Imagining Our Future: Preserving Pennsylvania's Collections

**A Preservation Plan for the
Commonwealth of Pennsylvania, 2010-2015**

**Prepared by the Conservation Center
for Art and Historic Artifacts**

Pennsylvania Connecting to Collections Project Advisors

**Pennsylvania Historical and Museum Commission
Pennsylvania Federation of Museums and Historical Organizations
Lyrasis**

*Image: Sgrafitto-decorated earthenware dish by
Andrew Headman, Rockhill Township, Bucks County, Pa., 1808.
Courtesy of the Mercer Museum/
Bucks County Historical Society, Doylestown, Pa.*

Imagining Our Future:
Preserving Pennsylvania's Collections

Table of Contents

Introduction and Acknowledgments

Pennsylvania's historic collections are vast in scope, richness, and diversity. They cover every field of human interest and accomplishment. Museums include records and artifacts preserving the story of the writing of the Declaration of Independence and the U.S. Constitution. Collections at historic sites bear testimony to the struggles of the Revolutionary War and the Civil War, as well as items relating to every conflict in the nation's history. Museums, libraries, and archives preserve the stories of the Underground Railroad, the spread of religious movements, and the westward migration. They record four centuries of cutting-edge scientific research, and celebrate great Pennsylvania artists working in all media, from oil painting to architecture.

The objects preserving these stories extend far beyond Pennsylvania's eastern and western largest border cities, Philadelphia and Pittsburgh. While these cities can boast great collections, in a broad range of settings, many of the most important collections are located across the state in small communities, villages, and rural settings.

In 2005, Heritage Preservation in partnership with the Institute of Museum and Library Services (IMLS) published *A Public Trust at Risk: The Heritage Health Index Report on the State of American's Collections* (hereafter referred to as the *Heritage Health Index Report*). This major national study significantly raised public awareness of the endangered status of millions of irreplaceable artifacts throughout the country. Their survey of the nation's collecting institutions concluded that millions of historic objects in collections are in urgent need of conservation treatment; many objects at collecting institutions have experienced damage due to improper storage; many collecting institutions do not have an emergency plan that includes collections; and many collecting institutions do not regularly allocate funds in their annual budget for preservation or conservation.

Building upon the findings of the *Heritage Health Index Report*, IMLS launched the "Connecting to Collections" Statewide Planning Grant program in 2007. The purpose of these grants was to foster partnerships among organizations within states to implement recommendations of the Heritage Health Index. In Pennsylvania, the Conservation Center for Art and Historic Artifacts (CCAHA) organized a coalition of organizations representing the state's collecting institutions and applied for one of these grants, with CCAHA acting as lead agency.

Card Players (Les Joueurs de cartes) by Paul Cézanne, BF #564, Main Gallery. *Courtesy of the Barnes Foundation, Merion, Pa.*

In January 2008, CCAHA was awarded a $40,000 "Connecting to Collections" grant by the Institute of Museum and Library Services to create "a Preservation Plan for collecting institutions in the Commonwealth of Pennsylvania." As described in the proposal to IMLS, the Preservation Plan was to strategically address areas of concern highlighted by the 2005 Heritage Health Index report, as well as specific critical needs identified through a comprehensive assessment process involving a detailed e-mail survey and regional focus groups. To accomplish this project, CCAHA worked in close partnership with three Project Advisor organizations: the Pennsylvania Historical and Museum Commission (PHMC), the

Pennsylvania Federation of Museums and Historical Organizations (PFMHO), and PALINET (now Lyrasis), a cooperative membership association representing hundreds of libraries and information centers throughout the Mid-Atlantic region, along with a Task Force with representatives from the Office of (PA) Commonwealth Libraries, the Western Pennsylvania Museum Council, the PA Caucus of the Mid-Atlantic Regional Archives Conference, Pennsylvania State University, the Philadelphia Area Consortium of Special Collections Libraries, the University of Pittsburgh, and Carnegie Mellon University. Nonprofit management consultant Diane L. Mataraza was retained to facilitate the planning process.

In gathering material to inform the planning process, the Task Force turned to two previous state-wide Pennsylvania efforts to address concerns at collecting institutions. In 1994, a Pennsylvania Preservation Advisory Committee launched an 18-month project to examine critical issues related to preservation of Pennsylvania's

collections. The committee oversaw the administration of a needs assessment survey of collecting institutions in the state. The resulting document, *Our Common Wealth: Preserving Pennsylvania's Documentary Heritage, a Preservation Plan for the Commonwealth of Pennsylvania*, published in 1996, recommended goals for increased education and training, funding, and environmental improvements.

Pennsylvania's State Historical Records Advisory Board created a 1999 report, *Documenting Pennsylvania and Its People: A Strategic Plan for Historical Records*, based on a 24-month planning project. This report focused on paper collections at historical records repositories of all kinds, with the major exception of government-related archives. Concerns raised in the report included: lack of temperature and humidity controls in storage areas; lack of fire suppression systems; lack of archival-quality storage space; and the lack of disaster plans at nearly 80% of the participating 358 organizations. While both the 1996 and 1999 documents contained a wealth of

East Prospect of the City of Philadelphia in the Province of Pennsylvania, *1761, by George Heap. Courtesy of the American Philosophical Society.*

valuable information, neither document offered timelines or funding plans—key elements in ensuring the successful implementation of strategic plans.

The cultural landscape has changed in many ways since these reports were published a decade ago. As just one long-term repercussion of 9/11, cultural institutions have become much more aware of the importance of emergency planning. Leaders at CCAHA, PHMC, PFMHO, and Lyrasis agreed that this was an opportune time to create a comprehensive preservation plan to improve and enhance collections care in Pennsylvania.

The Task Force began with an assumption that all four of the major recommendations of the Heritage Health Index were applicable to the situation of collecting institutions in Pennsylvania, and should be fully addressed in the Preservation Plan:

1. Institutions must give priority to providing safe conditions for collections

2. Every collecting institution must develop an emergency plan to protect its collections

3. Every institution must assign responsibility for caring for collections to members of its staff

4. Individuals at all levels of government & the private sectors must assume responsibility for providing support that will allow collections to survive.

CCAHA served as the lead organization, with project direction from CCAHA Executive Director Ingrid Bogel. Leaders from three partnership organizations served as Project Advisors: Barbara Franco, Executive Director, PHMC; Catherine C. Wilt, Executive Director, PALINET; and Deborah Filipi, Executive Director, PFMHO. Diane L. Mataraza, a nonprofit management consultant, facilitated the planning process, with assistance from Surale Phillips, a marketing consultant with extensive expertise in arts research and survey analysis. CCAHA Director of Development Lee Price

analyzed the survey and wrote and designed the Preservation Plan, with ongoing contributions and oversight from Laura Hortz Stanton, Director of Preservation Services, and Glen Ruzicka, Director of Conservation.

As a celebration of Pennsylvania's exceptional collections and a promotion of the Preservation Plan, CCAHA designed and published a full-color poster depicting outstanding collection items from all regions of the state. Keltie Hawkins, CCAHA Marketing and Communications Manager, managed the development of the poster from conception through printing.

In addition to the grant from the Institute of Museum and Library Services, funding was graciously contributed to this project by the Pennsylvania Historical and Museum Commission and the Pennsylvania Federation of Museums and Historical Organizations.

Two images courtesy of the Philadelphia Museum of Art Library. Left: **Turnierzug Hans Burgkmair des Alteren***, Hans Stöcklein, Munich: Verlag för historische Waffenkunde, 1924 (gift of Dr. August Gross and Fiske Kimball). Right:* **Depero futurista***, Fortunato Depero, Milan and Paris: Edizione della Dinamo, 1927 (Gift of Christian Brinton).*

Executive Summary

Pennsylvania's historic and artistic collections are a powerful asset of incalculable value. These collections educate and inform, touching young and old alike. They are a vital engine of tourism and economic development, bringing thousands of national and international visitors to state sites annually. They include foundational documents of our country and masterpieces appreciated throughout the world, alongside the records of hundreds of small communities, perhaps less well known to the world but still of incalculable value to the people whose lives they reference.

If a value were to be placed on these collections, it would need to encompass the 150 million visitors who contribute approximately $26 billion to Pennsylvania's economy, as well as international visitors who contribute an additional $2 billion. It would have to place a numerical value on the field trips that introduce students to Pennsylvania's historic and cultural sites, overlaying authentic experience on textbook learning. It would need to place a dollar value on the heritage of the religious institutions, military archives, science and technology centers, libraries, art museums, and historic sites that have become integral and inseparable parts of their communities.

Assets of every kind need to be cared for. They require thoughtful attention and judicious investment. It is well known that long-deferred maintenance of buildings inevitably results in increased costs for repair or replacement. The same thing is true with historic collections, which are often extraordinarily fragile by their very nature. Ongoing consistent strategies for professional attention and investment can result in savings in the long run. They can be incorporated into prudent plans to protect Pennsylvania's greatest assets—the collections that in some cases define the very nature of the Commonwealth.

This one-year study of conditions and needs at Pennsylvania's collecting institutions has revealed great concerns regarding the fragility of these collections. Many of Pennsylvania's most important historic holdings must be considered at risk. Millions of items comprise these collections, and the financial resources available to care for them are limited and—in some cases—shrinking.

"This one-year study of conditions and needs at Pennsylvania's collecting institutions has revealed great concerns regarding the fragility of these collections. Many of Pennsylvania's most important historic holdings must be considered at risk."

Frustration emerged in both survey responses and focus group discussions. People with responsibility for the care of great collections expressed their need for increased support and assistance. But, above all, their determination to preserve their heritage came through again and again, even as they told of their struggles with a chronic lack of resources.

As the caretakers of these collections shared their visions, they also seized the opportunity to suggest solutions, new strategies, and a willingness to cooperate. More money will be needed to make these ideas work, but the real key to preserving these collections lies in working smarter and more collaboratively. The study covered sites that operate on shoestring budgets, entirely run by volunteers, alongside world-class museums and universities. At the focus groups, there was a consistent feeling that any new strategies would need to be relevant for the small institutions as well as the large, and would need to reach out to all regions of the state and not just the heavily populated urban areas. There was a desire for a rising tide of strategies and resources that could potentially lift all boats.

This plan recommends five goals for improving collections care across all regions of Pennsylvania:

Plan Goals

1. Identify and celebrate the Commonwealth's most significant cultural holdings.

2. Provide leadership and revenue for plan implementation

3. Protect and preserve the Commonwealth's cultural collections

4. Educate and train collections care staff to address challenges threatening Pennsylvania's collections.

5. Increase the field's capacity to address its most critical collections care needs.

Based on two previous state-wide preservation plans[1] and building upon the findings of the 2007 *Heritage Health Index Report*, the Conservation Center for Art and Historic Artifacts organized a coalition of organizations representing the state's collecting institutions to take stock of Pennsylvania's collections and update its statewide strategic plan for collections care.

With generous support from the Institute of Museum and Library Services, the Pennsylvania Historical and Museum Commission (PHMC), the Pennsylvania Federation of Museums and Historical Organizations (PFMHO), and in close partnership with three leading preservation organizations (PHMC, PFMHO, and Lyrasis), the Conservation Center for Arts and Historic Artifacts embarked on an assessment and planning process. The planning project called, Pennsylvania Connecting to Collections, was capably guided by a Task Force with representatives from the Office of (PA) Commonwealth Libraries, the Western Pennsylvania Museum Council, the Pennsylvania Caucus of the Mid-Atlantic Regional Archives Conference, Pennsylvania State University, the Philadelphia Area Consortium of Special Collections Libraries, the University of Pittsburgh, and Carnegie Mellon University.

During this 15-month project, from April 2008 to June 2009, 406 institutions and 119 collections care professionals provided information, perspectives, and ideas to inform the goals and strategies in this document.

1. Our Common Wealth: Preserving Pennsylvania's Documentary Heritage, a Preservation Plan for the Commonwealth of Pennsylvania, 1996 and *Documenting Pennsylvania and Its People: A Strategic Plan for Historical Records* (1999).

PART ONE: Current State of Pennsylvania Collections

1a. Methodology

A rough draft of the process for gathering information from Pennsylvania collecting institutions was first described in the "Connecting to Collections" application to the Institute of Museum and Library Services (IMLS), written by CCAHA staff in late 2007. In broad outline this process was followed in 2008 and 2009, with minor modifications and adjustments made along the way as approved by the Pennsylvania "Connecting to Collections" Task Force. The process of gathering information was always approached as a necessary step toward the primary goal of preparing a preservation plan for Pennsylvania collecting institutions.

Both CCAHA and the Task Force agreed that the final preservation plan had to be based upon accurate and up-to-date information on the current state of Pennsylvania collections and the perceived needs of the people who manage these collections on a day-to-day basis. In order to gather this information, CCAHA proposed a two-step process employing first an electronic survey to all identifiable Pennsylvania collecting institutions followed by a series of focus groups in targeted regional locations.

From March through May 2008, project consultant Diane Mataraza and CCAHA staff worked to create a draft of the survey instrument, adapting material from the Heritage Health Index survey (developed by Heritage Preservation in partnership with IMLS), an early draft of the Minnesota "Connecting to Collections" survey, and the survey instrument that was used to prepare Pennsylvania's 1996 preservation plan. In the week prior to the first scheduled Task Force meeting, a draft of the survey was disseminated to Task Force members for their review and suggestions.

On June 12, CCAHA convened the Task Force, bringing the Task Force leaders together in person for the first time. Leaders from three partnership organizations served as Project Advisors: Barbara Franco, Executive Director, PHMC; Catherine C. Wilt, Executive Director, PALINET (now Lyrasis); and Deborah Filipi, Executive Director, PFMHO. In addition to the Project Advisors, the following people agreed to serve on the Task Force: Tom

> *"All around us, the past is vanishing. Heritage Preservation works to save the objects that embody our history, partnering with organizations and concerned individuals across the nation who care about preserving our past. We applaud Pennsylvania's plan and leadership to keep its national treasures safe and accessible for generations to come."*
>
> *Lawrence Reger, President*
> *Heritage Preservation*

Clareson, Program Director for New Initiatives, PALINET (now Lyrasis); M. Clare Zales, Deputy Secretary of Education and Commissioner for Libraries, Office of (PA) Commonwealth Libraries; Brenda Reigle, Chief, Collections Care Section, PHMC; Chrisoula Randas Perdziola, Executive Director, Western Pennsylvania Museum Council; Cindy Bendroth, PA Caucus of the Mid-Atlantic Regional Archives Conference; J. Suzanne Kellerman, Judith O. Sieg Chair for Preservation, Pennsylvania State University; David A. Haury, Director, Bureau of Archives and History, PHMC; Laura Blanchard, Executive Director, Philadelphia Area Consortium of Special Collections Libraries; Jeanne Anne Croft, Preservation

Librarian, University of Pittsburgh; and Charlotte Tancin, Librarian & Senior Research Scholar, Hunt Institute for Botanical Documentation, Carnegie Mellon University. Ms. Mataraza facilitated the three-hour meeting, which included presentations of work completed to date and opportunities for brainstorming and discussion.

During this early period, CCAHA staff endeavored to create a database of appropriate e-mail addresses from mailing lists compiled by the Task Force organizations. This process was more challenging than anticipated, requiring the merging of incompatible databases, individual review of the lists to eliminate duplications (complicated by varying names for single institutions), selection of appropriate individuals to receive the survey (emphasis on collections managers, curators, and librarians, whenever possible), and searches for e-mail addresses that were missing on many of the submitted lists. When the task of cleaning the merged databases was completed, it consisted of 1,046 representatives of collecting institutions in Pennsylvania.

After suggestions from the Task Force members were integrated into the survey, technical consultant Surale Phillips used the on-line service Survey Monkey to create a streamlined, user-friendly survey instrument. This survey was officially launched on August 2, 2008, through an e-mail that linked to the Survey Monkey site. Respondents were initially given a deadline of October 10 to complete the

Titian Peale Lepidoptera box. Courtesy of the Academy of Natural Sciences, Philadelphia, Pa.

survey. As of October 2, there were 374 responses.

The survey included 96 questions arranged into nine sections: Type of Institution, Your Institution's Collections, Your Institution's Environmental Systems, Your Institution's Preservation Activities, Funding for Conservation and Preservation Projects, Staffing and Use of Outside Services, and Information for Statewide Preservation Planning. The questions within each section were designed to follow natural, logical order. "Skips" were programmed into the survey so respondents would not encounter questions irrelevant to their particular collections. The estimated time for survey completion was 20-30 minutes.

Originally conceived as a 10-week survey running from August through October 2008, the deadline was extended to December 2008 to encourage increased participation. By year end, there were a total of 406 respondents, or 38.8% of the total recipients, which compares favorably with the Heritage Health Index overall response rate of 24%.

CCAHA and the consultants endeavored to make participation in the survey as easy and accessible as possible. All respondents were directed to send any questions regarding the survey to Lee Price, CCAHA Director of Development. Nearly 100 questions were fielded during the survey period, and paper copies of the sur-

vey were distributed on request to help organizations prepare their responses. In a few cases, the organizations requested that their institution receive more than one survey, on the grounds that certain departments were sufficiently independent (for instance, a library located within a museum) to be treated as a separate entity. Decisions in these cases were made through discussion among CCAHA staff and consultants.

The survey data was originally stored in an ACCESS database. It was imported into Statistical Package for the Social Sciences (SPSS); both data sources served as platforms for the data cleaning process. All comments made under the optional areas requesting anecdotal comments were copied and inserted verbatim into the raw data.

In December 2008, CCAHA staff reviewed the raw survey data. Additional tabulations were requested in certain areas. Decisions were made to create tables to examine responses by organizational type, institutional size (determined by the self-reported range of the institution's operating budget), and region. The survey was not originally set up to solicit region, so this was backed into the analysis by placement of respondent zip codes into the eight regions commonly used by the Commonwealth of Pennsylvania: the Lake Erie region, the Allegheny National Forest Region, Valleys of the Susquehanna, Poconos/Endless Mountains, Laurel Highlands/Southern Alleghenies, Hershey/ Gettysburg/Dutch Country Region, and Philadelphia and its Countryside/Lehigh Valley. Later in the process, further tabulations were requested to examine the responses of PHMC sites and participants in the CCAHA Philadelphia Advanced Stewardship Program. Since accurate figures—or even estimates—concerning the number and types of special collections in Pennsylvania were not available, the results of the survey were not weighted.

The original IMLS application proposed convening four focus groups, but at the recommendation of the Task Force, CCAHA added one additional location (Erie, Pennsylvania) to ensure representation from the northwest corner of the state and convened a total of nine focus groups. Ms. Mataraza facilitated the focus groups at the State Library of Pennsylvania (Harrisburg) on November 19, the University of Scranton Weinberg Memorial Library on November 20, CCAHA on November 21, the Carnegie Library of Pittsburgh on December 3, and the Erie Maritime Museum on December 4. Morning and afternoon sessions were

"The heritage and artistic collections in Pennsylvania are among our nation's most valuable holdings. As an arm of the nation's official record keeper that works in collaboration with Pennsylvania's historic and artistic collecting institutions, the Mid Atlantic Region National Archives and Records Administration (NARA) thinks that the plan set forth through this project provides a solid framework for ensuring the recorded and artifact heritage of Pennsylvania and the nation are appropriately cared for and available for use by the American people."

V. Chapman-Smith
Regional Administrator, NARA

offered at four of the sites, except for the Erie site which received a single focus group. Ultimately there were 119 focus group participants, with Pittsburgh represented by 37 participants, Philadelphia by 32, Erie by 21, Scranton by 15, and Harrisburg by 14. Key comments were selected from the transcriptions of the focus groups and arranged into an Excel document, sortable by subject matter and region.

1b. Characteristics of Pennsylvania Collecting Institutions

The Pennsylvania "Connecting to Collections" e-mail survey resulted in a total of 406 responses, a result rate of 38.8%. These respondents appear to provide a reasonable cross-section of the known universe of Pennsylvania collecting institutions. Many of the non-respondents can be explained by public libraries that were on a submitted database but do not necessarily have special collections, and a significant number of institutions that appear to be entirely volunteer led.

Respondents were asked to select the one category that best described their type of organization (i.e. art museum, historical society, etc.) from a list of 16 categories plus "other." For the needs of the analysis, these 16 categories were combined into eight categories, in part to avoid analysis of categories where the respondent size was too small to be statistically significant. The eight categories used in the analysis were: archives, public libraries, special/academic libraries, historical societies, historic houses/sites, art museums, history museums, and general museums (a catch-all category that includes aquariums, arboreta, and children's museums).

The largest number of respondents were from public libraries with special collections (24.6%), closely followed by archives (17.5%) and historical societies (16.5%). The smallest number of respondents came from art museums (16 respondents or 3.9%). Even though the art museum response is very low for confident statistical analysis, the results are frequently cited in this analysis because the category is both well-defined and important in understanding the nature of the state's collections.

Approximately two-thirds (66.4%) of the respondents described themselves as small institutions with annual operating budgets lower than $500,000. Of these 204 small institutions, exactly half reported budgets lower than $100,000 with the other half indicating budgets between $100,000 and $500,000. A little over a quarter (27.6%) of the remaining respondents reported annual operating budgets of medium size, ranging from $500,000 to $5 million, and 5.8% (18 institutions) were from large organizations with annual operating

Respondent Types

Legend:
- Archives
- Public Libraries
- Special and Academic Libraries
- Historical Societies
- Historical Houses/Sites
- Art Museums
- History Museums
- General Museums

Values: 5%, 18%, 24%, 11%, 17%, 12%, 4%, 9%

Annual Operating Budget

Legend:
- $0-$49,999
- $50,000-$99,999
- $100,000-$499,999
- $500,000-$999,999
- $1 million-$4.9 million
- More than $5 million
- No Response

Values: 15%, 10%, 26%, 8%, 13%, 4%, 24%

Affiliation

Legend:
- Private non-profit (non-governmental)
- Local, municipal, or county government
- State government
- Federal Government

Values: 0.007, 0.091, 0.133, 0.768

budgets over $5 million. A large number of respondents (99) declined to respond to the operating budget question.

Approximately three-quarters (76.8%) of respondents fell into the category of private non-profit (non-governmental) organization. Of the remaining respondents, 13.3% were affiliated with local or county governments, 9.1% were with the state government, and less than 1% were with the federal government. The 37 respondents indicating affiliation with the state government correlates with the number of responding PHMC sites, plus other major Harrisburg institutions.

After the survey was administered, the analysis included an effort to divide all respondents into the eight regions commonly used by the Commonwealth of Pennsylvania: 1-Lake Erie Region, 2-Allegheny National Forest Region, 3-Valleys of the Susquehanna, 4-Poconos/Endless Mountains, 5-Pittsburgh Region, 6-Laurel Highlands/So. Alleghenies, 7-Hershey/Gettysburg/Dutch County, and 8-Philadelphia and its Countryside/Lehigh Valley. Zip codes were utilized to place respondents into the appropriate region. By far the greatest number of respondents (39.5% or 159 institutions) came from Region 8, the greater Philadelphia region. Following that, Regions 7 (Harrisburg) and 5 (Pittsburgh) were well represented with 14.9% and 12.4% of respondents respectively. The other regions were represented by percentages less than 10% of the total.

Visitors to Region 8 (Philadelphia and its Countryside/Lehigh Valley) account for nearly 50% of attendance figures in the state. Combined with Regions 5 (Pittsburgh area) and 7 (Hershey/ Gettysburg/Dutch Country Region), these three regions make up almost 80% of the total visitation. The remaining five regions include a low of 2% of visitation in Region 4 (Poconos/Endless Mountains) to a high of 8% (Laurel Highlands/Southern Alleghenies).

Regarding the type of collections held at these institutions, books and bound volumes accounted for the greatest number of collections in the survey, with 90.4% of respondents reporting either a minor or major book collection. Significant numbers of

Total Visitors

Category	Total Visitors
General Museums	957090
History Museums	1795520
Art Museums	313795
Historical Houses/Sites	1622945
Historical Societies	337017
Special and Academic Libraries	1846280
Public Libraries	3233512
Archives	212853
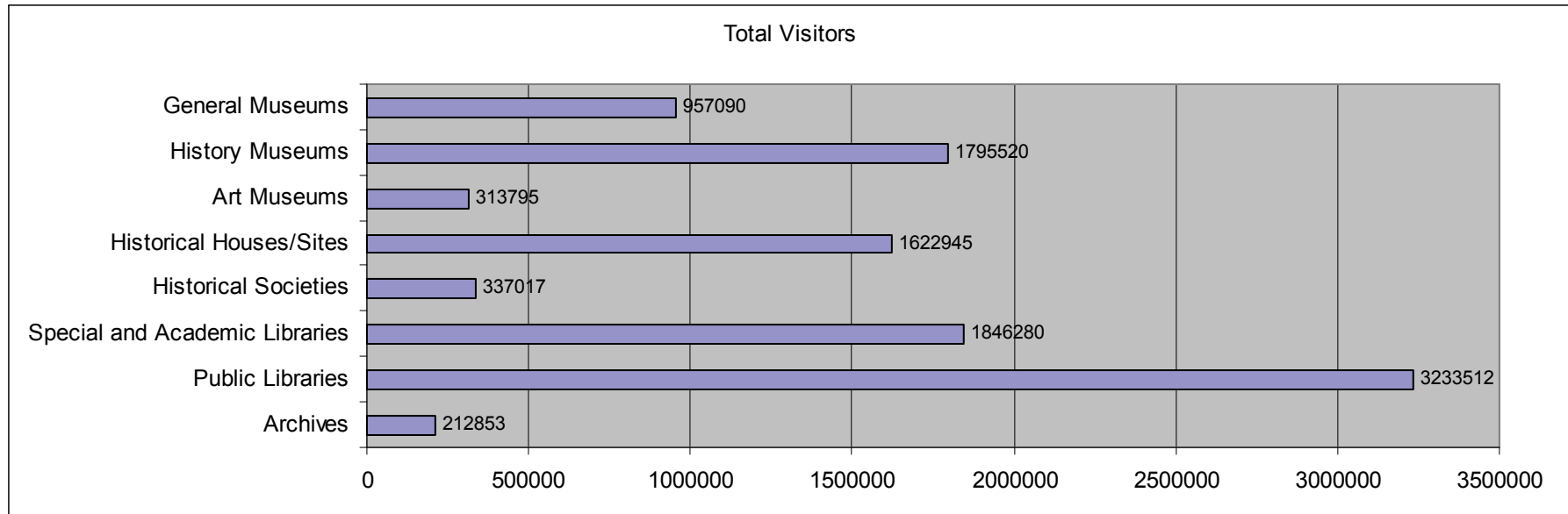
collections were also reported for photographic collections (with 71.2% reporting photo collections), unbound sheets (66.5%), art objects (57.1%), historic and ethnographic objects (55.2%), and recorded sound collections (48.8%). The totals for moving images collections were fairly high (51.2% for video collections and 36.7% for film collections), but most of these collections were reported to be "minor" in size. Similarly, digital material collections were maintained by 28.3% of the respondents, but 83.5% of these collections fall within the "minor" category.

Respondents were asked to estimate the approximate number of on-site visitors to their institutions in 2007. Only 272 of the 406 respondents offered numbers in this section, and the resulting figures cannot be effectively weighted because there is no accurate information available on the actual number of collecting institutions in Pennsylvania. Nevertheless, even within the limited context of this survey, the respondents reported a total of over 10 million visitors to their institutions in 2007. This impressive number convincingly demonstrates that collecting institutions represent a sizeable industry with strengths in every region of the Commonwealth, and strongly suggests that these organizations have considerable economic impact.

The number of visitors varied widely according to the type of collecting institution. The highest numbers of visitors were reported at

Rerum per Octenniumin Brasilia, *1647, by Caspar van Baerle, printed by Johannes Blaeu, Amsterdam. Courtesy of the Bryn Mawr College Canaday Library.*

special and academic libraries, history museums, historic houses and sites, and art museums. At the low end of the spectrum, non-academic archives and historical societies reported low numbers of annual visitor attendance. Public libraries reported high numbers of visitors, although these numbers may not necessarily reflect high visitation to the special collections within the libraries. But even if the numbers reported by the public libraries are skewed somewhat high, the total number of visitors to collecting institutions remains large and impressive.

Visitors by Region

Region	Visitors
Region 1	870409
Region 2	314420
Region 3	278584
Region 4	204523
Region 5	1570752
Region 6	480216
Region 7	1854232
Region 8	4702176
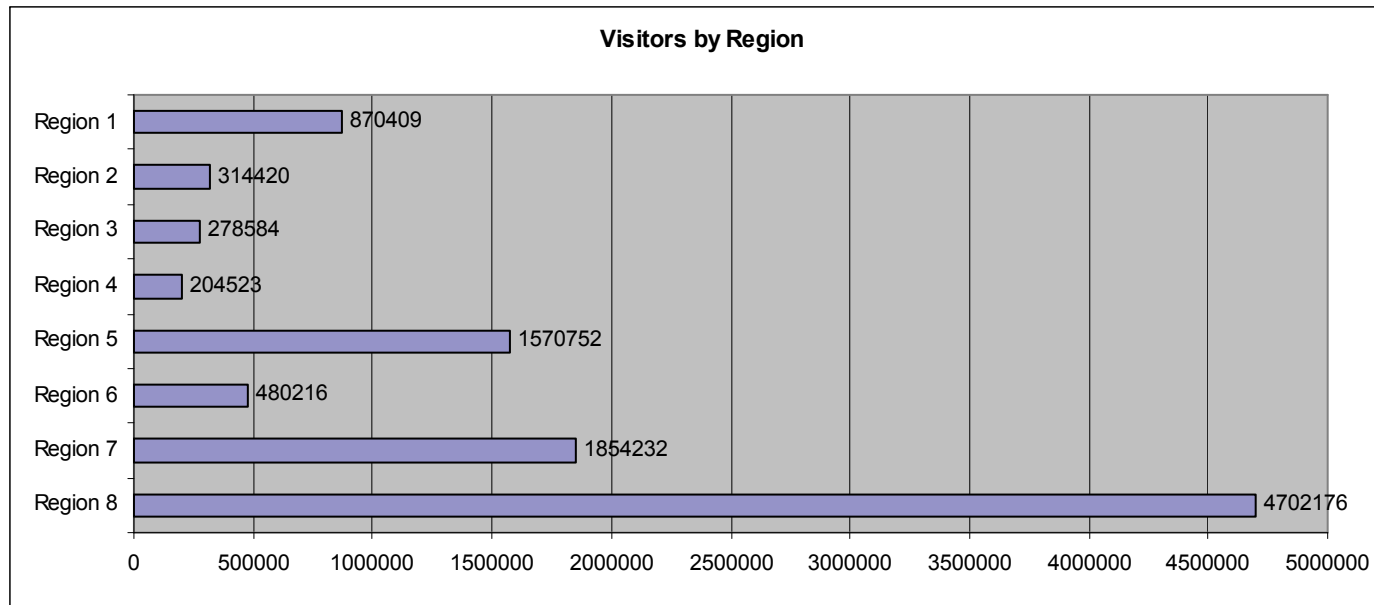
1c. Common Needs of Collecting Institutions

While there is no one formula that can be universally applied to all collecting institutions, there is a process that has been recognized in recent decades as being most effective in systematically improving collections care. The following chart attempts to capture the basic recommendations of this model:

The Ideal Planning Process

```
   Inventory ─────────────────── Risk Assessment
       │                                │
Preservation Needs              Disaster
Assessment Survey          Preparedness and
       │                     Response Plan
 Preservation Plan
       │
 ┌─────┼──────────────────────┐
Collections      Improvements to      Collection-Level
Management        Stabilize              Survey
Activities       Environmental              │
                  Conditions         Item Specific Survey
                                            │
                  Conservation and
                    Accessibility
```
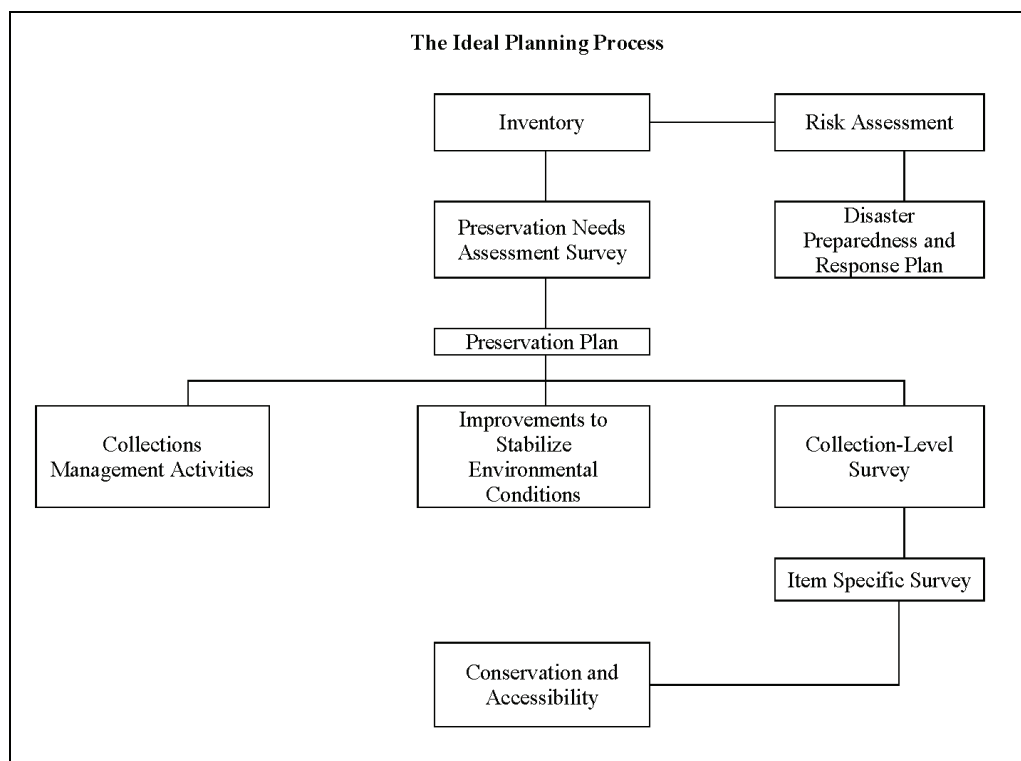
Please note first that conservation and accessibility are at the bottom of the chart. Work flows downward toward them, so they can be viewed as a culmination of the process. But even this is not quite accurate because the process actually has no grand finale. It is cyclical. At regular intervals, the institution must revisit their preservation needs assessment and start working their way down the chart once again.

Usually, fundraising plays an important role in every step along the way. Recommendations in the preservation needs assessment and preservation plan strengthen the argument for funding for environmental improvements and collections management activities. Improved environmental conditions strengthen the argument for investing in conservation treatment. Each step supports the next.

It is important to define the terms and understand their importance in this process:

Inventory: On the most basic level, a collecting institution must know what it has in its collections. Without this knowledge, the collections cannot meet even a minimum standard of accessibility, nor can they be considered either safe or secure. As new items are accessioned, they should be added to the inventory.

Vulnerability (or Risk) Assessment and the Emergency/Disaster Preparedness and Response Plan: A vulnerability assessment analyzes collections management policies and procedures; facilities and building location; environmental conditions; security and fire protection; pest and mold control; and weather and geographic risks. The written vulnerability assessment report provides observations, recommendations, and resources to serve as a guide in the development of an Emergency (or Disaster) Preparedness and Response Plan for the collection and the institution. Organizations may choose to lead an internal vulnerability assessment or to hire an outside consultant to facilitate the process. Similarly, the Emergency Preparedness and Response Plan can be prepared either internally or with the aid of outside professionals. After the Emergency Plan has been completed, it needs to be regularly updated and a new plan should be written whenever there are significant changes within the institution that directly affect the collections care environment.

Preservation Needs Assessment: The preservation needs assessment process evaluates the policies, practices, and conditions that directly affect the preservation of the institution's collections. It encompasses analysis of environmental factors (temperature, relative humidity, pollution and light), housekeeping, pest control, fire protection, security, disaster preparedness, collections storage, handling, exhibition, and conservation treatment. The written report provides observations, recommendations, and resources to serve as a guide in the development of a comprehensive preservation plan for the collection. While somewhat different in focus, a CAP report (funded through the Heritage Preservation/IMLS Conservation Assessment Program) can generally be considered equivalent to a preservation needs assessment. The shelf life of a preservation needs assessment tends to be 5-10 years. The preservation needs assessment should always be prepared by an outside consultant or consultants. After the report has been completed, it becomes a valuable tool for institutional strategic planning and fundraising.

Preservation Plan: The preservation plan places the recommendations of the preservation needs assessment into a prioritized strategic plan. It is a working tool that places goals and objectives into achievable timelines, with responsibilities clearly delineated. Sophisticated funding sources are increasingly requiring the existence of preservation plans when considering funding for large-scale preservation and conservation projects.

Collections management activities: These activities may include a wide variety of curatorial activities, including development of collections management policies; cataloging, arrangement and description; and rehousing of collections. When these activities can be focused into distinct projects, they become more attractive to

outside funders.

Improvements to stabilize environmental conditions: Environmental improvements are often big-ticket items. Examples include storage furniture; climate control systems; instruments to track and document environmental conditions; and installation of security, lighting, and fire prevention systems. On a smaller level, institutional investments in environmental monitoring demonstrate a degree of commitment toward the stabilization of environmental conditions. Ideally, arguments for investing in environmental

"The Pennsylvania State Archives is responsible for collecting, describing, preserving, and providing access to the documentary history of Pennsylvania. This includes a vast expanse of official records from the 1681 Charter from Charles II to William Penn to 21st century documents from state agencies. The State Archives also collects documents from individuals, businesses, and a variety of institutions, including local government entities. The sheer volume of holdings has rapidly outpaced the resources adequate to care for important collections. This plan is an important step in building efficiency in how well Pennsylvania's documentary heritage is preserved."

David Haury, Director
Bureau of Archives and History, PHMC

improvements will come directly from the preservation needs assessment and the preservation plan. If the institution is considering a capital campaign, every effort should be made to incorporate the recommended environmental improvements within the larger campaign.

Collection-level survey and item-specific survey: With these surveys, a professional conservator works closely with the institution to systematically examine collections or items. A collections-level survey offers an in-depth analysis of preservation needs, policies, and procedures for specified collections and includes an examination of representative objects. The conservator prepares detailed housing and treatment recommendations designed to help the institution set priorities and formulate budget estimates. An item-specific survey provides information needed to develop an action plan for conservation treatment and the long-term care of individual items or small collections. This type of survey involves the preparation of condition reports, proposed treatments, housing and storage recommendations, and cost estimates for treatment.

Conservation and accessibility: With few exceptions, an institution should invest in preservation planning, environmental improvements, and emergency preparedness before embarking on plans to address conservation and accessibility. Nevertheless, an institution should never lose sight of the ultimate importance of reaching a point where they can legitimately tackle the challenges of conservation and accessibility. Activities in this category include conservation treatment, mass deacidification, microfilming, and digitization.
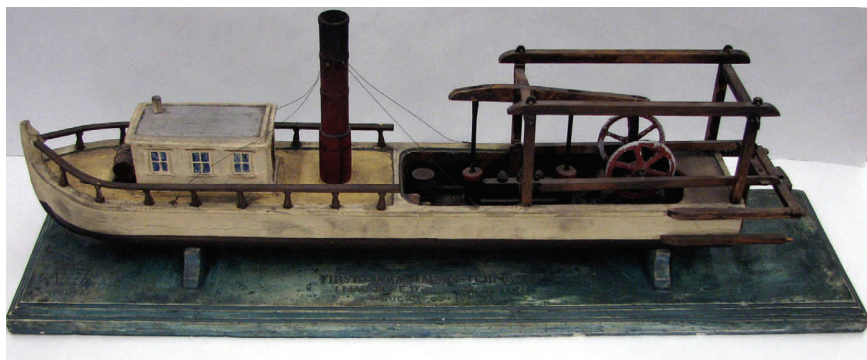
Scale model of John Fitch's steamboat. *Courtesy of the Lehman Library at Shippensburg University, Shippensburg, Pa.*

1d. Condition of Collections

The primary purpose of the Heritage Health Index was to determine the condition of collections throughout the nation. The Pennsylvania "Connecting to Collections" survey differed in that its primary focus was directed more toward determining the perceived needs of the professionals and volunteers who manage these collections. Nevertheless, the information gathered by the survey on the condition of documents and objects within Pennsylvania collections is of vital importance, especially as it suggests the considerable level of need that exists in the state and the extreme vulnerability of many of the collections.

Peace, 1805-1810, figurehead by William Rush. Courtesy of the Independence Seaport Museum, Philadelphia, Pa. [1983.1]. Photographer: Amanda Jaffe.

Survey respondents were asked to assign their collections to the categories of "major" or "minor." The specific collection types were largely based on the categories used by the Heritage Health Index.

This section highlights two separate issues of concern. First, a significant number of collecting institutions reported that their collections were in "unknown" condition. Second, institutions with an awareness of conditions within their collections reported high levels of "need" or "urgent need" for items within their collections.

As with all surveys of this kind, unanswerable questions linger in the air concerning how respondents chose their particular answers. Regarding questions concerning conditions of their collections,

respondents may have made intuitive estimates based on their personal knowledge of the collection or, ideally, they would have been able to reference collection surveys, prepared by professional conservators, to provide as-close-to-accurate-as-possible responses. According to the survey, 42.5% of responding institutions have either up-to-date collection surveys on the entire collection or on targeted portions of the collection. These institutions would have considerably greater insight into preservation needs of items in their collections. It can reasonably be assumed that these institutions with collection surveys fall into the "Collections in Known Condition" category addressed below.

The survey also revealed a large number of institutions – 193 or 57.8% of respondents – that have no up-to-date collection surveys. While this figure is large, it should be noted that collection surveys serve as tools that lead toward the development of short-term activities (conservation treatment, rehousing, reformatting, etc.) and are therefore generally only undertaken when the needs of a particular collection are scheduled to be addressed. A preservation plan could easily recommend a collection survey for one targeted collection within an institution, but not ALL the collections. Therefore, the response "Has Up-to-Date Collection Surveys on Entire Collection" is not necessarily a goal that all collecting institutions would strive for. Nevertheless, it can reasonably be assumed that most collecting

institutions should invest in collection surveys on at least some of their collections on a regular basis. Based on this assumption, the lack of any collection surveys at more than half the responding collecting institutions should represent a significant concern.

Collections in Unknown Condition: More than 25% of the collections held in Pennsylvania were reported to be in "unknown" condition. Twentieth century media – moving image collections and recorded sound collections – were most likely to be reported as being in unknown condition, but these collections were also generally cited as "minor" within the institutions. Natural science specimen collections were reported at relatively few institutions, but nearly half (47%) of these collections were listed as "unknown." Books and bound volumes account for the greatest number of

Collections in Unknown Condition (Average Reported Across Respondents)		
Collections Held	**n**	**Percentage**
Books and Bound Volumes	307	20%
Unbound Sheets	252	31%
Photographic Collections	268	26%
Moving Image Collections (Film)	120	54%
Moving Image Collections (Video)	161	36%
Recorded Sound Collections (Audio)	162	46%
Digital Material Collections	82	24%
Art Objects	180	27%
Historic and Ethnographic Objects	182	34%
Archaeological Collections	74	35%
Natural Science Specimens	31	47%

collections in the Commonwealth, so even though the percentage of these collections listed as "unknown" is comparatively low (compared to the other categories), the 20% unknown figure computes out to a huge number of rare or unique books or bound volumes in "unknown" condition.

While it is impossible to be certain of the criteria used by respondents in judging whether a collection is in "known" or "unknown" condition, these responses suggest an absence of professional oversight of collections at many of these institutions. In the case of the moving image collections and recorded sounds collections, the "unknown" responses may reflect the lack of play-back technology at the responding sites, a situation which would render the objects inaccessible.

Collections in Known Condition: Large percentages of collections in Pennsylvania contain items in either "urgent need" or "need" or conservation treatment, restoration, reformatting, or rehousing. Of the institutions reporting that their collections are in "known" condition, roughly 40% of the items in their collections are in some need of attention.

Consider the collections of unbound sheets. Of the 247 institutions that reported collections of unbound sheets, 69% were reported in "known" condition. Of these 170 collections, 17% of the items were estimated by respondents to be in "urgent need" of treatment or rehousing and 29% were estimated to be in "need." These two figures are best understood when added together, revealing that staff at these institutions believe that 46% of their unbound sheets have preservation needs that are not currently being addressed.

The situation with the unbound sheets is typical of all the other collections held within Pennsylvania. To cite the most extreme cases, 60% of collected films, 52% of natural science specimens, 47% of historic and ethnographic

Images courtesy of Fallingwater, Mill Run, Pa. Above left: **Butterfly chair** *by designers Jorge Ferrari-Hardoy, Antonio Bonet, and Juan Kurchan.* *Below left:* **Reclining Chair** *by Bruno Mathsson. Right:* **Rose McClendon** *statue by Richmond Barthe.*

objects, 46% of recorded sound collections, 43% of photographic collections, 42% of art objects, and 41% of archaeological collections are in need of attention. Even on the low end of the spectrum, the 35% of books and bound volumes that are either in "need" or "urgent" need of conservation treatment or rehousing represent an enormous number of volumes when the sheer number and size of these book collections is considered.

The need for conservation treatment, restoration, reformatting, or rehousing cuts evenly across all regions of the state and all institution sizes, as well as the types of collecting institutions.

1e. Inventory, Preservation Planning, and Intellectual Access

Inventory, preservation planning, and collections management activities are essential components needed for the professional management of collections. The responsibility for managing a collection begins with inventory and then encompasses the planning necessary to thoughtfully ensure that all subsequent aspects of collections care are addressed by the institution.

Inventory: Inventory is the most basic required activity for a collecting institution. Special collections cannot be professionally managed without a useable inventory in place. Of the 340 organizations that responded to the inventory questions, 55.3% reported that their collections were 76-100% inventoried. The remaining 44.7% are only partially inventoried, with 24.1% reporting that less than half of their collections are inventoried. Special/

academic libraries, art museums, and history museums are most likely to be largely inventoried. Historical societies and public library special collections report the lowest rates of full inventory.

Cataloging:

Cataloging responses varied widely according to type of institution, with an average of 43.7% of the 339 responding institutions indicating that that their collections were 76-100% cataloged or processed (these two terms were used interchangeably in the survey). Highest rates of cataloging were reported by public libraries and art museums (77.6% and 76.9% respectively),

Architectural Drawing of Memorial Hall from the Centennial Exhibition *(c. 1874). Courtesy of Fairmount Park Commission, Philadelphia, Pa.*

Percentage inventoried	None	1% – 25%	26% – 50%	51% – 75%	76% – 100%
	Percentage	Percentage	Percentage	Percentage	Percentage
Total	4.1%	7.9%	12.1%	20.6%	55.3%
Archives	7.9%	9.5%	11.1%	25.4%	46.0%
Public Libraries	5.9%	10.6%	4.7%	7.1%	71.8%
Special and Academic Libraries	0.0%	0.0%	9.1%	27.3%	63.6%
Historical Societies	1.9%	9.6%	26.9%	23.1%	38.5%
Historical Houses/Sites	7.1%	7.1%	7.1%	26.2%	52.4%
Art Museums	0.0%	7.7%	7.7%	23.1%	61.5%
History Museums	0.0%	3.0%	12.1%	24.2%	60.6%
General Museums	0.0%	10.5%	26.3%	26.3%	36.8%

with lower rates indicated by history museums (27.3%) and historical societies (23.1%). There appears to be little correlation between the size of the organization and the likelihood that it is either inventoried or cataloged.

Preservation Needs Assessments: The preservation needs assessment is a basic tool for collecting institutions to use in moving ahead with improvements to collections care. It is recommended as a first step by the American Association of Museums (AAM), the American Institute for Conservation of Historic and Artistic Works (AIC), and the American Library Association (ALA).

According to the survey, 46% of Pennsylvania collecting institutions have never received a preservation needs assessment and 31.2% are using an old assessment that needs to be updated. This leaves a mere 17.8% of respondents who indicated that they possessed an "up-to-date" preservation needs assessment, plus 5% who said that an assessment was currently in progress. Considering the importance of this document, these figures suggest that the great majority of Pennsylvania collecting institutions are not approaching improvements to collections care in any systematic fashion, since they lack the basic tool needed to launch a process of strategic planning focused on collections.

It should be noted that the preservation needs assessment figures may be slightly skewed, both in positive and negative ways. First, the percentage of public library respondents without preservation needs assessments was significantly higher than the average (79.5%, as opposed to an overall 46% average) and this could indicate a different approach to special collections management or terminology within the public library community. If the

Percentage Cataloged	None	1% – 25%	26% – 50%	51% – 75%	76% – 100%
	Percentage	Percentage	Percentage	Percentage	Percentage
Total	4.4%	9.7%	15.3%	26.8%	43.7%
Archives	9.8%	11.5%	19.7%	39.3%	19.7%
Public Libraries	2.4%	7.1%	7.1%	5.9%	77.6%
Special and Academic Libraries	0.0%	5.9%	8.8%	29.4%	55.9%
Historical Societies	5.8%	19.2%	19.2%	32.7%	23.1%
Historical Houses/Sites	4.8%	11.9%	21.4%	26.2%	35.7%
Art Museums	0.0%	0.0%	7.7%	15.4%	76.9%
History Museums	3.0%	6.1%	9.1%	54.5%	27.3%
General Museums	5.3%	5.3%	42.1%	21.1%	26.3%

"The wisdom of combining resources to assist the collecting institutions across Pennsylvania cannot be overstated. Many of our members participated in the assessment to define and prioritize the services and support they need to succeed. The Pennsylvania Federation of Museums and Historical Organizations (PFMHO) stands ready to assist with plan implementation."

Deborah M. Filipi
Executive Director, PFMHO

public library responses are removed, the percentage of collecting institutions with up-to-date preservation needs assessments increases from 17.8% to 23.6%.

Second, as will be discussed further in section 3, two subsets of collecting institutions – the PHMC sites and the CCAHA Philadelphia Stewardship participants – tend to have up-to-date preservation needs assessments. If the 42 organizations represented by these subsets are removed from the survey, the percentage of collecting institutions with preservation needs assessments drops from 17.8% to 10.8%.

This apparent need for preservation needs assessments among Pennsylvania collecting institutions is balanced by a complementary demand for the assessments expressed in another section of the survey. In the section where respondents were asked to indicate their demand for various services, 72.9% stated that help in obtaining a preservation needs assessment survey would be either "very useful" or "useful" to their institution.

Preservation Plans: Preservation plans – long-range plans based on the preservation needs assessments – are increasingly recommended as an important tool in systematically addressing collections care. Naturally, fewer institutions have received preservation plans than preservation needs assessment surveys (the former build upon

the latter). As the preservation plan is a relatively new concept in the world of preservation, there may have been some confusion among respondents regarding the definition of a preservation plan, especially as opposed to the institution's strategic plan. In this survey, 12.1% of respondents indicated that they have an up-to-date preservation plan. As with the preservation needs assessment, the preservation plan results may be skewed both by the public library responses (3.6% indicated receiving a preservation plan, as opposed

Preservation Needs Assessment	Has Up-to-Date	Has In Progress	Needs to Update	Has Never Received
	Percentage	Percentage	Percentage	Percentage
Total	17.8%	5.0%	31.2%	46.0%
Archives	22.2%	4.8%	31.7%	41.3%
Public Libraries	4.8%	1.2%	14.5%	79.5%
Special and Academic Libraries	15.2%	9.1%	30.3%	45.5%
Historical Societies	18.9%	5.7%	34.0%	41.5%
Historical Houses/Sites	28.6%	4.8%	40.5%	26.2%
Art Museums	25.0%	33.3%	33.3%	8.3%
History Museums	27.3%	0.0%	48.5%	24.2%
General Museums	16.7%	5.6%	44.4%	33.3%

to the 12.1% average), and by the high percentages of preservation plans reported by the 42 responding PHMC sites and CCAHA Philadelphia Stewardship participants.

In the section of the survey where respondents indicated their demand for a list of services, 78.3% indicated that help in preparing a long-range preservation plan would be either "very useful" or "useful."

1f. Collections Environment and Storage

On-Site Environmental Monitoring and Management: There is no such thing as perfection in collections storage environments, but any quality collection care program will consistently look for opportunities to improve their environments. By their nature, improvements will be imperfect and incremental, but the shift should always be toward higher satisfaction with environments.

Environmental monitoring is key. The current environment must be understood before it can be measurably improved, and environmental monitoring provides the science to perform these measurements. In fact, an institution cannot really state that it is appropriately addressing a factor like humidity if there is no environmental monitoring program in place to track humidity rates. Therefore, the survey raises a serious concern when 50.3% of responding institutions indicated that they "do not use" an environmental monitoring program. Without a means of retrieving this basic information, the institution cannot effectively understand or control their environments.

The survey revealed considerable dissatisfaction with environmental conditions within on-site storage areas. Of respondents with on-site collection storage areas, 42% indicated that less than 50% of their collections are stored in areas that they consider adequate. Only 34% indicated satisfaction (75% or more of on-site collections storage is adequate) with the quality of their on-site collections storage areas. Art museums and special and academic libraries tended to be most satisfied with their on-site storage; historical societies and historical house/sites were least satisfied.

The survey asked a series of questions regarding the ability of institutions to maintain stable environments in collections areas. Respondents were asked if a series of factors were used in all areas, some areas, or not used at all. For the type of collections covered in this survey, it can safely be assumed that nearly all respondents should have some degree of confidence in their ability to maintain environments. The degree to which "Use in some area" responses reflect an urgent concern cannot be judged. But there is significant

Environmental Monitoring

- Use in All Areas — 0.224
- Use in Some Areas — 0.273
- Do Not Use — 0.503

Temperature Control

- Use in All Areas — 0.248
- Use in Some Areas — 0.46
- Do Not Use — 0.292

Humidity Control

- Use in All Areas — 0.185
- Use in Some Areas — 0.454
- Do Not Use — 0.361
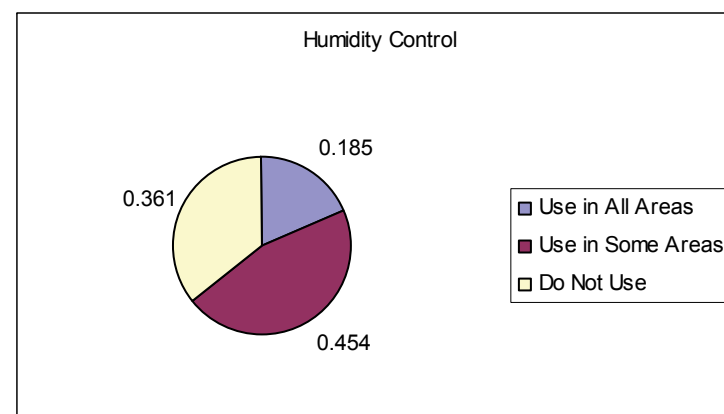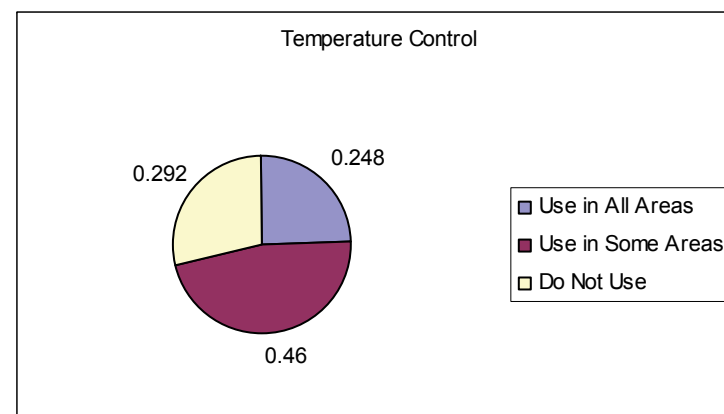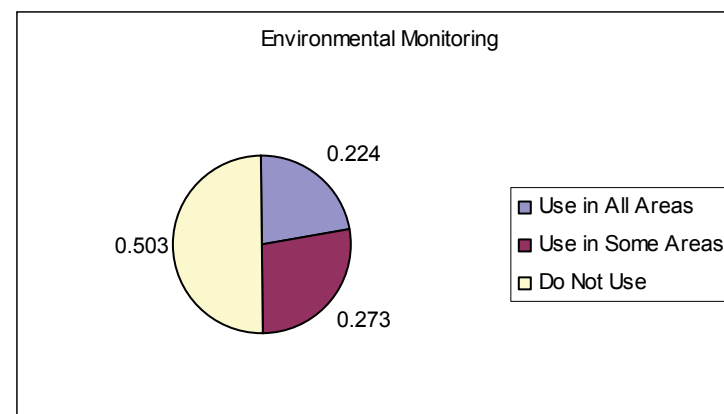
reason to be concerned by the large number of survey responses that indicated "Do Not Use" for these factors.

According to the survey, 29.2% of respondents do not use environmental controls to meet temperature specifications for preservation, 36.1% do not use environmental controls to meet relative humidity specifications, and 30.1% do not control light levels to meet preservation specifications. These three areas – temperature, humidity, and light – must be understood and addressed in order to ensure the long-term preservation of collections. The above numbers, indicating that approximately one third of Pennsylvania collecting institutions do not use basic environmental controls, represent only a portion of the complete problem when seen in the context of the large number of "use in some area" responses.

In order to maintain a stable environment in collections areas, it is important for institutions to develop and manage pest management programs and housekeeping programs. All Pennsylvania regions, whether in the mountains or in the city, attract pests of one kind or another. In professional collecting institution practice, pest management programs are the primary line of defense in ensuring that the items are not severely damaged or even consumed. At the responding collecting institutions, 46.3% stated that they "do not use" a pest management program. This places their collections at considerable risk.

Housekeeping programs are designed to keep collections relatively free of dust, dirt, and grime. Through the simple act of routine housekeeping, items are visually observed so that any emerging problems can be caught early. But for this to occur there has to be a policy that establishes consistency in housekeeping. At the responding collecting institutions, 34.8% stated that they "do not use" a housekeeping program that is tailored to the needs of their collections.

Off-Site Collections Storage: Survey questions raised concerns regarding the availability and quality of off-site storage for collections in Pennsylvania, but provided insufficient data to fully analyze the situation. Therefore, questions regarding off-site collections storage were raised in the focus groups to solicit essential background and context for understanding the survey responses.

Of the 340 institutions that responded to the off-site storage question, 216 institutions (63.5%) do not utilize any off-site storage. The important information that the survey did not provide was whether these
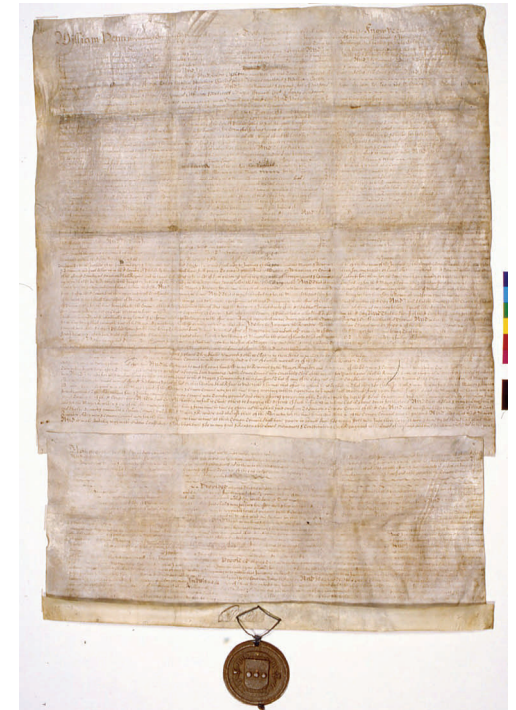
Charter of the City of Philadelphia, 1701. *Courtesy of the Philadelphia City Archives.*
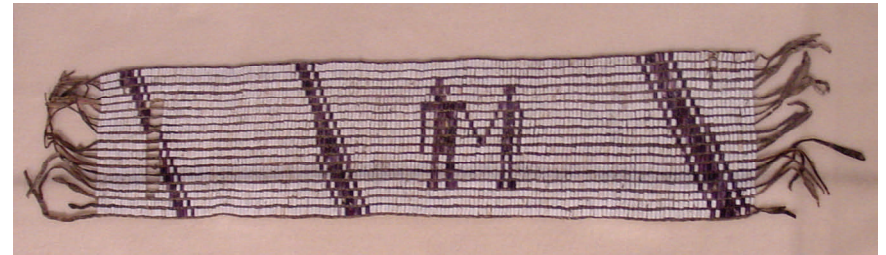
Wampum belt, *Lenape Tribe, 1682-1750. Courtesy of the Atwater Kent Museum of Philadelphia, The Historical Society of Pennsylvania Collection.*

institutions desired off-site storage but were stymied (possibly for reasons of cost, adequacy of available storage, etc.) from obtaining it.

Of the 124 institutions that utilize off-site storage, only 28 (22.5%) indicated satisfaction with the environmental quality of their off-site storage. Most worryingly, 39.5% (49 institutions) stated that "None" of their off-site storage was adequate for their collections. When this figure is combined with users of off-site storage who were only partially (less than 50% of storage area is adequate) satisfied with their off-site collections storage, the per-centage of dissatisfied users of off-site storage comes to 70%.

1g. Preservation Staffing and Activities

While dissatisfaction was voiced in the focus groups regarding the need for increased staffing for collections care, there is no industry standard for collecting institutions to aspire towards. Ultimately, the institution leaders must exercise their discretion in determining where to allocate professional staff responsibilities. If an institution has accepted the responsibility to care for special collections, the operat-ing budget and staffing choices should reflect an aware-ness of their collections stewardship responsibilities.

In many instances, it is reasonable for an institution to use volunteers to handle well-defined collections care tasks. For example, volunteers can be trained to rehouse manuscript documents in their collections. The work is important, but fairly mechanical and often must be done in large, time-consuming quantities.

Outside services are best utilized when the needed tasks require special expertise or equipment. Even very large institutions must make ongoing choices about whether it is wiser to establish a new specialized post-graduate level position to address a needed task or to accomplish the work by sending it out to an already existing

service. The more specialized the task, the more likely that it will be most cost-efficient to send the job to an outside service.

In order to gain a clearer picture of the distribution of work responsibilities at Pennsylvania collecting institutions, the survey asked a series of questions concerning the basic tasks of collections management. In each case, the survey inquired if the task was performed by dedicated collections staff, other institution staff, an outside service, or volunteers.

Based on responses, institutions were most likely to use staff for housekeeping in collections areas (79.1%), management of environ-mental monitoring (65.7%), rehousing of objects in collections

"A valuable and important part of the U.S. Army's rich history is maintained at the U.S. Army Heritage and Education Center. Because of our mission to preserve the essential records of our past, we are espe-cially appreciative of this plan's emphasis on practical strategies both to conserve our historic treasures and raise public awareness of our heritage. We fully support this plan and look forward to helping in any way to ensure its successful implementation."

Col. Robert J. Dalessandro (Ret.)
Special Assistant to the Secretary of the Army for Historical Affairs

(53.4%), and digitizing of items in collections (39.9%). Volunteers were most likely to be used for the tasks of housekeeping in collections areas (26.6% of all respondents), rehousing of objects in collections (24.9%), and digitizing of items in the collection (16.5%). In interpreting these responses, it should be remembered that 25.1% of the total respondents were from institutions with annual

operating budgets under $100,000, where it can be assumed that professional staff availability is minimal.

Pennsylvania collecting institutions were most likely to use outside services for conservation treatment (34%), microfilming (20.9%), maintenance of audiovisual equipment (14.3%), and creating preservation copies of audiovisual media (12.6%).

1h. Preservation Expenditures and Funding

The survey asked a series of questions to determine how preservation care is funded at Pennsylvania institutions. One of the initial survey questions concerned the size of the institution's annual preservation budget – in other words, a line item in the annual operating budget dedicated to preservation.

A large percentage (63.4% of the 309 institutions which responded to this question) of respondents reported preservation budgets of less than $2,500. When combined with the 14.6% of respondents who indicated preservation budgets of less than $5,000, the combined total of respondents with small preservation budgets covers nearly four-fifths of respondents (78%). The remaining 22% of respondents mainly fell into the $10,000 to $25,000 category, with only 19 organizations reporting preservation budgets of $25,000 or higher. As would be expected, small organizations with annual operating budgets of less than $500,000 were far more likely to have low preservation budgets than medium and large institutions. Nevertheless, it is

Two Angels and Three Shepherds by Allan Crite. *Courtesy of the African American Museum in Philadelphia..*

surprising – and concerning – that 47.6% of responding medium institutions and 29.4% of responding large institutions reported the lowest size of annual preservation budget, $0-$2,499.

For additional insight into the above figures, the funding section of the survey yielded some complementary information regarding the use of line items in the annual budget. According to this section, only 122 respondents indicated that line items had been included for preservation or conservation within the past five years. This number would presumably overlap with line items for preservation budgets. Therefore, since 113 institutions indicated

Christ Healing the Sick in the Temple *(after Benjamin West) by Bass Otis. Courtesy of Old Economy Village/PHMC, Ambridge, Pa.*

they have an annual preservation budget greater than $2,500, it can reasonably be extrapolated that only a handful of institutions (9) that fell into the $0-$2,500 category have any line item for preservation at all. According to this interpretation, the vast majority of institutions in the less than $2,500 category would be considered as having $0 allocated for preservation annually.

Both the federal government and the Pennsylvania government have managed a number of grant programs that are relevant to collections management. The survey asked about specific grant programs to discern if Pennsylvania collecting institutions are successfully tapping into existing funding streams. Of the federal and state funding programs, Pennsylvania collecting institutions have been most successful in applying to the following sources for

preservation and conservation projects within the past five years (2003-2008): 77 received Pennsylvania Historical and Museum Commission grants, 30 received Institute of Museum and Library grants (other than CAP funding), 17 received National Endowment for the Humanities Preservation Assistance Grants for Smaller Institutions, and 15 received *Save America's Treasures* grants.

In addition to the government funding, the survey inquired concerning the availability of private sources for financially supporting preservation and conservation projects. Of the 406 survey respondents, 69 reported receiving restricted grant funding from private foundations, another 69 reported receiving individual contributions, 27 reported receipt of corporate or business contributions, and 25 utilized interest from an in-house endowment.

While these funding figures may initially appear encouraging, it must be remembered that they constitute a five-year window and may often represent only a single grant during that time. The PHMC grants have been by far the most consistent funding source for preservation and conservation support for respondents, but 77 successful respondents only corresponds to 19% of all the survey respondents.

The survey asked why institutions may have made decisions to not make grant applications for preservation/conservation funding within the past three years. Only 6 institutions (1.5%) responded that they did not apply for outside funding because they currently have sufficient sources of funding. Flipping this number, it can be reasonably assumed that 98.5% of respondents feel at least some need for outside preservation or conservation funding.

The most cited reasons cited for not applying for conservation/preservation funding from private or public sources were: lack of staff time or expertise to complete application (127 responses or 31.5%), need for additional planning or preparation necessary for projects (21.6%), and concern about not being able to raise necessary matching funds (17.1%). A total of 47% of respondents (representing 158 institutions) indicated that it was either very difficult or somewhat difficult to raise funding in Pennsylvania for conservation or preservation projects at their institutions. There were 102

Funding Sources Within Past 5 Years
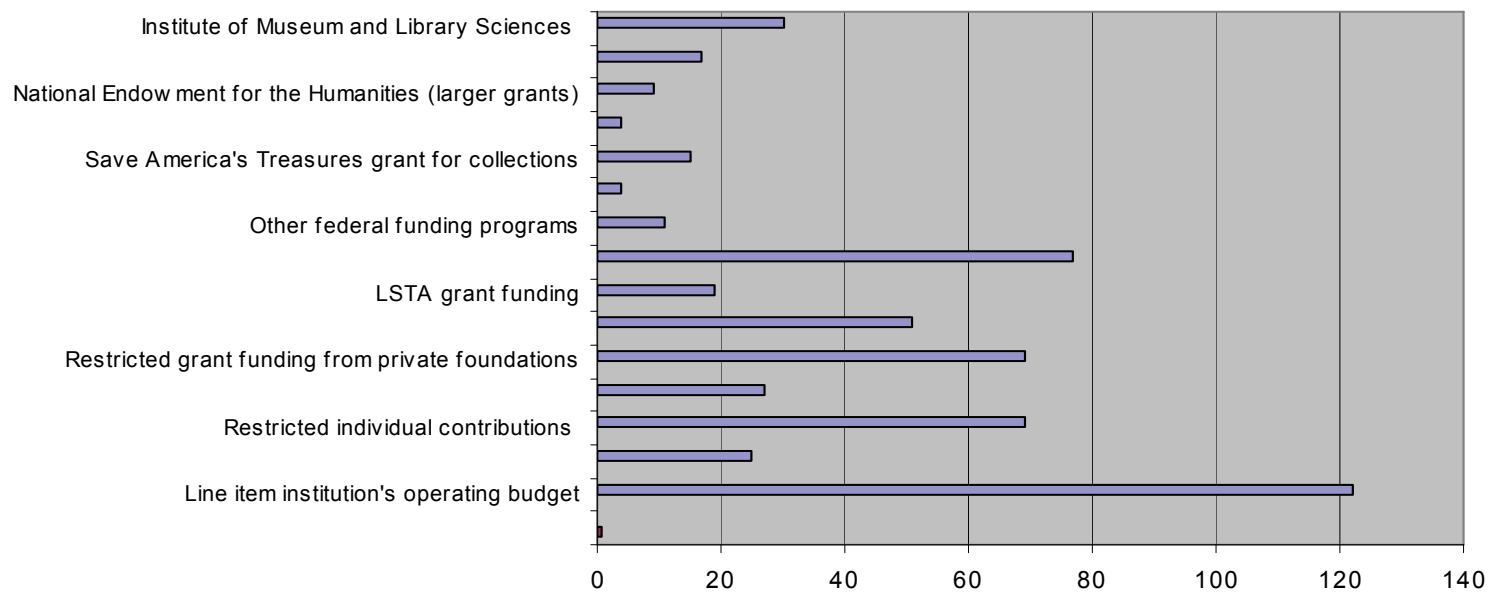
Fire bucket. *Courtesy of the Library Company of Philadelphia.*

respondents (25%) who indicated that their institutions do not fundraise for preservation or conservation projects. This figure appears to be skewed by archive and public library responses, with 49 public libraries (58.3% of the responding libraries) stating that they do not fundraise for preservation/conservation. In addition, 21 archives reported they do not fundraise for preservation/conservation, and this figure presumably includes government archives which may not be eligible for many public/private grants. With the public libraries and archives figures removed from the analysis, there were only 7.9% of respondents who indicated that their institutions do not fundraise for preservation/conservation.

In the section of the survey where respondents indicated their level of demand for a list of services, 79.9% indicated that assistance in fundraising for preservation and conservation projects would either be "very useful" or "useful." The number of respondents indicating that fundraising would be "very useful" was 54.1%, the highest percentage of any of the 16 listed services.

1i. Emergency Planning and Security

It is inevitable that disasters will occur, whether they be tornadoes or broken pipes. While some losses are inevitable, the long-term damage caused by many disasters can be minimized by advance planning. It is critical for staff members at organizations with important collections to learn and adopt effective strategies for disaster mitigation. As stated by the National Task Force on Emergency Response: "In order to limit loss due to emergencies, it is essential that the stewards of cultural resources take steps to be prepared, mitigate possible risks, and develop effective plans for response and recovery."

As with the Heritage Health Index Report, the survey stressed the importance of collecting institutions having up-to-date emergency plans focused on collections. All types of emergency/disaster plans have been recommended in recent years, but the particular concern for collecting institutions is that strategies exist that provide some level of protection for collections in the event of most-likely

"The Mid-Atlantic Regional Archives Conference (MARAC) is a volunteer, regional consortium of archivists who live and work in the states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia, and in the District of Columbia. MARAC's Pennsylvania institutions look forward to working with the Conservation Center for Art and Historic Artifacts in plan implementation to maximize Pennsylvania's resources for the safe keeping and accessibility of the Commonwealth's collections."

Cindy Bendroth
2008 MARAC PA Caucus Representative

emergencies and lay the foundation for an appropriate response in the wake of an emergency. While emergency plans may immediately call into mind visions of terrorist attacks, the most common emergencies stem from more commonplace circumstances, such as a burst pipe. In addition, natural disasters like floods are an ongoing nemesis for collections.

According to the survey, 19.6% of Pennsylvania collecting institutions have an up-to-date emergency plan and 12.5% are currently developing an emergency plan. The relatively large percentage of emergency plans in development may reflect the current interest in these plans, as well as the lengthy process of developing a plan. Medium and large institutions are much more likely to have up-to-date emergency plans than small institutions.

Emergency plans for collections always recommend off-site storage of vital collections records for the entire collection. In the event of an emergency, these records can become of vital importance. It is therefore disturbing that 65.4% of responding collecting institutions report that they have no off-site storage of records. Art museums have by far the best track record in this regard, with 72.8% of responding art museums reporting they have off-site storage for records on all or some of their collections. Public

libraries report the lowest percentage of off-site records, with only 16.9% stating the presence of some or all off-site record storage.

The survey asked the institutions if appropriate security systems existed to protect either all—or some of—the collection. The responses indicate that this is an area where collecting institutions have invested resources. Nearly 80% of responding institutions said that they have appropriate security systems in place for the entire collection, some of the collection, or are in the process of developing systems.

In the section of the survey where respondents indicated their need for various services, 70% indicated that help in preparing an emergency plan would either be "very useful" or "useful," 76.8% indicated a need for training staff in emergency response, and 61.8% indicated a need for security assessment and planning.

The Mütter American Giant alongside Mary Ashbury, a female dwarf, and a normal adult male skeleton. *Courtesy of the Mütter Museum of The College of Physicians of Philadelphia.*

Emergency/Disaster Plan

20%

13%

23%

44%

- ◻ Has Up-to-Date
- ◻ Has In Progress
- ◻ Needs to Update
- ◻ Has Never Received
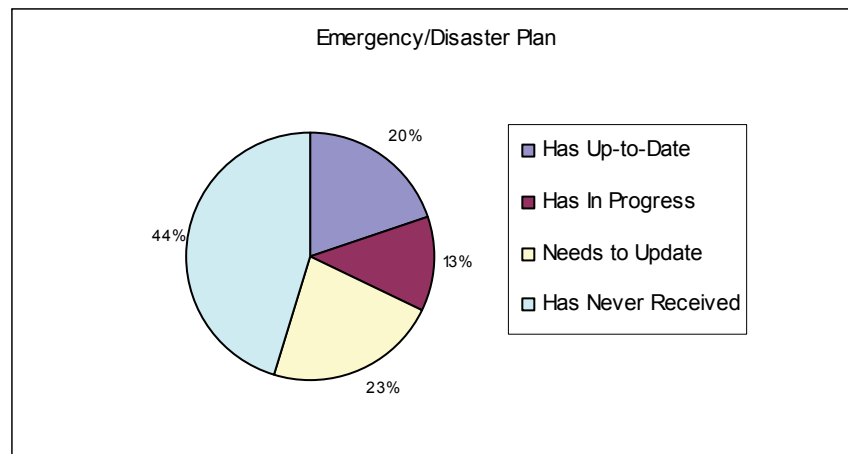
PART TWO: Expressed Needs of Collecting Institutions

2a. Heightened Public Awareness of Collections

"How do we collaborate to be less invisible?"

Focus group participant, Pittsburgh

In the focus groups and task force meetings, a consistent theme was sounded concerning the importance of a unified campaign to increase awareness and appreciation of Pennsylvania collections. In most cases, the suggested campaign would not be an end in itself, but rather a first step toward achieving another goal—increased visitation or individual financial support or legislative support. A consensus emerged, both in the surveys and in the focus groups, indicating that a marketing and public relations campaign could positively impact on many important areas and should be considered a top priority within the Preservation Plan.

At most of the focus group sites, participants embraced the idea of a state-wide campaign to raise the image of collecting institutions among the general public. In Erie, they called for a "marketing/branding campaign (statewide), in Harrisburg the need was stressed for "(p)romotion to create public value," and in Philadelphia there

Silver tankard, *mid-18th century, Gurney & Cook.* *Courtesy of the Atwater Kent Museum of Philadelphia, The Historical Society of Pennsylvania Collection.*

was a call for a "campaign… that addresses demand and return on investment."

The Pittsburgh focus group recommended carefully targeting the audience to whom the campaign would be addressed: "Consider those to whom we are most valued—and have the resources to take action." Specifically, they noted the following

---

"The Pennsylvania Historical and Museum Commission has been closely involved in this planning process at every step because of the vital assistance it will provide to museums and archives across the Commonwealth. We look forward to doing all we can to assist with plan implementation."

Barbara Franco, Executive Director
Pennsylvania Historical and Museum Commission

audiences as having a vested interest in Pennsylvania's collecting institutions:

- Academic community

- Family/towns/genealogists

- Scientific community

- World of contemporary art

- International design community

- Visitors/convention-bureaus/tourism industry

The vision for this statewide campaign was relatively consistent across the focus groups, often prompting suggestions for collaboration with sophisticated partners in other industries, such as marketing and advertising. An interest in working with celebrity spokespeople, from actors to authors, was a frequent refrain.

While the survey was completed before the 2010 threatened cuts to Pennsylvania arts and culture funding, written responses suggest strong ongoing concern about the low level of support and lack of stability in state funding. Asked to name the elements needed to effectively address state-wide preservation issues, responses included:

- "A legislature that understands the need to preserve our historical heritage."

- "Cultural awareness from the public and politicians…"

- "Recognition at the highest level of the value of historic collections, historic preservation, and history education."

- "The realization by state representatives that the preservation of Pennsylvania's historic treasures and the effective promotion of heritage tourism could be of tremendous economic benefit to the state in the years ahead."

The need to influence the state government in areas of funding veers toward the specialized area of advocacy. But it was also
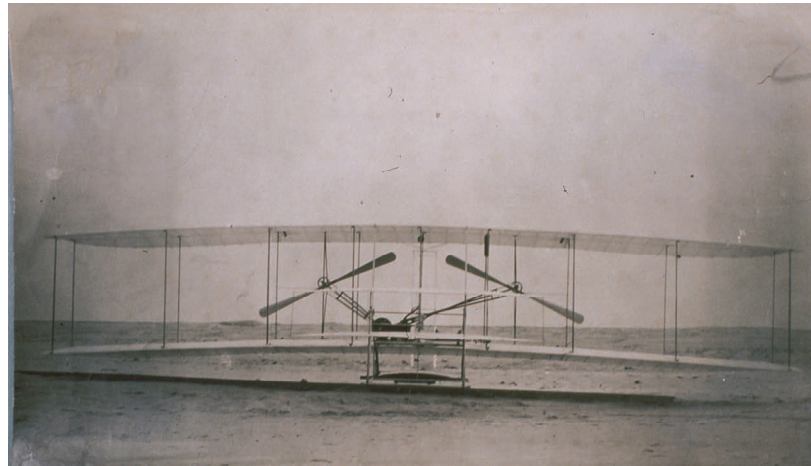
Above: **Wright Brothers image.** *Courtesy of The Franklin Institute.* *Left:* **Mug shots of unidentified inmates,** *c. 1912. Courtesy of Eastern State Penitentiary Historic Site.*

acknowledged that for advocacy to be successful, seeds should be planted via marketing and public relations to educate decision makers regarding the importance and value of collections.

Along with the need for a state-wide approach, both the surveys and the focus groups included requests for complementary regional approaches and for assistance in helping individual sites improve their marketing ability. According to one survey response: "For rural areas, the most critical elements are education and funding. Board trustees and local populations often do not understand the significance and value of some of the local 'treasures' housed in the library." At the Erie focus group, the participants expressed an interest in receiving marketing help for "telling the story."

It should finally be noted that the Conservation Center for Art and Historic Artifacts launched the Pennsylvania "Connecting to Collections" project with the publication of a marketing/public relations piece: a poster celebrating Pennsylvania collections. Response to the colorful poster at the focus groups and task force meetings was uniformly positive, and participants enthusiastically endorsed the prospect of more projects of this nature and quality.

2b. Education and Training

The survey showed a high level of demand for education and training programs, and this was reinforced by participants at all the focus groups. Survey respondents were asked to rate the workshops on a 1-5 scale, with 1 indicating lowest and 5 indicating highest interest. Judging from the number of responses for each suggested workshop topic, it appears that all respondents rated each category, regardless of whether the category was relevant to their institution. Therefore, "Preservation and Storage of Architectural Records" would have presumably received low ratings (indicating little interest) from institutions that do not have significant architectural record collections.

The highest ranked workshops were (in descending order) "Best Practices for Preserving Collections" (with a score of 3.78 on the 1-5 scale), "Fundraising for Preservation and Conservation," "Promoting Your Collections," "Housing Solutions for Paper-Based Collections," "and "Advances in Collections Management." Fourteen of the 22 suggested titles scored over 3.0. The two lowest ranked workshop topics – "Preservation and Storage of Architectural Records" and "Housing Solutions for Ethnographic Collections" – would only be of interest to a limited subset of respondents, easily explaining their low ratings. The third lowest rated, "Storage Planning for Cultural Collections," recently drew the largest attendance ever for a Conservation Center for Art and Historic Artifacts workshop in Pennsylvania (out of over 100 Conservation Center workshops in Pennsylvania delivered over the past 10 years). This suggests that even the seemingly low-rated workshops have a strong appeal for many organizations.

Rather than viewing these figures as an opportunity to rank, the survey would appear to indicate that there is a broad demand for all these workshops. This interpretation is reinforced by the consistently high and enthusiastic attendance at workshops that are currently presented in Pennsylvania, as well as by the comments of focus group participants.

The table that correlates interest in workshops according to

Summary Score Interest	Rank
Best practices for preserving collections	1
Fundraising for preservation and conservation	2
Promoting your collections	3
Housing solutions for paper-based collections	4
Advances in collections management	5
Preservation planning/writing a preservation plan	6
Emergency preparedness and response	7
Assessing the condition of paper-based collections	8
Caring for photographs	9
Writing a disaster plan	10
Managing digital collections	11
Book repair	12
Technologies for duplicating paper-based images and infor-	13
Environmental control	14
Managing archives	15
Preservation issues related to exhibition planning	16
Housekeeping in collections areas	17
Preservation of audiovisual material	18
Pest management	19
Storage planning for cultural collections	20
Preservation and storage of architectural records	21
Housing solutions for ethnographic collections	22

"type of organization" demonstrates greater differences between organizations regarding training than any other subject examined by the survey. As examples: "Fundraising for Preservation and Collection" is ranked as the top workshop topic by historical societies, history museums, and historic houses, but it is ranked 10th in importance by public libraries and 9th by special and academic libraries. Conversely, "Book Repair" is the top workshop topic for

public libraries, but it is ranked 20th in importance by art museums, and 18th in importance for historic houses and history museums. These discrepancies reinforce the argument that all of these workshop topics are of significant value to some organizations, and should therefore be viewed as reasonable areas to invest in education and training.

Survey respondents were asked to rate their interest in training formats on the 1-5 scale, with 1 being least useful and 5 being most useful. Not surprisingly, the top choice of respondents was for full-day on-site training—which is also by far the most expensive of trainings to deliver. It received a rating of 3.97 (dividing the Sum Score by the total number of respondents to the question). What is surprising is the narrow difference between this top choice and the second choice of full-day workshops at regional urban locations, which received a rating of 3.84. Given the cost differential between delivering customized workshops at each location as opposed to providing a regional workshop open to many institutions, the full-day workshop appears to be a very popular – and cost-efficient – option. Half-day workshops at regional urban locations showed slightly less popularity, with a rating of 3.61, and the least appreciated delivery mode turned out to be the on-line tutorial, with a dramatically lower rating of 3.12.
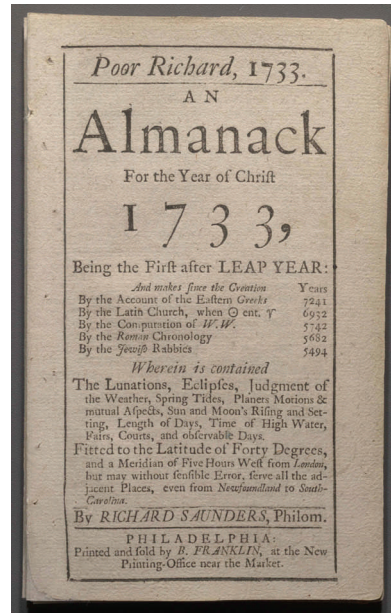
Poor Richard, 1733. An almanack for the year of Christ 1733… by Richard Saunders, philom. *(Printed and sold by Benjamin Franklin). Courtesy of Rosenbach Museum & Library, Philadelphia, Pa..*

"The Pennsylvania Department of Education operates a major research library and leads the development of the state's public, school, academic and special libraries to meet the information, education, and enrichment needs of its residents. Collections care goals in this plan will continue to guide the Commonwealth's 633 libraries in providing excellent service to all Pennsylvanians."

M. Clare Zales, Commissioner for Libraries
Office of Commonwealth Libraries

2c. Dissemination of Information

"We need a statewide go-to website."

Focus group participant, Philadelphia

Frustration emerged at the focus groups regarding the fragmented nature of communication systems among Pennsylvania collecting institutions. A Scranton focus group participant stated a strong "need for easy access to resources, expertise, and collections care solutions. There's info out there but it is not organized."

While some opportunities exist for organizations to communicate regionally or by type of organization (e.g. historic sites communicating with historic sites), there is no official central clearinghouse for information on Pennsylvania's preservation resources. Many focus group participants expressed a need for a centralized system, citing the amount of staff time expended in searching for information that could be readily accessible.

Comments and potential solutions were voiced at every focus group location. A Philadelphia focus group participant said the preservation plan should "provide us with go-to source guidance," an Erie participant requested a "clearinghouse for information," and a Harrisburg participant called for "a statewide database to connect

all of us and to provide important information."

Two questions on the survey requested information regarding how preservation information is currently disseminated among Pennsylvania collecting institutions. Respondents were asked where they have sought collections preservation information and assistance during the past twelve months. The top three responses were CCAHA (29.1% of all 406 respondents), conservators in private practice (23.6%), and PHMC (21.2%). The responses allowed for overlap, with respondents able to indicate that they had gone to more than one source for information during this period.

Another question solicited information regarding the type of resources used by respondents when they were faced with preservation questions. Once again, overlap was allowed for responses. Three possibilities (institutions, websites, and published information) were offered. Of these, the most popular place to search for preservation answers was published information (56.9% of the 406 respondents), followed by websites (54.9%), and last by going directly to institutions, presumably either through e-mail or phone contact, at 45.8%. All three types of resources appear to be popular, and the overlap (responses add up to 157.6%!) clearly indicate that institutions use a mix of resources in their search for answers to preservation questions.
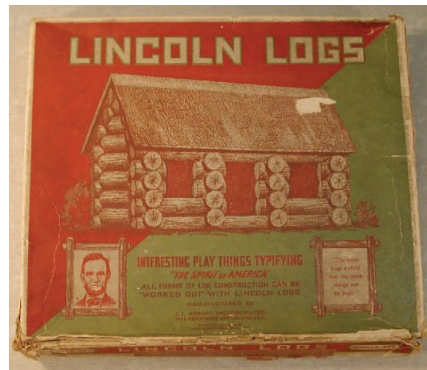
Contemporary Toy Collection, courtesy of Please Touch Museum, Philadelphia, Pa. Above left: **Lincoln Logs***, manufactured by J.L. Wright, Ltd, patented August 31, 1920. Above center:* **Chatter Telephone***, manufactured by Fisher-Price, c. 1982. Above right:* **Easy Bake Oven***, manufactured by Kenner Products, c. 1969. Left:* **Beatles Flip Your Wig Game***, manufactured by Milton Bradley, Inc., c. 1964.*

2d. Collections Storage

The majority of museum collections are in storage, where they are available for research, temporary exhibition, and preservation for posterity. For the public, an assumption may exist that the pristine appearance of the visible museum reflects the condition of collections storage behind-the-scenes. In some cases, this is the case, but, unfortunately, this is not the case at the majority of institutions. According to the HHI Report:

> "As safe as it seems to pack collections away, storage facilities can present unanticipated hazards. Many materials are stored in basements, attics, or warehouses

that do not have proper environmental controls or are at risk for flooding or overheating. Fragile items are often crammed into drawers or crowded onto shelves where condition problems go undetected and retrieval is risky. Improper containers leach acids and chemicals into their contents, slowly destroying them."

Many institutions find it a struggle to find any available and affordable collections storage space, much less appropriate environmentally-controlled space. The HHI Report found that "59% of institutions have the majority of their collections stored in areas too small to accommodate them safely and appropriately." The

Above: **Leaf from a calendar, June, Lewis EM 11:20, Book of Hours,** *mid-16th century. Courtesy of the Rare Book Department, Free Library of Pennsylvania. Below:* **Fraktur for David Heebner***, 1808, by Susanna Heebner. Courtesy of the Schwenkfelder Library & Heritage Center.*

problem is frequently exacerbated by the challenges of addressing collections storage within older and historic buildings. The prospect of retrofitting these spaces can appear so complex as to be virtually unachievable. Trustees are faced with the prospect of expensive capital campaigns for the part of the museum's mission that is most likely to be obscured from the public's view. The HHI Report describes the resulting situation: "Since collections storage is often out of the public eye, many institutions may be deferring solutions to storage issues. To do so puts collections at undue risk."

The cost of ignoring collections storage issues can be staggering. At the most basic level, poor storage can result in the loss of irreplaceable collections. As improvements to collections storage areas are delayed, the ultimate cost continues to increase, as well as the probable need for expensive conservation treatment of items in order to stabilize them. Long-term losses become inevitable when problems are ignored. The chemical, biological, and mechanical factors continue to relentlessly bear down upon collections in poor storage. As the HHI Report discovered, "65% of our nation's collecting institutions have experienced damage to collections due to improper storage."

Asked on the survey to identify their most pressing conservation or preservation need, forty-two (42) respondents cited problems relating to collections storage. These included concerns about controlling environmental factors such as temperature, relative humidity, and light, but most frequently the need was simply:

- "Storage space."

- "SPACE: conditioned space, work space, storage space.

- "Environmentally appropriate SPACE!"

These concerns were strongly reflected in the focus groups, where the subject of storage prompted numerous expressions of discouragement and helplessness. In particular, participants expressed extreme frustration with the problems of attempting to

bring some modern preservation solutions to older buildings, such as a Harrisburg participant who said the "building is 45 years old with poor HVAC, temperature, and no RH control," and a Philadelphia participant's lament: "We've an old building with no good climate control."

Questions about off-site storage yielded equally discouraging—perhaps even more bleak—responses. There was no indication that any one of the more than 100 focus group participants was happy with their off-site storage options. In many cases, off-site storage was considered simply unavailable. In other cases, the only available off-site options were prohibitively expensive and the environments offered were questionable at best for the storage of historic collections.

2e. Technical Assistance and Planning Services

"While information is useful, most institutions (small, 1-3 employees) don't have the resources to implement the knowledge they gain."

Survey response

By its nature, collections care work requires periods of intense investment in specialized areas, such as inventory and cataloging, development of collections management policies, environmental monitoring, assessment of item condition, and rehousing of items. In most cases, the small staffs of Pennsylvania's collecting institutions cannot reasonably be expected to excel in all these areas. The solution of offering limited-time outside assistance by respected experts would be both cost-efficient and an effective strategy for raising standards at institutions.

In addition to the above technical services, the work of preservation planning (development of preservation needs assessments, preservation plans, and emergency plans) should be facilitated by an outside expert, whenever possible, in order to prevent vested interests from informing the plans. While planning was infrequently mentioned as the most pressing concern of collecting institutions, the need for it emerged clearly in both the surveys and the focus groups as organizations expressed frustration at having too many institutional needs competing for their attention. The act of planning would reduce this frustration as it forces the institute to prioritize and move toward measurable goals.

The Heritage Health Index Report set off nation-wide alarms at collecting institutions concerning the lack of emergency plans

---

"Our member library collections (more than 4,000,000 rare books, 260,000 linear feet of written materials, and millions of photographs, maps, architectural drawings, and works of art on paper) include information about national, regional, and local history; the natural and social sciences; world history, literature and religion; art and architecture; and business and industry. The Philadelphia Area Consortium of Special Collections Libraries (PACSCL) is committed to working with the other partners to bring this plan to fruition."

Laura Blanchard
Executive Director, PACSCL

---

focused on collections, with 80% of the national respondents indicated that they neither had an up-to-date emergency plan nor a trained staff trained to implement the plan. The Pennsylvania survey reflected a similar breakdown. The implications are disturbing. For a variety of reasons, many Pennsylvania collections should be considered in a perpetual state of vulnerability, whether because of iconic value, likelihood of natural disasters such as floods or fires, or the age of many of the buildings that house these collections.

Emergency planning addresses big issues, as well as the myriad of potential (and, realistically, more frequent) vulnerabilities the can result in broken pipes or pest infestations.

The Pennsylvania survey asked respondents to rank a number of services according to the degree to which they would be useful to their institution. The third most requested service, with 78.3% of respondents indicating it would either be "useful" or "very useful," was preparation of a prioritized long-range preservation plan. Other technical assistance and planning services that placed impressively high included: training staff in emergency response (76.8%), obtaining a preservation needs assessment survey (72.9%), obtaining collection surveys (71.1%), development of preservation and collections management guidelines (70%), preparing an emergency plan (70%), rehousing of collections (62.2%), and exhibition assessment and planning (55.8%).
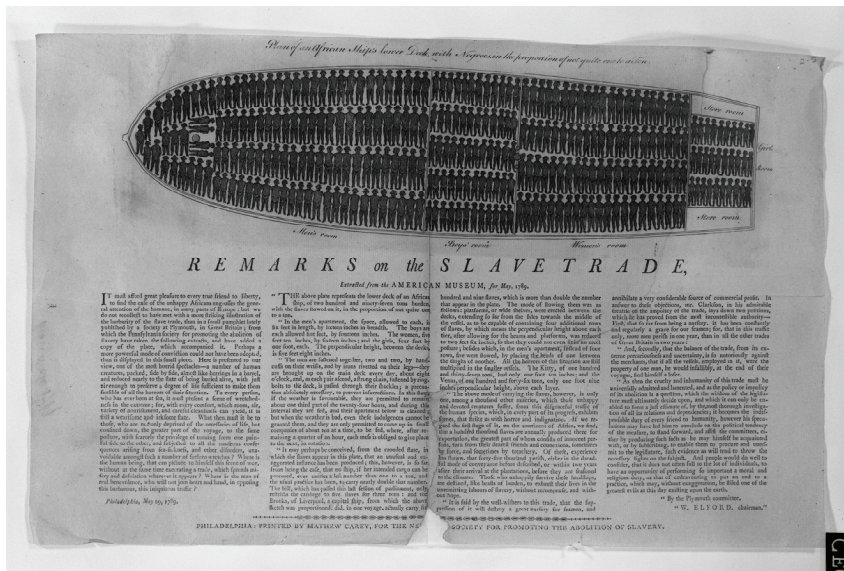
Remarks on the Slave Trade, 1789. Courtesy of the Historical Society of Pennsylvania, Philadelphia, Pa..

Asked to write in the most pressing conservation or preservation need on the survey, many respondents identified issues that could be addressed through the use of technical assistance and planning services. There were write-in requests for collection assessment, cataloging guidance, archival management assistance, policy development, and training with rehousing material.

Sometimes these comments were very specific in nature, focused on a specific collection or type of material, and in other cases, they were more general pleas for any available assistance: "Knowledge and means to preserve our numerous collections…" Along with the types of service that could

1766 Book of Common Prayer (Church of England) *in which the prayer to King George was crossed out on July 4, 1776. Courtesy of Christ Church Preservation Trust, Philadelphia, Pa.*

be covered by technical assistance, there were numerous requests for planning expertise, with respondents citing needs for preservation needs assessments, preservation plans, and emergency/disaster plans.

At the focus groups, participants were very helpful in suggesting ideas for increasing the availability of technical assistance and planning services in Pennsylvania. Some of the language was very colorful, such as the suggestion in Harrisburg that the state needed an "Extreme Home Makeover" program for archives. Most of the suggestions involved the availability of traveling experts who could go directly to sites to provide hands-on assistance and guidance for limited time periods. This approach was once called the "itinerant

archivist" strategy. In one of the Harrisburg focus groups, an idea emerged of a "bus with supplies—SWAT team" which captured the imagination of all present, and subsequently was very well received at a meeting of the Pennsylvania "Connecting to Collections" Task Force. The across-the-board need for technical assistance was well summed up by an Erie participant, who said the collecting institutions needed an "(a)dequate universe of trained people to help us with collections care."

2f. Funding for Preservation

Even if strategies are put in place to provide increased accessibility to technical assistance and planning services, there will continue to be larger important projects that will necessarily hinge on the availability of funding. Larger ticket items such as environmental improvements, conservation treatment, and digitization are traditionally funded as special projects. Even under ideal circumstances when an institution allocates an appropriate percentage of its operating budget to preservation, these special projects still rely upon infusions of outside funding support, whether public or private.

The Peaceable Kingdom *by Edward Hicks, c. 1836. Courtesy of the Mercer Museum of the Bucks County Historical Society, Doylestown, Pa.*

Nearly all the collection storage concerns noted on the survey responses regarding the institution's most pressing preservation need imply a need for funding. An expressed need such as "environmentally appropriate space" suggests a need for funding to plan, build, and/or retrofit. Other needs expressed in the survey, such as "HVAC system," clearly imply a need for raising outside

funding. It can be safely assumed that the vast majority of Pennsylvania's collecting institutions cannot simply reallocate tight operating funds to purchase and install an appropriate HVAC system. Some of the focus group participants could share about their success in funding environmental improvements, usually by incorporating them into larger capital campaigns. But many other participants were still at the starting point, needing the initial catalyst money to launch an environmental monitoring system.

Other larger-ticket items that often require some level of outside funding assistance include conservation treatment and digitization, other nearly any aspect of collections care can be folded into a special project eligible for restricted funding. These other projects might include inventory, cataloging, preservation planning, conservation assessments, and large-scale rehousing projects. The survey asked if the respondents would find a series of services of potential value to their institutions if they were available. The respondents marked whether they found each service very useful, useful, marginally useful, or not useful. For the purposes of this analysis, the very useful and useful categories were combined to indicate the services that are most in demand by Pennsylvania collecting institutions.

The most requested service was conservation treatment of objects (80.1% indicated this would be either "very useful" or "useful." Conservation treatment is a service that is often paid for through

money raised from fundraising. The second most requested service complements the first: fundraising for preservation and conservation projects (79.9%). Other highly requested services that are usually funded through fundraising initiatives included: digitization projects (75.8%), storage assessment and planning (67.2%), preservation of digital collections (64.5%), and preservation of audiovisual collections (64.2%). Some funding sources currently exist to cover all of these services, although it should be noted that in some cases these funds are only available to specific types of institutions (e.g., museums but not libraries) and the funding for these particular categories tends to be highly competitive.

Although some attention should be given to the rank of demand for the above services, it should be noted that the lowest ratings still indicates a very high level of demand. Also, some of these services may be more relevant for some organizations that for others – for instance, preservation of audiovisual collections (64.2%) would only be a concern for the subset of organizations that have audiovisual collections. Viewed in this way, some of the lower ranked services actually show the very highest levels of demand. The only interpretation that can reasonably be gleaned is that all of these listed services are considered of great value by large number of collecting institutions.

The section of the survey where respondents could write-in their institution's most pressing preservation needs offered a vast array of projects that would probably require fundraising initiatives by the institutions. These included requests for increased staffing, off-site storage, environmental improvements, conservation treatment, and digitization. There were requests for new grants programs and for fundraising assistance. Mainly there were requests for money and funding, particularly in the survey section that requested ideas for implementing a state-wide preservation plan. Nearly 50 write-in responses hinged on greater allocations of money for sites, with this response encapsulating the feelings of many: "Money to do what needs to be done to do the job right."

Participants at all of the focus groups decried what a Philadelphia participant called the "(i)nadequate funding for conservation work." Concerns were expressed regarding cutbacks in funding that had already resulted in staff layoffs—and it should be remembered that the economy continued to worsen at a rapid pace in the months following these focus groups. Nearly all participants regarded their institutions as insufficiently funded and staffed.

In the focus groups, creative ideas for addressing these fundraising concerns included "a state check off" on taxes, "a state lottery" focused on collections, "adoption of Recorders' fee" on the model of the successful New Jersey PARIS (Public Archives and Records Infrastructure Support) grants program, professional fundraising assistance offered to targeted sites, and the encouragement of multi-state funding approaches.

Panoramic photograph of the 1876 Centennial Exposition in Philadelphia. *Courtesy of the Fairmount Park Commission., Philadelphia, Pa.*

PART THREE: Pennsylvania "Connecting to Collections" Preservation Plan (2010-2015)

3a. Models for Success

In preparing the preservation plan, two subsets of organizations were analyzed independently: first, the sites managed by the Pennsylvania Historic and Museum Commission (PHMC) and, second, the sites that have participated in the Philadelphia Stewardship Program managed by the Conservation Center for Art and Historic Artifacts (CCAHA). Both subsets of organizations placed far ahead of other collecting institutions in every category across the board. The majority of them had invested in preservation and emergency planning, were systematically addressing environmental issues, as well as conservation and accessibility.

"The Conservation Center for Art and Historic Artifacts (CCAHA) is proud to have facilitated this planning process and will do everything possible to ensure its successful implementation and the preservation of the cultural and historic treasures that enrich the lives of the citizens of Pennsylvania."

Debra Hess Norris
Board Chair, CCAHA
Chairperson, Art Conservation Department, University of Delaware

Guéridon with Sèvres Plaque, *France, late 18th century. Courtesy of the Frick Art & Historical Center, Pittsburgh, Pa.*

The Philadelphia Stewardship Program was launched by CCAHA in 2002 with funding from the William Penn Foundation. The program targets a limited number of institutions (approximately 50 in the past seven years) and works one-on-one with them to develop preservation needs assessments, preservation plans, and other identified needs of the institutions. The PHMC sites similarly benefit from a program that values planning and offers the technical assistance expertise needed to implement the plans. In both cases, measurable goals are emphasized.

The emphasis on planning in both of these models has carried over into the development of the preservation plan. The success of the particular institutions in these programs demonstrates the value of following planning strategies endorsed by the American Association of Museums, the

Blanket Chest *by Jacob Gnagey, 1862. Courtesy of the Historical & Genealogical Society of Somerset County.*

American Library Association, and the American Institute for Conservation of Historic and Artistic Works. Federal programs such as the Preservation and Access categories of the National Endowment for the Humanities and the Conservation Project Support category of the Institute of Museum and Library Services are built on a tacit endorsement of the idea that good collections care begins with preservation planning.

Both the PHMC sites and the Philadelphia Stewardship Program sites benefit from operating in a closed system with identified funding support. Both program have avenues to allocate funding where it is needed. As a statewide plan cannot assume an ideal situation of this kind, the Pennsylvania Preservation Plan advocates considerable investment into marketing/public relations efforts and fundraising. For successful models in this area, the Task Force looked outside the collecting institution universe to other industries, such as Pennsylvania's successful tourism industry.

Pennsylvania has outstanding collections that deserve public support. It is sincerely hoped that the attached Preservation Plan will provide a framework to increase public and private appreciation and support for these collections, offer support where needed to institutions to move them forward in their collections care efforts, and accomplish measurable goals at institutions across Pennsylvania, ensuring that these vital collections will be preserved for future generations.
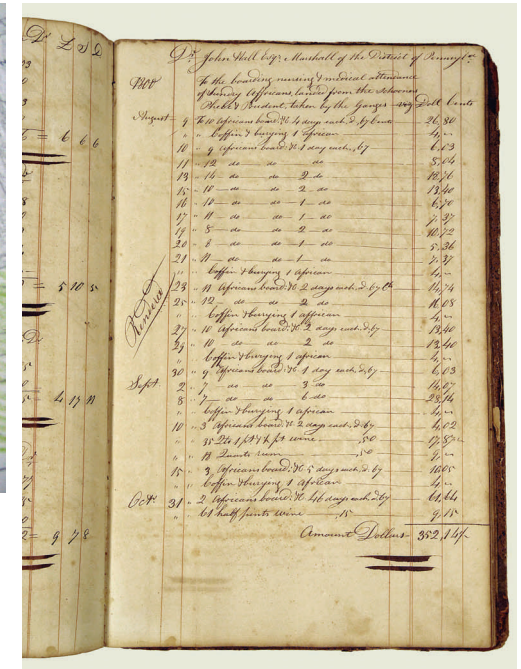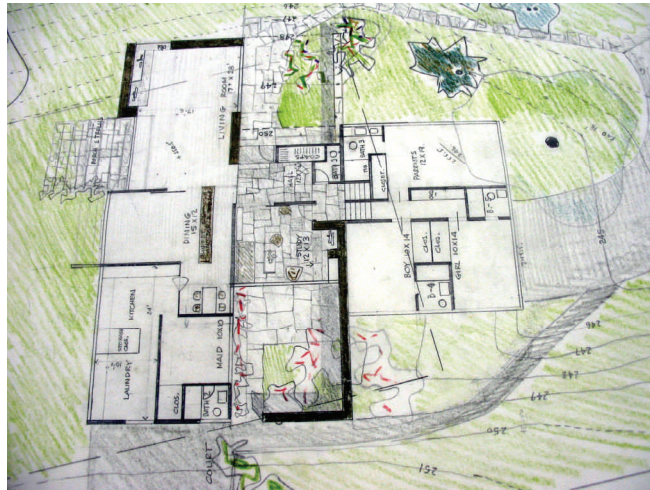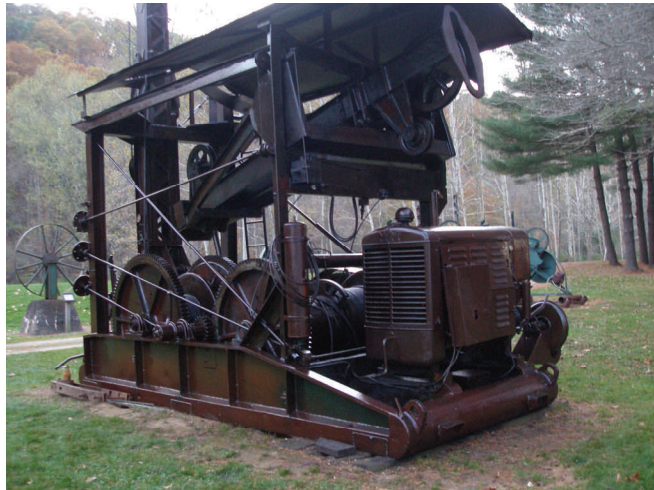
Left: Yo Yo Drilling Rig, *designed by John Hawley for use in northwest Pennsylvania oil fields. Courtesy of Drake Well Museum/PHMC, Titusville, Pa. Center:* **Samuel Genel House,** *architectural drawing by Louis I. Kahn, 1949-1951. Courtesy of the Louis I. Kahn Collection, University of Pennsylvania and the Pennsylvania Historical and Museum Commission. Right:* **Board of Health, Marine Hospitals Accounts Lazaretto Hospital 1784-1800.** *Courtesy of the City of Philadelphia Archives.*

Pennsylvania Preservation Plan (2010-2015)

3b. Proposed Goals, Objectives and Strategies

GOAL 1. IDENTIFY AND CELEBRATE THE COMMONWEALTH'S MOST SIGNIFICANT CULTURAL HOLDINGS.

This plan's ultimate success will be measured by the extent to which it engages everyone in the Commonwealth who cares about its cultural heritage to help preserve it. Given that, this first goal encompasses advocacy and promotional strategies to help collecting institutions tell their stories. Marketing strategies will enable collecting institutions to better articulate historic significance, cultural legacy, civic identity and pride, artistic uniqueness, and educational significance.

As a long-term goal, Pennsylvania should strive for a clearer understanding of the nature and depth of its collections. The most prominent theme we heard from 119 focus group participants was the fact resources to care for collections are dangerously outpaced by the sheer volume of items in their collections. It is, therefore, essential that this plan enables institutions across the state to identify their most significant holdings. As awareness of these holdings increases, Pennsylvania's collecting institutions will then be able to develop even more compelling cases for why increased public and private investment is necessary.

Another frequently heard opinion during the planning process was how valuable it would be to have a centralized website or database with information about the state's most significant holdings. It would provide greater accessibility and higher visibility than any one entity or region could provide on its own. Also suggested was greater emphasis on collections care standards for institutions both large and small.

		Task	When	Responsible entities	Outcomes
Objective 1.A Promote and market Pennsylvania's outstanding wealth of collections, highlighting their value to the Commonwealth.					
1.A.1		Recruit a marketing task force to define critical constituencies for Pennsylvania's collections. [Chambers of Commerce, Educators, Convention and Visitors' Bureaus, higher education, state university system, etc] Prioritize constituencies with the highest emotional and economic stakes plus influence and access to financial resources.	2009-2010	CCAHA and State Task Force	Outside expertise is recruited to develop a successful marketing strategy.
1.A.2		Develop a statewide, multi-year, multi-faceted campaign to promote the value and relevance of Pennsylvania's collections. Provide statewide and regional tactics.	2010-2011	Marketing Task Force	A highly visible statewide, unified marketing campaign is in place.
1.A.3		Recruit Pennsylvania luminaries to champion the cause and serve as campaign spokespersons.	2010	Marketing Task Force	High profile Champions raise awareness of our state's significant holdings.
1.A.4		Develop campaign implementation strategies for targeted markets at state, regional, and community levels.	2010-2012	Marketing Task Force	Marketing strategy successfully responds to field request for materials they can use for their constituencies.
1A.5		Design and develop a centralized website for promoting Pennsylvania collections.	2010-2011	Marketing Task Force	A 'one-stop' source successfully links the state's best collections websites. Information is kept current.
Objective 1.B Secure resources necessary to market and promote the Commonwealth's collections.					
1.B.1		Secure the funds to launch a state-wide marketing campaign for preservation of collections.	2011	Funding Task Force	Awareness of the state's historic holdings increases.
1.B.2		Secure funds to develop and maintain a statewide website.	2010-2011	Marketing Task Force	
1.B.3		Secure resources for regional promotional strategies.	2010-2012	Funding Task Force	Local awareness of local historic holdings increases.

GOAL 2. PROVIDE LEADERSHIP AND REVENUE FOR PLAN IMPLEMENTATION

No one source can be expected to implement all strategies described in this plan, but responsibilities for directly managing activities and tracking results can be most effectively handled through the leadership of a single entity. Under the authority of an umbrella of stakeholders, the management entity will have responsibility for recruiting expert help, assigning tasks, building alliances, coordinating resources, overseeing implementation, and evaluating results.

	Task	When	Responsible entities	Outcomes
Objective 2A. Develop a management framework for plan implementation.				
2.A.1	Maintain a task force of stakeholders to broadly oversee the implementation of this preservation plan.	2009-2015	CCAHA and State Task Force	Capable, strong leadership, ensures plan success.
2.A.2	Identify and designate a single entity to manage plan implementation. Contract for a set time period and establish clear expectations and outcomes.	2009	CCAHA and State Task Force	CCAHA has been identified as management entity.
2.A.3	Carefully assess existing resources and networks and recruit them to implement strategies in this plan.	2009-2010	CCAHA and State Task Force	Resources are maximized. Duplication of effort is eliminated.
Objective 2B. Create a funding task force to assist with strategies to fund all aspects of plan implementation.				
2.B.1	Recruit appropriate members for a funding task force.	2009-2010	State Task Force	Expertise from within and outside the field guides fund development to ensure things in this plan get done.
2.B.2	Raise necessary funding for management of plan implementation.	2009-2010	Funding Task Force	
2.B.3	Investigate and advocate for the development of designated revenue streams in PA that support collections care. Consider adoption of Recorders' fee or users' fees to pay to file paperwork (like PARIS), a lottery, state check off, and then develop a strategy to secure it.	2010-2012	Funding Task Force	Do no harm. Do not eclipse what exists, but rather use it to build a case for state support.

	Task	When	Responsible entities	Outcomes
Objective 2C. Keep task force and stakeholders apprised of plan implementation, progress, and impacts.				
2.C.1	Track quantifiable progress toward the goals and outcomes of this plan and share with professionals, volunteers, boards of directors, institution leaders, and preservation funders.	2010-2015	CCAHA and State Task Force	Field awareness of plan progress is high.
2.C.2	Provide an annual update on plan success to the stakeholder task force. Identify areas where midcourse corrections are needed.	2010-2015	CCAHA	Barriers to progress are identified and promptly resolved.

GOAL 3. PROTECT AND PRESERVE THE COMMONWEALTH'S CULTURAL COLLECTIONS

At the heart of this project is ensuring we're preserving *what is valuable* to the best of our individual and collective ability. Needs assessment surveys and preservation plans are the essential tools for systematically improving collections care. The Pennsylvania Connecting to Collections survey indicates that less than 20% of Pennsylvania collecting institutions have up-to-date needs assessment surveys and even fewer (12%) have up-to-date preservation plans. These planning instruments are needed to provide structure and frame-work to efforts to improve collections care, and are also critical supporting documents for pursuing funding for preservation and conservation initiatives. The first step in addressing collections care needs at Pennsylvania sites should be to provide a system to assist these organizations with their basic planning needs through the creation of individually tailored needs assessment surveys and preservation plans.

It is inevitable that disasters will occur, whether they be overflowing rivers, hurricanes, fires, or water main breaks. While some losses are inevitable, the long-term damage caused by many disasters can be minimized by planning in advance. It is critical for staff members at organizations with important collections to learn and adopt effective strategies for disaster mitigation. As stated by the National Task Force on Emergency Response: "In order to limit loss due to emergencies, it is essential that the stewards of cultural resources take steps to be prepared, mitigate possible risks, and develop effective plans for response and recovery."

	Task	When	Responsible entities	Outcomes
Objective 3A. Protect and preserve the Commonwealth's cultural collections through institutional preservation planning.				
3.A.1	Identify and organize a network of preservation professionals trained to lead preservation assessment & planning initiatives.	2010	CCAHA and State Task Force	Collections become more manageable. Resources are focused on holdings that matter. Best practices are used across the state.
3.A.2	Develop opportunities to train new preservation professionals in preservation planning.	2010	CCAHA	
3.A.3	Disseminate information to collecting institutions on available assistance for preservation planning.	2010-2015	CCAHA	
Objective 3B. Provide a statewide "go-to" source for collection and preservation information.				
3.B.1	Centralize reporting on needs assessment surveys and preservation plans to track organizations moving ahead with preservation planning.	2010-2015	CCAHA	Plan tracking stays current. Information, expertise and resources are more accessible to the field.
3.B.2	Develop new revenue streams to support preservation planning in each region.	2010-2015	Funding Task Force	
Objective 3C. Ensure the long-term safety and security of Pennsylvania's collections through disaster planning and preparedness.				
3.C.1	Identify and organize a network of preservation professionals trained to lead disaster planning initiatives.	2010	CCAHA	Every region has access to affordable disaster planning information & resources.
3.C.2	Disseminate information to collecting institutions on available assistance for disaster planning.	2010-2015	CCAHA	
3.C.3	Develop opportunities to train new preservation professionals in disaster planning.	2010-2015	CCAHA	

	Task	When	Responsible entities	Outcomes
3.C.4	Support existing systems for regional disaster planning, with teams identified and trained to offer assistance and re-sources in the event of emergencies.	2010-2015	CCAHA	Resources are well coordinated and duplication eliminated.
3.C.5	Provide centralized on-line information on disaster planning resources in the Commonwealth.	2010-2015	CCAHA	Every region has access to affordable disaster planning information & resources.
3.C.6	Develop revenue streams to pay for disaster planning and support services: to write vulnerability assessments and disaster plans in each region, to fund purchase of disaster supplies and on-site disaster training for staff To establish disaster teams and resources in each region.	2010-2011	Funding Task Force	

GOAL 4. EDUCATE AND TRAIN COLLECTIONS CARE STAFF TO ADDRESS CHALLENGES THREATENING PENNSYLVANIA'S COLLECTIONS.

Respondents to the Pennsylvania Connecting to Collections survey overwhelmingly supported the idea of providing education in collections care topics through regional full-day workshops at convenient urban locations. Nearly all the many needs identified within the survey, from environmental monitoring to disaster planning, can be at least partially addressed through workshop formats. Educational training opportunities also provide forums for networking and the development of healthy communities of professionals sharing a commitment to the preservation of Pennsylvania's great collections.

	Task	When	Responsible entities	Outcomes
Objective 4A. Develop statewide standards of excellence for collections care.				
4.A.1	Develop base training standards for collections care staff at every level to guide the field in building capacity. Publish them on a centralized information source.	2012-2015	State Task Force	Statewide standards guide collections care.
4.A.2	Promote all continuing education programs in collections care.	2010-2015	CCAHA/PHMC/ PFMHO	Existing continuing education resources are well coordinated and publicized.
4.A.3	Develop a centralized online presence to disseminate collections care information to Pennsylvania's collecting institutions.	2010-2015	CCAHA	
4.A.4	Encourage the use of financial best practices and business models to guide management of various collections care entities across the state.	2012-2015	State Task Force	Collection care institutions are efficiently & effectively run. Long-term, financial stability increases.
Objective 4B. Provide information about all current collections care offerings to educate and train collections care staff.				
4.B.1	Identify providers of workshops.	2010-2015	CCAHA/PHMC/ PFMHO	Regardless of location, collections entities around the state have access to excellent collections care information.

	Task	When	Responsible entities	Outcomes
4.B.2	Develop a database of preservation personnel and resources in the Commonwealth, accessible through the centralized "one-stop" website.	2011	CCAHA and State Task Force	It is easy for the field and the public to access expertise. Duplication of effort is eliminated.
4.B.3	Develop a "one-stop" information link on the centralized website that provides important information and links to other respected websites and resources.	2010-2011	CCAHA	
Objective 4C. Provide collections care workshops around the state.				
4.C.1	Establish goals to offer "best practices" full-day workshops on a rotating basis in eastern, central, and western Pennsylvania.	2010-2015	CCAHA and State Task Force	Accessibility to collection care training increases. Capacity of collection care personnel grows stronger.
4.C.2	Track workshops offered to ensure that a minimum of one workshop is offered in each region every year.	2010-2015	CCAHA	
Objective 4D. Provide on-site training for collections care.				
4.D.1	Develop and offer opportunities for on-site training, possibly subsidized through a central provider or through fundraising on an institutional level.	2012-2015	CCAHA and State Task Force	Access to affordable on-site collections care training increases. Capacity of collection care personnel grows stronger.
4.D.2	Consider traveling "ConserVan" for on-site training, support, assessment assistance, etc.	2010	CCAHA and State Task Force	
Objective 4E. Generate funds to support collections care training.				
4.E.1	Develop new revenue streams to offer "best practices" full-day workshops at locations convenient to all regions of the Commonwealth.	2010-2015	Funding Task Force	Access to affordable on-site collections care training increases.

GOAL 5. INCREASE THE FIELD'S CAPACITY TO ADDRESS ITS MOST CRITICAL COLLECTIONS CARE NEEDS

The Pennsylvania Connecting to Collections survey has identified strong needs for inventory, cataloging, collections management policies, environmental monitoring and improvements, collection surveys, conservation treatment, digitization, and collections storage, as well as increased staffing to care for collections. In order to develop compelling cases for public or private funding for these initiatives, the organizations should address them systematically as outlined in their preservation plans. The survey indicates that fundraising is difficult for many collecting organizations and that the number of funding sources is severely limited. Systems should be developed to provide fundraising consultation and to nurture new funding sources and revenue streams.

	Task	When	Responsible entities	Outcomes
Objective 5A. Increase the field's expertise, management, and funding capacity.				
5.A.1	Identify and organize network of fundraising professionals with experience in raising public and private funding for collecting institutions.	2010-2015	Funding Task Force and CCAHA	Funding capacity of the field improves.
5.A.2	Disseminate information to collecting institutions on available fundraising assistance services.	2010-2015	Funding Task Force	
5.A.3	Work with select higher education institutions (curators and archivists) across the globe to place the best emerging talent in Pennsylvania internships and fellowships.	2012-2015	CCAHA and State Task Force	PA successfully attracts and keeps good talent.
5.A.4	Provide new fellowships for preservation and conservation experts to work in Pennsylvania.	2012-2015	Funding Task Force and State Task Force	
5.A.5	Post internship opportunities at collecting institutions across the state on CCAHA's website	2010-2015	CCAHA	
5.A.6	Provide centralized on-line information on public and private funding sources for collections care in the Commonwealth.	2010-2015	Funding Task Force	Fund development information is easy to find.

	Task	When	Responsible entities	Outcomes
5.A.7	Develop new revenue streams to offer short-term fundraising consultation services focused on collections care in each region.	2012-2015	Funding Task Force	Funding workshops are more regionally accessible.
5.A.8	Develop new revenue streams for preservation services identified as urgent needs in the Pennsylvania Connecting to Collections survey.	2011-2015	Funding Task Force	Funding for collections care is more accessible.
Objective 5B. Coordinate statewide solutions to address storage needs of collecting institutions.				
5.B.1	Develop teams to investigate long-term regional collections storage solutions. Explore expansion of existing storage facilities and/or development of new facilities.	2012-2015	State Task Force	There are statewide solutions to storage.
5.B.2	Develop a statewide inventory and network of affordable storage equipment venders. Promote on the statewide website.	2010-2015	CCAHA	Information about collections care storage is affordable and easy to find.
5.B.3	Develop a statewide inventory and network of reputable, accessible and affordable storage facilities. Promote on the statewide website.	2010-2015	CCAHA and State Task Force	

Pennsylvania Preservation Plan (2010-2015)

3c. Timeline

Plan ref	Focus	Detail	In what year(s)	Responsible entity
2.A.2	Start up Admin	Identify and designate a single entity to manage plan implementation. Contract for a set time period and establish clear expectations and outcomes.	2009	CCAHA and State Task Force
2.A.1	Start up Admin	Maintain a task force of stakeholders to oversee the implementation of this preservation plan. Consider building on the C2C Task Force.	2009-2015	CCAHA and State Task Force
2.A.3	Start up Admin	Carefully assess existing resources and networks and recruit them to implement Year 1 and 2 strategies in this plan.	2009-2010	CCAHA and State Task Force
2.B.1	Start up Admin	Recruit appropriate members for a funding task force.	2009-2010	State Task Force
2.B.2	Funding	Raise necessary funding for management of Year I plan implementation.	2009-2010	Funding Task Force
I.A.1	Admin	Recruit a marketing task force to define critical constituencies for Pennsylvania's collections. [Chambers of Commerce, Educators, Convention and Visitors' Bureaus, higher education, state university system, etc]. Prioritize constituencies with the highest emotional and economic stakes plus influence and access to financial resources.	2009-2010	CCAHA and State Task Force
I.A.2	PR/Mktng	Develop a statewide, multi-year, multi-faceted campaign to promote the value and relevance of Pennsylvania's collections. Provide statewide and regional tactics.	2010-2011	Marketing Task Force
1.A.4	PR/Mktng	Develop campaign implementation strategies for targeted markets at state, regional, and community levels.	2010-2012	Marketing Task Force
1.B.3	Funding	Secure resources for regional promotional strategies.	2010-2012	Funding Task Force
I.A.3	PR/Mktng	Recruit Pennsylvania luminaries to champion the cause and serve as campaign spokespersons.	2010	Marketing Task Force
2.B.3	Funding	Investigate and advocate for the development of designated revenue streams in PA that support collections care. Consider adoption of Recorders' fee or users' fees to pay to file paperwork (like PARIS), a lottery, state check off, and then develop a strategy to secure it.	2010-2012	Funding Task Force
3.A.3	Admin Info Services	Disseminate information to collecting institutions on available assistance for preservation planning.	2010-2015	CCAHA

Plan ref	Focus	Detail	In what year(s)	Responsible entity
3.C.2	Admin Info Services	Disseminate information to collecting institutions on available assistance for disaster planning.	2010-2015	CCAHA
2.C.1	Admin/ info services	Track quantifiable progress toward the goals and outcomes of this plan and share with professionals, volunteers, boards of directors, institution leaders, and preservation funders.	2010-2015	CCAHA and State Task Force
2.C.2	Admin/ info services	Provide an annual update on plan success to the stakeholder task force. Identify areas where midcourse corrections are needed.	2010-2015	CCAHA
4.B.1	Admin/ Services to the field	Identify providers of workshops.	2010-2015	CCAHA
3.B.2	Funding	Develop new revenue streams to support preservation planning in each region.	2010-2015	Funding Task Force
4.E.1	Funding	Develop new revenue streams to offer "best practices" full-day workshops at locations convenient to all regions of the Commonwealth.	2010-2015	Funding Task Force
1A.5	Marketing	Design and develop a centralized website for promoting Pennsylvania collections.	2010-2011	Marketing Task Force
3.A.1	Admin/ Services to the field	Identify and organize a network of preservation professionals trained to lead preservation assessment & planning initiatives.	2010	CCAHA and State Task Force
3.C.1	Admin/ Services to the field	Identify and organize a network of preservation professionals trained to lead disaster planning initiatives.	2010	CCAHA
4.C.1	Admin/ Services to the field	Establish goals to offer "best practices" full-day workshops on a rotating basis in eastern, central, and western Pennsylvania.	2010-2015	CCAHA and State Task Force
4.C.2	Admin/ Services to the field	Track workshops offered to ensure that a minimum of one workshop is offered in each region every year.	2010-2015	CCAHA
5.A.1	Funding	Identify and organize network of fundraising professionals with experience in raising public and private funding for collecting institutions.	2010-2015	CCAHA and Funding Task Force
3.C.6	Funding	Develop revenue streams to pay for disaster planning and support services.	2010-2011	Funding Task Force
4.A.2	PR/Mktng	Promote all continuing education programs in collections care.	2010-2015	CCAHA
3.C.5	Admin/ Info Services	Provide centralized on-line information on disaster planning resources in the Commonwealth.	2010-2015	CCAHA
3.B.1	Admin Info Services	Centralize reporting on needs assessment surveys and preservation plans to track organizations moving ahead with preservation planning.	2010-2015	CCAHA

Plan ref	Focus	Detail	In what year(s)	Responsible entity
3.C.4	Admin/ Services to the field	Support existing systems for regional disaster planning, with teams identified and trained to offer assistance and resources in the event of emergencies.	2010-2015	CCAHA
4.A.3	Admin/ Info	Develop a centralized online presence to disseminate collections care information to Pennsylvania's collecting institutions.	2010-2015	CCAHA
4.D.2	Admin/ Services to the field	Consider "ConserVan" for on-site training, support, assessment assistance, etc.	2010	CCAHA and State Task Force
5.A.5	Admin/ Services to the field	Post intern opportunities at collecting institutions across the state on CCAHA's website	2010-2015	CCAHA
5.A.6	Admin/ Info services	Provide centralized on-line information on public and private funding sources for collections care in the Commonwealth.	2010-2015	Funding Task Force
4.B.3	Admin/info	Develop a "one-stop" information link on the centralized website that provides important information and links to other respected websites and resources.	2010-2011	CCAHA
5.A.2	Admin/info services	Disseminate information to collecting institutions on available fundraising assistance services.	2010-2015	Funding Task Force
3.A.2	Admin/ Services to the field	Develop opportunities to train new preservation professionals in preservation planning.	2010-2015	CCAHA
3.C.3	Admin/ Services to the field	Develop opportunities to train new preservation professionals in disaster planning.	2010-2015	CCAHA
5.B.2	Admin/ Services to the field	Develop a statewide inventory and network of affordable storage equipment vendors. Promote on the statewide website.	2010-2015	CCAHA and State Task Force
5.B.3	Admin/ Services to the field	Develop a statewide inventory and network of reputable, accessible and affordable storage facilities. Promote on the statewide website.	2010-2015	CCAHA and State Task Force
4.B.2	Admin/info	Develop a database of collections and preservation personnel in the Commonwealth, accessible through the centralized "one-stop" website.	2011	CCAHA and State Task Force
5.A.8	Funding	Develop new revenue streams for the following topics noted as urgent needs in the Pennsylvania Connecting to Collections survey: inventory, cataloging, collections management policies, environmental monitoring and improvements, collection surveys, conservation treatment, digitization, and collections storage.	2011-2015	Funding Task Force
1.B.1	Funding	Secure the funds (or develop a partnership with entities already marketing the state) to launch a state-wide marketing campaign.	2011	Funding Task Force

Plan ref	Focus	Detail	In what year(s)	Responsible entity
4.A.1	Admin/ Services to the field	Develop base training standards for collections care staff at every level to guide the field in building capacity. Publish them on a centralized information source.	2012-2015	State Task Force
4.A.4	Admin/ Services to the field	Encourage the use of financial best practices and business models to guide management of various collections care entities across the state.	2012-2015	State Task Force
4.D.1	Admin/ Services to the field	Develop and offer opportunities for on-site training, possibly subsidized through a central provider or through fundraising on an institutional level.	2012-2015	CCAHA and State Task Force
5.A.3	Admin/ Services to the field	Work with select higher education institutions (curators and archivists) across the globe to place the best emerging talent in PA paid internships and fellowships.	2012-2015	Funding Task Force and State Task Force
5.A.4	Funding	Provide fellowships for preservation and conservation experts to work in Pennsylvania.	2012-2015	Funding Task Force and State Task Force
5.B.1	Admin/ Services to the field	Develop teams to investigate long-term regional collections storage solutions. Explore expansion of existing storage facilities and/or development of new facilities.	2012-2015	State Task Force

APPENDIX A: Pennsylvania Connecting to Collections Survey

Dear Colleague,

This survey represents an important opportunity for cultural institutions in Pennsylvania to identify their collections care needs and to help develop a statewide plan to meet these needs. As part of a national *Connections to Collections* initiative funded by the Institute of Museum and Library Services, our project's value is two-fold: the findings will guide efforts to increase resources and funding in areas of concern, and the final document will be designed to be useful as a tool for raising institutional awareness and promoting long-range planning for the care of collections.

You should be able to complete the survey easily and quickly, without any preparation or research, relying just on what you know about your collections. Allow 20 minutes for small institutions and at least 30 minutes for large, complex ones. Gifts will be provided to early respondents.

Please complete this online survey between now and July 1. We need your data by that time to inform the planning process. All organization information is confidential and will be reported only in the aggregate. Your individual data will only be seen by our project's research team.

Scope of the Questionnaire
- Complete the questionnaire for your institution.
- If you are part of a larger institution, fill out the survey only for your own holdings, not those of other collecting entities in your parent institution. They may receive their own surveys. For example, a library and a museum belonging to the same university may each receive separate surveys.
- If you are not under a parent institution, include information on all collections at your institution. For example, a museum that has its own library and archives should fill out one survey, including information on all of its museum, library, and archival holdings.
- Complete the questionnaire for collections that are a permanent part of your holdings or for which you have accepted preservation responsibility.
- Do not include living collections and historic structures in your responses to this questionnaire, even if they are a part of your institution's preservation responsibilities.

How to Complete the Questionnaire
- To complete the survey, just click on the appropriate box or type the requested information on the line (or in the space) provided.
- For questions that ask for a number or dollar amount, please provide your best estimate. Remember, these figures will constitute a state profile, so even a rough estimate is useful.
- Do not leave questions blank. If there are questions that you cannot answer, select "Don't Know." If there are questions that are not applicable to your institution, select "Not Applicable."
- Submit the survey by clicking on the *submit* button at the end of the questionnaire.
- **Be sure to complete and submit the survey by July 1, 2008.**

This survey instrument is an abbreviated and modified version of the one developed for the Heritage Health Index (HHI) by Heritage Preservation in partnership with the Institute of Museum and Library Services and subsequently adapted by the Minnesota Connecting to Collections project. Also, it builds on the survey instrument used to prepare the Commonwealth of Pennsylvania's 1996 preservation plan. We are grateful to these organizations for sharing the surveys they developed.

Pennsylvania Connecting to Collections is being led by the Conservation Center for Art and Historic Artifacts in partnership with the Pennsylvania Federation of Museums and Historical Societies (PFMHS), the Pennsylvania Historical and Museum Commission, and PALINET, with funding generously provided by the Institute of Museum and Library Services and PFMHS.

Information we receive from you and your colleagues will enable us to develop a systematic and cost-effective plan to preserve Pennsylvania's rich heritage. Thank you for your participation in this important nationally funded effort on behalf of the Commonwealth of Pennsylvania.

Ingrid E. Bogel
Executive Director, CCAHA

SURVEY QUESTIONS

SECTION 1: TYPE OF INSTITUTION

1a. Please check the one category that best describes your institution:

Archives
>   a) Government-related archive
>   b) Academic archive
>   c) Independent non-profit archive

Library
>   d) Public library
>   e) Special library

f) Academic library

Historic Organizations
       g) Historical society
       h) Historic house/site

Museum
       i) Art museum
       j) History museum
       k) Children's museum
       l) Natural history museum
       m) Science technology museum
       n) General museum (2 or more disciplines)
       o) Archeological repository or research collection
       p) Arboretum, botanical garden, nature center, zoo, or aquarium

Other, please specify _____

1.b. Please check the one category that best describes your organization type or affiliation.
       a)   Private non profit (non-government)
       b)   Local, municipal, or county government
       c)   State government
       d)   Federal government
       e)   Tribal
       f)   Other _____

SECTION 2. YOUR INSTITUTION'S COLLECTIONS

Please tell us about the kinds of objects held by your institution and information about the condition of your objects. (H)(p)

2a. Books and Bound Volumes
monographs, serials, newspapers, scrapbooks, albums, pamphlets

CHECK ONE
___ Not represented in collection
___ Minor collection
___ Major collection

(If they choose minor or major collection, they are prompted to this question…)

Books and Bound Volumes

ASSIGN PERCENTAGES
____% Percent of books and bound volumes in **urgent need** of treatment or rehousing.
____% Percent of books and bound volumes in **need** of treatment or rehousing.
____% Percent of books and bound volumes in good condition.

If items are in known condition, these three percentages should equal 100%.

____% Percent of books and bound volumes in unknown condition.

2b. Unbound Sheets
archival records, manuscripts, maps, oversized items ephemera, broadsides, philatelic and numismatic artifacts, other paper artifacts

CHECK ONE
___ Not represented in collection
___ Minor collection
___ Major collection

(If they choose minor or major collection, they are prompted to this question…)

Unbound Sheets

ASSIGN PERCENTAGES
____% Percent of unbound sheets in **urgent need** of treatment or rehousing.
____% Percent of unbound sheets in **need** of treatment or rehousing.
____% Percent of unbound sheets in good condition.

If items are in known condition, these three percentages should equal 100%.

_____% Percent of unbound sheets in unknown condition.

2c. Photographic Collections
microfilm, microfiche, photographic prints, negatives, slides, transparencies, daguerreotypes, ambrotypes, tintypes, glass plate negatives, lantern slides

CHECK ONE
___ Not represented in collection
___ Minor collection
___ Major collection

(If they choose minor or major collection, they are prompted to this question…)

Photographic Collections   ASSIGN PERCENTAGES
_____% Percent of photographic collections in **urgent need** of treatment or rehousing.
_____% Percent of photographic collections in **need** of treatment or rehousing.
_____% Percent of photographic collections in good condition.

If items are in known condition, these three percentages should equal 100%.

_____% Percent of photographic collections in unknown condition.

2d. Moving Image Collections
motion picture film, video tape, laser disc, DVD, minidisc

CHECK ONE
___ Not represented in collection
___ Minor collection
___ Major collection

(If they choose minor or major collection, they are prompted to this question…)

Moving Image Collections   ASSIGN PERCENTAGES
_____% Percent of moving image collections in **urgent need** of treatment or rehousing.
_____% Percent of moving image collections in **need** of treatment or rehousing.
_____% Percent of moving image collections in good condition.

If items are in known condition, these three percentages should equal 100%.

_____% Percent of moving image collections in unknown condition.

2e. Recorded Sound Collections

cylinder, phonodisc, cassette, open reel tape, DAT, CD, DVD, MP3

CHECK ONE
___ Not represented in collection
___ Minor collection
___ Major collection

(If they choose minor or major collection, they are prompted to this question…)

Recorded Sound Collections

ASSIGN PERCENTAGES
____% Percent of recorded sound collections in **urgent need** of treatment or rehousing.
____% Percent of recorded sound collections in **need** of treatment or rehousing.
____% Percent of recorded sound collections in good condition.

If items are in known condition, these three percentages should equal 100%.

____% Percent of recorded sound collections in unknown condition.

2f. **Digital Material Collections**
floppy discs, CD-R, DVD-R, data tape, online collections

CHECK ONE
___ Not represented in collection
___ Minor collection
___ Major collection

(If they choose minor or major collection, they are prompted to this question…)

Digital Material Collections

ASSIGN PERCENTAGES
____% Percent of digital material collections in **urgent need** of treatment or rehousing.
____% Percent of digital material collections in **need** of treatment or rehousing.
____% Percent of digital material collections in good condition.

If items are in known condition, these three percentages should equal 100%.

____% Percent of digital material collections in unknown condition.

2g. **Art Objects**
paintings, prints, drawings, sculpture, decorative arts (e.g., fine metalwork, jewelry, timepieces, enamels, ivories, lacquer)

CHECK ONE

___ Not represented in collection
___ Minor collection
___ Major collection

(If they choose minor or major collection, they are prompted to this question…)

Art Objects

ASSIGN PERCENTAGES
____% Percent of art objects in **urgent need** of treatment or rehousing.
____% Percent of art objects in **need** of treatment or rehousing.
____% Percent of art objects in good condition.

If items are in known condition, these three percentages should equal 100%.

____% Percent of art objects in unknown condition.

2h. Historic and Ethnographic Objects
textiles (including 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

CHECK ONE
___ Not represented in collection
___ Minor collection
___ Major collection

(If they choose minor or major collection, they are prompted to this question…)

Historic and Ethnographic Objects

ASSIGN PERCENTAGES
____% Percent of historic and ethnographic objects in **urgent need** of treatment or rehousing.
____% Percent of historic and ethnographic objects in **need** of treatment or rehousing.
____% Percent of historic or ethnographic objects in good condition.

If items are in known condition, these three percentages should equal 100%.

____% Percent of historic or ethnographic objects in unknown condition.

2i. Archaeological Collections

CHECK ONE
___ Not represented in collection
___ Minor collection

___ Major collection

Archaeological Collections

ASSIGN PERCENTAGES
____% Percent of archaeological collections in **urgent need** of treatment or rehousing.
____% Percent of archaeological collections in **need** of treatment or rehousing.
____% Percent of archaeological collections in good condition.

If items are in known condition, these three percentages should equal 100%.

____% Percent of archaeological collections in unknown condition.

2j. Natural Science Specimens
zoological, botanical, geological, paleontological, paleobotany specimens

CHECK ONE
___ Not represented in collection
___ Minor collection
___ Major collection

Natural Science Specimens

ASSIGN PERCENTAGES
____% Percent of natural science specimens in **urgent need** of treatment or rehousing.
____% Percent of natural science specimens in **need** of treatment or rehousing.
____% Percent of natural science specimens in good condition.

If items are in known condition, these three percentages should equal 100%.

____% Percent of natural science specimens in unknown condition.

2k. What is the estimated percentage of the collection accessible through a catalog (research tool or finding aid that provides intellectual control over collection through entries that may contain descriptive detail, including physical description, provenance, history, accession information, etc.)?

❑ a. None

❑ b. 1-25%

❑ c. 26-50%

❑ d. 51-75%

❑ d. 76-100%

2l. What is the estimated percentage of the collection's catalog accessible online (whether for institutional use, or accessible to the public through your Institution or outside provider)?

❑ a. None

❑ b. 1-25%

❑ c. 26-50%

❑ d. 51-75%

❑ d. 76-100%

2m. Do you provide online access to the content of any of your collections or holdings (e.g., online exhibitions, interactive resources, digital art, digitally scanned photographs, documents, books, and other artifacts)?

❑ a. No

❑ b. 1-25%

❑ c. 26-50%

❑ d. 51-75%

❑ d. 76-100%

SECTION 3. YOUR INSTITUTION'S ENVIRONMENTAL SYSTEMS

3a. Do you use environmental controls to meet **temperature** specifications for the preservation of your collection? *(select one)*

❑ a. Yes, in all areas

❑ b. In some, but not all areas

❑ c. No, in no areas

❑ d. Don't know

❑ e. Not applicable

3b. Do you use environmental controls to meet **relative humidity** specifications for the preservation of your collection? *(select one)*

❑ a. Yes, in all areas

❑ b. In some, but not all areas

❑ c. No, in no areas

❑ d. Don't know

❑ e. Not applicable

3c. Do you control **light levels** to meet the specifications for the preservation of your collection? *(select one)*

❑ a. Yes, in all areas

❑ b. In some, but not all areas

❑ c. No, in no areas

❑ d. Don't know

❑ e. Not applicable

3d. Do you have an **environmental monitoring program** that measures conditions in collections areas? *(select one)*

❑ a. Yes, in all areas

❑ b. In some, but not all areas

❑ c. No, in no areas

❑ d. Don't know

❑ e. Not applicable

3e. Do you have a **pest management program** in place for the preservation of your collection? *(select one)*

❏ a. Yes, in all areas

❏ b. In some, but not all areas

❏ c. No, in no areas

❏ d. Don't know

❏ e. Not applicable

3f. Do you have a **housekeeping program** in place that is tailored to the needs of your collections? *(select one)*

❏ a. Yes, in all areas

❏ b. In some, but not all areas

❏ c. No, in no areas

❏ d. Don't know

❏ e. Not applicable

3g. Regarding **on-site storage**, what estimated percentage of your collection is stored in areas you consider to be adequate?

❏ a. None

❏ b. 1-25%

❏ c. 26-50%

❏ d. 51-75%

❏ d. 76-100%

3h. Regarding **off-site storage**, what estimated percentage of your collection is stored in areas you consider to be adequate?

❏ a. None

❏ b. 1-25%

❏ c. 26-50%

❏ d. 51-75%

❏ d. 76-100%

❏ e. We have no off-site storage

SECTION 4. YOUR INSTITUTION'S PRESERVATION ACTIVITIES

For each of the following six activities, please identify the statement that best describes your institution's current situation:

4a. Preservation Needs Assessment Survey
including General Overview Survey or CAP survey

CHECK ONE
___ We have an up-to-date Needs Assessment Survey.
___ We have a Needs Assessment Survey in progress.
___ We need to update our Needs Assessment Survey.
___ We have never received a Needs Assessment Survey.

4b. Preservation Plan
long-range plan focused on collections care based on Needs Assessment Survey recommendations

CHECK ONE
___ We have an up-to-date Preservation Plan.
___ We have a Preservation Plan in progress.
___ We need to update our Preservation Plan.
___ We have never developed a Preservation Plan.

4c. Collection Surveys

CHECK ONE
___ We have an up-to-date Collection Survey of the entire collection.
___ We have up-to-date Collection Surveys of some of the collections held by the institution.
___ We have no up-to-date Collection Surveys for our collections.

4d. Emergency/Disaster Plan that addresses collections

CHECK ONE
___ We have an up-to-date Emergency/Disaster Plan that addresses collections.
___ We have an Emergency/Disaster Plan in progress.
___ We need to update our Emergency/Disaster Plan.
___ We have never developed an Emergency/Disaster Plan for our collections.

4e. Off-Site Storage of Vital Collections Records
Inventory, catalog, insurance policies, etc.

CHECK ONE
___ We have an off-site storage of vital collections records for the entire collection.
___ We have off-site storage of vital collections records for some of the collections held by the institution.
___ We have no off-site storage of vital collections records for our collections.

4f. Security Systems and Policies

CHECK ONE
___ We have appropriate security systems and policies for the entire collection.
___ We have appropriate security systems and policies for some of the collection areas.
___ We are developing appropriate security systems and policies for our collections.
___ We have not developed appropriate security systems and policies for our collections.

SECTION 5. FUNDING FOR CONSERVATION AND PRESERVATION PROJECTS

5a. Please check any of the following sources from which you have received money to implement conservation or preservation projects within the past five years.

_____ Institute of Museum and Library Services (other than 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
_____ NHPRC (National Historical Publications and Records Commission) grant
_____ Other federal funding programs
_____ PHMC (Pennsylvania Historical and Museum Commission) grant
_____ LSTA grant funding
_____ Other Pennsylvania funding programs
_____ Restricted grant funding from private foundations
_____ Corporate or business contributions dedicated to preservation/conservation projects
_____ Restricted individual contributions dedicated to preservation/conservation projects
_____ Interest from in-house dedicated conservation endowment
_____ Line item in your institution's operating budget

5b. If your institution did not make a grant application for conservation/preservation funding from any public or private source in the last 3 years, which of the following factors influenced the decision not to apply? (select all that apply)

❑ a. Not aware of appropriate funding sources

❑ b. Lack of staff time or expertise to complete application

❑ c. Are not able to raise necessary matching funds

❑ d. Additional project planning or preparation necessary before requesting grant funds

❑ e. Conservation/preservation not an institutional priority

❑ f. Currently have sufficient sources of funding

❑ g. Have applied for grant(s) from external sources in the past but have been unsuccessful

❑ h. Other, please specify: _____

❑ i. Not applicable

❑ j. Don't know

5c. How difficult is it to raise funding for conservation or preservation projects at your institution?

❑ a. Very difficult

❑ b. Somewhat difficult

❑ c. About average

❑ d. Fairly easy

❑ e. Very easy

❑ f. We do not fundraise for conservation or preservation projects

6. STAFFING AND USE OF OUTSIDE SERVICES

6a. Please indicate who performs preservation and conservation tasks within your institution. Check any that apply.

Housekeeping in collections areas
____ Collections Staff
____ Custodial Staff
____ Outside service
____ Volunteers
____ Not applicable

Management of environmental monitoring
____ Collections Staff
____ Facilities Maintenance Staff
____ Outside service
____ Volunteers
____ Not applicable

Conservation treatment
____ Staff
____ Outside service
____ Volunteers
____ Not applicable

Rehousing of objects in collections
____ Staff
____ Outside service
____ Volunteers

____ Not applicable

Digitizing of items in collections
____ Staff
____ Outside service
____ Volunteers
____ Not applicable

Microfilming
____ Staff
____ Outside service
____ Volunteers
____ Not applicable

Creating preservation copies of audiovisual media
____ Staff
____ Outside service
____ Volunteers
____ Not applicable

Maintenance of AV equipment
____ Staff
____ Outside service
____ Volunteers
____ Not applicable

Migrating data to preserve digital materials and electronic records
____ Staff
____ Outside service
____ Volunteers
____ Not applicable

7. INFORMATION FOR STATEWIDE PRESERVATION PLANNING
 The following information will be helpful in applying for an implementation grant to assist cultural institutions in meeting their preservation needs.

Please indicate the potential value of the following services for your institution.

7a. Assistance in obtaining a general needs assessment survey

❏ a. Very useful

❏ b. Useful

❏ c. Marginally useful

❏ d. Not useful

7b. Assistance in preparing a prioritized long-range preservation plan

❏ a. Very useful

❏ b. Useful

❏ c. Marginally useful

❏ d. Not useful

7c. Assistance with development of preservation and collections management guidelines/policies/procedures

❏ a. Very useful

❏ b. Useful

❏ c. Marginally useful

❏ d. Not useful

7d. Assistance with fundraising for preservation and conservation projects

❏ a. Very useful

❏ b. Useful

❏ c. Marginally useful

❏ d. Not useful

7e. Assistance in preparing an emergency plan

❑ a. Very useful

❑ b. Useful

❑ c. Marginally useful

❑ d. Not useful

7f. Training for staff in emergency response

❑ a. Very useful

❑ b. Useful

❑ c. Marginally useful

❑ d. Not useful

7g. Assistance in security assessment and planning

❑ a. Very useful

❑ b. Useful

❑ c. Marginally useful

❑ d. Not useful

7h. Assistance in obtaining collection surveys

❑ a. Very useful

❑ b. Useful

❑ c. Marginally useful

❑ d. Not useful

7i. Assistance through conservation treatment of objects

❑ a. Very useful

❑ b. Useful

❑ c. Marginally useful

❑ d. Not useful

7j. Assistance with rehousing of collections

❑ a. Very useful

❑ b. Useful

❑ c. Marginally useful

❑ d. Not useful

7k. Assistance with preservation of digital collections

❑ a. Very useful

❑ b. Useful

❑ c. Marginally useful

❑ d. Not useful

❑ e. Not applicable

7l. Assistance with preservation of audio/visual collections

❑ a. Very useful

❑ b. Useful

❑ c. Marginally useful

❑ d. Not useful

❑ e. Not applicable

7m. Assistance with digitization projects

❑ a. Very useful

❑ b. Useful

❑ c. Marginally useful

❑ d. Not useful

❑ e. Not applicable

7n. Assistance with storage planning

❑ a. Very useful

❑ b. Useful

❑ c. Marginally useful

❑ d. Not useful

7o. Assistance with exhibition planning

❑ a. Very useful

❑ b. Useful

❑ c. Marginally useful

❑ d. Not useful

7p. On-line collections care information

❑ a. Very useful

❑ b. Useful

❑ c. Marginally useful

❑ d. Not useful

7q. Please rank from 1 to 5 (with 1 being highest interest and 5 signifying little or no interest) these potential workshop/training topics based on their potential value to staff or volunteers at your institution.

_____ Caring for photographs
_____ Housing solutions for paper-based collections
_____ Housing solutions for ethnographic collections
_____ Technologies for duplicating paper-based images and information
_____ Preservation planning/writing a preservation plan
_____ Emergency preparedness and response
_____ Assessing the condition of paper-based collections
_____ Housekeeping in collections areas
_____ Preservation and storage of architectural records
_____ Writing a disaster plan
_____ Pest management
_____ Environmental control
_____ Preservation of audiovisual material
_____ Storage planning for cultural collections
_____ Managing archives
_____ Fundraising for preservation and conservation
_____ Promoting your collections

_____ Book repair
_____ Advances in collections management
_____ Preservation issues related to exhibition planning
_____ Best practices for preserving collections
_____ Managing digital collections

Suggestions for other training/workshop programs:

7r. Please rank the following training formats on a scale of 1 to 3, with 1 being most useful and 3 being least useful.
_____ Full-day workshop at regional urban location
_____ Half-day workshop at regional urban location
_____ Full-day on-site training
_____ On-line tutorial

SECTION 8. GENERAL INSTITUTIONAL INFORMATION

8a. What is the size of your institution's annual operating budget?
   a)   _____ $0 -- $49,999
   b)   _____ $50,000 -- $99,999
   c)   _____ $100,000 - $499,999
   d)   _____ $500,000 - $999,999
   e)   _____ $1 million - $4.9 million
   f)   _____ More than $5 million

8b. What is the size of your institution's annual preservation budget?
   a)   _____ $0 -- $2,499
   b)   _____ $2,500 -- $4,999
   c)   _____ $5,000 - $9,999
   d)   _____ $10,000 - $24,999
   e)   _____ $25,000 - $100,000
   f)   _____ More than $100,000

8c. Approximate total on-site visitors in FY 2007 _____

SECTION 9. RESPONDENT INFORMATION

9a. Lead person completing this survey:
   Name
   Title
   Institution Street address and ZIP
   Email address
   Desk phone

9b. May we have permission to include the name of your institution in a published list of survey participants?

❏ Yes

❏ No

9c. To participate in future work to improve preservation practices at your institution, could you provide 4 to 5 days of staff time over the course of two years?

❏ Yes

❏ No

9d. What resources do you use now to answer your preservation questions? (institutions, web sites, published information):

❏ a. Institutions

❏ b. Web sites

❏ c. Published information

❏ d. Other

Use the space below to describe your most pressing conservation/preservation need:

_____

Your time and effort in completing this survey are greatly appreciated!

Appendix B: Survey Raw Data

Pennsylvania Connecting to Collections Data 2009

Table of Contents

Please check the one category that best describes your institution:

	Count	Percentage
Archives	71	17.5%
Public Libraries	100	24.6%
Special and Academic Libraries	45	11.1%
Historical Societies	67	16.5%
Historical Houses/Sites	48	11.8%
Art Museums	16	3.9%
History Museums	38	9.4%
General Museums	21	5.2%
Total	**406**	**100%**

Annual Operating Budget Please check the one category that best describes your institution:		
	Count	**Percentage**
$0-$49,999	60	14.8%
$50,000-$99,999	42	10.3%
$100,000-$499,999	102	25.1%
$500,000-$999,999	33	8.1%
$1 million-$4.9 million	52	12.8%
More than $5 million	18	4.4%
No Response	99	24.4%
Total	**406**	**100%**

What is the size of your institution's annual preservation budget?		
Annual Preservation Budgets	**Count**	**Percentage**
$0-$2,499	196	48.3%
$2,500-$4,999	45	11.1%
$5,000-$9,999	25	6.2%
$10,000-$24,999	24	5.9%
$25,000-$100,000	13	3.2%
More than $100,000	6	1.5%
No Response	97	23.9%
Total	**406**	**100%**

Please check the one category that best describes your organization types or affiliation:		
	Count	**Percentage**
Private non-profit (non-governmental)	312	76.8%
Local, municipal, or county government	54	13.3%
State government	37	9.1%
Federal Government	3	0.7%
Total	**406**	**100%**

Regions of Respondents

PA Regions	Count	Percentage
Region 1	23	5.7%
Region 2	22	5.5%
Region 3	14	3.5%
Region 4	35	8.7%
Region 5	50	12.4%
Region 6	40	9.9%
Region 7	60	14.9%
Region 8	159	39.5%
Total	**403**	**100%**

Regions: 1-Lake Erie Region, 2-Allegheny National Forest Region, 3-Valleys of the Susquehanna, 4-Poconos/Endless Mountains, 5-Pittsburg Region, 6-Laurel Highlands/Southern Alleghenies, 7-Hershey/Gettysburg/Dutch Country Region, 8-Philadelphia and its Countryside/Lehigh Valley
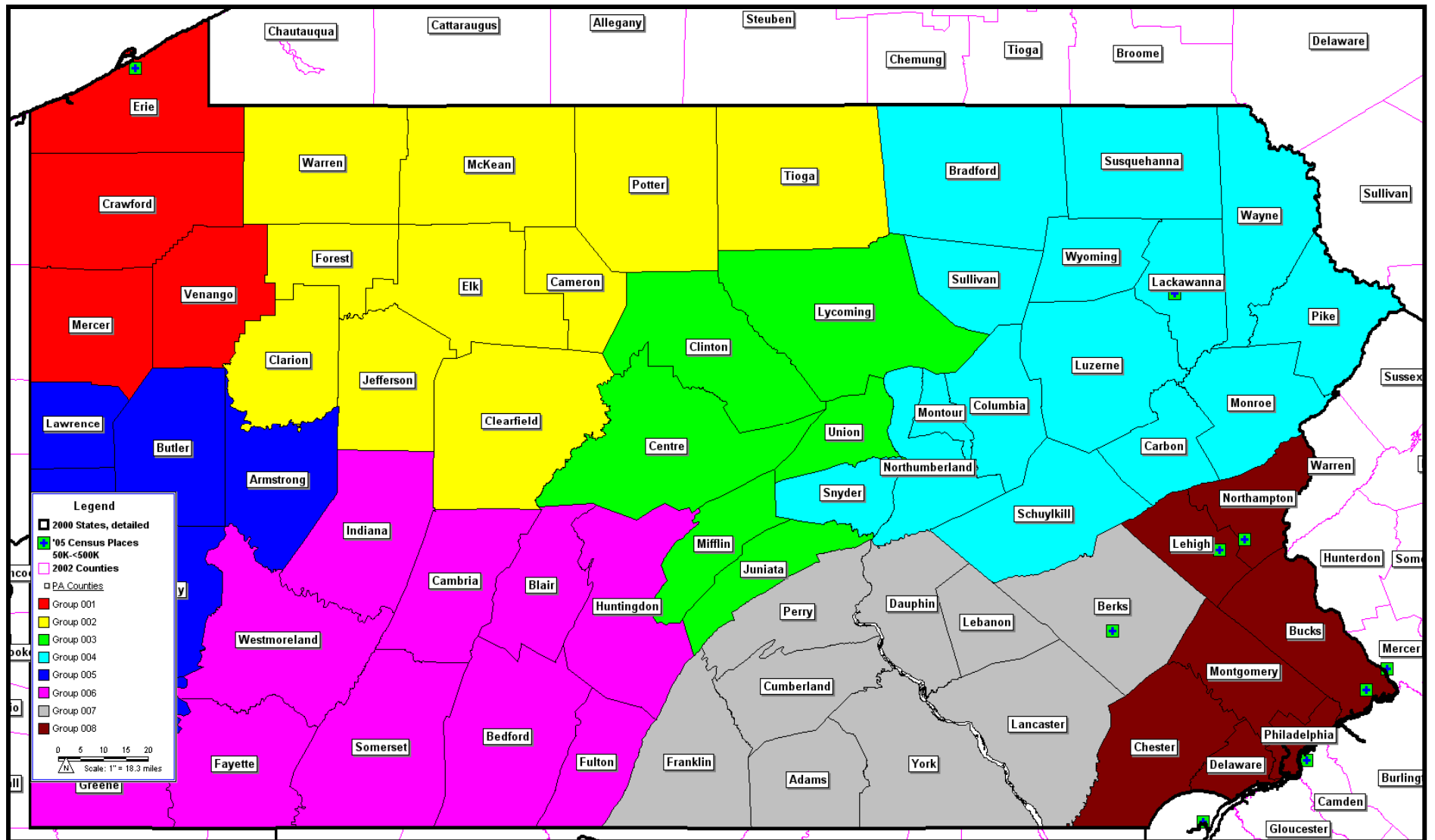
Annual Preservation Budgets by Type of Organization

Annual Preservation Budgets	Archives (n=71)		Public Libraries (n=100)		Special and Academic Libraries (n=45)		Historical Societies (n=67)		Historical Houses/Sites (n=48)		Art Museums (n=16)		History Museums (n=38)		General Museums (n=21)	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
$0-$2,499	33	46.5%	69	69.0%	17	37.8%	30	44.8%	18	37.5%	6	37.5%	15	39.5%	8	38.1%
$2,500-$4,999	7	9.9%	4	4.0%	5	11.1%	12	17.9%	8	16.7%	3	18.8%	3	7.9%	3	14.3%
$5,000-$9,999	5	7.0%	2	2.0%	2	4.4%	4	6.0%	4	8.3%	1	6.3%	5	13.2%	2	9.5%
$10,000-$24,999	7	9.9%	0	0.0%	5	11.1%	0	0.0%	6	12.5%	2	12.5%	4	10.5%	0	0.0%
$25,000-$100,000	2	2.8%	0	0.0%	2	4.4%	3	4.5%	3	6.3%	0	0.0%	1	2.6%	2	9.5%
More than $100,000	1	1.4%	0	0.0%	1	2.2%	0	0.0%	1	2.1%	0	0.0%	1	2.6%	2	9.5%
No Response	16	22.5%	25	25.0%	13	28.9%	18	26.9%	8	16.7%	4	25.0%	9	23.7%	4	19.0%
Total	**71**	**100%**	**100**	**100%**	**45**	**100%**	**67**	**100%**	**48**	**100%**	**16**	**100%**	**38**	**100%**	**21**	**100%**

Annual Preservation Budgets by Size of Organization

Annual Preservation Budgets	Small Institutions (<$500,000)		Medium Institutions ($500,000-$4.9 M)		Large Institutions (>$5 M)	
	Count	Percentage	Count	Percentage	Count	Percentage
$0-$2,499	146	71.9%	40	47.6%	5	29.4%
$2,500-$4,999	33	16.3%	9	10.7%	1	5.9%
$5,000-$9,999	13	6.4%	9	10.7%	2	11.8%
$10,000-$24,999	5	2.5%	15	17.9%	3	17.6%
$25,000-$100,000	4	2.0%	4	4.8%	5	29.4%
More than $100,000	0	0.0%	5	6.0%	1	5.9%
No Response	2	1.0%	2	2.4%	0	0.0%
Total	**203**	**100%**	**84**	**100%**	**17**	**100%**

Annual Preservation Budget by Size in Each Region

Annual Preservation Budgets	Region 1 (n=23)		Region 2 (n=22)		Region 3 (n=14)		Region 4 (n=35)	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
$0-$2,499	14	60.9%	12	54.5%	6	42.9%	20	57.1%
$2,500-$4,999	2	8.7%	3	13.6%	2	14.3%	6	17.1%
$5,000-$9,999	0	0.0%	2	9.1%	0	0.0%	3	8.6%
$10,000-$24,999	1	4.3%	1	4.5%	0	0.0%	0	0.0%
$25,000-$100,000	0	0.0%	0	0.0%	0	0.0%	0	0.0%
More than $100,000	0	0.0%	0	0.0%	1	7.1%	0	0.0%
No Response	6	26.1%	4	18.2%	5	35.7%	6	17.1%
Total	**23**	**100%**	**22**	**100%**	**14**	**100%**	**35**	**100%**

**Annual Preservation Budgets by Size of Organization
in Each Region**

Annual Preservation Budgets	Region 5 (n=50)		Region 6 (n=40)		Region 7 (n=60)		Region 8 (n=159)	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
$0-$2,499	27	54.0%	21	52.5%	27	45.0%	69	43.4%
$2,500-$4,999	4	8.0%	3	7.5%	8	13.3%	16	10.1%
$5,000-$9,999	2	4.0%	0	0.0%	3	5.0%	14	8.8%
$10,000-$24,999	2	4.0%	2	5.0%	1	1.7%	16	10.1%
$25,000-$100,000	3	6.0%	1	2.5%	4	6.7%	5	3.1%
More than $100,000	1	2.0%	0	0.0%	1	1.7%	3	1.9%
No Response	11	22.0%	13	32.5%	16	26.7%	36	22.6%
Total	**50**	**100%**	**40**	**100%**	**60**	**100%**	**159**	**100%**

Regions: 1-Lake Erie Region, 2-Allegheny National Forest Region, 3-Valleys of the Susquehanna, 4-Poconos/Endless
Mountains, 5-Pittsburg Region, 6-Laurel Highlands/Southern Alleghenies, 7-Hershey/Gettysburg/Dutch Country
Region, 8-Philadelphia and its Countryside/Lehigh Valley

Visitors by Type of Organization

Approximate total on-site visitors in FY 2007

		Total Visitors	Average Visitors	Min.	Max
Total (n=272)	**n**	**10,319,012**	**37,938**	**0**	**1,000,000**
Archives	51	212,853	4,174	0	100,000
Public Libraries	61	3,233,512	53,008	0	420,229
Special and Academic Libraries	24	1,846,280	76,928	5	800,000
Historical Societies	45	337,017	7,489	5	175,000
Historical Houses/Sites	40	1,622,945	40,574	9	310,000
Art Museums	9	313,795	34,866	0	117,000
History Museums	26	1,795,520	69,058	30	1,000,000
General Museums	16	957,090	59,818	25	300,000

Visitors by Budget Size of Organization

		Total Visitors	Average Visitors	Min.	Max
Total (n=272)	**n**	**10,319,012**	**37,938**	**0**	**1,000,000**
Small (<$500,000)	184	2,907,638	15,802	0	420,229
Medium (>$500,000-$4.9 M)	68	4,541,894	66,793	3	310,000
Large (>$5 M)	12	2,525,565	210,464	5	1,000,000

Visitors by Region

		Total Visitors	Average Visitors	Min.	Max
Total (n=272)	n	10,319,012	37,938	0	1,000,000
Region 1	15	870,409	58,027	30	420,229
Region 2	15	314,420	20,961	0	177,000
Region 3	8	278,584	34,823	20	132,314
Region 4	24	204,523	8,521	0	40,000
Region 5	35	1,570,752	44,878	3	293,000
Region 6	25	480,216	19,208	0	145,000
Region 7	41	1,854,232	45,225	5	300,000
Region 8	106	4,702,176	44,360	0	1,000,000

Regions: 1-Lake Erie Region, 2-Allegheny National Forest Region, 3-Valleys of the Susquehanna, 4-Poconos/Endless Mountains, 5-Pittsburg Region, 6-Laurel Highlands/Southern Alleghenies, 7-Hershey/Gettysburg/Dutch Country Region, 8-Philadelphia and its Countryside/Lehigh Valley

Please tell us about the various collections held by your institution and about the condition of your objects. For each collection, respondents were asked to check one of three options: 1) Not represented in collection, 2) Minor collection, or 3) Major collection.

Collections Held (n=406)	In Collection		Minor Collection		Major Collection	
	Count	Percentage	Count	Percentage	Count	Percentage
Books and Bound Volumes	367	90.4%	192	52.3%	175	47.7%
Unbound Sheets	270	66.5%	135	50.0%	135	50.0%
Photographic Collections	289	71.2%	154	53.3%	135	46.7%
Moving Image Collections (Film)	149	36.7%	129	86.6%	20	13.4%
Moving Image Collections (Video)	208	51.2%	186	89.4%	22	10.6%
Recorded Sound Collections (Audio)	198	48.8%	175	88.4%	23	11.6%
Digital Material Collections	115	28.3%	96	83.5%	19	16.5%
Art Objects	232	57.1%	141	60.8%	91	39.2%
Historic and Ethnographic Objects	224	55.2%	114	50.9%	110	49.1%
Archaeological Collections	107	26.4%	87	81.3%	20	18.7%
Natural Science Specimens	44	10.8%	35	79.5%	9	20.5%

Collections Held by Type of Organization								
	Archives (n=71)		Public Libraries (n=100)		Special and Academic Libraries (n=45)		Historical Societies (n=67)	
Collections Held	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Books and Bound Volumes	64	90.1%	88	88.0%	45	100%	65	97.0%
Unbound Sheets	61	85.9%	37	37.0%	28	62.2%	54	80.6%
Photographic Collections	61	85.9%	46	46.0%	33	73.3%	52	77.6%
Moving Image Collections (Film)	45	63.4%	7	7.0%	24	53.3%	30	44.8%
Moving Image Collections (Video)	49	69.0%	54	54.0%	30	66.7%	31	46.3%
Recorded Sound Collections (Audio)	49	69.0%	47	47.0%	23	51.1%	35	52.2%
Digital Material Collections	34	47.9%	21	21.0%	22	48.9%	21	31.3%
Art Objects	46	64.8%	23	23.0%	23	51.1%	43	64.2%
Historic and Ethnographic Objects	46	64.8%	15	15.0%	18	40.0%	45	67.2%
Archaeological Collections	12	16.9%	3	3.0%	6	13.3%	34	50.7%
Natural Science Specimens	7	9.9%	1	1.0%	9	20.0%	8	11.9%
This represents the total number of respondents indicating that the items are either a minor or major part of the collection. It excludes respondents that did not provide an answer to the question and excludes respondents indicating that the items are not represented in the collection.								

Collections Held	Historical Houses/Sites (n=48)		Art Museums (n=16)		History Museums (n=38)		General Museums (n=21)	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Books and Bound Volumes	41	85.4%	11	68.8%	37	97.4%	16	76.2%
Unbound Sheets	35	72.9%	10	62.5%	30	78.9%	15	71.4%
Photographic Collections	37	77.1%	13	81.3%	31	81.6%	16	76.2%
Moving Image Collections (Film)	9	18.8%	7	43.8%	16	42.1%	11	52.4%
Moving Image Collections (Video)	13	27.1%	5	31.3%	16	42.1%	10	47.6%
Recorded Sound Collections (Audio)	12	25.0%	7	43.8%	16	42.1%	9	42.9%
Digital Material Collections	3	6.3%	3	18.8%	7	18.4%	4	19.0%
Art Objects	34	70.8%	14	87.5%	32	84.2%	17	81.0%
Historic and Ethnographic Objects	38	79.2%	12	75.0%	33	86.8%	17	81.0%
Archaeological Collections	24	50.0%	6	37.5%	11	28.9%	11	52.4%
Natural Science Specimens	9	18.8%	0	0.0%	2	5.3%	8	38.1%

This represents the total number of respondents indicating that the items are either a minor or major part of the collection. It excludes respondents that did not provide an answer to the question and excludes respondents indicating that the items are not represented in the collection.

Collections Held by Small Institutions (n=203)	In Collection		Minor Collection		Major Collection		
	Count	Percentage	Count	Percentage	Count	Percentage	
Books and Bound Volumes	183	90.1%	103	56.3%	80	43.7%	100.0%
Unbound Sheets	148	72.9%	75	50.7%	73	49.3%	100.0%
Photographic Collections	161	79.3%	85	52.8%	76	47.2%	100.0%
Moving Image Collections (Film)	69	34.0%	63	91.3%	6	8.7%	100.0%
Moving Image Collections (Video)	121	59.6%	114	94.2%	7	5.8%	100.0%
Recorded Sound Collections (Audio)	111	54.7%	100	90.1%	11	9.9%	100.0%
Digital Material Collections	51	25.1%	44	86.3%	7	13.7%	100.0%
Art Objects	128	63.1%	86	67.2%	42	32.8%	100.0%
Historic and Ethnographic Objects	130	64.0%	65	50.0%	65	50.0%	100.0%
Archaeological Collections	69	34.0%	57	82.6%	12	17.4%	100.0%
Natural Science Specimens	18	8.9%	16	88.9%	2	11.1%	100.0%

Collections Held by Medium Institutions (n=84)	In Collection		Minor Collection		Major Collection		
	Count	Percentage	Count	Percentage	Count	Percentage	
Books and Bound Volumes	77	91.7%	32	41.6%	45	58.4%	100.0%
Unbound Sheets	70	83.3%	34	48.6%	36	51.4%	100.0%
Photographic Collections	76	90.5%	42	55.3%	34	44.7%	100.0%
Moving Image Collections (Film)	46	54.8%	34	73.9%	12	26.1%	100.0%
Moving Image Collections (Video)	50	59.5%	38	76.0%	12	24.0%	100.0%
Recorded Sound Collections (Audio)	47	56.0%	37	78.7%	10	21.3%	100.0%
Digital Material Collections	33	39.3%	27	81.8%	6	18.2%	100.0%
Art Objects	64	76.2%	31	48.4%	33	51.6%	100.0%
Historic and Ethnographic Objects	56	66.7%	30	53.6%	26	46.4%	100.0%
Archaeological Collections	24	28.6%	21	87.5%	3	12.5%	100.0%
Natural Science Specimens	14	16.7%	10	71.4%	4	28.6%	100.0%

This represents the total number of respondents indicating that the items are either a minor or major part of the collection. It excludes respondents that did not provide an answer to the question and excludes respondents indicating that the items are not represented in the collection.

Collections Held by Large Institutions (n=17)	In Collection		Minor Collection		Major Collection		
	Count	Percentage	Count	Percentage	Count	Percentage	
Books and Bound Volumes	15	88.2%	6	40.0%	9	60.0%	100.0%
Unbound Sheets	14	82.4%	4	28.6%	10	71.4%	100.0%
Photographic Collections	14	82.4%	5	35.7%	9	64.3%	100.0%
Moving Image Collections (Film)	8	47.1%	7	87.5%	1	12.5%	100.0%
Moving Image Collections (Video)	11	64.7%	11	100.0%	0	0.0%	100.0%
Recorded Sound Collections (Audio)	10	58.8%	10	100.0%	0	0.0%	100.0%
Digital Material Collections	9	52.9%	6	66.7%	3	33.3%	100.0%
Art Objects	13	76.5%	6	46.2%	7	53.8%	100.0%
Historic and Ethnographic Objects	15	88.2%	9	60.0%	6	40.0%	100.0%
Archaeological Collections	5	29.4%	2	40.0%	3	60.0%	100.0%
Natural Science Specimens	6	35.3%	3	50.0%	3	50.0%	100.0%

This represents the total number of respondents indicating that the items are either a minor or major part of the collection. It excludes respondents that did not provide an answer to the question and excludes respondents indicating that the items are not represented in the collection.

Collections Held by Type of Organization in Each Region

Collections Held	Region 1 (n=23)		Region 2 (n=22)		Region 3 (n=14)		Region 4 (n=35)	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Books and Bound Volumes	21	91.3%	21	95.5%	14	100%	32	91.4%
Unbound Sheets	15	65.2%	13	59.1%	10	71.4%	23	65.7%
Photographic Collections	18	78.3%	15	68.2%	9	64.3%	24	68.6%
Moving Image Collections (Film)	7	30.4%	6	27.3%	4	28.6%	12	34.3%
Moving Image Collections (Video)	13	56.5%	14	63.6%	7	50.0%	18	51.4%
Recorded Sound Collections (Audio)	12	52.2%	17	77.3%	7	50.0%	15	42.9%
Digital Material Collections	6	26.1%	7	31.8%	3	21.4%	22	62.9%
Art Objects	11	47.8%	11	50.0%	8	57.1%	22	62.9%
Historic and Ethnographic Objects	13	56.5%	9	40.9%	9	64.3%	20	57.1%
Archaeological Collections	5	21.7%	6	27.3%	3	21.4%	14	40.0%
Natural Science Specimens	3	13.0%	2	9.1%	1	7.1%	5	14.3%

This represents the total number of respondents indicating that the items are either a minor or major part of the collection. It excludes respondents that did not provide an answer to the question and excludes respondents indicating that the items are not

Collections Held	Region 5 (n=50)		Region 6 (n=40)		Region 7 (n=60)		Region 8 (n=159)	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Books and Bound Volumes	42	84.0%	36	90.0%	54	90.0%	144	90.6%
Unbound Sheets	30	60.0%	21	52.5%	38	63.3%	117	73.6%
Photographic Collections	34	68.0%	25	62.5%	37	61.7%	124	78.0%
Moving Image Collections (Film)	19	38.0%	8	20.0%	18	30.0%	72	45.3%
Moving Image Collections (Video)	29	58.0%	15	37.5%	31	51.7%	79	49.7%
Recorded Sound Collections (Audio)	25	50.0%	15	37.5%	26	43.3%	79	49.7%
Digital Material Collections	17	34.0%	6	15.0%	16	26.7%	49	30.8%
Art Objects	24	48.0%	19	47.5%	30	50.0%	104	65.4%
Historic and Ethnographic Objects	21	42.0%	21	52.5%	30	50.0%	98	61.8%
Archaeological Collections	13	26.0%	9	22.5%	15	25.0%	41	25.8%
Natural Science Specimens	4	8.0%	0	0.0%	5	8.3%	23	14.5%

For each collection type, respondents were asked to assign a percentage to the volumes in KNOWN and in UNKNOWN condition.

Summary of Average Reported Across Respondents	UNKNOWN condition.	
Collections Held	**n**	**Percentage**
Books and Bound Volumes	307	20%
Unbound Sheets	252	31%
Photographic Collections	268	26%
Moving Image Collections (Film)	120	54%
Moving Image Collections (Video)	161	36%
Recorded Sound Collections (Audio)	162	46%
Digital Material Collections	82	24%
Art Objects	180	27%
Historic and Ethnographic Objects	182	34%
Archaeological Collections	74	35%
Natural Science Specimens	31	47%

N pulled for respondents indicating that this type of materials was either major or minor part of collection. Excludes "not part of collection" and "no response."

For the organizations answering this question, on average, 80% of their collection of books and bound volumes is reported to be in known condition (20% in unknown condition). This is different than saying 80% of book and bound volume collections is in known condition, because we don't know the volume of books and bound volumes being measured.

Collections in UNKNOWN Condition by Organization Budget Size

Average Reported Across Respondents	Collections in UNKNOWN Condition		Collections in UNKNOWN Condition (Operating Budget <$500)		Collections in UNKNOWN Condition (Operating Budget >$500-$4.9 M)		Collections in UNKNOWN Condition (Operating Budget >$5 M)	
	All Respondents		**Small Institutions**		**Medium Institutions**		**Large Institutions**	
Collections Held	n	Percentage	n	Percentage	n	Percentage	n	Percentage
Books and Bound Volumes	307	20%	177	20%	71	22%	15	30%
Unbound Sheets	252	31%	143	31%	66	32%	14	33%
Photographic Collections	268	26%	134	25%	62	25%	13	31%
Moving Image Collections (Film)	120	54%	54	58%	37	46%	7	55%
Moving Image Collections (Video)	161	36%	94	39%	42	36%	8	34%
Recorded Sound Collections (Audio)	162	46%	90	41%	41	56%	10	57%
Digital Material Collections	82	24%	36	22%	28	22%	6	37%
Art Objects	180	27%	101	30%	51	23%	9	22%
Historic and Ethnographic Objects	182	34%	109	37%	46	26%	9	30%
Archaeological Collections	74	35%	47	33%	18	43%	4	35%
Natural Science Specimens	31	47%	14	52%	9	42%	3	55%

Collections in UNKNOWN Condition by Region

Average Reported Across Respondents	Region 1 (n=23)		Region 2 (n=22)		Region 3 (n=14)		Region 4 (n=35)	
Collections Held	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Books and Bound Volumes	15	16%	19	15%	10	33%	30	21%
Unbound Sheets	13	28%	13	40%	10	47%	21	26%
Photographic Collections	15	19%	13	25%	9	16%	17	20%
Moving Image Collections (Film)	5	72%	3	70%	4	44%	11	43%
Moving Image Collections (Video)	10	30%	12	10%	6	24%	12	27%
Recorded Sound Collections (Audio)	11	35%	13	25%	7	57%	12	40%
Digital Material Collections	5	34%	3	8%	3	30%	4	30%
Art Objects	7	32%	8	25%	6	8%	19	38%
Historic and Ethnographic Objects	9	21%	7	28%	8	26%	17	38%
Archaeological Collections	2	55%	3	5%	2	0%	11	31%
Natural Science Specimens	2	60%	1	0%	10	0%	5	59%

Average Reported Across Respondents	Region 5 (n=50)		Region 6 (n=40)		Region 7 (n=60)		Region 8 (n=159)	
Collections Held	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Books and Bound Volumes	35	15%	22	22%	48	18%	125	23%
Unbound Sheets	27	31%	21	34%	36	19%	108	33%
Photographic Collections	30	32%	17	27%	31	15%	101	30%
Moving Image Collections (Film)	17	61%	3	47%	16	31%	58	61%
Moving Image Collections (Video)	22	42%	10	23%	26	24%	61	50%
Recorded Sound Collections (Audio)	22	43%	11	26%	20	30%	64	62%
Digital Material Collections	11	31%	5	44%	14	18%	35	25%
Art Objects	15	25%	12	43%	25	26%	85	25%
Historic and Ethnographic Objects	14	32%	16	46%	26	19%	82	38%
Archaeological Collections	10	33%	9	41%	10	39%	26	44%
Natural Science Specimens	3	38%	0	0%	4	14%	14	51%

N pulled for respondents indicating that this type of materials was either major or minor part of collection. Excludes "not part of collection" and "no response."

Summary of Collections in Urgent Need of Treatment or Rehousing					
For items in KNOWN condition (for each collection type), respondents were asked to assign percentages to the collections in, 1) in urgent need of treatment or rehousing, 2) in need of treatment or rehousing, or 3) in good condition.					
Average Reported Across Respondents		**In <u>Urgent Need</u> of Treatment or Rehousing**	**In <u>Need</u> of Treatment or Rehousing**	**In <u>Good</u> Condition**	
Collections Held	**N**	**Percentage**	**Percentage**	**Percentage**	
Books and Bound Volumes	304	11%	24%	65%	
Unbound Sheets	247	17%	29%	54%	
Photographic Collections	215	14%	29%	57%	
Moving Image Collections (Film)	115	28%	32%	40%	
Moving Image Collections (Video)	190	14%	25%	61%	
Recorded Sound Collections (Audio)	168	19%	27%	54%	
Digital Material Collections	97	7%	8%	85%	
Art Objects	222	15%	27%	58%	
Historic and Ethnographic Objects	216	17%	30%	53%	
Archaeological Collections	95	13%	28%	59%	
Natural Science Specimens	37	17%	34%	48%	

Status of Collections in KNOWN Condition by Small Organizations

Collections Held (Small Institutions <$500,000)	N	In <u>Urgent Need</u> of Treatment or Rehousing Percentage	In <u>Need</u> of Treatment or Rehousing Percentage	In <u>Good</u> Condition Percentage
Books and Bound Volumes	175	11%	24%	65%
Unbound Sheets	140	18%	30%	52%
Photographic Collections	124	14%	29%	57%
Moving Image Collections (Film)	55	26%	31%	43%
Moving Image Collections (Video)	113	12%	25%	63%
Recorded Sound Collections (Audio)	95	17%	26%	58%
Digital Material Collections	44	5%	10%	84%
Art Objects	122	13%	29%	59%
Historic and Ethnographic Objects	124	18%	28%	54%
Archaeological Collections	62	12%	25%	63%
Natural Science Specimens	16	14%	36%	50%

Status of Collections in KNOWN Condition by Medium Organizations

Collections Held (Medium Institutions >$500,000-$4.9 M)	N	In **Urgent Need** of Treatment or Rehousing Percentage	In **Need** of Treatment or Rehousing Percentage	In **Good** Condition Percentage
Books and Bound Volumes	70	13%	25%	62%
Unbound Sheets	65	17%	26%	57%
Photographic Collections	56	14%	26%	60%
Moving Image Collections (Film)	36	28%	33%	39%
Moving Image Collections (Video)	44	22%	26%	53%
Recorded Sound Collections (Audio)	40	23%	33%	44%
Digital Material Collections	31	13%	7%	80%
Art Objects	63	20%	26%	54%
Historic and Ethnographic Objects	55	19%	29%	51%
Archaeological Collections	21	19%	35%	47%
Natural Science Specimens	12	19%	42%	40%

Status of Collections in KNOWN Condition by Large Organizations				
		In **Urgent Need** of Treatment or Rehousing	In **Need** of Treatment or Rehousing	In **Good** Condition
Collections Held (Large Institutions >$5 M)	N	Percentage	Percentage	Percentage
Books and Bound Volumes	14	11%	24%	65%
Unbound Sheets	14	9%	20%	71%
Photographic Collections	11	10%	34%	56%
Moving Image Collections (Film)	6	65%	20%	14%
Moving Image Collections (Video)	11	25%	26%	49%
Recorded Sound Collections (Audio)	9	28%	28%	44%
Digital Material Collections	7	1%	4%	96%
Art Objects	12	23%	28%	49%
Historic and Ethnographic Objects	15	11%	40%	49%
Archaeological Collections	5	6%	23%	71%
Natural Science Specimens	4	1%	40%	59%
In some cases, respondents estimated the restoration/preservation needs without answering the question about percentage of collections in known or unknown condition. Therefore, the "n" numbers may differ slightly from those in other charts.				

Status of Collections in KNOWN Condition by Organization Type

Archives (n=71)	N	In **Urgent Need** of Treatment or Rehousing Percentage	In **Need** of Treatment or Rehousing Percentage	In **Good** Condition Percentage
Books and Bound Volumes	53	12%	21%	67%
Unbound Sheets	55	17%	26%	57%
Photographic Collections	47	15%	33%	51%
Moving Image Collections (Film)	34	28%	38%	34%
Moving Image Collections (Video)	43	18%	46%	35%
Recorded Sound Collections (Audio)	40	31%	34%	35%
Digital Material Collections	29	11%	12%	78%
Art Objects	45	19%	30%	51%
Historic and Ethnographic Objects	43	19%	32%	49%
Archaeological Collections	11	15%	31%	55%
Natural Science Specimens	7	24%	49%	28%

Public Libraries (n=100)	N	In **Urgent Need** of Treatment or Rehousing	In **Need** of Treatment or Rehousing	In **Good** Condition
		Percentage	Percentage	Percentage
Books and Bound Volumes	72	10%	19%	72%
Unbound Sheets	34	20%	28%	52%
Photographic Collections	35	14%	35%	51%
Moving Image Collections (Film)	6	18%	8%	74%
Moving Image Collections (Video)	53	6%	16%	79%
Recorded Sound Collections (Audio)	44	6%	15%	79%
Digital Material Collections	19	0%	1%	99%
Art Objects	22	14%	23%	63%
Historic and Ethnographic Objects	15	21%	39%	40%
Archaeological Collections	3	15%	42%	43%
Natural Science Specimens	1	100%	0%	0%

		In Urgent Need of Treatment or Rehousing	In Need of Treatment or Rehousing	In Good Condition
Special and Academic Libraries (n=45)	N	Percentage	Percentage	Percentage
Books and Bound Volumes	35	10%	27%	63%
Unbound Sheets	23	11%	25%	64%
Photographic Collections	21	16%	23%	60%
Moving Image Collections (Film)	16	39%	32%	29%
Moving Image Collections (Video)	26	16%	34%	50%
Recorded Sound Collections (Audio)	19	29%	37%	34%
Digital Material Collections	17	9%	6%	85%
Art Objects	19	17%	16%	67%
Historic and Ethnographic Objects	17	9%	28%	63%
Archaeological Collections	5	42%	42%	16%
Natural Science Specimens	6	18%	43%	39%

Historical Societies (n=67)	N	In **Urgent Need** of Treatment or Rehousing	In **Need** of Treatment or Rehousing	In **Good** Condition
		Percentage	Percentage	Percentage
Books and Bound Volumes	52	13%	25%	61%
Unbound Sheets	48	27%	33%	41%
Photographic Collections	46	18%	27%	56%
Moving Image Collections (Film)	23	28%	24%	49%
Moving Image Collections (Video)	27	17%	12%	70%
Recorded Sound Collections (Audio)	28	14%	29%	56%
Digital Material Collections	17	11%	15%	74%
Art Objects	39	21%	31%	49%
Historic and Ethnographic Objects	41	21%	31%	48%
Archaeological Collections	30	13%	27%	61%
Natural Science Specimens	5	6%	29%	64%

Historic Houses/Sites (48)	N	In **Urgent Need** of Treatment or Rehousing	In **Need** of Treatment or Rehousing	In **Good** Condition
		Percentage	Percentage	Percentage
Books and Bound Volumes	36	12%	31%	56%
Unbound Sheets	33	12%	28%	60%
Photographic Collections	24	9%	27%	65%
Moving Image Collections (Film)	8	29%	28%	44%
Moving Image Collections (Video)	13	23%	14%	63%
Recorded Sound Collections (Audio)	11	29%	20%	51%
Digital Material Collections	3	0%	2%	98%
Art Objects	33	11%	26%	63%
Historic and Ethnographic Objects	38	15%	26%	59%
Archaeological Collections	22	8%	27%	65%
Natural Science Specimens	9	5%	23%	72%

Art Museums (n=16)	N	In **Urgent Need** of Treatment or Rehousing	In **Need** of Treatment or Rehousing	In **Good** Condition
		Percentage	Percentage	Percentage
Books and Bound Volumes	8	11%	21%	69%
Unbound Sheets	7	10%	40%	50%
Photographic Collections	6	15%	16%	69%
Moving Image Collections (Film)	4	1%	50%	49%
Moving Image Collections (Video)	3	2%	22%	77%
Recorded Sound Collections (Audio)	5	0%	44%	56%
Digital Material Collections	2	0%	0%	100%
Art Objects	13	5%	21%	74%
Historic and Ethnographic Objects	10	8%	22%	71%
Archaeological Collections	4	1%	14%	85%
Natural Science Specimens	0	0%	0%	0%

		In **Urgent Need** of Treatment or Rehousing	In **Need** of Treatment or Rehousing	In **Good** Condition
History Museums (n=38)	N	Percentage	Percentage	Percentage
Books and Bound Volumes	31	6%	21%	73%
Unbound Sheets	30	10%	27%	63%
Photographic Collections	23	10%	25%	65%
Moving Image Collections (Film)	15	24%	35%	41%
Moving Image Collections (Video)	14	15%	23%	61%
Recorded Sound Collections (Audio)	12	8%	22%	70%
Digital Material Collections	5	2%	5%	93%
Art Objects	32	10%	24%	66%
Historic and Ethnographic Objects	33	15%	25%	60%
Archaeological Collections	11	2%	24%	74%
Natural Science Specimens	1	10%	30%	60%

General Museums (n=21)	N	In **Urgent Need** of Treatment or Rehousing	In **Need** of Treatment or Rehousing	In **Good** Condition
		Percentage	Percentage	Percentage
Books and Bound Volumes	14	15%	32%	53%
Unbound Sheets	14	20%	30%	50%
Photographic Collections	10	7%	25%	68%
Moving Image Collections (Film)	6	37%	40%	23%
Moving Image Collections (Video)	9	19%	14%	67%
Recorded Sound Collections (Audio)	7	26%	40%	34%
Digital Material Collections	3	0%	3%	97%
Art Objects	16	12%	41%	48%
Historic and Ethnographic Objects	16	20%	35%	45%
Archaeological Collections	8	22%	27%	51%
Natural Science Specimens	7	15%	39%	46%

In some cases, respondents estimated the restoration/preservation needs without answering the question about percentage of collections in known or unknown condition. Therefore, the "n" numbers may differ slightly from those in other charts.

Status of Collections in KNOWN Condition by Region		In **Urgent Need** of Treatment or Rehousing	In **Need** of Treatment or Rehousing	In **Good** Condition
Region 1	N	Percentage	Percentage	Percentage
Books and Bound Volumes	15	6%	19%	75%
Unbound Sheets	13	13%	25%	62%
Photographic Collections	13	21%	27%	53%
Moving Image Collections (Film)	5	23%	27%	50%
Moving Image Collections (Video)	12	2%	19%	79%
Recorded Sound Collections (Audio)	10	12%	28%	60%
Digital Material Collections	5	2%	8%	90%
Art Objects	10	26%	18%	57%
Historic and Ethnographic Objects	12	13%	19%	68%
Archaeological Collections	3	2%	8%	90%
Natural Science Specimens	3	0%	1%	99%

Region 2	N	In **Urgent Need** of Treatment or Rehousing	In **Need** of Treatment or Rehousing	In **Good** Condition
		Percentage	Percentage	Percentage
Books and Bound Volumes	19	7%	17%	75%
Unbound Sheets	13	27%	31%	42%
Photographic Collections	14	20%	28%	52%
Moving Image Collections (Film)	5	10%	14%	76%
Moving Image Collections (Video)	14	2%	11%	87%
Recorded Sound Collections (Audio)	15	4%	13%	83%
Digital Material Collections	5	1%	3%	96%
Art Objects	10	10%	20%	70%
Historic and Ethnographic Objects	8	26%	25%	49%
Archaeological Collections	5	1%	6%	93%
Natural Science Specimens	2	100%	0%	0%

Region 3	N	In **Urgent Need** of Treatment or Rehousing	In **Need** of Treatment or Rehousing	In **Good** Condition
	N	Percentage	Percentage	Percentage
Books and Bound Volumes	10	8%	34%	58%
Unbound Sheets	10	18%	38%	44%
Photographic Collections	7	12%	29%	59%
Moving Image Collections (Film)	4	25%	41%	34%
Moving Image Collections (Video)	7	19%	25%	56%
Recorded Sound Collections (Audio)	5	17%	24%	59%
Digital Material Collections	3	15%	7%	78%
Art Objects	8	5%	29%	66%
Historic and Ethnographic Objects	9	9%	36%	56%
Archaeological Collections	3	0%	67%	33%
Natural Science Specimens	1	0%	0%	100%

Region 4	N	In **Urgent Need** of Treatment or Rehousing Percentage	In **Need** of Treatment or Rehousing Percentage	In **Good** Condition Percentage
Books and Bound Volumes	36	17%	21%	62%
Unbound Sheets	22	15%	30%	55%
Photographic Collections	16	10%	31%	59%
Moving Image Collections (Film)	15	33%	35%	32%
Moving Image Collections (Video)	17	7%	233%	69%
Recorded Sound Collections (Audio)	12	4%	21%	75%
Digital Material Collections	7	0%	18%	82%
Art Objects	22	15%	32%	53%
Historic and Ethnographic Objects	20	22%	33%	46%
Archaeological Collections	13	16%	28%	56%
Natural Science Specimens	5	15%	44%	41%

Region 5	N	In **Urgent Need** of Treatment or Rehousing Percentage	In **Need** of Treatment or Rehousing Percentage	In **Good** Condition Percentage
Books and Bound Volumes	36	17%	21%	62%
Unbound Sheets	26	17%	30%	53%
Photographic Collections	25	19%	27%	54%
Moving Image Collections (Film)	15	33%	35%	32%
Moving Image Collections (Video)	28	14%	33%	54%
Recorded Sound Collections (Audio)	22	21%	29%	50%
Digital Material Collections	14	3%	8%	90%
Art Objects	23	17%	23%	60%
Historic and Ethnographic Objects	20	19%	38%	44%
Archaeological Collections	11	6%	36%	58%
Natural Science Specimens	3	7%	20%	73%

Region 6	N	In **Urgent Need** of Treatment or Rehousing Percentage	In **Need** of Treatment or Rehousing Percentage	In **Good** Condition Percentage
Books and Bound Volumes	25	9%	23%	68%
Unbound Sheets	19	14%	34%	52%
Photographic Collections	18	7%	34%	59%
Moving Image Collections (Film)	6	42%	14%	44%
Moving Image Collections (Video)	14	4%	12%	85%
Recorded Sound Collections (Audio)	13	12%	22%	66%
Digital Material Collections	6	2%	20%	78%
Art Objects	17	9%	24%	66%
Historic and Ethnographic Objects	21	12%	20%	67%
Archaeological Collections	9	23%	22%	55%
Natural Science Specimens	0	0%	0%	0%

Region 7	N	In **Urgent Need** of Treatment or Rehousing Percentage	In **Need** of Treatment or Rehousing Percentage	In **Good** Condition Percentage
Books and Bound Volumes	46	8%	19%	74%
Unbound Sheets	37	18%	22%	60%
Photographic Collections	29	16%	32%	52%
Moving Image Collections (Film)	17	29%	33%	38%
Moving Image Collections (Video)	31	13%	20%	67%
Recorded Sound Collections (Audio)	25	10%	27%	63%
Digital Material Collections	15	14%	8%	78%
Art Objects	29	15%	27%	58%
Historic and Ethnographic Objects	30	19%	20%	61%
Archaeological Collections	15	8%	22%	70%
Natural Science Specimens	5	5%	52%	43%

Region 8	N	In **Urgent Need** of Treatment or Rehousing Percentage	In **Need** of Treatment or Rehousing Percentage	In **Good** Condition Percentage
Books and Bound Volumes	122	12%	27%	61%
Unbound Sheets	104	17%	28%	54%
Photographic Collections	90	13%	26%	61%
Moving Image Collections (Film)	51	31%	34%	35%
Moving Image Collections (Video)	65	24%	32%	45%
Recorded Sound Collections (Audio)	64	29%	33%	38%
Digital Material Collections	40	8%	6%	86%
Art Objects	100	15%	29%	56%
Historic and Ethnographic Objects	93	17%	34%	50%
Archaeological Collections	35	16%	30%	54%
Natural Science Specimens	17	14%	42%	44%

In some cases, respondents estimated the restoration/preservation needs without answering the question about percentage of collections in known or unknown condition. Therefore, the "n" numbers may differ slightly from those in other charts.

Percentage of Collection Inventoried by Organization Type

What is the estimated percentage of the collection that has been inventoried?	None		1% – 25%		26% – 50%		51% – 75%		76% – 100%		
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n
Total (n=340)	14	4.1%	27	7.9%	41	12.1%	70	20.6%	188	55.3%	340
Archives	5	7.9%	6	9.5%	7	11.1%	16	25.4%	29	46.0%	63
Public Libraries	5	5.9%	9	10.6%	4	4.7%	6	7.1%	61	71.8%	85
Special and Academic Libraries	0	0.0%	0	0.0%	3	9.1%	9	27.3%	21	63.6%	33
Historical Societies	1	1.9%	5	9.6%	14	26.9%	12	23.1%	20	38.5%	52
Historical Houses/Sites	3	7.1%	3	7.1%	3	7.1%	11	26.2%	22	52.4%	42
Art Museums	0	0.0%	1	7.7%	1	7.7%	3	23.1%	8	61.5%	13
History Museums	0	0.0%	1	3.0%	4	12.1%	8	24.2%	20	60.6%	33
General Museums	0	0.0%	2	10.5%	5	26.3%	5	26.3%	7	36.8%	19
66 Respondents did not answer this question.											

Percentage of Collection Inventoried by Organization Size

What is the estimated percentage of the collection that has been inventoried?	None		1% – 25%		26% – 50%		51% – 75%		76% – 100%		
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n
Total (n=340)	14	4.1%	27	7.9%	41	12.1%	70	20.6%	188	55.3%	340
Small (<$500,000)	6	3.0%	18	8.9%	28	13.9%	43	21.3%	107	53.0%	202
Medium (>$500,000-$4.9 M)	4	4.8%	5	6.0%	7	8.4%	16	19.3%	51	61.4%	83
Large (>$5 M)	2	11.8%	1	5.9%	4	23.5%	2	11.8%	8	47.1%	17

Percentage of Collection Inventoried by Region											
What is the estimated percentage of the collection that has been inventoried?	**None**		**1% – 25%**		**26% – 50%**		**51% – 75%**		**76% – 100%**		
	Count	**Percentage**	**Count**	**Percentage**	**Count**	**Percentage**	**Count**	**Percentage**	**Count**	**Percentage**	**n**
Total (n=340)	14	4.1%	27	7.9%	41	12.1%	70	20.6%	188	55.3%	340
Region 1	0	0.0%	1	5.3%	2	10.5%	2	10.5%	14	73.7%	19
Region 2	0	0.0%	1	5.0%	3	15.0%	4	20.0%	12	60.0%	20
Region 3	2	20.0%	2	20.0%	1	10.0%	1	10.0%	4	40.0%	10
Region 4	1	3.2%	3	9.7%	7	22.6%	6	19.4%	14	45.2%	31
Region 5	3	7.0%	6	14.0%	6	14.0%	8	18.6%	20	46.5%	43
Region 6	1	3.6%	3	10.7%	3	10.7%	8	28.6%	13	46.4%	28
Region 7	1	20.0%	5	10.0%	4	8.0%	5	10.0%	35	70.0%	50
Region 8	6	4.4%	6	4.4%	15	11.0%	36	26.5%	73	53.7%	136

Percentage of Collection Cataloged by Organization Type

What is the estimated percentage of the collection that is cataloged or processed?	None		1% – 25%		26% – 50%		51% – 75%		76% – 100%		
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n
Total (n=339)	15	4.4%	33	9.7%	52	15.3%	91	26.8%	148	43.7%	339
Archives	6	9.8%	7	11.5%	12	19.7%	24	39.3%	12	19.7%	61
Public Libraries	2	2.4%	6	7.1%	6	7.1%	5	5.9%	66	77.6%	85
Special and Academic Libraries	0	0.0%	2	5.9%	3	8.8%	10	29.4%	19	55.9%	34
Historical Societies	3	5.8%	10	19.2%	10	19.2%	17	32.7%	12	23.1%	52
Historical Houses/Sites	2	4.8%	5	11.9%	9	21.4%	11	26.2%	15	35.7%	42
Art Museums	0	0.0%	0	0.0%	1	7.7%	2	15.4%	10	76.9%	13
History Museums	1	3.0%	2	6.1%	3	9.1%	18	54.5%	9	27.3%	33
General Museums	1	5.3%	1	5.3%	8	42.1%	4	21.1%	5	26.3%	19
67 Respondents did not answer this question.											

Percentage of Collection Cataloged by Organization Size

What is the estimated percentage of the collection that is cataloged or processed?	None		1% – 25%		26% – 50%		51% – 75%		76% – 100%		
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n
Total (n=339)	15	4.4%	33	9.7%	52	15.3%	91	26.8%	148	43.7%	339
Small Institutions (<$500,000)	9	4.5%	25	12.4%	32	15.9%	50	24.9%	85	42.3%	201
Medium Institutions (>$500,000-$4.9 M)	3	3.7%	2	2.4%	12	14.6%	25	30.5%	40	48.8%	82
Large Institutions (>$5 M)	1	5.9%	3	17.6%	2	11.8%	4	23.5%	7	41.2%	17

Percentage of Collection Inventoried by Region											
What is the estimated percentage of the collection that is cataloged or processed?	**None**		**1% – 25%**		**26% – 50%**		**51% – 75%**		**76% – 100%**		
	Count	**Percentage**	**Count**	**Percentage**	**Count**	**Percentage**	**Count**	**Percentage**	**Count**	**Percentage**	**n**
Total (n=340)	15	4.4%	33	9.7%	52	15.3%	91	26.8%	148	43.7%	339
Region 1	1	5.3%	3	15.8%	0	0.0%	5	26.3%	10	52.6%	19
Region 2	0	0.0%	2	10.0%	2	10.0%	4	20.0%	12	60.0%	20
Region 3	0	0.0%	4	40.0%	1	10.0%	1	10.0%	4	40.0%	10
Region 4	3	9.7%	4	12.9%	4	12.9%	8	25.8%	12	38.7%	31
Region 5	1	2.3%	3	7.0%	11	25.6%	8	18.6%	20	46.5%	43
Region 6	1	3.6%	4	14.3%	2	7.1%	11	39.3%	10	35.7%	28
Region 7	3	6.0%	2	4.0%	7	14.0%	8	16.0%	30	60.0%	50
Region 8	6	4.4%	14	10.4%	22	16.3%	43	31.9%	50	37.0%	135

What is the estimated percentage of the collection that is available online?	None		1% – 25%		26% – 50%		51% – 75%		76% – 100%		
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n
Total (n=341)	181	53.1%	91	26.7%	18	5.3%	14	4.1%	37	10.9%	341
Archives	31	49.2%	23	36.5%	5	7.9%	4	6.3%	0	0.0%	63
Public libraries	39	45.9%	12	14.1%	3	3.5%	7	8.2%	24	28.2%	85
Special and Academic Libraries	7	20.6%	15	44.1%	3	8.8%	2	5.9%	7	20.6%	34
Historical Societies	37	71.2%	13	25.0%	2	3.8%	0	0.0%	0	0.0%	52
Historical Houses/Sites	27	64.3%	11	26.2%	1	2.4%	1	2.4%	2	4.8%	42
Art Museums	4	30.8%	4	30.8%	1	7.7%	0	0.0%	4	30.8%	13
History Museums	25	75.8%	5	15.2%	3	9.1%	0	0.0%	0	0.0%	33
General Museums	11	57.9%	8	42.1%	0	0.0%	0	0.0%	0	0.0%	19

65 Respondents did not answer this question.

Percentage of Collection Available Online by Organization Size

What is the estimated percentage of the collection that is available online?	None		1% – 25%		26% – 50%		51% – 75%		76% – 100%		
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n
Total (n=341)	181	53.1%	91	26.7%	18	5.3%	14	4.1%	37	10.9%	341
Small Institutions (<$500,000)	132	65.3%	39	19.3%	5	2.5%	8	4.0%	18	8.9%	202
Medium Institutions (>$500,000-$4.9 M)	26	31.3%	33	39.8%	7	8.4%	3	3.6%	14	16.9%	83
Large Institutions (>$5 M)	6	35.3%	8	47.1%	2	11.8%	0	0.0%	1	5.9%	17

Percentage of Collection Inventoried by Region
What is the estimated percentage of the collection that is available online?

	None		1% – 25%		26% – 50%		51% – 75%		76% – 100%		
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n
Total (n=341)	181	53.1%	91	26.7%	18	5.3%	14	4.1%	37	10.9%	341
Region 1	10	52.6%	4	21.1%	2	10.5%	0	0.0%	3	15.8%	19
Region 2	14	70.0%	1	5.0%	1	5.0%	0	0.0%	4	20.0%	20
Region 3	6	0.0%	4	40.0%	0	0.0%	0	0.0%	0	0.0%	10
Region 4	19	61.3%	7	22.6%	2	6.5%	2	6.5%	1	3.2%	31
Region 5	20	46.5%	13	30.2%	2	4.7%	0	0.0%	8	18.6%	43
Region 6	16	57.1%	6	21.4%	0	0.0%	2	7.1%	4	14.3%	28
Region 7	25	50.0%	12	24.0%	3	6.0%	3	6.0%	7	14.0%	50
Region 8	70	51.1%	43	31.4%	7	5.1%	7	5.1%	10	7.3%	137

Excludes respondents indicating "don't know" or "not applicable.

Environmental Factors by Organization Type

Do you use environmental controls to meet TEMPERATURE specifications for the preservation of your collection?

Temperature	Use in All Areas		Use in Some Areas		Do Not Use		n	Total
	Count	Percentage	Count	Percentage	Count	Percentage		
Total (n=315)	78	24.8%	145	46.0%	92	29.2%	315	100%
Archives	20	33.3%	26	43.3%	14	23.3%	60	100%
Public libraries	15	23.1%	8	12.3%	42	64.6%	65	100%
Special and Academic Libraries	9	25.7%	19	54.3%	7	20.0%	35	100%
Historical Societies	9	17.6%	25	49.0%	17	33.3%	51	100%
Historical Houses/Sites	2	5.0%	30	75.0%	8	20.0%	40	100%
Art Museums	11	78.6%	3	21.4%	0	0.0%	14	100%
History Museums	8	25.0%	20	62.5%	4	12.5%	32	100%
General Museums	4	22.2%	14	77.8%	0	0.0%	18	100%

Do you use environmental controls to meet relative humidity specifications for the preservation of collections?

Relative Humidity	Use in All Areas		Use in Some Areas		Do Not Use		n	Total
	Count	Percentage	Count	Percentage	Count	Percentage		
Total (n=313)	58	18.5%	142	45.4%	113	36.1%	313	100%
Archives	16	26.7%	26	43.3%	18	30.0%	60	100%
Public libraries	12	17.9%	11	16.4%	44	65.7%	67	100%
Special and Academic Libraries	4	12.1%	20	60.6%	9	27.3%	33	100%
Historical Societies	8	16.0%	24	48.0%	18	36.0%	50	100%
Historical Houses/Sites	2	5.0%	26	65.0%	12	30.0%	40	100%
Art Museums	10	71.4%	2	14.3%	2	14.3%	14	100%
History Museums	4	12.9%	20	64.5%	7	22.6%	31	100%
General Museums	2	11.1%	13	72.2%	3	16.7%	18	100%

Do you control LIGHT LEVELS to meet the specifications for the preservation of your collection?

Light Levels	Use in All Areas		Use in Some Areas		Do Not Use			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=312)	67	21.5%	151	48.4%	94	30.1%	312	100%
Archives	17	28.8%	25	42.4%	17	28.8%	59	100%
Public libraries	5	7.8%	12	18.8%	47	73.4%	64	100%
Special and Academic Libraries	5	15.2%	18	54.5%	10	30.3%	33	100%
Historical Societies	7	13.5%	35	67.3%	10	19.2%	52	100%
Historical Houses/Sites	8	19.5%	26	63.4%	7	17.1%	41	100%
Art Museums	10	76.9%	3	23.1%	0	0.0%	13	100%
History Museums	8	25.0%	22	68.8%	2	6.3%	32	100%
General Museums	7	38.9%	10	55.6%	1	5.6%	18	100%

Excludes respondents indicating "don't know" or "not applicable.

Environmental Factors by Organization Size

Small Institutions (<$500,000)	Use in All Areas		Use in Some Areas		Do Not Use			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Temperature	30	16.5%	88	48.4%	64	35.2%	182	100%
Relative Humidity	19	10.5%	85	47.0%	77	42.5%	183	100%
Light Levels	32	17.5%	91	49.7%	60	32.8%	189	100%
Medium Institutions (>$500,000-$4.9 M)	**Use in All Areas**		**Use in Some Areas**		**Do Not Use**			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Temperature	28	35.4%	35	44.3%	16	20.3%	79	100%
Relative Humidity	26	32.9%	33	41.8%	20	25.3%	79	100%
Light Levels	23	29.9%	36	46.8%	18	23.4%	77	100%
Large Institutions (>$5 M)	**Use in All Areas**		**Use in Some Areas**		**Do Not Use**			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Temperature	6	37.5%	8	50.0%	2	12.5%	16	100%
Relative Humidity	4	23.5%	8	47.1%	5	29.4%	17	100%
Light Levels	7	41.2%	6	35.3%	4	23.5%	17	100%

Environmental Programs by Organization Type

Do you have an ENVIRONMENTAL MONITORING PROGRAM that measures conditions in collections areas?

Environmental Monitoring Program	Use in All Areas		Use in Some Areas		Do Not Use			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=308)	69	22.4%	84	27.3%	155	50.3%	309	100%
Archives	17	28.8%	20	33.9%	22	37.3%	59	100%
Public libraries	4	6.2%	3	4.6%	58	89.2%	65	100%
Special and Academic Libraries	7	21.2%	14	42.4%	12	36.4%	33	100%
Historical Societies	5	9.8%	12	23.5%	34	66.7%	51	100%
Historical Houses/Sites	11	26.8%	15	36.6%	15	36.6%	41	100%
Art Museums	9	69.2%	3	23.1%	1	7.7%	13	100%
History Museums	7	25.0%	10	35.7%	11	39.3%	28	100%
General Museums	9	50.0%	7	38.9%	2	11.1%	18	100%

Do you have a PEST MANAGEMENT PROGRAM in place for the preservation of your collection?

Pest Management Program	Use in All Areas		Use in Some Areas		Do Not Use		n	Total
	Count	Percentage	Count	Percentage	Count	Percentage		
Total (n=311)	102	32.8%	65	20.9%	144	46.3%	311	100%
Archives	18	31.6%	10	17.5%	29	50.9%	57	100%
Public libraries	12	17.6%	5	7.4%	51	75.0%	68	100%
Special and Academic Libraries	9	27.3%	8	24.2%	16	48.5%	33	100%
Historical Societies	12	23.5%	16	31.4%	23	45.1%	51	100%
Historical Houses/Sites	20	48.8%	6	14.6%	15	36.6%	41	100%
Art Museums	8	66.7%	2	16.7%	2	16.7%	12	100%
History Museums	14	45.2%	12	38.7%	5	16.1%	31	100%
General Museums	9	50.0%	6	33.3%	3	16.7%	18	100%

Do you have a HOUSEKEEPING PROGRAM in place that is tailored to the needs of your collection?

Housekeeping Program	Use in All Areas		Use in Some Areas		Do Not Use			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=322)	90	28.0%	120	37.3%	112	34.8%	322	100%
Archives	17	27.9%	21	34.4%	23	37.7%	61	100%
Public libraries	20	27.0%	16	21.6%	38	51.4%	74	100%
Special and Academic Libraries	6	17.6%	12	35.3%	16	47.1%	34	100%
Historical Societies	9	17.6%	24	47.1%	18	35.3%	51	100%
Historical Houses/Sites	18	47.4%	16	42.1%	4	10.5%	38	100%
Art Museums	9	69.2%	2	15.4%	2	15.4%	13	100%
History Museums	8	25.0%	19	59.4%	5	15.6%	32	100%
General Museums	3	15.8%	10	52.6%	6	31.6%	19	100%

Environmental Programs by Organization Size

Small Institutions (<$500,000)	Use in All Areas		Use in Some Areas		Do Not Use			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Environmental Monitoring Program	24	13.2%	49	26.9%	109	59.9%	182	100%
Pest Management Program	41	22.4%	41	22.4%	101	55.2%	183	100%
Housekeeping Program	47	24.9%	69	36.5%	73	38.6%	189	100%

Medium Institutions (>$500,000-$4.9 M)	Use in All Areas		Use in Some Areas		Do Not Use			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Environmental Monitoring Program	28	37.3%	25	33.3%	22	29.3%	75	100%
Pest Management Program	34	44.7%	16	21.1%	26	34.2%	76	100%
Housekeeping Program	25	32.1%	31	39.7%	22	28.2%	78	100%

Large Institutions (>$5 M)	Use in All Areas		Use in Some Areas		Do Not Use			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Environmental Monitoring Program	8	50.0%	2	12.5%	6	37.5%	16	100%
Pest Management Program	10	58.8%	1	5.9%	6	35.3%	17	100%
Housekeeping Program	5	29.4%	6	35.3%	6	35.3%	17	100%

Status of Collections Storage by Organization Type

Regarding ON-SITE STORAGE, what estimated percentage of your collection is stored in areas you consider to be adequate?	None		1% – 25%		26% – 50%		51% – 75%		76% – 100%		No On-Site		n	Total
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage		
Total (n=339)	28	8.3%	46	13.6%	58	17.1%	76	22.4%	106	31.3%	25	7.4%	339	100%
Archives	5	8.2%	8	13.1%	8	13.1%	12	19.7%	27	44.3%	1	1.6%	61	100%
Public Libraries	9	10.7%	7	8.3%	5	6.0%	17	20.2%	26	31.0%	20	23.8%	84	100%
Special and Academic Libraries	1	2.9%	4	11.4%	10	28.6%	4	11.4%	15	42.9%	1	2.9%	35	100%
Historical Societies	3	5.7%	9	17.0%	18	34.0%	13	24.5%	8	15.1%	2	3.8%	53	100%
Historical Houses/Sites	6	14.3%	9	21.4%	9	21.4%	8	19.0%	10	23.8%	0	0.0%	42	100%
Art Museums	1	8.3%	1	8.3%	1	8.3%	3	25.0%	6	50.0%	0	0.0%	12	100%
History Museums	2	6.1%	5	15.2%	6	18.2%	10	30.3%	9	27.3%	1	3.0%	33	100%
General Museums	1	5.3%	3	15.8%	1	5.3%	9	47.4%	5	26.3%	0	0.0%	19	100%

Regarding OFF-SITE STORAGE, what estimated percentage of your collection is stored in areas you consider to be adequate?	None		1% – 25%		26% – 50%		51% – 75%		76% – 100%		No Off-Site		n	Total
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage		
Total (n=340)	49	14.4%	27	7.9%	11	3.2%	9	2.6%	28	8.2%	216	63.5%	340	100%
Archives	9	14.5%	2	3.2%	4	6.5%	4	6.5%	7	11.3%	36	58.1%	62	100%
Public Libraries	13	15.5%	2	2.4%	0	0.0%	0	0.0%	0	0.0%	69	82.1%	84	100%
Special and Academic Libraries	3	8.6%	2	5.7%	0	0.0%	2	5.7%	5	14.3%	23	65.7%	35	100%
Historical Societies	9	17.3%	7	13.5%	5	9.6%	2	3.8%	4	7.7%	25	48.1%	52	100%
Historical Houses/Sites	6	14.3%	4	9.5%	0	0.0%	1	2.4%	4	9.5%	27	64.3%	42	100%
Art Museums	1	7.7%	0	0.0%	0	0.0%	0	0.0%	2	15.4%	10	76.9%	13	100%
History Museums	6	18.2%	5	15.2%	1	3.0%	0	0.0%	5	15.2%	16	48.5%	33	100%
General Museums	2	10.5%	5	26.3%	1	5.3%	0	0.0%	1	5.3%	10	52.6%	19	100%

66 respondents did not answer this question.

Status of Collections Storage by Organization Size

Has Adequate On-Site Storage	None		1% – 25%		26% – 50%		51% – 75%		76% – 100%		No On-Site			
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=339)	28	8.3%	46	13.6%	58	17.1%	76	22.4%	106	31.3%	25	7.4%	339	100%
Small Intitutions (<$500,000) (n=201)	17	8.5%	34	16.9%	35	17.4%	42	20.9%	56	27.9%	17	8.5%	201	100%
Medium Institutions (>$500,000-$4.9 M) (n=82)	7	8.5%	5	6.1%	10	12.2%	21	25.6%	34	41.5%	5	6.1%	82	100%
Large Institutions (>$5 M) (n=17)	1	5.9%	4	23.5%	2	11.8%	5	29.4%	4	23.5%	1	5.9%	17	100%

Has Adequate Off-Site Storage	None		1% – 25%		26% – 50%		51% – 75%		76% – 100%		No Off-Site			
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=340)	49	14.4%	27	7.9%	11	3.2%	9	2.6%	28	8.2%	216	63.5%	340	100%
Small Intitutions (<$500,000) (n=200)	31	15.5%	15	7.5%	7	3.5%	6	3.0%	9	4.5%	132	66.0%	200	100%
Medium Institutions (>$500,000-$4.9 M) (n=84)	14	16.7%	7	8.3%	3	3.6%	3	3.6%	13	15.5%	44	52.4%	84	100%
Large Institutions (>$5 M) (n=17)	2	11.8%	2	11.8%	0	0.0%	0	0.0%	3	17.6%	10	58.8%	17	100%

Preservation Needs Assessment by Organization Type

For each of the following activities, please identify the statement that best describes your institution's current situation.

Respondents were asked to choose one of the following responses: 1) We have an up-to-date Needs Assessment Survey, 2) We have a Needs Assessment Survey in progress, 3) We need to update our Needs Assessment Survey, or 4) We have never received a Needs Assessment Survey.

Preservation Needs Assessment										
.	*Including General Overview Survey or CAP survey [This encompasses a general evaluation of the institution's preservation policies, practices, and conditions*									
	Has Up-to-Date		Has In Progress		Needs to Update		Has Never Received			
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=337)	60	17.8%	17	5.0%	105	31.2%	155	46.0%	337	100%
Archives	14	22.2%	3	4.8%	20	31.7%	26	41.3%	63	100%
Public Libraries	4	4.8%	1	1.2%	12	14.5%	66	79.5%	83	100%
Special and Academic Libraries	5	15.2%	3	9.1%	10	30.3%	15	45.5%	33	100%
Historical Societies	10	18.9%	3	5.7%	18	34.0%	22	41.5%	53	100%
Historical Houses/Sites	12	28.6%	2	4.8%	17	40.5%	11	26.2%	42	100%
Art Museums	3	25.0%	4	33.3%	4	33.3%	1	8.3%	12	100%
History Museums	9	27.3%	0	0.0%	16	48.5%	8	24.2%	33	100%
General Museums	3	16.7%	1	5.6%	8	44.4%	6	33.3%	18	100%

Preservation Needs Assessment by Organization Size

Preservation Needs Assessment	Has Up-to-Date		Has In Progress		Needs to Update		Has Never Received			
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=337)	60	17.8%	17	5.0%	105	31.2%	155	46.0%	337	100%
Small Institutions (<$500,000) (n=201)	30	14.9%	8	4.0%	56	27.9%	107	53.2%	201	100%
Medium Institutions (>$500,000-$4.9 M) (n=84)	18	21.4%	6	7.1%	33	39.3%	27	32.1%	84	100%
Large Institutions (>$5 M) (n=17)	4	23.5%	2	11.8%	7	41.2%	4	23.5%	17	100%

Preservation Plan by Organization Type

For each of the following activities, please identify the statement that best describes your institution's current situation.
Respondents were asked to choose one of the following responses: 1) We have an up-to-date Preservation Plan, 2) We have a Preservation Plan in progress, 3) We need to update our Preservation Plan, or 4) We have never received a Preservation Plan.

A long-range plan focused on collections care based on Needs Assessment Survey recommendations.	Has Up-to-Date		Has In Progress		Needs to Update		Has Never Received			
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=338)	41	12.1%	44	13.0%	82	24.3%	171	50.6%	338	100%
Archives	8	12.7%	9	14.3%	20	31.7%	26	41.3%	63	100%
Public Libraries	3	3.6%	1	1.2%	10	12.0%	69	83.1%	83	100%
Special and Academic Libraries	5	15.2%	5	15.2%	7	21.2%	16	48.5%	33	100%
Historical Societies	6	11.3%	9	17.0%	14	26.4%	24	45.3%	53	100%
Historical Houses/Sites	6	14.3%	7	16.7%	15	35.7%	14	33.3%	42	100%
Art Museums	5	38.5%	5	38.5%	1	7.7%	2	15.4%	13	100%
History Museums	5	15.2%	7	21.2%	12	36.4%	9	27.3%	33	100%
General Museums	3	16.7%	1	5.6%	3	16.7%	11	61.1%	18	100%

Preservation Plan by Organization Size

Preservation Plan	Has Up-to-Date		Has In Progress		Needs to Update		Has Never Received			
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=338)	41	12.1%	44	13.0%	82	24.3%	171	50.6%	338	100%
Small Institutions (<$500,000) (n=201)	14	7.0%	28	13.9%	50	24.9%	109	54.2%	201	100%
Medium Institutions (>$500,000-$4.9 M) (n=84)	19	22.6%	10	11.9%	21	25.0%	34	40.5%	84	100%
Large Institutions (>$5 M) (n=17)	1	5.9%	2	11.8%	5	29.4%	9	52.9%	17	100%

Collection Survey by Organization Type

For each of the following activities, please identify the statement that best describes your institution's current situation.

Respondents were asked to choose one of the following responses: 1) We have an up-to-date Collection Survey of the entire collection, 2) We have an up-to-date Collection Survey of some of the collection held by the institution, 3) We have no up-to-date Collection Surveys for our collections.

Collection Surveys	Has Up-to-Date on Entire Collection		Has Up-to-Date on Some of Collection		Has No Up-to-Date Survey			
An item-level conservation assessment provides a detailed condition report of all the materials in a collection or selected items.	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=334)	**32**	9.6%	109	32.6%	193	57.8%	334	100%
Archives	**7**	11.3%	21	33.9%	34	54.8%	62	100%
Public Libraries	**9**	11.0%	14	17.1%	59	72.0%	82	100%
Special and Academic Libraries	**3**	9.4%	9	28.1%	20	62.5%	32	100%
Historical Societies	**2**	3.8%	23	43.4%	28	52.8%	53	100%
Historical Houses/Sites	**4**	9.5%	12	28.6%	26	61.9%	42	100%
Art Museums	**3**	23.1%	7	53.8%	3	23.1%	13	100%
History Museums	**3**	9.4%	15	46.9%	14	43.8%	32	100%
General Museums	**1**	5.6%	8	44.4%	9	50.0%	18	100%

Collection Survey by Organization Size

Collection Surveys	Has Up-to-Date on Entire Collection		Has Up-to-Date on Some of Collection		Has No Up-to-Date Survey			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=334)	32	9.6%	109	32.6%	193	57.8%	334	100%
Small Institutions (<$500,000) (n=199)	14	7.0%	60	30.2%	125	62.8%	199	100%
Medium Institutions (>$500,000-$4.9 M) (n=83)	12	14.5%	33	39.8%	38	45.8%	83	100%
Large Institutions (>$5 M) (n=17)	0	0.0%	6	35.3%	11	64.7%	17	100%

Emergency/Disaster Plan Addressing Collections by Organization Type

For each of the following activities, please identify the statement that best describes your institution's current situation.

Respondents were asked to choose one of the following responses: 1) We have an up-to-date Emergency/Disaster Plan that addresses collections, 2) We have an Emergency/Disaster Plan in progress, 3) We need to update our Emergency/Disaster Plan, 4) We have never developed an Emergency/Disaster Plan for our collections.

Emergency/Disaster Plan Addressing Collections	Has Up-to-Date		Has In Progress		Needs to Update		Has Never Received			
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=336)	66	19.6%	42	12.5%	76	22.6%	152	45.2%	336	100%
Archives	13	21.0%	8	12.9%	12	19.4%	29	46.8%	62	100%
Public Libraries	12	14.5%	6	7.2%	16	19.3%	49	59.0%	83	100%
Special and Academic Libraries	9	27.3%	3	9.1%	13	39.4%	8	24.2%	33	100%
Historical Societies	7	13.2%	7	13.2%	10	18.9%	29	54.7%	53	100%
Historical Houses/Sites	7	16.7%	7	16.7%	11	26.2%	17	40.5%	42	100%
Art Museums	5	41.7%	4	33.3%	0	0.0%	3	25.0%	12	100%
History Museums	5	15.2%	4	12.1%	11	33.3%	13	39.4%	33	100%
General Museums	8	44.4%	3	16.7%	3	16.7%	4	22.2%	18	100%

Emergency/Disaster Plan Addressing Collections by Organization Size

Emergency/Disaster Plan Addressing Collections	Has Up-to-Date		Has In Progress		Needs to Update		Has Never Received			
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=336)	66	19.6%	42	12.5%	76	22.6%	152	45.2%	336	100%
Small Institutions (<$500,000) (n=201)	24	11.9%	26	12.9%	44	21.9%	107	53.2%	201	100%
Medium Institutions (>$500,000-$4.9 M) (n=84)	28	33.3%	8	9.5%	22	26.2%	26	31.0%	84	100%
Large Institutions (>$5 M) (n=17)	6	35.3%	3	17.6%	4	23.5%	4	23.5%	17	100%

Off-Site Storage of Vital Collections Records by Organization Type

For each of the following activities, please identify the statement that best describes your institution's current situation.

Respondents were asked to choose one of the following responses: 1) We have off-site storage of vital collections records for the entire collection , 2) We have off-site storage of vital collections records for some of the collections held by the institution, 3) We have no off-site storage of vital collections records for our collections.

Off-Site Storage of Vital Collections Records	Has Records on Entire Collection		Has Records on Some of Collection		Has No Records			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=335)	37	11.0%	79	23.6%	219	65.4%	335	100%
Archives	1	1.6%	20	31.7%	42	66.7%	63	100%
Public Libraries	6	7.2%	8	9.6%	69	83.1%	83	100%
Special and Academic Libraries	2	6.1%	9	27.3%	22	66.7%	33	100%
Historical Societies	4	7.5%	10	18.9%	39	73.6%	53	100%
Historical Houses/Sites	13	31.0%	4	9.5%	25	59.5%	42	100%
Art Museums	4	36.4%	4	36.4%	3	27.3%	11	100%
History Museums	5	15.2%	14	42.4%	14	42.4%	33	100%
General Museums	2	11.8%	10	58.8%	5	29.4%	17	100%

Off-Site Storage of Vital Collections Records by Organization Size

Off-Site Storage of Vital Collections Records	Has Records on Entire Collection		Has Records on Some of Collection		Has No Records			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=335)	37	11.0%	79	23.6%	219	65.4%	335	100%
Small Institutions (<$500,000) (n=201)	25	12.4%	32	15.9%	144	71.6%	201	100%
Medium Institutions (>$500,000-$4.9 M) (n=83)	7	8.4%	33	39.4%	43	51.8%	83	100%
Large Institutions (>$5 M) (n=17)	2	11.8%	5	29.4%	10	58.8%	17	100%

Security Systems and Policies by Organization Type

For each of the following activities, please identify the statement that best describes your institution's current situation.

Respondents were asked to choose one of the following responses: 1) We have appropriate security systems to protect the entire collection, 2) We have appropriate security systems to protect some of the collection areas, 3) We are developing security systems to protect our collections, 4) We have no security systems to protect our collections.

Security Systems and Policies	Has Appropriate Systems for Entire Collection		Has Appropriate Systems for Some of Collection		Developing Systems		Have No Security Systems			
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=339)	132	38.9%	112	33.0%	21	6.2%	74	21.8%	339	100%
Archives	26	41.3%	23	36.5%	2	3.2%	12	19.0%	63	100%
Public Libraries	25	29.8%	18	21.4%	4	4.8%	37	44.0%	84	100%
Special and Academic Libraries	11	33.3%	17	51.5%	1	3.0%	4	12.1%	33	100%
Historical Societies	14	26.4%	20	37.7%	6	11.3%	13	24.5%	53	100%
Historical Houses/Sites	24	57.1%	9	21.4%	4	9.5%	5	11.9%	42	100%
Art Museums	11	84.6%	1	7.7%	1	7.7%	0	0.0%	13	100%
History Museums	16	48.5%	12	36.4%	2	6.1%	3	9.1%	33	100%
General Museums	5	27.8%	12	66.7%	1	5.6%	0	0.0%	18	100%

Security Systems and Policies by Organization Size

Security Systems and Policies	Has Appropriate Systems for Entire Collection		Has Appropriate Systems for Some of Collection		Developing Systems		Has No Security Systems			
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Total (n=339)	132	38.9%	112	33.0%	21	6.2%	74	21.8%	339	100%
Small Institutions (<$500,000) (n=202)	76	37.6%	54	26.7%	13	6.4%	59	29.2%	202	100%
Medium Institutions (>$500,000-$4.9 M) (n=84)	37	44.0%	34	40.5%	6	7.1%	7	8.3%	84	100%
Large Institutions (>$5 M) (n=17)	3	17.6%	11	64.7%	0	0.0%	3	17.6%	17	100%

Sources of Preservation Funding

Please check any of the following sources from which you have received money to implement conservation or preservation projects within the past five years.	Total (n=222)	
Funding Sources Within Past 5 Years	**Count**	**Percentage**
Institute of Museum and Library Sciences (other than CAP funding)	30	13.5%
National Endowment for the Humanities Preservation Assistance Grants for Smaller Institutions	17	7.7%
National Endowment for the Humanities (larger grants)	9	4.1%
National Endowment for the Arts (Museum: Access to Artistic Excellence category)	4	1.8%
Save America's Treasures grant for collections	15	6.8%
National Historical Publications and Records Commission grant	4	1.8%
Other federal funding programs	11	5.0%
Pennsylvania Historical and Museum Commission Grant	77	34.7%
LSTA grant funding	19	8.6%
Other Pennsylvania funding programs	51	23.0%
Restricted grant funding from private foundations	69	31.1%
Corporate or business contribution dedicated to preservation/conservation projects	27	12.2%
Restricted individual contributions dedicated to preservation/conservation projects	69	31.1%
Interest from in-house dedicated conservation endowment	25	11.3%
Line item institution's operating budget	122	55.0%

184 (45.3%) of the 406 total responders did not check any of the following sources. Percentage is shown for cases indicating at least one source of funding.

Sources of Preservation Funding by Organization Type

Please check any of the following sources from which you have received money to implement conservation or preservation projects within the past five years.	Archives (n=43)		Public Libraries (n=27)		Special and Academic Libraries (n=24)		Historical Societies (n=67)	
Funding Sources Within Past 5 Years	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Institute of Museum and Library Sciences (other than CAP funding)	5	11.6%	1	3.7%	3	12.5%	5	14.7%
National Endowment for the Humanities Preservation Assistance Grants for Smaller Institutions	5	11.6%	1	3.7%	1	4.2%	3	8.8%
National Endowment for the Humanities (larger grants)	3	7.0%	0	0.0%	1	4.2%	1	2.9%
National Endowment for the Arts (Museum: Access to Artistic Excellence category)	0	0.0%	0	0.0%	1	4.2%	0	0.0%
Save America's Treasures grant for collections	2	4.7%	0	0.0%	0	0.0%	2	5.9%
National Historical Publications and Records Commission grant	1	2.3%	0	0.0%	1	4.2%	1	2.9%
Other federal funding programs	2	4.7%	1	3.7%	0	0.0%	3	8.8%
Pennsylvania Historical and Museum Commission Grant	17	39.5%	2	7.4%	2	8.3%	20	58.8%
LSTA grant funding	2	4.7%	11	40.7%	2	8.3%	1	2.9%
Other Pennsylvania funding programs	4	9.3%	7	25.9%	5	20.8%	12	35.3%
Restricted grant funding from private foundations	10	23.3%	8	29.6%	5	20.8%	11	32.4%
Corporate or business contribution dedicated to preservation/conservation projects	2	4.7%	1	3.7%	1	4.2%	7	20.6%
Restricted individual contributions dedicated to preservation/conservation projects	13	30.2%	5	18.5%	5	20.8%	11	32.4%
Interest from in-house dedicated conservation endowment	5	11.6%	1	3.7%	3	12.5%	4	11.8%
Line item institution's operating budget	27	62.8%	10	37.0%	16	66.7%	14	41.2%

	Historical Houses/Sites (n=34)		Art Museums (n=12)		History Museums (n=30)		General Museums (n=18)	
Funding Sources Within Past 5 Years	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Institute of Museum and Library Sciences (other than CAP funding)	4	11.8%	4	33.3%	1	3.3%	7	38.9%
National Endowment for the Humanities Preservation Assistance Grants for Smaller Institutions	3	8.8%	1	8.3%	1	3.3%	2	11.1%
National Endowment for the Humanities (larger grants)	0	0.0%	1	8.3%	0	0.0%	3	16.7%
National Endowment for the Arts (Museum: Access to Artistic Excellence category)	0	0.0%	2	16.7%	0	0.0%	1	5.6%
Save America's Treasures grant for collections	2	5.9%	2	16.7%	4	13.3%	3	16.7%
National Historical Publications and Records Commission grant	1	2.9%	0	0.0%	0	0.0%	0	0.0%
Other federal funding programs	1	2.9%	0	0.0%	3	10.0%	1	5.6%
Pennsylvania Historical and Museum Commission Grant	17	50.0%	3	25.0%	11	36.7%	5	27.8%
LSTA grant funding	1	2.9%	0	0.0%	2	6.7%	0	0.0%
Other Pennsylvania funding programs	5	14.7%	4	33.3%	11	36.7%	3	16.7%
Restricted grant funding from private foundations	12	35.3%	5	41.7%	9	30.0%	9	50.0%
Corporate or business contribution dedicated to preservation/conservation projects	5	14.7%	2	16.7%	6	20.0%	3	16.7%
Restricted individual contributions dedicated to preservation/conservation projects	11	32.4%	7	58.3%	8	26.7%	9	50.0%
Interest from in-house dedicated conservation endowment	3	8.8%	3	25.0%	2	6.7%	4	22.2%
Line item institution's operating budget	21	61.8%	6	50.0%	17	56.7%	11	61.1%

82 (40.4%) of the 203 Small Institutional reponders did not check any of the following sources. Percentage is shown for cases indicating at least one source of funding.

13 (15.5%) of the 84 Medium Institutional responders did not check any of the following sources. Percentage is shown for cases indicating at least one source of funding.

3 (17.6%) of the 17 Large Institutional responders did not check any of the following sources. Percentage is shown for cases indicating at least one source of funding.

Sources of Preservation Funding by Organization Size

Please check any of the following sources from which you have received money to implement conservation or preservation projects within the past five years.	Total		Small Institutions (<$500,000)		Medium Institutions (>$500,000-$4.9 M)		Large Institutions (>$5 M)	
	(n=222)		(n=121)		(n=71)		(n=14)	
Funding Sources Within Past 5 Years	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Institute of Museum and Library Sciences (other than CAP funding)	30	13.5%	11	9.1%	14	19.7%	2	14.3%
National Endowment for the Humanities Preservation Assistance Grants for Smaller Institutions	17	7.7%	5	4.1%	9	12.7%	1	7.1%
National Endowment for the Humanities (larger grants)	9	4.1%	2	1.7%	5	7.0%	1	7.1%
National Endowment for the Arts (Museum: Access to Artistic Excellence category)	4	1.8%	1	0.8%	1	1.4%	1	7.1%
Save America's Treasures grant for collections	15	6.8%	5	4.1%	5	7.0%	3	21.4%
National Historical Publications and Records Commission grant	4	1.8%	1	0.8%	3	4.2%	0	0.0%
Other federal funding programs	11	5.0%	6	5.0%	2	2.8%	1	7.1%
Pennsylvania Historical and Museum Commission Grant	77	34.7%	42	34.7%	26	36.6%	3	21.4%
LSTA grant funding	19	8.6%	7	5.8%	9	12.7%	3	21.4%
Other Pennsylvania funding programs	51	23.0%	32	26.4%	15	21.1%	2	14.3%
Restricted grant funding from private foundations	69	31.1%	33	27.3%	30	42.3%	4	28.6%
Corporate or business contribution dedicated to preservation/conservation projects	27	12.2%	16	13.2%	6	8.5%	1	7.1%
Restricted individual contributions dedicated to preservation/conservation projects	69	31.1%	37	30.6%	22	31.0%	3	21.4%
Interest from in-house dedicated conservation endowment	25	11.3%	12	9.9%	9	12.7%	2	14.3%
Line item institution's operating budget	122	55.0%	69	57.0%	35	49.3%	8	57.1%

Factors Influencing Decision Not To Apply	Total (n=275)	
	Count	Percentage
Not aware of appropriate funding sources	68	24.7%
Lack of staff time or expertise to complete application	127	46.2%
Are not able to raise necessary matching funds	69	25.1%
Additional project planning or preparation necessary before requesting grant funds	87	31.6%
Conservation/preservation not an institutional priority	60	21.8%
Currently have sufficient sources of funding	6	2.2%
Have applied for grant(s) from external sources in the past but have been unsuccessful	22	8.0%
Don't know	23	8.4%
Not applicable	64	23.3%

Factors Influencing Decision Not to Apply for Conservation/Preservation Funding by Organization Type

Factors Influencing Decision Not To Apply	Archives (n=71)		Public Libraries (n=100)		Special and Academic Libraries		Historical Societies (n=66)		Historical Houses/Sites (n=48)		Art Museums (n=16)		History Museums (n=38)		General Museums (n=20)	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Not aware of appropriate funding sources	13	18.3%	22	22.0%	5	11.4%	16	24.2%	6	12.5%	0	0.0%	1	2.6%	5	25.0%
Lack of staff time or expertise to complete application	26	36.6%	33	33.0%	14	31.8%	24	36.4%	11	22.9%	4	25.0%	9	23.7%	6	30.0%
Are not able to raise necessary matching funds	15	21.1%	21	21.0%	5	11.4%	15	22.7%	5	10.4%	1	6.3%	3	7.9%	4	20.0%
Additional project planning or preparation necessary before requesting grant funds	15	21.1%	25	25.0%	9	20.5%	15	22.7%	9	18.8%	3	18.8%	7	18.4%	4	20.0%
Conservation/preservation not an institutional priority	9	12.7%	30	30.0%	9	20.5%	6	9.1%	4	8.3%	2	12.5%	0	0.0%	0	0.0%
Currently have sufficient sources of funding	0	0.0%	1	1.0%	1	2.3%	1	1.5%	2	4.2%	1	6.3%	0	0.0%	0	0.0%
Have applied for grant(s) from external sources in the past but have been unsuccesful	1	1.4%	1	1.0%	3	6.8%	6	9.1%	4	8.3%	1	6.3%	5	13.2%	1	5.0%
Don't know	2	2.8%	12	12.0%	1	2.3%	3	4.5%	3	6.3%	0	0.0%	1	2.6%	1	5.0%
Not applicable	8	11.3%	13	13.0%	5	11.4%	10	15.2%	9	18.8%	4	25.0%	5	13.2%	8	40.0%

Factors Influencing Decision Not to Apply for Conservation/Preservation Funding by Organization Size

Factors Influencing Decision Not To Apply	Small Institutions (<$500,000)		Medium Institutions (>$500,000-$4.9 M)		Large Institutions (>$5 M)	
	(n=203)		(n=84)		(n=17)	
	Count	Percentage	Count	Percentage	Count	Percentage
Not aware of appropriate funding sources	48	23.6%	13	15.5%	2	11.8%
Lack of staff time or expertise to complete application	86	42.4%	25	29.8%	5	29.4%
Are not able to raise necessary matching funds	50	24.6%	10	11.9%	2	11.8%
Additional project planning or preparation necessary before requesting grant funds	59	29.1%	16	19.0%	5	29.4%
Conservation/preservation not an institutional priority	40	19.7%	13	15.5%	3	17.6%
Currently have sufficient sources of funding	4	2.0%	1	1.2%	1	5.9%
Have applied for grant(s) from external sources in the past but have been unsuccessful	13	6.4%	6	7.1%	2	11.8%
Don't know	15	7.4%	6	7.1%	0	0.0%
Not applicable	32	15.8%	20	23.8%	3	17.6%

How difficult is it to raise funding for conservation or preservation projects at your institution?	Total (n=406)	
	Count	Percentage
Very difficult	81	20.0%
Somewhat difficult	77	19.0%
About average	71	17.5%
Fairly easy	3	0.7%
Very easy	0	0.0%
We do not fundraise for conservation/preservation	102	25.1%
No Response	72	17.7%

Difficulty with Fundraising for Conservation/Preservation by Organization Type

How difficult is it to raise funding for conservation or preservation projects at your institution?	Difficult		Average		Easy		Do Not Fundraise for Conservation/ Preservation			
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Archives	25	41.0%	13	21.3%	2	3.3%	21	34.4%	61	100%
Public Libraries	25	29.8%	10	11.9%	0	0.0%	49	58.3%	84	100%
Special and Academic Libraries	10	31.3%	9	28.1%	0	0.0%	13	40.6%	32	100%
Historical Societies	27	54.0%	13	26.0%	0	0.0%	10	20.0%	50	100%
Historical Houses/Sites	22	52.4%	16	38.1%	1	2.4%	3	7.1%	42	100%
Art Museums	10	76.9%	1	7.7%	0	0.0%	2	15.4%	13	100%
History Museums	23	69.7%	8	24.2%	0	0.0%	2	6.1%	33	100%
General Museums	13	81.3%	1	6.3%	0	0.0%	2	12.5%	16	100%

Grouped very/somewhat diff into diff and somewhat and very easy into easy

Difficulty with Fundraising for Conservation/Preservation by Organization Size

How difficult is it to raise funding for conservation or preservation projects at your institution?	Difficult		Average		Easy		Do Not Fundraise for Conservation/ Preservation			
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Small Institutions (<$500,000) (n=202)	95	47.0%	43	21.3%	1	0.5%	63	31.2%	202	100%
Medium Institutions (>$500,000-$4.9 M) (n=82)	44	53.7%	18	22.0%	2	2.4%	18	22.0%	82	100%
Large Institutions (>$5 M) (n=17)	6	35.3%	6	35.3%	0	0.0%	5	29.4%	17	100%

Please indicate who performs preservation and conservation tasks within your institution.

Total (n=406)	Collections/Program Staff		Other Institution Staff*		Outside Service		Volunteers		Not Applicable		No Response	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Housekeeping in collections areas	190	46.8%	131	32.3%	38	9.4%	108	26.6%	30	7.4%	69	17.0%
Management of environmental monitoring	167	41.1%	100	24.6%	17	4.2%	39	9.6%	97	23.9%	68	16.7%
Conservation treatment	134	33.0%	0	0.0%	138	34.0%	59	14.5%	87	21.4%	69	17.0%
Rehousing of objects in collections	217	53.4%	0	0.0%	33	8.1%	101	24.9%	70	17.2%	73	18.0%
Digitizing of items in collection	162	39.9%	0	0.0%	49	12.1%	67	16.5%	136	33.5%	69	17.0%
Microfilming	15	3.7%	0	0.0%	85	20.9%	4	1.0%	233	57.4%	74	18.2%
Creating preservation copies of audiovisual media	59	14.5%	0	0.0%	51	12.6%	26	6.4%	226	55.7%	73	18.0%
Maintenance of AV equipment	143	35.2%	0	0.0%	58	14.3%	32	7.9%	134	33.0%	71	17.5%
Migratring data to preserve digital materials and electronic records	106	26.1%	0	0.0%	41	10.1%	24	5.9%	196	48.3%	74	18.2%

*This option was only included for housekeeping and management of environmental monitoring.

Who Performs Preservation and Conservation Tasks by Organization Type

Archives (n=71)	Collections/Program Staff		Other Institution Staff*		Outside Service		Volunteers		Not Applicable		No Response	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Housekeeping in collections areas	36	50.7%	29	40.8%	6	8.5%	15	21.1%	4	5.6%	9	12.7%
Management of environmental monitoring	35	49.3%	25	35.2%	3	4.2%	8	11.3%	11	15.5%	9	12.7%
Conservation treatment	30	42.3%	0	0.0%	30	42.3%	7	9.9%	11	15.5%	9	12.7%
Rehousing of objects in collections	44	62.0%	0	0.0%	8	11.3%	15	21.1%	7	9.9%	10	14.1%
Digitizing of items in collection	35	49.3%	0	0.0%	15	21.1%	6	8.5%	16	22.5%	10	14.1%
Microfilming	3	4.2%	0	0.0%	24	33.8%	0	0.0%	34	47.9%	10	14.1%
Creating preservation copies of audiovisual media	16	22.5%	0	0.0%	16	22.5%	3	4.2%	33	46.5%	9	12.7%
Maintenance of AV equipment	27	38.0%	0	0.0%	7	9.9%	2	2.8%	29	40.8%	9	12.7%
Migrating data to preserve digital materials and electronic records	23	32.4%	0	0.0%	12	16.9%	4	5.6%	29	40.8%	11	15.5%

Public Libraries (n=100)	Collections/ Program Staff		Other Institution Staff*		Outside Service		Volunteers		Not Applicable		No Response	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Housekeeping in collections areas	35	35.0%	31	31.1%	7	7.0%	19	19.0%	17	17.0%	17	17.0%
Management of environmental monitoring	25	25.0%	14	14.0%	2	2.0%	2	2.0%	49	49.0%	16	16.0%
Conservation treatment	36	36.0%	0	0.0%	4	4.0%	10	10.0%	45	45.0%	16	16.0%
Rehousing of objects in collections	35	35.0%	0	0.0%	2	2.0%	9	9.0%	45	45.0%	18	18.0%
Digitizing of items in collection	10	10.0%	0	0.0%	9	9.0%	1	1.0%	68	68.0%	16	16.0%
Microfilming	3	3.0%	0	0.0%	25	25.0%	1	1.0%	56	56.0%	17	17.0%
Creating preservation copies of audiovisual media	3	3.0%	0	0.0%	3	3.0%	0	0.0%	79	79.0%	16	16.0%
Maintenance of AV equipment	38	38.0%	0	0.0%	11	11.0%	3	3.0%	32	32.0%	17	17.0%
Migrating data to preserve digital materials and electronic records	8	8.0%	0	0.0%	7	7.0%	1	1.0%	74	74.0%	16	16.0%

*This option was only included for housekeeping and management of environmental monitoring.

Special and Academic Libraries (n=44)	Collections/Program Staff		Other Institution Staff*		Outside Service		Volunteers		Not Applicable		No Response	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Housekeeping in collections areas	20	45.5%	19	43.2%	5	11.4%	3	6.8%	2	4.5%	11	25.0%
Management of environmental monitoring	20	45.5%	20	45.5%	1	2.3%	1	2.3%	4	9.1%	11	25.0%
Conservation treatment	16	36.4%	0	0.0%	17	38.6%	0	0.0%	7	15.9%	12	27.3%
Rehousing of objects in collections	26	59.1%	0	0.0%	7	15.9%	2	4.5%	5	11.4%	11	25.0%
Digitizing of items in collection	25	56.8%	0	0.0%	9	20.5%	0	0.0%	7	15.9%	11	25.0%
Microfilming	2	4.5%	0	0.0%	13	29.5%	0	0.0%	19	43.2%	11	25.0%
Creating preservation copies of audiovisual media	14	31.8%	0	0.0%	10	22.7%	0	0.0%	13	29.5%	12	27.3%
Maintenance of AV equipment	22	50.0%	0	0.0%	10	22.7%	0	0.0%	7	15.9%	12	27.3%
Migratring data to preserve digital materials and electronic records	17	38.6%	0	0.0%	8	18.2%	0	0.0%	14	31.8%	11	25.0%

*This option was only included for housekeeping and management of environmental monitoring.

Historical Houses/Sites (n=48)	Collections/Program Staff		Other Institution Staff*		Outside Service		Volunteers		Not Applicable		No Response	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Housekeeping in collections areas	26	54.2%	16	33.3%	3	6.3%	15	31.3%	2	4.2%	6	12.5%
Management of environmental monitoring	24	50.0%	11	22.6%	4	8.3%	5	10.4%	10	20.8%	6	12.5%
Conservation treatment	9	18.8%	0	0.0%	28	58.3%	5	10.4%	8	16.7%	6	12.5%
Rehousing of objects in collections	29	60.4%	0	0.0%	4	8.3%	12	25.0%	4	8.3%	6	12.5%
Digitizing of items in collection	17	35.4%	0	0.0%	1	2.1%	12	25.0%	18	37.5%	6	12.5%
Microfilming	4	8.3%	0	0.0%	3	6.3%	0	0.0%	33	68.8%	8	16.7%
Creating preservation copies of audiovisual media	5	10.4%	0	0.0%	4	8.3%	3	6.3%	31	64.6%	7	14.6%
Maintenance of AV equipment	12	25.0%	0	0.0%	7	14.6%	2	4.2%	24	50.0%	6	12.5%
Migratring data to preserve digital materials and electronic records	16	33.3%	0	0.0%	2	4.2%	4	8.3%	21	43.8%	7	14.6%

*This option was only included for housekeeping and management of environmental monitoring.

Art Museums (n=16)	Collections/Program Staff		Other Institution Staff*		Outside Service		Volunteers		Not Applicable		No Response	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Housekeeping in collections areas	10	62.5%	8	50.0%	2	12.5%	2	12.5%	0	0.0%	3	18.8%
Management of environmental monitoring	8	50.0%	8	50.0%	0	0.0%	0	0.0%	1	6.3%	3	18.8%
Conservation treatment	6	37.5%	0	0.0%	9	56.3%	2	12.5%	2	12.5%	2	12.5%
Rehousing of objects in collections	13	81.3%	0	0.0%	4	25.0%	2	12.5%	1	6.3%	2	12.5%
Digitizing of items in collection	12	75.0%	0	0.0%	1	6.3%	1	6.3%	1	6.3%	2	12.5%
Microfilming	0	0.0%	0	0.0%	0	0.0%	0	0.0%	13	81.3%	3	18.8%
Creating preservation copies of audiovisual media	2	12.5%	0	0.0%	2	12.5%	0	0.0%	10	62.5%	3	18.3%
Maintenance of AV equipment	4	25.0%	0	0.0%	3	18.8%	0	0.0%	7	43.8%	3	18.8%
Migratring data to preserve digital materials and electronic records	7	43.8%	0	0.0%	2	12.5%	0	0.0%	6	37.5%	3	18.8%

*This option was only included for housekeeping and management of environmental monitoring.

History Museums (n=38)	Collections/Program Staff		Other Institution Staff*		Outside Service		Volunteers		Not Applicable		No Response	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Housekeeping in collections areas	26	68.4%	15	39.5%	3	7.9%	10	26.3%	0	0.0%	5	13.2%
Management of environmental monitoring	22	57.9%	10	26.3%	4	10.5%	2	5.3%	5	13.2%	5	13.2%
Conservation treatment	12	31.6%	0	0.0%	20	52.6%	6	15.8%	3	7.9%	5	13.2%
Rehousing of objects in collections	28	73.7%	0	0.0%	3	7.9%	13	34.2%	0	0.0%	6	15.8%
Digitizing of items in collection	23	60.5%	0	0.0%	5	13.2%	11	28.9%	9	23.7%	6	15.8%
Microfilming	0	0.0%	0	0.0%	3	7.9%	1	2.6%	28	73.7%	6	15.8%
Creating preservation copies of audiovisual media	7	18.4%	0	0.0%	5	13.2%	4	10.5%	19	50.0%	6	15.8%
Maintenance of AV equipment	18	47.4%	0	0.0%	8	21.1%	4	10.5%	10	26.3%	6	15.8%
Migratring data to preserve digital materials and electronic records	11	28.9%	0	0.0%	5	13.2%	1	2.6%	18	47.4%	6	15.8%

*This option was only included for housekeeping and management of environmental monitoring.

Historical Societies (n=66)	Collections/Program Staff		Other Institution Staff*		Outside Service		Volunteers		Not Applicable		No Response	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Housekeeping in collections areas	23	34.8%	8	12.1%	7	10.6%	37	56.1%	3	4.5%	15	22.7%
Management of environmental monitoring	18	27.3%	7	10.6%	2	3.0%	18	27.3%	15	22.7%	15	22.7%
Conservation treatment	14	21.2%	0	0.0%	16	24.2%	25	37.9%	11	16.7%	16	24.2%
Rehousing of objects in collections	25	37.9%	0	0.0%	1	1.5%	36	54.5%	7	10.6%	17	25.8%
Digitizing of items in collection	25	37.9%	0	0.0%	7	10.6%	28	42.4%	13	19.7%	15	22.7%
Microfilming	3	4.5%	0	0.0%	13	19.7%	1	1.5%	35	53.0%	16	24.2%
Creating preservation copies of audiovisual media	7	10.6%	0	0.0%	8	12.1%	14	21.2%	28	42.4%	17	25.8%
Maintenance of AV equipment	15	22.7%	0	0.0%	10	15.2%	19	28.8%	15	22.7%	15	22.7%
Migratring data to preserve digital materials and electronic records	14	21.2%	0	0.0%	2	3.0%	12	18.2%	25	37.9%	17	25.8%

*This option was only included for housekeeping and management of environmental monitoring.

General Museums (n=20)	Collections/Program Staff		Other Institution Staff*		Outside Service		Volunteers		Not Applicable		No Response	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Housekeeping in collections areas	11	55.0%	4	20.0%	4	20.0%	5	25.0%	2	10.0%	3	15.0%
Management of environmental monitoring	12	60.0%	4	20.0%	1	5.0%	2	10.0%	2	10.0%	3	15.0%
Conservation treatment	8	40.0%	0	0.0%	12	60.0%	2	10.0%	0	0.0%	3	15.0%
Rehousing of objects in collections	14	70.0%	0	0.0%	3	15.0%	9	45.0%	1	5.0%	3	15.0%
Digitizing of items in collection	12	60.0%	0	0.0%	1	5.0%	6	30.0%	4	20.0%	3	15.0%
Microfilming	0	0.0%	0	0.0%	2	10.0%	1	5.0%	14	70.0%	3	15.0%
Creating preservation copies of audiovisual media	3	15.0%	0	0.0%	1	5.0%	1	5.0%	12	60.0%	3	15.0%
Maintenance of AV equipment	6	30.0%	0	0.0%	1	5.0%	1	5.0%	9	45.0%	3	15.0%
Migratring data to preserve digital materials and electronic records	7	35.0%	0	0.0%	1	5.0%	1	5.0%	9	45.0%	3	15.0%

*This option was only included for housekeeping and management of environmental monitoring.

Who Performs Preservation and Conservation Tasks by Organization Size

Small Institutions (<$500,000) (n=203)	Collections/Program Staff		Other Institution Staff*		Outside Service		Volunteers		Not Applicable		No Response	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Housekeeping in collections areas	104	51.2%	71	35.0%	21	10.3%	86	42.4%	16	7.9%	0	0.0%
Management of environmental monitoring	85	41.9%	43	21.2%	9	4.4%	34	16.7%	69	34.0%	0	0.0%
Conservation treatment	71	35.0%	0	0.0%	67	33.0%	46	22.7%	53	26.1%	1	0.5%
Rehousing of objects in collections	118	58.1%	0	0.0%	10	4.9%	71	35.0%	45	22.2%	4	2.0%
Digitizing of items in collection	78	38.4%	0	0.0%	16	7.9%	47	23.2%	95	46.8%	1	0.5%
Microfilming	8	3.9%	0	0.0%	38	18.7%	3	1.5%	150	73.9%	4	2.0%
Creating preservation copies of audiovisual media	34	16.7%	0	0.0%	23	11.3%	23	11.3%	132	65.0%	3	1.5%
Maintenance of AV equipment	76	37.4%	0	0.0%	27	13.3%	30	14.8%	86	42.4%	0	0.0%
Migratring data to preserve digital materials and electronic records	50	24.6%	0	0.0%	15	7.4%	21	10.3%	128	63.1%	4	2.0%

*This option was only included for housekeeping and management of environmental monitoring.

Medium Institutions (>$500,000-$4.9 M) (n=84)	Collections/Program Staff		Other Institution Staff*		Outside Service		Volunteers		Not Applicable		No Response	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Housekeeping in collections areas	56	66.7%	37	44.0%	10	11.9%	13	15.5%	7	8.3%	1	1.2%
Management of environmental monitoring	56	66.7%	39	46.4%	6	7.1%	2	2.4%	12	14.3%	0	0.0%
Conservation treatment	36	42.9%	0	0.0%	51	60.7%	7	8.3%	20	23.8%	0	0.0%
Rehousing of objects in collections	62	73.8%	0	0.0%	17	20.2%	19	22.6%	13	15.5%	2	2.4%
Digitizing of items in collection	54	64.3%	0	0.0%	23	27.4%	11	13.1%	22	26.2%	1	1.2%
Microfilming	7	8.3%	0	0.0%	33	39.3%	1	1.2%	47	56.0%	1	1.2%
Creating preservation copies of audiovisual media	15	17.9%	0	0.0%	20	23.8%	2	2.4%	58	69.0%	0	0.0%
Maintenance of AV equipment	41	48.8%	0	0.0%	24	28.6%	0	0.0%	28	33.3%	1	1.2%
Migratring data to preserve digital materials and electronic records	33	39.3%	0	0.0%	15	17.9%	0	0.0%	45	53.6%	0	0.0%

*This option was only included for housekeeping and management of environmental monitoring.

Large Institutions (>$5 M) (n=17)	Collections/Program Staff		Other Institution Staff*		Outside Service		Volunteers		Not Applicable		No Response	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Housekeeping in collections areas	12	70.6%	13	76.5%	2	11.8%	0	0.0%	1	5.9%	0	0.0%
Management of environmental monitoring	11	64.7%	8	47.1%	2	11.8%	0	0.0%	3	17.6%	0	0.0%
Conservation treatment	9	52.9%	0	0.0%	10	58.8%	1	5.9%	3	17.6%	0	0.0%
Rehousing of objects in collections	15	88.2%	0	0.0%	4	23.5%	4	23.5%	1	5.9%	0	0.0%
Digitizing of items in collection	12	70.6%	0	0.0%	5	29.4%	3	17.6%	5	29.4%	0	0.0%
Microfilming	0	0.0%	0	0.0%	5	29.4%	0	0.0%	11	64.7%	1	5.9%
Creating preservation copies of audiovisual media	4	23.5%	0	0.0%	2	11.8%	0	0.0%	11	64.7%	1	5.9%
Maintenance of AV equipment	10	58.8%	0	0.0%	3	17.6%	0	0.0%	5	29.4%	1	5.9%
Migratring data to preserve digital materials and electronic records	8	47.1%	0	0.0%	4	23.5%	0	0.0%	6	35.3%	1	5.9%

*This option was only included for housekeeping and management of environmental monitoring.

Please indicate the potential value of the following services for your institution.												
Assistance with…	**Very Useful**		**Useful**		**Marginally Useful**		**Not Useful**		**Don't Know**			
	Count	%	Count	%	Count	%	Count	%	Count	%	n	Total
Obtaining a preservation needs assessment survey	137	44.8%	86	28.1%	40	13.1%	19	6.2%	24	7.8%	306	100%
Preparing a prioritized long-range preservation plan	148	47.7%	95	30.6%	33	10.6%	18	5.8%	16	5.2%	310	100%
Development of preservation and collections management guidelines	126	40.3%	93	29.7%	49	15.7%	29	9.3%	16	5.1%	313	100%
Fundraising for preservation and conservation projects	172	54.1%	82	25.8%	33	10.4%	16	5.0%	15	4.7%	318	100%
Preparing an emergency plan	126	39.9%	95	30.1%	56	17.7%	23	7.3%	16	5.1%	316	100%
Training staff in emergency response	135	42.3%	110	34.5%	49	15.4%	9	2.8%	16	5.0%	319	100%
Security assessment and planning	92	29.8%	99	32.0%	68	22.0%	28	9.1%	22	7.1%	309	100%
Obtaining collection surveys	120	38.6%	101	32.5%	46	14.8%	17	5.5%	27	8.7%	311	100%
Conservation treatment of objects	149	49.5%	92	30.6%	28	9.3%	16	5.3%	16	5.3%	301	100%
Rehousing of collections	93	32.3%	86	29.9%	53	18.4%	37	12.8%	19	6.6%	288	100%
Preservation of digital collections	89	38.0%	62	26.5%	33	14.1%	28	12.0%	22	9.4%	234	100%
Preservation of audio/visual collections	87	37.0%	64	27.2%	45	19.1%	20	8.5%	19	8.1%	235	100%
Digitization projects	124	44.8%	86	31.0%	32	11.6%	21	7.6%	14	5.1%	277	100%
Storage assessment and planning	104	34.1%	101	33.1%	54	17.7%	33	10.8%	13	4.3%	305	100%
Exhibition assessment and planning	85	30.6%	70	25.2%	64	23.0%	52	18.7%	7	2.5%	278	100%
On-line collections care information	107	37.5%	89	31.2%	46	16.1%	17	6.0%	26	9.1%	285	100%

Excluded "no response" and "not applicable".

Reported 1=Very Useful, 2=Useful/Marginally Useful, 3=Not Useful, Rest (Excludes mssing, DN, and NA)

Potential Value of Statewide Preservation Services by Organization Type

Please indicate the potential value of the following services for your institution. Archives (n=71)	Very Useful		Useful		Not Useful			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Obtaining a preservation needs assessment survey	30	58.8%	19	37.3%	2	3.9%	51	100%
Preparing a prioritized long-range preservation plan	32	58.2%	23	41.8%	0	0.0%	55	100%
Development of preservation and collections management guidelines	29	52.7%	25	45.5%	1	1.8%	55	100%
Fundraising for preservation and conservation projects	28	50.0%	25	44.6%	3	5.4%	56	100%
Preparing an emergency plan	24	45.3%	24	45.3%	5	9.4%	53	100%
Training staff in emergency response	23	41.8%	31	56.4%	1	1.8%	55	100%
Security assessment and planning	15	28.8%	30	57.7%	7	13.5%	52	100%
Obtaining collection surveys	22	42.3%	28	53.8%	2	3.8%	52	100%
Conservation treatment of objects	28	50.0%	26	46.4%	2	3.6%	56	100%
Rehousing of collections	23	41.8%	24	43.6%	8	14.5%	55	100%
Preservation of digital collections	22	44.9%	22	44.9%	5	10.2%	49	100%
Preservation of audio/visual collections	25	50.0%	22	44.0%	3	6.0%	50	100%
Digitization projects	25	47.2%	25	47.2%	3	5.7%	53	100%
Storage assessment and planning	22	40.0%	28	50.9%	5	9.1%	55	100%
Exhibition assessment and planning	16	31.4%	27	52.9%	8	15.7%	51	100%
On-line collections care information	26	55.3%	19	40.4%	2	4.3%	47	100%

Public Libraries (n=100)	Very Useful		Useful		Not Useful			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Obtaining a preservation needs assessment survey	26	42.6%	28	45.9%	7	11.5%	61	100%
Preparing a prioritized long-range preservation plan	24	38.7%	31	50.0%	7	11.3%	62	100%
Development of preservation and collections management guidelines	24	38.7%	34	54.8%	4	6.5%	62	100%
Fundraising for preservation and conservation projects	29	44.6%	28	43.1%	8	12.3%	65	100%
Preparing an emergency plan	28	40.0%	39	55.7%	3	4.3%	70	100%
Training staff in emergency response	33	45.2%	36	49.3%	4	5.5%	73	100%
Security assessment and planning	15	23.8%	41	65.1%	7	11.1%	63	100%
Obtaining collection surveys	21	33.3%	36	57.1%	6	9.5%	63	100%
Conservation treatment of objects	21	37.5%	27	48.2%	8	14.3%	56	100%
Rehousing of collections	12	24.5%	21	42.9%	16	32.7%	49	100%
Preservation of digital collections	18	42.9%	17	40.5%	7	16.7%	42	100%
Preservation of audio/visual collections	12	25.0%	27	56.3%	9	18.8%	48	100%
Digitization projects	31	54.4%	20	35.1%	6	10.5%	57	100%
Storage assessment and planning	17	27.4%	35	56.5%	10	16.1%	62	100%
Exhibition assessment and planning	9	18.4%	27	55.1%	13	26.5%	49	100%
On-line collections care information	13	26.0%	29	58.0%	8	16.0%	50	100%

Special and Academic Libraries (n=44)	Very Useful		Useful		Not Useful			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Obtaining a preservation needs assessment survey	14	45.2%	16	51.6%	1	3.2%	31	100%
Preparing a prioritized long-range preservation plan	15	50.0%	14	46.7%	1	3.3%	30	100%
Development of preservation and collections management guidelines	12	38.7%	18	58.1%	1	3.2%	31	100%
Fundraising for preservation and conservation projects	15	53.6%	11	39.3%	2	7.1%	28	100%
Preparing an emergency plan	10	34.5%	17	58.6%	2	6.9%	29	100%
Training staff in emergency response	13	41.9%	17	54.8%	1	3.2%	31	100%
Security assessment and planning	10	34.5%	17	58.6%	2	6.9%	29	100%
Obtaining collection surveys	11	40.7%	16	59.3%	0	0.0%	27	100%
Conservation treatment of objects	11	40.7%	12	44.4%	4	14.8%	27	100%
Rehousing of collections	4	15.4%	18	69.2%	4	15.4%	26	100%
Preservation of digital collections	8	32.0%	13	52.0%	4	16.0%	25	100%
Preservation of audio/visual collections	8	34.8%	14	60.9%	1	4.3%	23	100%
Digitization projects	9	31.0%	16	55.2%	4	13.8%	29	100%
Storage assessment and planning	6	20.7%	18	62.1%	5	17.2%	29	100%
Exhibition assessment and planning	5	20.8%	12	50.0%	7	29.2%	24	100%
On-line collections care information	12	48.0%	12	48.0%	1	4.0%	25	100%

Historical Societies (n=66)	Very Useful		Useful		Not Useful			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Obtaining a preservation needs assessment survey	27	61.4%	16	36.4%	1	2.3%	44	100%
Preparing a prioritized long-range preservation plan	28	58.3%	18	37.5%	2	4.2%	48	100%
Development of preservation and collections management guidelines	26	54.2%	19	39.6%	3	6.3%	48	100%
Fundraising for preservation and conservation projects	33	67.3%	15	30.6%	1	2.0%	49	100%
Preparing an emergency plan	23	46.0%	23	46.0%	4	8.0%	50	100%
Training staff in emergency response	23	47.9%	24	50.0%	1	2.1%	48	100%
Security assessment and planning	21	45.7%	25	54.3%	0	0.0%	46	100%
Obtaining collection surveys	25	55.6%	20	44.4%	0	0.0%	45	100%
Conservation treatment of objects	30	65.2%	16	34.8%	0	0.0%	46	100%
Rehousing of collections	17	39.5%	24	55.8%	2	4.7%	43	100%
Preservation of digital collections	22	56.4%	14	35.9%	3	7.7%	39	100%
Preservation of audio/visual collections	18	45.0%	21	52.5%	1	2.5%	40	100%
Digitization projects	26	55.3%	19	40.4%	2	4.3%	47	100%
Storage assessment and planning	25	53.2%	21	44.7%	1	2.1%	47	100%
Exhibition assessment and planning	22	46.8%	23	48.9%	2	4.3%	47	100%
On-line collections care information	19	43.2%	23	52.3%	2	4.5%	44	100%

Historical Houses/Sites (n=48)	Very Useful		Useful		Not Useful			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Obtaining a preservation needs assessment survey	15	39.5%	20	52.6%	3	7.9%	38	100%
Preparing a prioritized long-range preservation plan	15	39.5%	20	52.6%	3	7.9%	38	100%
Development of preservation and collections management guidelines	12	32.4%	16	43.2%	9	24.3%	37	100%
Fundraising for preservation and conservation projects	25	62.5%	14	35.0%	1	2.5%	40	100%
Preparing an emergency plan	18	47.4%	18	47.4%	2	5.3%	38	100%
Training staff in emergency response	19	50.0%	18	47.4%	1	2.6%	38	100%
Security assessment and planning	10	27.0%	20	54.1%	7	18.9%	37	100%
Obtaining collection surveys	16	43.2%	19	51.4%	2	5.4%	37	100%
Conservation treatment of objects	21	53.8%	18	46.2%	0	0.0%	39	100%
Rehousing of collections	12	33.3%	20	55.6%	4	11.1%	36	100%
Preservation of digital collections	5	23.8%	12	57.1%	4	19.0%	21	100%
Preservation of audio/visual collections	9	42.9%	6	28.6%	6	28.6%	21	100%
Digitization projects	11	40.7%	13	48.1%	3	11.1%	27	100%
Storage assessment and planning	12	30.8%	22	56.4%	5	12.8%	39	100%
Exhibition assessment and planning	9	23.1%	24	61.5%	6	15.4%	39	100%
On-line collections care information	15	41.7%	19	52.8%	2	5.6%	36	100%

Art Museums (n=16)	Very Useful		Useful		Not Useful			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Obtaining a preservation needs assessment survey	3	27.3%	6	54.5%	2	18.2%	11	100%
Preparing a prioritized long-range preservation plan	6	46.2%	5	38.5%	2	15.4%	13	100%
Development of preservation and collections management guidelines	4	33.3%	5	41.7%	3	25.0%	12	100%
Fundraising for preservation and conservation projects	7	53.8%	5	38.5%	1	7.7%	13	100%
Preparing an emergency plan	4	33.3%	5	41.7%	3	25.0%	12	100%
Training staff in emergency response	4	36.4%	6	54.5%	1	9.1%	11	100%
Security assessment and planning	4	30.8%	6	46.2%	3	23.1%	13	100%
Obtaining collection surveys	6	46.2%	4	30.8%	3	23.1%	13	100%
Conservation treatment of objects	7	63.6%	3	27.3%	1	9.1%	11	100%
Rehousing of collections	4	36.4%	5	45.5%	2	18.2%	11	100%
Preservation of digital collections	2	33.3%	3	50.0%	1	16.7%	6	100%
Preservation of audio/visual collections	1	20.0%	4	80.0%	0	0.0%	5	100%
Digitization projects	2	20.0%	6	60.0%	2	20.0%	10	100%
Storage assessment and planning	3	25.0%	8	66.7%	1	8.3%	12	100%
Exhibition assessment and planning	2	16.7%	4	33.3%	6	50.0%	12	100%
On-line collections care information	4	36.4%	7	63.6%	0	0.0%	11	100%

History Museums (n=38)	Very Useful		Useful		Not Useful			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Obtaining a preservation needs assessment survey	14	48.3%	13	44.8%	2	6.9%	29	100%
Preparing a prioritized long-range preservation plan	18	58.1%	10	32.3%	3	9.7%	31	100%
Development of preservation and collections management guidelines	13	39.4%	16	48.5%	4	12.1%	33	100%
Fundraising for preservation and conservation projects	20	62.5%	12	37.5%	0	0.0%	32	100%
Preparing an emergency plan	14	46.7%	15	50.0%	1	3.3%	30	100%
Training staff in emergency response	13	46.4%	15	53.6%	0	0.0%	28	100%
Security assessment and planning	11	40.7%	15	55.6%	1	3.7%	27	100%
Obtaining collection surveys	11	37.9%	16	55.2%	2	6.9%	29	100%
Conservation treatment of objects	19	59.4%	13	40.6%	0	0.0%	32	100%
Rehousing of collections	11	35.5%	20	64.5%	0	0.0%	31	100%
Preservation of digital collections	6	31.6%	11	57.9%	2	10.5%	19	100%
Preservation of audio/visual collections	5	31.3%	11	68.8%	0	0.0%	16	100%
Digitization projects	9	42.9%	11	52.4%	1	4.8%	21	100%
Storage assessment and planning	10	33.3%	14	46.7%	6	20.0%	30	100%
Exhibition assessment and planning	14	45.2%	9	29.0%	8	25.8%	31	100%
On-line collections care information	12	41.4%	15	51.7%	2	6.9%	29	100%

General Museums (n=20)	Very Useful		Useful		Not Useful			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Obtaining a preservation needs assessment survey	8	57.1%	5	35.7%	1	7.1%	14	100%
Preparing a prioritized long-range preservation plan	9	64.3%	5	35.7%	0	0.0%	14	100%
Development of preservation and collections management guidelines	6	37.5%	6	37.5%	4	25.0%	16	100%
Fundraising for preservation and conservation projects	13	76.5%	4	23.5%	0	0.0%	17	100%
Preparing an emergency plan	5	33.3%	7	46.7%	3	20.0%	15	100%
Training staff in emergency response	6	37.5%	10	62.5%	0	0.0%	16	100%
Security assessment and planning	5	29.4%	11	64.7%	1	5.9%	17	100%
Obtaining collection surveys	7	46.7%	6	40.0%	2	13.3%	15	100%
Conservation treatment of objects	10	66.7%	4	26.7%	1	6.7%	15	100%
Rehousing of collections	8	53.3%	6	40.0%	1	6.7%	15	100%
Preservation of digital collections	5	55.6%	2	22.2%	2	22.2%	9	100%
Preservation of audio/visual collections	7	70.0%	3	30.0%	0	0.0%	10	100%
Digitization projects	10	62.5%	6	37.5%	0	0.0%	16	100%
Storage assessment and planning	7	46.7%	8	53.3%	0	0.0%	15	100%
Exhibition assessment and planning	7	46.7%	6	40.0%	2	13.3%	15	100%
On-line collections care information	5	35.7%	9	64.3%	0	0.0%	14	100%

Potential Value of Statewide Preservation Services by Organization Type

Small Institutions (<$500,000) (n=203)	Very Useful		Useful		Not Useful			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Obtaining a preservation needs assessment survey	88	51.5%	71	41.5%	12	7.0%	171	100%
Preparing a prioritized long-range preservation plan	90	50.3%	75	41.9%	14	7.8%	179	100%
Development of preservation and collections management guidelines	80	44.7%	81	45.3%	18	10.1%	179	100%
Fundraising for preservation and conservation projects	95	52.5%	74	40.9%	12	6.6%	181	100%
Preparing an emergency plan	79	43.4%	93	51.1%	10	5.5%	182	100%
Training staff in emergency response	80	44.2%	95	52.5%	6	3.3%	181	100%
Security assessment and planning	54	31.8%	102	60.0%	14	8.2%	170	100%
Obtaining collection surveys	78	46.2%	83	49.1%	8	4.7%	169	100%
Conservation treatment of objects	92	53.5%	73	42.4%	7	4.1%	172	100%
Rehousing of collections	57	36.1%	80	50.6%	21	13.3%	158	100%
Preservation of digital collections	59	49.6%	43	36.1%	17	14.3%	119	100%
Preservation of audio/visual collections	54	42.9%	60	47.6%	12	9.5%	126	100%
Digitization projects	72	49.3%	62	42.5%	12	8.2%	146	100%
Storage assessment and planning	69	40.1%	82	47.7%	21	12.2%	172	100%
Exhibition assessment and planning	57	35.8%	76	47.8%	26	16.4%	159	100%
On-line collections care information	63	41.4%	81	53.3%	8	5.3%	152	100%

Medium Institutions (>$500,000-$4.9 M) (n=84)	Very Useful		Useful		Not Useful			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Obtaining a preservation needs assessment survey	35	48.6%	31	43.1%	6	8.3%	72	100%
Preparing a prioritized long-range preservation plan	38	52.1%	32	43.8%	3	4.1%	73	100%
Development of preservation and collections management guidelines	28	37.3%	39	52.0%	8	10.7%	75	100%
Fundraising for preservation and conservation projects	47	58.0%	32	39.5%	2	2.5%	81	100%
Preparing an emergency plan	32	42.1%	34	44.7%	10	13.2%	76	100%
Training staff in emergency response	37	46.8%	39	49.4%	3	3.8%	79	100%
Security assessment and planning	26	32.9%	41	51.9%	12	15.2%	79	100%
Obtaining collection surveys	29	38.2%	39	51.3%	8	10.5%	76	100%
Conservation treatment of objects	39	51.3%	29	38.2%	8	10.5%	76	100%
Rehousing of collections	24	32.9%	34	46.6%	15	20.5%	73	100%
Preservation of digital collections	18	29.5%	33	54.1%	10	16.4%	61	100%
Preservation of audio/visual collections	21	36.8%	29	50.9%	7	12.3%	57	100%
Digitization projects	32	41.6%	38	49.4%	7	9.1%	77	100%
Storage assessment and planning	23	29.5%	46	59.0%	9	11.5%	78	100%
Exhibition assessment and planning	16	21.6%	38	51.4%	20	27.0%	74	100%
On-line collections care information	29	41.4%	33	47.1%	8	11.4%	70	100%

Large Institutions (>$5 M) (n=17)	Very Useful		Useful		Not Useful			
	Count	Percentage	Count	Percentage	Count	Percentage	n	Total
Obtaining a preservation needs assessment survey	6	37.5%	9	56.3%	1	6.3%	16	100%
Preparing a prioritized long-range preservation plan	8	47.1%	9	52.9%	0	0.0%	17	100%
Development of preservation and collections management guidelines	6	35.3%	9	52.9%	2	11.8%	17	100%
Fundraising for preservation and conservation projects	12	75.0%	2	12.5%	2	12.5%	16	100%
Preparing an emergency plan	6	37.5%	8	50.0%	2	12.5%	16	100%
Training staff in emergency response	7	41.2%	10	58.8%	0	0.0%	17	100%
Security assessment and planning	7	43.8%	8	50.0%	1	6.3%	16	100%
Obtaining collection surveys	6	35.3%	10	58.8%	1	5.9%	17	100%
Conservation treatment of objects	7	50.0%	6	42.9%	1	7.1%	14	100%
Rehousing of collections	3	20.0%	11	73.3%	1	6.7%	15	100%
Preservation of digital collections	5	38.5%	7	53.8%	1	7.7%	13	100%
Preservation of audio/visual collections	6	46.2%	6	46.2%	1	7.7%	13	100%
Digitization projects	12	75.0%	4	25.0%	0	0.0%	16	100%
Storage assessment and planning	3	17.6%	13	76.5%	1	5.9%	17	100%
Exhibition assessment and planning	4	28.6%	8	57.1%	2	14.3%	14	100%
On-line collections care information	8	57.1%	6	42.9%	0	0.0%	14	100%

Please rate your interest in the following workshops based on their potential value to staff or volunteers at your institution:
(1=Lowest Interest…5=Highest Interest)

Summary Score Interest	Sum Score	Rank	n
Best practices for preserving collections	1,226	1	324
Fundraising for preservation and conservation	1,182	2	324
Promoting your collections	1,174	3	320
Housing solutions for paper-based collections	1,112	4	324
Advances in collections management	1,102	5	318
Preservation planning/writing a preservation plan	1,098	6	323
Emergency preparedness and response	1,084	7	323
Assessing the condition of paper-based collections	1,076	8	323
Caring for photographs	1,028	9	325
Writing a disaster plan	1,008	10	321
Managing digital collections	998	11	322
Book repair	986	12	323
Technologies for duplicating paper-based images and information	973	13	322
Environmental control	969	14	316
Managing archives	956	15	320
Preservation issues related to exhibition planning	939	16	321
Housekeeping in collections areas	933	17	323
Preservation of audiovisual material	888	18	322
Pest management	876	19	322
Storage planning for cultural collections	856	20	323
Preservation and storage of architectural records	778	21	321
Housing solutions for ethnographic collections	675	22	320

Summary Score Interest	Total	Archives	Public Libraries	Special and Academic Libraries	Historical Societies	Historic Houses/Sites	Art Museums	History Museums	General Museum
	Rank	Rank	Rank	Rank	Rank	Rank	Rank	Rank	Rank
Best practices for preserving collections	1	1	6	1	2	2	1	2	1
Fundraising for preservation and conservation	2	4	10	9	1	1	2	1	2
Promoting your collections	3	5	2	10	3	3	3	5	3
Housing solutions for paper-based collections	4	10	5	3	5	6	14	3	9
Advances in collections management	5	7	4	8	9	7	6	6	4
Preservation planning/writing a preservation plan	6	3	9	5	8	5	12	9	5
Emergency preparedness and response	7	11	3	6	15	4	8	8	12
Assessing the condition of paper-based collections	8	9	8	4	7	11	9	10	10
Caring for photographs	9	8	14	7	4	13	10	7	14
Writing a disaster plan	10	13	7	13	18	9	13	13	17
Managing digital collections	11	2	12	2	13	21	18	19	8
Book repair	12	17	1	11	14	18	20	18	18
Technologies for duplicating paper-based images and information	13	14	11	14	11	14	19	11	16
Environmental control	14	16	13	12	12	12	7	14	7
Managing archives	15	12	18	15	6	19	16	12	13
Preservation issues related to exhibition planning	16	18	19	20	10	10	4	4	6
Housekeeping in collections areas	17	20	15	16	17	8	11	15	11
Preservation of audiovisual material	18	6	17	17	19	22	21	22	21
Pest management	19	19	16	19	21	16	15	16	20
Storage planning for cultural collections	20	21	20	18	16	17	5	17	15
Preservation and storage of architectural records	21	15	21	21	20	15	22	21	22
Housing solutions for ethnographic collections	22	22	22	22	22	20	17	20	19

Interest in Workshops in Rank Order by Organization Size

Summary Score Interest	Total	Small Institutions (<$500,000)	Medium Institutions (>$500,000–$4.9 M)	Large Institutions (>$5 M)
	Rank	Rank	Rank	Rank
Best practices for preserving collections	1	1	2	1
Fundraising for preservation and conservation	2	3	1	7
Promoting your collections	3	2	3	6
Housing solutions for paper-based collections	4	4	4	11
Advances in collections management	5	7	6	2
Preservation planning/writing a preservation plan	6	6	5	3
Emergency preparedness and response	7	5	8	9
Assessing the condition of paper-based collections	8	8	7	5
Caring for photographs	9	10	9	16
Writing a disaster plan	10	9	11	19
Managing digital collections	11	15	10	4
Book repair	12	11	12	17
Technologies for duplicating paper-based images and information	13	13	13	8
Environmental control	14	14	14	15
Managing archives	15	12	16	20
Preservation issues related to exhibition planning	16	17	15	13
Housekeeping in collections areas	17	16	17	10
Preservation of audiovisual material	18	18	19	18
Pest management	19	19	20	12
Storage planning for cultural collections	20	20	18	14
Preservation and storage of architectural records	21	21	21	21
Housing solutions for ethnographic collections	22	22	22	22

Please rate the usefulness of the following training formats: (1=Least Useful…5=Most Useful)

Summary Score Interest	Sum Score	Rank	n
Full-day on-site training	1,251	1	315
Full-day workshops at regional urban location	1,209	2	315
Half-day workshop at regional urban location	1,153	3	319
On-line tutorial	1,000	4	320

Usefulness of Training Formats by Size

Summary Score Interest	Total	Small Institutions (<$500,000)	Medium Institutions (>$500,000-$4.9 M)	Large Institutions (>$5 M)
	Rank	Rank	Rank	Rank
Full-day on-site training	1	1	2	1
Full-day workshops at regional urban location	2	2	1	2
Half-day workshop at regional urban location	3	3	3	3
On-line tutorial	4	4	4	4

From where have you sought collections preservation information and assistance in the past 12 months?	Total (n=406)	
	Count	Percentage
Conservation Center for Art and Historic Artifacts	118	29.1%
Conservators in private practice	96	23.6%
PALINET (now Lyrasis)	37	9.1%
Pennsylvania Federation of Museums and Historical Organizations	34	8.4%
Pennsylvania Historical and Museum Commission	86	21.2%
Pennsylvania State Archives	27	6.7%
Pennsylvania State Library	18	4.4%
Regional Alliance for Preservation Website	17	4.2%

To participate in future work to improve preservation practices at your institution, could you provide 4 to 5 days of staff time over the course of two years?	Total (n=406)	
	Count	Percentage
Yes	243	59.9%
No	61	15.0%
No Response	102	25.1%

What resources do you use now to answer your preservation questions?	Total (n=406)	
	Count	Percentage
Institutions	186	45.8%
Web sites	223	54.9%
Published information	231	56.9%

From where have you sought collections preservation information and assistance in the past 12 months?	Total		Small Institutions (<$500,000)		Medium Institutions (>$500,000-$4.9 M)		Large Institutions (>$5M)	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
	(n=406)		(n=203)		(n=84)		(n=17)	
Conservation Center for Art and Historic Artifacts	118	29.1%	61	30.0%	44	52.4%	9	52.9%
Conservators in private practice	96	23.6%	44	21.7%	40	47.6%	9	52.9%
PALINET	37	9.1%	12	5.9%	16	19.0%	7	41.2%
Pennsylvania Federation of Museums and Historical Organizations	34	8.4%	26	12.8%	8	9.5%	0	0.0%
Pennsylvania Historical and Museum Commission	86	21.2%	59	29.1%	23	27.4%	2	11.8%
Pennsylvania State Archives	27	6.7%	18	8.9%	5	6.0%	2	11.8%
Pennsylvania State Library	18	4.4%	9	4.4%	7	8.3%	1	5.9%
Regional Alliance for Preservation Website	17	4.2%	8	3.9%	8	9.5%	1	

To participate in future work to improve preservation practices at your institution, could you provide 4 to 5 days of staff time over the course of two years?	Total		Small Institutions (<$500,000)		Medium Institutions (>$500,000-$4.9 M)		Large Institutions (>$5M)	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
	(n=406)		(n=203)		(n=84)		(n=17)	
Yes	243	59.9%	147	72.4%	74	88.1%	16	94.1%
No	61	15.0%	48	23.6%	7	8.3%	1	5.9%
No Response	102	25.1%	8	3.9%	3	3.6%	0	0.0%

What resources do you use now to answer your preservation questions?	Total (n=406)		Small Institutions (<$500,000)		Medium Institutions (>$500,000-$4.9 M)		Large Institutions (>$5M)	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
	(n=406)		(n=203)		(n=84)		(n=17)	
Institutions	186	45.8%	105	51.7%	61	72.6%	11	64.7%
Web sites	223	54.9%	133	65.5%	66	78.6%	15	88.2%
Published information	231	56.9%	137	67.5%	68	81.0%	16	94.1%

SURVEY COMMENTS

Champions of Collection Preservation in Pennsylvania

- ? what is the purpose of this item?
- Allan Martin, Railroad Museum of PA
- American Philosophical Society Library; Presbyterian Historical Society
- Brandywine Museum
- Brenda Reigle
- Brenda Reigle, PHMC; Dr. Robert Dructor, PHMC
- Brian Howard
- Brian Howard
- Bruce Bomberger, Landis Valley Museum
- Carol W.Smith
- CCAHA
- CCAHA
- CCAHA
- CCAHA
- CCAHA
- CCAHA
- CCAHA
- CCAHA
- CCAHA, Pew Charitable Trusts, William Penn Foundation
- CCAHA, PHMC
- Center for Conservation of Art and Historic Artifacts
- conservation center
- Conservation Center for Art & Historical Artifacts
- Conservation Center for Art and Historic Artifacts

- Conservation Center for Art and Historic Artifacts
- Conservation Center for Art and Historic Artifacts
- Conservation Center for Art and Historic Artifacts
- Conservation Center for Art and Historical Artifacts
- do not know
- do not know
- Don't know
- Don't know
- Don't know
- Don't know
- don't know
- don't know
- don't know
- don't know
- Don't know any
- Friends of Conrad Weiser Homestead
- George Hoepfner, art restoration; Robert C. Whitley, furniture restoration
- Gretchen Worden (St. Gretchen), Anne d'Harnoncourt
- Heinz history center
- Heinz History Center
- Historical & Genealogical Society of Somerset County
- Ingrid Bogel
- Jane Smith Stuart
- Jean Cutler
- Jim VanFleet, Bucknell University
- Joan Hauger, Historic Site Administrator at Graeme Park
- Kathleen Wendell
- Kory Berrett

- Landis Valley
- Larry Nesbit; Clare Zales
- Linda Ries
- Lt. Governor
- Margaret Jerrido, former archivist for Urban collection at Temple University
- n/a
- n/a
- N/A
- n/a
- n/a
- NA
- NA
- none
- none
- Not sure
- PA Historical and Museum Commission
- Pa State Archives
- PALINET; Penn State University; State Library of Pennsylvania
- Penn State Libraries; PHMC; PFMHO; Ressler Mill Foundation (Lancaster County)
- Pennsylvania State University
- Philadelphia Quester groups
- PHMC
- PHMC
- PHMC
- PHMC, PA Archives
- PHMC/Preservation PA
- Preservation Pennsylvania
- Robert Currin

- Sally Buchanan - University of Pittsburgh
- State Library
- Sue Kellerman - Penn State Univ.
- Sue Kellerman, Penn State University Preservation Chair
- Susan Kellerman at PSU; Glen Ruzicka of CCAHA; Sally Buchanan; Jane Smith Stewart of AHEC
- Venango County Historical Society
- Volunteers of the Moravian Historical Society: cleaned over 10,000 artifacts after a natural disaster
- Wilman Spawn

What do you think will be needed for a statewide preservation plan's effective implementation?
- An annual pool of money for individual institutions apply for in order to receive funds to begin to address their respective preservation needs on an institution by institution basis.
- A comprehensive statewide survey (such as you are conducting here) will lay the groundwork for such a plan. A willingness on the part of institutions to participate in a collaborative program, along will substantial grant funding will get the ball rolling
- A consortium of institutions working together to create guidelines and prioritize needs, and collaborative efforts and mentoring between institutions ("haves" and "have-nots") would probably be helpful. Because of economies of scale and space considerations
- A detailed survey of statewide institutions and commitment from institution personnel.
- A government that has a standing policy to preserve and protect our history with no budget cutting!
- A legislature that understands the need to preserve our historical heritage.
- A public relations effort aimed at Directors and others who provide funding for preservation to show them that preservation is changing and can now offer their institutions high, positive visibility to a much wider audience.
- A solid committee of dedicated professionals
- A solution for failing small museums and historic sites
- A statewide preservation staff of specialists to go to libraries to complete preservation needs. Funding that does not rely on the grant writing process.
- A steering committee with strong leadership skills that can effectively communicate enthusiasm to staff that are already overwhelmed!
- A symposium of all institutions that have stated preservation needs.
- A travelling committee to assess each institution needs and collections - but where does committee funding come from??

- A way to help municipality-level historical society's deal with financial and training issues that are often underwritten for county historical societies. This is especially crucial in difficult economic times when many organizations at our level have n
- A well designed plan that will target both large and very small collections with enough trained manpower to cover the entire state. In addition, cost would need to be tailored to the ability of the institution to cover it. Some institutions, whose main
- Additional funding to help with implementing recommendations.
- Adequate funding
- adequate funding
- Adequate time for institutions to plan for preservation/conservation projects, assistance in planning projects, and available funding to complete those projects. Assistance/guidance in implementing the statewide preservation plan.
- An effective network of colleagues within the Commonwealth as well as substantial funding.
- As a newcomer to the profession of archivist, I am not knowledgeable nor experienced enough in the field to respond adequately to this question.
- Assistance in establishing local government preservation ordinances
- being able to constantly access information as to what resources are available and to provide workshops that are easy accessible to those not close to big cities
- Buy in from institutional leaders and funding
- Collaborative effort to better understand what collections exist in the state/regions to avoid duplication of conservation efforts.
- commitment
- Commitment, planning, priorities and funding.
- Consortium of public and private support on a long term basis. Effective advertising to raise the profile of collections and their significance.
- Continued opportunities for workshops; a need to expand the facilities of conservation centers to do the work specified in a statewide plan; more involvement at a consortia level.
- Cultural awareness among the public and politicians, and money. Leadership and coordination from institutions such as CCAHA.
- Dedicated funding. Good training.
- Dedicated team of museum professionals persuading political figures of the need to preserve Pennsylvania's treasures.
- Dissemination of information related to programs, resources, funding and organizations that provide those services. Access to this information online in a central location.
- Do not know.
- Do not know….

- Don't know
- Don't know
- Don't know
- Don't know.
- Don't know. Tried to answer total visitors (8c, above) with the correct number (300,000) but the box wouldn't take that answer.
- Ease of use, reasonable match, and assistance in filling out the grant application for smaller organizations.
- Easy to fill out paperwork!
- Education, communication, funding
- Effective prioritization of significant Pennsylvania treasures and emphasis on connections of disparate locations through a cohesive central promotion program.
- Either aid to cultural institutions throughout the state to initiate and implement preservation plans and/or offer training to museum professionals in the state on long- and short-term preservation planning.
- Enough trained staff at each institution.
- Financial aid /resources for small organizations; workshops, public awareness.
- Financial support
- focus on one area at a time - i.e. digitize, photo   preservation, book repair, etc
- Follow-through and funding
- For each institution to designate a person to participate in training and pass that training along to staff at home institution
- For rural areas the most critical elements are education and funding. Board trustees and local populations often do not understand the significance and value of some of the local "treasures" housed in the library. Funding for preservation and conservation
- Four important things needed by both the planners and the participants to implement the plan are: awareness, cooperation, enthusiasm, and interest. Money and manpower are also huge needs for all the parties involved. Many of us are aware of our organ
- fund contracted staff to execute
- Funded internships would be helpful. Having workshops and programs at places that don't require overnight travel--easy to get to etc.
- Funding
- Funding
- Funding
- Funding
- Funding

- Funding
- Funding and Perseverance
- funding and staff time
- Funding for preservation of historic archives and artifacts.
- Funding so that institutions can create proper storage areas for collections
- funding, competent staff, communications
- Funding, personnel, expertise and experience
- Funding.
- Funding; guidance for public libraries who do not normally have staff trained in preservation and conservation
- Funds and a staff dedicated to this enterprise
- Good communication and funding
- good leadership
- Governmental and financial support
- hands-on training, networks for information-sharing, and of course money
- I do not know
- I do not know enough to comment
- I feel that a preservation plan is a wonderful idea provided that smaller institutions with small budgets and staff are not overlooked
- I think a statewide preservation plan will be most effective if you are able to reach the people at the heads of institutions - not the people who work with collections but the trustees and directors of museums who decide on funding priorities, the emphases
- Increased State funding for historical organizations; increased County funding for historical organizations; State and County funding to increase staff funding at historical organizations
- individual communication
- Interest and money.
- Interest from public/private organizations
- Involvement from colleagues at many different types of institutions and from professionals who work with very small staffs and budgets.   In addition, professionals will need advice on how to educate the administrators at their parent institutions about
- It has to take all kinds of collections into account. As I said above, it often appears as though large initiatives try to be all-encompassing but end up being much more useful for libraries. Art museums' needs do overlap but are also incredibly differ
- It is difficult due to the many different types of collections and archives. It will take time to get all on board.

- leadership; funding
- lots & lots of training, low cost but effective training, all over the state for EVERYONE.
- Lots of traveling experts.
- Make a plan available and accessible to small institutions like mine. Hold seminars, classes, etc in off times (winter); as a one person staff, I cannot leave the museum during tourist season to attend conferences. Offer assistance (preferably free)
- Monetary incentives for participation by owners of specific collections, and inclusion in a central data base of archived materials.
- Money
- Money
- Money
- Money
- Money
- money
- money
- money
- Money Assistance from the state Thorough staff training Planning should involve institutions at all levels of size, wealth and influence
- Money and staff. There are plenty of paper and web-based resources available. Time, money and staff are needed to take advantage of them.
- Money and support of the legislature
- money and will
- MONEY for every institution that is not very difficult to obtain.
- money for implementation
- Money Resources
- Money to do what needs to be done to do the job right.
- Money!
- money, institutional commitment and cooperation
- Money, obviously. And cooperation and participation from the state and local professionals interested and involved.
- Money, staff and time to provide practical hand-on assistance.
- Money, staff, time, organization
- Money, training, time, effort
- More $$$$

- more training opportunities all over the state and more funding to implement recommendations
- Museum professionals are relatively well versed in preservation, the challenge is board education and funding for implementation.
- n/a
- Need to be able to provide on-site help and assistance. Many organizations have a very small staff.
- New approach from the entire field which makes history and preservation meaningful to a more general audience.
- Offering practical help will provide buy-in from those of us "in the trenches". I'm not sure how to do it, but you really need to provide a way to create buy-in from the upper levels of management. Management needs to be educated about the importance o
- One person must be directly responsible for a well-thought out program. First would be an assessment of WHAT all the organizations hold as collections; then regional assessments would be prioritized….
- organization, communication and funding resources
- Participation and resource sharing
- prioritized, strategic plan design; strong professional support; public awareness of the need for the plan; identify sustainable funding sources for on-going preservation initiatives
- Publicity
- Publish statewide standards
- Raising awareness of needs and alternative solutions
- Realistic goals and government support through practical assistance and funding.
- Recognition at highest level of value of historic collections, historic preservation, and history education
- Regularly scheduled meetings and corresponding workshops that communicate the importance of the plan and methodologies for implementation. It is one thing to distribute a statewide plan but even better would be regular sessions in which we can learn and
- resources dedicated; personnel focused
- Resources that are connected to established priorities
- Revitalization of the history field in general making it more relevant to changing demographics.
- Significant funding for small, underfunded organization, and appropriate priority management.
- Small rural libraries have limited time to deal with preservation and may have limited genealogy materials so you will need to deal with larger depository libraries mostly.
- Small towns have amazing artifacts. They are being destroyed as elder Pennsylvanians die and family's discard items. We need a statewide effort to educate everyday people to identify and donate photographs, artifacts, reflecting their lives and events in
- Sources of funding in a database, workshops, online guides in preservation

- Staff
- State and Federal funding
- State funding
- State wide card
- Suggestion which may help … solicit some strong statements from researchers -- those who have been frustrated in their work due to condition of materials or pleased that preservation work done had made their work possible, etc. Show from the user
- Support and funding
- Support and funding by Pennsylvania legislators
- Target information and assistance to the type/size of the collections and institutions. Don't lump everyone together.
- Teamwork, coordination among institutions; and people dedicated to actually doing the work.
- The ability to reach and teach as many as you can throughout the state. (hands on)
- The Pennsylvania Historical and Museum Commission's Bureau for Historic Preservation has a statewide preservation plan. The Bureau works hand in hand with the state's Preservation Pennsylvania nonprofit organization - doing, outreach, technical assistance
- the program that you are presenting now is beneficial, but we look forward to online tutorials to supplement this work
- The realization by state representatives that the preservation of Pennsylvania's historic treasures and the effective promotion of heritage tourism could be of tremendous economic benefit to the state in the years ahead.
- Time, talent, treasure$$$$
- Time, money and people to perform the preservation
- Trained staff to help all the volunteer organizations throughout Pennsylvania. Most places like ours have no formal training in preservation. While our staff is committed, they have no idea what they are doing.
- Training Networking
- Training and creative ideas for funding. We rely heavily on volunteers who need trained and ideally we need money for qualified collections management staff.
- Training for directors, staff and trustees
- Training to understand larger issues, as well as money for collections supplies
- unknown
- unsure
- Vast participation and support.
- Volunteers, leadership, the necessary funding to sustain preservation plan.

- While information is useful, most institutions (small, 1-3 employees) don't have the resources to implement the knowledge they gain. Need personalized support to write the disaster plan, grant application, etc. to improve their preservation efforts
- Widespread support from the individual museum boards. Simple participation criteria, funding stream and reporting.
- wide-spread use of needs assessment surveys

Describe your most pressing conservation/preservation need.

- (1)Resources to begin conservation work on items in urgent need of care (2) a prioritized preservation plan linked to the plan for exhibitions thee new museum.
- 1. People to actually do the work.   2. Money to hire the people to do the work.
- 18th - 20th c. bound volumes City Directories 17th - 20th c. paper records
- 18th century documents and glass plate negatives
- 2: audio tapes and architectural drawings
- 3/4" utmatic video tape masters
- A remote environmental monitoring is probably our greatest need, but considering smaller projects, Special Collections has perhaps 100 volumes requiring extensive conservation treatment. Otherwise, our most pressing need is to replace acidic envelopes ho
- Additional storage space
- Adequate space and proper housing for the collections
- Adequate space and upgraded environmental controls.
- Adequate storage, lack of funding
- adequate storage, not enough space
- all of them am unable to complete survey
- Appropriate collections storage and disaster planning
- Appropriate environmental controls.
- Archival supplies!!! Digitization of records--we are running out of room.
- Artifacts
- As a church, most of this is not relevant. We need to significant repair to the church itself and to its Stained Glass. Archives (parish records) are important for a number of reasons, both historic and practical.
- Assessment of collection
- A-V materials

- Back issues of a local newspaper dating back to 1985 up to the present.
- Beginning to digitize the Board of Managers minutes; conserving the Board minutes; organizing and conserving our artifact collection.
- better storage facilities
- Book preservation Textile preservation Film and other media preservation Digitization
- Book repair
- Book repair
- Books and textiles.
- care of textiles, pottery, paintings
- Cataloging our collection is the biggest challenge as our organization merged with two museums that were not fully inventoried. We need to know what we have in the collection to identify our most pressing priorities.
- Cataloging paper collection
- Cataloging the collections
- Ceramic restoration - aging Greek kraters
- Charter dating from 1871 (paper conservation and housing) Three oil paintings
- Climate control - especially humidity management
- Climate-controlled storage space
- Collection is second hand, not original to the Rachel Carson Homestead. The interpretive value is being re-assessed in favor of more exhibit focus on the interpretation and presentation of Carson's life and work after she left Springdale, but showing he
- Collection of local school yearbooks dating back to 1920; local history photographs and documents
- collection of records from the Virgin Islands (1720-1960), severely damaged from the tropical climate
- Collections assessment update; triage list of objects for care---large % of collection needs varying degrees of conservation
- collections inventory, prior to conservation assessment. It's very difficult to keep forward momentum with a small staff that puts out enormous effort, but has a lot to do.
- Conservation and preservation of bound copies of local newspapers and digitalization of rare local historical materials.
- Conservation and Rehousing of Cuneiform Tablets, Conservation and Rehousing of Bibles from the 16th Century, Rehousing of the Numismatic Collection
- conservation of crumbling city directories
- Conservation of papers
- conservation of works on paper and publications

- Conservation treatment for selected items in all of our collection areas
- continuity of storage and access for the future
- Cost of staff and preservation items
- Creating proper mounts; achieving proper light levels in exhibits
- Currently planning and preparing to move collection into a new facility - will need to reassess conservation/preservation priorities after moving collection.
- Currently processing and preserving large collection of photographs and have a pressing need for volunteers; also planning to apply for textile preservation $$$ and have a hard time locating and connecting with conservators for estimates
- Cutting of maintenance and operational budgets in addition to a hiring freeze.
- Data base management
- Deaccession/liberation of space
- Deacidification spray. A staff with expertise in this area. Funding.
- design and installation of HVAC system for environmental control for exhibits/historic house
- Detailed treatment proposals to use in applying for treatment funds for artworks.
- deterioration of audio and visual recordings -   identification of status and threat and reformatting
- Developing conservation/preservation & disaster preparedness plans, climate control, and learn how to properly number objects in the collection.
- Digitization of local newspapers
- Digitizing of old local newspapers that did not make it on the list for a past state grant
- Digitizing our local newspaper (from 1880s on).
- disaster planning and digitizing fragile archival material
- Doing preservation survey and updating our emergency and disaster plans. Please note I represent only the Health Sciences Library System at the Univ. of Pittsburgh.
- Emulsion separating from glass plate negatives
- Environmental controls for temperature, light, humidity, etc.
- Environmentally appropriate SPACE!
- environmentally appropriate spaces and housing in such spaces
- Environmentally controlled collections storage of adequate size
- Film collection, and environmental control for library building (outside of the college archives).

- Film collection, growing born digital collection
- Finding adequate space for our growing collections.
- Flattening rolled photos
- Free technical expertise and the financial support to implement recommendations
- funding for a survey of the 2-d and 3-d collections in my institution
- Funding for earlier volumes - 1800s
- Funding of a permanent home to house our collections.
- Fundraising and PR
- Funds
- funds to conserve items
- Funds to digitize rare, fragile items
- Geographical historical elements preservation/conservation for such items as: leather, glass, pictures, etc.
- Having enough time and staff to face what needs done.
- Help in knowing what to do with 5 closed Catholic churches in a 10 block area.
- Housing and marketing of Indian Artifacts for public display
- How to handle old photograph albums
- HVAC system in the Manor House.
- I don't think that my answers will be useful to your survey. Our collection consists mainly of local and regional history books, some ceramic ware, and a few military and Native-American items. We have no real "viewing" area; and no contact with conservators
- I need help in planning for a future expansion of the library.
- Improved security for open storage; additional off-site storage.
- Improvements to humidity control in some collection areas and at environmental control at off-site storage location
- In re: earliest documents (45+ years old) that are fading and deteriorating: many of these need to be assessed as to their historical significance, and eventually scanned into digital files.
- Inadequate humidity control and inappropriate storage space
- Knowing what is worth preserving
- Knowledge and means to preserve our numerous collections
- Large amount of paper records from a now-defunct major coal company
- Locomotives and rail cars.

- Long-term preservation and storage of digital objects
- Microfilming and/or digitizing deteriorating books and other paper materials.
- Migration of audio-visual materials to new formats
- Moldy framed photos, prints, and paintings; 93rd Regiment Civil War Flag; Civil War Drums; textile collection
- money
- Money and staff
- Money and time
- money and time
- more conservation staffing
- More space to house collections safely
- Most archival material is literally thrown in boxes - not organized or foldered. Difficult to find and hard on the materials.
- most pressing need is organizing / rehousing archival material, including photographic collections
- Moving our collection to the space being constructed adjacent to the church.
- Muhlenberg collection conservation treatment
- n/a
- n/a
- Need to digitize microfilm collection of local newspaper
- Need to move books and large/awkward 3-D equipment, tools, etc. in Natural Gas Collection into climate-controlled setting.
- Negatives, glass plate and film; photographic prints mounted in albums and individually; oversize plans and drawings
- newspaper obituaries and slides
- not enough staff to implement conservation measures
- Obtaining funding for projects
- Obtaining funds to microfilm endangered newspapers.
- old historic photographs
- old microfilm is deteriorating
- Operational and maintenance budget cuts in addition to a hiring freeze for vacant positions.
- Operational and maintenance budget cuts, in addition to a hiring freeze. Less for more.
- Oral Histories

- organize and display
- Organize, house and digitize 20th Century collections
- Organizing physical and digital photographic materials
- Our audio-visual materials will need to be reformatted in order to be accessible to researchers, given the changes in technology.
- Our building needs to be revamped to provide a temperature-controlled environment for the collections and equipment.
- Our buildings themselves need repair and maintenance. Our staff is overextended trying to maintain and restore the historic properties we own.
- Our extensive textile collection needs preserved and stored properly.
- Our most pressing need is for professional assessment and funding to conserve/restore our collections. We also need permanent staff trained to anticipate and to carry out appropriate preservation initiatives.
- Our most pressing need is appropriate space and rehousing much of our collection, including photographs, some prints and part of the textile collection.
- Our most pressing need is to secure an executive director/curator who has experience in collecting, preserving, managing and marketing collections and other historically valuable material for our Society.
- Our most pressing needs are to obtain treatments for some of the most fragile items identified in surveys; obtain sub-collection surveys of the library collection; digitizing important collection for better access.
- Our wet specimens need much conservation
- Palmyra History Collection of paper documents, photographs and one VHS film
- paper, glass slides, costumes/textiles
- paper art work
- Paracelsus Collection - 200 volumes, 16th-19th C. clippings (and other) scrapbooks
- Photographic Collection - applied to PHMC for grant - awaiting notice
- Photographic Collections Sheet Music Collection
- Photographs and clothing
- photographs and newspapers
- photographs, audio tapes, architectural records, electronic records
- Pittsburgh Photographic Library - 50,000 + images
- Planning and Sustainability of conservation and preservation needs.
- Planning!

- Policy development and implementation
- Poor storage facilities. The collections are spread out over multiple floors of two buildings, making adequate security and climate control difficult to achieve.
- portrait conservation
- preservation & digitalization of photos
- preservation of an art collection
- preservation of documents (old or historic)
- Preservation of films, negatives
- Preservation of General Grants flag from his catafalque. Preservation for books and military history books.
- Preservation of glass photographic plates
- Preserving our newspapers. Though on microfilm, the originals are deteriorating.
- preserving some local history books
- Proper housing of materials--uncramping of space
- Proper mounts for objects so they can be safely exhibited. Achieving proper light levels in exhibits. [Need know-how and funding.]
- Proper protection for light and humidity in our exhibit space.
- proper shelving conditions
- Proper storage conditions
- Protection of historic collection
- Really, I just need more time. I'm conducting my own general preservation survey, which will lead to the writing of a preservation plan (which is why I couldn't provide percentages regarding the state of our collection - still working on that). I'm fin
- Rebinding Benjamin Franklin rare books.
- rebinding of large books beyond my current binding skill
- Reduced operational and maintenance funding.
- Reformatting A/V materials
- reformatting/preservation of brittle 19th and 20th century printed materials
- Rehousing new manuscript collections
- Review and update 1994 Conservation Survey and seek funding for treatment of objects outlined in that survey
- Right now, the condition of the building we are in is taking precedence over everything else.
- Safe graffiti removal.

- Safe storage for the fine and decorative art collections held in our curatorial storage room. Having a tool that will help us effectively assess the individual condition of objects.
- Security. (Library is currently being renovated, so environmental needs are hopefully being addressed, somewhat).
- Small collection of local historical photos
- SPACE
- Space
- space and time
- Space is inadequate, both in circulating and special collections areas Climate control (light, humidity, temperature)
- Space limitations, financial support in trying economic times.
- Space to display, expertise to organize donations such as photos, documents.
- SPACE: conditioned space, work space, storage space
- space; adequate environment
- stabilization and proper storage/exhibition of paper-based materials (books, newspaper clippings, letters, deeds, other loose papers, and photos)
- staff time, funding
- Staffing/Time
- storage space
- Storage space
- Storage space for newly processed collections.
- Temperature control
- textile working tools
- The Center's collections storage room is situated on the ground floor of the building. Various media are stored there including paper, political memorabilia, books, magazines, and textiles. Presently, the temperature and relative humidity track with the
- The exterior masonry on the buildings were incorrectly pointed and dry lock products employed on interior surfaces 20-30 years ago that are now causing problems. This needs to be reversed and careful re-pointing of the structures addressed along with def
- The historic criminal court dockets for Lancaster County must be preserved on microfilm and perhaps digitized for patron use. Several volumes have loose and brittle pages.
- The historic rail equipment (diesel locomotives, freight and passenger cars) are not protected from the weather.
- The issues are not pressing.

- The Mill was restored and opened to the public in 2004. In our early years, we made a strategic decision to focus on interpretation planning to support the opening of the mill to the public so that we would have strong programs and activities. In our 2

- The Moravian Historical Society is located in a structure built in 1740 as a result there is no climate control or funds to gain climate control.

- The physical housing of the Institute's two-dimensional collection.

- Time and people

- time and personnel

- TIME to do it properly

- To digitize large photographs

- trained staff and money

- transferring AV formats to new formats, managing digital files, space for growing collections of paper-based, unbound records

- Update and increase storage areas.

- upgrading environmental controls

- WE are a nature center with limited collections. However we were founded 50 years ago and recently renovated our facilities. I would like to archive our historic records and documents, photos, audio tapes to create an accurate history of the nature cent

- We are a very small, semi-rural public library with a nice local history collection which is housed in a cabinet. However, it has been well maintained and our circulating collection, because of our space, turns over fairly quickly, so we don't have any p

- We are about to undergo a renovation. The "archives" lacks appropriate environmental controls

- We are currently seeking funding for materials to house some of the items - but time, staff and money are our biggest needs.

- We are establishing a local history museum with half the exhibits in place. Problem is volunteer hours to address collections management

- We are in desperate need of a system for cataloging our possessions, as well as just a general inventory of them.

- We are replacing a dilapidated building with a new cultural center, architectural plans done. We need help to organize our collection, finalize plans for secure storage, and plan exhibits.

- We have a basic need of inventorying and cataloging all of our collection. Some need preservation work.

- We have a collection of old local newspapers - paper copies only. Need to digitize them. Working with Kutztown University to do so.

- We have a plaque (actually a piece of inscribed wood) that was uncovered when Pearl Buck renovated an exterior door. The builder of the home inscribed a message to his wife and this inscription is fading more and more each year. Pearl Buck valued the s

- We have about 220 volumes of WPA Project papers on the History of Northumberland County. Most are typed on onionskin. We would love to be able to make this wealth of information available to researchers in a more useable and searchable format. This is

- We have amassed a substantial collection of Pittsburgh Steel Company artifacts. We have applied for several grants, but no luck so far. The materials are deteriorating. We are desperate for help. Small museums have important artifacts too. Pittsburgh Ste
- We have been donated an original deed for our town from 1770. There are 2 copies too.
- We have great fluctuations in temp & RH in our collections storage areas, and need to find ways to stabilize materials, as well as systems.
- We have many, many rare books that need attention - hundreds, perhaps thousands
- We have no idea where/what the priorities are and have no hard data to motivate Board, staff and membership support and interest.
- We have two most pressing needs - (1) preparing for our upcoming move of our collection from on-site into off-site storage and (2) ensuring that artifact preservation is appropriately considered in the exhibition plans for our new building - while caring
- We need to gain control of our collections. Most items are unnumbered, not cataloged and just generally not accounted for. We don't know what we have or what condition it is in. The Society has never had professional collections or conservation staff. Ri
- We need to gain intellectual control over our collection. Once we understand our collection better (catalog, condition reports, description, value, etc.), then we need to decide what to conserve and how to properly store it.

Nominations for Collections Treasures of PA
- "Peace," a ship's figurehead by William Rush, 1820s, from the collection of Independence Seaport Museum
- 1892 Public School Building - Kutztown, PA
- AIC, AIC-OSG, Conservation OnLine
- Anatomical collection of Caspar Wistar, M.D. (circa 1805)
- Archival Collection of the African Episcopal Church of St. Thomas
- Ben Austrian painting collection at the Reading Public Museum
- Bethlehem Digital History Project; Groenfeldt Moravian Collection
- Bethlehem Steel corporate records, photos, and artifacts
- Bradford County Heritage Association
- Bradford County Historical Society Research Archives
- Carnegie Museums
- Chew Family Papers
- Christ Church
- Christ Healing the Sick in the Temple, by Bass Otis, 1827 at Old Economy Village
- Coleman Collection (papers & minute books from Coleman Family, Rbt. Coleman and Heirs 1757-1900)

- Conrad Weiser Homestead Memorial Park which is a 25 acre Olmstead planned park dedicated in 1928.
- Craig Papers, Carnegie Library of Pittsburgh; Andrew Carnegie archives
- Day Book of Richard Bache
- Deshler-Morris House
- Drake Well Museum
- Drexel University College of Medicine Archives and Special Collections on Women in Medicine and Homeopathy
- Earliest Known American Made Violin and Clavichord
- Ephrata Cloister Christian ABC Book
- Furniture etc. from art studio of Grif Teller, PRR artist, at Railroad Museum of PA
- Heinz Regional History Center
- Heritage Public Library
- Historical Society of Frankford, Philadelphia
- Historical Society of Pennsylvania
- Huntingdon County is a collection of collections
- I think the collections at Academy of Natural Sciences are treasures (with preservation needs)
- Isaac Norris Collection, Dickinson College
- J. Horace McFarland Collection
- Johanns Rank painted blanket chest
- John Frederick Lewis Collection of Medieval European Manuscripts
- John Mather Glassplate Negative Collection at Drake Well Museum (4400)
- Library Co. of Philadelphia
- Library Company of Philadelphia
- Lincoln University of the Commonwealth of PA
- Lutz Collection, Pennsylvania German Heritage Center, Kutztown University
- Marquis de Lafayette collections at Lafayette College
- Mauch Chunk Museum & Cultural Center, Inc.
- Mercer Museum
- Mercer Museum

- Mercer Museum, Doylestown
- Mifflinburg Buggy Museum
- Muhlenberg Collection, Lutheran Archives Center
- Negro Entry Book, 1820-1849, Lancaster City
- PA Historical and Museum Commission collections state wide.
- Pennsylvania Hospital Historic Collections, esp the Board of Managers Minutes
- Petroleum History Institute's collection in Oil City, PA
- Pewter Charger owned by William Penn
- Port Royal Mine Company Store Collection
- Potter County Historical Society
- Print & Picture Collection, Free Library of Philadelphia
- Proctor flag [On loan from State Museum of PA to Fort Pitt]
- Proctor flag [State Museum's collection, on exhibit at Fort Pitt]
- PRR photographs collection - Altoona Area Public Library
- Reading Railroad Heritage Museum
- Rosenbach Museum and Library
- Ryers Library
- Schmidt Library in the Rare Book Room at the Lutheran Theological Seminary at Philadelphia
- Senator John Heinz History Center
- Sol Feinstone Collection of the David Library of the American Revolution
- Somerset Historical Center
- St. Peter's Episcopal Church, Blairsville … built 1830
- Summer Afternoon, Isle of Shoals by Childe Hassam and feather book
- Textile: US flag flown over Jefferson Medical College during Civil War. Thomas Jefferson University Archives, Phila. PA
- The Academy of Natural Sciences! (an unknown gem)
- The collection of the Civil War Museum of Philadelphia
- The Everhart Museum of Natural History, Science & Art
- The Heisey Museum, Lock Haven, PA

- The Joseph R. Grundy collection
- The Mütter Museum!
- The photographic collection of the Oil City Library.
- The State Archives
- The Washingtonburg Ledger
- The Willing Commonplace book of Elizabeth Graeme Ferguson
- The Works of Donald Robinson, Colleen Browning and the Tibet Collection at Southern Alleghenies Museum of Art
- Thomas Sully portrait of Rachel Ross Maris and son, George Maris
- Three Mile Island Photo collection
- Tioga Point Museum
- Westinghouse collection
- Wharton Esherick Museum
- Williamsport Technical Institute Photograph Collection (at Pennsylvania College of Technology)
- Wm Penn's Charter of Privileges for the Province of Pennsylvania 1701 (at APS)
- Works by the Wyeth family
- WPA Pennsylvania History Project Papers

Reasons for not applying for grants (other):
- Although I am the director, I have only worked here for 2 months.
- Conservation/Preservation is not a major issue except for re-housing which we get funding for as part of our records and archives management grants from the PHMC and other internal funds.
- Currently involved in capital campaign for new building.
- Do not have sufficient materials to warrant grant seeking.
- Federal status.
- Friends group provided funding.
- Grants not available for our needs.
- Have been focused on building projects.
- Involved in other building projects.
- Lack of appropriate grant category for microfilming old newspapers.

- Lack of expertise to plan project.
- New building under construction to correct inadequate storage and preservation conditions in present facility.
- No time to explore grant opportunities.
- No time to implement - low on list of priorities.
- Only have one staff member.
- Our library is only 1.5 years old.
- Private non-profit "Friends" group provided funding for preservation projects.
- Size of grant not worth the paperwork needed to apply.
- Very few grants for religious non-profits.
- Very small collection local history book and papers.
- We are considering transferring special items to district center library.
- We are having trouble with some of the paperwork.
- We are just starting to work on conservation/preservation issues.
- We believe that we are unlikely to receive ever this grant.
- We have two full time and one part time librarian for 525 students. We have a valuable flag from General Grant's catafalque. Large military history collection. No air conditioning , no security measure, valuable oil portraits.
- Will apply for NEH Preservation Assistance Grants (for smaller institutions) 09

Collections Preservation Information and Assistance Sources
- American Association for State and Local History (4)
- American Association of Museums (6)
- American Institute for Conservation of Historic and Artistic Works (6)
- Associated College Libraries of Central Pennsylvania
- Buffalo State Conservation Dept.
- Canadian Conservation Institute (3)
- Chester County Archives
- Chester County Historical Society (2)
- Conservation on-line (CoOL) (4)
- Erie Yesterday

- Heinz History Center
- Heritage Preservation
- Historic Preservation
- Historical Society of Western Pennsylvania
- In-house conservation
- Institute of Museum & Library Services(7)
- Intermuseum Conservation Association
- Library of Congress (2)
- Local history center
- Mid-Atlantic Association of Museums
- Mid-Atlantic Regional Archives Conference (2)
- Museum L (a website discussion list) and our Connecting to Collections books
- Museum list serve Museum-L
- National Archive website
- National Archives and Records Administration
- National Park Service (4)
- New England Historical Association
- Northeast Conservation
- Northeast Document Conservation Center
- Northeast Document Conservation Center (4)
- Northern States Conservation Center
- Pennsylvania Federation of Museums and Historical Organizations
- Pennsylvania Historic Landmark Foundation
- Pennsylvania Newspaper Project
- Readings/Publications on Conservation
- Small Museum Association
- Smithsonian (2)
- Society for the Preservation of Natural History Collections list serve

- Society of American Archivists (3)
- Solinet (2)
- University of Pittsburgh Archives Service Center
- Upper Darby Historical Society
- Upstate History Alliance online course
- Websites for preservation materials vendors (6)
- Wet Specimen Conservator
- Williamstown
- Winterthur (2)

Workshop Suggestions:
- Any and all assistance is appreciated.
- Assessment of need for collection preservation.
- Board education related to collections - they are not well versed in the type of care necessary for conservation.
- Care of outdoor collections; the best way to care for objects that are in conditions you know are bad.
- CCAHA has had several good workshops that cover some of the areas above. Metadata for digital images, perhaps.
- Creating a Teen Space core collection. Local Newspapers - put online - for genealogy research.
- Database management, Access.
- Digitization of newspapers and periodicals -- how to.
- Digitizing local newspapers as an historical record.
- Digitizing of photographic collections, storage of information and glassplate conservation.
- Do something in North East PA so we do not have to travel 4 to 6 hours.
- Film preservation.
- Handling and packing collections.
- Help on getting started with preservation of our 5 churches which are being closed next year.
- I would like to see programs on all of the above topics that are relevant to museums who ONLY have a $1,500 conservation budget.
- Latest in Copyright law as it pertains to archives.
- Mount making; Achieving proper light levels in exhibits.

- Need definite help in maintaining oral histories which are on audio cassettes. How to transfer them? What to use? How to transcribe them? Where to get help with transcription.
- Preparing exhibit mounts--flat and 3-D.
- Reason for low ratings above is that we have completed some things or have attended numerous recent workshops on the subjects.
- We need guidance in obtaining money to keep the doors open.
- We really need assistance in writing for anything. We are overwhelmed by all of the demands to write/manage anything more. No staff with archival expertise and no money to make anything happen stops the project. Libraries specifically need $ & archival.
- Within "audiovisual" material we could use help in determining what to do with an estimated 22,000 (not my estimate) slides.
- Workshops that are for people beyond entry level.

Appendix C: Qualitative Assessment of Focus Groups

Connecting to Collections Focus Groups Results: Erie, Harrisburg, Philadelphia, Pittsburgh and Scranton

1. What is the single most important challenge you face today in caring for your collection?			
1.b Most critical issues sorted by issue and region			
	Issue	Location	Detail
1.	Accessibility	Philadelphia	Inadequate public access
2.	Accessibility	Pittsburgh	magnitude of access problems
3.	Advocacy: Improve relevance, image	Erie	Education of administration about preservation issues
4.	Advocacy: Improve relevance, image	Erie	Inability to make the case for preservation issues
5.	Advocacy: Improve relevance, image	Erie	Publicity; need more visitation;
6.	Advocacy: Improve relevance, image	Erie	Telling the story – adequate marketing
7.	Advocacy: Improve relevance, image	Harrisburg	How big a priority? Large at PSU – people love formats on family history, "dead formats" Establish preservation mindset/priority
8.	Advocacy: Improve relevance, image	Harrisburg	How to compete with Health, Education, and Crime? Need to educate the public
9.	Advocacy: Improve relevance, image	Harrisburg	Promotion to create public value
10.	Advocacy: Improve relevance, image	Philadelphia	Collections lower priority to institutional programs
11.	Advocacy: Improve relevance, image	Pittsburgh	Articulate to administration the issues surrounding collections care
12.	Advocacy: Improve relevance, image	Pittsburgh	Convince director that preservation is an issue
13.	Advocacy: Improve relevance, image	Pittsburgh	Designated budget for particular projects –
14.	Advocacy: Improve relevance, image	Pittsburgh	Institutional, awareness of conservation/preservation issues, value of protecting collections
15.	Advocacy: Improve relevance, image	Pittsburgh	Raising awareness to administration (other than calamities)
16.	Advocacy: Improve relevance, image	Pittsburgh	We're internationally know yet have no conservation budget)
17.	Advocacy: Improve relevance, image	Scranton	Making collection intellectually accessible
18.	Advocacy: Improve relevance, image	Scranton	Museum in holding pattern because trying to expand, but being put off
19.	Advocacy: Improve relevance, image	Scranton	No line item for marketing/promo
20.	Advocacy: Improve relevance, image	Scranton	Our Internal programs are not as well funded as external
21.	Advocacy: Improve relevance, image	Scranton	Staff not interested in archives of site

1. What is the single most important challenge you face today in caring for your collection?			
1.b Most critical issues sorted by issue and region			
	Issue	Location	Detail
22.	Assessment/planning	Erie	Collections assessment
23.	Assessment/planning	Harrisburg	Building assessment and space planning
24.	Assessment/planning	Harrisburg	Disaster planning
25.	Assessment/planning	Harrisburg	Inadequate disaster planning and preservation planning
26.	Assessment/planning	Harrisburg	Preservation planning
27.	Assessment/planning	Philadelphia	In adequate disaster planning
28.	Assessment/planning	Philadelphia	Risk assessment is needed
29.	Assessment/planning	Pittsburgh	Establish priorities/funding
30.	Assessment/planning	Scranton	Assessment - Reappraisal of non-mission material
31.	Assessment/planning	Scranton	Disaster planning
32.	Assessment/planning	Scranton	We're behind in records management – esp. e-records
33.	Collection accessibility	Harrisburg	Security clearance and need to access collections
34.	Digitization	Erie	Digitization – more photographic collections online, 4,400 glass plate negatives
35.	Digitization	Philadelphia	Digitizing our collection
36.	Digitization	Scranton	Proper preservation of digital
37.	Information & resources	Erie	Funding for special holdings – "We have unique rare maps and we've no idea where to get money to preserve them"
38.	Information & resources	Erie	Guideline – storage; restore photos; basic training
39.	Information & resources	Erie	Guideline – storage; restore photos; basic training
40.	Information & resources	Harrisburg	Geocache for archives - PA State Archives
41.	Information & resources	Harrisburg	Keeping pace with new technology and media: the ability to package electronic info
42.	Information & resources	Philadelphia	Diminishing economic basis
43.	Information & resources	Philadelphia	Inadequate Funding for conservation work
44.	Information & resources	Philadelphia	Money for conservation
45.	Information & resources	Pittsburgh	Alliance for response – example to perhaps emulate Database of professional consultants
46.	Information & resources	Pittsburgh	Listserv for archivists
47.	Information & resources	Pittsburgh	More interest in materials through web
48.	Information & resources	Pittsburgh	Regional location for advice – and assistance in reformatting (where equipment is stored that can do reformatting at reasonable cost)
49.	Information & resources	Pittsburgh	Sprout funds – small grants
50.	Insurance	Harrisburg	Our collection is self insured and its inadequate
51.	Operations/management	Harrisburg	Keeping pace with vendors and price changes
52.	Operations/management	Philadelphia	Cataloging

	1. What is the single most important challenge you face today in caring for your collection?		
	1.b Most critical issues sorted by issue and region		
	Issue	Location	Detail
53.	Operations/management	Philadelphia	Issues with venders – reliance on venders (Wistar)
54.	Operations/management	Philadelphia	Keeping pace with an increased exhibition schedule
55.	Personnel/expertise	Erie	Adequate staffing to maintain the collection
56.	Personnel/expertise	Erie	Adequate staffing to maintain the collection
57.	Personnel/expertise	Erie	Adequate universe of trained people to help us with collections care
58.	Personnel/expertise	Erie	Funding for staff
59.	Personnel/expertise	Erie	Inadequate staffing
60.	Personnel/expertise	Erie	Staff time
61.	Personnel/expertise	Erie	Staff time
62.	Personnel/expertise	Erie	Staff time and training
63.	Personnel/expertise	Erie	suggest sharing staff resources
64.	Personnel/expertise	Harrisburg	Employing adequately trained personnel to care for collections
65.	Personnel/expertise	Harrisburg	Extreme Home Makeover" for archives Bus with supplies (sponsored) – SWAT team Itinerant archivist program Group assists institutions (like MAAM and AIC Angels)
66.	Personnel/expertise	Harrisburg	History Factory/History Assoc. for PA (Giant Temp. Agency)
67.	Personnel/expertise	Harrisburg	Physical assistance of professional quality. "Itinerant Archivist"
68.	Personnel/expertise	Harrisburg	Statewide mentorship program – could be virtual PA State Archives got snap grant to do this Scanning and digital planning Guidelines/body of practice Library bookshelf PaLA preservation RT Facebook page
69.	Personnel/expertise	Philadelphia	I'm first full-time employee for historic house – fine arts, decorative arts, photos, archives and overwhelmed in addressing all our needs
70.	Personnel/expertise	Philadelphia	Inadequate staff time
71.	Personnel/expertise	Philadelphia	Insufficient staffing
72.	Personnel/expertise	Philadelphia	Staff cutbacks
73.	Personnel/expertise	Philadelphia	staffing
74.	Personnel/expertise	Philadelphia	We are inappropriately staffed given the size of collection
75.	Personnel/expertise	Philadelphia	We're understaffed: 1/3 FTC serving people
76.	Personnel/expertise	Pittsburgh	1 FTE, 2 PT staff are terribly inadequate given the scope of our work
77.	Personnel/expertise	Pittsburgh	Historic archaeology – no regional resource – regional repository and expertise. NYS – had a program with regional archivists – government funding (state funding)

1. What is the single most important challenge you face today in caring for your collection?

1.b Most critical issues sorted by issue and region

	Issue	Location	Detail
78.	Personnel/expertise	Pittsburgh	Professional conservators/archivists – basis in training for caring for collections – PHMC's technical assistance program?
79.	Personnel/expertise	Pittsburgh	resources/personnel
80.	Personnel/expertise	Pittsburgh	Staff for ongoing conservation
81.	Personnel/expertise	Pittsburgh	Staff time to care for collection
82.	Personnel/expertise	Pittsburgh	staffing
83.	Personnel/expertise	Pittsburgh	Staffing/huge
84.	Personnel/expertise	Scranton	Capable, interested manpower needed
85.	Personnel/expertise	Scranton	Comprehensive interpretive plan not carried out by internal people
86.	Personnel/expertise	Scranton	Not enough time to care for collections
87.	Personnel/expertise	Scranton	Our university has a lot of enthusiasm but no training
88.	Personnel/expertise	Scranton	Staffing (reduced by 40%) and op. support
89.	Personnel/expertise	Scranton	Volunteers or paid staff
90.	Policy& procedures	Philadelphia	All struggle with intellectual control
91.	Policy& procedures	Philadelphia	Lack of intellectual control
92.	Policy& procedures	Pittsburgh	Responsibility of acquiring comes with a cost, resources, standards, awareness
93.	Policy& procedures	Pittsburgh	small libraries – taking on collections they can't care for
94.	Policy& procedures	Scranton	Collections policy – what to accept and what to turn away
95.	Policy& procedures	Scranton	History of bad collection habits
96.	Policy& procedures	Scranton	Space because of growing collections (have commercial space)
97.	Policy/procedures- Governance	Pittsburgh	Board education on professional standards
98.	Preservation/rehousing	Philadelphia	Processing (rely too much on grant funding contractors)
99.	Preservation/rehousing	Philadelphia	Rehousing of manuscripts
100.	Product – at risk	Harrisburg	At risk collections - Microfilm with no backups 14,000 reels of newspaper Not sure if have originals or facsimiles/limited staff Film deterioration
101.	Product – at risk	Harrisburg	At risk collections - newspapers
102.	Product – at risk	Harrisburg	Audio visual materials
103.	Product – at risk	Harrisburg	Northumberland Co. H.S. nitrate negatives
104.	Product – at risk	Harrisburg	Statewide inventory – we have no idea what we have here
105.	Product – at risk	Philadelphia	1/3 collections undescribed
106.	Product – at risk	Philadelphia	Great concern for AV collections
107.	Product – at risk	Philadelphia	Not knowing what we have - 25% processed, 75% (Archives) unprocessed – a lot of motion picture film (1930s/1940s)

	1. What is the single most important challenge you face today in caring for your collection?		
	1.b Most critical issues sorted by issue and region		
	Issue	Location	Detail
108.	Product – at risk	Philadelphia	The care of our AV and digital materials
109.	Product – at risk	Philadelphia	Years of neglect to collection
110.	Product – at risk	Pittsburgh	archival and textiles in need – books, photos, correspondence
111.	Product – at risk	Scranton	Born digital items not being collected and constantly new formats to deal with
112.	Product – at risk	Scranton	City directories deteriorating
113.	Product – at risk	Scranton	Digital photos – is Flickr backing it up
114.	Product – at risk	Scranton	Many unprocessed items - Have PastPerfect
115.	Product – at risk	Scranton	Museum objects cataloged; working with archival material cataloging
116.	Product – at risk	Scranton	We don't know what we have and rely too much on institutional memory
117.	Product/digitization	Erie	Digitization
118.	Product/digitization	Pittsburgh	Digitizing materials and migrating data?
119.	Product/Inventory	Philadelphia	Inventory of our collection is incomplete – we don't know what we have
120.	Product/Inventory	Philadelphia	Limited understanding of photograph collection content
121.	Promo/marketing	Harrisburg	Web pages and exhibits - PA State Archives
122.	Promo/marketing	Scranton	Community access TV station being closed at library
123.	Promo/marketing	Scranton	Interpretive signage, teachers to sites, workshops (for Allentown, it is Delaware/Lehigh Valley)
124.	Sector advocacy	Harrisburg	Getting buy in from constituents and those responsible for collections – getting people to do that they know is right
125.	Security	Philadelphia	Inadequate security of our collection
126.	Security	Scranton	A lot of collection is public access and might be stolen or damaged
127.	Space/facility	Erie	HVAC Issues
128.	Space/facility	Harrisburg	Building is 45 years old with poor HVAC, Temperature and no RH control
129.	Space/facility	Harrisburg	Environmental control, fire suppression, pest management needs
130.	Space/facility	Harrisburg	No AC
131.	Space/facility	Harrisburg	Physical plant
132.	Space/facility	Harrisburg	Shortage of space
133.	Space/facility	Harrisburg	Worries about fire safety and our collection
134.	Space/facility	Philadelphia	control of environment;
135.	Space/facility	Philadelphia	Environmental controls are woefully inadequate
136.	Space/facility	Philadelphia	HVAC is poor
137.	Space/facility	Philadelphia	Inadequate space
138.	Space/facility	Philadelphia	New systems starting to fail - HVAC going haywire, already need replacing
139.	Space/facility	Philadelphia	Space is inadequate

1. What is the single most important challenge you face today in caring for your collection?			
1.b Most critical issues sorted by issue and region			
	Issue	Location	Detail
140.	Space/facility	Philadelphia	Space is our biggest issue
141.	Space/facility	Philadelphia	Space needs
142.	Space/facility	Philadelphia	We haven't enough space
143.	Space/facility	Philadelphia	We've an old building with no good climate control
144.	Space/facility	Philadelphia	We've no HVAC
145.	Space/facility	Scranton	Consolidating collections management space
146.	Space/facility	Scranton	Consolidating collections management space
147.	Space/facility	Scranton	Environmental controls are insufficient
148.	Space/facility	Scranton	Environmental standards and concerns. We need more HVAC standards
149.	Space/facility	Scranton	Historical Society founded in 1888 without collections policy
150.	Space/facility	Scranton	No temperature or relative humidity control
151.	Space/facility	Scranton	Not enough space for collections – we can't even turn around
152.	Space/facility	Scranton	Our reference space is also a computer room
153.	Space/facility	Scranton	Problems with building (1912 residence)
154.	Space/facility	Scranton	Space – physically running out of it
155.	Space/facility	Scranton	Space a hindrance with local history
156.	Space/facility	Scranton	Space is a constant battle – we've large pieces of artwork and inadequate storage - Need 50% more painting storage
157.	Space/facility	Scranton	Space is a problem because archives hold Univ. Hist.
158.	Space/facility	Scranton	Using a Hic and basement space
159.	Space/facility	Scranton	We're running out of space
160.	Statewide coordination	Scranton	Statewide projects and lobbying. We have 63 different partners in 2007 (towns, environmental groups, rails to trails). It's very tough to manage.
161.	Storage	Erie	Inadequate storage
162.	Storage	Erie	Storage facilities
163.	Storage	Philadelphia	Inadequate storage
164.	Storage	Philadelphia	Insufficient storage
165.	Storage	Philadelphia	Storage – especially for our textile collection is inadequate
166.	Storage	Scranton	Even Special Collection shelving is not as good as it could be
167.	Storage	Scranton	need easy storage access, with a good dock, temperature and RH, security
168.	Storage	Scranton	No offsite storage
169.	Storage	Scranton	Onsite storage – We're an Historic House from 1795 and collecting since 1921
170.	Storage	Scranton	Storage in basement of branch is poor
171.	Storage	Scranton	We are a government depository and running out of room

1. What is the single most important challenge you face today in caring for your collection?

	Issue	Location	Detail
172.	Training & education		training/education for staff on preservation techniques
173.	Training & education	Erie	Financial support for training
174.	Training & education	Erie	Staff training
175.	Training & education	Erie	Training for staff and volunteers
176.	Training & education	Harrisburg	Need for training
177.	Training & education	Harrisburg	Training
178.	Training & education	Harrisburg	Training
179.	Training & education	Harrisburg	Training
180.	Training & education	Pittsburgh	Good material training using today's technology
181.	Training & education	Pittsburgh	How do you train/work with volunteers- hands-on –closer to home training is very important
182.	Training & education	Scranton	Little to no staff training
183.	Training & education	Scranton	national heritage (training public about preservation)
184.	Training & education	Scranton	Need ongoing training for regular staff
185.	Training & education	Scranton	Training and expertise; what practical lessons to take
186.	Training/ Best practices	Harrisburg	Extension project models - PA State Archives
187.	Vermin	Scranton	Pest management (14 squirrels trapped)

2. Important Treasure – what would you keep?

	Item	location
1.	1857 subscription book; trustees minutes	Erie
2.	1900 glass plate negatives	Erie
3.	Civil War flags	Erie
4.	ethnic based communities Italian heritage, polish heritage, national heritage	Erie
5.	Joe Plapkin painting	Erie
6.	Johnny Appleseed book	Erie
7.	Oldest college documents	Erie
8.	Paintings – Erie public library (feather book)	Erie
9.	photograph collection – documents oil industry	Erie
10.	photographs; early documents	Erie
11.	Robert's torpedo collection	Erie

	2. Important Treasure – what would you keep?	
	Item	location
12.	statue of "Sendare" – sculpture	Erie
13.	tintypes, photographs	Erie
14.	Tools and instruments related to ship	Erie
15.	15th/16th century manuscripts American History	Pittsburgh
16.	1947 GMC bus – history of transit	Pittsburgh
17.	Collections of work by artist	Pittsburgh
18.	Doug/Westmoreland – 6 years ago database project – most important objects are entered – accreditation for AAM and reaccreditation for disaster plan had to prioritize	Pittsburgh
19.	Dulcimer – furniture makers, Nagy chest and drawer – country furniture maker	Pittsburgh
20.	Harmony Society Archives – one painting of founder	Pittsburgh
21.	Henry Clay correspondence	Pittsburgh
22.	Historic House itself	Pittsburgh
23.	Holotypes (45) scientific specimens and their documentation	Pittsburgh
24.	house itself, disaster plan, flood procedures, every room in event of flood	Pittsburgh
25.	Letter that Andrew Carnegie wrote beginning school	Pittsburgh
26.	Library – accession records	Pittsburgh
27.	Local History – hand written journal from Charles Dudley (Chemist)	Pittsburgh
28.	original botanical art	Pittsburgh
29.	Photographs	Pittsburgh
30.	photos of town construction/steel company	Pittsburgh
31.	photos, family Bible, musical interests	Pittsburgh
32.	Pitt Daybook from 1750, Journal Collection 1816 (5 volumes), Box of Judge Wreins Correspondence	Pittsburgh
33.	Plate film/negatives	Pittsburgh
34.	Sister Lowe's Letter book – original motherhouse Ledger book of St. Joe's Academy/Student records	Pittsburgh
35.	Textiles – costumes and historical clothing in region and documentation	Pittsburgh
36.	Van Gogh *Wheatfields*	Pittsburgh
37.	birth and death indexes 1878-1905	Scranton
38.	Bricks and mortar surveys of buildings	Scranton
39.	City directories	Scranton
40.	Don't know because much unprocessed (like coal co. correspondence)	Scranton
41.	Images (WWI posters) in basement	Scranton
42.	Lincoln related artifacts (signatures)	Scranton
43.	Maps which are unique and area histories	Scranton
44.	Photos from Nursing Classes from 1800s. People think "scan and destroy"	Scranton
45.	Textiles in bad humidity control area (lace collection which the MET is after)	Scranton

	Plan Implementation & Solutions -- Given issues and challenges, please complete this sentence, "This plan will be valuable to me if it can address:"		
	Solution	Detail	Location
1.	Assessment/planning	Preservation plans	Philadelphia
2.	Best practices	Learn what we can from others: NC, NY, OH, CO, MA	Harrisburg
3.	Coordinating Policy& procedures	Link to AAM standards, guidelines	Philadelphia
4.	Coordination	Allegheny Earth Force focuses on environment (possible education model for history education in schools)	Erie
5.	Coordination	Erie Yesterday – Western PA Museum Council need NW PA Council/Network of Experts	Erie
6.	Coordination	NW PA has a gap – no mini-training/mini-projects; history is not being taught in schools	Erie
7.	Coordination	Capitalize and help us benefit from economies of scale in solutions	Philadelphia
8.	Coordination	Cataloging and digitizing – could be joint project	Philadelphia
9.	Coordination	Cultural tourism – pool resources – larger scope	Philadelphia
10.	Coordination	Endorsements/statements to bolster best practices	Philadelphia
11.	Coordination	Getting institutions to collaborate will not be easy. They are not so-inclined	Philadelphia
12.	Coordination	Link with other initiatives such as the Philadelphia Exhibition Initiative – made grants competitive – have had forums and programs for curators – what does it take to make a great program	Philadelphia
13.	Coordination	linking to other projects – Melville, i.e.	Philadelphia
14.	Coordination	Make use of partners --PALINET/SOLINET	Philadelphia
15.	Coordination	More collaboration – to appeal to funders	Philadelphia
16.	Coordination	Not duplicating digitizing efforts	Philadelphia
17.	Coordination	Projects – regional clusters working together (In museum world more difficult to find out where similar objects reside -- New Zealand)	Philadelphia
18.	Coordination	Provide us with go-to source guidance: like PHMC, CCAHA, Alliance for Response, MARAC	Philadelphia
19.	Coordination	Purchasing supplies; storage vendors; digitizing equipment – or having things go to a central facility – statewide standard	Philadelphia
20.	Coordination	Shared cataloguing services, provide a team to assist	Philadelphia
21.	Coordination	System-wide software	Philadelphia
22.	Coordination	Link to Heritage Park System	Pittsburgh
23.	Coordination	Provide regional solution approaches vs. everything coming from Harrisburg	Pittsburgh
24.	Coordination	Help us develop a statewide system where we can forwarding on collection materials that "don't fit" collections policies	Scranton
25.	Funding	Consider a state check off	Harrisburg
26.	Funding	Consider a state lottery	Harrisburg

		Solution	Detail	Location
27.		Funding	Consider adoption of Recorders' fee: pay to file paperwork (like PARIS) to help support our work. Current national allotment of $50 million is not adequate	Harrisburg
28.		Funding	Develop a strategy/campaign for foundation support	Harrisburg
29.		Funding	Link with other states to secure national funding for multi-state solutions	Harrisburg
30.		Funding	PHMC Records Grants – stabilize or grow	Harrisburg
31.		Funding	Traveling research grants - PA State Archives	Harrisburg
32.		Funding	Government funding terrible approach – individual funding more the key	Philadelphia
33.		Funding	Funds to incentify collaborations?	Pittsburgh
34.		Funding	Preservation dollars proactively spent	Pittsburgh
35.		Funding	Promoting collections ½ - 1% of acquisition dollars into conservation fund	Pittsburgh
36.		Incentivize improvement	PHMC ties funding to preservation strategic planning	Pittsburgh
37.		Information & resources	Statewide video library with online access – webinars are not great	/Scranton
38.		Information & resources	Clearing house for information/list of regional volunteers/local experts	Erie
39.		Information & resources	A statewide data base to connect all of us and provide important information	Harrisburg
40.		Information & resources	Replicate North Carolina – "Explore NC" online model	Philadelphia
41.		Information & resources	Best practices across all areas –	Philadelphia
42.		Information & resources	Online archive of California/Colorado project	Philadelphia
43.		Information & resources	We need a statewide go to web site	Philadelphia
44.		Information & resources	World CAT – for library sharing	Philadelphia
45.		Information & resources	Document strategy – what's important to document? Who is responsible for collecting what? What is mission statement/collection policy?	Pittsburgh
46.		Information & resources	Bulleted sheets and checklists	Scranton
47.		Information & resources	Environmental monitoring kit/guides (base at Authority Offices?) Conserv-O-Grams	Scranton
48.		Information & resources	Guidelines and best practices on issues, questions, policies	Scranton
49.		Information & resources	How to contact these and other sources for what? PHMC, SAA, MARAC, MAAM, AASLH, Access PA	Scranton
50.		Information & resources	Information & resources	Scranton
51.		Information & resources	Names of resources who put together good policies and guidelines	Scranton
52.		Information & resources	Need 3-dimensionality	Scranton
53.		Information & resources	Our need for easy access to resources, expertise and collections care solutions. There's info out there but it is not organized.	Scranton
54.		Information & resources	PHMC has people you can talk to; need to shine brighter light we need more help besides PALINET or SAA	Scranton
55.		Information & resources	Please link existing data bases	Scranton

Plan Implementation & Solutions -- Given issues and challenges, please complete this sentence, "This plan will be valuable to me if it can address:"

	Solution	Detail	Location
56.	Information & resources	Provide policy guidelines and other essential information on line. Help us easily find what exists without spending an afternoon doing Google searches- we don't have that kind of time. We need a reliable go-to source w. info at our fingertips	Scranton
57.	Information & resources	Provide statewide resources for pest management	Scranton
58.	Information & resources	Statewide data base of university archives we can turn to	Scranton
59.	Information & resources	Tell us about "Go-To-Resources"	Scranton
60.	Information & resources	Workshops/distilled info	Scranton
61.	marketing	PA Great Lakes Region – collaborate on marketing for this region (i.e. fishing guide for these counties)	Erie
62.	Personnel/expertise	Tap the Senior community service program for senior volunteers over 55	Erie
63.	Personnel/expertise	internships in preservation – library	Philadelphia
64.	Personnel/expertise	Start a volunteer corps for preservation	Philadelphia
65.	Personnel/expertise	transcribing (graduate school interns)	Philadelphia
66.	Personnel/expertise	Field internships in library/archive	Pittsburgh
67.	Personnel/expertise	Apprenticeships and Hands-on training are needed	Scranton
68.	Personnel/expertise	More itinerant expertise to troubleshoot and train us	Scranton
69.	Piggyback on national initiatives	Weds Commonwealth solutions with HHI	Harrisburg
70.	Policy& procedures	Boards – their responsibilities toward their collections	Philadelphia
71.	Policy& procedures	Guidelines – general standards – criteria for funding – would money incentify people to best practices?	Pittsburgh
72.	Policy& procedures	Cooperative collection development for large institutions would make sense – policy recommendations to guide that.	Scranton
73.	Policy& procedures	Policy guidelines would be enormously useful. Deaccession/loan/collection policy. Provide us with criteria to say no – according to state guidelines and standards.	Scranton
74.	Space	space	Philadelphia
75.	Space	Space is biggest issue	Philadelphia
76.	Storage	We need help with simple storage solutions	Erie
77.	Storage	Develop a regional plan for shared space	Scranton
78.	Storage	Lease storage or help us find "accessible" leased storage such as NPS National Level Security Centers Digital Remote Storage – Private LOCKSS Centers	Scranton
79.	Training & education	Package Training: Board training	Erie
80.	Training & education	NHPRC money for establishing new archivist training	Harrisburg
81.	Training & education	State money allocated for workshops and making them accessible and affordable	Harrisburg
82.	Training & education	Strengthen the knowledge base of the field: Continuing education = CCAHA, PSU, Pal Provide certification	Harrisburg

	Solution	Detail	Location
Plan Implementation & Solutions -- Given issues and challenges, please complete this sentence, "This plan will be valuable to me if it can address:"			
83.	Training & education	Training and education	Harrisburg
84.	Training & education	Professional Development: Pew/HPP – historic exhibition development and CCAHA programs – affordable, accessible	Philadelphia
85.	Training & education	small organizations need computer help	Philadelphia
86.	Training & education	Training need – security/losses/included in emergency plan	Philadelphia
87.	Training & education	Training that's affordable, less than $100	Philadelphia
88.	Training & education	Collections Care Training Programs (2-day programs)	Philadelphia
89.	Training & education	Training – policies (collection policies in particular)	Pittsburgh
90.	Training & education	Address training. Right now time and money are barriers.	Scranton
91.	Training & education	Scranton needs training on physically preserving materials	Scranton
92.	Training & education	Provide affordable training - ½ day and within a three-hour drive.	Scranton
93.	Training & education- governance	PA Annual Institute – Board Trustees – article in newspaper/media campaign, why should you care if county records are a mess?	Pittsburgh
94.	Training and education	We need to remove barriers to training – volunteers won't come to training unless it's in the institutions	Erie

4. Advocacy strategies for consideration

	Strategy	Location
1.	Consider using the term "Mystery" instead of "history"	Erie
2.	Develop a more contemporary relevant case statement. Preserving history will not generate a lot of excitement	Erie
3.	Marketing/branding campaign (statewide)	Erie
4.	Use trained storytellers – bring stories alive	Erie
5.	We need champions	Erie
6.	Branding campaign for state collections	Philadelphia
7.	Buy-ins from the institution on relevance	Philadelphia
8.	Campaign needed that addresses demand and return on investment (ROI	Philadelphia
9.	Link to Philadelphia Architects	Philadelphia
10.	Public access at no cost, no desire to visit site	Philadelphia
11.	We need an Antiques Road Show - Hidden Collections campaign to help is getting our lights out from under bushels.	Philadelphia
12.	Advocacy – remains problem, institutional, public, and private advocacy	Pittsburgh
13.	Advocacy – remains problem, institutional, public, and private advocacy	Pittsburgh

14.	Build compelling case statements
	Why are collections important?
	     o The human experience
	     o Our reality
		Pittsburgh

15.	Consider those to whom we are most valued - and have the resources to take action Academic community Family/towns/genealogists Scientific community World of contemporary art International design community Visitors/convention-bureaus/tourism industry	Pittsburgh
16.	Get to decision makers/boards	Pittsburgh
17.	How do we collaborate to be less invisible?	Pittsburgh
18.	Link to Heritage Park System	Pittsburgh
19.	Must identify our holdings to build a case for the why Inventory of holding in this state?	Pittsburgh
20.	PowerPoint video	Pittsburgh
21.	Preservation dollars proactively spent	Pittsburgh
22.	Promoting collections ½ - 1% of acquisition dollars into conservation fund	Pittsburgh
23.	there are newspaper people in Pittsburgh who would be interested in running article	Pittsburgh

	4. Advocacy strategies for consideration	
	Strategy	**Location**
24.	Use County Historical Societies for advocacy	Pittsburgh
25.	A Single, statewide list of holdings would help everyone better understand us and our value	Scranton
26.	Advertising the state's digital collections and then making it easy for people to access.	Scranton
27.	Appeal to teachers - Museums as a classroom for teachers (spend 2 nights at work there)	Scranton
28.	Building public awareness/usership	Scranton
29.	Develop traveling, statewide exhibits of holdings (create new, with statewide appeal)	Scranton
30.	Don't have IT Guy = do newsletter and traditional media. Don't market collections as much as programs/events	Scranton
31.	E-mail campaigns member or not	Scranton
32.	identify to whom we're irreplaceable	Scranton
33.	Use Flickr and other webbased promo	Scranton
34.	Vocatinal collections promo	Scranton
35.	Work with education community	Scranton

APPENDIX D: Task Force Members

Connecting to Collections
Task Force Representatives

Cindy Bendroth
PA Caucus of the Mid Atlantic Regional Archives Association
(MARAC)

Laura Blanchard, Executive Director
Philadelphia Area Consortium of Special Collections Libraries

Tom Clareson, Program Director for New Initiatives
Lyrasis

Jeanne Anne Croft, Preservation Librarian
University of Pittsburgh

Deborah Filipi, Executive Director
Pennsylvania Federation of Museums and Historical
Organizations

Barbara Franco, Executive Director
Pennsylvania Historical and Museum Commission

David A. Haury, Director
Bureau of Archives and History
Pennsylvania Historical and Museum Commission

L. Suzanne Kellerman, Judith O. Sieg Chair for Preservation
Digitization and Preservation
Penn State University

Chrisoula Randas Perdziola, Executive Director
Western Pennsylvania Museum Council

Brenda Reigle, Chief
Collections Care Section
Pennsylvania Historical and Museum Commission

Charlotte Tancin, Librarian & Senior Research Scholar
Hunt Institute for Botanical Documentation
Carnegie Mellon University

Cathy Wilt, Executive Director
Lyrasis

M. Clare Zales, Deputy Secretary of Education
and Commissioner for Libraries
Office of Commonwealth Libraries

APPENDIX E: Participating Organizations

Connecting to Collections
Focus Group Attendees

Eileen Mathias (Academy of Natural Sciences)
Karen Barlow (Allentown Art Museum)
Sonia Keiper (Altoona Area Public Library)
Anne Downey (American Philosophical Society)
Amber Morgan (Andy Warhol Museum)
Richard Stanislaus (Anthracite Heritage Museum)
Howard Stevens, Jr (Antique Motor Coach Association of
    Pennsylvania)
Bruce Laverty (Athenaeum of Philadelphia)
Kristen Froehlich (Atwater Kent Museum of Philadelphia)
Ryan Holandes (August Wilson Center)
Rebecca Long (B.F. Jones Memorial Library)
Pat Keller (Berrett Studio)
Eric Pumroy (Bryn Mawr College)
Beth Lander (Bucks County Historical Society)
Terry Latour (Carlson Library)
Jackie Mignogna (Carnegie Library)
Jennie Benford (Carnegie Mellon University)
Ellen Baxter (Carnegie Museum of Art)
Suzanne McLaren (Carnegie Museum of Natural History Annex)
Andrea Cakars (Chester County Historical Society)
Ellen Endslow (Chester County Historical Society)
Don Smith (Christ Church Preservation Trust)
Andrew Coldren (Civil War Museum of Philadelphia)
Sharon Smith (Civil War Museum of Philadelphia)
Barbara Thompson (Clarion Free Library)
Anne Stewart (Crawford County Historical Society)
Jim Gerencser (Dickinson College)

Susan Beates (Drake Well Museum)
Robert Sieczkiewicz (Drexel University)
Richard Stanislaus (Eckley Miners' Village)
David Obringer (Edinboro University of Pennsylvania)
Jennifer Railing (Episcopal Diocese of Central Pennsylvania)
Vance Lupher (Erie Art Museum)
John Vanco (Erie Art Museum)
Annita Andrick (Erie County Historical Society)
Ann Mari Schlindwein (Erie County Public Library)
Walter Rybka (Erie Maritime Museum)
Judith Faustine (Erie Yesterday)
Karen Daniel (Ezra Lehman Memorial Library)
Theresa Stuhlman (Fairmount Park Commission)
Justin Gunther (Fallingwater)
Melanie Groves (Frick Art & Historical Center)
Candace Buchanan (Greene County Historical Society)
Bernie Fox (Greene County Historical Society)
Donna McCloskey (Grundy Museum)
Bruce Bumbarger (Haverford College)
Tammy Hamilton (Hershey Community Archives)
Carrie Blough (Historical & Genealogical Society of Somerset
    County)
Chuck Tancin (Hunt Institute for Botanical Documentation)
Angela Todd (Hunt Institute for Botanical Documentation)
Craig Bruns (Independence Seaport Museum)
Matt Herbison (Independence Seaport Museum)
Donna Cashdollar (Indiana University of Pennsylvania Museum)
William Double (Indiana University of Pennsylvania Museum)

Connie Kimmerle (James A. Michener Art Museum)
Carole Briggs (Jefferson County History Center)
Sarah Piccini (Lackawanna Heritage Valley Authority)
Virginia Anderson (Lawrence Park Historical Society)
Geoffrey Domowicz (Leboeuf)
Lois Black (Lehigh University)
Earle Glaser (Mercyhurst College)
Dani Vaughn-Tucker (Misericordia College)
Amy Leiser (Monroe County Historical Association)
Jill Dixon (Montgomery County Department of Parks & Heritage Services)
Carl Klase (Montgomery County Department of Parks & Heritage Services)
Morgan McMillan (Montgomery County Department of Parks & Heritage Services)
Diane Koch (Muhlenberg College)
Dan Parker (Oil Creek District Library Center)
Mike Henderson (Oil Region Alliance of Business, Industry and Tourism)
Melissa Mann (Oil Region Alliance of Business, Industry and Tourism)
Sarah Buffington (Old Economy Village)
Cindy Bendroth (PA Historical & Museum Commission)
Tom Clareson (PALINET/Lyrasis)
Sue Kellerman (Penn State Digitization and Preservation Department)
Diane Kurtz (Penn State Digitization and Preservation Department)
Karen Morrow (Penn State Digitization and Preservation Department)
Heidi Abbey (Penn State Harrisburg Library)
David Haury (Pennsylvania Historical and Museum Commission)
Elena Sisti (Pennsylvania Horticultural Society)
Laura Blanchard (Philadelphia Area Consortium of Special Collections Libraries)

Joan Decker (Philadelphia City Archives)
Stacey Swigart (Please Touch Museum)
Martha Berg (Rodef Shalom Congregation)
Judith Guston (Rosenbach Museum & Library)
Marie Crispino (Scranton Public Library)
Judi Keller (Scranton Public Library)
Martina Soden (Scranton Public Library)
Scott Thomas (Scranton Public Library)
David Grinnell (Senator John Heinz Pittsburgh History Center)
Courtney Keel (Senator John Heinz Pittsburgh History Center)
Kathleen Wendell (Senator John Heinz Pittsburgh History Center)
Bill Black (Seton Hill University)
Mary Alma Vandervest (Seton Hill University)
Judy Silva (Slippery Rock University)
Caryn Carr (State Library of Pennsylvania)
George Friedline (State Library of Pennsylvania)
Patrick McKnight (Steamtown National Historic Site)
Bill Whitaker (University of Pennsylvania, Architectural Archives)
Fern Brody (University of Pittsburgh)
Bernadette Callery (University of Pittsburgh)
Edward Galloway (University of Pittsburgh)
Miriam Meislik (University of Pittsburgh)
Rush Miller (University of Pittsburgh)
Jane Smith Stewart (US Army Heritage & Education Center)
Emily Beck (Visit Erie)
Michelle Gray (Warren County Historical Society)
Tina Curtis (Wattsburg Area Historical Society)
Michael Knies (Weinberg Memorial Library)
Mary Ann Moran Savankinus (Weinberg Memorial Library)
Ella Rayburn (Weinberg Memorial Library)
Lisa Hays (Westmoreland County Historical Society)
Doug Evans (Westmoreland Museum of American Art)
Paul Eisenhauer (Wharton Esherick Museum)
Nina Long (Wistar Institute)

Connecting to Collections
Survey Respondents

Academy of Natural Sciences
Alexander Hamilton Memorial Free Library
Allegheny Portage RR Site
Allegheny-Kiski Valley Historical Society
Allentown Art Museum
Altoona Area Public Library
Altoona Public Library
American Philosophical Society
American Swedish Historical Museum
Anita Shapolsky Art Foundation
Ann West Memorial
Anthracite Heritage Museum
Asbury Woods Nature Center
Athenaeum of Philadelphia
Atwater Kent Museum of Philadelphia
Awbury Arboretum Association
B.F. Jones Memorial Library
Baden Memorial Library
Barnes Foundation
Beaver Falls Library
Benson Memorial Library
Bethlehem Area Public Library
Betsy Ross House/Historic Philadelphia
Boyertown Community Library
Bradford County Heritage Association
Brandywine River Museum
Brethren in Christ Historical Library and Archives; Archives of
Messiah College
Brown Memorial Library
Bryn Mawr College

Bucknell University Special Collections/Archives
Bucks County Free Library
Bucks County Historical Society Library
Burrell Township Library
Bushkill Historical Society
Butler Area Public Library
Cabrini College
Cairnwood Mansion
Cambria County Historical Society
Cameron County Historical Society
Carnegie Free Library Of Swissvale
Carnegie Free Library, Connellsville
Carnegie Library of Pittsburgh
Carnegie Mellon University
Carnegie Museum of Art
Carnegie Museum of Natural History
Carrolltown Public Library
Center For East Asian Studies, University of PA
Center for Northern Appalachian Studies
Chadds Ford Historical Society
Chartiers-Houston Community Library
Chemical Heritage Foundation
Chemical Heritage Foundation
Chester County Archives
Chester County Historical Society
Chester County Library System
Chester Historical Preservation Committee
Christ Church Preservation Trust
City of Philadelphia Records Department
Civil War & Underground Railroad Museum

Clarion County Historical Society
Clarion University of Pennsylvania
Clearfield County Public Library
Clinton County Historical Society
Cliveden of the National Trust
Community Library of Allegheny Valley
Conneaut Lake Area Historical Society
Conservancy of Montgomery County
Coolspring Power Museum
Cornwall Iron Furnace
Corry Public Library
Coudersport Public Library
Crafton Public Library
Craven Hall Historical Society
Crawford County Historical Society
Cressman Library
Cresson Public Library
Curtis Institute of Music
Depreciation Lands Museum
Derry Area Historical Society
Dickinson College
Dimmick Memorial Library
Drake Well Museum
Drexel University
Drexel University College of Medicine
Dubois Public Library
Eagles Mere Museum
East Berlin Community Library
East Lycoming County Historical Society
East Penn Branch
Eastern Delaware Nations
Eastern State Penitentiary Historic Site
Easton Area Public Library
Ebenezer Maxwell Mansion

Eckley Miners' Village
Eldred WW II Museum & Learning Center
Elizabethtown College, High Library
Elk County Historical Society
Emmaus Public Library
Endless Mountains Heritage Park
Ephrata Cloister
Episcopal Diocese of Central Pennsylvania
Episcopal Diocese of Pennsylvania
Episcopal Diocese of Pittsburgh
Erie Art Museum
Erie County Historical Society
Erie County Public Library
Erie Maritime Museum
Everhart Museum
Ezra Lehman Memorial Library
F. D. Campbell Memorial Library
Fairmount Park Commission
Fireman's Hall
Flenniken Public Library
Fonthill Museum
Forest County Historical Society
Fort Mifflin on the Delaware
Founder's Hall at Girard College
Franklin Institute
Franklin institute
Franklin Public Library
Free Library of Philadelphia
Frick Art and Historical Center
Friends Historical Library of Swarthmore College
Germantown Historical Society
Gettysburg College Special Collections
Gladwyne Free Library
Greater Canonsburg Public Library

Greenville Area Public Library
Grundy Foundation
Gumberg Library
Guthrie Memorial Library - Hanover's Public Library
Hartslog Heritage Museum
Haverford College
Heinz History Center
Heisey Museum
Heritage Center Museum
Heritage Public Library
Herr Memorial Library
Hershey Community Archives
Historic Bethlehem Partnership
Historic RittenhouseTown
Historic St. George's United Methodist Church
Historical Society of Dauphin County
Historical Society of Fort Washington
Historical Society of Hilltown Township
Historical Society of Montgomery County
Historical Society of Pennsylvania
Historical Society of Phoenixville Area
Historical Society of Schuylkill County
Historical Society of the African Episcopal Church of St Thomas
Hornby School Restoration Society
Hugh Moore Historical Park and Museums
Hummelstown Area Historical Society
Hunt Institute for Botanical Documentation
Huntingdon County Historical Society
Hyndman Library
Independence National Historical Park
Independence Seaport Museum
Indian Valley Public Library
Indiana University of Pennsylvania
J. Lewis Crozer Library

James Buchanan Foundation for Preservation of Wheatland
James M. Stewart Museum Foundation
Jeannette Public Library
Jefferson County History Center
Jenkins Law Library
John Stewart Memorial Library
Johnsonburg Public Library
Johnstown Area Heritage Association
Joseph Priestley House
Joseph T. Simpson Public Library
Juniata College
Kittanning Public Library
Kutztown Area Historical Society
Kutztown University Library
La Salle University Connelly Library
Lackawanna County Historical Society
Lafayette College Special Collections and College Archives
Lancaster County Historical Society
Lansdale Historical Society
LaRoche College
LaSalle University Art Museum
Laughlin Memorial Library
Lawrence Park Historical Society
Lebanon Community Library
Lebanon County Historical Society
Lehigh University, Linderman Library
Ligonier Valley Historical Society
Ligonier Valley Library
Lincoln Highway Heritage Park
Lincoln University Academic Archive
Lincoln University Art Collection
Lititz Public Library
Longwood Gardens
Lower Macungie Library

Ludington Library
Lutheran Archives Center at Philadelphia
Lutheran Theological Seminary
Luzerne County Historical Society
M.S Hershey Foundation
Mahanoy City Public Library
Malvern Historical Commission
Marian Anderson Historical Society
Marywood University Art Galleries
Mason Dixon Public Library
Masonic Library & Museum of PA
Mather Memorial Library
Mauch Chunk Historical Society
Mauch Chunk Museum and Cultural Center
McKean County Historical Society
Mengle Memorial Library
Mennonite Heritage Center
Mercer Area Library
Mercyhurst College, Hammermill Library
Messiah College
Mifflin Community Library
Mifflinburg Buggy Museum Association
Mill at Anselma
Millersville University, Archives & Special Collections
Monessen Heritage Museum
Monessen Public Library & District Center
Monongahela Area Historical Society
Monongahela Area Library
Monroe County Historical Association
Monroeton Public Library
Monroeville Public Library
Montgomery County Community College
Montgomery County Norristown Public Library
Moores Memorial Library

Moravian Church Archives
Moravian College
Moravian Historical Society
Mount Aloysius College Library
Muhlenberg College
Muhlenberg Community Library
Mütter Museum, The College of Physicians of Philadelphia
Nanticoke Historical Society
National Association of Watch & Clock Collectors
National Constitution Center
National Museum of American Jewish History
Nazareth Library
New Bethlehem Area Free Public Library
New Castle Historical Society
New Hope Historical Society
Newtown Square Historical Preservation Society
Northern Tier Regional Library
Northumberland County Historical Society
Norwin Historical Society
Oil Heritage Heritage Park
Old Allentown Preservation Association
Old Economy Village
Old Saint Luke's Church
Old West Museum
Old York Road Historical Society
Open-Ended Response
Organization Name:
Osterhout Free Library
Oxford Historic Commission
PA Historical and Museum Commission
Palmyra Public Library
Pearl S. Buck National Historic Site
Penn State All Sports Museum
Pennsbury Manor

Pennsylvania Historical Association
Pennsylvania Horticultural Society
Pennsylvania Hospital
Pennsylvania House of Representatives Archives
Pennsylvania State Archives
Pennsylvania State University Pattee Library
Pennypacker Mills
Peter J. McGovern Little League Museum
Peter Wentz Farmstead
Philadelphia Archdiocesan Historical Research Center
Philadelphia City Archives
Philadelphia Jewish Archives Center
Philadelphia Museum of Art
Philadelphia Museum of Art Library
Phillips Museum of Art
PHMC
Pioneer Historical Society
Please Touch Museum
Police Heritage Museum, inc.
Portage Area Historical Society
Potter-Tioga Library System
Pottsville Free Public Library
Presbyterian Historical Society
Providence Plantation
Quiet Valley Living Historical Farm
Rachel Carson Homestead
Radnor Historical Society
Railroad Museum of PA
Reading Company Technical & Historical Society
Reading Public Library
Reading Public Museum
Rice Avenue Library
Rivers of Steel National Heritage Area
Roaring Spring Library

Robesonia Community Library
Robinson Township
Rock Ford Plantation
Rodef Shalom Congregation
Roger & Peggy Madigan Library
Rosemont College Library
Rosenbach Museum & Library
Ross Library
Saint Francis University
Save Our Steeples
Sayre Historical Society
Schuylkill Canal Association, Inc.
Schuylkill Valley Community Library
Schwenkfelder Library & Heritage Center
Senator John Heinz Regional History Center
Seton Hill University
Shenandoah Area Free Public Library
Shippensburg Historical Society
Shippensburg Public Library
Sisters of Charity of Seton Hill Archives
Sisters of Saint Joseph Heritage Area
Sisters of St. Francis of the Providence of God
Sisters of the Blessed Sacrament Archives
Slatington Library
Society for Contemporary Craft
Soldiers and Sailors Memorial Hall of Pittsburgh
Somerset Historical Center
Soroptimist International of the Americas
Southern Alleghenies Museum of Art
Southern York County Library
Speaker's House
Spring Township Library
Springdale Free Public Library
St. Peter's Church

State Museum of Pennsylvania
Stey Nevant Public Library
Strasburg Heritage Society
Sullivan County Historical Society
Summerville Library
Susquehanna County Historical Society
Swarthmore College Library
Swarthmore College Peace Collection
Taller Puertoriquenno
Tamaqua Public Library
Tarentum Genealogical Society
Temple Judea Museum
Temple University Health Sciences Center Libraries
Temple University Library
Thomas Beaver Free Library
Thomas Jefferson University Archives
Tioga Point Museum
Towanda Public Library
Tri-County Heritage Society
Trout Gallery
Union Library of Hatboro
Uniontown Public Library
United Methodist Archives
University of Pennsylvania Museum of Archaeology & Anthropology
University of Pennsylvania Museum of Archaeology and Anthropology Archives
University of Pittsburgh
University of Pittsburgh Health Sciences Library
University of Pittsburgh, Archives Service Center
University of Scranton Weinberg Library
University of the Arts
University of the Sciences in Philadelphia
Upper Darby Twp/Sellers Memorial Free Public Library

Upper Dublin Public Library
Upper Moreland Free Public Library
Upper Moreland Historical Association
Upper Uwchlan Township
US Army and Heritage Center
Valley Forge Military Academy and College
Valley Forge National Historical Park
Victorian Vandergrift Museum and Historical Society
Village Library Of Morgantown
Wagner Free Institute of Science
Warren Public Library
Washington & Jefferson College Library
Washington Crossing Historic Park
West Chester University
West Chester University
West Lawn-Wyomissing Hills Library
West Pittston Historical Society
Westmoreland Museum of American Art
Westtown School Archives
Wharton Esherick Museum
Wilcox Library
Williamsburg Public Library
Williamson Free School of Mechanical Trades
Wilson College
Wistar Institute
Worcester Historical Society
York College Galleries
York County Heritage Trust