

APPENDIX A: Pennsylvania Connecting to Collections Survey

Dear Colleague,

This survey represents an important opportunity for cultural institutions in Pennsylvania to identify their collections care needs and to help develop a statewide plan to meet these needs. As part of a national *Connections to Collections* initiative funded by the Institute of Museum and Library Services, our project's value is two-fold: the findings will guide efforts to increase resources and funding in areas of concern, and the final document will be designed to be useful as a tool for raising institutional awareness and promoting long-range planning for the care of collections.

You should be able to complete the survey easily and quickly, without any preparation or research, relying just on what you know about your collections. Allow 20 minutes for small institutions and at least 30 minutes for large, complex ones. Gifts will be provided to early respondents.

Please complete this online survey between now and July 1. We need your data by that time to inform the planning process. All organization information is confidential and will be reported only in the aggregate. Your individual data will only be seen by our project's research team.

Scope of the Questionnaire

- Complete the questionnaire for your institution.
- If you are part of a larger institution, fill out the survey only for your own holdings, not those of other collecting entities in your parent institution. They may receive their own surveys. For example, a library and a museum belonging to the same university may each receive separate surveys.
- If you are not under a parent institution, include information on all collections at your institution. For example, a museum that has its own library and archives should fill out one survey, including information on all of its museum, library, and archival holdings.
- Complete the questionnaire for collections that are a permanent part of your holdings or for which you have accepted preservation responsibility.
- Do not include living collections and 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 July 1, 2008.**

This survey instrument is an abbreviated and 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 and subsequently adapted by the Minnesota Connecting to Collections project. Also, it builds on the survey instrument used to prepare the Commonwealth of Pennsylvania's 1996 preservation plan. We are grateful to these organizations for sharing the surveys they developed.

Pennsylvania Connecting to Collections is being led by the Conservation Center for Art and Historic Artifacts in partnership with the Pennsylvania Federation of Museums and Historical Societies (PFMHS), the Pennsylvania Historical and Museum Commission, and PALINET, with funding generously provided by the Institute of Museum and Library Services and PFMHS.

Information we receive from you and your colleagues will enable us to develop a systematic and cost-effective plan to preserve Pennsylvania's rich heritage. Thank you for your participation in this important nationally funded effort on behalf of the Commonwealth of Pennsylvania.

Ingrid E. Bogel
Executive Director, CCAHA

SURVEY QUESTIONS

SECTION 1: TYPE OF INSTITUTION

1a. Please check the one category that best describes your institution:

Archives

- a) Government-related archive
- b) Academic archive
- c) Independent non-profit archive

Library

- d) Public library
- e) Special library

f) Academic library

Historic Organizations

- g) Historical society
- h) Historic house/site

Museum

- i) Art museum
- j) History museum
- k) Children's museum
- l) Natural history museum
- m) Science technology museum
- n) General museum (2 or more disciplines)
- o) Archeological repository or research collection
- p) Arboretum, botanical garden, nature center, zoo, or aquarium

Other, please specify _____

1.b. Please check the one category that best describes your organization type or affiliation.

- a) Private non profit (non-government)
- b) Local, municipal, or county government
- c) State government
- d) Federal government
- e) Tribal
- f) Other _____

SECTION 2. YOUR INSTITUTION'S COLLECTIONS

Please tell us about the kinds of objects held by your institution and information about the condition of your objects. (H)(p)

2a. Books and Bound Volumes

monographs, serials, newspapers, scrapbooks, albums, pamphlets

CHECK ONE

- Not represented in collection
- Minor collection
- Major collection

(If they choose minor or major collection, they are prompted to this question...)

Books and Bound Volumes

ASSIGN PERCENTAGES

- ____% Percent of books and bound volumes in **urgent need** of treatment or rehousing.
- ____% Percent of books and bound volumes in **need** of treatment or rehousing.
- ____% Percent of books and bound volumes in good condition.

If items are in known condition, these three percentages should equal 100%.

- ____% Percent of books and bound volumes in unknown condition.

2b. Unbound Sheets

archival records, manuscripts, maps, oversized items ephemera, broadsides, philatelic and numismatic artifacts, other paper artifacts

CHECK ONE

- Not represented in collection
- Minor collection
- Major collection

(If they choose minor or major collection, they are prompted to this question...)

Unbound Sheets

ASSIGN PERCENTAGES

- ____% Percent of unbound sheets in **urgent need** of treatment or rehousing.
- ____% Percent of unbound sheets in **need** of treatment or rehousing.
- ____% Percent of unbound sheets in good condition.

If items are in known condition, these three percentages should equal 100%.

____% Percent of unbound sheets in unknown condition.

2c. Photographic Collections

microfilm, microfiche, photographic prints, negatives, slides, transparencies, daguerreotypes, ambrotypes, tintypes, glass plate negatives, lantern slides

CHECK ONE

- Not represented in collection
- Minor collection
- Major collection

(If they choose minor or major collection, they are prompted to this question...)

Photographic Collections

ASSIGN PERCENTAGES

- ____% Percent of photographic collections in **urgent need** of treatment or rehousing.
- ____% Percent of photographic collections in **need** of treatment or rehousing.
- ____% Percent of photographic collections in good condition.

If items are in known condition, these three percentages should equal 100%.

____% Percent of photographic collections in unknown condition.

2d. Moving Image Collections

motion picture film, video tape, laser disc, DVD, minidisc

CHECK ONE

- Not represented in collection
- Minor collection
- Major collection

(If they choose minor or major collection, they are prompted to this question...)

Moving Image Collections

ASSIGN PERCENTAGES

- ____% Percent of moving image collections in **urgent need** of treatment or rehousing.
- ____% Percent of moving image collections in **need** of treatment or rehousing.
- ____% Percent of moving image collections in good condition.

If items are in known condition, these three percentages should equal 100%.

____% Percent of moving image collections in unknown condition.

2e. Recorded Sound Collections

cylinder, phonodisc, cassette, open reel tape, DAT, CD, DVD, MP3

CHECK ONE

- Not represented in collection
- Minor collection
- Major collection

(If they choose minor or major collection, they are prompted to this question...)

Recorded Sound Collections

ASSIGN PERCENTAGES

- ____% Percent of recorded sound collections in **urgent need** of treatment or rehousing.
- ____% Percent of recorded sound collections in **need** of treatment or rehousing.
- ____% Percent of recorded sound collections in good condition.

If items are in known condition, these three percentages should equal 100%.

____% Percent of recorded sound collections in unknown condition.

2f. Digital Material Collections

floppy discs, CD-R, DVD-R, data tape, online collections

CHECK ONE

- Not represented in collection
- Minor collection
- Major collection

(If they choose minor or major collection, they are prompted to this question...)

Digital Material Collections

ASSIGN PERCENTAGES

- ____% Percent of digital material collections in **urgent need** of treatment or rehousing.
- ____% Percent of digital material collections in **need** of treatment or rehousing.
- ____% Percent of digital material collections in good condition.

If items are in known condition, these three percentages should equal 100%.

____% Percent of digital material collections in unknown condition.

2g. Art Objects

paintings, prints, drawings, sculpture, decorative arts (e.g., fine metalwork, jewelry, timepieces, enamels, ivories, lacquer)

CHECK ONE

- Not represented in collection
- Minor collection
- Major collection

(If they choose minor or major collection, they are prompted to this question...)

Art Objects

ASSIGN PERCENTAGES

- % Percent of art objects in **urgent need** of treatment or rehousing.
- % Percent of art objects in **need** of treatment or rehousing.
- % Percent of art objects in good condition.

If items are in known condition, these three percentages should equal 100%.

- % Percent of art objects in unknown condition.

2h. Historic and Ethnographic Objects

textiles (including flags, rugs, costumes 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

CHECK ONE

- Not represented in collection
- Minor collection
- Major collection

(If they choose minor or major collection, they are prompted to this question...)

Historic and Ethnographic Objects

ASSIGN PERCENTAGES

- % Percent of historic and ethnographic objects in **urgent need** of treatment or rehousing.
- % Percent of historic and ethnographic objects in **need** of treatment or rehousing.
- % Percent of historic or ethnographic objects in good condition.

If items are in known condition, these three percentages should equal 100%.

- % Percent of historic or ethnographic objects in unknown condition.

2i. Archaeological Collections

CHECK ONE

- Not represented in collection
- Minor collection

Major collection

(If they choose minor or major collection, they are prompted to this question...)

Archaeological Collections

ASSIGN PERCENTAGES

% Percent of archaeological collections in **urgent need** of treatment or rehousing.

% Percent of archaeological collections in **need** of treatment or rehousing.

% Percent of archaeological collections in good condition.

If items are in known condition, these three percentages should equal 100%.

% Percent of archaeological collections in unknown condition.

2j. **Natural Science Specimens**

zoological, botanical, geological, paleontological, paleobotany specimens

CHECK ONE

Not represented in collection

Minor collection

Major collection

(If they choose minor or major collection, they are prompted to this question...)

Natural Science Specimens

ASSIGN PERCENTAGES

% Percent of natural science specimens in **urgent need** of treatment or rehousing.

% Percent of natural science specimens in **need** of treatment or rehousing.

% Percent of natural science specimens in good condition.

If items are in known condition, these three percentages should equal 100%.

% Percent of natural science specimens in unknown condition.

2k. What is the estimated percentage of the collection accessible through a catalog (research tool or finding aid that provides intellectual control over collection through entries that may contain descriptive detail, including physical description, provenance, history, accession information, etc.)?

a. None

b. 1-25%

c. 26-50%

d. 51-75%

d. 76-100%

2l. What is the estimated percentage of the collection's catalog accessible online (whether for institutional use, or accessible to the public through your Institution or outside provider)?

a. None

b. 1-25%

c. 26-50%

d. 51-75%

d. 76-100%

2m. 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)?

a. No

b. 1-25%

c. 26-50%

d. 51-75%

d. 76-100%

SECTION 3. YOUR INSTITUTION'S ENVIRONMENTAL SYSTEMS

3a. Do you use environmental controls to meet **temperature** specifications for the preservation of your collection? *(select one)*

- a. Yes, in all areas
- b. In some, but not all areas
- c. No, in no areas
- d. Don't know
- e. Not applicable

3b. Do you use environmental controls to meet **relative humidity** specifications for the preservation of your collection? *(select one)*

- a. Yes, in all areas
- b. In some, but not all areas
- c. No, in no areas
- d. Don't know
- e. Not applicable

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

- a. Yes, in all areas
- b. In some, but not all areas
- c. No, in no areas
- d. Don't know
- e. Not applicable

3d. Do you have an **environmental monitoring program** that measures conditions in collections areas? *(select one)*

- a. Yes, in all areas
- b. In some, but not all areas
- c. No, in no areas
- d. Don't know
- e. Not applicable

3e. Do you have a **pest management program** in place for the preservation of your collection? (*select one*)

- a. Yes, in all areas
- b. In some, but not all areas
- c. No, in no areas
- d. Don't know
- e. Not applicable

3f. Do you have a **housekeeping program** in place that is tailored to the needs of your collections? (*select one*)

- a. Yes, in all areas
- b. In some, but not all areas
- c. No, in no areas
- d. Don't know
- e. Not applicable

3g. Regarding **on-site storage**, what estimated percentage of your collection is stored in areas you consider to be adequate?

- a. None
- b. 1-25%
- c. 26-50%
- d. 51-75%
- d. 76-100%

3h. Regarding **off-site storage**, what estimated percentage of your collection is stored in areas you consider to be adequate?

- a. None
- b. 1-25%
- c. 26-50%
- d. 51-75%
- d. 76-100%
- e. We have no off-site storage

SECTION 4. YOUR INSTITUTION'S PRESERVATION ACTIVITIES

For each of the following six activities, please identify the statement that best describes your institution's current situation:

4a. Preservation Needs Assessment Survey

including General Overview Survey or CAP survey

CHECK ONE

- We have an up-to-date Needs Assessment Survey.
- We have a Needs Assessment Survey in progress.
- We need to update our Needs Assessment Survey.
- We have never received a Needs Assessment Survey.

4b. Preservation Plan

long-range plan focused on collections care based on Needs Assessment Survey recommendations

CHECK ONE

- We have an up-to-date Preservation Plan.
- We have a Preservation Plan in progress.
- We need to update our Preservation Plan.
- We have never developed a Preservation Plan.

4c. Collection Surveys

CHECK ONE

- We have an up-to-date Collection Survey of the entire collection.
- We have up-to-date Collection Surveys of some of the collections held by the institution.
- We have no up-to-date Collection Surveys for our collections.

4d. Emergency/Disaster Plan that addresses collections

CHECK ONE

- We have an up-to-date Emergency/Disaster Plan that addresses collections.
- We have an Emergency/Disaster Plan in progress.
- We need to update our Emergency/Disaster Plan.
- We have never developed an Emergency/Disaster Plan for our collections.

4e. Off-Site Storage of Vital Collections Records

Inventory, catalog, insurance policies, etc.

CHECK ONE

- We have an off-site storage of vital collections records for the entire collection.
- We have off-site storage of vital collections records for some of the collections held by the institution.
- We have no off-site storage of vital collections records for our collections.

4f. Security Systems and Policies

CHECK ONE

- We have appropriate security systems and policies for the entire collection.
- We have appropriate security systems and policies for some of the collection areas.
- We are developing appropriate security systems and policies for our collections.
- We have not developed appropriate security systems and policies for our collections.

SECTION 5. FUNDING FOR CONSERVATION AND PRESERVATION PROJECTS

5a. Please check any of the following sources from which you have received money to implement conservation or preservation projects within the past five years.

- Institute of Museum and Library Services (other than 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
- NHPRC (National Historical Publications and Records Commission) grant
- Other federal funding programs
- PHMC (Pennsylvania Historical and Museum Commission) grant
- LSTA grant funding
- Other Pennsylvania funding programs
- Restricted grant funding from private foundations
- Corporate or business contributions dedicated to preservation/conservation projects
- Restricted individual contributions dedicated to preservation/conservation projects
- Interest from in-house dedicated conservation endowment
- Line item in your institution's operating budget

5b. 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)

- a. Not aware of appropriate funding sources
- b. Lack of staff time or expertise to complete application
- c. Are not able to raise necessary matching funds
- d. Additional project planning or preparation necessary before requesting grant funds
- e. Conservation/preservation not an institutional priority
- f. Currently have sufficient sources of funding
- g. Have applied for grant(s) from external sources in the past but have been unsuccessful
- h. Other, please specify: _____
- i. Not applicable
- j. Don't know

5c. How difficult is it to raise funding for conservation or preservation projects at your institution?

- a. Very difficult
- b. Somewhat difficult
- c. About average
- d. Fairly easy
- e. Very easy
- f. We do not fundraise for conservation or preservation projects

6. STAFFING AND USE OF OUTSIDE SERVICES

6a. Please indicate who performs preservation and conservation tasks within your institution. Check any that apply.

Housekeeping in collections areas

- Collections Staff
- Custodial Staff
- Outside service
- Volunteers
- Not applicable

Management of environmental monitoring

- Collections Staff
- Facilities Maintenance Staff
- Outside service
- Volunteers
- Not applicable

Conservation treatment

- Staff
- Outside service
- Volunteers
- Not applicable

Rehousing of objects in collections

- Staff
- Outside service
- Volunteers

Not applicable

Digitizing of items in collections

- Staff
- Outside service
- Volunteers
- Not applicable

Microfilming

- Staff
- Outside service
- Volunteers
- Not applicable

Creating preservation copies of audiovisual media

- Staff
- Outside service
- Volunteers
- Not applicable

Maintenance of AV equipment

- Staff
- Outside service
- Volunteers
- Not applicable

Migrating data to preserve digital materials and electronic records

- Staff
- Outside service
- Volunteers
- Not applicable

7. 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.

Please indicate the potential value of the following services for your institution.

7a. Assistance in obtaining a general needs assessment survey

- a. Very useful
- b. Useful
- c. Marginally useful
- d. Not useful

7b. Assistance in preparing a prioritized long-range preservation plan

- a. Very useful
- b. Useful
- c. Marginally useful
- d. Not useful

7c. Assistance with development of preservation and collections management guidelines/policies/procedures

- a. Very useful
- b. Useful
- c. Marginally useful
- d. Not useful

7d. Assistance with fundraising for preservation and conservation projects

- a. Very useful
- b. Useful
- c. Marginally useful
- d. Not useful

7e. Assistance in preparing an emergency plan

- a. Very useful
- b. Useful
- c. Marginally useful
- d. Not useful

7f. Training for staff in emergency response

- a. Very useful
- b. Useful
- c. Marginally useful
- d. Not useful

7g. Assistance in security assessment and planning

- a. Very useful
- b. Useful
- c. Marginally useful
- d. Not useful

7h. Assistance in obtaining collection surveys

- a. Very useful
- b. Useful
- c. Marginally useful
- d. Not useful

7i. Assistance through conservation treatment of objects

- a. Very useful
- b. Useful
- c. Marginally useful
- d. Not useful

7j. Assistance with rehousing of collections

- a. Very useful
- b. Useful
- c. Marginally useful
- d. Not useful

7k. Assistance with preservation of digital collections

- a. Very useful
- b. Useful
- c. Marginally useful
- d. Not useful
- e. Not applicable

7l. Assistance with preservation of audio/visual collections

- a. Very useful
- b. Useful
- c. Marginally useful
- d. Not useful
- e. Not applicable

7m. Assistance with digitization projects

- a. Very useful
- b. Useful
- c. Marginally useful
- d. Not useful
- e. Not applicable

7n. Assistance with storage planning

- a. Very useful

- b. Useful
- c. Marginally useful
- d. Not useful

7o. Assistance with exhibition planning

- a. Very useful
- b. Useful
- c. Marginally useful
- d. Not useful

7p. On-line collections care information

- a. Very useful
- b. Useful
- c. Marginally useful
- d. Not useful

7q. Please rank from 1 to 5 (with 1 being highest interest and 5 signifying little or no interest) these potential workshop/training topics based on their potential value to staff or volunteers at your institution.

- _____ Caring for photographs
- _____ Housing solutions for paper-based collections
- _____ Housing solutions for ethnographic collections
- _____ Technologies for duplicating paper-based images and information
- _____ Preservation planning/writing a preservation plan
- _____ Emergency preparedness and response
- _____ Assessing the condition of paper-based collections
- _____ Housekeeping in collections areas
- _____ Preservation and storage of architectural records
- _____ Writing a disaster plan
- _____ Pest management
- _____ Environmental control
- _____ Preservation of audiovisual material
- _____ Storage planning for cultural collections
- _____ Managing archives
- _____ Fundraising for preservation and conservation
- _____ Promoting your collections

- Book repair
- Advances in collections management
- Preservation issues related to exhibition planning
- Best practices for preserving collections
- Managing digital collections

Suggestions for other training/workshop programs:

7r. Please rank the following training formats on a scale of 1 to 3, with 1 being most useful and 3 being least useful.

- Full-day workshop at regional urban location
- Half-day workshop at regional urban location
- Full-day on-site training
- On-line tutorial

SECTION 8. GENERAL INSTITUTIONAL INFORMATION

8a. What is the size of your institution's annual operating budget?

- a) \$0 -- \$49,999
- b) \$50,000 -- \$99,999
- c) \$100,000 - \$499,999
- d) \$500,000 - \$999,999
- e) \$1 million - \$4.9 million
- f) More than \$5 million

8b. What is the size of your institution's annual preservation budget?

- a) \$0 -- \$2,499
- b) \$2,500 -- \$4,999
- c) \$5,000 - \$9,999
- d) \$10,000 - \$24,999
- e) \$25,000 - \$100,000
- f) More than \$100,000

8c. Approximate total on-site visitors in FY 2007 _____

SECTION 9. RESPONDENT INFORMATION

9a. Lead person completing this survey:

Name

Title

Institution Street address and ZIP

Email address

Desk phone

9b. May we have permission to include the name of your institution in a published list of survey participants?

Yes

No

9c. 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

9d. What resources do you use now to answer your preservation questions? (institutions, web sites, published information):

a. Institutions

b. Web sites

c. Published information

d. Other

Use the space below to describe your most pressing conservation/preservation need:

Your time and effort in completing this survey are greatly appreciated!