

# 1. Introduction

**Please submit your responses by August 7, 2009.**

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.

We will keep your individual responses *completely confidential*. Data will only be reported as a group and no individual institution's data will be identified, nor set apart.

## Questions about the survey?

Please contact the following specialists:

**Archives:** Email [Dave Joens](#) (Illinois State Archives) or call 217-782-6925,

**Libraries:** Email [Jennifer Hain Teper](#) (University of Illinois at Urbana-Champaign) or call 217-244-5689,

**Museums:** Email [Bronwyn Eves](#) (Illinois State Museum) at 217-524-0498,

## Printing out the Survey

If you would like to print a copy of the survey to discuss with your colleagues or fill out by hand you may [click here](#). If you are filling out by hand and would like to mail or fax your completed survey back please email [Bronwyn Eves](#) (Illinois State Museum) or call her at 217-524-0498.

## Acknowledgments

This survey is an abbreviated and slightly modified version of the one developed for the Heritage Health Index by Heritage Preservation in Partnership with the Institute of Museum and Library Services. It was then edited by the Minnesota Historical Society and later adapted for use in Illinois. We are thankful to these institutions for allowing us to use this survey.

## 2. Instructions

### Scope of the Questionnaire

- More than one person may complete the survey within your institution. In order to avoid duplication of efforts and ensure that collections are not recorded twice, please coordinate completion of the survey within your institution.
- 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.
- For questions about issues such as institutional budget and staffing, you may need to consult your colleagues.
- If your responses will not fit in the spaces provided, please write them on the attached blank page.
- 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."

### 3. Institutional Identifying Information

\* 1. Please supply the following confidential information:

Institution:	<input type="text"/>
Address:	<input type="text"/>
Address 2:	<input type="text"/>
City/Town:	<input type="text"/>
State:	<input type="text" value="6"/>
ZIP/Postal Code:	<input type="text"/>
Parent Institution if applicable:	<input type="text"/>

## 4. 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)

- Non-profit, non-governmental organization or foundation
- Private college, university or other academic agency
- State-funded college, university or other academic agency
- Corporate or for-profit organization
- Federal
- State
- Local (county or municipal)
- Tribal
- Other (please specify)

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)

## 5. 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

## 6. 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. If you have an emergency/disaster plan, does your institution have dedicated emergency supplies to respond to a disaster (an emergency kit and/or equipment and materials necessary [buckets, fans, water absorption devices, packing supplies, etc.] to begin emergency response)?**

Yes

Yes, but an insufficient supply

No, but there is a plan to obtain supplies

No

Don't know

**6. 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

**7. 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

**8. 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

**9. 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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Preservation management (e.g., administration, planning, assessment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Conservation treatment (e.g., repair, mass deacidification, specimen preparation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Preservation reformatting (e.g., preservation photocopying, microfilming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Preservation of audio-visual media and playback equipment (e.g., preservation copies of media, maintaining equipment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Preservation of digital materials and electronic records collections (e.g., migrating data to current software)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

**11. Does your institution's conservation/preservation mission or program include the 'responsibility to preserve' digital content?**

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



**12. 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	jn	jn	jn	jn	jn	jn
b. A prioritized long-range preservation/conservation plan	jn	jn	jn	jn	jn	jn
c. Planning surveys or assessments of collection	jn	jn	jn	jn	jn	jn
d. Staff training	jn	jn	jn	jn	jn	jn
e. Security	jn	jn	jn	jn	jn	jn
f. Environmental controls (e.g., heating, air conditioning, de-humidifying, humidifying)	jn	jn	jn	jn	jn	jn
g. Improvements to reduce collections' exposure to light	jn	jn	jn	jn	jn	jn
h. Conservation treatment (include specimen preparation)	jn	jn	jn	jn	jn	jn
i. Preservation of digital collections (digitized and born-digital)	jn	jn	jn	jn	jn	jn
j. Preservation of audio/visual collections	jn	jn	jn	jn	jn	jn
k. Integrated pest management (approaches to prevent and solve pest problems in an efficient and ecologically sound manner)	jn	jn	jn	jn	jn	jn

**13. 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)	jn	jn	jn	jn
b. Water or moisture (e.g., mold, stains, warping)	jn	jn	jn	jn
c. Light (e.g. fading, discoloration)	jn	jn	jn	jn
d. Airborne particulates or pollutants (e.g., dust, soot)	jn	jn	jn	jn
e. Fire	jn	jn	jn	jn
f. Improper storage or enclosure (e.g., bent, creased, adhered together)	jn	jn	jn	jn
g. Pests	jn	jn	jn	jn
h. Vandalism	jn	jn	jn	jn
i. Physical or chemical deterioration (due to temperature, humidity, aging, e.g., brittle paper, flaked paint, cracked leather, degradation of electronic media)	jn	jn	jn	jn
j. Technological obsolescence of digital or audio/visual collections	jn	jn	jn	jn
k. Prior improper treatment(s) or restoration	jn	jn	jn	jn

**14. 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)	jñ	jñ	jñ	jñ	jñ
b. Presenting preservation activities to members' or friends' groups (e.g., in educational programming, printed/promotional materials)	jñ	jñ	jñ	jñ	jñ
c. Highlighting preservation activities in exhibitions or other programs for the public	jñ	jñ	jñ	jñ	jñ
d. Serving as a source for conservation/preservation information to the public (e.g., responding to queries)	jñ	jñ	jñ	jñ	jñ
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)	jñ	jñ	jñ	jñ	jñ
f. Featuring preservation work on Website	jñ	jñ	jñ	jñ	jñ

## 7. 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:

	5
	6

## 8. 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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Unbound Sheets (archival records, manuscripts, maps, oversized items, ephemera, broadsides, philatelic and numismatic artifacts, other paper artifacts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Photographic Collections (microfilm, microfiche, photographic prints, negatives, slides, transparencies, daguerreotypes, ambrotypes, tintypes, glass plate negatives, lantern slides)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Moving Image Collections (motion picture film, video tape, laser disc, CD, DVD, minidisk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Recorded Sound Collections (cylinder, phonodisc, cassette, open reel tape, DAT, CD, DVD, MP3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Digital Material Collections (floppy discs, CD-R, DVD-R, data tape, online collections)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Art Objects (paintings, prints, drawings, sculpture, decorative arts (e.g., fine metalwork, jewelry, timepieces, enamels, ivories, lacquer))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Archaeological Collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Natural Science Specimens (zoological, botanical, geological, paleontological, paleobotany specimens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Living Collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 9. 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	jn	jn	jn	jn
b. Training for staff in emergency response	jn	jn	jn	jn
c. Assistance in preparing a prioritized long-range preservation/conservation plan	jn	jn	jn	jn
d. Assistance in obtaining a general needs assessment or condition survey	jn	jn	jn	jn
e. Assistance in preservation of digital collections	jn	jn	jn	jn
f. Assistance in preservation of audio/visual collections	jn	jn	jn	jn
g. Online collections care information. Specify topic(s)below	jn	jn	jn	jn
h. Collections care workshops. Specify topic(s)below	jn	jn	jn	jn

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 preservation related 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?**

  

**7. What formats would be most useful to you and your staff for preservation training and assistance (select your top three)**

- site visits
- one day in person workshops
- multi-day in person workshops
- webinars
- on-line asynchronous workshops/courses
- on-line synchronous workshops/courses
- educational websites
- blogs
- wikis
- paper newsletters
- paper bulletin or pamphlets



## 10. Respondent Information

*We shall keep this information, like all the information you provided in this survey, completely confidential.* This information will be used only if we need to clarify a response. Data will only be reported as a group and no individual institution's data will be identified, nor set apart.

\* **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. If none of the above apply, is there an alternate way to contact you?**

  

\* **8. 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)**

Yes

No

\* **9. Would you like to be considered as a member of a focus group to inform statewide preservation planning?**

Yes

No

**\* 10. Please indicate your interest in attending the following regional meetings to discuss preservation related topics.**

- EVENT 1 IN-PERSON: Tuesday, August 25, 2009 - East Peoria - Assessing Environmental Conditions & Collections Care
- EVENT 1 JOINING FROM A VIDEOCONFERENCE SITE: Tuesday, August 25, 2009 - Assessing Environmental Conditions & Collections Care
- EVENT 2 IN-PERSON: Friday, September 25, 2009 - Carbondale - Disaster Planning & Response
- EVENT 2 JOINING FROM A VIDEOCONFERENCE SITE: Friday, September 25, 2009 - Disaster Planning & Response
- EVENT 3 IN-PERSON: Monday, October 26, 2009 - Champaign - Building Public & Professional Awareness
- EVENT 3 JOINING FROM A VIDEOCONFERENCE SITE: Monday, October 26, 2009 - Building Public & Professional Awareness
- EVENT 4 IN-PERSON: Thursday, November 5, 2009 - Chicago - Future Preservation Needs
- EVENT 4 JOINING FROM A VIDEOCONFERENCE SITE: Thursday, November 5, 2009 - Future Preservation Needs
- Unsure at this time

## 11. Connecting to Collections Program Sessions

The four Connecting to Collections program sessions focus on four distinct topics:

- Assessing Environmental Conditions & Collections Care (Tuesday, August 25, 2009 in East Peoria)
- Disaster Planning & Response (Friday, September 25, 2009 in Carbondale)
- Building Public & Professional Awareness (Monday, October 26, 2009 in Champaign)
- Future Preservation Needs (Thursday, November 5, 2009 in Chicago)

These sessions are FREE and will be available in person at the host sites and at multiple regional library systems via video conferencing.

A limited number of scholarships will also be available for the Connecting to Collections program sessions to help cover travel expenses.

**Please watch for details to come at the beginning of August regarding session information and scholarship applications!**

If you are done completing the survey please click DONE at the end of the questionnaire.

**Thank you for completing the survey!**