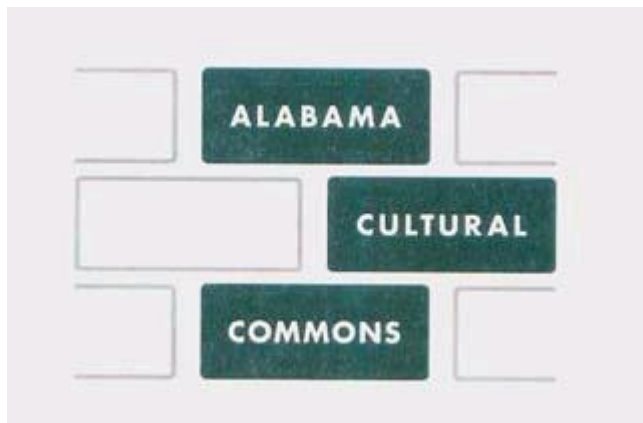


Connecting Collections HHI SurveyFinal

1. Introduction

Explanation of Survey

Connecting Collections Grant
Alabama Cultural Commons



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This is an important survey. The information you provide will shape a statewide policy to assure Alabama collections are preserved for future generations. Here are a few suggestions to make it easy to complete the survey:

1. Print out a copy of the entire survey before entering any information. Use the print-out to collect the data and then enter your responses. A copy of the survey can be printed out from <http://www.ache.alabama.gov/NAAL/>
2. If you are one entity within a parent 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.
3. 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.
4. Complete the questionnaire for collections that are a permanent part of your holdings, are unique, and for which you have accepted preservation responsibility.
5. 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.
6. For questions that ask for a number or dollar amount, please provide your best estimate if you do not have exact figures and round your figures to the closest whole number. Remember, these figures will constitute a state profile, so even a rough estimate is useful.
7. For questions about issues such as institutional budget and staffing, you may need to consult your colleagues.
8. Do not leave a question blank. If there are questions that you cannot

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answer, select "Don't know." If there are questions that are not applicable to your institution, select "Not Applicable."

9. For an explanation of terms or for more details please go to <http://www.heritagepreservation.org/HHI/HHIappF.pdf> page 19.

10. Deadline for submission of the survey is Friday, November 13, 2009. If you have any questions, please contact:

Ms. Clyde H Eller

Chief Curator

Alabama Historical Commission

468 South Perry Street

Montgomery, Alabama 36130-0900

E-mail: clyde.eller@preserveALA.org

Telephone: 334/230-2668

This project is made possible by a grant from the U.S. Institute of Museum and Library Services.



The Alabama Connecting Collections Partners include:

Alabama Historical Commission



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Alabama Museums Association



Society of Alabama Archivists



Network of Alabama Academic Libraries



Alabama Department of Archives and History



2. Institutional Information

1. Institutional Identifying Information

Institutional Name:

Address 1:

Address 2:

Address 3:

City/Town:

State:

ZIP/Postal Code:

Name of parent institution, if applicable:

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3. B. Description of Collecting or Holding Institution

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

- a. Archives
- b. Public library
- c. Academic library
- d. Independent research library
- e. Special library
- f. Historical society
- g. Historic house/site
- h. History museum
- i. Art museum (including art gallery, art center, or art organization)
- j. Children/youth museum
- k. Natural history museum
- l. Science/technology museum
- m. General museum (collection represents 2 or more disciplines)
- n. Museum with one narrowly defined discipline.
- o. Archaeological repository or research collection
- p. Agency or university department with scientific specimen/artifact collections
- q. Arboretum or botanical garden
- r. Aquarium
- s. Nature center
- t. Planetarium
- u. Zoo
- v. Other, please specify one function

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3. Which additional functions or services do you provide? (select all that apply)

- a. Archives
- b. Library
- c. Historical society
- d. Historic house/site
- e. Museum (including art gallery, art center, or arts organizations)
- f. Archaeological repository or research collection
- g. Agency or university department with scientific specimen/artifact collections
- h. Aquarium, zoo, arboretum, botanical garden, nature center, or planetarium
- i. None
- j. Other, please specify:

4. Does your institution have Internet access?

- a. Yes
- b. No

5. Does your institution have a web site?

- a. Yes
- b. No

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

- a. College, university or other academic entity
- b. Non-profit, non-governmental organization or foundation
- c. Corporate or for-profit organization
- d. Federal
- e. State
- f. Local (county or municipal)
- g. Tribal

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7. If you are controlled by a college, university, or other academic entity, which of the following most closely describes your governance? (select one)

- a. Private college or university
- b. State college or university
- c. County or municipal college or university
- d. Not applicable (not controlled by an academic entity)
- e. Other, please specify:

4. C. Environment

8. Do you use environmental controls (e.g., heating, air conditioning, dehumidifying, humidifying) to meet temperature specifications for the preservation of your collections? (select one)

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

9. Do you use environmental controls (e.g., heating, air conditioning, dehumidifying, humidifying) to meet relative humidity specifications for the preservation of your collections? (select one)

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

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10. Do you control light levels to meet the specifications for the preservation of your collections? (select one)

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

11. What estimated percentage of your collections are stored in areas you consider to be adequate (large enough to accommodate current collections with safe access to them and appropriate storage furniture, if necessary)? (select one)

- a. 0%
- b. 1-19%
- c. 20-39%
- d. 40-59%
- e. 60-79%
- f. 80-99%
- g. 100%
- h. Don't know

12. For the storage areas that are not adequate, indicate the degree of improvement needed in each of the following four categories. If all of your storage areas are adequate, select "No need."

	No need	Need	Urgent need	Don't know	Not applicable
a. Additional on-site storage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. New or additional off-site storage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Renovated storage space (either on-site or off-site)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. New or improved storage furniture/ accessories (e.g. shelves, cabinets, racks)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. D. Preservation Activities

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13. Does the mission of your institution include preservation of your collections? (select one)

- a. Yes
- b. No
- c. Don't know

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

- a. Yes
- b. Yes, but it is not up-to-date
- c. No, but one is being developed
- d. No, but preservation is addressed in overall long-range plan
- e. No
- f. Don't know

15. Have you or another member of your institutional staff completed a survey of the general condition of your collections (an assessment based on visual inspection of the collections and the areas where they are exhibited or held)? (select one)

- a. Yes
- b. Yes, but only a portion of the collection
- c. Yes, but it is not up-to-date
- d. Yes, but only a portion of the collection, and it is not up-to-date
- e. No
- f. Don't know

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16. Does your institution have a written emergency/disaster plan that includes the collections? (select one)

- a. Yes
- b. Yes, but it is not up-to-date
- c. No, but one is being developed
- d. No
- e. Don't know

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

- a. Yes
- b. No
- c. Don't know
- d. Have no written emergency/disaster plan

18. Are copies of vital records about your collections (e.g., inventories, catalog records, insurance policies, catalogs) stored off-site? (select one)

- a. Yes
- b. Some, but not all
- c. No
- d. Do not have copies
- e. Don't know
- f. Do not have collection records

19. Do you have adequate security systems (e.g., security guard, staff observation, intrusion detection) to help prevent theft or vandalism of collections? (select one)

- a. Yes
- b. In some, but not all areas
- c. No
- d. Don't know

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

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

21. Indicate the internal staff who perform conservation/preservation activities. Please select an estimate from the ranges provided. If the number of FTE falls between possible responses, round to the nearest whole number.

Include all workers who perform conservation/preservation activities whether full-time, part-time, seasonal, work study, interns, etc.

Express the total amount of staff time spent on conservation/preservation in full-time equivalents (FTEs) (e.g., two part-time staff who each work 20 hours a week on conservation/preservation activities would be counted as 1 full-time equivalent staff person).

	Professional conservation/preservation staff (e.g., preservation administrators, conservators, research scientists)	Support conservation/preservation staff (e.g., collections care assistants, technical assistants, handlers)	Volunteers (e.g., unpaid conservation/preservation workers, unpaid interns)
0 FTE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
up to 1 FTE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1-2 FTE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-5 FTE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6-10 FTE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-20 FTE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 20 FTE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Don't know	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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22. 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"/>

23. Does your institution's conservation/preservation mission or program include the responsibility to preserve digital collections (computer based representation of text, numbers, images, and/or sound, e.g., optical discs, web sites, electronic books)? (select one)

- a. Yes
- b. No
- c. Don't know
- d. Not applicable

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

	No need	Need	Urgent need	Ongoing need	Don't know	Not applicable
a. Finding aids or cataloging of collections	€	€	€	€	€	€
b. Conditions surveys or assessments of collection	€	€	€	€	€	€
c. Staff training	€	€	€	€	€	€
d. Security	€	€	€	€	€	€
e. Environmental controls (e.g., heating, air conditioning, dehumidifying, humidifying)	€	€	€	€	€	€
f. Improvements to reduce collections' exposure to light	€	€	€	€	€	€
g. Conservation treatment (such as encapsulation, mending, specimen preparation, etc.)	€	€	€	€	€	€
h. Preservation of digital collections (digitized and born-digital)	€	€	€	€	€	€
i. Integrated pest management (approaches to prevent and solve pest problems in an efficient and ecologically sound manner)	€	€	€	€	€	€

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25. 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. Obsolescence of playback equipment, hardware, or software	€	€	€	€
k. Prior treatment(s) or restoration	€	€	€	€

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26. 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 education 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 archive safe materials in shop, providing conservation on a fee-for-service basis)	€	€	€	€	€
f. Featuring preservation work on Web site	€	€	€	€	€

6. E. Expenditures and Funding

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

- a. Yes
- b. No specific line-item in budget, but other budgeted funds are available
- c. No
- d. Don't know

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28. What was the total annual operating budget of the entity indicated on question 1 for the most recently completed fiscal year?
(Survey form does not like the use of commas in numbers.)

Most recently completed fiscal year (select one)

a. FY 2007

b. FY 2008

c. FY 2009

Total annual operating budget

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29. For the most recently completed fiscal year, what was your institution's annual budget for conservation/preservation? (round off or provide an estimate)

If you have no specific line-item in the budget, but use other budgeted funds for conservation/preservation, estimate the amount of budgeted funds used for conservation/preservation.

Include: budgeted funds for staff (for those documented on question 9.D.), supplies and equipment, surveys, treatment, preservation, reformatting, commercial binding, consultants or contractors, and other preservation costs related to your collections. Include grants and any other temporary funding.

(Survey form does not like the use of commas in numbers.)

Do not include: budgeted funds or utilities, security, capital projects, or overhead.

Most recently completed fiscal year (select one)

a. FY 2007

b. FY 2008

c. FY 2009

Annual budget for conservation/preservation

30. In the last three years, have any of your conservation and preservation expenditures been met by drawing on income from endowed funds? (select one)

a. Yes

b. No

c. Don't know

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31. From which of the following external sources have you received funding that you have used to support conservation or preservation activities during the last 3 years (whether you applied for it or not)? (select all that apply)

- a. Federal
- b. State
- c. Municipal
- d. Corporation or company
- e. Foundation
- f. Individual donor or private philanthropist
- g. Have received no funding from external sources
- h. Don't know
- i. Other external source, please specify:

32. 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)

- a. Yes
- b. No
- c. Don't know

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33. 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. Additional project planning or preparation necessary before requesting grant funds
- d. Conservation/preservation not an institutional priority
- e. Currently have sufficient sources of funding
- f. Have applied for grant(s) from external sources in the past but have been unsuccessful
- g. Not applicable
- h. Don't know
- i. Other (please specify)

7. F. Collections and Holdings

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

- a. 0%
- b. 1-19%
- c. 20-39%
- d. 40-59%
- e. 60-79%
- f. 80-99%
- g. 100%
- h. Don't know

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35. What estimated percentage of the collection's catalog is accessible on-line (whether for institutional use or made accessible to the public through your institution or a service provider)?

- a. 0%
- b. 1-19%
- c. 20-39%
- d. 40-59%
- e. 60-79%
- f. 80-99%
- g. 100%
- h. Don't know

36. Do you provide on-line access to the content of any of your collections or holdings (e.g., on-line exhibitions, interactive resources, digital art, digitally scanned photographs, documents, books, and other artifacts)?

- a. Yes
- b. No, but will have access within the next year
- c. No
- d. Don't know

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37. Does your institution hold collections of the following types?

	Yes	No
a. Books and Bound Volumes- monographs, serials, scrapbooks, albums, newspapers, and pamphlets	€	€
b. Unbound Sheets- archival records, manuscripts, maps, over sized items, ephemera, broad sides, 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, videotape, laser disc, CD, DVD, mini disc	€	€
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, on-line collections	€	€
g. Art Objects- paintings, prints, drawings, sculpture, decorative arts (e.g., fine metal work, jewelry, timepieces, enamels, ivories, lacquer)	€	€
h. Historic and Ethnographic Objects- textiles (including flags, rugs, costumes and accessories), ceramics, glass	€	€

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(including stained glass), ethnographic artifacts (e.g. leather, skin, baskets, bark), metal work (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	€	€

In the following chart, please indicate the estimated number for each type of collection you hold. Include only collections that are a permanent part of your holdings for which you have accepted preservation responsibility.

Estimate your total holdings in each category. For types of collections not listed, record under the appropriate "other" category. If possible, please specify what you have included. Do not leave any category blank; where applicable check "have no holdings" or "quantity unknown."

For each collection, note the estimated percentage that is in need of preservation. It is not necessary for your institution to have done a condition survey on all or part of your collections to provide this estimate. If you do not know the condition of your materials and cannot even provide an estimate, enter 100% in "unknown condition." On each line, the percentages indicating condition should total 100%.

38. Books and Bound Volumes (record in volumes)

Examples include: books/monographs, serials/newspapers (on paper), scrapbooks, albums, pamphlets, and other books and bound volumes.

Quantity (record in volumes)

No holdings

Quantity unknown

Number of holdings

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39. Books and Bound Volumes (continued)

Percent in need of preservation

Total = 100%

Some need	<input type="text"/>
Urgent need	<input type="text"/>
Not in need of preservation	<input type="text"/>
Unknown condition	<input type="text"/>

40. Unbound Sheets Group A (record in linear/cubic feet or item)

Examples include archival records/manuscripts, maps, and oversized items.

Quantity (record in linear/cubic feet or item)

No holdings

Quantity unknown

Number of holdings

41. Unbound Sheets Group A (continued)

Percent in need of preservation

Total = 100%

Some need	<input type="text"/>
Urgent need	<input type="text"/>
Not in need of preservation	<input type="text"/>
Unknown condition	<input type="text"/>

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42. Unbound Sheets Group B (record in items)

Examples include: ephemera and broadsheets, philatelic and numismatic, and other paper artifacts.

Quantity (record in items)

No holdings

Quantity unknown

Number of holdings

43. Unbound Sheets Group B (continued)

Percent in need of preservation

Total = 100%

Some need

Urgent need

Not in need of
preservation

Unknown condition

44. Photographic Collections (record in items or linear/cubic feet)

Examples include: microfilm and microfiche, black and white prints, all processes (e.g., albumen, collodion, silver gelatin), black and white film negatives, pre-1950 (e.g., cellulose nitrate, cellulose acetate), black and whitefilm negatives, post 1950 (e.g. cellulose acetate, polyester), color prints, negatives, and positives (including slides and transparencies), cased objects (e.g., daguerreotype, ambrotype, tintype), glass plate negatives and lantern slides, and other photographic collections (e.g., digital and inkjet prints).

Quantity (record in items or linear/cubic feet)

No holdings

Quantity unknown

Number of holdings

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45. Photographic Collections (continued)

Percent in need of preservation

Total = 100%

Some need	<input type="text"/>
Urgent need	<input type="text"/>
Not in need of preservation	<input type="text"/>
Unknown condition	<input type="text"/>

46. Moving Image Collections (record in items)

Examples include: motion picture film (e.g., reels and cans), magnetic tape (e.g., Beta video, VHS video, digital), disc (e.g., laser, CD, DVD, mini disc), and other moving image collections.

Quantity (record in items)

No holdings

Quantity unknown

Number of holdings

47. Moving Image Collections (continued)

Percent in need of preservation.

Total = 100%

Some need	<input type="text"/>
Urgent need	<input type="text"/>
Not in need of preservation	<input type="text"/>
Unknown condition	<input type="text"/>

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48. Recorded Sound Collections (record in items)

Examples include: grooved media (e.g. cylinder, phonodisc), magnetic media (e.g. cassette, open reel tape, DAT), optical media (e.g. CD, DVD), digital media (e.g. MP3s), and other recorded sound collections (e.g. wire, dictabelts).

No holdings

Quantity unknown

Number of holdings

49. Recorded Sound Collections (continued)

Percent in need of preservation

Total = 100%

Some need

Urgent need

Not in need of preservation

Unknown condition

50. Digital Material Collections (record in items)

Does not include moving images or recorded sound.

Examples include: floppy discs, other discs, CD-R/DVD-R, data tape, on-line collection, and other digital collections.

Quantity (record in items)

No holdings

Quantity unknown

Number of holdings

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51. Digital Material Collections (continued)

Percent in need of preservation

Total = 100%

Some need	<input type="text"/>
Urgent need	<input type="text"/>
Not in need of preservation	<input type="text"/>
Unknown condition	<input type="text"/>

52. Art Objects (record in items)

Examples include: paintings (e.g., on canvas, panel, plaster), art on paper (e.g., prints, drawings, watercolors), sculpture (include carvings, indoor and outdoor sculpture in all media), decorative arts (e.g., fine metalwork, jewelry, time pieces, enamels, ivories, lacquer), and other art objects.

Quantity (record in items)

No holdings

Quantity unknown

Number of holdings

53. Art Objects (continued)

Percent in need of protection

Total = 100%

Some need	<input type="text"/>
Urgent need	<input type="text"/>
Not in need of preservation	<input type="text"/>
Unknown condition	<input type="text"/>

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54. Historic and Ethnographic Objects (record in items)

Examples include: textiles (include flags, rugs, costumes, and accessories), ceramics and glass artifacts (include stained glass), ethnographic and organic collections (e.g. leather, skin, baskets, bark), metal work (e.g. arms and armor, medals, coins), furniture, domestic artifacts (include frames, household tools/machines, dolls/toys, musical instruments), science, technology, agricultural artifacts, medical artifacts, transportation vehicles, and other historic and ethnographic objects.

Quantity (record in items)

No holdings

Quantity unknown

Number of holdings

55. Historic and Ethnographic Objects (continued)

Percent in need of preservation

Total = 100%

Some need	<input type="text"/>
Urgent need	<input type="text"/>
Not in need of preservation	<input type="text"/>
Unknown condition	<input type="text"/>

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56. Archaeological Collections, Individually Cataloged (record in items)

Examples include: individually cataloged organic based materials (e.g. textile, fiber, wood, bone, shell, feather) and individually cataloged inorganic material (e.g. ceramic, glass, metal, plastics).

Quantity (record in items)

No holdings

Quantity unknown

Number of holdings

57. Archaeological Collections, Individually Cataloged (continued)

Percent in need of preservation

Total = 100%

Some need

Urgent need

Not in need of preservation

Unknown condition

58. Archaeological Collections, Bulk (record in cubic feet)

Examples include: bulk organic material (e.g. textile, fiber, wood, bone, shell, feather) and bulk inorganic material (e.g., ceramic, glass, metal, plastics).

Quantity (record in cubic feet)

No holdings

Quantity unknown

Number of holdings

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59. Archaeological Collections, Bulk (continued)

Percent in need of preservation

Total = 100%

Some need	<input type="text"/>
Urgent need	<input type="text"/>
Not in need of preservation	<input type="text"/>
Unknown condition	<input type="text"/>

60. Natural Science Specimens (record in items)

Examples include: zoological specimens: dry, glass slide, and frozen; zoological specimens: wet preparations; botanical specimens: dry, glass slide, frozen, culture, and modern palynology materials; botanical specimens: wet preparations; geological specimens: (e.g., rocks, gems, minerals, and meteorites); vertebrate paleontological specimens; invertebrate paleontological specimens: (include appropriate micro fossils and nano-fossils); and paleobotany specimens: (include appropriate micro fossils, nano fossils, and fossil palynology materials).

No holdings

Quantity unknown

Number of holdings

61. Natural Science Specimens (continued)

Percent in need of preservation

Total = 100%

Some need	<input type="text"/>
Urgent need	<input type="text"/>
Not in need of preservation	<input type="text"/>
Unknown condition	<input type="text"/>

8. G. Respondent Information

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62. How many staff are currently employed in your institution (as identified on question 1)?

Do express in full-time equivalents (FTEs). Indicate "0" if you have no staff in a category.

a. Full-time paid staff

b. Part-time paid staff

c. Full-time unpaid staff

d. Part-time unpaid staff

63. How many visitors or users did you serve last year? Indicate "0" if you had no visitors or users in a category.

(Survey form does not like the use of commas in numbers.)

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)

9. H. Information About Person Completing or Coordinating Survey Response

This information will be used only if the Alabama Connecting Collections Project team members need to clarify a response. Team members will 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 the project team members.

64. Name of lead person completing or coordinating survey response. (will remain confidential)

65. Title

66. Do you have responsibility for preservation activities?

67. Phone number

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68. Fax Number

69. Email address

70. Did more than one person complete this survey?

a. Yes

b. No

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

a. Yes

b. No

72. What is your most pressing conservation/preservation need.

73. What impedes your conservation/preservation projects from moving forward in your institution? (select all that apply)

- a. Limited budget; too many competing needs
- b. Lack of conservation laboratories within the state
- c. Lack of qualified conservators
- d. Lack of trained staff
- e. Lack of training opportunities
- f. Not enough staff to devote to projects
- g. Not enough funding sources
- h. Not considered a priority
- i. Not applicable

74. Please share with us any additional comments, issues, or information that you may have concerning your collections preservation or the preservation of collections across the state.

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75. If your organization had the opportunity to contribute to a plan for improving collections care in Alabama, would you participate?

a. Yes

b. No

76. In developing a statewide, strategic plan, would you (check all that apply):

- a. Send a representative to a planning meeting in Birmingham
- b. Submit topics of concern using Internet/mail (given the opportunity)
- c. Respond to a draft plan
- d. Not participate at all

77. As a token of our appreciation for completing the survey, the project team will be awarding one free registration for the Spring 2010 SALA/SAC meeting, one free registration for the Fall 2101 AMA meeting, and one free registration to the ALLA Annual Convention to three lucky respondents. If your name is drawn, which meeting would you like to attend?

- Spring 2010 SALA/SAC Meeting
- Fall 2010 AMA Meeting
- 2010 ALLA Convention
- No preference

THANK YOU FOR COMPLETING THE SURVEY!!!