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Final Report
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CONNECTING TO COLLECTIONS STATEWIDE PLANNING GRANT FOR MINNESOTA

FINAL PERFORMANCE REPORT

Purpose of Project

Working with the support of a grant from the Institute of Museum and Library Services (IMLS), the Minnesota Historical Society (MHS) and the Midwest Art Conservation Center (MACC) established *Connecting to Collections / Minnesota*, a project to determine and plan for conservation needs in the state. The purpose of the project was to identify collections care needs in cultural institutions across Minnesota and to develop a plan that meets these needs and addresses the recommendations of the Heritage Health Index. The goals were to assess preservation needs, evaluate stakeholders' capacities to meet needs, identify organizations with whom to work, form partnerships to support an implementation project, and ultimately, develop a practical, sensible, and sustainable plan of action to meet preservation needs in Minnesota's cultural institutions.

Completed Activities

All project activities proceeded smoothly and on schedule.

- A website was developed to post information as the project progressed (http://www.mnhs.org/connectingmn/).
- An advisory board was formed to guide the project and provide input as needed. Advisory board members were: Elisse Aune, Mille Lacs Tribal Government Center; Bill DeJohn, Minitex, University of Minnesota; Tilly Lasky, Science Museum of Minnesota; Ben Leonard, Nicollet County Historical Society; Lin Nelson-Mayson, Goldstein Museum of Design; Charles Spetland, University of Minnesota Libraries; Jackie Sticha, Como Zoo and Conservatory Society.
- A meeting of the advisory board was convened to: familiarize the board with the project; discuss ways to promote the project to stakeholders and recruit strong focus group membership; determine how to accomplish a high level of survey participation; make specific comments and suggestions regarding the survey instrument; and provide input regarding the project web site.
- To determine the preservation needs in Minnesota, an electronic survey was conducted of cultural institutions across the state. A survey instrument was developed for this purpose, which was based on that used for the Heritage Health Index. The survey instrument is attached as Appendix A. The survey was conducted from August 1st through October 20th, 2008. During that time, 107 people responded. A list of participating institutions that gave permission for their names to be published is available in Appendix B.
- All survey participants were entered into a drawing to receive a gift in appreciation of their participation. Three winners were selected at random. Mary Jo Kennedy from Minnesota State Colleges and Universities (MNSCU) received four admission passes to the Minnesota Historical Society. Angi Faiks from DeWitt Wallace Library at Macalester College and Merlin Peterson from Pope County Historical Society each received books. The Minnesota Historical Society

donated all gifts. A press release announcing the prize winners was posted on the website and is included in Appendix C.

- In order to further confirm preservation needs, four focus groups were conducted: two in the Minneapolis / St. Paul metro area, one in the St. Cloud area (northern Minnesota), and one in Mankato (southern Minnesota). Two focus groups were held in the metro area because of the concentration of cultural institutions there and the high level of interest. In total, 40 people attended the focus group meetings to share information on the collections care needs of their respective institutions. A list of attendees is included in Appendix D.
- Based on the findings of the survey and the focus group meetings, a statewide preservation planning document was drafted.
- A second advisory board meeting was held to inform the Board of progress to date, present the findings of the survey and focus group meetings, and discuss the draft of the statewide preservation planning document.
- A statewide summit was held June 8, 2009 at which the findings of the project were reported to additional constituents and stakeholders. Approximately 125 people attended. The summit was combined with the annual meeting of the Minnesota Digital Library (MDL). Our goal was to include attendees of that meeting in the summit because assistance with digital collections was identified as a high priority need in the state. Additional attendees at the summit included all participants in the grant project (advisory board members, survey respondents, and focus group participants). The summit was publicized and representatives of all cultural heritage institutions were welcome (Attachment E). The summit provided an opportunity for individuals from collecting institutions across the state to gather together, network within and across different types of institutions, and learn from each other and from presenters in the field of conservation.

Project Outputs

- One prominent output was the Connecting to Collections / Minnesota website, which was updated regularly. The website was the primary means of information distribution for the project statewide and beyond. The IMLS video, *Connecting to Collections: A Call to Action,* was posted to the website as a way to confirm the importance of preservation and inspire the stakeholders.
- Nine press releases were issued to announce the project and its related activities. These announcements were placed on the website and also were sent via six different electronic newsletters and distribution lists to a wide variety of cultural institutions across the state.
- An additional output was the online survey, completed by 107 people, and its results. The results of the survey were posted on the website in aggregate, and the findings were summarized in text and charts. This information can be found in Appendix F.
- Minutes of each of the focus group meetings were posted on the website. The minutes of all four focus group meetings are attached as Appendix G.
- After the four meetings had been held, results of the meetings were compiled and posted on the website. The compilation of the findings identified the needs and delivery methods that were the highest priority to participants. Many of these

were mentioned as priorities consistently in every meeting. The focus group findings are attached as Appendix H.

- Based on the survey results and the findings of the focus groups, a preliminary document outlining a statewide preservation program was drafted (see Appendix I and the discussion below).
- The statewide preservation program document was presented to the Connecting to Collections / Minnesota advisory board and received their support. It also was presented for review at the meetings of five stakeholder groups: the Minnesota Council of Non-Profits on Advocacy Day at the Minnesota Legislature; the Indian Advisory Committees of the Science Museum of Minnesota and the Minnesota Historical Society; faculty and students in the Masters of Library and Information Science program at the College of St. Catherine; and the Twin Cities Archives Round Table. Much valuable discussion ensued, especially at the meeting of the Twin Cities Archives Roundtable, which was attended by twenty five people. The issues raised are summarized in Appendix J.
- A list of thirty three possible web tools to be developed as part of the statewide program was compiled and is attached as Appendix K. An example of one tool, a chart of appropriate practices for digital preservation developed by the Minnesota State Archives for the Library of Congress' National Digital Information Infrastructure and Preservation Program (NDIIPP), is included in Appendix L.
- An example of another tool recommended by focus group members is multiple series of podcasts on various aspects of collections care. One series of six podcasts on the *Storage of Heirloom Textiles* was developed to test this concept (Attachment M). The six podcasts have been shot and the rough cuts are in the process of editing. We expect that they will be mounted on the conservation page of the MHS website by the end of 2009.
- An additional tool suggested by focus group members was developed. This consists of twenty one web based informational leaflets on basic collections care. These also will be mounted on the conservation page of the MHS web site by the end of 2009. Please see Attachment N for a description of the leaflets.
- A list of sixteen sources of funding to be investigated to assist in establishing and sustaining various other components of the statewide program was compiled and is attached as Appendix O.

Project Outcomes / Impressions / Observations

- One outcome of Connecting to Collections / Minnesota was the heightened awareness of preservation needs gained by survey respondents, focus group participants and ourselves.
- The needs of collecting institutions in Minnesota were expected to be consistent with those identified in the Heritage Health Index. This was confirmed. Also, the process of creating and delivering a survey to Minnesota institutions illuminated the needs even more clearly.
- The levels at which different stakeholders are able meet their own needs as well as to contribute to a larger statewide program were determined. This is critical to future preservation planning.

- The focus groups were very well received, and the participants were interested and animated. Many said it was beneficial for them not only to share their experiences with us to inform our planning, but also to learn from the experiences of their regional colleagues. These comments were repeated when project findings were reported at meetings of various stakeholders (please see Appendix P – Scott Kuzma and Eric Moore e-mails).
- Participants were introduced to several national, state and local preservation resources available to them (e.g., the four-minute Connecting to Collections video, new grants, online tools), and they reported that this was helpful.
- One unanticipated issue was identified at the focus groups. Many individuals with responsibilities for preservation felt intimidated and uninformed about what constitutes appropriate practices for a variety of materials, particularly new media. For many who attended the focus groups, they now recognize that most preservation problems are common to all and they have no reason to be embarrassed. In fact, participants of the focus groups concluded that a commitment to collaborate to solve problems and meet needs is what is needed.
- Additionally, focus group participants stated that, though they were initially intimidated, they now have the confidence to take steps to address their preservation needs. This is, in part, because the process of trying to determine a practical, sustainable approach to statewide preservation issues allowed them to more clearly identify their own institutional needs and position in relation to those of other institutions. Another reason for participants' increased comfort level in addressing collections care needs is that they are now more familiar with their local and regional colleagues with whom they can collaborate or share resources.

A Statewide Preservation Program for Minnesota

The information gleaned from the statewide survey and four focus groups indicates that Minnesota is not unique. As a state, it conforms closely to the national pattern of preservation need indicated by the Heritage Health Index, a nationwide survey conducted by Heritage Preservation, in partnership with the IMLS. Based on the information obtained during this project, an outline for a statewide preservation program for Minnesota was developed.

Minnesota's proposed preservation program is compatible with the four recommendations that resulted from the Heritage Health Index. These state that, nationwide, individual institutions must:

- give priority to providing safe conditions for the collections they hold in trust;
- develop an emergency plan to protect their collections;
- assign responsibility for preservation to members of their staff;
- assume responsibility for finding the support to preserve their collections.

The Minnesota Historical Society and its partners can foster and facilitate this work, but each institution must develop some basic level of capacity on its own.

Connecting to Collections / Minnesota identified the following four areas as the highest priorities for the state. They are the most urgent and readily achievable and would have the highest impact for the greatest number of institutions. These should be considered first in seeking any funding:

- create and maintain a web-based information clearinghouse;
- develop and distribute a range of training and educational products;
- provide every repository with the basics of an emergency plan;
- create a framework for shared technology services.

These priorities establish an outline for a statewide program, broken down into specific steps and tasks that are practical, cost-effective and fundable. Each would require that the MHS work closely with partners and constituencies to accomplish appropriate results. Implementation and work plans would depend on funding. Ideally, all the projects would be knitted together within a sustained, ongoing program, built upon the current preservation outreach activities of the MHS. If, however, funding for a comprehensive program is not obtained, each activity could stand alone, leading to discrete, measurable outcomes.

To implement any of the priorities, the MHS will have to identify additional funding sources. It will explore possibilities for on-going funding to sustain an overall program and already has compiled a list of potential grant-funding agencies that would support components of the project that could stand alone. With the latter, it can match goals of the various agencies with activities in the plan and write proposals to move forward. A comprehensive funding plan would investigate the possibilities for a re-grant program, to assist institutions at the local level.

All the possible projects should include efforts to promote and advocate for preservation support from both the government and private sector. Following the successful approach of the IMLS summits, a statewide summit for networking, inspiration and brainstorming should launch any preservation work. To raise further the profile and visibility of preservation projects, a program might include a media campaign to call attention to the state's cultural heritage and the citizenry's responsibility to preserve it, as well as the development of a conservation media kit scalable to local markets.

The following activities would be part of the program's implementation plan.

- Create and maintain a web-based information clearinghouse
    - Develop web-based tools, informational leaflets, and on-line resources for collections care
    - Provide models of plans and policies
    - Produce guidelines of appropriate practice indicating minimal, better, and best practices so institutions can position themselves with regard to preservation standards---they can gage where they are and where they need to go

- Provide on-request informational assistance /help-line

- Training and education
  - Implement a "Train the Trainers" program to provide local expertise
  - Establish a structured internship program
  - Provide coaching in grant writing
  - Offer guidance in development of a business plan
  - Share success and failure stories/case studies
  - Assist in writing long-range preservation plans
  - Aid in institutional needs assessment surveys and site visits
  - Assist in the development of integrated pest management programs
  - Support collaborative initiatives to purchase storage materials and share services
  - Facilitate sharing of staff and volunteers
  - Work with state and regional professional associations and schools
  - Promote mutual help

- Provide assistance with new media (Audio-visual and Digital)
  - Create a framework for shared digital technology services
  - Develop a common application for digitization and access
  - Develop guidelines of appropriate and preventive practices ("do no harm")
  - Investigate shared cold storage

- Provide every repository with the basics of an emergency plan
  - Conduct 1 to 2 day tutorials that result in a basic emergency preparedness plan for every participating institution
  - Provide templates/boilerplates scalable to different institutional sizes and complexity
  - Produce sample plans and models for different institutional sizes and complexity
  - Develop a coordinated statewide emergency preparedness plan

Considerations For The Future

Implementing such a program would require the collaboration of several strong partners, each with clearly-defined roles. Partners should represent all types of cultural institutions that could use the services outlined in the plan, such as: libraries, archives, historical societies, art museums, academic institutions, zoos, living history farms, botanical gardens, arboreta, and aquaria. Partners also should represent all types of living (plant, animal, and fish) and non-living (library, archives, art, and three-dimensional (material culture)) collections. Several potential partners in Minnesota have been identified and are listed in Appendix Q.

Implementation of such a program also would require the participation of seasoned, experienced, preservation professionals who are familiar with the institutions in the region, their capacities to successfully carry out preservation activities, and their preservation needs. Minnesota is fortunate in that it has preservation professionals who meet these requirements at the MHS and the MACC and in the private sector. Additionally, both the MHS and the MACC have long-standing successful outreach programs that are recognized and trusted by institutions throughout the region.

Implementation of a regional, multi-state program rather than a one-state program may be preferable. Having the services provided by a shared preservation program and utilized by several states rather than just one may enable all participants to function better collaboratively than on their own. Minnesota is in a good position to facilitate this. The MHS and the MAAC already have collaborative programs with several states in the Upper Midwest. Additionally, both have outreach programs through which activities could be coordinated for all states. Depending on each state's preservation needs, priorities, and interest, a collaboration between, for example, North Dakota, South Dakota, and Minnesota may be worthy of consideration.

Other Significant Results

On November 4, 2008, Minnesota voters approved a proposed Clean Water, Land and Legacy Amendment. This amendment increases the state's general sales and use tax from 6.5% to 6.875% to raise funds for the protection of water, land and cultural legacy in the state. Of the funds raised, 19.75% go to a newly created Arts and Cultural Heritage Fund (ACHF) to be spent only for arts, arts education, and arts access, and to preserve Minnesota's history and cultural heritage. The money is appropriated by law and must supplement traditional funding sources for these purposes and cannot be used as a substitute.

The passing of this amendment coincided with the activities of our planning grant, and the findings of the grant informed the way a portion of the money in the Arts and Cultural Heritage Fund will be allocated. The ACHF statute urges the cooperation of the MHS with Minitex in developing the Minnesota Digital Library (MDL); it similarly grants funds to the Minnesota Public Radio (MPR) for a digitization project. In discussions with the MDL, Minitex, The University of Minnesota, and MPR, we have come to the general consensus that the most fruitful area of cooperation would be towards the development of a shared digital preservation capacity. This would address a critical need of all the participants, as well as produce a service that could be extended to other repositories over time. This latter potential was clearly expressed in the Connecting to Collections planning process. Minnesota does not have any significant capacity for digital preservation, yet it has a wealth of digital content that should be preserved.

Further ramifications of the Legacy Amendment, the Arts and Cultural Heritage Fund, and the findings of the Connecting to Collections / Minnesota planning project remain to be seen.

Certification Statement
In submitting this report, I certify that all of the information is true and correct to the best of my knowledge.

Sherelyn Ogden, Project Director October 16, 2009

Collections Care Needs Survey

1. Survey Instructions

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

Submitting the Survey
The survey is only available online. Paper responses are outside the scope of this project. Please submit your responses by October 1, 2008. We need your data by that time to inform the planning process.

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

Why Should You Participate?
*The data you provide will communicate the scope and nature of the preservation needs of collections statewide and will guide the efforts of decision-makers and funders to address those needs. Your help will ensure that our planning accurately identifies the needs of the state.
*We hope to apply for an implementation grant to assist Minnesota cultural institutions in meeting their preservation needs. The best way to guarantee that your needs are represented is to complete the questionnaire.
*You will see your preservation needs in the context of those of your peers in a form that you can use as a tool for raising institutional awareness and promoting long-range planning for the care of collections.
*The aggregate results will be available for you to download from the Connecting to Collections/Minnesota! Website. Also, your assistance will be acknowledged, with your permission, on that website.
*Your participation will show your support for IMLS and other federal agencies that are working on your behalf to meet preservation needs nationwide.

Scope of the Questionnaire
*Complete the questionnaire for your institution.
*More than one person may complete the survey. Fill out the survey for all collections in your department or for which you are responsible. Other people at your institution may complete the survey based on collections for which they are responsible. For example, a museum that has its own library and archives may fill out three surveys.
*Complete the questionnaire for collections that are a permanent part of your institution's holdings or for which your institution has accepted preservation responsibility.
*Do not include historic structures in your responses to this questionnaire, even if they are a part of your institution's preservation responsibilities.

How to Complete the Questionnaire
*To complete the survey, just click on the appropriate box or type the requested information on the line (or in the space) provided.
*For questions that ask for a number or dollar amount, please provide your best estimate. Remember, these figures will constitute a state profile, so even a rough estimate is useful.
*Do not leave questions blank. If there are questions that you cannot answer, select "Don't Know." If there are questions that are not applicable to your institution, select "Not Applicable."
*Submit the survey by clicking on the submit button at the end of the questionnaire.
*Be sure to complete and submit the survey by October 1, 2008.

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

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

2. Institutional Identifying Information

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

Institution:

Address:

Address 2:

City/Town:

State:

ZIP/Postal Code:

Parent Institution if applicable:

3. Description of Collecting or Holding Institution

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

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

Other (please specify)

2. Which of the following most closely describes your institution's governance? (Select one)

- ◯ College, university or other academic entity
- ◯ Non-profit, non-governmental organization or foundation
- ◯ Corporate or for-profit organization
- ◯ Federal
- ◯ State
- ◯ Local (county or municipal)
- ◯ Tribal

Other (please specify)

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

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

4. Environment to which Collections are Exposed

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

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

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

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

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

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

5. Preservation Activities

1. Does your institution have a written, long-range preservation/conservation plan for the care of the collection (a document that describes a multi-year course of action to meet an institution's overall preservation needs for its collection)? (Select one)

- ◯ Yes
- ◯ Yes, but it is not up-to-date
- ◯ No, but one is being developed
- ◯ No, but preservation is addressed in overall long-range plan
- ◯ No
- ◯ Don't know

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

- ◯ Yes
- ◯ Yes, but only of a portion of the collection
- ◯ Yes, but it is not up-to-date
- ◯ Yes, but only of a portion of the collection, and it is not up-to-date
- ◯ No
- ◯ Don't know

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

	No Damage or Loss	Some Damage or Loss	Significant Damage or Loss	Don't Know
a. Handling (e.g., by researchers, staff, in shipping)	○	○	○	○
b. Water or moisture (e.g., mold, stains, warping)	○	○	○	○
c. Light (e.g. fading, discoloration)	○	○	○	○
d. Airborne particulates or pollutants (e.g., dust, soot)	○	○	○	○
e. Fire	○	○	○	○
f. Improper storage or enclosure (e.g., bent, creased, adhered together)	○	○	○	○
g. Pests	○	○	○	○
h. Vandalism	○	○	○	○
i. Physical or chemical deterioration (due to temperature, humidity, aging, e.g., brittle paper, flaked paint, cracked leather, degradation of electronic media)	○	○	○	○
j. Technological obsolescence of digital or audio/visual collections	○	○	○	○
k. Prior improper treatment(s) or restoration	○	○	○	○

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

	Yes	No	Not Done Currently, but Planned	Don't Know	Not Applicable
a. Educating donors and/or trustees about preservation activities (e.g., in tours, demonstrations)	○	○	○	○	○
b. Presenting preservation activities to members' or friends' groups (e.g., in educational programming, printed/promotional materials)	○	○	○	○	○
c. Highlighting preservation activities in exhibitions or other programs for the public	○	○	○	○	○
d. Serving as a source for conservation/preservation information to the public (e.g., responding to queries)	○	○	○	○	○
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)	○	○	○	○	○
f. Featuring preservation work on Website	○	○	○	○	○

6. Expenditures and Funding

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

Full-time paid staff

Part-time paid staff

Full-time unpaid staff

Part-time unpaid staff

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

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

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

a. On site

b. Off site (e.g., traveling exhibitions, bookmobiles, educational programs)

c. Electronic (e.g., visits to Web site, electronic distribution lists, electronic discussion groups)

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

- [ ] Less than $10,000
- [ ] $10,000 to 50,000
- [ ] $50,000 to 100,000
- [ ] $100,000 to 200,000
- [ ] $200, 000 to 500.000
- [ ] $500,000 to 1,000,000
- [ ] $1,000,000 to 5,000,000
- [ ] $5,000,000 to 10,000,000
- [ ] $10,000,000 or more

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

- [ ] Yes
- [ ] No
- [ ] Don't know

If yes, how much is annually budgeted?

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

- [ ] Yes
- [ ] No
- [ ] Don't know

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

- [ ] Not aware of appropriate funding sources
- [ ] Lack of staff time or expertise to complete application
- [ ] Additional project planning or preparation necessary before requesting grant funds
- [ ] Conservation/preservation not an institutional priority
- [ ] Currently have sufficient sources of funding
- [ ] Have applied for grant(s) from external sources in the past but have been unsuccessful
- [ ] Not applicable
- [ ] Don't know

Other, please specify:

7. Collections and Holdings

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

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

8. Information for Statewide Preservation Planning

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

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

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

Online collections care or workshop topics:

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

- ☐ 1
- ☐ 2-5
- ☐ 6-10
- ☐ 11-15
- ☐ 16-20
- ☐ More than 20
- ☐ Not applicable

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

- ○ Yes
- ○ No

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

- ○ Yes
- ○ No

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

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

9. Respondent Information

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

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

2. Title

3. Responsibilities regarding preservation activities

4. Phone number

5. Fax number

6. Email address

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

- ◯ Yes
- ◯ No

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

- ◯ Yes
- ◯ No

Appendix B **Participating Institutions**
(40 additional institutions chose to remain anonymous)

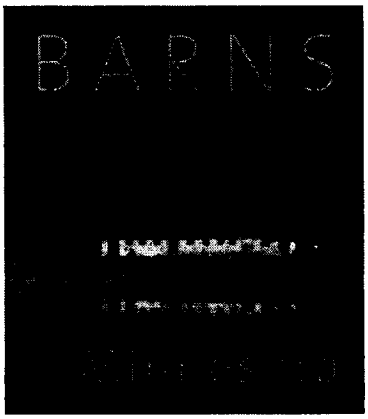
Basilica of Saint Mary
Blue Earth County Historical Society
Carleton College
Cokato Museum & Historical Society
College of Saint Benedict/St. John's University
College of St. Scholastica
Como Zoo
Concordia Historical Collection
Concordia University Library
Cottonwood County Historical Society
Crown College
Dakota County Historical Society
Fitzgerald Library, Saint Mary's University
Folke Bernadotte Memorial Library, Gustavus Adolphus College
Goldstein Museum of Design, University of Minnesota
Goodhue County Historical Society
Grand Marais Public Library
Grant County Historical Society
Gustavus Adolphus College Library
Haehn Museum, Sisters of the order of Saint Benedict
Hibbing Community College
Hubbard County Historical Society
International Falls Public Library
Iron Range Research Center
Latvian Lutheran Church
Macalester College
Marjorie McNeely Conservatory at Como Park
Martin Luther College Library
Mayo Clinic Historical Unit
Mesabi Range College
Minneapolis American Indian Center
Minneapolis Central Library, Hennepin County Library System
Minnesota Annual Conference United Methodist Church
Minnesota Aviation History and Education Center
Minnesota Historical Society
Minnesota Revenue Library
Minnesota State Fair Foundation
Minnesota State Law Library
Minnesota Streetcar Museum
Morrison County Historical Society
Nicollet County Historical Society
Nobles County Historical Society
Normandale Community College
North Star Museum of Boy Scouting and Girl Scouting
Pillsbury Baptist Bible College
Pope County Historical Society
Ramsey County Library
Saint Mary's University of Minnesota
Saint Paul Public Library
Science Museum of Minnesota
Scott County Historical Society
Sherburne County Historical Society
Sisters of St. Joseph
St. Cloud State University Library
Stearns History Museum
Stillwater Public Library
Temple Israel Library
The Bakken Library and Museum
University Archives/Southern Minnesota Historical Center/Lass Center for Minnesota Studies, Minnesota State University, Mankato
University of Minnesota Libraries
University of Minnesota Department of Archives & Special Collections
Walker Art Center
Watonwan County Library
Winona County Historical Society

Appendix C

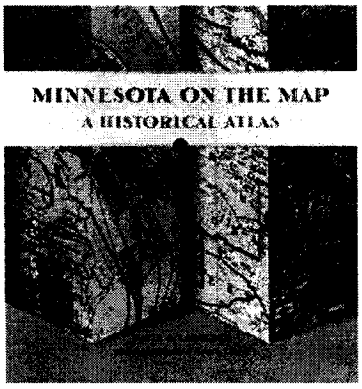
Drawing Winners Announced!

Thank you to everyone who participated in the Connecting to Collections / Minnesota! online survey. Three drawing winners have been selected to receive prizes donated by the Minnesota Historical Society. Congratulations to Angi Faiks, Merlin Peterson, and Mary Jo Kennedy!

Angi won two books from the Minnesota Historical Society Press: *Tales of the Road* by Cathy Wurzer and *Barns of Minnesota*, Photography by Doug Ohman, Story by Will Weaver.



Merlin won another new publication from the Minnesota Historical Society Press, David Lanegran's *Minnesota on the Map: A Historical Atlas*



Mary Jo won four free admission passes to any MHS museum or historic site.

Again, thanks to all who participated in the survey. Findings are available at http://www.mnhs.org/connectingmn .

Appendix F

Connecting to Collections / Minnesota!

Collections Care Needs Survey
Summary of Findings

Please note that the following information was extrapolated from the data produced by the survey. There may be inconsistencies between the percentages given below and the numbers provided in the charts. The survey was not designed to be statistically accurate. The goal was to gain a general understanding of preservation needs, current activities, and resources that would be most useful in cultural institutions in Minnesota.

Who responded?

- 107 institutions responded.
- The vast majority are libraries---approximately 53%. About 18% are museums, 16% are historical societies, and 14% are archives.
- Approximately 37% of respondents describe themselves as part of an academic entity, while 34% describe themselves as a non-profit and non-governmental organization. About 22% are part of a county or municipal government. Less than 6% are state, and none are federal. Almost 2% are tribal.
- Respondents have institutional annual operating budgets that range from less than $10,000 to more than $10,000,000. The institutions represented in the survey are spread relatively evenly throughout the range. At the high end, 65.1% of respondents have institutional annual operating budgets of $200,000 or more; 38.6% of these have budgets of $1,000,000 or more.
- 34.5% of respondents' institutions have funds allocated for preservation activities in their annual budgets.
- While some, nearly 20%, have full- or part-time paid preservation staff, about 47% say that preservation duties are assigned to various staff as needed. Nearly 30% say no staff person has preservation responsibilities, while 13% obtain preservation services through an external provider.
- In 37.3% of the respondents' institutions, staff with decision-making responsibility remain at the institution for more than 15 years; 30.1% have staff that remain 10 to 15 years.

What preservation activities are respondents carrying out at present? What are they NOT doing? (please see Chart 1)

- Approximately 67% of respondents carry out preventive conservation activities (housekeeping, holdings maintenance, re-housing, environmental monitoring). Roughly 40% of respondents control the temperature, relative humidity and light levels in storage areas.
- 50% do preservation reformatting (preservation photocopying, microfilming).
- 48.4% do some sort of preservation management (administration, planning, assessment).

- 47.2% carry out conservation treatment (repair, mass deacidification, specimen preparation).
- 34.1% preserve digital records materials and electronic records collections (migrate data to current software).
- 30.4% preserve audio-visual media and playback equipment (make preservation copies of media, maintain equipment).
- Over 58% of respondents stated that they do *not* have a long-range preservation plan, and over 41% have *not* had a survey of the general condition of their collection. Over 40% do *not* have an emergency plan.

Which of respondents' collections do they believe to be at high risk? (please see Chart 2)

- Moving image collections---67.1%
- Photographic collections---59.8%
- Unbound sheets---58.5%
- Recorded sound collections---56.3%
- Books and bound volumes---53.7%
- Historic and ethnographic objects---47.6%
- Art objects---46.3%
- Digital material collections---42%
- Natural science specimens---13.6%
- Archaeological collections---7.4%
- Living collections---1.3%

What do respondents see as the cause of damage or loss to these collections? (please see Chart 3)

- Physical or chemical deterioration (related to environment or inherent vice)---81.3%
- Improper storage or enclosures---70%
- Light---63.6%
- Handling---62.9%
- Water or moisture---53.8%
- Technological obsolescence of digital or audio-visual collections---52.8%
- Airborne particulates or pollutants---52.3%
- Prior improper treatments---43.3%
- Vandalism---28.1%
- Pests---27.8%
- Fire---1.1%

What do respondents need in the way of preservation? What do they identify as either a "need" or an "urgent need"? (please see Chart 4)

- Over 77% state that they need a prioritized long-range preservation plan.
- Nearly 75% identify staff training as a need.
- Over 68% see preservation of audio-visual collections as a need.
- 64% need planning surveys or assessments.

- 64% identify conservation treatment, including specimen preparation, as a need.
- Over 55% identify preservation of digital collections as a need.
- Over 55% state that they need an emergency plan, which is in keeping with the finding that over 40% state that they do not have an emergency plan.
- 52% of respondents identify some type of environmental control as a need.
- Respondents see security (38.5%) and integrated pest management (35.2%) as the least pressing needs.

What assistance would respondents find useful? (please see Chart 5)

- Assistance in preparing a prioritized long-range preservation plan---73.4%
- Collections care workshops---71.4%
- Assistance in preservation of audio/visual collections---67%
- Assistance in obtaining a general needs assessment or condition survey---63.8%
- Assistance in preservation of digital collections---61.8%
- Training for staff in emergency response---59.3%
- On-line collections care information---55.7%
- Assistance in preparing an emergency/disaster plan---51.8%

What methods of delivery would be most useful?

- Hands-on workshops
- On-site, person-to-person training
- CD-ROMs and DVDs
- On-line information

What sources of assistance do respondents use now?

- Web information
- Published information
- Cultural institutions and regional centers
- Colleagues
- Professional organizations
- Workshops
- Conferences
- Supplier catalogs

Could respondents provide 4 to 5 days of staff time over the course of two years to participate in a statewide program to help meet their preservation needs?

- 87.7% of respondents said yes.

Sherelyn Ogden
Project Director
Connecting to Collections / Minnesota!
10/30/08