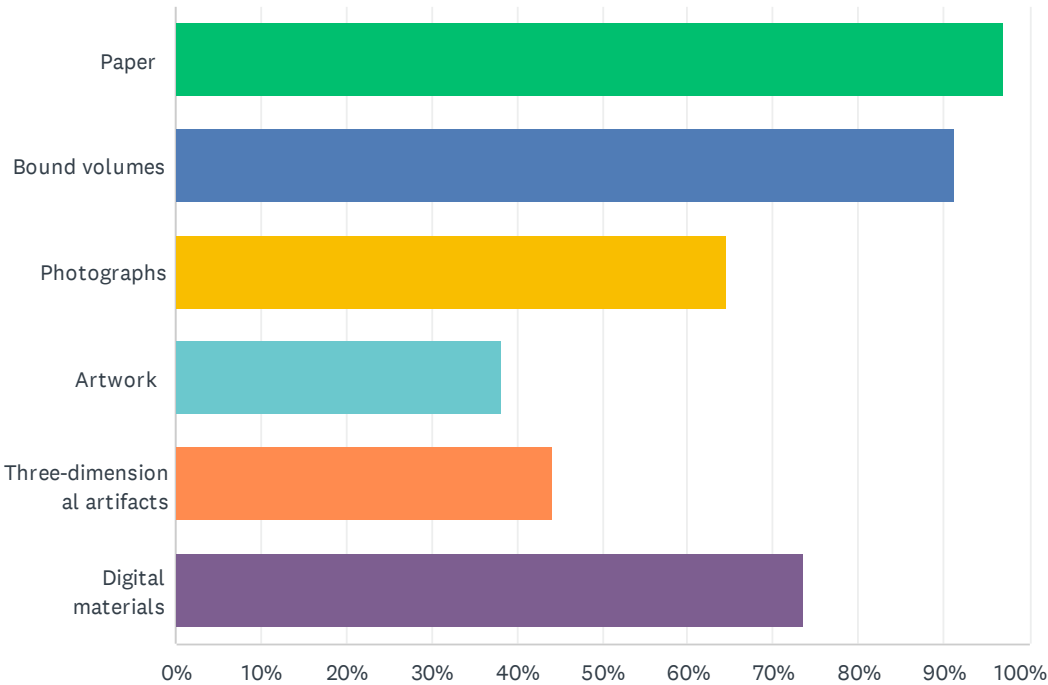


Q1 Select the types of materials found in your collections.

Answered: 68 Skipped: 0



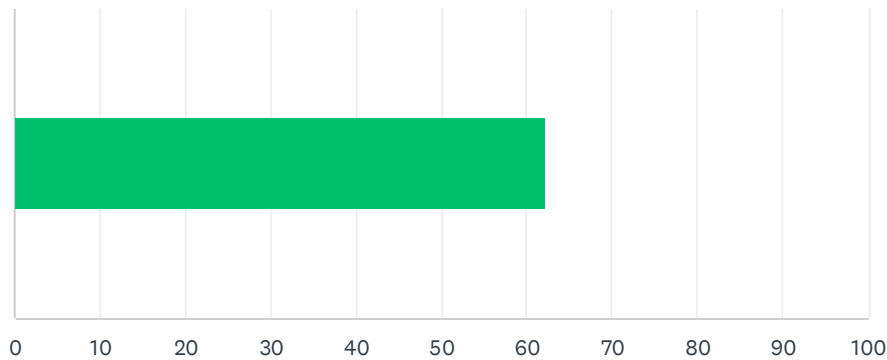
ANSWER CHOICES	RESPONSES	
Paper	97.06%	66
Bound volumes	91.18%	62
Photographs	64.71%	44
Artwork	38.24%	26
Three-dimensional artifacts	44.12%	30
Digital materials	73.53%	50
Total Respondents: 68		

Q2 What metrics, if any, does your organization use to track usage of records in your archives?

Answered: 46 Skipped: 22

Q3 What percentage of your collections are processed?

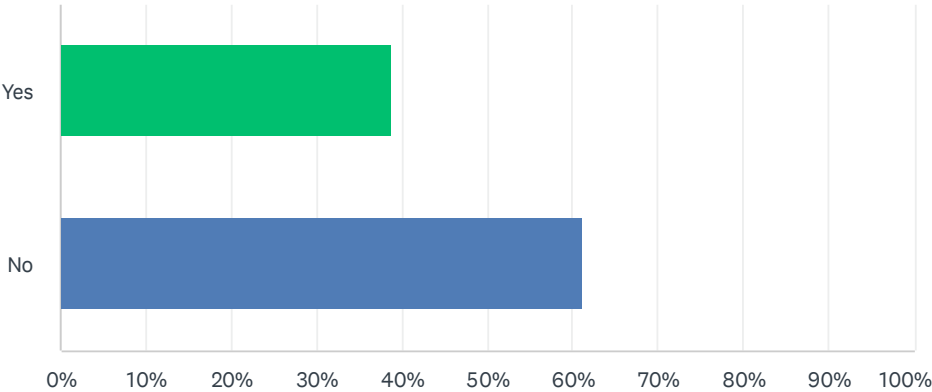
Answered: 58 Skipped: 10



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	62	3,614	58
Total Respondents: 58			

Q4 Have you or your staff received conservation (records repair) and preservation (storage and environment) training?

Answered: 67 Skipped: 1



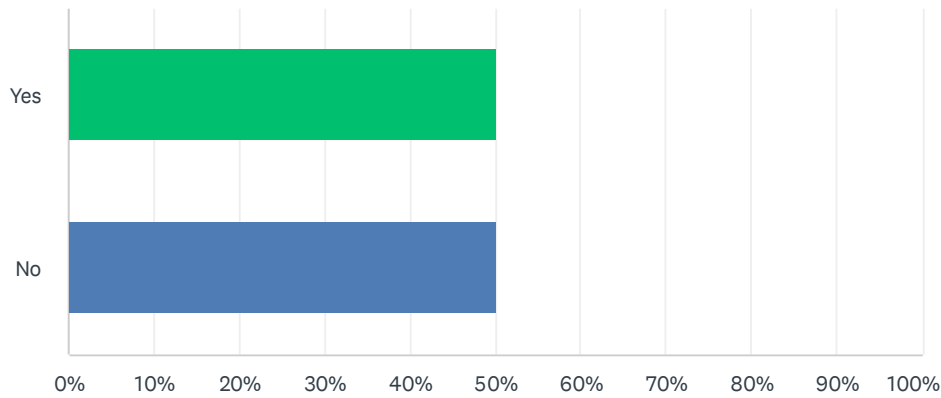
ANSWER CHOICES		RESPONSES	
Yes		38.81%	26
No		61.19%	41
TOTAL			67

Q5 If yes, describe extent of conservation/preservation training.

Answered: 27 Skipped: 41

Q6 Are there environmental issues with the building in which the records are stored?

Answered: 60 Skipped: 8



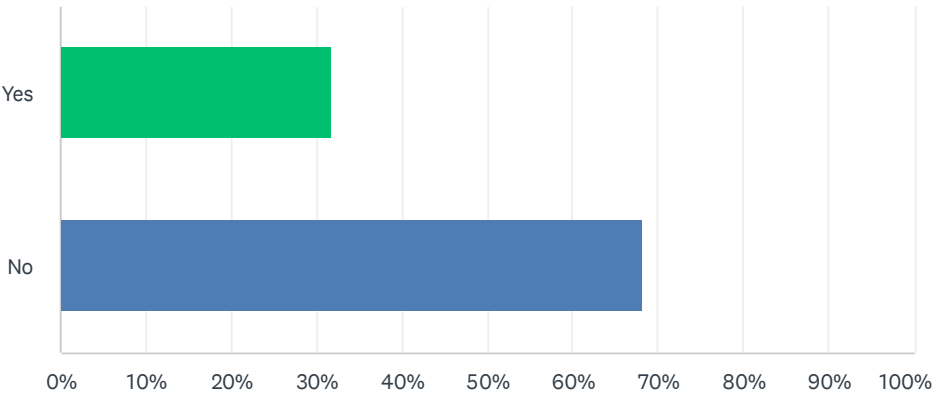
ANSWER CHOICES	RESPONSES	
Yes	50.00%	30
No	50.00%	30
TOTAL		60

Q7 If yes, describe building problems (e.g., water leaks, structural, mold/mildew, pests, etc.)

Answered: 31 Skipped: 37

Q8 Are any of your records stored in basement or below-grade areas?

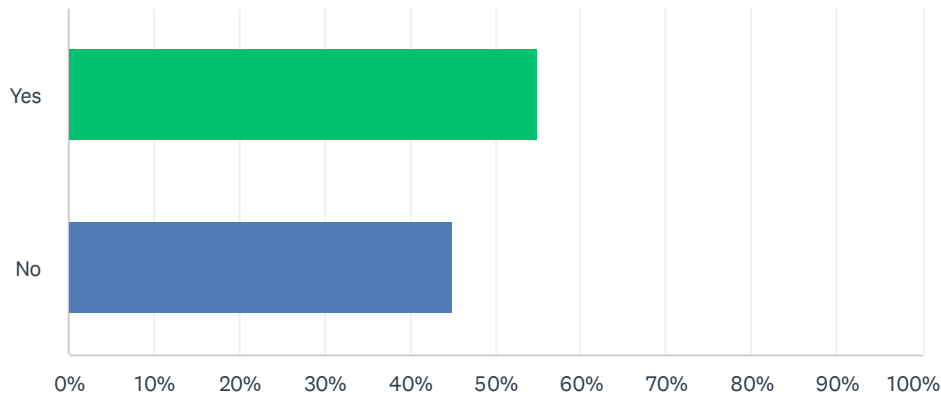
Answered: 60 Skipped: 8



ANSWER CHOICES	RESPONSES	
Yes	31.67%	19
No	68.33%	41
TOTAL		60

Q9 Are temperature and relative humidity monitored throughout the facility?

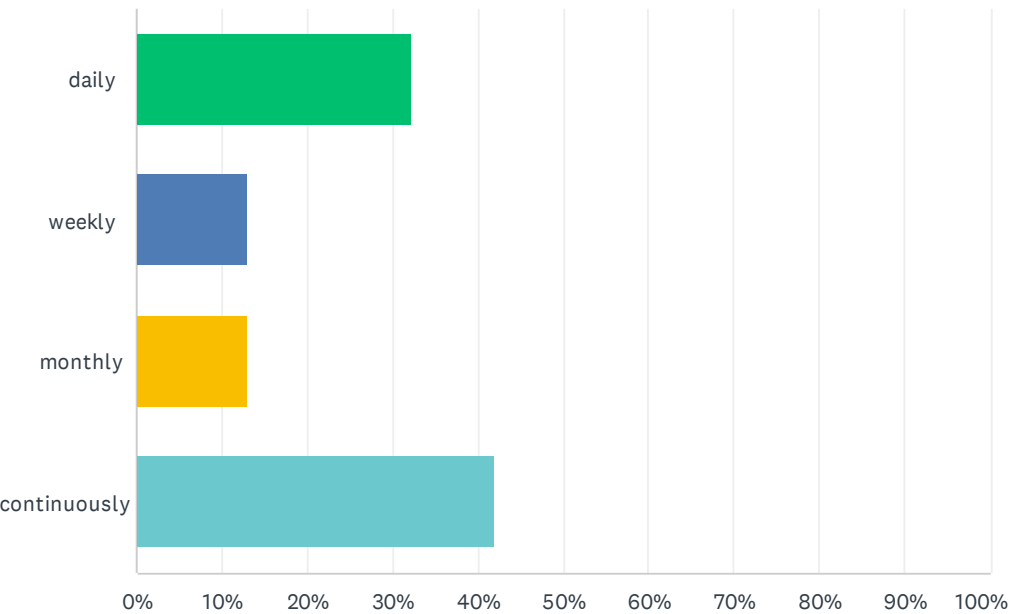
Answered: 60 Skipped: 8



ANSWER CHOICES		RESPONSES	
Yes		55.00%	33
No		45.00%	27
TOTAL			60

Q10 If yes, the temperature and relative humidity are monitored:

Answered: 31 Skipped: 37



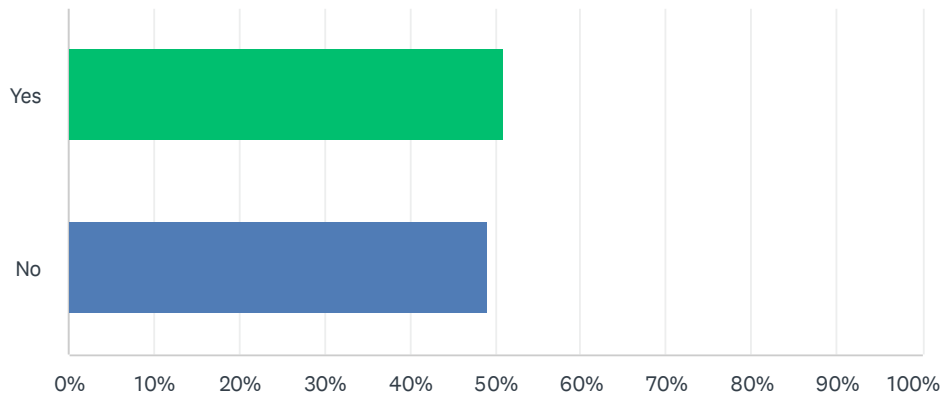
ANSWER CHOICES	RESPONSES	
daily	32.26%	10
weekly	12.90%	4
monthly	12.90%	4
continuously	41.94%	13
TOTAL		31

Q11 What equipment, if any, do you use to monitor temperature and humidity?

Answered: 38 Skipped: 30

Q12 Are the temperature and humidity levels consistent throughout the facility?

Answered: 57 Skipped: 11



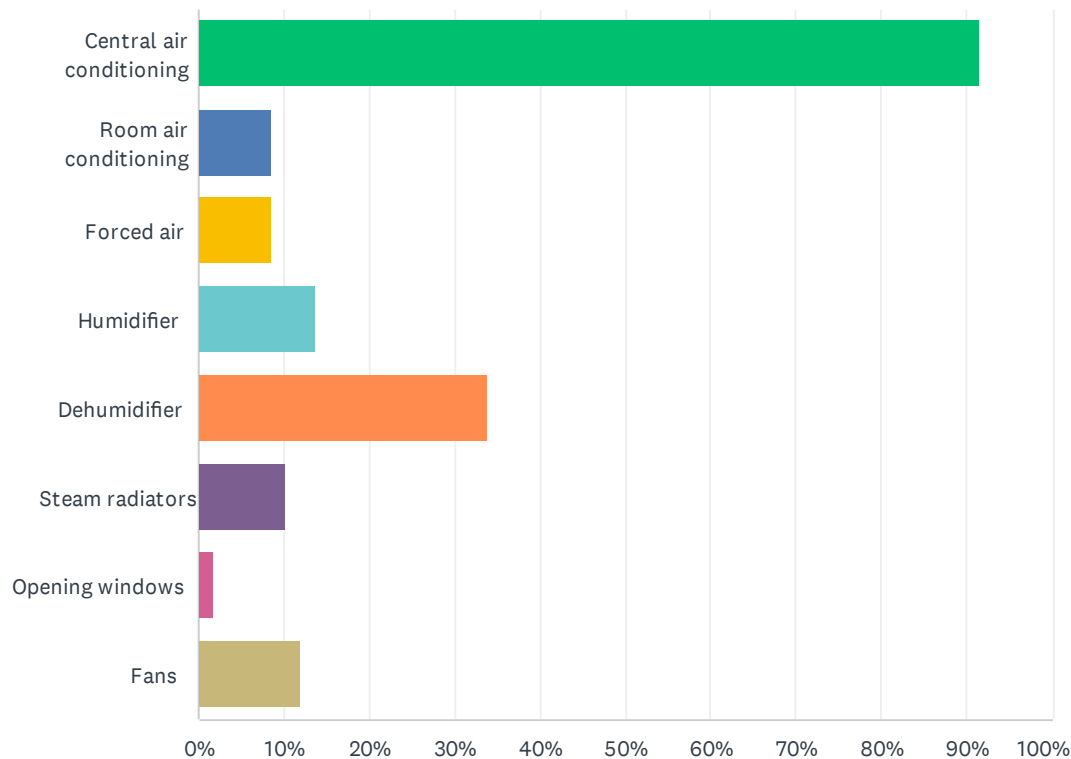
ANSWER CHOICES	RESPONSES	
Yes	50.88%	29
No	49.12%	28
TOTAL		57

Q13 If not consistent, which areas are a problem?

Answered: 22 Skipped: 46

Q14 What type of heating/ventilating/air conditioning (HVAC) equipment is used to maintain environmental conditions for the building where collections are stored?

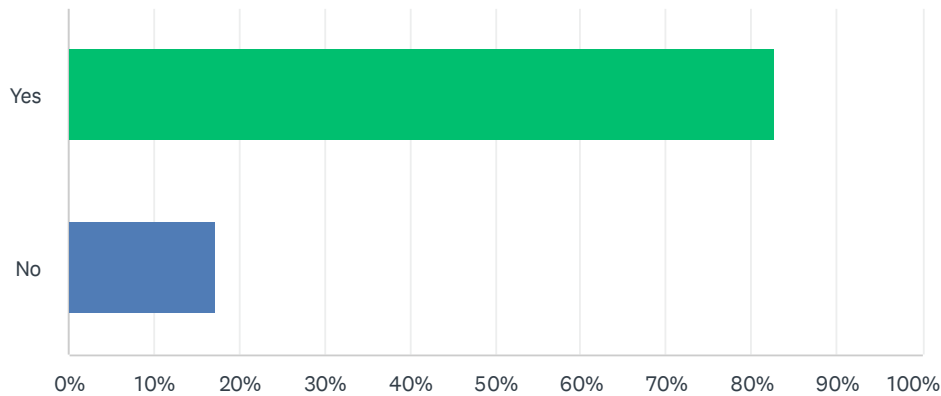
Answered: 59 Skipped: 9



ANSWER CHOICES	RESPONSES	
Central air conditioning	91.53%	54
Room air conditioning	8.47%	5
Forced air	8.47%	5
Humidifier	13.56%	8
Dehumidifier	33.90%	20
Steam radiators	10.17%	6
Opening windows	1.69%	1
Fans	11.86%	7
Total Respondents: 59		

Q15 If there is a central HVAC system, is it in continuous operation?

Answered: 58 Skipped: 10



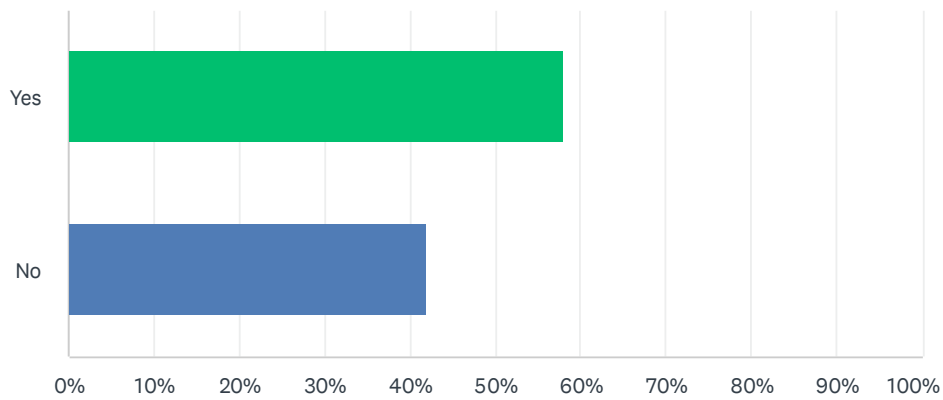
ANSWER CHOICES	RESPONSES	
Yes	82.76%	48
No	17.24%	10
TOTAL		58

Q16 If not in continuous operation, when does it operate?

Answered: 8 Skipped: 60

Q17 If windows are present where collections are stored, are they covered?

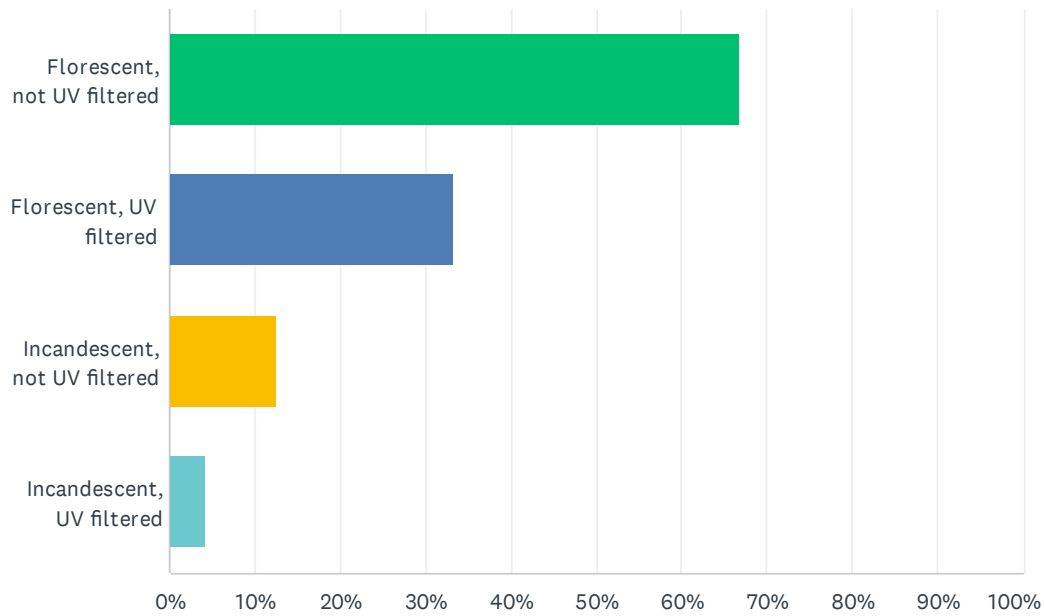
Answered: 50 Skipped: 18



ANSWER CHOICES	RESPONSES	
Yes	58.00%	29
No	42.00%	21
TOTAL		50

Q18 What type of lighting do you have?

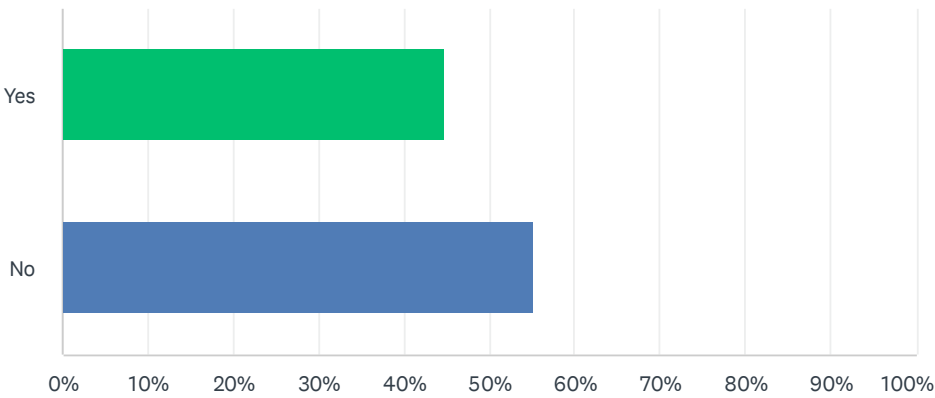
Answered: 48 Skipped: 20



ANSWER CHOICES	RESPONSES	
Florescent, not UV filtered	66.67%	32
Florescent, UV filtered	33.33%	16
Incandescent, not UV filtered	12.50%	6
Incandescent, UV filtered	4.17%	2
Total Respondents: 48		

Q19 Have pests been observed in the building?

Answered: 58 Skipped: 10



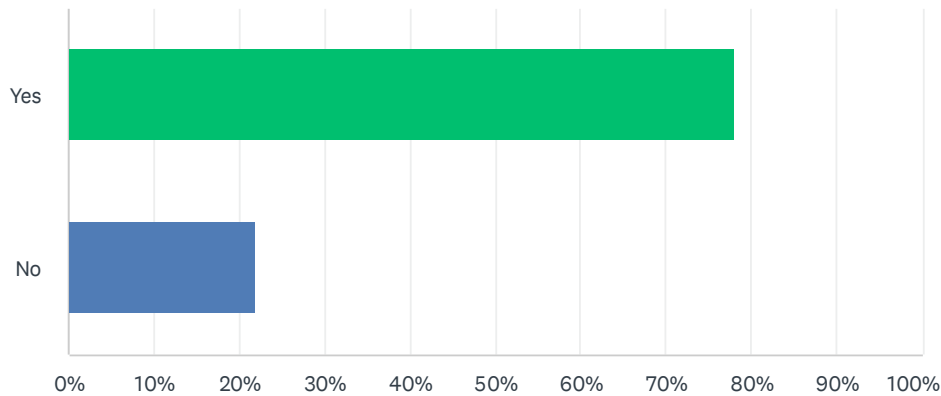
ANSWER CHOICES	RESPONSES	
Yes	44.83%	26
No	55.17%	32
TOTAL		58

Q20 If pests have been observed, what type?

Answered: 26 Skipped: 42

Q21 Is there a pest control program for your building?

Answered: 59 Skipped: 9



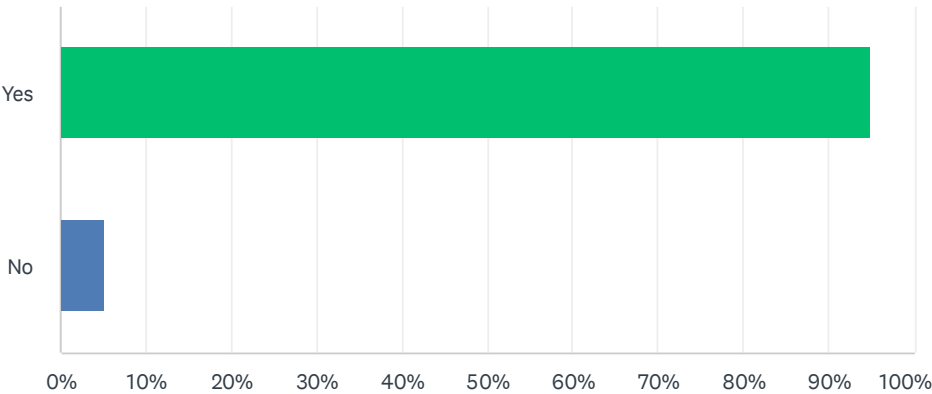
ANSWER CHOICES	RESPONSES	
Yes	77.97%	46
No	22.03%	13
TOTAL		59

Q22 If yes, how regularly is it performed?

Answered: 43 Skipped: 25

Q23 Is the building physically secure, generally speaking?

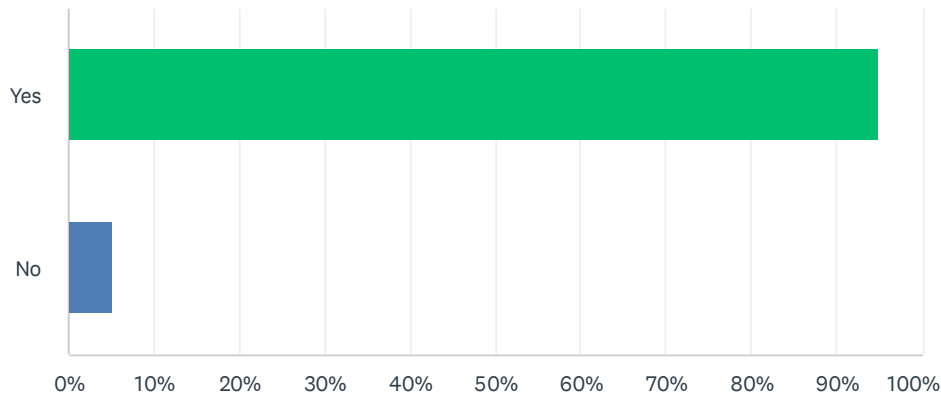
Answered: 59 Skipped: 9



ANSWER CHOICES		
		94.92%56
		5.08%3
TOTAL		59

Q24 Is access to the records storage area controlled?

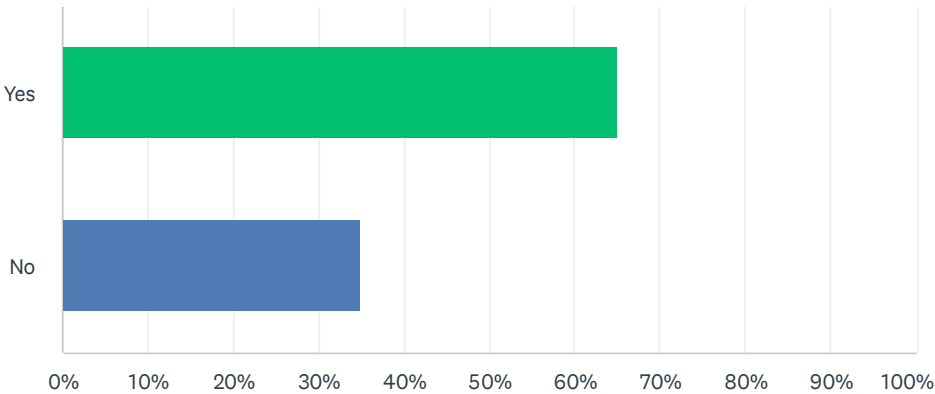
Answered: 58 Skipped: 10



ANSWER CHOICES	RESPONSES	
Yes	94.83%	55
No	5.17%	3
TOTAL		58

Q25 Is there a security system?

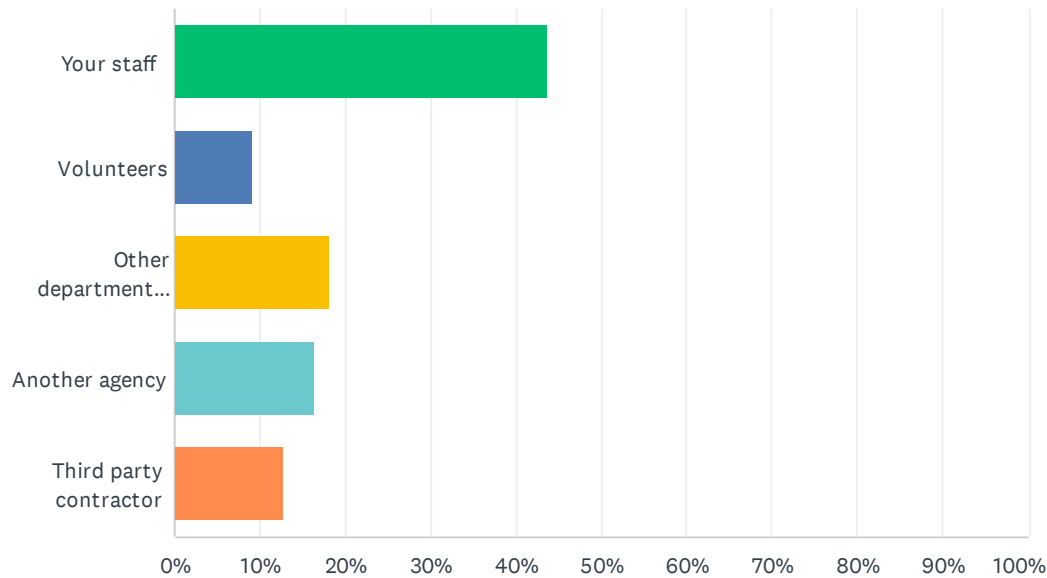
Answered: 60 Skipped: 8



ANSWER CHOICES		RESPONSES	
Yes		65.00%	39
No		35.00%	21
TOTAL			60

Q26 How is security monitored?

Answered: 55 Skipped: 13



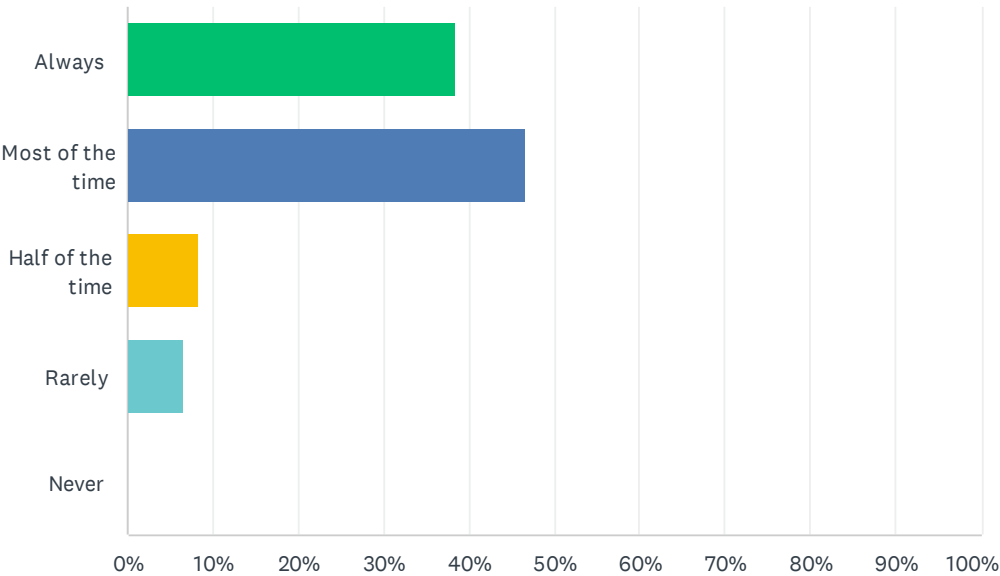
ANSWER CHOICES	RESPONSES	
Your staff	43.64%	24
Volunteers	9.09%	5
Other department within your agency	18.18%	10
Another agency	16.36%	9
Third party contractor	12.73%	7
TOTAL		55

Q27 If there is a centrally monitored system, who is responsible for monitoring it?

Answered: 30 Skipped: 38

Q28 Are visitors in view of staff?

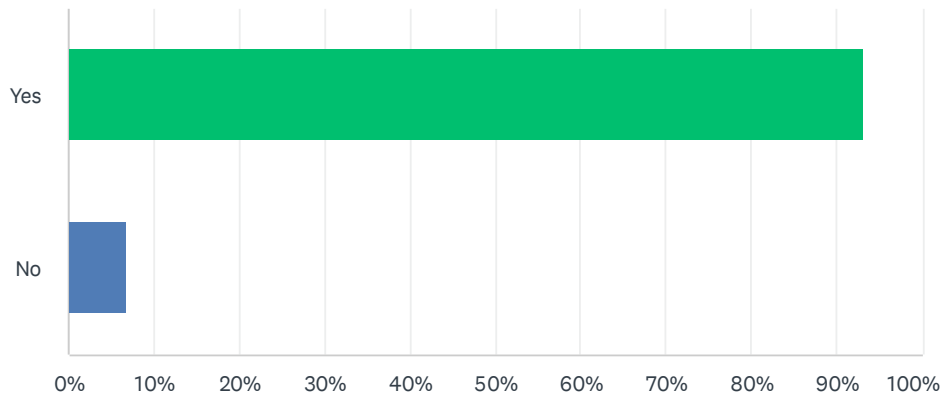
Answered: 60 Skipped: 8



ANSWER CHOICES		RESPONSES	
Always		38.33%	23
Most of the time		46.67%	28
Half of the time		8.33%	5
Rarely		6.67%	4
Never		0.00%	0
TOTAL			60

Q29 Is there a smoke and fire detection system?

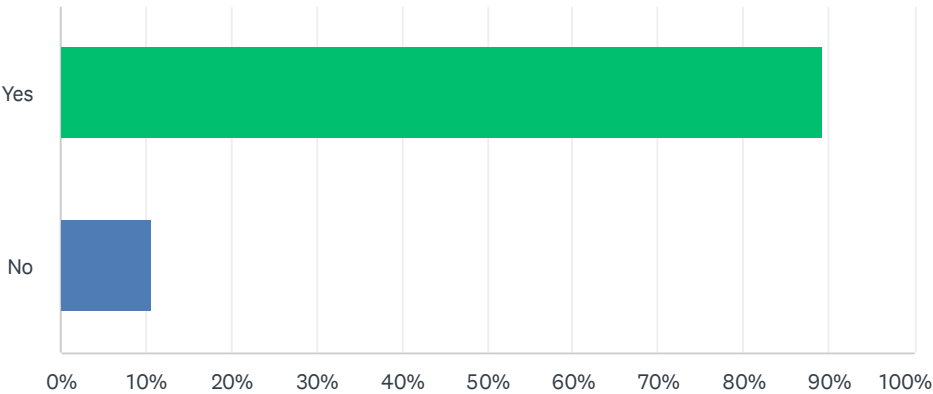
Answered: 58 Skipped: 10



ANSWER CHOICES	RESPONSES	
Yes	93.10%	54
No	6.90%	4
TOTAL		58

Q30 Is the smoke/fire detection system monitored?

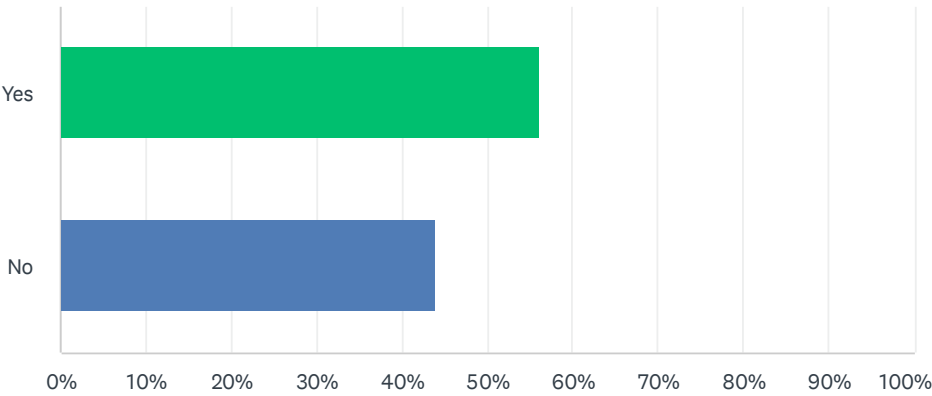
Answered: 56 Skipped: 12



ANSWER CHOICES	RESPONSES	
Yes	89.29%	50
No	10.71%	6
TOTAL		56

Q31 Is there a fire suppression system?

Answered: 57 Skipped: 11



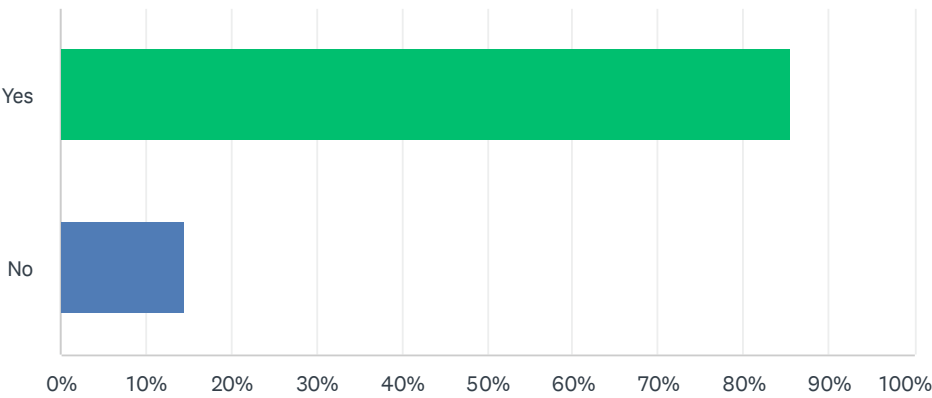
ANSWER CHOICES	RESPONSES	
Yes	56.14%	32
No	43.86%	25
TOTAL		57

Q32 If yes, what type of suppression system?

Answered: 29 Skipped: 39

Q33 Is the smoke/fire detection system regularly inspected?

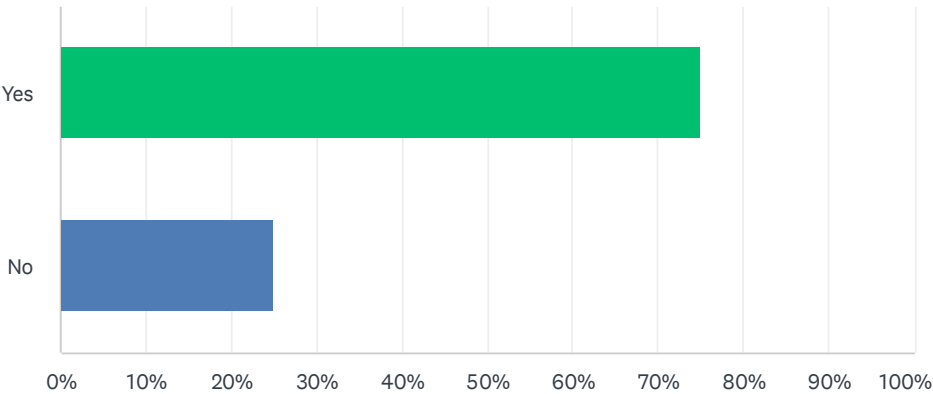
Answered: 55 Skipped: 13



ANSWER CHOICES	RESPONSES	
Yes	85.45%	47
No	14.55%	8
TOTAL		55

Q34 Is the fire suppression system regularly inspected?

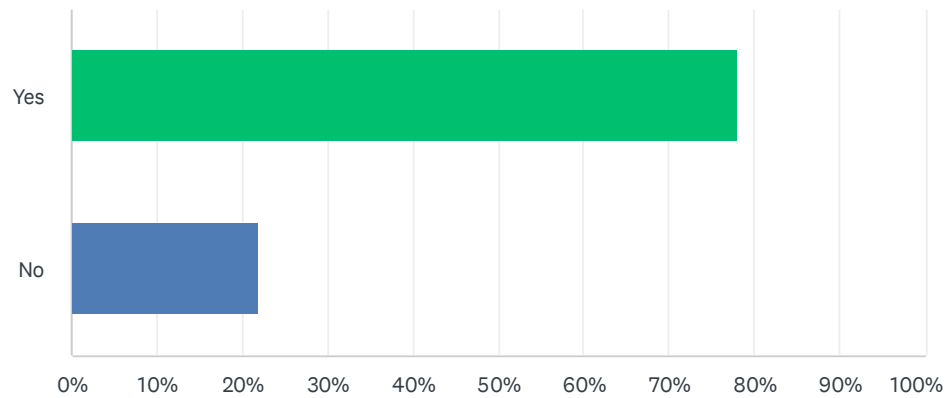
Answered: 44 Skipped: 24



ANSWER CHOICES	RESPONSES	
Yes	75.00%	33
No	25.00%	11
TOTAL		44

Q35 Are basic supplies (fire extinguisher, plastic sheeting, drying materials, etc.) on hand for an emergency response in case of records damage?

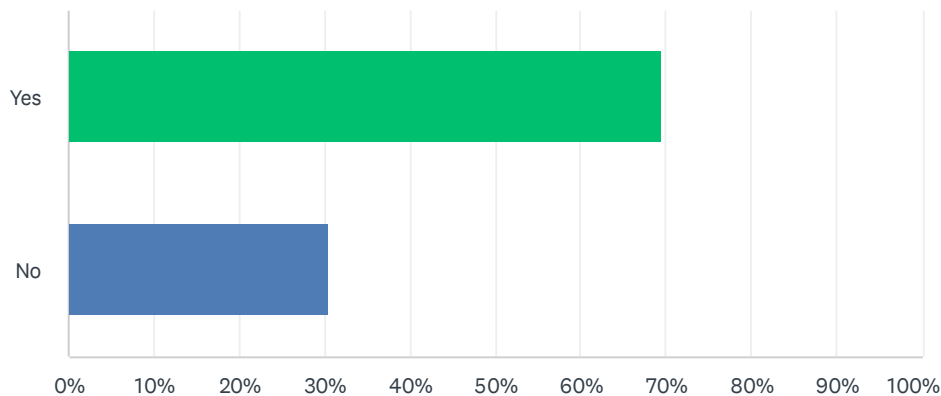
Answered: 59 Skipped: 9



ANSWER CHOICES	RESPONSES	
Yes	77.97%	46
No	22.03%	13
TOTAL		59

Q36 Do you have a basic disaster plan, or know who to contact for quick remediation of damaged materials?

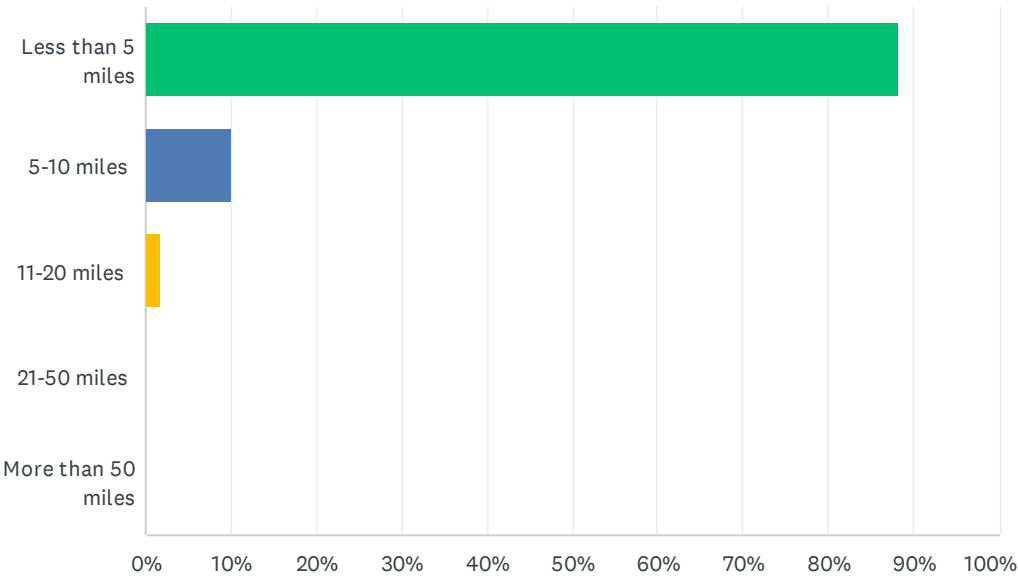
Answered: 59 Skipped: 9



ANSWER CHOICES	RESPONSES	
Yes	69.49%	41
No	30.51%	18
TOTAL		59

Q37 What is the approximate mileage to the nearest fire station?

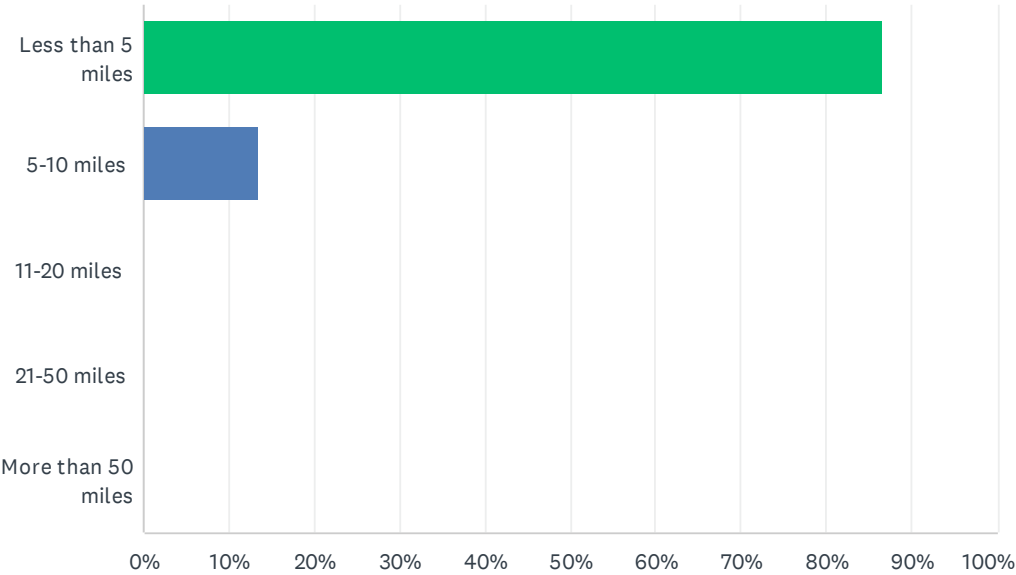
Answered: 60 Skipped: 8



ANSWER CHOICES		RESPONSES	
Less than 5 miles		88.33%	53
5-10 miles		10.00%	6
11-20 miles		1.67%	1
21-50 miles		0.00%	0
More than 50 miles		0.00%	0
TOTAL			60

Q38 What is the approximate mileage to the nearest law enforcement station?

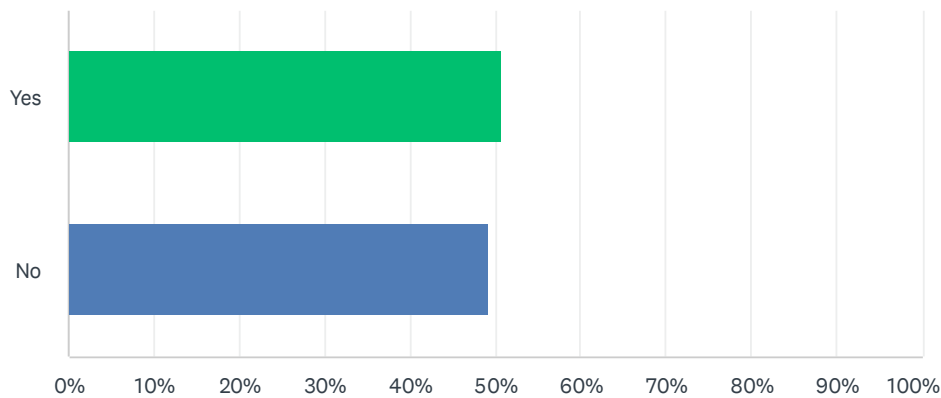
Answered: 60 Skipped: 8



ANSWER CHOICES	RESPONSES	
Less than 5 miles	86.67%	52
5-10 miles	13.33%	8
11-20 miles	0.00%	0
21-50 miles	0.00%	0
More than 50 miles	0.00%	0
TOTAL		60

Q39 Have you performed a conservation survey of your records to identify the type/extent of conservation issues?

Answered: 59 Skipped: 9



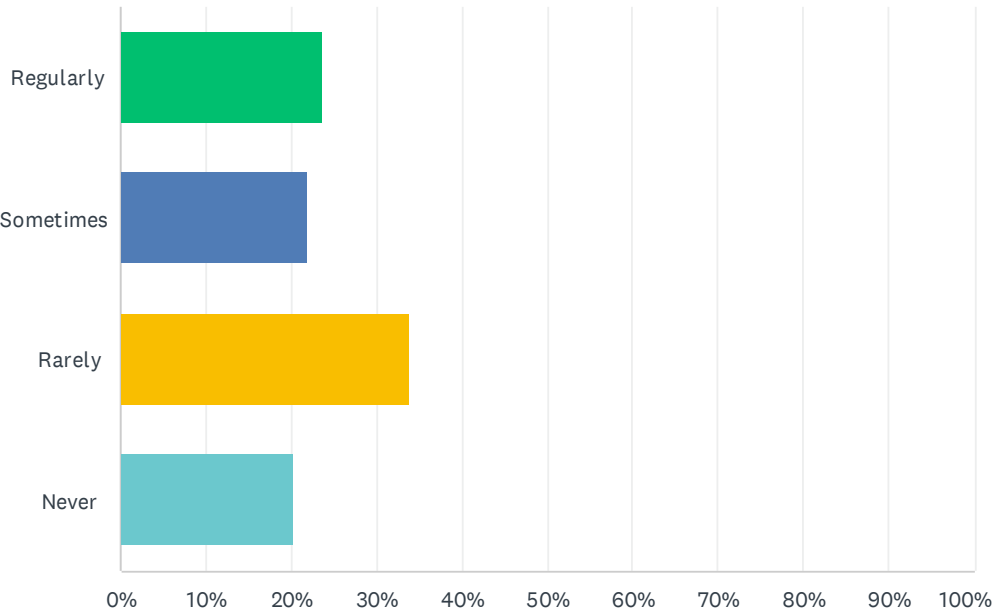
ANSWER CHOICES	RESPONSES	
Yes	50.85%	30
No	49.15%	29
TOTAL		59

Q40 If so, what are the primary conservation issues you have identified in your collections?

Answered: 28 Skipped: 40

Q41 How often do you or your staff perform conservation work?

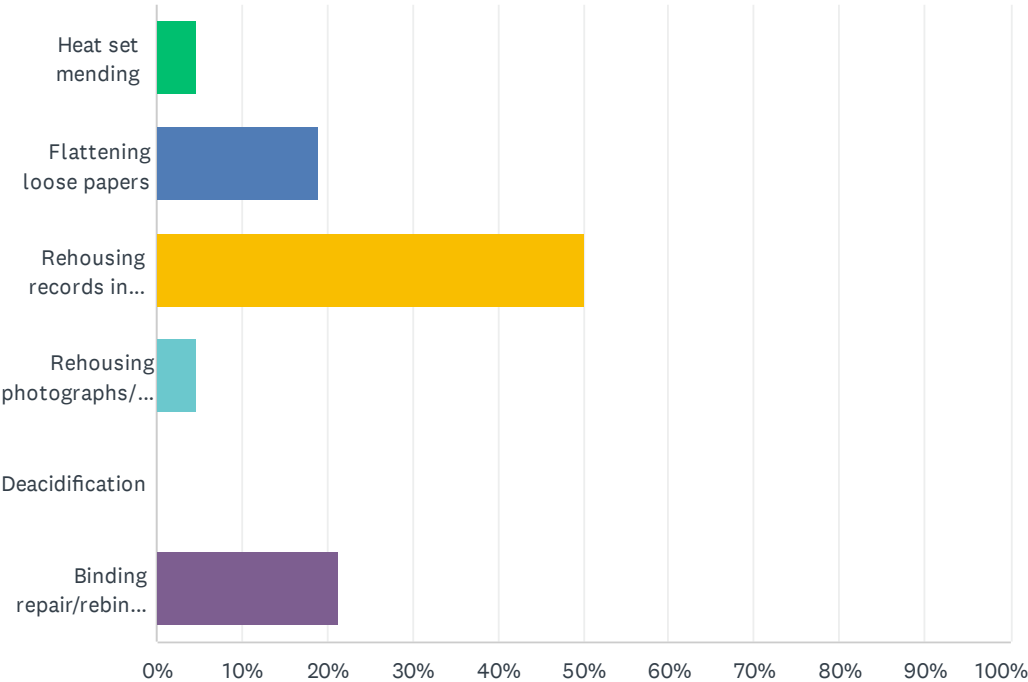
Answered: 59 Skipped: 9



ANSWER CHOICES	RESPONSES	
Regularly	23.73%	14
Sometimes	22.03%	13
Rarely	33.90%	20
Never	20.34%	12
TOTAL		59

Q42 If you have performed conservation work, what type have you undertaken?

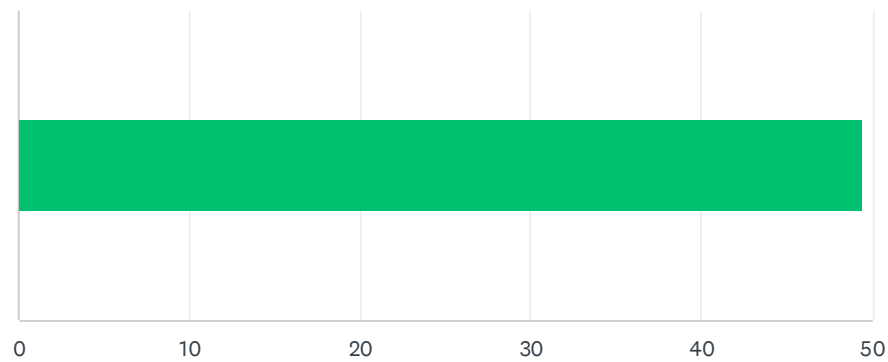
Answered: 42 Skipped: 26



ANSWER CHOICES	RESPONSES	
Heat set mending	4.76%	2
Flattening loose papers	19.05%	8
Rehousing records in acid-free folders and containers	50.00%	21
Rehousing photographs/documents in mylar sleeves	4.76%	2
Deacidification	0.00%	0
Binding repair/rebinding	21.43%	9
TOTAL		42

Q43 What proportion of your collection do you estimate is housed in verifiably archival grade enclosures?

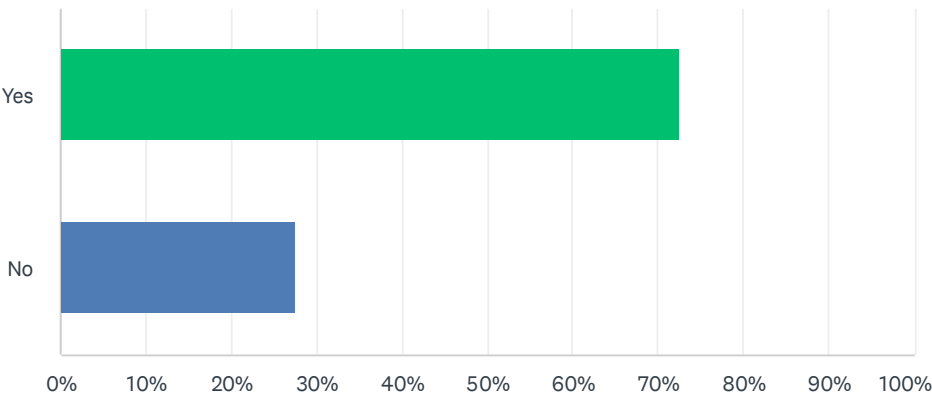
Answered: 50 Skipped: 18



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	49	2,474	50
Total Respondents: 50			

Q44 Do you outsource conservation work to an outside vendor?

Answered: 58 Skipped: 10



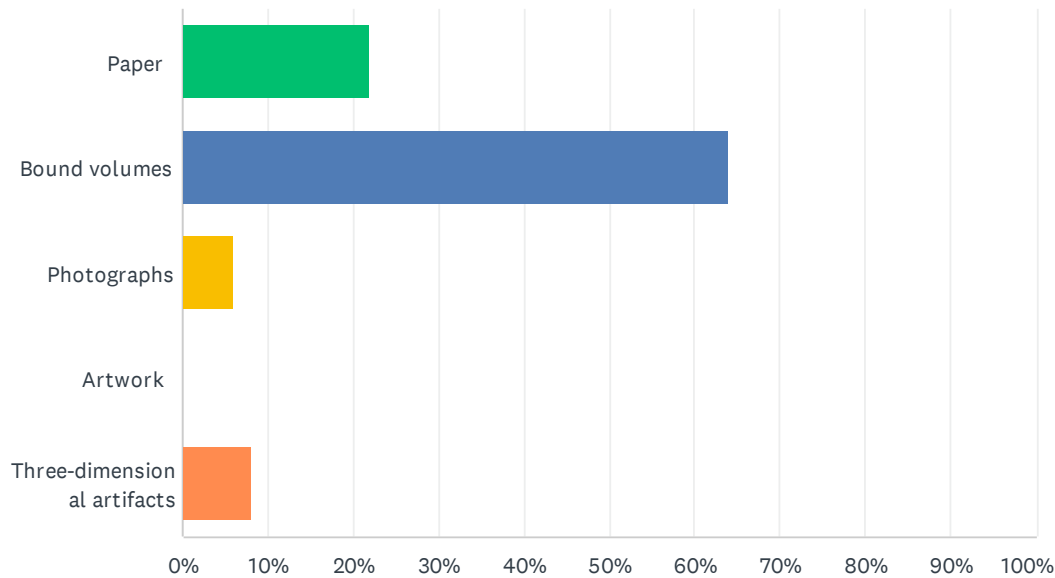
ANSWER CHOICES	RESPONSES	
Yes	72.41%	42
No	27.59%	16
TOTAL		58

Q45 If yes, which vendor(s) have you used?

Answered: 41 Skipped: 27

Q46 What types of materials have received conservation treatment?

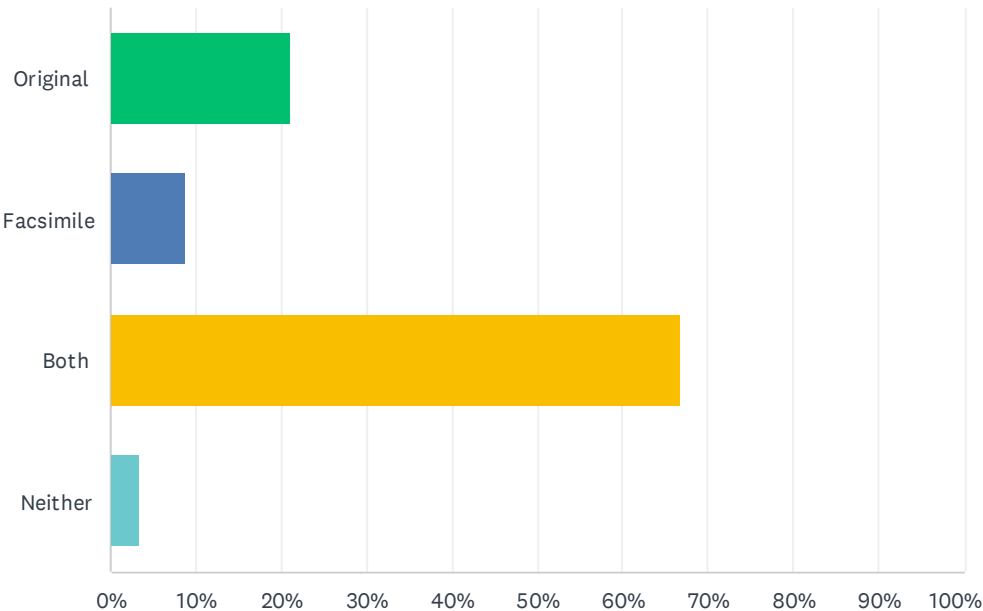
Answered: 50 Skipped: 18



ANSWER CHOICES	RESPONSES	
Paper	22.00%	11
Bound volumes	64.00%	32
Photographs	6.00%	3
Artwork	0.00%	0
Three-dimensional artifacts	8.00%	4
TOTAL		50

Q47 Following conservation, do you continue to make original records available to researchers, or do you make available a digital or facsimile copy?

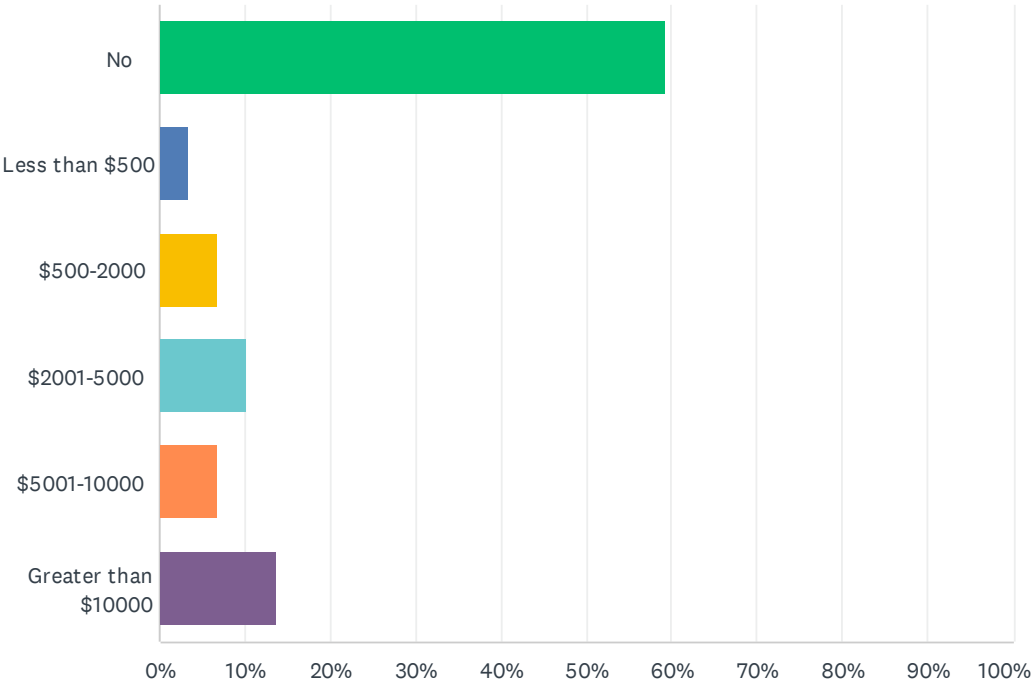
Answered: 57 Skipped: 11



ANSWER CHOICES	RESPONSES	
Original	21.05%	12
Facsimile	8.77%	5
Both	66.67%	38
Neither	3.51%	2
TOTAL		57

Q48 Do you have a budget line for conservation?

Answered: 59 Skipped: 9



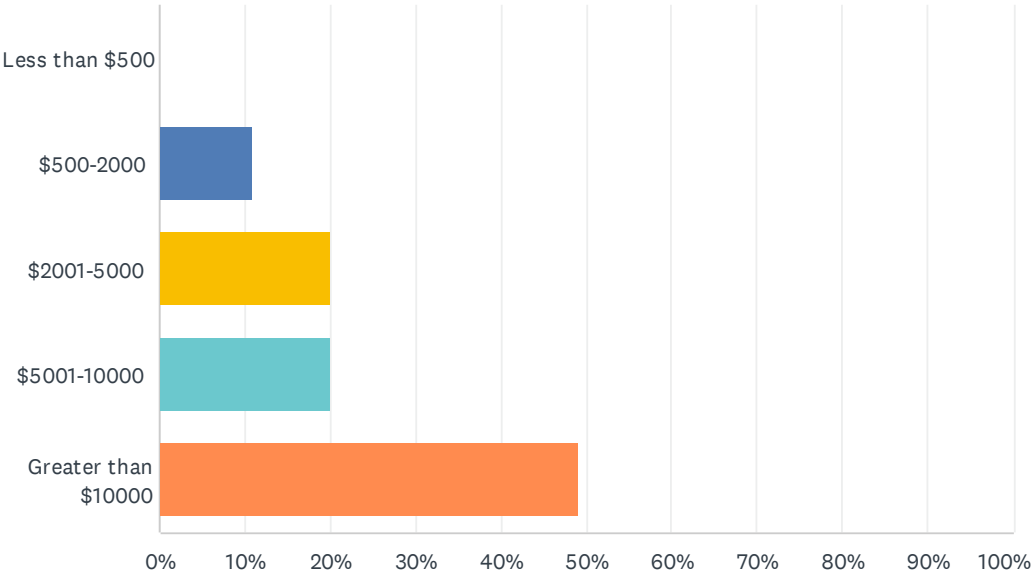
ANSWER CHOICES	RESPONSES	
No	59.32%	35
Less than \$500	3.39%	2
\$500-2000	6.78%	4
\$2001-5000	10.17%	6
\$5001-10000	6.78%	4
Greater than \$10000	13.56%	8
TOTAL		59

Q49 If yes, what is your primary source of funding?

Answered: 24 Skipped: 44

Q50 What would be your ideal budget to meet your perceived conservation needs?

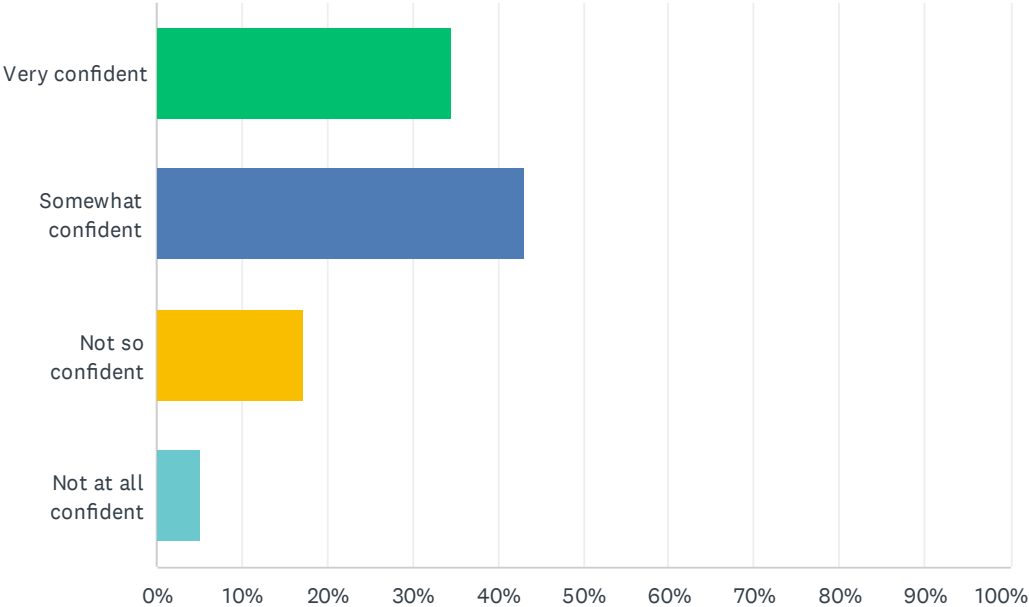
Answered: 55 Skipped: 13



ANSWER CHOICES	RESPONSES	
Less than \$500	0.00%	0
\$500-2000	10.91%	6
\$2001-5000	20.00%	11
\$5001-10000	20.00%	11
Greater than \$10000	49.09%	27
TOTAL		55

Q51 What is your level of confidence in your institution's ability to preserve and make available digital materials?

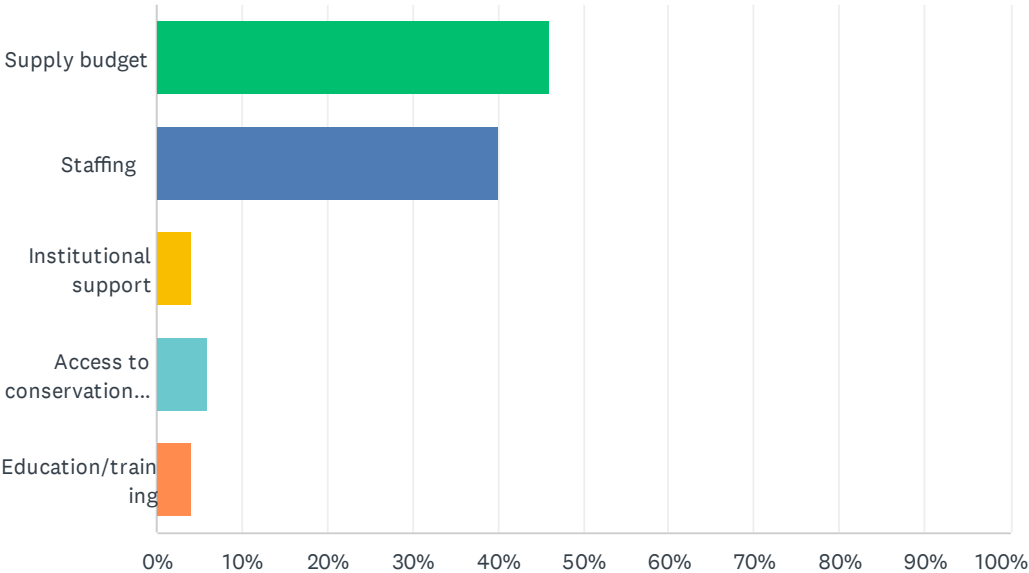
Answered: 58 Skipped: 10



ANSWER CHOICES	RESPONSES	
Very confident	34.48%	20
Somewhat confident	43.10%	25
Not so confident	17.24%	10
Not at all confident	5.17%	3
TOTAL		58

Q52 What are your current barriers to pursuing conservation or preservation work?

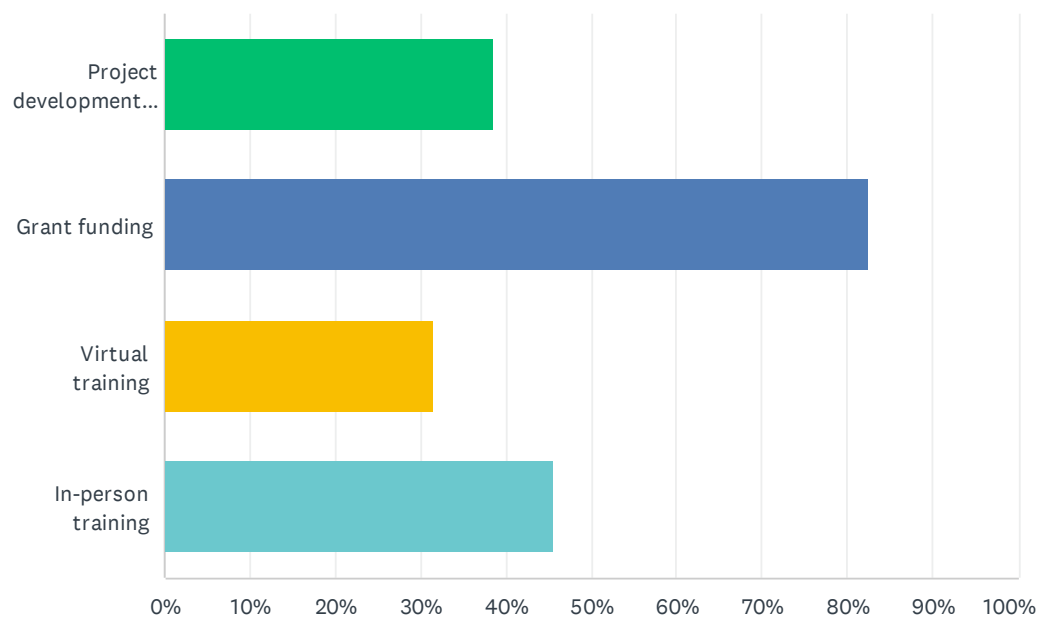
Answered: 50 Skipped: 18



ANSWER CHOICES	RESPONSES	
Supply budget	46.00%	23
Staffing	40.00%	20
Institutional support	4.00%	2
Access to conservation professionals/vendors	6.00%	3
Education/training	4.00%	2
TOTAL		50

Q53 What general support services would you recommend SHRAB offer in the future to assist you with preservation, accessibility, and/or records management?

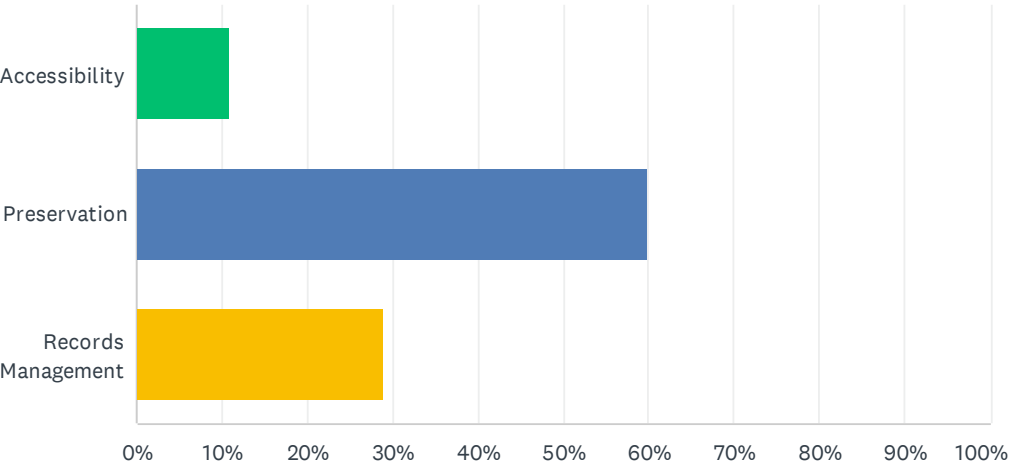
Answered: 57 Skipped: 11



ANSWER CHOICES	RESPONSES	
Project development assistance	38.60%	22
Grant funding	82.46%	47
Virtual training	31.58%	18
In-person training	45.61%	26
Total Respondents: 57		

Q54 In what areas could SHRAB best advocate for your institution and your historical records needs?

Answered: 55 Skipped: 13



ANSWER CHOICES	RESPONSES	
Accessibility	10.91%	6
Preservation	60.00%	33
Records Management	29.09%	16
TOTAL		55

Q55 Is there anything else you would like to share with the SHRAB?

Answered: 11 Skipped: 57