

Collections Care Needs Survey [Edit](#)

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QUESTION BANK

Search or browse **certified questions**, written by survey methodologists to minimize bias and give you the most accurate responses.

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1. Survey Instructions

The Survey

This survey is an important opportunity for cultural institutions to identify their collections care needs and to help develop a statewide plan to meet these needs. You can complete the survey easily and quickly, without any preparation or research, relying just on what you know about your collections. Allow 10 minutes for small institutions and 20 or 30 minutes for large, complex ones.

Submitting the Survey

The survey is only available online. Paper responses are outside the scope of this project. Please submit your responses by October 20, 2008. We need your data by that time to inform the planning process.

Confidentiality

We will keep your individual responses completely confidential. Only the aggregate data will be reported; your individual responses will never be published or identified.

Why Should You Participate?

*The data you provide will communicate the scope and nature of the preservation needs of collections statewide and will guide the efforts of decision-makers and funders to address those needs. Your help will ensure that our planning accurately identifies the needs of the state.

*We hope to apply for an implementation grant to assist Minnesota cultural institutions in meeting their preservation needs. The best way to guarantee that your needs are represented is to complete the questionnaire.

*You will see your preservation needs in the context of those of your peers in a form that you can use as a tool for raising institutional awareness and promoting long-range planning for the care of collections.

*The aggregate results will be available for you to download from the Connecting to Collections/Minnesota! Website. Also, your assistance will be acknowledged, with your permission, on that website.

*Your participation will show your support for IMLS and other federal agencies that are working on your behalf to meet preservation needs nationwide.

Scope of the Questionnaire

*Complete the questionnaire for your institution.

*More than one person may complete the survey. Fill out the survey for all collections in your department or for which you are responsible. Other people at your institution may complete the survey based on collections for which they are responsible. For example, a museum that has its own library and archives may fill out three surveys.

*Complete the questionnaire for collections that are a permanent part of your institution's holdings or for which your institution has accepted preservation responsibility.

*Do not include historic structures in your responses to this questionnaire, even if they are a part of your institution's preservation responsibilities.

How to Complete the Questionnaire

*To complete the survey, just click on the appropriate box or type the requested information on the line (or in the space) provided.

*For questions that ask for a number or dollar amount, please provide your best estimate. Remember, these figures will constitute a state profile, so even a rough estimate is useful.

*Do not leave questions blank. If there are questions that you cannot answer, select "Don't Know." If there are questions that are not applicable to your institution, select "Not Applicable."

*Submit the survey by clicking on the submit button at the end of the questionnaire.

*Be sure to complete and submit the survey by October 20, 2008.

In Appreciation

Your name will be entered in a drawing for a gift package in appreciation for your participation in this survey.

Acknowledgments

The survey instrument is an abbreviated and slightly modified version of the one developed for the Heritage Health Index (HHI) by Heritage Preservation in partnership with the Institute of Museum and Library Services. We are grateful to both organizations for sharing the survey they developed. This collaboration makes possible the direct comparison of preservation needs in Minnesota with those nation-wide.

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2. Institutional Identifying Information

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Q1

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* 1. Institutional Identifying Information (Name and Address of Institution)

Institution:

Address:

Address 2:

City/Town:

State: -- select state --

ZIP/Postal Code:

Parent Institution if applicable:

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3. Description of Collecting or Holding Institution

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1. Which of the following most closely describes your primary function or service? (select one)

- Archives
- Library
- Museum
- Historical Society
- Historic House/Site
- Aquarium, Zoo, Arboretum, Botanical Garden, Nature Center, Archaeological Repository, or Planetarium

Other (please specify)

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2. 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
- Corporate or for-profit organization
- Federal
- State
- Local (county or municipal)
- Tribal

Other (please specify)

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3. Describe your collection storage area(s). (Select all that apply)

- Separate building on-site
- Off-site
- 3-D / archives together
- Separate dedicated spaces
- No separate dedicated storage area(s)

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4. Environment to which Collections are Exposed

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1. Do you use environmental controls to meet temperature specifications for the preservation of your collection? (Select one)

- Yes, in all areas
- In some, but not all areas
- No, in no areas
- Don't know
- Not applicable

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2. Do you use environmental controls to meet relative humidity specifications for the preservation of your collection? (Select one)

- Yes, in all areas
- In some, but not all areas
- No, in no areas
- Don't know
- Not applicable

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Q7

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3. Do you control light levels to meet the specifications for the preservation of your collection?(Select one)

- Yes, in all areas
- In some, but not all areas
- No, in no areas
- Don't know
- Not applicable

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5. Preservation Activities

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1. Does your institution have a written, long-range preservation/conservation plan for the care of the collection (a document that describes a multi-year course of action to meet an institution's overall preservation needs for its collection)? (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
- No
- Don't know

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2. Has a survey of the general condition of your collection been done (an assessment based on visual inspection of the collection and the areas where it is exhibited or held)? (Select one)

- Yes
- Yes, but only of a portion of the collection
- Yes, but it is not up-to-date
- Yes, but only of a portion of the collection, and it is not up-to-date

-
- No
- Don't know

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3. Does your institution have a written emergency/disaster plan that includes the collection? (Select one)

- Yes
- Yes, but it is not up-to-date
- No, but one is being developed
- No
- Don't know

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4. If you have a written emergency/disaster plan, is your staff trained to carry it out? (Select one)

- Yes
- No
- Don't know
- Have no written emergency/disaster plan

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5. Are copies of vital collection records (e.g., inventory, catalog, insurance policies) stored offsite? (Select one)

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

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Q13

6. Do you have adequate security systems (e.g., security guard, staff observation, intrusion detection) to help prevent theft or vandalism of the collection? (Select one)

- Yes
- In some, but not all areas
- No
- Don't know

Q14

7. Which of the following most closely describes your current staffing for conservation/preservation? (Select all that apply)

- Paid conservation/preservation staff (full-time or part-time)
- Volunteers (full-time or part-time)
- Conservation/preservation duties assigned to various staff as needed
- Conservation/preservation services obtained through external provider
- No staff person has conservation/preservation responsibilities

Q15

8. What does your conservation/preservation program include? (Select all that apply)

	Done by institution staff	Done by external provider	Not done currently, but planned	Not done	Not applicable
a. Preventive conservation (e.g., housekeeping, holdings maintenance, rehousing, environmental monitoring)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Preservation management (e.g., administration, planning, assessment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Conservation treatment (e.g., repair, mass deacidification, specimen preparation)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Preservation reformatting (e.g., preservation photocopying, microfilming)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Preservation of audio-visual media and playback equipment (e.g., preservation copies of media, maintaining equipment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Preservation of digital materials and electronic records collections (e.g., migrating data to current software)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q16

9. Do your collections include digital content (computer based representation of text, numbers, images, and/or sound, e.g., optical discs, Web sites, electronic books)? (Select one)

- Yes
- No
- Don't know
- Not applicable

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Q17 Edit Question ▼ Move Copy Delete

10. Please indicate your institution's level of need in the following areas related to conservation/preservation.

	Already Have	No Need	Need	Urgent Need	Don't Know	Not Applicable
a. An emergency/disaster plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. A prioritized long-rang preservation/conservation plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Planning surveys or assessments of collection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Staff training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Environmental controls (e.g., heating, air conditioning, de-humidifying, humidifying)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Improvements to reduce collections' exposure to light	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Conservation treatment (include specimen preparation)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Preservation of digital collections (digitized and born-digital)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Preservation of audio/visual collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Integrated pest management(approaches to prevent and solve pest problems in an efficient and ecologically sound manner)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Q18 Edit Question ▼ Move Copy Delete

11. For all your collections that are currently in need of treatment, identify all the causes of the damage or loss of access to them.

	No Damage or Loss	Some Damage or Loss	Significant Damage or Loss	Don't Know
a. Handling (e.g., by researchers, staff, in shipping)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Water or moisture (e.g., mold, stains, warping)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Light (e.g. fading, discoloration)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Airborne particulates or pollutants (e.g., dust, soot)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Fire	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- f. Improper storage or enclosure (e.g., bent, creased, adhered together)
- g. Pests
- h. Vandalism
- i. Physical or chemical deterioration (due to temperature, humidity, aging, e.g., brittle paper, flaked paint, cracked leather, degradation of electronic media)
- j. Technological obsolescence of digital or audio/visual collections
- k. Prior improper treatment(s) or restoration

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Q19 Edit Question ▼ Move Copy Delete

12. Do you promote awareness of conservation/preservation activities using the following?

	Yes	No	Not Done Currently, but Planned	Don't Know	Not Applicable
a. Educating donors and/or trustees about preservation activities (e.g., in tours, demonstrations)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Presenting preservation activities to members' or friends' groups (e.g., in educational programming, printed/promotional materials)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Highlighting preservation activities in exhibitions or other programs for the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Serving as a source for conservation/preservation information to the public (e.g., responding to queries)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Using conservation/preservation as part of a strategy for earned income (e.g., selling archivally safe materials in shop, providing conservation on a fee-for-service basis)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Featuring preservation work on Website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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6. Expenditures and Funding

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1. How many staff are currently employed at your institution? Include all staff, not just those for preservation. Do not express in full-time equivalents (FTEs). Indicate "0" if you have no staff in a category. Please give your best estimate if you are unsure or write 'don't know' in

the box.

Full-time paid staff

Part-time paid staff

Full-time unpaid staff

Part-time unpaid staff

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2. On average, about how long do staff members with decision-making responsibility remain on staff? (Include full-time, part-time, paid and unpaid)

- Less than 6 months
- 6 months to 1 year
- 1 to 2 years
- 2 to 5 years
- 5 to 10 years
- 10 to 15 years
- more than 15 years

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3. How many visitors or users did you serve last year? Indicate "0" if you had no visitors or users in a category. Please give your best estimate if you are unsure or write 'don't know'.

- a. On site
- b. Off site (e.g., traveling exhibitions, bookmobiles, educational programs)
- c. Electronic (e.g., visits to Web site, electronic distribution lists, electronic discussion groups)

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4. What was your institution's total annual operating budget for the most recently completed fiscal year?

- Less than \$10,000
- \$10,000 to 50,000

- \$50,000 to 100,000
- \$100,000 to 200,000
- \$200, 000 to 500.000
- \$500,000 to 1,000,000
- \$1,000,000 to 5,000,000
- \$5,000,000 to 10,000,000
- \$10,000,000 or more

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5. Do you have funds specifically allocated for conservation/preservation activities in your annual budget? (Select one)

- Yes
- No
- Don't know

If yes, how much is annually budgeted?

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6. Has your institution made an application, whether successful or unsuccessful, for conservation/preservation funding from any public or private source in the last 3 years? (Select one)

- Yes
- No
- Don't know

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7. If your institution did not make a grant application for conservation/preservation funding from any public or private source in the last 3 years, 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
- 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 applicable

Don't know

Other, please specify:

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7. Collections and Holdings

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Q27 Edit Question ▼ Move Copy Delete

1. What do you believe is at high risk in your institution? (Select all that apply)

	Yes	No	Not Applicable
a. Books and Bound Volumes (monographs, serials, newspapers, scrapbooks, albums, pamphlets)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Unbound Sheets (archival records, manuscripts, maps, oversized items, ephemera, broadsides, philatelic and numismatic artifacts, other paper artifacts)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Photographic Collections (microfilm, microfiche, photographic prints, negatives, slides, transparencies, daguerreotypes, ambrotypes, tintypes, glass plate negatives, lantern slides)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Moving Image Collections (motion picture film, video tape, laser disc, CD, DVD, minidisk)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Recorded Sound Collections (cylinder, phonodisc, cassette, open reel tape, DAT, CD, DVD, MP3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Digital Material Collections (floppy discs, CD-R, DVD-R, data tape, online collections)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Art Objects (paintings, prints, drawings, sculpture, decorative arts (e.g., fine metalwork, jewelry, timepieces, enamels, ivories, lacquer))	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Historic and Ethnographic Objects (textiles (including flags, rugs, clothing and accessories), ceramics, glass, (including stained glass), ethnographic artifacts (e.g., leather, skin, baskets, bark), metalwork (e.g., arms and armor, medals, coins), furniture, domestic artifacts (including frames, household tools/machines, dolls/toys, musical instruments), technological and agricultural artifacts, medical and scientific artifacts, transportation vehicles)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Archaeological Collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Natural Science Specimens (zoological, botanical, geological, paleontological, paleobotany specimens)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Living Collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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8. Information for Statewide Preservation Planning

The following information will be helpful in applying for an implementation grant to assist cultural institutions in meeting their preservation needs.

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1. How useful would the following assistance be to you?

	Very Useful	Useful	Marginally Useful	Not Useful
a. Assistance in preparing an emergency/disaster plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Training for staff in emergency response	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Assistance in preparing a prioritized long-range preservation/conservation plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Assistance in obtaining a general needs assessment or condition survey	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Assistance in preservation of digital collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Assistance in preservation of audio/visual collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Online collections care information. Specify topic(s)below	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Collections care workshops. Specify topic(s)below	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Online collections care or workshop topics:

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2. How many individuals in your institution would benefit from this assistance?

- 1
- 2-5
- 6-10
- 11-15
- 16-20

- More than 20
- Not applicable

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3. Have you or a staff member ever attended a workshop?

- Yes
- No

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4. To participate in future work to improve preservation practices at your institution, could you provide 4 to 5 days of staff time over the course of two years?

- Yes
- No

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5. What resources do you use now to answer your preservation questions? (Institutions, websites, published information)

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6. What assistance in meeting your preservation needs would be most useful to you?

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9. Respondent Information

This information will be used only if we need to clarify a response. We shall keep this information, like all the information you provided in this survey, completely confidential. Only aggregate data will be reported. Your individual responses will never be published or identified by us or any other organization cooperating in this project.

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1. Name of contact person completing or coordinating survey (will remain confidential)

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2. Title

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3. Responsibilities regarding preservation activities

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4. Phone number

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5. Fax number

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6. Email address

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7. May we have permission to include the name of your institution in a published list of survey participants? Your survey responses will not be linked to your name; results will be reported only in aggregate.

- Yes
- No

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8. Would you like to be considered as a member of a focus group to inform statewide preservation planning?

- Yes
- No

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