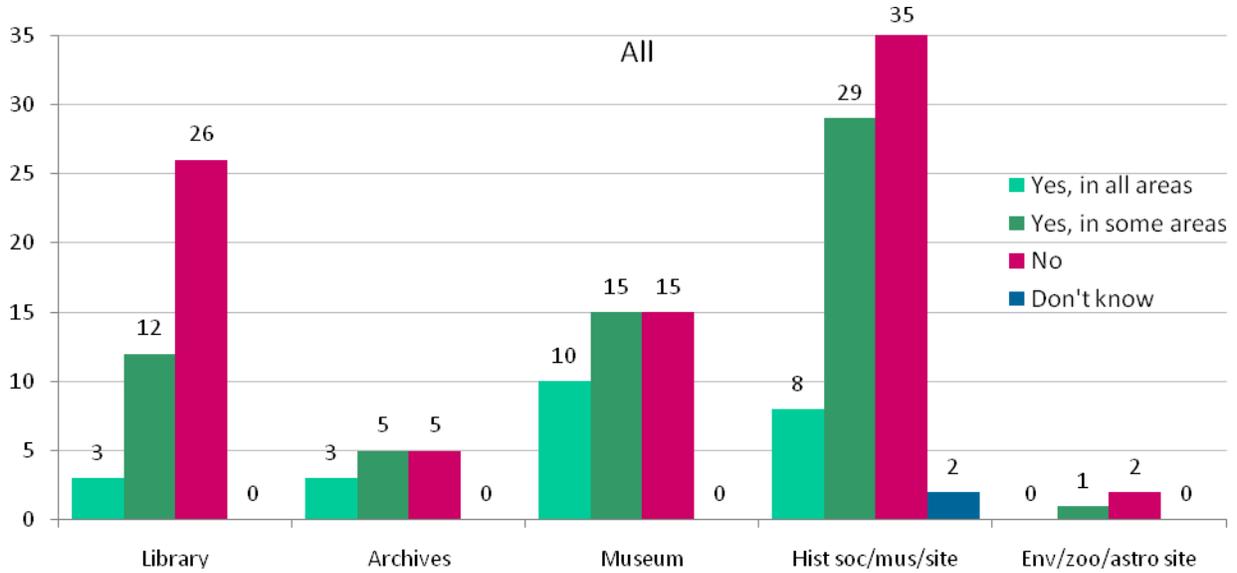


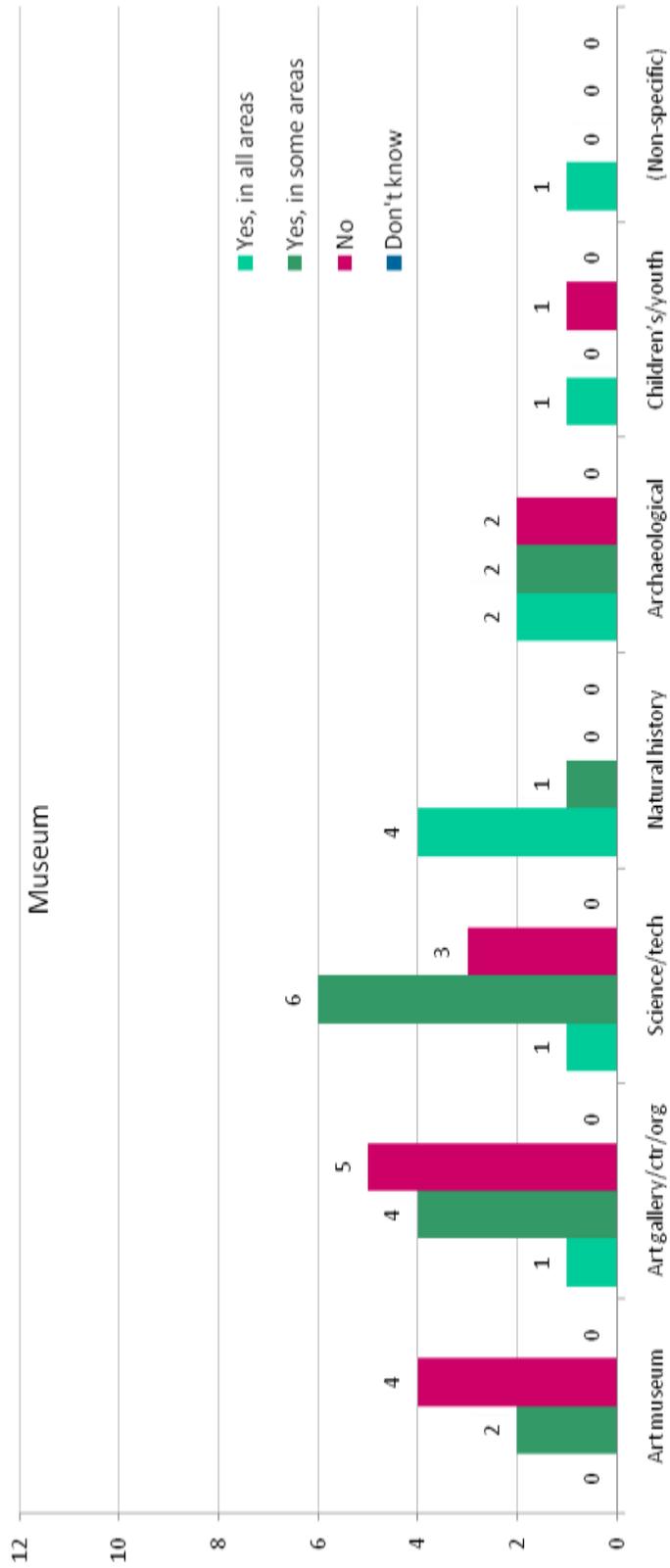
13. Do you have the following available for your collections? (please select one each row)

	Yes, in all areas	Yes, in some areas	No	Don't know
Adequate storage spaces	_____	_____	_____	_____



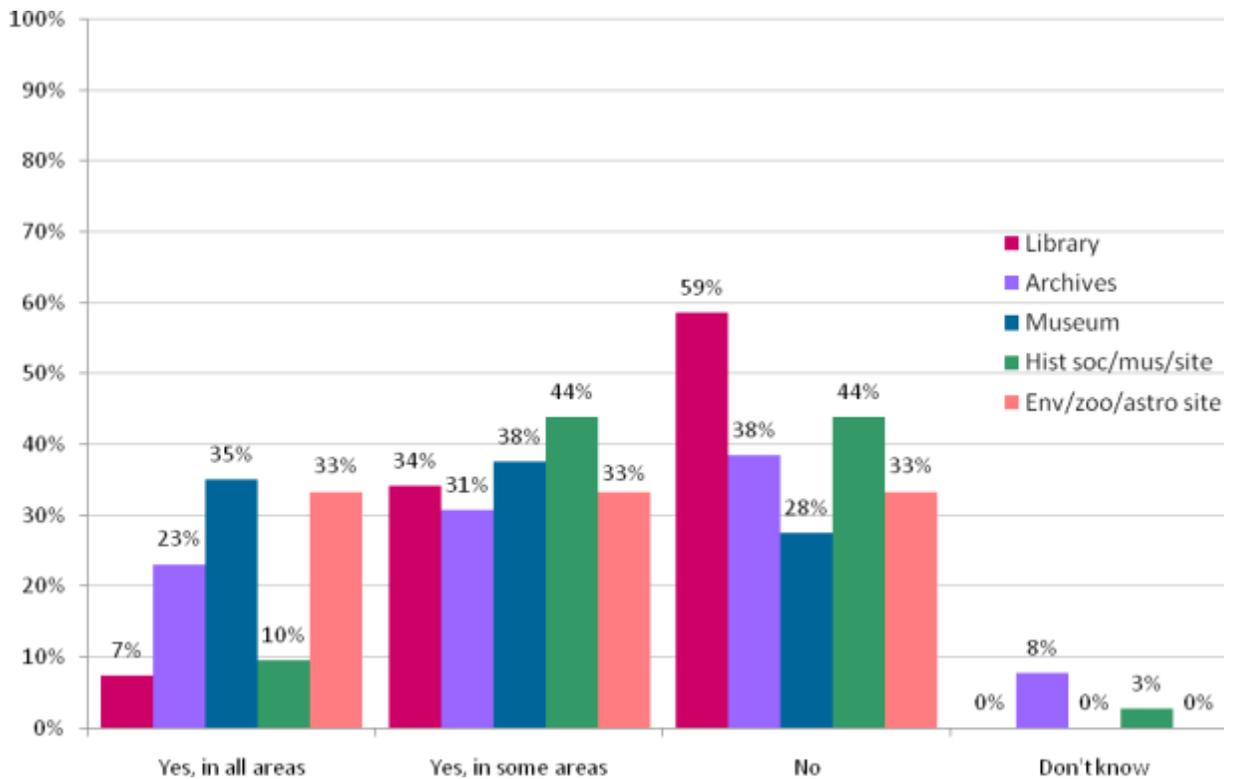
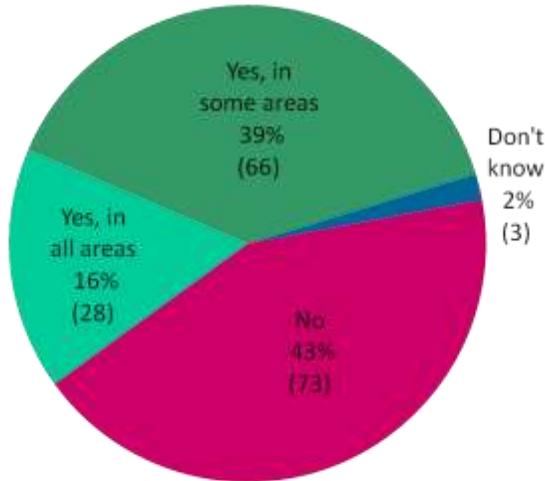
COLLECTIONS ENVIRONMENT



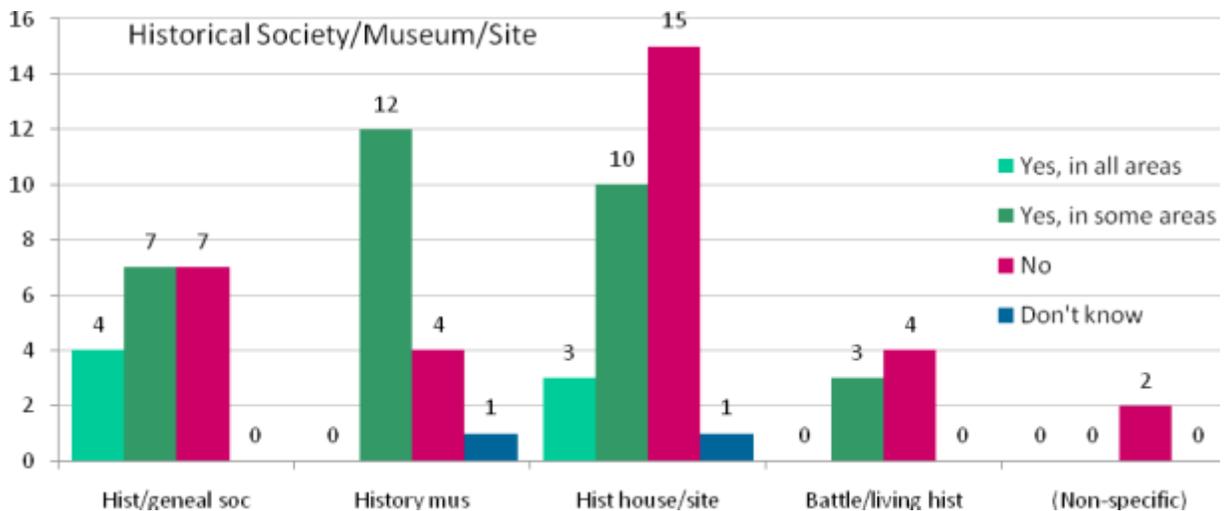
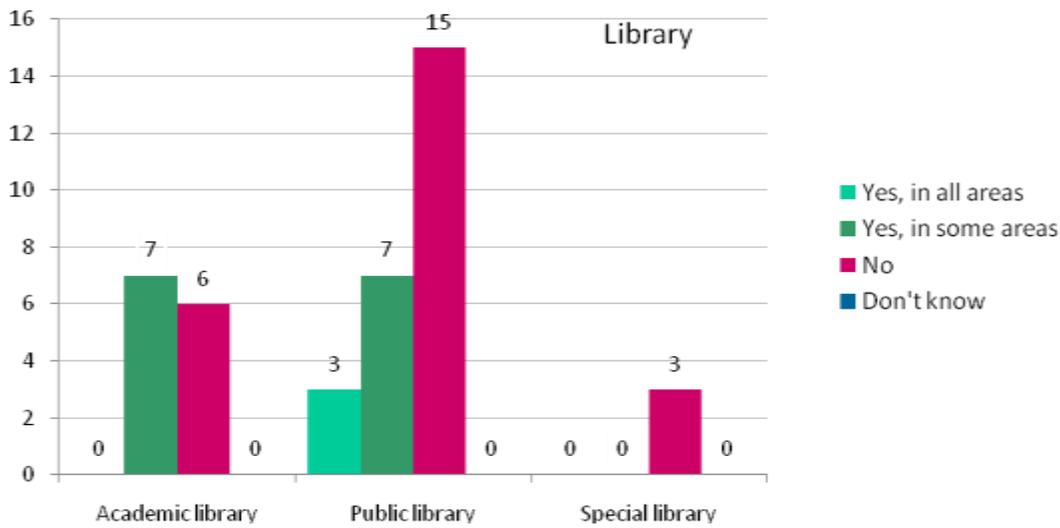
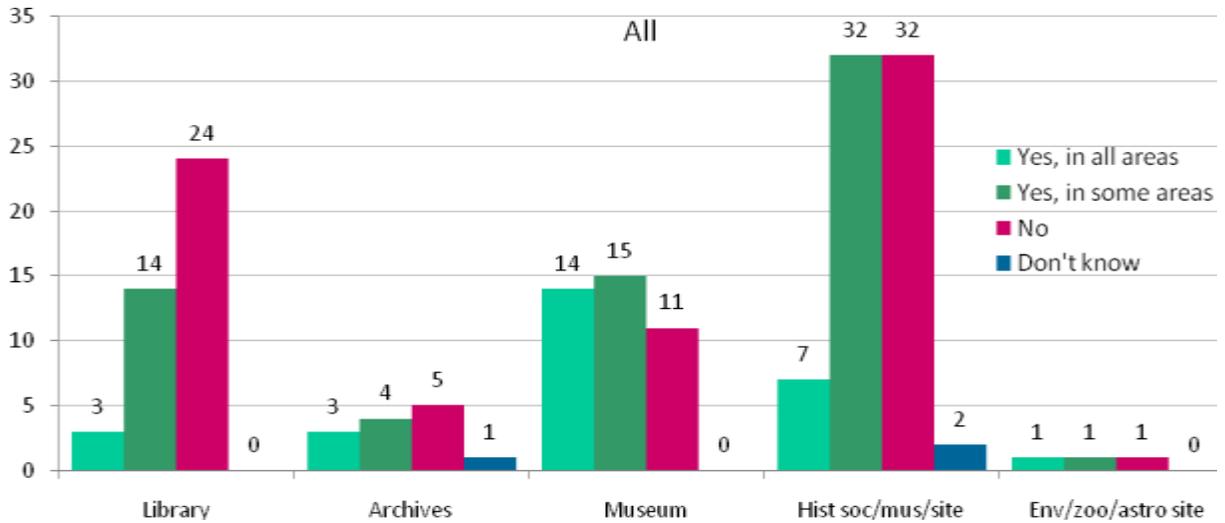


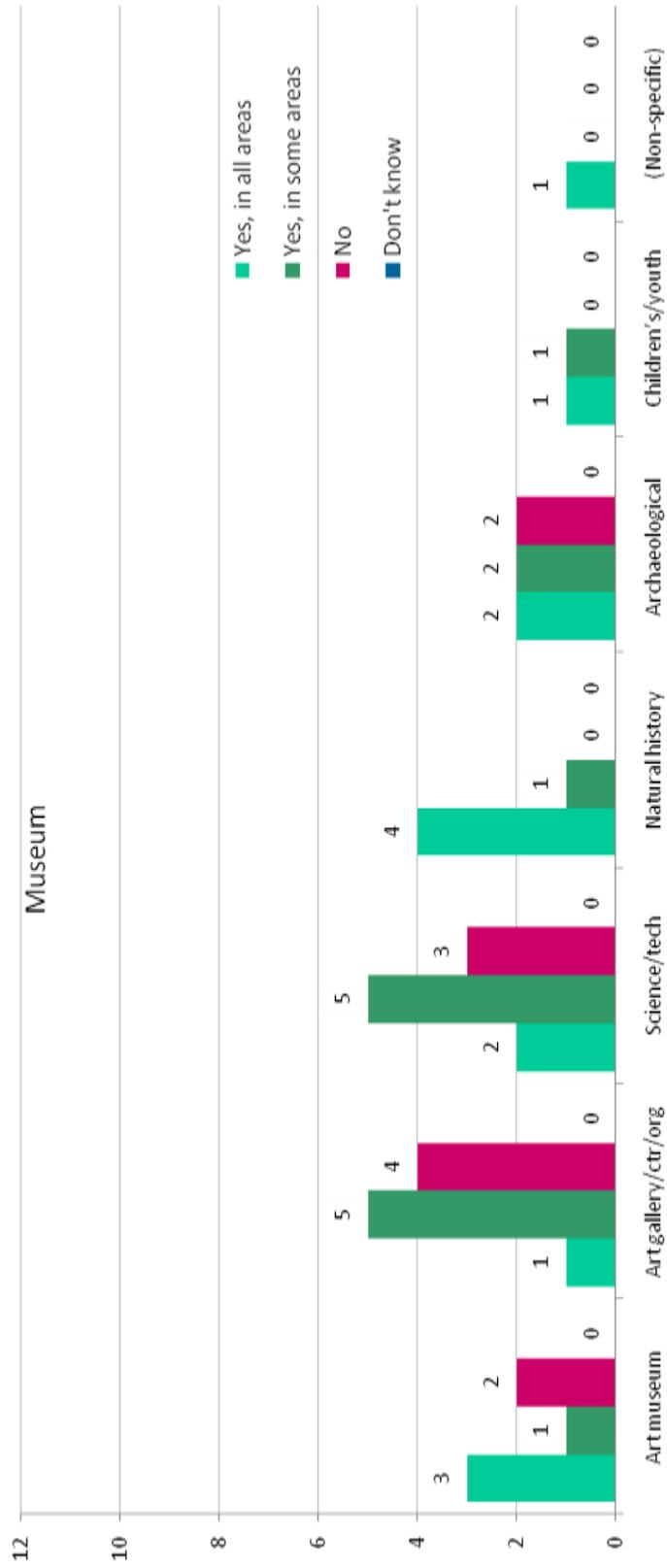
13. Do you have the following available for your collections? (please select one each row)

	Yes, in all areas	Yes, in some areas	No	Don't know
Adequate display spaces	_____	_____	_____	_____



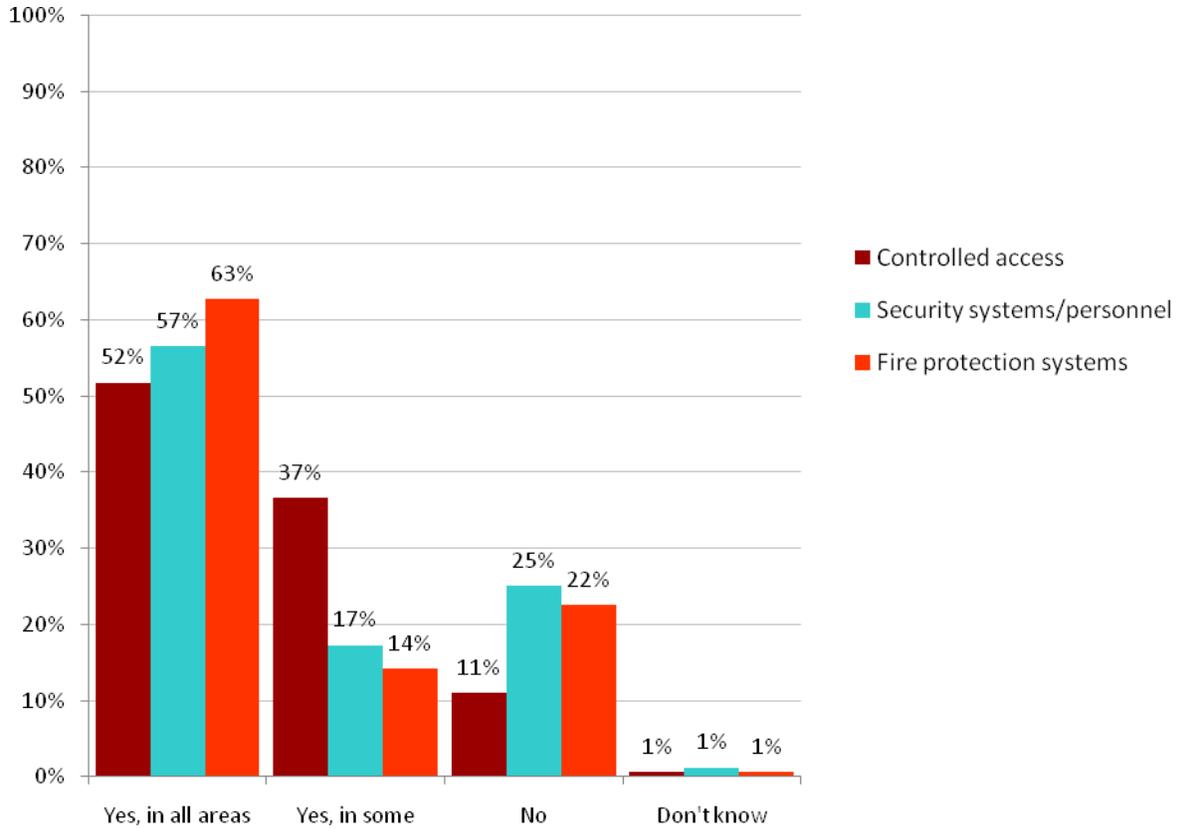
COLLECTIONS ENVIRONMENT





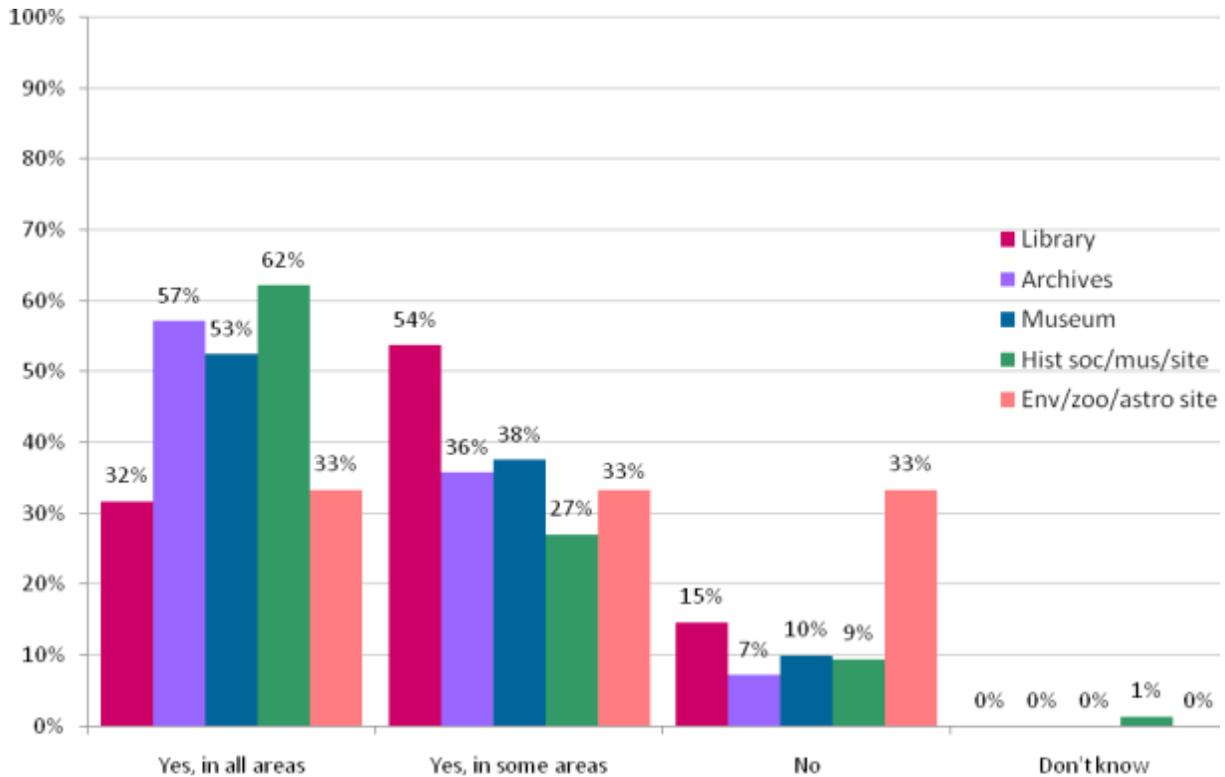
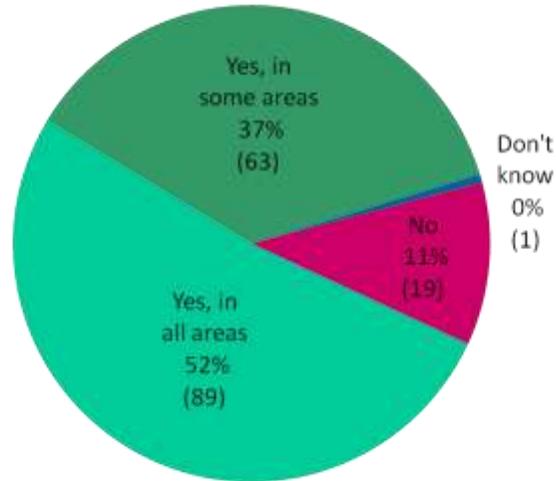
14. Do you take security/safety precautions for your collections? *(please select one each row)*

	Yes, in all areas	Yes, in some areas	No	Don't know
Controlled access	_____	_____	_____	_____
Security systems/personnel	_____	_____	_____	_____
Fire protection systems	_____	_____	_____	_____

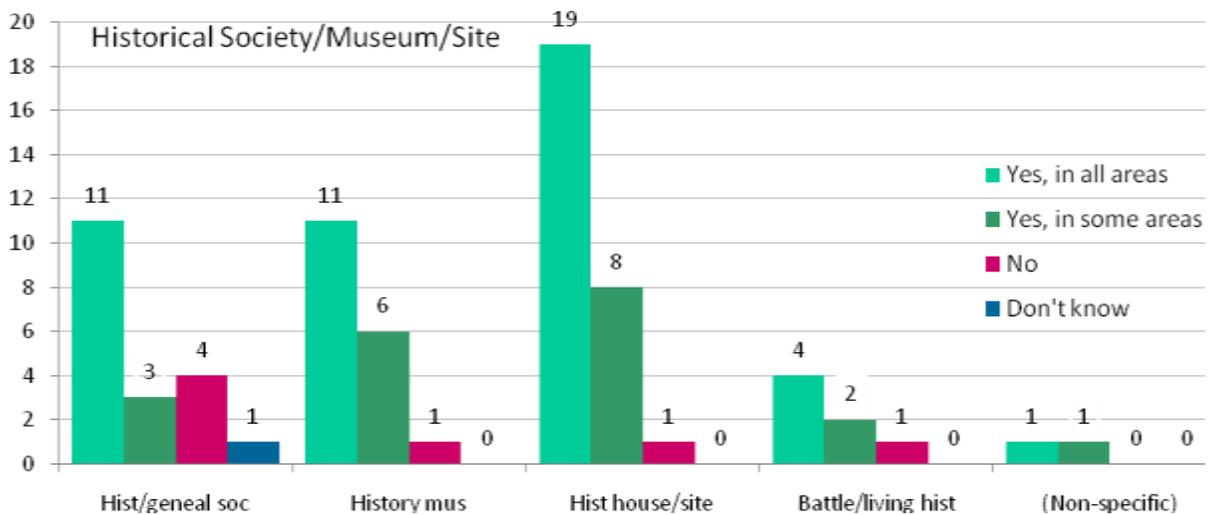
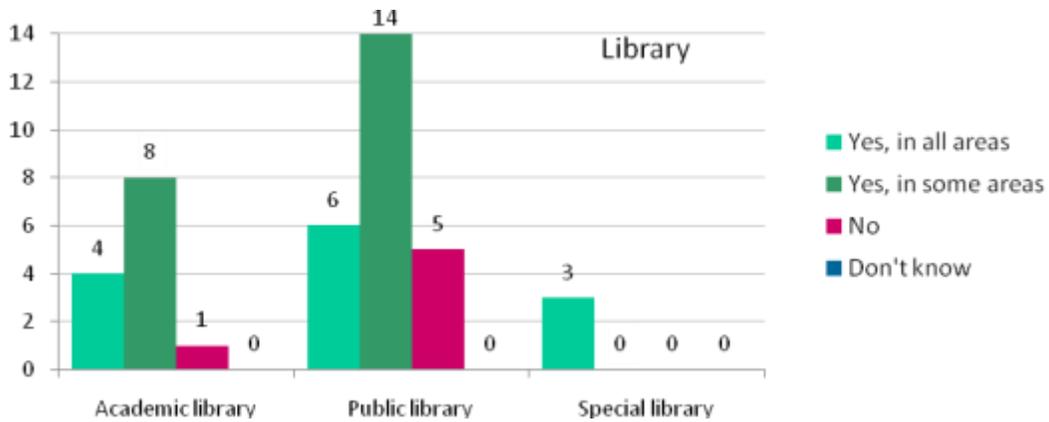
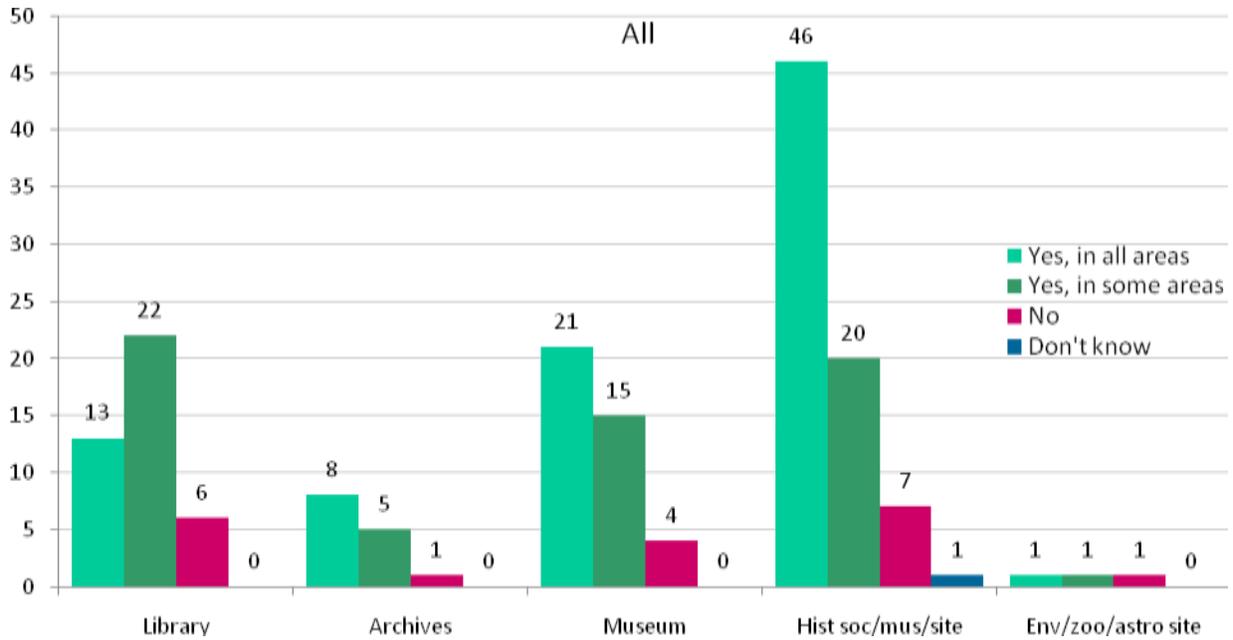


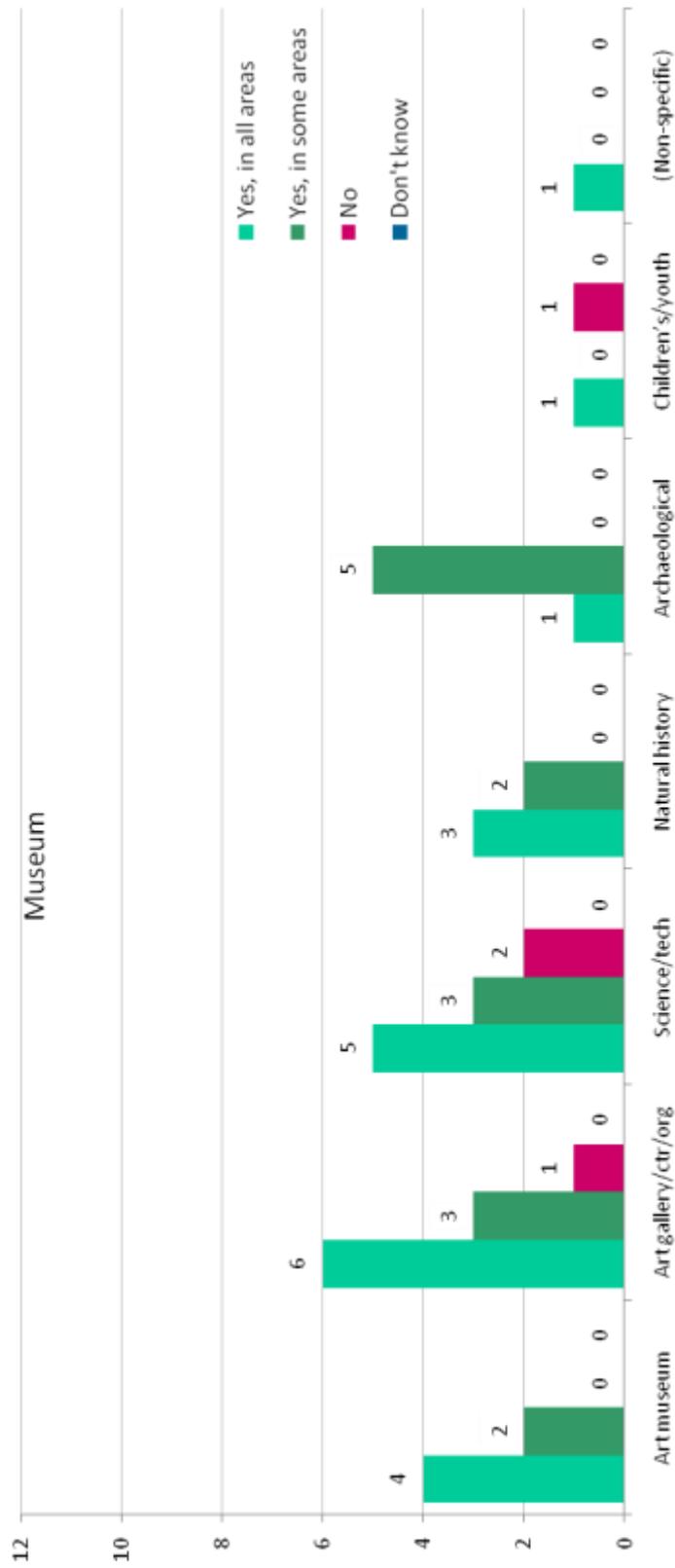
14. Do you take security/safety precautions for your collections? (please select one each row)

	Yes, in all areas	Yes, in some areas	No	Don't know
Controlled access	_____	_____	_____	_____



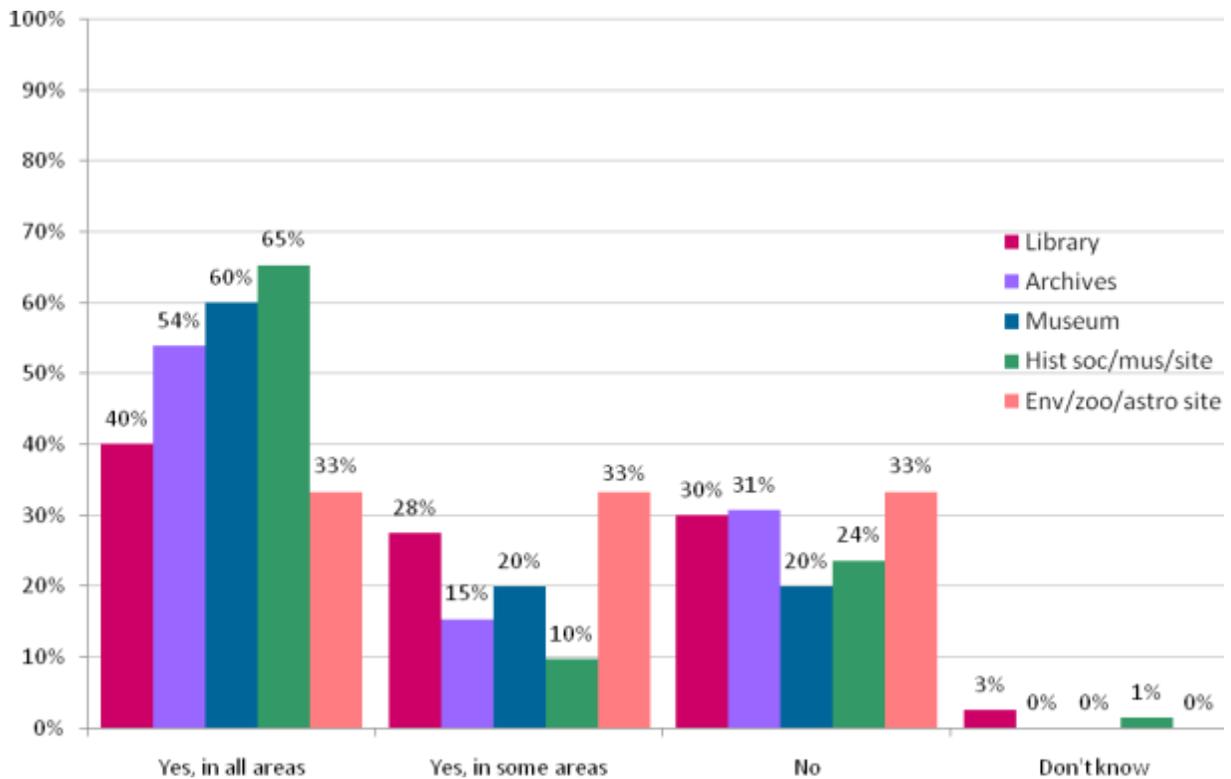
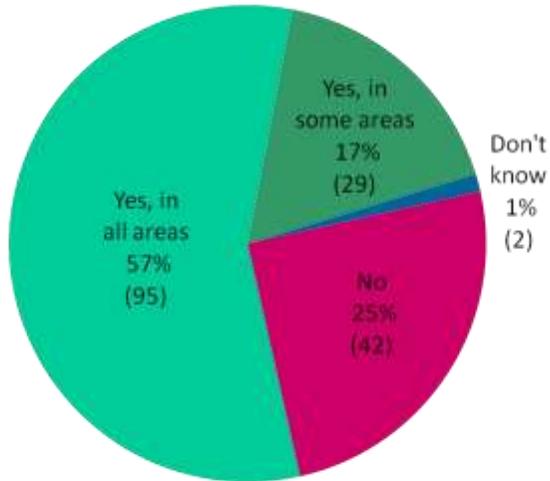
COLLECTIONS ENVIRONMENT



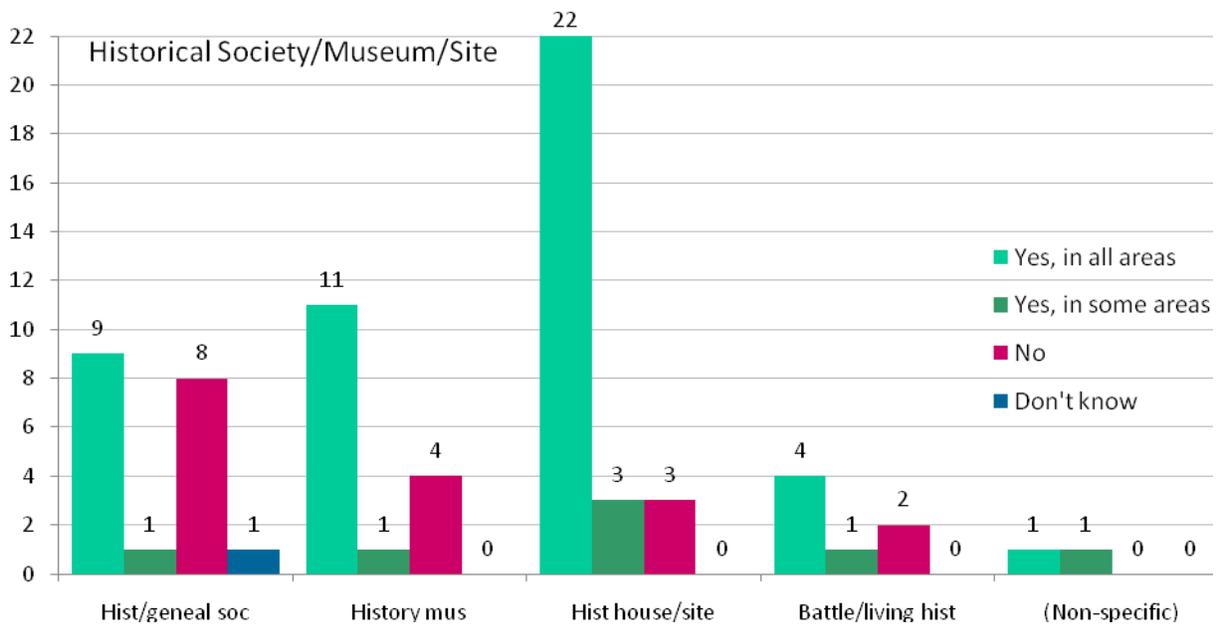
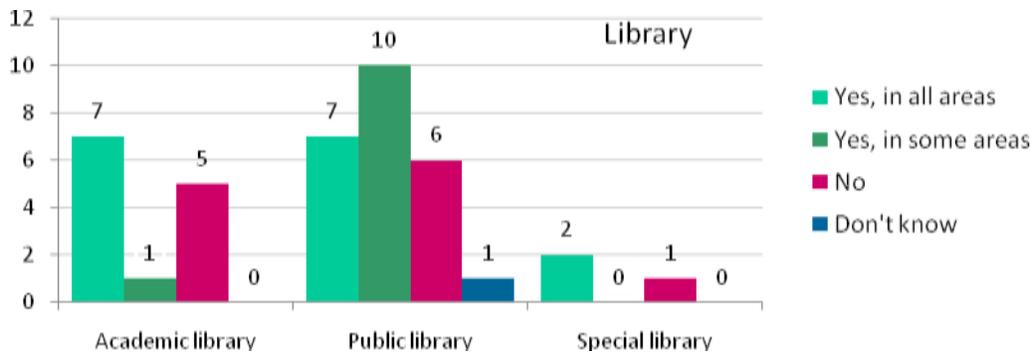
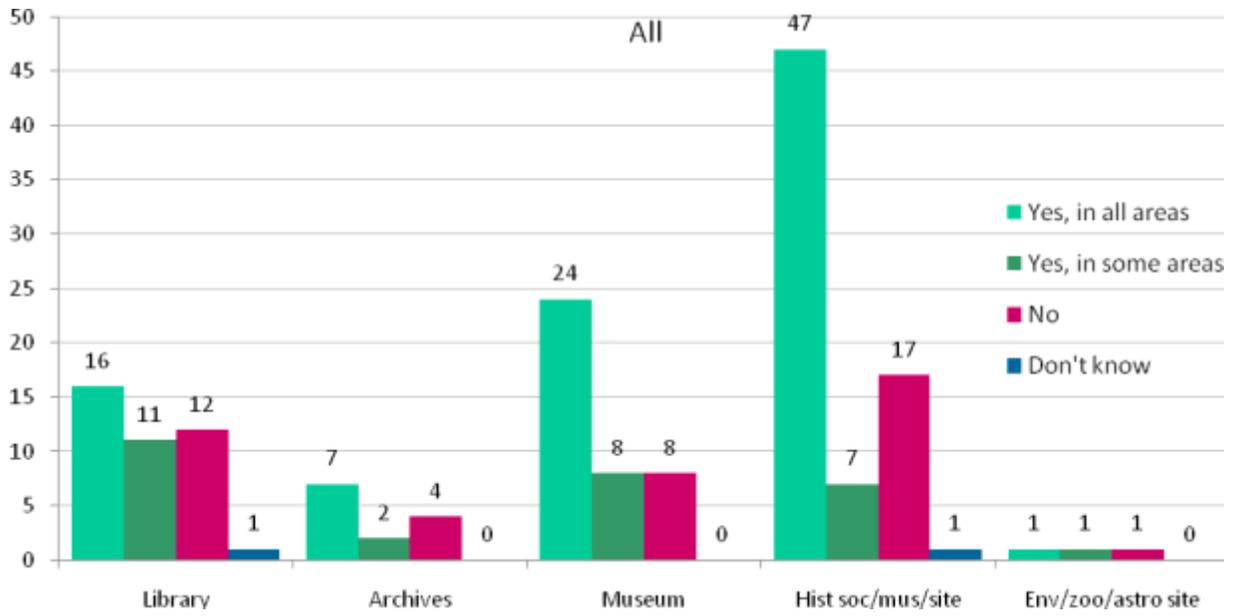


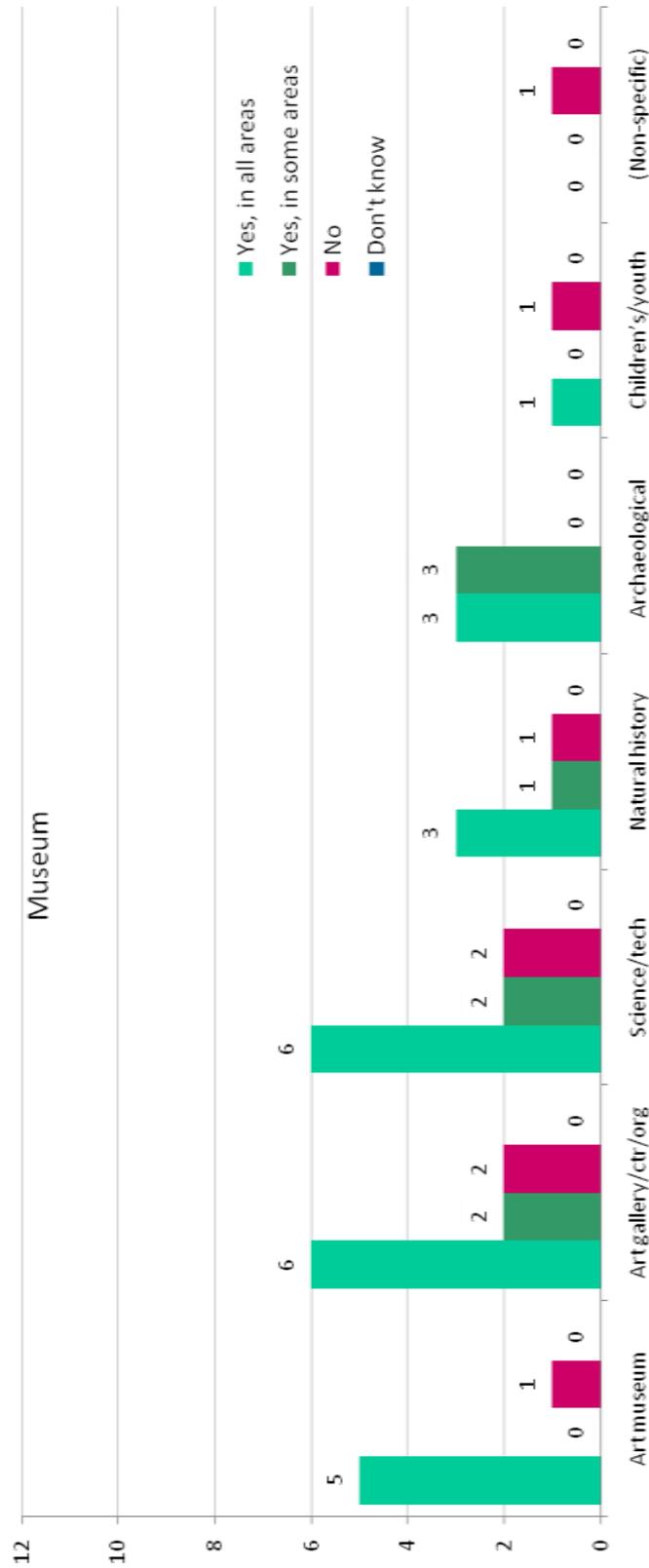
14. Do you take security/safety precautions for your collections? (please select one each row)

	Yes, in all areas	Yes, in some areas	No	Don't know
Security systems/personnel	_____	_____	_____	_____



COLLECTIONS ENVIRONMENT

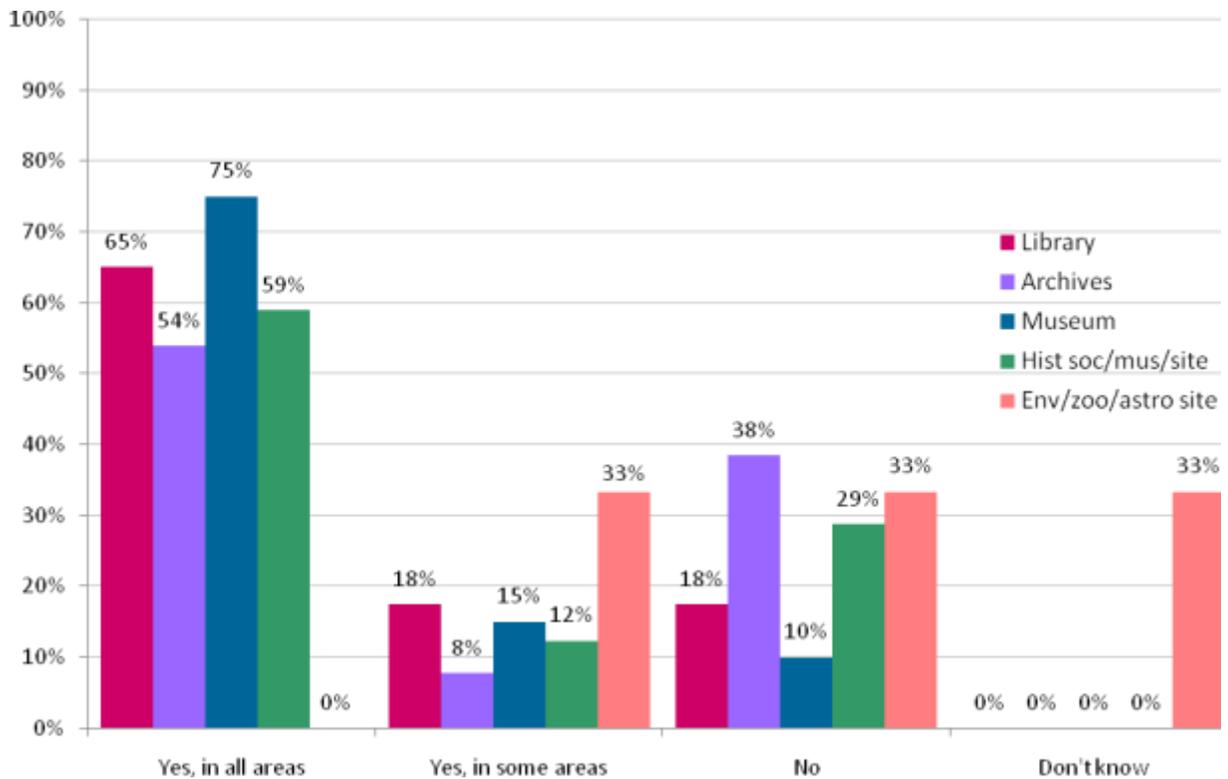
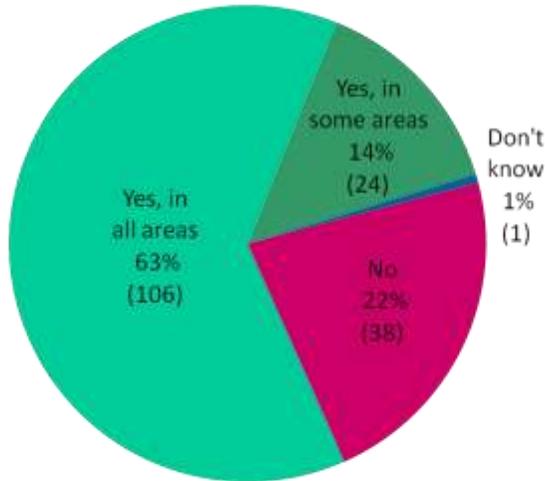




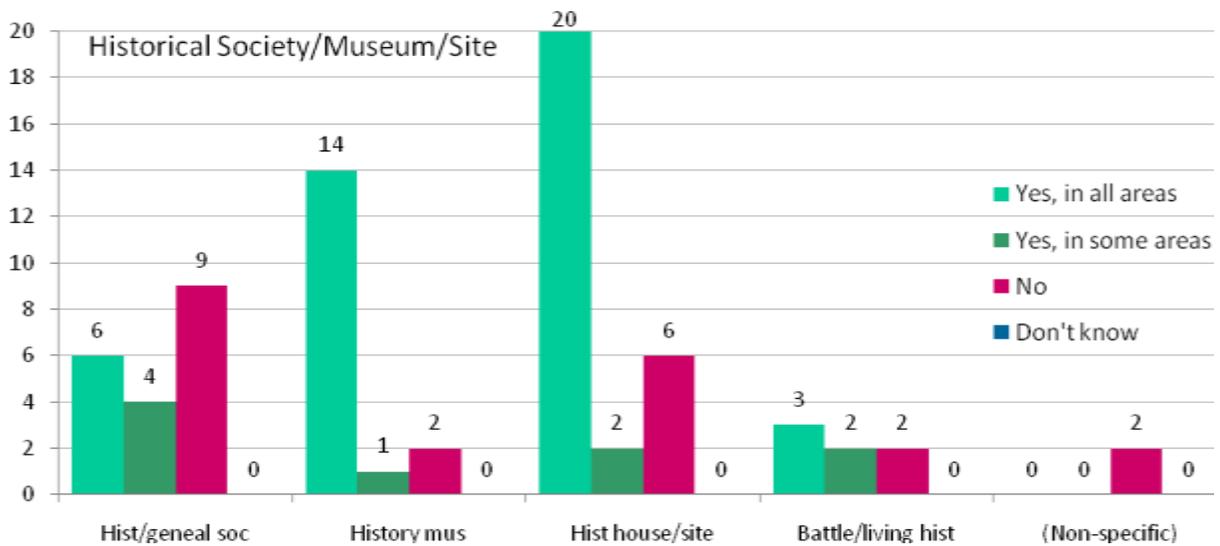
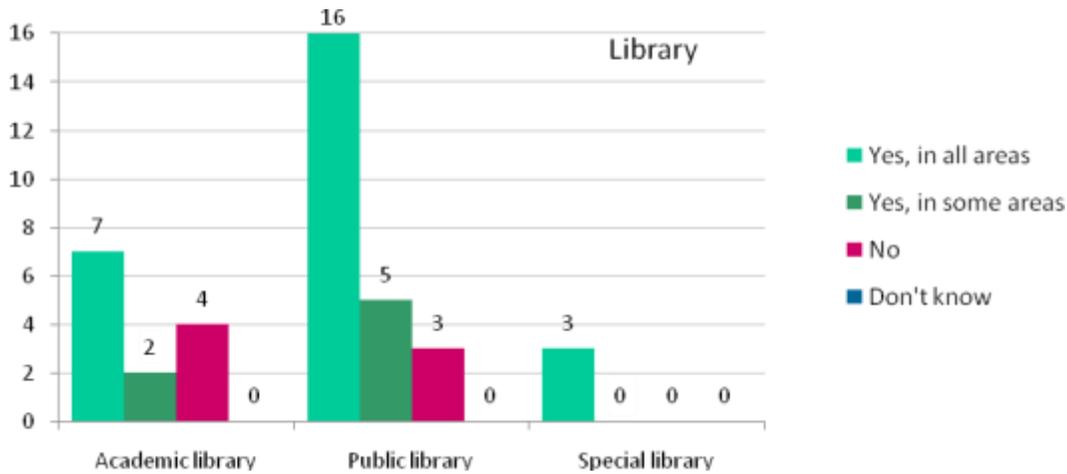
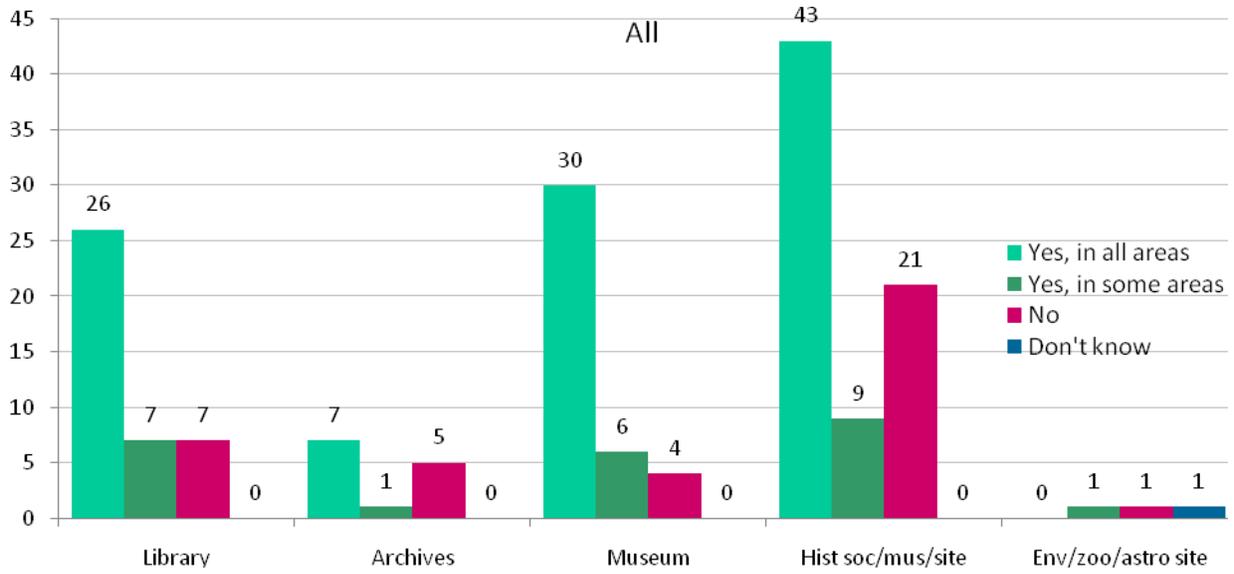
14. Do you take security/safety precautions for your collections? (please select one each row)

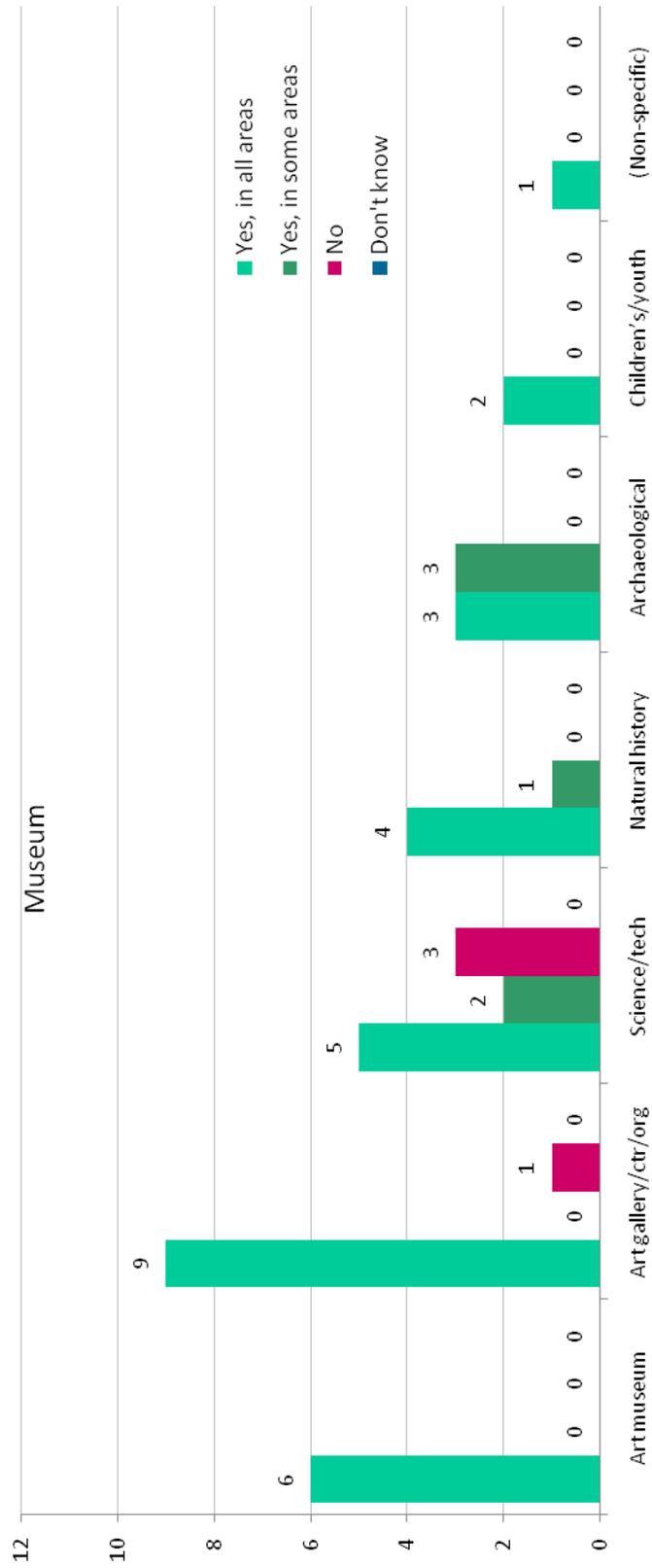
Yes, in all areas Yes, in some areas No Don't know

Fire protection systems



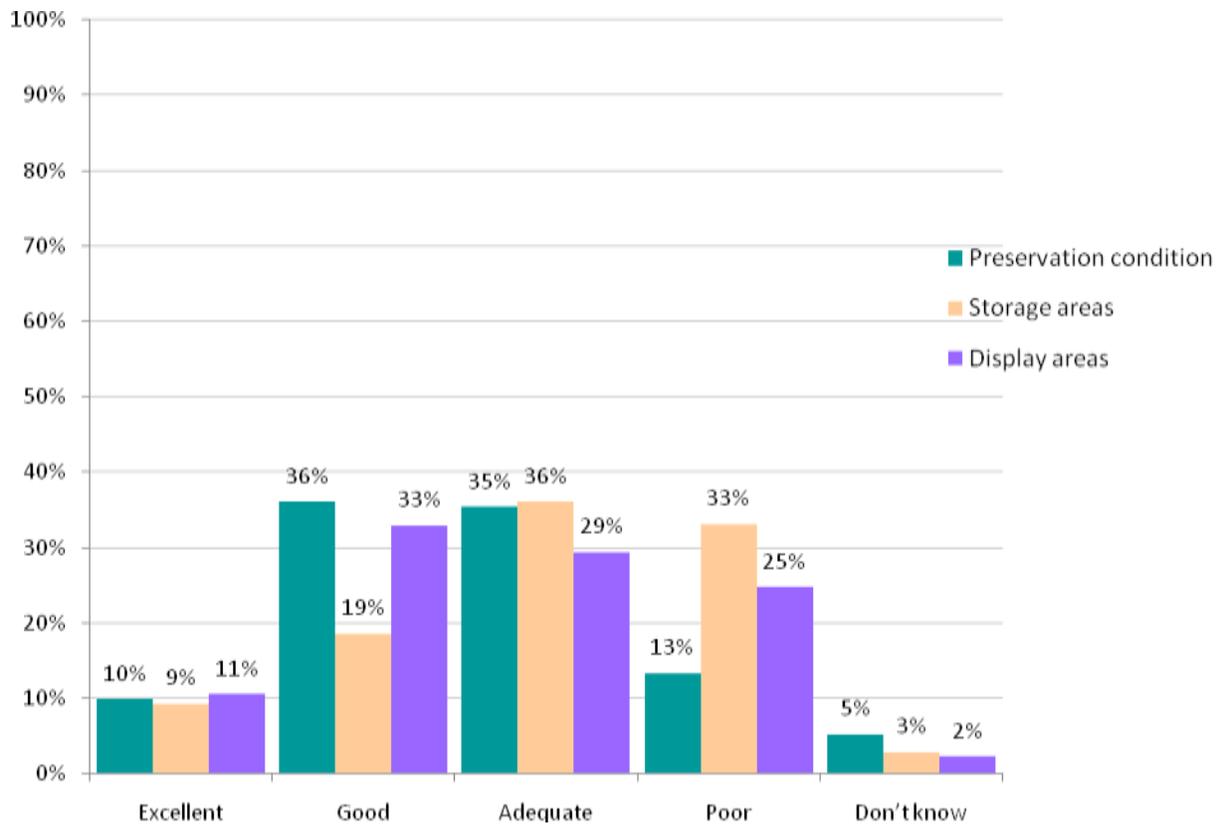
COLLECTIONS ENVIRONMENT





15. Overall, how would you rate these aspects of your collections? *(please select one each row)*

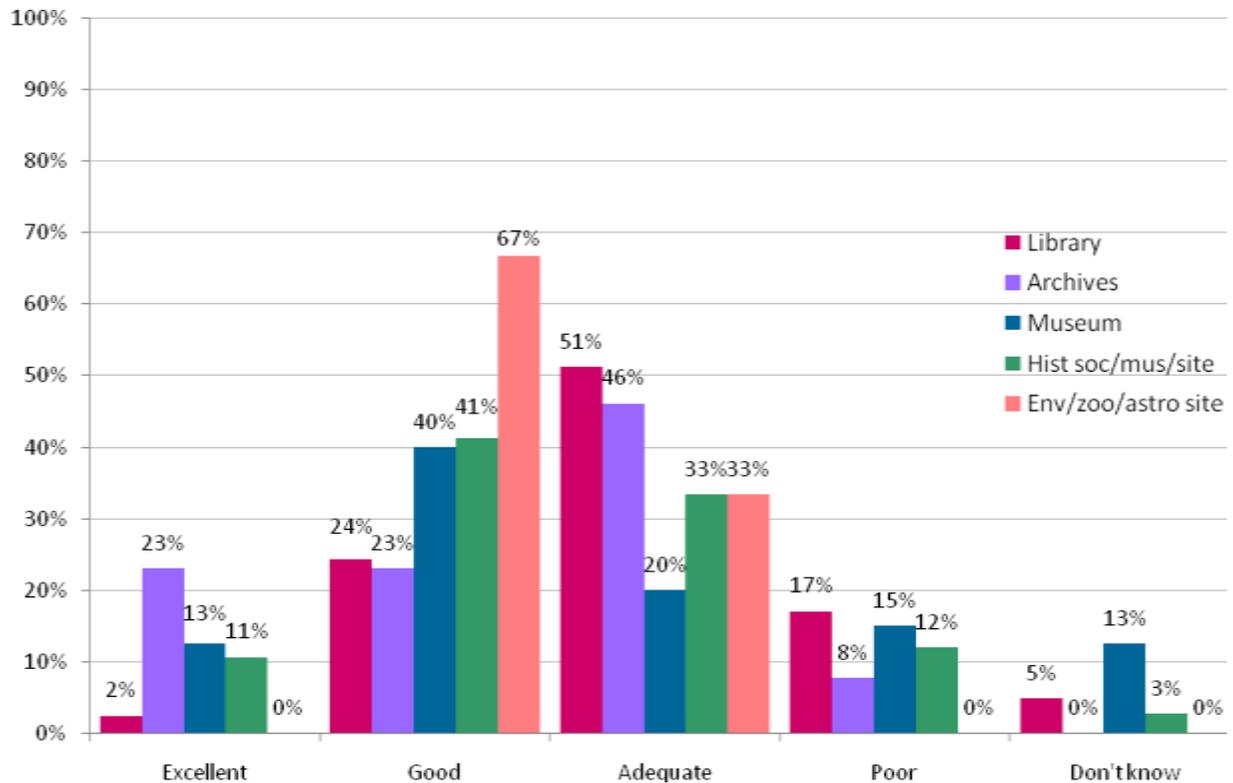
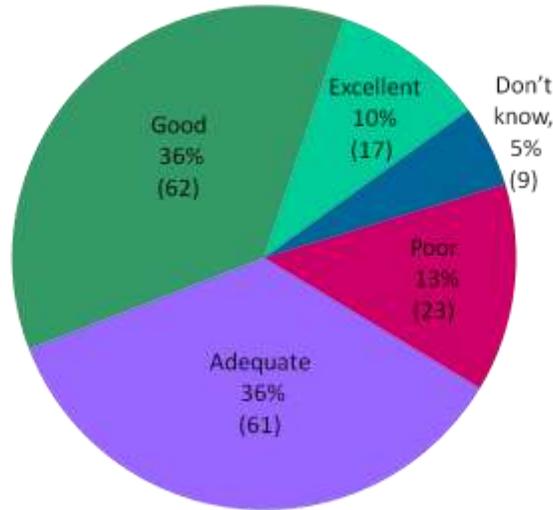
	Excellent	Good	Adequate	Poor	Don't know
Preservation condition	_____	_____	_____	_____	_____
Storage areas	_____	_____	_____	_____	_____
Display areas	_____	_____	_____	_____	_____



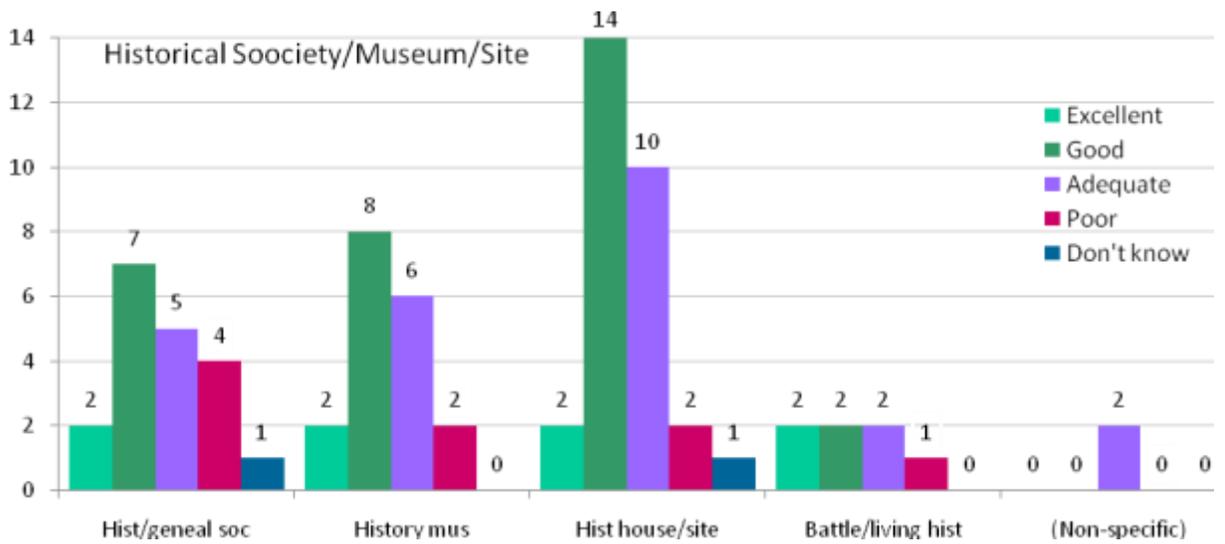
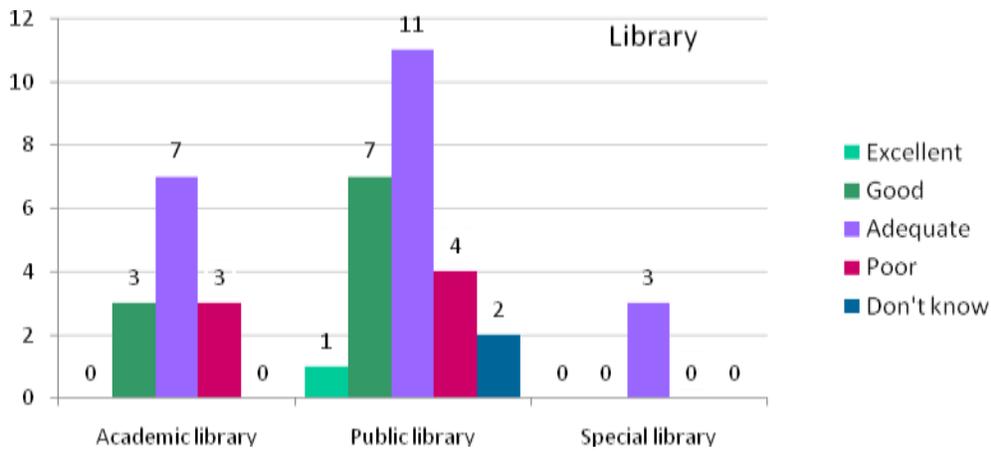
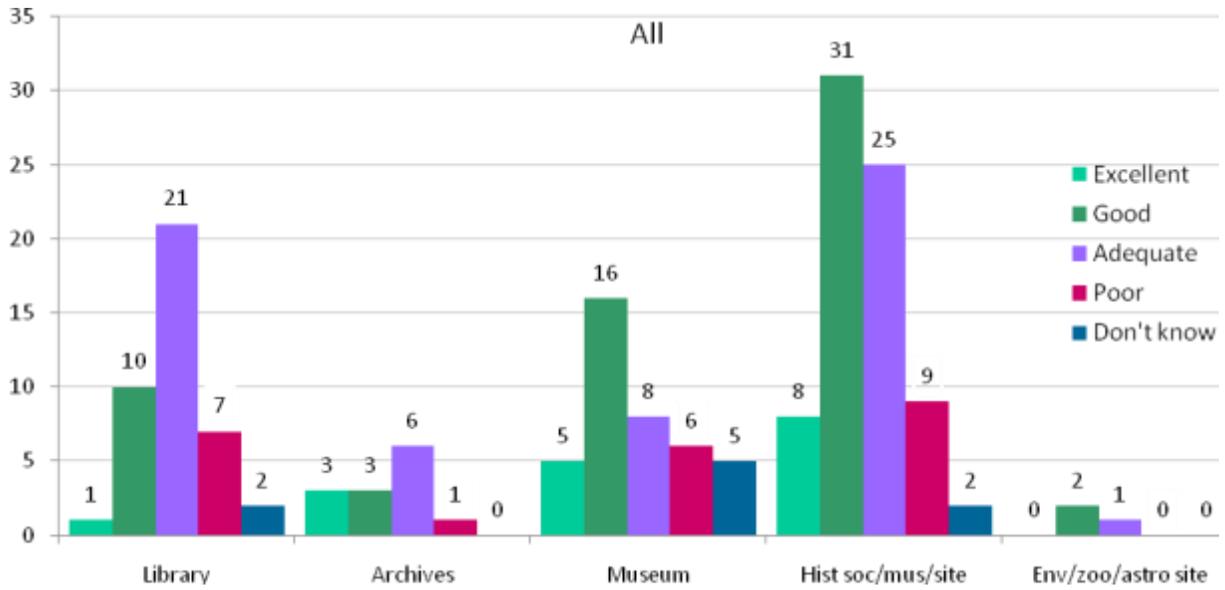
COLLECTIONS ENVIRONMENT

15. Overall, how would you rate these aspects of your collections? (please select one each row)

Excellent Good Adequate Poor Don't know
Preservation condition _____



COLLECTIONS ENVIRONMENT

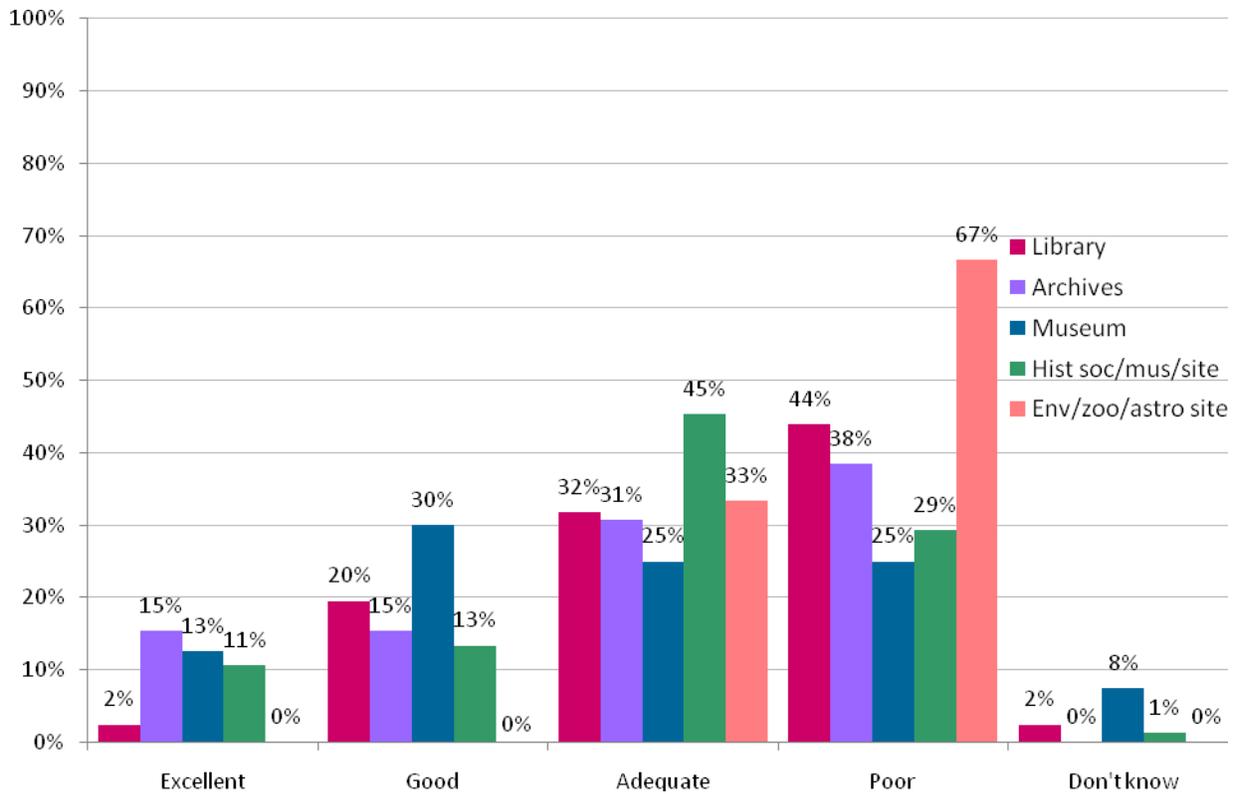
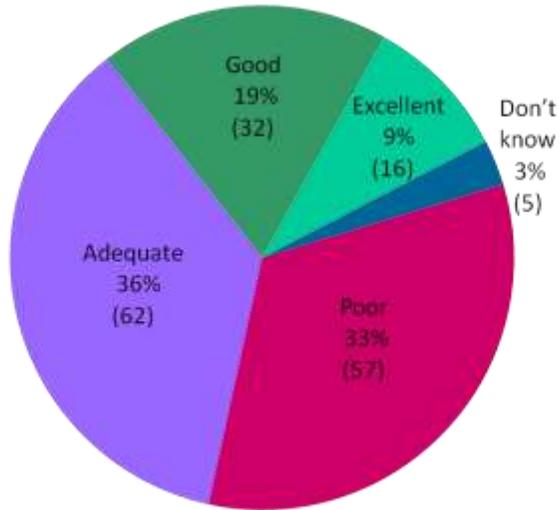




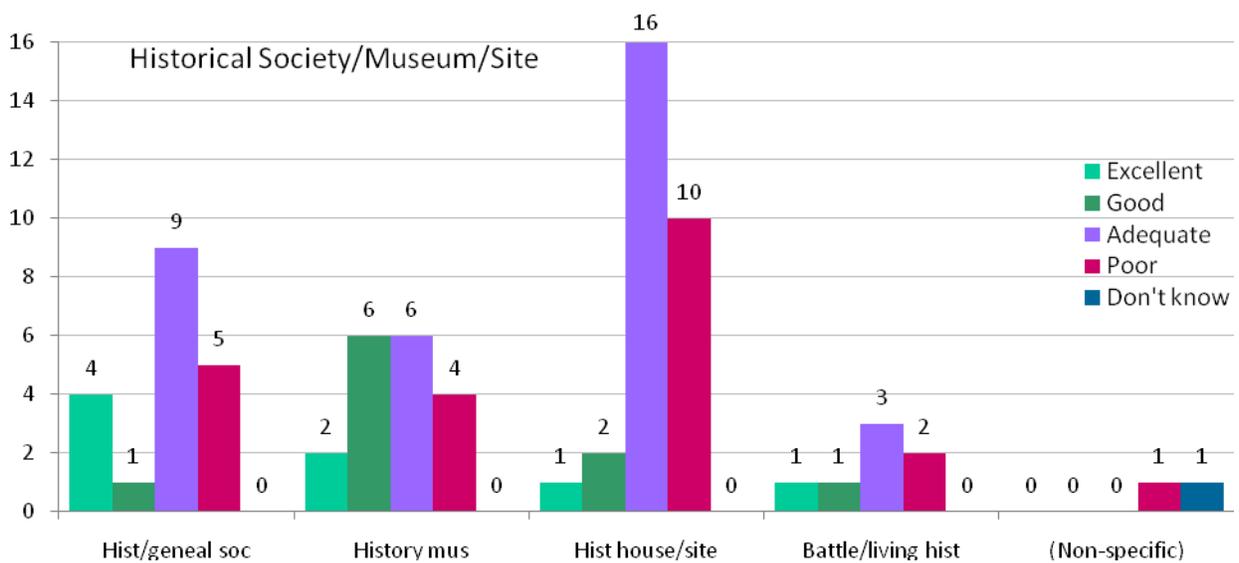
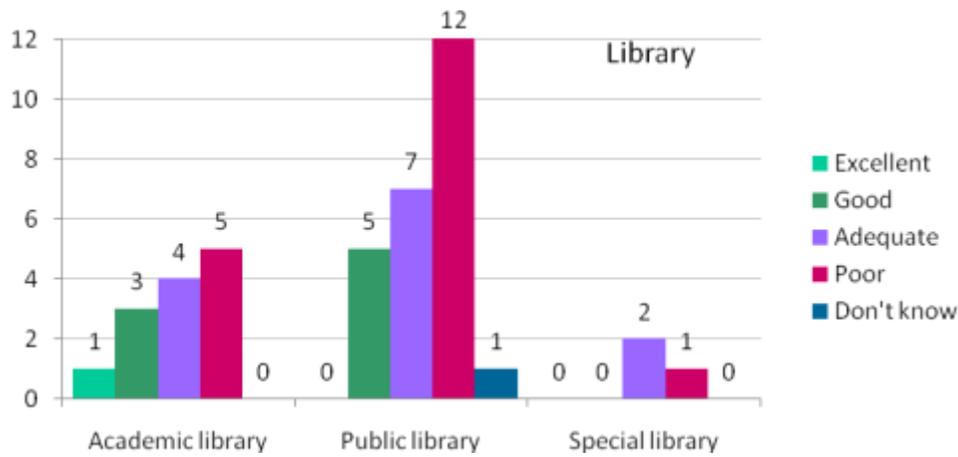
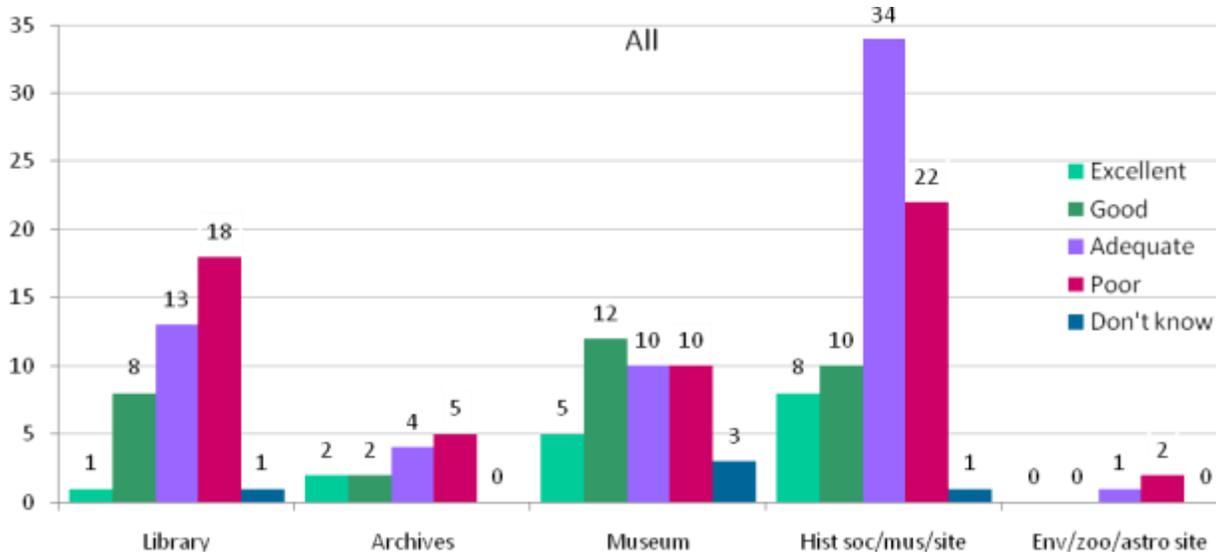
15. Overall, how would you rate these aspects of your collections? (please select one each row)

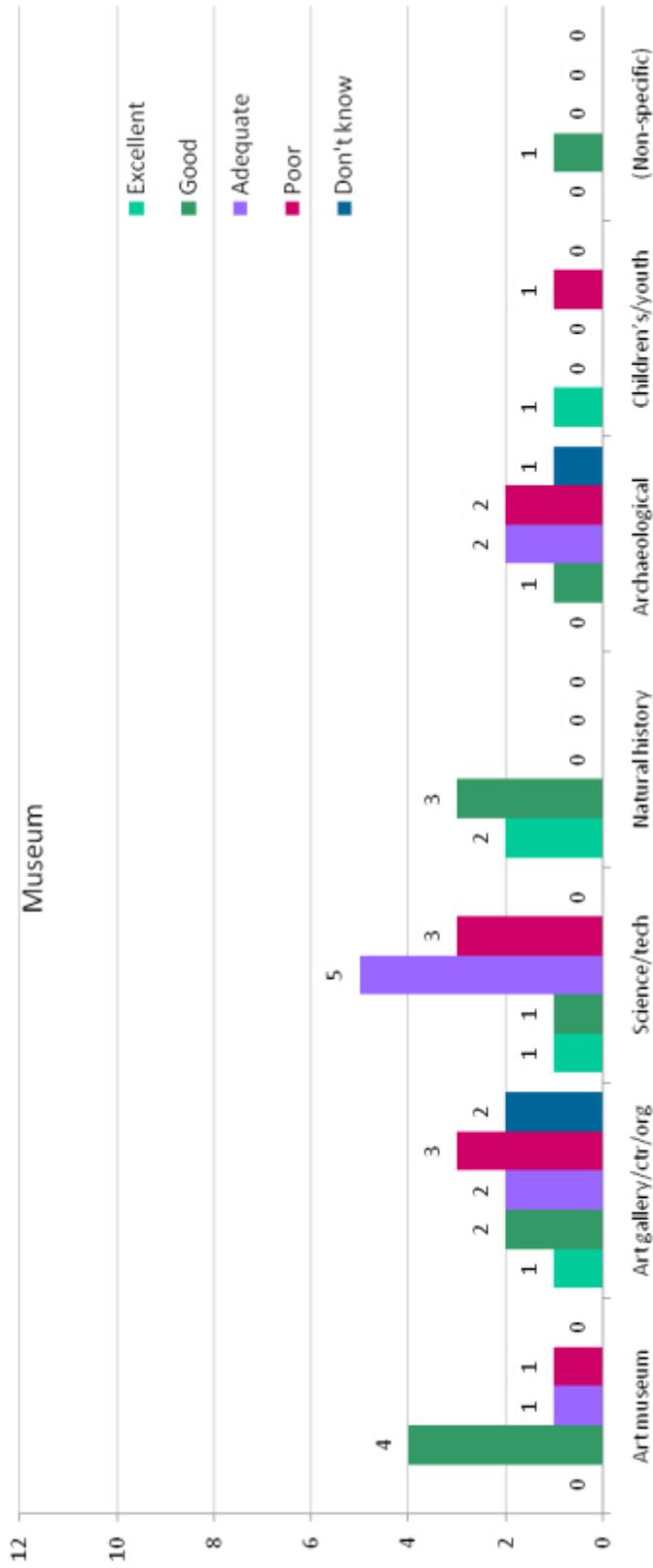
Excellent Good Adequate Poor Don't know

Storage areas



COLLECTIONS ENVIRONMENT

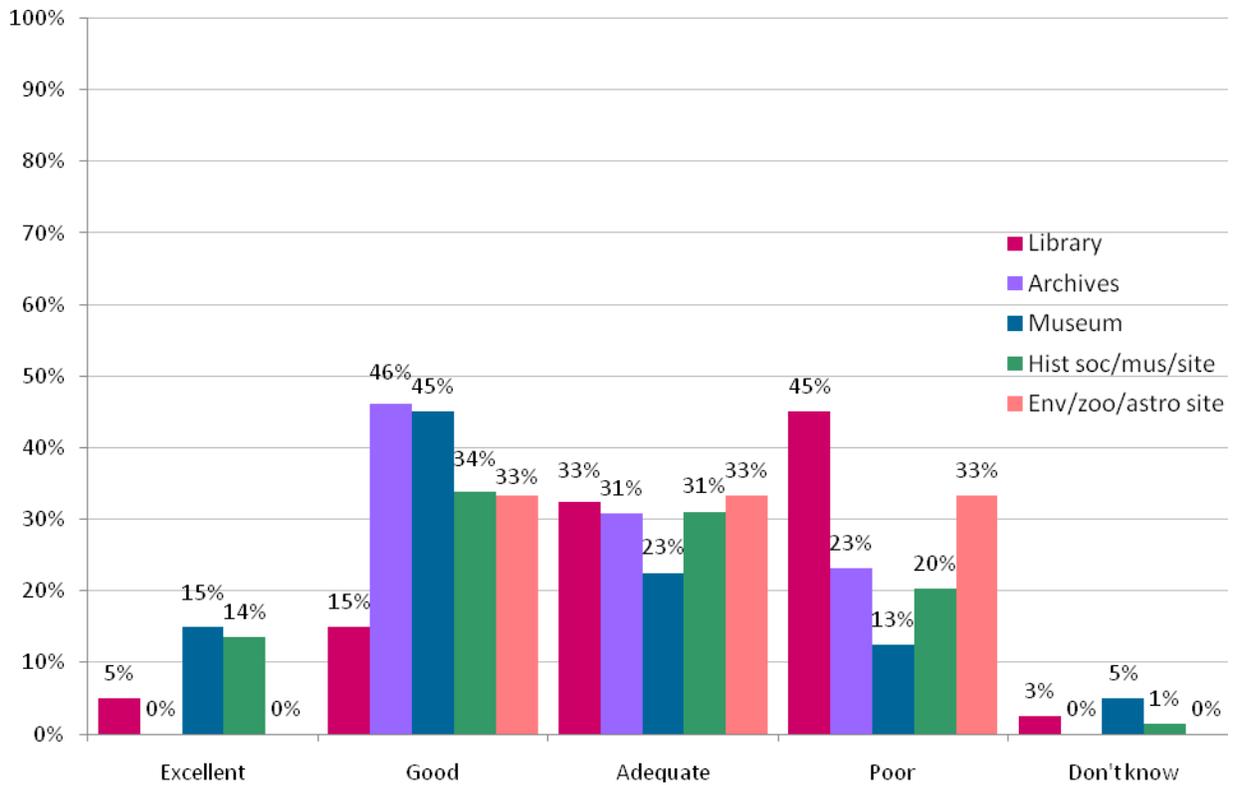
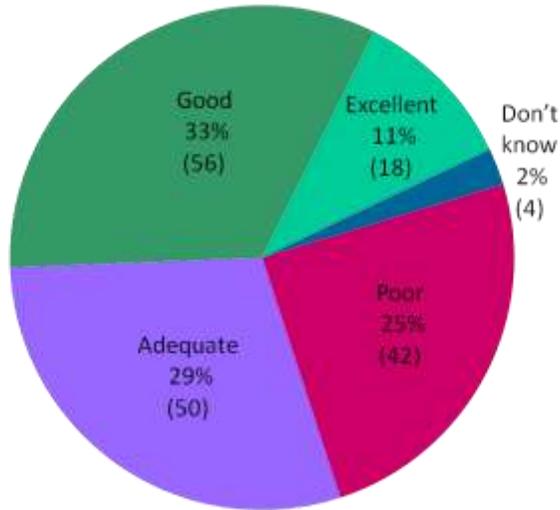




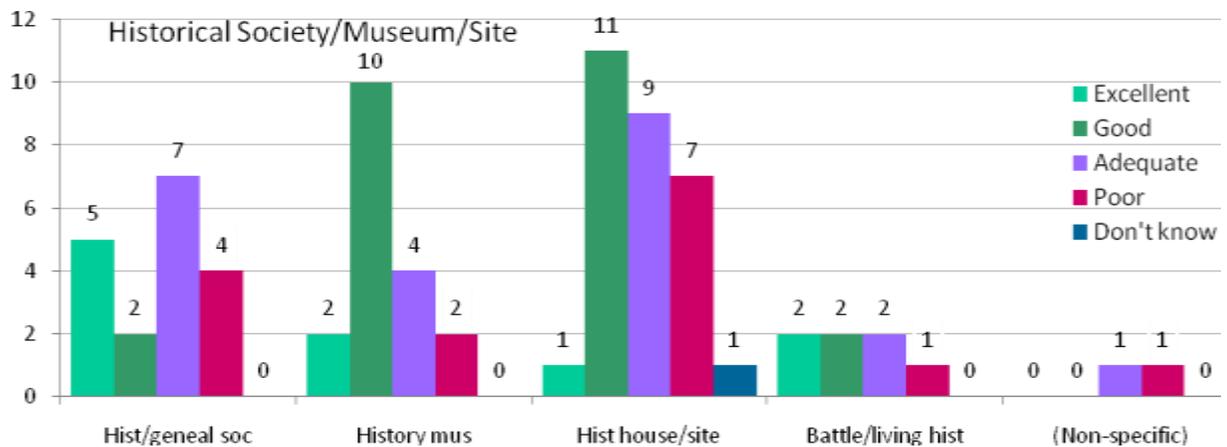
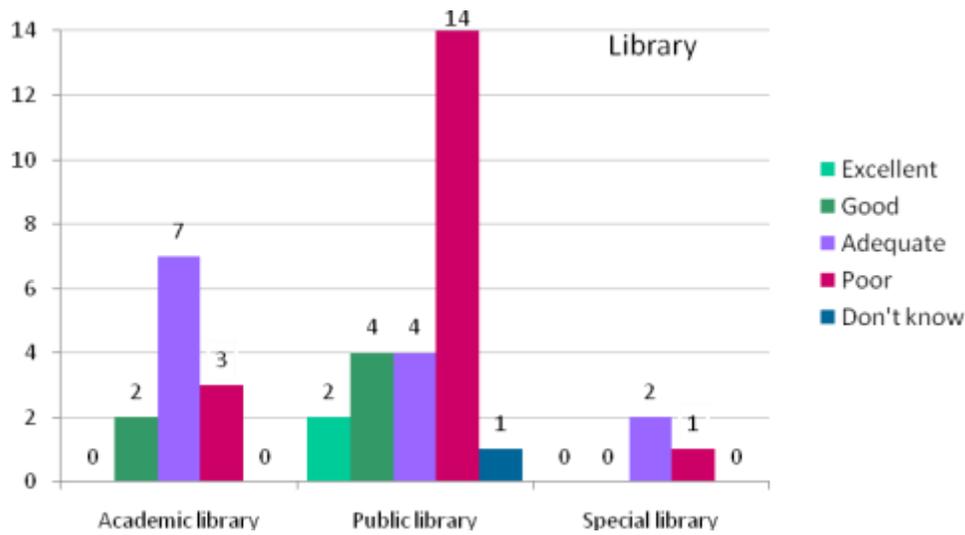
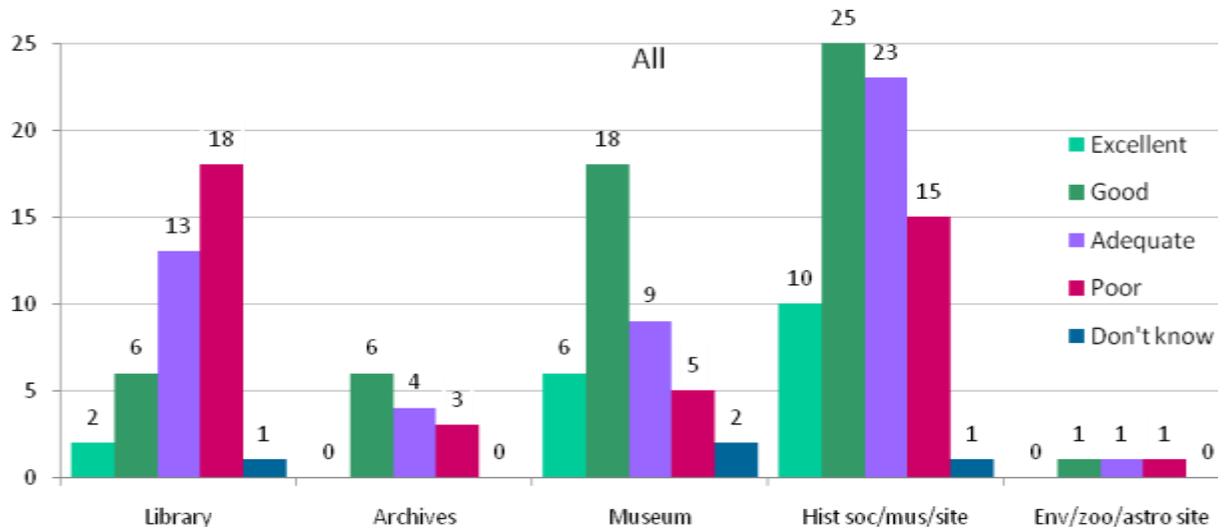
15. Overall, how would you rate these aspects of your collections? (please select one each row)

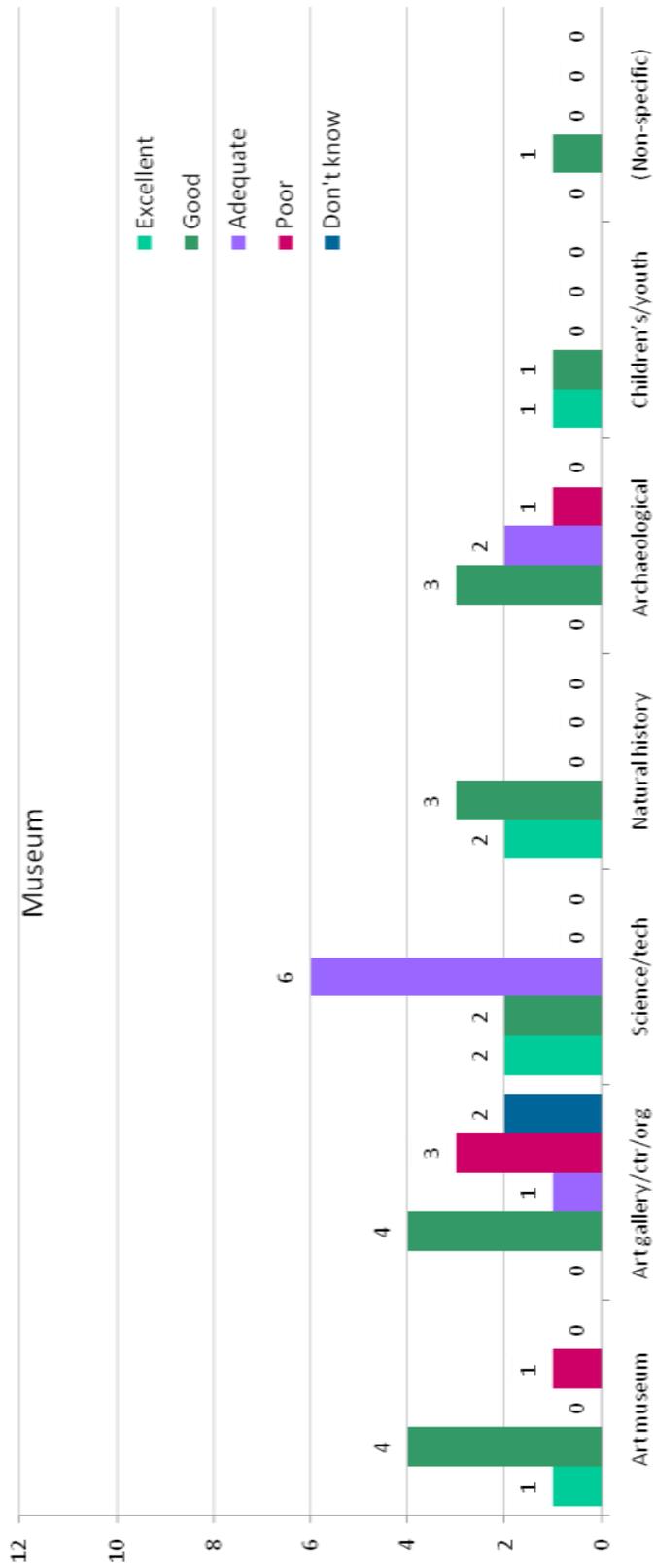
Excellent Good Adequate Poor Don't know

Display areas _____ _____ _____ _____ _____



COLLECTIONS ENVIRONMENT





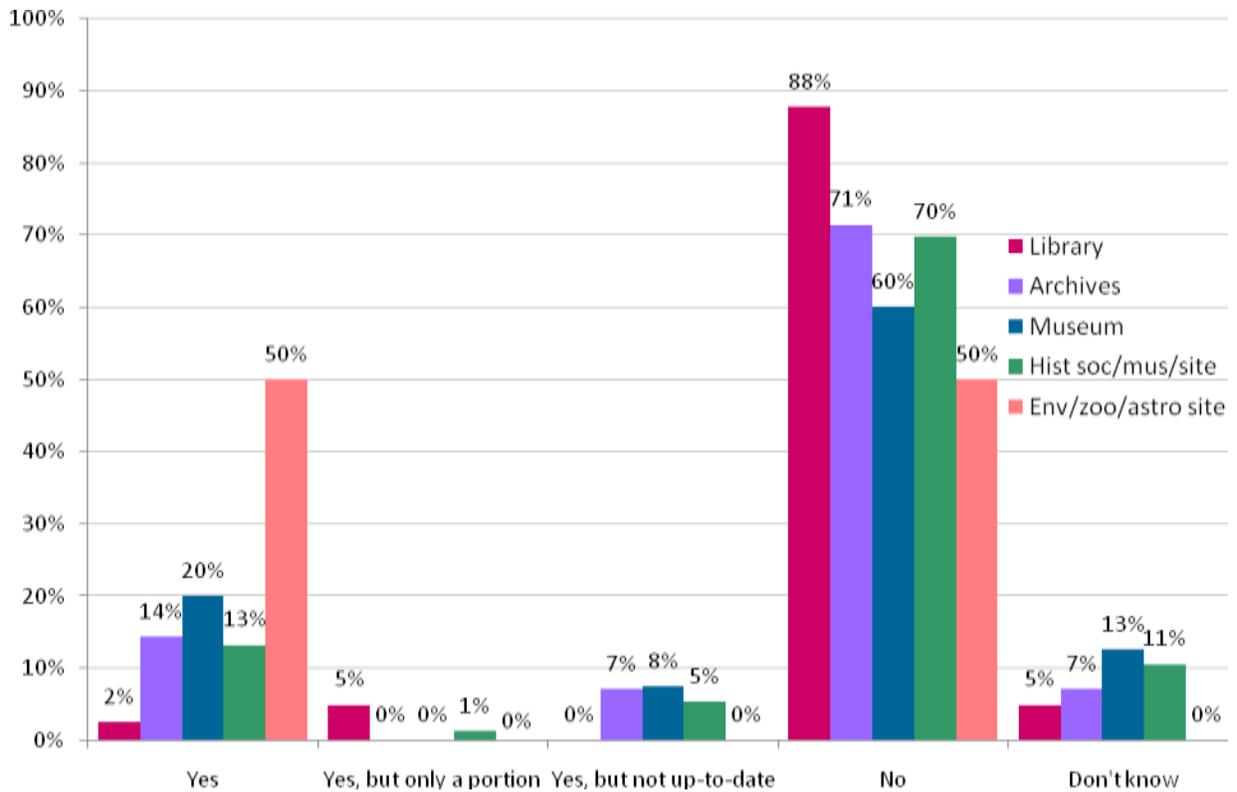
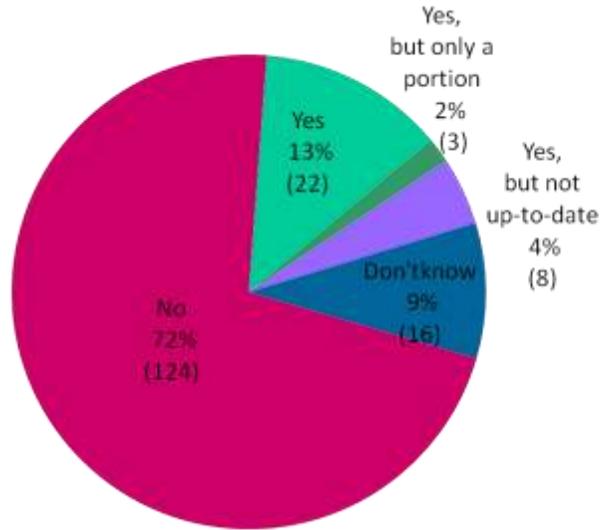
Please use the space below to share any additional comments about the condition of your collections and their environment that are or could be serious conservation/preservation concerns. (optional)

Note: All survey comments were confidential.

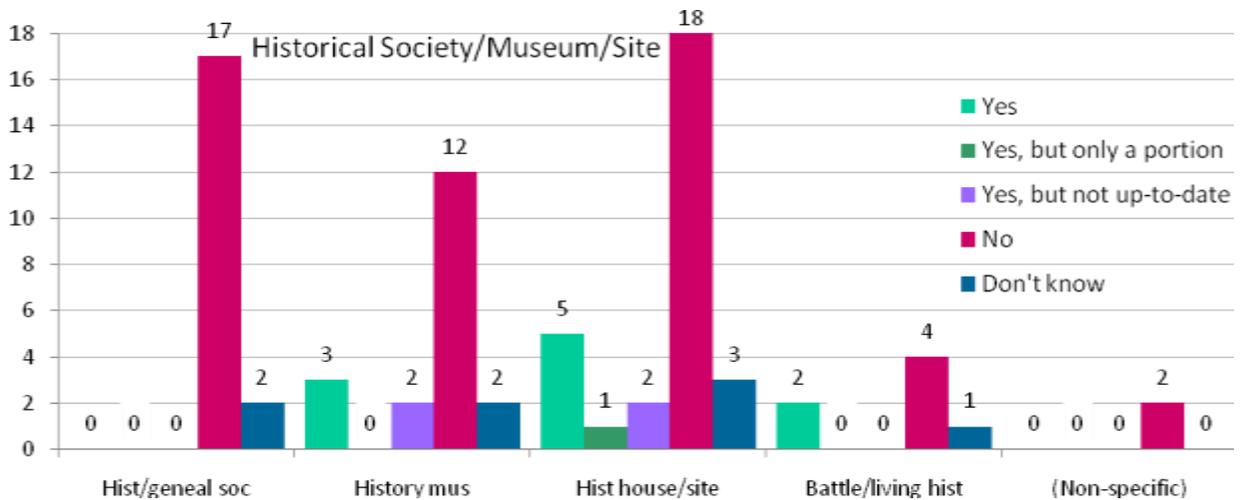
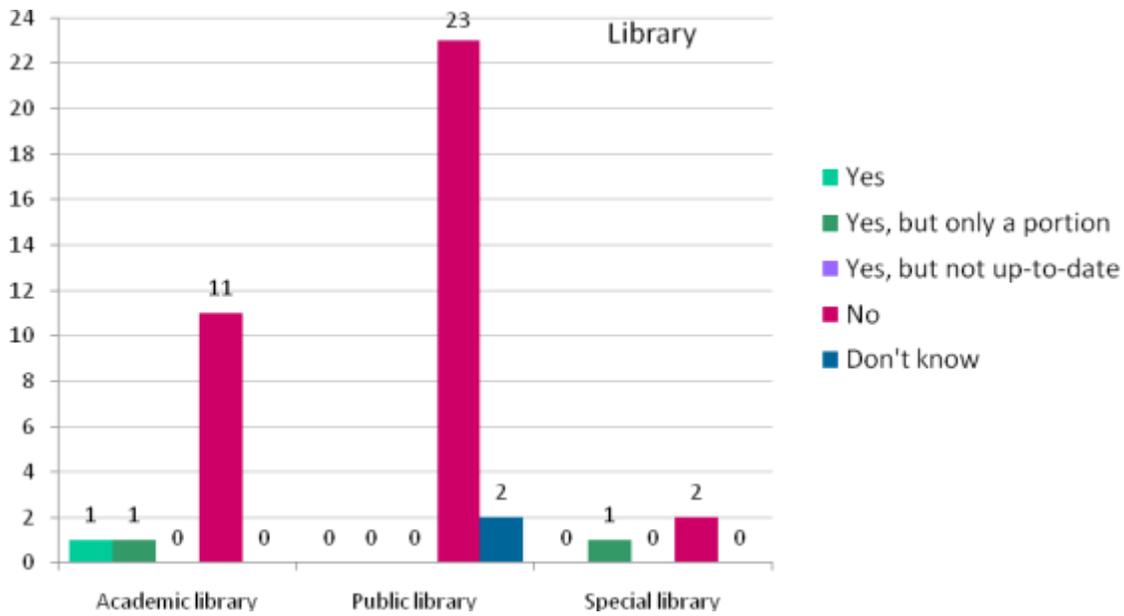
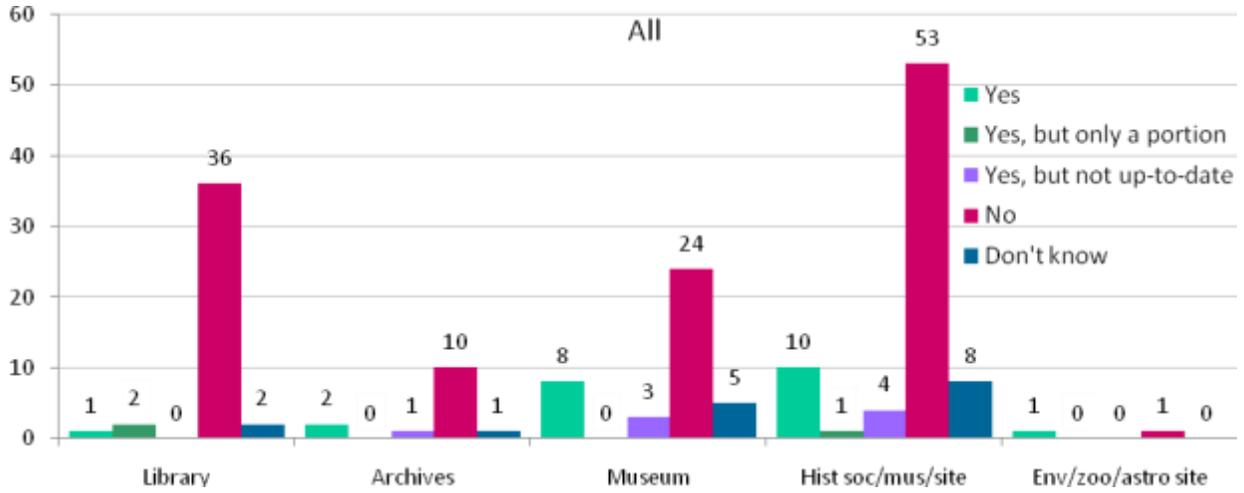
PRESERVATION ACTIVITIES

16. Has a professional survey of the general condition of your collections been done, such as Heritage Preservation's Conservation Assessment Program (CAP) or the American Association of Museum's Museum Assessment Program (MAP)? *(please select one)*

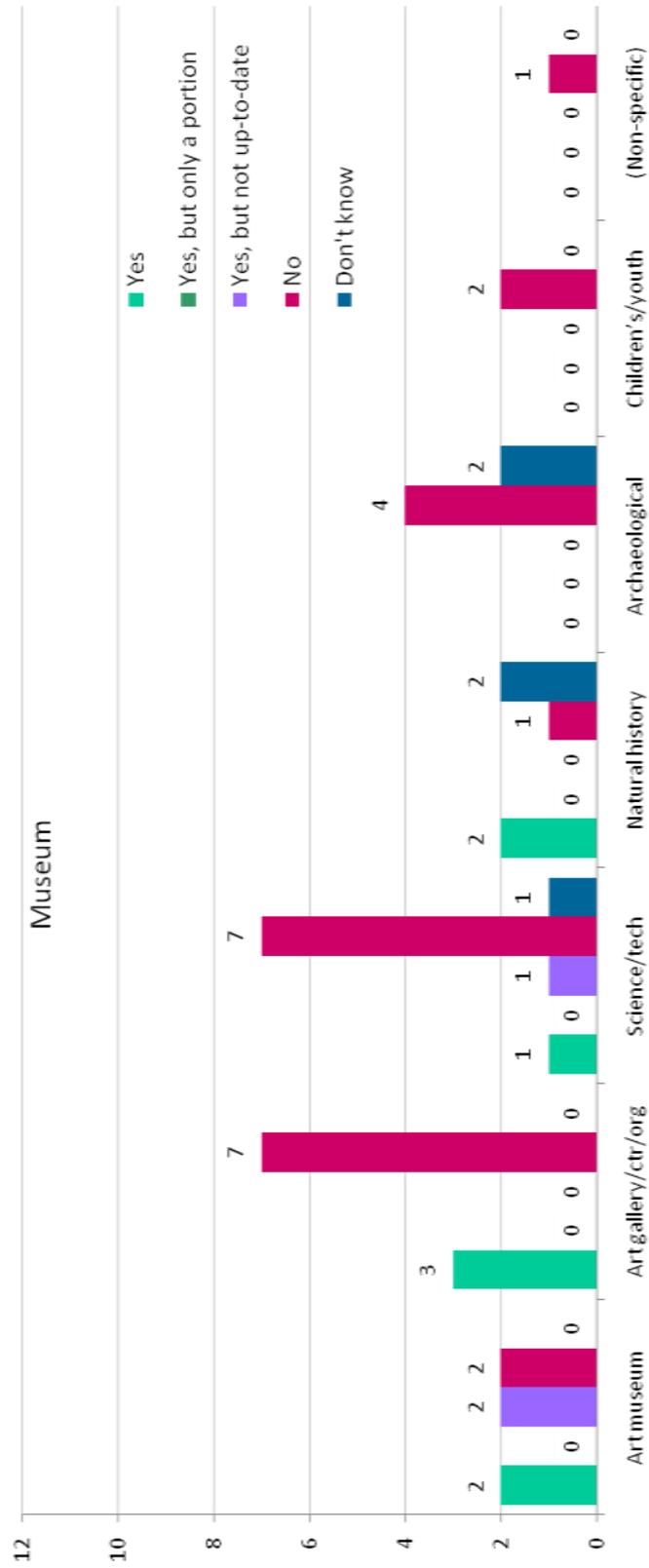
Yes _____ Yes, but only a portion of them _____ Yes, but is not up to date _____ No _____ Don't know _____



PRESERVATION ACTIVITIES



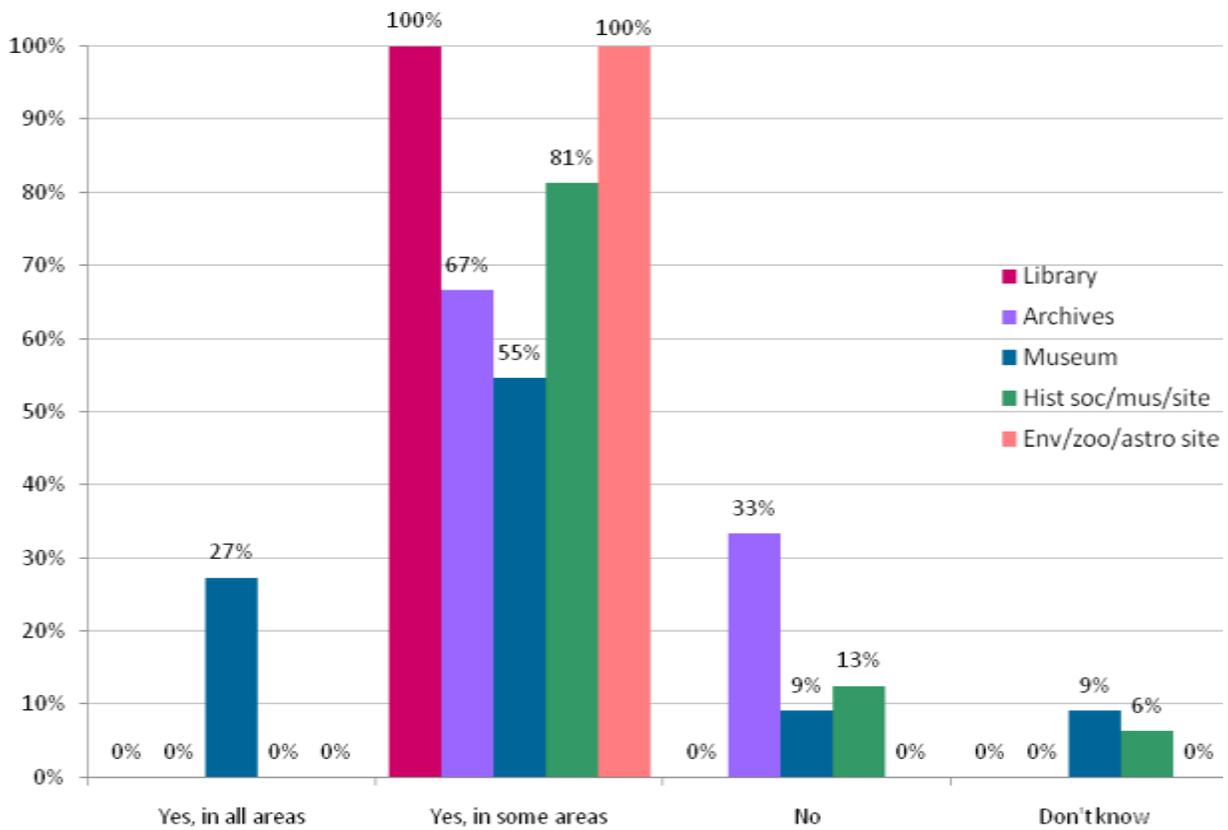
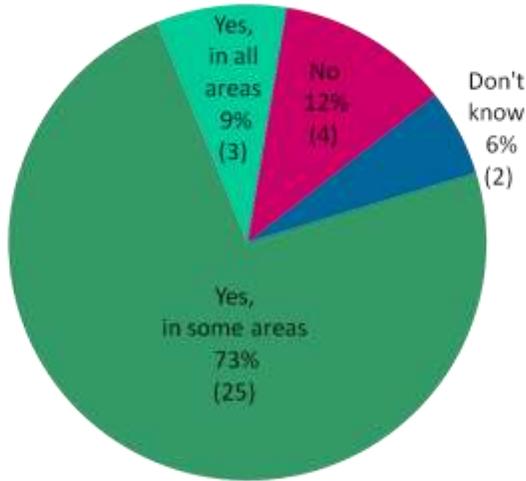
PRESERVATION ACTIVITIES



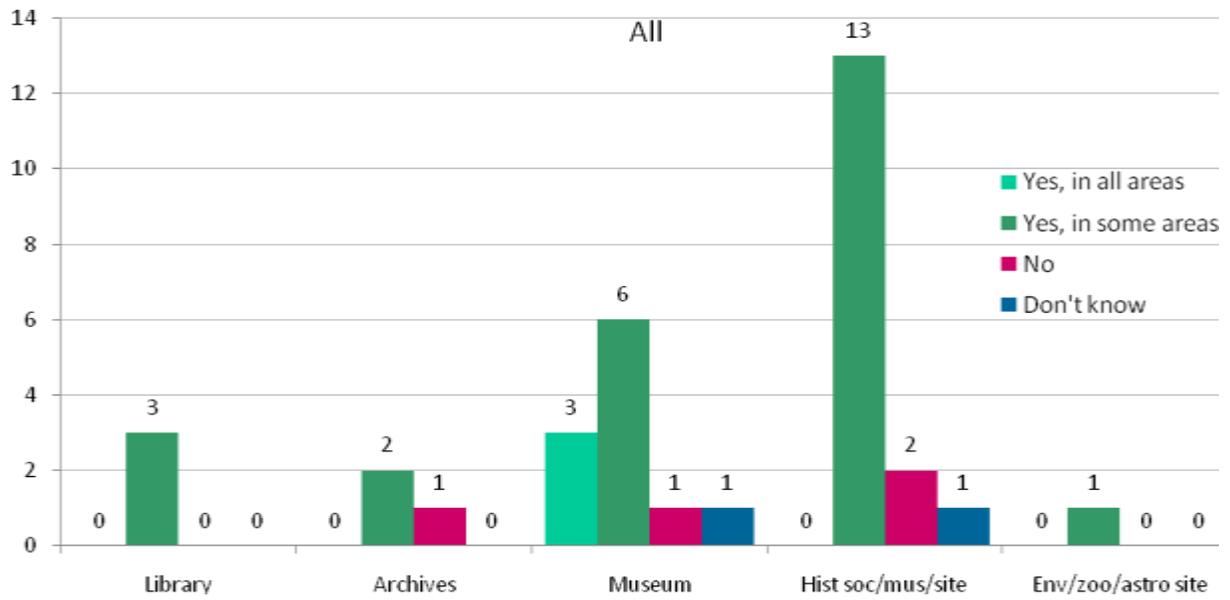
PRESERVATION ACTIVITIES

If so, has this professional survey resulted in any conservation/preservation actions for your collections? (please select one)

Yes, in all areas _____ Yes, in some areas _____ No _____ Don't know _____



PRESERVATION ACTIVITIES

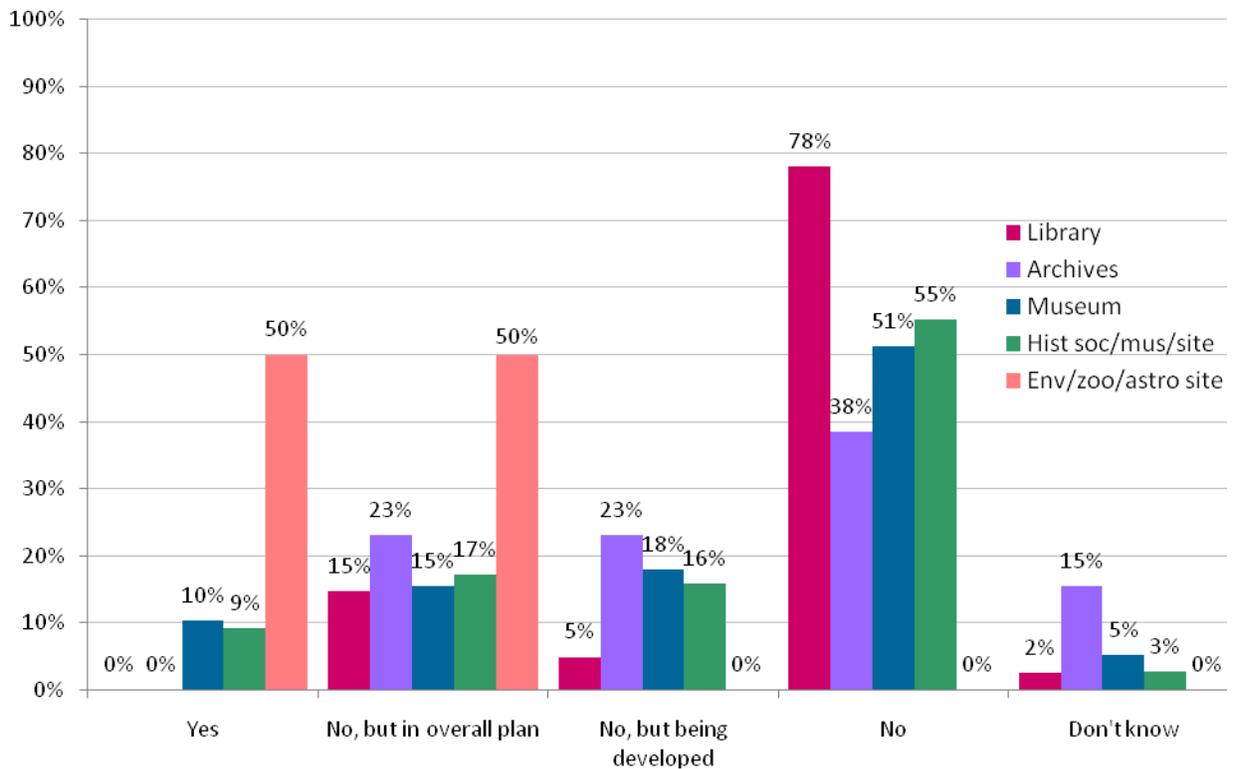
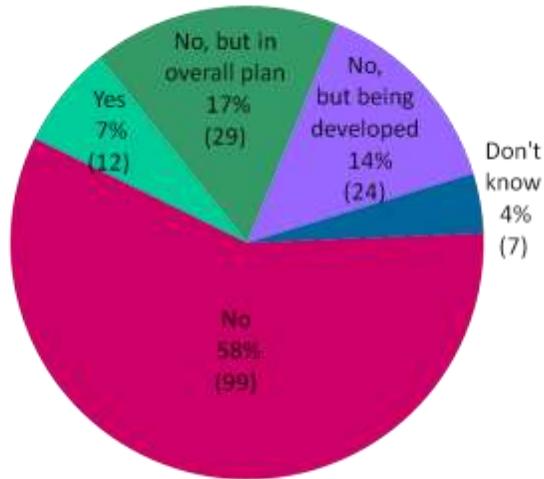


Note: Too few responses to provide meaningful breakdowns into sub-groups.

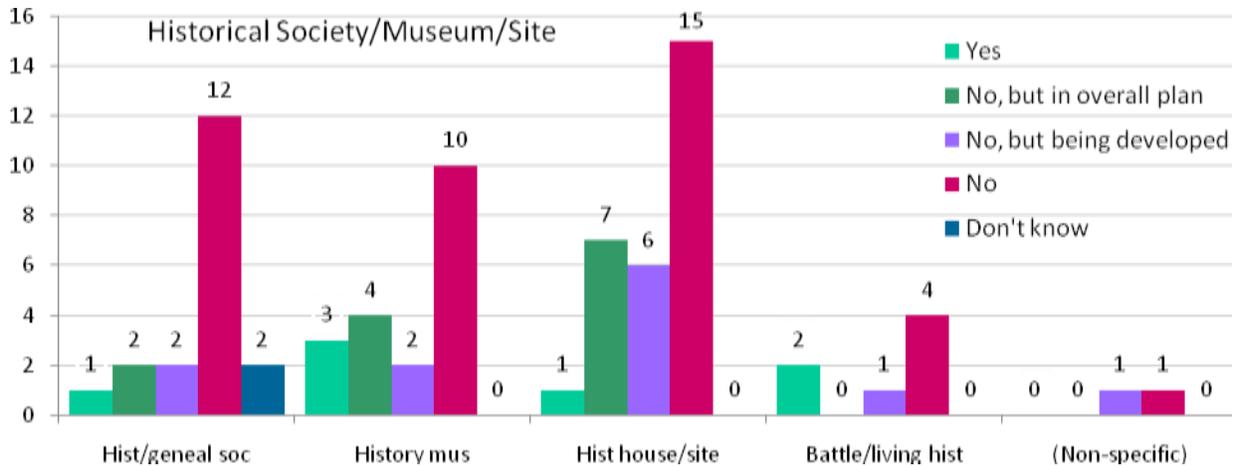
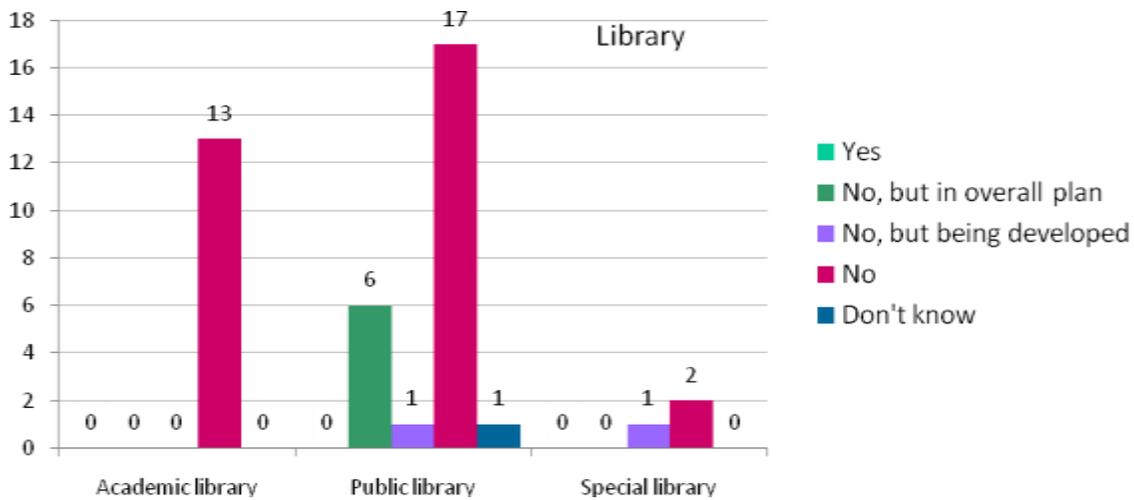
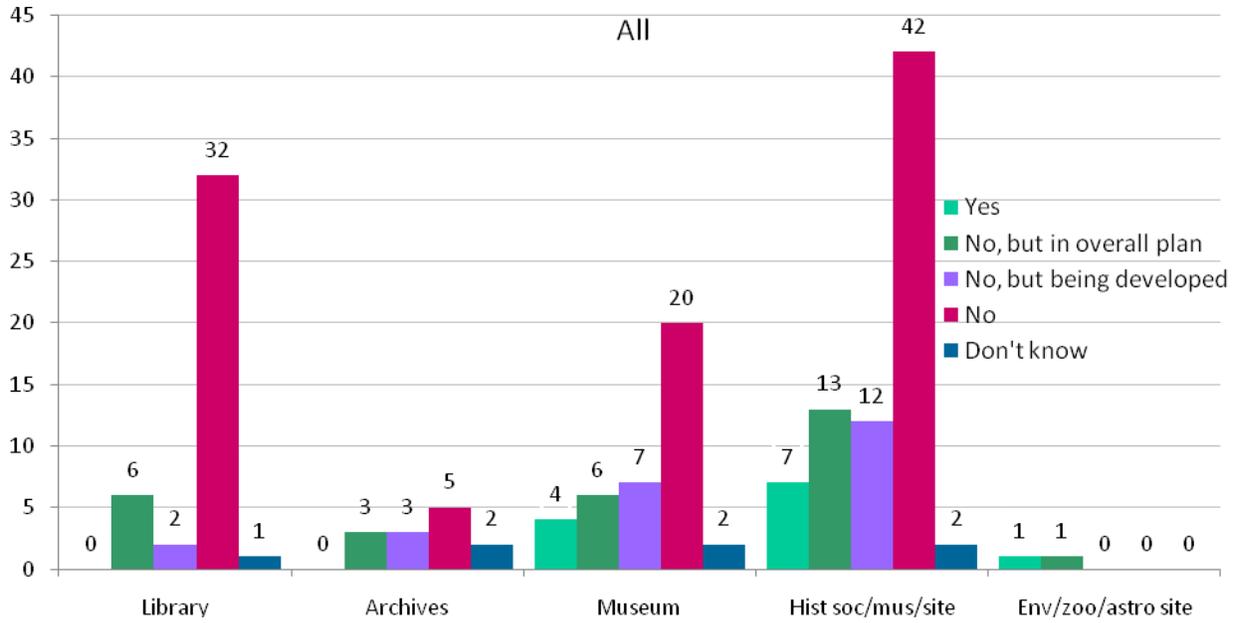
PRESERVATION ACTIVITIES

17. Does your organization have a written, long-range conservation/preservation plan for the care of your collections? (please select one)

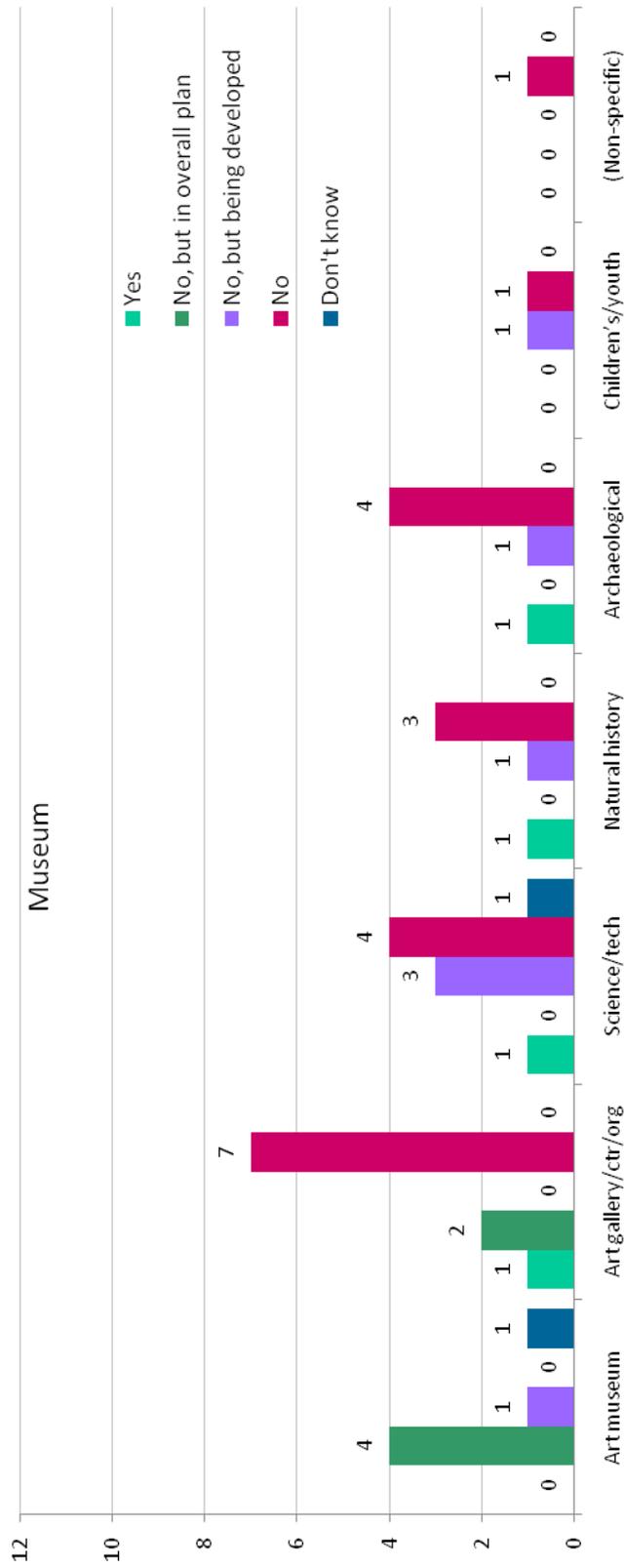
Yes _____ No, but preservation is addressed in overall long-range plan _____ No, but one is being developed _____ No _____ Don't know _____



PRESERVATION ACTIVITIES



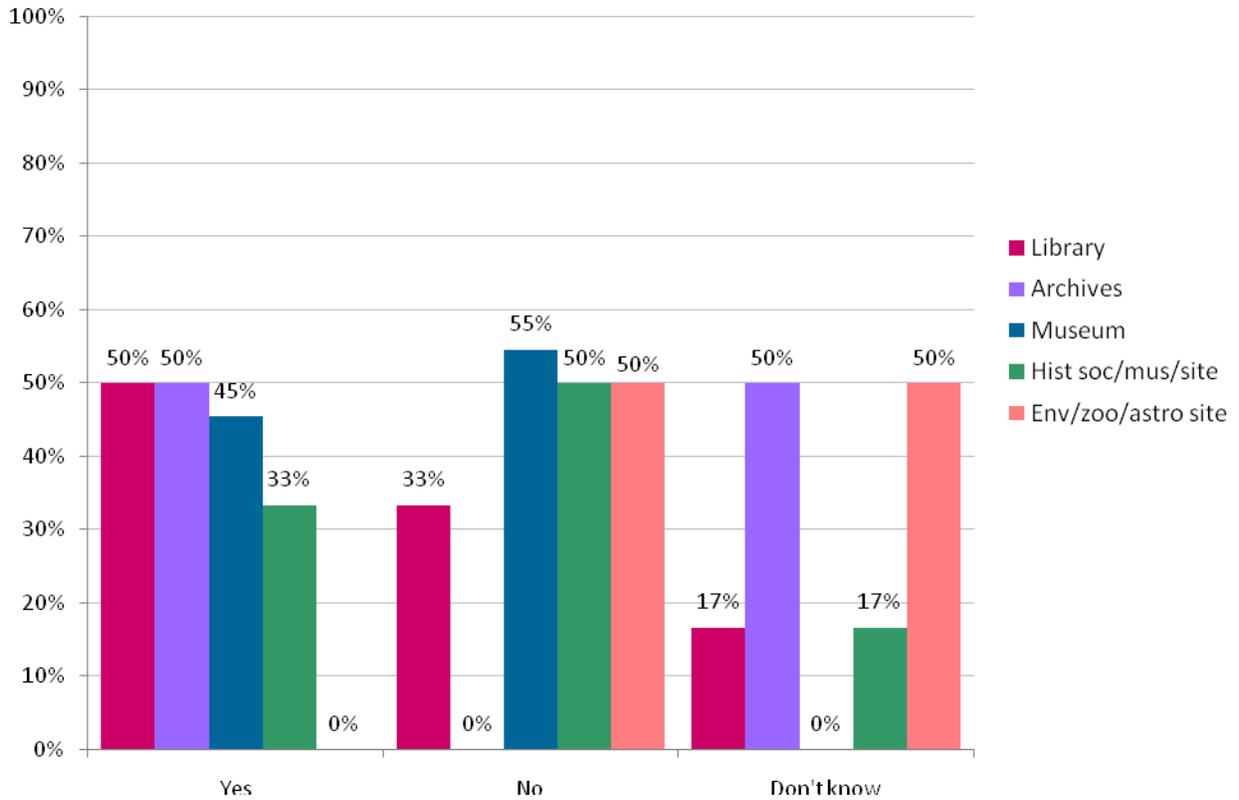
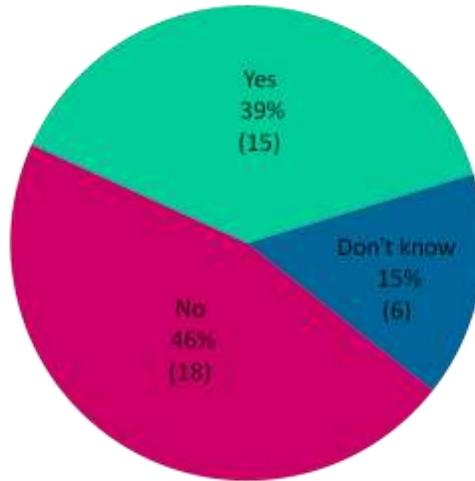
PRESERVATION ACTIVITIES



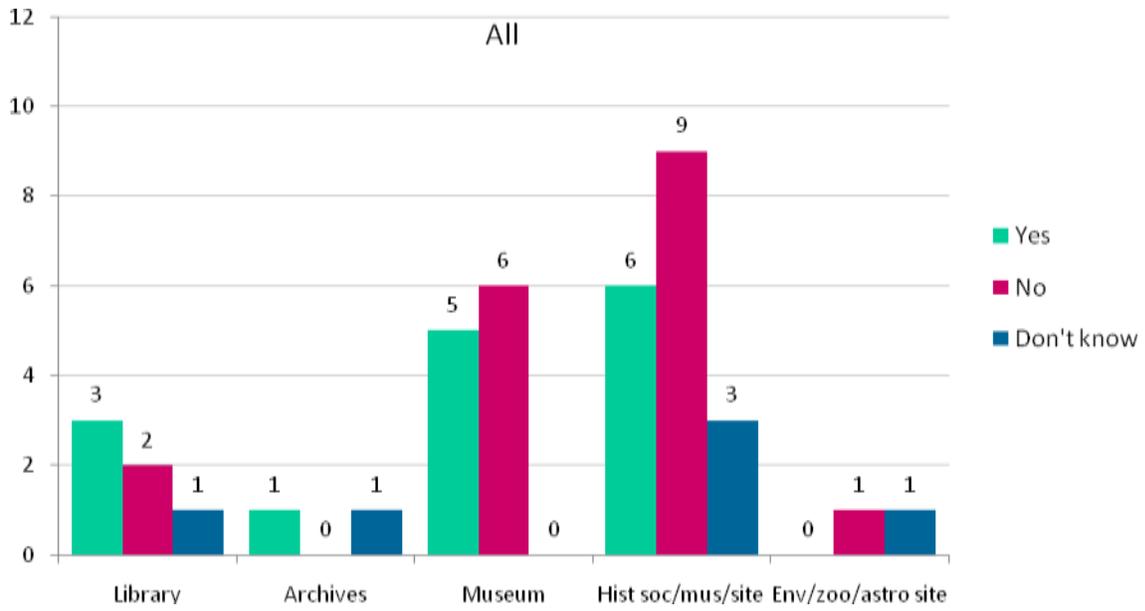
PRESERVATION ACTIVITIES

If so, is your written conservation/preservation plan up-to-date? *(please select one)*

Yes _____ No _____ Don't know _____



PRESERVATION ACTIVITIES



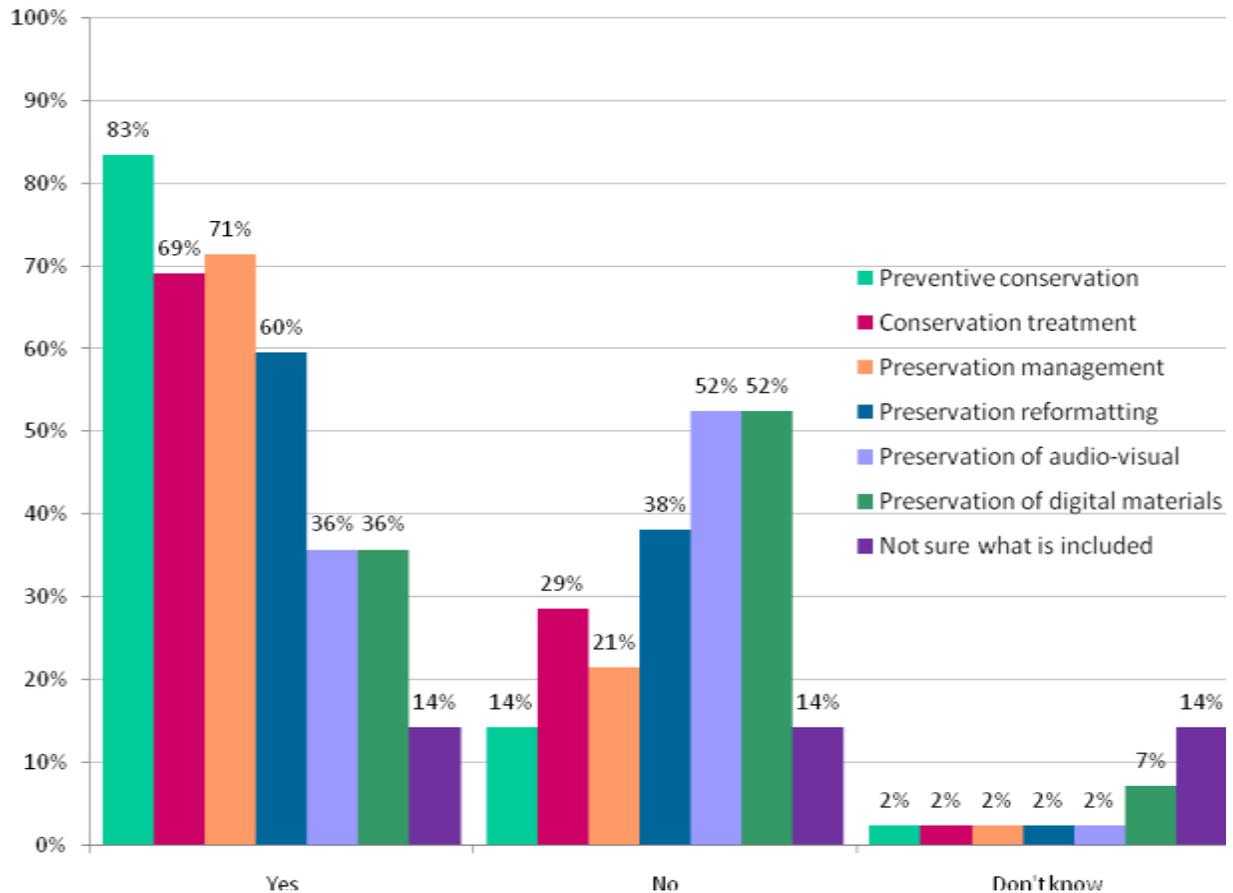
Note: Too few responses to provide meaningful breakdowns into sub-groups.

PRESERVATION ACTIVITIES

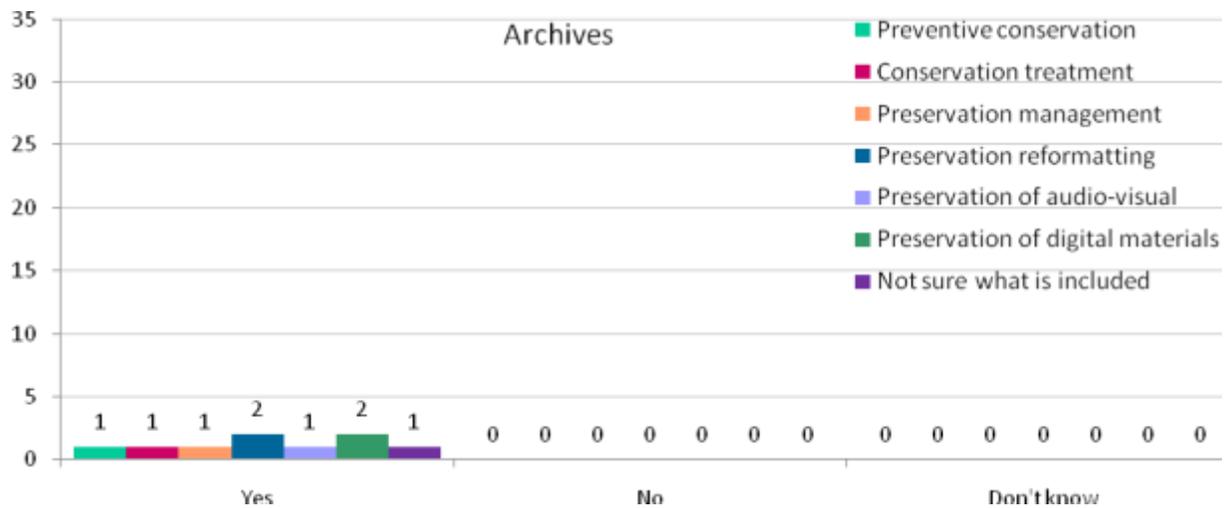
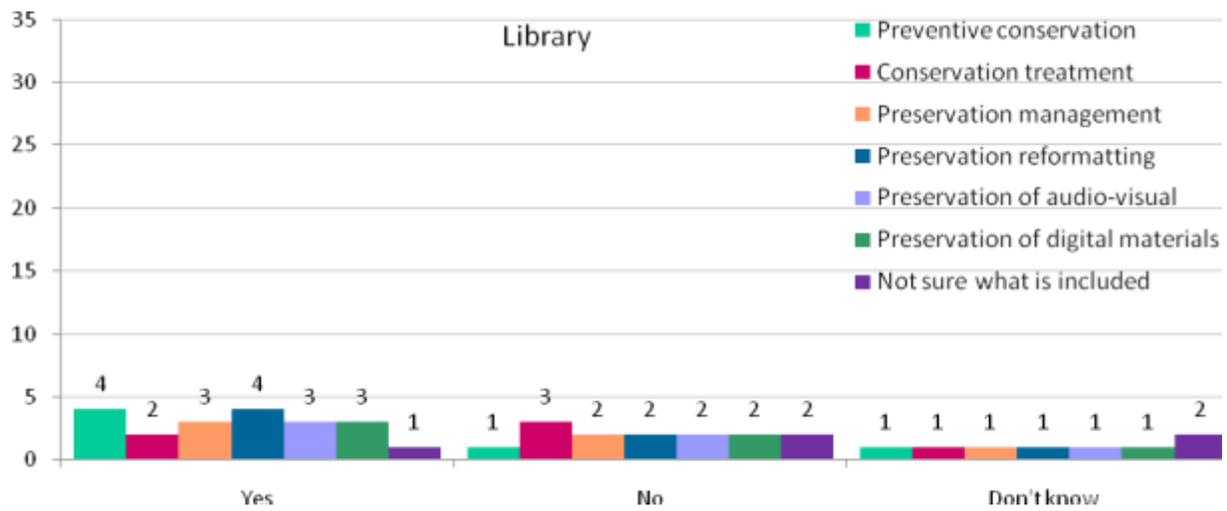
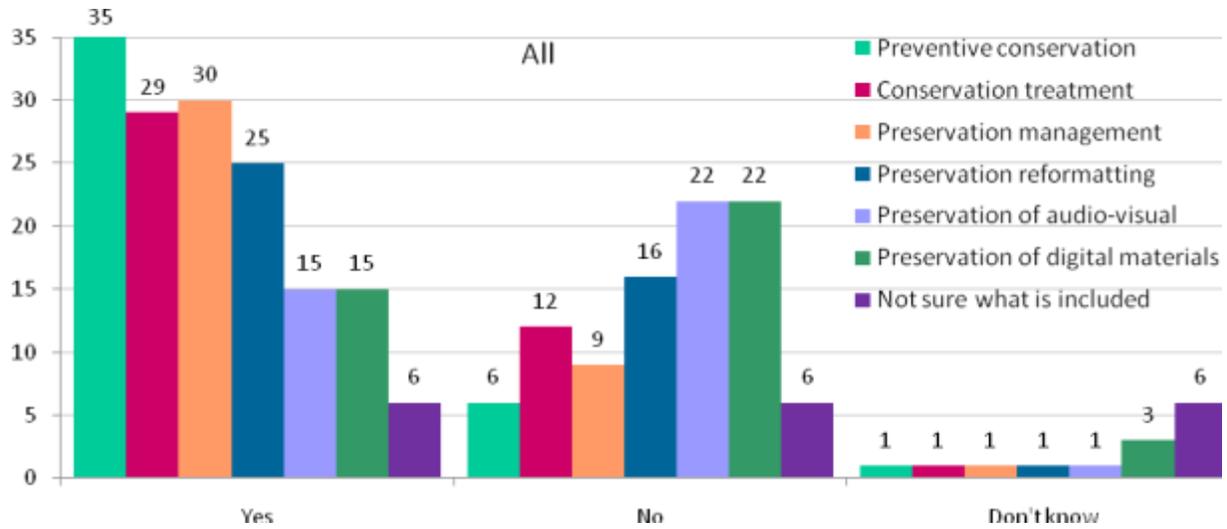
What does your conservation/preservation program include?

(please select all that apply)

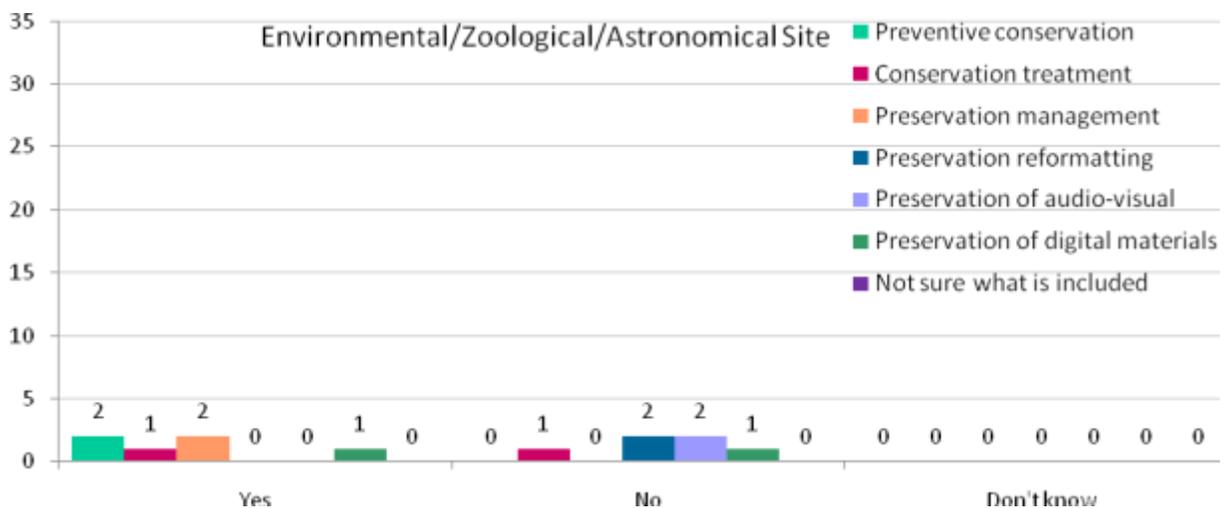
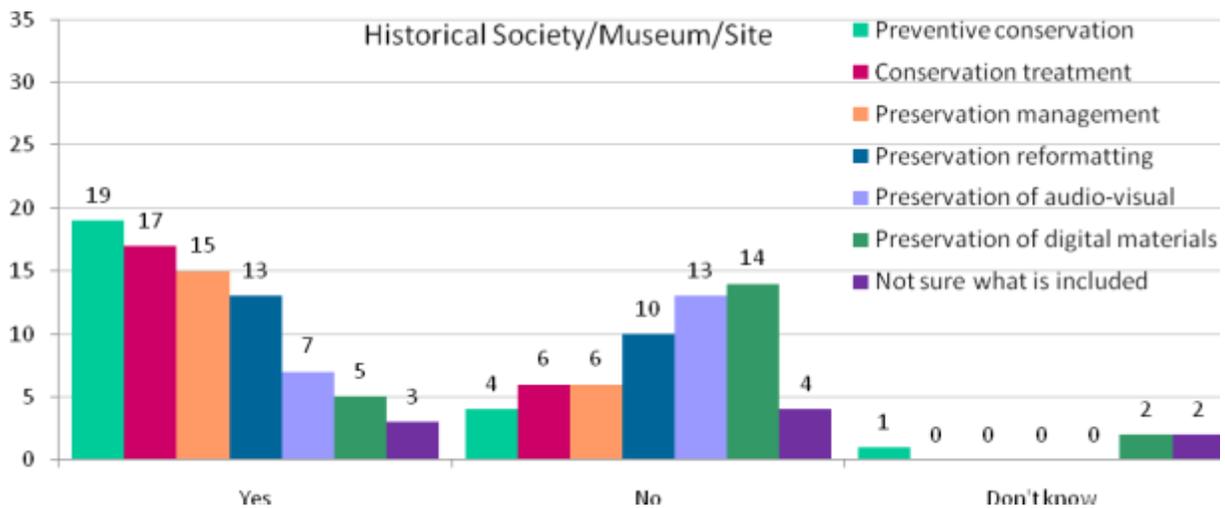
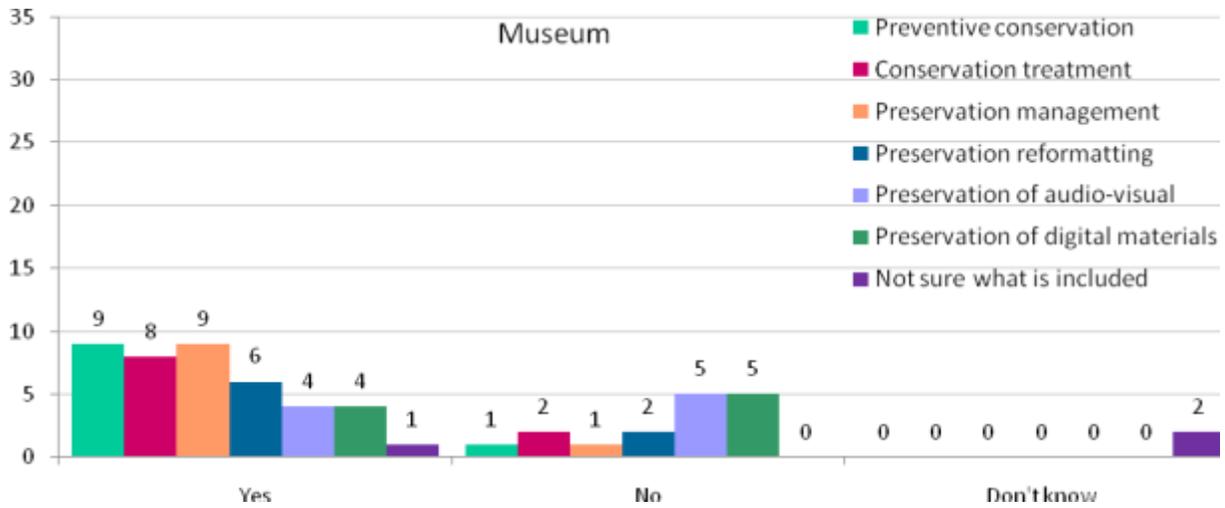
	Yes	No	Don't know
Preventive conservation (e.g., housekeeping routine, rehousing, environmental monitoring)	_____	_____	_____
Conservation treatment (e.g., repair, restoration, mass deacidification, specimen preparation)	_____	_____	_____
Preservation management (e.g., planning, assessment)	_____	_____	_____
Preservation reformatting (e.g., preservation photocopying, microfilming)	_____	_____	_____
Preservation of audio-visual media and playback equipment (e.g., preservation copies, maintenance)	_____	_____	_____
Preservation of digital materials (e.g., data migration to current software, websites)	_____	_____	_____
Not sure what is included	_____	_____	_____



PRESERVATION ACTIVITIES

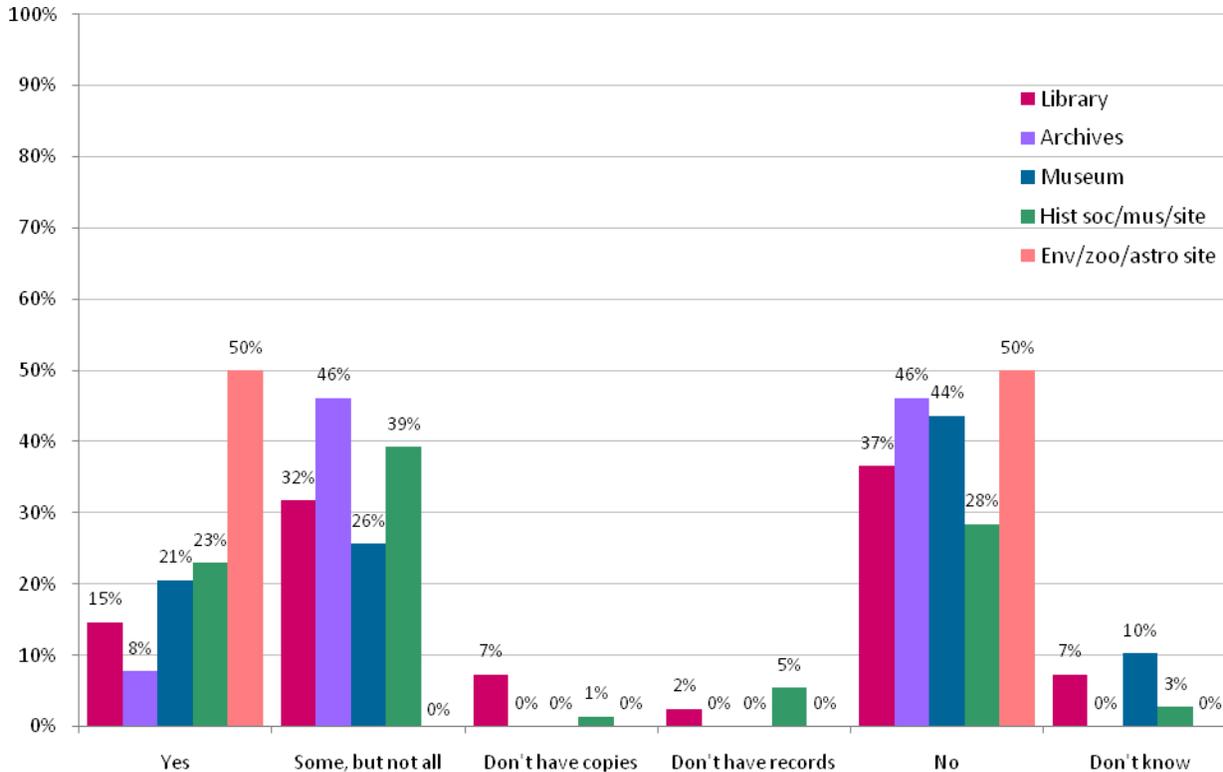
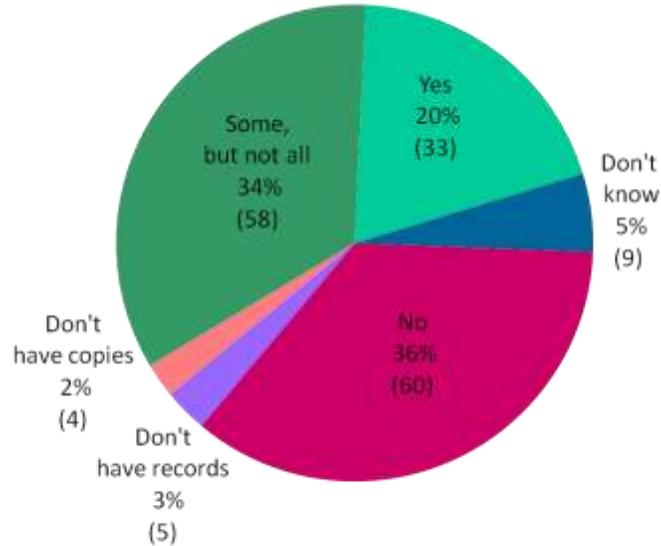


PRESERVATION ACTIVITIES

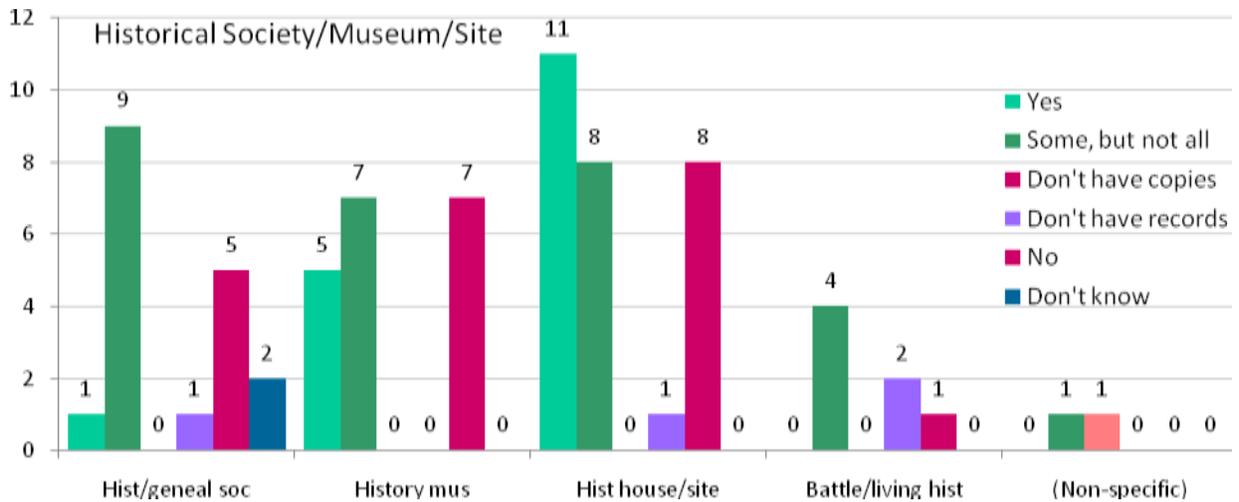
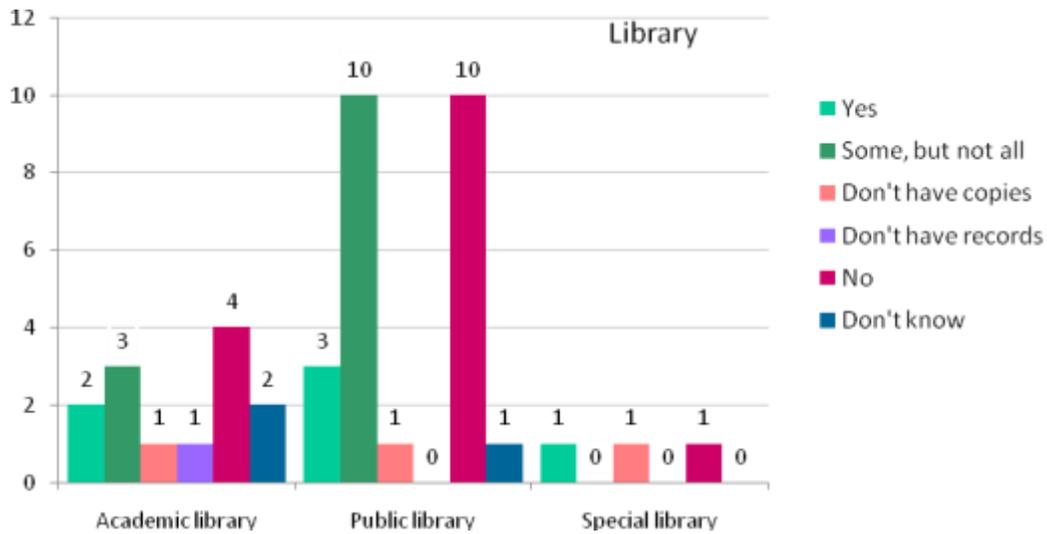
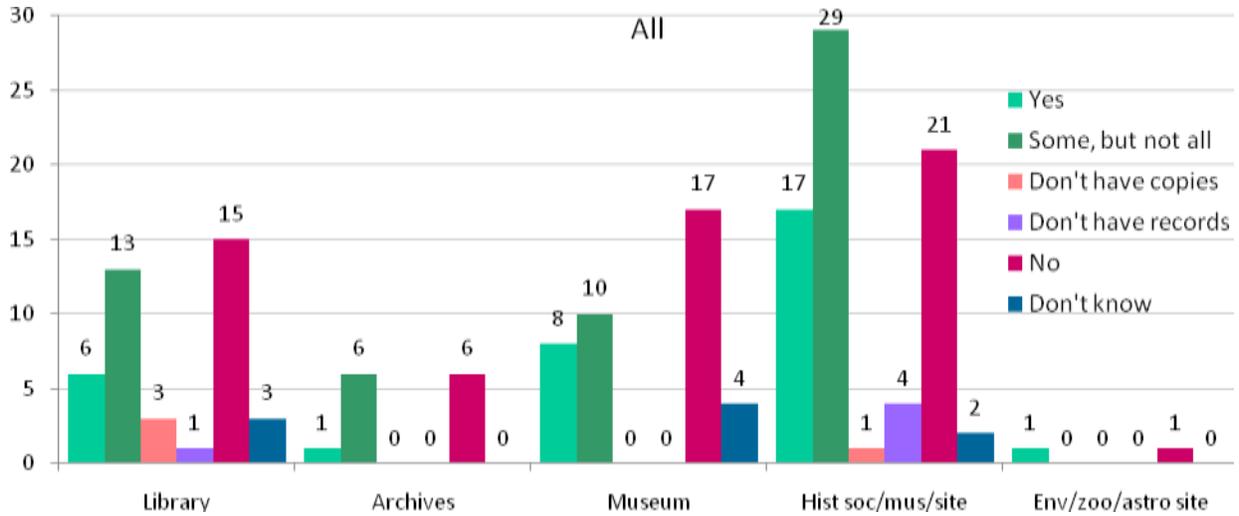


18. Are copies of vital collections records (e.g., inventory, catalog, insurance policies) stored offsite in the event of an emergency/disaster? (please select one)

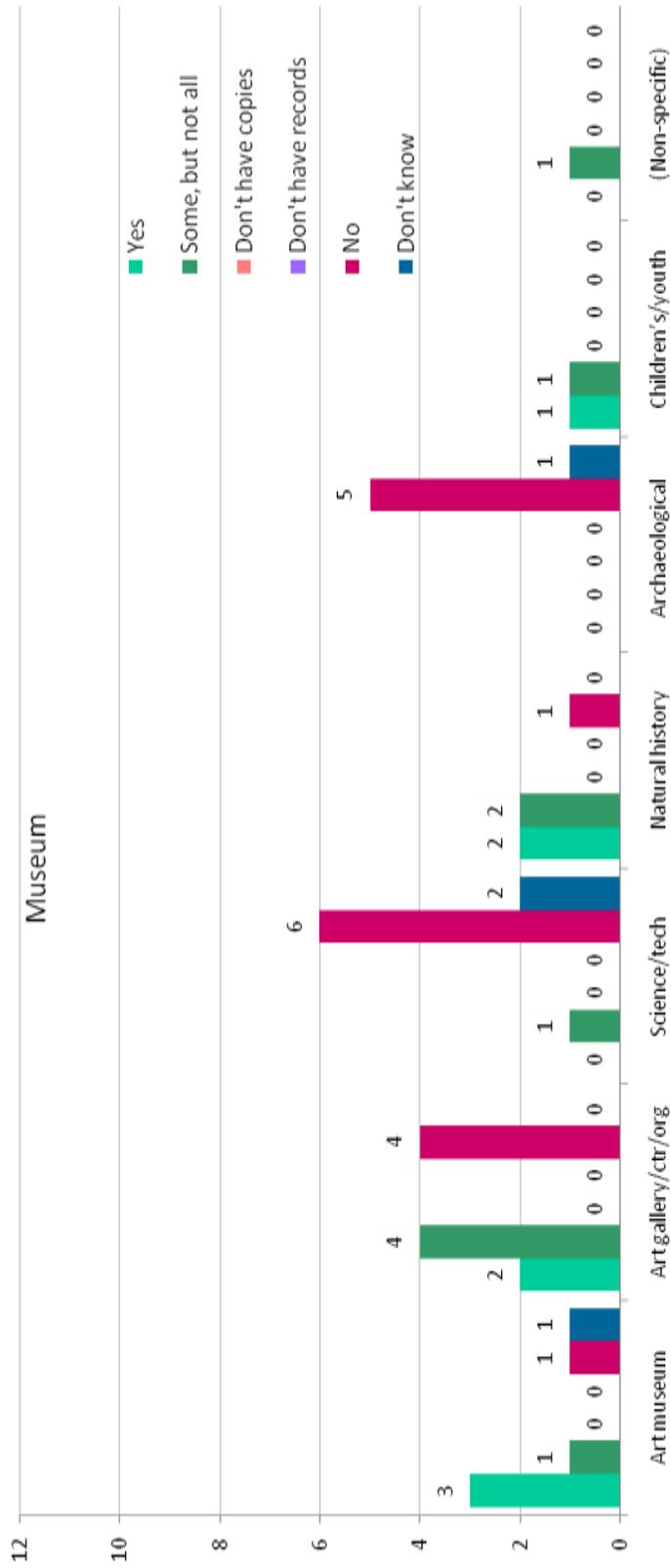
Yes _____ Some, but not all _____ No _____ Don't know _____
 Do not have copies _____ Do not have collections records _____



PRESERVATION ACTIVITIES



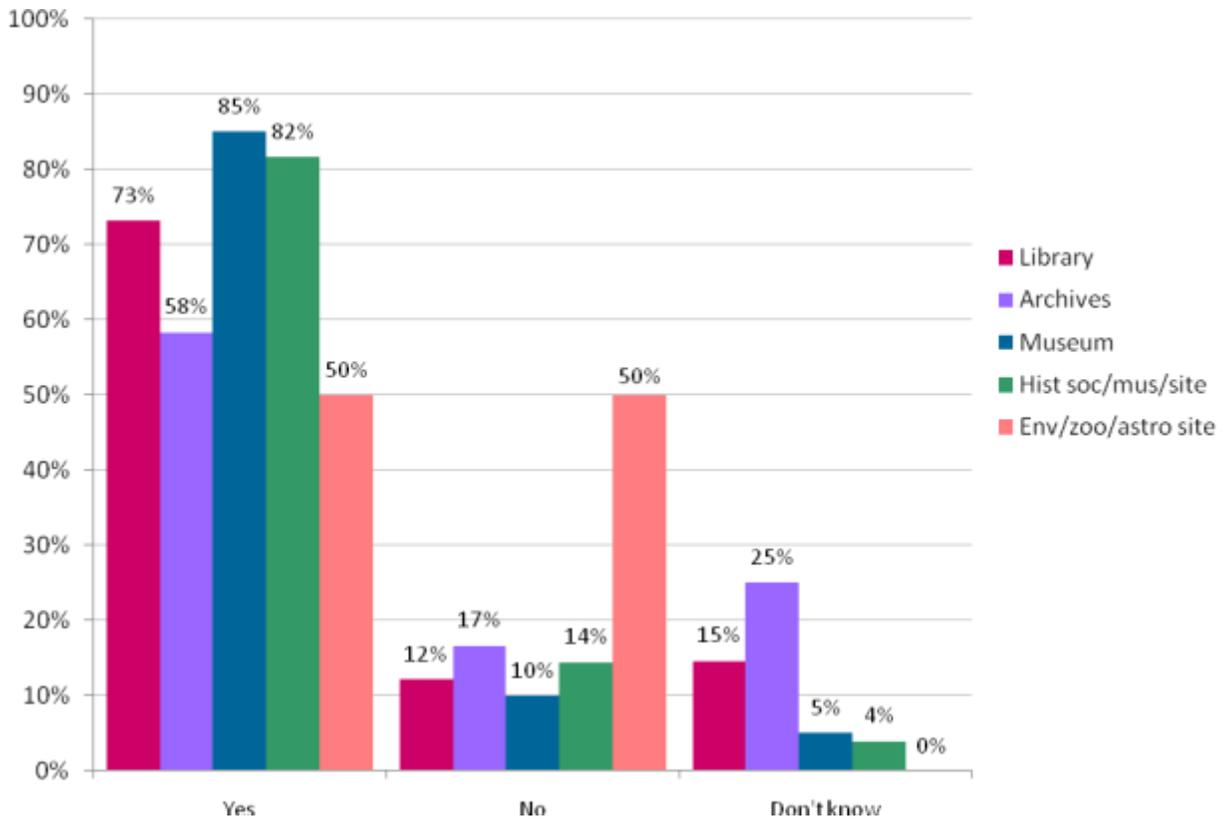
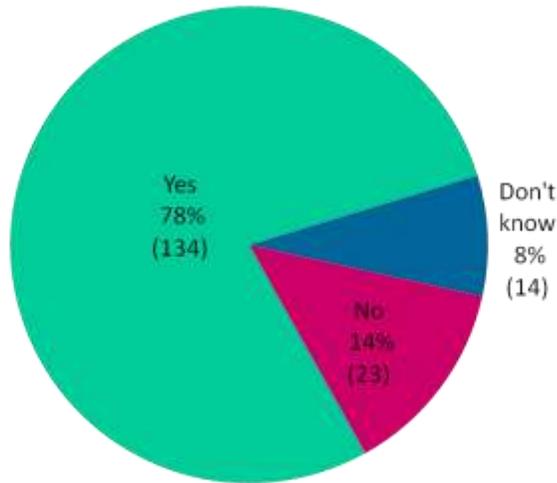
PRESERVATION ACTIVITIES



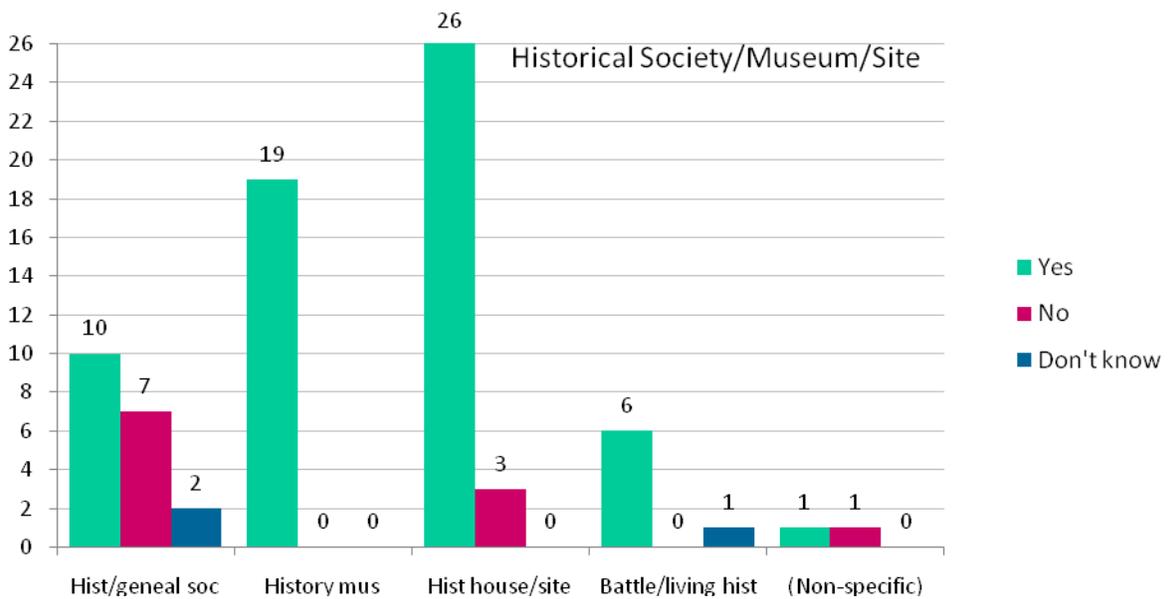
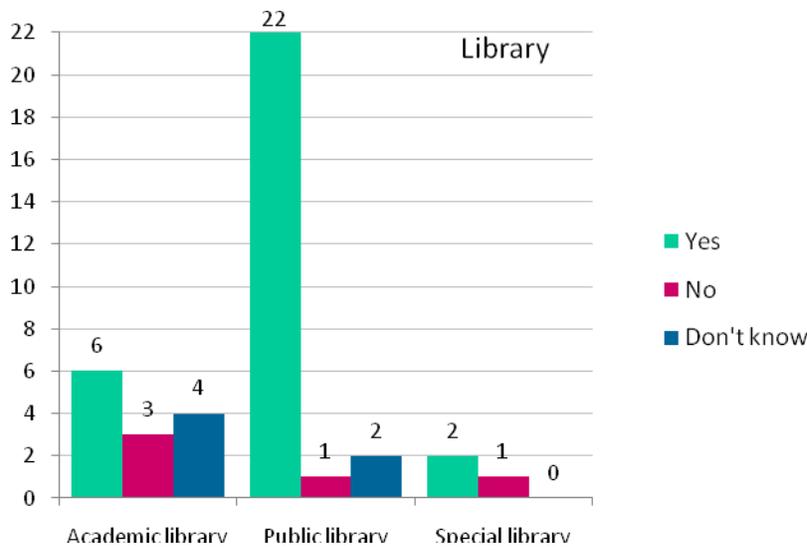
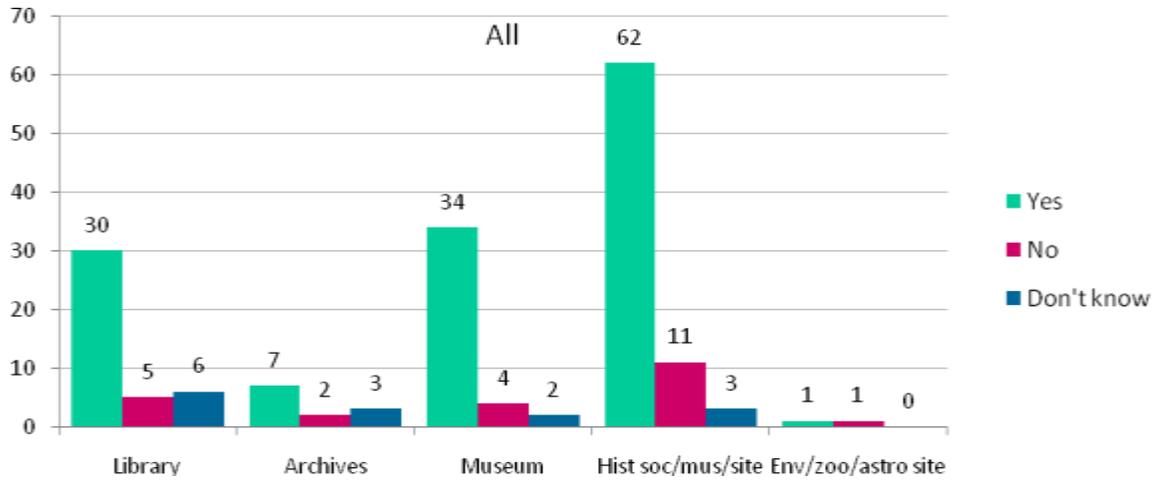
PRESERVATION ACTIVITIES

19. Does your organization have a working relationship with your local emergency responders (e.g., fire, police)? (please select one)

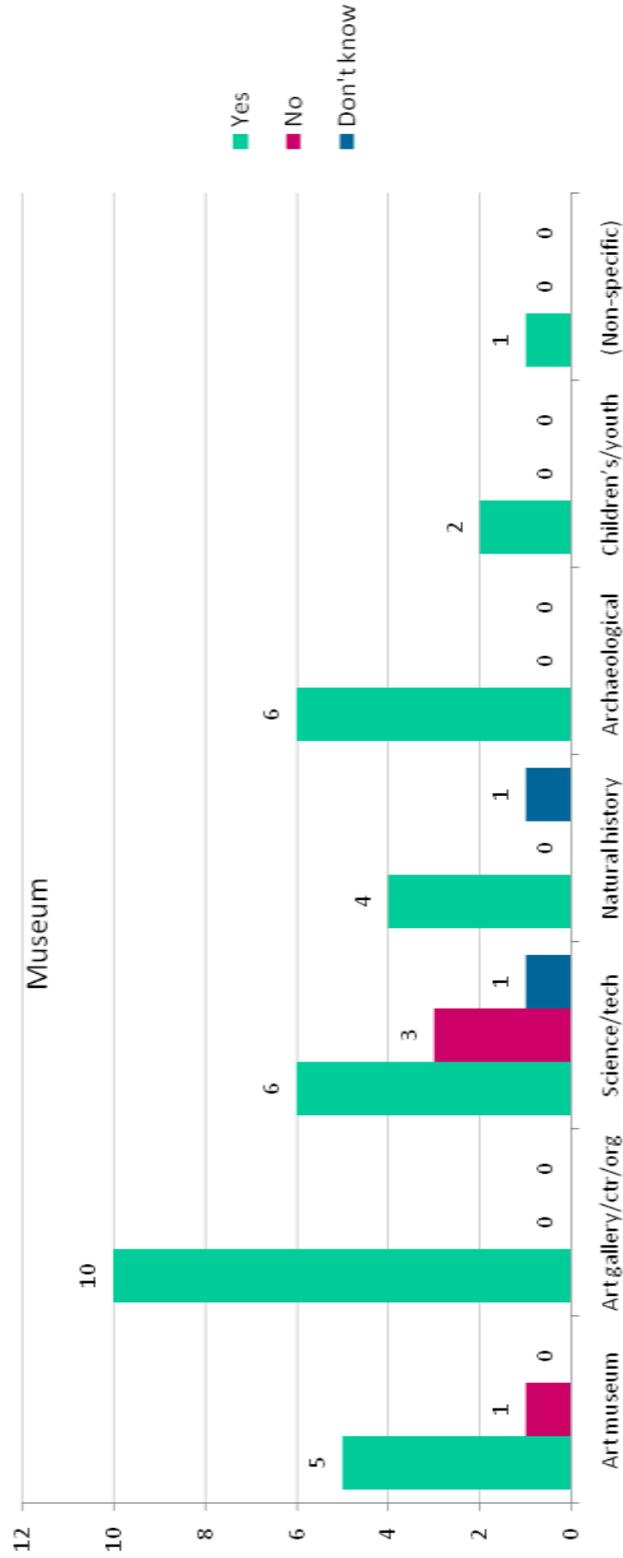
Yes _____ No _____ Don't know _____



PRESERVATION ACTIVITIES



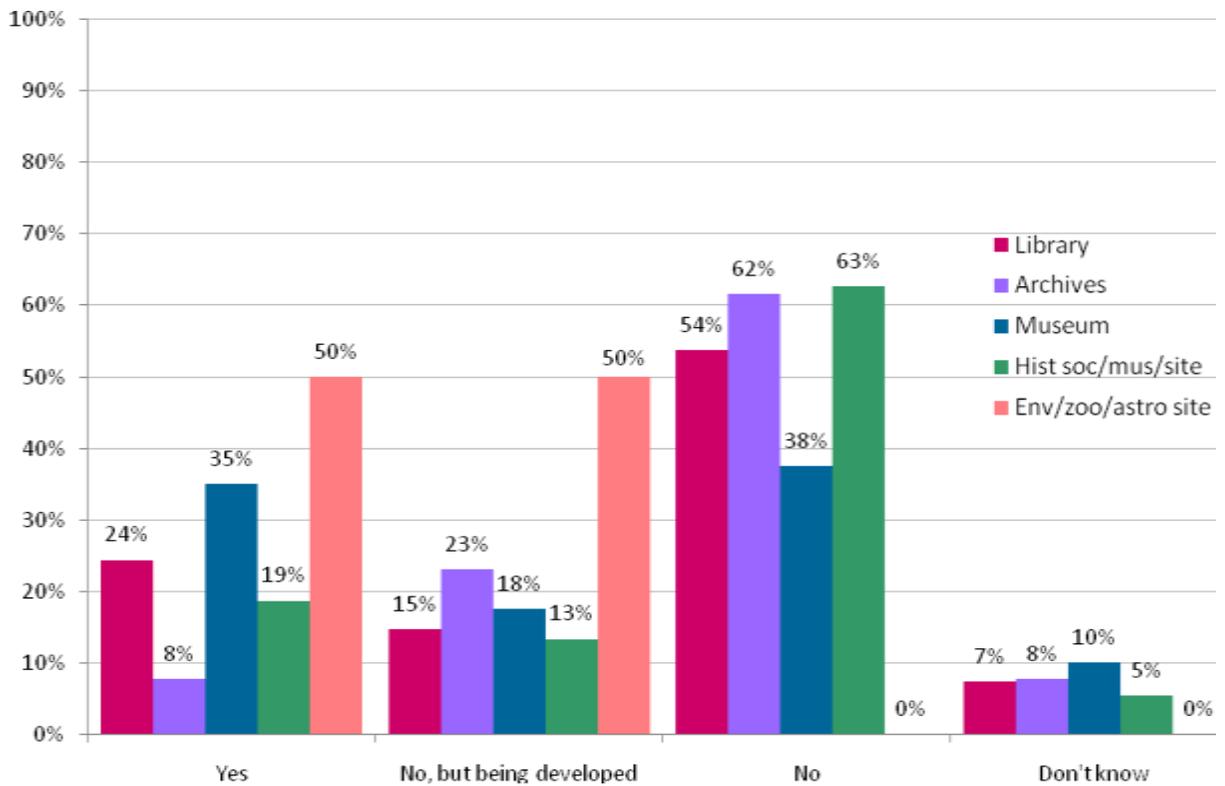
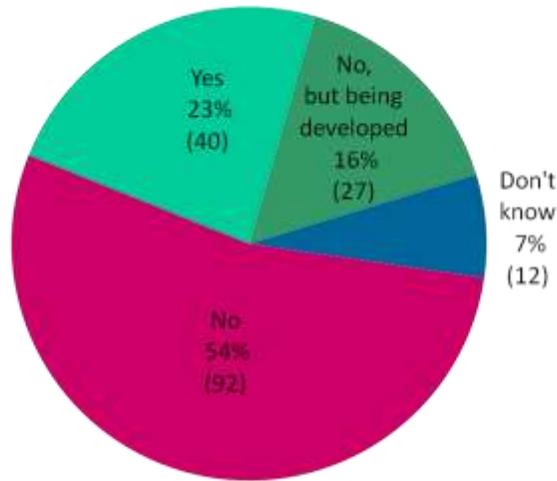
PRESERVATION ACTIVITIES



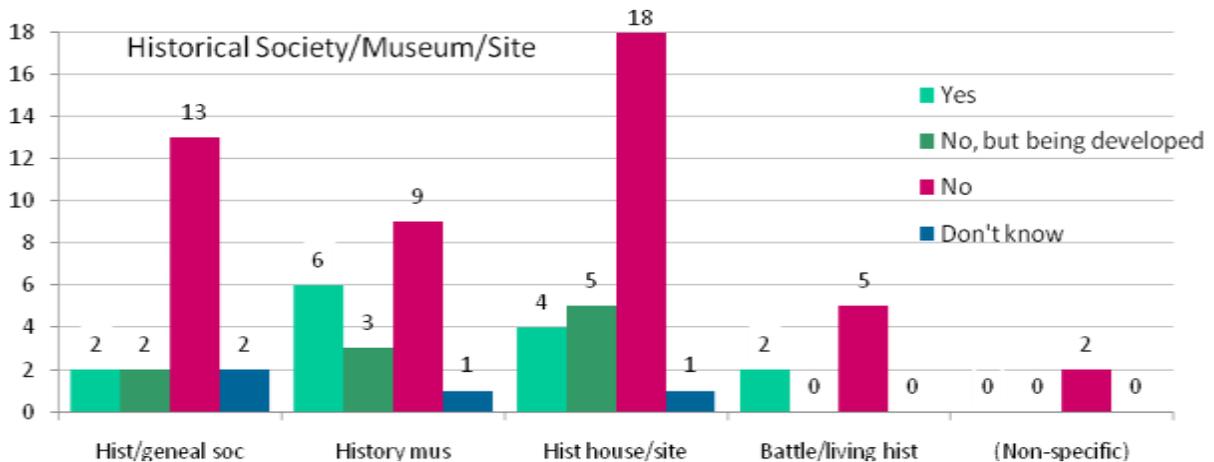
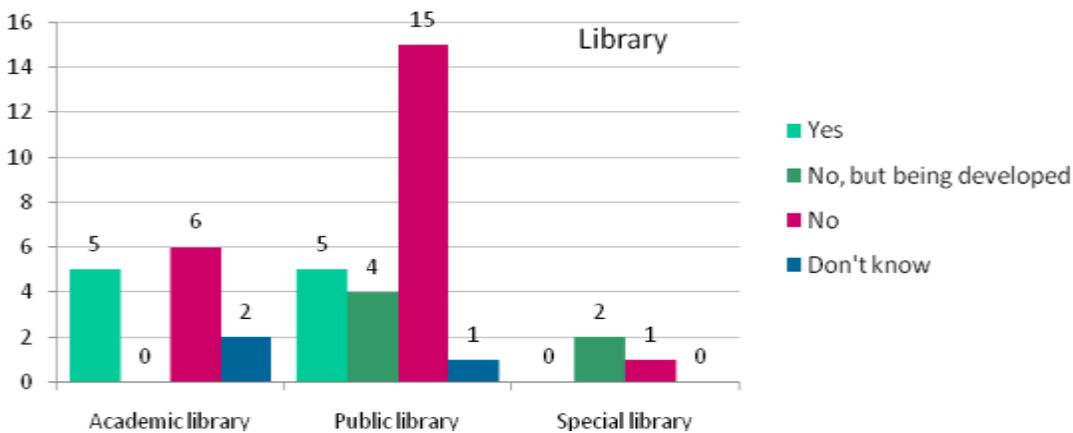
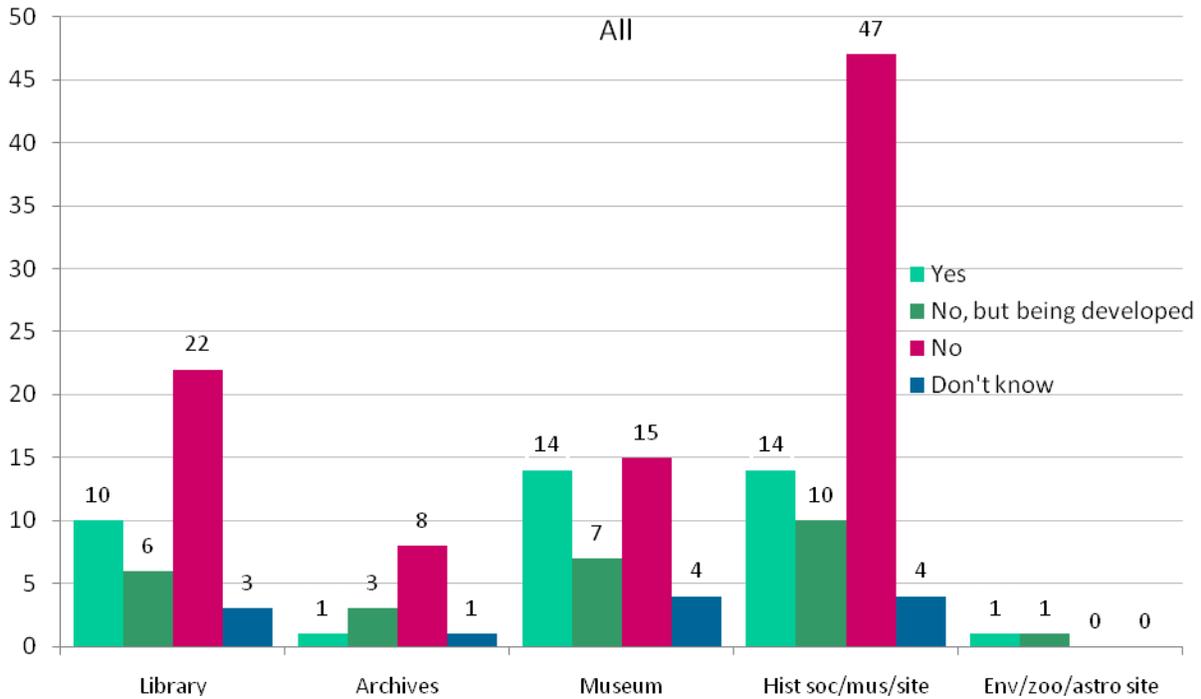
PRESERVATION ACTIVITIES

20. Does your organization have a written emergency/disaster plan that includes your collections? (please select one)

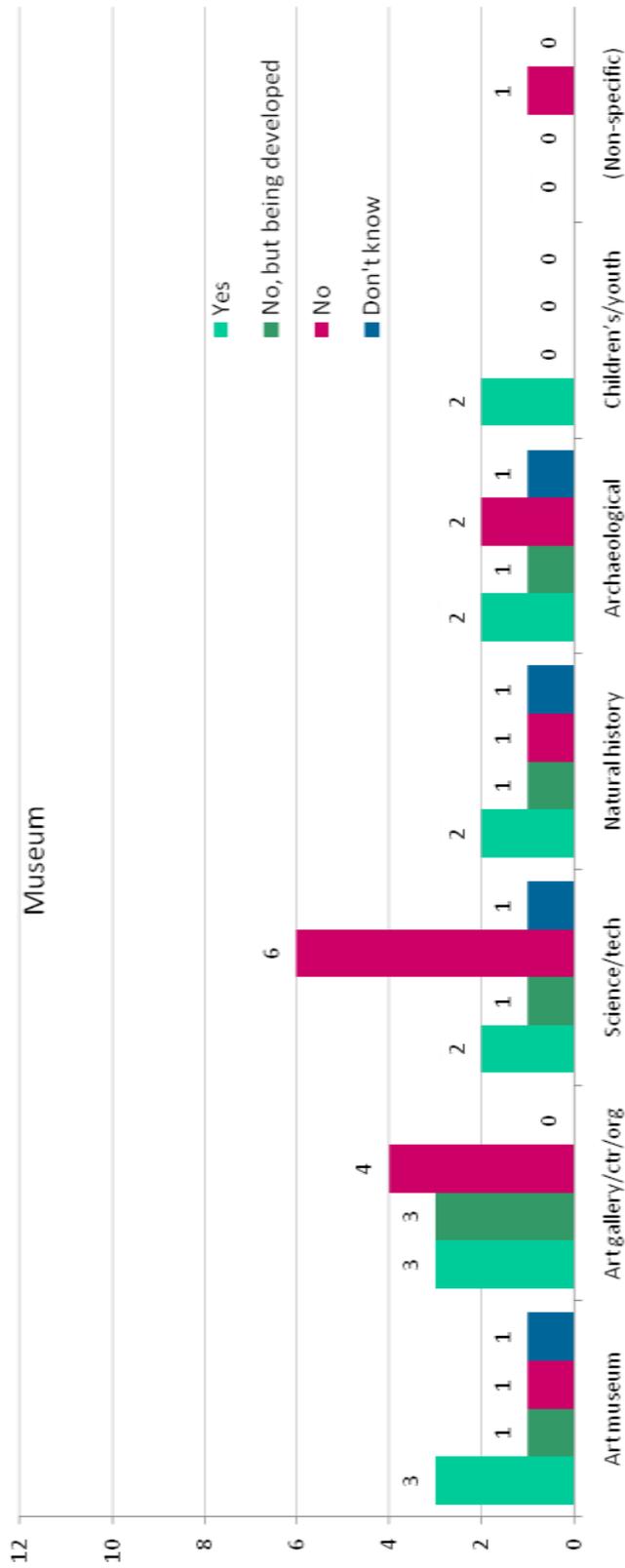
Yes _____ No, but one is being developed _____ No _____ Don't know _____



PRESERVATION ACTIVITIES



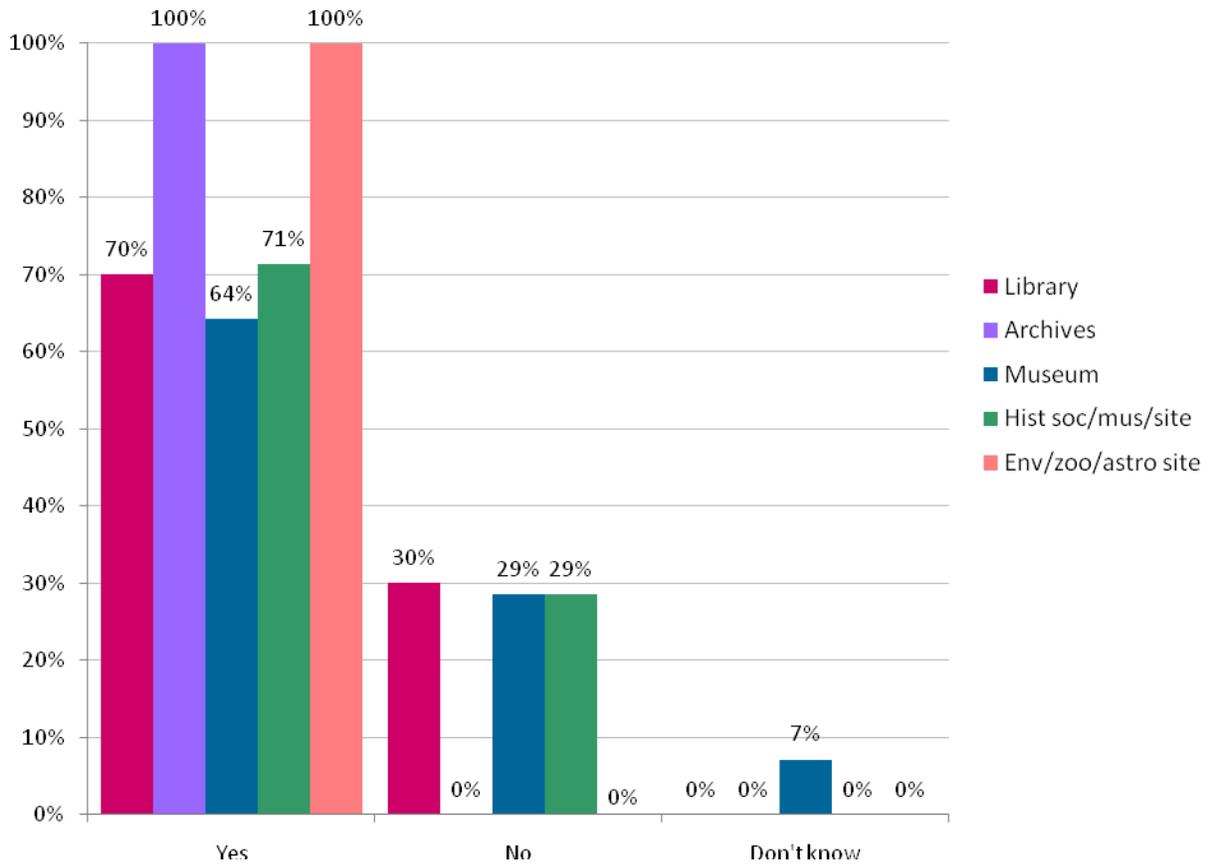
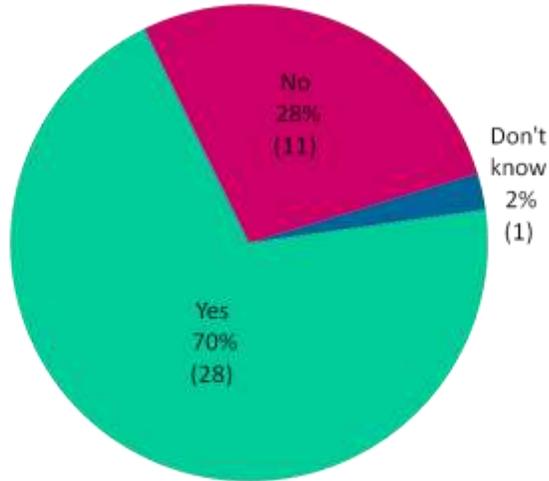
PRESERVATION ACTIVITIES



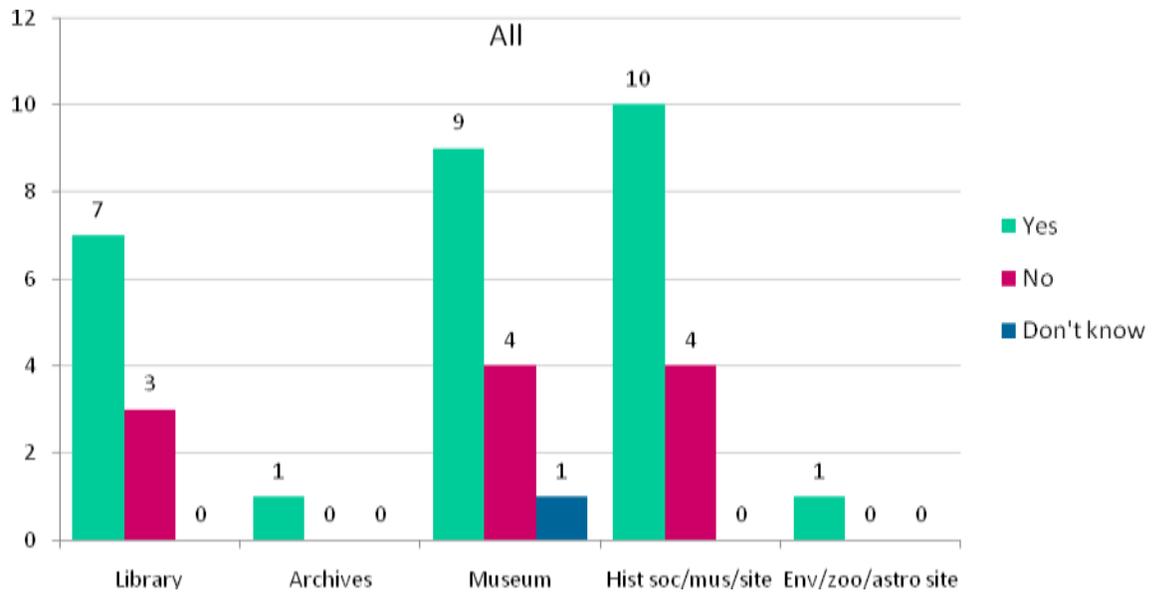
PRESERVATION ACTIVITIES

If so, is your written emergency/disaster plan up-to-date? (please select one)

Yes _____ No _____ Don't know _____



PRESERVATION ACTIVITIES

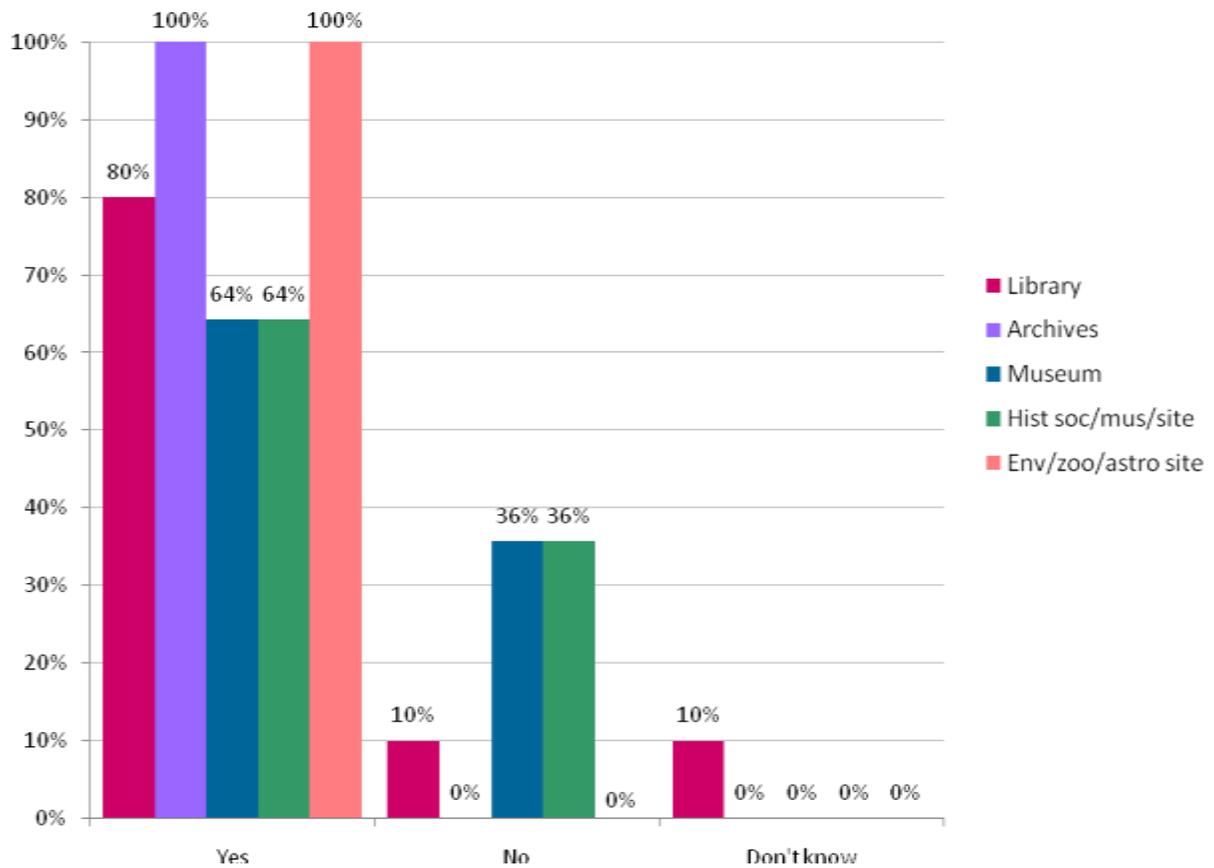
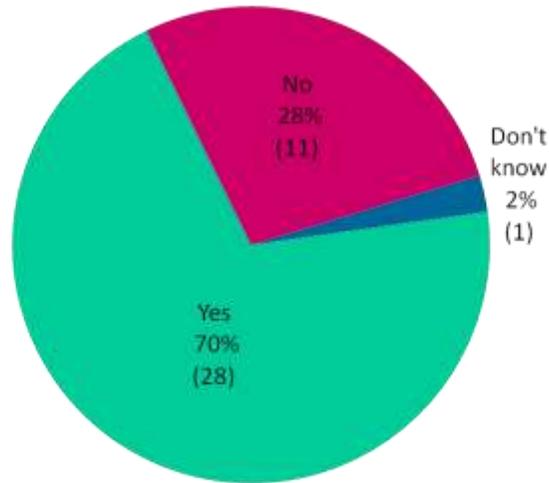


Note: Too few responses to provide meaningful breakdowns into sub-groups.

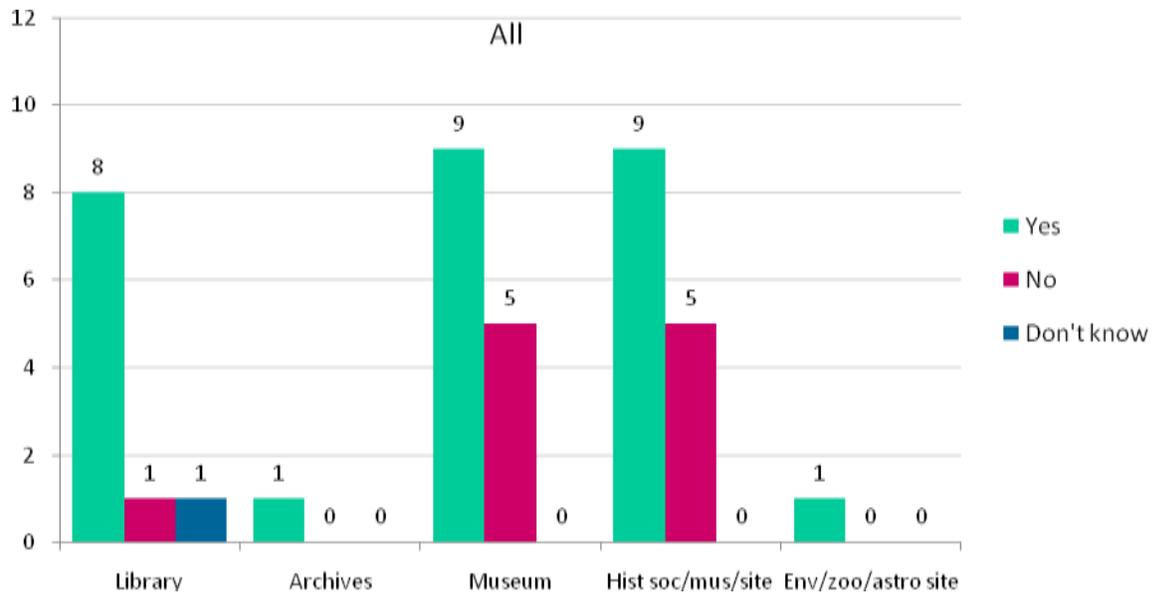
PRESERVATION ACTIVITIES

Is your staff trained to carry it out? *(please select one)*

Yes _____ No _____ Don't know _____



PRESERVATION ACTIVITIES

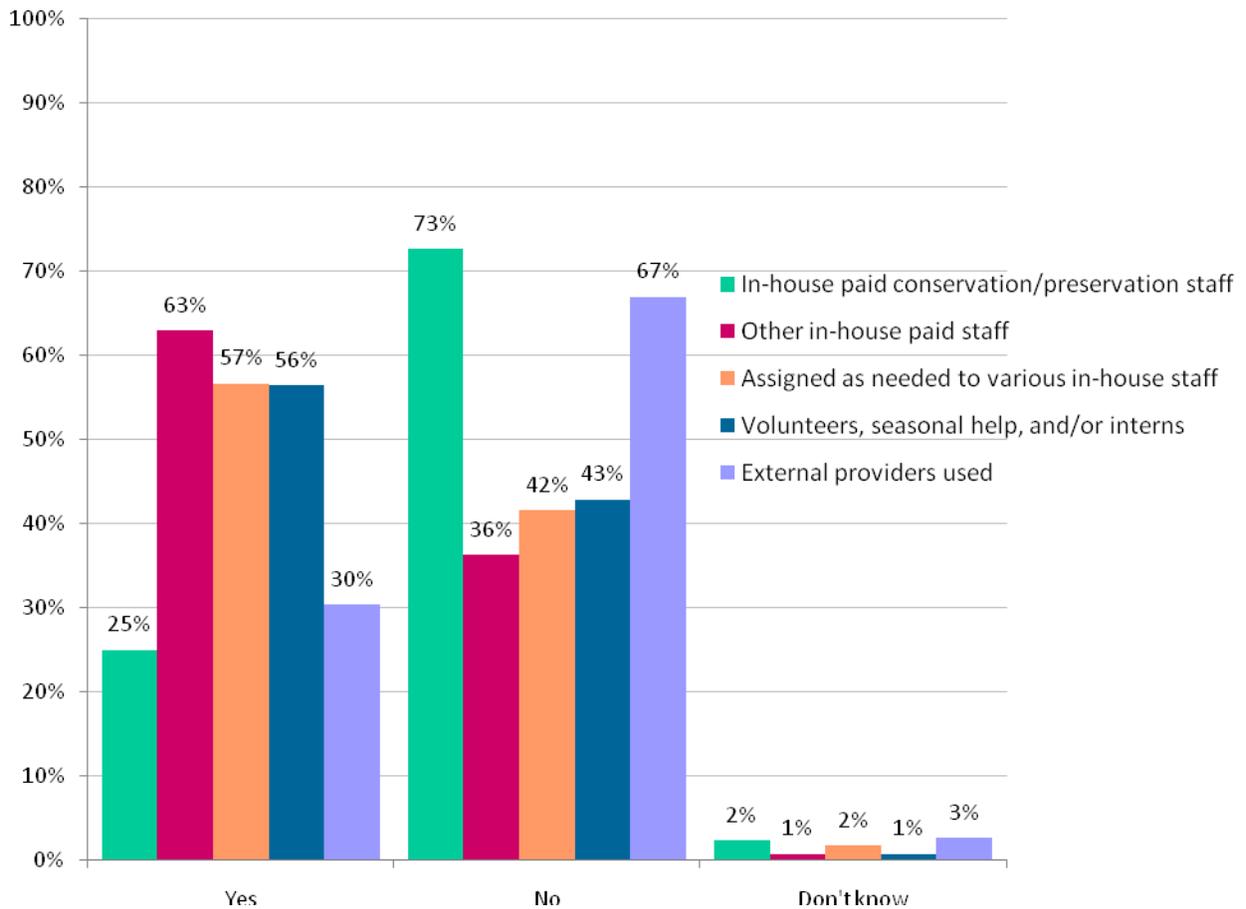


Note: Too few responses to provide meaningful breakdowns into sub-groups.

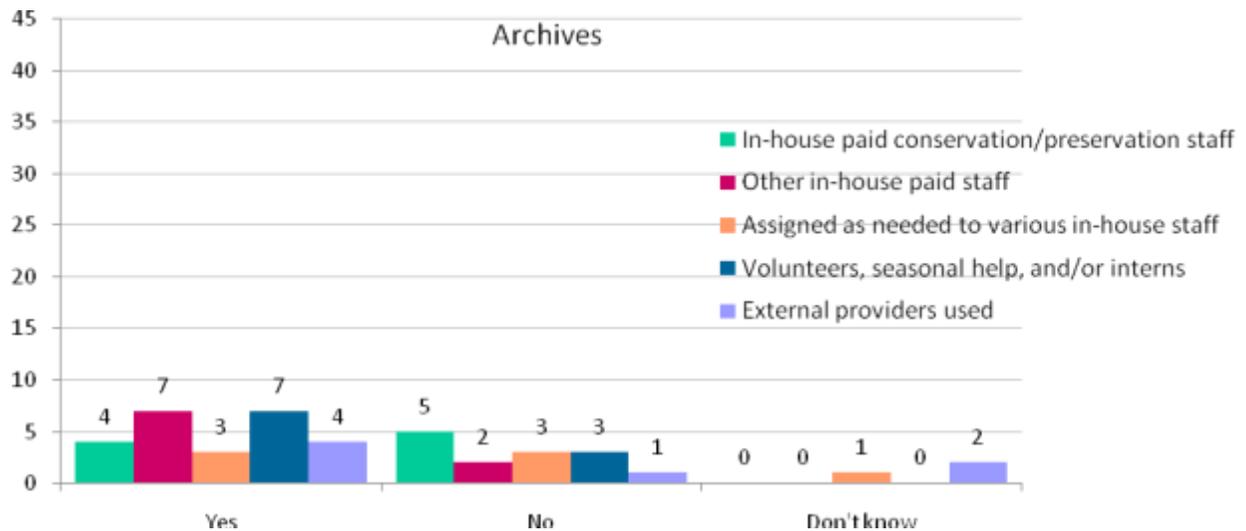
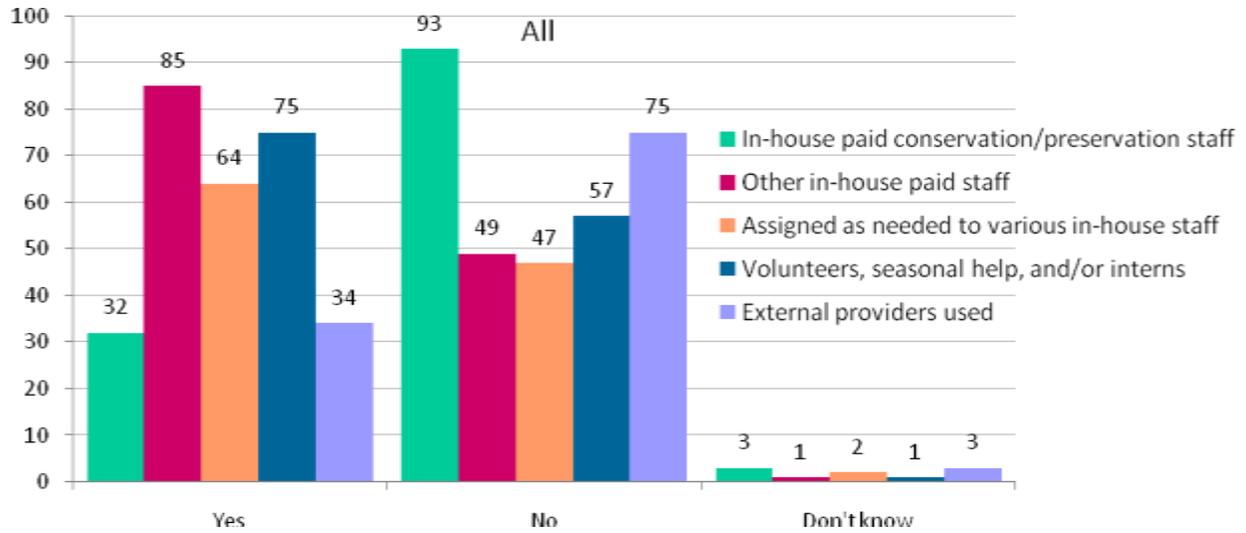
PRESERVATION ACTIVITIES

21. Who is primarily responsible for the conservation/preservation care of your collections?
(please select all that apply)

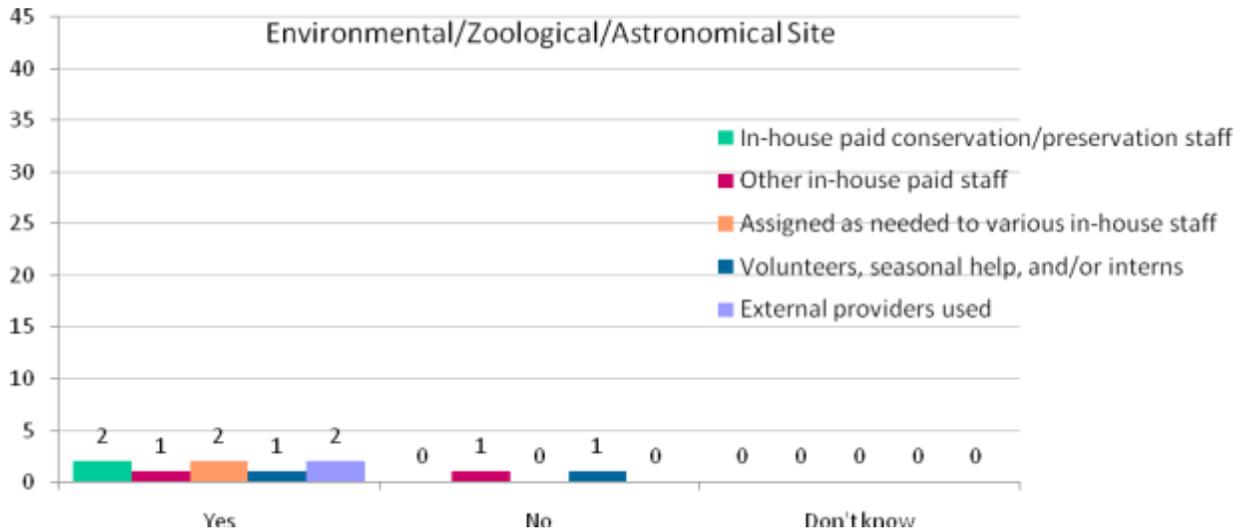
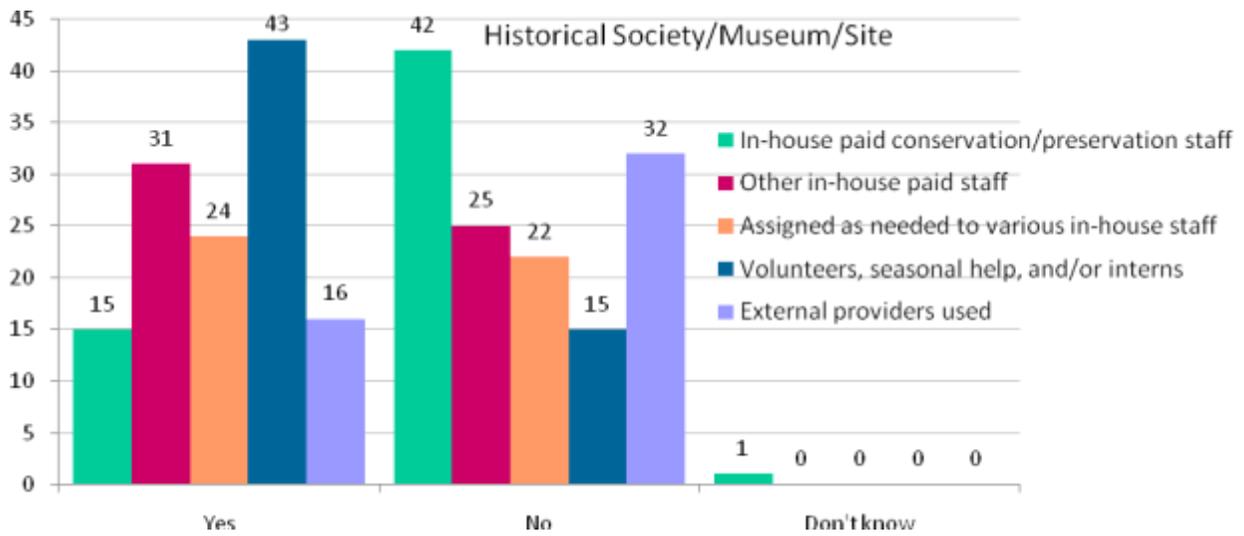
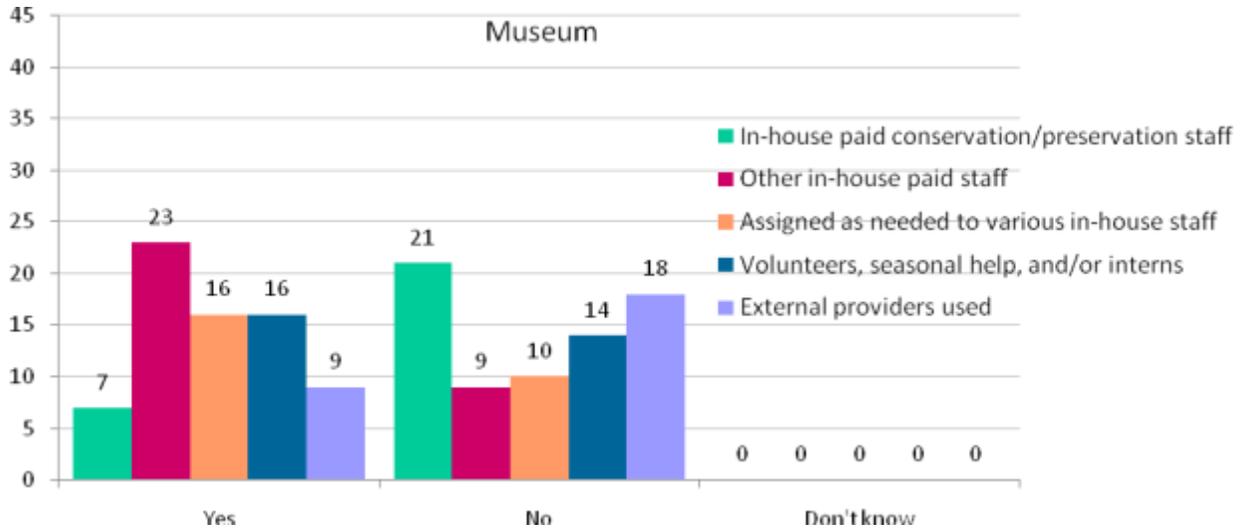
	Yes	No	Don't know
In-house paid conservation/preservation staff	_____	_____	_____
Other in-house paid staff	_____	_____	_____
Conservation/preservation duties are assigned as needed to various in-house staff	_____	_____	_____
Volunteers, seasonal help, and/or interns	_____	_____	_____
External providers are used for conservation/preservation services	_____	_____	_____



PRESERVATION ACTIVITIES



PRESERVATION ACTIVITIES



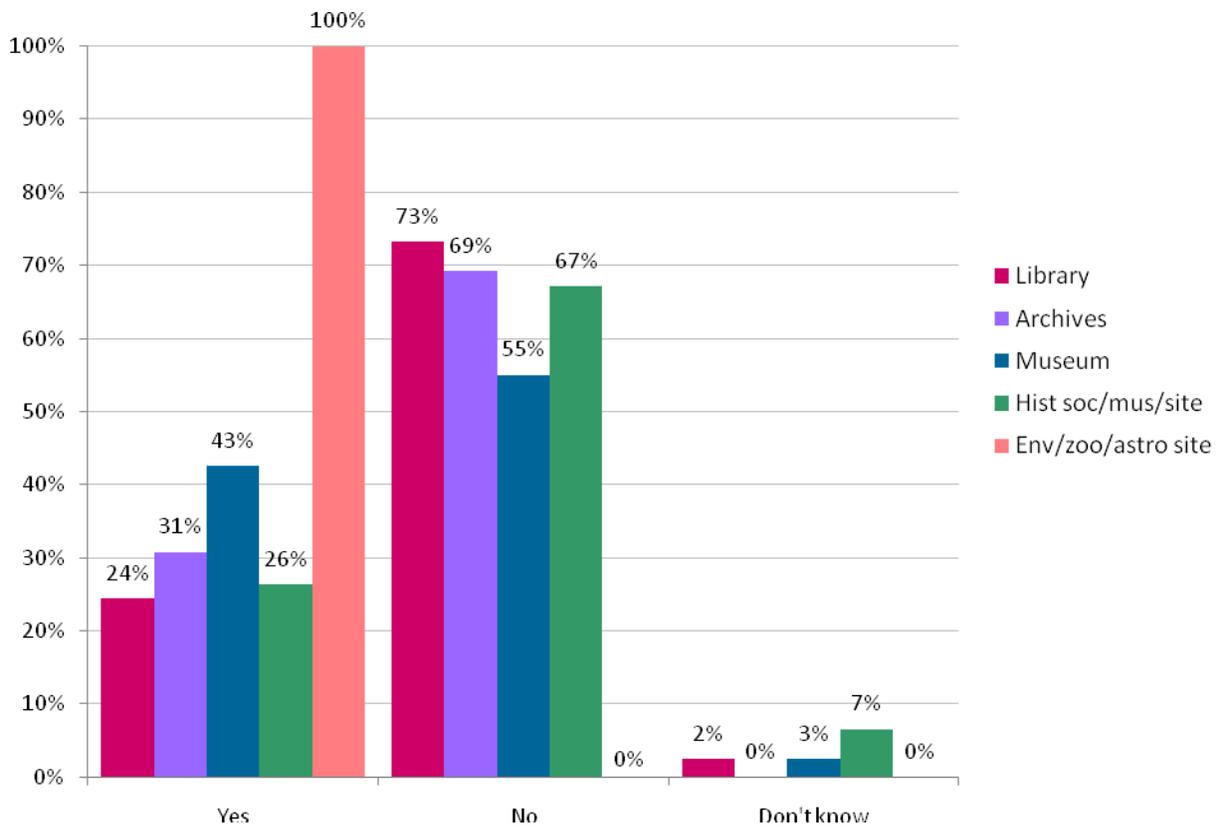
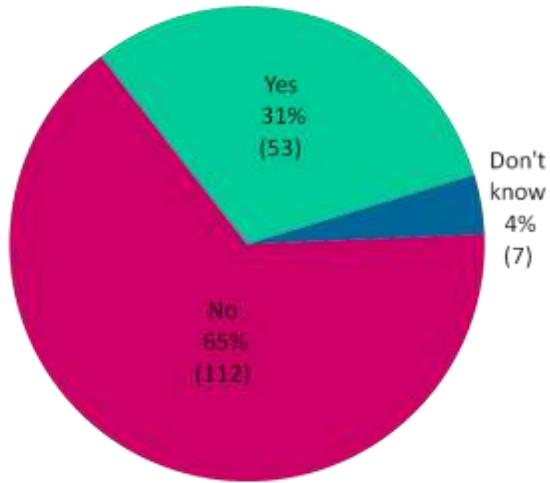
PRESERVATION ACTIVITIES

Please use the space below to share any additional comments about your preservation activities and the most serious concerns you may have about these issues with your collections. (optional)

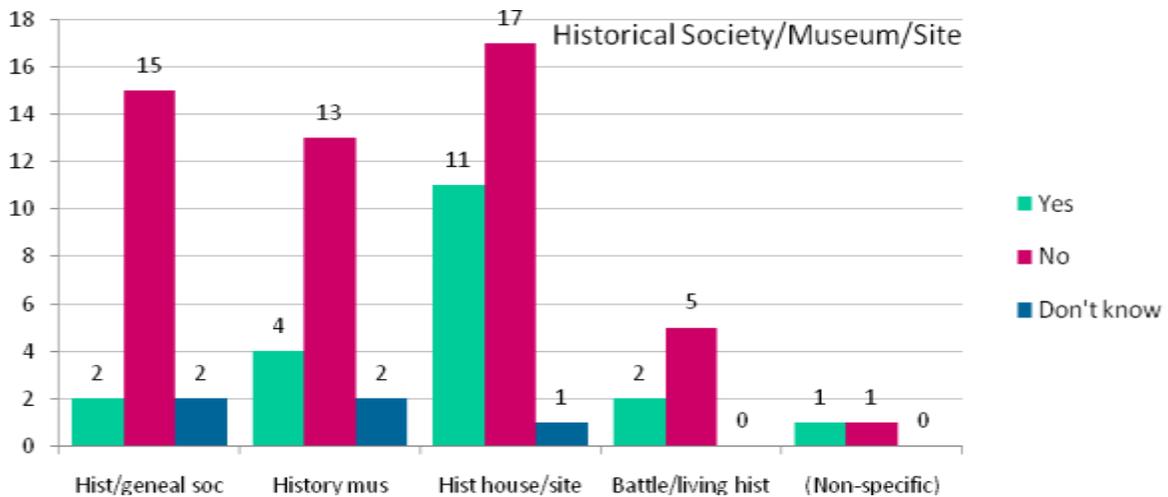
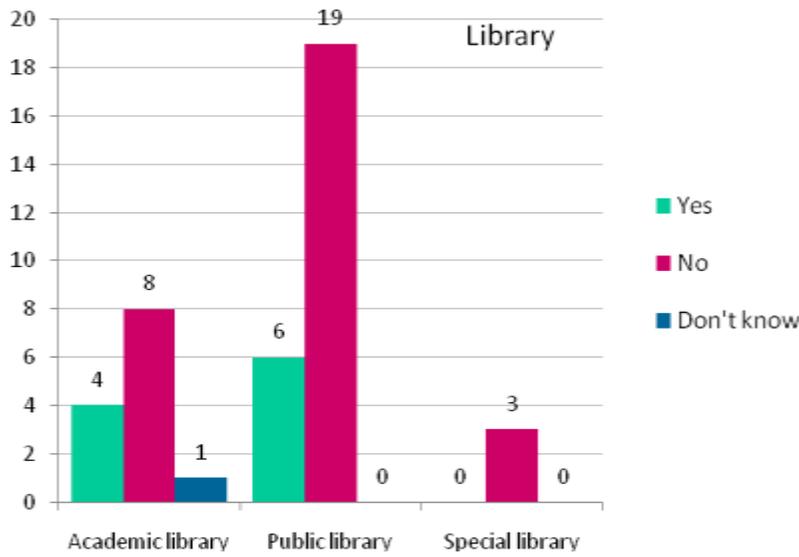
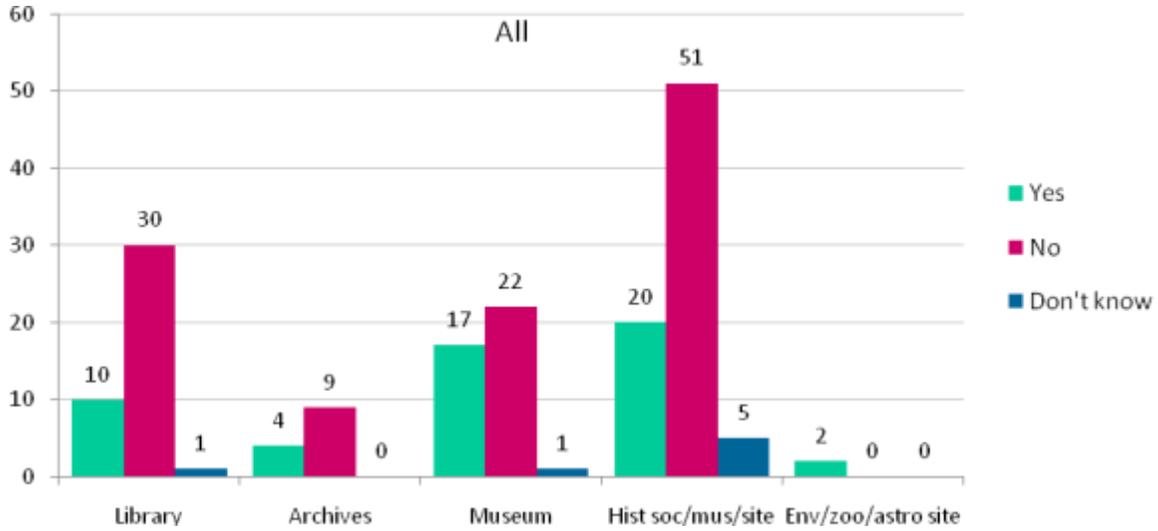
Note: All survey comments were confidential.

22. Are funds specifically allocated/budgeted for the conservation/preservation care of your collections? (please select one)

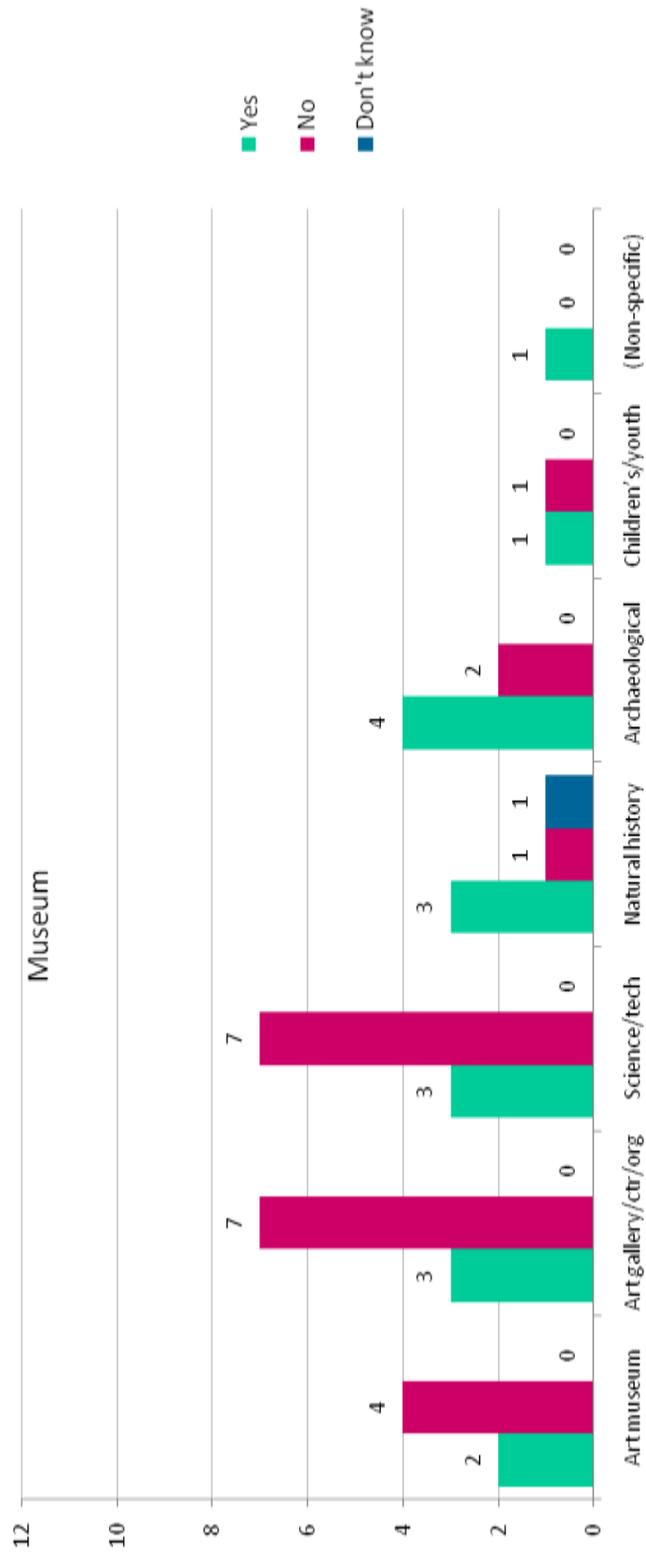
Yes _____ No _____ Don't know _____



PRESERVATION FUNDING



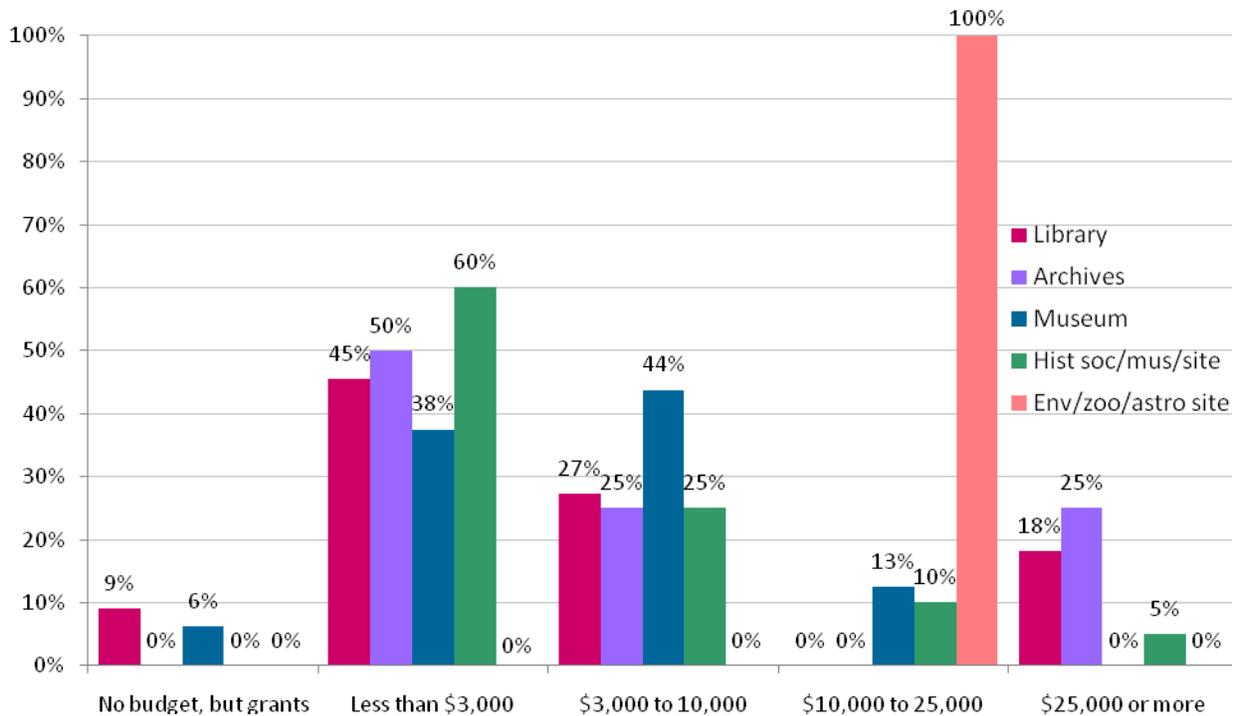
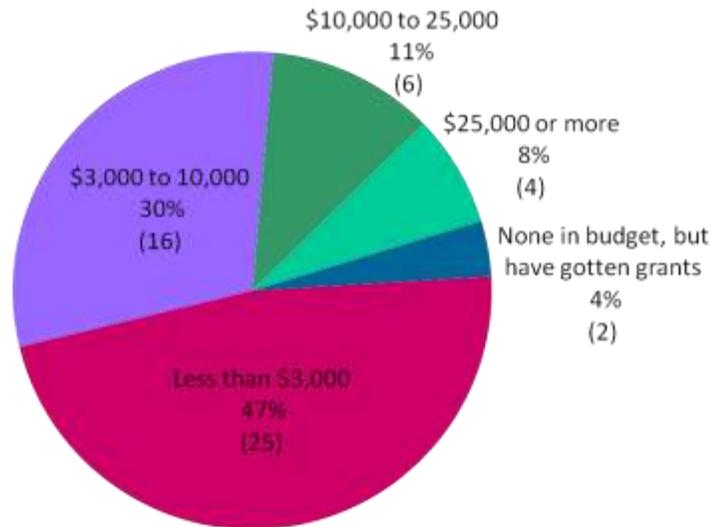
PRESERVATION FUNDING



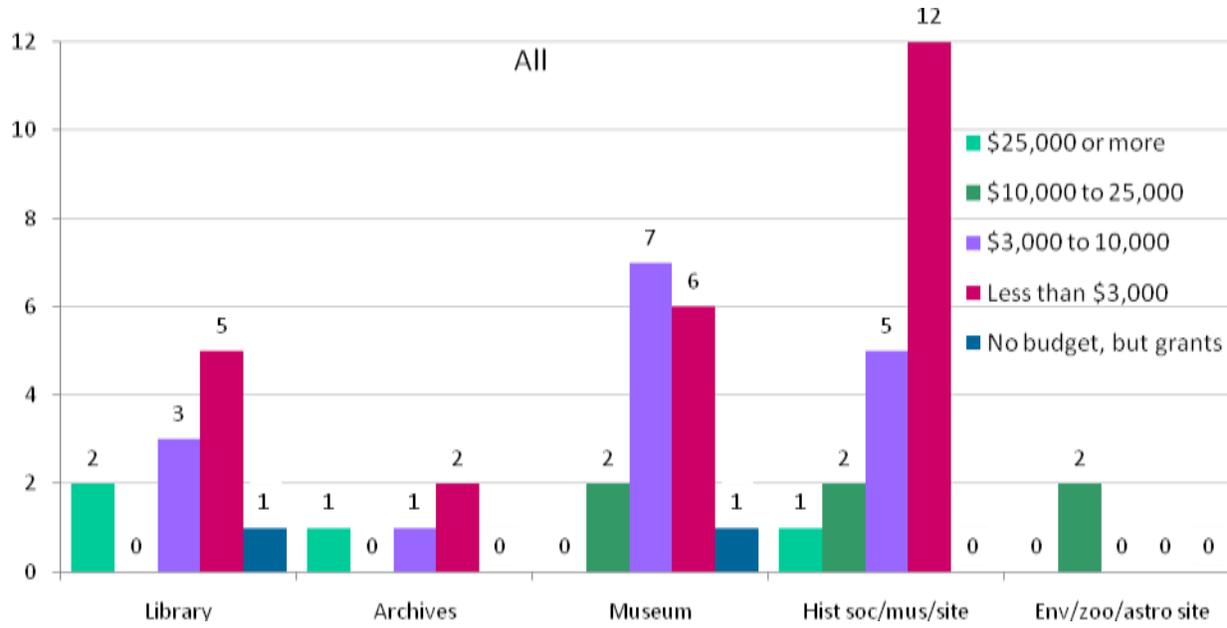
PRESERVATION FUNDING

If so, including all funding sources, how much is specifically allocated/budgeted annually for the conservation/preservation care of your collections? (please select one)

- _____ None in budget, but have gotten grants
- _____ Less than \$3,000
- _____ \$3,000 to 10,000
- _____ \$10,000 to 25,000
- _____ \$25,000 or more



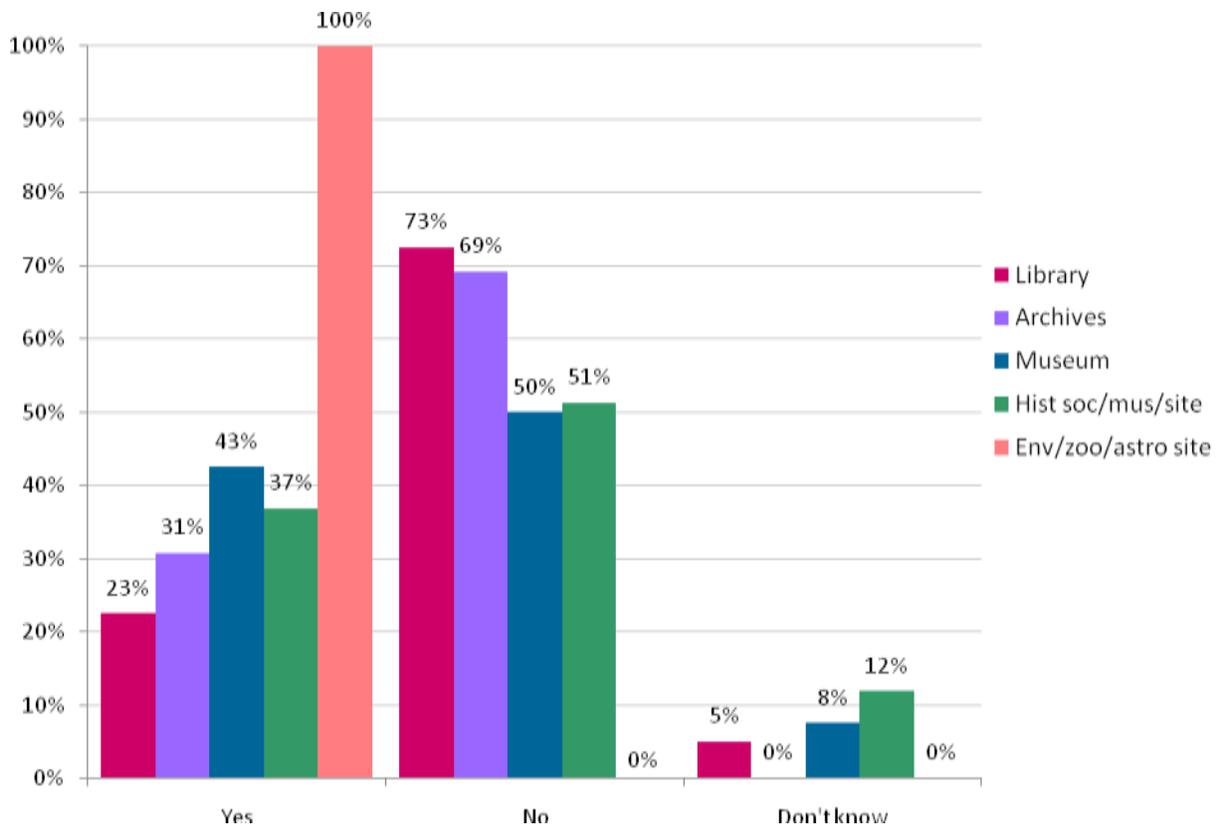
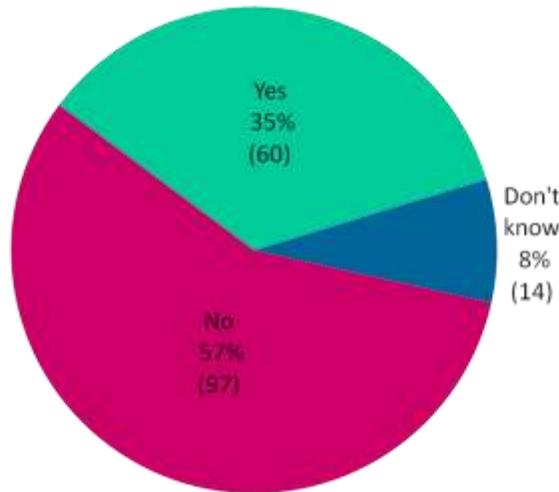
PRESERVATION FUNDING



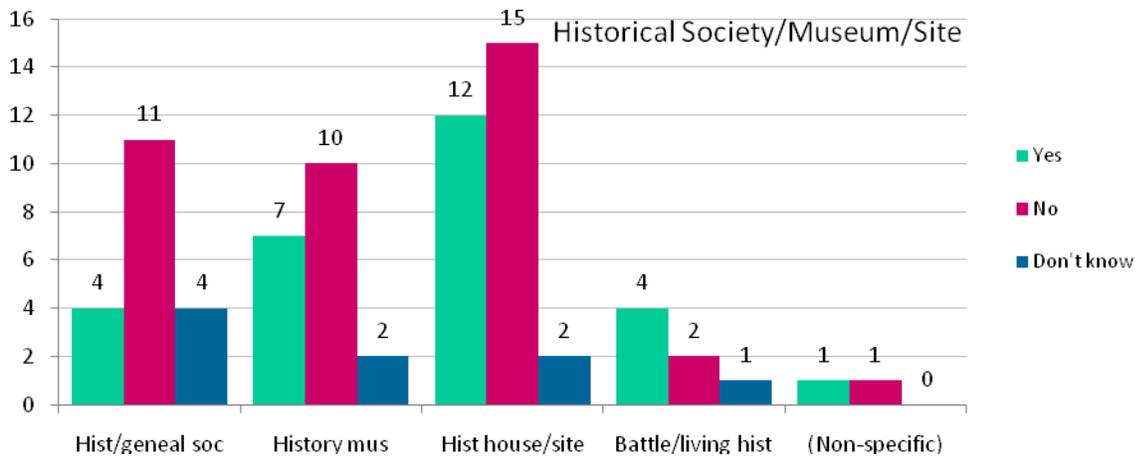
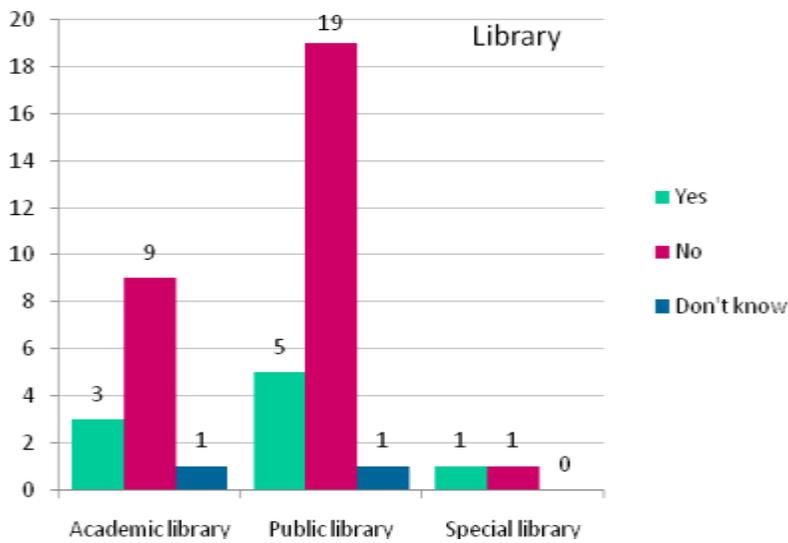
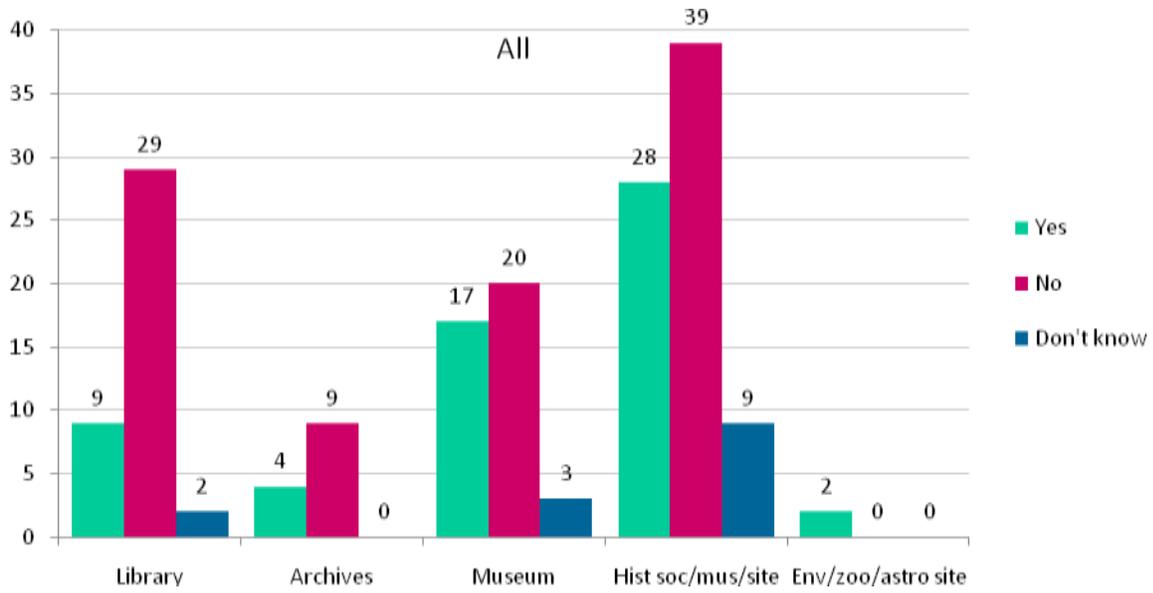
Note: Too few responses to provide meaningful breakdowns into sub-groups.

23. Has your organization made a grant application, whether successful or unsuccessful, for conservation/preservation funding from any public or private source in the last 3 years?
 (please select one)

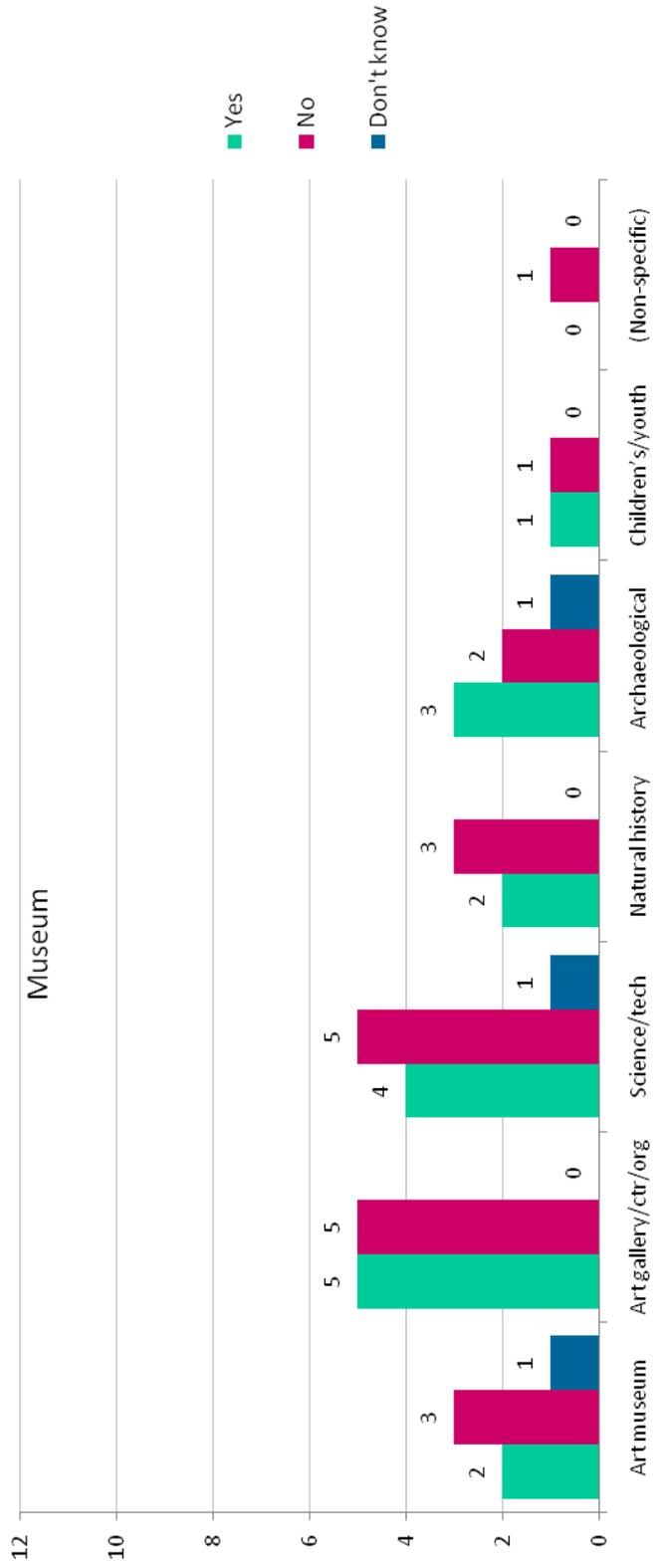
Yes _____ No _____ Don't know _____



PRESERVATION FUNDING



PRESERVATION FUNDING

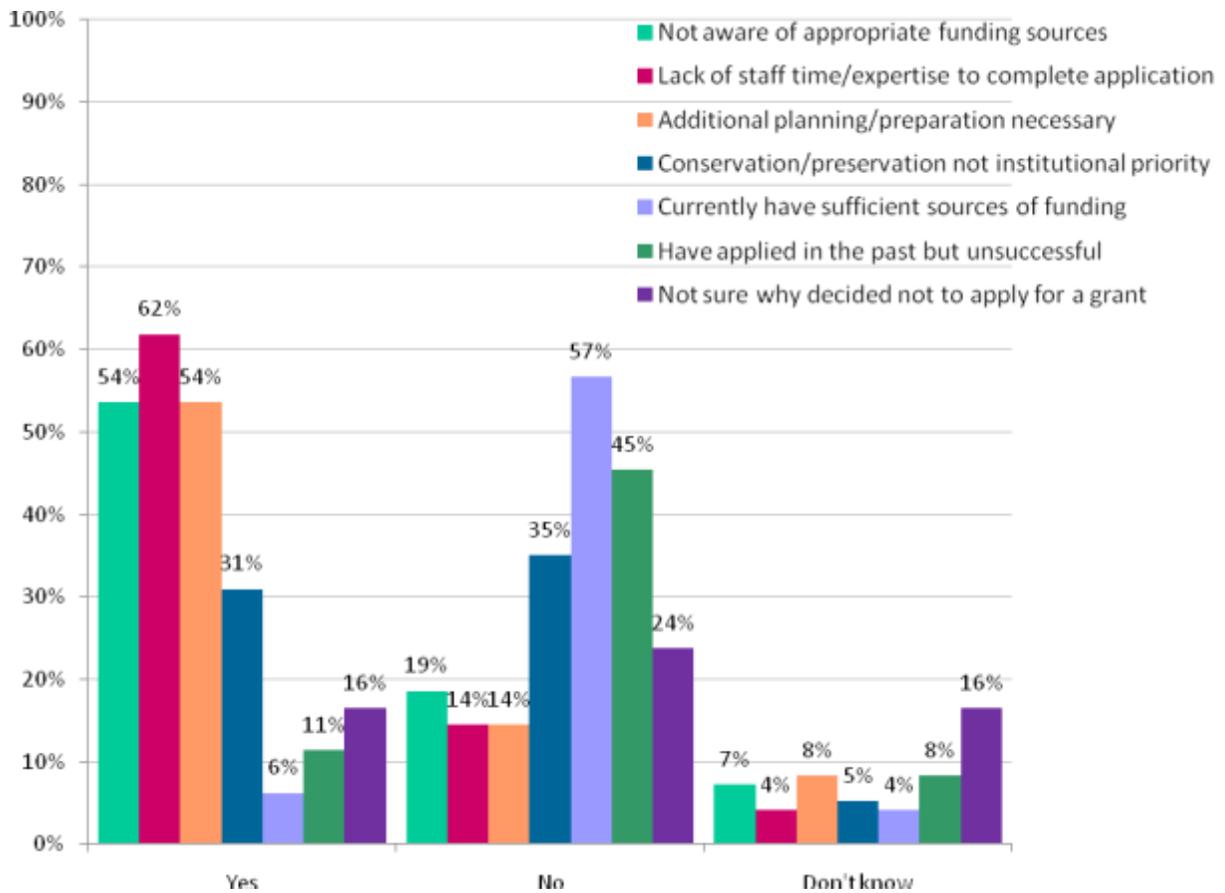


PRESERVATION FUNDING

If not, which of these factors influenced the decision not to apply for a grant?

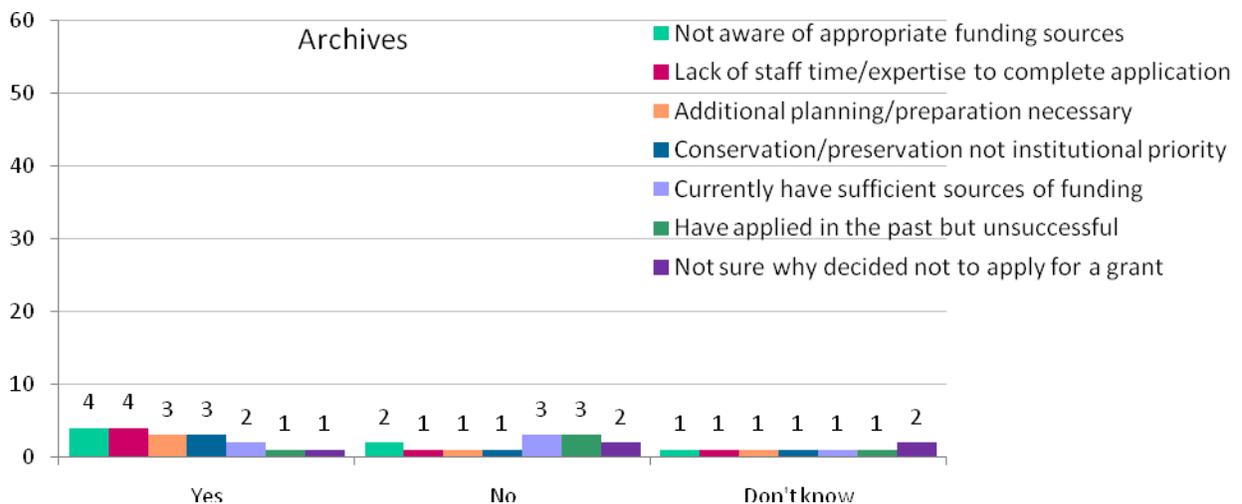
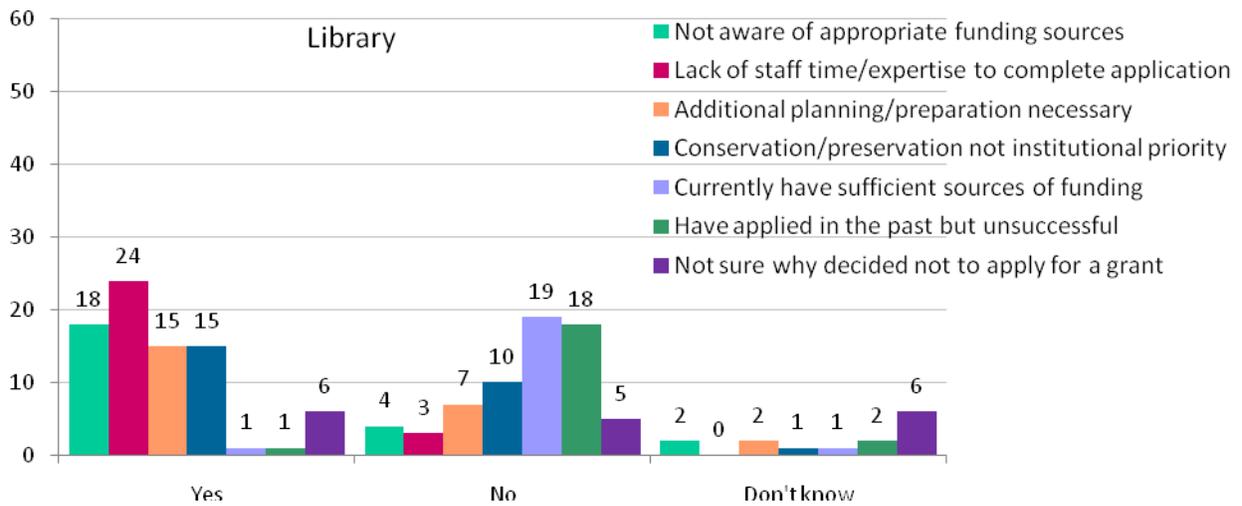
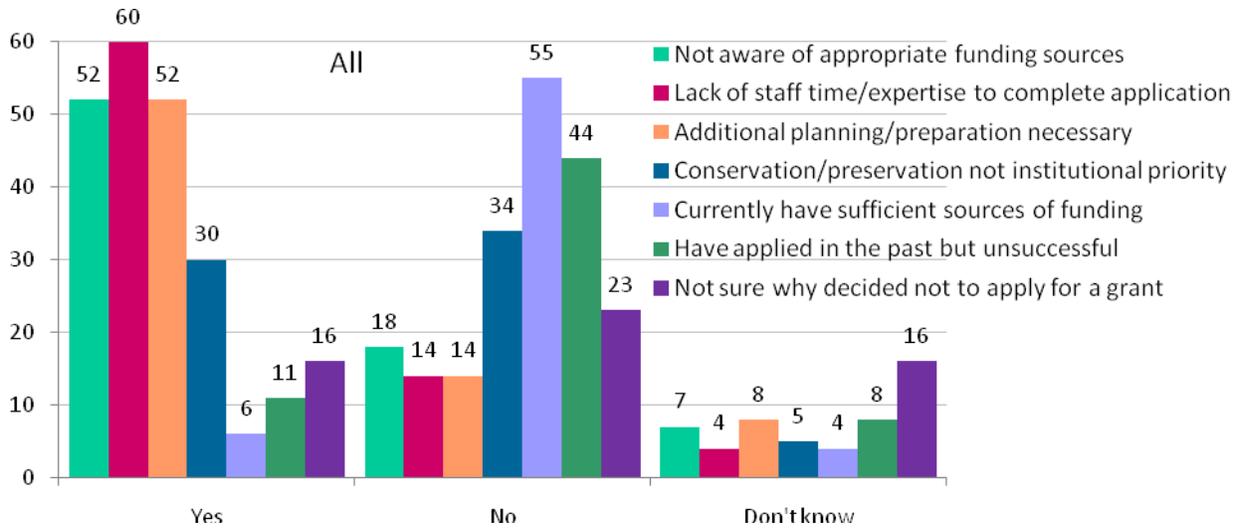
(please select all that apply)

	Yes	No	Don't know
Not aware of appropriate funding sources	_____	_____	_____
Lack of staff time or expertise to complete application	_____	_____	_____
Additional project planning or preparation necessary before requesting grant funds	_____	_____	_____
Conservation/preservation not an institutional priority	_____	_____	_____
Currently have sufficient sources of funding	_____	_____	_____
Have applied for grant(s) from external sources in the past but have been unsuccessful	_____	_____	_____
Not sure why decided not to apply for a grant	_____	_____	_____
Other <i>(please specify below)</i>			

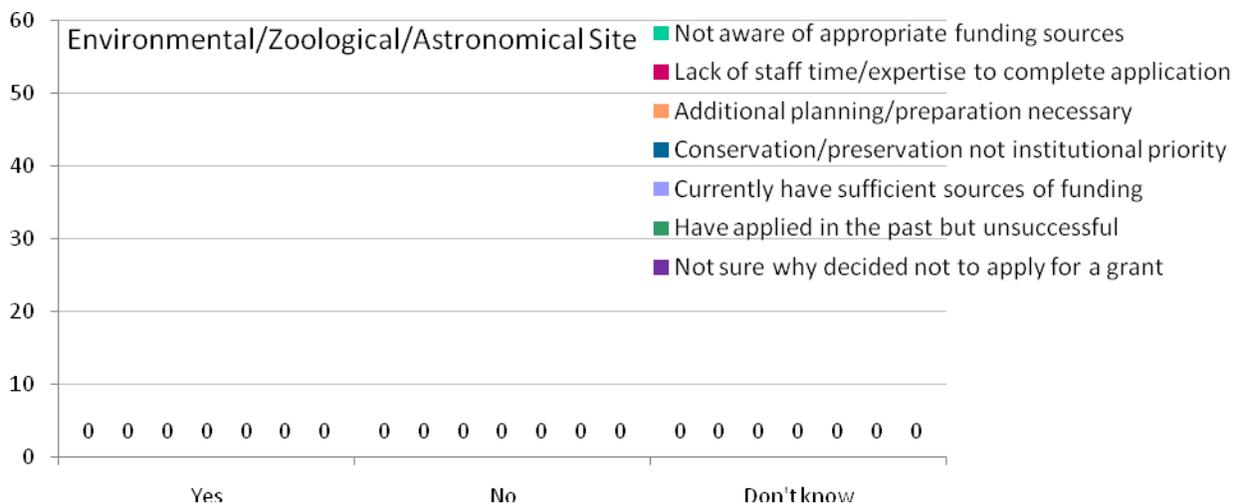
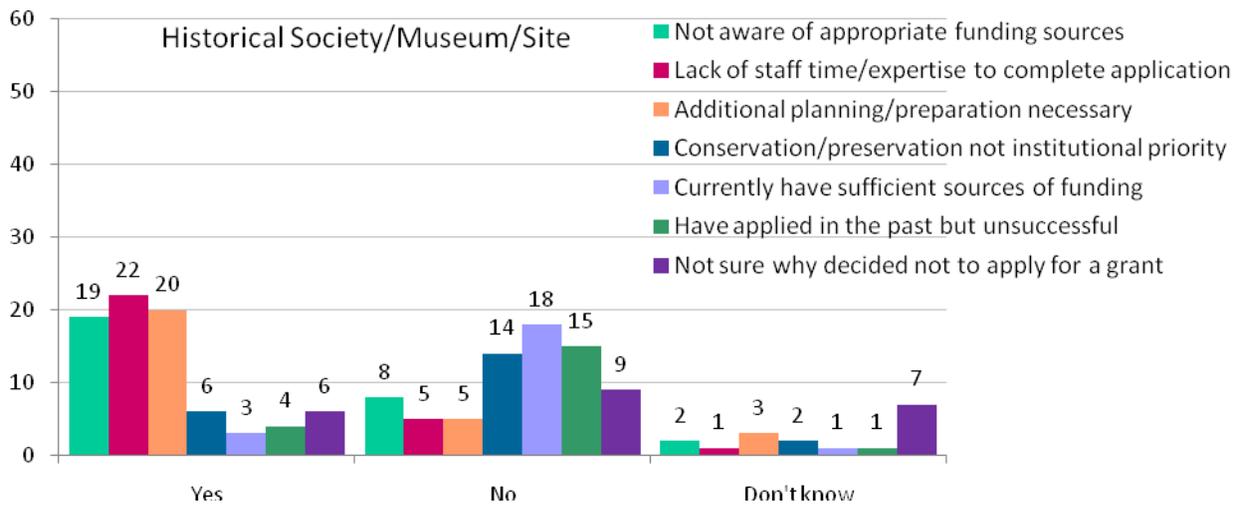
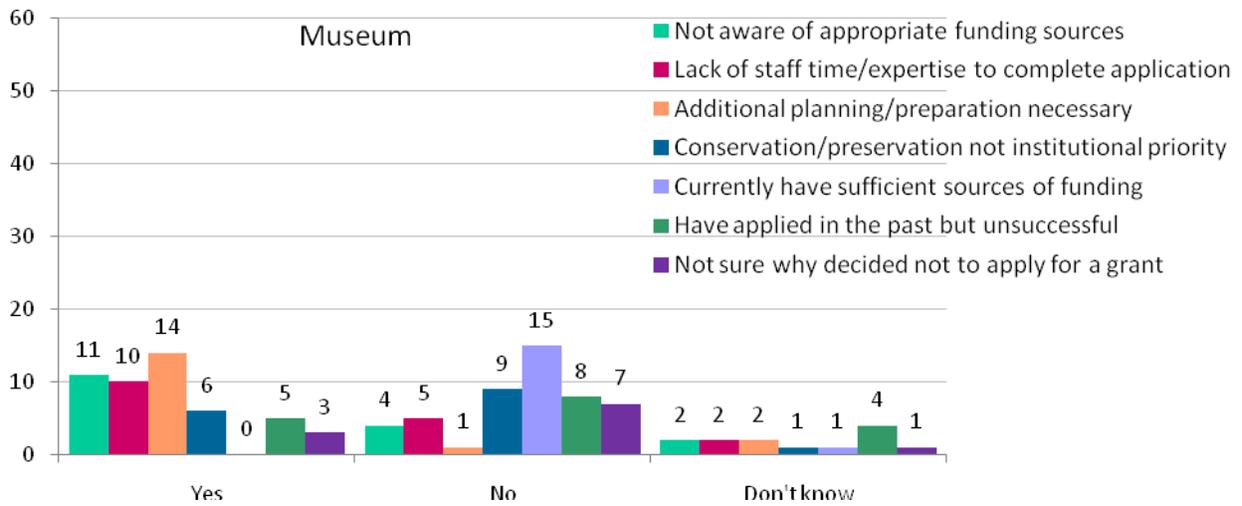


Note: The "Other" responses included details that could be considered confidential.

PRESERVATION FUNDING



PRESERVATION FUNDING

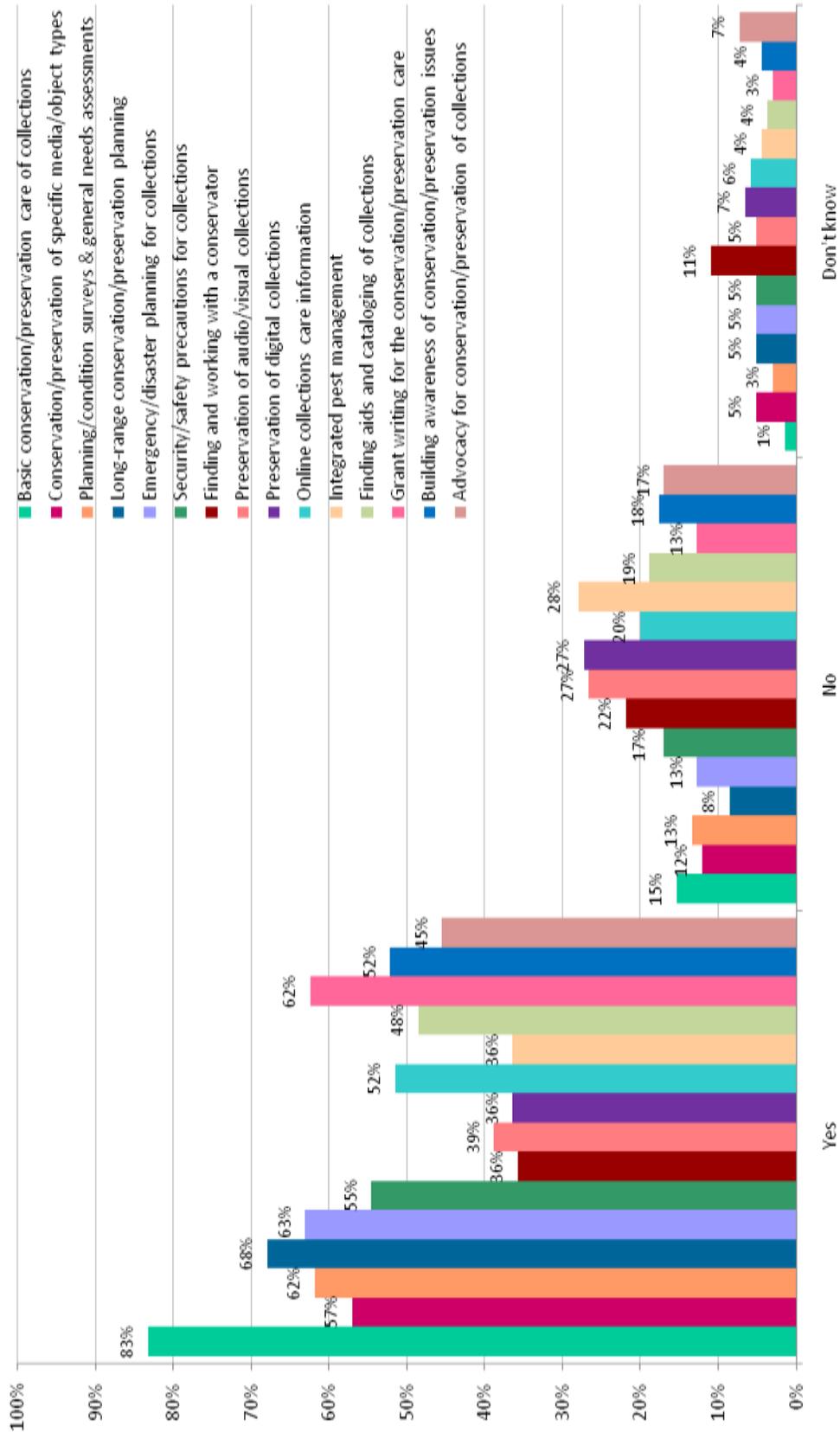


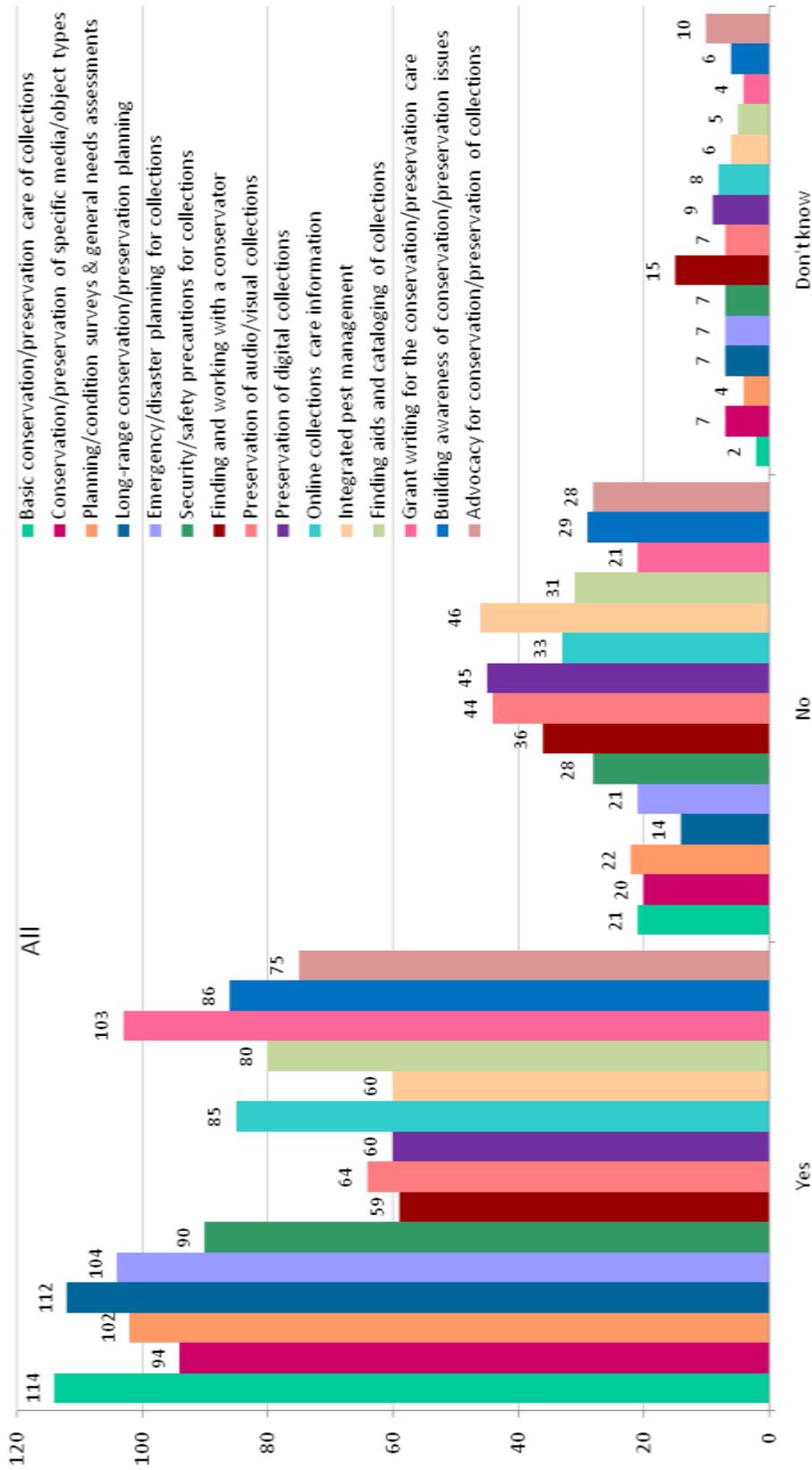
24. Which training areas might be most helpful for your staff?

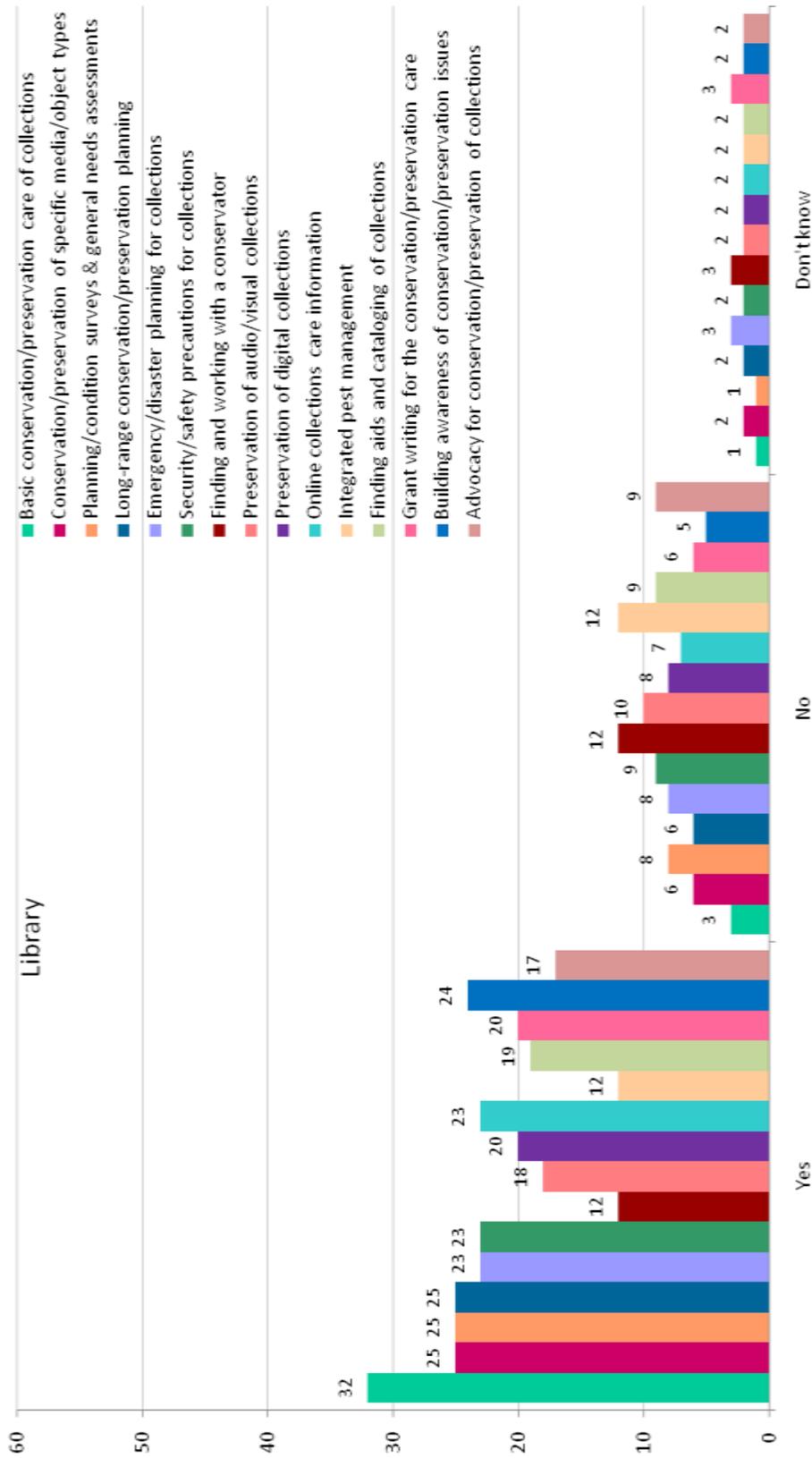
(please select all that apply)

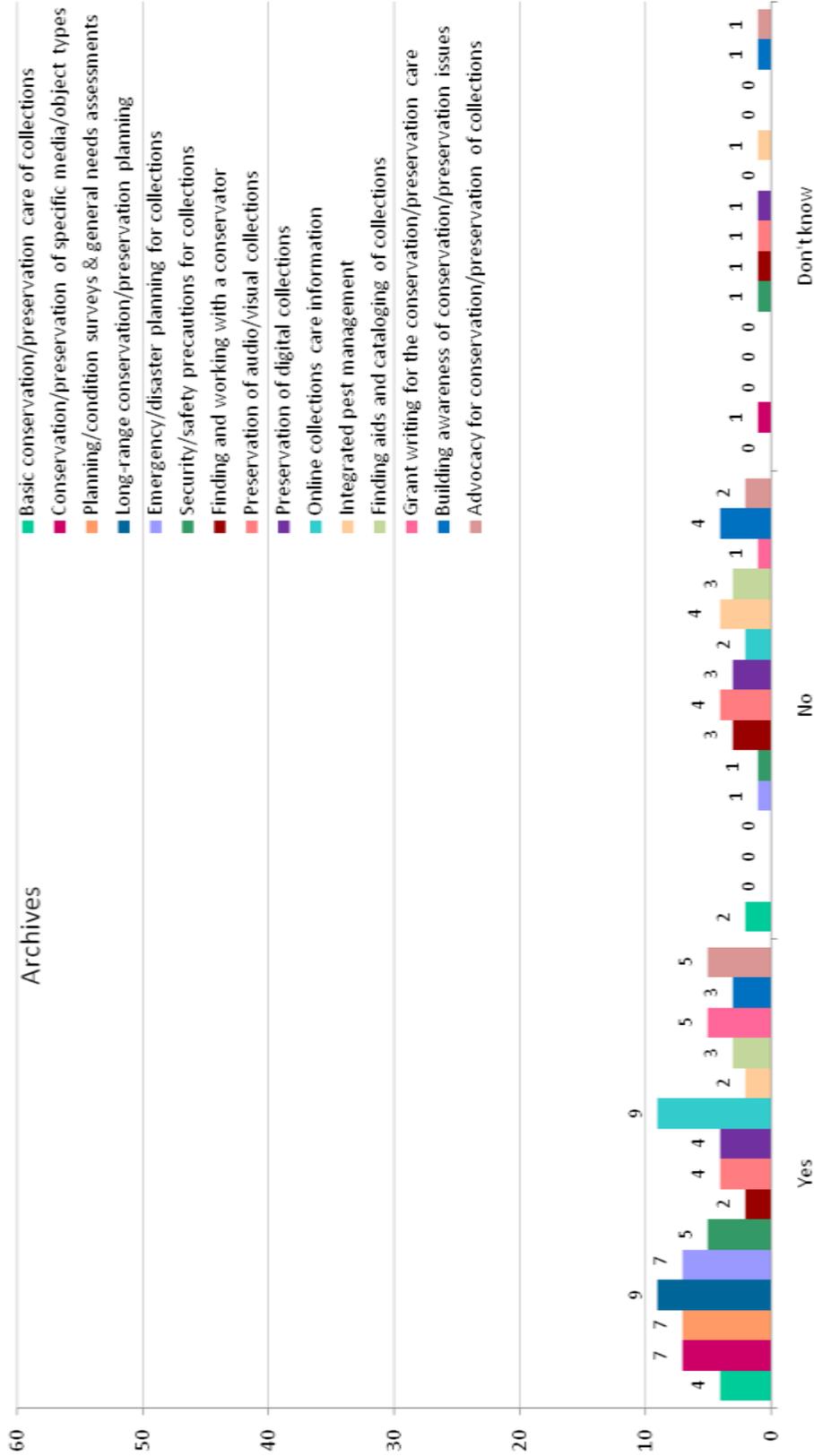
	Yes	No	Don't know
Basic conservation/preservation care of collections	_____	_____	_____
Conservation/preservation care of specific media/object types	_____	_____	_____
Planning/condition surveys and general needs assessments of collections	_____	_____	_____
Long-range conservation/preservation planning for collections	_____	_____	_____
Emergency/disaster planning for collections	_____	_____	_____
Security/safety precautions for collections	_____	_____	_____
Finding and working with a conservator	_____	_____	_____
Preservation of audio/visual collections <i>(media and playback equipment)</i>	_____	_____	_____
Preservation of digital collections <i>(digitized and born-digital)</i>	_____	_____	_____
Online collections care information <i>(websites, images, databases)</i>	_____	_____	_____
Integrated pest management <i>(efficient and ecologically sound methods)</i>	_____	_____	_____
Finding aids and cataloging of collections	_____	_____	_____
Grant writing for the conservation/preservation care of collections	_____	_____	_____
Building awareness of (and serving as a resource for) conservation/preservation issues	_____	_____	_____
Advocacy for the conservation/preservation of collections	_____	_____	_____
Other <i>(please specify below)</i>	_____	_____	_____

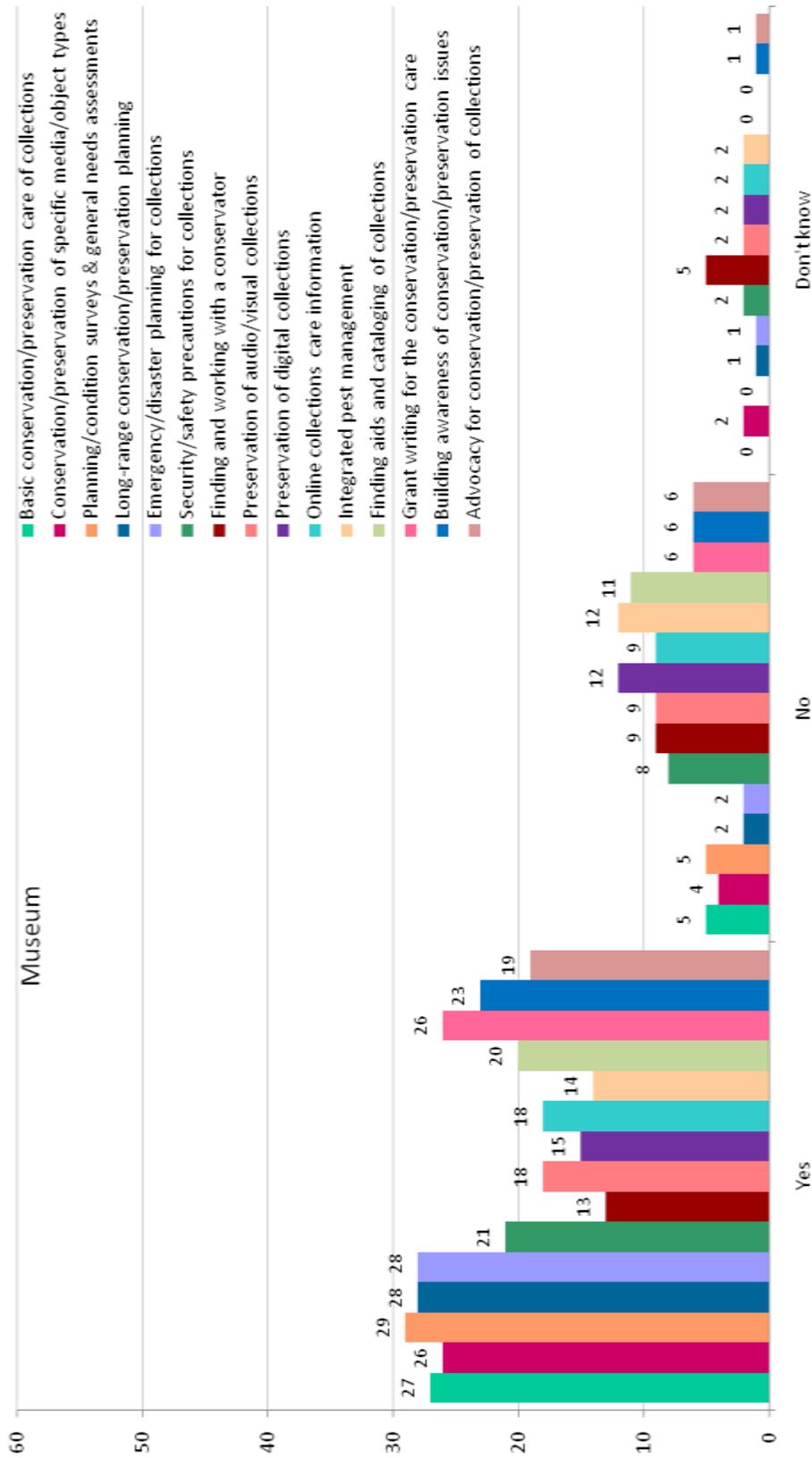
Note: The "Other" responses included details that could be considered confidential.

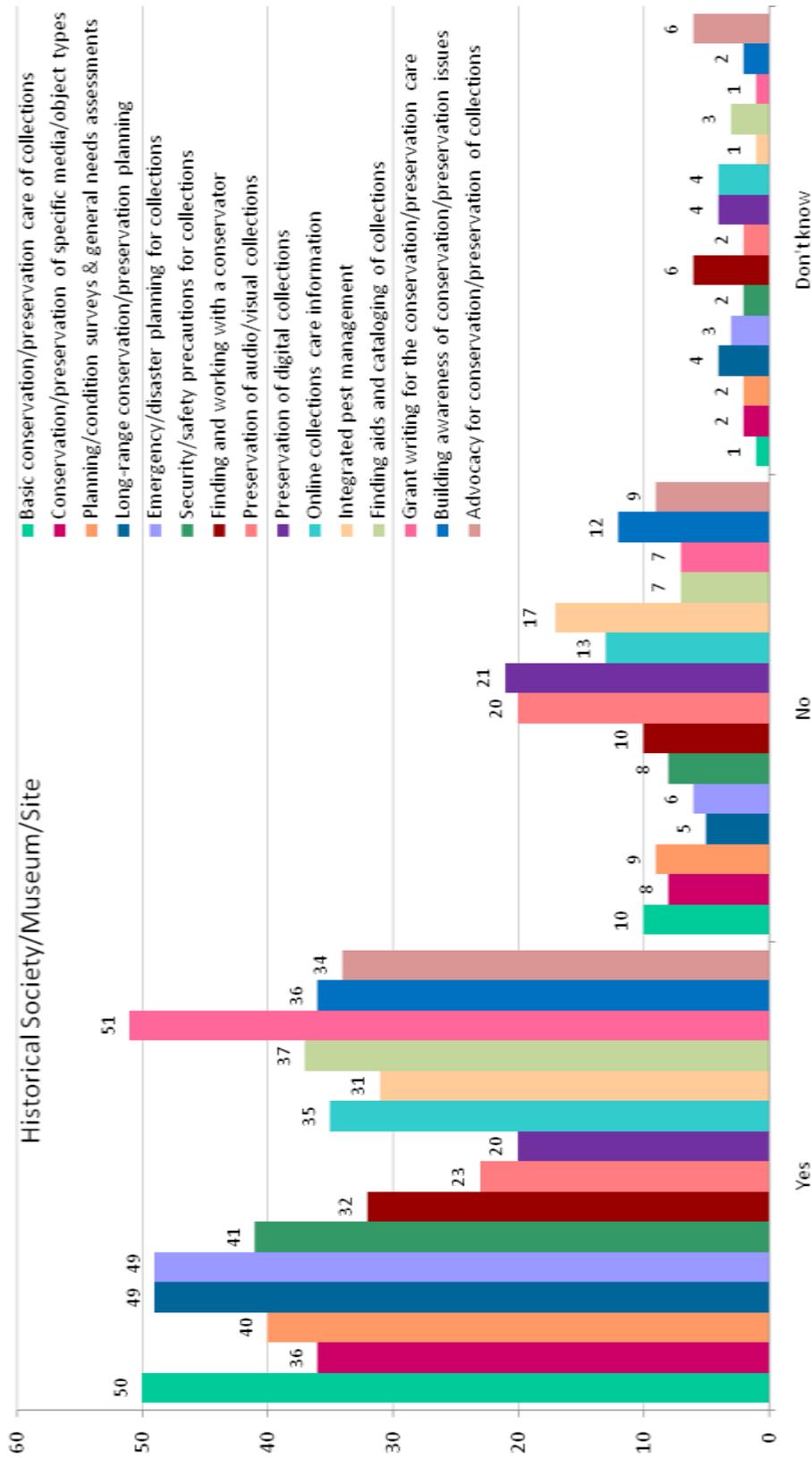


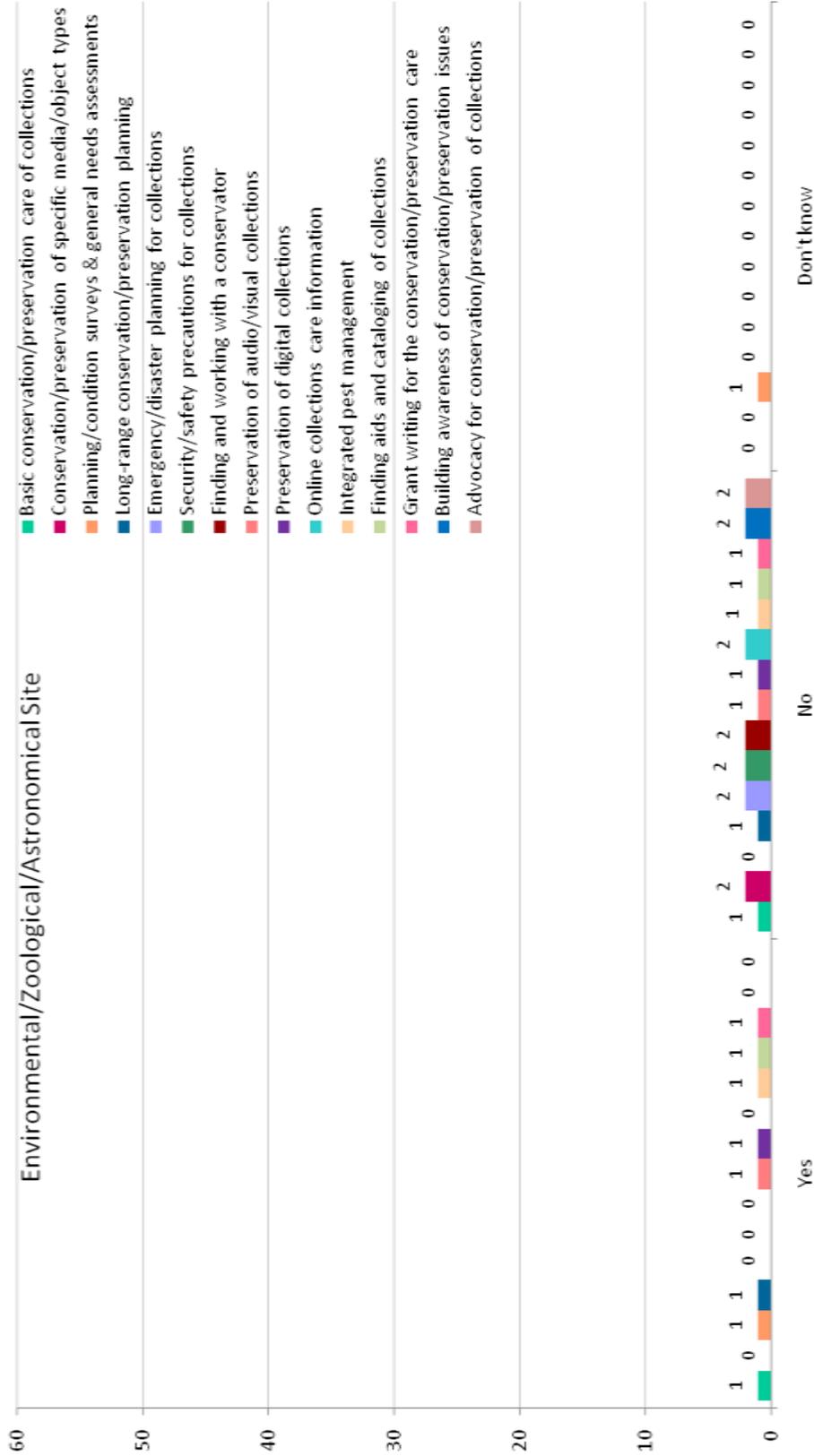








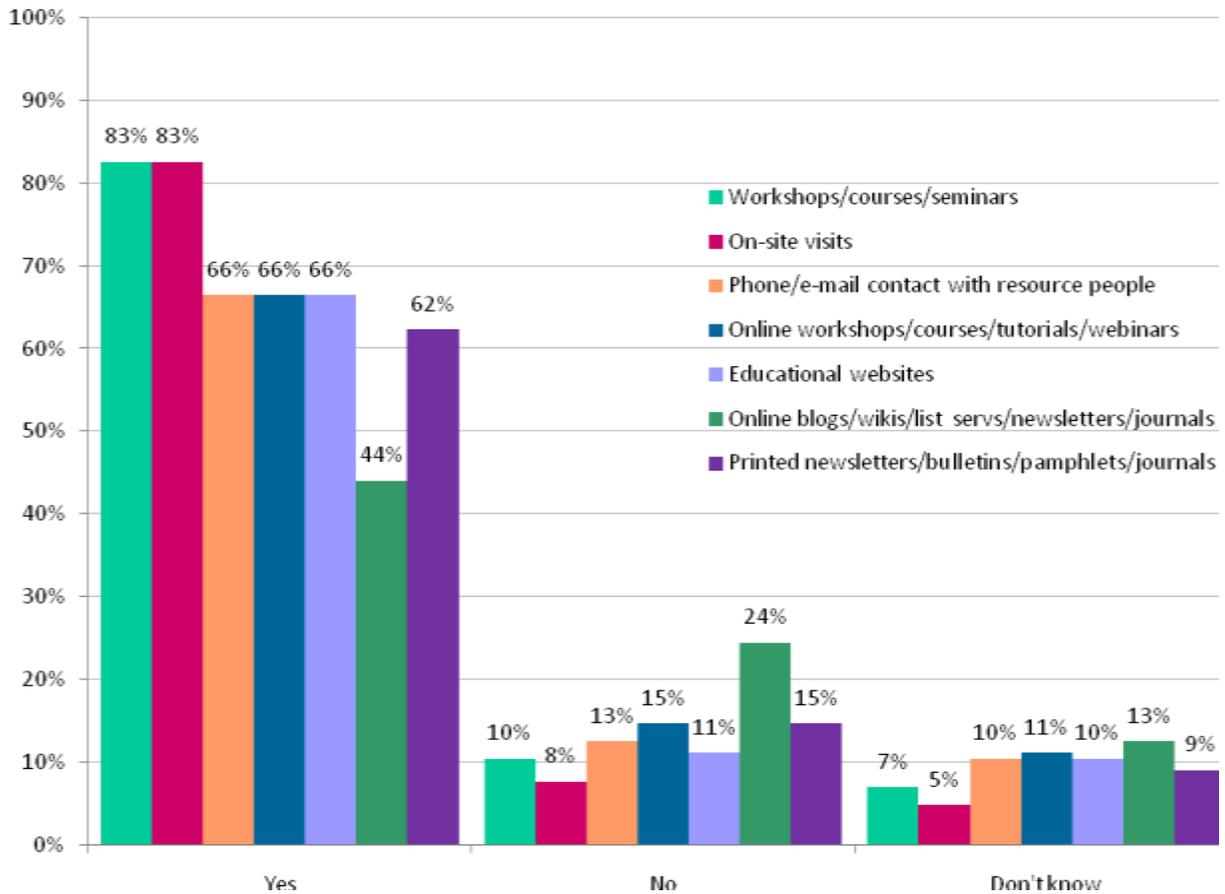




25. What training and educational resource formats might be most effective?

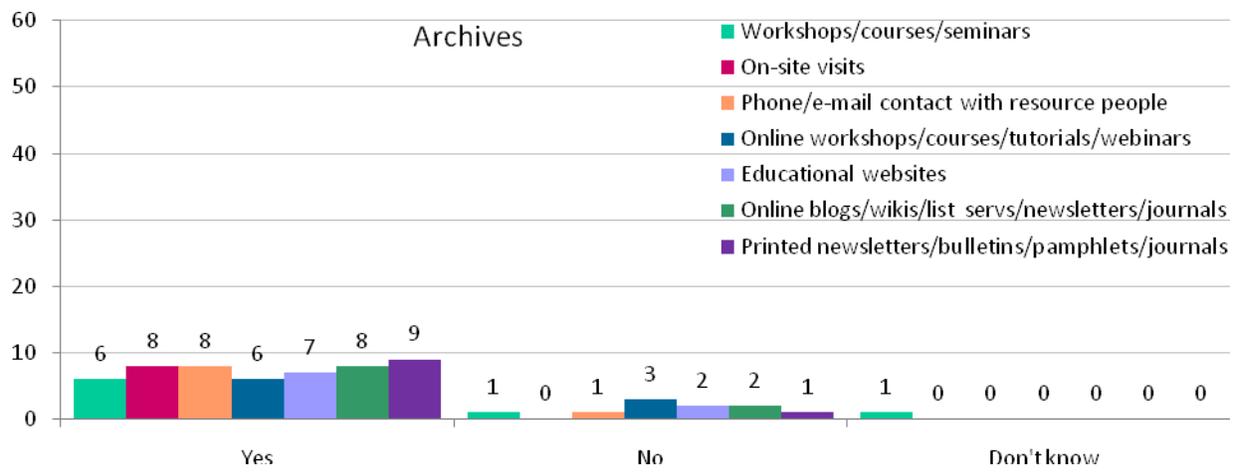
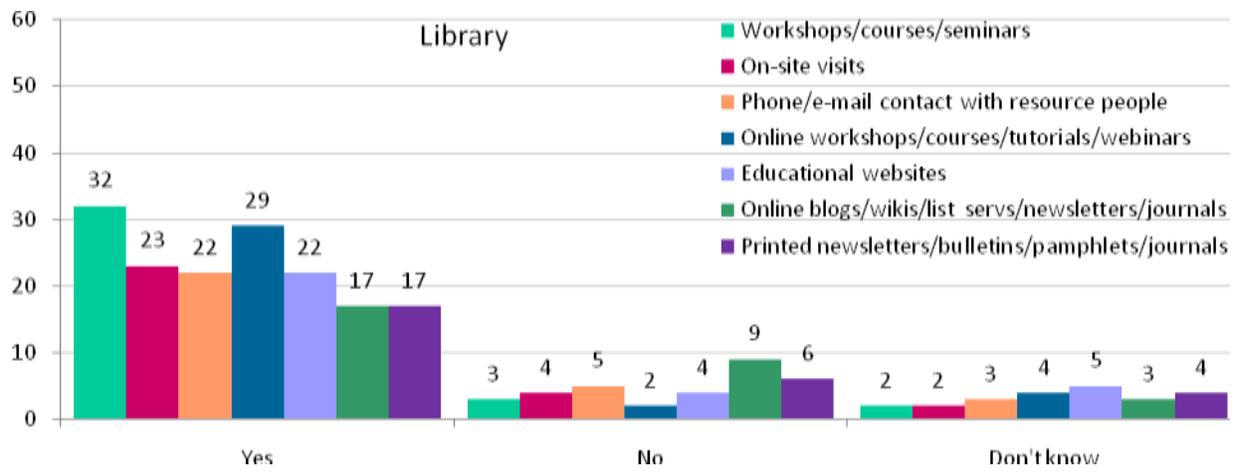
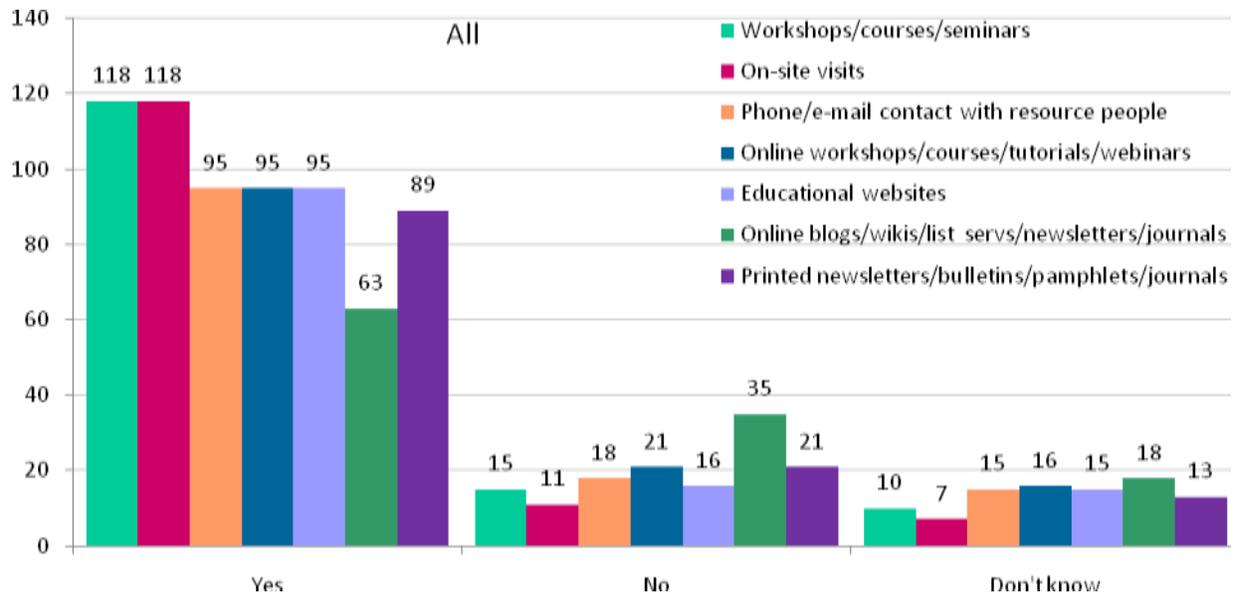
(please select all that apply)

	Yes	No	Don't know
Workshops/courses/seminars (in person)	_____	_____	_____
On-site visits at your organization	_____	_____	_____
Communication with resource people via phone/e-mail	_____	_____	_____
Online workshops/courses/tutorials/webinars	_____	_____	_____
Educational websites	_____	_____	_____
Online blogs/wikis/list servs/newsletters/journals	_____	_____	_____
Printed newsletters/bulletins/pamphlets/journals	_____	_____	_____
Other <i>(please specify below)</i>	_____	_____	_____

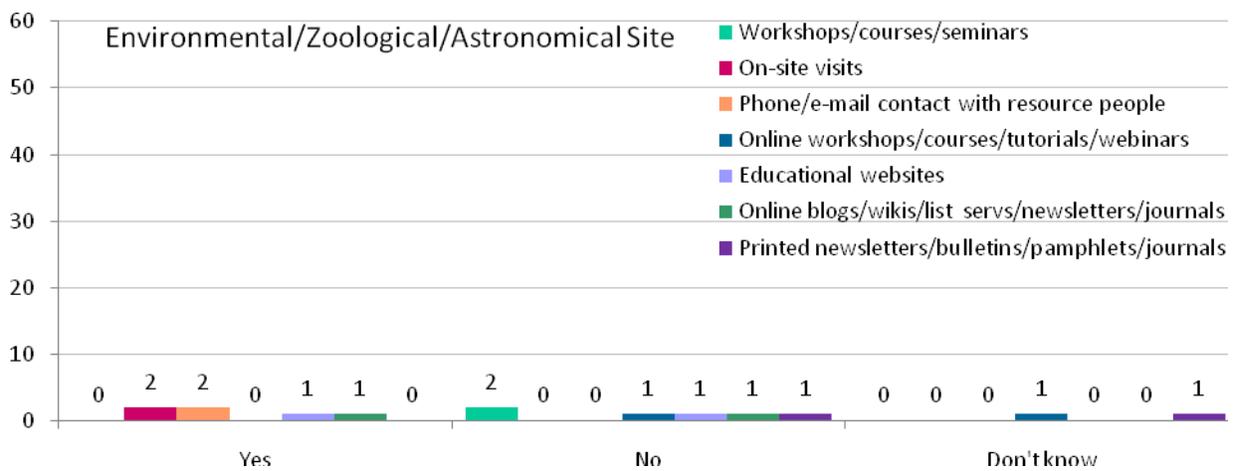
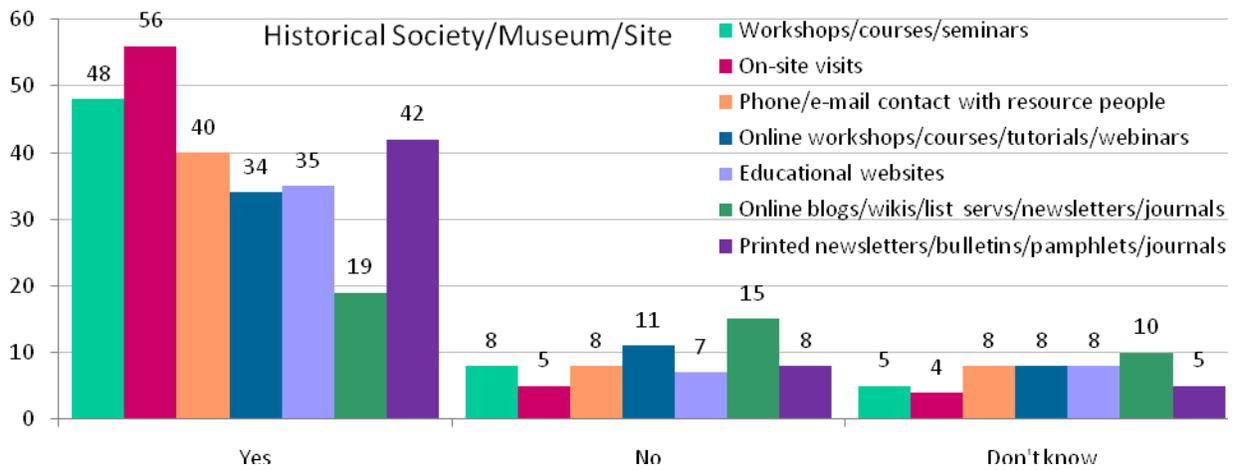
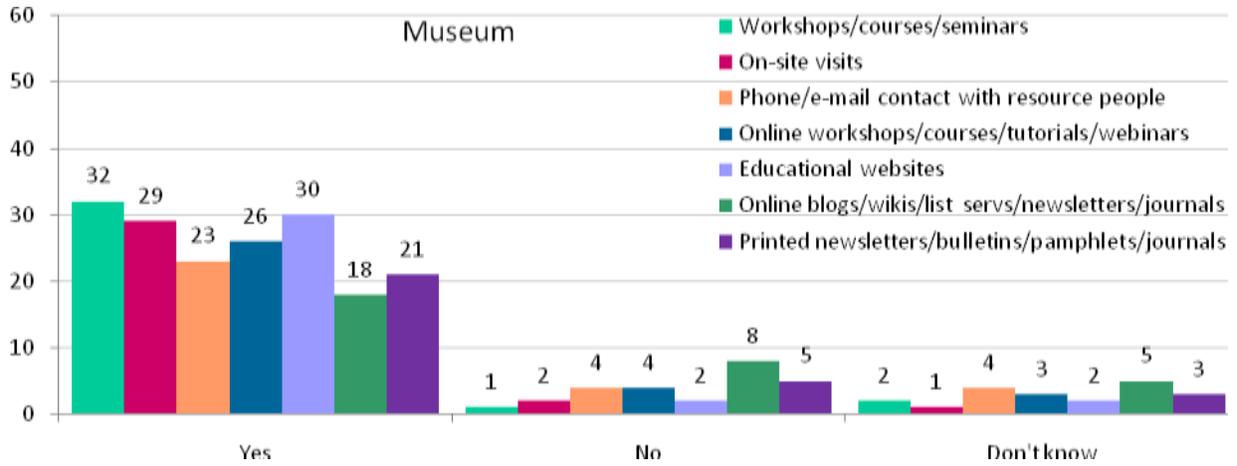


Note: The "Other" responses included details that could be considered confidential.

TRAINING NEEDS



TRAINING NEEDS



TRAINING NEEDS

Please use the space below for any additional comments about your collections needs and what might best assist you in planning for the long-range conservation/preservation care of your collections. (optional)

Note: All survey comments were confidential.

Appendices

The Paper Survey

The Online Survey

1. Please provide the following information, which will be kept confidential.

(please fill in the blanks, if known)

Organization Name _____
Address _____
City _____
State _____
Zip _____
Phone _____
Fax _____
E-mail _____
Website _____

May we share the name of your organization (only) in summary reports of the survey results? *(please select one)*

Yes _____ No _____

2. Which of the following best describes your organization? *(please select one)*

Library: _____ Academic library
 _____ Public library
 _____ Special library

Archives: _____

Museum: _____ Art museum
 _____ Art gallery, art center, or arts organization
 _____ Science/technology museum
 _____ Natural history museum
 _____ Archaeological museum, repository, or research collection
 _____ Children's/youth museum

Historical society/museum/site:

_____ Historical/genealogical society
 _____ History museum
 _____ Historic house/site
 _____ Historic battlefield/state historic site/living history

Environmental/zoological/astronomical site:

_____ Arboretum or botanical garden
 _____ Nature center/Park
 _____ Planetarium
 _____ Aquarium
 _____ Zoo

3. Do you provide additional services in any of these other areas? *(please select all that apply)*

Library _____
Archives _____
Museum _____
Historical society/museum/site _____
Environmental/zoological/astronomical site _____

4. With what type of institution is your organization primarily affiliated? *(please select one)*

College, university, or other academic entity:

- Private college or university
- State college or university
- Local (county or municipal) college or university

Non-profit, non-governmental organization or foundation

Corporate or for-profit organization

Governmental organization:

- Federal
- State
- Local (county or municipal)

5. How old is your organization? *(please select one)*

- less than 5 years old
- 5-9 years old
- 10-24 years old
- 25-49 years old
- 50-99 years old
- over 100 years old

6. Do you have internet access? *(please select one)*

Yes No Don't know

If so, do you:

... have a website? *(please select one)*

Yes No Don't know

... provide online access to the content of any of your collections, such as online exhibitions, digitally scanned holdings, interactive resources, etc.? *(please select one)*

Yes No, but this is being developed No Don't know

7. How many visitors do you serve annually? *(please fill in the blanks, if known)*

On-site visitors _____

Off-site visitors _____
(traveling exhibitions, bookmobiles, educational programs)

Online visitors _____
(website visits, online exhibitions, e-mail distribution lists)

Do you provide a schedule of planned tours and educational programming for school children? *(please select one)*

Yes No Don't know

Do you provide a calendar of planned tours, special events, and educational programming for the general public? *(please select one)*

Yes No Don't know

8. How is your organization staffed? *(please fill in the blanks, if known)*

Paid staff: _____ Number of full-time
 _____ Number of part-time

Volunteers: _____ Number of Volunteers
 _____ Total annual Volunteer hours

Seasonal Help: _____ Number of Helpers
 _____ Total annual Seasonal hours

Do you provide internships/fellowships for college students/independent researchers?
(please select one)

Yes _____ No _____ Don't know _____

9. What is your organization's annual operating budget? *(please select one)*

_____ less than \$10,000
 _____ \$10,000 to \$50,000
 _____ \$50,000 to \$100,000
 _____ \$100,000 to \$500,000
 _____ \$500,000 or more

Please use the space below to share any additional comments about special features and services your organization offers that may not have been covered in the previous questions.
(optional)

10. Which of the following types of collections are among your holdings, and would conservation/preservation training be helpful for any of these specific types?
(please select all that apply)

	Yes, we have this type	No, we don't have this type	Don't know	Training would be helpful
Books and Bound Volumes	_____	_____	_____	_____
Unbound Sheets and Manuscripts	_____	_____	_____	_____
Photographic Collections	_____	_____	_____	_____
Motion Picture and Video Collections	_____	_____	_____	_____
Recorded Sound Collections	_____	_____	_____	_____
Digital Material Collections	_____	_____	_____	_____
Art Objects	_____	_____	_____	_____
Historic and Ethnographic Objects	_____	_____	_____	_____
Archaeological Collections	_____	_____	_____	_____
Natural Science Specimens	_____	_____	_____	_____
Living Collections	_____	_____	_____	_____

11. Do you inventory/assess your collections annually, or on a similarly regular basis?

(please select one)

Yes _____ Yes, but only a portion of them _____ No _____ Don't know _____

Have you catalogued your collections? *(please select one)*

Yes _____ Yes, but only a portion of them _____ No _____ Don't know _____

If so, is your catalogue ... ? *(please select one each row)*

	Yes	Yes, but only a portion	No	Don't know
... up-to-date?	_____	_____	_____	_____
... available online to your staff?	_____	_____	_____	_____
... available online to the public?	_____	_____	_____	_____

12. Do you monitor the following for your collections? *(please select one each row)*

	Yes, in all areas	Yes, in some areas	No	Don't know
Temperature	_____	_____	_____	_____
Relative Humidity	_____	_____	_____	_____
Lighting Levels	_____	_____	_____	_____
Air quality <i>(particulates/pollutants)</i>	_____	_____	_____	_____
Pest control	_____	_____	_____	_____

13. Do you have the following available for your collections? *(please select one each row)*

	Yes, in all areas	Yes, in some areas	No	Don't know
Archival quality materials	_____	_____	_____	_____
Adequate storage spaces	_____	_____	_____	_____
Adequate display spaces	_____	_____	_____	_____

14. Do you take security/safety precautions for your collections? *(please select one each row)*

	Yes, in all areas	Yes, in some areas	No	Don't know
Controlled access	_____	_____	_____	_____
Security systems/personnel	_____	_____	_____	_____
Fire protection systems	_____	_____	_____	_____

15. Overall, how would you rate these aspects of your collections? *(please select one each row)*

	Excellent	Good	Adequate	Poor	Don't know
Preservation condition	_____	_____	_____	_____	_____
Storage areas	_____	_____	_____	_____	_____
Display areas	_____	_____	_____	_____	_____

Please use the space below to share any additional comments about the condition of your collections and their environment that are or could be serious conservation/preservation concerns. (optional)

16. Has a professional survey of the general condition of your collections been done, such as Heritage Preservation's Conservation Assessment Program (CAP) or the American Association of Museum's Museum Assessment Program (MAP)? (please select one)

Yes _____ Yes, but only a portion of them _____ Yes, but is not up to date _____ No _____ Don't know _____

If so, has this professional survey resulted in any conservation/preservation actions for your collections? (please select one)

Yes, in all areas _____ Yes, in some areas _____ No _____ Don't know _____

17. Does your organization have a written, long-range conservation/preservation plan for the care of your collections? (please select one)

Yes _____ No, but preservation is addressed in overall long-range plan _____ No, but one is being developed _____ No _____ Don't know _____

If so, is your written conservation/preservation plan up-to-date? (please select one)

Yes _____ No _____ Don't know _____

What does your conservation/preservation program include? (please select all that apply)

	Yes	No	Don't know
Preventive conservation (e.g., housekeeping routine, rehousing, environmental monitoring)	_____	_____	_____
Conservation treatment (e.g., repair, restoration, mass deacidification, specimen preparation)	_____	_____	_____
Preservation management (e.g., planning, assessment)	_____	_____	_____
Preservation reformatting (e.g., preservation photocopying, microfilming)	_____	_____	_____
Preservation of audio-visual media and playback equipment (e.g., preservation copies, maintenance)	_____	_____	_____
Preservation of digital materials (e.g., data migration to current software, websites)	_____	_____	_____
Not sure what is included	_____	_____	_____

18. Are copies of vital collections records (e.g., inventory, catalog, insurance policies) stored offsite in the event of an emergency/disaster? (please select one)

Yes _____ Some, but not all _____ No _____ Don't know _____
 Do not have copies _____ Do not have collections records _____

19. Does your organization have a working relationship with your local emergency responders (e.g., fire, police)? *(please select one)*

Yes _____ No _____ Don't know _____

20. Does your organization have a written emergency/disaster plan that includes your collections? *(please select one)*

Yes _____ No, but one is being developed _____ No _____ Don't know _____

If so, is your written emergency/disaster plan up-to-date? *(please select one)*

Yes _____ No _____ Don't know _____

Is your staff trained to carry it out? *(please select one)*

Yes _____ No _____ Don't know _____

21. Who is primarily responsible for the conservation/preservation care of your collections? *(please select all that apply)*

	Yes	No	Don't know
In-house paid conservation/preservation staff	_____	_____	_____
Other in-house paid staff	_____	_____	_____
Conservation/preservation duties are assigned as needed to various in-house staff	_____	_____	_____
Volunteers, seasonal help, and/or interns	_____	_____	_____
External providers are used for conservation/preservation services	_____	_____	_____

Please use the space below to share any additional comments about your preservation activities and the most serious concerns you may have about these issues with your collections. *(optional)*

22. Are funds specifically allocated/budgeted for the conservation/preservation care of your collections? *(please select one)*

Yes _____ No _____ Don't know _____

If so, including all funding sources, how much is specifically allocated/budgeted annually for the conservation/preservation care of your collections? *(please select one)*

- _____ None in budget, but have gotten grants
- _____ Less than \$3,000
- _____ \$3,000 to 10,000
- _____ \$10,000 to 25,000
- _____ \$25,000 or more

23. Has your organization made a grant application, whether successful or unsuccessful, for conservation/preservation funding from any public or private source in the last 3 years?
(please select one)

Yes _____ No _____ Don't know _____

If not, which of these factors influenced the decision not to apply for a grant?

(please select all that apply)

	Yes	No	Don't know
Not aware of appropriate funding sources	_____	_____	_____
Lack of staff time or expertise to complete application	_____	_____	_____
Additional project planning or preparation necessary before requesting grant funds	_____	_____	_____
Conservation/preservation not an institutional priority	_____	_____	_____
Currently have sufficient sources of funding	_____	_____	_____
Have applied for grant(s) from external sources in the past but have been unsuccessful	_____	_____	_____
Not sure why decided not to apply for a grant	_____	_____	_____
Other <i>(please specify below)</i>			

24. Which training areas might be most helpful for your staff?

(please select all that apply)

	Yes	No	Don't know
Basic conservation/preservation care of collections	_____	_____	_____
Conservation/preservation care of specific media/object types	_____	_____	_____
Planning/condition surveys and general needs assessments of collections	_____	_____	_____
Long-range conservation/preservation planning for collections	_____	_____	_____
Emergency/disaster planning for collections	_____	_____	_____
Security/safety precautions for collections	_____	_____	_____
Finding and working with a conservator	_____	_____	_____
Preservation of audio/visual collections <i>(media and playback equipment)</i>	_____	_____	_____
Preservation of digital collections <i>(digitized and born-digital)</i>	_____	_____	_____
Online collections care information <i>(websites, images, databases)</i>	_____	_____	_____
Integrated pest management <i>(efficient and ecologically sound methods)</i>	_____	_____	_____
Finding aids and cataloging of collections	_____	_____	_____
Grant writing for the conservation/preservation care of collections	_____	_____	_____
Building awareness of (and serving as a resource for) conservation/preservation issues	_____	_____	_____
Advocacy for the conservation/preservation of collections	_____	_____	_____
Other <i>(please specify below)</i>			

25. What training and educational resource formats might be most effective?

(please select all that apply)

	Yes	No	Don't know
Workshops/courses/seminars (in person)	_____	_____	_____
On-site visits at your organization	_____	_____	_____
Communication with resource people via phone/e-mail	_____	_____	_____
Online workshops/courses/tutorials/webinars	_____	_____	_____
Educational websites	_____	_____	_____
Online blogs/wikis/list servs/newsletters/journals	_____	_____	_____
Printed newsletters/bulletins/pamphlets/journals	_____	_____	_____
Other <i>(please specify below)</i>			

Please use the space below for any additional comments about your collections needs and what might best assist you in planning for the long-range conservation/preservation care of your collections. *(optional)*

Organizational Information

1. Please provide the following information, which will be kept confidential.
(please fill in the blanks, if known)

Organization Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Website	<input type="text"/>

- 1a. May we share the name of your organization (only) in summary reports of the survey results?
(please select one)

Yes

No

Organizational Information

2. Which of the following best describes your organization?
(please select one)

Library

Archives

Museum (including science museum, natural history museum, arts organization)

Historical society/museum/site (including battlefield, state historic site, living history)

Environmental/zoological/astronomical site

Organizational Information

2a. Which specific type best describes your library?
(please select one)

Academic library

Public library

Special library

Organizational Information

2a. Which specific type best describes your museum?
(please select one)

Art museum

Art gallery, art center, or arts organization

Science/technology museum

Natural history museum

Archaeological museum, repository, or research collection

Children's/youth museum

Organizational Information

2a. Which specific type best describes your historical society/site?

(please select one)

- Historical/genealogical society
- History museum
- Historic house/site
- Historic battlefield/state historic site/living history

Organizational Information

2a. Which specific type best describes your site?

(please select one)

- Arboretum or botanical garden
- Nature center/Park
- Planetarium
- Aquarium
- Zoo

Organizational Information

3. Do you provide additional services in any of these other areas?

(please select all that apply)

- Library
- Archives
- Museum (including science museum, natural history museum, arts organization)
- Historical society/museum/site (including battlefield, state historic site, living history)
- Environmental/zoological/astronomical site

4. With what type of institution is your organization primarily affiliated?
(please select one)

- College, university, or other academic entity
- Non-profit, non-governmental organization or foundation
- Corporate or for-profit organization
- Governmental organization

Organizational Information

4a. What specific type of academic entity?
(please select one)

- Private college or university
- State college or university
- Local (county or municipal) college or university

Organizational Information

4a. What specific level of governmental organization?
(please select one)

- Federal
- State
- Local (county or municipal)

Organizational Information

5. How old is your organization?

(please select one)

- Less than 5 years old
- 5-9 years old
- 10-24 years old
- 25-49 years old
- 50-99 years old
- Over 100 years old

Organizational Information

6. Do you have internet access?

(please select one)

- Yes
- No
- Don't know

6a. Do you have a website?

(please select one)

- Yes
- No
- Don't know

Organizational Information

6b. Do you provide online access to the content of any of your collections, such as online exhibitions, digitally scanned holdings, interactive resources, etc?

(please select one)

Yes

No, but this is being developed

No

Don't know

Organizational Information

7. How many visitors do you serve annually?

(please fill in the blanks, if known)

On-site visitors

Off-site visitors *(traveling exhibitions, bookmobiles, educational programs)*

Online visitors *(website visits, online exhibitions, e-mail distribution lists)*

7a. Do you provide a schedule of planned tours and educational programming for school children?

(please select one)

Yes

No

Don't know

7b. Do you provide a calendar of planned tours, special events, and educational programming for the general public?

(please select one)

Yes

No

Don't know

Organizational Information

8. How is your organization staffed?

(please fill in the blanks, if known)

Paid Staff:	Number of Full-time	<input type="text"/>
	Number of Part-time	<input type="text"/>
Volunteers:	Number of Volunteers	<input type="text"/>
	Total annual Volunteer hours	<input type="text"/>
Seasonal Help:	Number of Helpers	<input type="text"/>
	Total annual Seasonal hours	<input type="text"/>

8a. Do you provide internships/fellowships for college students/independent researchers?

(please select one)

Yes

No

Don't know

Organizational Information

9. What is your organization's annual operating budget?

(please select one)

- Less than \$10,000
- \$10,000 to \$50,000
- \$50,000 to \$100,000
- \$100,000 to \$500,000
- \$500,000 or more

Please use the space below to share any additional comments about special features and services

your organization offers that may not have been covered in the previous questions.

(optional)

Collections and Holdings

10. Which of the following types of collections are among your holdings, and would conservation/preservation training be helpful for any of these specific types?

(please select all that apply)

	Yes, we have this type	No, we don't have this type	Don't know	Training would be helpful
Books and Bound Volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unbound Sheets and Manuscripts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographic Collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motion Picture and Video Collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recorded Sound Collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Material Collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art Objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Historic and Ethnographic Objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Archaeological Collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural Science Specimens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Living Collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Collections and Holdings

11. Do you inventory/assess your collections annually, or on a similarly regular basis?

(please select one)

Yes

Yes, but only a portion of them

No

Don't know

11a. Have you catalogued your collections?

(please select one)

- Yes
- Yes, but only a portion of them
- No
- Don't know

Collections and Holdings

11b. Is your catalogue ... ?

(please select one each row)

	Yes	Yes, but only a portion	No	Don't know
... up-to-date?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
... available online to your staff?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
... available online to the public?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Collections Environment

12. Do you monitor the following for your collections?

(please select one each row)

	Yes, in all areas	Yes, in some areas	No	Don't know
Temperature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relative Humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lighting Levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Air quality (<i>particulates/pollutants</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pest control	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Collections Environment

13. Do you have the following available for your collections?

(please select one each row)

	Yes, in all areas	Yes, in some areas	No	Don't know
Archival quality materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate storage spaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate display spaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. Do you take security/safety precautions for your collections?

(please select one each row)

	Yes, in all areas	Yes, in some areas	No	Don't know
Controlled access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Security systems/personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fire protection systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Collections Environment

15. Overall, how would you rate these aspects of your collections?

(please select one each row)

	Excellent	Good	Adequate	Poor	Don't know
Preservation condition	<input type="radio"/>				
Storage areas	<input type="radio"/>				
Display areas	<input type="radio"/>				

Please use the space below to share any additional comments about the condition of your collections and their environment that are or could be serious conservation/preservation concerns.
(optional)

Preservation Activities

16. Has a professional survey of the general condition of your collections been done, such as Heritage Preservation's Conservation Assessment Program (CAP) or the American Association of Museum's Museum Assessment Program (MAP)?

(please select one)

- Yes
- Yes, but only a portion of them
- Yes, but it is not up-to-date
- No
- Don't know

Preservation Activities

16a. Has this professional survey resulted in any conservation/preservation actions for your collections?

(please select one)

- Yes, in all areas
- Yes, in some areas
- No
- Don't know

Preservation Activities

17. Does your organization have a written, long-range conservation/preservation plan for the care of your collections?

(please select one)

- Yes
- No, but preservation is addressed in overall long-range plan
- No, but one is being developed
- No
- Don't know

Preservation Activities

17a. Is your written conservation/preservation plan up-to-date?

(please select one)

- Yes
- No
- Don't know

17b. What does your conservation/preservation program include?

(please select all that apply)

	Yes	No	Don't know
Preventive conservation (e.g., housekeeping routine, rehousing, environmental monitoring)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conservation treatment (e.g., repair, restoration, mass deacidification, specimen preparation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preservation management (e.g., planning, assessment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preservation reformatting (e.g., preservation photocopying, microfilming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preservation of audio-visual media and playback equipment (e.g., preservation copies, maintenance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preservation of digital materials (e.g., data migration to current software, websites)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not sure what is included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preservation Activities

18. Are copies of vital collections records (e.g., inventory, catalog, insurance policies) stored offsite in the event of an emergency/disaster?

(please select one)

- Yes
- Some, but not all
- No
- Do not have copies
- Do not have collections records
- Don't know

Preservation Activities

19. Does your organization have a working relationship with your local emergency responders (e.g., fire, police)?

(please select one)

Yes

No

Don't know

20. Does your organization have a written emergency/disaster plan that includes your collections?

(please select one)

Yes

No, but one is being developed

No

Don't know

Preservation Activities

20a. Is your written emergency/disaster plan up-to-date?

(please select one)

Yes

No

Don't know

20b. Is your staff trained to carry it out?

(please select one)

Yes

No

Don't know

Preservation Activities

21. Who is primarily responsible for the conservation/preservation care of your collections?

(please select all that apply)

	Yes	No	Don't know
In-house paid conservation/preservation staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other in-house paid staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conservation/preservation duties are assigned as needed to various in-house staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers, seasonal help, and/or interns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External providers are used for conservation/preservation services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please use the space below to share any additional comments about your preservation activities

and the most serious concerns you may have about these issues with your collections.

(optional)

Preservation Funding

22. Are funds specifically allocated/budgeted for the conservation/preservation care of your collections?

(please select one)

Yes

No

Don't know

Preservation Funding

22a. Including all funding sources, how much is specifically allocated/budgeted annually for the conservation/preservation care of your collections?

(please select one)

None in budget, but have gotten grants

Less than \$3,000

\$3,000 to 10,000

\$10,000 to 25,000

\$25,000 or more

Preservation Funding

23. Has your organization made a grant application, whether successful or unsuccessful, for conservation/preservation funding from any public or private source in the last 3 years?

(please select one)

Yes

No

Don't know

Preservation Funding

23a. Which of these factors influenced the decision not to apply for a grant?
(please select all that apply)

	Yes	No	Don't know
Not aware of appropriate funding sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of staff time or expertise to complete application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional project planning or preparation necessary before requesting grant funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conservation/preservation not an institutional priority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Currently have sufficient sources of funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have applied for grant(s) from external sources in the past but have been unsuccessful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not sure why decided not to apply for a grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (please specify below)

Training Needs

24. Which training areas might be most helpful for your staff?

(please select all that apply)

	Yes	No	Don't know
Basic conservation/preservation care of collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conservation/preservation care of specific media/object types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning/condition surveys and general needs assessments of collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long-range conservation/preservation planning for collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency/disaster planning for collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security/safety precautions for collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finding and working with a conservator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preservation of audio/visual collections <i>(media and playback equipment)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preservation of digital collections <i>(digitized and born-digital)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online collections care information <i>(websites, images, databases)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrated pest management <i>(efficient and ecologically sound methods)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finding aids and cataloging of collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grant writing for the conservation/preservation care of collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building awareness of (and serving as a resource for) conservation/preservation issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advocacy for the conservation/preservation of collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other *(please specify below)*

Training Needs

25. What training and educational resource formats might be most effective?

(please select all that apply)

	Yes	No	Don't know
Workshops/courses/seminars (In person)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-site visits at your organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication with resource people via phone/e-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online workshops/courses/tutorials/webinars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational websites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online blogs/wikis/list serves/newsletters/journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printed newsletters/bulletins/pamphlets/journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <i>(please specify below)</i>			

Training Needs

Please use the space below for any additional comments about your collections needs and what might best assist you in planning for the long-range conservation/preservation care of your collections.

(optional)

*Thank you for taking the
time
to complete our
survey!*

