

Hoosier Heritage Alliance

Connecting to Collections

Complete Data Report

August 15, 2009



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*Special Notes:

- Respondents had access to an online glossary to assist in understanding collection stewardship terminology at <http://www.indianahistory.org/lhs/hhaglossary.html>. Glossary terms are marked with an [Ⓢ].
- Survey results do not always total 100 percent. Several questions include a “check all that apply” response and most results were rounded for convenience.
- The HHA survey defined “Need” as an improvement required to reduce risk of damage or deterioration to collections and “Urgent Need” as a major improvement required to prevent damage or deterioration to collections.
- Links to the full report and cumulative resulting data can be found online at www.indianahistory.org/lhs/hha.htm.
- Survey collection process statistics
 - 1,006 surveys delivered (1,028 mailed; 22 returned undeliverable)
 - 272 surveys completed (240 reporting data; 32 replying that they hold no collections)

A. Institutional Identifying Information (*A1 through A4 are contact information for participating organizations and are not reported here.)

A1. Organization Name

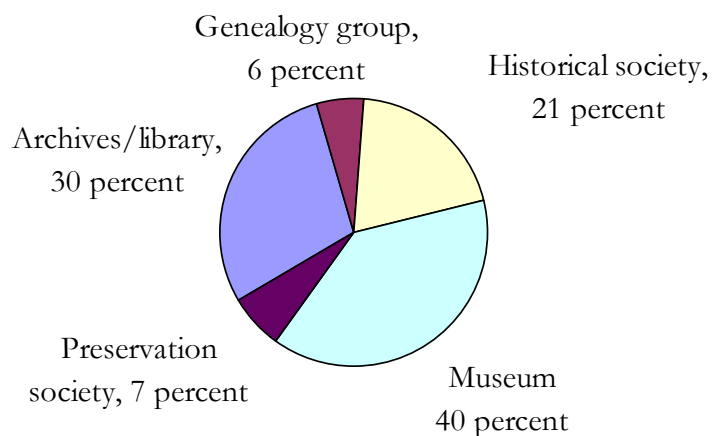
A2. Address 1

A3. Address 2

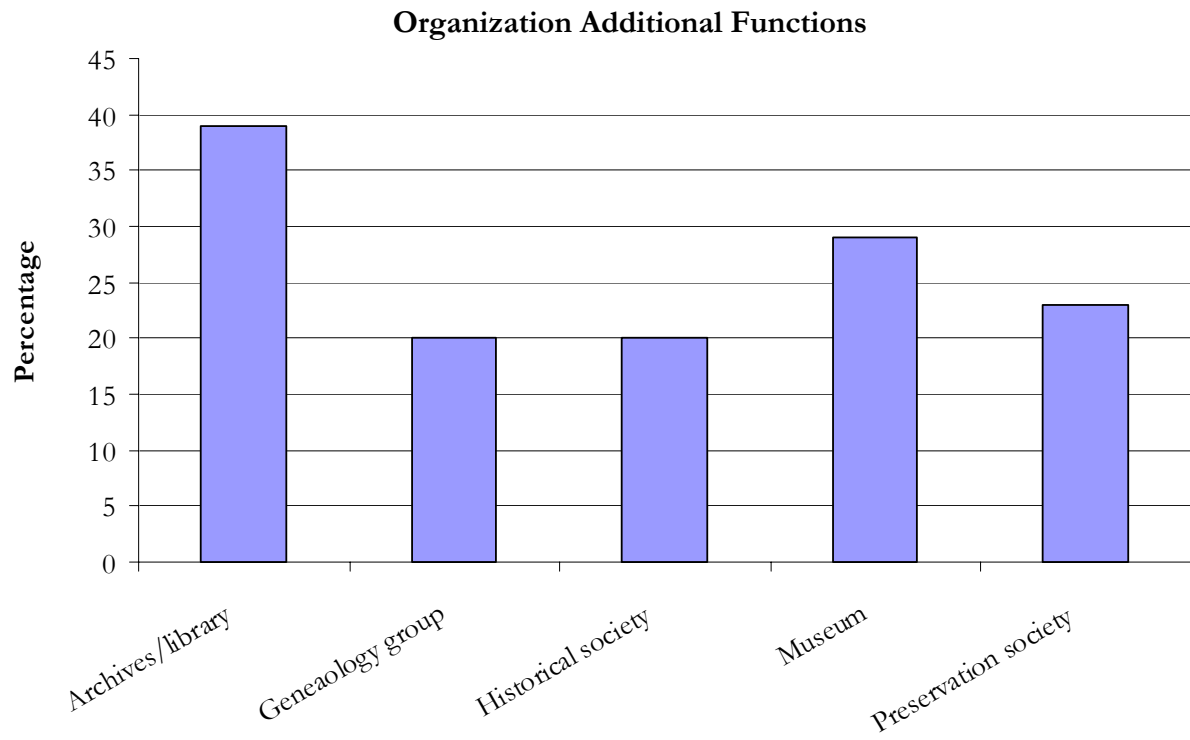
A4. City, State, Zip

A5. For purposes of comparing you with your peers, which of the following most closely describes your **primary function** or service? (Ten respondents indicated they had more than one primary function.)

Organization Type



A6. List any **additional** functions or services that are an essential component of your institution.
(Check all that apply.)

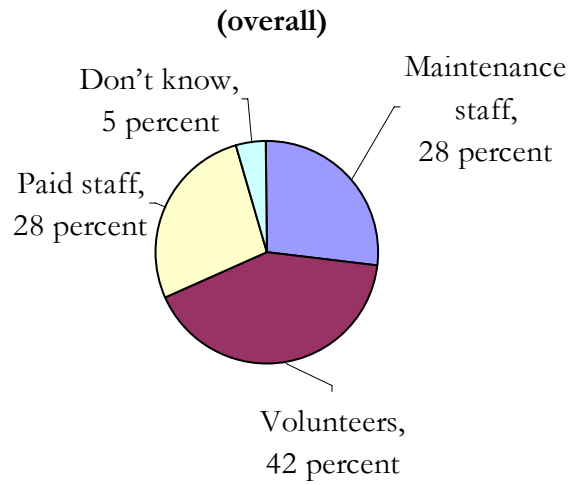


B. Environment

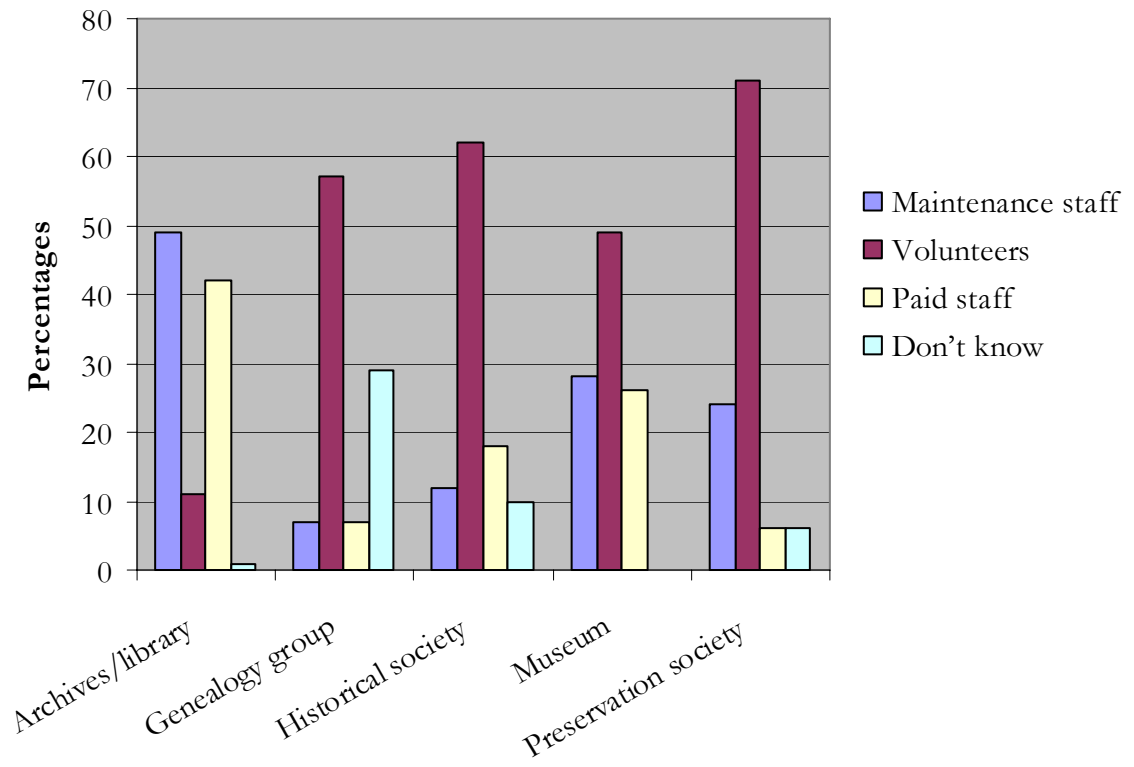
General Facility Environment

B1. Who is primarily responsible for your facility's maintenance?

Facility Maintenance Responsibility



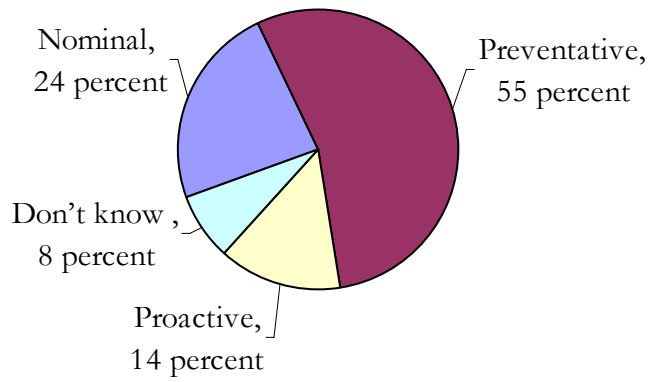
(by group)



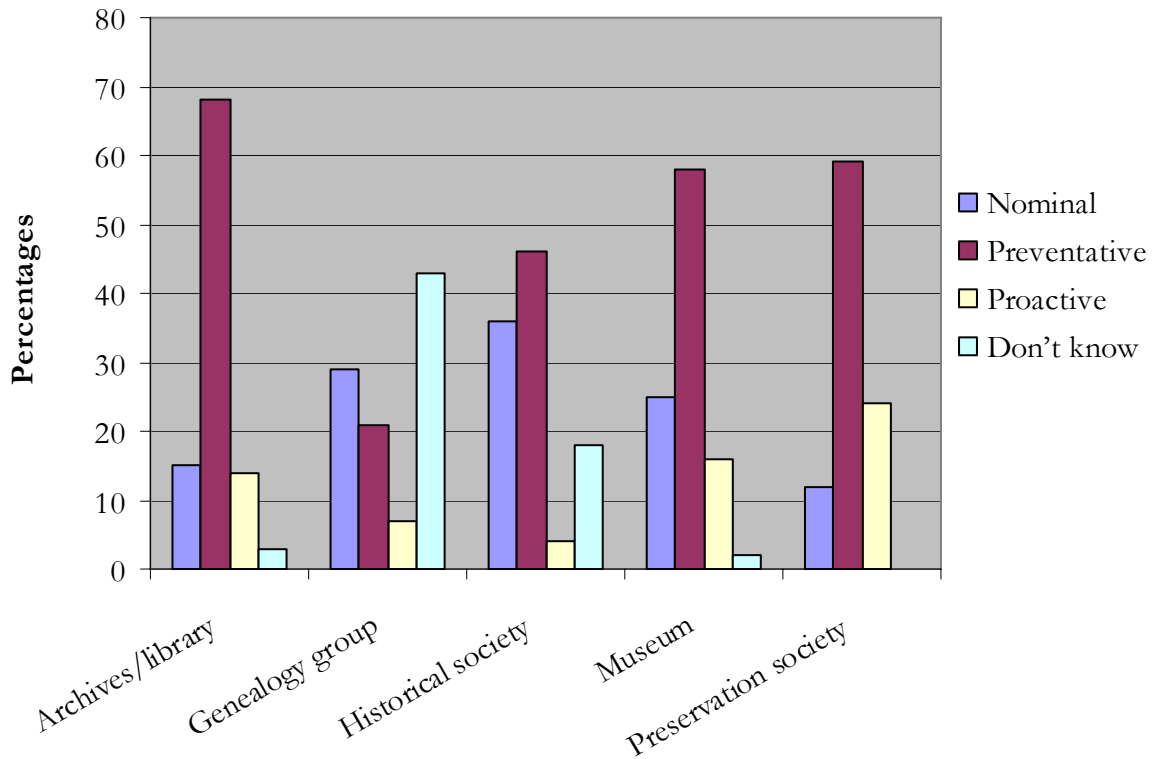
B2. How would you describe your maintenance routine?

Maintenance Routine

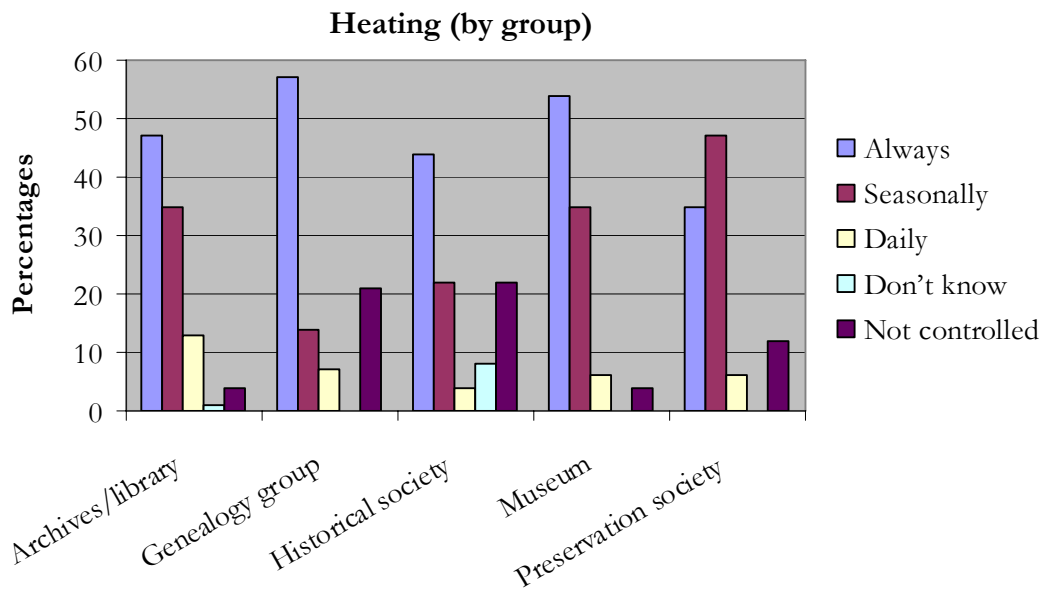
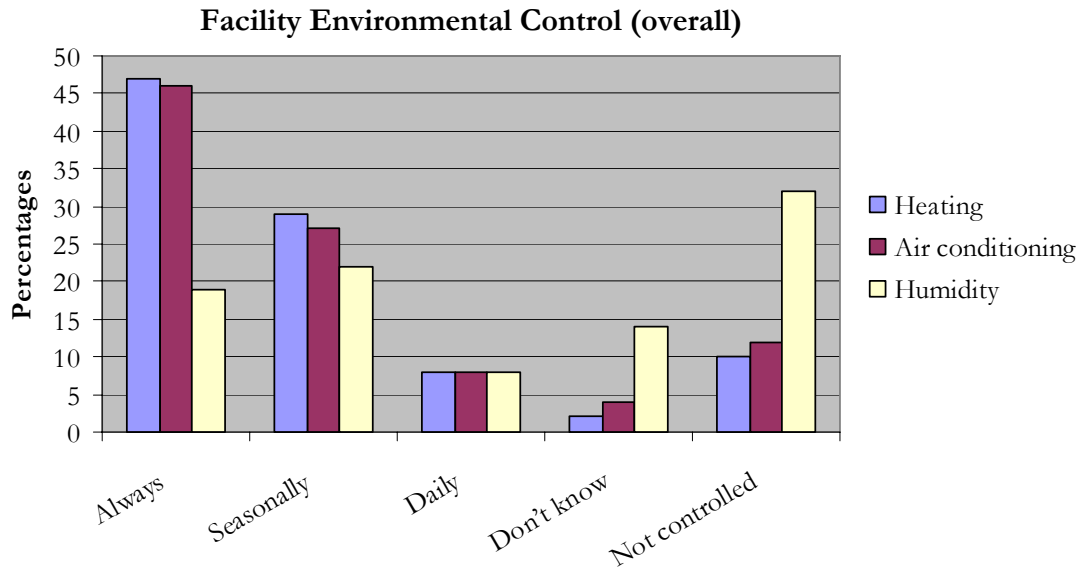
(overall)



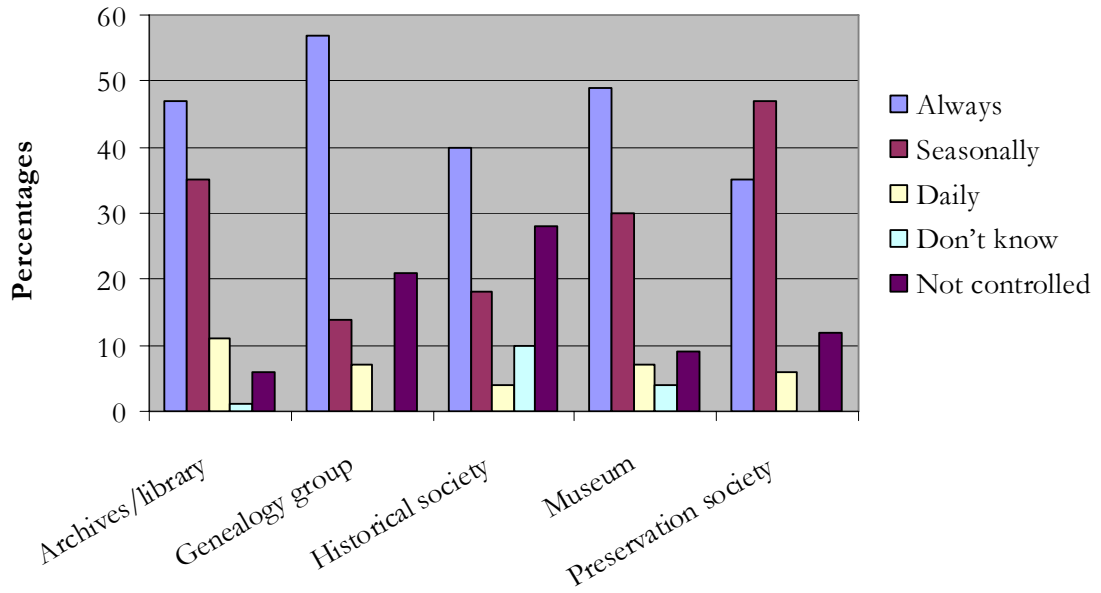
(by group)



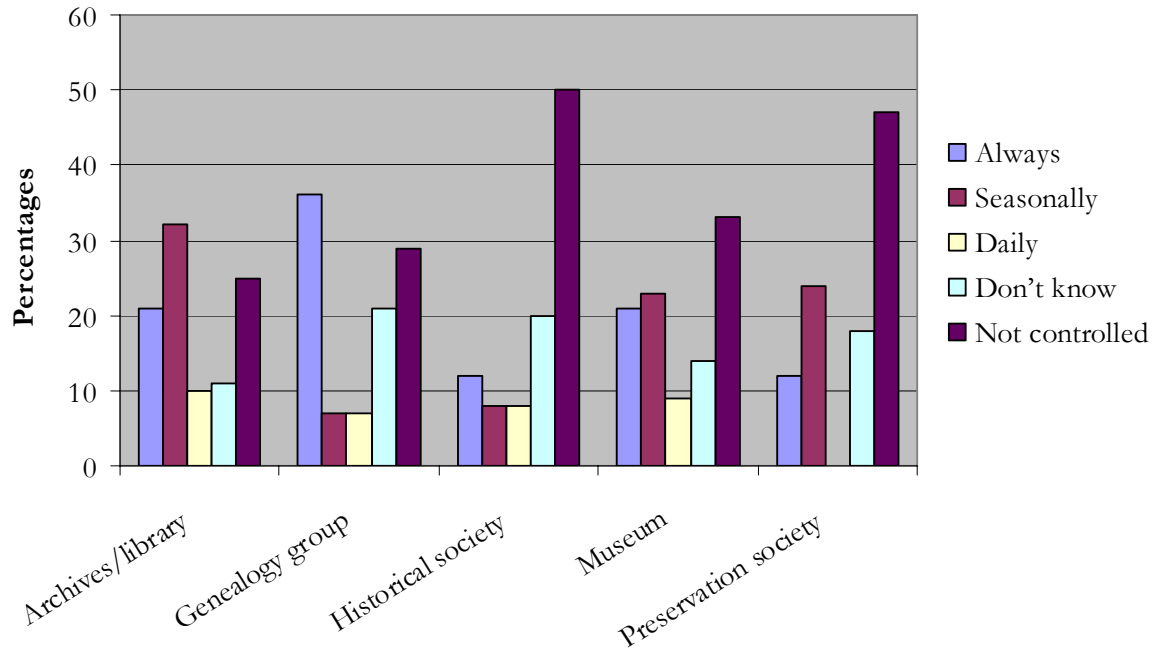
B3. When is your main facility's environment controlled within recommended levels?
 (*Heating and Air Conditioning (65°-73° F), Humidity (45-55 percent RH))



Air Conditioning (by group)



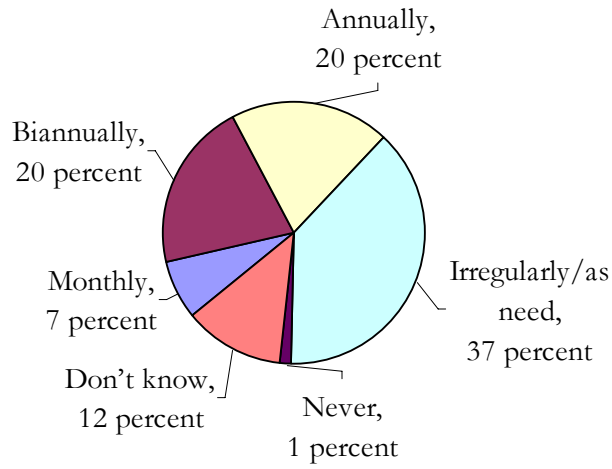
Humidity (by group)



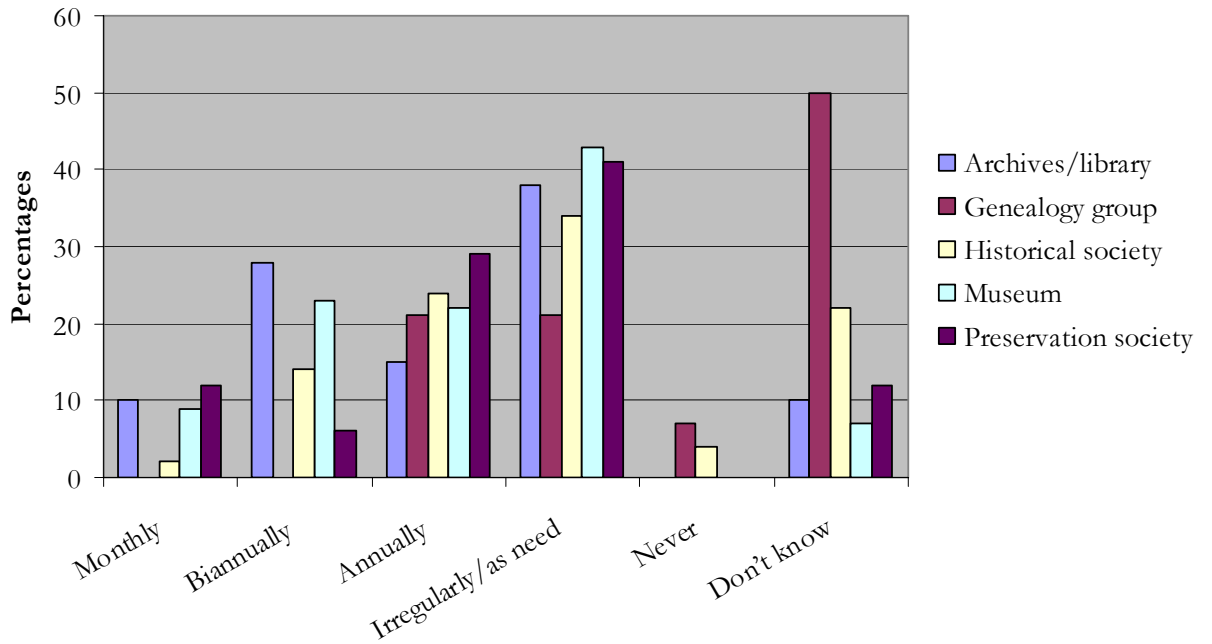
B4. How often is maintenance performed on your heating, air conditioning and/or humidity control systems?

Maintenance Schedule

(overall)



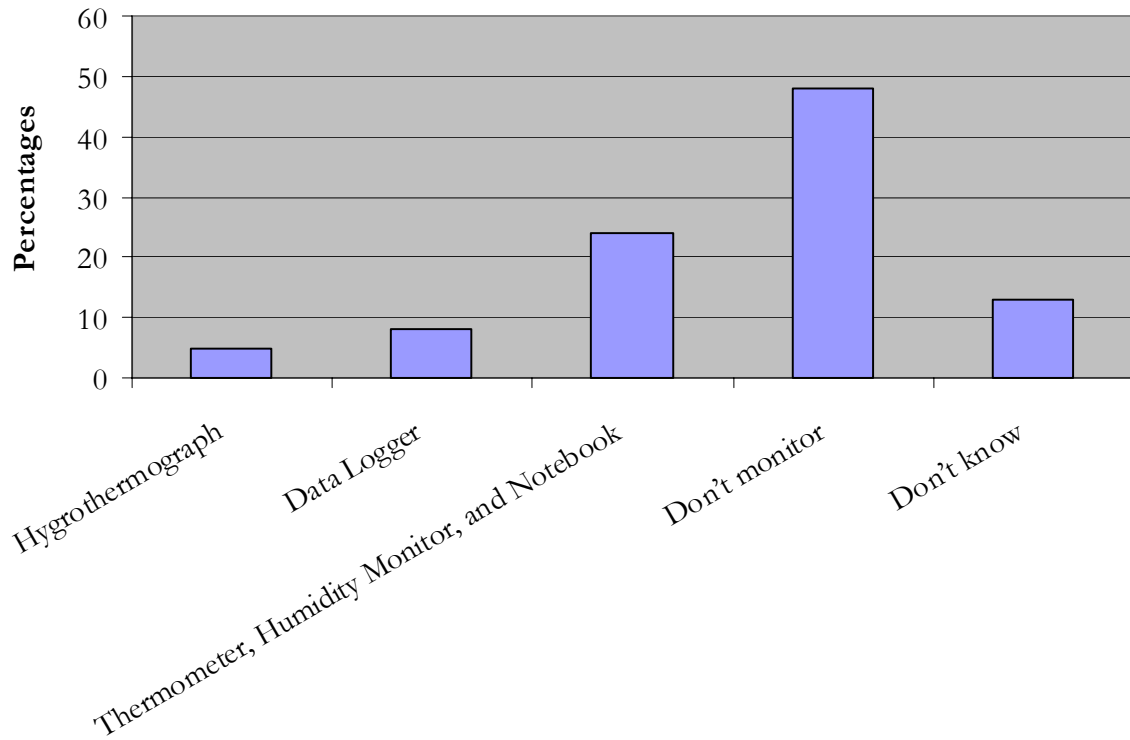
(by group)



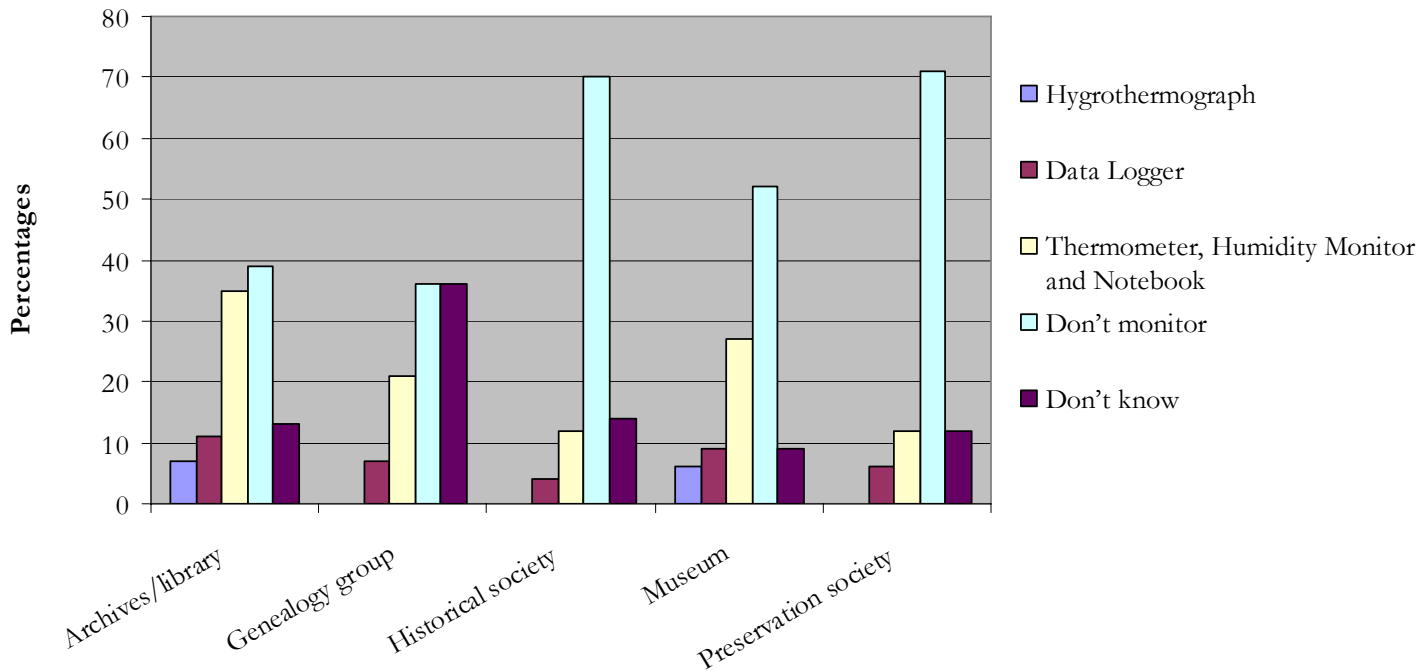
B5. How do you monitor the environment of your facility?

Monitoring Equipment Types

(overall)



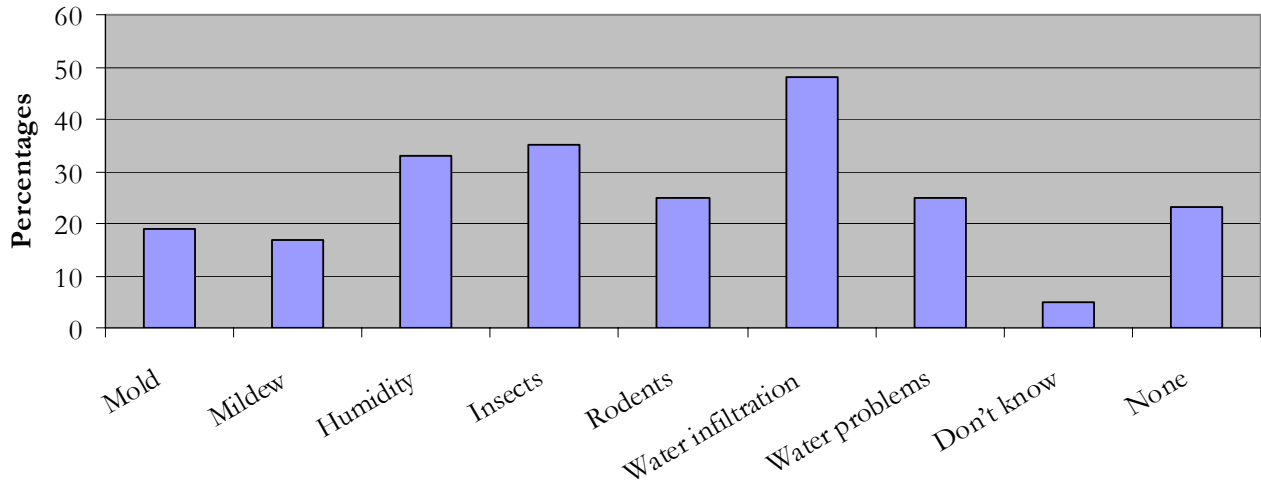
(by group)



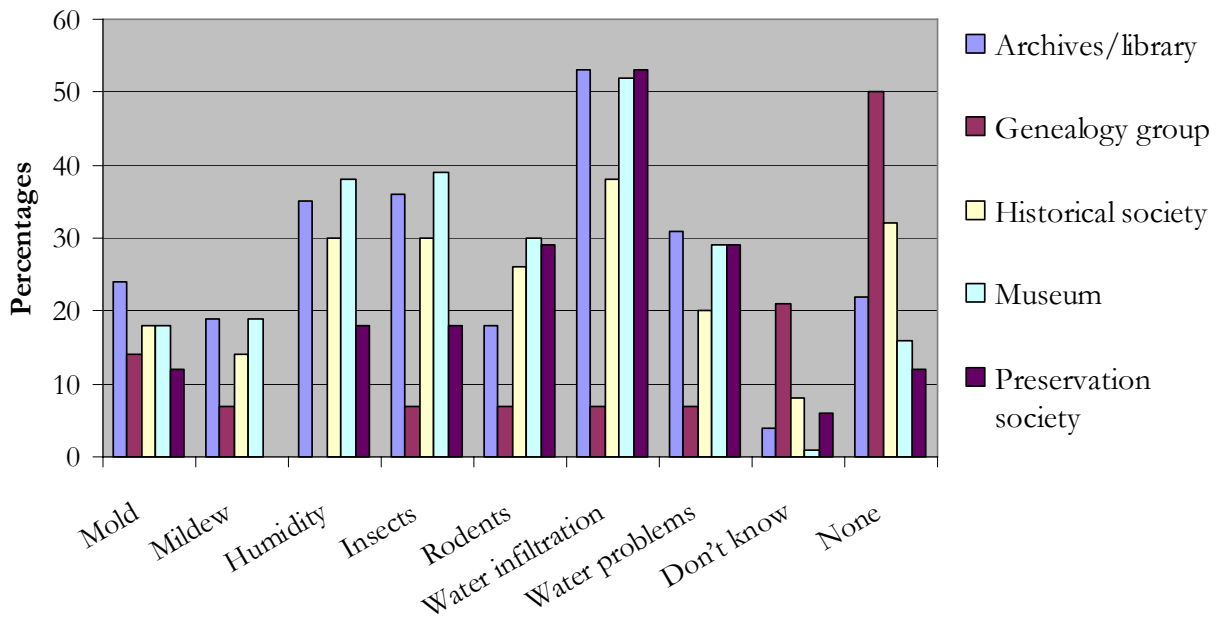
B6. Has your facility ever had issues with:

Past Issues of Main Facility

(overall)



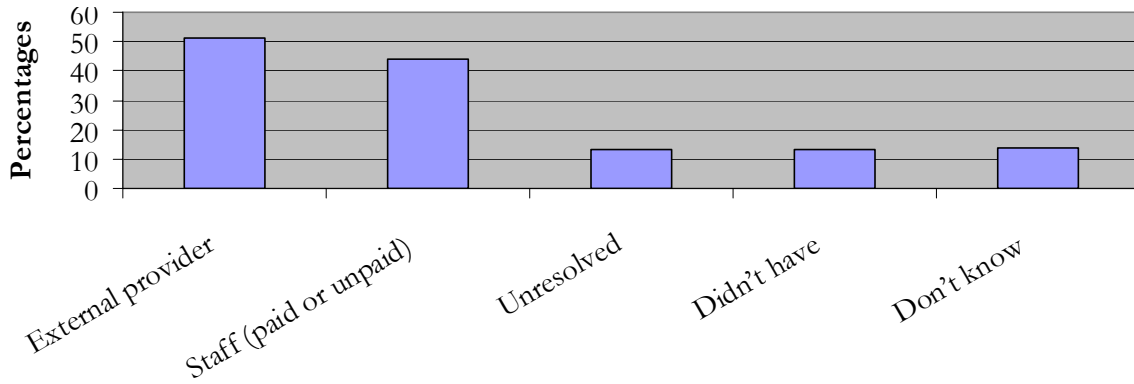
(by group)



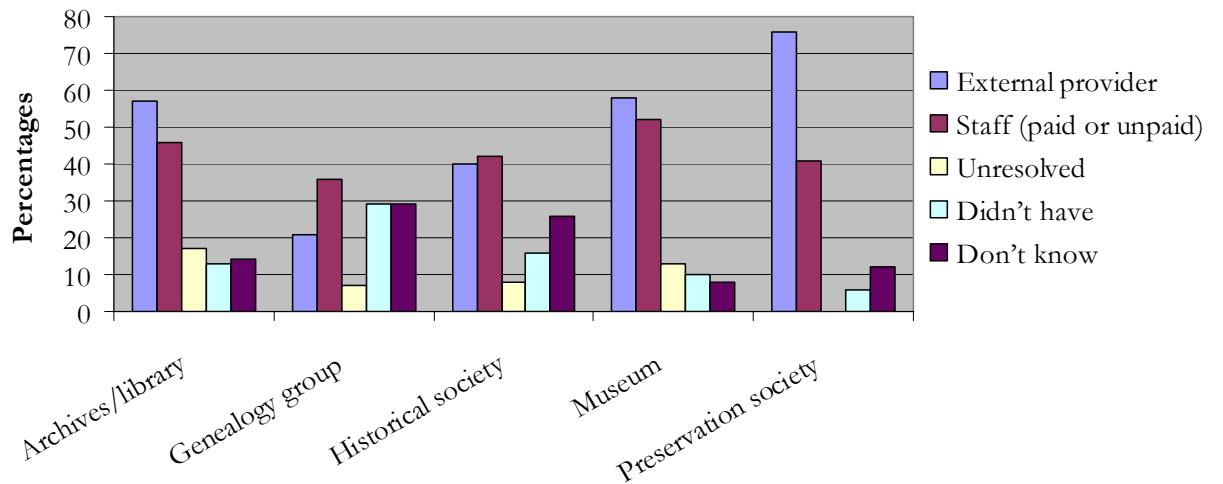
B7. If you had any of the problems listed in the previous question (B6), how were they remedied?
 (Check all that apply.)

How Problems were Solved

(overall)

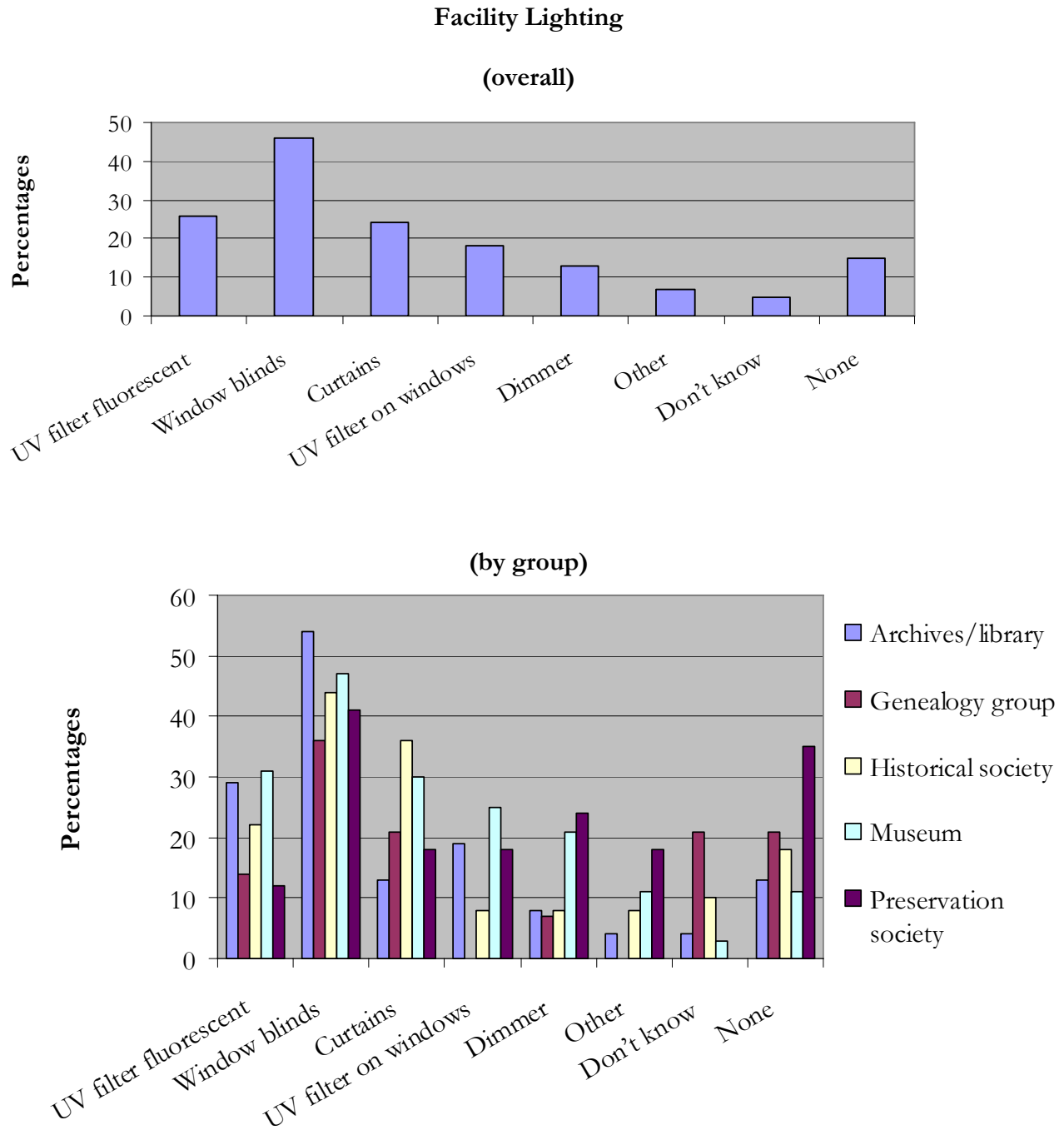


(by group)



Lighting

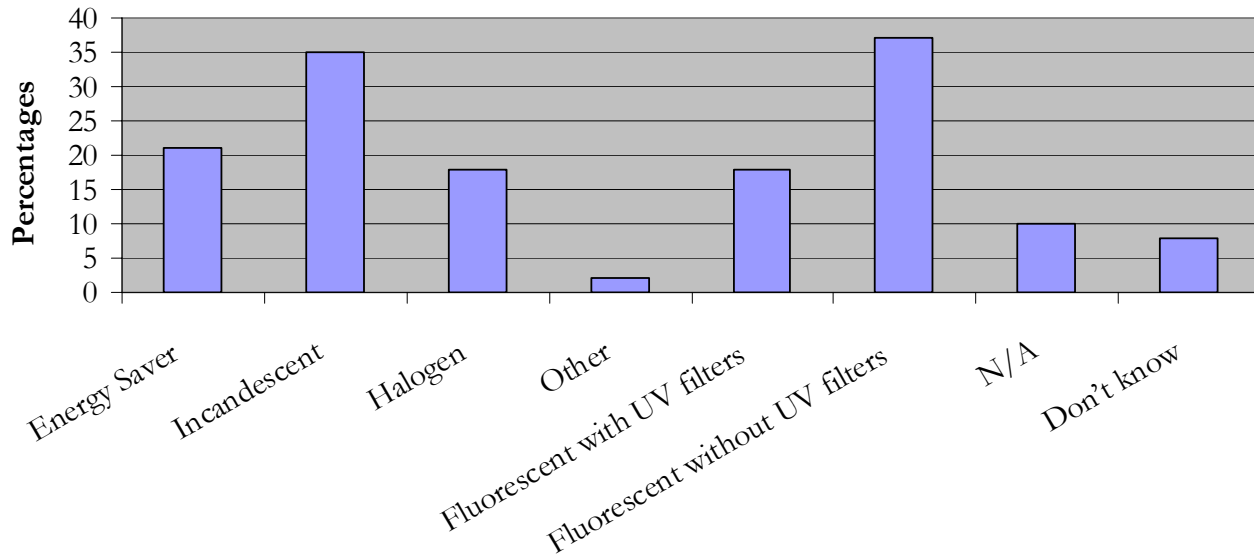
B8. What type(s) of light controls does your facility utilize? (Check all that apply.)



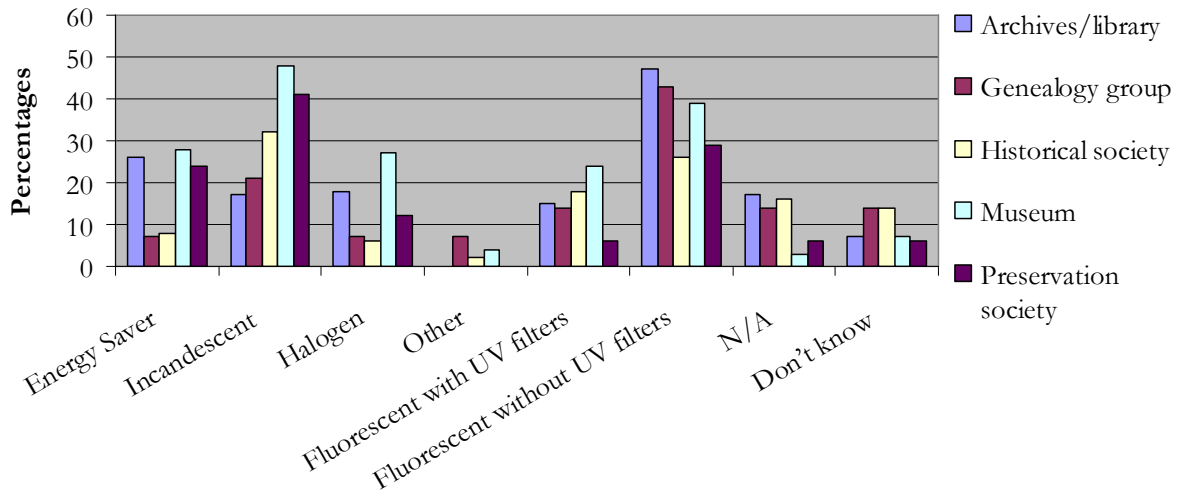
B9. What types of lighting are used in your exhibit area? (Check all that apply.)

Exhibit Lighting

(overall)



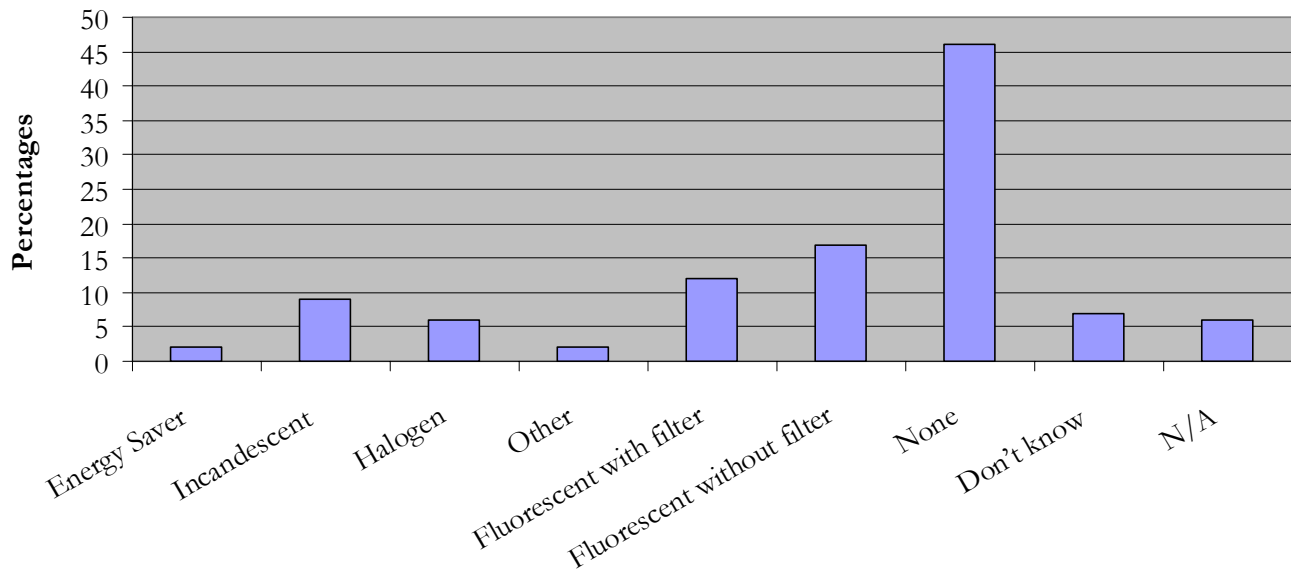
(by group)



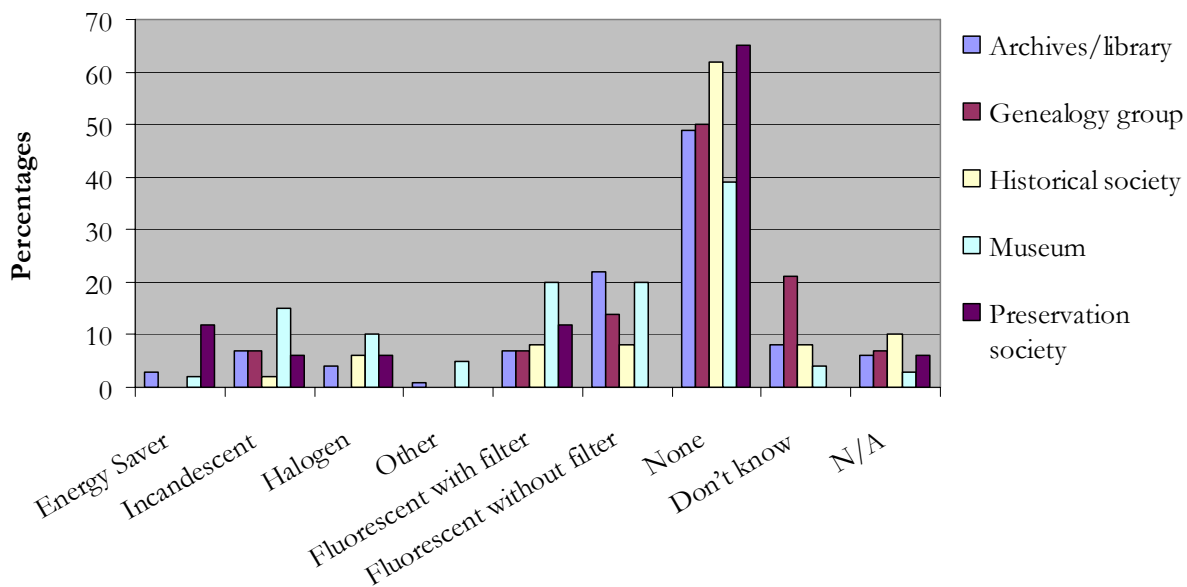
B10. What types of lighting are used in your display cases? (Check all that apply.)

Display Lighting

(overall)



(by group)

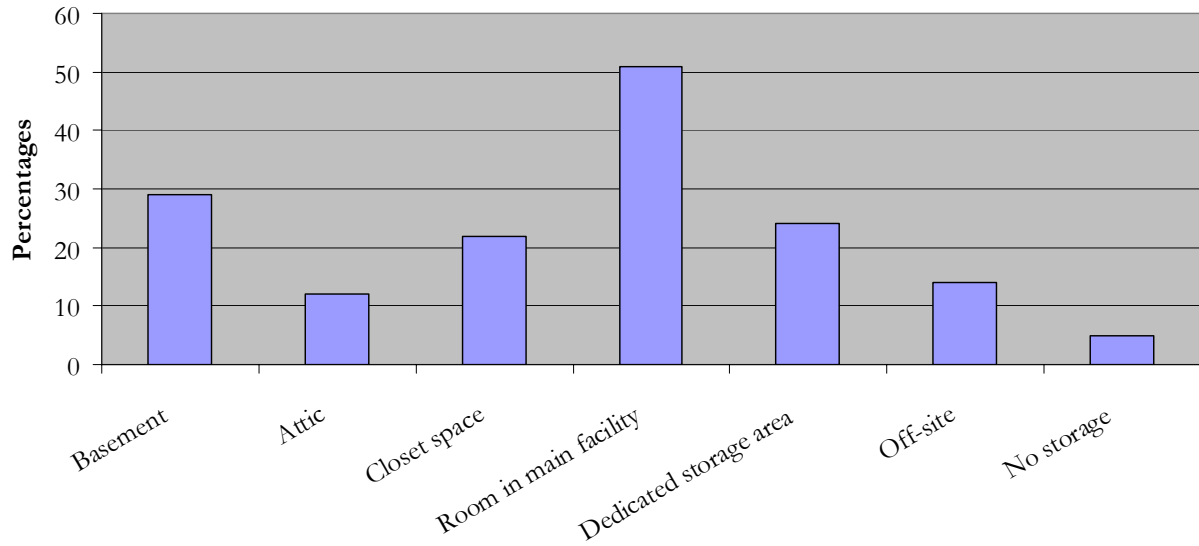


Collections Storage

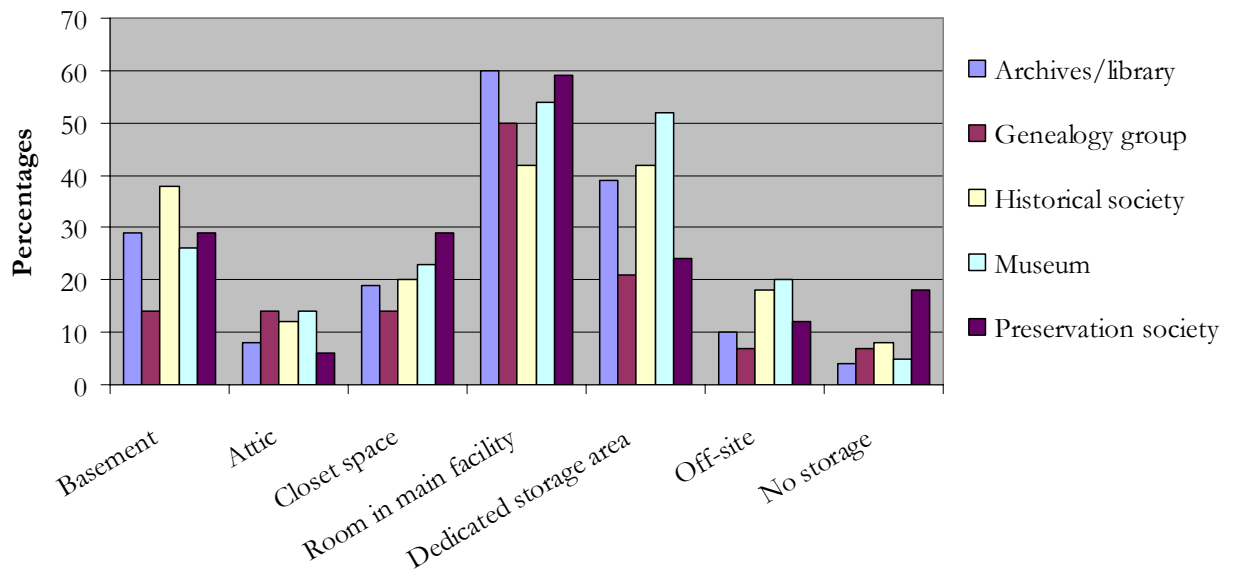
B11. Where is your collections storage area located? (Check all that apply.)

Location of Collection Storage

(overall)



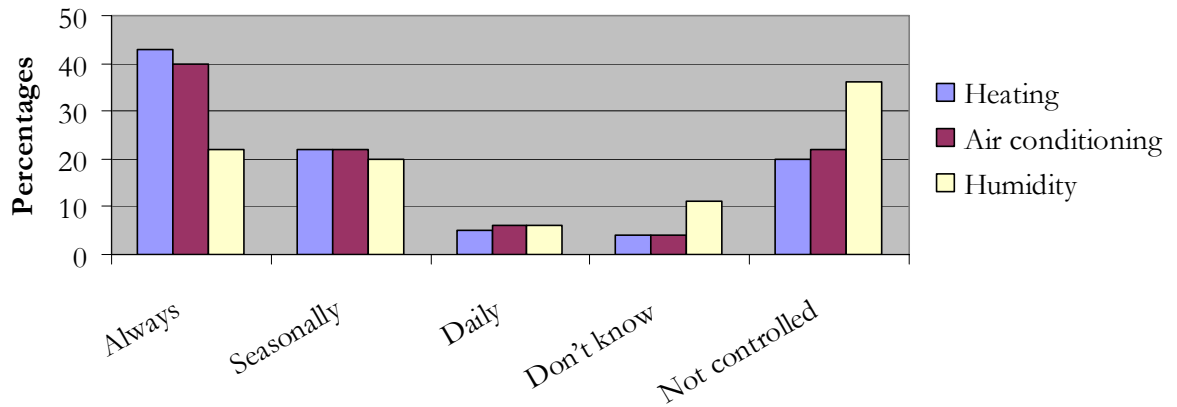
(by group)



B12. When is your collections storage area environment controlled within recommended levels?
 (Check all that apply.) (*Heating and Air Conditioning: 65°-73° F, Humidity[Ⓢ]: 45-55 percent RH[Ⓢ])

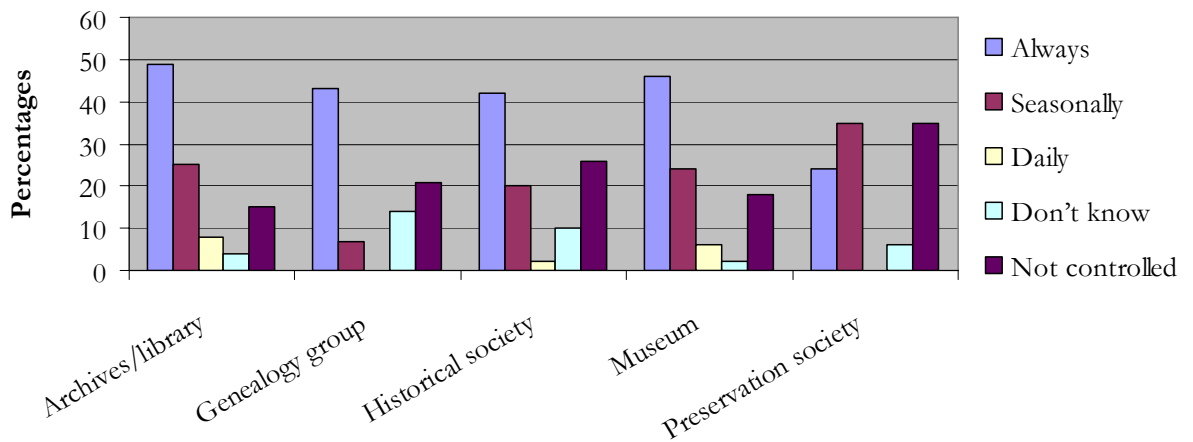
Collections Area Environmental Control

(overall)

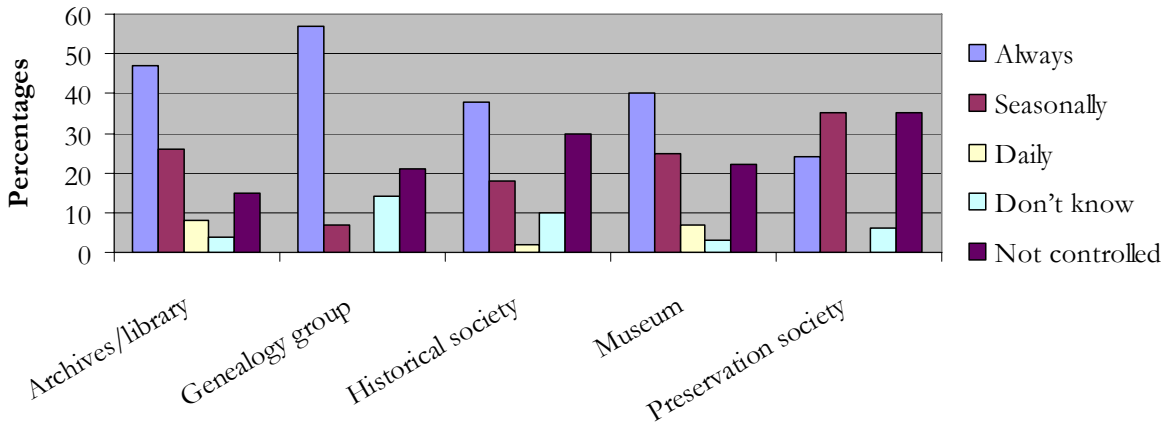


*The following three charts are a breakdown of data by Collections Area category:

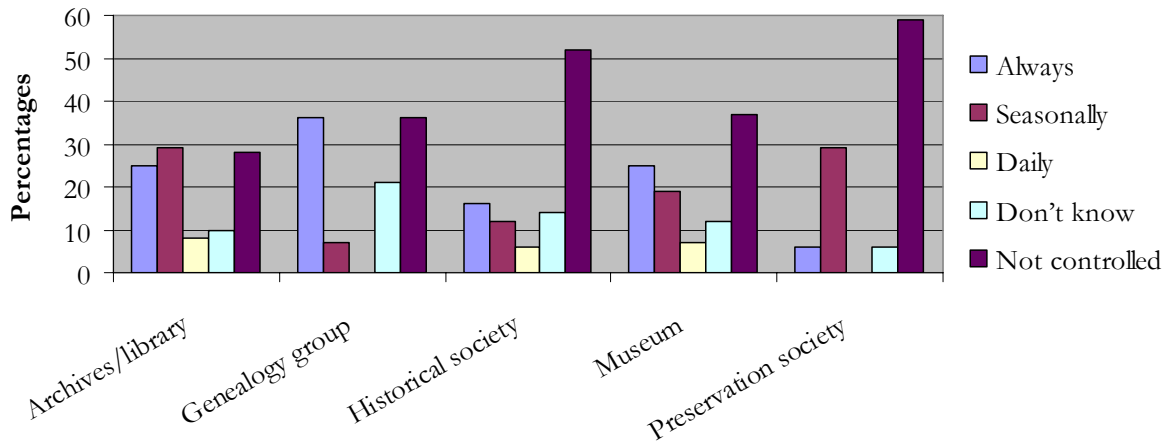
Heating (by group)



Air Conditioning (by group)



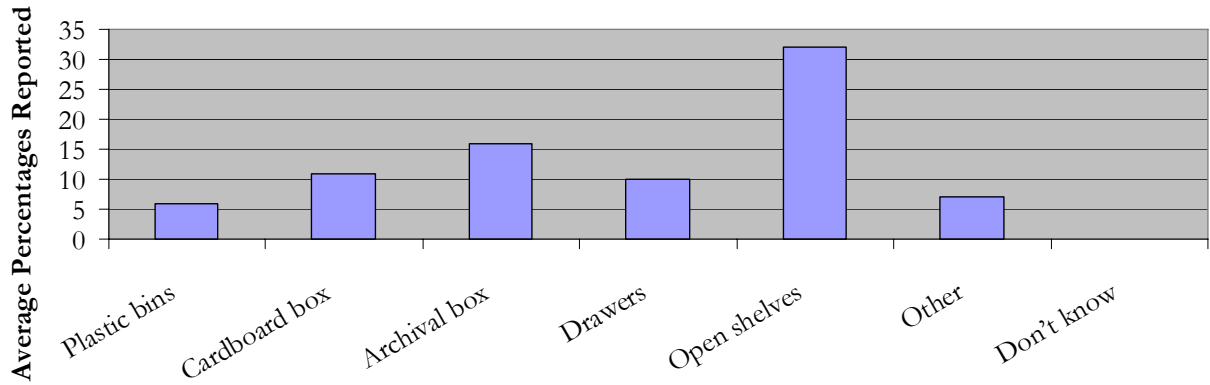
Humidity (by group)



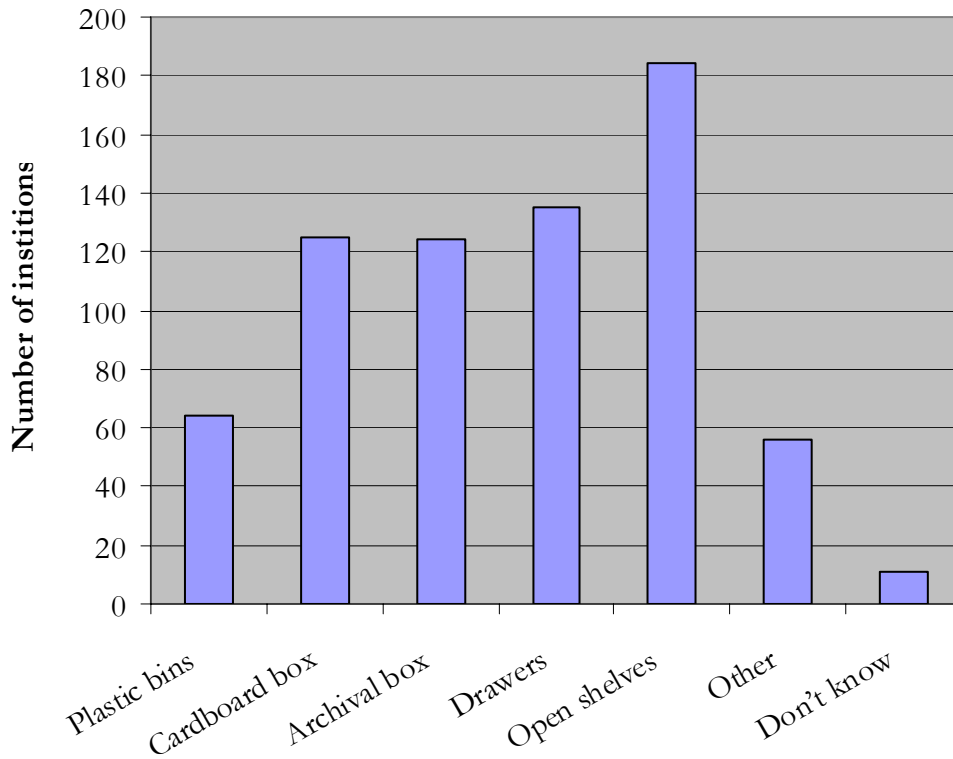
B13. How are items stored? (Check all that apply.) If possible, estimate the percent of collection ① that is stored in each type of container.

How Items are Stored

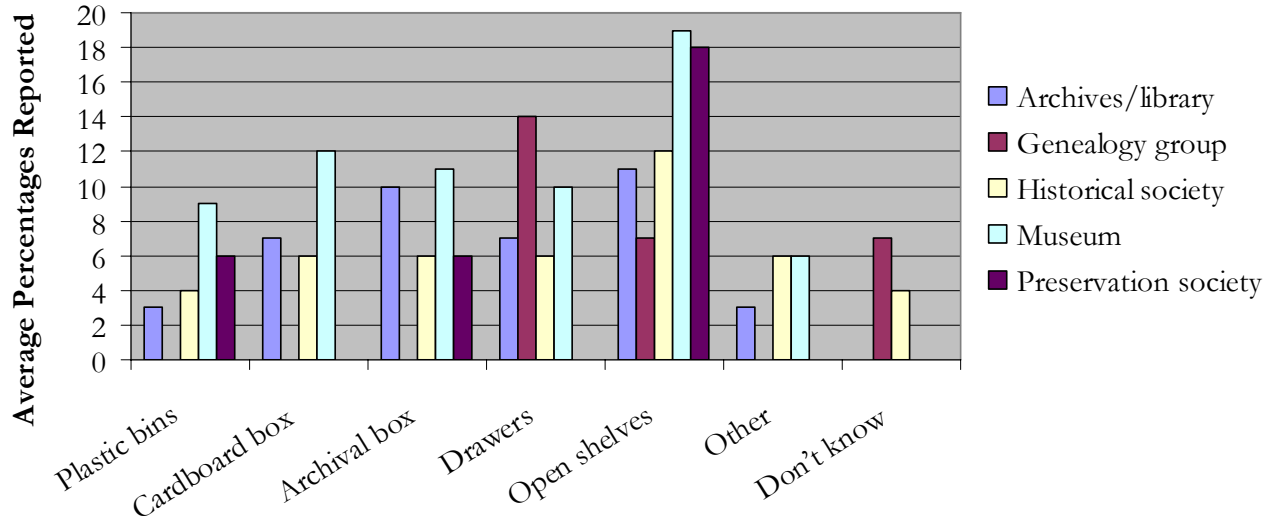
(overall: average of percentages reported)



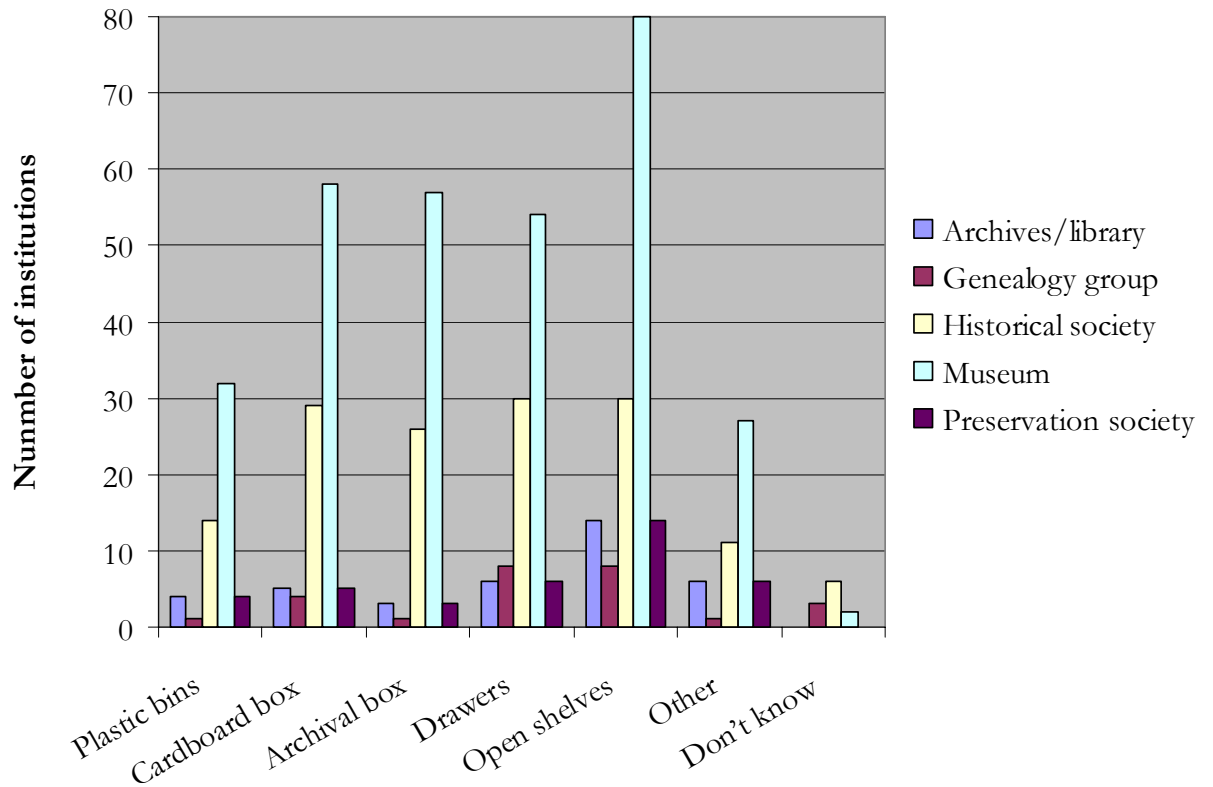
(overall: count of responses)



(by group: average of percentages reported)

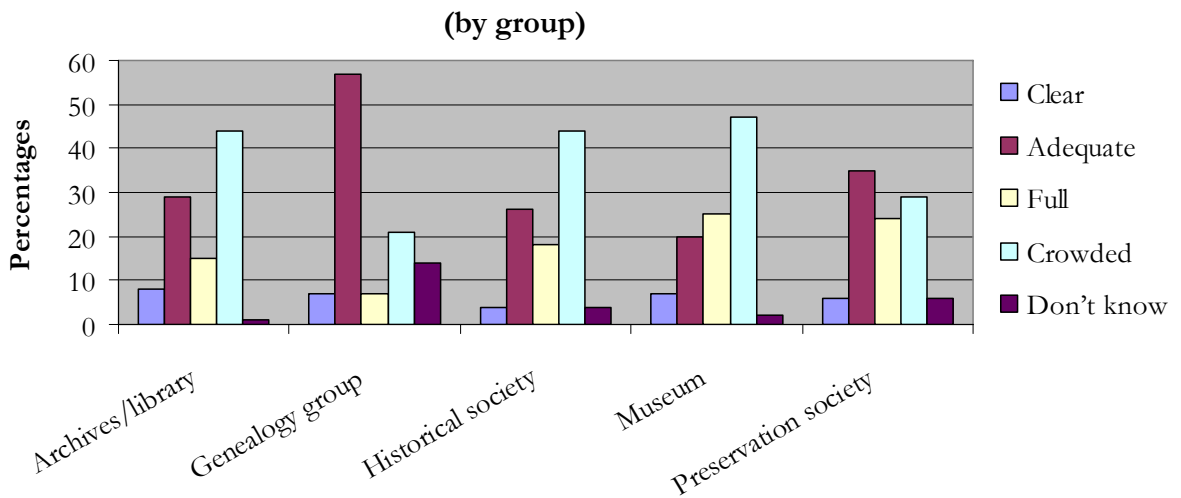
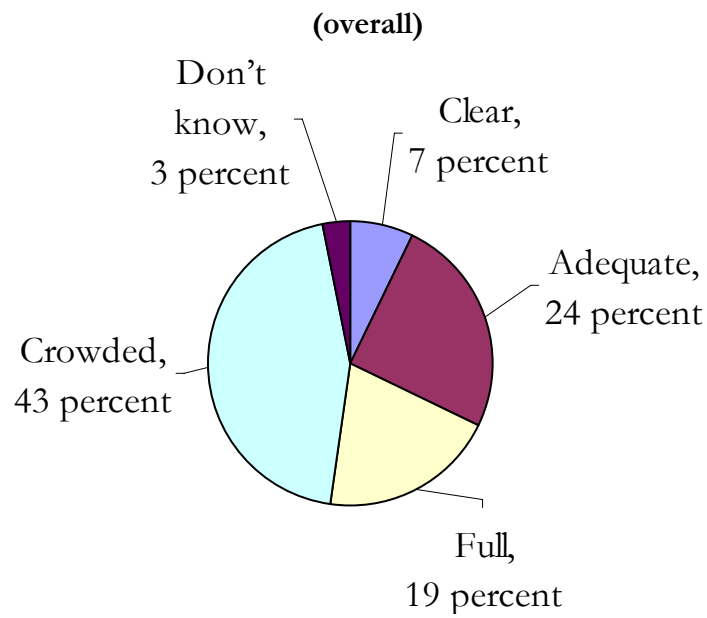


(by group: count of responses)

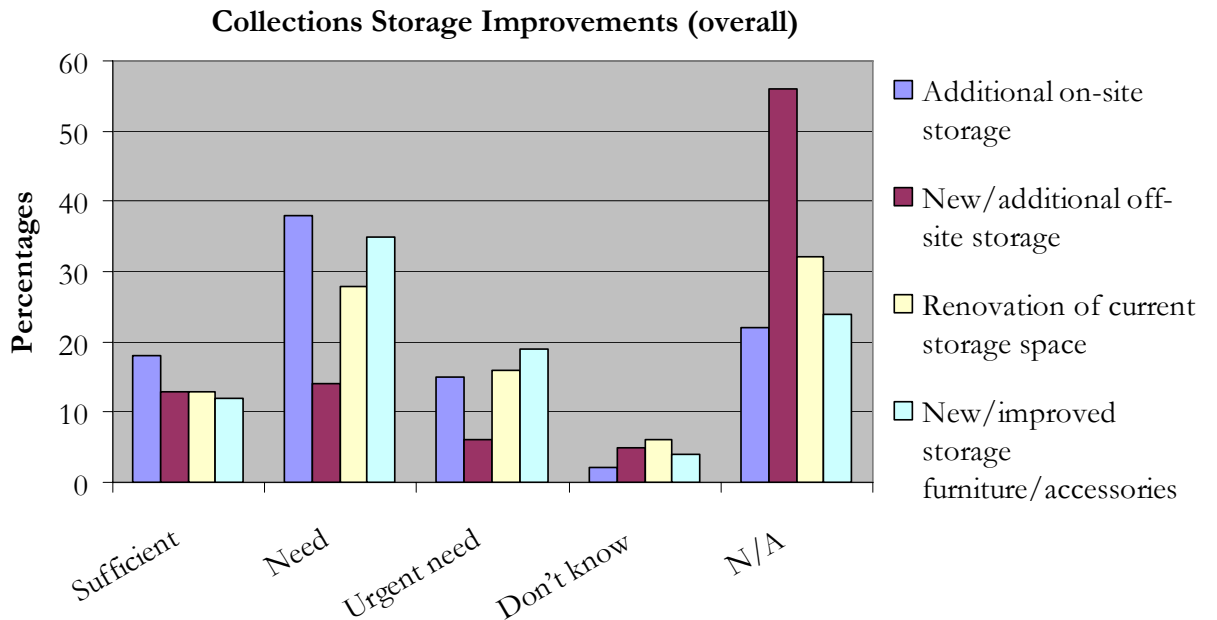


B14. Choose the statement that best describes your collections storage area.

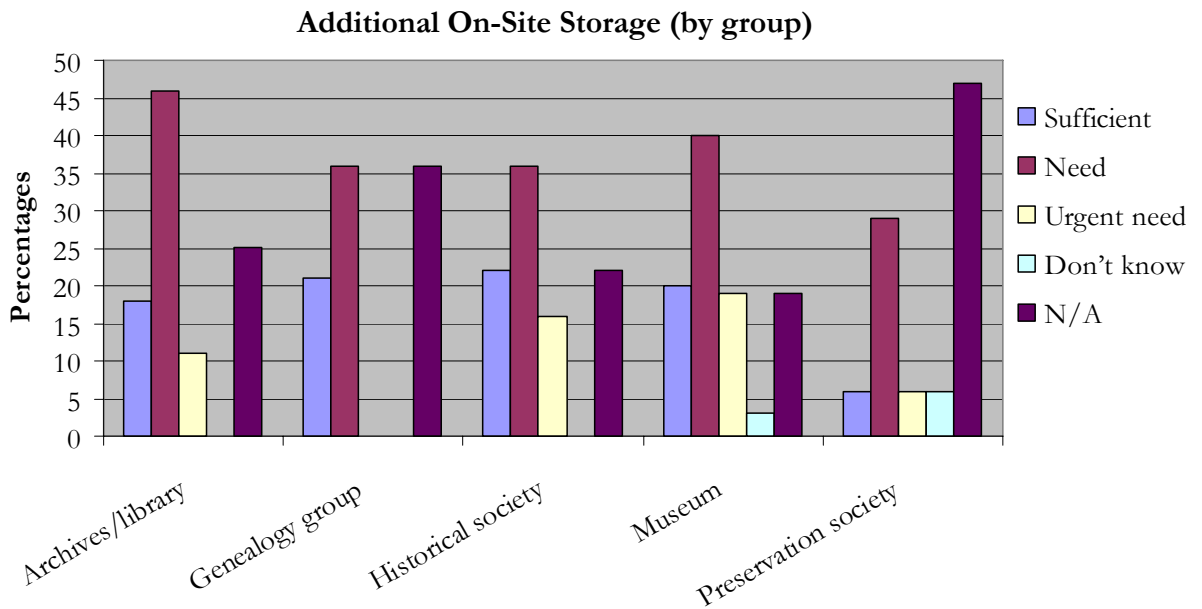
Description of Collections Area



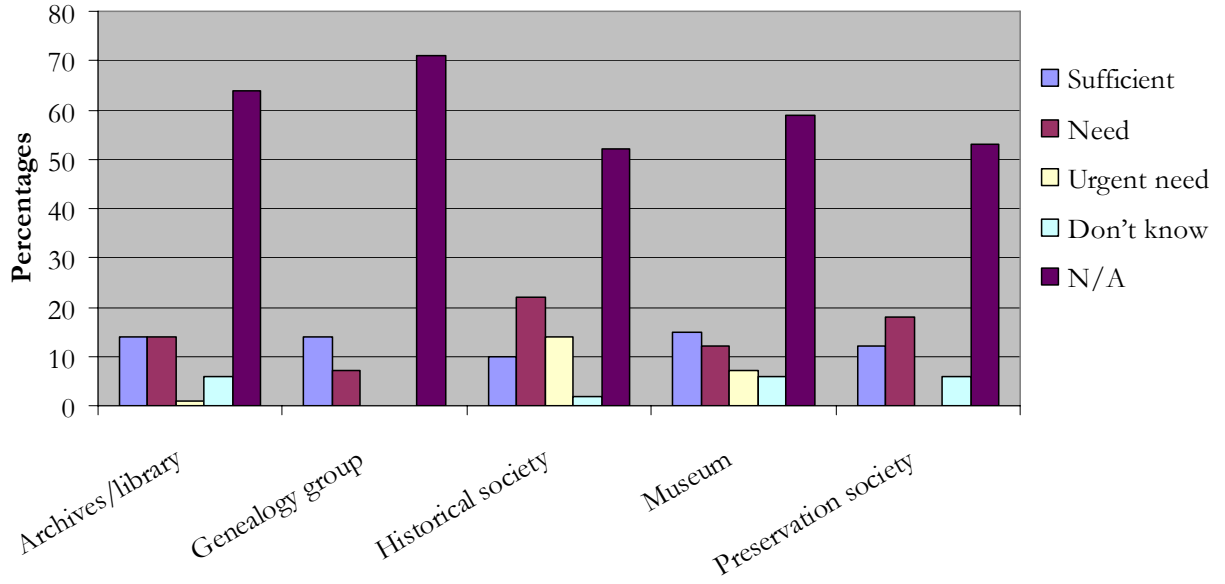
B15. For the collections storage areas that are not adequate, indicate the degree of improvement needed in each of the following four categories. (Note: “Need” denotes improvement required to reduce risk of damage or deterioration to collections, “Urgent Need” denotes major improvement required to prevent damage or deterioration to collections. If all of your storage areas are adequate, select “No Need”.)



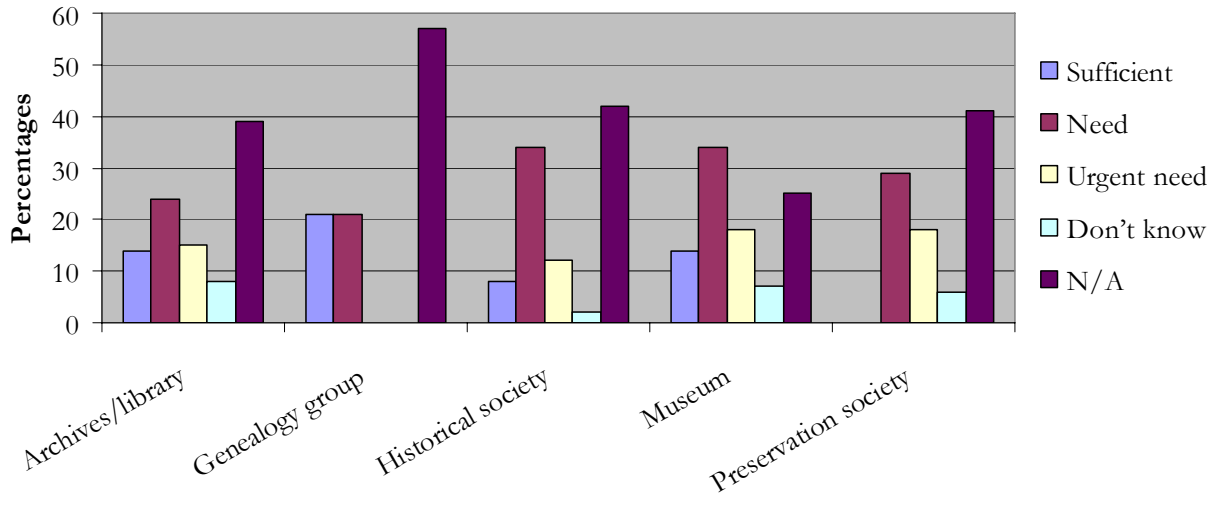
*The following four charts are a breakdown of data by Improvement category:



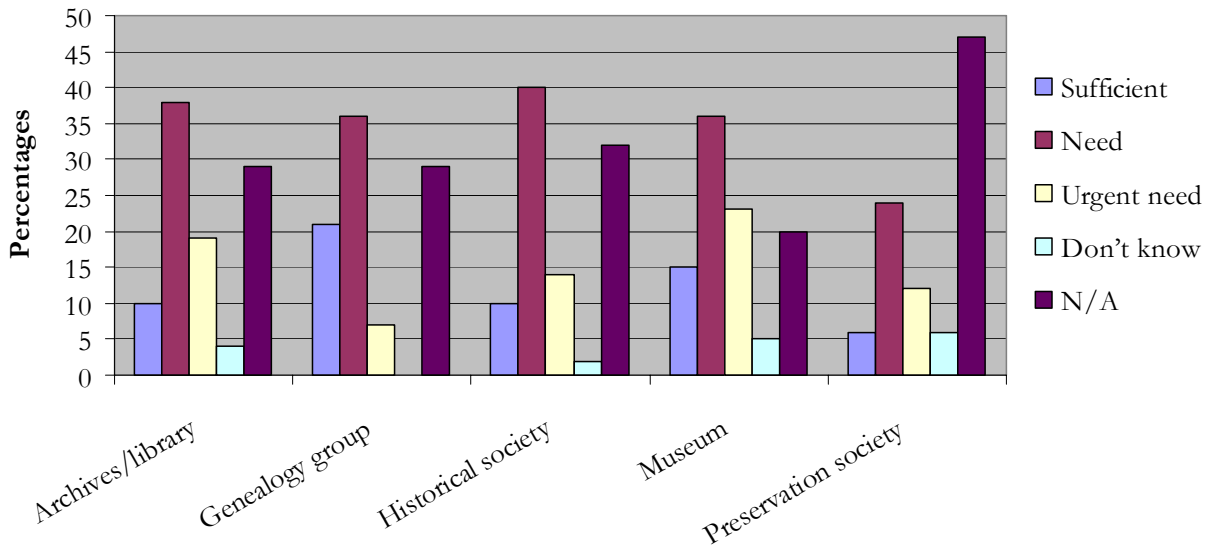
New or Additional Off-Site Storage (by group)



Renovation of Current Storage Space (by group)



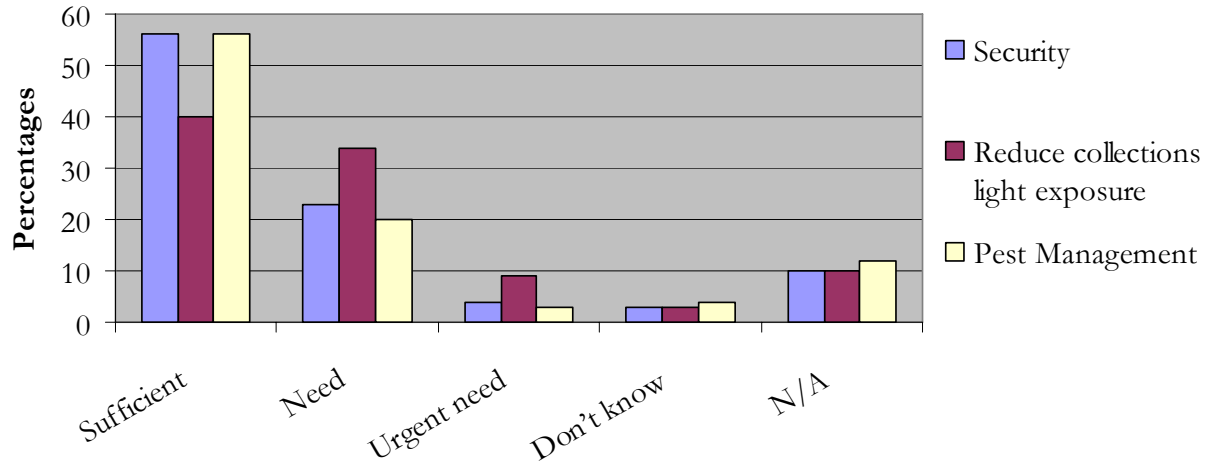
New or Improved Storage Furniture/Accessories (by group)



B16. Please indicate your institution's level of need in the following areas related to conservation [Ⓢ]/preservation [Ⓢ]. (Note: "Need" denotes improvement required to reduce risk of damage or deterioration to collections. "Urgent Need" denotes major improvement required to prevent damage or deterioration to collections.)

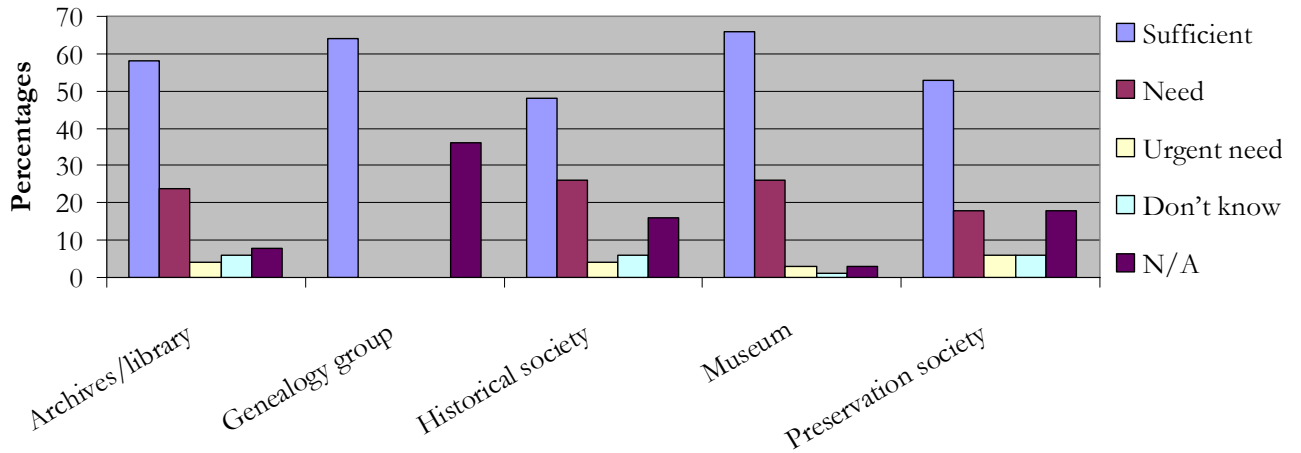
Collections Conservation/Preservation Needs

(overall)

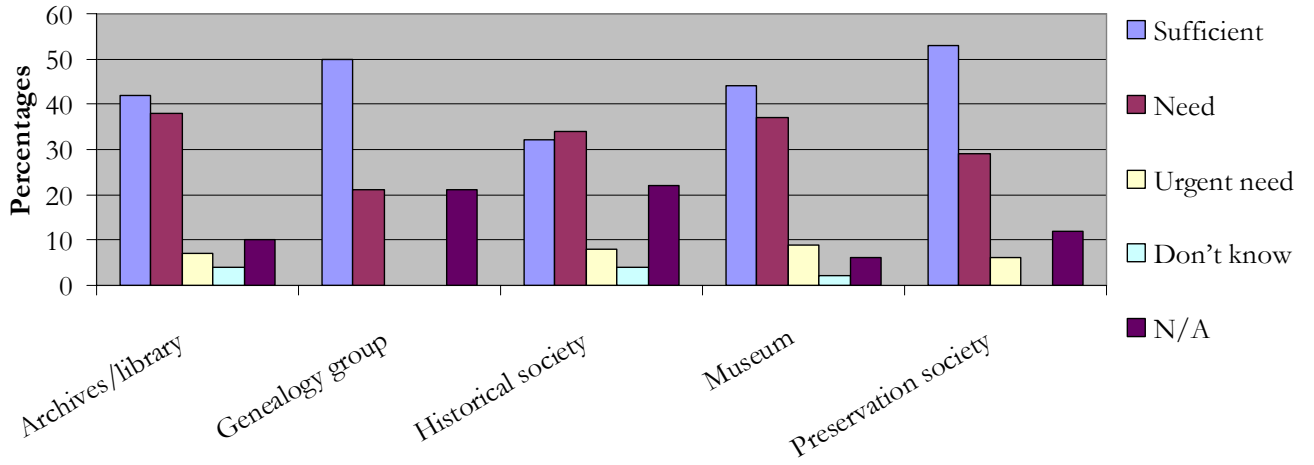


*The following three charts are a breakdown of data by Collections Need category:

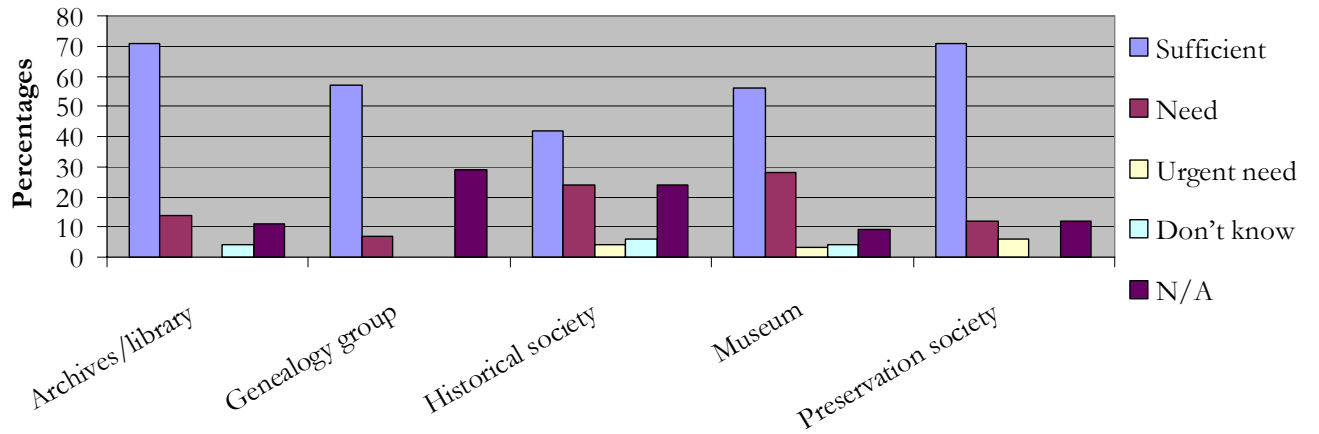
Security (by group)



Reduce Collection Light Exposure (by group)



Pest Management (by group)

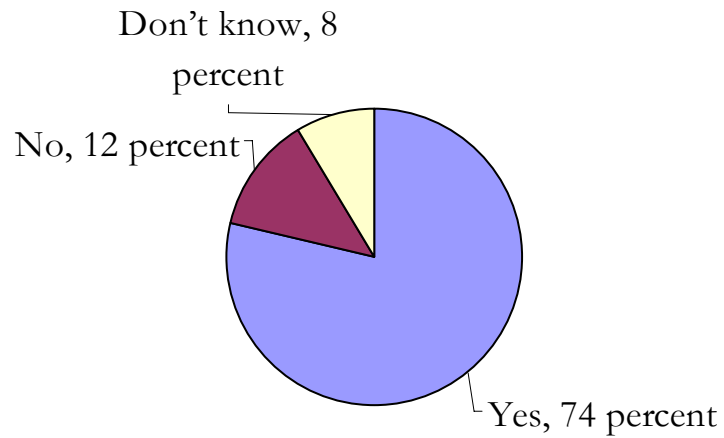


C. Preservation Activities

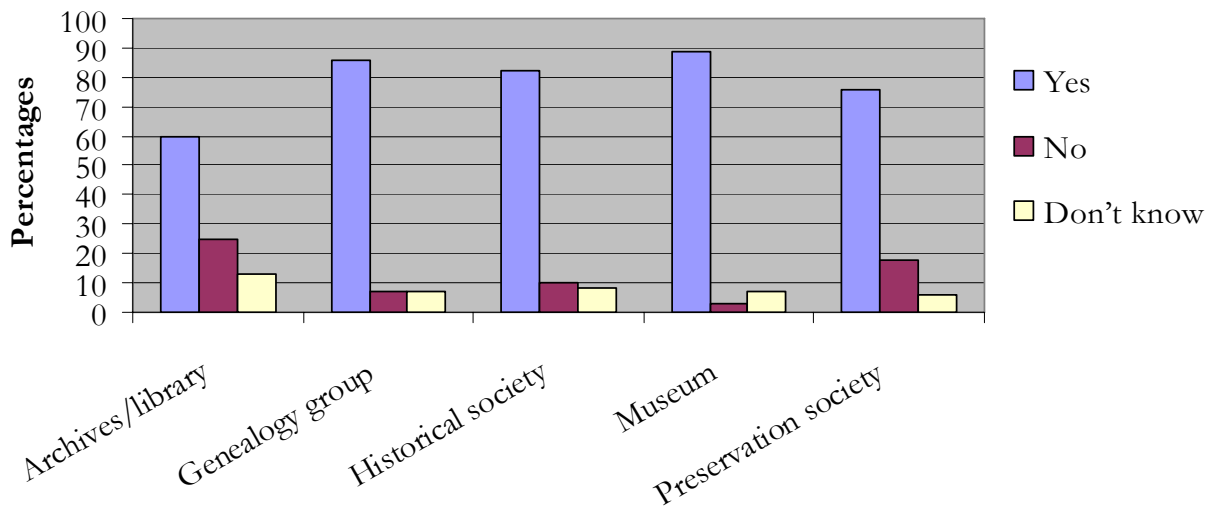
C1. Does the mission of your institution include preservation of your collection ^①?

Mission Includes Preservation

(overall)



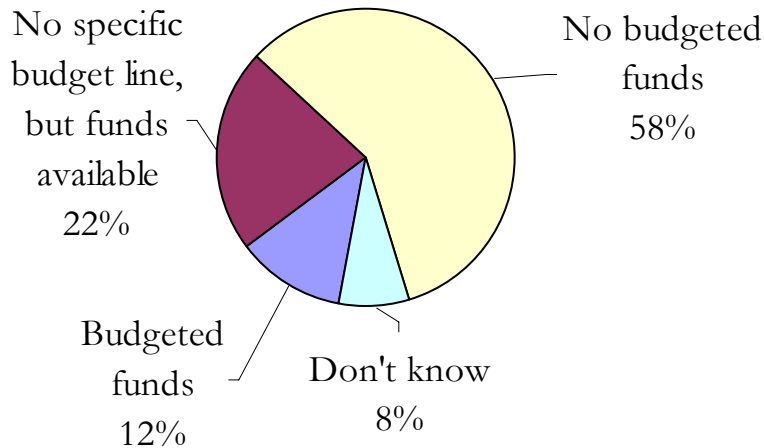
(by group)



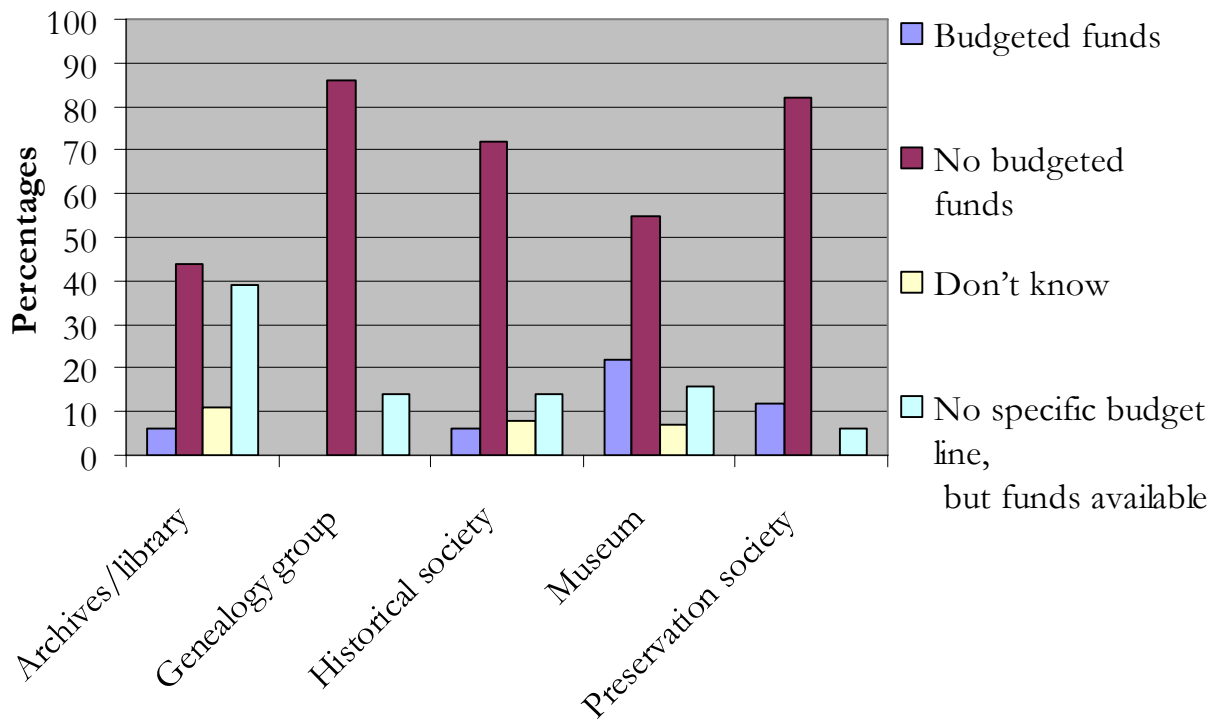
C2. Do you have funds specifically allocated for **conservation** / **preservation** activities in your annual budget? If so, please estimate the percentage of total annual operating budget allocated for **conservation/preservation activities**. (Check one.)

Budgeted Funds

(overall)



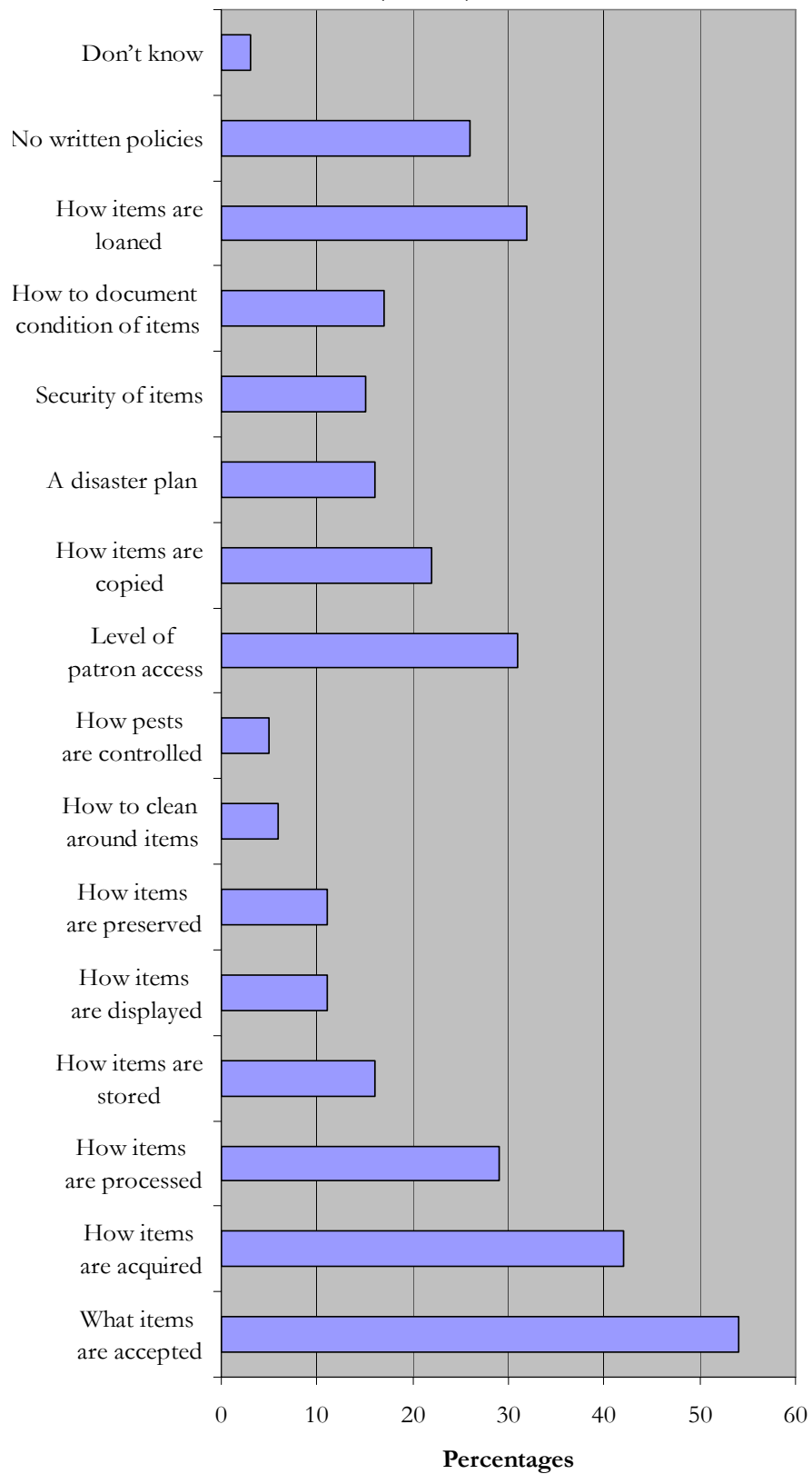
(by group)



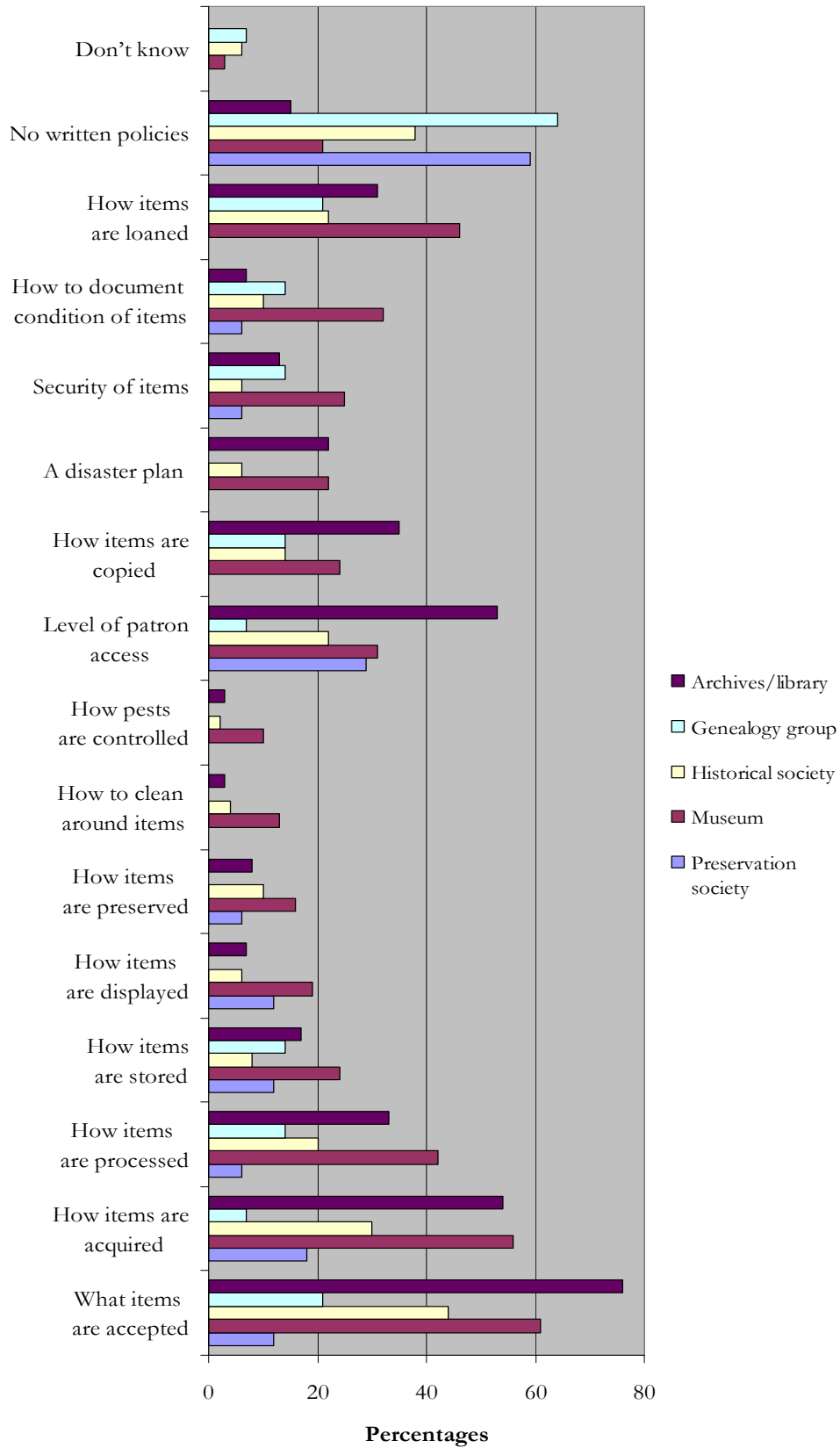
C3. Please check all areas for which your organization has a written policy. (These components may be included in one or multiple documents depending on your organization.)

Policies in Place

(overall)



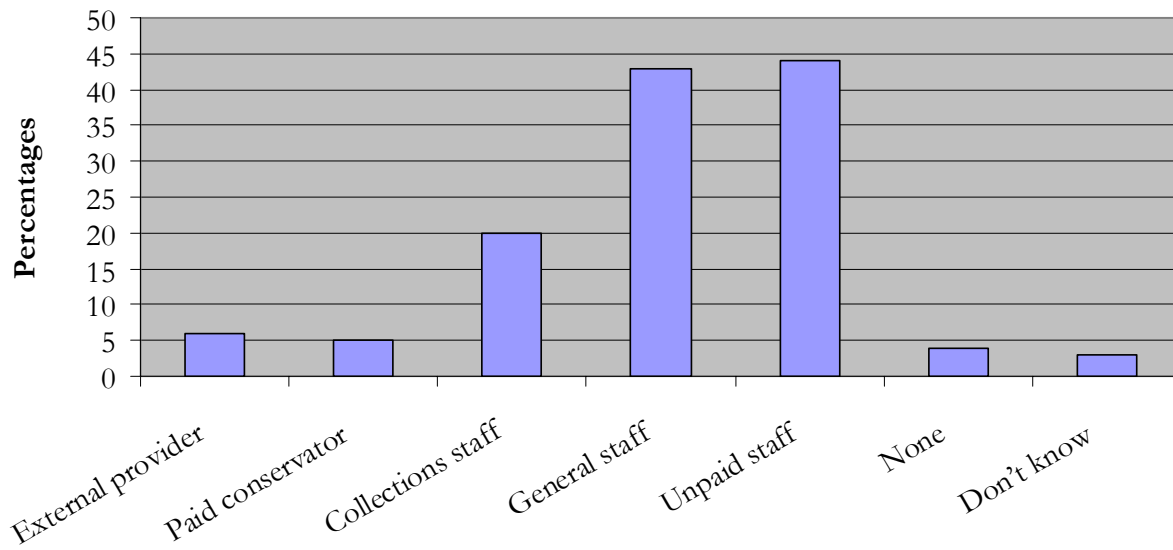
(by group)



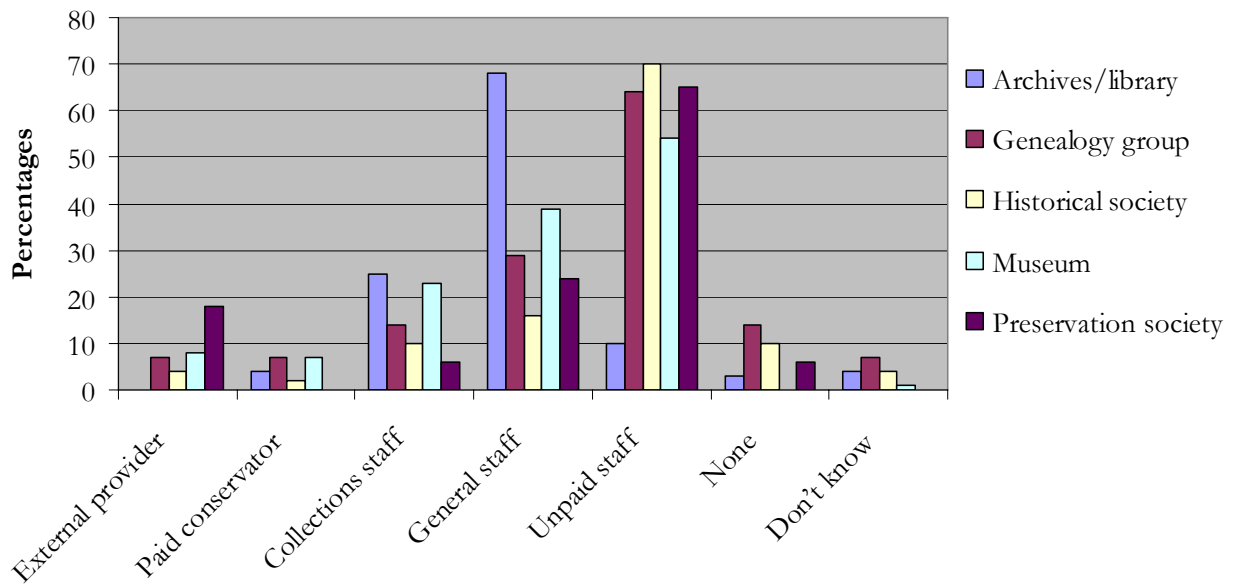
C4. Who is responsible for conservation/preservation at your facility? (Check all that apply)

Who is Responsible for Conservation/Preservation?

(overall)

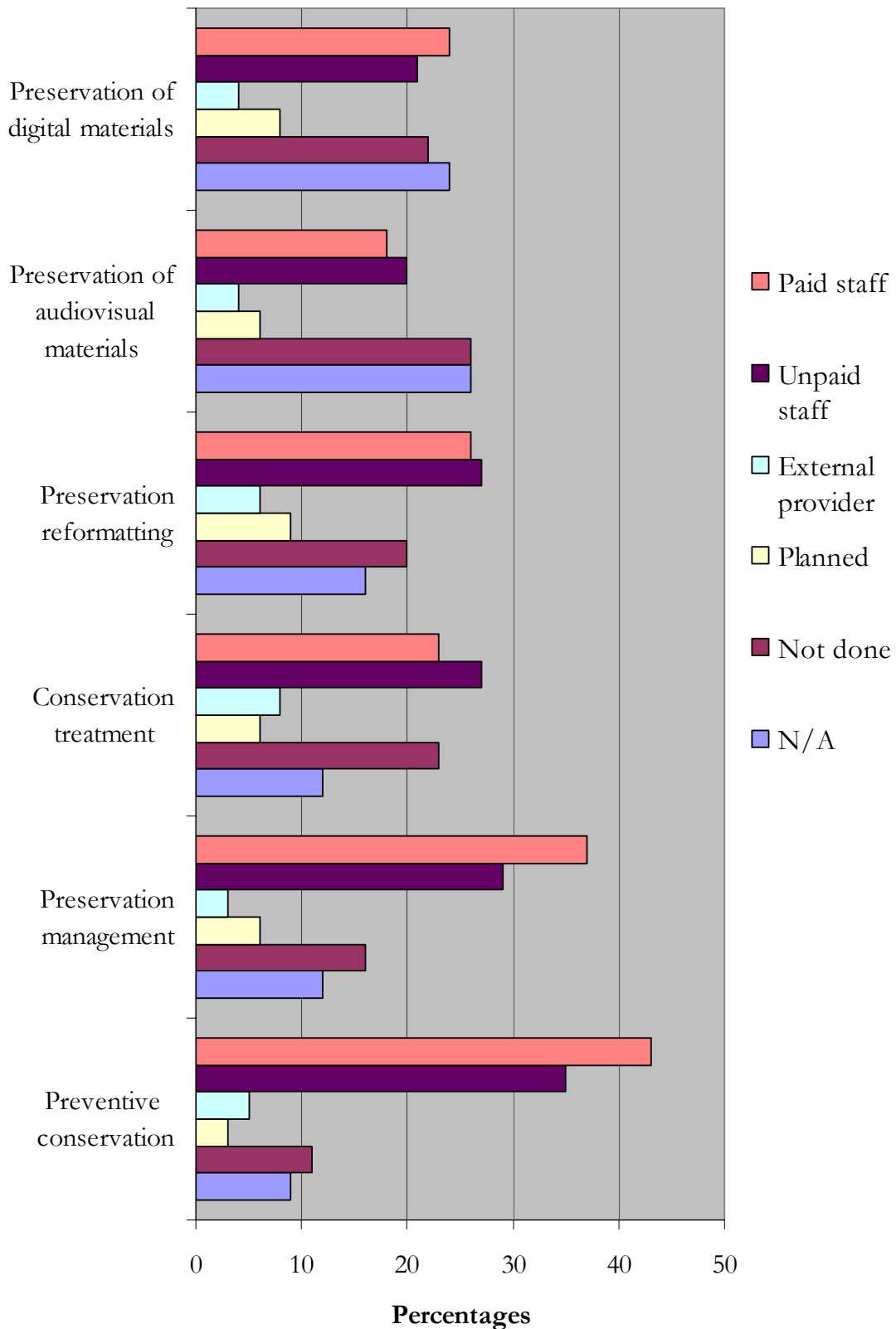


(by group)



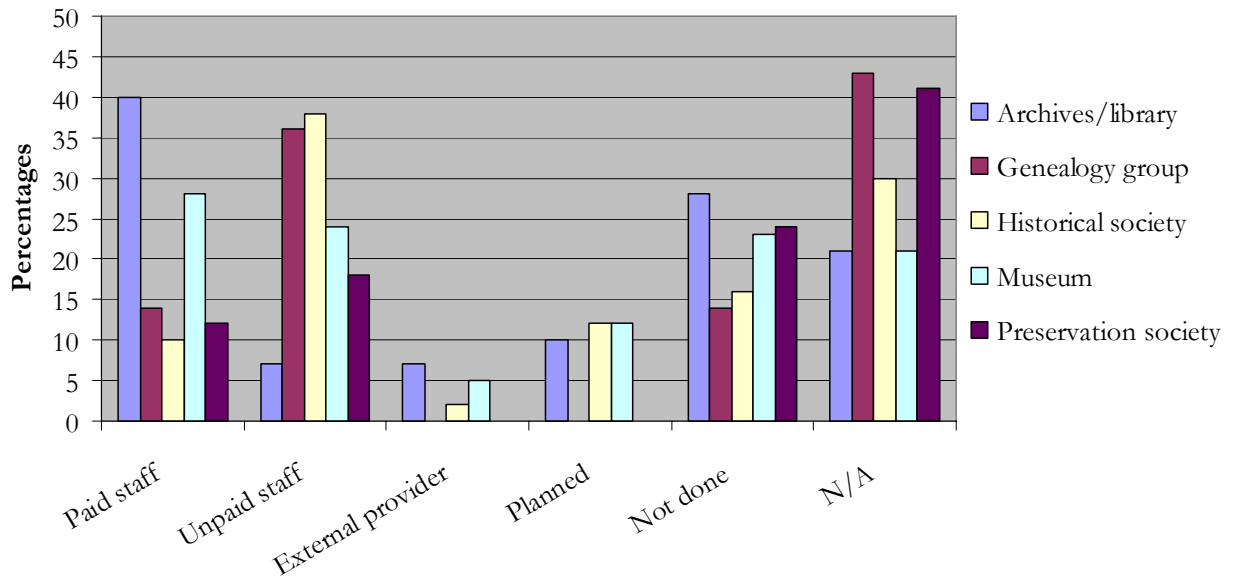
C5. What does your conservation^①/preservation^① program include? (Check all that apply.)

Who is Responsible for Conservation/Preservation Program? (overall)

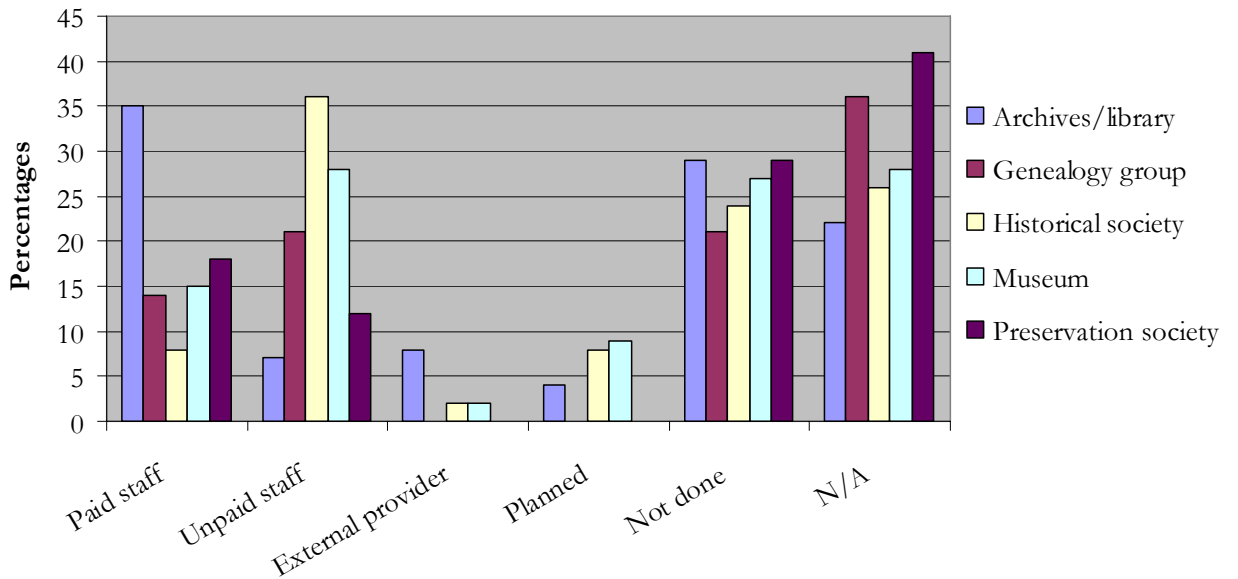


*The following six charts are a breakdown by Conservation/Preservation Program category as shown in the chart above:

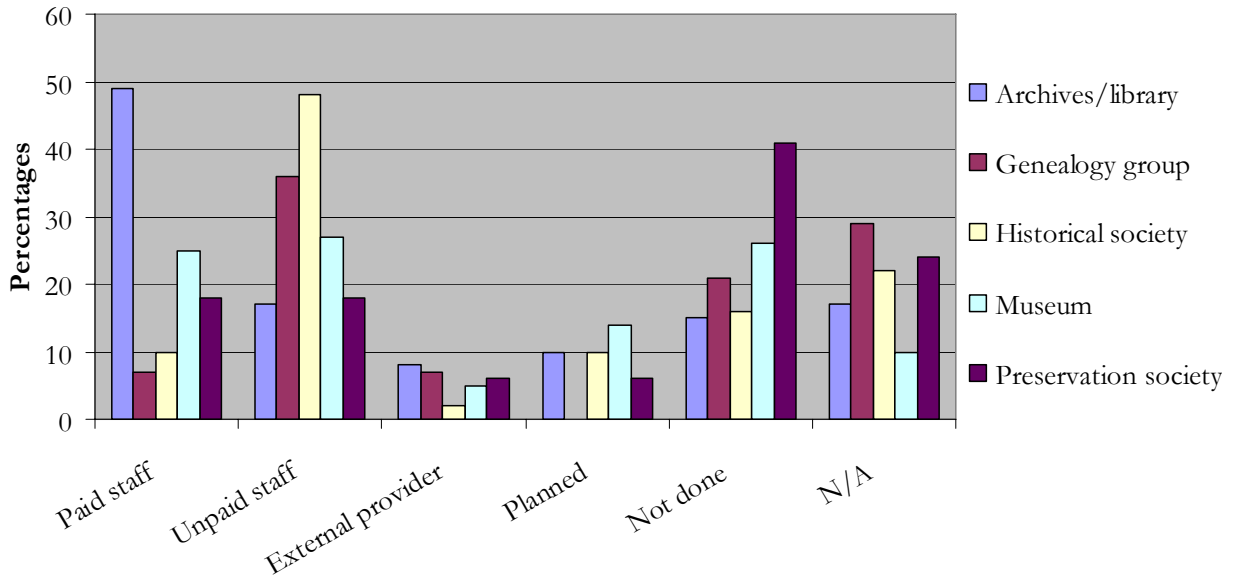
Preservation of Digital Materials (by group)



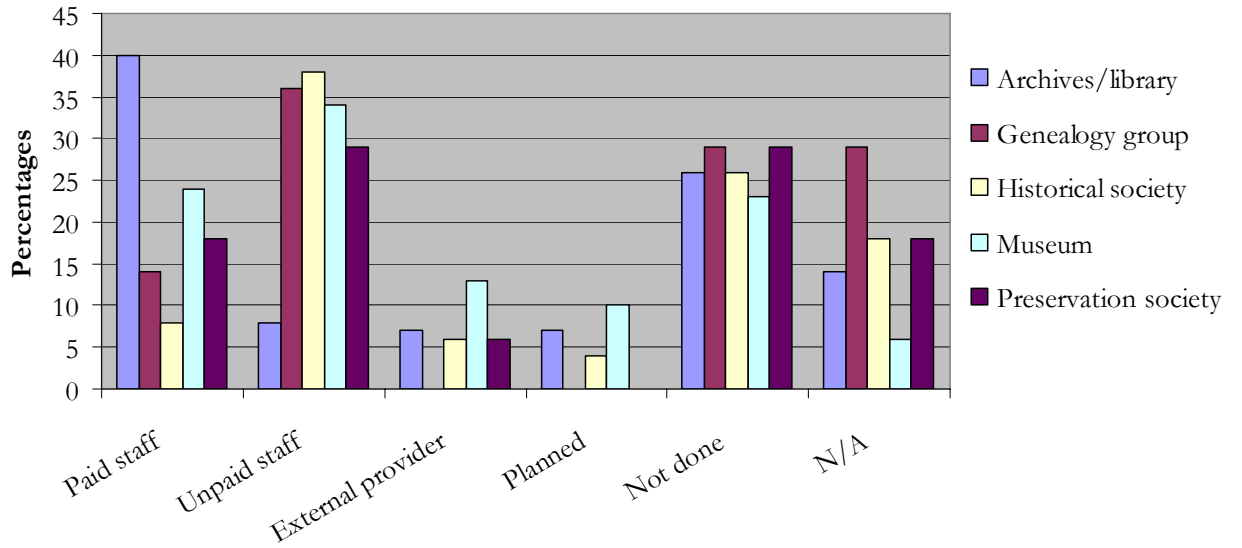
Preservation of Audiovisual Materials (by group)



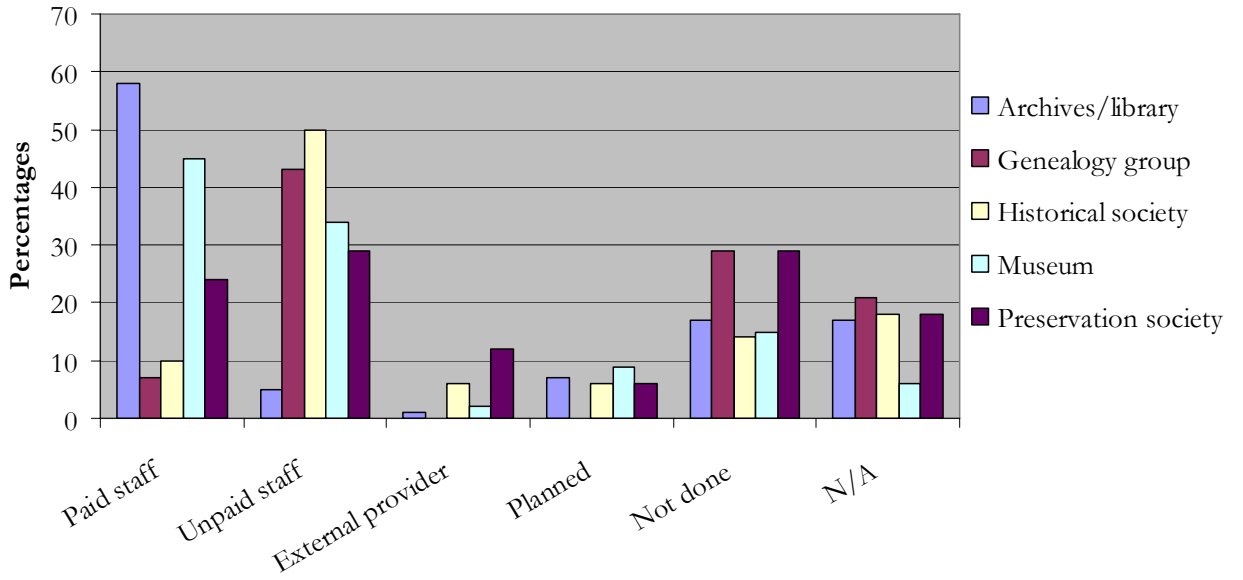
Preservation Reformatting (by group)



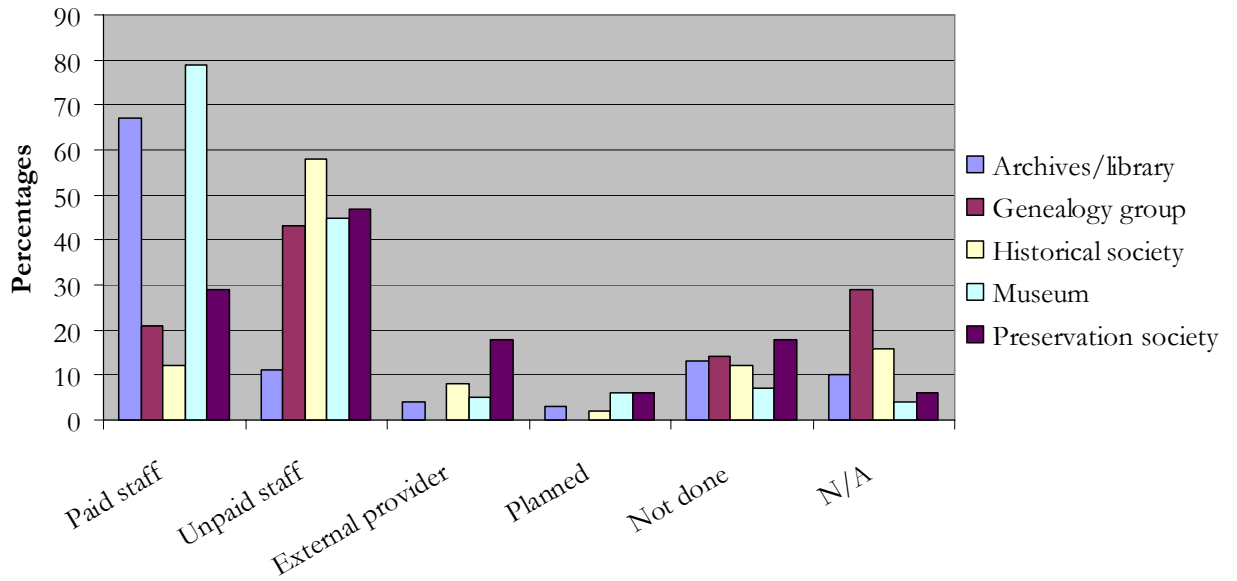
Conservation Treatment (by group)



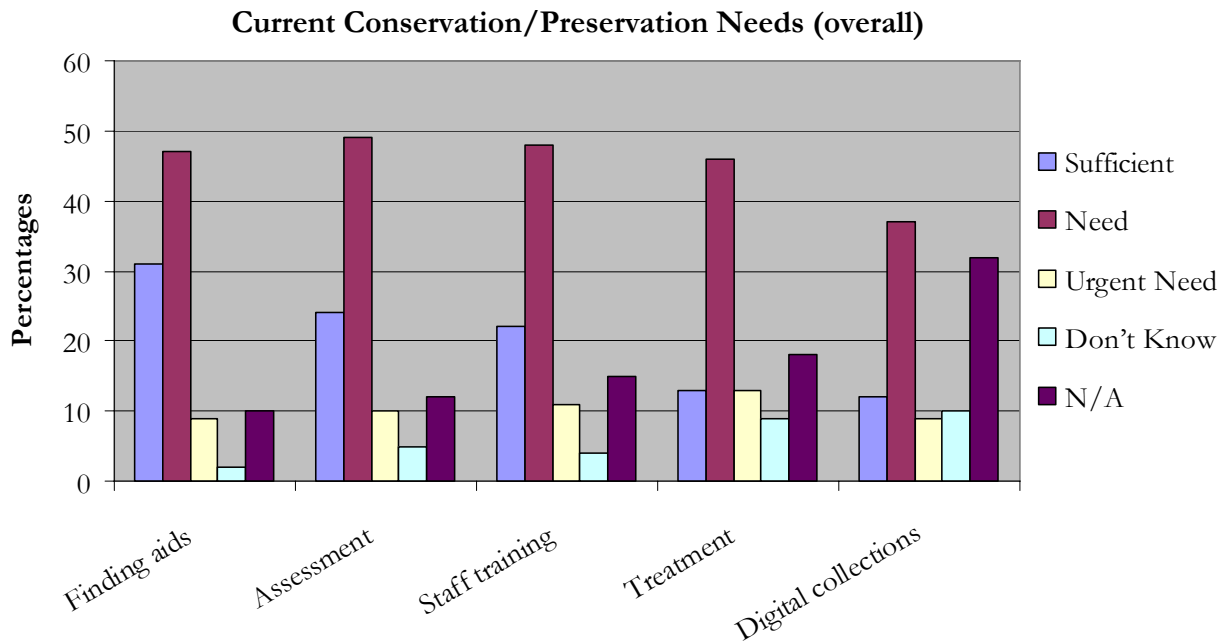
Preservation Management (by group)



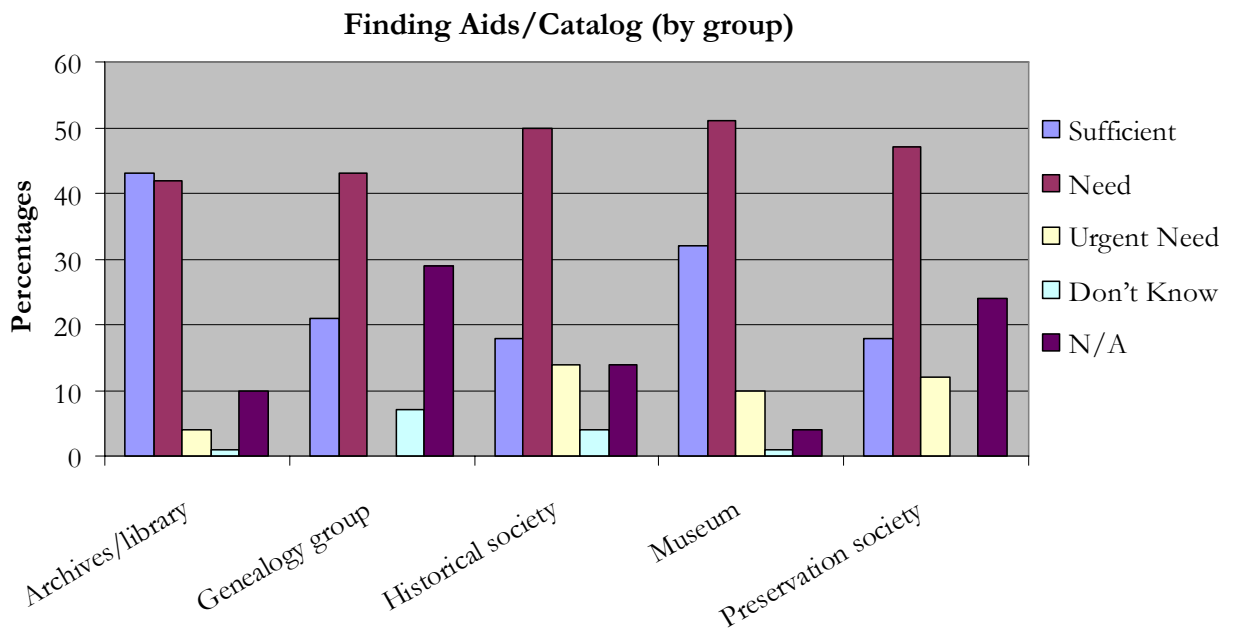
Preventative Conservation (by group)



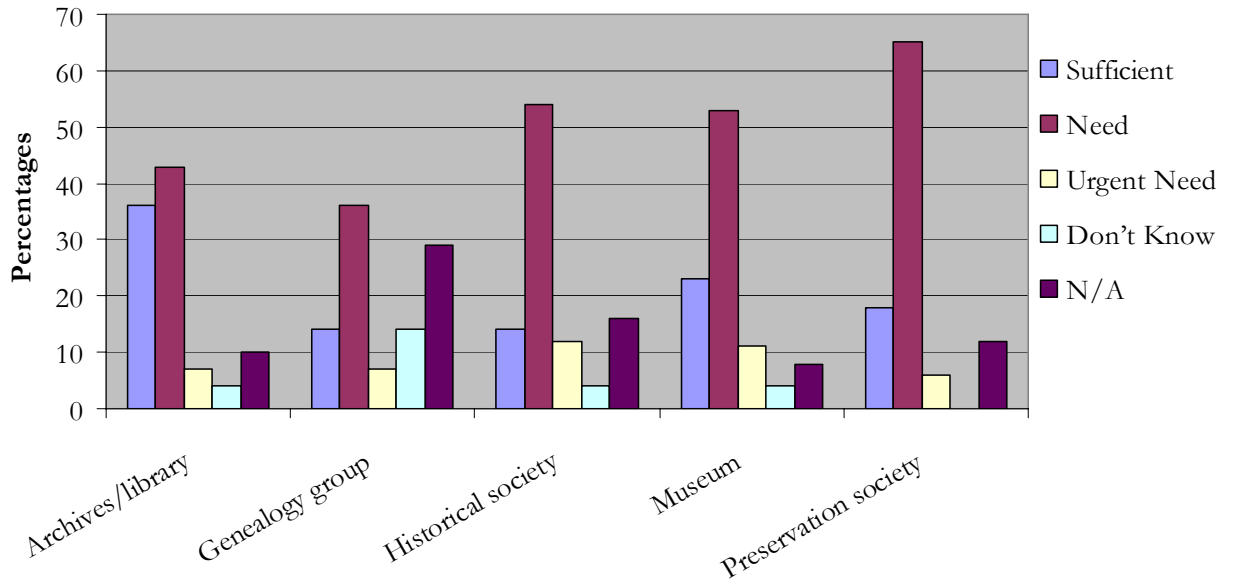
C6. Please indicate your institution's level of need in the following areas related to conservation[®]/preservation:



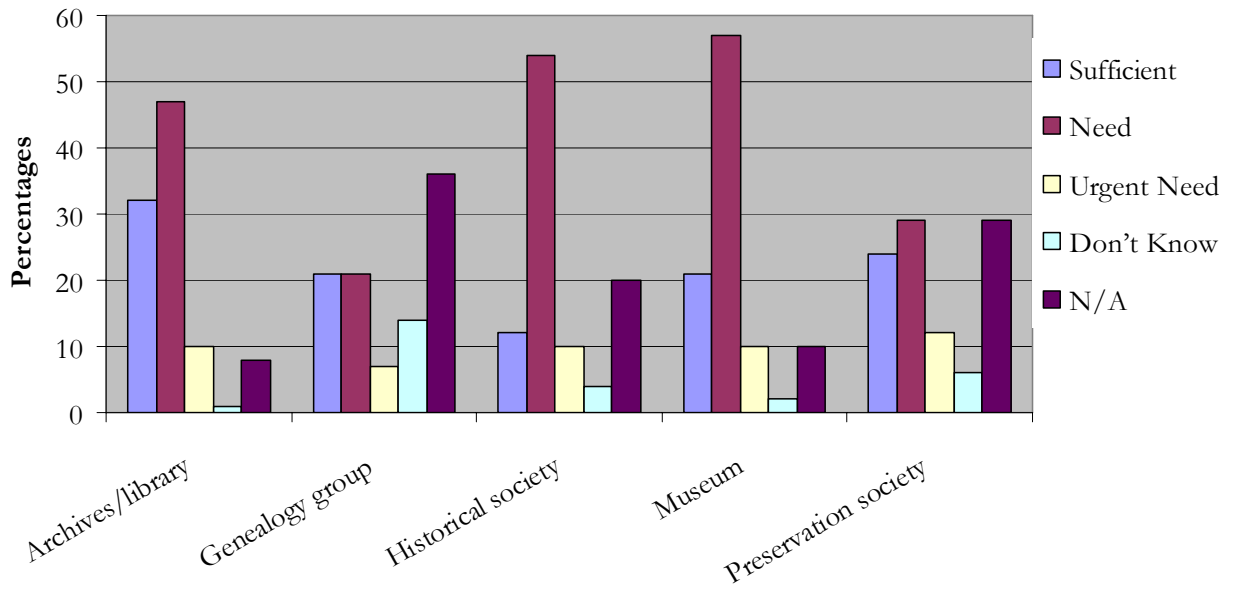
*The following five charts are broken down by Conservation/Preservation Needs category



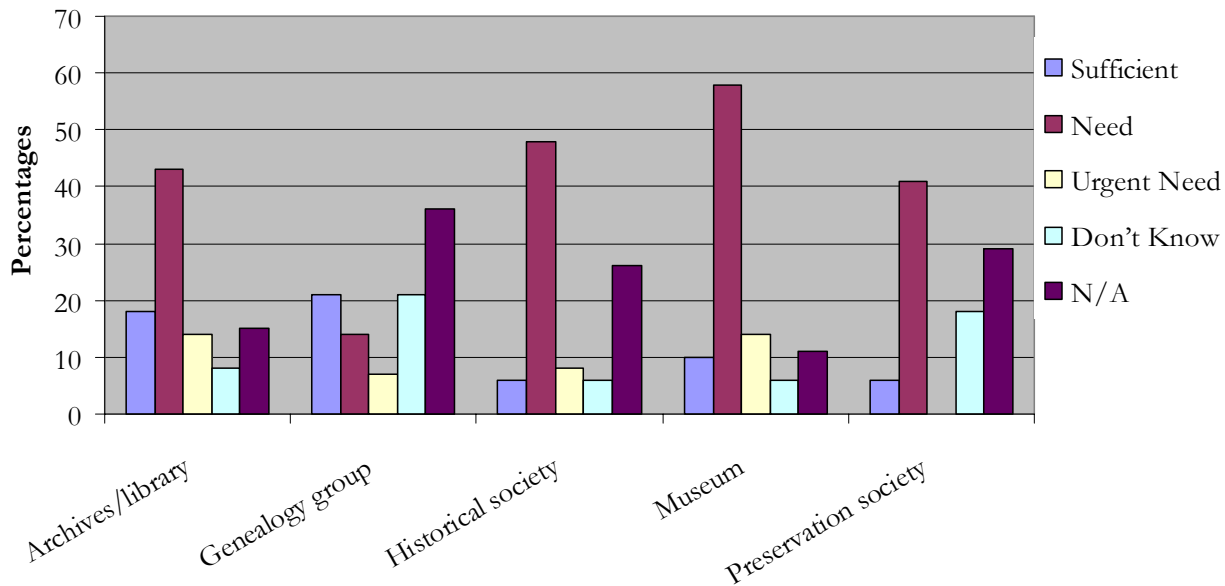
Assessment (by group)



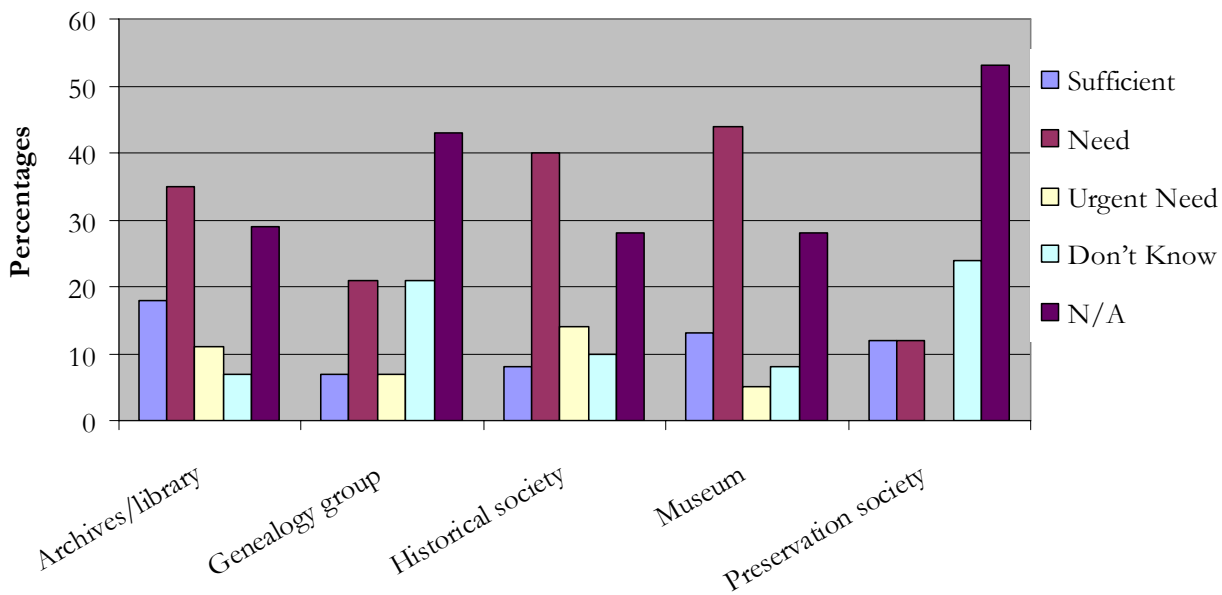
Staff Training (by group)



Conservation/Preservation Treatment (by group)



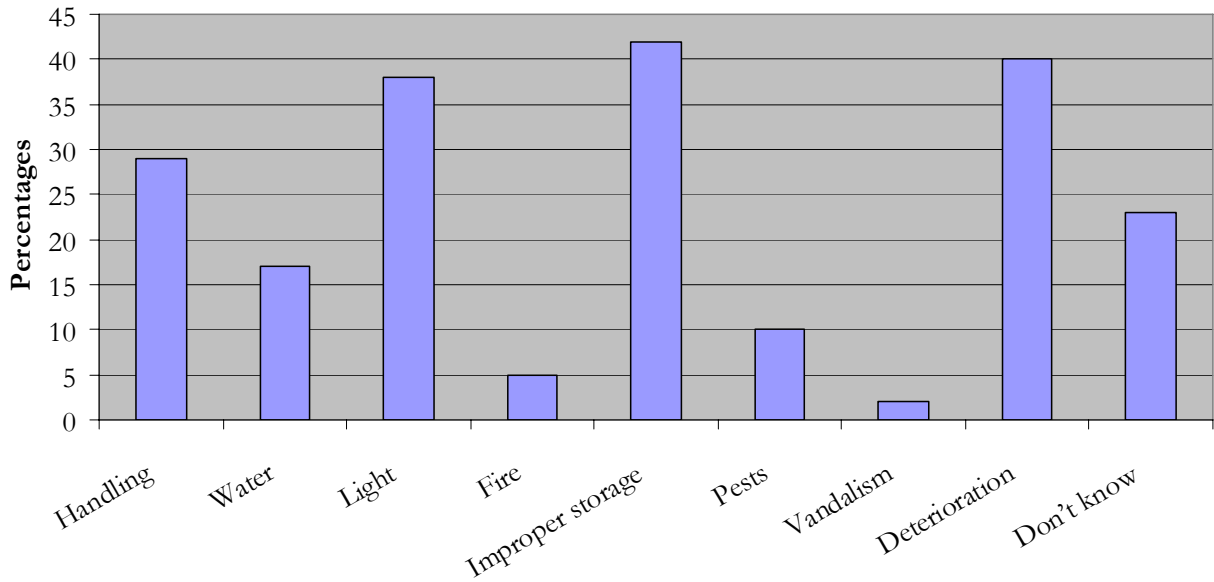
Digital Collections (by group)



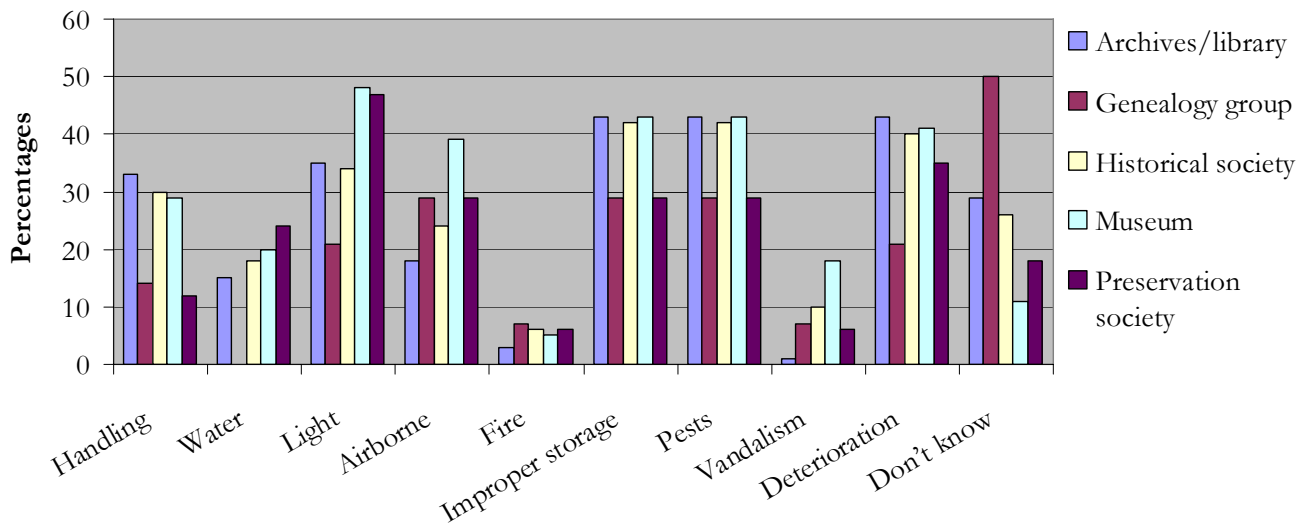
C7. In your collection, what issues currently need attention? (Check all that apply.)

Current Collections Issues

(overall)

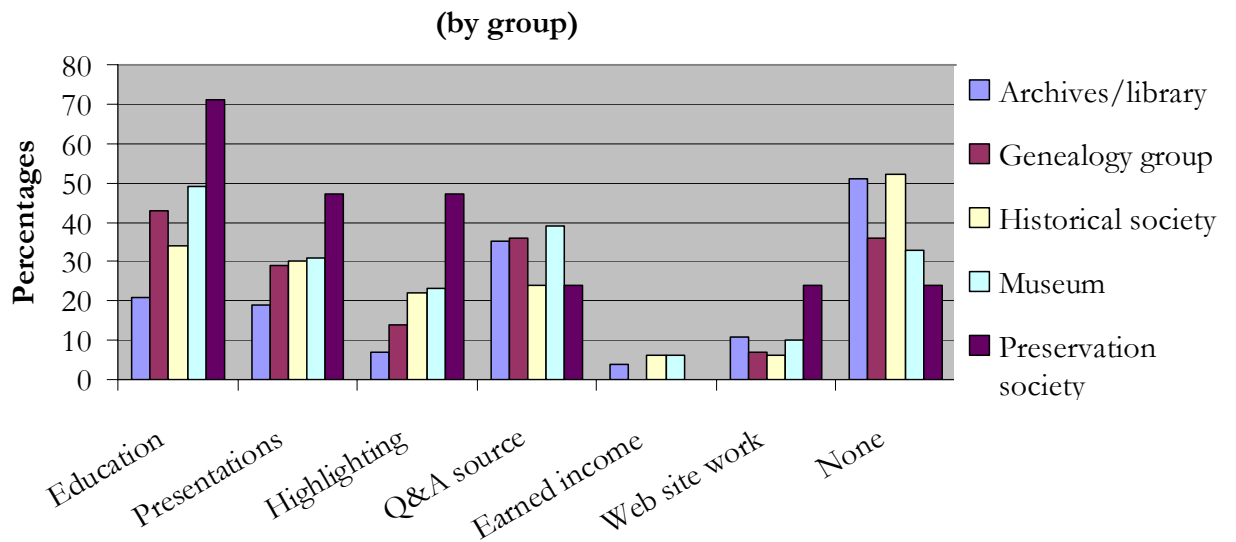
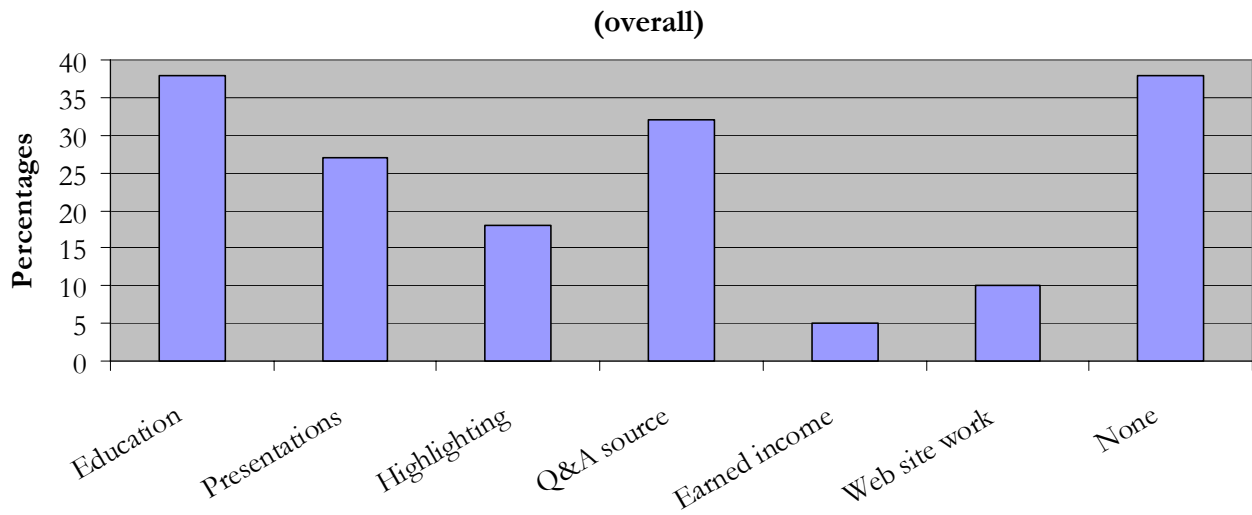


(by group)



C8. Please check all the methods you use to promote awareness of conservation/preservation activities. (Check all that apply.)

Promoting Awareness of Conservation/Preservation Activities



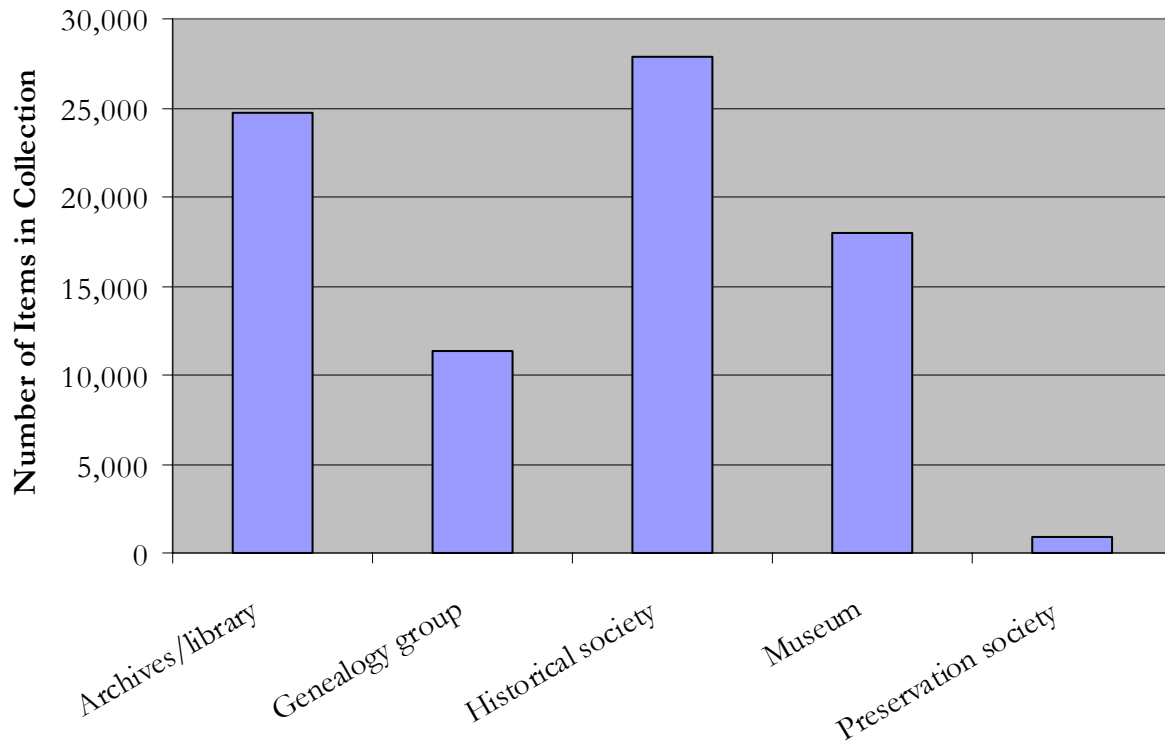
D. Managing the Collections

D1. Estimate how many items you have in your collection. ^① (Please estimate a single number for all collections, not a range.)

(overall)

- Total Items in Collection 5,064,037
- Average of Items in Collection 21,188
- Don't know, no answer 65

(by group)



D2. For collections that aren't counted individually, please estimate the size of your collection ^① in linear feet.

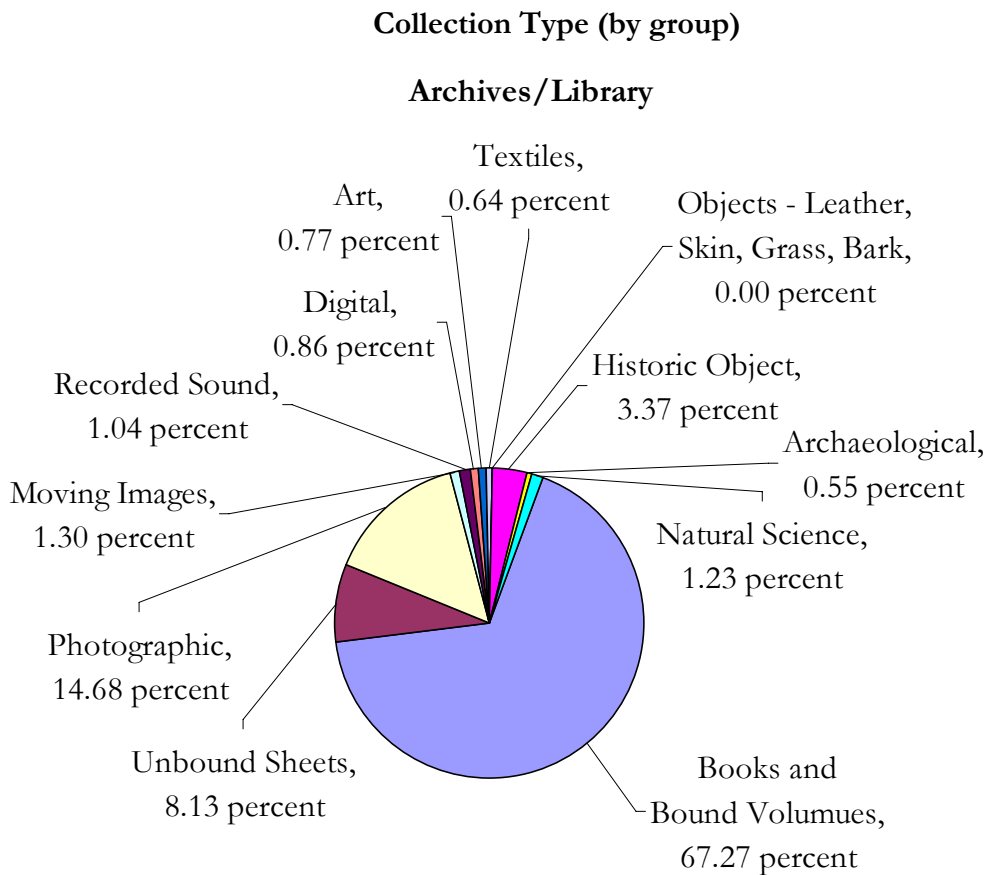
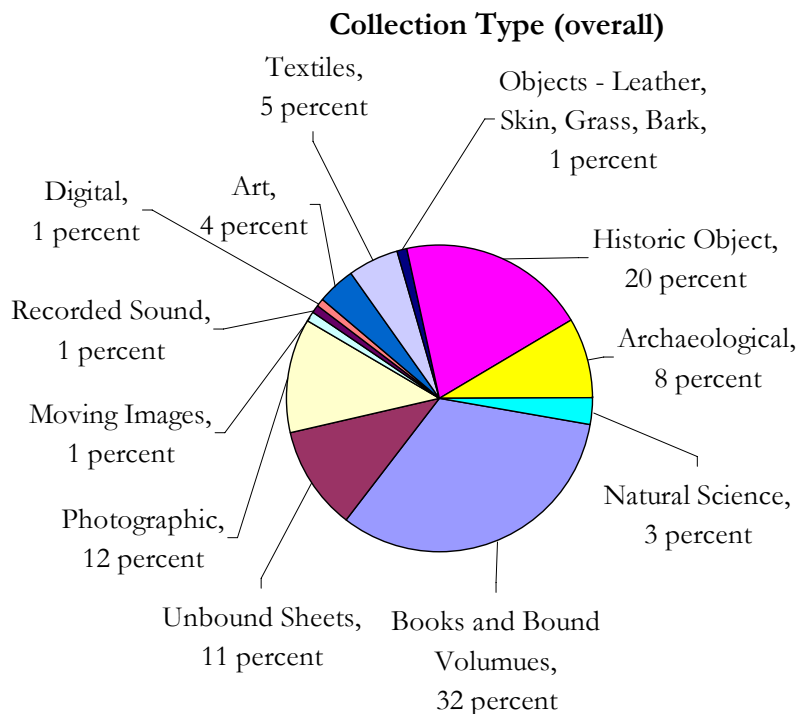
(overall)

- Total linear feet 105,911
- Average linear feet 2,118
- Median 280

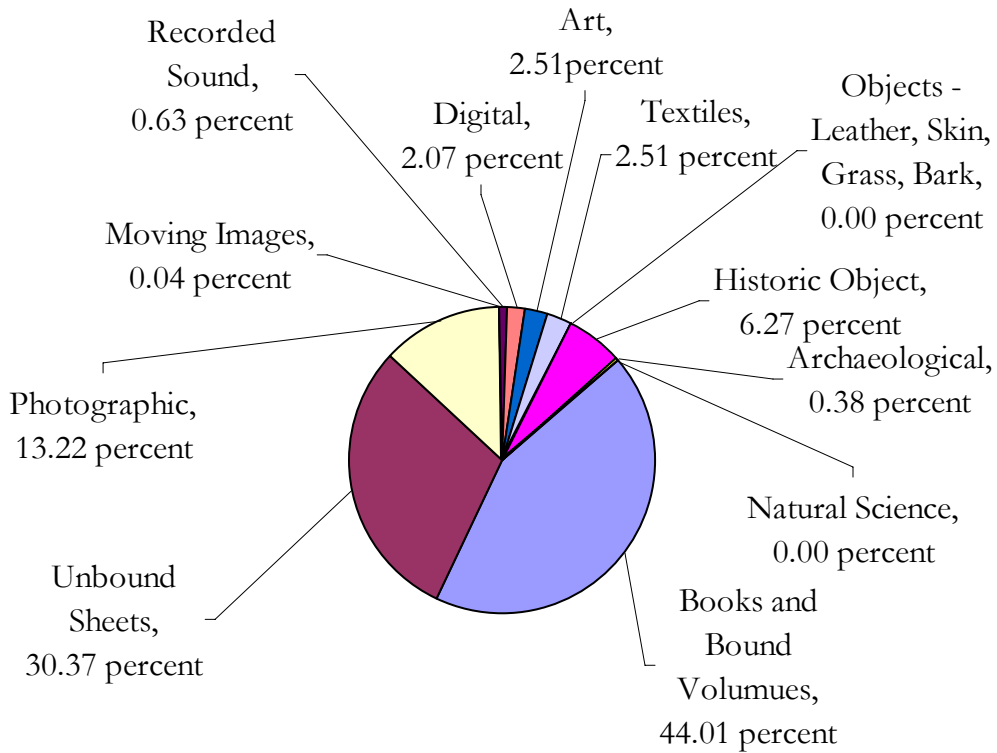
(by group)

	Archives/ library	Genealogy group	Historical society	Museum	Preservation society
Total linear feet	75,728	798	5,467	6,379	170
Average linear feet	3,985	266	430	1,605	85
Median	400	136	115	1,820	85

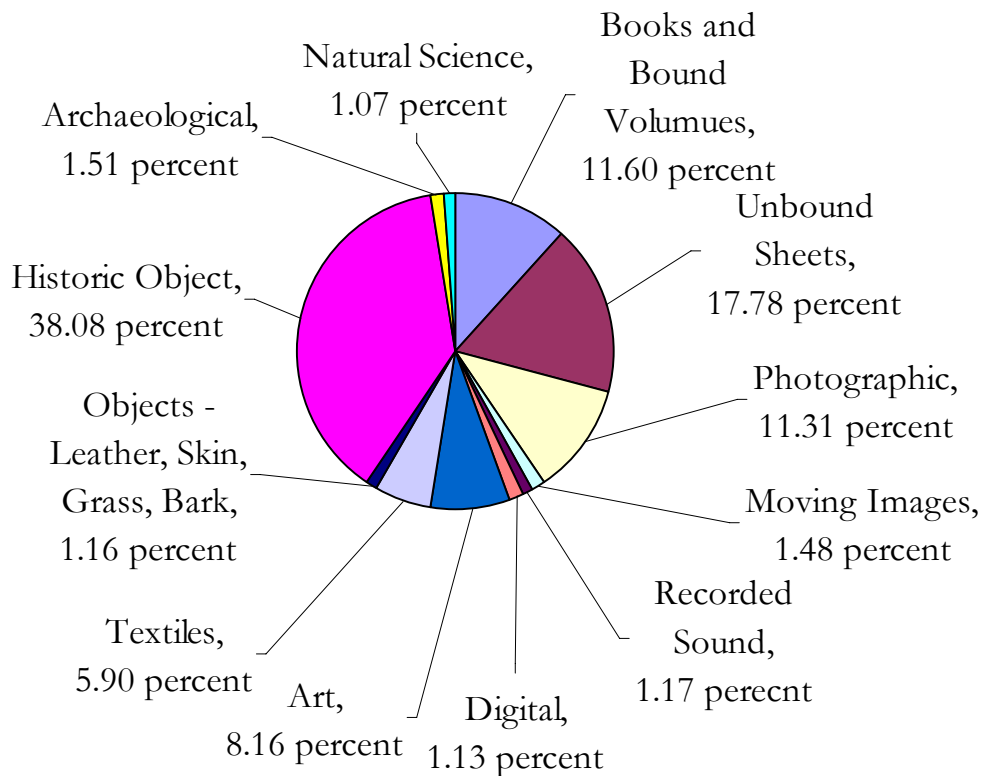
D3. Estimate what percentage of your collection is of the following type. (This is an estimate only. It is not necessary to consult collections records ^① to get exact figures.)



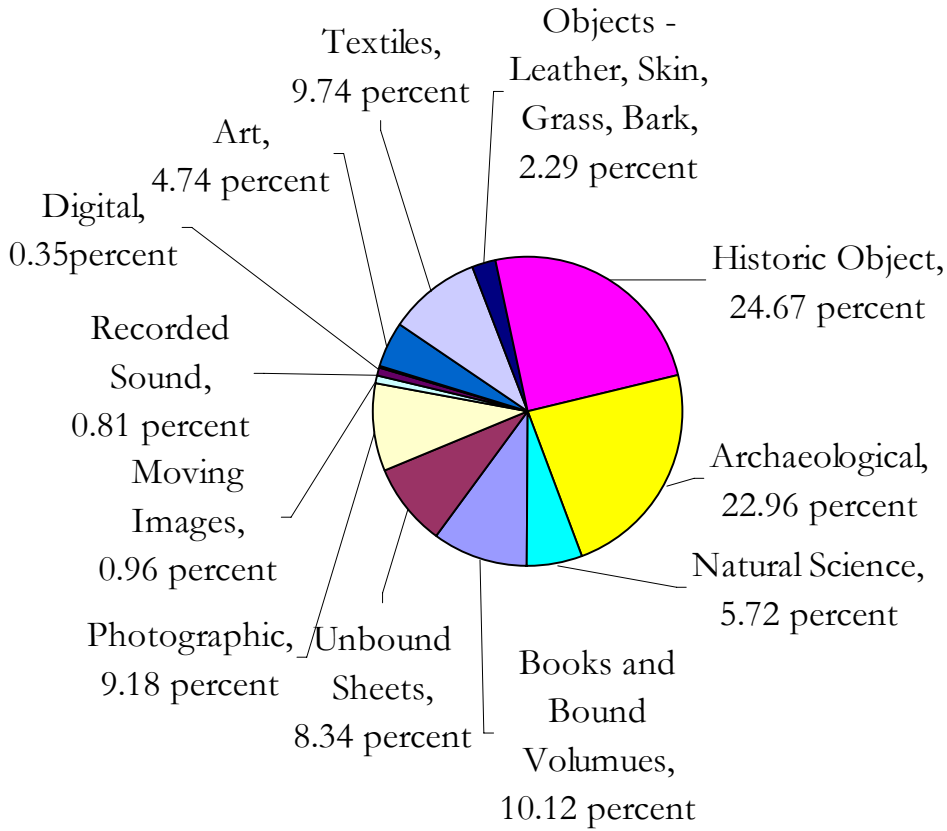
Genealogy Group



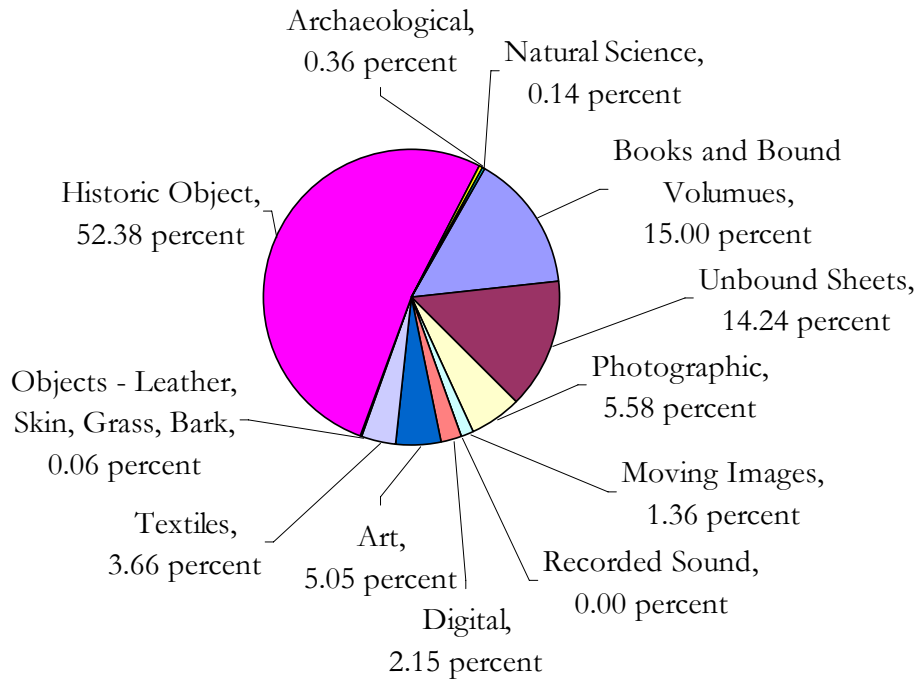
Historical Society



Museum



Preservation Society



D4. How many historic buildings (i.e. more than fifty years old) do you care for?

(overall)

- Total buildings: 338

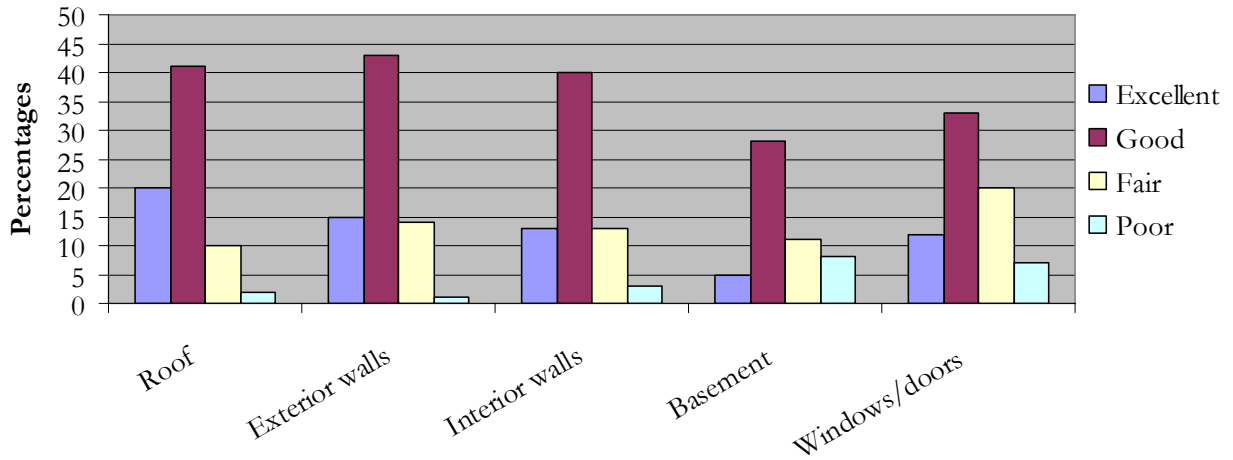
(by group)

*	Archives/ library	Genealogy group	Historical society	Museum	Preservation society
Total buildings:	48	5	81	190	28

*Organizations that indicated they had more than one primary function may be listed under multiple organization types.

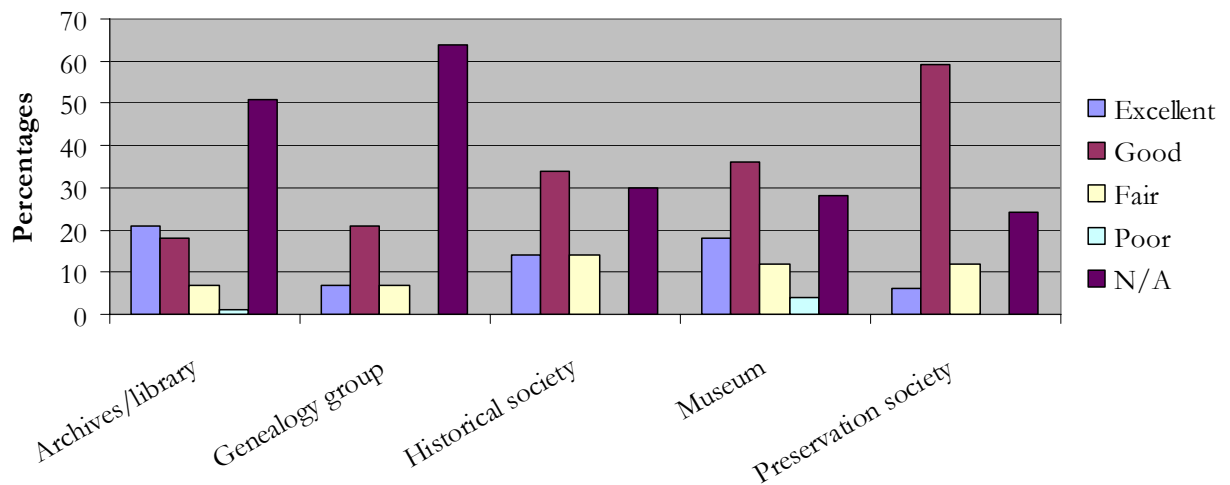
D5. Please describe the condition of the historic building(s).

Condition of Main Facility (overall)

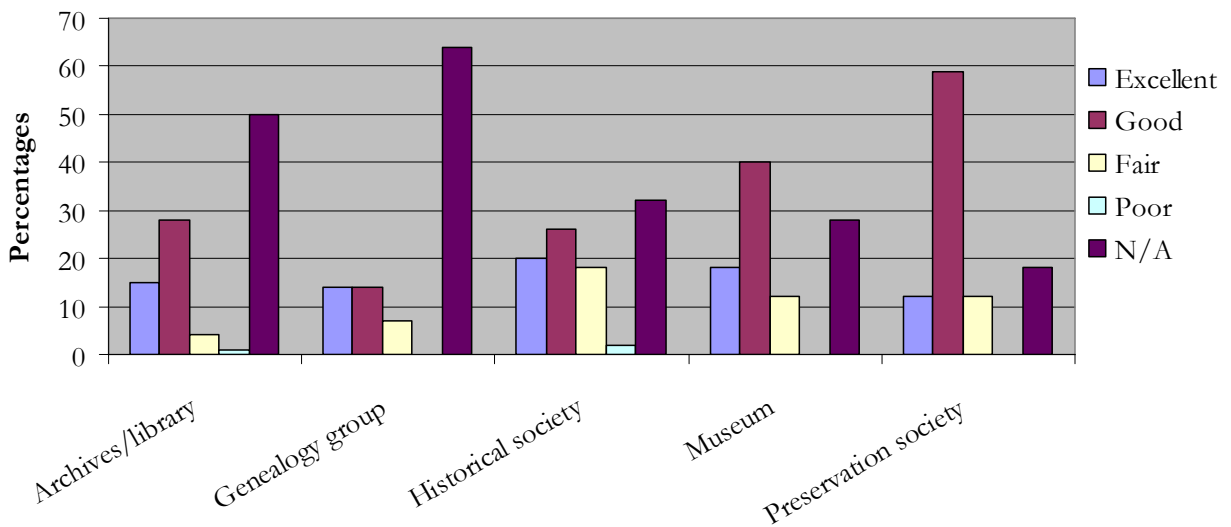


*The following five charts are a breakdown by Main Facility affected area by category.

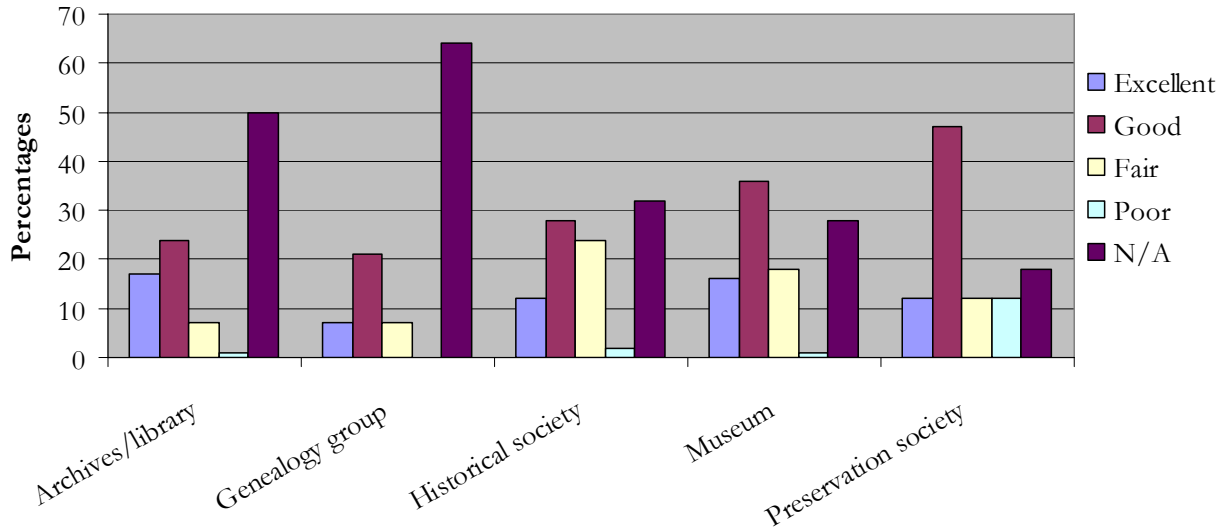
Roof (by group)



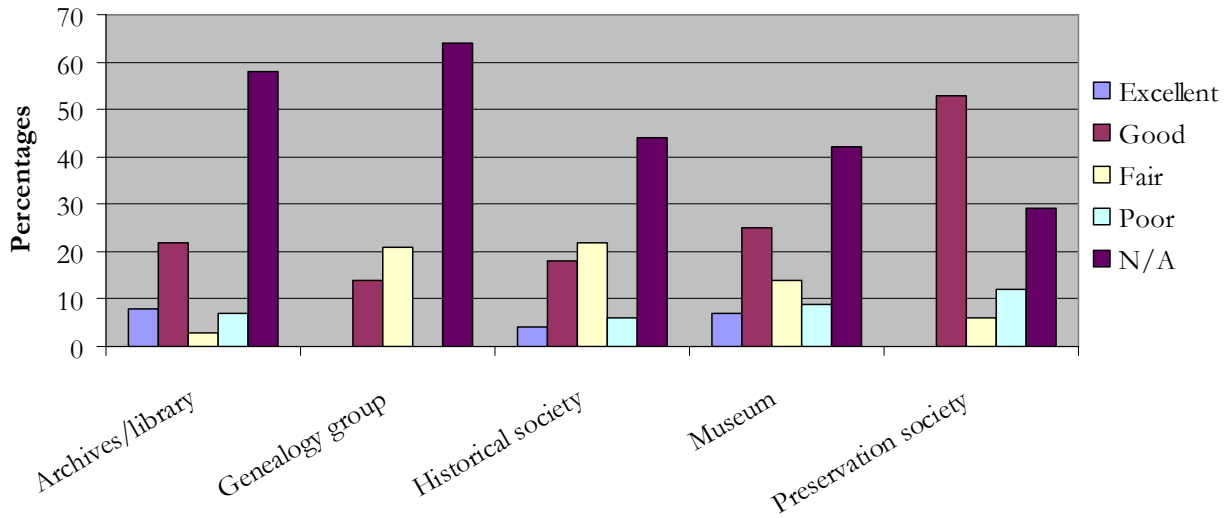
Exterior Walls (by group)



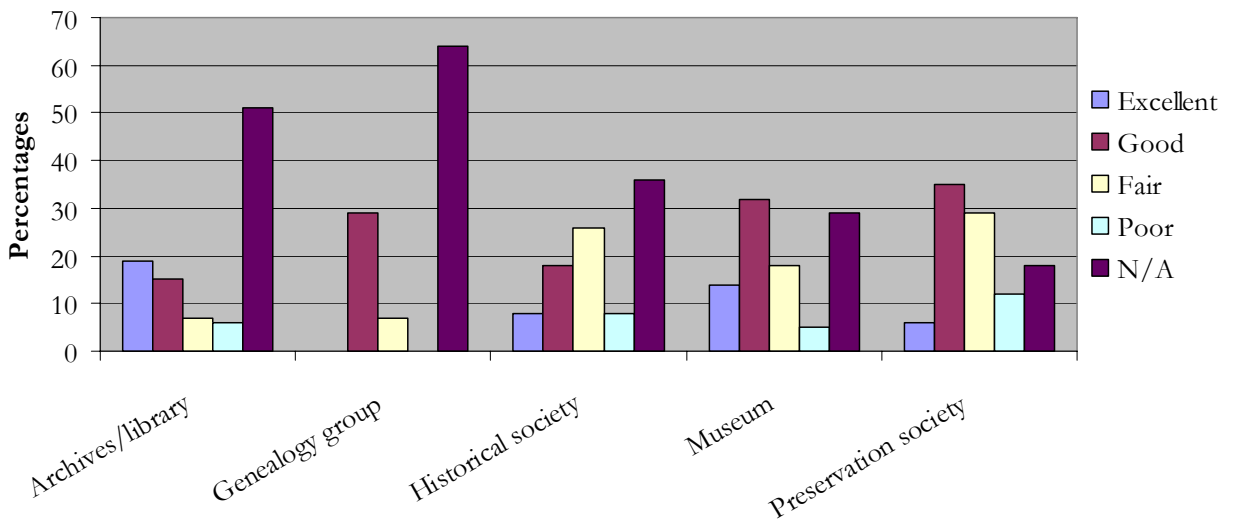
Interior Walls (by group)



Basement (by group)



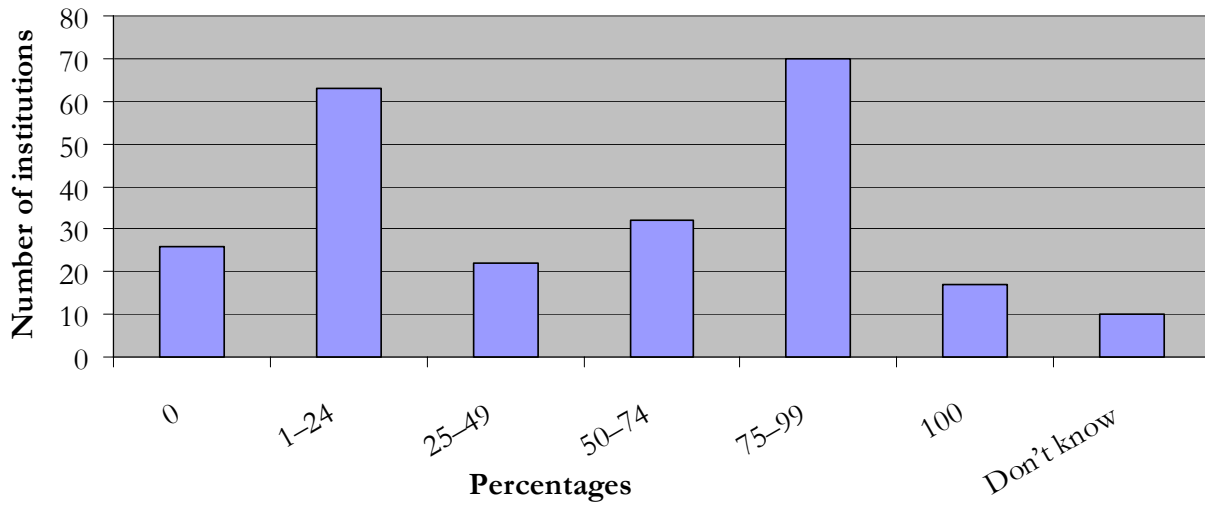
Windows/Doors (by group)



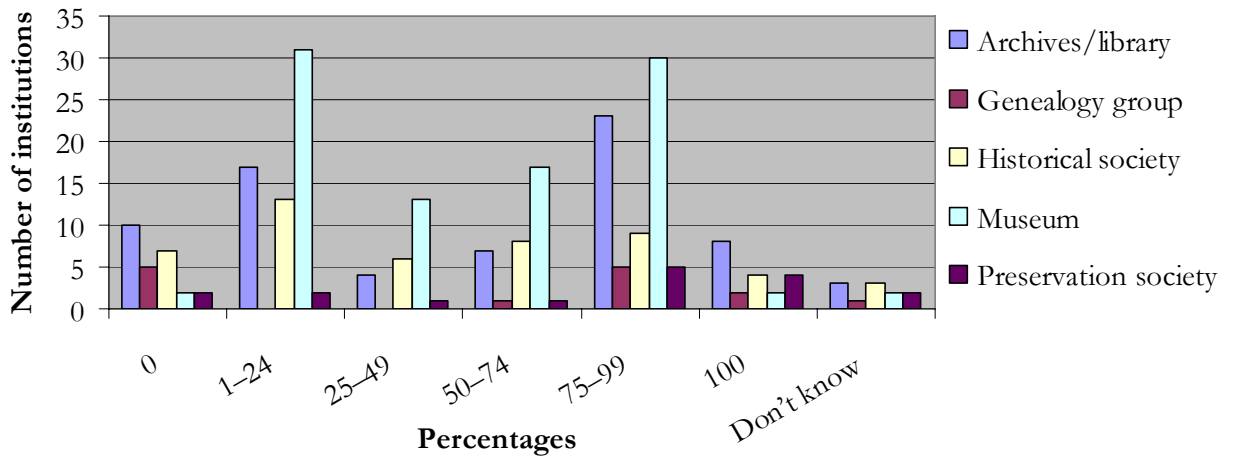
D6. Please estimate what percentage of your collection ^① is on exhibit at this time.

Percent of Collection Currently on Exhibit

(overall)

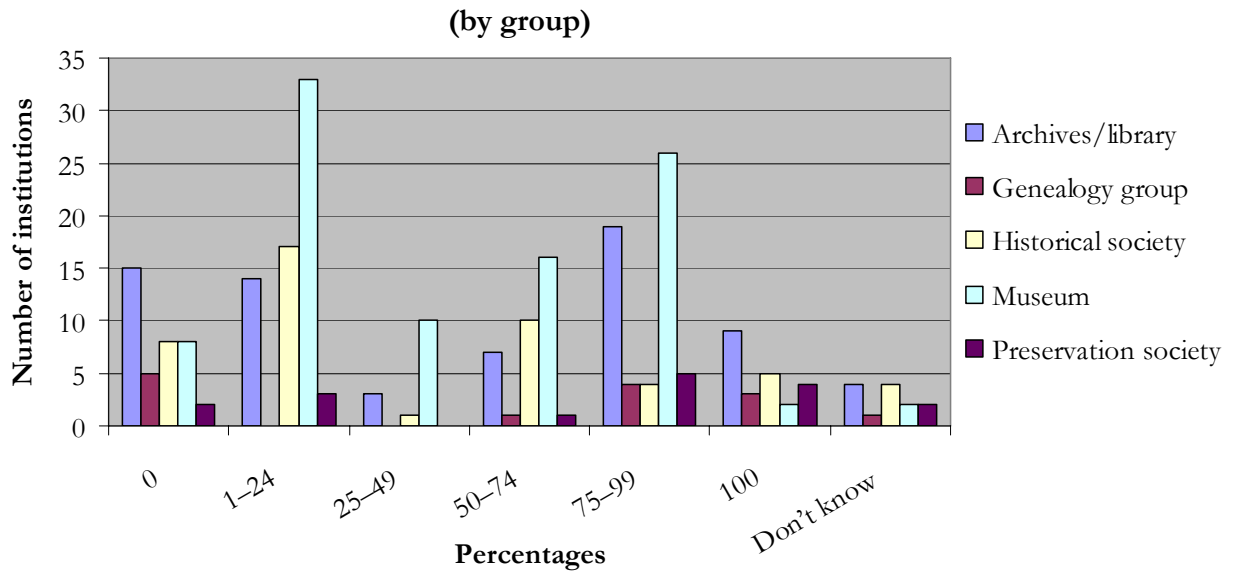
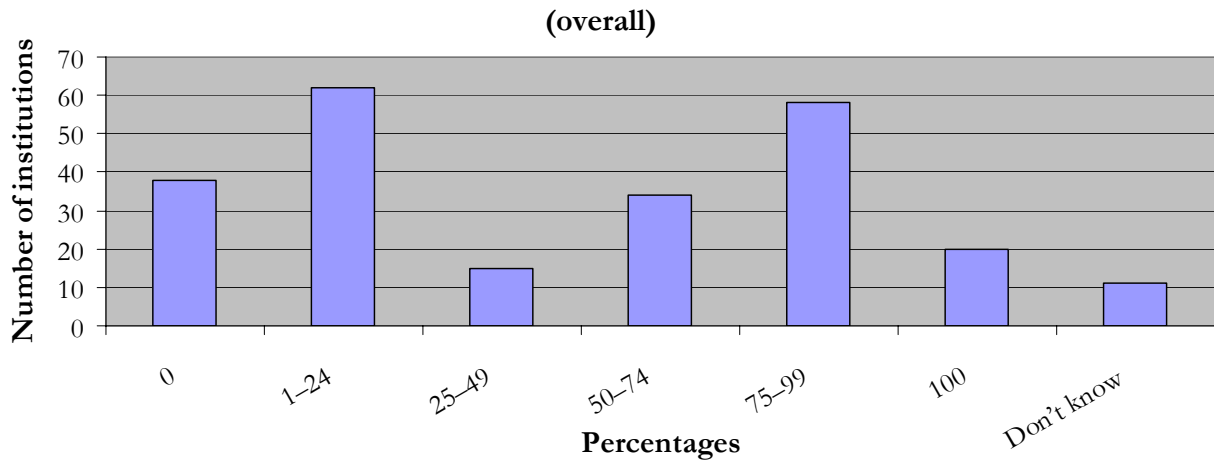


(by group)



D7. What percentage of your collection is on permanent exhibit (more than 2 years)?

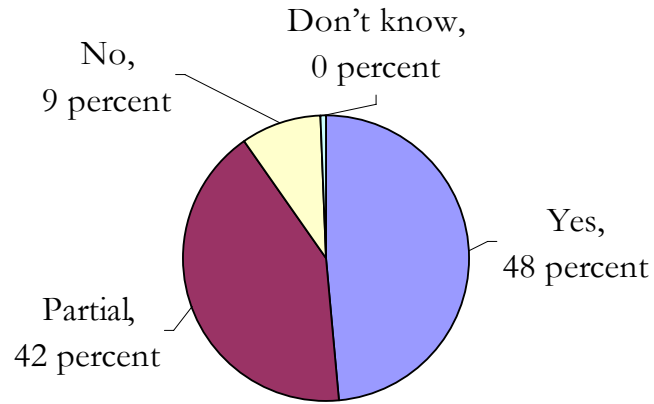
Percent of Collection on Permanent Exhibit



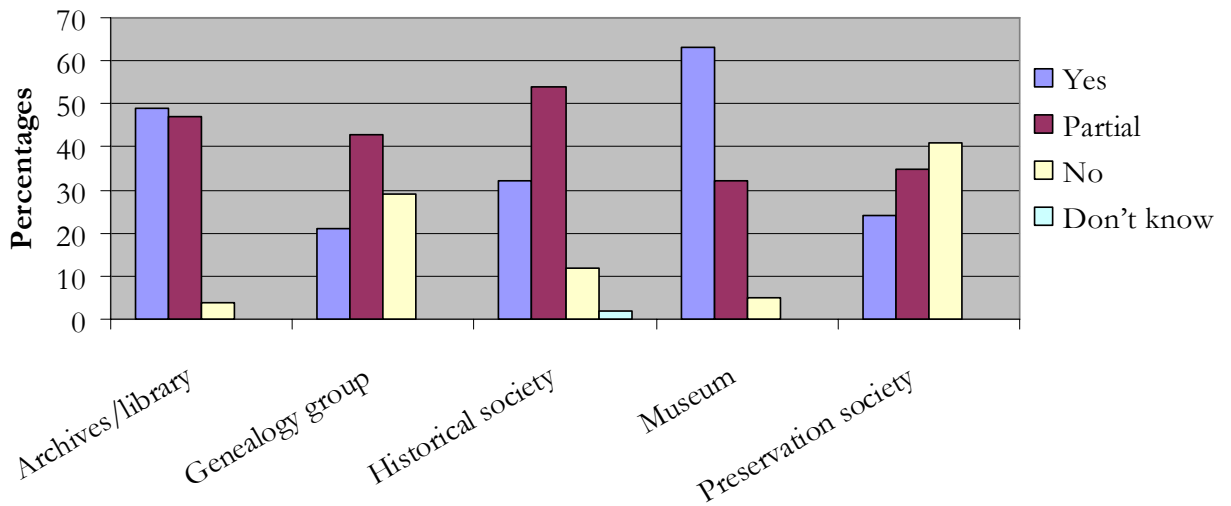
D8. Do you have a listing of items in your collection? (e.g. inventory, ① logbook of donations, accession ① register)

Listing of Items in Collection

(overall)



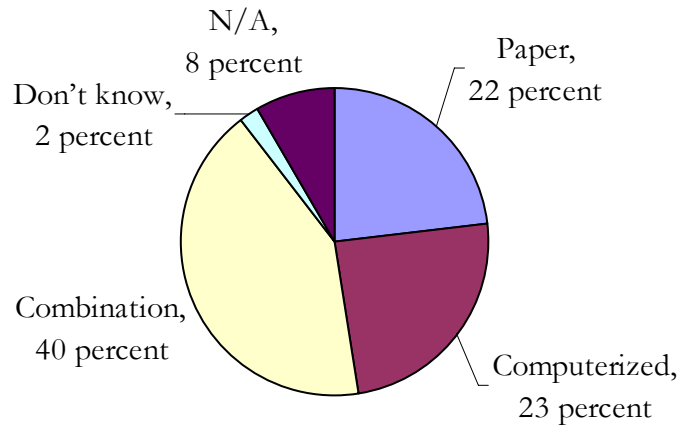
(by group)



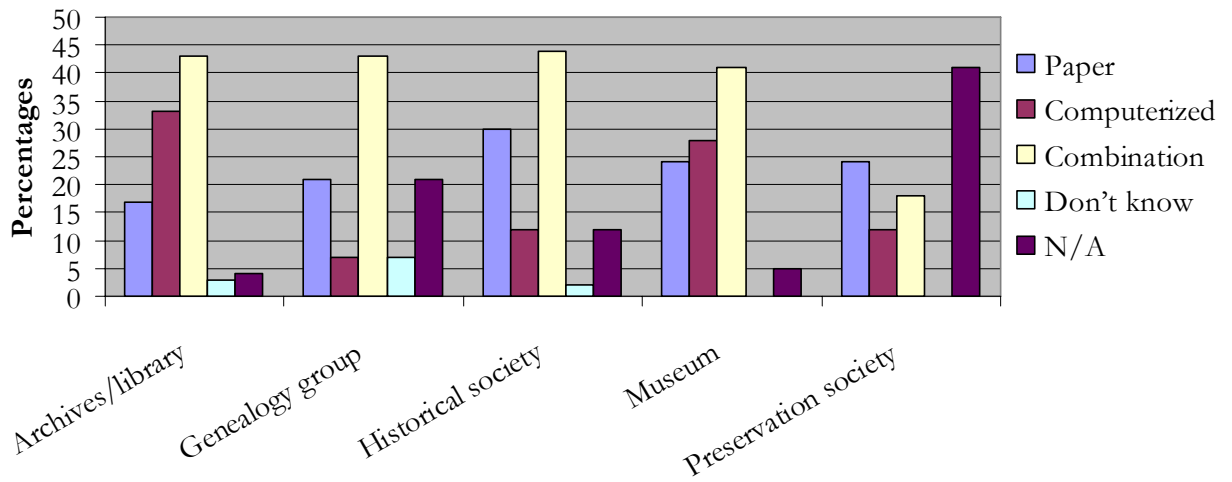
D9. How are your collections records kept? (Check one.)

How Collection Records are Kept

(overall)

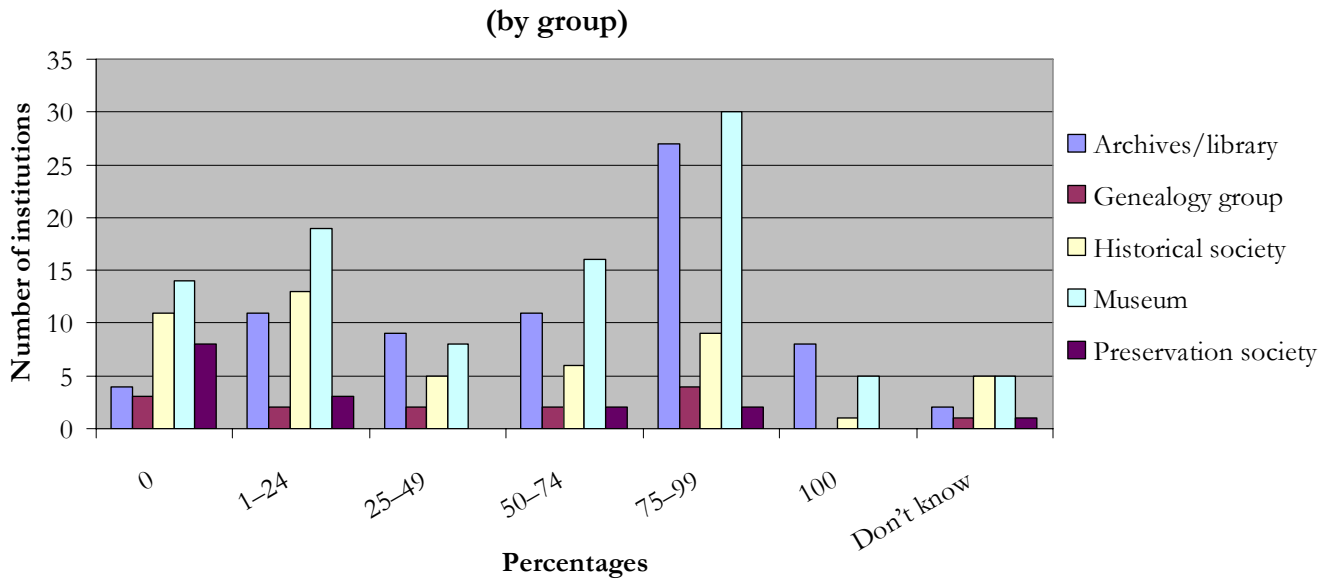
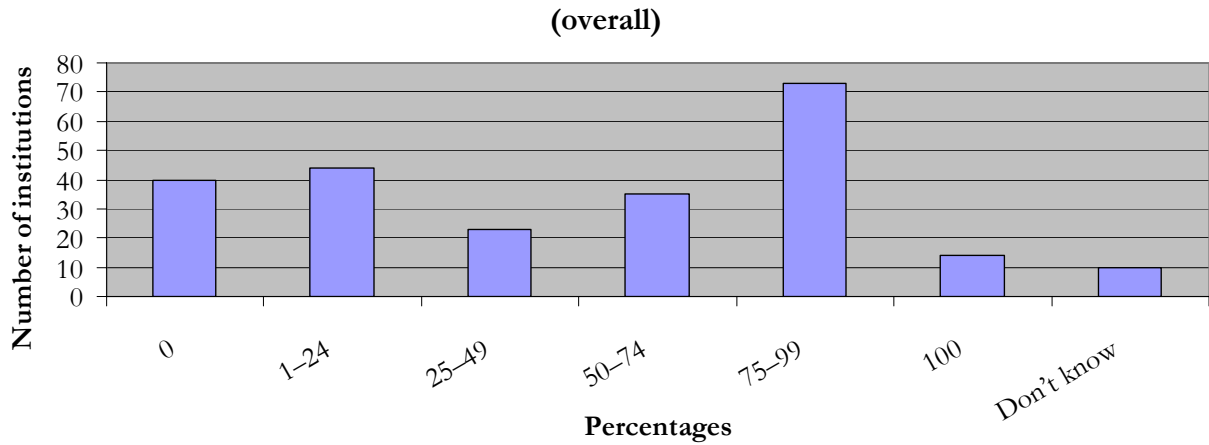


(by group)

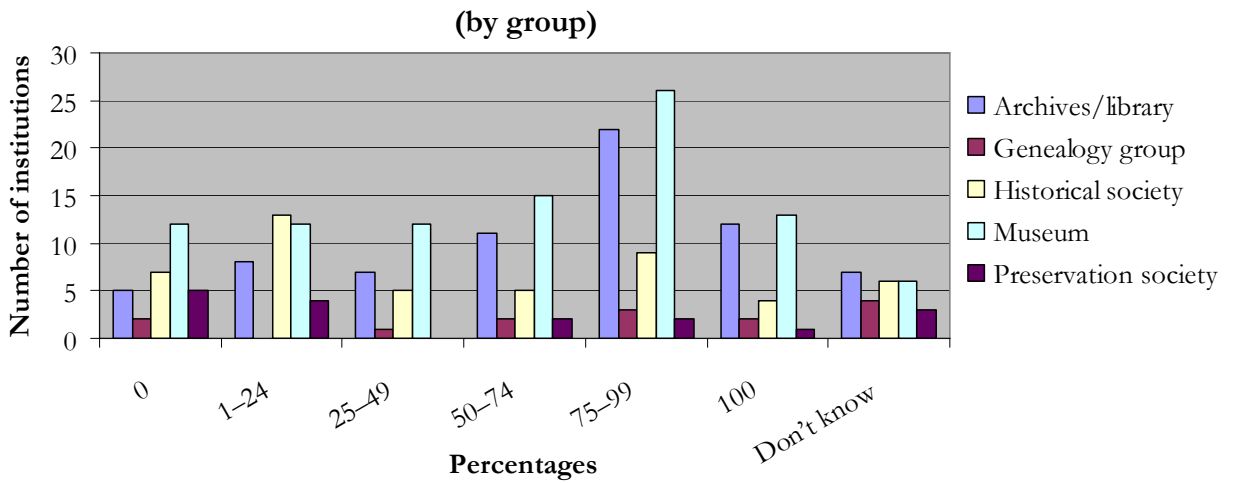
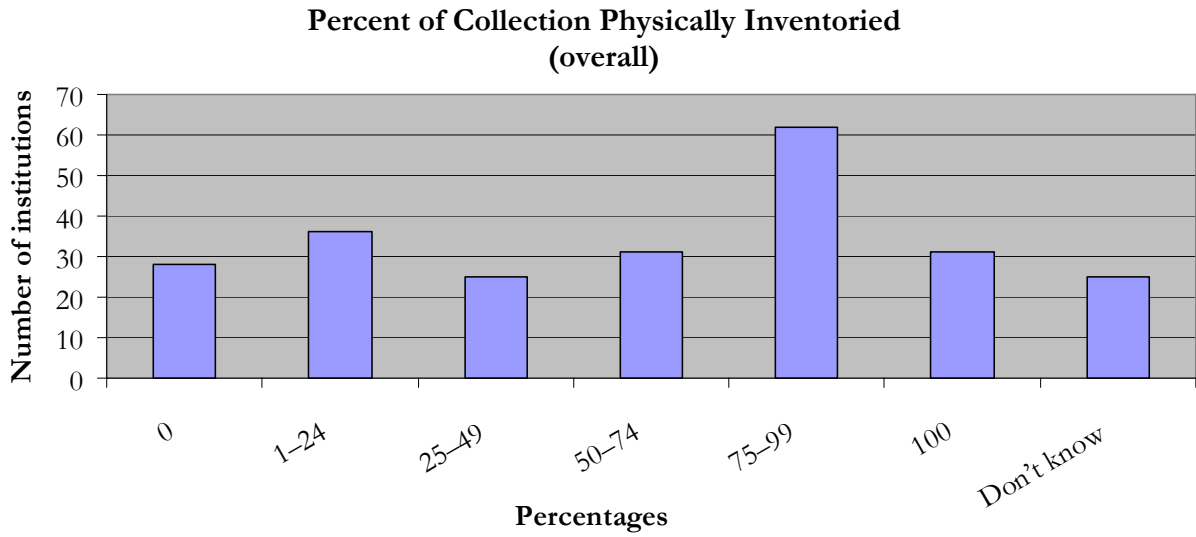


D10. Estimate what percentage of the collection is accessible through descriptive information (catalog, database, index, research tool, or finding aid^① that may contain descriptive detail, including physical description, provenance, ^②history, accession ^③ information, etc.).

Percent of Collection Accessible by Descriptive Information

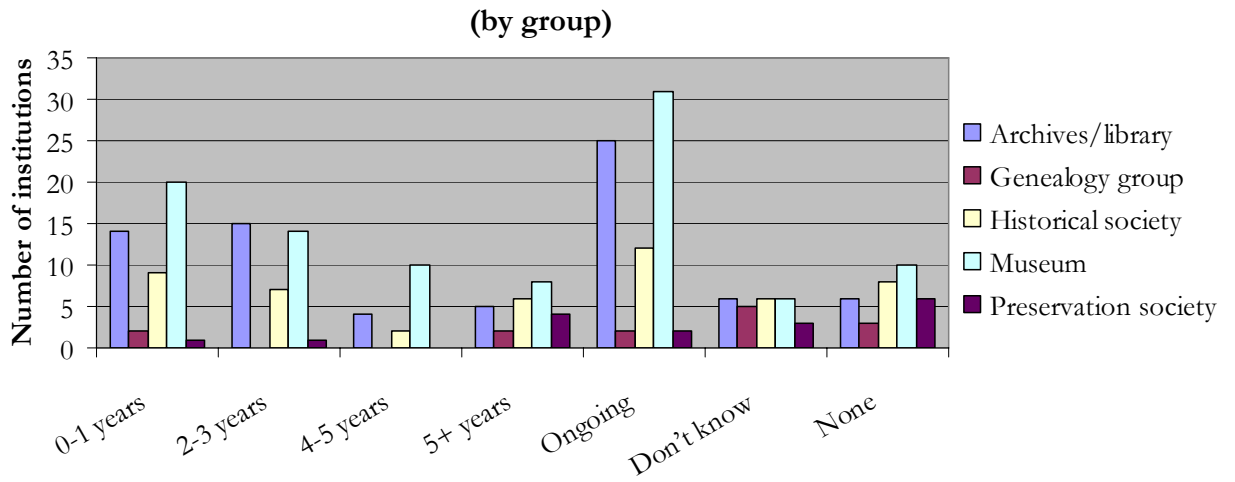
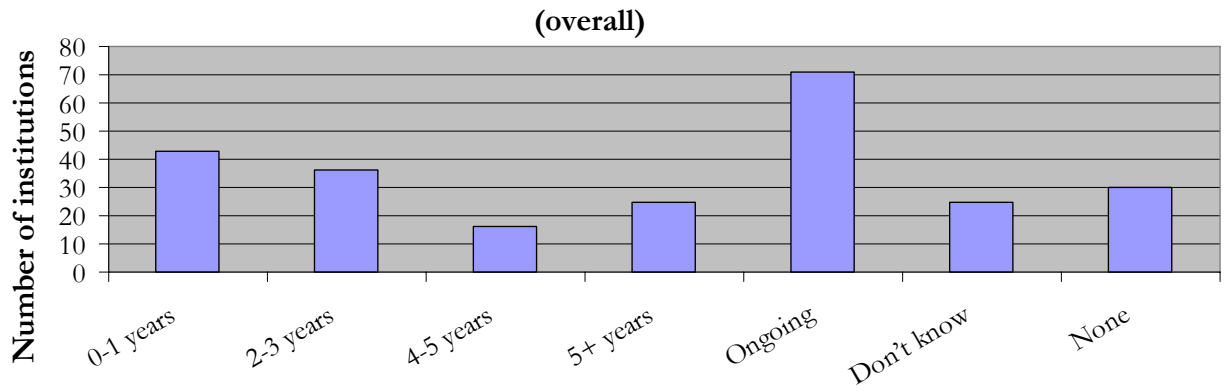


D11. Estimate how much of your collection has been physically inventoried (by locating and physically examining objects ⁽ⁱ⁾).



D12. How long ago was that physical inventory ⓘ?

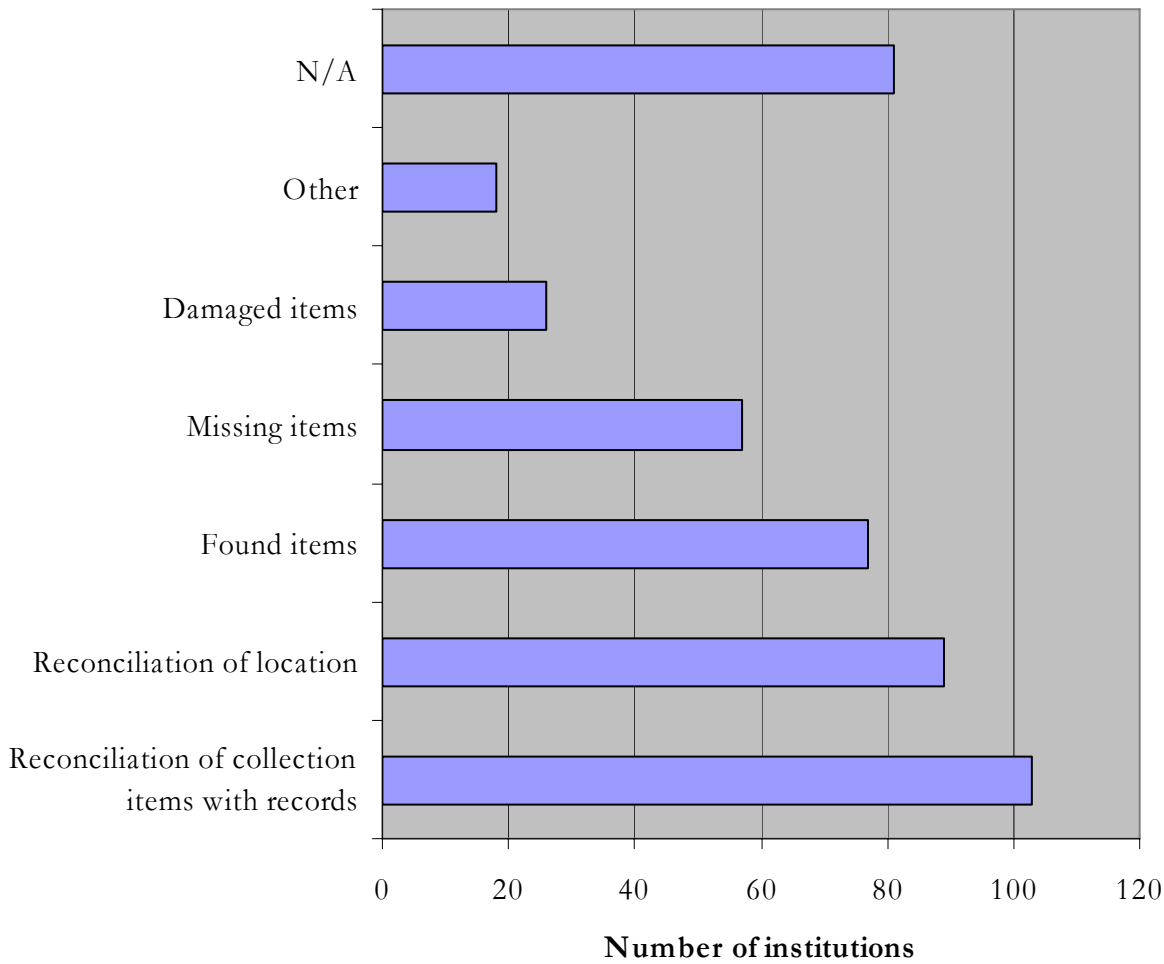
Last Physical Inventory



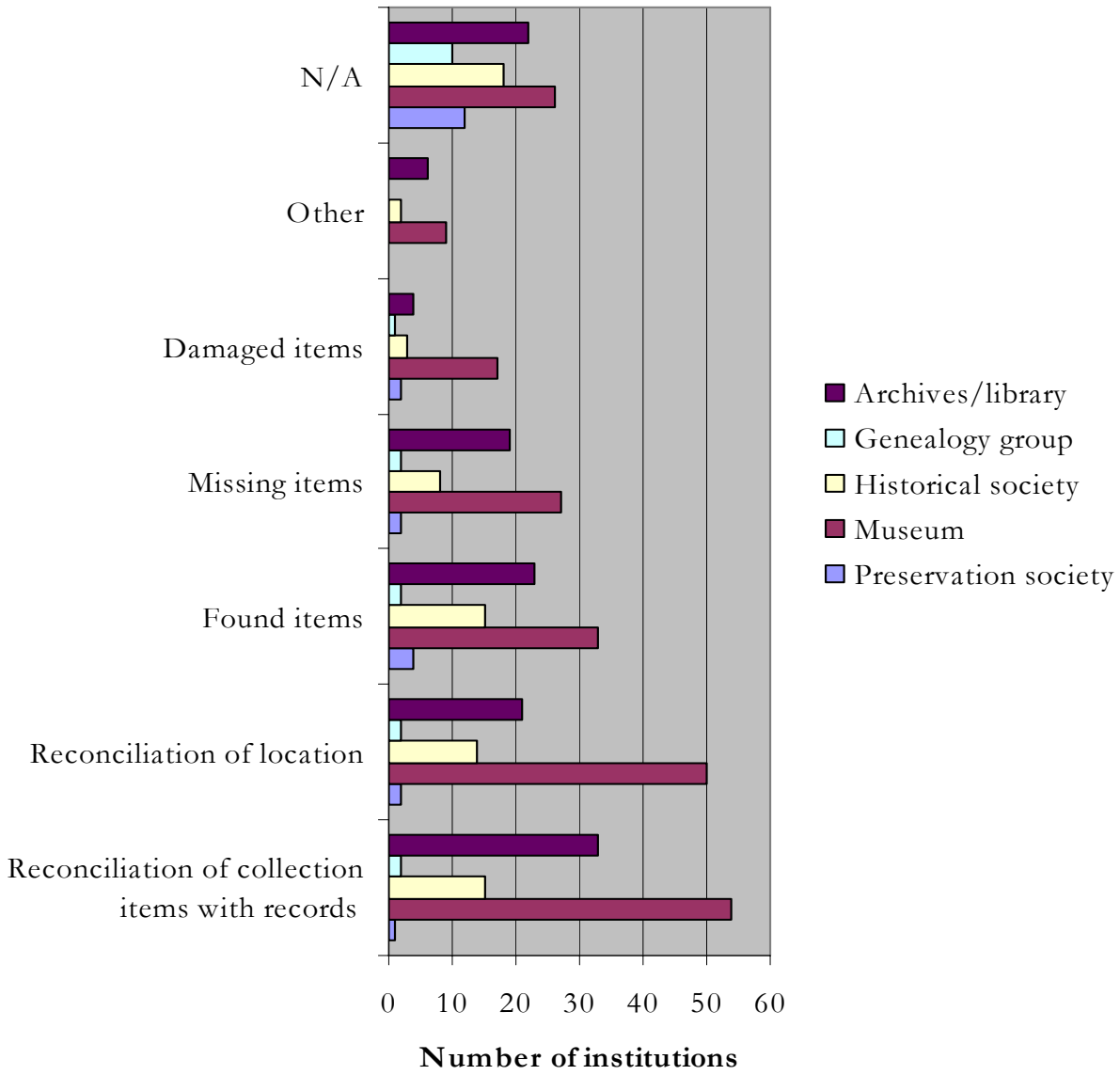
D13. What did your inventory^① accomplish? (Check all that apply.)

Inventory Accomplished

(overall)



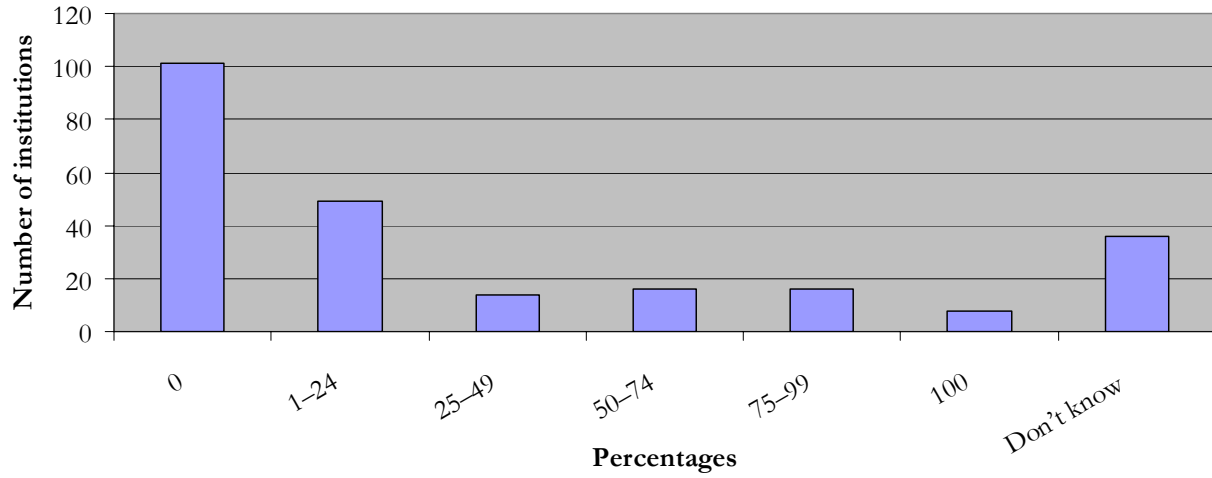
(by group)



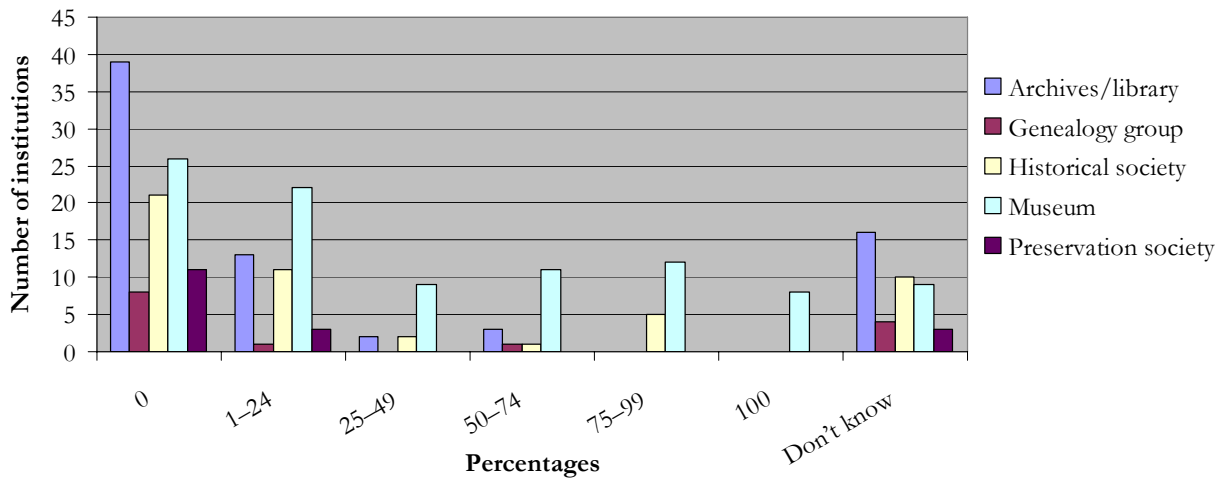
D14. Estimate how much of your collection has **condition reports** ^① (a record of condition and damage at a particular time such as when it was donated or during an inventory).

Percent of Collection with Condition Reports

(overall)



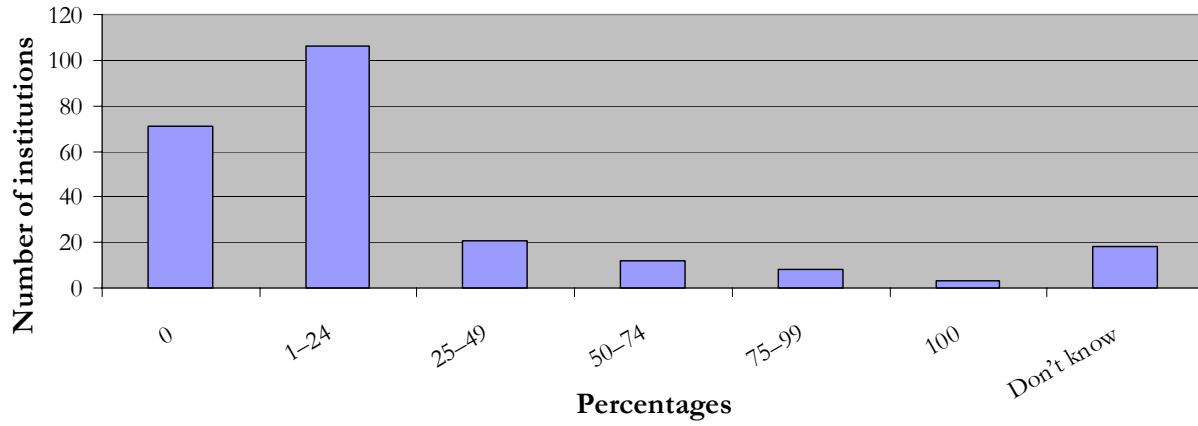
(by group)



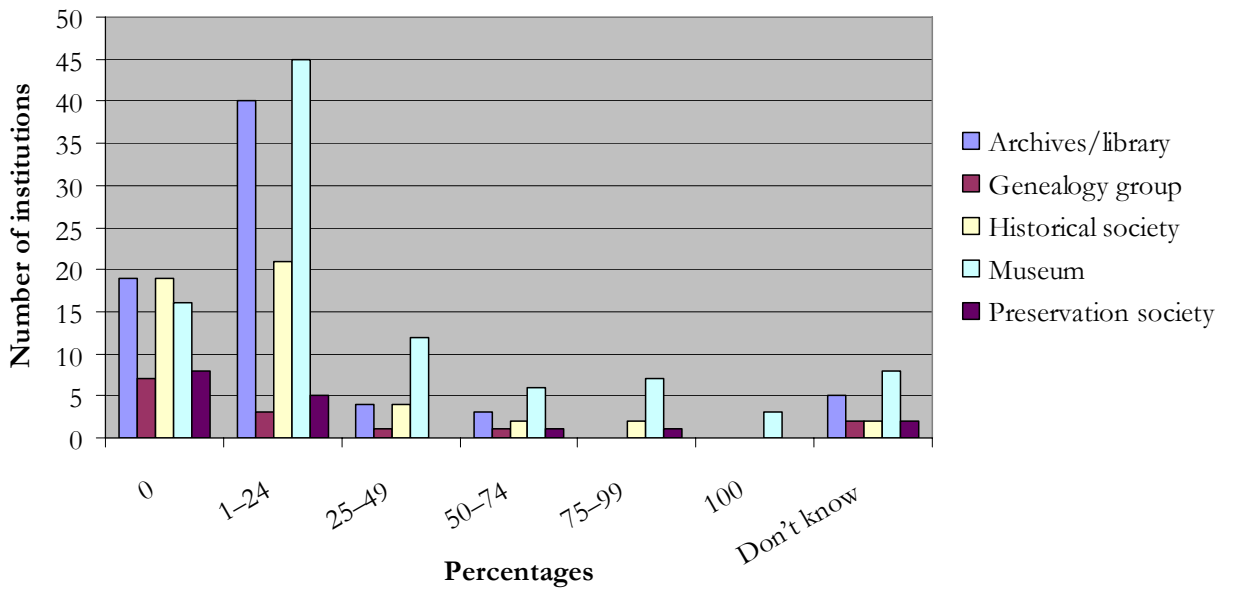
D15. Estimate how much of your collection has been photographed or scanned.

Percent of Collection Photographed or Scanned

(overall)



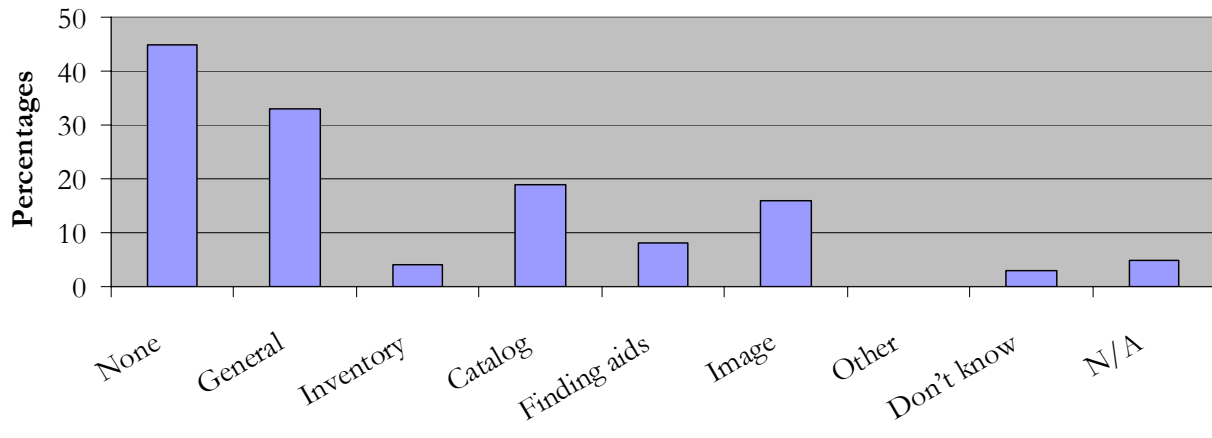
(by group)



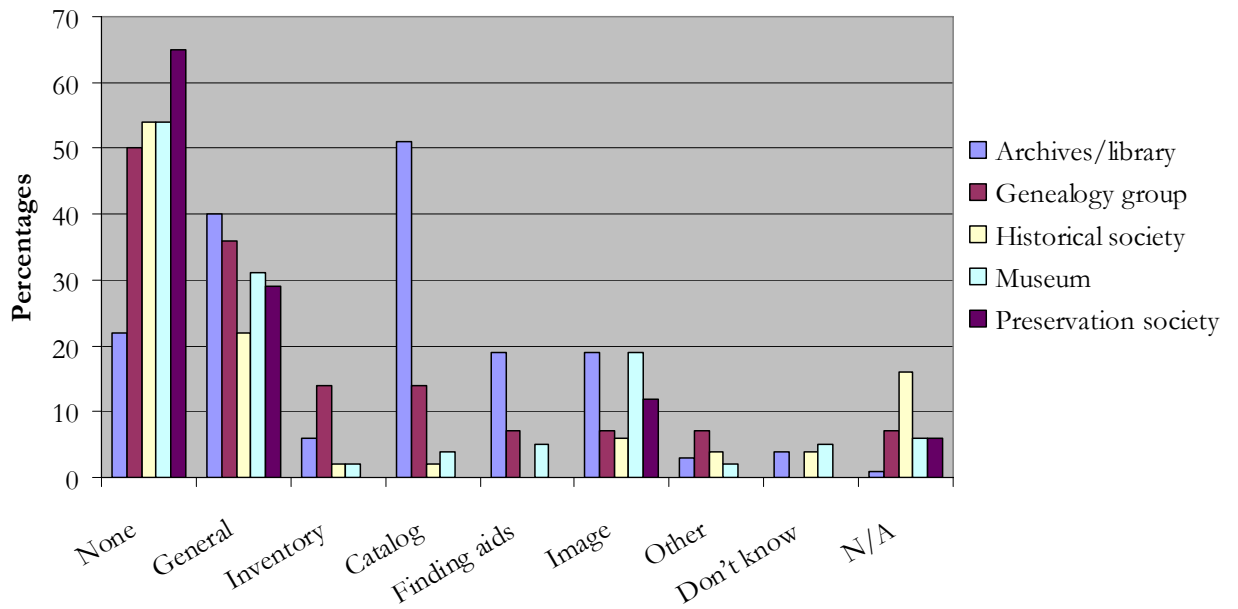
D16. What kind of descriptive information about your collection is available online? (Check all that apply.)

Descriptive Information Available Online

(overall)



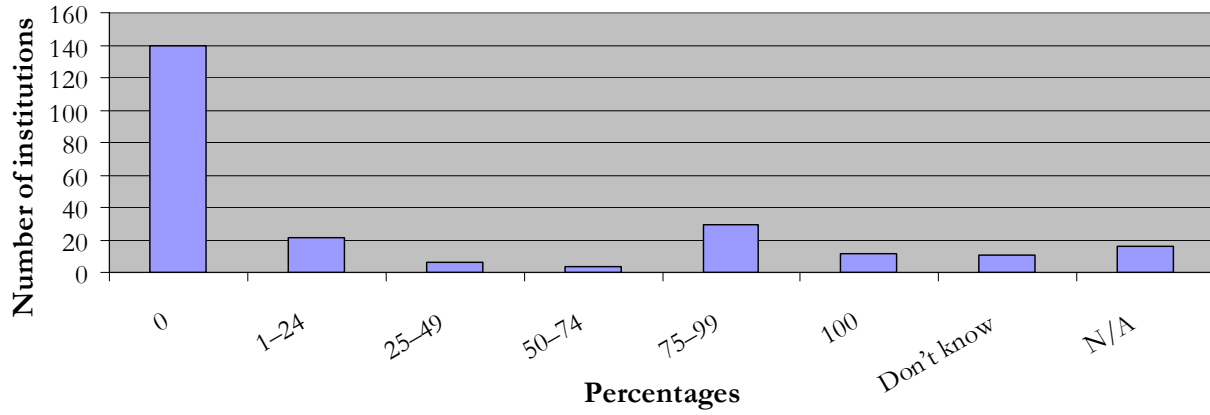
(by group)



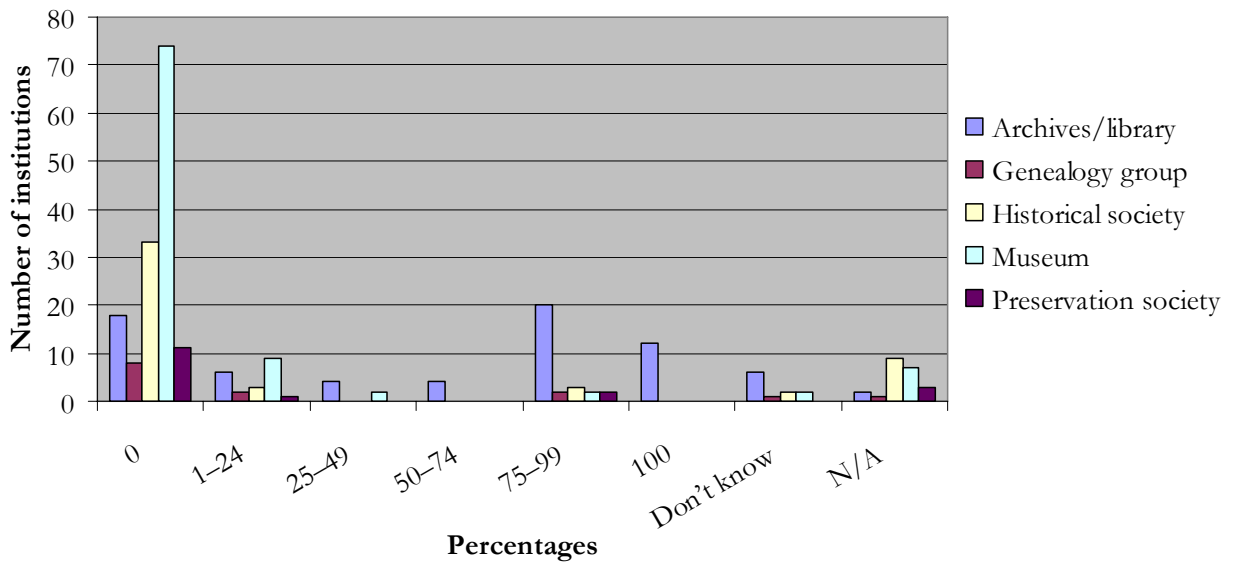
D17. Estimate what percentage of the collection's **catalog**[®] is accessible **online** (whether for institutional use, or made accessible to the public through your institution or a service provider).

Percent of Collection Catalog Online

(overall)

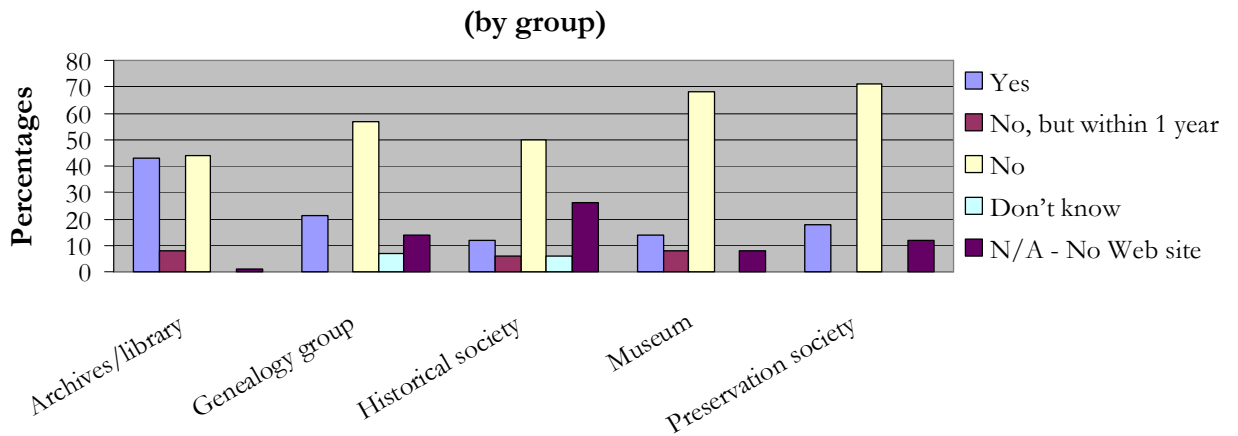
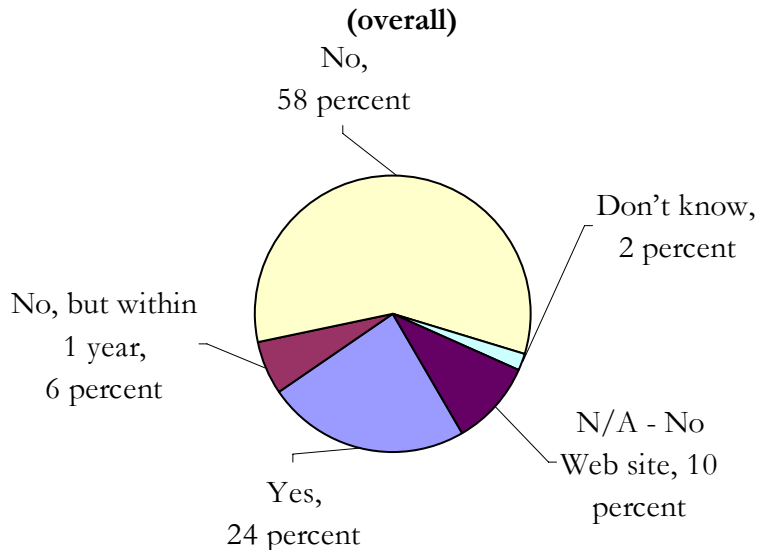


(by group)



D18. 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)?

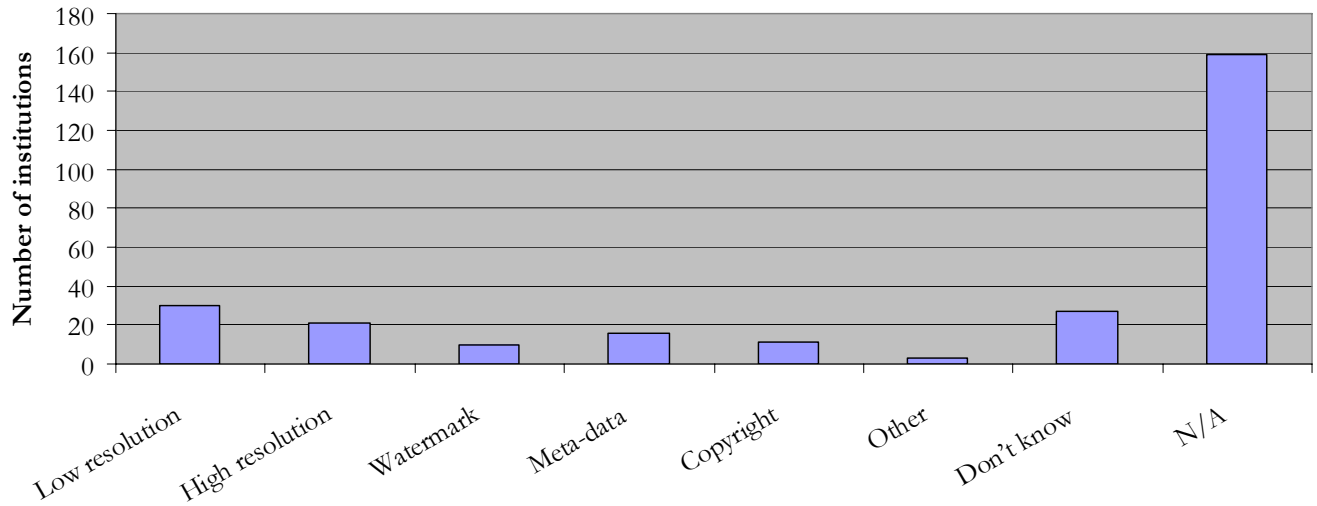
Provide Online Access



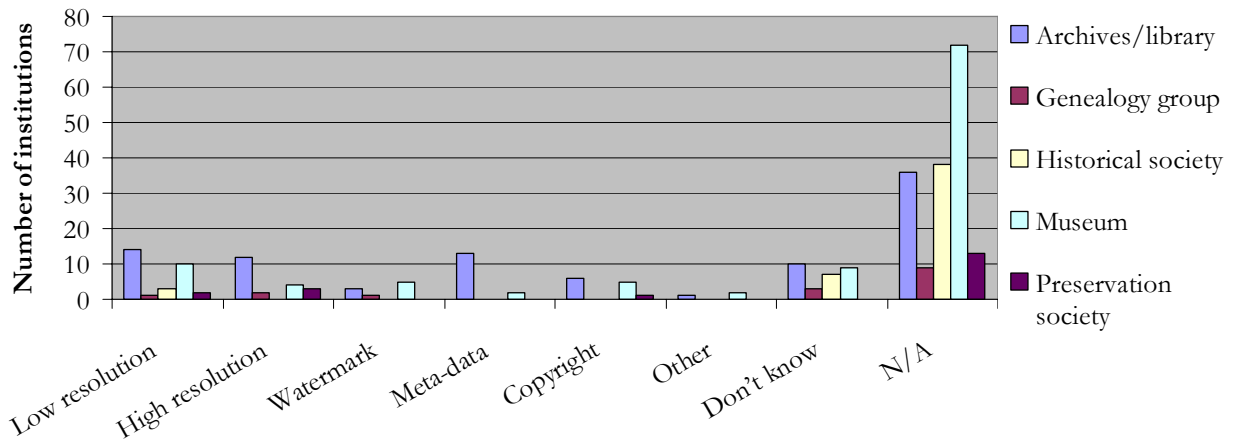
D19. If you post collection ^① content online, how are images presented? (Check all that apply.)

How Online Collection Images are Presented

(overall)



(by group)



E. Respondent Information (*E1 through E7 are contact information for participating organizations or confidential and are not reported here.)

E1. Name of lead person completing or coordinating survey (will remain confidential)

E2. Title

E3. Phone number

E4. Fax number

E5. E-mail address

E6. May we have permission to include the name of your institution on a published list of survey participants? Your survey responses will not be linked to your name; results will be reported only in aggregate.

- Yes
- No

E7. (Optional) Use the space below to explain your most pressing conservation [Ⓢ]/preservation [Ⓢ] need.