

83 [responses](#)

Summary [See complete responses](#)

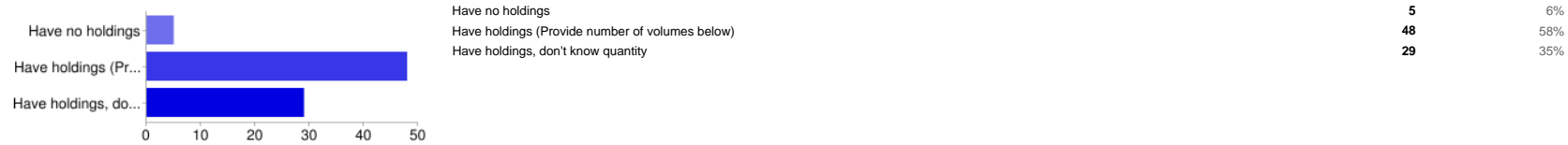
INSTITUTIONAL INFORMATION

Question 1 of 54 (0% Complete).

In the following categories, please indicate the estimated number of units in your institution's collection

- Include only collections that are a permanent part of your holdings or for which you have accepted preservation responsibility. - Please estimate. Do not leave any category blank; where applicable, check "have no holdings" or "have holdings, but don't know quantity."

1. Please indicate the estimated number of units in your institution's collection - Books and Bound Volumes —monographs, serials, newspapers, scrapbooks, albums, pamphlets



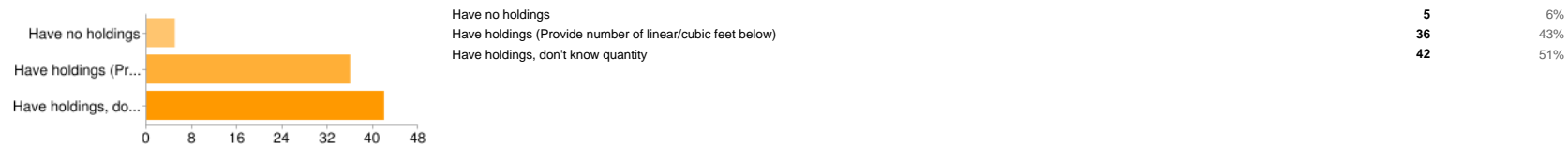
Number of Volumes (Books and Bound Volumes)

600009676884001450081649400020003465<1,000,00010200012001872854480382532117108428284226778143179396250011911150003665100165000150060924100 plus91002555139540566678750025150120000500002500+3000254000...

INSTITUTIONAL INFORMATION

Question 2 of 54 (2% Complete).

2. Please indicate the estimated number of units in your institution's collection - Unbound sheets—archival records, manuscripts, maps, oversized items, ephemera, broadsides, paper artifacts



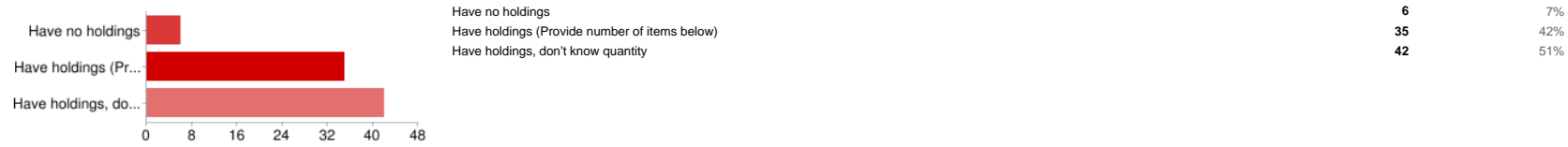
Number of Linear/Cubic Feet (Unbound Sheets)

465000005230 linear feet500001200100020019,418 items (feet unknown)350 cu.ft.501,800 cubic feet2157 (# of items not feet)400248 linear ft.2505422050150005002801075,000 cubic feet751025,417 lin. ft.6...

INSTITUTIONAL INFORMATION

Question 3 of 54 (4% Complete).

3. Please indicate the estimated number of units in your institution's collection - Photographic collections—microfilm/fiche, photographic prints, negatives, slides, transparencies, daguerrotypes



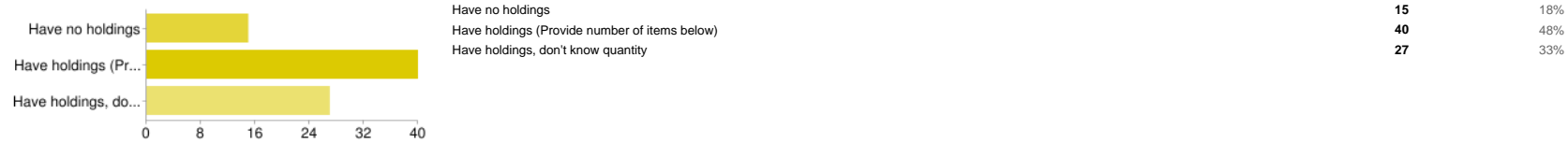
Number of Items (Photographic Collections)

3000500000Have no holdings447710001750150000120300605450007700012622500+19 linear ft.15297927500010000330002000178 rolls of microfilm12519081613925005005 linear feet25000500001000+ rolls10 lf200 lin...

INSTITUTIONAL INFORMATION

Question 4 of 54 (6% Complete).

4. Please indicate the estimated number of units in your institution's collection - Moving image collections—motion picture film, videotape, laser disk, DVD, minidisc



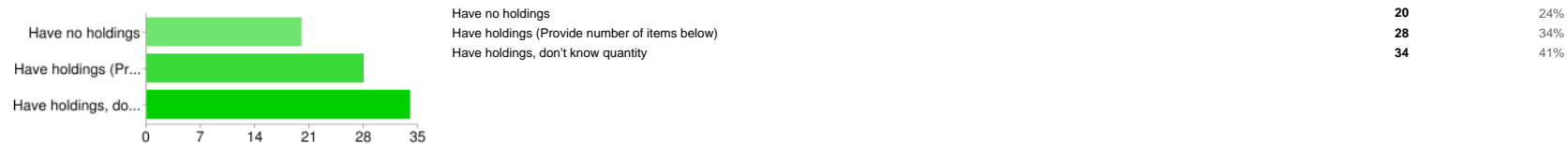
Number of Items (Moving Image Collections)

347150010190005010720088005084215013373128000202411142507582701500100175050383312000251657910325122005 linear feet50015 lf15000100+1839012

INSTITUTIONAL INFORMATION

Question 5 of 54 (7% Complete).

5. Please indicate the estimated number of units in your institution's collection - Recorded sound collections—cylinder, phonodisc, cassette, open reel tape, DAT, CD, MP3



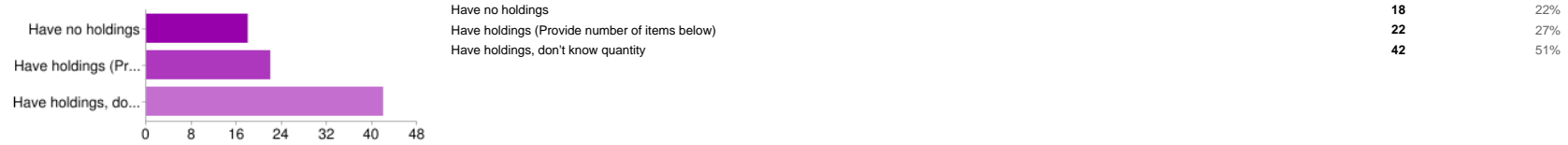
Number of Items (Recorded Sound Collections)

1996200505001322521291450005160317822525025020001000100620less than 203000410435111522001500020 cylinders, 25 vinyl records102954

INSTITUTIONAL INFORMATION

Question 6 of 54 (9% Complete).

6. Please indicate the estimated number of units in your institution's collection - Digital material collections—floppy discs, CD-R, DVD-R, data tape, online collections



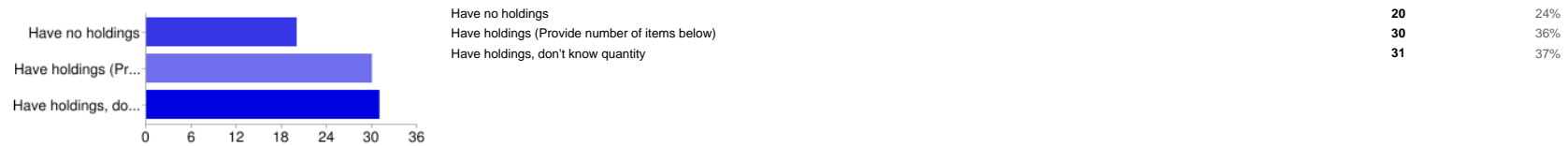
Number of Items (Digital Media Collections)

12002525150305083550166715003 digital online collections5012468410020350039581794503003715

INSTITUTIONAL INFORMATION

Question 7 of 54 (11% Complete).

7. Please indicate the estimated number of units in your institution's collection - Art objects—paintings, prints, drawings, sculpture, decorative arts (e.g., fine metalwork, jewelry, timepieces, enamels)



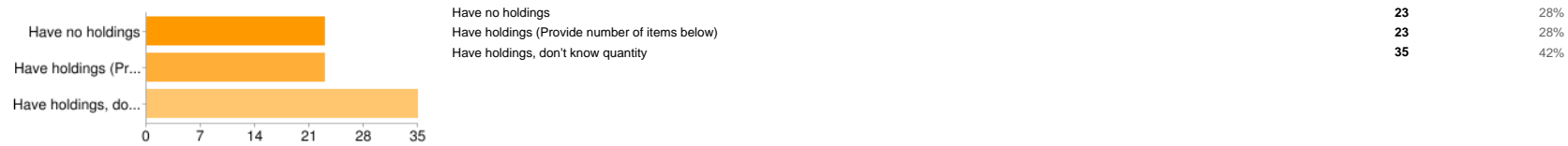
Number of Items (Art Objects)

30002000125250300030122006253650013165100200010575753512 paintingsless than 20121135050-1003501002502506, 200-50

INSTITUTIONAL INFORMATION

Question 8 of 54 (13% Complete).

8. Please indicate the estimated number of units in your institution's collection - Historic and ethnographic objects—textiles, costumes and accessories, ceramics, glass, ethnographic artifacts, metalwork, furniture, domestic artifacts, technological and agricultural artifacts, medical/scientific artifacts, transportation vehicles



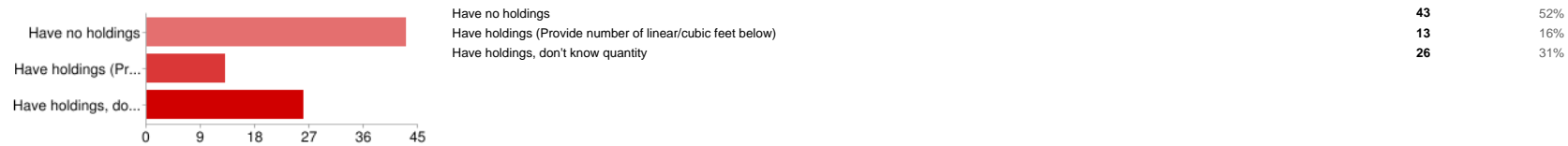
Number of Items (Historic and Ethnographic Objects)

1200504020055507422500141700016561192552550157208767150approx.30-40,ooo25012000

INSTITUTIONAL INFORMATION

Question 9 of 54 (15% Complete).

9. Please indicate the estimated number of units in your institution's collection - Archaeological collections—organic or inorganic materials including textile fiber, wood, bone, shell, feather, ceramic, glass, metal, plastics



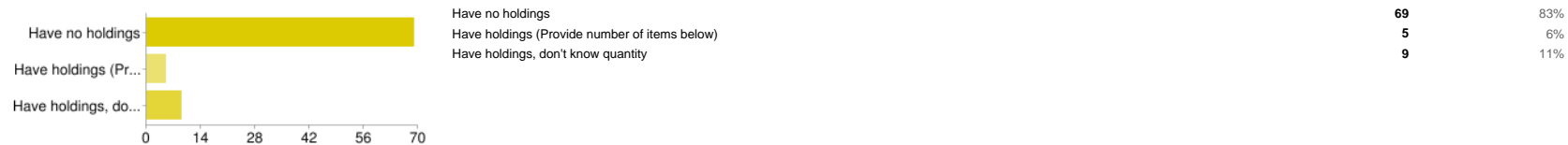
Number of Linear/Cubic Feet (Archaeological Collections)

850554 items18 (# of items not feet)2 bricks3005 lin. ft.109approx.100,000.5 linear feet80001ftx1ftx1ft

INSTITUTIONAL INFORMATION

Question 10 of 54 (17% Complete).

10. Please indicate the estimated number of units in your institution's collection - Natural science specimens—zoological, botanical, geological, paleontological, paleobotany specimens



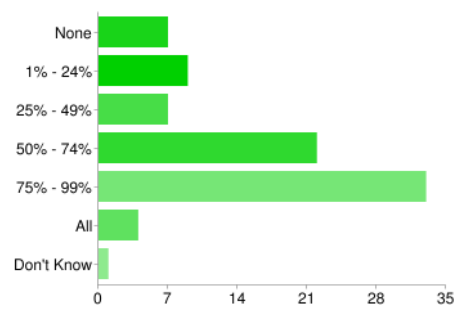
Number of Items (Natural Science Specimens)

3one 500 yr old live oak tree on grounds 140 collections301442

INSTITUTIONAL INFORMATION

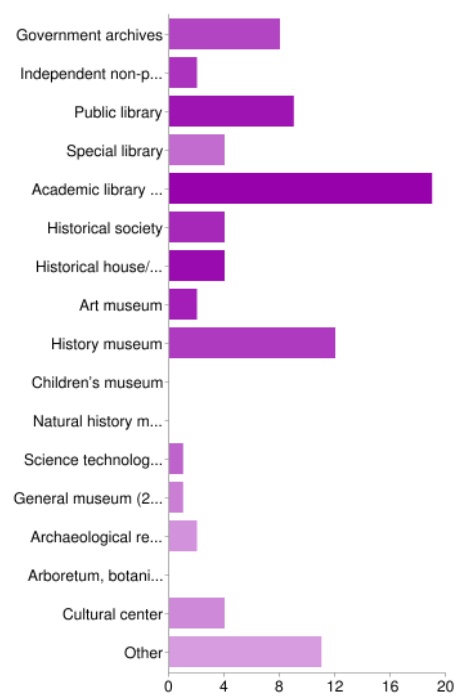
Questions 11-14 of 54 (19% Complete).

11. What is the estimated percentage of your institution's collection that has been cataloged / processed?



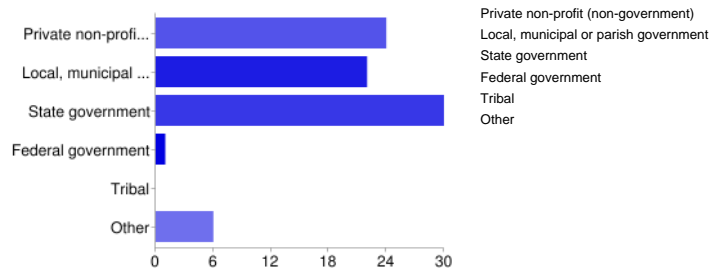
None	7	8%
1% - 24%	9	11%
25% - 49%	7	8%
50% - 74%	22	27%
75% - 99%	33	40%
All	4	5%
Don't Know	1	1%

12. Which one category best describes your institution



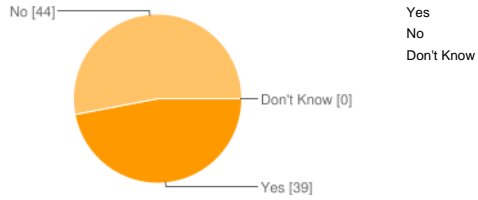
Government archives	8	10%
Independent non-profit archives	2	2%
Public library	9	11%
Special library	4	5%
Academic library / archives	19	23%
Historical society	4	5%
Historical house/site	4	5%
Art museum	2	2%
History museum	12	14%
Children's museum	0	0%
Natural history museum	0	0%
Science technology museum	1	1%
General museum (2 or more disciplines)	1	1%
Archaeological repository or research collection	2	2%
Arboretum, botanical garden, nature center, zoo, or aquarium	0	0%
Cultural center	4	5%
Other	11	13%

13. Which one category best describes your organization type or affiliation?



Private non-profit (non-government)	24	29%
Local, municipal or parish government	22	27%
State government	30	36%
Federal government	1	1%
Tribal	0	0%
Other	6	7%

14. Is your institution housed in or responsible for one or more historic buildings?



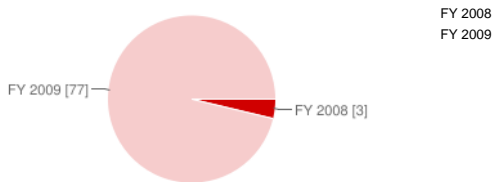
Yes	39	47%
No	44	53%
Don't Know	0	0%

INSTITUTIONAL INFORMATION

Questions 15-16 of 54 (26% Complete).

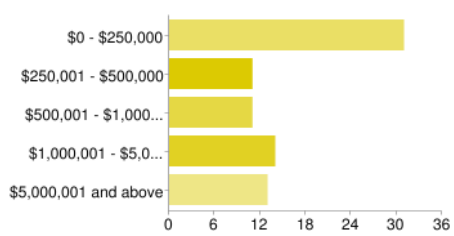
What was your institution's total annual operating budget for the most recently completed fiscal year? If exact amount is unknown, please provide an estimate.

15. Indicate the most recently completed Fiscal Year



FY 2008	3	4%
FY 2009	77	93%

16. Total annual operating budget



\$0 - \$250,000
 \$250,001 - \$500,000
 \$500,001 - \$1,000,000
 \$1,000,001 - \$5,000,000
 \$5,000,001 and above

31 37%
11 13%
11 13%
14 17%
13 16%

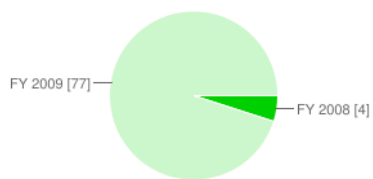
INSTITUTIONAL INFORMATION

Questions 17-18 of 54 (30% Complete).

What was your institution's annual budget for conservation/preservation for the most recently completed fiscal year?

- 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, supplies and equipment, surveys, treatment, preservation reformatting, consultants or contractors, and other preservation costs related to your collection(s). Include grants and any other temporary funding. - Do not include: budgeted funds for utilities, security, capital projects or overhead.

17. Indicate the most recently completed Fiscal Year

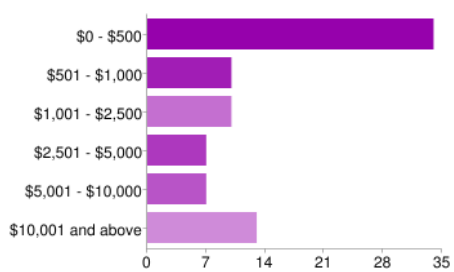


FY 2008
 FY 2009

4
77

5%
 93%

18. Annual budget for conservation/preservation



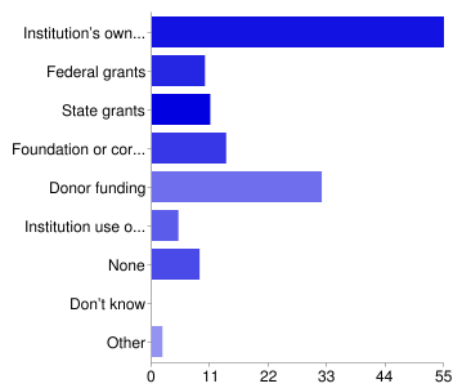
\$0 - \$500
 \$501 - \$1,000
 \$1,001 - \$2,500
 \$2,501 - \$5,000
 \$5,001 - \$10,000
 \$10,001 and above

34 41%
10 12%
10 12%
7 8%
7 8%
13 16%

PRESERVATION PLANNING AND FUNDING

Questions 19-20 of 54 (33% Complete).

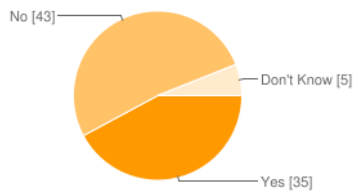
19. What are the sources of conservation/preservation funding at your institution?



Institution's own budget	55	67%
Federal grants	10	12%
State grants	11	13%
Foundation or corporate grants	14	17%
Donor funding	32	39%
Institution use or license fee	5	6%
None	9	11%
Don't know	0	0%
Other	2	2%

People may select more than one checkbox, so percentages may add up to more than 100%.

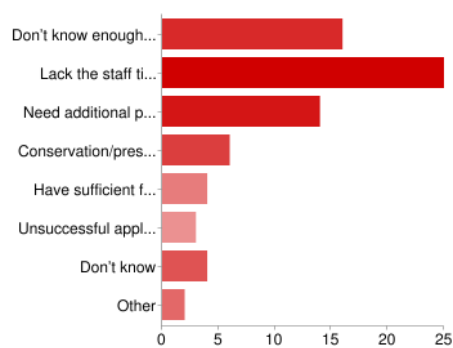
20. Has your institution made a grant application, whether successful or unsuccessful, for conservation/preservation funding from any public or private source in the past 5 years?



Yes	35	42%
No	43	52%
Don't Know	5	6%

PRESERVATION PLANNING AND FUNDING (Follow Up Question)

Which of the following factors influenced the decision not to apply for a grant?



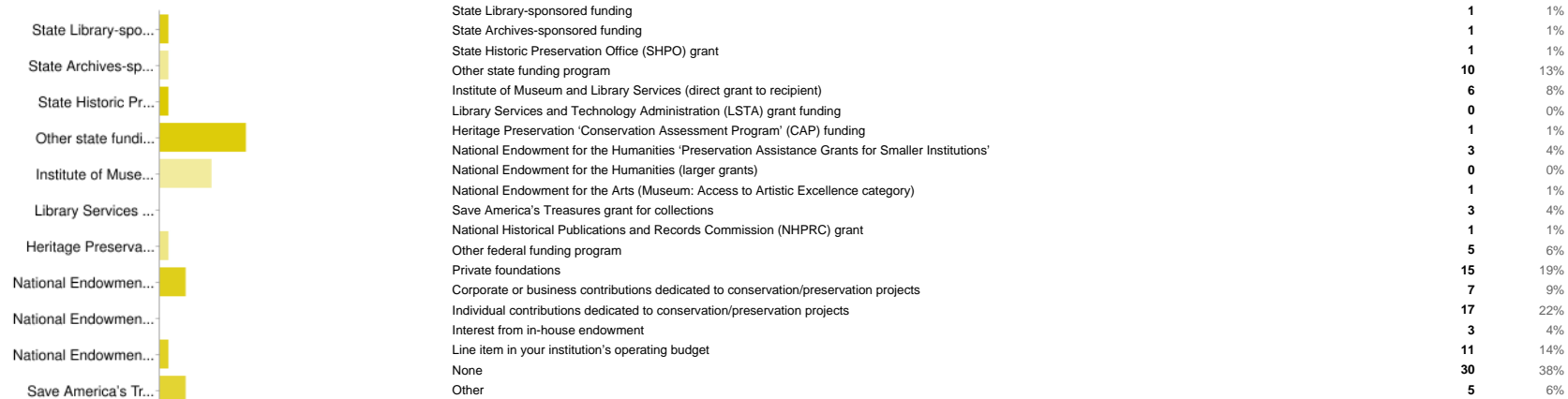
Don't know enough about funding sources	16	37%
Lack the staff time or expertise to complete application	25	58%
Need additional project planning or preparation before applying for grant	14	33%
Conservation/preservation is not an institutional priority	6	14%
Have sufficient funding	4	9%
Unsuccessful applying for grant(s) in the past	3	7%
Don't know	4	9%
Other	2	5%

People may select more than one checkbox, so percentages may add up to more than 100%.

PRESERVATION PLANNING AND FUNDING

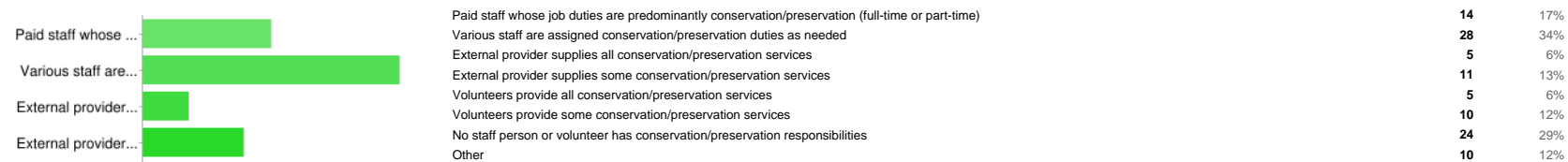
Questions 21-23 of 54 (37% Complete).

21. From which of the following sources, if any, has your institution received money to implement conservation/preservation projects in the past 5 years?



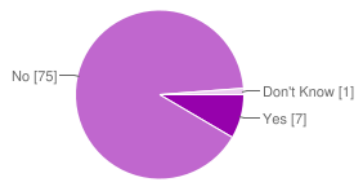
People may select more than one checkbox, so percentages may add up to more than 100%.

22. Which of the following most closely describes your institution's current staffing for conservation/preservation?



People may select more than one checkbox, so percentages may add up to more than 100%.

23. Does your institution have any collections care staff members with formal training – for example, a graduate degree in conservation from a recognized training program, or equivalent experience and training and Professional Associate or Fellow status in the American Institute for Conservation of Historic and Artistic Works (AIC)?



Yes	7	8%
No	75	90%
Don't Know	1	1%

PRESERVATION INFORMATION

Question 24 of 54 (43% Complete).

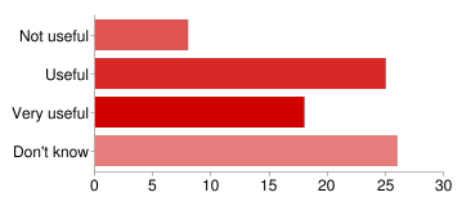
24. Please rate the following methods of obtaining preservation information for staff at your institution from most useful to least useful. - Print materials (e.g., books, journals, pamphlets, newsletters)



24. Please rate the following methods of obtaining preservation information for staff at your institution from most useful to least useful. - Electronic materials (e.g., journals, reports)



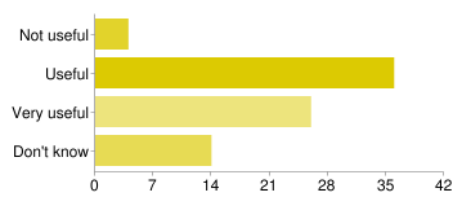
24. Please rate the following methods of obtaining preservation information for staff at your institution from most useful to least useful. - Listservs



Not useful
Useful
Very useful
Don't know

8	10%
25	30%
18	22%
26	31%

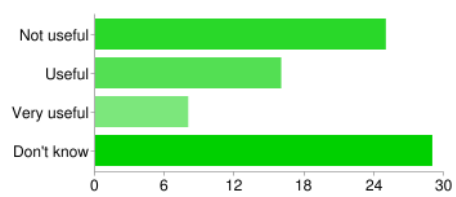
24. Please rate the following methods of obtaining preservation information for staff at your institution from most useful to least useful. - Communication with resource people by telephone or e-mail (e.g., staff at other libraries, consultants, vendors)



Not useful
Useful
Very useful
Don't know

4	5%
36	43%
26	31%
14	17%

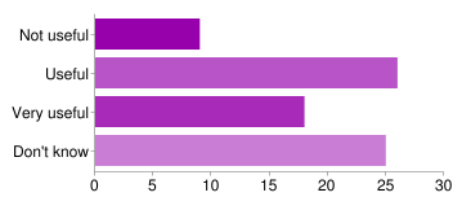
24. Please rate the following methods of obtaining preservation information for staff at your institution from most useful to least useful. - Distance learning courses



Not useful
Useful
Very useful
Don't know

25	30%
16	19%
8	10%
29	35%

24. Please rate the following methods of obtaining preservation information for staff at your institution from most useful to least useful. - On-site visits at your institution



Not useful
Useful
Very useful
Don't know

9	11%
26	31%
18	22%
25	30%

24. Please rate the following methods of obtaining preservation information for staff at your institution from most useful to least useful. - Online tutorials



24. Please rate the following methods of obtaining preservation information for staff at your institution from most useful to least useful. - College or university courses



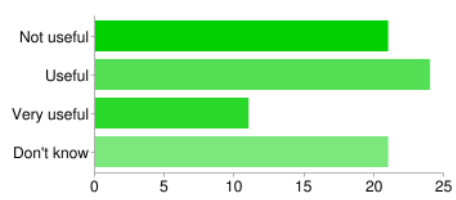
24. Please rate the following methods of obtaining preservation information for staff at your institution from most useful to least useful. - Short-term training workshops (e.g., one- or two-day sessions)



24. Please rate the following methods of obtaining preservation information for staff at your institution from most useful to least useful. - Long-term training workshops (e.g., one week or more)



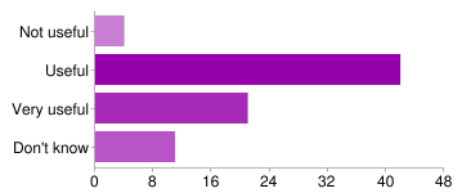
24. Please rate the following methods of obtaining preservation information for staff at your institution from most useful to least useful. - Video/DVDs



Not useful
Useful
Very useful
Don't know

21	25%
24	29%
11	13%
21	25%

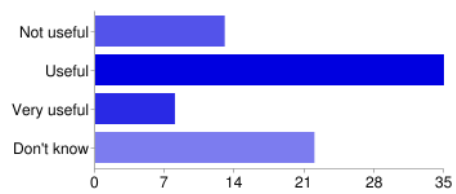
24. Please rate the following methods of obtaining preservation information for staff at your institution from most useful to least useful. - Web sites



Not useful
Useful
Very useful
Don't know

4	5%
42	51%
21	25%
11	13%

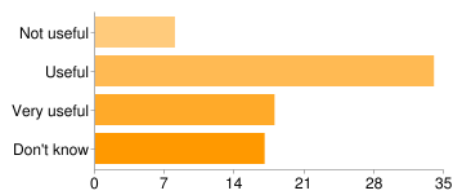
24. Please rate the following methods of obtaining preservation information for staff at your institution from most useful to least useful. - Webinars



Not useful
Useful
Very useful
Don't know

13	16%
35	42%
8	10%
22	27%

24. Please rate the following methods of obtaining preservation information for staff at your institution from most useful to least useful. - Conferences



Not useful
Useful
Very useful
Don't know

8	10%
34	41%
18	22%
17	20%

24. Please rate the following methods of obtaining preservation information for staff at your institution from most useful to least useful. - Other (Please specify below.)



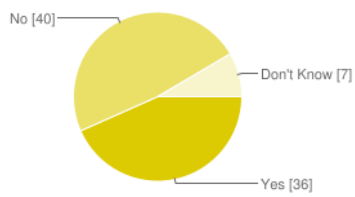
Please specify use of "Other"

state has software blocks on computer so can't access listservs, online tmrgetcA mentoring program pairing professionals with organizations in need of assistance.

PRESERVATION TRAINING

Question 25 of 54 (44% Complete).

25. Has anyone on your institution's staff attended a training program (workshops from a half-day to longer duration) on conservation/preservation in the past 5 years?



Response	Count	Percentage
Yes	36	43%
No	40	48%
Don't Know	7	8%

PRESERVATION TRAINING (Follow Up Question)

Please list the training program(s) (workshops from a half-day to longer duration) on conservation/preservation that your institution's staff have attended in the past 5 years.

Archives Seminar, Louisiana State University 2009Williamstown Art Conservation Center, Williamstown, MALAMA/ATC preservation workshop 2010 LAMA Annual meetings preservation workshop 2006Solinet trainingSociety of Southwest Archivists regional conferences in Oklahoma City, OKWorkshop on Practical and cost-effective practices to care and maintain archival, manuscript and book collections: an ATC workshop Oct. 14, 2010Practical and Cost Effective Practices to Care For and Maintain Archival, Manuscript, and Book CollectionsSAA Photograph workshop, ACDA biennial meeting, SAA annual meetings, SSA ...

PRESERVATION TRAINING

Question 26 of 54 (46% Complete).

26. In which of the following collection types, if any, does your institution need preservation training? - Books and Bound Volumes --monographs, serials, newspapers, scrapbooks, albums, pamphlets



26. In which of the following collection types, if any, does your institution need preservation training? - Unbound Sheets --archival records, manuscripts, maps, oversized items, ephemera, broadsides, paper artifacts



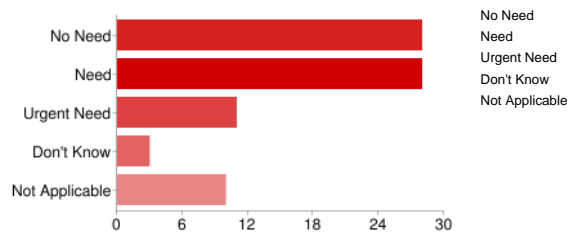
26. In which of the following collection types, if any, does your institution need preservation training? - Photographic Collections --microfilm, microfiche, photographic prints, negatives, slides, transparencies, daguerreotypes



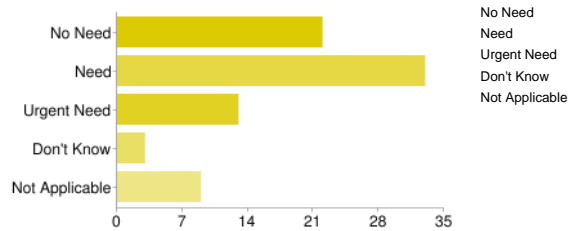
26. In which of the following collection types, if any, does your institution need preservation training? - Moving Image Collections --motion picture film, video tape, laser disc, DVD, minidisc



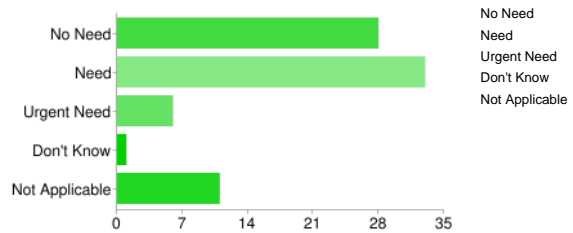
26. In which of the following collection types, if any, does your institution need preservation training? - Recorded Sound Collections --cylinder, phonodisc, cassette, open reel tape, DAT, CD, MP3



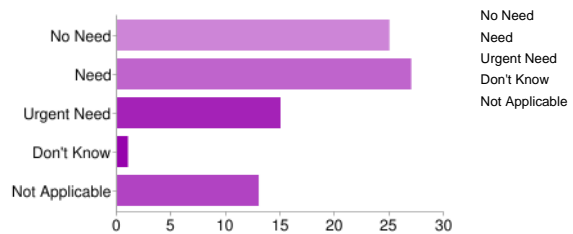
26. In which of the following collection types, if any, does your institution need preservation training? - Digital Material Collections --floppy discs, CD-R, DVD-R, data tape, online collections



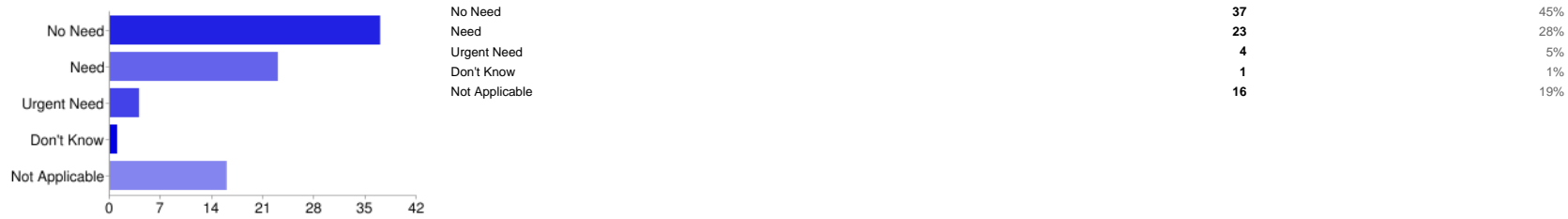
26. In which of the following collection types, if any, does your institution need preservation training? - Art Objects --paintings, prints, drawings, sculpture, decorative arts (including fine metalwork, jewelry, timepieces enamels, ivories, lacquer)



26. In which of the following collection types, if any, does your institution need preservation training? - Historic and Ethnographic Objects --textiles, 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



26. In which of the following collection types, if any, does your institution need preservation training? - Archaeological Collections --organic or inorganic materials including textile fiber, wood, bone, shell, feather, ceramic, glass, metal, plastics



26. In which of the following collection types, if any, does your institution need preservation training? - Natural Science Specimens --zoological, botanical, geological, paleontological, paleobotany specimens



26. In which of the following collection types, if any, does your institution need preservation training? - Other (Please specify below.)



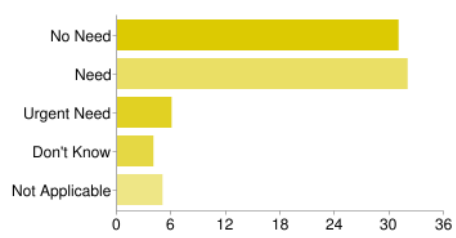
Please specify use of "Other"

Electronic Records- word processing docs, spreadsheets, pdf's, email Marble, terazzo flooring, faux finishes

PRESERVATION TRAINING

Question 27 of 54 (48% Complete).

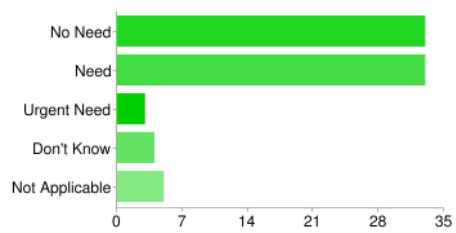
27. In which of the following preservation topics, if any, does your institution need preservation training? - Relhousing (e.g., refolding, reboxing)



No Need
Need
Urgent Need
Don't Know
Not Applicable

31	37%
32	39%
6	7%
4	5%
5	6%

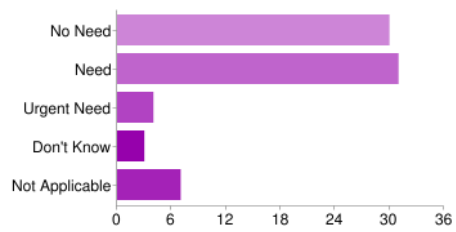
27. In which of the following preservation topics, if any, does your institution need preservation training? - Storage furniture (e.g., shelving, cabinetry)



No Need
Need
Urgent Need
Don't Know
Not Applicable

33	40%
33	40%
3	4%
4	5%
5	6%

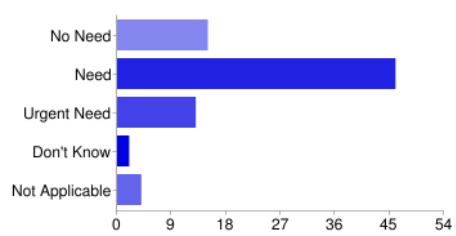
27. In which of the following preservation topics, if any, does your institution need preservation training? - Moving collections



No Need
Need
Urgent Need
Don't Know
Not Applicable

30	36%
31	37%
4	5%
3	4%
7	8%

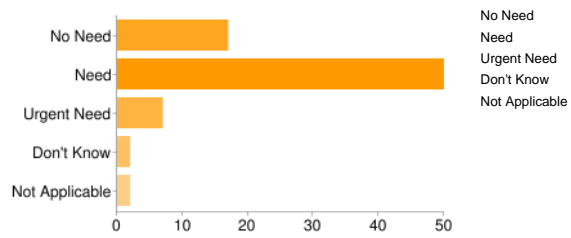
27. In which of the following preservation topics, if any, does your institution need preservation training? - Disaster preparedness and recovery



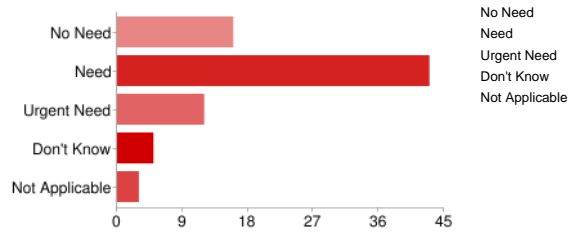
No Need
Need
Urgent Need
Don't Know
Not Applicable

15	18%
46	55%
13	16%
2	2%
4	5%

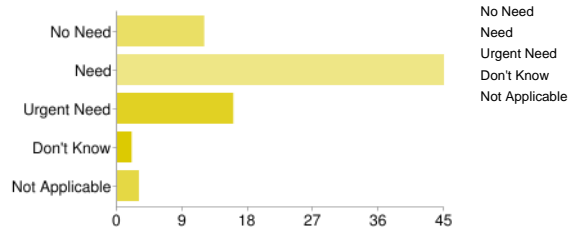
27. In which of the following preservation topics, if any, does your institution need preservation training? - Care and handling of collections



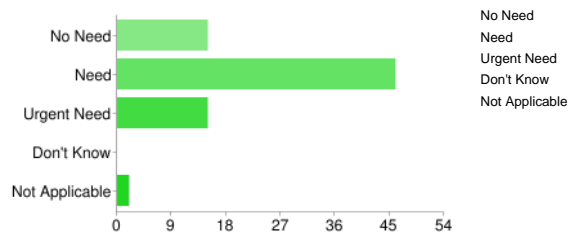
27. In which of the following preservation topics, if any, does your institution need preservation training? - Preservation reformatting (e.g., preservation photocopying, microfilming)



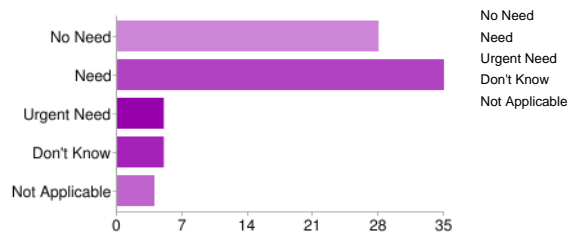
27. In which of the following preservation topics, if any, does your institution need preservation training? - Preservation management (e.g., administration, planning, assessment)



27. In which of the following preservation topics, if any, does your institution need preservation training? - Collections conservation (e.g., physical treatment)

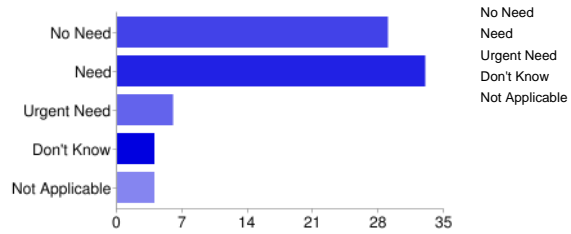


27. In which of the following preservation topics, if any, does your institution need preservation training? - Contracting for conservation/preservation services



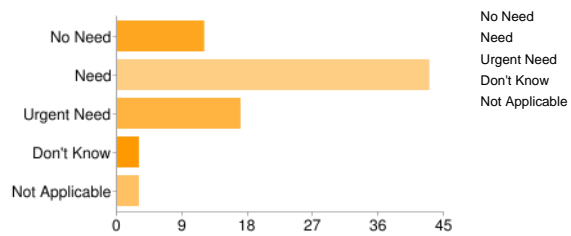
No Need	28	34%
Need	35	42%
Urgent Need	5	6%
Don't Know	5	6%
Not Applicable	4	5%

27. In which of the following preservation topics, if any, does your institution need preservation training? - Environmental monitoring



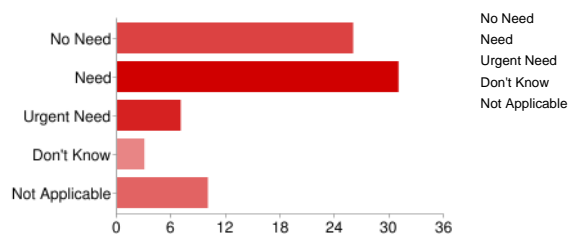
No Need	29	35%
Need	33	40%
Urgent Need	6	7%
Don't Know	4	5%
Not Applicable	4	5%

27. In which of the following preservation topics, if any, does your institution need preservation training? - Advocacy / fundraising / grant writing



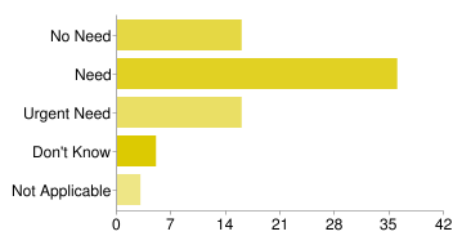
No Need	12	14%
Need	43	52%
Urgent Need	17	20%
Don't Know	3	4%
Not Applicable	3	4%

27. In which of the following preservation topics, if any, does your institution need preservation training? - Building design / construction / renovation



No Need	26	31%
Need	31	37%
Urgent Need	7	8%
Don't Know	3	4%
Not Applicable	10	12%

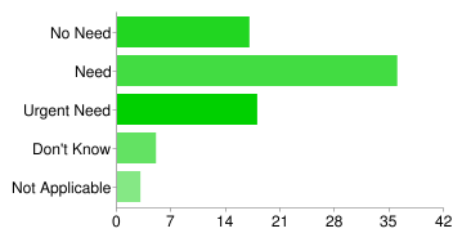
27. In which of the following preservation topics, if any, does your institution need preservation training? - Digitization/imaging



No Need
Need
Urgent Need
Don't Know
Not Applicable

16	19%
36	43%
16	19%
5	6%
3	4%

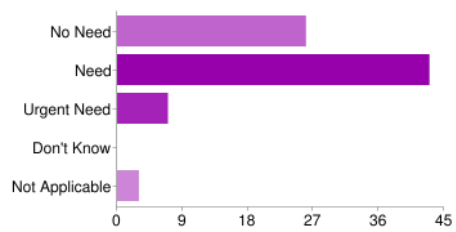
27. In which of the following preservation topics, if any, does your institution need preservation training? - Preservation of born digital files (e.g., databases, web sites, image files)



No Need
Need
Urgent Need
Don't Know
Not Applicable

17	20%
36	43%
18	22%
5	6%
3	4%

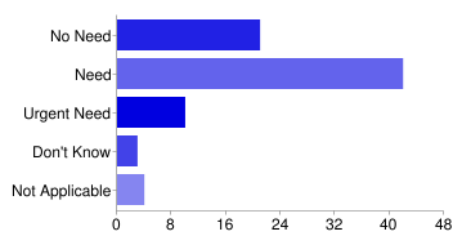
27. In which of the following preservation topics, if any, does your institution need preservation training? - Exhibits



No Need
Need
Urgent Need
Don't Know
Not Applicable

26	31%
43	52%
7	8%
0	0%
3	4%

27. In which of the following preservation topics, if any, does your institution need preservation training? - Pest management / mold



No Need
Need
Urgent Need
Don't Know
Not Applicable

21	25%
42	51%
10	12%
3	4%
4	5%

27. In which of the following preservation topics, if any, does your institution need preservation training? - Other (Please specify below.)



Please specify use of "Other"

Advances in conservation equipment

PRESERVATION TRAINING

Questions 28-30 of 54 (50% Complete).

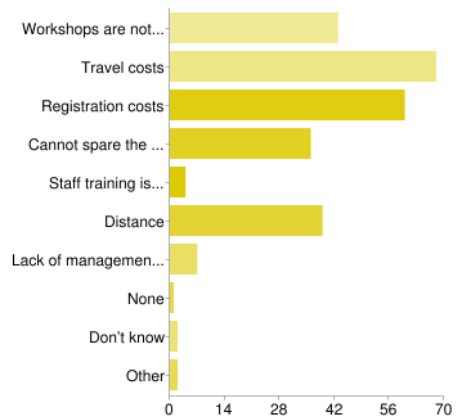
28. What is your institution's preference for the length of conservation/preservation sessions?



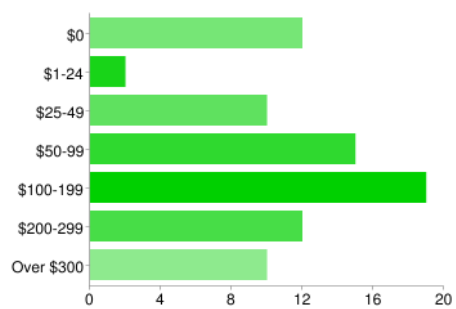
29. What barriers, if any, might prevent your institution from sending a staff member to a conservation/preservation workshop or training course?



People may select more than one checkbox, so percentages may add up to more than 100%.



30. What is the maximum amount you or your employer would be willing to pay to attend a training event on conservation/preservation (please combine travel costs and tuition)?

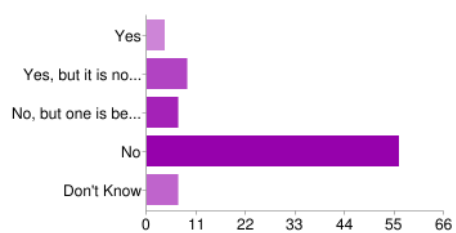


\$0	12	14%
\$1-24	2	2%
\$25-49	10	12%
\$50-99	15	18%
\$100-199	19	23%
\$200-299	12	14%
Over \$300	10	12%

PRESERVATION ACTIVITIES

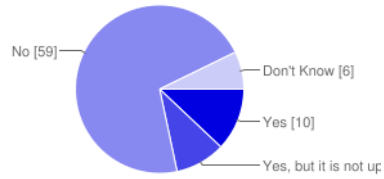
Questions 31-33 of 54 (56% Complete).

31. Does your institution have a written, long-range preservation plan for the care of the collection?



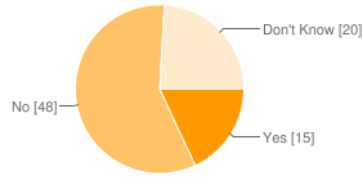
Yes	4	5%
Yes, but it is not up to date	9	11%
No, but one is being developed	7	8%
No	56	67%
Don't Know	7	8%

32. Has your institution had a conservation/preservation professional conduct a general conservation/preservation survey of your collection to determine the extent of its preservation/conservation problems, including environmental concerns, collection management, security, disaster planning, special collections and the needs of special formats?



Yes	10	12%
Yes, but it is not up-to-date (e.g., significant institutional changes have occurred since the plan was made)	8	10%
No	59	71%
Don't Know	6	7%

33. Has the survey resulted in conservation/preservation actions?



Yes	15	18%
No	48	58%
Don't Know	20	24%

PRESERVATION ACTIVITIES (Follow Up Question)

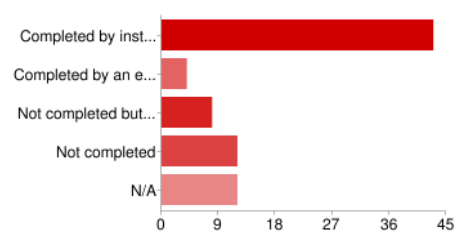
Why has the survey not resulted in conservation/preservation actions?

I choose Yes - the survey did result in conservation/preservation actions - unsure why this question came up when i choose Yes on the previous question.

PRESERVATION ACTIVITIES

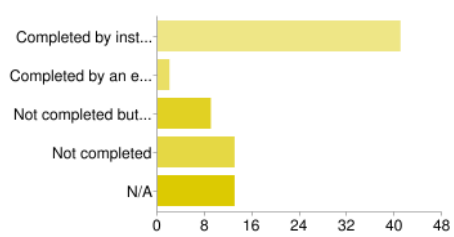
Questions 34-35 of 54 (61% Complete).

34. What actions, if any, has your institution taken to prolong the life of its collection? - Rehousing (e.g., refoldering, reboxing)



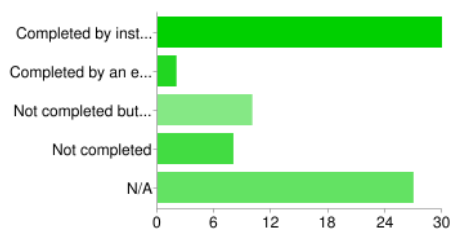
Completed by institution	43	52%
Completed by an external provider	4	5%
Not completed but planned	8	10%
Not completed	12	14%
N/A	12	14%

34. What actions, if any, has your institution taken to prolong the life of its collection? - Storage furniture (e.g., shelving, cabinetry)



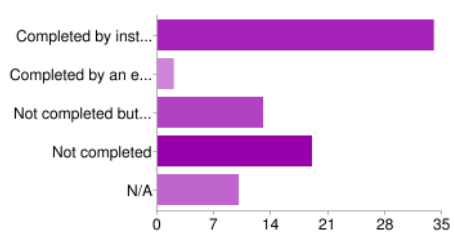
Completed by institution	41	49%
Completed by an external provider	2	2%
Not completed but planned	9	11%
Not completed	13	16%
N/A	13	16%

34. What actions, if any, has your institution taken to prolong the life of its collection? - Moving collections



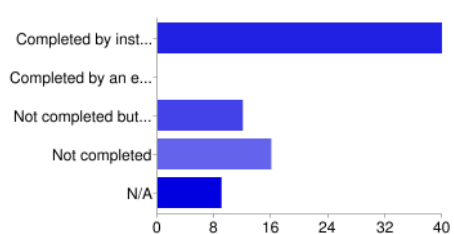
Completed by institution	30	36%
Completed by an external provider	2	2%
Not completed but planned	10	12%
Not completed	8	10%
N/A	27	33%

34. What actions, if any, has your institution taken to prolong the life of its collection? - Disaster preparedness and recovery



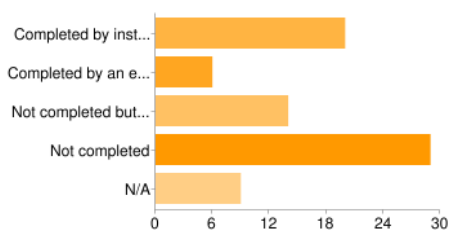
Completed by institution	34	41%
Completed by an external provider	2	2%
Not completed but planned	13	16%
Not completed	19	23%
N/A	10	12%

34. What actions, if any, has your institution taken to prolong the life of its collection? - Care and handling of collections (e.g., rules for staff and users)

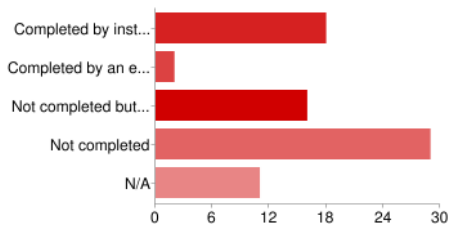


Completed by institution	40	48%
Completed by an external provider	0	0%
Not completed but planned	12	14%
Not completed	16	19%
N/A	9	11%

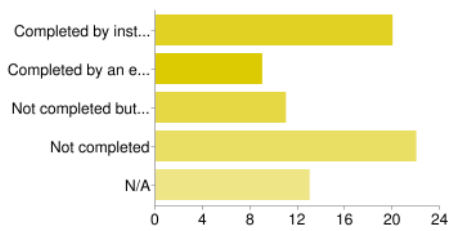
34. What actions, if any, has your institution taken to prolong the life of its collection? - Preservation reformatting (e.g., preservation photocopying, microfilming)



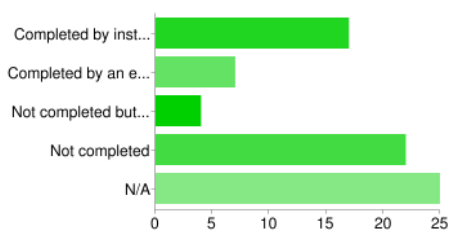
34. What actions, if any, has your institution taken to prolong the life of its collection? - Preservation management (e.g., administration, planning, assessment)



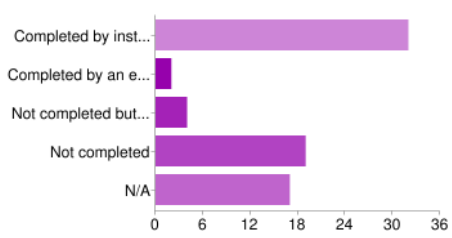
34. What actions, if any, has your institution taken to prolong the life of its collection? - Collections conservation (e.g., physical treatment)



34. What actions, if any, has your institution taken to prolong the life of its collection? - Contracting for conservation/preservation services

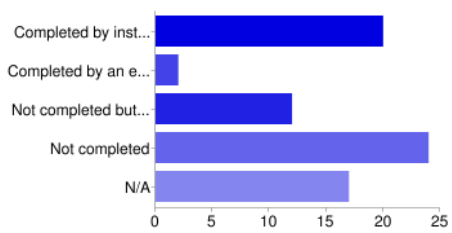


34. What actions, if any, has your institution taken to prolong the life of its collection? - Environmental monitoring



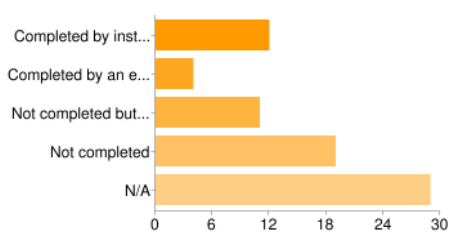
Response Category	Count	Percentage
Completed by institution	32	39%
Completed by an external provider	2	2%
Not completed but planned	4	5%
Not completed	19	23%
N/A	17	20%

34. What actions, if any, has your institution taken to prolong the life of its collection? - Advocacy / fundraising / grant writing



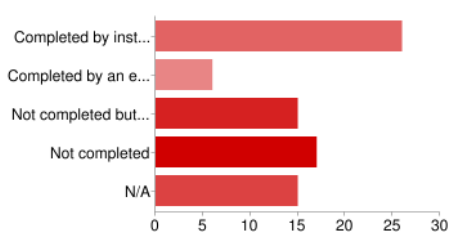
Response Category	Count	Percentage
Completed by institution	20	24%
Completed by an external provider	2	2%
Not completed but planned	12	14%
Not completed	24	29%
N/A	17	20%

34. What actions, if any, has your institution taken to prolong the life of its collection? - Building design / construction / renovation



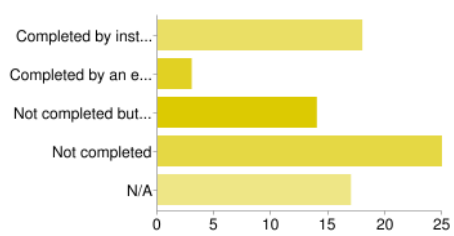
Response Category	Count	Percentage
Completed by institution	12	14%
Completed by an external provider	4	5%
Not completed but planned	11	13%
Not completed	19	23%
N/A	29	35%

34. What actions, if any, has your institution taken to prolong the life of its collection? - Digitization / imaging



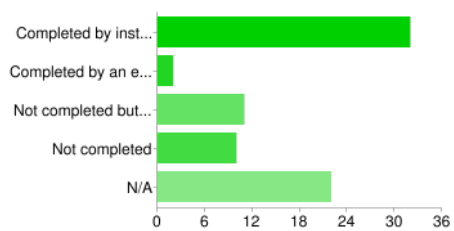
Response Category	Count	Percentage
Completed by institution	26	31%
Completed by an external provider	6	7%
Not completed but planned	15	18%
Not completed	17	20%
N/A	15	18%

34. What actions, if any, has your institution taken to prolong the life of its collection? - Preservation of digital files (e.g., databases, web sites, image files)



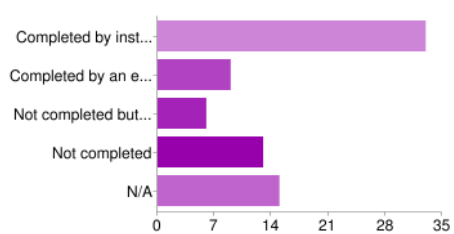
Completed by institution	18	22%
Completed by an external provider	3	4%
Not completed but planned	14	17%
Not completed	25	30%
N/A	17	20%

34. What actions, if any, has your institution taken to prolong the life of its collection? - Exhibits



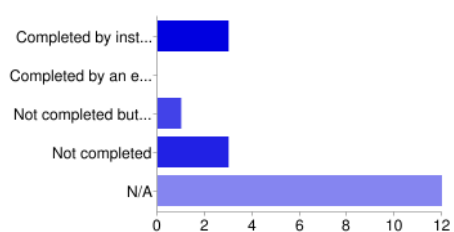
Completed by institution	32	39%
Completed by an external provider	2	2%
Not completed but planned	11	13%
Not completed	10	12%
N/A	22	27%

34. What actions, if any, has your institution taken to prolong the life of its collection? - Pest management / mold



Completed by institution	33	40%
Completed by an external provider	9	11%
Not completed but planned	6	7%
Not completed	13	16%
N/A	15	18%

34. What actions, if any, has your institution taken to prolong the life of its collection? - Other (Please specify below.)



Completed by institution	3	4%
Completed by an external provider	0	0%
Not completed but planned	1	1%
Not completed	3	4%
N/A	12	14%

Please specify use of "Other".

35. What are the three most serious conservation/preservation problems at your institution?

Serious conservation/preservation problem #1

water damageFunding for painting conservation for relining, cleaning and repairs. Building mortar deterioration is a structural concern on the main building that was constructed in 1887. humidity/mold Old original documents from 1850's were tri or quad folded at the time of filing and remain in metal file cabinets.High humidity.our clothing and hats are being destroyed by rats. we have put out poison and traps. clothes are falling apart and we have no idea how to preserve them.Adequate temperature and humidity controls. We cannot maintain a stable temp/RH in our building.locating additional...

Serious conservation/preservation problem #2

fire damageFunding for conservation of 150 collage and mixed media objects. Framed in 1981 used double sticky tape to secure interior mat window to edges of collage and used plexi glass on framed pastel/chalk objects. Metal window frame deterioration is a issue of the main pump house constructed in 1920.lack of storageLack of building generator in event of prolonged power outage.we have a good size collection of books from the late 1800's to the early 1900's along w/ newspapers from the 1900's and no idea how to preserve them.Security. We are part of a library and do not have the ability t...

Serious conservation/preservation problem #3

digitizingFunding for museum quality framing.lack of fundsCollection is general library materials, extraordinary conservation/preservation not needed for most materials under normal circumstances.our photographs are in 6.3" binders. some of these photos are from the 1800's. we know this is not how they should be taken care of but when I started working here they were just stuck in drawers, cabinets, and closets. This is the only way I knew to get them all in one place except for the ones that are too big to go in the binders.We need to convert obsolete formats (film, audio, etc.) to usable f...

PRESERVATION ENVIRONMENT, SECURITY AND DISASTER PREPAREDNESS

Questions 36-40 of 54 (65% Complete).

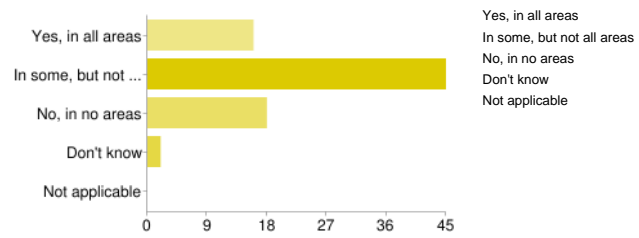
36. Do you control the following for the preservation of your collection? - Temperature



36. Do you control the following for the preservation of your collection? - Relative humidity

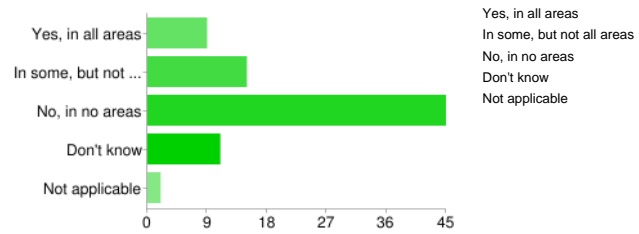


36. Do you control the following for the preservation of your collection? - Light levels



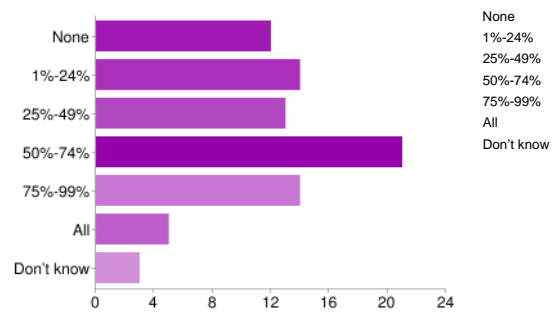
Yes, in all areas	16	19%
In some, but not all areas	45	54%
No, in no areas	18	22%
Don't know	2	2%
Not applicable	0	0%

36. Do you control the following for the preservation of your collection? - Air Quality (e.g., particulate and gaseous filtration)



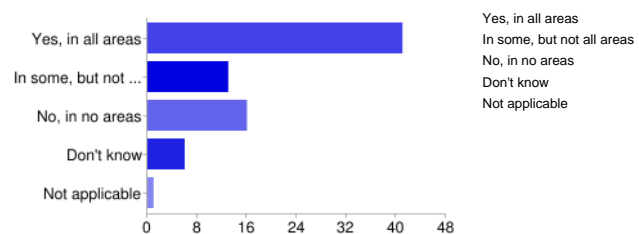
Yes, in all areas	9	11%
In some, but not all areas	15	18%
No, in no areas	45	54%
Don't know	11	13%
Not applicable	2	2%

37. From a preservation perspective, how much of your institution's collection would you estimate is adequately stored – that is, in an environmentally-controlled space, on appropriate storage furniture, and with enough space to accommodate non-damaging access?



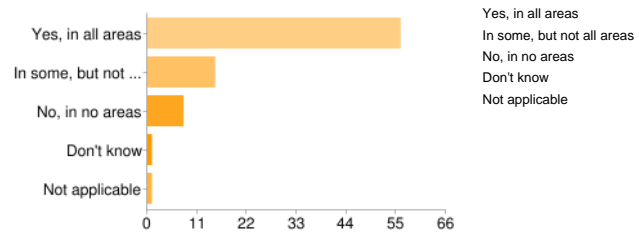
None	12	14%
1%-24%	14	17%
25%-49%	13	16%
50%-74%	21	25%
75%-99%	14	17%
All	5	6%
Don't know	3	4%

38. Which of the following fire protection equipment does your institution have? - Smoke Detectors



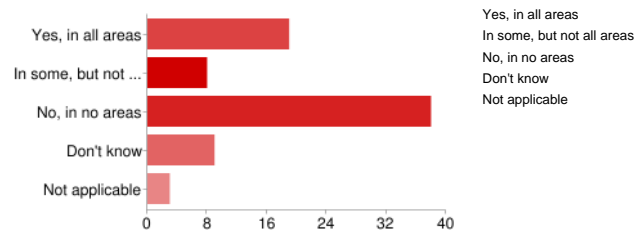
Yes, in all areas	41	49%
In some, but not all areas	13	16%
No, in no areas	16	19%
Don't know	6	7%
Not applicable	1	1%

38. Which of the following fire protection equipment does your institution have? - Fire Alarms



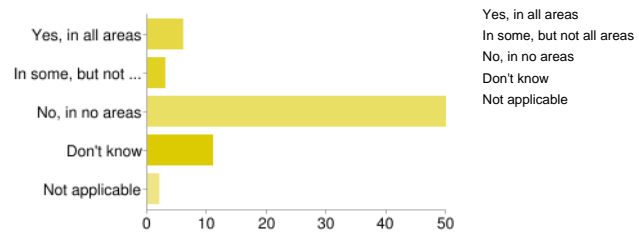
Response	Count	Percentage
Yes, in all areas	56	67%
In some, but not all areas	15	18%
No, in no areas	8	10%
Don't know	1	1%
Not applicable	1	1%

38. Which of the following fire protection equipment does your institution have? - Wet-pipe sprinklers



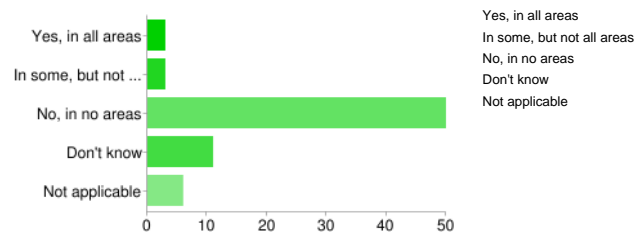
Response	Count	Percentage
Yes, in all areas	19	23%
In some, but not all areas	8	10%
No, in no areas	38	46%
Don't know	9	11%
Not applicable	3	4%

38. Which of the following fire protection equipment does your institution have? - Dry-pipe sprinklers



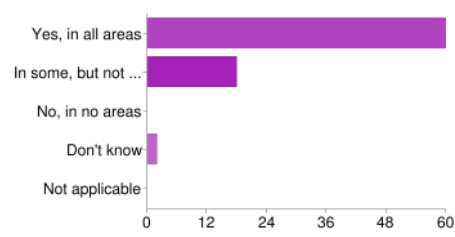
Response	Count	Percentage
Yes, in all areas	6	7%
In some, but not all areas	3	4%
No, in no areas	50	60%
Don't know	11	13%
Not applicable	2	2%

38. Which of the following fire protection equipment does your institution have? - Non-aqueous fire-suppression systems (e.g., Halon; FM-200)



Response	Count	Percentage
Yes, in all areas	3	4%
In some, but not all areas	3	4%
No, in no areas	50	60%
Don't know	11	13%
Not applicable	6	7%

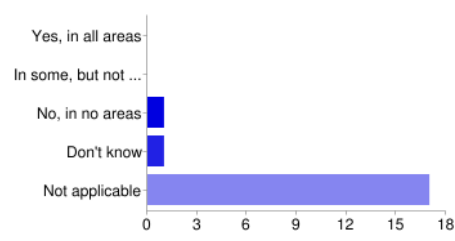
38. Which of the following fire protection equipment does your institution have? - Fire extinguishers



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

60	72%
18	22%
0	0%
2	2%
0	0%

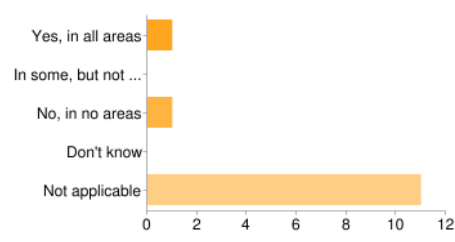
38. Which of the following fire protection equipment does your institution have? - None of these



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

0	0%
0	0%
1	1%
1	1%
17	20%

38. Which of the following fire protection equipment does your institution have? - Other (Please specify below)



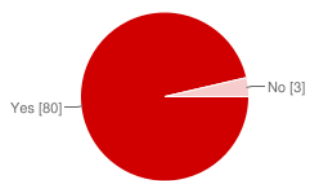
Yes, in all areas
 In some, but not all areas
 No, in no areas
 Don't know
 Not applicable

1	1%
0	0%
1	1%
0	0%
11	13%

Please specify use of "Other".

24/7 monitoring by securitywater sensors

39. Are your fire extinguishers inspected regularly?

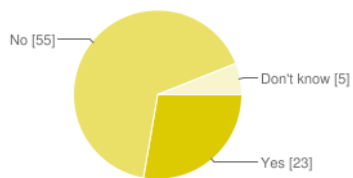


Yes
No

80
3

96%
4%

40. In the past 5 years, has your institution experienced disasters that damaged materials?



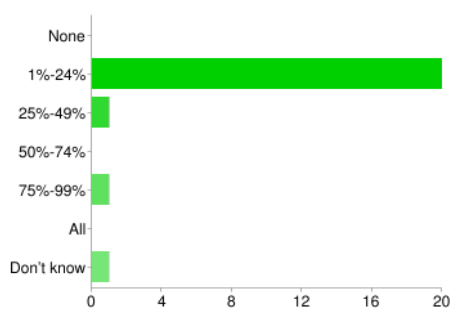
Yes
No
Don't know

23
55
5

28%
66%
6%

PRESERVATION ENVIRONMENT, SECURITY AND DISASTER PREPAREDNESS (Follow Up Questions 40A - 40E)

40A. What percentage of your institution's collections was damaged?

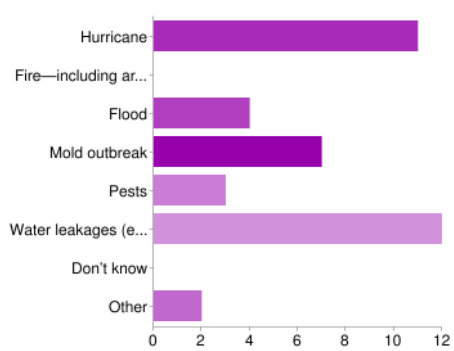


None
1%-24%
25%-49%
50%-74%
75%-99%
All
Don't know

0
20
1
0
1
0
1

0%
24%
1%
0%
1%
0%
1%

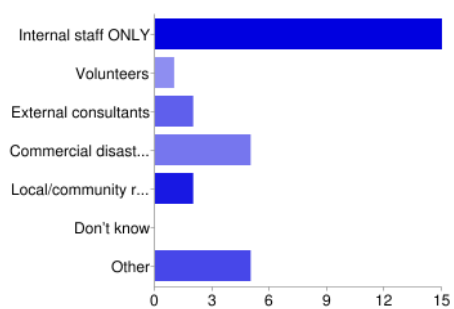
40B. What caused the disaster?



Hurricane	11	48%
Fire—including arson, electrical, wildfire	0	0%
Flood	4	17%
Mold outbreak	7	30%
Pests	3	13%
Water leakages (e.g., pipe damage, roof damage)	12	52%
Don't know	0	0%
Other	2	9%

People may select more than one checkbox, so percentages may add up to more than 100%.

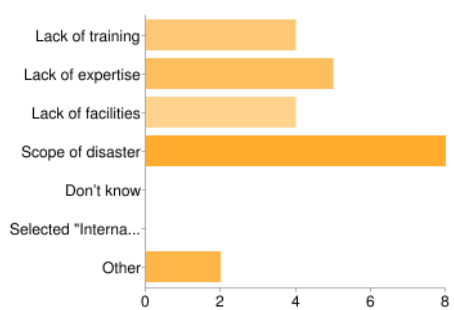
40C. Who took care of cleaning up or repairing damaged materials?



Internal staff ONLY	15	65%
Volunteers	1	4%
External consultants	2	9%
Commercial disaster recovery vendor	5	22%
Local/community resource	2	9%
Don't know	0	0%
Other	5	22%

People may select more than one checkbox, so percentages may add up to more than 100%.

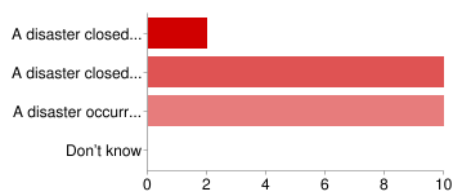
40D. If you answered anything besides "Internal staff ONLY" in Question 32: Why did you use an external source (consultant; recovery vendor; local/community resource)?



Lack of training	4	33%
Lack of expertise	5	42%
Lack of facilities	4	33%
Scope of disaster	8	67%
Don't know	0	0%
Selected "Internal staff ONLY"	0	0%
Other	2	17%

People may select more than one checkbox, so percentages may add up to more than 100%.

40E. Was the institution closed as a result of damage from any disaster?



A disaster closed the institution permanently
 A disaster closed the institution temporarily
 A disaster occurred, but did not force a closure
 Don't know

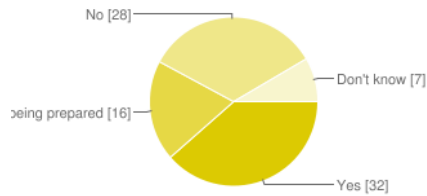
2 9%
10 45%
10 45%
0 0%

People may select more than one checkbox, so percentages may add up to more than 100%.

PRESERVATION ENVIRONMENT, SECURITY AND DISASTER PREPAREDNESS

Question 41 of 54 (75% Complete).

41. Does your institution have a disaster plan for the protection and recovery of your collections?



Yes
 No, but one is being prepared
 No
 Don't know

32 39%
16 19%
28 34%
7 8%

PRESERVATION ENVIRONMENT, SECURITY AND DISASTER PREPAREDNESS (Follow Up Questions)

What year was your disaster plan prepared?

2005200619952006200320052000199820062007200820052006200420002008201020002003200519841999200720042000unknown199320062004New plan 2006. Old plan 2004.2008

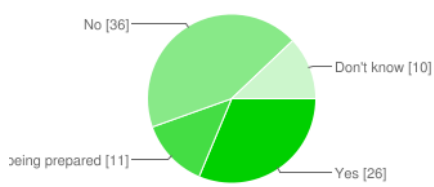
What year was your disaster plan last updated?

2007200820092006200620092006200320062007periodicallydon't know200920072006201020102009May 2009200720092008200720082010unknown20102006200920102009

PRESERVATION ENVIRONMENT, SECURITY AND DISASTER PREPAREDNESS

Question 42 of 54 (76% Complete).

42. Does your institution have a continuity of operations plan to allow you to quickly resume your regular business?



Yes
 No, but one is being prepared
 No
 Don't know

26 31%
11 13%
36 43%
10 12%

PRESERVATION ENVIRONMENT, SECURITY AND DISASTER PREPAREDNESS (Follow Up Questions)

What year was your continuity of operations plan prepared?

2001200820062007200620052008200520042006200520002008don't know2003200820062007200720002008200820102004

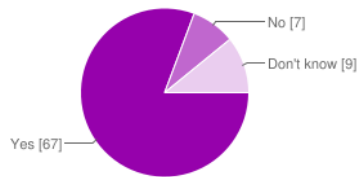
What year was your continuity of operations plan last updated?

2003200820102009don't know20092009200920062010don't knowMay 2009hasn't200920092010201020092008201020092010 (annually)

PRESERVATION ENVIRONMENT, SECURITY AND DISASTER PREPAREDNESS

Questions 43-45 of 54 (78% Complete).

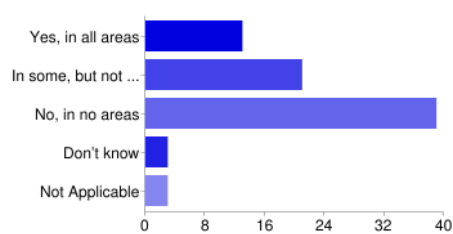
43. Does your institution have a working relationship with your local emergency responders (e.g., fire, police)?



Yes
 No
 Don't know

67 81%
7 8%
9 11%

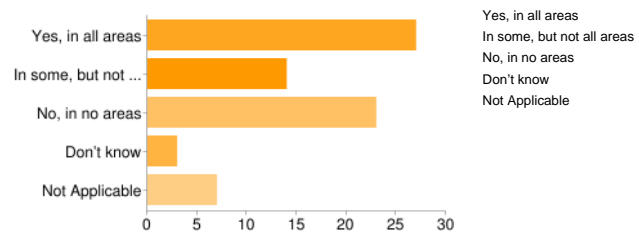
44. Please indicate which security systems your institution uses. - Security guard(s)



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

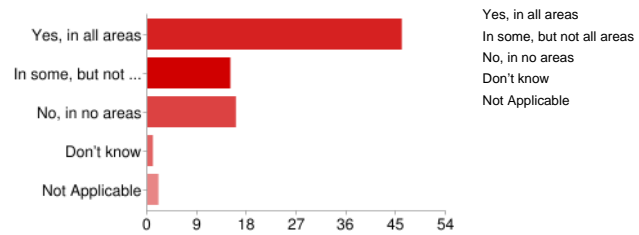
13 16%
21 25%
39 47%
3 4%
3 4%

44. Please indicate which security systems your institution uses. - Employee and volunteer screening



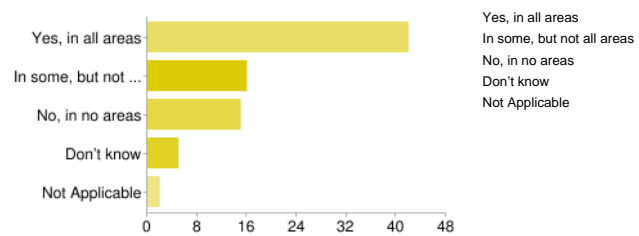
Yes, in all areas	27	33%
In some, but not all areas	14	17%
No, in no areas	23	28%
Don't know	3	4%
Not Applicable	7	8%

44. Please indicate which security systems your institution uses. - Alarm system(s)



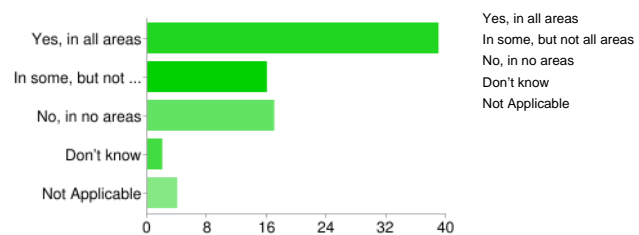
Yes, in all areas	46	55%
In some, but not all areas	15	18%
No, in no areas	16	19%
Don't know	1	1%
Not Applicable	2	2%

44. Please indicate which security systems your institution uses. - Written policy and procedure(s)



Yes, in all areas	42	51%
In some, but not all areas	16	19%
No, in no areas	15	18%
Don't know	5	6%
Not Applicable	2	2%

44. Please indicate which security systems your institution uses. - Control of items brought into collections



Yes, in all areas	39	47%
In some, but not all areas	16	19%
No, in no areas	17	20%
Don't know	2	2%
Not Applicable	4	5%

44. Please indicate which security systems your institution uses. - Control of access to collections



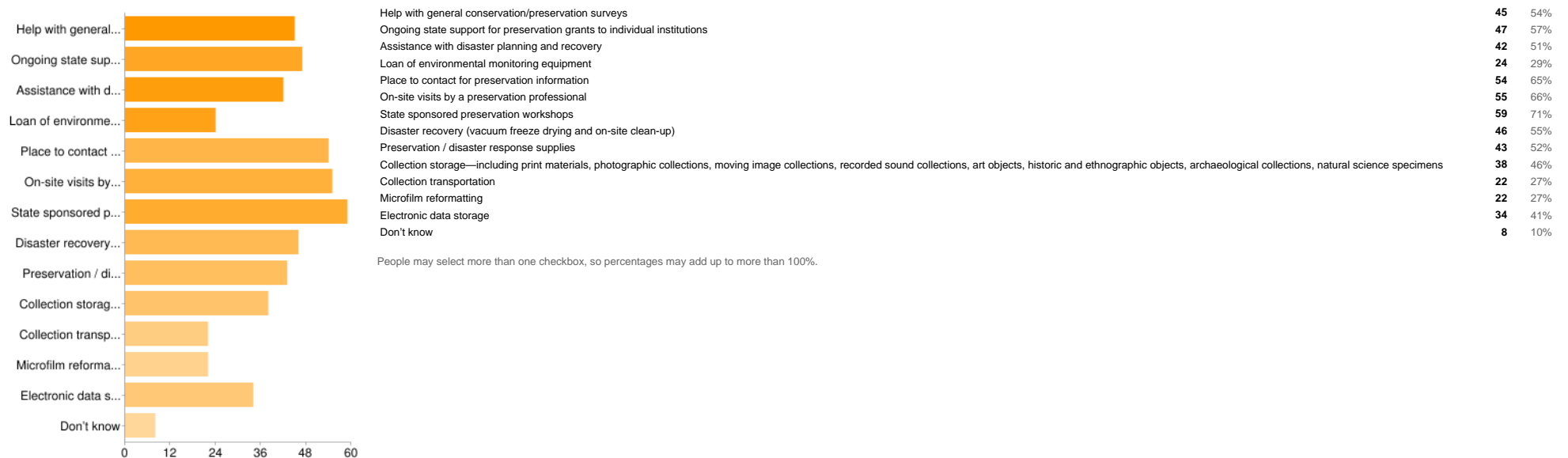
44. Please indicate which security systems your institution uses. - Other (Please specify below)



Please specify use of "Other".

camera in all public areas of Special Collections Library and exterior doors; on exterior doors in main library; main library uses library security tape and gates to monitor for unchecked out books ...

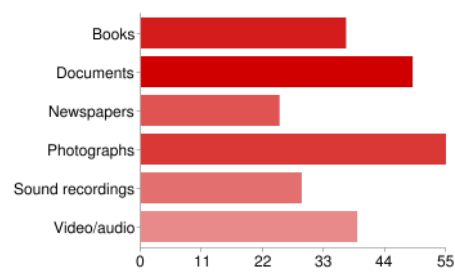
45. If a statewide approach were available, which preservation services would your institution be likely to use?



DIGITAL COLLECTIONS

Questions 46-50 of 54 (83% Complete).

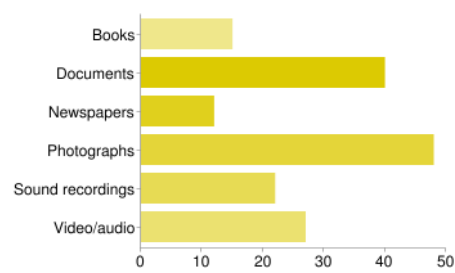
46. What digital formats is your institution collecting?



Books	37	51%
Documents	49	67%
Newspapers	25	34%
Photographs	55	75%
Sound recordings	29	40%
Video/audio	39	53%

People may select more than one checkbox, so percentages may add up to more than 100%.

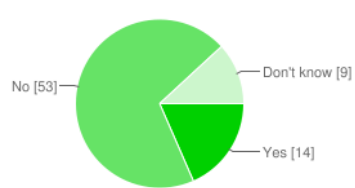
47. What type of materials has your institution converted to digital format?



Books	15	23%
Documents	40	61%
Newspapers	12	18%
Photographs	48	73%
Sound recordings	22	33%
Video/audio	27	41%

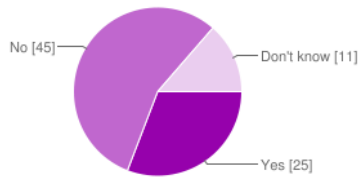
People may select more than one checkbox, so percentages may add up to more than 100%.

48. Do you have a plan in place for managing these assets for 10 years or more?



Yes	14	17%
No	53	64%
Don't know	9	11%

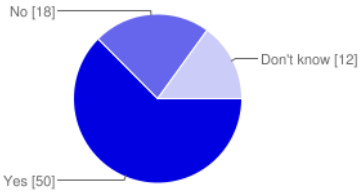
49. Does your institution operate a digital repository?



Yes
No
Don't know

25	30%
45	54%
11	13%

50. Are backup files created for your digital collections?



Yes
No
Don't know

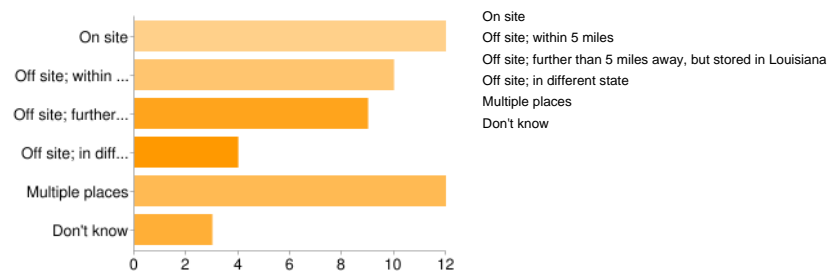
50	60%
18	22%
12	14%

DIGITAL COLLECTIONS (Follow Up Question)

How often are back up files created for your digital collections?

monthly 30 days monthly daily once photos are up loaded daily each update not sure what you mean Most are created upon ingestion into the system. 4 times/year daily weekly monthly monthly every 6-8 month nightly b...

Where are these backup files stored?



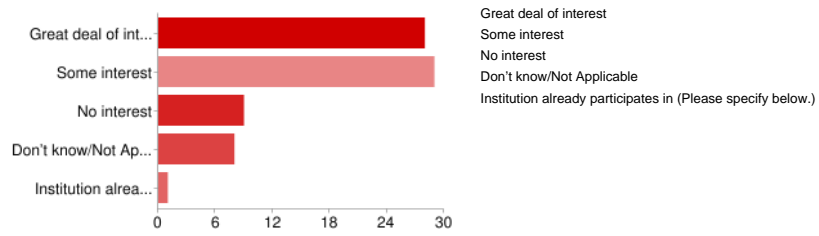
On site
Off site; within 5 miles
Off site; further than 5 miles away, but stored in Louisiana
Off site; in different state
Multiple places
Don't know

12	14%
10	12%
9	11%
4	5%
12	14%
3	4%

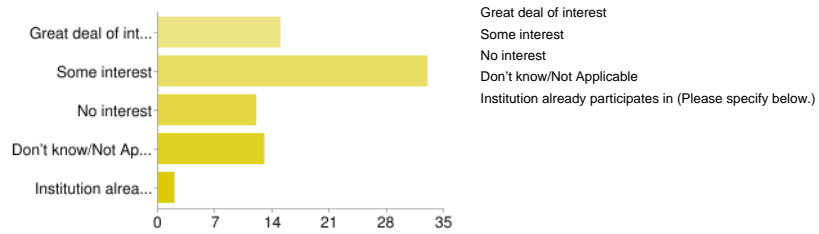
PARTNERING

Questions 51-52 of 54 (93% Complete).

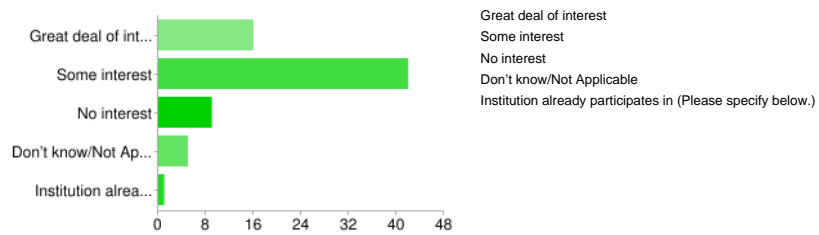
51. Please rate your institution's level of interest in the following: - Mutual assistance agreements (e.g., disaster response)



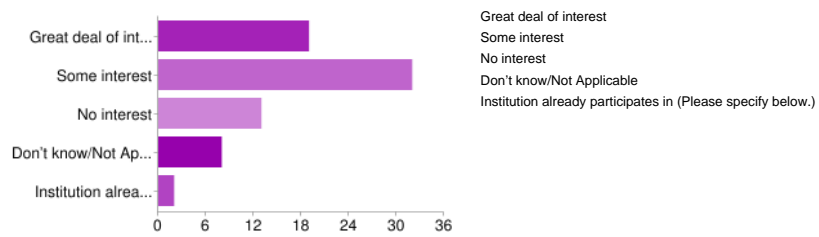
51. Please rate your institution's level of interest in the following: - Mentoring (mentor, mentee, both)



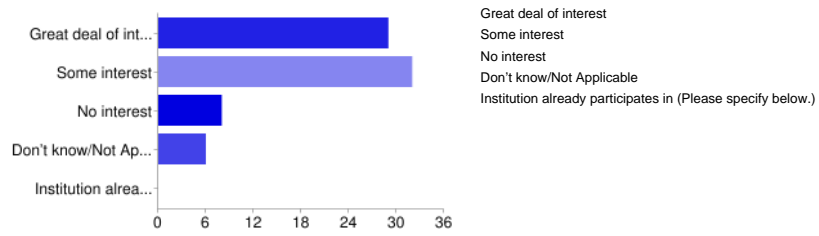
51. Please rate your institution's level of interest in the following: - Collaborative exhibitions



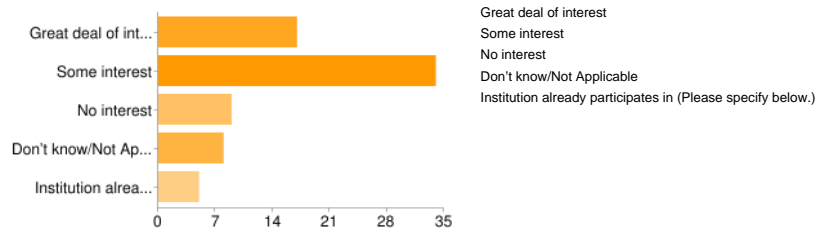
51. Please rate your institution's level of interest in the following: - Collaborative digital collections building



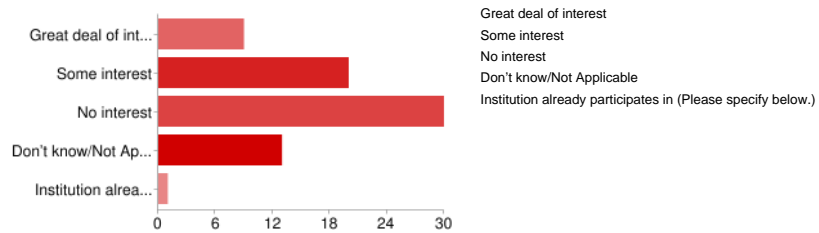
51. Please rate your institution's level of interest in the following: - Collaborative grant projects



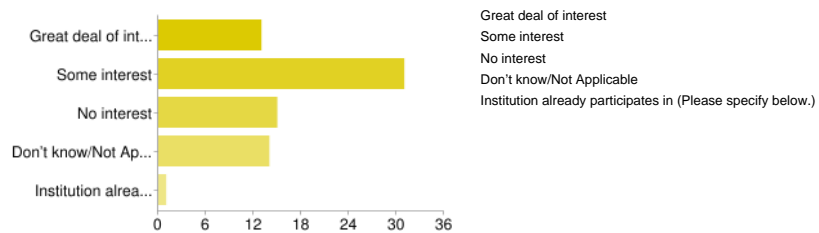
51. Please rate your institution's level of interest in the following: - Setting up a regional special interest group



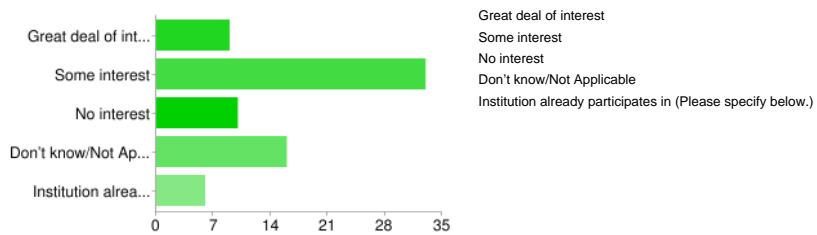
51. Please rate your institution's level of interest in the following: - Shared storage facilities



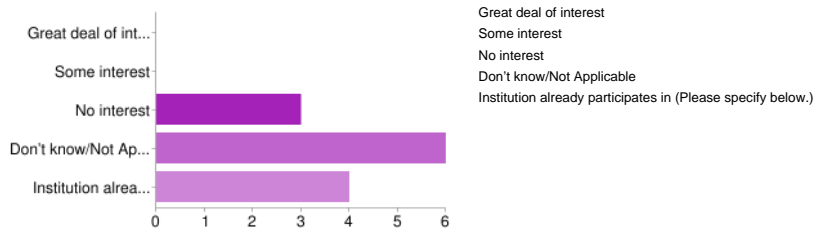
51. Please rate your institution's level of interest in the following: - Shared technical equipment



51. Please rate your institution's level of interest in the following: - "Train-the-trainer" program



51. Please rate your institution's level of interest in the following: - Other (Please specify below.)



Please specify use of "Other".

52. If your institution already participates in any of the above, please provide more information.

We are very interested in being a storage facility for digital audiovisual files from other agencies in the state. We have already participated in a IMLS planning grant project with the multimedia division of the Louisiana State Archives for preserving audiovisual formats. Collaboration with the other dioceses in the state, part of LOUISArk-La-Tex Archivists group Regional special interest group - belong to ArkLaTex Archivists LSU does film local papers, but due to Money constraints we have not bought in a number of years. Equipment to read old (burned out bulbs, etc) and little interest by pat...

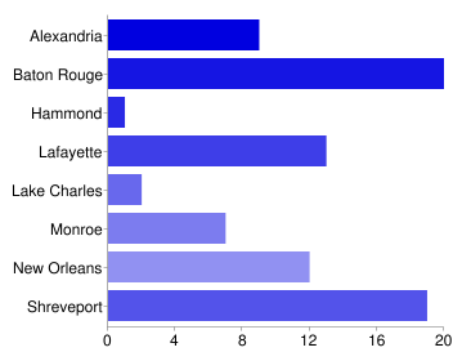
CONCLUSION

Questions 53-54 of 54 (96% Complete).

53. Is there anything else you would like to tell us about your conservation / preservation needs?

Would like the State Library to be funded at an adequate level which would allow them to resume staff training such as book repair workshops. I would like to have a statewide policy or plan of action for pre-contracting with disaster relief companies such as Munters. Our physical plant/facilities director says that this is impossible under current state bidding procedures. I would like to see this change through a group effort. The institution is seeking grants that would assist in indexing or cataloging the various record series, and digitize its collection from 1764 to the present time. We mai...

54. Which of the following cities would be the most convenient for you in terms of travel to attend a training seminar?



Alexandria
Baton Rouge
Hammond
Lafayette
Lake Charles
Monroe
New Orleans
Shreveport

9
20
1
13
2
7
12
19

11%
24%
1%
16%
2%
8%
14%
23%

CONCLUSION

100% Complete, Please fill in your contact information below and then click the "Submit" button. YOUR ANSWERS WILL ONLY BE RECORDED IF YOU CLICK THE "SUBMIT" BUTTON AT THE BOTTOM OF THE PAGE!

Please complete the following information so we may contact you if we have any follow-up questions:

Institution Name

LSMPaul and Lulu Hilliard University Art Museum, University of Louisiana at LafayetteShreveport Water Works MuseumLouisiana State Exhibit MuseumClaiborne Parish Clerk of CourtWest Baton Rouge Parish...

Your Name

John SykesJoyce PennGerald ForrestNita ColeJames Patrick GladneyBeth VandersteenEmily GravesPati ThreattKeith P. FontenotLinda K. GillHoward L. Coy Jr.Leslie BourgeoisSheila RichmondEmilie LeumasBru...

Your Title

Education ManagerRegistrarCuratorClerk of CourtDirectorExecutive DirectorInterim ArchivistArchivist/ Deputy Clerk of CourtGenealogy AssociateDirectorArchivistCommunity CoordinatorDirectorAssistant ...

Web site

www.lsm.state.la.usmuseum.louisiana.edusos.louisiana.gov/museumsn/awww.wbr.lib.la.usnydermuseum.comlibrary.mcneese.eduwww.standry.orgwww.calcasieulibrary.org/genealogywww.vernon.lib.la.uswww.lpb.o...

Street Address

660 N. Fourth Street710 East Saint Mary Blvd.142 North Common st.3015 Greenwood Road512 East Main830 North Alexander Avenue1620 East Madison AveMSU Box 91445118 South Court Street411 Pujo Street1401...

City

Baton RougeLafayetteShreveportShreveportHomerPort AllenBastropLake Charles, LAOpelousasLake Charles, LA LeesvilleBaton RougeNatchitochesNew OrleansLafayettePlaquemineMonroe GretnaBossier CityShrevep...

Zip Code

708027050371101711097104070767712207060970571-075070601-42547144670810714977012470504707647120370053711117113070803-101071350705107050170501701307072270813-0001707677080870544701157080370803LA708027...

Telephone

225-219-0729337-482-136731822133883186322020318-927-9601225-342-7920318-281-8760337.475.57313379425606 x126.337-721-7110337-239-2027 or 800-737-2231225-767-4284318.357-6685504-527-5780337.482-579222...

Email

jsykes@crt.state.la.usjfp7540@louisiana.edugforrest@sos.louisiana.govnita.cole@sos.louisiana.govclaib212@bellsouth.netbvandersteen@wbrplibrary.ussnydermuseum@bellsouth.netphtreatt@mcneese.eduarchive...

Number of daily responses

