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## Survey Participants

Atwood Resource Center  
Augusta State University  
Bard Graduate Center Library  
Boston Architectural College  
Cape Breton University  
Carnegie Mellon University  
Chicago Scottish Rite Masonic Library  
City of Alexandria Archives and Records Center  
College of William and Mary  
Eastern Kentucky University  
Embry-Riddle Aeronautical University  
Ferris State University  
Girlguiding UK  
Good Samaritan Medical Center  
Harford Community College  
Hatfield Historical Society  
Hingham Historical Society  
History San Jose  
Iowa State University  
Kansas City Art Institute  
Kansas State University  
Louisiana State University Alexandria  
Loyola University Chicago  
Mabee-Gerrer Museum of Art  
Media Burn Archive  
Missouri State Archives-St. Louis  
National Museum of Women in the Arts  
Old State House Museum  
Providence St. Patrick Hospital  
Randolph-Macon College  
Royal College of Nursing Archives  
Royal Institution  
San Bernardino County Historical Archives  
Shedd Aquarium Library  
South Texas Archives  
St. Louis Jewish Community Archives  
Toy and Miniature Museum  
Union University  
University of California, Santa Barbara  
University of Wisconsin-Whitewater  
West Florida History Center

## The Questionnaire

1. Contact Information

Name:

Organization:

Work Title:

Phone Number:

Email Address:

2. Which term best describes your organization?

(a) Museum

(b) Art Gallery

(c) Higher Education Library

(d) Special Library

(e) Stand Alone Archive (Unconnected to Museum or Library)

3. What is the total number of employees at your library, archive or museum (all employees on a full-time equivalent basis)?

4. What is the total number of employees (full-time equivalent) in your department?

5. What is the total annual budget (including salaries) of the department or departments for which you are answering?

6. Break down your department's budget? How much is accounted for by the following categories?

Salaries:

Storage and Space:

Materials and Supplies:

Acquisitions:

Digitization Efforts:

Other:

7. Break down the source of funds for your department among the various choices (all should total 100%)

Library Budget:

Endowment:

Grants:

Other:

8. What percentage of the major donations of collections to your archive, museum or special collection come with additional funds included for at least some portion of upkeep and maintenance expenses?

9. How much did your library, archive or museum spend for all kinds of archival and preservation materials in the past year, including but not restricted to (1) exhibit and mounting materials, pedestals, vitrines, boxes, cabinets, files and other storage vehicles, (2) balms, glues, adhesives, fluids, inks, waxes, sprays, dyes and other applications, (3) fasteners, presses, saws, scissors, vises, pens, brushes, and other tools, (4) boards, papers, fabrics, plastics and other mediums, (5) temperature and humidity control, light control and other environmental control equipment, (6) DVDs, thumb drives, magnetic tape and other digital storage mediums, (7) electronic equipment such as shrink wrapping and heat sealing devices, slide projectors, etc., (8) trays, bags, jars and other receptacles, (9) digital cameras or scanners, and (10) all other equipment and supplies typically used in the conservation, preservation and exhibit of archival materials?

10. How much do you plan to spend for these archival materials and supplies in the upcoming budgetary year?

11. How many employees in your department have the authority to place an order for supplies of less than \$261 without obtaining pre-clearance from the department's director?

12. Has your archive or museum purchased any of the following in the past two years?

- (a) Photo or video digital storage
- (b) Pedestals
- (c) Vitrines
- (d) Digital cameras
- (e) Scanners
- (f) DVDs, thumb drives and other digital media
- (g) Temperature and humidity control equipment
- (h) Light sensing, filtering and control equipment
- (i) Specialized archival boards, papers, plastics
- (j) Exhibit cases
- (k) Mobile exhibit display cases
- (l) Adhesives, tape, glue, staples and other binders
- (m) Book presses, rivet fasteners and book vises
- (n) Sprayers
- (o) Conservations, cleaning fluids, waxes, balms, etc.
- (p) Cloths, brushes, applicators and instruments to apply cleaning fluids, waxes, etc.
- (q) Exhibit mounting supplies
- (r) Museum carts
- (s) Trays, bags, jars and other small receptacles
- (t) Labels and ID tags
- (u) Label making equipment
- (v) Pads and padding
- (w) Security-related equipment
- (x) Slides and slide storage equipment
- (y) Heat sealing or plastic wrap equipment

13. How much did your library, archive or museum spend on each of the following items in the last year?

- (a) Exhibit and mounting materials, pedestals, vitrines, boxes, cabinets, files and other storage vehicles
- (b) Balms, glues, adhesives, fluids, inks, waxes, sprays, dyes and other applications
- (c) Fasteners, presses, saws, scissors, vises, pens, brushes and other tools
- (d) Boards, papers, fabrics, plastics and other mediums
- (e) Temperature and humidity control, light control and other environmental control equipment
- (f) DVDs, thumb drives, magnetic tape and other digital storage mediums
- (g) Electronic equipment such as shrink wrapping and heat sealing devices, slide projectors, etc.
- (h) Trays, bags, jars and other receptacles
- (i) Digital cameras or scanners

14. How satisfied are you with your current equipment and materials for the following types of products?

Exhibit and mounting materials, pedestals, vitrines, boxes, cabinets, files and other storage vehicles

- (a) Dissatisfied
- (b) Not fully satisfied
- (c) Satisfied
- (d) More than satisfied
- (e) Deeply pleased

Balms, glues, adhesives, fluids, inks, waxes, sprays, dyes and other applications

- (a) Dissatisfied
- (b) Not fully satisfied
- (c) Satisfied
- (d) More than satisfied
- (e) Deeply pleased

Fasteners, presses, saws, scissors, vises, pens, brushes, and other tools

- (a) Dissatisfied
- (b) Not fully satisfied
- (c) Satisfied
- (d) More than satisfied
- (e) Deeply pleased

Boards, papers, fabrics, plastics and other mediums

- (a) Dissatisfied
- (b) Not fully satisfied
- (c) Satisfied
- (d) More than satisfied
- (e) Deeply pleased

Temperature and humidity control, light control and other environmental control equipment

- (a) Dissatisfied
- (b) Not fully satisfied
- (c) Satisfied
- (d) More than satisfied
- (e) Deeply pleased

DVDs, thumb drives, magnetic tape and other digital storage mediums

- (a) Dissatisfied
- (b) Not fully satisfied
- (c) Satisfied
- (d) More than satisfied
- (e) Deeply pleased

Electronic equipment such as shrink wrapping and heat sealing devices, slide projectors, etc.

- (a) Dissatisfied
- (b) Not fully satisfied
- (c) Satisfied
- (d) More than satisfied
- (e) Deeply pleased

Trays, bags, jars and other receptacles

- (a) Dissatisfied
- (b) Not fully satisfied
- (c) Satisfied
- (d) More than satisfied
- (e) Deeply pleased

Digital cameras and scanners

- (a) Dissatisfied
- (b) Not fully satisfied
- (c) Satisfied
- (d) More than satisfied
- (e) Deeply pleased

15. What is on your high priority wish list for new equipment or services purchases that you hope to make over the next two years?

16. Count and briefly describe the number of departments or centers in your organization that use any form of archival materials. For example, if your institution is a major research library, how many areas such as rare books, special collections, etc. use archival or conservation materials?

17. If there is more than one center or department at your organization that uses archival or conservation materials, to what extent do these departments cooperate, if at all, in purchasing these materials? Do departments join forces to buy in bulk and lower prices? Is this considered too inconvenient or disruptive?

18. What role, if any, have buying cooperatives and consortia played in your purchases of archival and conservation materials and supplies?

19. Every once in a while we make an institutional purchase that works out particularly well and we are especially pleased with the cost/value trade off in a purchase. Regarding your purchases of archival and conservation materials, what have been two or three of your most satisfying purchases in this respect over the past few years? Please be as specific as possible about the brand, manufacturer, price paid and reasons why you were pleased.

20. In what areas in archival and conservation supplies have you found it particularly difficult to find quality suppliers at a reasonable price?

21. What are the top three suppliers of archival and preservation materials to your library, archive or museum?

22. What percentage of your total purchases in the past year have been accounted for by each of the following suppliers?

Brodart:

Gaylord:

University Products:

Hollinger Corporation:

23. Apart from the four major companies listed above which other archival supply companies does your organization frequently make purchases from?

24. Have you ever been able to negotiate volume discounts or other forms of price reductions with any suppliers of archival materials?

(a) Yes

(b) No

25. For each of the following types of archival or preservation materials, which company is your most reliable and favored supplier?

(a) Exhibit cases, displays, vitrines, pedestals and other exhibit supplies

(b) Paper, matting, adhesives, glues and document preservation materials

(c) Boxes, tubes, canisters, shelves, cabinets and other storage vehicles

(d) Temperature and humidity control devices

(e) Light filtering and control equipment

(f) Sleeves, files, booklets

(g) Drills, brushes, blades, presses, knives, spatulas, fasteners and other preservation tools

- (h) Digital storage, preservation, conservation and digitization equipment
- (i) Sprays and cleaning and stain removal supplies
- (j) Audio/visual equipment and tools

26. Does your library, archive or museum ever outsource any of the following?

- (a) Collection storage
- (b) Digitization of any medium
- (c) Exhibit development
- (d) Preservation of books or documents
- (e) Preservation of artifacts, posters, artwork or other objects

27. What resources such as blogs, listservs, product review services, publications, websites and other information have you found useful in finding, evaluating or purchasing archival supplies?

28. How satisfied are you with the prevailing trend in prices for the following types of materials?

Exhibit cases, displays, vitrines, pedestals and other exhibit supplies

- (a) Prices are coming down significantly
- (b) Prices have dropped modestly
- (c) Prices have remained about the same
- (d) Prices have increased somewhat
- (e) Prices have increased significantly

Paper, matting, adhesives, glues and document preservation materials

- (a) Prices are coming down significantly
- (b) Prices have dropped modestly
- (c) Prices have remained about the same
- (d) Prices have increased somewhat
- (e) Prices have increased significantly

Boxes, tubes, canisters, shelves, cabinets and other storage vehicles

- (a) Prices are coming down significantly
- (b) Prices have dropped modestly
- (c) Prices have remained about the same
- (d) Prices have increased somewhat
- (e) Prices have increased significantly

Temperature and humidity control devices

- (a) Prices are coming down significantly
- (b) Prices have dropped modestly
- (c) Prices have remained about the same
- (d) Prices have increased somewhat
- (e) Prices have increased significantly



Light filtering and control equipment

- (a) Prices are coming down significantly
- (b) Prices have dropped modestly
- (c) Prices have remained about the same
- (d) Prices have increased somewhat
- (e) Prices have increased significantly

Sleeves, files and booklets

- (a) Prices are coming down significantly
- (b) Prices have dropped modestly
- (c) Prices have remained about the same
- (d) Prices have increased somewhat
- (e) Prices have increased significantly

Drills, brushes, blades, presses, knives, spatulas, fasteners and other preservation tools

- (a) Prices are coming down significantly
- (b) Prices have dropped modestly
- (c) Prices have remained about the same
- (d) Prices have increased somewhat
- (e) Prices have increased significantly

Digital storage, preservation, conservation and digitization equipment

- (a) Prices are coming down significantly
- (b) Prices have dropped modestly
- (c) Prices have remained about the same
- (d) Prices have increased somewhat
- (e) Prices have increased significantly

Sprays and cleaning and stain removal supplies

- (a) Prices are coming down significantly
- (b) Prices have dropped modestly
- (c) Prices have remained about the same
- (d) Prices have increased somewhat
- (e) Prices have increased significantly

Audio/visual equipment and tools

- (a) Prices are coming down significantly
- (b) Prices have dropped modestly
- (c) Prices have remained about the same
- (d) Prices have increased somewhat
- (e) Prices have increased significantly

29. Has your library, archive or museum ever done any of the following?
- (a) Purchased archival supplies with a discount coupon
  - (b) Purchased supplies and received a discount as a member of a blog, listserv, social media site or other internet-based community or trade group
  - (c) Received discounts through purchases arranged through library consortia
  - (d) Received discounts as a member of a professional or trade group
  - (e) Used price comparison search engines to find the best deal for archival materials and supplies
  - (f) Purchased used or refurbished archival equipment or tools
  - (g) Purchased equipment or tools at estate sales or auctions
  - (h) Received donations of equipment or supplies as a condition or consequence of taking on a donated collection
  - (i) Received items for free or a low fee from other libraries, archives or museums
30. What measures has your organization taken to assure that equipment and tools are adequately utilized and shared among departments or units that may need them at varying times? Do you have any official or ad hoc procedures for this to reduce duplication and ensure high capacity utilization?

## Characteristics of the Sample

### Country

	<b>United States</b>	<b>Other</b>
Entire Sample	90.48%	9.52%

### Type of Institution

	<b>Museum</b>	<b>Higher Education Library</b>	<b>Public or Special Library</b>	<b>Stand Alone Archive</b>
Entire Sample	23.81%	50.00%	16.67%	9.52%

### Main Subject

	<b>Fine Art &amp; Culture</b>	<b>Historic Site or History Museum</b>	<b>Science &amp; Medicine</b>	<b>City/State Records</b>	<b>Library – Special Collections</b>	<b>General Library</b>
Entire Sample	19.05%	16.67%	14.29%	9.52%	19.05%	21.43%

### Total Employees (FTE)

	<b>Less than 15</b>	<b>15 or More</b>
Entire Sample	50.00%	50.00%