Appendix A—American Art Working Group
April 13, 2006
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Appendix B—Heritage Health Index Participants with American Art Holdings*

Alaska
Alaska State Council on the Arts
Alaska State Museums
Alutiiq Museum and Archaeological Repository
Anchorage Museum of History and Art
Hoonah Cultural Center
Kodiak Historical Society
Maxine and Jesse Whitney Museum
Sitka National Historical Park
University of Alaska Fairbanks Libraries

Alabama
Alabama Department of Archives and History
Alabama Supreme Court and State Law Library
Alabama's Constitution Village
Depot Museum, Inc.
Karl C. Harrison Museum of George Washington
Mobile Medical Museum
Mobile Museum of Art
Montgomery Museum of Fine Arts
Natural History Collections, University of South Alabama
Pond Spring - General Joseph Wheeler House
State Black Archives Research Center and Museum

Arkansas
Arkansas Arts Center
Boone County Library
Clinton Presidential Materials Project
Marked Tree Delta Area Museum
University Museum Collections, University of Arkansas
University of Arkansas Libraries

Arizona
Arizona Historical Society
Arizona Historical Society Pioneer Museum
Arizona State Library, Archives and Public Records
Arizona State Museum
Bisbee Mining and Historical Museum
Department of Mines and Mineral Resources Library
Douglas Williams House
Empire Ranch Foundation
Heard Museum
Herbarium, University of Arizona
Hubbell Trading Post National Historic Site
Mohave Museum of History and Arts
Museum of Northern Arizona
Navajo Nation Museum
Phoenix Museum of History
Phoenix Police Museum
Phoenix Public Library
Pueblo Grande Museum
University of Arizona Library
Western Archeological and Conservation Center

California
Amador County Archives
Antelope Valley Indian Museum
Armand Hammer Museum of Art and Cultural Center, University of California, Los Angeles
Benthic Invertebrate Collection, Scripps Institution of Oceanography
Brand Library and Art Center
California African American Museum
California Historical Society
California State Archives
California State Library
California State Railroad Museum
Camp Pendleton Command Museums
Clarke Historical Museum
Coronado Historical Association
Crestmont College Salvation Army Library
De Saisset Museum
Death Valley National Park
Elverhoj Museum of History and Art
Ethnomusicology Archive, University of California, Los Angeles
Fine Arts Museums of San Francisco
Fresno County Public Library
Golden Gate National Recreation Area
Hayward Area Historical Society
Hearst Art Gallery, Saint Mary's College
Hoover Institution Library and Archives
Huntington Library, Art Collections and Botanical Gardens
J. Paul Getty Museum
Lanterman House
Long Beach Public Library and Information Center

Los Angeles County Museum of Art
Mission Inn Foundation
Museum of California Foundry History
Museum of Contemporary Art San Diego
Museum of Contemporary Art, Los Angeles
Museum of Vertebrate Zoology
National City Public Library
National Liberty Ship Memorial/S.S. Jeremiah O'Brien
Natural History Museum of Los Angeles County
Northern Mariposa County History Center
Philosophical Research Society Library
Phoebe Hearst Museum of Anthropology
Pomona College Museum of Art
Rancho Del Oso Nature and History Center
Reedley Museum
Research Library, Getty Research Institute
Richard Nixon Library and Birthplace
Ronald Reagan Presidential Library and Museum
Sacramento Public Library
San Bernadino County Museum
San Buenaventura Mission Museum
San Diego Automotive Museum
San Diego Museum of Man
San Diego Natural History Museum
San Francisco Museum of Modern Art
San Francisco State University
Southwest Museum
Stanford University Libraries
The Haggin Museum
Turtle Bay Exploration Park
University of California, Berkeley Art Museum and Pacific Film Archive
University of California, Berkeley University and Jepson Herbaria
University of California, Davis Libraries
University of California, Los Angeles Libraries
University of California, Riverside Libraries
University of California, San Diego Libraries
University of Southern California Libraries
Whittier College Libraries
World Museum of Natural History, La Sierra University

Colorado

Beulah Historical Society
Buena Vista Heritage Museum
City of Greeley Museums
Colorado Historical Society
Colorado State University Libraries
Cumbres and Toltec Scenic Railroad Commission
Denver Art Museum
Denver Museum of Nature and Science
Denver Public Library
Fort Collins Public Library
Historic Georgetown
Historic Parish House
James A. Michener Library, University of Northern Colorado
Kauffman House/Grand Lake Area Historical Society
Pueblo County Historical Society
Regis University Library
U.S. Air Force Academy Library System
Western State College of Colorado Libraries
Wheat Ridge Historical Society
Wings Over the Rockies Museum, Hangar 1

Connecticut

American Clock and Watch Museum
Bridgeport Public Library Historical Collections
Central Connecticut State University Library
Charles E. Shain Library
Children's Museum of Southeastern Connecticut
Connecticut Electric Railway Association, Inc.
Connecticut Historical Society
Connecticut State Library
Fairfield Historical Society
Florence Griswold Museum
Jewish Historical Society of New Haven
Manchester Historical Society
Mattatuck Museum
Mystic Seaport - The Museum of America and the Sea
New Fairfield Historical Society
Peabody Museum of Natural History
Rose Farm Gallery
Shelton Historical Society
Slater Memorial Museum
Stonington Historical Society
Thomaston Historical Society
Trinity College Library
U.S. Coast Guard Museum
University of Connecticut Libraries
Winchester Historical Society
Yale University Art Gallery
Yale University Library

District of Columbia

Anacostia Museum and Center for African American History, Smithsonian Institution
Anderson House Museum/Society of Cincinnati
Architect of the Capitol-Curator's Office
Archives of American Art, Smithsonian Institution
Arthur M. Sackler Gallery/Freer Gallery of Art, Smithsonian Institution
Bender Library and Learning Resources Center
Catholic University of America Libraries
Center for Folklife and Cultural Heritage, Smithsonian Institution
Corcoran Gallery of Art
Dumbarton Oaks
General Services Administration Fine Arts Program
Hirshhorn Museum and Sculpture Garden, Smithsonian Institution
Horticulture Collections Management and Education, Smithsonian Institution
Library of Congress
National Air and Space Museum, Smithsonian Institution
National Archives and Records Administration
National Gallery of Art
National Geographic Society Library
National Museum of American History, Smithsonian Institution
National Museum of Natural History, Smithsonian Institution
National Museum of the American Indian, Smithsonian Institution
National Portrait Gallery, Smithsonian Institution
National Postal Museum, Smithsonian Institution
National Zoological Park, Smithsonian Institution
Naval Historical Center
Smithsonian American Art Museum, Smithsonian Institution
Smithsonian Institution Archives
Textile Museum
The Phillips Collection
U.S. Army Center of Military History
U.S. Capitol Collections
U.S. House Collection

Delaware

Cultural and Recreational Services Section, Delaware Division of Parks and Recreation
Delaware Art Museum
Delaware Museum of Natural History
Delaware State Museums
Lewes Historical Society
Lombardy Hall Foundation
New Castle Historical Society
Rehoboth Art League
University Museums, University of Delaware
Winterthur Museum, Garden and Library

Florida

Anton Brees Carillon Library, Historic Bok Sanctuary
Archives and Record Services, City of Tampa
Bureau of Natural and Cultural Resources, Florida Division of Recreation and Parks
Colonial Spanish Quarter Museum
Fairchild Tropical Garden Library/Archives
Florida Holocaust Museum
Florida Museum of Natural History
Florida State University Libraries
Historic Bok Sancturay
Historical Museum of Southern Florida
John and Mable Ringling Museum of Art
Miami-Dade Public Library
Museum of Arts and Sciences/Center for Florida History
Museum of Florida History
National Museum of Naval Aviation
Norton Museum of Art
Orange County Regional History Center
Orlando Museum of Art
Pinellas County Historical Society
Rollins College Library
Salvador Dali Museum
Samuel P. Harn Museum of Art, University of Florida
Stuart Heritage Museum
Tallahassee Museum of History and Natural Science
The Bailey-Matthews Shell Museum
The Barnacle Historic State Park
U.S. Space Walk of Fame Foundation
University of Florida Libraries

Georgia

Andersonville National Historic Site
Atlanta History Center
Bryan-Lang Historical Library
Emory University Libraries
Fort Morris State Historic Site
Georgia Museum of Art

Hammonds House Galleries
High Museum of Art
Jimmy Carter Library and Museum
Madison-Morgan Cultural Center
Ocmulgee National Monument
Polk County Historical Society
Robert W. Woodruff Library, Atlanta University Center
Rome Area History Museum
Special Collections Department, Georgia State University Library
Steffen Thomas Museum and Archives
Troup County Historical Society and Archives
University of Georgia Libraries

Guam

Guam Public Library System

Hawaii

Bishop Museum
Celtic Evangelical Church
Hawaii State Archives
Honolulu Academy of Arts
Kona Historical Society
Lahaina Restoration Foundation
National Tropical Botanical Garden
University of Hawaii Libraries

Iowa

Amana Heritage Society
Audubon County Historical Society
Blanden Memorial Art Museum
Coe College Library
Correctionville Museum
Council Bluffs Public Library
Des Moines Art Center
Dubuque Museum of Art
Figge Art Museum
Flynn Mansion at Living History Farms
Forest Park Museum
Grand Lodge of Iowa Masonic Library
Grand View College Library
Herbert Hoover Presidential Library and Museum
Historical Society of Marshall County
Iowa Wesleyan College Library
Johnson County Historical Society
Living History Farms
Luther College Anthropology Laboratory
Office of the State Archaeologist, University of Iowa
Putnam Museum of History and Natural Science
State Historical Society of Iowa
Union Pacific Railroad Museum
University of Iowa Libraries
University of Northern Iowa Gallery of Art
Vesterheim Norwegian-American Museum

Idaho

Bannock County Historical Museum
Ketchum Sun Valley Heritage and Ski Museum
Lemhi County Historical Museum
Special Collections and Archives, University of Idaho Library
The Archives of Falconry

Illinois

Abraham Lincoln Presidential Library
Adler Planetarium and Astronomy Museum
American College of Surgeons Archives
Anthropology Museum, Northern Illinois University
Art Institute of Chicago
Butterworth Center and Deere-Wiman House
Canal and Region Historical Collection, Lewis University
Chicago Botanic Garden
Chicago Historical Society
Chicago Public Library
Collinsville Historical Museum
Cook Memorial Public Library District
DuSable Museum of African American History
Elmhurst Historical Museum
Evanston Historical Society
Feehan Memorial Library, Mundelein Seminary
Flagg Township Historical Society and Museum
Galter Health Sciences Library
Gregg House Museum
Illinois and Michigan Canal Museum
Illinois State Museum
Illinois State Museum Chicago Gallery
Illinois Wesleyan University
John A. Logan College Museum
Joliet Area Historical Museum
Kline Creek Farm
Knox College Library
Lake County Discovery Museum
Lake Forest-Lake Bluff Historical Society
Lakes Region Historical Society
Laws of Nature Natural History Center
Lincoln Park Zoological Garden

Main Street Eldorado
Milner Library, Illinois State University
Naper Settlement
Newberry Library
Paul and Emily Douglas Library, Chicago State University
Quincy Museum
Ruby E. Dare Library, Greenville College
Schiller Park Historical Society
Spertus Museum of Judaica
Spring Valley Nature Center and Heritage Farm
The Morton Arboretum
Ukrainian National Museum
University Museum, Southern Illinois University
University of Illinois at Urbana-Champaign Library
Western Illinois University Art Gallery
Wheaton College Libraries
White County Historical Society

Indiana

B.F. Hamilton Library
Children's Museum of Indianapolis
Conner Prairie
Eiteljorg Museum of American Indians and Western Art
Gibson County Historical Society
Hillforest Historical Foundation, Inc.
Indiana Historical Society
Indiana State Museum
Indiana University Art Museum
Indiana University Bloomington Libraries
Indiana Veteran's Home Lawrie Library
Indianapolis Museum of Art
Indianapolis-Marion County Public Library
International Circus Hall of Fame
Jeffersonville Township Public Library
Lake County Historical Society and Museum
Marshall County Historical Society Inc.
President Benjamin Harrison Home
Wabash College Archives
William H. Harrison Mansion
William Hammond Mathers Museum

Kansas

Boot Hill Museum
Dwight D. Eisenhower Library and Museum
Ellsworth County Historical Society
Ford County Historical Society/Mueller-Schmidt House Museum
Jackson County Historical Society
Jewell County Historical Museum
Kansas Museum of History
Lowell D. Holmes Museum of Anthropology
McPherson County Old Mill Museum
Natural History Museum and Biodiversity Research Center
Old Depot Museum
Prairie Museum of Art and History
Spencer Museum of Art
Stafford County Historical Society
University of Kansas Libraries
Watkins Community Museum of History
Wichita Art Museum

Kentucky

American Saddle Horse Museum Association
Augusta Dils York House
Bernheim Arboretum and Research Forest
Highlands Museum and Discovery Center
Hutchins Library, Berea College
Kentucky Department of Parks
Kentucky Historical Society
Kentucky Library and Museum
Liberty Hall Historic Site
Louisville Zoological Garden
Mount Saint Joseph Museum
Northern Kentucky University Libraries
Speed Art Museum
University of Kentucky Libraries
University of Louisville Libraries

Louisiana

Audubon Nature Institute
Beauregard-Keyes House
Historic New Orleans Collection
Iberville Parish Library
Louisiana Purchase Garden and Zoo
Louisiana State University Libraries
Middle American Research Institute, Tulane University
New Orleans Museum of Art
Northwestern State University of Louisiana Libraries
R. W. Norton Art Gallery
State Library of Louisiana
Tulane University Libraries
West Baton Rouge Museum

Massachusetts

Adams National Historical Park
Addison Gallery of American Art
American Antiquarian Society
Amherst Historical Society/Strong House Museum
Archives and Special Collections, Mount Holyoke College Library
Art Complex Museum
Beauport, Sleeper-McCann House, Historic New England
Belchertown Historical Association
Berkshire Museum
Boston Athenaeum
Boston College Libraries
Boston Public Library
Botanical Museum and Herbaria, Harvard University
Buttonwoods Museum
Cape Cod National Seashore
Chesterwood
Codman House, Historic New England
Collections and Conservation Center, Historic New England
Frederick Law Olmstead National Historic Site
Gordon Library
Gore Place Society, Inc.
Hampshire College Library
Harvard Historical Society
Harvard University Art Museums
Harvard University Library
Heritage Museums and Gardens
Hingham Historical Society
Isabella Stewart Gardner Museum
John F. Kennedy Library and Museum
Library and Archives, Historic New England
Longfellow National Historic Site
Marine Biological Laboratory and Woods Hole Oceanographic Institution Library
Martha's Vineyard Historical Society
Massachusetts Institute of Technology Libraries
Massachusetts Museum of Contemporary Art
Mattapoisett Historical Society
MIT List Visual Arts Center
MIT Museum
Mount Holyoke College Art Museum
Museum of Afro-American History
Museum of Comparative Zoology
Museum of Fine Arts
Museum of Fine Arts, Boston
Needham Historical Society
Newton History Museum
North Andover Historical Society
Old South Meeting House
Old Sturbridge Village
Otis House Museum
Peabody Institute Library Archives
Peabody Museum of Archaeology and Ethnology
Plimoth Plantation, Inc.
Pocumtuck Valley Memorial Association
Rose Art Museum
Rutland Historical Society
Sandy Bay Historical Society and Museum, Inc.
Smith College Libraries
Smith College Museum of Art
Springfield Armory National Historic Site
Springfield Science Museum
State Library of Massachusetts
Stephen Phillips Trust House
Sterling and Francine Clark Art Institute
Stonehill Industrial History Center
The Gibson Society, Inc.
The Mary Baker Eddy Library for the Betterment of Humanity
The Norman Rockwell Museum at Stockbridge
University of Massachusetts at Amherst Libraries
Willard House and Clock Museum
Williams College Libraries
Williams College Museum of Art
Worcester Art Museum

Maryland

Allegany County Historical Society
B&O Railroad Museum
Beneficial-Hodson Library, Hood College
Carroll County Farm Museum
City of Bowie Museums
College Park Airpark Museum
Compton School Museum
Jewish Museum of Maryland
Johns Hopkins University Libraries
Maryland Archeological Conservation Laboratory/ Jefferson Patterson Park and Museum
Maryland Historical Society
Mount Clare Museum House
National Capital Region, Museum Resource Center
National Library of Medicine
The Baltimore Museum of Art

University of Maryland Libraries
Walters Art Museum
Washington County Museum of Fine Arts

Maine

Art Gallery, University of New England
Bangor Public Library
Bowdoin College Library
Bowdoin College Museum of Art
Bustins Island Historical Society
Chewonki Foundation
Colby College Libraries
Colby College Museum of Art
Episcopal Diocese of Maine Archives
Farnsworth Art Museum and Wyeth Center
Maine Historical Society
Maine State Museum
Milbridge Historical Society
Monhegan Museum
Moosehead Historical Museum
Pejepscot Historical Society
Penobscot Nation Museum
Phillips Historical Society
South Portland Public Library
Thuya Gardens
University of Maine Library
Waterville Historical Society

Michigan

Albion College Library
Bay County Historical Society
Bentley Historical Library
Burton Historical Collections at the Main Branch, Detroit Public Library
Central Michigan University Libraries
Cranbrook Institute of Science
Detroit Historical Museum
Finnish-American Historical Archives
Flint Institute of Arts
Gerald R. Ford Museum
Grand Rapids Public Library
Grand Traverse Lighthouse Museum
Holland Museum
Jesse Besser Museum
Kalamazoo Valley Museum
Kettering University Archives
Michigan Historical Center
Michigan State University Museum
Montague Museum
Muskegon Museum of Art
Pictured Rocks National Lakeshore
Raven Hill Discovery Center
The Detroit Institute of Arts
The Henry Ford
University of Michigan Herbarium
University of Michigan Museum of Anthropology
University of Michigan Museum of Art
Van Wylen Library, Hope College

Minnesota

Anoka County Historical Society
Chippewa County Historical Society
Cokato Museum
Flaten Art Museum
Freeborn County Historical Society
Goodhue County Historical Society
Martin Luther College Library
Minneapolis Public Library
Minnesota Historical Society
Olmsted County Historical Society
Rockford Area Historical Society
Roseau County Historical Museum and Interpretive Center
Science Museum of Minnesota
The Minneapolis Institute of Arts
University of Minnesota Libraries
University of St. Thomas Art History Collection
Washington County Historic Courthouse

Mississippi

Division of Library and Information Resources, Jackson State University Libraries
Lauren Rogers Museum of Art
Meridian Museum of Art
Mississippi State Department of Archives and History

Missouri

Christian County Library
Community of Christ
Episcopal Diocese of Missouri Archives
Harry S. Truman Library and Museum
Henry County Museum and Cultural Arts Center
Hugh Stephens Library, Stephens College
Inman E. Page Library
Kamphoefner House
Missouri Botanical Garden
Missouri Historical Society

Missouri State Museum
Museum of Art and Archaeology, University of Missouri-Columbia
Nelson-Atkins Museum of Art
Nodaway County Historical Society
Saint Louis Public Library
Saint Louis Science Center
Saint Louis University Libraries
State Historical Society of Missouri
University of Missouri Museum of Anthropology
Washington University Bernard Becker Medical Library
Washington University Libraries
Western Historical Manuscript Collection, University of Missouri-Columbia
Wild Canid Survival and Research Center

Montana

Archie Bray Foundation for the Ceramic Arts
Butte-Silver Bow Public Archives
Fly Fishing Discovery Center
Headwaters Heritage Museum
Hockaday Museum of Art
K. Ross Toole Archives, University of Montana
Montana Historical Society
Montana Museum of Art and Culture
Museum of the Rockies
O'Fallon Historical Museum
Yellowstone Art Museum

Northern Mariana Islands

Commonwealth of the Northern Mariana Islands Museum of History and Culture

Nebraska

Community Historical Center and Museum
Dawson County Historical Society
Fairbury City Museum
G. W. Frank House
Mari Sandoz High Plains Heritage Center
Nebraska Library Commission
Nebraska State Historical Society
Rock County Historical Society
Saunders County Historical Complex
Sheldon Memorial Art Gallery and Sculpture Garden
University of Nebraska-Lincoln Libraries
University Place Art Center
Verdigre Heritage Museum
Washington County Historical Association
Wood River Valley Historical Society

Nevada

Archaeological Collections, University of Nevada, Las Vegas
Douglas County Historical Society
Liberace Museum
Nevada Historical Society
Nevada Museum of Art
Nevada State Museum and Historical Society
Northeastern Nevada Museum
Sparks Heritage Foundation and Museum
Special Collections and Archives Department, University of Nevada-Reno Libraries
Spring Mountain Ranch State Park
University of Nevada, Las Vegas Libraries
Virgin Valley Heritage Museum

New Hampshire

Canterbury Shaker Village
Currier Museum of Art
Hampton Historical Society
Historical Society of Cheshire County
Hood Museum of Art
Horatio Colony House Museum and Nature Preserve
New Hampshire Historical Society
New Hampshire State Library
Saint-Gaudens National Historic Site
Strawbery Banke Museum
The Art Gallery, University of New Hampshire
University Museum, University of New Hampshire
Whipple House Museum/Ashland Historical Society

New Jersey

Allaire Village, Inc.
Collingswood Free Public Library
Edison National Historic Site
Historical Society of Princeton
New Jersey Historical Society
New Jersey Room, Business Research Library
New Jersey State Museum
Passaic County Community College Art Galleries
Paterson Free Public Library
Rutgers University Libraries
The Newark Museum

New Mexico

Anderson Museum of Contemporary Art
Carlsbad Museum and Art Center

Georgia O'Keeffe Museum
Hubbard Museum of the American West
Los Alamos County Historical Museum
Maxwell Museum of Anthropology
Millicent Rogers Museum of Northern New Mexico
Museum of New Mexico
New Mexico Farm and Ranch Heritage Museum
New Mexico State Records Center and Archives
Randall Davey Audubon Center
Roswell Museum and Art Center Library
San Juan County Archaeological Research Center at Salmon Ruins
Thomas Branigan Memorial Library
Tinkertown Museum
University of New Mexico University Libraries
Vietnam Veterans National Memorial

New York

American Folk Art Museum
American Museum of Natural History
Bayside Historical Society
Brooklyn Botanic Garden
Brooklyn Historical Society
Brooklyn Museum
Canajoharie Library and Art Gallery
Cayuga Museum of History and Art
Chautauqua County Historical Society
Chenango County Historical Society
Columbia County Historical Society
Columbia University Libraries
Cooper-Hewitt, National Design Museum, Smithsonian Institution
Cornell University Library
Cradle of Aviation Museum
Department of Biological Sciences, State University of New York
Dowd Fine Arts Gallery, State University of New York College at Cortland
Franklin D. Roosevelt Presidential Library and Museum
Frick Collection
George Eastman House International Museum of Photography and Film
Godwin-Ternbach Museum
Halsey Thomas House and Southampton Historical Museum
Heckscher Museum of Art
Herbert F. Johnson Museum of Art
Herkimer County Historical Society
Historical Society of Newburgh Bay and the Highlands
Hofstra University Special Collections
Ischua Valley Historical Society
Jewish Museum
Leo Baeck Institute
Lorenzo State Historic Site
Marcella Sembrich Opera Museum
Martin House Restoration Corporation
Metropolitan Museum of Art
Morris Raphael Cohen Library, City College of the City University of New York
Morris-Jumel Mansion
Museum at the Fashion Institute of Technology
Museum of Arts and Design
Museum of Jewish Heritage - A Living Memorial to the Holocaust
Museum of Modern Art
Museum of the City of New York
National Baseball Hall of Fame and Museum
New Museum of Contemporary Art
New York Academy of Medicine Library
New York Historical Society
New York State Museum
New York University Libraries
Old Fort Niagara Association
Palmyra Historical Museum
Pierpont Morgan Library
Queen Sofia Spanish Institute, Inc.
Rare Books and Special Collections Library, University of Rochester Libraries
Raynham Hall Museum
Rochester Museum and Science Center
Rome Historical Society
Roosevelt - Vanderbilt National Historic Sites
Rose Museum at Carnegie Hall
Sackets Harbor Battlefield State Historic Site
Sagamore Hill National Historic Site
Saint John Fisher College Lavery Library
Senate House State Historic Site
Seneca Falls Historical Society
Seward House
Six Nations Indian Museum
Skidmore College Libraries
Solomon R. Guggenheim Museum
Somers Historical Society
Staatsburgh State Historic Site
Staten Island Historical Society
Strong Museum

The Center for Jewish History
The Explorers Club Library and Archives
The Frances Lehman Loeb Art Center, Vassar College
The Handweaving Museum and Arts Center
The Landmark Society of Western New York
The Lewiston Museum
The New York Botanical Garden
The Parrish Art Museum
The Research Libraries, The New York Public Library
The Yager Museum
University Art Museum, University at Albany, State University of New York
University at Albany, State University of New York Libraries
University at Buffalo, State University of New York Libraries
Wallace Library, Rochester Institute of Technology
Washington's Headquarters State Historic Site
Waterloo Library and Historical Society
Wayne County Historical Society
Whaling Museum Society
William Pryor Letchworth Museum

North Carolina

Ackland Art Museum
Asheville Art Museum
Asheville-Buncombe Library System
Battleship North Carolina
Cape Fear Museum
Dr. Josephus W. Hall House
Duke University Libraries
Forsyth County Public Library
Greensboro Historical Museum
Hickory Museum of Art, Inc.
Horizons Unlimited
James Addison Jones Library/Brock Museum
Mint Museum of Art
North Carolina Collection Gallery, University of North Carolina
North Carolina Maritime Museum at Southport
North Carolina Museum of Art
North Carolina Museum of History
North Carolina State Archives
North Carolina State Museum of Natural Sciences
North Carolina Wesleyan Pearsall Library
Old Wilkes Jail
Reynolda House Museum of American Art
Sampson-Livermore Library, University of North Carolina, Pembroke
Sarah P. Duke Gardens, Duke University
Schiele Museum of Natural History, Inc.
Sciworks of Forsyth County
Tryon Palace Historic Sites and Gardens
University Galleries, North Carolina A&T State University
University of North Carolina-Chapel Hill Library

North Dakota

Chahinkapa Zoo
Grand Forks Public City-County Library
Plains Art Museum
Three Affiliated Tribes Museum
University of North Dakota Library
Wells County Historical Society

Ohio

Athens County Historical Society and Museum
Aurora Historical Society, Inc.
Barberton Public Library
Bedford Historical Society Museum and Library
Belpre Historical Society
Bosveld Library on Applied Poetry
Cincinnati Art Museum
Cincinnati Museum Center at Union Terminal
Cleveland Museum of Art
Cleveland Museum of Natural History
Cleveland Public Library
Cleveland State University Library
Clinton County Historical Society and Museum
Columbus Zoo and Aquarium
COSI Columbus
Dayton Metro Library
Dayton Society of Natural History
Greene County Historical Society
Heritage Village Musem
Historic Costume and Textiles Collection, Ohio State University
Kelton House Museum and Garden
Kent State University Museum
Kinsman Historical Society
Lakeside Heritage Society
Lakewood Historical Society
Licking County Historical Society
Logan County Historical Society and Museum
Marblehead Lighthouse Historical Society
Marion County Historical Society
Merry-Go-Round Museum

Miami University Art Museum
Minerva Public Library
Nature Center at Shaker Lakes
Oberlin College Archives
Oberlin College Libraries
Ohio Historical Society
Public Library of Cincinnati and Hamilton County
Seville Historical Society
Sisters of Charity of Cincinnati
Slovak Institute and Reference Library
Stan Hywet Hall and Gardens
Stark County District Library
Taft Museum of Art
Toledo Zoo
University of Cincinnati Libraries
Western Reserve Historical Society
Wyandot County Historical Society

Oklahoma

Break O'Day Farm and Metcalfe Museum, Inc.
Cherokee Heritage Center
Creek Council House Museum
Gilcrease Museum
Museum of the Red River
Newkirk Community Museum
Oklahoma City Museum of Art
Oklahoma City National Memorial
Oklahoma Department of Libraries
Percussive Arts Society
Philbrook Museum of Art
Sam Noble Oklahoma Museum of Natural History
Tulsa Zoo and Living Museum
Waynoka Historical Society
William Fremont Harn Gardens

Oregon

Echo Historical Museum
Hallie Ford Museum of Art
Library and Media Services
North Lincoln County Historical Museum
Oregon Air and Space Museum
Oregon Historical Society
Oregon State University Libraries
Pine Valley Community Museum
Portland Art Museum
Portland Police Historical Society
Portland State University Libraries
Tillamook County Pioneer Museum
Willamette University Libraries

Pennsylvania

Academy of Natural Sciences of Philadelphia
American Philosophical Society Library
Barnes Foundation
Bartram's Garden
Brandywine River Museum
Carnegie Museum of Art
Carnegie Museums of Natural History
Center for American Music, University of Pittsburgh
Chester County Historical Society
College of Physicians of Philadelphia
Equinunk Historical Society
Everhart Museum of Natural History, Science and Art
Fireman's Hall Museum
Francis Harvey Green Library
Franklin Institute
Franklin Public Library
Frick Art and Historical Center
Gettysburg National Military Park
Governor Wolf Historical Society
Herbarium, Biology Department, Slippery Rock University
Historic Shaefferstown
Historical Society of Berks County
Historical Society of Pennsylvania
Historical Society of the Phoenixville Area
Historical Society of Western Pennsylvania
Huntingdon County Historical Society
Independence National Historical Park
King's College D. Leonard Corgan Library
Lackawanna Historical Society
Lancaster County Historical Society
Libraries at the University of Pittsburgh
Library Company of Philadelphia
Longwood Gardens
Luzerne County Historical Society
Martin Art Gallery
Mill Grove Audubon Center
Mütter Museum
Northampton County Historical and Genealogical Society
Northern York County Historical and Preservation Society
Old York Road Historical Society
Pennsylvania Academy of the Fine Arts
Pennsylvania Historical and Museum Commission

Pennsylvania Hospital Archives
Pennsylvania State University Libraries
Pennypacker Mills
Philadelphia Museum of Art
Philadelphia Sketch Club
Philip Schaff Library
Please Touch Museum
Reading Company Technical and Historical Society
Rosenbach Museum and Library
Ryerss Museum and Library
Sayre Historical Society
Schwenkfelder Library and Heritage Center
Shadek-Fackenthal Library, Franklin & Marshall College
Sisters of the Holy Family of Nazareth
The Conestoga Area Historical Society
The Fabric Workshop and Museum
The Print Center
Uniontown Public Library
University of Pennsylvania Museum of Archaeology and Anthropology
Wagner Free Institute of Science
Wharton Esherick Museum
Wood Turning Center
Woodmere Art Museum

Puerto Rico

Archivo General de Puerto Rico
Cayey University College Library
Museo de Arte de Ponce
Museo de las Americas
Museum of Contemporary Art of Puerto Rico
San Juan National Historic Site

Rhode Island

James P. Adams Library, Rhode Island College
Little Compton Historical Society
Newport Restoration Foundation
Providence Public Library
Rhode Island Historical Society
Rhode Island State Archives
The Rhode Island School of Design Museum

South Carolina

Anderson College Library
Beaufort County Public Library System
Central Heritage Society
Cheraw Lyceum Museum
Clemson University Library
Florence Museum of Art, Science and History
Kaminski House Museum
Pendleton Historic Foundation
South Carolina Cotton Museum Inc.
South Carolina State Museum
Winthrop University Galleries

South Dakota

Codington County Historical Society
Dakota Sunset Museum
Dalessburg Lutheran Church Archive Committee
Heritage Center Inc.
Kaiser-Ramaker Library, North American Baptist Seminary
Karl E. Mundt Library, Dakota State University
Mammalogy Teaching Collection, South Dakota State University
Moody County Historical Society
Museum of the South Dakota State Historical Society
South Dakota Art Museum
Washington Pavilion of Arts and Science

Tennessee

Belle Meade Plantation
Chattanooga African American Museum
Fisk University Library
Knox County Public Library System
Nashville Public Library
National Ornamental Metal Museum
Rocky Mount Museum
Tennessee State Museum
The Dixon Gallery and Gardens
University of Tennessee Libraries
Vanderbilt University Libraries
Washington County-Jonesborough Library

Texas

Armstrong Browning Library, Baylor University
Art Museum of Southeast Texas
Austin Public Library
Botanical Research Institute of Texas
Buffalo Gap Historic Village
Childress County Heritage Museum
Collin County Historical Society, Inc./Collin County History Museum
Dallas Museum of Art
Dallas Public Library
Deaf Smith County Historical Society

El Paso Museum of Art
El Paso Public Library
Ethel L. Whipple Memorial Library
Farmers Branch Manske Library
Fayette Public Library
Fort Concho National Historic Landmark
Fort Richardson State Historical Park
Fulton Mansion
Gladys City Boomtown
Gregg County Historical Museum
Harry Ransom Humanities Research Center
Horlock History Center and Museum
Jack S. Blanton Museum of Art
Kell House Museum
Lady Bird Johnson Wildflower Center
Lyndon Baines Johnson Library and Museum
McFaddin-Ward House
McNamara House Museum
Museum of Fine Arts Houston
Panhandle-Plains Historical Museum
Quitman Public Library
Rice University
San Antonio Museum of Art
Sherman County Depot Museum
Special Collections/Archives Department, Prairie View A&M University
Stark Museum of Art
Texas A&M University Libraries
Texas Archeological Research Laboratory
Texas Medical Center Library
Texas State Library and Archives Commission
Texas Tech University Museum
The Art Studio, Inc.
The University of Texas at Austin Libraries
U.S. Army Medical Department Museum
University of Texas at Arlington Library
University of Texas at El Paso Library

U.S. Virgin Islands

Virgin Islands National Park

Utah

Heritage Museum of Layton
J. Willard Marriott Library, University of Utah
John Wesley Powell River History Museum
Museum of Natural Science
Nora Eccles Harrison Museum of Art
Salt Lake City Arts Council
Territorial Statehouse State Park Museum
Utah Museum of Fine Arts
Utah State Historical Society

Virginia

Allen E. Roberts Masonic Library and Museum
Amelia County Historical Society
Amherst County Museum
Boatwright Memorial Library, University of Richmond
Chesapeake & Ohio Historical Society
Chrysler Museum of Art
Colonial National Historical Park
Colonial Williamsburg
Department of Geology and Environmental Science, James Madison University
Fairfax County Public Library
Franklin County Historical Society
Hampton University Museum and Archives
Highland Historical Society
James Graham Leyburn Library, Washington and Lee University
Lee Chapel and Museum
Maier Museum of Art
Melvin Sabshin Library and Archives
Monticello
Mount Vernon
Museum of the Confederacy
Petersburg Museums
Powhatan County Historical Society
Science Museum of Virginia-Danville Science Center
The Library of Virginia
U.S. Army Quartermaster Museum
Valentine Richmond History Center
Virginia Commonwealth University Libraries
Virginia Historical Society
Virginia Living Museum
Virginia Museum of Fine Arts

Vermont

Birds of Vermont Museum
Chimney Point State Historic Site
Fairbanks Museum and Planetarium
Isle La Motte Historical Society
Lake Champlain Maritime Museum
Mount Holly Community Historical Museum
North Hero Historical Society
Pittsford Historical Society
Plymouth Historical Society

Rokeby Museum
Shelburne Museum
St. Johnsbury Athenaeum
The Bennington Museum

Washington

Burke Museum of Natural History and Culture
Camp 6 Logging Museum
Chewelah Historical Museum
Colville Tribal History Repository, Archives and Museum
Des Moines Historical Society
Kitsap County Historical Society
Lopez Island Historical Museum
Maryhill Museum of Art
Museum of History and Industry
North Clark Historical Museum
Seattle Art Museum
Skagit County Historical Museum
Sky Valley Historical Society
University of Washington Libraries
Washington State Historical Society
Whatcom Museum of History and Art
Whitman College Libraries

Wisconsin

Archives and Area Research Center, University of Wisconsin-Parkside
Arvid E. Miller Memorial Library/Museum
Bay Beach Wildlife Sanctuary
Boerner Botanical Gardens
Buffalo County Historical Society
Charles A. Wustum Museum of Fine Arts
Charles Allis/Villa Terrace Art Museums
Door County Maritime Museum
Elvehjem Museum of Art
Fox Lake Historical Museum
Historic Indian Agency House
John Michael Kohler Arts Center
Lacrosse County Historical Society
Logan Museum of Anthropology
Marathon County Public Library
Marquette University Libraries
Merrill Historical Museum
Milwaukee Art Museum
Milwaukee Public Library
Milwaukee Public Museum
Oneida Nation Museum
Oshkosh Public Museum
Outagamie County Historical Society
Racine Art Museum
Sinsinawa Dominican Archives
University of Wisconsin–Madison General Library System
Wisconsin Historical Society
Wisconsin Maritime Museum
Wright Museum of Art

West Virginia

Avampato Discovery Museum
Harpers Ferry National Historical Park
West Augusta Historical Society
West Virginia Division of Culture and History
West Virginia University Libraries

Wyoming

American Heritage Center
Buffalo Bill Historical Center
Grand Encampment Museum Inc.
Homesteaders Museum
Museum of the Mountain Men
National Museum of Wildlife Art
University of Wyoming Insect Museum
Wyoming State Museum
Yellowstone National Park Heritage and Research Center

* In addition, 107 institutions asked to remain anonymous.

Appendix C—Heritage Health Index Survey Background and Methodology

The Heritage Health Index involved extensive planning to ensure that it collected accurate data on collections of all kinds held by institutions of all types and sizes. The survey was planned with the advice of an Institutional Advisory Committee of 35 associations and federal agencies that serve collecting institutions (Appendix D). The questionnaire was developed in consultation with 66 leading collections professionals who provided insight on the most pressing issues facing collections of various media (Appendix E). Heritage Preservation hired RMC Research Corporation, a firm experienced in government and nonprofit sector studies, to conduct the survey distribution, data collection, and analysis.

In August 2004, the Heritage Health Index was distributed to 14,594 U.S. museums, libraries, archives, historical societies, archaeological repositories, and scientific research organizations from the 35,000 collecting institutions that Heritage Preservation identified. The survey population included organizations that hold collections "that are a permanent part of (its) holdings or for which (it has) accepted preservation responsibility."[1] Having an accurate count of institutions was crucial to determining the number of institutions that should be included in the sample to yield statistically valid results about all U.S. collections.

Heritage Preservation invested significant time in the creation of the Heritage Health Index sampling frame, which grew to about 35,000 entries. Two sources formed the basis for the Heritage Health Index institutional population list: a database provided by IMLS of more than 18,000 museums and historical societies compiled from state and regional museum association lists and a commercially available mailing list from DM2 that included library contacts used in creating the American Library Directory. These lists were then crosschecked against many other sources, and additions and changes were made.

As part of its research on the survey population, Heritage Preservation identified 500 institutions that hold such large and significant collections that their participation was essential to ensure the survey data was truly representative of U.S. collections. This list of 500 targeted institutions was vetted by project advisers and balanced by type and state of institution; it included all state libraries, museums, archives, and historical societies. Heritage Preservation staff and board members worked closely with these 500 institutions to encourage participation. This group of 500 included 72 museums from the Luce Foundation's lists. An additional 115 museums identified by the Luce Foundation were included in a second group of 900 institutions that all received the survey. Heritage Preservation's survey research firm, RMC Research Corporation, then drew the remaining Heritage Health Index sample randomly, making sure there was proportional representation based on type (archives, historical society, museum, library, and archaeological repository/scientific research collections) and state. The remaining 26 museums identified by Luce as having American art were included in the random sample group.

The final survey sample was 15,300. All institutions in the sample were notified by phone that they had been selected to participate so the Heritage Health Index survey would be expected by mail. These phone calls also confirmed the institution's director, current address, and e-mail.

1. Heritage Preservation did not include the following institutions unless directory sources indicated they held permanent collections of rare, special, or archival collections: elementary, secondary school, two-year college, hospital, prison, and branch public libraries, and record centers, such as county clerk offices. Because the Heritage Health Index focused on collections in the public trust, for-profit organizations, such as law firm, newspaper, corporate, and engineering firm libraries, were excluded from the survey. Although the questionnaire did not include questions about living collections, arboretums, aquariums, botanical gardens, nature centers, and zoos were included in the study population because they often have non-living collections. See Chapter 1, "Heritage Health Index Development," in *A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections*, pp. 8-9.}

Phone verification resulted in changes or corrections to 36% of the screened sample.[2] Because of these changes, the survey was ultimately sent to 14,594 collecting institutions. In distributing the survey, additional out of operation or non-eligible institutions were identified, resulting in adjustments to the final Heritage Health Index study population. The Heritage Health Index data is based on a total population of 30,827 institutions.[3]

The Heritage Health Index surveys were mailed on August 16, 2004. They included a letter signed by Heritage Preservation President Lawrence L. Reger and then IMLS Director Robert S. Martin, Ph.D, and a list of the Institutional Advisory Committee members that endorsed the project (Appendix F). The package also included instructions and Frequently Asked Questions, a unique online password, a flyer about accessing the Heritage Health Index online, and a return postage-paid envelope for those choosing to submit the survey on paper. Institutions were asked to submit data by October 12, 2004. A month after the surveys were mailed, reminder/thank-you postcards were sent to all institutions. Heritage Preservation made personal reminder calls to the targeted group of 500 institutions and some of the institutions in the second targeted group of 900. Several weeks later, a reminder letter announcing a deadline extension and including each institution's online password was sent to all institutions that had not yet responded. RMC sent out two final e-mail reminders. Heritage Preservation allowed two extension dates, with a final cut-off of December 15, 2004. Data was collected from mid-August 2004 until December 15, 2004, from online entries and from RMC staff who entered paper survey returns via the online survey. All data passed through the quality control data checks within the online data entry system. Almost three quarters (73%) of the institutions chose to submit data using the Web-based survey.

The Heritage Health Index survey received a 24% response rate overall and a 90% response rate from 500 of the nation's largest and most significant collections. Response rates were balanced by type of institution (archives, libraries, historical societies, museums, and archaeological repositories/scientific research collections) and by region of the country.[4] Overall, the Heritage Health Index data has a margin of error of +/- 1.5%.

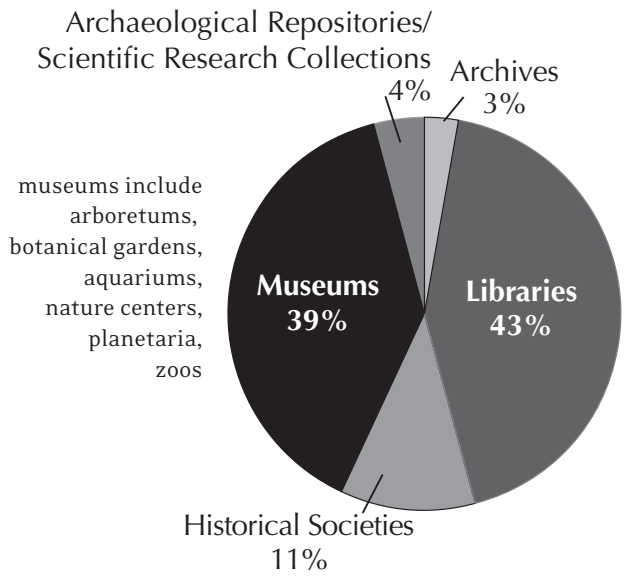
On December 6, 2005, Heritage Preservation published a summary of the Heritage Health Index results in *A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections*, an illustrated booklet. A full report with graphs and tables was also posted at www.heritagehealthindex.org. *A Public Trust at Risk* and the Web site feature case studies that describe the conservation challenges and successes of institutions throughout the United States. The *A Public Trust at Risk* booklet was provided to all survey participants, as well as members of Congress, foundations, and national and state associations and government agencies that support the work of archives, libraries, historical societies, museums, archaeological repositories, and scientific research organizations. More than 18,500 copies have been distributed as of August 2006.

Data Categories and Analysis

In viewing the data, Heritage Preservation grouped institutions into the five institutional types by which the survey sample was stratified: archives, libraries, historical societies, museums, and archaeological repositories/scientific research collections. Viewing the data this way results in a low margin of error (from +/- 2.3% for museums to +/-5.5% for archives), and so it is used most frequently in the Heritage Health Index reporting. Figure C.1 shows how institutions are represented in the Heritage Health Index data overall.

2. See Chapter 2, "Heritage Health Index Methodology," in *A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections*, p. 11.
3. See Chapter 2, "Heritage Health Index Methodology," in *A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections*, p. 20.
4. See Chapter 2, "Heritage Health Index Methodology," in *A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections*, pp. 14-15.

Figure C.1 Representation by Type of Institution



In some instances, it is useful to view data by specific institutional type. Heritage Preservation initially viewed the Heritage Health Index data by the 21 types of institutions listed in question B1, which asked participants to select their primary function or service. However, viewing the data by that many categories was cumbersome and, in the case of some groups (e.g., children's museums, arboretums, aquariums), statistically insignificant because the data was based on few responses. Heritage Preservation, in consultation with IMLS staff, identified types of institutions that had similar findings and whose data could be aggregated and narrowed the list of 21 institutional types to these 10 categories:

1. archives
2. public libraries
3. special libraries (includes law, hospital, and religious libraries and libraries for the blind and handicapped)
4. academic libraries
5. independent research libraries (includes national and state libraries)
6. historical societies
7. art museums
8. history museums/historic sites/other museums (includes historic houses/sites, history museums, living history museums, general museums, specialized museums, children's museums)
9. science museums/zoos/botanical gardens (includes natural history museums, science/technology museums, nature centers, planetariums, observatories, arboretums, botanical gardens, aquariums, zoos)
10. archaeological repositories/scientific research collections (institutions that would not be classified as museums by IMLS's definition).

The representation by specific type is illustrated in Figure C.2.

To compare like institutions, Heritage Preservation used budget and collection size data to categorize institutions by size. Figure C.3 shows the representation of the Heritage Health Index data by large, medium, and small institutions. When available, Heritage Preservation adapted definitions of size from other professional associations' publications or surveys to make the Heritage Health Index as comparable to other studies as possible. The definitions were reviewed and approved by IMLS staff and other project advis-

Figure C.2 Representation by Specific Type of Institution

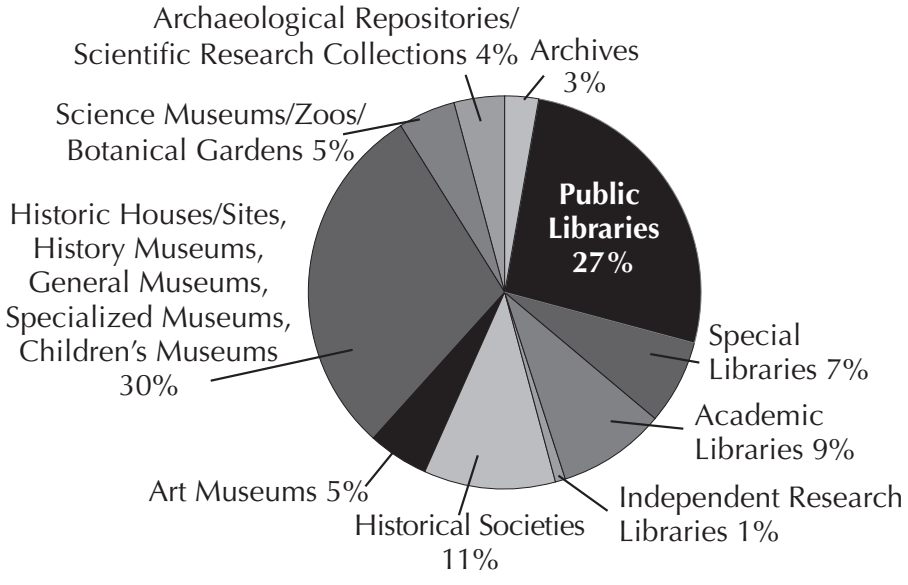
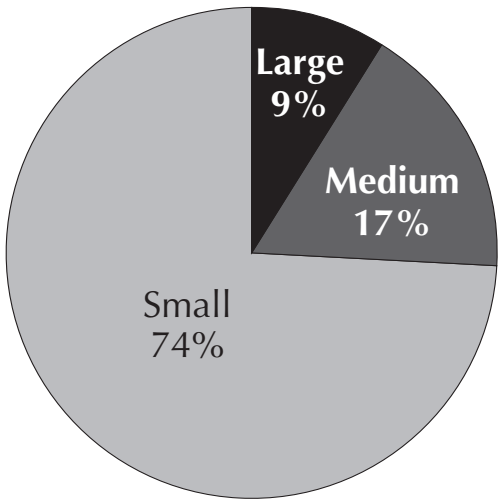


Figure C.3 Representation by Size



ers. The following definitions pertain to the institutions most heavily represented in the American art data:[5]

Museums

The size of museums was determined by the institutional budget reported in the Heritage Health Index. Definitions are based on what the American Association of Museums had used in several reports, such as the 1989 National Museum Survey and the biennial AAM Museum Financial Information surveys (last used in the 1999 study). Dollar figures, not updated since 1989, have been adjusted for inflation. If institutional budget information was not provided for museums, the 2005 Official Museum Directory was consulted for staff size and used to place museums in size categories with large = more than 10 full time paid staff, medium = 4-10 full time paid staff, and small = 3 or fewer full time paid staff.

Arboretums, Botanical Gardens, Art Museums, Children's Museums

Large	institutional budget more than $1,500,000
Medium	institutional budget $300,000-$1,500,000
Small	institutional budget less than $300,000

General Museums, Historic House/Sites, History Museums, Historical Societies, Specialized Museums

Large	institutional budget more than $1,500,000
Medium	institutional budget $500,000-$1,500,000
Small	institutional budget less than $500,000

Academic and Independent Research Libraries

The size of academic and independent research libraries was based on the total volume holdings of respondents as reported in the *2004-2005 American Library Directory.* Libraries reporting significant holdings in unbound sheets may have been moved to a larger category.

Large	more than 1,500,000 total volume holdings all members of the Association of Research Libraries most state libraries
Medium	250,000-1,499,999 total volume holdings all members of the Oberlin Group of Liberal Arts College Libraries remaining state libraries
Small	fewer than 250,000 total volume holdings

5. For full definitions, see Chapter 2, "Heritage Health Index Methodology," in *A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections*, pp. 17-19.

Appendix D—Heritage Health Index Institutional Advisory Committee

American Association for State and Local History
American Association of Museums
American Institute for the Conservation of Historic and Artistic Works
American Library Association
American Library Association/ALCTS Preservation and Reformatting Section
Association of Art Museum Directors
Association of Moving Image Archivists
Association of Regional Conservation Centers
Association of Research Libraries
Center for Arts and Culture
Council on Library and Information Resources
Getty Foundation
Institute of Museum and Library Services
Library of Congress
National Archives and Records Administration
National Association of Government Archives and Records Administrators
National Commission on Libraries and Information Science
National Conference of State Historic Preservation Officers
National Conference of State Museum Associations
National Endowment for the Arts
National Endowment for the Humanities
National Gallery of Art
National Historical Publications and Records Commission
National Park Service, Museum Management Program
National Preservation Institute
National Science Foundation
National Trust for Historic Preservation
Natural Science Collections Alliance
Regional Alliance for Preservation
RLG
Smithsonian Institution
Society for Historical Archaeology
Society for the Preservation of Natural History Collections
Society of American Archivists

Appendix E—Working Group Members*

Photographic materials

Chair, Debra Hess Norris, Director, Art Conservation Program, University of Delaware
Nora Kennedy, Conservator of Photographs, Metropolitan Museum of Art
Steve Puglia, Preservation and Imaging Specialist, National Archives and Records Administration
James Reilly, Director, Image Permanence Institute
Andrew Robb, Senior Photograph Conservator, Library of Congress
Grant Romer, Director of Conservation, George Eastman House
Deborah Willis, Professor of Photography & Imaging, New York University

Books, manuscripts, documents, maps, newspapers

Chair, Dianne van der Reyden, Senior Paper Conservator, Smithsonian Center for Materials Research and Education
Brenda Banks, Deputy Director, Georgia State Archives
Charles F. Bryan, Jr., Director, Virginia Historical Society (president-elect of American Association of State and Local History)
Richard Cameron, Director of State Programs, National Historical Publications and Records Commission
Sonja Jordan, Division Chief, Special Collections and Preservation, Chicago Public Library
Barclay Ogden, Head of Access/Preservation, University of California, Berkeley
Lorraine Olley, Executive Director of American Library Association-Library Administration and Management Association
Rodney Phillips, Director of the Humanities and Social Sciences Library, The New York Public Library

Paintings, prints, drawings

Chair, Barbara Heller, Head Conservator, Detroit Institute of Arts
Albert Albano, Executive Director and Head Paintings Conservator, Intermuseum Conservation Association
Rachel Allen, Deputy Director, Office of the Director, Smithsonian American Art Museum
Georgia Barnhill, Andrew W. Mellon Curator of Graphic Arts, American Antiquarian Society
Rebecca Buck, Registrar, Newark Museum
Maria Grandinette, Head, Conservation Treatment, Stanford University Libraries
Ross Merrill, Chief of Conservation, National Gallery of Art
Terrie Rouse, past President and CEO of African American Museum in Philadelphia

Anthropological and ethnographic objects

Chair, Jerry Podany, Head of Antiquities Conservation, Getty Museum
Marla C. Berns, Director, Fowler Museum of Cultural History, University of California Los Angeles
Judith Bittner, State Historic Preservation Officer, Office of History & Archeology, Alaska Department of Natural Resources
J. Claire Dean, Conservator, Dean & Associates Conservation Services
Jonathan Haas, MacArthur Curator, North American Anthropology, Field Museum
Jessica Johnson, Senior Objects Conservator, National Museum of the American Indian
Nancy Odegaard, Conservator, Arizona State Museum, University of Arizona
Robert Sonderman, Senior Staff Archeologist, Regional Archeology Program, Museum Resource Center, National Park Service

Furniture, textiles, historic objects

Chair, Sara Wolf, Director, Northeast Museum Services Center, National Park Service
Mary Jo Davis, Project Director, Vermont Collections Care Program
Sharon Fawcett, Deputy Assistant Archivist for Presidential Libraries, National Archives and Records Administration
Larry Franklin, Trustee, Panhandle-Plains Historical Museum
Mary Lou Hultgren, Curator, Hampton University Museum
Julie Reilly, Associate Director and Chief Conservator, Ford Conservation Center
Ralph Wiegandt, Conservator, Rochester Museum and Science Center

Moving images and recorded sound

Chair, Sarah Stauderman, Preservation Officer, Technical Services Division, Smithsonian Institution
Lisa Carter, Audio-visual Archivist, Special Collections & Archives, University of Kentucky
Alan Lewis, Subject Area Expert for Audiovisual Preservation, Special Media Archives Services, National Archives and Records Administration
Gregory Lukow, Assistant Chief, Motion Picture, Broadcasting & Recorded Sound Division, Library of Congress
Chris Paton, Archivist, Popular Music Collection, Georgia State University
Rowena Stewart, Executive Director, American Jazz Museum
Bonnie Wilson, Curator, Sound and Visual Collections, Minnesota Historical Society

Decorative arts, sculpture and mixed media

Chair, Meg Craft, Objects Conservator, The Walters Art Museum
Catherine Futter, Curator of Decorative Arts, Nelson-Atkins Museum of Art
Glen P. Gentele, Director, Laumeier Sculpture Park and Museum
Edward McManus, Chief Conservator, National Air and Space Museum
Ann-Marie Reilly, Registrar, American Folk Art Museum
Gabriela Truly, Collections Manager, Dallas Museum of Art
Glenn Wharton, Sculpture Conservator, Glenn Wharton & Associates

Electronic records and digital collections

Chair, Paul Conway, Director, Information Technology Services, Duke University Libraries
Philip C. Bantin, Director of Indiana University Archives, Indiana University
Linda Evans, Chief Cataloger, Chicago Historical Society
Carl Fleischhauer, Technical Coordinator, National Digital Library Program, The Library of Congress
Clyde Grotophorst, Associate University Librarian for Library Systems, George Mason University
James Henderson, State Archivist of Maine, Maine State Archives
Richard Rinehart, Digital Media Director, Berkeley Art Museum & Pacific Film Archive

Natural science specimens

Chair, Hugh Genoways, Curator of Zoology, University of Nebraska-Lincoln
Janet Braun, Curator, Division of Mammalogy, Sam Noble Oklahoma Museum of Natural History
Chris Collins, Director of Collections and Conservation, American Museum of Natural History
Julie Golden, Acting Director & Curator of Paleontologic Collections, University of Iowa
Ann Pinzl, Curator Emerita (Botany), Nevada State Museum
Robert Waller, Chief Conservator, Canadian Museum of Nature
Tim White, Senior Collection Manager Invertebrate Paleontology, Peabody Museum of Natural History, Yale University

**Affiliations as of May 2002*

Appendix F—Heritage Health Index Survey Instrument, Instructions, and Frequently Asked Questions

Heritage Health Index
a partnership between Heritage Preservation and the Institute of Museum and Library Services

Heritage Preservation

The National Institute for Conservation

With support from:
Institute of Museum and Library Services
Getty Grant Program
The Henry Luce Foundation
Bay Foundation
Samuel H. Kress Foundation
Peck Stacpoole Foundation
Gladys Krieble Delmas Foundation

Advisory Committee:
American Association for State and Local History
American Association of Museums
American Institute for the Conservation of Historic and Artistic Works
American Library Association
Association of Art Museum Directors
Association of Moving Image Archivists
Association of Regional Conservation Centers
Association of Research Libraries
Center for Arts and Culture
Council on Library and Information Resources
National Association of Government Archives and Records Administrators
National Conference of State Historic Preservation Officers
National Preservation Institute
National Trust for Historic Preservation
Natural Science Collections Alliance
Regional Alliance for Preservation
RLG
Society for Historical Archaeology
Society for the Preservation of Natural History Collections
Society of American Archivists

Ex Officio:
Library of Congress
National Archives and Records Administration
National Commission on Libraries and Information Science
National Endowment for the Arts
National Gallery of Art
National Historical Publications & Records Commission
Smithsonian Institution

August 16, 2004

Dear Director,

The survey you have just opened represents a historic opportunity for archives, museums, libraries, historical societies, and scientific research organizations in the United States. The Heritage Health Index, sponsored by Heritage Preservation in partnership with the Institute of Museum and Library Services, is the first attempt to prepare a comprehensive picture of the condition and preservation needs of this country's collections.

We strongly encourage you to take the time to complete this survey because:

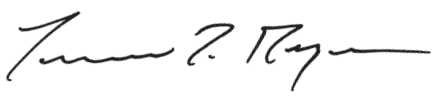
- The survey results will be used extensively in the years ahead as administrators, policy makers, government agencies, and private funding sources make decisions that affect the preservation of collections.
- The Heritage Health Index will assess collections in all media, in all formats, in all types of institutions, and in every state. We need your help to ensure that institutions of your type are accurately represented in the final results.
- Institutions that tested the questionnaire found it to be a thorough self-assessment, helping them gather information that was useful for long-range planning and funding requests.
- In appreciation of your time, probably one to three hours, we will send you a copy of the final survey report that will be publicized nationwide.

Please complete the questionnaire by October 12, 2004. We encourage you to submit the questionnaire online at www.heritagehealthindex.org. Your institution's password is Doing the survey online gives you helpful tools and instant access to some of the preliminary results. If you prefer, you may complete the enclosed form and return it in the postage-paid envelope provided.

Information that will help you complete the questionnaire may be found on the inside cover and enclosed blue sheets. For additional assistance, contact Kristen Laise (klaise@heritagepreservation.org, 202-233-0824, or 202-233-0800) or another member of the Heritage Health Index staff at 202-233-0800.

We appreciate the gift of your time and information. Thank you for participating in this important project to document the needs and condition of our nation's cultural and scientific heritage.

Sincerely,



Lawrence L. Reger
President
Heritage Preservation
www.heritagepreservation.org

Robert S. Martin, Ph.D.
Director
Institute of Museum and Library Services
www.imls.gov

A. Institutional Identifying Information

A1. Name: _____

A2. Address 1: _____

A3. Address 2: _____

A4. Address 3: _____

A5. City, State and Zip: _____

A6. Name of parent institution, if applicable:_____

A7. Web site password:

Instructions

Submitting the Survey

We encourage you to submit your responses online at www.heritagehealthindex.org. If you prefer, you may complete the paper questionnaire and return it using the enclosed, addressed, stamped envelope. If the envelope is misplaced, please send your survey to: RMC Research Corporation, 1000 Market Street, Building 2, Portsmouth, NH 03801, attn: HHI.

Confidentiality

RMC Research Corporation will keep your individual responses, whether submitted online or on paper, completely confidential. Only the aggregate data will be reported; your individual responses will never be published or identified by Heritage Preservation, the Institute of Museum and Library Services (IMLS), or any organization cooperating in this project.

Why Should You Participate?

The data you provide will communicate the scope and nature of the preservation needs of collections nationwide and will guide the efforts of decision-makers and funders to address those needs. The results of the Heritage Health Index will show you your preservation needs in the context of those of your peers in a form that can be used as a tool for raising institutional awareness and promoting long-range planning for the care of collections.

Scope of the Questionnaire

- Complete the questionnaire for the collecting institution identified above in question A1.
- If you are one entity within a parent 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

- For questions that ask for a number or dollar amount, please provide your best estimate. Remember, these figures will constitute a national profile, so even a rough estimate is useful.
- For questions about issues such as institutional budget and staffing, you may need to consult your colleagues.
- If your responses will not fit in the spaces provided, please write them on the attached blank page.
- 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."

More Information

When you see the ⓘ , refer to the enclosed blue sheets, which define terms used throughout the survey and provide answers to "Frequently Asked Questions" (FAQs). For questions about the survey, contact Kristen Laise at 202-233-0824, 202-233-0800, or klaise@heritagepreservation.org or another member of the Heritage Health Index staff at 202-233-0800. For technical assistance with online submissions, contact RMC at 800-258-0802 or HHITA@rmcres.com.

B. Description of Collecting or Holding Institution

B1. For purposes of comparing you with your peers, which of the following most closely describes your **primary function** or service? *(**select one**)*

- ❑ a. Archives
- ❑ b. Public library
- ❑ c. Academic library
- ❑ d. Independent research library
- ❑ e. Special library
- ❑ f. Historical society
- ❑ g. Historic house/site
- ❑ h. History museum
- ❑ i. Art museum (including art gallery, art center, or arts organization)
- ❑ j. Children's/youth museum
- ❑ k. Natural history museum
- ❑ l. Science/technology museum
- ❑ m. General museum (collection represents 2 or more disciplines)
- ❑ n. Museum with one narrowly defined discipline, please specify:_____
- ❑ o. Archaeological repository or research collection
- ❑ p. Agency or university department with scientific specimen/artifact collections
- ❑ q. Arboretum or botanical garden
- ❑ r. Aquarium
- ❑ s. Nature center
- ❑ t. Planetarium
- ❑ u. Zoo
- ❑ v. Other, please specify one function _____

B2. Which **additional functions or services** do you provide? (***select all that apply***)

- ❑ a. Archives
- ❑ b. Library
- ❑ c. Historical society
- ❑ d. Historic house/site
- ❑ e. Museum (including art gallery, art center, or arts organization)
- ❑ f. Archaeological repository or research collection
- ❑ g. Agency or university department with scientific specimen/artifact collections
- ❑ h. Aquarium, Zoo, Arboretum, Botanical Garden, Nature Center or Planetarium
- ❑ i. Other, please specify: _____
- ❑ j. None

B3. Does your institution have Internet access?

❑ a. Yes ❑ b. No

B4. Does your institution have a Web site?
❑ a. Yes ❑ b. No

B5. Which of the following most closely describes your institution's governance? (*select one*)
❑ a. College, university or other academic entity
❑ b. Non-profit, non-governmental organization or foundation
❑ c. Corporate or for-profit organization
❑ d. Federal
❑ e. State
❑ f. Local (county or municipal)
❑ g. Tribal

B6. If you are controlled by a college, university, or other academic entity, which of the following most closely describes your governance? (*select one*)
❑ a. Private college or university
❑ b. State college or university
❑ c. County or municipal college or university
❑ d. Other, please specify: _____
❑ e. Not applicable (not controlled by an academic entity)

C. Environment ⓘ

C1. 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

C2. 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

C3. 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

C4. What estimated percentage of your collection is stored in areas you consider to be **adequate** (large enough to accommodate current collections with safe access to them and appropriate storage furniture, if necessary)? (*select one*)
❑ a. 0 %
❑ b. 1-19%
❑ c. 20-39%
❑ d. 40-59%
❑ e. 60-79%
❑ f. 80-99%
❑ g. 100%
❑ h. Don't know

C5. For the storage areas that are not adequate, indicate the degree of improvement needed in each of the following four categories. If all of your storage areas are adequate, select "no need." ⓘ

	No need	Need	Urgent need	Don't know	Not applicable
a. Additional on-site storage	❑	❑	❑	❑	❑
b. New or additional off-site storage	❑	❑	❑	❑	❑
c. Renovated storage space (either on-site or off- site)	❑	❑	❑	❑	❑
d. New or improved storage furniture/ accessories (*e.g., shelves, cabinets, racks*)	❑	❑	❑	❑	❑

D. Preservation Activities

D1. Does the **mission** of your institution include preservation of your collection? (*select one*)
- ❑ a. Yes
- ❑ b. No
- ❑ c. Don't know

D2. Does your institution have a **written, long-range preservation plan** for the care of the collection (a document that describes a multi-year course of action to meet an institution's overall preservation needs for its collection)? (*select one*)
- ❑ a. Yes
- ❑ b. Yes, but it is not up-to-date
- ❑ c. No, but one is being developed
- ❑ d. No, but preservation is addressed in overall long-range plan
- ❑ e. No
- ❑ f. Don't know

D3. Has a **survey of the general condition** of your collection been done (an assessment based on visual inspection of the collection and the areas where it is exhibited or held)? (*select one*)
- ❑ a. Yes
- ❑ b. Yes, but only of a portion of the collection
- ❑ c. Yes, but it is not up-to-date
- ❑ d. Yes, but only of a portion of the collection, and it is not up-to-date
- ❑ e. No
- ❑ f. Don't know

D4. Does your institution have a **written emergency/disaster plan** that includes the collection? (*select one*)
- ❑ a. Yes
- ❑ b. Yes, but it is not up-to-date
- ❑ c. No, but one is being developed
- ❑ d. No
- ❑ e. Don't know

D5. If you **have a written emergency/disaster plan**, is your staff trained to carry it out? (*select one*)
- ❑ a. Yes
- ❑ b. No
- ❑ c. Don't know
- ❑ d. Have no written emergency/disaster plan

D6. Are copies of **vital collection records** (*e.g., inventory, catalog, insurance policies*) stored offsite? (*select one*)
- ❑ a. Yes
- ❑ b. Some, but not all
- ❑ c. No
- ❑ d. Do not have copies
- ❑ e. Don't know
- ❑ f. Do not have collection records

D7. Do you have adequate **security systems** (*e.g., security guard, staff observation, intrusion detection*) to help prevent theft or vandalism of collections? (*select one*)
- ❑ a. Yes
- ❑ b. In some, but not all areas
- ❑ c. No
- ❑ d. Don't know

D8. Which of the following most closely describes your current **staffing for conservation/preservation**? (*select all that apply*)

- ❑ a. Paid conservation/preservation staff (full-time or part-time)
- ❑ b. Volunteers (full-time or part-time)
- ❑ c. Conservation/preservation duties assigned to various staff as needed
- ❑ d. Conservation/preservation services obtained through external provider
- ❑ e. No staff person has conservation/preservation responsibilities

D9. Indicate the internal staff who perform conservation/preservation activities. Please select an **estimate** from the ranges provided. If the number of FTE falls between possible responses, round to the nearest whole number. ⓘ

- Include all workers who perform conservation/preservation activities whether full-time, part-time, seasonal, work study, interns, etc.
- Express the total amount of staff time spent on conservation/preservation in full-time equivalents (FTEs) (*e.g., two part-time staff who each work 20 hours a week on conservation/preservation activities would be counted as 1 full-time equivalent staff person*).

Professional conservation/ preservation staff (*e.g., preservation administrators, conservators, research scientists*)

- ❑ a. 0 FTE
- ❑ b. up to 1 FTE
- ❑ c. 2-5 FTE
- ❑ d. 6-10 FTE
- ❑ e. 11-20 FTE
- ❑ f. More than 20 FTE
- ❑ g. Don't know

Support conservation/preservation staff (*e.g., collections care assistants, technical assistants, handlers*)

- ❑ a. 0 FTE
- ❑ b. up to 1 FTE
- ❑ c. 2-5 FTE
- ❑ d. 6-10 FTE
- ❑ e. 11-20 FTE
- ❑ f. More than 20 FTE
- ❑ g. Don't know

Volunteers (*e.g., unpaid conservation/preservation workers, unpaid interns*)

- ❑ a. 0 FTE
- ❑ b. up to 1 FTE
- ❑ c. 2-5 FTE
- ❑ d. 6-10 FTE
- ❑ e. 11-20 FTE
- ❑ f. More than 20 FTE
- ❑ g. Don't know

D10. What does your conservation/preservation program include? (*select all that apply*) ⓘ

	Done by institution staff	**Done by external provider**	**Not done currently, but planned**	**Not done**	**Not applicable**
a. Preventive conservation (*e.g., housekeeping, holdings maintenance, rehousing, environmental monitoring*)	❑	❑	❑	❑	❑
b. Preservation management (*e.g., administration, planning, assessment*)	❑	❑	❑	❑	❑
c. Conservation treatment (*e.g., repair, mass deacidification, specimen preparation*)	❑	❑	❑	❑	❑
d. Preservation reformatting (*e.g., preservation photocopying, microfilming*)	❑	❑	❑	❑	❑
e. Preservation of audio-visual media and playback equipment (*e.g., preservation copies of media, maintaining equipment*)	❑	❑	❑	❑	❑
f. Preservation of digital materials and electronic records collections (*e.g., migrating data to current software*)	❑	❑	❑	❑	❑

D11. Does your institution's conservation/preservation mission or program include the **responsibility to preserve digital collections** (*computer based representation of text, numbers, images, and/or sound, e.g., optical discs, Web sites, electronic books*)? (*select one*)

- ❑ a. Yes
- ❑ b. No
- ❑ c. Don't know
- ❑ d. Not applicable

D12. Please indicate your institution's **level of need** in the following areas related to conservation/preservation. ⓘ

	No Need	Need	Urgent Need	Don't know	Not applicable
a. Finding aids or cataloging of collections	❑	❑	❑	❑	❑
b. Condition surveys or assessments of collection	❑	❑	❑	❑	❑
c. Staff training	❑	❑	❑	❑	❑
d. Security	❑	❑	❑	❑	❑
e. Environmental controls (*e.g., heating, air conditioning, de-humidifying, humidifying*)	❑	❑	❑	❑	❑
f. Improvements to reduce collections' exposure to light	❑	❑	❑	❑	❑
g. Conservation treatment (*include specimen preparation*)	❑	❑	❑	❑	❑
h. Preservation of digital collections (*digitized and born-digital*)	❑	❑	❑	❑	❑
i. Integrated pest management (*approaches to prevent and solve pest problems in an efficient and ecologically sound manner*)	❑	❑	❑	❑	❑

D13. For all your collections that are **currently in need of treatment** identify all the causes of the damage or loss of access to them. ⓘ

	No damage or loss	Some damage or loss	Significant damage or loss	Don't know
a. Handling (*e.g., by researchers, staff, in shipping*)	❑	❑	❑	❑
b. Water or moisture (*e.g., mold, stains, warping*)	❑	❑	❑	❑
c. Light (*e.g. fading, discoloration*)	❑	❑	❑	❑
d. Airborne particulates or pollutants (*e.g., dust, soot*)	❑	❑	❑	❑
e. Fire	❑	❑	❑	❑
f. Improper storage or enclosure (*e.g., bent, creased, adhered together*)	❑	❑	❑	❑
g. Pests	❑	❑	❑	❑
h. Vandalism	❑	❑	❑	❑
i. Physical or chemical deterioration (*due to temperature, humidity, aging, e.g., brittle paper, flaked paint, cracked leather, degradation of electronic media*)	❑	❑	❑	❑
j. Obsolescence of playback equipment, hardware, or software	❑	❑	❑	❑
k. Prior treatment(s) or restoration	❑	❑	❑	❑

D14. Do you **promote awareness** of conservation/preservation activities using the following?

	Yes	No	Not done currently, but planned	Don't know	Not applicable
a. Educating donors and/or trustees about preservation activities (*e.g., in tours, demonstrations*)	❑	❑	❑	❑	❑
b. Presenting preservation activities to members' or friends' groups (*e.g., in educational programming, printed/promotional materials*)	❑	❑	❑	❑	❑
c. Highlighting preservation activities in exhibitions or other programs for the public	❑	❑	❑	❑	❑
d. Serving as a source for conservation/preservation information to the public (*e.g., responding to queries*)	❑	❑	❑	❑	❑
e. Using conservation/preservation as part of a strategy for earned income (*e.g., selling archivally safe materials in shop, providing conservation on a fee-for-service basis*)	❑	❑	❑	❑	❑
f. Featuring preservation work on Web site	❑	❑	❑	❑	❑

E. Expenditures and Funding

E1. Do you have funds specifically allocated for **conservation/preservation activities** in your annual budget? ⓘ (*select one*)

❑ a. Yes

❑ b. No specific line-item in budget, but other budgeted funds are available

❑ c. No

❑ d. Don't know

E2. What was the **total annual operating budget** of the entity indicated on page 1, question A1 for the **most recently completed fiscal year**? If exact amount is unknown, please provide an **estimate**. ⓘ

Most recently completed fiscal year (*select one*)

❑ a. FY 2002 ❑ b. FY 2003 ❑ c. FY 2004

Total annual operating budget

$ _____

E3. For the **most recently completed fiscal year**, what was your institution's **annual budget for conservation/preservation**? (*round off or provide an estimate*) ⓘ

- If you have no specific line-item in the budget, but use other budgeted funds for **conservation/preservation**, **estimate** the amount of budgeted funds used for **conservation/preservation**.
- *Include*: budgeted funds for staff (for those staff documented on page 4, question D9), supplies and equipment, surveys, treatment, preservation reformatting, commercial binding, consultants or contractors, and other preservation costs related to your collection(s). *Include* grants and any other temporary funding.
- *Do not include*: budgeted funds for utilities, security, capital projects or overhead.

Most recently completed fiscal year (*select one*)

❑ a. FY 2002 ❑ b. FY 2003 ❑ c. FY 2004

Annual budget for conservation/preservation

$ _____

E4. In the last three years, have any of your conservation and preservation expenditures been met by drawing on income from **endowed funds**? (*select one*)

❑ a. Yes

❑ b. No

❑ c. Don't know

E5. From which of the following **external sources** have you received funding that you have used to support **conservation or preservation activities during the last 3 years** (whether you applied for it or not)? (*select all that apply*)

- ❑ a. Federal
- ❑ b. State
- ❑ c. Municipal
- ❑ d. Corporation or company
- ❑ e. Foundation
- ❑ f. Individual donor or private philanthropist
- ❑ g. Other external source, please specify: _____

  _____
- ❑ h. Have received no funding from external sources
- ❑ i. Don't know

E6. Has your institution made an application, whether successful or unsuccessful, for conservation/preservation funding from any public or private source **in the last 3 years**? (*select one*)

- ❑ a. Yes
- ❑ b. No
- ❑ c. Don't know

E7. 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. Additional project planning or preparation necessary before requesting grant funds
- ❑ d. Conservation/preservation not an institutional priority
- ❑ e. Currently have sufficient sources of funding
- ❑ f. Have applied for grant(s) from external sources in the past but have been unsuccessful
- ❑ g. Other, please specify: _____

  _____
- ❑ h. Not applicable
- ❑ i. Don't know

F. Collections and Holdings

F1. What estimated percentage of the collection is 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.*)? (*select one*)

- ❑ a. 0 %
- ❑ b. 1-19%
- ❑ c. 20-39%
- ❑ d. 40-59%
- ❑ e. 60-79%
- ❑ f. 80-99%
- ❑ g. 100%
- ❑ h. Don't know

F2. What estimated 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*)?

- ❑ a. 0 %
- ❑ b. 1-19%
- ❑ c. 20-39%
- ❑ d. 40-59%
- ❑ e. 60-79%
- ❑ f. 80-99%
- ❑ g. 100%
- ❑ h. Don't know

F3. 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*)?

- ❑ Yes
- ❑ No, but will have access within the next year
- ❑ No
- ❑ Don't know

ⓘ = refer to "More Information" on the enclosed blue sheets

F4. Does your institution hold collections of the following types?	Yes	No
a. **Books and Bound Volumes**—*monographs, serials, newspapers, scrapbooks, albums, pamphlets*	❑	❑
b. **Unbound Sheets**—*archival records, manuscripts, maps, oversized items, ephemera, broadsides, philatelic and numismatic artifacts, other paper artifacts*	❑	❑
c. **Photographic Collections**—*microfilm, microfiche, photographic prints, negatives, slides, transparencies, daguerrotypes, ambrotypes, tintypes, glass plate negatives, lantern slides*	❑	❑
d. **Moving Image Collections**—*motion picture film, video tape, laser disc, CD, DVD, minidisc*	❑	❑
e. **Recorded Sound Collections**—*cylinder, phonodisc, cassette, open reel tape, DAT, CD, DVD, MP3*	❑	❑
f. **Digital Material Collections**—*floppy discs, CD-R, DVD-R, data tape, online collections*	❑	❑
g. **Art Objects**—*paintings, prints, drawings, sculpture, decorative arts (e.g., fine metalwork, jewelry, timepieces, enamels, ivories, lacquer)*	❑	❑
h. **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*	❑	❑
i. **Archaeological Collections**	❑	❑
j. **Natural Science Specimens**—*zoological, botanical, geological, paleontological, paleobotany specimens*	❑	❑

F5. In the following chart, please indicate the estimated number **for each type of collection you hold**. ⓘ

- Include only collections that are a permanent part of your holdings or for which you have accepted preservation responsibility.
- **Estimate** your total holdings in each category. For types of collections not listed, record under the appropriate "other" category. If possible, please specify what you have included.
- **Do not leave any category blank;** where applicable, check "have no holdings" or "quantity unknown."
- For each collection, note the **estimated percentage that is in need of preservation.** It is not necessary for your institution to have done a condition survey on all or part of your collections to provide this estimate. If you do not know the condition of your materials and cannot even provide an estimate, enter 100% in "unknown condition."
- On each line, the percentages indicating condition **should total 100%.**

Books and Bound Volumes *(record in volumes)*	**Have no holdings**	**Approx. # of units**	**Quantity unknown**	**% in unknown condition**	**% in no need**	**% in need**	**% in urgent need**
Books/monographs	❑		❑	%	%	%	%
Serials/newspapers (*on paper*)	❑		❑	%	%	%	%
Scrapbooks, albums, pamphlets	❑		❑	%	%	%	%
Other books and bound volumes (*please specify*)	❑		❑	%	%	%	%

_____

_____

_____

Unbound Sheets	Have no holdings	Approx. # of units	Quantity unknown	% in unknown condition	% in no need	% in need	% in urgent need
Archival records/manuscripts (*record in linear/ cubic feet*)	❑	ft	❑	%	%	%	%
Maps and oversized items (*record in linear/ cubic feet*)	❑	ft	❑	%	%	%	%
Ephemera and broadsides (*record in items*)	❑		❑	%	%	%	%
Philatelic and numismatic artifacts (*record in items*)	❑		❑	%	%	%	%
Other paper artifacts (*please specify*)	❑		❑	%	%	%	%

_____

_____

_____

Photographic Collections (record in items)	Have no holdings	Approx. # of units	Quantity unknown	% in unknown condition	% in no need	% in need	% in urgent need
Microfilm and Microfiche (*record number of units*)	❑		❑	%	%	%	%
Black and white prints, all processes (*e.g., albumen, collodion, silver gelatin*)	❑		❑	%	%	%	%
Black and white film negatives, pre-1950 (*e.g., cellulose nitrate, cellulose acetate*)	❑		❑	%	%	%	%
Black and white film negatives, post-1950 (*e.g., cellulose acetate, polyester*)	❑		❑	%	%	%	%
Color prints, negatives, and positives (*including slides and transparencies*)	❑		❑	%	%	%	%
Cased objects (*e.g., daguerreotype, ambrotype, tintype*)	❑		❑	%	%	%	%
Glass plate negatives and lantern slides	❑		❑	%	%	%	%
Other photographic collections (*e.g., digital and inkjet prints*) (*please specify*)	❑		❑	%	%	%	%

_____

_____

_____

ⓘ = refer to "More Information" on the enclosed blue sheets

Moving Image Collections *(record in items, e.g., reel, can, cassette)*	**Have no holdings**	**Approx. # of units**	**Quantity unknown**	**% in unknown condition**	**% in no need**	**% in need**	**% in urgent need**
Motion picture film (*record in items, e.g., reels, cans*)	❑		❑	%	%	%	%
Magnetic tape (*e.g., Beta video, VHS video, digital*)	❑		❑	%	%	%	%
Disc (*e.g., laser, CD, DVD, minidisc*)	❑		❑	%	%	%	%
Other moving image collections (*please specify*)	❑		❑	%	%	%	%

_____

_____

_____

Recorded Sound Collections *(record in items, e.g., reel, cassette, disc)*	**Have no holdings**	**Approx. # of units**	**Quantity unknown**	**% in unknown condition**	**% in no need**	**% in need**	**% in urgent need**
Grooved media (*e.g., cylinder, phonodisc*)	❑		❑	%	%	%	%
Magnetic media (*e.g., cassette, open reel tape, DAT*)	❑		❑	%	%	%	%
Optical media (*e.g., CD, DVD*)	❑		❑	%	%	%	%
Digital media (*e.g., MP3s*)	❑		❑	%	%	%	%
Other recorded sound collections (*e.g., wire, dictabelts*) (*please specify*)	❑		❑	%	%	%	%

_____

_____

_____

Digital Material Collections *(record in items, do not include moving images or recorded sound)*	**Have no holdings**	**Approx. # of units**	**Quantity unknown**	**% in unknown condition**	**% in no need**	**% in need**	**% in urgent need**
Floppy discs	❑		❑	%	%	%	%
Other discs	❑		❑	%	%	%	%
CD-R/DVD-R	❑		❑	%	%	%	%
Data tape (*record in cassettes or reels*)	❑		❑	%	%	%	%
Online collection (*record in number of files*)	❑		❑	%	%	%	%
Other digital collections (*please specify*)	❑		❑	%	%	%	%

_____

_____

_____

Art Objects ***(record in items)***	**Have no holdings**	**Approx. # of units**	**Quantity unknown**	**% in unknown condition**	**% in no need**	**% in need**	**% in urgent need**
Painting (*e.g., on canvas, panel, plaster*)	❑		❑	%	%	%	%
Art on paper (*e.g., prints, drawings, watercolors*)	❑		❑	%	%	%	%
Sculpture (*include carvings, indoor and outdoor sculpture in all media*)	❑		❑	%	%	%	%
Decorative arts (*e.g., fine metalwork, jewelry, timepieces, enamels, ivories, lacquer*)	❑		❑	%	%	%	%
Other art objects (*please specify*)	❑		❑	%	%	%	%

_____

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_____

Historic and Ethnographic Objects ***(record in items)***	**Have no holdings**	**Approx. # of units**	**Quantity unknown**	**% in unknown condition**	**% in no need**	**% in need**	**% in urgent need**
Textiles (*include flags, rugs, costumes and accessories*)	❑		❑	%	%	%	%
Ceramics and glass artifacts (*include stained glass*)	❑		❑	%	%	%	%
Ethnographic and organic collections (*e.g., leather, skin, baskets, bark*)	❑		❑	%	%	%	%
Metalwork (*e.g., arms and armor, medals, coins*)	❑		❑	%	%	%	%
Furniture	❑		❑	%	%	%	%
Domestic artifacts (*include frames, household tools/machines, dolls/toys, musical instruments*)	❑		❑	%	%	%	%
Science, technology, agricultural, medical artifacts (*include transportation vehicles*)	❑		❑	%	%	%	%
Other historic and ethnographic objects *(please specify)*	❑		❑	%	%	%	%

_____

_____

_____

ⓘ = refer to "More Information" on the enclosed blue sheets

Archaeological Collections, Individually Cataloged ***(record in items)***	**Have no holdings**	**Approx. # of units**	**Quantity unknown**	**% in unknown condition**	**% in no need**	**% in need**	**% in urgent need**
Individually cataloged organic based material (*e.g., textile, fiber, wood, bone, shell, feather*)	❑		❑	%	%	%	%
Individually cataloged inorganic based material (*e.g., ceramic, glass, metal, plastics*)	❑		❑	%	%	%	%

Archaeological Collections, Bulk ***(record in cubic feet)***	**Have no holdings**	**Approx. # of units**	**Quantity unknown**	**% in unknown condition**	**% in no need**	**% in need**	**% in urgent need**
Bulk organic material (*e.g., textile, fiber, wood, bone, shell, feather*) (*record in cubic feet*)	❑	ft^3	❑	%	%	%	%
Bulk inorganic material (*e.g., ceramic, glass, metal, plastics*) (*record in cubic feet*)	❑	ft^3	❑	%	%	%	%

Natural Science Specimens ***(record in items)***	**Have no holdings**	**Approx. # of units**	**Quantity unknown**	**% in unknown condition**	**% in no need**	**% in need**	**% in urgent need**
Zoological specimens: dry, glass slide, and frozen	❑		❑	%	%	%	%
Zoological specimens: wet preparations	❑		❑	%	%	%	%
Botanical specimens: dry, glass slide, frozen, culture, and modern palynology materials	❑		❑	%	%	%	%
Botanical specimens: wet preparations	❑		❑	%	%	%	%
Geological specimens (*e.g., rocks, gems, minerals, and meteorites*)	❑		❑	%	%	%	%
Vertebrate paleontological specimens	❑		❑	%	%	%	%
Invertebrate paleontological specimens (*include appropriate microfossils and nannofossils*)	❑		❑	%	%	%	%
Paleobotany specimens (*include appropriate microfossils, nannofossils, and fossil palynology materials*)	❑		❑	%	%	%	%
Other natural science specimens (*please specify*)	❑		❑	%	%	%	%

_____

_____

_____

G. Respondent Information

G1. How many **staff are currently employed** in your collecting institution (as identified on page 1, question A1)? Do not express in full-time equivalents (FTEs). Indicate "0" if you have no staff in a category.

	Number of staff	Don't know
a. Full-time paid staff	_____	❑
b. Part-time paid staff	_____	❑
c. Full-time unpaid staff	_____	❑
d. Part-time unpaid staff	_____	❑

G2. How many **visitors or users** did you serve last year? Indicate "0" if you had no visitors or users in a category. ⓘ

	Number of visitors or users	Don't know
a. On site	_____	❑
b. Off site (*e.g., traveling exhibitions, bookmobiles, educational programs*)	_____	❑
c. Electronic (*e.g., visits to Web site, electronic distribution lists, electronic discussion groups*)	_____	❑

To be completed by lead person completing or coordinating the survey.

This information will be used only if RMC Research Corporation needs to clarify a response. RMC Research Corporation will keep this information, like all the information you provided in this survey, completely confidential. Only aggregate data will be reported. Your individual responses will never be published or identified by Heritage Preservation, the Institute of Museum and Library Services, or any other organization cooperating in this project.

G3. Name of lead person completing or coordinating survey (*will remain confidential*)_____

G4. Title _____

G5. Responsibility for preservation activities _____

G6. Phone number _____ G7. Fax number _____

G8. Email address _____

G9. Did more than one person complete this survey?
❑ a. Yes ❑ b. No

G10. 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.
❑ a. Yes ❑ b. No

G11. (*optional*) Use the space below to explain your most pressing conservation/preservation need.

_____

_____

_____

_____

THANK YOU!

ADDITIONAL SPACE FOR RESPONSES (IF NEEDED):

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About Heritage Preservation—Heritage Preservation is a non-profit organization dedicated to preserving our nation's heritage. Its members include libraries, museums, archives, historic preservation organizations, historical societies, conservation organizations, and other professional groups concerned with saving the past for the future. For information on the Heritage Health Index, contact Kristen Overbeck Laise, Heritage Preservation, 1012 14th Street, NW, Suite 1200, Washington, DC 20005, 202-233-0800, klaise@heritagepreservation.org, or www.heritagepreservation.org.

About the Institute of Museum and Library Services—IMLS is an independent Federal agency that fosters leadership, innovation, and a lifetime of learning by supporting the nation's museums and libraries. Created by the Museum and Library Services Act of 1996, P.L. 104-208, IMLS administers the Library Services and Technology Act and the Museum Services Act. The Institute receives policy advice from the Presidentially appointed, Senate confirmed National Museum and Library Services Board. Over the last two decades, IMLS has made more than 5,200 grants for conservation through their Conservation Project Support grant and Conservation Assessment Program. For more information, including grant applications, contact IMLS at 1100 Pennsylvania Avenue, NW, Washington, DC 20506, 202-606-8536, or www.imls.gov.

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More Information

Definitions

As you complete the survey, you may wish to refer to the definitions and comments below for further clarification of certain questions and terminology.

Throughout the survey, we have used the following definitions for conservation and preservation:

Conservation: The treatment of materials, aided by examination and research, and the study of the environments in which they are placed.

Preservation: The protection of materials through activities that minimize chemical and physical deterioration and damage and/or that prevent loss of informational content.

Question C5: Storage Needs (page 4)

Need: Improvement required to reduce risk of damage or deterioration to collections.

Urgent Need: Major improvement required to prevent damage or deterioration to collections.

Question D10: What Your Conservation/Preservation Program Includes (page 5)

Institution staff: Workers at the entity indicated on page 1, question A1. Include temporary, hourly, and volunteer workers but do not include hired consultants.

External providers: Workers, including volunteers, from outside the entity indicated on page 1, question A1, or its parent institution(s) that provide conservation/preservation services, such as consultants and workers at another institution or firm.

Question D12: Conservation/Preservation Needs (page 6)

Need: Improvement required to reduce risk of damage or deterioration to collections.

Urgent Need: Major improvement required to prevent damage or deterioration to collections.

Question D13: Collections in Need of Treatment (page 6)

Some damage or loss: Change(s) in an item's physical or chemical state requiring minor treatment.

Significant damage or loss: Change(s) in an item's physical or chemical state necessitating major treatment or reformatting or resulting in total loss of access.

Question F5: Estimated Quantity and Condition of Holdings (page 9)

- Enter the number or an estimate of items in each category, unless another unit of measurement is noted.
- For object and scientific collections, documentary evidence should be recorded in appropriate categories (e.g., photographs, archival records, recorded sound tapes).
- Use the following definitions:

  No need: Material is stable enough for use and is housed in a stable environment that protects it from long-term damage and deterioration.

  Need: Material may need minor treatment to make it stable enough for use, and/or the collection needs to be rehoused into a more stable enclosure or environment to reduce risk of damage or deterioration.

  Urgent Need: Material needs major treatment or reformatting to make it stable enough for use, and/or the material is located in an enclosure or environment that is causing damage or deterioration. For machine-readable collections, deterioration of media and/or obsolescence of play-back equipment or hardware/software threatens loss of content.

  Unknown: Material has not been recently accessed by staff for visual inspection and/or condition is unknown.

Frequently Asked Questions

What do you mean by "collections for which you accept preservation responsibility"?

Not all collections that are important to your institution are meant to be preserved. Some are meant to be used by visitors or patrons and are disposed of or replaced if they are lost or damaged. Others are not accessioned into the collection because they fall outside the institution's mission or could be replaced if necessary. Some examples of collections for which you do **not** accept preservation responsibility might be:

- current books, magazines, video tapes, sound recordings of which multiple copies exist at the institution and/or could be replaced if lost or damaged and/or are deemed expendable
- reference books or materials that aid in staff research but are not part of the accessioned collections
- teaching aids or collections (e.g., commonly found specimens, hands-on exhibits at a youth museum)
- replicas of historic objects.

Our collecting institution has very few collection items that we take a preservation responsibility for; should we still complete the questionnaire?

Yes, please complete the questionnaire. We expect that some institutions take preservation responsibility for only a few items. It is important that such institutions are represented in the Heritage Health Index data. If your institution has **no** collections for which you take preservation responsibility, please return the survey with this noted.

Our collecting institution has various types of collections; should we complete the Heritage Health Index for all of them?

Yes, but some exceptions and clarifications apply, such as:

- If you are a botanical garden, arboretum, zoo, aquarium, or nature center that has living collections, complete the questionnaire only for your **nonliving collections**.
- If your institution has historic buildings, complete the questionnaire only for your collections, **not your historic buildings** (even if those buildings are a part of your institution's preservation responsibility or are accessioned as collections).
- If you are a public library system with branches, you should include collections held at branches for which your system accepts preservation responsibility.
- If you are a library with an archives, history room, or other collections, include all collections for which you accept preservation responsibility.
- If you are a museum or historical society that has an archives or library as part of your institution, include the archival and/or library materials for which you accept preservation responsibility.

Our collecting institution is part of a university; should we include other campus collections in the survey?

Every college or university is organized differently, but Heritage Preservation has attempted to identify the separate entities on campus that should receive the Heritage Health Index. If the entity identified on page 1, question A1, of the questionnaire is distinct from other university collections, complete the questionnaire for all collections that are held by this entity. It is possible that other university collections will receive their own survey.

Some specific examples:

- If the entity identified on page 1, question A1, is "University Natural History Museum," that entity should complete the survey for all collections under its care, including its library and archival collections. Do not include collections not under your care that are instead held by other museums, libraries, or archives within the university.
- If the entity identified on page 1, question A1, is "University Main Library," and this library is only one entity in a system of university libraries, which has centralized many library functions, such as cataloging, gathering statistics, and preservation activities, then the survey should be completed for **all the libraries and archives in the university library system**. Do not include any departments or schools that are not included in central operations of this library system.
- If the entity identified on page 1, question A1, is a scientific research collection that is operated by a specific department, complete the questionnaire just for this collection. Other research collections on campus may receive their own survey.

The environmental and storage conditions in our collecting institution vary greatly from building to building, or even room to room. How should we handle questions that ask for one response covering several different sets of conditions?

- On page 3, questions C1 through C3 address three components of environmental controls, and it might be most appropriate for your institution to select "in some, but not all areas."

- On page 3, question C4, you can identify how much storage at your institution is adequate.
- On page 4, question C5, you should average the amount of need your institution has in the various areas. If you have a small collection that is in "urgent need" of new or improved storage furniture/accessories, but most of the collection has lower level "need" for storage furniture/accessories, it may be most accurate to choose "need" as an institutional average. Use your best judgment.

In a few months our collecting institution will begin to address some of the preservation issues brought up in the Heritage Health Index. Should we report what we are currently doing or what we plan to do?

Heritage Preservation understands that preservation is an ongoing process. The Heritage Health Index is planned to be repeated every four years, so that we will be able to track national progress in addressing preservation needs.

Some questions allow you to indicate that certain activities are being planned (page 5, question D10, and page 7, question D14).

All other questions should be answered for the current situation and condition of your collections **unless the work is already in progress**. For example, you should report on preservation staff that are currently working, not staff you plan to hire or who no longer work with you. Estimates for the need to do preservation activities should reflect your current conditions, unless one of those needs is currently being addressed. For example, on page 6, question D12, row "e," if your institution is currently undergoing a renovation to install new environmental controls, it may be most accurate to select "no need." The estimate of condition should, again, reflect the current state of your collections unless improvement is in progress (e.g., black and white photographs currently being rehoused in appropriate sleeves and boxes).

We often hire paid, part-time student workers to assist with simple preservation tasks; however, they are only temporary workers. Should we include them in our preservation staff?

Yes. Temporary workers should be included in your response on page 5, question D9. In the case of student workers, they would likely be considered "support conservation/preservation staff." For example, if you **currently** have two paid student workers who each work 10 hours a week for 6 months, then the full-time equivalent of your support conservation/preservation staff is .25 (2 workers x 10 hours=20 hours or .5 FTE) (.5 FTE x .5 year=.25 FTE). Remember that estimates are acceptable. Note that 1 FTE = a year-round worker who works an average of 40 hours per week.

If your number of FTE falls between possible responses (e.g., between 1 and 2 FTE or between 5 and 6 FTE), round to the nearest whole number.

Our institution is open April to October only, and we have trained some volunteers to do routine housekeeping. Are they preservation staff?

Yes. Any volunteers who assist with the care of collections should be counted on page 5, question D9. For instance, if two volunteers each work 5 hours a week for 6 months, then the full-time equivalent would be approximately .13 (2 workers x 5 hours = 10 hours or .25 FTE) (.25 FTE x .5 year = .13 FTE).

Should we report on the operating budget of our entire institution?

You should report on the total annual operating budget for the entity identified on page 1, question A1. You should not provide the operating budget for a parent institution, if your institution has one. For example, if the entity identified on page 1, question A1 is "University Natural History Museum," just the total annual operating budget for the museum should be reported—**not the entire university's budget**. If you have corrected the entity on page 1, question A1, please report on the entity you identified.

Our institution doesn't have a line item for preservation and conservation, but we do use budgeted funds for staff and supplies. Last year we also received some grant funding for a preservation and conservation project. How should we complete question E3 on page 7?

Whether or not your institution has a specific budget line-item for preservation and conservation, you should complete question E3 on page 7. Again, estimates are acceptable. To calculate staff costs, use the figures for

preservation/conservation staff that you indicated on page 5, question D9. Include any portion of your institution's supply or equipment budget that was used to purchase items relating to preservation and conservation. Include any expenditures made for preservation and conservation activities, whether done internally or by an external provider. You should include any grant funds or other temporary funding used for preservation and conservation. Do not include utilities, security, capital expenditures, or overhead in your response to question E3.

Our institution has undertaken a major conservation treatment project this year, and our conservation/preservation budget and staffing levels are higher than usual. Should we record this figure even if it is not typical?

The Heritage Health Index is meant to be a snapshot of current activities, and we expect to capture dips and peaks in staffing and funding levels. While your institution's project may not be typical, it will give us important information about the level of preservation activity nationally. However, note the instructions on page 7, question E3, about what should and should not be included in the preservation budget (e.g., capital expenditures not included).

Some of the categories on pages 9-13, question F5, do not match the categories our institution uses in cataloging. How should we answer the question?

Every institution organizes its collection in a way that is meaningful to them. Therefore, the categories listed on pages 9-13, question F5, may not exactly match the system you use. If you have collections that do not fit in the specified categories, please record them in the appropriate "other" category and briefly indicate the type of collection they are.

We have not cataloged some of our collections. How should we go about determining the approximate number of units for question F5 on pages 9-13?

An **estimate** is fine. The number is important so that Heritage Preservation can determine the scope of national preservation needs. Even figures such as "10, 100, 1,000, 5,000" are useful for the purposes of this questionnaire. If it is not possible to provide an estimate, check "quantity unknown." Make sure to check "have no holdings" if your institution has no collections in that category.

Our institution has object collections organized by subject matter and archives identified by subject or person. Within these collections there are many media and formats, including manuscripts, photographs, ephemera, and art on paper, but we don't know the exact quantity and condition of these items. How should these collections be recorded in question F5 on pages 9-13?

Archival records and manuscripts should be recorded in linear feet in the "Unbound Sheets" section on page 10. If it is feasible to quantify or estimate other specific formats (e.g., photographs, domestic artifacts) by number of items, please record them in the relevant category and exclude them from the estimate of linear footage. If your thematic collections contain various media, provide estimates and record them in the appropriate categories.

We have never done a condition assessment of our collections. How can we determine the percentages of materials in need of preservation?

Even if you have not undertaken a condition assessment of all or part of your collections, provide your best estimate of the need of collections in each category, based on your working knowledge of the materials in your care. Make sure that the percentages indicating condition in each line add up to 100%. If it is not possible to provide an estimate of need for all or part of the collection, indicate that percentage in the "unknown condition" column.

Our digital collections include back-up copies and online journal subscriptions. How should these be counted in question F5 "Digital Material Collections" on page 11?

Again, you should include all collections for which you accept preservation responsibility. This would include service or back-up copies, since they would need to be maintained (e.g., through migration to another format).

However, you should not include digital materials that your institution makes available through a subscription service, such as electronic journals or databases, unless you or your parent institution maintains master digital files for these resources. In the case of most online or database subscriptions, the service provider would have the responsibility for preserving those materials, not your institution.

For example, if your institution owns original survey maps, purchased CD-ROMs with digital copies of these maps from a vendor, integrated those scanned maps into your online catalog, and subscribes to a database of survey maps from around the country, you would want to complete question F5 to record the original number of maps, number of CDs, and number of online files. You would not record the database subscription.

Our digital collections include digital images of some photographs that are in our collection. How should these be counted in question F5 "Digital Material Collections" on page 11?

You should consider whether these digital copies are a permanent part of your collection for which you take preservation responsibility. If they are, record the media on which they are stored in the "Digital Materials Collections" section of question F5 on page 11.

The original photographs should also be recorded under "Photographic Collections" in question F5 on page 10.

We are a large museum that has many millions of visitors per year. We also have a library and an archives. Question G2a on page 14 asks for onsite visitors; should we include only those researchers and users who access the collections for research purposes?

The response to question G2a should include all visitors/users who come to the institution identified in question A1. In your case, record all museum visitors including researchers who use the museum's library and archives.

There are several questions we cannot answer. Do you still want us to respond to the survey?

Heritage Preservation hopes that you will be able to provide responses to each question. In many cases, we have given you the option of selecting "don't know" or "unknown." Please complete the survey to the best of your ability and return it as directed, even if there are questions you cannot answer.

I have additional questions. Who can help me?

You may contact Kristen Laise at 202-233-0824, 202-233-0800, or klaise@heritagepreservation.org or another member of the Heritage Health Index staff at 202-233-0800.

Submit Your Heritage Health Index Questionnaire Online at www.heritagehealthindex.org

Advantages of the online survey:

- Ability to save your responses so that you may complete the questionnaire in multiple sessions
- Reminders of which sections are completed and which ones are in progress
- Helpful tools, such as a calculator that computes your full-time equivalent (FTE) staff
- Access to a running tally of some preliminary results and returns by state and type of institution
- Convenient way to have staff members contribute to data gathering
- Printable version of the completed questionnaire for your records
- One-click access to definitions and Frequently Asked Questions
- Instant and confidential data submission

Find your unique password on page 1 of the survey booklet.

Technical questions? Contact RMC at 800-258-0802 or HHITA@rmcres.com.

Questions about the survey? Contact Kristen Laise at 202-233-0824, 202-233-0800, or klaise@heritagepreservation.org or another member of the Heritage Health Index staff at 202-233-0800.