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The Questionnaire

1. Briefly describe the project or set of projects for which you are giving data. If there are too many to describe fully, then briefly describe the largest or most important.
2. Rank the following types of preservation efforts for the degree to which they form a part of your preservation efforts.
 - Preservation of Photographs
 - Preservation of Buildings or Monuments
 - Preservation of Machines
 - Preservation of Microfilm or Fiche
 - Preservation of Books or Other Text
 - Preservation of Music or Other Voice Recordings
 - Preservation of Film or Video
 - Preservation or Enhancement of Existing Digital Formats
 - Preservation of Art, Sculpture or Prints
 - Preservation of Ancient or Rare Artifacts
 - Preservation of Bone, Hide, Hair, or other Animate Matter
3. What percentage of the budget for preservation comes from the following sources?
 - The library, government department or museum budget
 - Special supplements from the parent institution
 - Grants
 - Fundraising
 - Endowment
4. How would you describe the outlook for raising money from preservation projects from sources outside of the main library, museum or other main institutional budget?
 - Not favorable
 - Not too bad
 - Pretty good
 - Excellent
5. Which phrase best describes the probable course over the next two years of your institutional spending for preservation?
 - It will probably decrease substantially
 - It will probably decrease somewhat
 - It will probably remain the same
 - It will probably increase somewhat
 - It will probably increase substantially
6. Describe the sources of financial support for your preservation and restoration efforts. To what extent are your efforts supported through your organization's regular budget? To what extent through grants, endowments, or contributions from wealthy donors?
7. What is the outlook for your organization for grants from government sources?
 - Terrible
 - Poor
 - Some possibilities
 - Good

- Excellent
8. What is the outlook for fundraising and gifts for your preservation efforts?
- Terrible
 - Poor
 - Some possibilities
 - Good
 - Excellent
9. Approximately how many individuals are currently spending at least part of their workday on the preservation or restoration projects for which you are giving data? Include full and part-timers.
10. Approximately how many man hours annually would you say that your staff and associated workers on your projects devote to preservation efforts?
11. Over the next two years do you expect that:
- Staff labor spent on preservation will drop significantly
 - Staff labor spent on preservation will drop
 - Staff labor spent on preservation will stay about the same
 - Staff labor spent on preservation will increase
 - Staff labor spent on preservation will increase significantly
12. Does your organization have a budget for training and education of employees in conservation and preservation methods?
13. What was the total organizational spending on training and education for employees in restoration and preservation methods in the past year?
14. What are some of your favoured ways of training new employees in new methods? Schools or programs that you prefer? Online courses? Seminars? Conferences? Information resources?
15. What did your organization spend in the past year for preservation and restoration-related equipment and supplies over the past year?
16. How much do you expect that your organization will spend on preservation and restoration-related equipment and supplies in the upcoming year?
17. Break down your spending into five or more leading categories of expenditure. Essentially we are asking: how you spend your equipment and supplies funds? What do you buy?
18. In recent years, have you been frustrated by the high cost of any particular types of preservation or restoration supplies or equipment? If so, which ones and what have you done to mitigate the cost or find less expensive suppliers?
19. Is there a supplier, form, or brand of equipment or supply that you have found particularly useful?
20. Has your organization outsourced preservation, in whole or in part, to a third party, another college or museum, private consultant or company?
21. If you have outsourced preservation or restoration within the past three years of any cultural object- photographs, film, music, artwork, historic documents, text, textiles, architectural or engineering blueprints or documents, or other works of cultural significance- how much in the aggregate have you spent over the past over the past three years?

22. Over the past three years what percentage of your preservation work would you say that you outsourced to outside parties?

23. Which phrase best describes your attitude towards the outsourcing of preservation work?

- We really haven't done this and don't really want to.
- We outsource only special needs that we don't have special equipment or expertise to do in house but handle most needs in house
- We've done a lot of outsourcing but want to do more in-house
- We haven't done too much outsourcing but feel that this is really the way to go
- We've done a lot of outsourcing and plan to outsource an even higher percentage of our preservation work in the future

24. What companies or other organizations have you found to be effective outsourcing partners for any kind of preservation work and that you recommend to others?

25. If you have outsourced preservation work over the past three years approximately what percentage of the outsourced work was performed on your own premises and what percentage off your premises?

26. Has your organization offered preservation or restoration services to other organizations, either as a consultant or outsourcing partner?

27. If so has your organization accrued any revenues as a result of its work in selling its preservation or restoration services and expertise?

28. How much revenue has your organization accrued in the past three years in total from offering preservation or restoration services to other organizations?

29. Has your organization outsourced a preservation or restoration project largely to another organization, such as a major museum or university that specializes in such projects?

30. Choose the phrase that best summarizes your opinion of the following philosophy: "small colleges and museums should let larger or more specialized universities or museums handle many of their preservation and restoration projects since these institutions have the equipment, experience and economies of scale to do a better job at lower cost than many smaller institutions can do for themselves."

- Don't think that this is really true
- Perhaps this is true but we don't want to give up too much control over our material and we know our material better in any case
- There is some truth to this and some jobs should be outsourced to the major institutions
- Definitely true and small institutions can enormously benefit by taking advantage of the resources of the larger or more specialized institutions

31. Does your organization have one or more preservation or restoration laboratories?

32. If so how many preservation laboratories does your organization have at all locations and in all divisions?

33. Describe your preservation laboratories. What materials are they primarily involved in restoring or preserving? How extensive are their equipment and budgetary resources? How are preservation responsibilities allocated among the laboratories if you have more than one?

34. Does your preservation laboratory have its own budget or line item in your organizational budget?
35. What has been the trend overall over the past 5 years for funding your preservation or restoration laboratory? Have sources of funding changed? What is the outlook over the next few years?
36. Over the past three years how much did the division (s) spend on marketing and publicizing the restoration or preservation of special artifacts, monuments or collections? (Include spending on press releases, ads, internet marketing, and other forms of promotion).
37. What are some of your favorite blogs, listservs, websites, publications, conferences and other resources that you use to keep abreast of developments in restoration and preservation issues?
38. If there is something that you have learned along the way that has made your preservation projects better, more efficient, less costly, please pass it along here. It can relate to equipment, techniques, management, deployment of labor, marketing, supervision, outsourcing, equipment or laboratory use or any aspect of preservation or restoration projects not previously mentioned.

Survey Participants

Alan Duckworth, Photographer & Educator
Amnesty International
Archdiocese of St Louis
Archivopedia LLC
Autry National Center
Ave Maria University
Aviva Plc
Bowie State University
Branigan Cultural Center
Carnegie Hall
Carnegie Mellon University Libraries
Center for the History of Family Medicine
Clinton Public Library
Colorado State University
Connecticut Historical Society
Cooper-Hewitt Library/Smithsonian
Dartmouth College
Deadwood History, Inc.
Design Information Alliance
Diocese of Fort Wayne - South Bend
East View Information Services
Eastern Iowa Community Colleges
Film Reference Library, TIFF
Forsher Film Archives
Gadsden Museum of Art and History
Gilbertsville Free Library
Golisano Children's Museum of Naples
Good Samaritan Medical Center
Goodwill Computer Museum
Guildford Heritage Service
Issaquah History Museums
James Madison University Libraries
Kingston Heritage Service
Londons Found Riverscape Partnership
Meharry Medical College Library
Museum of Natural History, the University of Iowa
National Conservation Service
New Mexico State University Library
Peirce College
Pepperdine University
Pixel

Reepham Society
Telecommunications History Group
The Andy Warhol Museum
The Filson Historical Society
The Ringling Legacy Project
The Salvation Army Southern Historical Center
University of Arizona Egyptian Expedition
University of Glasgow
University of Nebraska Medical Center Library
University of South Carolina
University of Texas Libraries, Alexander Architectural Archive
University of the District of Columbia
Weis Earth Science Museum
Wesleyan Cinema Archives

Characteristics of the Sample

Overall sample size: 55

Broken out by Type of Organization

College or University or College Library: 18

Other Library: 3

Museum: 15

Other: 19

Broken out by Total Number of Employees

Less than 5: 16

5 to 50: 17

More than 50: 22

Broken out by Category Participant is Giving Information for

Aggregated data for most or all preservation efforts of the collections of your library or museum: 31

Data for various projects of one special collection division of your library or museum: 15

Data for a special project: 9

Broken out by Material Preserved Most Often

Stone, wood or cloth, metal, canvas: 7

Paper: 32

Film, photography or sound: 16