

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 it all, in purchasing these materials? Do departments join forces to buy in bulk and lower prices? Is this considered too inconvenient or disruptive?

1. There is only one center using these products
2. No cooperation
3. Yes, there is more than one center and no, there is no purchasing cooperation. It is too inconvenient.
4. We cooperate back and forth and share certain items when one person is low. We try to coordinate purchases when we can.
5. None
6. Some sharing of supplies between departments
7. No cooperation. Separate budgets, needs, and geographically disparate campuses.
8. Each has different needs
9. Archives, Library, Museum Collections and Exhibitions are all in one department. Archives and Library order and consume most of the materials, but share freely with the Museum/Exhibitions side.
10. Cooperation not an issue. It all goes through the Executive Director.
11. No cooperation with other departments
12. Usually, no coordination unless a vendor is having an unusual sale
13. One department houses the old, old materials. The main collection has some older books.
14. None
15. Complete cooperation
16. Full cooperation
17. No cooperation. Independent activities in separate buildings.
18. No coordination
19. Sometimes we purchase materials together, but the funding comes from different sources
20. I am the sole purchaser and user and run both departments
21. My exhibit department works closely with our collections department on archival storage. We store the supplies for collections in our workshop and share supplies and orders. We have no real problems with this arrangement.
22. No, the other departments that should use them borrow from us or don't use the right materials
23. All, we are an archive
24. Each department is located in a different building, so it is easier to order individually

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

1. None
2. None
3. None
4. None to my knowledge
5. We receive significant discounts due to consortium membership
6. None
7. None
8. Small role. Receive a discount at a couple of vendors through Amigos membership, but does not greatly influence purchasing.
9. Locate and submit to the Director
10. None
11. Some, for items where bulk is required we pool with other organizations in our consortium. Our consortium has also negotiated a discount with Gaylord.
12. None. Tried and did not see much of a benefit for cost.
13. None, although the consortia to which my organization belongs affects all digitization decisions
14. None
15. None

16. Each department is given a budget
17. None
18. None
19. None
20. Full input
21. No role
22. None
23. None
24. None directly here, although we are part of our system of field archivists managed by our Local Records Division, so we draw from those supplies and budget
25. None
26. I have not participated in a buying cooperative
27. None
28. None
29. We are a member of a new consortia which is getting cheaper offsite storage for museum, archives and library collections
30. No role
31. We do use the Lyrasis discount when we buy from Gaylord. Otherwise, none.

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.

1. I have no outstanding examples
2. Hollinger for boxes
3. Vitrines from local manufacturer: \$1500, quality workmanship and local
4. From an NEH grant in 2006-07, we were able to place bulk orders for boxes, folders, and photo sleeves from Gaylord and Hollinger/Metal Edge. We negotiated bulk discounts on these orders.
5. Got a deal on a closeout color of slide boxes from Hollinger/Metal Edge. But that was because they were trying to get rid of a discontinued color. Saved about 50%.
6. Purchase of 200 archival boxes, purchased from Pelaw Presentation Packaging for £1,200. We were pleased with the purchase because the company offered the ideal box size for our shelving.
7. Nothing comes to mind
8. Donated articles on Kentucky's history
9. Conservation boxes for rare books, made by a local artisan. Couple hundred bucks a piece.
10. Archival repair material, such as tape, paper and glues
11. A Lexmark X652de scanner/copier/printer/fax has made a tremendous difference in our ability to make and send copies in various formats. A Canon Microfilm Scanner 300 II allows us to make digital images and save them to a computer and send them, a major step forward. Both of these make the preservation of the records and the access to them ten times better.
12. My best purchases have been for conservation framing of works on paper supplies from Omega Moulding. Particularly, I enjoy their line of Peterboro ragboard. We buy boxes of board (24 sheets in a box), and enjoy a good price for the product. I also have had great success with ordering products from Talas such as Japanese Paper (Mulberry roll) and their cook-able adhesives (Wheat starch, Methyl cellulose), pH testing pens, Wei T'o "Good News" de-acidification spray and other supplies related to conservation of art works on paper. We purchase custom vitrines and cases from Nerwin & Martin Fine Art Services in Ft. Worth, TX. They have been very good at understanding our needs and fabricating our purchases.
13. Shelving for books, Gaylord, ease of installation
14. A new light weight scanner called a MiniScan has proved very successful for quick in-house scanning of documents for file. This was purchased in February 2012 and is used everyday as it can be quickly plugged into any computer via a USB.

Chapter 4: Use of Suppliers, Consultants and Information Resources

Table 4.1: Does your library, archive or museum ever outsource collection storage?

	Yes	No
Entire Sample	18.18%	81.82%

Table 4.2: Does your library, archive or museum ever outsource collection storage? Broken Out by Country

Country	Yes	No
United States	13.79%	86.21%
Other	50.00%	50.00%

Table 4.3: Does your library, archive or museum ever outsource collection storage? Broken Out by Type of Institution

Type of Institution	Yes	No
Museum	33.33%	66.67%
Higher Education Library	13.33%	86.67%
Public or Special Library	20.00%	80.00%
Stand Alone Archive	0.00%	100.00%

Table 4.4: Does your library, archive or museum ever outsource collection storage? Broken Out by Main Subject

Main Subject	Yes	No
Fine Art & Culture	28.57%	71.43%
Historic Site or History Museum	20.00%	80.00%
Science & Medicine	40.00%	60.00%
City/State Records	0.00%	100.00%
Library - Special Collections	0.00%	100.00%
General Library	14.29%	85.71%

Table 4.5: Does your library, archive or museum ever outsource collection storage? Broken Out by Total FTE Employees

Total Employees	Yes	No
Less than 15	16.67%	83.33%
15 or More	20.00%	80.00%

Table 4.6: Does your library, archive or museum ever outsource digitization of any medium?

	Yes	No
Entire Sample	36.36%	63.64%

Table 4.7: Does your library, archive or museum ever outsource digitization of any medium? Broken Out by Country

Country	Yes	No
United States	34.48%	65.52%
Other	50.00%	50.00%

Table 4.8: Does your library, archive or museum ever outsource digitization of any medium? Broken Out by Type of Institution

Type of Institution	Yes	No
Museum	33.33%	66.67%
Higher Education Library	46.67%	53.33%
Public or Special Library	20.00%	80.00%
Stand Alone Archive	25.00%	75.00%

Table 4.9: Does your library, archive or museum ever outsource digitization of any medium? Broken Out by Main Subject

Main Subject	Yes	No
Fine Art & Culture	57.14%	42.86%
Historic Site or History Museum	40.00%	60.00%
Science & Medicine	20.00%	80.00%
City/State Records	0.00%	100.00%
Library - Special Collections	33.33%	66.67%
General Library	42.86%	57.14%

Table 4.10: Does your library, archive or museum ever outsource digitization of any medium? Broken Out by Total FTE Employees

Total Employees	Yes	No
Less than 15	22.22%	77.78%
15 or More	53.33%	46.67%

Table 4.11: Does your library, archive or museum ever outsource exhibit development?

	Yes	No
Entire Sample	15.15%	84.85%

Table 4.12: Does your library, archive or museum ever outsource exhibit development? Broken Out by Country

Country	Yes	No
United States	13.79%	86.21%
Other	25.00%	75.00%

Table 4.13: Does your library, archive or museum ever outsource exhibit development? Broken Out by Type of Institution

Type of Institution	Yes	No
Museum	22.22%	77.78%
Higher Education Library	20.00%	80.00%
Public or Special Library	0.00%	100.00%
Stand Alone Archive	0.00%	100.00%

Table 4.14: Does your library, archive or museum ever outsource exhibit development? Broken Out by Main Subject

Main Subject	Yes	No
Fine Art & Culture	14.29%	85.71%
Historic Site or History Museum	20.00%	80.00%
Science & Medicine	0.00%	100.00%
City/State Records	0.00%	100.00%
Library - Special Collections	0.00%	100.00%
General Library	42.86%	57.14%

Table 4.15: Does your library, archive or museum ever outsource exhibit development? Broken Out by Total FTE Employees

Total Employees	Yes	No
Less than 15	16.67%	83.33%
15 or More	13.33%	86.67%

Table 4.16: Does your library, archive or museum ever outsource preservation of books or documents?

	Yes	No
Entire Sample	36.36%	63.64%

Table 4.17: Does your library, archive or museum ever outsource preservation of books or documents? Broken Out by Country

Country	Yes	No
United States	31.03%	68.97%
Other	75.00%	25.00%