



## Heritage Preservation

INSTITUTION NAME  
ADDRESS  
CITY, STATE, ZIP

Dear Director NAME,

As you may be aware, Heritage Preservation, sponsored by the Institute of Museum and Library Services, is conducting the Heritage Health Index study providing a comprehensive picture of the condition and preservation needs of this country's collections.

We contacted your institution about XXXX ago about participating in the study but did not receive your response. At this time, we are only asking you to complete a VERY BRIEF survey, taking only FIVE MINUTES of your time. The survey questions are listed below for your reference.

1. Institution's Governance
2. Types of Collections Held (yes,no)
3. Does the mission of your institution include preservation of your collection (yes, no, don't know)?
4. Status of preservation plan.
5. Has a survey of the general condition of your collection been done (an assessment based on visual inspection for the collection and the areas where it is exhibited or held)?
6. Does your institution have a written emergency/disaster plan that includes the collection?
7. Do you have funds specifically allocated for conservation/preservation activities in your annual budget?

As a token of our appreciation, we will send you a quick reference guide on emergency response for conservation for completing the survey. This EMERGENCY RESPONSE and SALVAGE WHEEL provides guidance to anyone who is in need of practical advice for saving collections in the first 48 hours after disaster strikes. The Wheel is the authoritative resource for salvaging artifacts after a disaster and has been used by museums, libraries, and archives around the world. The Wheel outlines critical stages of disaster response, such as stabilizing the environment and assessing damage, and provides practical tips for a variety of collection types.

Please complete the brief questionnaire by XXXXXXXX. Login to XXXXXXXX using your unique user id and password provided below.

Username:

Password:

RMC Research Corporation is collecting this information and if you have any questions please contact Kim Streitburger (HHIhelp@rmcres.com, 1-800-258-0802) or Heritage Health Index staff at 202-233-0800.

We appreciate the gift of your time and information. Thank you for participating in this important project to document the needs and condition of our nation's cultural and scientific heritage.

Sincerely,

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**Routine uses of this information will be in accordance with the System of Records Notice that applies to this survey. The information will be protected from disclosure under the Freedom of Information Act (5 U.S.C. section 552) and the Privacy Act (5 U.S.C. section 552a) to the extent provided by law.**

**The OMB control number, XXXX-XXXX expires on X/XX/XXXX. The Institute of Museum and Library Services may not conduct or sponsor, and a person is not required to respond to, the information collection unless it displays a currently valid OMB control number.**

## Key Questions for Non-Respondent Bias Follow-up Study

( ) indicates the corresponding Question number in the main questionnaire

**1. (B3) Governance: Which of the following most closely describes your institution's governance?**

- College, university, or other academic entity
- Non-profit, non-governmental organization or foundation
- Corporate or for profit organization
- Federal
- State
- Local (county or municipal)
- Tribal

**2. (F7) Collections Held: Does your institution hold collections of the following types?**

	Yes	No
Books and Bound Volumes		
Unbound Sheets		
Photographic Collections		
Moving Image Collections		
Recorded Sound Collections		
Born-Digital Materials Collection		
Digitized Collections		
Art Objects		
Historic and Ethnographic Objects		
Archaeological Collections		
Natural Science Specimens		

**3. (D1) Mission: Does the mission of your institution include preservation of your collection?**

- Yes
- No
- Don't Know

**4. (D3) Preservation Plan: Which best describes your institution's written preservation plan?**

- My institution has a preservation plan that is up-to-date in the last two years
- My institution has a preservation plan, but it is not up-to-date in the last two years
- My institution is developing a preservation plan
- My institution includes preservation in other planning documents

**5. (D4-5) General Condition Assessment: Has a survey of the general condition of your collection been done (an assessment based on visual inspection for the collection and the areas where it is exhibited or held)?**

- Yes
- Yes, but only a portion of the collection

- Yes, but it is not up-to-date
- Yes, but only a portion of the collection, and it is not up-to date
- No
- Don't Know

**6. (D6-7) Emergency Plan: Does your institution have a written emergency/disaster plan that includes the collection?**

- Yes
- Yes, but it is not up-to-date
- No, but one is being developed
- No
- Don't Know

**7. (E2) Funding: Do you have funds specifically allocated for conservation/preservation activities in your annual budget?**

- Yes
- No specific line-item in budget, but other budgeted funds are available
- No
- Don't Know