

Massachusetts Connecting to Collections Survey

The Massachusetts Connecting to Collections Survey

Introduction

Welcome to the Massachusetts Connecting to Collections survey. The purpose of this project is to identify the preservation needs of Massachusetts libraries, archives, museums, and other cultural collections statewide. The project was developed by the Massachusetts Board of Library Commissioners (MBLC), in partnership with the Boston Public Library; the Massachusetts Archives; the Museum of Fine Arts, Boston; the New England Museum Association; the Northeast Massachusetts Regional Library System; and the Massachusetts Conference of Chief Librarians of Public Higher Educational Institutions. This survey is funded by a grant from the Institute of Museum and Library Services (IMLS).

Why Participate?

- In the course of completing this survey, you will gain awareness of preservation needs at your own institution. The information that you gather may be useful for long-range planning and funding requests.
- Your participation will demonstrate your support for the state and federal agencies that are working on your behalf to address the preservation needs of collections throughout the state and nationwide.
- By completing this survey, you are helping to determine the scope of future preservation services and training opportunities for cultural heritage institutions throughout Massachusetts. Following the completion and analysis of this survey, the MBLC and its project partners will be eligible to apply for implementation funding to address identified needs.

Confidentiality

Your individual responses will be incorporated into aggregated data in the public report for this project; your responses will not be recognizable or presented individually. Contact information is requested for the sole purpose of enabling MBLC staff and project consultants to contact you with any follow-up questions.

For more information about this project, please see the "C2C Wiki," at <http://mbc.state.ma.us/wikis/c2c>.

Massachusetts Connecting to Collections Survey

Guidelines and Definitions

Guidelines for Completing the Survey

(Note: These guidelines are available for reference on the "C2C Wiki" [here](#). This link will open in a separate tab or window.)

- It is strongly suggested that you print a copy of the survey to review and discuss with your colleagues before completing it online. This will also enable you to keep a record of your responses. A PDF copy of the survey is available [here](#). Once you have the information gathered, the survey will take between 30 and 45 minutes to complete.
- The survey may be completed in multiple sessions. **To do this, you must exit and return to the survey on the same computer via the link that was emailed to you, and browser cookies must be enabled and may not be cleared between sessions.**
- To navigate through the survey, **please use the "prev" and "next" buttons** appearing on each page of the survey; **do not** use your browser's "back" and "forward" buttons, or the survey will not work properly.
- **If you are a single collecting entity within a large parent institution**, please complete this survey only for your own holdings, not those of other collecting entities in your parent institution. They may receive their own surveys. For example, a museum and a library belonging to the same college or university may each receive separate surveys.
- **If you are not under a large parent institution**, include information on all holdings at your institution. For example, a public library that has a local history collection should complete one survey with information on all of its library, museum, and archival holdings.
- **Do not** include living collections (i.e., live plants and animals) and historic structures in your responses to this questionnaire, even if they are a part of your institution's preservation responsibilities.

For assistance with this survey, please contact Rebecca Meyer, Connecting to Collections Intern, at the Massachusetts Board of Library Commissioners at [Rebecca.Meyer\(at\)state.ma.us](mailto:Rebecca.Meyer(at)state.ma.us) or (800) 952-7403, ext. 228.

A glossary of terms used in this survey, including a copy in PDF form that can be downloaded, saved, and printed, is available on the "C2C Wiki" [here](#). (Link will open in a separate tab or window.)

Table of Contents

For your reference, this survey will proceed in the following order:

- Institutional Information
- Staffing
- Funding for Preservation
- Collection Profile
- The Building
- The Environment
- Fire Protection
- Light
- Emergency Preparedness
- Security
- Exhibition
- Preservation Planning
- Preservation Activities
- Training
- Comments
- Submit Responses

Institutional Information

*1. Please provide identifying information about your institution.

Name of person completing this questionnaire

Title

Institution name

Street address

ZIP/Postal code where collections are housed

Email address of person completing this questionnaire

Phone number

*2. If the MBLC has follow-up questions about your survey, what is your preferred method of contact? (Select one.)

- Email
- Phone
- Regular mail

Institutional Information

*3. Which of the following most closely describes your institution? (Select one.)

- | | |
|--|--|
| <input type="radio"/> Archives | <input type="radio"/> History museum |
| <input type="radio"/> Historic site | <input type="radio"/> Natural history museum |
| <input type="radio"/> Historical commission | <input type="radio"/> Science museum |
| <input type="radio"/> Historical society | <input type="radio"/> Religious institution |
| <input type="radio"/> Academic library | <input type="radio"/> Theater |
| <input type="radio"/> Public library | <input type="radio"/> Municipal office |
| <input type="radio"/> Special library | <input type="radio"/> Court |
| <input type="radio"/> Art museum (including art gallery, art center, or arts organization) | <input type="radio"/> Organization/association |
| <input type="radio"/> Children's museum | |
| <input type="radio"/> Other (please specify) | |

4. Which additional functions does your institution serve? (Select up to three.)

- Archives
- Library
- Historical society
- Historic house/site
- Local history collection
- Museum
- Art collection
- Archaeological repository or research collection
- None
- Other (please specify)

Institutional Information

***5. Which of the following most closely describes your institution's governance? (Select one.)**

- College, university or other academic entity
- Non-profit, non-governmental organization or foundation
- Federal government
- State government
- Local government
- Tribal government
- Religious/church

***6. For the entity identified in Question 3, what was your institution's total annual operating budget for the most recently completed fiscal year? (Select one.)**

- less than \$10,000
- \$10,000 to \$49,999
- \$50,000 to \$99,999
- \$100,000 to \$499,999
- \$500,000 to \$999,999
- \$1,000,000 to \$4,999,999
- \$5,000,000 to \$9,999,999
- \$10,000,000 or more

Massachusetts Connecting to Collections Survey

Staffing

***7. How many staff are currently employed in your collecting institution? Include all staff, not just those for preservation. Do not express in Full-Time Equivalents (FTE). (Select one answer for each row.)**

	0	1-2	3-5	6-10	11-20	21-50	>50	Don't know
Full-time paid staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part-time paid staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Full-time volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part-time volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

***8. Please indicate the total amount of staff and volunteer time spent on preservation/conservation activities in Full-Time Equivalents (FTE). Include all staff and volunteers who perform preservation/conservation activities, whether full-time, part-time, seasonal, work study, interns, etc. (Select one answer for each row.)**

	0 FTE	.1 to .5 FTE	.6 to .9 FTE	1-2.5 FTE	2.6-5.5 FTE	5.6-10 FTE	>10 FTE	Don't know
Paid staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

***9. How many staff and/or volunteers have advanced training (i.e., post-graduate training or at least three years of on-the-job training) in preservation/conservation? Include all workers who perform preservation/conservation activities, whether full-time, part-time, seasonal, work study, interns, etc. Do not express in Full-Time Equivalents (FTE). (Select one answer for each row.)**

	0	1	2-4	5-9	10-14	15-19	20-30	>30	Don't know
Paid staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Funding for Preservation

***10. Does your institution have a budget line item for preservation/conservation activities? (Select one.)**

- Yes
- No specific line-item in budget, but other funds are available as needed
- No
- Don't know

***11. Has your institution made an application, whether successful or unsuccessful, for preservation/conservation funding from any public or private source in the last five years? (Select one.)**

- Yes
- No
- Don't know

Funding for Preservation

***12. Which of the following factors influenced the decision not to apply? (Select all that apply.)**

- 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
- Preservation/conservation 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
- Other (please specify)

Collection Profile: Library Circulating Collections

***13. Is your institution a library with a circulating collection? (Select one.)**

- Yes
- No

Collection Profile: Library Circulating Collections

***14. Approximately what percentage of your circulating collection is cataloged? (Select one.)**

- 0% 1%-24% 25%-49% 50%-74% 75%-99% 100% Don't know

Collection Profile: Library Circulating Collections

***15. Where is your circulating collection housed? (Select all that apply.)**

- Attic
- Basement
- Closet
- Open stacks area (accessible to the public)
- Closed stacks area (inaccessible to the public)
- Off-site
- Other (please specify)

***16. Approximately what percentage of your circulating collection is stored in a space with year-round climate control? (Select one.)**

- 0% 1%-24% 25%-49% 50%-74% 75%-99% 100% Don't know

Collection Profile: Library Circulating Collections

***17. Approximately what percentage of your circulating collection is protected by a building-wide fire detection and suppression system? (Select one.)**

- 0% 1%-24% 25%-49% 50%-74% 75%-99% 100% Don't know

***18. In the past five years, have any materials from your circulating collection been stolen or vandalized? (Select one.)**

- Yes
 No
 Don't know

Comments (optional)

Collection Profile: Permanent Collections

***19. Do your institution's holdings include materials that you plan to maintain in perpetuity (i.e., permanent collections)? (Select one.)**

- Yes
- No

Collection Profile: Permanent Collections

***20. Of the materials that you plan to maintain in perpetuity, approximately what percentage are cataloged? (Select one.)**

- 0% 1%-24% 25%-49% 50%-74% 75%-99% 100% Don't know

Collection Profile: Permanent Collections

***21. Where do you store materials that you plan to maintain in perpetuity? (Select all that apply.)**

- Basement
- Attic
- Closet
- Open storage area (accessible to the public)
- Closed storage area (inaccessible to the public)
- Private home
- Off-site (other than private home)
- Other (please specify)

***22. Of the materials that you plan to maintain in perpetuity, approximately what percentage are stored in a space with year-round climate control? (Select one.)**

- 0% 1%-24% 25%-49% 50%-74% 75%-99% 100% Don't know

Collection Profile: Permanent Collections

***23. Of the materials that you plan to maintain in perpetuity, approximately what percentage is protected by a building-wide fire detection and suppression system? (Select one.)**

- 0% 1%-24% 25%-49% 50%-74% 75%-99% 100% Don't know

***24. In the past five years, have any of the materials that you plan to maintain in perpetuity been stolen or vandalized? (Select one.)**

- Yes
 No
 Don't know

Comments (optional)

Massachusetts Connecting to Collections Survey

Collection Profile: Types of Materials

The next section of this survey will ask you for information about the types of materials included in your collections. We realize that some items can be difficult to categorize, so for the purposes of this survey, the categories presented include the following types of materials:

paper-based: architectural records, books, documents, ephemera, journals, maps, newspapers, pamphlets, paper currency, scrapbooks, stamps

photographic: acetate film, ambrotypes, black and white negatives, black and white prints, color negatives, color prints, daguerreotypes, glass plate negatives, lantern slides, microfiche, microfilm, nitrate film, slides/transparencies, tintypes

moving image & recorded sound: audio cassette, cylinder, motion picture film, open reel tape, phonodisc, video cassette

digital materials & electronic records: CD, CD-R, DAT, DVD, DVD-R, data tape, databases, digital moving images, digital photographs, digital sound recordings, electronic data files, floppy disc, laser disc, minidisk, scanned documents

art objects: ceramics, drawings, fiber, glass, metal, paintings, photographs, posters, prints, sculpture, stone, synthetic materials, textiles

archaeological, ethnographic, & historic objects: agricultural artifacts, bone, ceramics, fiber, firearms, furniture, glass, ivory, jewelry, medical artifacts, metalwork, musical instruments, scientific artifacts, stone, technological artifacts, textiles, transportation vehicles

natural science specimens: botanical, dioramas, geological, paleobotany, paleontological, taxidermy, zoological

(For your reference, these terms are also available on the "C2C Wiki" [here](#). This link will open in a different tab or window.)

Collection Profile: Paper-Based Materials

***25. Do your institution's collections include any paper-based materials? (Select one.)**

- Yes
- No
- Don't know

Collection Profile: Paper-Based Materials

***26. Please indicate the types of paper-based materials held by your institution. (Select all that apply.)**

- | | | |
|---|-------------------------------------|---|
| <input type="checkbox"/> Architectural records | <input type="checkbox"/> Journals | <input type="checkbox"/> Paper currency |
| <input type="checkbox"/> Books | <input type="checkbox"/> Maps | <input type="checkbox"/> Scrapbooks |
| <input type="checkbox"/> Documents | <input type="checkbox"/> Newspapers | <input type="checkbox"/> Stamps |
| <input type="checkbox"/> Ephemera | <input type="checkbox"/> Pamphlets | |
| <input type="checkbox"/> Other (please specify) | | |

Collection Profile: Photographs

***27. Do your institution's collections include any photographic materials? (Select one.)**

In considering your response, please exclude digital photographs, which will be addressed in a subsequent question.

- Yes
- No
- Don't know

Collection Profile: Photographs

***28. Please indicate the types of photographic materials held by your institution. (Select all that apply.)**

- | | | |
|--|--|--|
| <input type="checkbox"/> Acetate film | <input type="checkbox"/> Color prints | <input type="checkbox"/> Microfilm |
| <input type="checkbox"/> Ambrotypes | <input type="checkbox"/> Daguerreotypes | <input type="checkbox"/> Nitrate film |
| <input type="checkbox"/> Black & white negatives | <input type="checkbox"/> Glass plate negatives | <input type="checkbox"/> Slides/transparencies |
| <input type="checkbox"/> Black & white prints | <input type="checkbox"/> Lantern slides | <input type="checkbox"/> Tintypes |
| <input type="checkbox"/> Color negatives | <input type="checkbox"/> Microfiche | |
| <input type="checkbox"/> Other (please specify) | | |

Collection Profile: Moving Image & Recorded Sound

***29. Do your institution's collections include any moving image or recorded sound materials? (Select one.)**

In considering your response, please exclude digital formats, such as CDs and DVDs, which will be addressed in a subsequent question.

- Yes
- No
- Don't know

Collection Profile: Moving Image & Recorded Sound

*** 30. Please indicate the types of moving image and/or recorded sound materials held by your institution. (Select all that apply.)**

- | | |
|---|---|
| <input type="checkbox"/> Audio cassette | <input type="checkbox"/> Open reel tape |
| <input type="checkbox"/> Cylinder | <input type="checkbox"/> Phonodisc |
| <input type="checkbox"/> Motion picture film | <input type="checkbox"/> Video cassette |
| <input type="checkbox"/> Other (please specify) | |

Collection Profile: Digital Materials & Electronic Records

*** 31. Do your institution's collections include any digital materials or electronic records?
(Select one.)**

In considering your response, please include all digital materials, whether born digital or digital surrogates.

- Yes
- No
- Don't know

Collection Profile: Digital Materials & Electronic Records

*** 32. Please indicate the types of digital materials and/or electronic records held by your institution. (Select all that apply.)**

- | | | |
|---|---|--|
| <input type="checkbox"/> CD | <input type="checkbox"/> Digital moving images | <input type="checkbox"/> Electronic data files |
| <input type="checkbox"/> CD-R | <input type="checkbox"/> Digital photographs | <input type="checkbox"/> Floppy disc |
| <input type="checkbox"/> DAT | <input type="checkbox"/> Digital sound recordings | <input type="checkbox"/> Laser disc |
| <input type="checkbox"/> Data tape | <input type="checkbox"/> DVD | <input type="checkbox"/> Minidisk |
| <input type="checkbox"/> Databases | <input type="checkbox"/> DVD-R | <input type="checkbox"/> Scanned documents |
| <input type="checkbox"/> Other (please specify) | | |

Collection Profile: Art Objects

*** 33. Do your institution's collections include any art objects? (Select one.)**

- Yes
- No
- Don't know

Collection Profile: Art Objects

*** 34. Please indicate the types of art objects held by your institution. (Select all that apply.)**

Ceramics

Paintings

Stone

Drawings

Photographs

Synthetic materials

Fiber

Posters

Textiles

Glass

Prints

Metal

Sculpture

Other (please specify)

Collection Profile: Archaeological, Ethnographic, & Historic Objects

*** 35. Do your institution's collections include any archaeological, ethnographic, or historic objects? (Select one.)**

- Yes
- No
- Don't know

Collection Profile: Archaeological, Ethnographic, & Historic Objects

*** 36. Please indicate the types of archaeological, ethnographic, and/or historic objects held by your institution. (Select all that apply.)**

- | | | |
|---|---|--|
| <input type="checkbox"/> Agricultural artifacts | <input type="checkbox"/> Glass | <input type="checkbox"/> Stone |
| <input type="checkbox"/> Bone | <input type="checkbox"/> Ivory | <input type="checkbox"/> Technological artifacts |
| <input type="checkbox"/> Ceramics | <input type="checkbox"/> Medical artifacts | <input type="checkbox"/> Textiles |
| <input type="checkbox"/> Fiber | <input type="checkbox"/> Metalwork | <input type="checkbox"/> Transportation vehicles |
| <input type="checkbox"/> Firearms | <input type="checkbox"/> Musical instruments | |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Scientific artifacts | |
| <input type="checkbox"/> Other (please specify) | | |

Collection Profile: Natural Science Specimens

*** 37. Do your institution's collections include any natural science specimens? (Select one.)**

- Yes
- No
- Don't know

Collection Profile: Natural Science Specimens

*** 38. Please indicate the types of natural science specimens held by your institution.**

(Select all that apply.)

- | | |
|---|--|
| <input type="checkbox"/> Botanical | <input type="checkbox"/> Paleontological |
| <input type="checkbox"/> Dioramas | <input type="checkbox"/> Taxidermy |
| <input type="checkbox"/> Geological | <input type="checkbox"/> Zoological |
| <input type="checkbox"/> Paleobotany | |
| <input type="checkbox"/> Other (please specify) | |

Collection Profile: Long-Term Loans

*** 39. Does your institution have materials on long-term loan at another institution? (Select one.)**

- Yes
- No
- Don't know

Comments (optional)

*** 40. Does your institution hold materials on long-term loan from other institutions or individuals? (Select one.)**

- Yes
- No
- Don't know

Comments (optional)

The Building

***41. Are your collections stored in more than one building? (Select one.)**

- Yes
- No
- Don't know

If "yes," how many buildings? (optional)

The Building

*42. What is the general condition of the building that houses your collections? (Select all that apply or "don't know.")

- | | |
|--|--|
| <input type="checkbox"/> Roof is water-tight, without leaks or seepage | <input type="checkbox"/> Exterior walls are not insulated |
| <input type="checkbox"/> Water accumulates on roof | <input type="checkbox"/> Foundation leaks |
| <input type="checkbox"/> Roof leaks | <input type="checkbox"/> Foundation is well-maintained |
| <input type="checkbox"/> Roof/attic is insulated | <input type="checkbox"/> Foundation needs re-pointing |
| <input type="checkbox"/> Roof/attic is not insulated | <input type="checkbox"/> Foundation is cracked |
| <input type="checkbox"/> Exterior walls leak | <input type="checkbox"/> Foundation has close plantings/ground cover |
| <input type="checkbox"/> Condensation occurs on walls and windows | <input type="checkbox"/> Don't know |
| <input type="checkbox"/> Exterior walls are insulated | |

Comments (optional)

*43. How would you characterize the maintenance routine for the building that houses your collections? (Select one.)

- Nominal: Little is done until there is a major need.
- Preventive: Routine items are done on a calendar basis to ensure general upkeep (e.g., clean gutters, minor roof repairs, general housekeeping) to basically retard deterioration of the facility.
- Proactive: a list of maintenance needs is compiled annually, incorporated into the institution's budget, and resolved.
- Don't know

Comments (optional)

The Environment

***44. What, if any, components are included in the climate-control system for the building that houses your collections? (Select all that apply, "no climate-control of any kind," or "don't know.")**

- | | |
|---|---|
| <input type="checkbox"/> Centralized air conditioning | <input type="checkbox"/> Centralized heating |
| <input type="checkbox"/> Window air conditioners | <input type="checkbox"/> Space heaters |
| <input type="checkbox"/> Portable fans | <input type="checkbox"/> Centralized air filtration |
| <input type="checkbox"/> Centralized humidity control | <input type="checkbox"/> Centralized ventilation |
| <input type="checkbox"/> Portable dehumidifiers | <input type="checkbox"/> No climate-control of any kind |
| <input type="checkbox"/> Portable humidifiers | <input type="checkbox"/> Don't know |

Comments (optional)

The Environment

***45. Are the equipment's temperature settings kept at a constant level $\pm 5^{\circ}\text{F}$ around the clock? (Select one.)**

- Yes, in all storage areas
- Yes, in some storage areas
- Yes, in all exhibit areas
- Yes, in some exhibit areas
- Yes, in all storage and some exhibit areas
- Yes, in some storage and all exhibit areas
- Yes, in all storage and all exhibit areas
- Building does not have temperature control
- No
- Don't know

***46. Are the equipment's relative humidity settings kept at a constant level $\pm 5\%$ around the clock? (Select one.)**

- Yes, in all storage areas
- Yes, in some storage areas
- Yes, in all exhibit areas
- Yes, in some exhibit areas
- Yes, in all storage and some exhibit areas
- Yes, in some storage and all exhibit areas
- Yes, in all storage and all exhibit areas
- Building does not have humidity control
- No
- Don't know

Fire Protection

***47. What types of fire detection devices exist in the building that houses your collections? (Select all that apply or "none.")**

- Heat detectors
- Smoke detectors
- Air sampling system
- We have detection devices, but I am not sure of the type
- None
- Other (please specify)

Fire Protection

***48. Are fire detection devices installed throughout the building that houses your collections? (Select one.)**

- Yes
- No
- Don't know

***49. Are fire detection devices connected directly either to the local fire department or another monitoring agency? (Select one.)**

- Yes
- No
- Don't know

***50. Are fire detection devices inspected according to the manufacturer's specifications to ensure proper operation? (Select one.)**

- Yes
- No
- Don't know

Fire Protection

***51. What type of fire suppression system exists in the building that houses your collections? (Select all that apply or "none.")**

- Wet pipe sprinkler system
- Dry pipe sprinkler system
- Water mist sprinkler system
- Pre-action automatic sprinkler system
- Inert gas suppression system
- Dry chemical automatic system
- Low oxygen system
- We have a suppression system, but I am not sure of the type
- None
- Other (please specify)

Fire Protection

***52. Is/are the fire suppression system(s) installed throughout the building that houses your collections? (Select one.)**

- Yes
- No
- Don't know

***53. Is/are fire suppression system(s) inspected according to the manufacturer's specifications to ensure proper operation? (Select one.)**

- Yes
- No
- Don't know

The Building

*54. What is the general condition of the buildings that house your collections? (Select all that apply or "don't know.")

- | | |
|--|--|
| <input type="checkbox"/> Roof is water-tight, without leaks or seepage | <input type="checkbox"/> Exterior walls are not insulated |
| <input type="checkbox"/> Water accumulates on roof | <input type="checkbox"/> Foundation leaks |
| <input type="checkbox"/> Roof leaks | <input type="checkbox"/> Foundation is well-maintained |
| <input type="checkbox"/> Roof/attic is insulated | <input type="checkbox"/> Foundation needs re-pointing |
| <input type="checkbox"/> Roof/attic is not insulated | <input type="checkbox"/> Foundation is cracked |
| <input type="checkbox"/> Exterior walls leak | <input type="checkbox"/> Foundation has close plantings/ground cover |
| <input type="checkbox"/> Condensation occurs on walls and windows | <input type="checkbox"/> Don't know |
| <input type="checkbox"/> Exterior walls are insulated | |

Comments (optional)

*55. How would you characterize the maintenance routine for the buildings that house your collections? (Select one.)

- Nominal: Little is done until there is a major need.
- Preventive: Routine items are done on a calendar basis to ensure general upkeep (e.g., clean gutters, minor roof repairs, general housekeeping) to basically retard deterioration of the facilities.
- Proactive: a list of maintenance needs is compiled annually, incorporated into the institution's budget, and resolved.
- Don't know

Comments (optional)

The Environment

***56. Do any of the buildings that house your collections have a central HVAC system?
(Select one.)**

- Yes, all buildings
- Yes, some buildings
- No
- Don't know

Comments (optional)

***57. What, if any, climate-control components are included in the buildings that house your collections? (Select all that apply, "no climate-control equipment of any kind," or "don't know.")**

- | | |
|---|---|
| <input type="checkbox"/> Centralized air conditioning | <input type="checkbox"/> Centralized heating |
| <input type="checkbox"/> Window air conditioners | <input type="checkbox"/> Space heaters |
| <input type="checkbox"/> Portable fans | <input type="checkbox"/> Centralized air filtration |
| <input type="checkbox"/> Centralized humidity control | <input type="checkbox"/> Centralized ventilation |
| <input type="checkbox"/> Portable dehumidifiers | <input type="checkbox"/> No climate-control equipment of any kind |
| <input type="checkbox"/> Portable humidifiers | <input type="checkbox"/> Don't know |

Comments (optional)

The Environment

***58. Are the equipment's temperature settings kept at a constant level $\pm 5^{\circ}\text{F}$ around the clock? (Select one.)**

- Yes, in all storage areas
- Yes, in some storage areas
- Yes, in all exhibit areas
- Yes, in some exhibit areas
- Yes, in all storage and some exhibit areas
- Yes, in some storage and all exhibit areas
- Yes, in all storage and all exhibit areas
- Buildings do not have temperature control
- No
- Don't know

***59. Are the equipment's relative humidity settings kept at a constant level $\pm 5\%$ around the clock? (Select one.)**

- Yes, in all storage areas
- Yes, in some storage areas
- Yes, in all exhibit areas
- Yes, in some exhibit areas
- Yes, in all storage and some exhibit areas
- Yes, in some storage and all exhibit areas
- Yes, in all storage and all exhibit areas
- Buildings do not have humidity control
- No
- Don't know

Fire Protection

***60. What types of fire detection devices exist in the buildings housing your collections?
(Select all that apply or "none.")**

- Heat detectors
- Smoke detectors
- Air sampling system
- We have detection devices, but I am not sure of the type
- None
- Other (please specify)

Fire Protection

***61. Are fire detection devices installed throughout the buildings housing your collections? (Select one.)**

- Yes, throughout all buildings
- Yes, throughout some buildings
- No
- Don't know

***62. Are fire detection devices connected directly either to the local fire department or another monitoring agency? (Select one.)**

- Yes, for all buildings
- Yes, for some buildings
- No
- Don't know

***63. Are fire detection devices inspected according to the manufacturer's specifications to ensure proper operation? (Select one.)**

- Yes, for all buildings
- Yes, for some buildings
- No
- Don't know

Fire Protection

***64. What types of fire suppression systems exist in the buildings housing your collections? (Select all that apply or "none.")**

- Wet pipe sprinkler system
- Dry pipe sprinkler system
- Water mist sprinkler system
- Pre-action automatic sprinkler system
- Inert gas suppression system
- Dry chemical automatic system
- Low oxygen system
- We have suppression systems, but I am not sure of the type
- None
- Other (please specify)

Fire Protection

***65. Are fire suppression systems installed throughout the buildings housing your collections? (Select one.)**

- Yes, throughout all buildings
- Yes, throughout some buildings
- No
- Don't know

***66. Are fire suppression systems inspected according to the manufacturer's specifications to ensure proper operation? (Select one.)**

- Yes, for all buildings
- Yes, for some buildings
- No
- Don't know

Light

***67. What types of lighting are used in your storage area(s)? (Select all that apply or "don't know.")**

- Fluorescent with UV filters
- Fluorescent without UV filters
- Halogen
- Incandescent
- LED
- Natural light
- Don't know
- Other (please specify)

Emergency Preparedness

***68. Has a written emergency/disaster plan been prepared for your institution? (Select one.)**

- Yes
- No
- Plan is being prepared

Emergency Preparedness

***69. Does the plan include instructions for the recovery of fire- and water-damaged materials? (Select one.)**

- Yes
- No
- Plan is being prepared

***70. Has the plan been updated within the last two years? (Select one.)**

- Yes
- No
- Don't know

***71. Is your staff familiar with the plan and trained to carry it out? (Select one.)**

- Yes, staff members are familiar with the plan and are trained to carry it out
- Yes, staff members are familiar with the plan, but are not trained to carry it out
- No
- Don't know

Emergency Preparedness

***72. Are copies of vital collection records (e.g., inventory, catalog, insurance policies) stored off-site? (Select one.)**

- Yes
- No
- Don't know
- Do not have copies

***73. In the past five years, has your institution experienced any incident or disaster that damaged collections? (Select one.)**

- Yes
- No
- Don't know

If "yes," what type(s) of incident(s) or disaster(s) occurred? (optional)

Emergency Preparedness

***74. What percentage of your institution's collections were damaged? (Select one.)**

- 0% 1%-24% 25%-49% 50%-74% 75%-99% 100% Don't know

Emergency Preparedness

***75. Are your collections included in your municipal comprehensive emergency management plan (CEMP)? (Select one.)**

- Yes
- No
- Don't know

Security

***76. Which of the following security measures do the building or buildings housing your collections have? (Select all that apply or "none.")**

- After-hours security guard
- Building is shared with other administrative units and door locks are keyed separately
- Burglar alarms on doors and/or windows
- Computerized security system
- Electronic security system at exit
- Motion detectors in rooms
- None
- Other (please specify)

Security

***77. If your building or buildings have a security alarm, is it connected directly either to the local police department or another monitoring agency? (Select one.)**

- Yes
- No
- Don't know
- My facility does not have a security alarm.

Exhibition

***78. Does your institution loan materials for exhibition? (Select one.)**

- Yes, we loan only rare, valuable, and/or irreplaceable materials
- Yes, we loan only non-rare, non-valuable, and/or replaceable materials
- Yes, we loan both rare/valuable/irreplaceable and non-rare/non-valuable/replaceable materials
- No
- Don't know

***79. Does your institution exhibit materials from its collections? (Select one.)**

- Yes, we exhibit only rare, valuable, and/or irreplaceable materials
- Yes, we exhibit only non-rare, non-valuable, and/or replaceable materials
- Yes, we exhibit both rare/valuable/irreplaceable and non-rare/non-valuable/replaceable materials
- No
- Don't know

Exhibition

*** 80. Please indicate the setting in which rare, valuable, and/or irreplaceable materials are exhibited. (Select all that apply.)**

- | | |
|---|---|
| <input type="checkbox"/> Attic | <input type="checkbox"/> Outdoors |
| <input type="checkbox"/> Basement | <input type="checkbox"/> Period room/historic house |
| <input type="checkbox"/> Exhibition gallery | <input type="checkbox"/> Research room |
| <input type="checkbox"/> Function room | <input type="checkbox"/> Staff offices |
| <input type="checkbox"/> Lobby | |
| <input type="checkbox"/> Other (please specify) | |

Exhibition

***81. Does your institution place on permanent exhibition any materials that it plans to maintain in perpetuity? (Select one.)**

- Yes
- No
- Don't know

***82. If your institution uses exhibit mounts/supports and/or display cases, are they constructed from materials that will not damage, and that properly support, the items being exhibited? (Select one.)**

- Yes, for some exhibited materials
- Yes, for most exhibited materials
- Yes, for all exhibited materials
- Don't know
- Not applicable (my institution does not use exhibit mounts/supports or display cases)

Exhibition

***83. What types of lighting are used in your exhibit area(s)? (Select all that apply or "don't know.")**

- | | |
|---|--|
| <input type="checkbox"/> Fluorescent with UV filters | <input type="checkbox"/> LED |
| <input type="checkbox"/> Fluorescent without UV filters | <input type="checkbox"/> Natural light |
| <input type="checkbox"/> Halogen | <input type="checkbox"/> Don't know |
| <input type="checkbox"/> Incandescent | |
| <input type="checkbox"/> Other (please specify) | |

***84. What types of lighting are used inside your display cases? (Select all that apply, "none," or "not applicable.")**

- | | |
|---|---|
| <input type="checkbox"/> Fluorescent with UV filters | <input type="checkbox"/> LED |
| <input type="checkbox"/> Fluorescent without UV filters | <input type="checkbox"/> Don't know |
| <input type="checkbox"/> Halogen | <input type="checkbox"/> None |
| <input type="checkbox"/> Incandescent | <input type="checkbox"/> Not applicable (my institution does not use display cases) |
| <input type="checkbox"/> Other (please specify) | |

Preservation Planning

***85. Has a general preservation assessment ever been performed at your institution?
(Select one.)**

- Yes, one has been performed within the last five years
- Yes, one was performed more than five years ago
- No
- Don't know

Preservation Planning

*** 86. By whom was it performed? (Select one.)**

- In-house staff
- Independent consultant(s)
- Don't know

Preservation Planning

***87. Does your institution have a written, long-range preservation plan for the care of the collections? (Select one.)**

- Yes
- Yes, but it is not up-to-date
- No, but one is being developed
- No, but preservation is addressed in overall long-range plan or other institutional reports
- No
- Don't know

Preservation Activities

***88. Does your institution monitor temperature and/or relative humidity in storage and/or exhibition spaces? (Select one.)**

- Yes, in storage spaces
- Yes, in exhibition spaces
- Yes, in both storage and exhibition spaces
- No
- Don't know

Preservation Activities

***89. What environmental monitoring devices are used in the facility on a regular basis?
(Select all that apply.)**

- Battery-operated psychrometer (electronic device for obtaining instant temperature and relative humidity readings)
- Data logger (electronic device recording temperature and relative humidity at pre-set intervals)
- Hygrometer (indicates relative humidity)
- Hygrothermograph (recording device for temperature and relative humidity)
- Recording hygrometer (indicates relative humidity)
- Sling psychrometer (device for obtaining instant temperature and relative humidity readings)
- Thermohygrometer (indicates temperature and relative humidity)
- Thermometer (indicates temperature)
- Thermostat
- Other (please specify)

Preservation Activities

***90. Do you monitor light levels in storage and/or exhibition spaces? (Select one.)**

- Yes
- No
- Don't know

Preservation Activities

*91. What type of light monitoring equipment do you use? (Select all that apply.)

- Blue wool cards
- Footcandle or lux meter
- Ultraviolet (UV) meter
- Visual observation
- Other (please specify)

Preservation Activities

***92. What steps have been taken to reduce the amount of light in the storage environment? (Select all that apply, or "none.")**

- | | |
|---|---|
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Curtains | <input type="checkbox"/> Turning off lights |
| <input type="checkbox"/> Environment has no windows | <input type="checkbox"/> UV-filtering film |
| <input type="checkbox"/> Roof overhangs | <input type="checkbox"/> UV-filtering glass |
| <input type="checkbox"/> Shades | <input type="checkbox"/> None |
| <input type="checkbox"/> Other (please specify) | |

***93. What steps have been taken to reduce the amount of light in the exhibit environment? (Select all that apply, "none," or "my institution does not exhibit materials.")**

- | | |
|--|--|
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Covering display cases when institution is closed | <input type="checkbox"/> Turning off lights |
| <input type="checkbox"/> Curtains | <input type="checkbox"/> UV-filtering film |
| <input type="checkbox"/> Environment has no windows | <input type="checkbox"/> UV-filtering glass |
| <input type="checkbox"/> Roof overhangs | <input type="checkbox"/> None |
| <input type="checkbox"/> Shades | <input type="checkbox"/> My institution does not exhibit materials |
| <input type="checkbox"/> Other (please specify) | |

Preservation Activities

***94. What does your institution's pest management program include? (Select all that apply, "no pest management activities," or "don't know.")**

- Examination of incoming collections for pests
- Preventive pest management techniques (e.g., elimination of food and water sources, sealing windows and doors)
- Preventive use of pesticides (e.g., periodic treatment whether or not there are signs of infestation)
- Routine maintenance and housekeeping
- Routine pest monitoring using traps
- Use of non-chemical methods to treat infestations (e.g., freezing or anoxia)
- Use of pesticides to treat specific infestations
- No pest management activities
- Don't know
- Other

Preservation Activities

***95. Does your institution have a routine collections cleaning program that follows accepted preservation practices? (Select one answer for each row.)**

	Yes	No	Don't know	Not applicable
Stacks cleaning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleaning of collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleaning of exhibits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

***96. Does your institution house any collection materials in chemically stable protective enclosures? (Select one.)**

- Yes
- No
- Don't know

Massachusetts Connecting to Collections Survey

Preservation Activities

***97. Does your institution reformat collections for preservation? (Select one answer for each row.)**

	Done only by institution staff (including parent institution)	Done only by external provider	Done by institution staff and external provider	Not done	Don't know
Digitization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation microfilming	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation photocopying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reproduction of artifacts for use or exhibit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transfer of AV recordings to current media	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transfer of photographs to polyester film	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

***98. Are conservation treatments performed on items in your collection? (Select one.)**

- Yes, materials are treated by in-house staff
- Yes, materials are treated by external provider(s)
- Yes, materials are treated by in-house staff and by external provider(s)
- No
- Don't know

Training

***99. What resources do you currently use to learn more about preservation/conservation? (Select all that apply or "none.")**

- | | |
|---|---|
| <input type="checkbox"/> Articles | <input type="checkbox"/> Other collecting institutions |
| <input type="checkbox"/> Books | <input type="checkbox"/> Preservation workshops |
| <input type="checkbox"/> Preservation Web sites | <input type="checkbox"/> Professional conferences |
| <input type="checkbox"/> Online discussion groups | <input type="checkbox"/> State or regional preservation offices/organizations |
| <input type="checkbox"/> Other online resources | <input type="checkbox"/> None |
| <input type="checkbox"/> Other (please specify) | |

***100. Have staff at your institution attended a preservation/conservation workshop in the past five years? (Select one.)**

- Yes
- No
- Don't know

Training

*101. What topics were taught in depth at these programs? (Select all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Arrangement and description of archives and manuscripts | <input type="checkbox"/> Managing digital collections |
| <input type="checkbox"/> Basic repairs | <input type="checkbox"/> Nature of photographic materials |
| <input type="checkbox"/> Care and handling of materials | <input type="checkbox"/> Pest management |
| <input type="checkbox"/> Care of photographic materials | <input type="checkbox"/> Preservation management |
| <input type="checkbox"/> Conservation treatment | <input type="checkbox"/> Preservation microfilming |
| <input type="checkbox"/> Creating digital collections | <input type="checkbox"/> Protective enclosures |
| <input type="checkbox"/> Emergency preparedness and response | <input type="checkbox"/> Security |
| <input type="checkbox"/> Environmental controls | <input type="checkbox"/> Shelving practices |
| <input type="checkbox"/> Exhibits | <input type="checkbox"/> Storage issues |
| <input type="checkbox"/> Library binding | |
| <input type="checkbox"/> Other (please specify) | |

Massachusetts Connecting to Collections Survey

Training

***102. For which of the following collection types, if any, does staff at your institution need preservation training? (Select one answer for each row.)**

	Urgent need	Some Need	No need	Don't know	Not applicable
Archaeological collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Art objects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Books and bound volumes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital material and electronic records collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Historic and ethnographic objects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Moving image collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Natural science specimens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photographic collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recorded sound collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unbound sheets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify type of collection and level of need for training)

Massachusetts Connecting to Collections Survey

Training

***103. How interested would you be in pursuing the following types of training? (Select one answer for each row.)**

	Very interested	Somewhat interested	Not interested
Conferences/professional meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Face-to-face full-day workshops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Face-to-face half-day workshops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Live facilitated online courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self-directed online courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify the type of training and level of interest)

***104. What is your preference for the length of preservation/conservation training sessions? (Select one.)**

- Half a day
- One day
- Two days
- Full week
- No preference
- Don't know

***105. What is the maximum amount your institution would be willing to pay per person to attend a preservation/conservation workshop? (Select one.)**

- \$0
- \$1-\$24
- \$25-\$49
- \$50-\$74
- \$75-\$99
- \$100-\$199
- \$200-\$299
- Over \$300

Comments

106. Please feel free to provide any additional information about your institution that may be helpful in analyzing your responses. (Optional)



Massachusetts Connecting to Collections Survey

Submit Responses

*****Please click the button below to submit your responses.*****

Thank you for taking the time to complete the Massachusetts Connecting to Collections survey.

Your responses will shape the direction of preservation services and training offered by the Massachusetts Board of Library Commissioners and partnering organizations. A full report on this project will be available in 2011.

Do you know of another collecting institution in your area that should be included in this survey? Contact Rebecca Meyer, Connecting to Collections Intern, at the Massachusetts Board of Library Commissioners at [Rebecca.Meyer\(at\)state.ma.us](mailto:Rebecca.Meyer(at)state.ma.us) or (800) 952-7403, ext. 228.