INSTITUTIONAL INFORMATION

1. In the following categories, please indicate the estimated number of units in your institution’s collection

- Include only collections that are a permanent part of your holdings or for which you have accepted preservation responsibility.
- Please estimate. **Do not leave any category blank;** where applicable, check “have no holdings” or “have holdings, but don’t know quantity.”

| Books and Bound Volumes—monographs, serials, newspapers, scrapbooks, albums, pamphlets |
| Have no holdings | Have holdings (number of volumes) | Have holdings, but don’t know quantity |
| □ | □ | □ |

| Unbound sheets—archival records, manuscripts, maps, oversized items, ephemera, broadsides, paper artifacts |
| Have no holdings | Have holdings (number of linear/cubic feet) | Have holdings, but don’t know quantity |
| □ | □ | □ |

| Photographic collections—microfilm/fiche, photographic prints, negatives, slides, transparencies, daguerrotypes |
| Have no holdings | Have holdings (number of items) | Have holdings, but don’t know quantity |
| □ | □ | □ |

| Moving image collections—motion picture film, videotape, laser disk, DVD, minidisc |
| Have no holdings | Have holdings (number of items) | Have holdings, but don’t know quantity |
| □ | □ | □ |

| Recorded sound collections—cylinder, phonodisc, cassette, open reel tape, DAT, CD, MP3 |
| Have no holdings | Have holdings (number of items) | Have holdings, but don’t know quantity |
| □ | □ | □ |
**Digital material collections**—floppy discs, CD-R, DVD-R, data tape, online collections

<table>
<thead>
<tr>
<th>Have no holdings</th>
<th>Have holdings (number of items)</th>
<th>Have holdings, but don’t know quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ __________</td>
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</tbody>
</table>

**Art objects**—paintings, prints, drawings, sculpture, decorative arts (e.g., fine metalwork, jewelry, timepieces, enamels)

<table>
<thead>
<tr>
<th>Have no holdings</th>
<th>Have holdings (number of items)</th>
<th>Have holdings, but don’t know quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ __________</td>
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</tbody>
</table>

**Historic and ethnographic objects**—textiles, costumes and accessories, ceramics, glass, ethnographic artifacts, metalwork, furniture, domestic artifacts, technological and agricultural artifacts, medical/scientific artifacts, transportation vehicles

<table>
<thead>
<tr>
<th>Have no holdings</th>
<th>Have holdings (number of items)</th>
<th>Have holdings, but don’t know quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ __________</td>
<td>□</td>
</tr>
</tbody>
</table>

**Archaeological collections**—organic or inorganic materials including textile fiber, wood, bone, shell, feather, ceramic, glass, metal, plastics

<table>
<thead>
<tr>
<th>Have no holdings</th>
<th>Have holdings (number of linear/cubic feet)</th>
<th>Have holdings, but don’t know quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ __________</td>
<td>□</td>
</tr>
</tbody>
</table>

**Natural science specimens**—zoological, botanical, geological, paleontological, paleobotany specimens

<table>
<thead>
<tr>
<th>Have no holdings</th>
<th>Have holdings (number of items)</th>
<th>Have holdings, but don’t know quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ __________</td>
<td>□</td>
</tr>
</tbody>
</table>

2. What is the estimated percentage of your institution’s collection that has been cataloged / processed?

- None
- 1%-24%
- 25%-49%
- 50%-74%
- 75%-99%
- All
- Don’t know
3. Which one category best describes your institution? (please select one)
   - Government archives
   - Independent non-profit archives
   - Public library
   - Special library
   - Academic library / archives
   - Historical society
   - Historical house/site
   - Art museum
   - History museum
   - Children’s museum
   - Natural history museum
   - Science technology museum
   - General museum (2 or more disciplines)
   - Archaeological repository or research collection
   - Arboretum, botanical garden, nature center, zoo, or aquarium
   - Cultural center
   - Other (please specify)___________________________________________

4. Which one category best describes your organization type or affiliation? (please select one)
   - Private non-profit (non-government)
   - Local, municipal, or county government
   - State government
   - Federal government
   - Tribal
   - Other (please specify)_____

5. Is your institution housed in or responsible for one or more historic buildings?
   - Yes
   - No
   - Don’t know

____________________________________

6. What was your institution’s total annual operating budget for the most recently completed fiscal year? If exact amount is unknown, please provide an estimate.

   Most recently completed fiscal year (please select one)
   - □ FY 2008   □ FY 2009
   - Total annual operating budget
     - $0 - $250,000
     - $250,001 - $500,000
     - $500,001 - $1,000,000
     - $1,000,001 - $5,000,000
     - $5,000,001 and above

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7. What was your institution’s **annual budget for conservation/preservation** for the **most recently completed fiscal year**? *(round off or provide an estimate)*

- If you have no specific line-item in the budget, but use other budgeted funds for conservation/preservation, **estimate** the amount of budgeted funds used for conservation/preservation.
- **Include**: budgeted funds for staff, supplies and equipment, surveys, treatment, preservation reformatting, consultants or contractors, and other preservation costs related to your collection(s). Include grants and any other temporary funding.
- **Do not include**: budgeted funds for utilities, security, capital projects or overhead.

**Most recently completed fiscal year (please select one)**

- □ FY 2008
- □ FY 2009

**Annual budget for conservation/preservation**
- $0 - $500
- $501 - $1,000
- $1,001 - $2,500
- $2,501 - $5,000
- $5,001 - $10,000
- $10,001 and above

---

**PRESERVATION PLANNING AND FUNDING**

8. What are the sources of conservation/preservation funding at your institution? *(please select all that apply)*

- o Institution’s own budget
- o Federal grants
- o State grants
- o Foundation or corporate grants
- o Donor funding
- o Institution use or license fee
- o Other *(please specify)*
- o None
- o Don’t know

9. Has your institution made a grant application, whether successful or unsuccessful, for conservation/preservation funding from any public or private source **in the past 5 years**? *(Does not include IMLS Connecting to Collections Bookshelf Grants; please select one)*

- o Yes (Skip to question 11)
- o No
- o Don’t know (Skip to question 11)

10. (If “No” in question 9) Which of the following factors influenced the decision **not** to apply for a grant? *(please select all that apply)*

- o Don’t know enough about funding sources
- o Lack the staff time or expertise to complete application
- o Need additional project planning or preparation before applying for grant
- o Conservation/preservation is not an institutional priority
- o Have sufficient funding
- o Unsuccessful applying for grant(s) in the past
- o Other *(please specify)*
- o Don’t know
11. From which of the following sources, if any, has your institution received money to implement conservation/preservation projects in the past 5 years? (please select all that apply)
   - State Library, (SPECIFIC SOURCE TO BE NAMED)
   - State Archives, (SPECIFIC SOURCE TO BE NAMED)
   - State Historic Preservation Office (SHPO) grant
   - Other state funding program
   - Institute of Museum and Library Services (direct grant to recipient)
   - Library Services and Technology Administration (LSTA) grant funding
   - Heritage Preservation ‘Conservation Assessment Program’ (CAP) funding
   - National Endowment for the Humanities ‘Preservation Assistance Grants for Smaller Institutions’
   - National Endowment for the Humanities (larger grants)
   - National Endowment for the Arts (Museum: Access to Artistic Excellence category)
   - Save America’s Treasures grant for collections
   - National Historical Publications and Records Commission (NHPRC) grant
   - Other federal funding program
   - Private foundations
   - Corporate or business contributions dedicated to conservation/preservation projects
   - Individual contributions dedicated to conservation/preservation projects
   - Interest from in-house endowment
   - Line item in your institution’s operating budget
   - Other funding program
   - None

12. Which of the following most closely describes your institution’s current staffing for conservation/preservation? (please select all that apply)
   - Paid staff whose job duties are predominantly conservation/preservation (full-time or part-time)
   - Various staff are assigned conservation/preservation duties as needed
   - External provider supplies all conservation/preservation services
   - External provider supplies some conservation/preservation services
   - Volunteers provide all conservation/preservation services
   - Volunteers provide some conservation/preservation services
   - No staff person or volunteer has conservation/preservation responsibilities
   - Other (please specify)_______________________________

13. Does your institution have any collections care staff members with formal training – for example, a graduate degree in conservation from a recognized training program, or equivalent experience and training and Professional Associate or Fellow status in the American Institute for Conservation of Historic and Artistic Works (AIC)?
   - Yes
   - No
   - Don’t know
PRESERVATION INFORMATION

14. Please rate the following methods of obtaining preservation information for staff at your institution from most useful to least useful.

<table>
<thead>
<tr>
<th></th>
<th>Not useful</th>
<th>Useful</th>
<th>Very useful</th>
<th>Don’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print materials (e.g., books, journals, pamphlets, newsletters)</td>
<td></td>
<td></td>
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<tr>
<td>Electronic materials (e.g., journals, reports)</td>
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<tr>
<td>Listservs</td>
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<tr>
<td>Communication with resource people by telephone or e-mail (e.g., staff at other libraries, consultants, vendors)</td>
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<tr>
<td>Distance learning courses</td>
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<tr>
<td>On-site visits at your institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Online tutorials</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>College or university courses</td>
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<tr>
<td>Short-term training workshops (e.g., one- or two-day sessions)</td>
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<tr>
<td>Long-term training workshops (e.g., one week or more)</td>
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<tr>
<td>Video/DVDs</td>
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<tr>
<td>Web sites</td>
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<tr>
<td>Webinars</td>
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<tr>
<td>Conferences</td>
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<tr>
<td>Other (please specify) ____________________________________________________________________________</td>
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</tbody>
</table>

PRESERVATION TRAINING

15. Has anyone on your institution’s staff attended a training program (workshops from a half-day to longer duration) on conservation/preservation in the past 5 years? (please select one box)

- Yes (please list) ____________________________________________________________________________
- No
- Don’t know
16. In which of the following collection types, if any, does your institution need preservation training?

<table>
<thead>
<tr>
<th>Collection Types</th>
<th>Need</th>
<th>Urgent need</th>
<th>Don’t know</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Bound Volumes</td>
<td>Need</td>
<td>Urgent need</td>
<td>Don’t know</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Unbound Sheets</td>
<td>Need</td>
<td>Urgent need</td>
<td>Don’t know</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Photographic Collections</td>
<td>Need</td>
<td>Urgent need</td>
<td>Don’t know</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Moving Image Collections</td>
<td>Need</td>
<td>Urgent need</td>
<td>Don’t know</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Recorded Sound Collections</td>
<td>Need</td>
<td>Urgent need</td>
<td>Don’t know</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Digital Material Collections</td>
<td>Need</td>
<td>Urgent need</td>
<td>Don’t know</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Art Objects</td>
<td>Need</td>
<td>Urgent need</td>
<td>Don’t know</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Historic and Ethnographic Objects</td>
<td>Need</td>
<td>Urgent need</td>
<td>Don’t know</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Archaeological Collections</td>
<td>Need</td>
<td>Urgent need</td>
<td>Don’t know</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Natural Science Specimens</td>
<td>Need</td>
<td>Urgent need</td>
<td>Don’t know</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>Need</td>
<td>Urgent need</td>
<td>Don’t know</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
17. On which of the following preservation topics, if any, does your institution need training?

- Rehousing (e.g., refolding, reboxing)
- Storage furniture (e.g., shelving, cabinetry)
- Moving collections
- Disaster preparedness and recovery
- Care and handling of collections
- Preservation reformatting (e.g., preservation photocopying, microfilming)
- Preservation management (e.g., administration, planning, assessment)
- Collections conservation (e.g., physical treatment)
- Contracting for conservation/preservation services
- Environmental monitoring
- Advocacy / fundraising / grant writing
- Building design / construction / renovation
- Digitization/imaging
- Preservation of born digital files (e.g., databases, web sites, image files)
- Exhibits
- Pest management / mold
- Other (please specify) ___________________________________________________

18. What is your institution’s preference for the length of conservation/preservation sessions?

- Half a day
- One day
- Two days
- Full week
- No preference
- Don’t know
- Other (please specify) ________________________________

19. What barriers, if any, might prevent your institution from sending a staff member to a conservation/preservation workshop or training course? (please select all that apply)

- Workshops are not available in the region
- Travel costs
- Registration costs
- Cannot spare the staff time
- Staff training is adequate to carry out preservation functions
- Distance
- Lack of management support
- Other (please specify) ________________________________________________

- None
- Don’t know
20. What is the maximum amount you or your employer would be willing to pay to attend a training event on conservation/preservation (please combine travel costs and tuition)? *(please select one)*

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

**PRESERVATION ACTIVITIES**

21. Does your institution have a *written, long-range preservation plan* for the care of the collection? (A long-range preservation plan is a document that describes a multi-year course of action to meet an institution’s overall conservation/preservation needs for its collection.) *(please select one)*

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

22. Has your institution had a conservation/preservation professional conduct a *general conservation/preservation survey* of your collection to determine the extent of its preservation/conservation problems, including environmental concerns, collection management, security, disaster planning, special collections and the needs of special formats? *(please select one)*

- Yes
- Yes, but it is not up-to-date (e.g., significant institutional changes have occurred since the plan was made)
- No
- Don’t know

23. Has the survey resulted in conservation/preservation actions?

- Yes
- No. >>> If not, why not? ______________________________
- Don’t know
24. What actions, if any, has your institution taken to prolong the life of its collection?

HEADINGS to be: Completed by institution Completed by an external provider Not completed but planned Not completed Not applicable

- Rehousing (e.g., refolding, reboxing)
- Storage furniture (e.g., shelving, cabinetry)
- Moving collections
- Disaster preparedness and recovery
- Care and handling of collections (e.g., rules for staff and users)
- Preservation reformatting (e.g., preservation photocopying, microfilming)
- Preservation management (e.g., administration, planning, assessment)
- Collections conservation (e.g., physical treatment)
- Contracting for conservation/preservation services
- Environmental monitoring
- Advocacy / fundraising / grant writing
- Building design / construction / renovation
- Digitization / imaging
- Preservation of digital files (e.g., databases, web sites, image files)
- Exhibits
- Pest management / mold
- Other (please specify) __________________________________________

25. What are the three most serious conservation/preservation problems at your institution?

- 1. __________________________________________________________
- 2. __________________________________________________________
- 3. ____________________________

PRESERVATION ENVIRONMENT, SECURITY AND DISASTER PREPAREDNESS

26. Do you control the following for the preservation of your collection?

HEADINGS to be: Yes, in all areas In some, but not all areas No, in no areas Don’t know Not Applicable

- Temperature
- Relative humidity
- Light levels
- Air quality (e.g., particulate and gaseous filtration)
27. From a preservation perspective, how much of your institution’s collection would you estimate is adequately stored – that is, in an environmentally-controlled space, on appropriate storage furniture, and with enough space to accommodate non-damaging access? (please select one)
   o None
   o 1%-24%
   o 25%-49%
   o 50%-74%
   o 75%-99%
   o All
   o Don’t know

28. Which of the following fire protection equipment does your institution have? (please select all that apply)

   HEADINGS TO BE:  
   Yes, in all areas
   In some, but not all areas
   No, in no areas
   Don’t know
   Not applicable

   o Smoke detectors
   o Fire alarms
   o Wet-pipe sprinklers
   o Dry-pipe sprinklers
   o Non-aqueous fire-suppression systems (e.g., Halon; FM-200)
   o Fire extinguishers -> (Are they inspected regularly?)
     • Yes
     • No
   o Other (please specify) ____________________________________________
   o None of these

29. In the past 5 years, has your institution experienced disasters that damaged materials? (please select one)
   o Yes
   o No -> (Skip to Question 35)
   o Don’t know -> (Skip to Question 35)

30. What percentage of your institution’s collections was damaged?
   o None
   o 1%-24%
   o 25%-49%
   o 50%-74%
   o 75%-99%
   o All
   o Don’t know
31. What caused the disaster? *(please select all that apply)*
   - Earthquake
   - Fire—including arson, electrical, wildfire
   - Flood
   - Mold outbreak
   - Pests
   - Water leakages (e.g., pipe damage, roof damage)
   - Other *(please specify)* ________________________________
   - Don’t know

32. Who took care of cleaning up or repairing damaged materials? *(please select all that apply)*
   - Internal staff ONLY
   - Volunteers
   - External consultants
   - Commercial disaster recovery vendor
   - Local/community resource
   - Other *(please specify)* ________________________________
   - Don’t know

33. If you answered anything besides “Internal staff ONLY” in Question 32: Why did you use an external source
    (consultant; recovery vendor; local/community resource)?
   - Lack of training
   - Lack of expertise
   - Lack of facilities
   - Scope of disaster
   - Other *(please specify)* ________________________________
   - Don’t know

34. Was the institution closed as a result of damage from any disaster? (Check all that apply if you have experienced
    more than one disaster)
   - A disaster closed the institution permanently
   - A disaster closed the institution temporarily
   - A disaster occurred, but did not force a closure
   - Don’t know

35. Does your institution have a disaster plan for the protection and recovery of your collections? *(please select one)*
   - Yes -> *(What year was it prepared? _____ What year was it last updated? _____)*
   - No, but plan is being prepared
   - No
   - Don’t know
36. Does your institution have a continuity of operations plan to allow you to quickly resume your regular business? (please select one)
   - Yes -> (What year was it prepared? _____ What year was it last updated? _____)
   - No, but plan is being prepared
   - No
   - Don’t know

37. Does your institution have a working relationship with your local emergency responders (e.g., fire, police)? (please select one)
   - Yes
   - No
   - Don’t know

38. Please indicate which security systems your institution uses.
   Headings to be: Yes, in all areas.
                   In some, but not all areas
                   No, in no areas
                   Don’t know

   - Security guard(s)
   - Employee and volunteer screening
   - Alarm system(s)
   - Written policy and procedure(s)
   - Control of items brought into collections
   - Control of access to collections
   - Other (please specify)________________

39. If a statewide approach was available, what preservation services would your institution take advantage of? (please check all that apply)

   - Help with general conservation/preservation surveys
   - Ongoing state support for preservation grants to individual institutions
   - Assistance with disaster planning and recovery
   - Loan of environmental monitoring equipment
   - Place to contact for preservation information
   - On-site visits by a preservation professional
   - State sponsored preservation workshops
   - Disaster recovery (vacuum freeze drying and on-site clean-up)
   - Preservation / disaster response supplies
   - Collection storage—including print materials, photographic collections, moving image collections, recorded sound collections, art objects, historic and ethnographic objects, archaeological collections, natural science specimens
   - Collection transportation
   - Microfilm reformatting
   - Electronic data storage
   - Don’t know
DIGITAL COLLECTIONS

40. What digital formats is your institution collecting?
   - Books
   - Documents
   - Newspapers
   - Photographs
   - Sound recordings
   - Video / audio

41. What type of materials has your institution converted to digital format?
   - Books
   - Documents
   - Newspapers
   - Photographs
   - Sound recordings
   - Video / audio

42. Do you have a plan in place for managing these assets for 10 years or more?
   - Yes
   - No
   - Don’t know

43. Does your institution operate a digital repository?
   - Yes
   - No
   - Don’t know

44. Are backup files created for your digital collections?
   - Yes. (Please specify how often) __________________
   - No (Skip to question 46)
   - Don’t know

45. Where are these backup files stored?
   - On site
   - Off site; within 5 miles
   - Off site; further than 5 miles away, but stored in Louisiana
   - Off site; in different state
   - Multiple places________________
   - Don’t know
Partnering

46. Please rate your institution’s level of interest in the following:

Headings to be: 
- Great deal of interest
- Some interest
- No interest
- Don’t know
- Institution already participates in (please specify)________________

  - Mutual assistance agreements (e.g., disaster response)
  - Mentoring >> (mentor, mentee, both)
  - Collaborative exhibitions
  - Collaborative digital collections building
  - Collaborative grant projects
  - Setting up a regional special interest group
  - Shared storage facilities
  - Shared technical equipment
  - “Train-the-trainer” program
  - Other (please specify)______________________________

47. Is there anything else you would like to tell us about your conservation / preservation needs? Any comments you have to help us to further preservation in Louisiana will be appreciated, either here or in a separate letter. (optional)

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

48. Which of the following cities would be the most convenient for you in terms of travel to attend a training seminar? (please mark one)

LIST LOUISIANA CITIES HERE

49. Please complete the following information so we may contact you if we have any follow-up questions:

  - Institution name ___________________________
  - Your name _______________________________
  - Title ____________________________________
  - Web site _________________________________
  - Street address ______________________________
  - City _________________________________
  - Zip Code __________
  - Telephone _________________
  - E-mail __________________________