

## **INSTITUTIONAL ADMINISTRATORS SURVEY**

### **INSTRUCTIONS**

This survey should be completed by the official with responsibility over all collections at your institution (e.g., Associate Director for Collections, or Head Collections Manager).

This survey can be completed online or writing your responses on the attached forms. To access the survey online, go to [http:// xxx] and log onto the site using the [user id xxx] and the [password xxx]. A Frequently Asked Questions (FAQ) section is provided online, in which you will find definitions for terms used in the survey.

### **COLLECTIONS INCLUDED IN THIS SURVEY**

This survey is being distributed to institutions supporting object-based scientific collections that have received Federal funding from the National Science Foundation.

“Object-based scientific collections” are defined as collections primarily acquired, maintained and used for scientific research, such as natural and physical science specimens, living animals and plants, archaeological and ethnographic objects, or technological objects of current or contemporary design.

“Ancillary collections” include important materials that are associated with an object-based scientific collection, but only if the material is directly used for scientific research, such as archival and library materials, audio and visual media, and data that might reside in databases.

### **COLLECTIONS EXCLUDED FROM THIS SURVEY**

Historic and artistic collections that **do not function** as scientific collections are excluded from the survey. For example, a collection of wreckage from an aircraft accident would fall outside the scope of the survey if it were part of a current investigation, maintained for historical purposes only, or otherwise closed to access. However, this same collection would be within the scope of the survey if it were being maintained for the use of researchers who are researching metal fatigue, fire dynamics, failure propagation, or other related phenomena.

Library collections are also excluded unless the collection is in support of the research objects themselves.

Collections of data (both analog and digital) or databases containing such data are **excluded** from this survey unless those data collections are associated with an object-based scientific collection and are used directly to support the conduct of scientific research, in which case they may be treated as ancillary collections. (See “Ancillary collections” definition above).

## **STRUCTURE OF THE SURVEY**

The survey is divided into 11 sections:

- A. Organizational Information
- B. Collection Characteristics
- C. Staffing
- D. Funding
- E. Facilities
- F. Ancillary Materials
- G. Uses and Users
- H. Accessibility of the Collections
- I. Intellectual Property Rights
- J. Analytic Instrumentation
- K. Security Issues

## **INSTRUCTIONS FOR COMPLETING THE ONLINE VERSION**

[TO BE DEVELOPED.]

We suggest that you print out a copy of the survey and review all the sections **prior** to completing the on-line version.

## **FOR FURTHER INFORMATION**

If you have any questions about this survey, please contact xxx [xxx @ xxx], telephone number [xxx].

## **DEADLINE**

In order for us to include your response with those of all other participating organizations, we ask that you complete this survey no later than xxx.