

New York's Connecting to Collections Survey

Introduction

Partnership for New York's Cultural Heritage

Welcome to New York's Connecting to Collections Survey.

A few key points about completing this survey:

- If you are one entity within a parent institution, and that parent institution's primary function is not collecting, fill out the survey only for your own holdings, not those of other collecting entities in your parent institution. They will receive their own survey announcement. For example, a library and a museum belonging to the same university will each receive separate surveys.
- If you are part of an institution whose primary function is collecting, but has multiple collecting departments, 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.
- Once you have the information gathered, the survey will take from 30-45 minutes to complete. We suggest you review the questions and your answers with your colleagues before responding to the survey online.
- If you wish, you may print a copy of the survey to review and discuss with your colleagues before completing it online. Go to this link to print a PDF of the survey: <http://www.oce.nysed.gov/imls08/survey.pdf>
- The survey does not have to be completed in a single session. It has been set up so that respondents can go back and revise their answers. If you will be completing the survey in multiple sessions and submitting it online you must carefully select what computer you will use to work on the survey. The survey link can be accessed at any time for edits providing the link is accessed on the same computer from which the cookies have not been cleared. You will only be able to go back to your saved survey by using the same computer on which you originally began the survey. Information will only be saved on completed pages.
- The survey deadline has been extended! Please complete this survey by midnight on February 20, 2009.

Confidentiality: Your responses are being collected and analyzed by an independent market research group. Project staff and consultants will not share individual responses.

Want to know more about this project? Visit: <http://www.oce.nysed.gov/imls08>.

Help: For assistance with this study, please contact Michelle Brandone, mbrandon@mail.nysed.gov or (518)486-1334.

Preservation Planning and Funding

For the purpose of this survey, the word "Preservation" is used to include all of the activities that prolong the life of collections in libraries, archives, museums, historical societies and other cultural heritage institutions or that preserve the information content of such materials for future generations. Preservation includes such actions as environmental controls, storage and handling practices, housekeeping, emergency preparedness and exhibit techniques.

"Conservation" is used here to refer exclusively to the repair or stabilization of materials through chemical or physical treatment to ensure that they survive in their original form as long as possible.

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1. From which sources has your institution ever received funding for conservation / preservation? (*select all that apply*)

- Institution's own budget
- Federal grants
- State grants
- Local, municipal, tribal grants
- Foundation or corporate grants
- Donor funding, memberships or friends groups
- Institution use or license fee
- None
- Don't know
- Other (*please specify*)

2. 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? (*select one*)

- Yes
- No
- Don't know

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3. Which of the following factors influenced the decision not to apply for a grant?
(select all that apply)

If you answered yes to the previous question, please select "not applicable."

- Not applicable
- Don't know enough about funding sources
- Lack of time to complete application
- Lack of expertise to complete application
- Lack of time to implement grant project
- Lack of expertise to implement grant project
- Do not have required matching funds for grant
- Need additional project planning or preparation before applying for grant
- Conservation/preservation not an institutional priority
- Have sufficient funding
- Unsuccessful at applying for grant(s) in the past
- Don't know
- Other (please specify)

4. From which of the following New York state sources, if any, has your institution received money to implement conservation/preservation projects in the past 5 years? (select all that apply)

- New York State Legislature grant
- Education Department, State Library, Conservation/Preservation Program
- Education Department, State Archives, Documentary Heritage Program (DHP)
- Education Department, State Archives, Local Government Records Management Improvement Fund (LGRMIF)
- New York State Council on the Arts (NYSCA) grant
- Lower Hudson Conference/NYSCA Statewide Conservation Treatment Grant Program
- Office of Parks and Recreation, State Historic Preservation Office (SHPO) grant
- Other state funding program
- None

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5. From which of the following federal sources, if any, has your institution received money to implement conservation/preservation projects in the past 5 years? (*select all that apply*)

- Institute of Museum and Library Services (including Conservation Assessment Program [CAP] funding)
- National Endowment for the Humanities Preservation Assistance Grants for Smaller Institutions
- National Endowment for the Humanities (larger grants)
- National Endowment for the Arts (Museum: Access to Artistic Excellence category)
- Save America's Treasures grant for collections
- National Historic Publications and Records Commission (NHPRC) grant
- National Film Preservation Foundation grant
- National Television/Video Preservation grant
- Other federal funding program
- None

6. From which of the following other sources, if any, has your institution received money to implement conservation/preservation projects in the past 5 years? (*select all that apply*)

- Private foundations
- Professional organizations
- Local, municipal, county, tribal funding
- Corporate or business contributions dedicated to conservation/preservation projects
- Donor, members or friends groups funding dedicated to conservation/preservation projects
- Interest from in-house endowment
- Institution use or license fee income
- Line item in your institution's operating budget
- Other funding program
- None

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7. Which of the following most closely describes your institution's current staffing for conservation/preservation? (*select all that apply*)

- Paid staff whose job duties are predominantly conservation/preservation (full-time or part-time)
- Various staff are assigned conservation/preservation duties as needed
- External provider supplies all conservation/preservation services
- External provider supplies some conservation/preservation services
- Volunteers provide all conservation/preservation services
- Volunteers provide some conservation/preservation services
- No staff person, volunteer or external provider has conservation/preservation responsibilities
- Other (*please specify*)

8. Does your institution have any collections care staff members with formal training – for example, a graduate degree in conservation or preservation from a recognized training program, and/or equivalent experience and training? (*select one*)

- Don't know
- No
- Yes (*please briefly describe qualifications*)

Preservation Information

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1. Please rate the following methods of obtaining information that staff at your institution currently use from most useful to least useful. (*select an answer for all rows*)

	Very useful	Useful	Not useful	Don't know	N/A
Print materials (e.g., books, journals, pamphlets, newsletters)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electronic materials (e.g., journals, reports)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Listservs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication with resource people by telephone or e-mail (e.g., staff at other libraries, consultants, vendors)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Distance learning courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On-site visits at your institution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online tutorials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
College or university courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Short-term training workshops (e.g., one- or two-day sessions)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Long-term training workshops (e.g., one week or more)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional organization workshops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Video/DVDs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Web sites	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Webinars	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conferences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Preservation Training

1. Has anyone at your institution attended a training program on conservation/preservation in the past 5 years? (*select one*)

Yes

No

Don't know

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2. To what organizations does your institution turn for training? (*select all that apply*)

- Library councils
- Regional service provider [e.g., *Upstate History Alliance (UHA), Greater Hudson Heritage Network (formerly Lower Hudson Conference)*]
- Professional organizations [e.g., *Society of American Archivists (SAA), Museum Association of New York (MANY)*]
- None
- Don't know
- Other (*please specify*)

3. For which of the following collection types, if any, does staff at your institution need preservation training? (*select an answer for all rows*)

	No need	Need	Urgent need	Don't know	Not Applicable
Books and Bound Volumes -- <i>monographs, serials, newspapers, scrapbooks, albums, pamphlets</i>	j0	j0	j0	j0	j0
Unbound Sheets -- <i>archival records, manuscripts, maps, oversized items, ephemera, broadsides, paper artifacts</i>	j0	j0	j0	j0	j0
Photographic Collections -- <i>microfilm, microfiche, photographic prints, negatives, slides, transparencies, daguerrotypes</i>	j0	j0	j0	j0	j0
Moving Image Collections -- <i>motion picture film, video tape</i>	j0	j0	j0	j0	j0
Recorded Sound Collections -- <i>cylinder, phonodisc, cassette, open reel tape</i>	j0	j0	j0	j0	j0
Digital Material and Electronic Records Collections -- <i>floppy disc, laser disc, minidisk, CD, CD-R, DVD, DVD-R, DAT, data tape, digital photos, scanned documents, digital moving images, digital sound recordings, databases, electronic data files, other materials in digital form</i>	j0	j0	j0	j0	j0
Art Objects -- <i>paintings, prints, drawings, sculpture, decorative arts (e.g., fine metalwork, jewelry, timepieces, enamels, mixed media materials)</i>	j0	j0	j0	j0	j0
Historic and Ethnographic Objects -- <i>textiles, costumes and accessories, ceramics, glass), ethnographic artifacts (e.g., leather, skin, baskets, bark), metalwork (e.g., arms and armor, medals, coins), furniture, domestic artifacts (including frames, household tools/machines, dolls/toys, musical instruments), technological and agricultural artifacts, medical and scientific artifacts, transportation vehicles</i>	j0	j0	j0	j0	j0
Archaeological Collections	j0	j0	j0	j0	j0
Natural Science Specimens -- <i>zoological, botanical, geological, paleontological, paleobotany specimens</i>	j0	j0	j0	j0	j0
Other	j0	j0	j0	j0	j0

(*please specify*)

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4. Which of the following preservation topics, if any, would be most useful for staff at your institution to learn about? (*select an answer for all rows*)

	No need	Need	Urgent need	Don't know	Not Applicable
Rehousing (e.g., refolding, reboxing)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storage furniture (e.g., shelving, cabinetry)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Moving collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disaster preparedness and recovery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Care and handling of collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization / imaging	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation reformatting (e.g., preservation photocopying, microfilming, audio/video remastering)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation management (e.g., administration, planning, assessment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written policies and procedures for preservation of collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection condition and needs survey	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collections conservation (e.g., physical treatment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contracting for conservation/preservation services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmental monitoring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advocacy / fundraising / grant writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building design / construction / renovation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation of digital files (e.g., databases, web sites, image files)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exhibits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pest management / mold eradication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(please specify)

5. What is your institution's preference for the length of conservation/preservation training sessions? (*select one*)

- Half a day
- One day
- Two days
- Full week
- No preference
- Don't know
- Other (*please specify*)

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6. What barriers, if any, might prevent your institution from sending a staff member to a conservation/preservation workshop or training course? (*select all that apply*)

- Workshops are not available in the region
- Travel costs
- Registration costs
- Cannot spare the staff time
- Existing staff training is adequate to carry out preservation functions
- Distance
- Lack of management support
- Lack of staff interest
- No access to online training
- Don't know
- None
- Other (*please specify*)

7. What is the maximum amount your institution is willing to pay per person to attend a training event on conservation/preservation? (*select one*)

- \$0
- \$1-24
- \$25-49
- \$50-99
- \$100-199
- \$200-299
- Over \$300

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8. Does staff at your institution have access to the following capabilities for training?
(select an answer for all rows)

	All have access	Half or more have access	Fewer than half have access	None have access	Don't know
Touch-tone telephone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer operating system later than Windows 1998 or Macintosh OS 8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer equipped with sound card, speakers or headphones	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer equipped with a microphone for speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer with at least one of these common browsers—Microsoft Internet Explorer 6.0, Mozilla Firefox 1.5, Safari 2.0.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet connection of minimum 56K	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet connection of 128K	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer supporting Flash Player plug-in	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Preservation Activities

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

Yes

Yes, but it is not up-to-date

No, but one is being developed

No, but preservation is addressed in institutional plan

No

Don't know

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2. 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? (*select one*)

Yes

Yes, but survey is not up-to-date

(e.g., *significant changes have occurred in your institution since the survey was done*)

Yes, but only a portion of the collection was surveyed

Yes, but only a portion of the collection was surveyed and survey is not up-to-date

No

Don't know

3. Has the survey resulted in conservation/preservation actions? (*select one*)

Don't know

Yes

No (*please specify why not*)

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4. What actions, if any, has your institution taken to prolong the life of its collections?
(select an answer for all rows)

	Undertaken by institution staff	Undertaken by an external provider	Undertaken by both institution staff and external provider	Not undertaken by institution staff or external provider
Rehousing (e.g., refolding, reboxing)	jñ	jñ	jñ	jñ
Storage furniture (e.g., shelving, cabinetry)	jñ	jñ	jñ	jñ
Moving collections	jñ	jñ	jñ	jñ
Disaster preparedness and recovery	jñ	jñ	jñ	jñ
Care and handling of collections	jñ	jñ	jñ	jñ
Digitization / imaging	jñ	jñ	jñ	jñ
Preservation reformatting (e.g., preservation photocopying, microfilming, audio/video remastering)	jñ	jñ	jñ	jñ
Preservation of digital files (e.g., databases, web sites, image files)	jñ	jñ	jñ	jñ
Preservation management (e.g., administration, planning, assessment)	jñ	jñ	jñ	jñ
Written policies and procedures for preservation of collections	jñ	jñ	jñ	jñ
Collection condition and needs survey	jñ	jñ	jñ	jñ
Collections conservation (e.g., physical treatment)	jñ	jñ	jñ	jñ
Contracting for conservation/preservation services	jñ	jñ	jñ	jñ
Environmental monitoring	jñ	jñ	jñ	jñ
Advocacy / fundraising / grant writing	jñ	jñ	jñ	jñ
Building design / construction / renovation	jñ	jñ	jñ	jñ
Installation of environmental controls	jñ	jñ	jñ	jñ
Pest management / mold eradication	jñ	jñ	jñ	jñ
Other	jñ	jñ	jñ	jñ

(please specify)

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5. What are the three most serious conservation/preservation problems at your institution? (*enter an answer into each text box*)

1.

2.

3.

6. What barriers has your institution faced in taking action to preserve its collection (s)? (*select all that apply*)

- Lack of funding
- Cannot spare the staff time
- Inadequate staff expertise to carry out preservation
- Lack of management support
- Don't know
- None
- Other (*please specify*)

Preservation Environment

1. Do you control the following for the preservation of your collection? (*select an answer for all rows*)

	Yes, in all areas	In some, but not all areas	No	Don't know
Temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relative humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air quality (<i>e.g., particulate and gaseous filtration</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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2. Estimate how much of your institution's collection is adequately stored – for example, in areas large enough to accommodate current collections with safe access to them, appropriate environmental control and appropriate storage furniture? *(select one)*

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

Security and Disaster Preparedness

1. Which of the following fire protection equipment does your institution have? *(select an answer for all rows)*

	Yes, in all areas	In some, but not all areas	In no areas	Don't know
Smoke detectors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fire alarms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wet-pipe sprinklers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dry-pipe sprinklers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waterless fire-suppression systems <i>(e.g., Halon, FM-200)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fire extinguishers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(please specify)

2. In the past 5 years, has your institution experienced any disaster that damaged collections? *(select one)*

- Yes
- No
- Don't know

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3. What caused the disaster? (*select all that apply*)

If you answered "no" to the previous question, select "not applicable."

- Not applicable
- Earthquake
- Severe weather conditions (*e.g. rain, snow, ice, wind*)
- Fire—including arson, electrical, wildfire
- Flood
- Mold outbreak
- Pests
- Water leakages
(*e.g., pipe damage, roof damage*)
- Vandalism
- Theft
- Other human caused disaster (*e.g. civil unrest, terrorist attack*)
- Don't know
- Other (*please specify*)

4. What percentage of your institution's collections was damaged? (*select one*)

If you answered "no" to question 2, select "not applicable."

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

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5. Who took care of the recovery of damaged materials? (*select all that apply*)

If you answered "no" to question 2, select "not applicable."

- Not applicable
- Internal staff
- External consultant
- Commercial disaster recovery vendor
- Local/community resource
- Have not recovered damaged materials
- Don't know
- Other (*please specify*)

6. Does your institution have a disaster plan for the protection and recovery of your collections that has been updated in the last 3 years? (*select one*)

- Yes
- Yes, but the plan is out of date
- No, but the plan is being prepared
- No
- Don't know

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

- Yes
- No
- Don't know

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8. Please indicate which security systems and/or practices your institution uses.
(select an answer for all rows)

	In all areas	In some, but not all areas	None	Don't know
Security guard(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee and volunteer screening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alarm system(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written policy and procedure(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Control of items brought into collections (e.g., coat check, bag check)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Control of access to collections (e.g., key lock systems, card key systems, research room registration)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(please specify)

Institutional Collections

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.
- Do not leave any category blank; where applicable, check "have no holdings" or "have holdings, but don't know quantity."

Note: All digital media are to be counted under #6 "digital materials" as the preservation needs of digital files, whether born digital or digital surrogates, are the same.

1. Books and Bound Volumes—*monographs, serials, newspapers, scrapbooks, albums, pamphlets* (select one)

Have no holdings

Have holdings, but don't know quantity

Have holdings (please estimate amount in number of volumes)

2. Unbound Sheets—*archival records, manuscripts, maps, oversized items, ephemera, broadsides, paper artifacts* (select one)

Have no holdings

Have holdings, but don't know quantity

Have holdings (please estimate amount in linear feet or cubic feet)

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3. Photographic Collections—*microfilm/fiche, photographic prints, negatives, slides, transparencies, daguerrotypes (select one)*

Have no holdings

Have holdings, but don't know quantity

Have holdings (*please estimate amount in number of items*)

4. Moving Image Collections—*motion picture film, videotape (select one)*

Have no holdings

Have holdings, but don't know quantity

Have holdings (*please estimate amount in number of items*)

5. Recorded Sound Collections—*cylinder, phonodisc, cassette, open reel tape (select one)*

Have no holdings

Have holdings, but don't know quantity

Have holdings (*please estimate amount in number of items*)

6. Digital Material and Electronic Records Collections—*floppy disc, laser disc, minidisk, CD, CD-R, DVD, DVD-R, DAT, data tape, digital photos, scanned documents, digital moving images, digital sound recordings, databases, electronic data files, other materials in digital form (select one)*

Have no holdings

Have holdings, but don't know quantity

Have holdings (*please estimate amount in number of items*)

7. If possible, please estimate the size of your digital materials collection in gigabytes (GB). (*optional*)

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8. Art Objects—*paintings, prints, drawings, sculpture, decorative arts (e.g., fine metalwork, jewelry, timepieces, enamels, mixed media materials)* (select one)

Have no holdings

Have holdings, but don't know quantity

Have holdings (please estimate amount in number of items)

9. 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* (select one)

Have no holdings

Have holdings, but don't know quantity

Have holdings (please estimate amount in number of items)

10. Archaeological Collections (select one)

Have no holdings

Have holdings, but don't know quantity

Have holdings (please estimate amount in number of items)

11. Natural Science Specimens—*zoological, botanical, geological, paleontological, paleobotany specimens* (select one)

Have no holdings

Have holdings, but don't know quantity

Have holdings (please estimate amount in number of items)

Institutional Information

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1. What is the estimated percentage of your institution's collection that has been inventoried? (*select one*)

None

1%-24%

25%-49%

50%-74%

75%-99%

All

Don't know

2. What is the estimated percentage of your institution's collection that has been processed/cataloged? (*select one*)

None

1%-24%

25%-49%

50%-74%

75%-99%

All

Don't know

New York's Connecting to Collections Survey

3. Which one category best describes your institution? (*select one*)

- Government archives
- Academic archives
- Independent non-profit archives
- Public library
- Special library
- Academic library
- Historical society
- Historic house/site
- Art museum
- History museum
- Children's museum
- Natural history museum
- Science technology museum
- General museum (2 or more disciplines)
- Archaeological repository or research collection
- Arboretum, botanical garden, nature center, zoo, or aquarium
- Cultural center
- Other (*please specify*)

4. Which one category best describes your organization type or affiliation? (*select one*)

- Private non-profit (non-government)
- Local, municipal, or county government
- State government
- Federal government
- Tribal
- Other (*please specify*)

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5. Please provide the annual budget of your institution for the most recently completed fiscal year. If exact amount is unknown, please provide an estimate.

- In order to answer this question for your institution please refer to your answer in question 3 of this section and provide the budget numbers for the category you have selected. For example, if in question 3 you selected "academic library" please provide the annual budget of the library, not the university it is a part of.

FY 2006 (Total annual operating budget)

FY 2007 (Total annual operating budget)

6. What was your institution's annual budget for conservation/preservation for the most recently completed fiscal year? (*Please 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, 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.

FY 2006 (Annual budget for conservation/preservation)

FY 2007 (Annual budget for conservation/preservation)

Partnering

New York's Connecting to Collections Survey

1. Please rate your institution's level of interest in the following: (*select an answer for all rows*)

	Great deal of interest	Some interest	No interest	Don't know	Institution already participates in
Mutual assistance agreements (<i>e.g., disaster response</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation mentoring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collaborative exhibitions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collaborative digital collections building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collaborative reformatting projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collaborative preservation grant projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Setting up a regional special interest group about preservation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shared storage facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shared digital file storage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shared technical equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
"Train-the-trainer" preservation program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(*please specify*)

2. What 3 preservation services would your institution most like to see available in New York State? (*please select no more than 3*)

- Help with general conservation/preservation surveys
- Ongoing state support for preservation grants to individual institutions
- Assistance with disaster planning and recovery
- Place to contact for preservation information
- On-site visits by a preservation professional
- State sponsored preservation workshops
- Don't know
- None
- Other (*please specify*)

New York's Connecting to Collections Survey

3. For which of the following services would your institution most like to see New York negotiate statewide contracts? (*please select no more than 3*)

- Disaster recovery—*vacuum freeze drying and on-site clean-up*
- Preservation supplies
- Collection storage—*including print materials, photographic collections, moving image collections, recorded sound collections, art objects, historic and ethnographic objects, archaeological collections, natural science specimens*
- Electronic data storage
- Collection transportation
- Conservation services
- Don't know
- None
- Other (please specify)

Additional Comments

1. Is there anything else you would like to tell us about your conservation / preservation needs? Any comments you have to help us to further preservation in New York will be appreciated. (*optional*)

2. Please tell us your institution's zip code.

New York's Connecting to Collections Survey

3. Please complete the following information so we may contact you if we have any follow-up questions. (*optional*)

Institution name	<input type="text"/>
Your name	<input type="text"/>
Title	<input type="text"/>
Web site	<input type="text"/>
Street address	<input type="text"/>
City	<input type="text"/>
Zip code	<input type="text"/>
Telephone	<input type="text"/>
E-mail	<input type="text"/>