COLLECTIONS MANAGER SURVEY

A. BACKGROUND INFORMATION

In this section, we ask that you provide identifying and background information about your reporting unit.

A-1. Name and address of the reporting unit: _____
　　　　　　　　　　　Street Address: _____
　　　　　　　　　　　City, State, Zip: _____
　　　Name of parent institution, if applicable: _____

Name, title, and address of the individual completing this survey: _____

_____

_____

Contact information for the individual completing this survey　　*Email:* _____
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Telephone: _____

A-2. Which of the following most closely describes your organization's governance? (Mark just one.)

1. Private for-profit organization ☐	4. State agency ☐
2. Private non-profit organization ☐	5. Local (county or municipal) agency ☐
3. 4-year college or university ☐	6. Other ☐
	Please specify: _____

A-3. Which of the following most closely describes your organization's primary function or service? (Mark all that apply.)

1. Archaeological repository ☐　　　　7. Living collection ☐
　　　　　　　　　　　　　　　　　　　　(e.g., Nature center, zoo, aquarium, botanical garden)

2. Biological repository ☐

　　　　　　　　　　　　　　　　　　8. Regulatory agency ☐

3. Environmental repository ☐

　　　　　　　　　　　　　　　　　　9. Scientific research organization ☐

4. Medical research center ☐

　　　　　　　　　　　　　　　　　　10. Other ☐

5. Public museum or herbarium ☐　　　　　　*Please specify:* _____

6. University or college museum or herbarium ☐

B. REPORTING UNIT COLLECTIONS

In this section, we ask that you provide identifying and background information for your reporting unit's collections.

B-1. Using the table that follows, please indicate those categories in which you currently hold collections and whether Federal funding fully or partially supports any collections in those categories: (Mark all that apply.)

Any receiving NSF support?
(Check all that apply)

	Yes								**Past**
	We have a collection(s) in this category:	**Proportion of Collections in Each Category Having Federal Support**						**Currently?**	**5 yrs?**
		None	1 - 10%	11 - 20%	21 - 50%	51 -75%	More than 75%		
1. Anthropology									
2. Archaeology									
3. Botany									
4. Entomology									
5. Ethnography									
6. Geology and Mineralogy									
7. Herpetology									
8. Ichthyology									
9. Invertebrate Paleontology									
10. Invertebrate Zoology (Apart from Entomology)									
11. Living Cell/Organismal Lines									
12. Mammology									
13. Microbiology									
14. Ornithology									
15. Paleobotany									
16. Physical Anthropology									
17. Vertebrate Paleontology									
18. Other, please specify _____									

B-2. What is the geographic scope of the majority of objects in the collections that you manage? (Mark all that apply.)

1.   Worldwide ☐

2.   Regional (continental or oceanic) ☐

3.   National level in some non-US regions ☐

4.   United States ☐

5.   Regional within the US ☐

6.   Local within the US ☐

7.   Other, *please specify:* _____ ☐

B-3. What percentage of your unit's collections represent "types" not replicated in other repositories? (Mark just one)

1. None
2. 1 – 25%
3. 26 – 50%
4. 51 – 75%
5. 76 – 99%
6. 100%
7. Do not know

Do any of these collections predate 1900? Yes ☐ No ☐

Do any of these collections document taxonomic diversity? Yes ☐ No ☐

Do any of these collections document unique geography? Yes ☐ No ☐

B-4. Please estimate the size of the collections residing in your unit, using the categories provided below *using the appropriate unit of measurement:*

	Living specimens -- Bulk material (Record in cubic feet)	Living specimens -- Individually catalogued (Record in items)	Living specimens Ancillary collections (Record in items)	Living specimens Ancillary collections (Record in cubic feet)	Living specimens Ancillary collections (Record in linear feet)
1. Anthropology					
2. Archaeology					
3. Botany					
4. Entomology					
5. Ethnography					
6. Geology and Mineralogy					
7. Herpetology					
8. Ichthyology					
9. Invertebrate Paleontology					
10. Invertebrate Zoology (Apart from Entomology)					
11. Living Cell/Organismal Lines					
12. Mammology					
13. Microbiology					
14. Ornithology					
15. Paleobotany					
16. Physical Anthropology					
17. Vertebrate Paleontology					
18. Other, please specify _____					

NOTE: Column headings will appear as a drop-down menu to provide respondents with the opportunity to select the appropriate measurement unit.

B-5. Please identify any new types of objects or new types of object preservation that either have been introduced into your unit's collections or have experienced significant growth since 2000. (Mark all that apply.)

    1. DNA total extracts   ☐

    2. DNA libraries   ☐

    3. Frozen/dried lyophilized specimens   ☐

    4. Other, please specify _____   ☐

B-6. Since 2000, has the size of the unit's collections changed through acquisitioning and/or deaccessioning specimens? (Mark only one.)

        No change   ☐   [Skip to B-8]

1. Rapid expansion – more than 5% per year of net growth

2. Moderate expansion – from 1-5% per year of net growth   ☐

3. Steady-state   ☐

4. Moderate reduction – from 1-5% per year of net shrinkage   ☐

5. Rapid reduction – more than 5% per year of net shrinkage   ☐

B-7. Which of the following processes were responsible for the recent changes in your reporting unit's collections?(Mark all that apply.)

1. Collections made by research staff and students   ☐   6. Changes in the structure of the institution   ☐

2. Collections made by research staff at other organizations   ☐   7. Changes in the leadership of the institution

      8. Changes in the mission of the institution   ☐

3. Changes in funding level   ☐

      9. Changes in organizational policies, regulations or laws   ☐

4. Changes in staffing level   ☐

5. Changes in space allocation   ☐   10. Donations, including orphaned collections   ☐

B-8. What are the projections for future changes in size of the unit's collections? (Mark only one.)

          1.   The present rate of increase (or decrease) will speed up over the next 5 years. ☐

          2.   The present rate of increase (or decrease) will continue. ☐

          3.   The present rate of increase (or decrease) will slow down over the next 5 years. ☐

B-9. Has your unit received or given away any "orphaned" collections, that is, no longer wanted by another organization since 2000?
Orphaned collections are those of significant size or scope that have been deaccessioned by your institution or another instituiton.
(Mark all that apply and please indicate whether any were Federally owned.)

Check here if any were Federally owned:

          1.   We have received an orphaned collection which is now incorporated as part of our other collections. ☐ ☐

          2.   We have received an orphaned collection but it remains in our backlog and/or remains to be incorporated into our other collections ☐ ☐

          3.   No, we have not received any orphaned collections since 2000. ☐ ☐

          4.   We have given away an orphaned collection since 2000. ☐ ☐

B-10. Has your unit received or made any long-term loans of significant size or scope since 2000?
(Mark all that apply and please indicate whether any were Federally owned.)

Check here if any were Federally owned:

          1.   We have received a long-term loan that has been incorporated into our collection. ☐ ☐

          2.   We have received a long-term loan since 2000 that is part of our backlog. ☐ ☐

          3.   No, we have not received any long-term loans since 2000. ☐ ☐

          4.   We have made a long-term loan since 2000. ☐ ☐

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C. STAFFING

In this section, we ask that you provide information regarding the staff responsible for collections within your reporting unit. This would include curators, collections managers, technicians, and other support staff with responsibilities for collections.

C-1. What is the current staffing associated with collections in your unit? (Mark all that apply.)

	Number of Staff (in FTEs)							*Please estimate the total number of students in each category in 2006.*
	Less than 1	1 to 2	3 to 5	6 to 10	11 to 20	21 to 30	More than 30	
1.Number of permanent full-time paid staff								
2.Number of permanent part-time paid staff								
3. Number of temporary full-time paid staff (i.e., paid on grants or hired for fixed terms)								
4. Number of temporary part-time paid staff								
5. Number of full-time volunteers								
6. Number of part-time volunteers.								

C-2. In general, is the current collections staff able to meet the operational needs of the unit? (Mark just one.)

1.   Yes, the current staff can handle routine activities and maintenance of the collections

2.   No, the current staff cannot handle routine activities and maintenance of the collections

3.   Do not know

C-3. How would you characterize the size of your unit's collections staff over the past five years? (Mark just one.)

1.   Staff is increasing and new hires have been added

2.   Staffing is stable and vacancies are filled routinely

3.   Staffing is declining due to attrition and elimination of positions

4.   Staffing has been reduced through layoffs and elimination of positions

5.   Don't know

C-4. How do you view the outlook for collection staffing levels over the next 5 years? (Mark just one.)

　　　　1. We expect to add new staff positions.

　　　　2. We expect to be able to fill vacancies as they arise.

　　　　3. We expect to lose positions as people move or retire.

　　　　4. We expect to lay off staff and eliminate positions.

C-5. Which of the following are the most important challenges related to current and future staffing: (Mark all that apply.)

　　1. Finding qualified applicants for staff positions

　　2. Retaining qualified staff members

　　3. Providing training for basic collection activities

　　4. Attracting staff with expertise in collection informatics

D. COLLECTIONS FUNDING

In this section, we ask that you provide information regarding your collections funding.

D-1. If you received Federal support for collection operations, maintenance and/or improvement, please indicate which of the following
　　　Federal agencies provided such support since 2000: (Check all that apply):

1. National Science Foundation

2. National Institutes of Health

3. Other agencies in the Department
　 of Health and Human Services

4. US Department of Agriculture

5. US Geological Survey

6. National Park Service

7. Other agencies of the Department of the Interior

8. National Oceanic and Atmospheric Administration

9. National Institute of Standards and Technology

10. Other agencies of the Department of Commerce

11. National Aeronautics and Space Administration

12. Department of Energy

13. Department of Defense

14. Department of Homeland Security

15. Institute of Museum and Library Services

16. National Endowment for the Arts

17. National Endowment for the Humanities

D-2. Considering all sources of funding, how do you view the outlook for support of your collections in the next 5 years? (Mark just one.):

       1.We expect significant increases in funding.   ☐

       2. We expect steady growth in funding, above inflationary increases.   ☐

       3. We expect stable funding that will cover inflationary increases.   ☐

       4.We expect our funding to erode from inflation or decrease slightly in real terms.   ☐

       5. We expect significant funding cuts.   ☐

       6. Don't know.   ☐

D-3. Are you planning any significant increases or decreases in funding from any of the following sources? (Mark all that apply)

	Expect Increase	Expect Decrease
1. Endowment	☐	☐
2. Federal grants and contracts	☐	☐
3. State government grants and contracts	☐	☐
4. County or municipal grants and contracts	☐	☐
5. Industrial grants and contracts	☐	☐
6. Private gifts and grants	☐	☐
7. Individual donors	☐	☐
8. Other sources Please specify: _____	☐	☐

E. FACILITIES

In this section, we ask that you provide information on the building(s) in which your collections are stored and the associated building systems.

E-1. Please select the most appropriate description of the amount of space allocated to your collections from the list below. (Mark just one.)

1. Our current space allocation provides for at least 5 years of projected growth. ☐

2. Our current space allocation will be adequate for the next few years. ☐

3. Our current space allocation is barely adequate.
   We will need additional space and/or renovations to increase capacity as soon as possible. ☐

4. Our current space allocation is inadequate. We have needed additional capacity for years. ☐

E-2. For those collections with *inadequate space allocations*, indicate areas of MAJOR needs: (Mark all that apply.)

1. Renovation of current on-site storage facilities to increase capacity ☐

2. Installation of higher-density on-site storage systems ☐

3. Construction of additional on-site storage facilities ☐

4. Renovation of current off-site storage facilities to increase capacity ☐

5. Installation of higher-density off-site storage systems ☐

6. Construction of additional off-site storage facilities ☐

E-3. Please indicate the adequacy of your collections storage facilities using the table below: (Mark all that apply.)

	Proportion of Collections				
	Less than 5%	5 to 10%	11 to 25 %	26 to 50 %	More than Half
These collection areas and/or building systems were constructed or renovated within the past 5 years.					
These collection areas and/or building systems are satisfactory and the objects housed therein are being preserved according to community standards.					
The objects in these collection areas are accessible but they are deteriorating due to inadequate facilities and/or building systems (HVAC, plumbing, etc.)					
The objects in these collection areas are inaccessible and are deteriorating due to unacceptable facilities and/or building systems.					

E-4. For those collections housed in areas with ***inadequate or unacceptable conditions***, indicate areas of MAJOR needs (Mark all that apply):

1. Renovation or replacement of buildings ☐

2. Replacement or upgrading of heating
    and ventilation systems ☐

3. Installation, replacement or upgrading of air conditioning ☐

4. Installation, replacement or upgrading of humidity controls ☐

5. Correction of lighting problems ☐

6. Fire safety ☐

E-5. Please indicate the quality of your collections storage systems using the table below. (Mark all that apply.)

	Proportion of Collections				
	Less than 5%	5 to 10%	11 to 25 %	26 to 50 %	More than Half
These collections are housed in storage systems that were installed or upgraded within the past 5 years. They represent best practices.					
These collection areas are housed in satisfactory storage systems. The objects in these collections are fully accessible and are being preserved according to community standards.					
The objects in these collection areas are accessible but they are deteriorating due to outdated and/or poorly maintained storage systems.					
The objects in these collection areas are inaccessible and are deteriorating due to unacceptable storage systems.					

E-6. Please describe the curation and preservation practices associated with your collections using the table below. (Mark all that apply.)

	Proportion of Collections				
	Less than 5%	5 to 10%	11 to 25 %	26 to 50 %	More than Half
These collections are properly labeled, documented and cataloged, and they are preserved with appropriate materials.					
These collection areas are cataloged but their labeling and preservation materials are not optimal. They are accessible but their scientific value is diminished by their level of curation/preservation.					
These collections have been cataloged but their labeling and preservation materials are unacceptable. They lack important specimen data (locality, taxonomic name) and they are preserved with substandard materials that are causing damage to them.					
These collections have not been unpacked and/or cataloged, and they are therefore inaccessible due to lack of curation.					

F. Ancillary Materials

In this section, we ask you to provide information on the ancillary materials associated with your main collection.

F-1. Please estimate the size of your ancillary materials collections using one or more of the following measures:
(e.g., catalogs, archival information, images, maps, recordings)

    1.   Individually cataloged items (e.g., recordings)

    2.   Linear feet of shelf space

    3.   Cubic feet of storage areas

F-2. Please indicate the quality of the storage systems for ancillary materials using the table below. (Mark all that apply.)

	Proportion of Ancillary Materials				
	Less than 5%	5 to 10%	11 to 25 %	26 to 50 %	More than Half
These ancillary materials are housed in storage systems that were installed or upgraded within the past 5 years.					
These ancillary materials are housed in satisfactory storage systems. The objects in these collections are fully accessible and are being preserved according to community standards.					
These ancillary materials are accessible but they are deteriorating due to outdated and/or poorly maintained storage systems.					
The ancillary materials areas are inaccessible and are deteriorating due to unacceptable storage systems.					

F-3. Please describe the curation and preservation practices associated with your ancillary materials using the table below. (Mark all that apply.)

	Proportion of Ancillary Materials				
	Less than 5%	5 to 10%	11 to 25 %	26 to 50 %	More than Half
Ancillary materials are properly labeled, documented and cataloged, and they are preserved with appropriate materials.					
Ancillary materials areas are cataloged but their labeling and preservation materials are not optimal. They are accessible but their scientific value is diminished by their level of curation/preservation.					
Ancillary materials have been cataloged but their labeling and preservation materials are unacceptable. They lack important data (provenance, dates) and they are preserved with substandard materials that are causing damage to them.					
Ancillary materials have not been unpacked and/or cataloged, and they are therefore inaccessible due to lack of curation. Their current state of preservation could be causing them damage.					

G. USES AND USERS

In this section, we ask that you provide information on professionals who make visits to your institution and borrow materials for various purposes. In your responses, do not include visitors to exhibit areas or educational departments.

G-1. What is the primary purpose of the collection? (Mark all that apply.)

1.	Basic research	☐	7. Conservation	☐
2.	Biomedical research	☐	8. Trade and/or economic development	☐
3.	Agriculture and food safety	☐	9. Homeland security	☐
4.	Public health	☐	10. Environmental monitoring	☐
5.	Public safety	☐	11. Applied research in other disciplines	☐
6.	Education	☐	12. Other, please specify: _____	☐

G-2. Who are the primary users of the collection? (Mark all that apply.)

1.	Intramural research staff	☐	7. Researchers from State/local agencies	☐
2.	Intramural students	☐	8. Researchers from non-profit organizations	☐
3.	Research staff from other US organizations	☐	9. Regulatory agencies	☐
4.	Students from other US organizations	☐	10. Government / policy administrators	☐
5.	Researchers and/or students from non-US organizations	☐	11. Commercial entities	☐
6.	Researchers from Federal agencies	☐	12. General public	☐
			13. Other, please specify _____	☐

G-3. Since 2000, has the collection attracted any new categories of users? (Mark just one.)

No ☐

Yes ☐   Please explain: _____

H. ACCESSIBILITY OF THE COLLECTION

In this section we ask that you provide information on the availability of your collections, their related data, and their ancillary collections.

H-1. Please estimate the proportion of your collections that are physically accessible to professional visitors,
         as opposed to collections that are in unprocessed backlogs or are in inaccessible storage areas: (Mark just one.)

None of our collections are physically accessible ☐   26 to 50% of our collections ☐

Less than 5% of our collections ☐   51 to 75% of our collections ☐

6 to 25% of our collections ☐   76 to 99% of our collections ☐

100% of our collections ☐

H-2. For those collections that are physically inaccessible, indicate the areas of MAJOR need. (Mark all that apply)

1. Additional on-site storage area ☐   5. Renovation of off-site storage systems ☐

2. Renovation of on-site storage systems ☐   6. Additional off-site storage systems ☐

3. Additional on-site storage systems ☐   7. Improvement of environmental controls
                                                                     for temperature, humidity, light ☐

4. Additional off-site storage area ☐
                                                            8. Additional staff to process backlog ☐

H-3. Please estimate the proportion of your ancillary materials collections that are physically accessible to professional visitors, as opposed to collections that are in unprocessed backlogs or are in inaccessible storage areas:

None of our ancillary materials are physically accessible ☐   26 to 50% of our ancillary materials ☐

Less than 5% of our ancillary materials ☐   51 to 75% of our ancillary materials ☐

6 to 25% of our ancillary materials ☐   76 to 99% of our ancillary materials ☐

100% of our ancillary materials ☐

H-4. Using the table that follows, please estimate the proportion of your collections that are cataloged and/or available online: (Mark all that apply.)

	Proportion of Collections							
	None	1 to 5%	6 to 10%	11 to 25%	26 to 50%	51 to 75%	76 to 99 %	**100 %**
Cataloged.								
Computerized database, not on the Web.								
Computerized database is accessible on the Web								
Represented by digital images on the Web								
Represented by scientific data in addition to catalog data on the Web (e.g., measurements, chemical composition, other properties)								

H-5. Using the table below, please estimate the proportion of your collections that will be cataloged and/or made available online in the next 5 years:
(Mark all that apply.)

	Proportion of Collections							
	None	1 to 5%	6 to 10%	11 to 25%	26 to 50%	51 to 75%	76 to 99 %	**100** %
Cataloged.								
Computerized database, not on the Web.								
Computerized database is accessible on the Web								
Represented by digital images on the Web								
Represented by scientific data in addition to catalog data on the Web (e.g., measurements, chemical composition, other properties)								

I. INTELLECTUAL PROPERTY RIGHTS

In this section, we ask that you provide information about your unit's policies and practices relative to intellectual property rights.

I-1. To what degree does your unit assert its ownership of intellectual property rights associated with objects in the collection?
(Mark all that apply.)

1. All qualified visiting researchers, students, and borrowers of material are free to publish their observations, analyses, images, and to use other derived benefits of the collection without restriction or repayment.

2. Users/borrowers of specimens must provide copies of all published material related to the collection.

3. All uses of the collection must be acknowledged in publication.

4. Material derived from borrowed specimens (e.g., DNA extracts) may not be lent to a third party.

5. Other restrictions apply to the use of intellectual property associated with the collection's specimens

6. Other, please specify: _____

I-2. Does your unit have a written policy regarding intellectual property rights for non commercial uses? (Mark just one)

No ☐ Yes ☐ *If yes, when was it updated?* _____

J. ANALYTIC INSTRUMENTATION

In this section, we ask that you provide information about analytical instruments and capabilities directly associated with your unit's collections.
Your responses to the following questions should reflect only those instrument capabilities that are co-located with the collections, belong to the organization, and are available to professional visitors and students to the collection.

J-1. Please identify any specialized analytical instruments associated with your institution's collections that you have or plan on acquiring in the next 5 years: (Mark all that apply.)

None ☐ *(Thank you. This concludes the survey)*

	Currently Have	or	Plan on Acquiring	Dedicated to Collections Activities	or	Part of a Multi-User Facilty
Digital imaging equipment	☐		☐	☐		☐
Specialized microscopes (SEM, TEM, optical)	☐		☐	☐		☐
DNA sequencers	☐		☐	☐		☐
X-ray machines	☐		☐	☐		☐
Other, please specify _____	☐		☐	☐		☐

J-2. Please indicate who may use your institution's specialized analytical instruments: (Mark all that apply.) .

1. The instruments are used only by the research staff of the reporting unit ☐

2. The instrument(s) are available to qualified visitors, including students, without charge ☐

3. The instrument(s) are available to qualified visitors, including students, and we charge only for consumable supplies that they use. ☐

4. The instrument(s) are available to qualified visitors, including students, and we charge them a user's fee (e.g. hourly,daily) and for consumable supplies that they use ☐

This completes the survey. Thank you for participating!