

1. 2010 Ohio Connecting to Collections Survey

Thank you for participating in this survey. The State Library of Ohio and the Ohio Historical Society need you to tell us the condition of your collections and the challenges you face in preserving them. We will use the survey results to begin discussions about how to improve collections care in Ohio. Please be candid with your answers. Individual responses to survey are considered confidential and your institution will not be identified. It's the big picture we're interested in, but we need you to fill it in.

If you wish to print a full copy of the survey before entering your responses online, visit

[Click "Next" to go directly to the questions when you are ready to begin. Be sure to click "submit" at the end of the survey to ensure your submission is included.](#)

[Need help? Visit the Ohio Connecting to Collections website at: oh.webjunction.org/ohconnectcollect.](http://oh.webjunction.org/ohconnectcollect)

Help is available from survey trainers all over Ohio. Go to the survey website for names and contact information for trainers who are happy to help.

2. 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 preservation/conservation needs for its collection.) *Select one answer only.*

Yes

Yes, but it is not up-to-date

No, but one is being developed

No

Don't know

2. Has your institution had a professional conduct a 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 answer only.*

Yes

Yes, but it is not up-to-date (e.g., significant changes have occurred in your institution since the plan was made)

No

Don't know

3. Has the survey resulted in preservation/conservation actions? *Select only one answer.*

Yes

No

Don't know

3. Preservation Activities (Survey)

4. If the survey did not result in preservation/conservation actions, why not?

4. Preservation Activities (Continued)

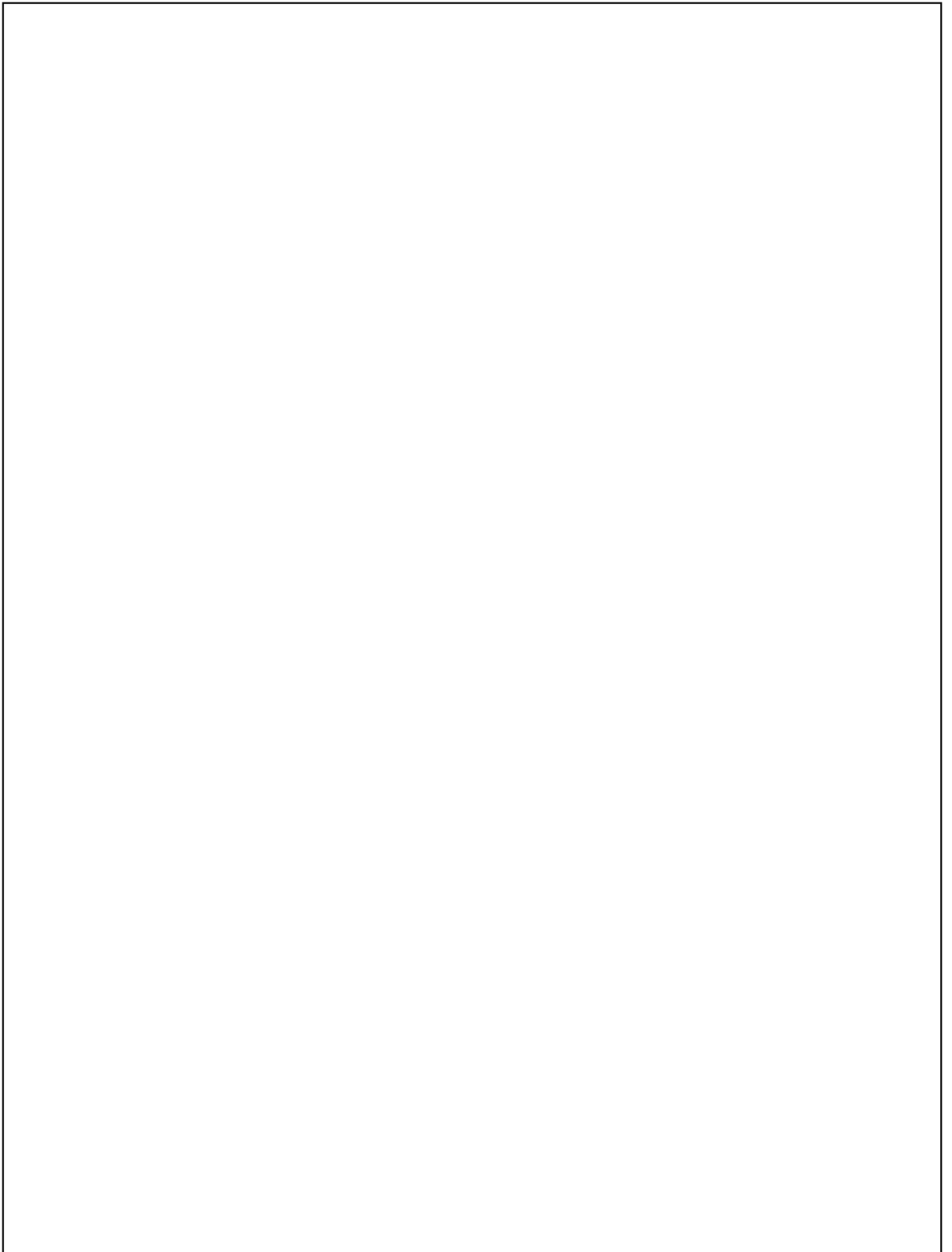
5. What actions, if any, has your institution taken to prolong the life of its collection? *Select all that apply for each action.*

	Performed by institution	Performed by an external provider	Performed by volunteers	Not completed yet	Not applicable
Rehousing (e.g., refoldering, reboxing)	€	€	€	€	€
Storage furniture (e.g., shelving, cabinetry)	€	€	€	€	€
Moving collections	€	€	€	€	€
Disaster preparedness and recovery	€	€	€	€	€
Care and handling of collections	€	€	€	€	€
Preservation reformatting (e.g., preservation photocopying, microfilming)	€	€	€	€	€
Digitization / imaging (with preservation policies)	€	€	€	€	€
Preservation management (e.g., administration, planning, assessment)	€	€	€	€	€
Collections conservation (e.g., physical treatment)	€	€	€	€	€
Contracting for preservation/conservation services	€	€	€	€	€
Environmental monitoring	€	€	€	€	€
Advocacy / fundraising / grant writing	€	€	€	€	€
Building design / construction / renovation	€	€	€	€	€
Digitization / imaging	€	€	€	€	€
Preservation of digital files (e.g., databases, web sites, image files)	€	€	€	€	€
Exhibit policies	€	€	€	€	€
Pest management / mold	€	€	€	€	€
Other, please explain in box below	€	€	€	€	€

If checked "other", please explain:

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

1.
2.
3.



5. Preservation Environment, Security and Disaster Preparedness

7. Do you control the following for the preservation of your collection?

Select only one answer per row.

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

8. From a preservation perspective, how much of your institution's collection would you estimate is adequately stored -- that is, in a secure, environmentally-controlled space, on appropriate mounts or containers, in appropriate storage furniture, and with enough space to accommodate access? *Select only one answer.*

- None
- 1-25%
- 26-50%
- 51-75%
- 75-100%
- Don't know

9. Which of the following fire protection equipment does your institution have? *Select only one answer per row.*

	Yes, in all areas	In some, but not all areas	No, in no areas	Don't know	Not applicable
Smoke detectors	<input type="radio"/>	<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"/>	<input type="radio"/>
Wet-pipe sprinklers	<input type="radio"/>	<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"/>	<input type="radio"/>
Non-aqueous fire-suppression systems (e.g., Halon)	<input type="radio"/>	<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"/>	<input type="radio"/>
None of these	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other, please explain in the box below	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If checked "other", please explain:

10. Are your fire extinguishers inspected regularly? *Select only one answer.*

Yes

No

Don't know

Don't have fire extinguishers

11. In the past 5 years, has your institution experienced any disaster that damaged materials? *Select only one answer.*

Yes

No

Don't know

12. What caused the disaster? *Select all that apply.*

Earthquake

Fire—including arson, electrical, wildfire

Flood

Mold outbreak

Pests

Water leakages (e.g., pipe damage, roof damage)

Don't know

Other, please explain in the box below

Explain:

13. What percentage of your institution's collections was damaged? *Select only one answer.*

None

1%-24%

25%-49%

50%-74%

75%-99%

All

Don't know

14. Who took care of cleaning up or repairing damaged materials? *Select all that apply.*

- Internal staff ONLY
- Internal staff and/or institutional volunteers
- External consultant
- Commercial disaster recovery vendor
- Local/community resource
- Don't know
- Other, please explain in the box below

Explain:

6. Preservation Activities (Continued 2)

15. Does your institution have a disaster plan for the protection and recovery of your collections? *Select only one answer.*

Yes, and it has been updated in the past year

Yes, but it has not been updated in over a year

No, but a plan is being prepared

No

Don't know

7. Preservation Environment (Disaster Plan)

16. What year was your disaster plan prepared? *Enter Year Only. For example, "1985" or "1950".*

17. What year was it last updated? *Enter Year Only. For example, "1985" or "1950".*

8. Environment, Security and Disaster Preparedness (Continued)

18. Does your institution have a working relationship with your local emergency responders (e.g., fire fighters and police officers have walked through your facility)? *Select only one answer.*

Yes

No

Don't know

19. Please indicate which security systems your institution uses. *Select all answers that apply.*

	Yes, in all areas.	In some, but not all areas	No, in no areas	Don't know
Security guard(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee and volunteer screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alarm system(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written policy and procedure(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control of items brought into collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control of access to collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other, please explain in box below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If checked "other", please explain:

20. What statewide preservation services would your institution like to see available in Ohio? *Select all answers that apply.*

- Help with general conservation/preservation surveys
- Preservation grants to individual institutions
- Assistance with disaster planning and recovery
- Loan of environmental monitoring equipment
- Experts to contact for preservation information
- On-site visits by a preservation professional
- Preservation workshops
- Other, please explain in the box below

If checked "other", please explain:

21. For which of the following services would your institution like to see Ohio negotiate statewide contracts? *Select all that apply.*

- 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
- Don't know
- Other, please explain in the box below

If checked "other", please explain:

9. Preservation Information

22. Please rate the usefulness of the following methods of obtaining preservation information for staff at your institution. *Select only one answer per row.*

	Not useful	Useful	Very Useful	Don't know
Print materials (e.g., books, journals, pamphlets, newsletters)	<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"/>
Listservs	<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"/>
Distance learning courses	<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"/>
Online tutorials	<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"/>
Short-term training workshops (e.g., one- or two-day sessions)	<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"/>
Video/DVDs	<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"/>
Webinars	<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"/>
Other, please explain in the box below	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If checked "other", please explain:

10. Preservation Training

23. Has anyone on your institution's staff attended a training program on preservation/conservation in the past 5 years? *Select only one answer.*

Yes

No

Don't know

24. In which of the following collection types, if any, does your institution need preservation training? *Select only one answer per row.*

	No need	Need	Urgent Need	Don't know	Not applicable
Books and Bound Volumes (monographs, serials, newspapers, scrapbooks, albums, pamphlets)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unbound Sheets (archival records, manuscripts, maps, oversized items, ephemera, broadsides, philatelic and numismatic artifacts, other paper artifacts)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photographic Collections (microfilm, microfiche, photographic prints, negatives, slides, transparencies, daguerreotypes, ambrotypes, tintypes, glass plate negatives, lantern slides)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Moving Image Collections (motion picture film, video tape, laser disc, CD, DVD, minidisk)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recorded Sound Collections (cylinder, phonodisc, cassette, open reel tape, DAT, DD, DVD, MP3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital Material and Electronic Records Collections (floppy discs, DC-R, DVD-R, data tape, online collections)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Art Objects (paintings, prints, drawings,	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

sculpture, decorative arts (including fine metalwork, jewelry, timepieces enamels, ivories, lacquer)

Ethnographic artifacts (e.g., leather, skin, baskets, bark)

Historic 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)

Machinery, technological and agricultural artifacts, medical and scientific artifacts, (including transportation vehicles)

Archaeological Collections

Natural Science Specimens (zoological, botanical, geological, paleontological, paleobotany specimens)

Hazardous materials, including artillery shells or other ordnance, food (K rations), pharmacological specimens (pills, mercury, filled medicine bottles), nitrate film, cellulose film, taxidermy specimens (may contain arsenic)

Other, please explain in the box below

If checked "other", please explain:

25. On which of the following preservation topics, if any, does your institution need training? *Select only one answer per row.*

	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"/>
Preservation reformatting (e.g., preservation photocopying, microfilming)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization / imaging (with preservation policies)	<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"/>
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"/>
Digitization / imaging	<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"/>
Exhibit policies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pest management / mold	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

26. What is your institution's preference for the length of preservation/conservation training sessions? *Select only one answer.*

Half a day

One day

Two days

Full week

No preference

Don't know

Other

If checked "other", please explain:

27. What barriers, if any, might prevent your institution from sending a staff member to a preservation/conservation workshop or training course? *Select only one answer.*

Workshops are not available in the region

Travel costs

Registration costs

Cannot spare the staff time

Staff training is adequate to carry out preservation functions

Distance

Lack of management support

None

Don't know

Other, please explain in box below

If checked "other", please explain:

28. What is the maximum amount you or your employer would be willing to pay to attend a training event on preservation/conservation? (select one)

\$0

\$1-24

\$25-49

\$50-99

\$100-199

\$200-299

Over \$300

11. Preservation Planning and Funding

29. What are the sources of preservation/conservation funding at your institutions? *Select only one answer.*

- Institution's own budget
- Federal grants
- State grants
- Foundation or corporate grants
- Donor funding
- Institution use or license fee
- None
- Don't know
- Other, please explain in box below

If checked "other", please explain:

30. Has your institution made a grant application, whether successful or unsuccessful, for preservation/conservation funding from any public or private source in the past five years? *Select only one answer.*

- Yes (Skip to question #32 if you are using a paper survey)
- No
- Don't know (Skip to question #32 if you are using a paper survey)

12. Grants--No

31. (If "No" in question 30) Which of the following factors influenced the decision not to apply for a grant? *Select all that apply.*

- Don't know enough about funding sources
- Lack the staff time or expertise to complete application
- Need additional project planning or preparation before applying for a grant
- Preservation/conservation not an institutional priority
- Have sufficient funding
- Unsuccessful applying for a grant(s) in the past
- Don't know
- Other, please explain in the box below

If checked "other", please explain:

13. Grants--Yes

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

- LSTA Grant awarded by the State Library of Ohio
- Other state funding program
- Institute for Museum and Library Services (other than Conservation Assessment Program (CAP) funding
- CAP grant (Conservation Assessment Program)
- 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 Historical Publications and Records Commission (NHPRC) grant
- Library Services and Technology Administration (LSTA) grant funding
- Other federal funding
- Private foundations
- Corporate or business contributions dedicated to conservation/preservation projects
- Interest from in-house endowment
- Line item in your institution's operating budget
- Other funding program, please explain below
- None

If checked "other", please explain:

14. Staff

33. Does your institution have any collections care staff members or volunteers with formal training in preservation or conservation--for example, a graduate degree 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)? *Select only one answer.*

Yes

No

Don't know

34. Which of the following most closely describes your institution's current staffing for preservation/conservation? *Select only one answer.*

Paid staff whose job duties are predominantly preservation/conservation (full-time or part-time)

Various staff are assigned preservation/conservation duties as needed

External provider supplies all preservation/conservation services

External provider supplies some preservation/conservation services

Volunteers provide all preservation/conservation services

Volunteers provide some preservation/conservation services

No staff person or volunteer has preservation/conservation responsibilities

Other, please explain in box below

If checked "other", please explain:

15. Partnering

35. Please rate your institution's level of interest in the following: *Select only one answer per row.*

	Great deal of interest	Some interest	No interest	Don't know	Institution already participates in
Mutual assistance agreements (e.g., disaster response)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mentoring (mentor, mentee, both)	<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 grant projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Setting up a regional special interest group	<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 technical equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
"Train-the-trainer" program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other, please explain in the box below	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If checked "other", please explain:

16. Institutional Information - 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

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

36. Does your institution have digital collections? *Select only one answer.*

Yes

No

17. Digital Collections

37. What born-digital formats is your institution collecting? (Born-digital refers to materials that are collected in their original electronic format.)
Select all that apply.

- Databases
- Electronic Books
- Electronic Documents
- E-mail
- Newspapers
- Digital Photographs
- Sound recordings
- Video/audio
- Other

38. What types of materials has your institution converted to digital format through digitization or other means? *Select all that apply.*

- Books
- Documents (including PDFs of original records)
- Manuscripts
- Newspapers
- Photographs
- Maps
- Sound recordings
- Video/audio
- Collection records (card catalogs, inventories and finding aids, donor cards, accession registers)
- Other, please explain in the box below

If checked "other", please explain:

39. Do you have a plan in place for managing these digital assets for 10 years or more *Select only one answer.*

Yes

No

Don't know

40. Does your institution operate a digital repository or archive for access to and preservation of digital materials? *Select only one answer.*

Yes

No

Don't know

41. How often are backup copies of your digital files created? *Select only one answer.*

Daily

Once a week or more often

Once or twice a month

Annually

Never

Don't know

42. Where are these backup files stored? *Select only one answer.*

On site, in the same room

On site, in the same building

On site, in a separate secured room

Off site, within three miles

Off site, in a different county

Off site, in a different state

Multiple locations

Don't know

18. Institutional Information (Collections, Part 2)

43. Books and bound volumes – monographs, serials, newspapers, scrapbooks, albums, pamphlets. *Select only one answer.*

Have no holdings of this media type

1-100

101-1,000

1,001-10,000

10,001-100,000

100,001-1,000,000

More than 1,000,000

Don't know

44. Unbound sheets – archival records, manuscripts, maps, oversized items, ephemera, broadsides, paper artifacts (measurement is by cubic foot or containers 12 inches by 12 inches by 12 inches). *Select only one answer.*

Have no holdings of this media type

1-10 cubic feet

11-100 cubic feet

101-1,000 cubic feet

1,001-10,000 cubic feet

More than 10,000 cubic feet

Don't know

45. Photographic collections – microfilm/fiche, photographic prints, negatives, slides, transparencies, daguerreotypes. *Select only one answer.*

Have no holdings of this media type

1-100 items

101-1,000 items

1,001-10,000 items

10,001-100,000 items

100,001-1,000,000 items

More than 1,000,000 items

Don't know

46. Moving image collection – motion picture film, videotape, laser disk, CD, DVD, minidisk. *Select only one answer.*

- Have no holdings of this media type
- 1-100 items
- 101-1,000 items
- 1,001-10,000 items
- 10,001-100,000 items
- 100,001-1,000,000 items
- More than 1,000,000 items
- Don't know

47. Recorded sound collections – cylinder, phonodisc, cassette, open reel tape, DAT, CD, DVD, MP3. *Select only one answer.*

- Have no holdings of this media type
- 1-100 items
- 101-1,000 items
- 1,001-10,000 items
- 10,001-100,000 items
- 100,001-1,000,000 items
- More than 1,000,000 items
- Don't know

48. Digital materials collections – floppy discs, CD-R, DVD-R, data tape. *Select only one answer.*

- Have no holdings of this media type
- 1-100 files
- 101-1,000 files
- 1,001-10,000 files
- 10,001-100,000 files
- 100,001-1,000,000 files
- More than 1,000,000 files
- Don't know

49. Digital materials collections - online collections. *Select only one answer.*

- Have no holdings of this media type
- 1-100 items
- 101-1,000 items
- 1,001-10,000 items
- 10,001-100,000 items
- 100,001-1,000,000 items
- More than 1,000,000 items
- Don't know

50. Art objects – paintings, prints, drawings, sculpture, decorative arts (e.g., fine metalwork, jewelry, timepieces, etc.). *Select only one answer.*

- Have no holdings of this media type
- 1-100
- 101-1,000
- 1,001-10,000
- 10,001-100,000
- 100,001-1,000,000
- More than 1,000,000
- Don't know

51. Historic and ethnographic objects – textiles, costumes and accessories, ceramics, glass. *Select only one answer.*

- Have no holdings of this media type
- 1-100
- 101-1,000
- 1,001-10,000
- 10,001-100,000
- 100,001-1,000,000
- More than 1,000,000
- Don't know

52. Ethnographic artifacts - leather, skin, baskets, bark. *Select only one answer.*

Have no holdings of this media type

1-100 items

101-1,000 items

1,001-10,000 items

10,001-100,000 items

100,001-1,000,000 items

More than 1,000,000 items

Don't know

53. Metal work - arms and armor, metals, coins. *Select only one answer.*

Have no holdings of this media type

1-100 items

101-1,000 items

1,001-10,000 items

10,001-100,000 items

100,001-1,000,000 items

More than 1,000,000 items

Don't know

54. Furniture. *Select only one answer.*

Have no holdings of this media type

1-100 items

101-1,000 items

1,001-10,000 items

10,001-100,000 items

100,001-1,000,000 items

More than 1,000,000 items

Don't know

55. Domestic artifacts - frames, household tools/machines, dolls/toys, musical instruments. *Select only one answer.*

Have no holdings of this media type

1-100 items

101-1,000 items

1,001-10,000 items

10,001-100,000 items

100,001-1,000,000 items

More than 1,000,000 items

Don't know

56. Machinery, technological and agricultural artifacts, medical and scientific artifacts, including transportation vehicles. *Select only one answer.*

Have no holdings of this media type

1-100 items

101-1,000 items

1,001-10,000 items

10,001-100,000 items

100,001-1,000,000 items

More than 1,000,000 items

Don't know

57. Archaeological collections. *Select only one answer.*

Have no holdings of this media type

1-100

101-1,000

1,001-10,000

10,001-100,000

100,001-1,000,000

More than 1,000,000

Don't know

58. Natural science specimens – zoological, botanical, geological, paleontological, paleobotany specimens. *Select only one answer.*

Have no holdings of this media type

1-100

101-1,000

1,001-10,000

10,001-100,000

100,001-1,000,000

More than 1,000,000

Don't know

59. Hazardous materials, including artillery shells or other ordinance, food (K rations), pharmacological specimens (pills, mercury, filled medicine bottles), nitrate film, cellulose film, taxidermy specimens (may contain arsenic). *Select only one answer.*

Have no holdings of this media type

1-100 items

101-1,000 items

1,001-10,000 items

10,001-100,000 items

100,001-1,000,000 items

More than 1,000,000 items

Don't know

19. Institutional Information - Staff and resources

60. In what county is your institution located?

61. How many paid staff does your institution have? (full or part time)

Select only one answer.

No paid staff

1-3

4-7

8-10

11-20

21-50

over 50

Don't know

62. How many volunteers does your institution have? (volunteer hours, per week average) *Select only one answer.*

No volunteer hours

Under 10 hours

10-20 hours

21-40 hours

41-60 hours

61-80 hours

More than 80 hours

63. What category best describes your institution type? *Select only one answer.*

- Library
- Historical society
- Educational institution (College or University)
- Museum
- Historic house or site
- Local government entity
- Other, please specify in box below

If checked "other", please explain:

64. What is your institution's average annual budget? *Select only one answer.*

- Less than \$25,000
- \$25,001 to \$100,000
- \$100,001 to \$200,000
- More than \$200,000

65. Does your institution have a collection development plan? *Select only one answer.*

- Yes
- Yes, but it is out of date
- No
- Don't know

66. What percentage of your collection is cataloged (using card catalog, paper forms, databases, etc.) *Select only one answer.*

- None
- 1-25%
- 26-50%
- 51-75%
- 76-100%
- Don't know

67. What percentage of your collections are cataloged in a computer database? *Select only one answer.*

None

1-25%

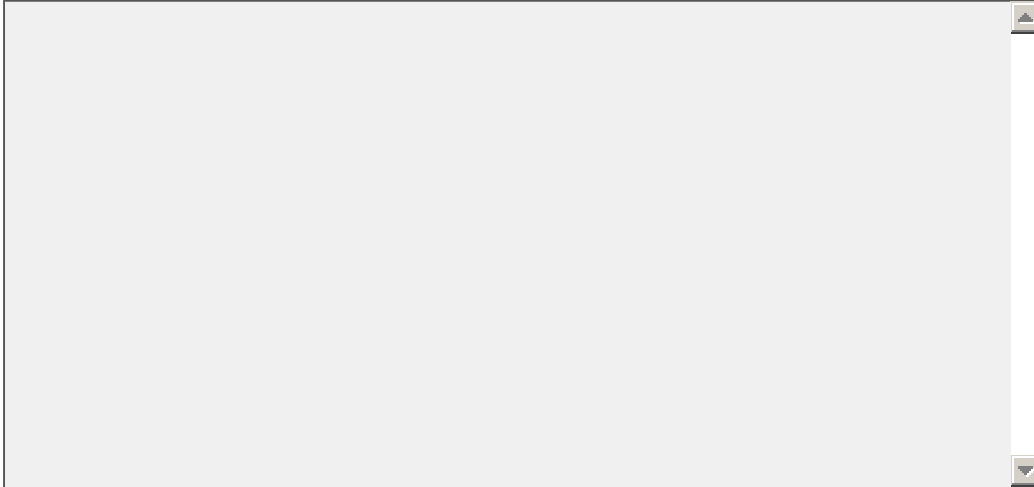
26-50%

51-75%

76-100%

20. Resources

68. Is there anything else you would like to tell us about your preservation/conservation needs? Any comments you have to help us to further preservation in Ohio will be appreciated, either here or in a separate letter. (optional)



69. Would you like to be contacted with updates on the Connecting to Collections project? *Contact information is optional.*

Name:	<input type="text"/>
Company:	<input type="text"/>
Address:	<input type="text"/>
Address 2:	<input type="text"/>
City/Town:	<input type="text"/>
State:	<input type="text"/>
ZIP/Postal Code:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>