
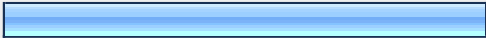
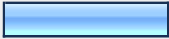


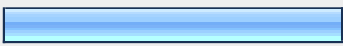
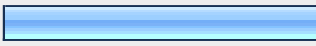

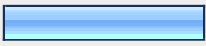

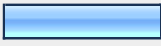
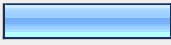
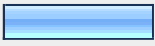
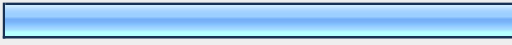
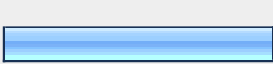




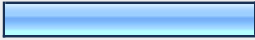


Collections Care Needs Survey

1. Which of the following most closely describes your primary function or service? (select one)			Response Percent	Response Count
Archives			14.0%	14
Library			53.0%	53
Museum			18.0%	18
Historical Society			16.0%	16
Historic House/Site			0.0%	0
Aquarium, Zoo, Arboretum, Botanical Garden, Nature Center, Archaeological Repository, or Planetarium			4.0%	4
		Other (please specify)		8
		answered question		100
		skipped question		6

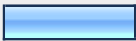
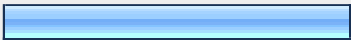
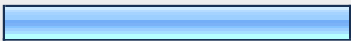


2. Which of the following most closely describes your institution's governance? (Select one)			
		Response Percent	Response Count
College, university or other academic entity		37.1%	39
Non-profit, non-governmental organization or foundation		34.3%	36
Corporate or for-profit organization		0.0%	0
Federal		0.0%	0
State		5.7%	6
Local (county or municipal)		21.9%	23
Tribal		1.9%	2
Other (please specify)			1
		answered question	105
		skipped question	1

3. Describe your collection storage area(s). (Select all that apply)			
		Response Percent	Response Count
Separate building on-site		17.1%	18
Off-site		18.1%	19
3-D / archives together		16.2%	17
Separate dedicated spaces		56.2%	59
No separate dedicated storage area (s)		29.5%	31
		answered question	105
		skipped question	1

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

		Response Percent	Response Count
Yes, in all areas		19.0%	20
In some, but not all areas		44.8%	47
No, in no areas		27.6%	29
Don't know		2.9%	3
Not applicable		5.7%	6
		answered question	105
		skipped question	1





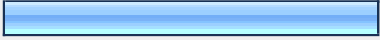

5. Do you use environmental controls to meet relative humidity specifications for the preservation of your collection? (Select one)

		Response Percent	Response Count
Yes, in all areas		14.3%	15
In some, but not all areas		38.1%	40
No, in no areas		38.1%	40
Don't know		3.8%	4
Not applicable		5.7%	6
		answered question	105
		skipped question	1



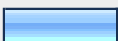
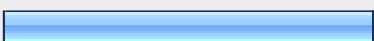

6. Do you control light levels to meet the specifications for the preservation of your collection?(Select one)			Response Percent	Response Count
Yes, in all areas			17.1%	18
In some, but not all areas			41.9%	44
No, in no areas			33.3%	35
Don't know			3.8%	4
Not applicable			3.8%	4
			answered question	105
			skipped question	1

7. 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)			Response Percent	Response Count
Yes			7.7%	7
Yes, but it is not up-to-date			8.8%	8
No, but one is being developed			9.9%	9
No, but preservation is addressed in overall long-range plan			11.0%	10
No			58.2%	53
Don't know			4.4%	4
			answered question	91
			skipped question	15



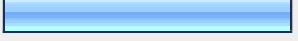



8. Has a survey of the general condition of your collection been done (an assessment based on visual inspection of the collection and the areas where it is exhibited or held)? (Select one)

		Response Percent	Response Count
Yes		20.7%	19
Yes, but only of a portion of the collection		12.0%	11
Yes, but it is not up-to-date		8.7%	8
Yes, but only of a portion of the collection, and it is not up-to-date		16.3%	15
No		41.3%	38
Don't know		1.1%	1
		<i>answered question</i>	92
		<i>skipped question</i>	14

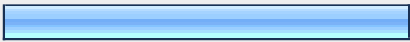
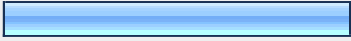
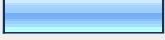
9. Does your institution have a written emergency/disaster plan that includes the collection? (Select one)

		Response Percent	Response Count
Yes		33.0%	30
Yes, but it is not up-to-date		9.9%	9
No, but one is being developed		12.1%	11
No		40.7%	37
Don't know		4.4%	4
		<i>answered question</i>	91
		<i>skipped question</i>	15

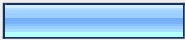
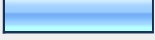
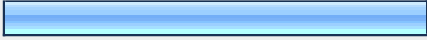


10. If you have a written emergency/disaster plan, is your staff trained to carry it out? (Select one)			Response Percent	Response Count
Yes			28.7%	25
No			24.1%	21
Don't know			10.3%	9
Have no written emergency/disaster plan			36.8%	32
			<i>answered question</i>	87
			<i>skipped question</i>	19

11. Are copies of vital collection records (e.g., inventory, catalog, insurance policies) stored offsite? (Select one)			Response Percent	Response Count
Yes			16.3%	15
Some, but not all			37.0%	34
No			31.5%	29
Do not have copies			3.3%	3
Don't know			9.8%	9
Do not have collection records			2.2%	2
			<i>answered question</i>	92
			<i>skipped question</i>	14

12. 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)

		Response Percent	Response Count
Yes		44.6%	41
In some, but not all areas		38.0%	35
No		17.4%	16
Don't know		0.0%	0
		answered question	92
		skipped question	14


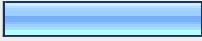


13. Which of the following most closely describes your current staffing for conservation/preservation? (Select all that apply)

		Response Percent	Response Count
Paid conservation/preservation staff (full-time or part-time)		19.6%	18
Volunteers (full-time or part-time)		16.3%	15
Conservation/preservation duties assigned to various staff as needed		46.7%	43
Conservation/preservation services obtained through external provider		13.0%	12
No staff person has conservation/preservation responsibilities		29.3%	27
		answered question	92
		skipped question	14

14. 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	Response Count
a. Preventive conservation (e.g., housekeeping, holdings maintenance, rehousing, environmental monitoring)	65.2% (60)	2.2% (2)	6.5% (6)	23.9% (22)	2.2% (2)	92
b. Preservation management (e.g., administration, planning, assessment)	44.0% (40)	4.4% (4)	12.1% (11)	38.5% (35)	1.1% (1)	91
c. Conservation treatment (e.g., repair, mass deacidification, specimen preparation)	28.1% (25)	19.1% (17)	4.5% (4)	43.8% (39)	4.5% (4)	89
d. Preservation reformatting (e.g., preservation photocopying, microfilming)	31.1% (28)	18.9% (17)	8.9% (8)	37.8% (34)	3.3% (3)	90
e. Preservation of audio-visual media and playback equipment (e.g., preservation copies of media, maintaining equipment)	22.8% (21)	7.6% (7)	7.6% (7)	54.3% (50)	7.6% (7)	92
f. Preservation of digital materials and electronic records collections (e.g., migrating data to current software)	25.3% (23)	8.8% (8)	17.6% (16)	41.8% (38)	6.6% (6)	91
	<i>answered question</i>					92
	<i>skipped question</i>					14

15. 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)

		Response Percent	Response Count
Yes		75.0%	69
No		21.7%	20
Don't know		2.2%	2
Not applicable		1.1%	1
answered question			92
skipped question			14

16. 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	Response Count
a. An emergency/disaster plan	30.0% (27)	8.9% (8)	48.9% (44)	6.7% (6)	4.4% (4)	1.1% (1)	90
b. A prioritized long-rang preservation/conservation plan	4.3% (4)	10.9% (10)	66.3% (61)	10.9% (10)	4.3% (4)	3.3% (3)	92
c. Planning surveys or assessments of collection	15.2% (14)	13.0% (12)	54.3% (50)	9.8% (9)	5.4% (5)	2.2% (2)	92
d. Staff training	9.9% (9)	8.8% (8)	69.2% (63)	5.5% (5)	4.4% (4)	2.2% (2)	91
e. Security	28.6% (26)	26.4% (24)	34.1% (31)	4.4% (4)	5.5% (5)	1.1% (1)	91
f. Environmental controls (e.g., heating, air conditioning, de-humidifying, humidifying)	21.7% (20)	14.1% (13)	39.1% (36)	13.0% (12)	9.8% (9)	2.2% (2)	92
g. Improvements to reduce collections' exposure to light	13.0% (12)	27.2% (25)	35.9% (33)	5.4% (5)	10.9% (10)	7.6% (7)	92
h. Conservation treatment (include specimen preparation)	3.3% (3)	13.2% (12)	59.3% (54)	5.5% (5)	12.1% (11)	6.6% (6)	91
i. Preservation of digital collections (digitized and born-digital)	7.6% (7)	14.1% (13)	48.9% (45)	6.5% (6)	9.8% (9)	13.0% (12)	92
j. Preservation of audio/visual collections	4.3% (4)	12.0% (11)	58.7% (54)	9.8% (9)	5.4% (5)	9.8% (9)	92

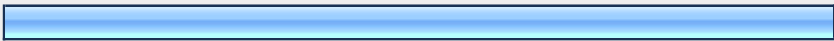

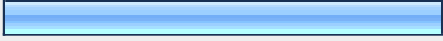
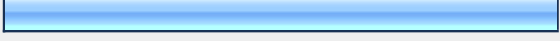
k. Integrated pest management (approaches to prevent and solve pest problems in an efficient and ecologically sound manner)	17.6% (16)	27.5% (25)	29.7% (27)	5.5% (5)	13.2% (12)	6.6% (6)	91
<i>answered question</i>							92
<i>skipped question</i>							14

17. 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	Response Count
a. Handling (e.g., by researchers, staff, in shipping)	24.7% (22)	60.7% (54)	2.2% (2)	12.4% (11)	89
b. Water or moisture (e.g., mold, stains, warping)	36.3% (33)	50.5% (46)	3.3% (3)	9.9% (9)	91
c. Light (e.g. fading, discoloration)	22.7% (20)	59.1% (52)	4.5% (4)	13.6% (12)	88
d. Airborne particulates or pollutants (e.g., dust, soot)	26.7% (24)	46.7% (42)	5.6% (5)	21.1% (19)	90
e. Fire	92.2% (83)	1.1% (1)	0.0% (0)	6.7% (6)	90
f. Improper storage or enclosure (e.g., bent, creased, adhered together)	21.1% (19)	54.4% (49)	15.6% (14)	8.9% (8)	90
g. Pests	56.7% (51)	26.7% (24)	1.1% (1)	15.6% (14)	90
h. Vandalism	66.3% (59)	28.1% (25)	0.0% (0)	5.6% (5)	89
i. Physical or chemical deterioration (due to temperature, humidity, aging, e.g., brittle paper, flaked paint, cracked leather, degradation of electronic media)	8.8% (8)	64.8% (59)	16.5% (15)	9.9% (9)	91
j. Technological obsolescence of digital or audio/visual collections	25.8% (23)	39.3% (35)	13.5% (12)	21.3% (19)	89
k. Prior improper treatment(s) or restoration	32.2% (29)	38.9% (35)	4.4% (4)	24.4% (22)	90
<i>answered question</i>					91
<i>skipped question</i>					15

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

	Yes	No	Not Done Currently, but Planned	Don't Know	Not Applicable	Response Count
a. Educating donors and/or trustees about preservation activities (e.g., in tours, demonstrations)	30.8% (28)	48.4% (44)	8.8% (8)	1.1% (1)	11.0% (10)	91
b. Presenting preservation activities to members' or friends' groups (e.g., in educational programming, printed/promotional materials)	29.7% (27)	53.8% (49)	3.3% (3)	4.4% (4)	8.8% (8)	91
c. Highlighting preservation activities in exhibitions or other programs for the public	28.6% (26)	58.2% (53)	4.4% (4)	0.0% (0)	8.8% (8)	91
d. Serving as a source for conservation/preservation information to the public (e.g., responding to queries)	39.3% (35)	49.4% (44)	2.2% (2)	1.1% (1)	7.9% (7)	89
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)	11.1% (10)	75.6% (68)	2.2% (2)	1.1% (1)	10.0% (9)	90
f. Featuring preservation work on Website	15.6% (14)	68.9% (62)	5.6% (5)	2.2% (2)	7.8% (7)	90
	<i>answered question</i>					91
	<i>skipped question</i>					15

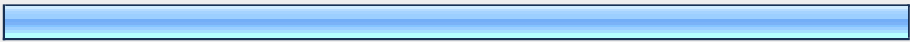
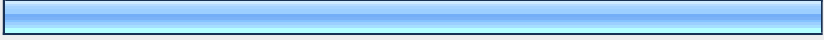
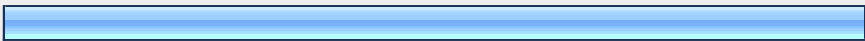
19. How many staff are currently employed at your institution? Include all staff, not just those for preservation. Do not express in full-time equivalents (FTEs). Indicate "0" if you have no staff in a category. Please give your best estimate if you are unsure or write 'don't know' in the box.

		Response Percent	Response Count
Full-time paid staff		91.8%	78
Part-time paid staff		91.8%	78
Full-time unpaid staff		48.2%	41
Part-time unpaid staff		61.2%	52
		<i>answered question</i>	85
		<i>skipped question</i>	21

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

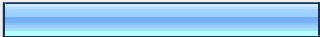

		Response Percent	Response Count
Less than 6 months		0.0%	0
6 months to 1 year		0.0%	0
1 to 2 years		0.0%	0
2 to 5 years		12.0%	10
5 to 10 years		24.1%	20
10 to 15 years		30.1%	25
more than 15 years		37.3%	31
		<i>answered question</i>	83
		<i>skipped question</i>	23

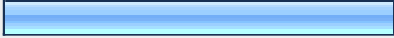


21. How many visitors or users did you serve last year? Indicate "0" if you had no visitors or users in a category. Please give your best estimate if you are unsure or write 'don't know'.

		Response Percent	Response Count
a. On site		100.0%	83
b. Off site (e.g., traveling exhibitions, bookmobiles, educational programs)		90.4%	75
c. Electronic (e.g., visits to Web site, electronic distribution lists, electronic discussion groups)		95.2%	79
		<i>answered question</i>	83
		<i>skipped question</i>	23

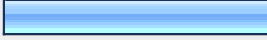
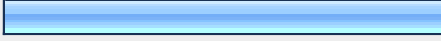

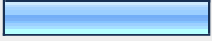

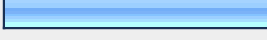

22. What was your institution's total annual operating budget for the most recently completed fiscal year?

		Response Percent	Response Count
Less than \$10,000		10.8%	9
\$10,000 to 50,000		7.2%	6
\$50,000 to 100,000		7.2%	6
\$100,000 to 200,000		9.6%	8
\$200,000 to 500,000		18.1%	15
\$500,000 to 1,000,000		8.4%	7
\$1,000,000 to 5,000,000		18.1%	15
\$5,000,000 to 10,000,000		6.0%	5
\$10,000,000 or more		14.5%	12
		<i>answered question</i>	83
		<i>skipped question</i>	23

23. Do you have funds specifically allocated for conservation/preservation activities in your annual budget? (Select one)			Response Percent	Response Count
Yes			34.5%	29
No			57.1%	48
Don't know			9.5%	8
			If yes, how much is annually budgeted?	22
			answered question	84
			skipped question	22

24. 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)			Response Percent	Response Count
Yes			42.9%	36
No			52.4%	44
Don't know			6.0%	5
			answered question	84
			skipped question	22



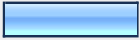



25. If your institution did not make a grant application for conservation/preservation funding from any public or private source in the last 3 years, which of the following factors influenced the decision not to apply? (Select all that apply)

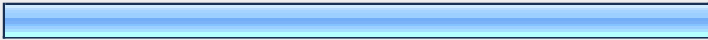

		Response Percent	Response Count
Not aware of appropriate funding sources		29.0%	18
Lack of staff time or expertise to complete application		48.4%	30
Additional project planning or preparation necessary before requesting grant funds		35.5%	22
Conservation/preservation not an institutional priority		22.6%	14
Currently have sufficient sources of funding		0.0%	0
Have applied for grant(s) from external sources in the past but have been unsuccessful		4.8%	3
Not applicable		29.0%	18
Don't know		1.6%	1
Other, please specify:			4
answered question			62
skipped question			44

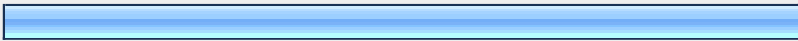
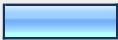
26. What do you believe is at high risk in your institution? (Select all that apply)				
	Yes	No	Not Applicable	Response Count
a. Books and Bound Volumes (monographs, serials, newspapers, scrapbooks, albums, pamphlets)	53.7% (44)	40.2% (33)	6.1% (5)	82
b. Unbound Sheets (archival records, manuscripts, maps, oversized items, ephemera, broadsides, philatelic and numismatic artifacts, other paper artifacts)	58.5% (48)	29.3% (24)	12.2% (10)	82
c. Photographic Collections (microfilm, microfiche, photographic prints, negatives, slides, transparencies, daguerreotypes, ambrotypes, tintypes, glass plate negatives, lantern slides)	59.8% (49)	30.5% (25)	9.8% (8)	82
d. Moving Image Collections (motion picture film, video tape, laser disc, CD, DVD, minidisk)	67.1% (55)	25.6% (21)	7.3% (6)	82
e. Recorded Sound Collections (cylinder, phonodisc, cassette, open reel tape, DAT, CD, DVD, MP3)	56.3% (45)	31.3% (25)	12.5% (10)	80
f. Digital Material Collections (floppy discs, CD-R, DVD-R, data tape, online collections)	42.0% (34)	40.7% (33)	17.3% (14)	81
g. Art Objects (paintings, prints, drawings, sculpture, decorative arts (e.g., fine metalwork, jewelry, timepieces, enamels, ivories, lacquer))	46.3% (38)	35.4% (29)	18.3% (15)	82
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	47.6% (39)	34.1% (28)	18.3% (15)	82

artifacts, transportation vehicles)				
i. Archaeological Collections	7.4% (6)	46.9% (38)	45.7% (37)	81
j. Natural Science Specimens (zoological, botanical, geological, paleontological, paleobotany specimens)	13.6% (11)	40.7% (33)	45.7% (37)	81
k. Living Collections	1.3% (1)	37.5% (30)	61.3% (49)	80
	answered question			82
	skipped question			24

27. How useful would the following assistance be to you?					
	Very Useful	Useful	Marginally Useful	Not Useful	Response Count
a. Assistance in preparing an emergency/disaster plan	20.5% (17)	31.3% (26)	28.9% (24)	19.3% (16)	83
b. Training for staff in emergency response	21.7% (18)	38.6% (32)	30.1% (25)	9.6% (8)	83
c. Assistance in preparing a prioritized long-range preservation/conservation plan	37.3% (31)	36.1% (30)	14.5% (12)	12.0% (10)	83
d. Assistance in obtaining a general needs assessment or condition survey	33.7% (28)	30.1% (25)	21.7% (18)	14.5% (12)	83
e. Assistance in preservation of digital collections	27.2% (22)	34.6% (28)	22.2% (18)	16.0% (13)	81
f. Assistance in preservation of audio/visual collections	34.1% (28)	32.9% (27)	18.3% (15)	14.6% (12)	82
g. Online collections care information. Specify topic(s)below	20.3% (16)	35.4% (28)	17.7% (14)	26.6% (21)	79
h. Collections care workshops. Specify topic(s)below	31.6% (24)	40.8% (31)	19.7% (15)	7.9% (6)	76
	Online collections care or workshop topics:				30
	answered question				83
	skipped question				23

28. How many individuals in your institution would benefit from this assistance?			Response Percent	Response Count
1			13.3%	11
2-5			59.0%	49
6-10			14.5%	12
11-15			0.0%	0
16-20			1.2%	1
More than 20			9.6%	8
Not applicable			3.6%	3
			answered question	83
			skipped question	23

29. Have you or a staff member ever attended a workshop?			Response Percent	Response Count
Yes			77.8%	63
No			22.2%	18
			answered question	81
			skipped question	25

30. 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?			Response Percent	Response Count
Yes			87.7%	71
No			12.3%	10
			answered question	81
			skipped question	25