Florida Connecting to Collections

Welcome!

Please help preserve collections in Florida. Participate in the Florida Connecting to Collections Survey being undertaken as a joint project of the Florida Association of Museums, Florida Library Association, Florida Public Archaeology Network, Florida Trust for Historic Preservation, Department of State, Society of Florida Archivists, and Florida Art Museum Directors Association.

The goal of this survey is to prepare a broad collections needs assessment that will allow museums, libraries, archives, historic houses and sites, and archaeological collections to determine priorities for collections care in Florida. The Florida assessment builds on the work done by Heritage Preservation and the Institute of Museum and Library Services (IMLS) and reported in the 2005 Heritage Health Index. Planning for the survey was funded by IMLS.

Please fill out the survey in its entirety. Estimates are fine. The “don’t know” category is an acceptable answer. We will keep your individual responses completely confidential. Only the aggregate data will be reported and your individual responses will never be published or identified by anyone cooperating on this project.

The survey is 33 questions long, and takes approximately 15 minutes to complete. In most cases it will not require you to research information about your collections. You may find it easier to print the survey (page by page) to prepare your responses.

Your participation is strongly urged and genuinely appreciated. We will use survey results to develop funding proposals to preserve collections statewide, and to educate legislators and other elected officials about their responsibilities to preserve and conserve collections held in trust across the State of Florida.

If you have questions, please contact Myriam Springuel, Program Manager, Florida Association of Museums, myriam@springuelconsulting.com

The survey is being conducted under the supervision of Drs. Paul Marty and Corinne Jörgensen at Florida State University.

Thank you for your participation,
The Florida Connecting to Collections Steering Committee

Please press "next" to continue...
Florida Connecting to Collections

Description of Institution

1. Name of Institution:

2. Institution address:
   Street Address 1
   Street Address 2
   City
   State
   Zip

3. Contact information for person submitting survey:
   Name
   Telephone number
   Email address

4. Please rank the functions or services provided by your institution using the following list, where 1 = your institution's primary function or service, 2 = your institution’s second most important function or service, and so on. Do not rank the functions or services your institution does not provide.
   Rank the items below, using numeric values starting with 1.
   Archives/Special Collections
   Public library
   Academic library
   Independent research library
   Special library
   Historical society
   Historic House/site
   History museum
Art museum (including art gallery, art center, or arts organization)
Children's/youth museum
Natural history museum
Science/technology museum
General museum (collection represents 2 or more disciplines)
Museum with one narrowly defined discipline
Archaeological repository or research collection
Agency or university department with scientific specimens/artifact collections
Arboretum or botanical garden
Aquarium
Nature center
Planetarium
Zoo

5. Which of the following most closely describes your institution's governance? (select one)
- College, university or other academic entity
- Non-profit, non-governmental organization or foundation
- Corporate or for-profit organization
- Federal
- State
- Local (county or municipal)
- Tribal

[Back] [Next] [Cancel]

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Description of Collections

6. For each of the following collection types, please indicate the approximate percentage of your institution's overall holdings that is composed of that type:

<table>
<thead>
<tr>
<th>Collection Type</th>
<th>More than 80%</th>
<th>Between 80% and 60%</th>
<th>Between 60% and 40%</th>
<th>Between 40% and 20%</th>
<th>Less than 20%</th>
<th>None (0%)</th>
<th>Don't know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Bound Volumes</td>
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<td>Historic and Ethnographic Objects</td>
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7. Please briefly describe the items or collections for which your institution is known.

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Significance of Collections

8. For each of the following collection types, please indicate the significance of the holdings in your institution:

<table>
<thead>
<tr>
<th>Collection Type</th>
<th>Extremely Significant</th>
<th>Very Significant</th>
<th>Significant</th>
<th>Somewhat Significant</th>
<th>Not Significant</th>
<th>Not Applicable</th>
<th>Don't Know</th>
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<tbody>
<tr>
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9. Please briefly describe the most significant items or collections in your institution.

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Condition of Collections

10. For each of the following collection types, please indicate the general current condition levels of your holdings:

<table>
<thead>
<tr>
<th>Collection Type</th>
<th>Conserved/Stable</th>
<th>Currently Stable/Needs Conservation</th>
<th>Needs Conservation</th>
<th>Deteriorating/Needs Prompt Conservation</th>
<th>In Danger of being Lost/Requires Immediate Conservation</th>
<th>Not Applicable</th>
<th>Don’t Know</th>
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<td>Books and Bound Volumes</td>
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</table>
11. Please briefly describe the items or collections in your institution that are most in need of conservation:

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Accessibility of Collections

12. What percentage of your holdings are accessible to visitors / the general public in your institution?
   - More than 80%
   - Between 80% and 60%
   - Between 60% and 40%
   - Between 40% and 20%
   - Less than 20%
   - None (0%)
   - Don’t know

13. What percentage of your holdings are accessible to researchers / scholars in your institution?
   - More than 80%
   - Between 80% and 60%
   - Between 60% and 40%
   - Between 40% and 20%
   - Less than 20%
   - None (0%)
   - Don’t know

14. What percentage of your holdings are accessible via a catalog or finding aid in your institution?
   - More than 80%
   - Between 80% and 60%
   - Between 60% and 40%
   - Between 40% and 20%
   - Less than 20%
   - None (0%)
   - Don’t know

15. What percentage of your holdings are accessible via a catalog or finding aid on your institution’s website?
   - More than 80%
16. Please indicate the reasons for which your institution’s collections may be inaccessible? (check all that apply)

☐ Rarity
☐ Fragility
☐ Staffing
☐ Space/Storage
☐ Funding
☐ Not open to the public
☐ Don’t know
☐ Other, please specify

17. Please describe the most pressing concerns you have with the accessibility of your institution’s collections:

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Environmental Controls

18. Do you have the ability to control the temperature to the specifications of the collection in that area?
   ○ Yes, in all areas
   ○ Yes, in some areas
   ○ No
   ○ Don't know

19. Do you have the ability to control relative humidity to the specifications of the collection in that area?
   ○ Yes, in all areas
   ○ Yes, in some areas
   ○ No
   ○ Don't know

20. Do you have the ability to control light levels to the specifications of the collection in that area?
   ○ Yes, in all areas
   ○ Yes, in some areas
   ○ No
   ○ Don't know

21. Please give an approximate estimate of the percentage of your collection that is stored in areas that you consider to be environmentally adequate:
   ○ More than 80%
   ○ Between 80% and 60%
   ○ Between 60% and 40%
   ○ Between 40% and 20%
   ○ Less than 20%
   ○ None (0%)
   ○ Don't know

22. Please describe the most pressing concerns you have with your institution's environmental controls:

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Preservation and Disaster Planning

23. Does the mission of your institution include a statement about the preservation of your collections?
   ○ Yes
   ○ Yes, but it is not up-to-date
   ○ No, but one is being developed
   ○ No
   ○ Don’t know

24. Does your institution have a written emergency / disaster plan that includes the collections?
   ○ Yes
   ○ Yes, but it is not up-to-date
   ○ No, but one is being developed
   ○ No
   ○ Don’t know

25. If you have a written emergency / disaster plan, is your staff trained to carry it out?
   ○ Yes
   ○ No
   ○ Don’t know
   ○ Not Applicable (no written plan)

26. Are copies of vital collections records (e.g. inventory, catalog, insurance policies, etc.) stored off site or at a different location than the collections?
   ○ Yes
   ○ Yes, but not all
   ○ No
   ○ Don’t know
   ○ Do not have collections records

27. Does your institution have a written, long-range preservation plan describing a multi-year course of action to meet overall
preservation needs for the care of its collection?

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

28. Do you have adequate security systems (e.g. security guards, staff observation, intrusion detection, etc.) to help prevent theft or vandalism of collections?

○ Yes
○ Yes, in some areas
○ No
○ Don't know

29. Please describe the most pressing concerns you have with your institution's preservation and disaster planning activities:


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Institutional Priorities

30. Please indicate your institution’s most critical priorities relating to its collections:
   - [ ] Security
   - [ ] Space/Storage
   - [ ] Emergency / Disaster Planning
   - [ ] Training staff to activate emergency / disaster plan
   - [ ] Network to assist in an emergency / disaster
   - [ ] Planning for staffing/volunteers
   - [ ] Funding
   - [ ] Knowledge about resources for collections care
   - [ ] Documentation and cataloguing
   - [ ] Public accessibility of collections
   - [ ] Other, please specify

31. Please indicate the most critical methods for keeping current on professional practices in your organization:
   - [ ] Local training (100-mile radius)
   - [ ] In-state regional meetings/networks (multi-county)
   - [ ] State conferences
   - [ ] Regional conferences (multi-state)
   - [ ] National conferences
   - [ ] Magazines/professional journals/newsletters
   - [ ] Mentoring by peers outside your organization
   - [ ] Classes provided by nearby college/university
   - [ ] Information via the Internet
   - [ ] Online classes
   - [ ] Network of resources and people to help
   - [ ] Membership in a listserv
   - [ ] Other, please specify
32. Please describe the most pressing concerns you have with your institution's priorities:

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Thanks!

Thank you very much for completing this survey!

33. If there is anything else you would like to tell us relating to this topic, please let us know here:

   

Please press Done to submit your survey responses, and thank you again!

Back  Done  Cancel

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http://cci.fsu.edu/surveys/TakeSurvey.asp?SurveyID=3jk7n462991K...mber=10&ResponseID=6826&QuestionNumber=33&Edit=No&DisplayHeader=