

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Critical Collections Questionnaire:**

**Preservation**

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of critical collection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In this critical collection please indicate which specific formats of materials you consider to be in particular need of preservation attention by checking all appropriate categories of damage for each format affected.

|  |  |
| --- | --- |
|  | **Categories of Damage** |
|  | Mold | Acid | Vandalism | Theft | Water | Light | Insect | Fire | Poor Storage and/or Handing | Arrived in poor condition | Other |
| a. Books |  |  |  |  |  |  |  |  |  |  |  |
| b. Pamphlets |  |  |  |  |  |  |  |  |  |  |  |
| c. Manuscripts |  |  |  |  |  |  |  |  |  |  |  |
| d. Archives |  |  |  |  |  |  |  |  |  |  |  |
| e. Ephemera  |  |  |  |  |  |  |  |  |  |  |  |
| f. Newspapers |  |  |  |  |  |  |  |  |  |  |  |
| g. Maps |  |  |  |  |  |  |  |  |  |  |  |
| h. Photographs |  |  |  |  |  |  |  |  |  |  |  |
| i. Microfilms |  |  |  |  |  |  |  |  |  |  |  |
| j. Recordings |  |  |  |  |  |  |  |  |  |  |  |
| k. Films |  |  |  |  |  |  |  |  |  |  |  |
| l. Video tapes |  |  |  |  |  |  |  |  |  |  |  |
| m. CD’s |  |  |  |  |  |  |  |  |  |  |  |
| n. DVD’s |  |  |  |  |  |  |  |  |  |  |  |
| o. Other |  |  |  |  |  |  |  |  |  |  |  |

Please explain “Other” and elaborate on other categories that may warrant further detail.



1. Please indicate the principal causes of deterioration suffered by this critical collection.
2. \_\_\_\_\_\_\_ Poor storage conditions
3. \_\_\_\_\_\_\_ Use
4. \_\_\_\_\_\_\_ Brittle (acidic) paper
5. \_\_\_\_\_\_\_ Environmental damage
6. \_\_\_\_\_\_\_ Insect damage
7. \_\_\_\_\_\_\_ Pest damage (vermin)
8. \_\_\_\_\_\_\_ Poor handing
9. \_\_\_\_\_\_\_ Theft
10. \_\_\_\_\_\_\_ Disaster Damage
11. \_\_\_\_\_\_\_ Photocopying
12. \_\_\_\_\_\_\_ Vandalism
13. \_\_\_\_\_\_\_ Mold
14. \_\_\_\_\_\_\_ Light
15. \_\_\_\_\_\_\_ Other

Please explain “Other” and elaborate on other categories that may warrant further detail.

1. What has been, or is being, done toward the preservation of these materials? Please check all appropriate categories.
2. \_\_\_\_\_\_\_ Rehousing
3. \_\_\_\_\_\_\_ Preservation microfilming
4. \_\_\_\_\_\_\_ Basic preservation repairs
5. \_\_\_\_\_\_\_ Proper care and handling of materials
6. \_\_\_\_\_\_\_ Deacidification
7. \_\_\_\_\_\_\_ Staff education
8. \_\_\_\_\_\_\_ Rebinding
9. \_\_\_\_\_\_\_ Digitization and limiting access to originals
10. \_\_\_\_\_\_\_ Other
11. \_\_\_\_\_\_\_ Nothing
12. What is the scope of current preservation effort? Please give details to the answers above.
13. If nothing has been done, is anything planned for the future?
14. \_\_\_\_\_ Yes
15. \_\_\_\_\_ No

If yes, please describe.

1. What percentage of this critical collection is protected either by library bindings or non-acidic containers?
2. Library binding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%
3. Non-acidic containers \_\_\_\_\_\_\_\_\_\_\_\_\_%
4. Is this critical collection housed in one location (special room or area)?
5. \_\_\_\_\_ Yes
6. \_\_\_\_\_ No
7. Is there adequate space for housing it?
8. \_\_\_\_\_ Yes
9. \_\_\_\_\_ No
10. Please indicate the type of institution. Check the type that most completely applies.
11. \_\_\_\_\_\_\_ Public Library
12. \_\_\_\_\_\_\_ Academic Library
13. \_\_\_\_\_\_\_ Manuscript Repository or Archives
14. \_\_\_\_\_\_\_ Historical Society
15. \_\_\_\_\_\_\_ Town Clerk’s Office
16. \_\_\_\_\_\_\_ Other (Describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
17. Name of person completing the questionnaire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
18. Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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20. City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
21. Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
22. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
23. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Critical Collections Questionnaire:**

**Collections**

1. Select and describe one collection from your holdings that you consider to be essential for research, your institution’s mission or other purposes. In doing so please give the collection’s name and /or subject area.
2. This collection is considered to be critical because it: (Please check all appropriate categories.)
3. \_\_\_\_\_\_\_\_\_\_\_\_ supports a specific research program
4. \_\_\_\_\_\_\_\_\_\_\_\_ is required to be kept by law or institutional policy
5. \_\_\_\_\_\_\_\_\_\_\_\_ is kept as part of a cooperative/ consortial agreement
6. \_\_\_\_\_\_\_\_\_\_\_\_ complements other materials in the repository
7. \_\_\_\_\_\_\_\_\_\_\_\_ documents important topics in local history
8. \_\_\_\_\_\_\_\_\_\_\_\_ documents particular areas of research interest
9. \_\_\_\_\_\_\_\_\_\_\_\_ supports specific academic programs
10. \_\_\_\_\_\_\_\_\_\_\_\_ other

Please elaborate on “other” and describe other categories that may warrant further detail.



1. This collection is important due to its: Please check all appropriate categories.
2. \_\_\_\_\_\_\_\_\_\_\_\_ Comprehensiveness
3. \_\_\_\_\_\_\_\_\_\_\_\_ Depth of coverage
4. \_\_\_\_\_\_\_\_\_\_\_\_ Breadth of coverage
5. \_\_\_\_\_\_\_\_\_\_\_\_ Documentation of a locale or region
6. \_\_\_\_\_\_\_\_\_\_\_\_ Specific topic of interest
7. \_\_\_\_\_\_\_\_\_\_\_\_ Other

Please elaborate on “Other” and describe other categories that may warrant further detail.

1. Please describe this collection by providing the number/volume and condition of the items by format.

|  |  |
| --- | --- |
| **Volume** | **Condition** |
| Category | Measurement | Total | Poor -----------🡪 Excellent |
| 1. Books
 | # of Titles |  | 1 | 2 | 3 | 4 | 5 |
| 1. Pamphlets
 | # of Items |  | 1 | 2 | 3 | 4 | 5 |
| 1. Manuscript (papers, documents, etc.)
 | # of Linear Ft. |  | 1 | 2 | 3 | 4 | 5 |
| 1. Archives (public and/or institutional records)
 | # of Linear Ft. |  | 1 | 2 | 3 | 4 | 5 |
| 1. Ephemera (transitory items, e.g. notices, tickets, broadsides, etc.)
 | # of Items |  | 1 | 2 | 3 | 4 | 5 |
| 1. Newspapers
 | # of Titles |  | 1 | 2 | 3 | 4 | 5 |
| 1. Maps
 | # of Items |  | 1 | 2 | 3 | 4 | 5 |
| 1. Photographs
 | # of |  | 1 | 2 | 3 | 4 | 5 |
| 1. Microfilms
 | # of Reels |  | 1 | 2 | 3 | 4 | 5 |
| 1. Recordings
 | # of Reels or Discs |  | 1 | 2 | 3 | 4 | 5 |
| 1. Films
 | # of Reels |  | 1 | 2 | 3 | 4 | 5 |
| 1. Video tapes
 | # of Tapes |  | 1 | 2 | 3 | 4 | 5 |
| 1. CD’s
 | # of |  | 1 | 2 | 3 | 4 | 5 |
| 1. DVD’s
 | # of |  | 1 | 2 | 3 | 4 | 5 |
| 1. Other
 | # of |  | 1 | 2 | 3 | 4 | 5 |

Please comment on and describe why the materials are indicated as poor (1 or 2).

1. How is this collection used? Please check all appropriate categories.
2. \_\_\_\_\_ Scholarly research/ publications
3. \_\_\_\_\_ Genealogy
4. \_\_\_\_\_ School projects and/or papers
5. \_\_\_\_\_ Personal research
6. \_\_\_\_\_ Legal research
7. \_\_\_\_\_ Administrative use
8. \_\_\_\_\_ Other

Please explain “Other” and elaborate on other categories that may warrant further detail.

1. What local, regional, or national collections do you know of that relate specifically to this critical collection?
2. Local:

1. Regional:

1. National:

1. What are the institution’s access policies to these materials? Please check all appropriate categories.
2. \_\_\_\_\_\_\_ Circulating
3. \_\_\_\_\_\_\_ Non-circulating
4. \_\_\_\_\_\_\_ Use with supervision only
5. \_\_\_\_\_\_\_ Use only with permission
6. \_\_\_\_\_\_\_ Restricted by the administration
7. \_\_\_\_\_\_\_ Restricted by law
8. \_\_\_\_\_\_\_ Restricted by donor
9. \_\_\_\_\_\_\_ Restricted because of physical condition, etc.
10. \_\_\_\_\_\_\_ Other

Please explain “Other” and elaborate on other categories that may warrant further detail.

1. What effect would preservation activities have on these policies? Please check all appropriate categories.
2. \_\_\_\_\_\_\_ No Change
3. \_\_\_\_\_\_\_ Increased access
4. \_\_\_\_\_\_\_ Make some non-circulating materials circulating
5. \_\_\_\_\_\_\_ Make originals more available
6. \_\_\_\_\_\_\_ Information available in a photocopy, on microfilm, or digitized made of the

 preserved materials

1. \_\_\_\_\_\_\_ Remove restrictions because of physical condition, etc.
2. \_\_\_\_\_\_\_ Other

Please explain “Other” and elaborate on other categories that may warrant further detail.

1. What kinds of access to this critical collection are provided? Please check all appropriate categories.
2. \_\_\_\_\_\_\_ Online catalog
3. \_\_\_\_\_\_\_ Card catalog
4. \_\_\_\_\_\_\_ Published bibliography
5. \_\_\_\_\_\_\_ Finding aids (Mss.)
6. \_\_\_\_\_\_\_ Published inventory
7. \_\_\_\_\_\_\_ Unpublished inventory
8. \_\_\_\_\_\_\_ Other

Please explain “Other”

1. What portion of this critical collection is under bibliographic or intellectual (i.e. catalog finding aids, inventories, etc.) control?
2. Portion under intellectual control: \_\_\_\_\_\_\_\_\_\_%
3. Portion with no formal access points: \_\_\_\_\_\_\_\_\_\_\_\_\_%
4. Please check the reasons for the portion with no access:
5. \_\_\_\_\_\_\_ Backlog in processing/cataloging
6. \_\_\_\_\_\_\_ Restricted gifts
7. \_\_\_\_\_\_\_ Restricted by the administration
8. \_\_\_\_\_\_\_ Restricted by law
9. \_\_\_\_\_\_\_ Other

Please explain “Other” and elaborate on other categories that may warrant further detail.

1. Is there a project to complete bibliographic and/or intellectual access to this collection?
2. Yes \_\_\_\_\_\_\_
3. No \_\_\_\_\_\_\_
4. Does your institution have a written mission statement and/or collections policy that encompasses your special collection?
5. Yes \_\_\_\_\_\_\_
6. No \_\_\_\_\_\_\_
7. If so, does the collection mentioned above relate to this mission statement/ collection policy?
8. Yes \_\_\_\_\_\_\_
9. No \_\_\_\_\_\_\_
10. Please indicate the type of institution. Check the type that most completely applies.
11. \_\_\_\_\_\_\_ Public Library
12. \_\_\_\_\_\_\_ Academic Library
13. \_\_\_\_\_\_\_ Manuscript Repository or Archives
14. \_\_\_\_\_\_\_ Historical Society
15. \_\_\_\_\_\_\_ Town Clerk’s Office
16. Name of person completing the questionnaire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
17. Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
18. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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20. Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
21. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
22. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Critical Collections Questionnaire:**

**Building Condition**

1. Please describe the physical facility in which these materials are housed.

|  |  |
| --- | --- |
| **Building** | **Condition** |
|  | Poor -------------------------------------------------------------🡪 Excellent |
| 1. Walls
 | 1 | 2 | 3 | 4 | 5 |
| 1. Ceiling
 | 1 | 2 | 3 | 4 | 5 |
| 1. Roof
 | 1 | 2 | 3 | 4 | 5 |
| 1. Windows/ Skylights
 | 1 | 2 | 3 | 4 | 5 |
| 1. Electrical System
 | 1 | 2 | 3 | 4 | 5 |
| 1. Plumbing System
 | 1 | 2 | 3 | 4 | 5 |
| 1. HVAC System
 | 1 | 2 | 3 | 4 | 5 |
| 1. Other
 | 1 | 2 | 3 | 4 | 5 |

1. Which of the following environmental controls exist in the physical facility in which this critical collection is housed? Please check all the appropriate categories.
2. \_\_\_\_\_\_\_\_\_\_\_\_ Air-conditioning
3. \_\_\_\_\_\_\_\_\_\_\_\_ System dehumidification
4. \_\_\_\_\_\_\_\_\_\_\_\_ System humidification
5. \_\_\_\_\_\_\_\_\_\_\_\_ Portable dehumidifiers
6. \_\_\_\_\_\_\_\_\_\_\_\_ Portable humidifiers



1. Which of the following security and fire protection exists in the physical facility in which this critical collection is housed? Please check all appropriate categories.
2. \_\_\_\_\_\_\_\_\_\_\_\_ Perimeter alarms
3. \_\_\_\_\_\_\_\_\_\_\_\_ Motion detector
4. \_\_\_\_\_\_\_\_\_\_\_\_ Door locks
5. \_\_\_\_\_\_\_\_\_\_\_\_ Window locks
6. \_\_\_\_\_\_\_\_\_\_\_\_ Card access
7. \_\_\_\_\_\_\_\_\_\_\_\_ Digital keypads on doors
8. \_\_\_\_\_\_\_\_\_\_\_\_ Fire detection system (smoke, heat or ionization alarms)
9. \_\_\_\_\_\_\_\_\_\_\_\_ Fire suppression
10. \_\_\_\_\_\_\_\_\_\_\_\_ Sprinkler, dry pipe
11. \_\_\_\_\_\_\_\_\_\_\_\_ Sprinkler, wet pipe
12. \_\_\_\_\_\_\_\_\_\_\_\_ Gaseous
13. \_\_\_\_\_\_\_\_\_\_\_\_ Water mist
14. Have any provisions been made for upgrading the facility to address preservation needs?
15. Yes \_\_\_\_\_\_\_
16. No \_\_\_\_\_\_\_ If yes, please explain.
17. Is someone assigned the responsibility to administer and care for the collections designed as critical?
18. Yes \_\_\_\_\_\_
19. No \_\_\_\_\_\_
20. What financial resources for the support of preservation activities are available at your institution? Please check all appropriate categories.

Category Amount (optional)

1. \_\_\_\_\_\_\_ Endowment $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_ Trust funds $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_ Annual budgetary allocation or line item $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_ External funding (e.g., grants) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_ Other $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe when necessary.

1. Please indicate the type of institution. Check the type that most completely applies.
2. \_\_\_\_\_\_\_ Public Library
3. \_\_\_\_\_\_\_ Academic Library
4. \_\_\_\_\_\_\_ Manuscript Repository or Archives
5. \_\_\_\_\_\_\_ Historical Society
6. \_\_\_\_\_\_\_ Town Clerk’s Office
7. \_\_\_\_\_\_\_ Other (Describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Name of person completing the questionnaire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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14. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_