Hoosier Heritage Alliance

Connecting to Collections

Complete Data Report

August 15, 2009

This project was supported in part by a grant from the Institute of Museum and Library Services. Any views, findings, conclusions, or recommendations expressed in this project do not necessarily represent those of the Institute of Museum and Library Services.
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*Special Notes:

- Respondents had access to an online glossary to assist in understanding collection stewardship terminology at http://www.indianahistory.org/lhs/haglossary.html. Glossary terms are marked with an ©.
- Survey results do not always total 100 percent. Several questions include a “check all that apply” response and most results were rounded for convenience.
- The HHA survey defined “Need” as an improvement required to reduce risk of damage or deterioration to collections and “Urgent Need” as a major improvement required to prevent damage or deterioration to collections.
- Links to the full report and cumulative resulting data can be found online at www.indianahistory.org/lhs/hha.htm.
- Survey collection process statistics
  - 1,006 surveys delivered (1,028 mailed; 22 returned undeliverable)
  - 272 surveys completed (240 reporting data; 32 replying that they hold no collections)
A. **Institutional Identifying Information** (*A1 through A4 are contact information for participating organizations and are not reported here.)*

A1. Organization Name

__________________________________________________________________________

A2. Address 1

__________________________________________________________________________

A3. Address 2

__________________________________________________________________________

A4. City, State, Zip

__________________________________________________________________________

A5. For purposes of comparing you with your peers, which of the following most closely describes your **primary function** or service? (Ten respondents indicated they had more than one primary function.)

**Organization Type**

- **Genealogy group,** 6 percent
- **Historical society,** 21 percent
- **Archives/library,** 30 percent
- **Preservation society,** 7 percent
- **Museum,** 40 percent
A6. List any **additional** functions or services that are an essential component of your institution. (Check all that apply.)
B. Environment

General Facility Environment

B1. Who is primarily responsible for your facility’s maintenance?

Facility Maintenance Responsibility

(overall)

- Volunteers, 42 percent
- Paid staff, 28 percent
- Maintenance staff, 28 percent
- Don’t know, 5 percent

(by group)

- Archives/library
- Genealogy group
- Historical society
- Museum
- Preservation society

Legend:
- Maintenance staff
- Volunteers
- Paid staff
- Don’t know
B2. How would you describe your maintenance routine?

Maintenance Routine (overall)

- Nominal, 24 percent
- Preventative, 55 percent
- Proactive, 14 percent
- Don’t know, 8 percent

(by group)

Percentages

- Archives/library
- Genealogy group
- Historical society
- Museum
- Preservation society

Nominal
Preventative
Proactive
Don’t know
B3. When is your main facility’s environment controlled within recommended levels? (*Heating and Air Conditioning (65°-73° F), Humidity (45-55 percent RH))

[Bar chart: Facility Environmental Control (overall)]

[Bar chart: Heating (by group)]
B4. How often is maintenance performed on your heating, air conditioning and/or humidity control systems?

**Maintenance Schedule**

*(overall)*

- **Annually,** 20 percent
- **Biannually,** 20 percent
- **Monthly,** 7 percent
- **Irregularly/as need,** 37 percent
- **Never,** 1 percent
- **Don’t know,** 12 percent

*(by group)*
B5. How do you monitor the environment of your facility?

### Monitoring Equipment Types

#### (overall)

![Bar chart showing the overall monitoring equipment types.]

#### (by group)

![Bar chart showing the monitoring equipment types by group.]

- **Archives/library**:
  - Hygrothermograph
  - Data Logger
  - Thermometer, Humidity Monitor, and Notebook
  - Don’t monitor
  - Don’t know

- **Genealogy group**
  - Hygrothermograph
  - Data Logger
  - Thermometer, Humidity Monitor, and Notebook
  - Don’t monitor
  - Don’t know

- **Historical society**
  - Hygrothermograph
  - Data Logger
  - Thermometer, Humidity Monitor, and Notebook
  - Don’t monitor
  - Don’t know

- **Museum**
  - Hygrothermograph
  - Data Logger
  - Thermometer, Humidity Monitor, and Notebook
  - Don’t monitor
  - Don’t know

- **Preservation society**
  - Hygrothermograph
  - Data Logger
  - Thermometer, Humidity Monitor, and Notebook
  - Don’t monitor
  - Don’t know
B6. Has your facility ever had issues with:

**Past Issues of Main Facility**

**Overall**

- Mold: [Graph showing percentage]
- Mildew: [Graph showing percentage]
- Humidity: [Graph showing percentage]
- Insects: [Graph showing percentage]
- Rodents: [Graph showing percentage]
- Water infiltration: [Graph showing percentage]
- Water problems: [Graph showing percentage]
- Don’t know: [Graph showing percentage]
- None: [Graph showing percentage]

**By Group**

[Bar charts showing percentages for Archives/library, Genealogy group, Historical society, Museum, Preservation society]
B7. If you had any of the problems listed in the previous question (B6), how were they remedied? (Check all that apply.)

**How Problems were Solved**

(overall)

![Overall percentages graph]

(by group)

![Group percentages graph]
Lighting

B8. What type(s) of light controls does your facility utilize? (Check all that apply.)

Facility Lighting

(overall)

(by group)
B9. What types of lighting are used in your exhibit area? (Check all that apply.)

Exhibit Lighting

(overall)

(by group)
B10. What types of lighting are used in your display cases? (Check all that apply.)

Display Lighting

(overall)

(by group)
Collections Storage
B11. Where is your collections storage area located? (Check all that apply.)

**Location of Collection Storage**

(overall)

**by group**

- Archives/library
- Genealogy group
- Historical society
- Museum
- Preservation society

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B12. When is your collections storage area environment controlled within recommended levels? (Check all that apply.) (*Heating and Air Conditioning: 65°-73° F, Humidity: 45-55 percent RH)

Collections Area Environmental Control

(overall)

*The following three charts are a breakdown of data by Collections Area category:

**Heating (by group)**
B13. How are items stored? (Check all that apply.) If possible, estimate the percent of collection that is stored in each type of container.

How Items are Stored
(overall: average of percentages reported)

How Items are Stored
(overall: count of responses)
B14. Choose the statement that best describes your collections storage area.

**Description of Collections Area**

*(overall)*

- Clear, 7 percent
- Adequate, 24 percent
- Full, 19 percent
- Crowded, 43 percent
- Don’t know, 3 percent

(by group)

- Archives/library
- Genealogy group
- Historical society
- Museum
- Preservation society
B15. For the collections storage areas that are not adequate, indicate the degree of improvement needed in each of the following four categories. (Note: “Need” denotes improvement required to reduce risk of damage or deterioration to collections, “Urgent Need” denotes major improvement required to prevent damage or deterioration to collections. If all of your storage areas are adequate, select “No Need”.)

![Collections Storage Improvements (overall)](#)

*The following four charts are a breakdown of data by Improvement category:

![Additional On-Site Storage (by group)](#)
B16. Please indicate your institution’s level of need in the following areas related to conservation / preservation. (Note: “Need” denotes improvement required to reduce risk of damage or deterioration to collections. “Urgent Need” denotes major improvement required to prevent damage or deterioration to collections.)

Collections Conservation/Preservation Needs

(overall)

*The following three charts are a breakdown of data by Collections Need category:
C. Preservation Activities

C1. Does the mission of your institution include preservation of your collection?*

**Mission Includes Preservation**

(overall)

Don’t know, 8 percent
No, 12 percent
Yes, 74 percent

(by group)

- Archives/library
- Genealogy group
- Historical society
- Museum
- Preservation society

*Don’t know

- Yes
- No
C2. Do you have funds specifically allocated for conservation/preservation activities in your annual budget? If so, please estimate the percentage of total annual operating budget allocated for conservation/preservation activities. (Check one.)

**Budgeted Funds**

(overall)

- No budgeted funds: 58%
- Don't know: 8%
- Budgeted funds: 12%
- No specific budget line, but funds available: 22%

(by group)

- Archives/library
- Genealogy group
- Historical society
- Museum
- Preservation society

- Budgeted funds
- No budgeted funds
- Don't know
- No specific budget line, but funds available
C3. Please check all areas for which your organization has a written policy. (These components may be included in one or multiple documents depending on your organization.)

Policies in Place

(overall)

- Don’t know
- No written policies
- How items are loaned
- How to document condition of items
- Security of items
- A disaster plan
- How items are copied
- Level of patron access
- How pests are controlled
- How to clean around items
- How items are preserved
- How items are displayed
- How items are stored
- How items are processed
- How items are acquired
- What items are accepted
What items are accepted

How items are acquired

How items are processed

How items are stored

How items are displayed

How items are preserved

How to clean around items

How pests are controlled

A disaster plan

Security of items

How to document condition of items

Don't know

No written policies

(by group)

Archives/library
Genealogy group
Historical society
Museum
Preservation society
C4. Who is responsible for conservation/preservation at your facility? (Check all that apply)

Who is Responsible for Conservation/Preservation?

(overall)

(by group)
C5. What does your conservation/preservation program include? (Check all that apply.)

Who is Responsible for Conservation/Preservation Program? (overall)

- Preservation of digital materials
- Preservation of audiovisual materials
- Preservation reformatting
- Conservation treatment
- Preservation management
- Preventive conservation

- Paid staff
- Unpaid staff
- External provider
- Planned
- Not done
- N/A

Percentages

0 10 20 30 40 50
*The following six charts are a breakdown by Conservation/Preservation Program category as shown in the chart above:

**Preservation of Digital Materials (by group)**

<table>
<thead>
<tr>
<th>Group</th>
<th>Paid staff</th>
<th>Unpaid staff</th>
<th>External provider</th>
<th>Planned</th>
<th>Not done</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archives/library</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Genealogy group</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historical society</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Museum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preservation society</td>
<td>40</td>
<td>30</td>
<td>25</td>
<td>20</td>
<td>15</td>
<td>10</td>
</tr>
</tbody>
</table>

**Preservation of Audiovisual Materials (by group)**

<table>
<thead>
<tr>
<th>Group</th>
<th>Paid staff</th>
<th>Unpaid staff</th>
<th>External provider</th>
<th>Planned</th>
<th>Not done</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archives/library</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Genealogy group</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historical society</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Museum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preservation society</td>
<td>35</td>
<td>30</td>
<td>25</td>
<td>20</td>
<td>15</td>
<td>10</td>
</tr>
</tbody>
</table>
C6. Please indicate your institution’s level of need in the following areas related to conservation/preservation:

### Current Conservation/Preservation Needs (overall)

*The following five charts are broken down by Conservation/Preservation Needs category*
C7. In your collection, what issues currently need attention? (Check all that apply.)

**Current Collections Issues**

(overall)

<table>
<thead>
<tr>
<th>Issue</th>
<th>Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handling</td>
<td>20</td>
</tr>
<tr>
<td>Water</td>
<td>10</td>
</tr>
<tr>
<td>Light</td>
<td>20</td>
</tr>
<tr>
<td>Fire</td>
<td>40</td>
</tr>
<tr>
<td>Improper storage</td>
<td>5</td>
</tr>
<tr>
<td>Pests</td>
<td>5</td>
</tr>
<tr>
<td>Vandalism</td>
<td>5</td>
</tr>
<tr>
<td>Deterioration</td>
<td>20</td>
</tr>
<tr>
<td>Don’t know</td>
<td>20</td>
</tr>
</tbody>
</table>

(by group)

- Archives/library
- Genealogy group
- Historical society
- Historical society
- Preservation society

*Diagrams showing percentages by group*
C8. Please check all the methods you use to promote awareness of conservation/preservation activities. (Check all that apply.)

Promoting Awareness of Conservation/Preservation Activities

(overall)

(by group)

<table>
<thead>
<tr>
<th>Method</th>
<th>Education</th>
<th>Presentations</th>
<th>Highlighting</th>
<th>Q&amp;A source</th>
<th>Earned income</th>
<th>Web site work</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>50%</td>
<td>30%</td>
<td>10%</td>
<td>5%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Presentations</td>
<td>30%</td>
<td>40%</td>
<td>20%</td>
<td>10%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Highlighting</td>
<td>10%</td>
<td>5%</td>
<td>30%</td>
<td>20%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Q&amp;A source</td>
<td>5%</td>
<td>0%</td>
<td>5%</td>
<td>20%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Earned income</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Web site work</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>None</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Group Percentages:
- Archives/library
- Genealogy group
- Historical society
- Museum
- Preservation society

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D. Managing the Collections

D1. Estimate how many items you have in your collection. (Please estimate a single number for all collections, not a range.)

(overall)

- Total Items in Collection: 5,064,037
- Average of Items in Collection: 21,188
- Don't know, no answer: 65

(by group)

<table>
<thead>
<tr>
<th>Group</th>
<th>Number of Items in Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archives/library</td>
<td>25,000</td>
</tr>
<tr>
<td>Genealogy group</td>
<td>15,000</td>
</tr>
<tr>
<td>Historical society</td>
<td>30,000</td>
</tr>
<tr>
<td>Museum</td>
<td>20,000</td>
</tr>
<tr>
<td>Preservation society</td>
<td>5,000</td>
</tr>
</tbody>
</table>
D2. For collections that aren’t counted individually, please estimate the size of your collection in linear feet.

(overall)

- Total linear feet: 105,911
- Average linear feet: 2,118
- Median: 280

(by group)

<table>
<thead>
<tr>
<th></th>
<th>Archives/library</th>
<th>Genealogy group</th>
<th>Historical society</th>
<th>Museum</th>
<th>Preservation society</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total linear feet</td>
<td>75,728</td>
<td>798</td>
<td>5,467</td>
<td>6,379</td>
<td>170</td>
</tr>
<tr>
<td>Average linear feet</td>
<td>3,985</td>
<td>266</td>
<td>430</td>
<td>1,605</td>
<td>85</td>
</tr>
<tr>
<td>Median</td>
<td>400</td>
<td>136</td>
<td>115</td>
<td>1,820</td>
<td>85</td>
</tr>
</tbody>
</table>
D3. Estimate what percentage of your collection is of the following type. (This is an estimate only. It is not necessary to consult collections records to get exact figures.)

### Collection Type (overall)

- **Textiles**, 5 percent
- **Art**, 4 percent
- **Archaeological**, 8 percent
- **Natural Science**, 3 percent
- **Moving Images**, 1 percent
- **Historic Object**, 20 percent
- **Unbound Sheets**, 11 percent
- **Archaeological, Skin, Grass, Bark**, 1 percent
- **Photographic**, 12 percent
- **Books and Bound Volumes**, 32 percent
- **Recorded Sound**, 1 percent
- **Digital**, 1 percent
- **Art, Leather, Skin, Grass, Bark**, 1 percent

### Collection Type (by group)

#### Archives/Library

- **Photographic**, 14.68 percent
- **Textiles**, 0.64 percent
- **Art**, 0.77 percent
- **Digital**, 0.86 percent
- **Unbound Sheets**, 8.13 percent
- **Objects - Leather, Skin, Grass, Bark**, 0.00 percent
- **Historic Object**, 3.37 percent
- **Archaeological**, 0.55 percent
- **Natural Science**, 1.23 percent
- **Moving Images**, 1.30 percent
- **Books and Bound Volumes**, 67.27 percent
Genealogy Group

- Art, 2.51 percent
- Digital, 2.07 percent
- Textiles, 2.51 percent
- Objects - Leather, Skin, Grass, Bark, 44.01 percent
- Historic Object, 6.27 percent
- Archaeological, 0.38 percent
- Natural Science, 0.00 percent
- Books and Bound Volumes, 30.37 percent
- Unbound Sheets, 17.78 percent
- Historic Object, 38.08 percent
- Textiles, 5.90 percent
- Art, 8.16 percent
- Digital, 1.13 percent
- Moving Images, 0.04 percent
- Photographic, 13.22 percent
- Recorded Sound, 0.63 percent

Historical Society

- Natural Science, 1.07 percent
- Books and Bound Volumes, 11.60 percent
- Unbound Sheets, 17.78 percent
- Photographic, 11.31 percent
- Moving Images, 1.48 percent
- Recorded Sound, 1.17 percent
- Objects - Leather, Skin, Grass, Bark, 1.16 percent
- Textiles, 5.90 percent
- Art, 8.16 percent
- Digital, 1.13 percent
- Moving Images, 0.04 percent
- Photographic, 13.22 percent
D4. How many historic buildings (i.e. more than fifty years old) do you care for?

(overall)

- Total buildings: 338

(by group)

<table>
<thead>
<tr>
<th>*</th>
<th>Archives/ library</th>
<th>Genealogy group</th>
<th>Historical society</th>
<th>Museum</th>
<th>Preservation society</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total buildings:</strong></td>
<td>48</td>
<td>5</td>
<td>81</td>
<td>190</td>
<td>28</td>
</tr>
</tbody>
</table>

*Organizations that indicated they had more than one primary function may be listed under multiple organization types.
D5. Please describe the condition of the historic building(s).

![Condition of Main Facility (overall)](image)

*The following five charts are a breakdown by Main Facility affected area by category.*
D6. Please estimate what percentage of your collection is on exhibit at this time.

Percent of Collection Currently on Exhibit

(overall)

Number of institutions

Percentages

0 1–24 25–49 50–74 75–99 100 Don’t know

(b) by group

Number of institutions

Archives/library Genealogy group Historical society Museum Preservation society

Percentages

0 1–24 25–49 50–74 75–99 100 Don’t know
D7. What percentage of your collection is on permanent exhibit (more than 2 years)?

Percent of Collection on Permanent Exhibit

(overall)

<table>
<thead>
<tr>
<th>Percentages</th>
<th>Number of institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>1–24</td>
<td>60</td>
</tr>
<tr>
<td>25–49</td>
<td>20</td>
</tr>
<tr>
<td>50–74</td>
<td>10</td>
</tr>
<tr>
<td>75–99</td>
<td>5</td>
</tr>
<tr>
<td>100</td>
<td>2</td>
</tr>
<tr>
<td>Don’t know</td>
<td>1</td>
</tr>
</tbody>
</table>

(by group)

- Archives/library
- Genealogy group
- Historical society
- Museum
- Preservation society

Percentages | Number of institutions |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>1–24</td>
<td>15</td>
</tr>
<tr>
<td>25–49</td>
<td>25</td>
</tr>
<tr>
<td>50–74</td>
<td>15</td>
</tr>
<tr>
<td>75–99</td>
<td>10</td>
</tr>
<tr>
<td>100</td>
<td>5</td>
</tr>
<tr>
<td>Don’t know</td>
<td>5</td>
</tr>
</tbody>
</table>
D8. Do you have a listing of items in your collection? (e.g. inventory, logbook of donations, accession register)

**Listing of Items in Collection**

*(overall)*

- **Yes**, 48 percent
- **Partial**, 42 percent
- **No**, 9 percent
- **Don’t know**, 0 percent

*(by group)*

- Archives/library
- Genealogy group
- Historical society
- Museum
- Preservation society

- **Yes**
- **Partial**
- **No**
- **Don’t know**
D9. How are your collections records kept? (Check one.)

How Collection Records are Kept

(overall)

N/A, 8 percent
Don’t know, 2 percent
Combination, 40 percent
Computerized, 23 percent
Paper, 22 percent

(by group)

Archives/library
Genealogy group
Historical society
Museum
Preservation society

Percentages

Paper
Computerized
Combination
Don’t know
N/A
D10. Estimate what percentage of the collection is accessible through descriptive information (catalog, database, index, research tool, or finding aid\textsuperscript{1} that may contain descriptive detail, including physical description, provenance,\textsuperscript{2} history, accession\textsuperscript{3} information, etc.).

### Percent of Collection Accessible by Descriptive Information

#### (overall)

![Bar chart showing the percentage of collections accessible by descriptive information overall.]

#### (by group)

![Bar chart showing the percentage of collections accessible by descriptive information by group.]

\textsuperscript{1}Finding aid
\textsuperscript{2}Provenance
\textsuperscript{3}Accession information
D11. Estimate how much of your collection has been physically inventoried (by locating and physically examining objects \(\square\)).
D12. How long ago was that physical inventory? 

**Last Physical Inventory**

*(overall)*

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Number of institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1 years</td>
<td>40</td>
</tr>
<tr>
<td>2-3 years</td>
<td>30</td>
</tr>
<tr>
<td>4-5 years</td>
<td>20</td>
</tr>
<tr>
<td>5+ years</td>
<td>10</td>
</tr>
<tr>
<td>Ongoing</td>
<td>80</td>
</tr>
<tr>
<td>Don’t know</td>
<td>10</td>
</tr>
<tr>
<td>None</td>
<td>10</td>
</tr>
</tbody>
</table>

**Number of institutions by group**

- Archives/library: 
- Genealogy group: 
- Historical society: 
- Museum: 
- Preservation society:

The diagrams show the distribution of time periods for the last physical inventory, categorized by different types of institutions.
D13. What did your inventory accomplish? (Check all that apply.)

Inventory Accomplished

(overall)

- N/A
- Other
- Damaged items
- Missing items
- Found items
- Reconciliation of location
- Reconciliation of collection items with records

Number of institutions
Reconciliation of collection items with records

- N/A
- Other
- Damaged items
- Missing items
- Found items
- Reconciliation of location
- Reconciliation of collection items with records

(by group)

- Archives/library
- Genealogy group
- Historical society
- Museum
- Preservation society
D14. Estimate how much of your collection has condition reports (a record of condition and damage at a particular time such as when it was donated or during an inventory).

**Percent of Collection with Condition Reports**

(overall)

<table>
<thead>
<tr>
<th>Percentages</th>
<th>Number of institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1–24</td>
</tr>
<tr>
<td>25–49</td>
<td>50–74</td>
</tr>
<tr>
<td>75–99</td>
<td>100</td>
</tr>
<tr>
<td>Don’t know</td>
<td></td>
</tr>
</tbody>
</table>

(by group)

<table>
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<th>Number of institutions</th>
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<td>75–99</td>
<td>100</td>
</tr>
<tr>
<td>Don’t know</td>
<td></td>
</tr>
</tbody>
</table>
D15. Estimate how much of your collection has been photographed or scanned.

Percent of Collection Photographed or Scanned

(by group)
D16. What kind of descriptive information about your collection is available online? (Check all that apply.)

**Descriptive Information Available Online**

*(overall)*

![Bar chart showing descriptive information available online overall.]

*(by group)*

![Bar chart showing descriptive information available online by group.]

- Archives/library
- Genealogy group
- Historical society
- Museum
- Preservation society

None | General | Inventory | Catalog | Finding aids | Image | Other | Don’t know | N/A
---|---|---|---|---|---|---|---|---

Percentages

0% | 10% | 20% | 30% | 40% | 50% | None | General | Inventory | Catalog | Finding aids | Image | Other | Don’t know | N/A
D17. Estimate what percentage of the collection’s catalog is accessible online (whether for institutional use, or made accessible to the public through your institution or a service provider).

**Percent of Collection Catalog Online**

(overall)

<table>
<thead>
<tr>
<th>Percentages</th>
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</thead>
<tbody>
<tr>
<td>0</td>
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</tr>
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<td>75–99</td>
<td>100</td>
</tr>
<tr>
<td>Don't know</td>
<td>N/A</td>
</tr>
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</table>

(by group)

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<td>75–99</td>
<td>100</td>
</tr>
<tr>
<td>Don't know</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Colors:
- Archives/library
- Genealogy group
- Historical society
- Museum
- Preservation society
D18. Do you provide online access to the content of any of your collections or holdings (e.g., online exhibitions, interactive resources, digital art, digitally scanned photographs, documents, books, and other artifacts)?

Provide Online Access

(overall)

- No, 58 percent
- No, but within 1 year, 6 percent
- Don’t know, 2 percent
- N/A - No Web site, 10 percent
- Yes, 24 percent

(by group)

Percentages

- Yes
- No, but within 1 year
- No
- Don’t know
- N/A - No Web site

Archives/library
Genealogy group
Historical society
Museum
Preservation society
D19. If you post collection content online, how are images presented? (Check all that apply.)

How Online Collection Images are Presented

(overall)

(by group)
E. Respondent Information (*E1 through E7 are contact information for participating organizations or confidential and are not reported here.)

E1. Name of lead person completing or coordinating survey (will remain confidential)
_________________________________________________________________________________

E2. Title
_________________________________________________________________________________

E3. Phone number
_________________________________________________________________________________

E4. Fax number
_________________________________________________________________________________

E5. E-mail address
_________________________________________________________________________________

E6. May we have permission to include the name of your institution on 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

E7. (Optional) Use the space below to explain your most pressing conservation / preservation need.