|  |
| --- |
| **APPENDIX : Heritage Health Index Reference Documents** |

1. Definition of Institution Size
2. Resources used in Developing HHI 2004 Project
3. Institutional Advisory Committee and Working Groups 2001-2004
4. Directories used to Establish 2004 Universe of Institutions Holding Collections
5. Estimated Universe, Sampling Rates, Study Sample by Sample Groups and Institution Types for HHI 2004
6. Response Rates and Sample Representation for HHI 2004
7. Survey Pretesting Summary Report for HHI 2004
8. Directories used to Establish 2014 Universe of Institutions Holding Collections

**A. Definition of Institutional Size by Institutional Type**

**A. Definition of Institutional Size by Institutional Type**

**Archives**

The size of archives was based on the quantity of unbound sheets and other archival materials. For some archives, significant photographic, moving image, or recorded sound collections were taken into account as well as unbound sheets. Heritage Preservation consulted three sources to construct these categories: Society of American Archivists membership list, American Library Directory, and Heritage Health Index 2004.

Large

* more than 5,000 linear feet of unbound sheets
* institutional budgets that are appropriate for a larger institution
* all National Archives and Records Administration facilities and most state archives

Medium

* 1,000-4,999 linear feet of unbound sheets
* reasonable institutional budget size (unusually small budgets may have resulted in reclassification as small)
* remaining state archives

Small

* fewer than 1,000 linear feet of unbound sheets

**Academic and Independent Research Libraries**

The size of academic and independent research libraries was based on the total volume holdings. Heritage Preservation consulted three sources to construct these categories: Association of Research Libraries, American Library Directory, and Heritage Health Index 2004.

Large

* more than 1,500,000 total volume holdings
* all members of the Association of Research Libraries
* most state libraries

Medium

* 250,000-1,499,999 total volume holdings
* all members of the Oberlin Group of Liberal Arts College Libraries
* remaining state libraries

Small

* fewer than 250,000 total volume holdings

**Public Libraries**

The size of public libraries was based on the service populations of respondents as reported in the IMLS’ Public Library Survey 2011.

Large – service population 100,000 or greater

Medium – service population 25,000-99,999

Small – service population less than 25,000

**Archaeological Repositories**

The size of archaeological repositories was based on the quantity of individually and/or bulk cataloged archaeological collections. If the collection size was not known, decisions were made on institutional budget size, with large=more than $1,000,000, medium=$350,000-$999,999, small=less than $350,000, except in the case of labs that offered archaeological services, which often have larger budgets. In this case, additional research was done to determine number of holdings. Heritage Preservation consulted two sources to construct these categories: Army Corps of Engineers administrative data, and Heritage Health Index 2004.

Large – more than 500,000 individually cataloged archaeological collections and/or more than 5,000 cubic feet of bulk archaeological collections

Medium – 5,000-499,999 individually cataloged archaeological collections and/or 1,000-4,999 cubic feet of bulk archaeological collections

Small – fewer than 5,000 individually cataloged archaeological collections and/or fewer than 1,000 cubic feet of bulk archaeological collections

**Agency or university collection with scientific specimen artifact collections with herbarium and/or zoological focus**

The size of these collections was based on the quantity of botanical specimens and/or zoological specimens. Heritage Preservation consulted three sources to construct these categories: American Zoos and Aquariums directory, American Public Gardens Association, and Heritage Health Index 2004.

Large – more than 500,000 botanical specimens and/or zoological specimens

Medium – 50,001-500,000 botanical specimens and/or zoological specimens

Small – 50,000 or fewer botanical specimens and/or zoological specimens

**Agency or university collection with scientific specimen artifact collections with geological or paleontological focus**

The size of these collections was based on the quantity of geological or paleontological specimens. Heritage Preservation consulted nine sources to construct these categories:, American Society of Mammologists list, American Society of Ichthyologists and Herpetologists, International Mineralogical Association Commission on Museums, Natural Science Collections Alliance directory, U.S. Department of Agriculture research collections list, The Global Registry of Biorepositories, and Heritage Health Index 2004.

Large – more than 200,000 geological and/or paleontological specimens

Medium – 10,001-199,999 geological and/or paleontological specimens

Small – 10,000 or fewer geological and/or paleontological specimens

**Museums**

The size of museums was based on the institutional. Definitions are based on what the American Association of Museums had used in several reports, such as the 1989 *National Museum Survey* and the biennial AAM Museum Financial Information surveys. Dollar figures, not updated since 2009, have been adjusted for inflation. If institutional budget information was not known for museums, the 2013 *Official Museum Directory* was consulted for staff size and used to place museums in size categories.

Large – more than 10 full time paid staff,

Medium – 4-10 full time paid staff, and

Small – 3 or fewer full time paid staff.

Aquariums, Zoos

Large – institutional budget more than $4,500,000

Medium – institutional budget $1,500,000-$4,500,000

Small – institutional budget less than $1,500,000

Arboretums, Botanical Gardens, Art Museums, Children’s Museums

Large – institutional budget more than $1,500,000

Medium – institutional budget $300,000-$1,500,000

Small – institutional budget less than $300,000

General Museums, Historic House/Sites, History Museums, Historical Societies, Specialized Museums

Large – institutional budget more than $1,500,000

Medium – institutional budget $500,000-$1,500,000

Small – institutional budget less than $500,000

Natural History Museums

Large – institutional budget more than $1,500,000

Medium – institutional budget $350,000-$1,500,000

Small – institutional budget less than $350,000

Nature Centers, Planetaria

Large – institutional budget more than $1,200,000

Medium – institutional budget $350,000-$1,200,000

Small – institutional budget less than $350,000

Science/Technology Museums

Large – institutional budget more than $7,500,000

Medium – institutional budget $1,500,000-$7,500,000

Small – institutional budget less than $1,500,000

1. **Resources used in Developing HHI 2004 project**
2. **Resources used in Developing HHI 2004 project**

Advisory Council on Historic Preservation, Caring for the Past, Managing for the Future: Federal Stewardship and America’s Historic Legacy, 2001.

Alaska State Library, Library Services and Technology Act; Alaska State Plan 2003-2007, 2003.

Alaska State Museum, Alaska Department of Education and Early Development, Division of Libraries, Archives, and Museums, Alaska Museum Survey 2000, 2002.

Alberta Museums Association, Standard Practices Handbook for Museums, 1990.

———, Standard Practices Handbook for Museums Self-Evaluation Checklists, 1991.

American Academy of Arts & Sciences, Foundation Funding for the Humanities: An Overview of Current and Historical Trends, 2004.

———, Academy Report Finds Empirical Information About Humanities Lacking, 2002.

———, Making the Humanities Count, 2002.

American Association of Law Libraries, Survey of Preservation Efforts in Law Libraries, 2002.

American Association of Museums, Caring for Collections: Strategies for Conservation, Maintenance, and Documentation, 1984.

———, Data Report from the 1989 National Museum Survey, 1992.

———, Museums Count: A Report by the American Association of Museums, 1994.

———, 1999 AAM Museum Financial Information, 1999.

# ———, “Your Past is Disappearing: What Museums Should Know about the 20th Century Archives Crisis,” Museum News 78, no. 1 (1999):46.

———, Trusting Museums, 2000.

———, 2002 AAM Museum Financial Information Survey, 2001.

# ———, “Behind the Scenery: Strategies for Visual Storage,” Museum News 82, no. 4 (2002):34.

———, “In Praise of the Small Museum,” Museum News 82, no. 2 (2002).

———, Covering Your Assets: Facilities and Risk Management in Museums, 2005.

American Association of Museums & Northeast Document Conservation Center, Preservation of Library and Archive Materials: A Manual, 1994.

American Association of State and Local History, A Culture at Risk: Who Cares for America’s Heritage, 1984.

———, A Census of History Organizations: Case Statement Draft, 2001.

American Folk-life Center, Library of Congress, Folk Heritage Collections in Crisis: Survey and Preliminary Survey Report, 2000.

American Institute for Conservation, Research Priorities in Art & Architecture Conservation: A Report of an AIC Membership Survey, 1994.

———, What is Conservation? AIC Definitions of Conservation Terminology, 1997.

———, Notes on the State of Conservation in Argentina, 2001.

———, Risk Assessment and Conservation Planning at the Canadian Museum of Nature (AIC Presentation), 2001.

———, Position Paper on Conservation and Preservation in Collecting Institutions, 2002.

American Library Association, Report on Implementation of the ALA Preservation Policy, 1993.

———, Report on Staffing Issues in Preservation Programs, 1994.

———, Getting the Most Out of Web-based Surveys, LITA Guide #6, 2000.

———, Survey of Internet Access Management in Public Libraries, 2000.

———, American Library Association Preservation Policy, 2001.

American Society of Mammalogists, Mammal Collections in the Western Hemisphere: A Survey of Existing Collections, 1997.

American Symphony Orchestra League, Show Them the Money: Calculating the Economic Impact of America’s Orchestras, 1997.

———, Quick Orchestra Facts From the 1999-2000 Season, 1999-2000.

Americana Foundation, Using Heritage: New Approaches to Cultural & Natural Resource Stewardship, 2001.

Americans for National Parks, Press Packet for Americans for the National Parks, 2002. Americans for the Arts, Call for Communities: Arts and Economic Prosperity: A New National Economic Impact Study, 2000.

———, National and Local Profiles of Cultural Support Project Questionnaire, 2000/2001.

———, Congressional Arts Voting Record, 2001.

———, Americans for the Arts Survey, 2002.

———, Art Ask for More, 2002.

———, Arts & Economic Prosperity: The Economic Impact of Nonprofit Arts Organizations and Their Audiences, 2002.

Amigos Library Services, Amigos Imaging & Preservation Services Planning & Impact Survey, 2000.

———, Amigos Preservation Service Planning/Impact Survey, 2000.

———, The Cost to Preserve Authentic Electronic Records in Perpetuity: Comparing Costs Across Cost Models and Cost Frameworks, 2002.

Art Libraries Society of North America, North American Lantern Slide Survey, 2004.

Association of Art Museum Directors, Association of Art Museum Directors Statistical Survey, 2000.

———, Association of Art Museum Directors Releases Survey on State of the Nation’s Museums: Survey Reveals Museums Remain Stable in the Face of Current Challenges, 2001.

———, State of the Nation’s Art Museum Survey Results, 2003.

Association of Moving Image Archivists, Small Gauge Film Survey, 2000.

Association of Moving Image Archivists and National Academy of Television Arts and Sciences, Local Television: A Guide to Saving Our Heritage, 2004.

Association of Regional Conservation Centers, Messages from the Past: Conserving Our Cultural Heritage, 1993.

Association of Research Libraries, Sound Savings: Preserving Audio Collections Proceedings from the Symposium, 2003.

———, Preservation Program Models: A Study Project and Report, 1991.

———, ARL Preservation Statistics, 1992-1993.

———, ARL Preservation Statistics, 1993-1994.

———, ARL Preservation Statistics, 1994-1995.

———, ARL Preservation Statistics, 1997-1998.

———, ARL Preservation Statistics Questionnaire, 1998-1999.

———, ARL Preservation Statistics Questionnaire, 1999-2000.

———, Preservation and Digitization in ARL Libraries (Spec Kit 262), 2001.

———, ARL Statistics and Measurement Program: From Descriptive Data to Performance Measures, 2001.

———, ARL Endorses Digitization as an Acceptable Preservation Reformatting Option, 2004. Association of Research Libraries, Modern Language Association & American Historical Association,

Preserving Research Collections: Collaboration between Librarians and Scholars, 1999.

Berkeley Art Museum and Pacific Film Archive, Museums and the Online Archive of California (MOAC), 2001.

———, Archiving the Avant Garde: Documenting and Preserving Variable Media Art, 2002.

Bi-National Project Advisory Committee, South African Culture, History, and Education Needs Assessment, 1999-2000.

California State Archives, California Historical Records Statewide Planning Project: State Government Records Assessment Program, 2001.

———, California Historical Records Statewide Planning Project: Assessment Report of Records Programs in Local Governments and Historical Repositories, 2001.

California State Library, The California Preservation Program, 1995.

———, CALIPR: Preservation Planning Software, 1997.

Canadian Council of Archives, The Conservation Assessment Guide for Archives, 1995. Canadian Heritage Information Network, Information Technology in Canadian Museums, 2002.

———, Internet Use by Canadian Heritage Professionals, 2002.

Canadian Museum of Nature, Assessment of Risks to Collections, 1994.

Center for Arts and Culture, Preserving Our Heritage: Art, Culture, and the National Agenda, 2001.

———, Proceedings of 2001 Forum on Preservation, 2001.

———, America’s Cultural Capital: Recommendations for Structuring the Federal Role, 2001.

———, Access and the Cultural Infrastructure, 2002.

Center for Urban Policy Research, Rutgers, The State University of New Jersey, Informing Cultural Policy: The Research and Information Infrastructure, 2002.

CIMI Consortium, Survey of Collection-Level Description Activity, 2001.

Columbia University Press, The Presence of the Past: Popular Uses of History in American Life, 1998.

Conservation Center for Art and Historic Artifacts, Conservation Center for Art and Historic Artifacts (CCAHA) Review of Preservation Services Survey Form, 2001.

———, Notes on Collections Central Storage & Access Initiative, 2001.

Council on Library and Information Resources, Building Preservation Knowledge in Brazil, 1999.

———, The Future of the Past, 1999.

———, Securing Our Dance Heritage: Issues in the Documentation and Preservation of Dance, 1999.

———, Managing Cultural Assets from a Business Perspective, 2000.

———, Preservation Science Survey: An Overview of Recent Developments in Research on the Conservation of Selected Analog Library and Archival Materials, 2000.

———, The Evidence in Hand: the Report on the Task Force on the Artifact in Library Collections, 2001.

———, Folk Heritage Collections in Crisis, 2001.

———, Council on Library and Information Resources and Cornell Launch Web-Based Preservation Tutorial, 2002.

———, The State of Preservation Programs in American College and Research Libraries: Building a Common Understanding and Action Agenda, 2002.

———, Usage and Usability Assessment: Library Practices and Concerns, 2002.

———, Developing Print Repositories: Models for Shared Preservation Access, 2003.

———, National Digital Preservation Initiatives: An Overview of Australia, France, the Netherlands, the United Kingdom and of Related International Activity, 2003.

———, New Model Scholarship: How Will It Survive?, 2003.

———, A Survey of Our Digital Cultural Heritage Initiative and Their Sustainability Concerns, 2003.

———, Survey on the State of Audio Collections in Academic Libraries, 2004.

Cultural Ministers Council & Heritage Collections Committee (Australia), National Conservation and Preservation Policy for Movable Cultural Heritage, 1995.

Cultural Policy Center, University of Chicago, Contingent Valuation Studies in the Arts and Culture: An Annotated Bibliography, 2002.

Dance Heritage Coalition, Inc., National Dance Heritage Videotape Registry, 2002/2003.

———, Dance Videotapes at Risk, 2003.

Digital Library Federation, Carnegie Mellon University, How and Why Libraries are Changing, 2001. Dundee University (UK), Development of the Dundee University Survey Tool (DUST), 2001.

Elsevier Science Ltd., Investigating Subjectivity Within Collections Condition Surveys, 1999.

English Heritage, Conservation Future Challenges, 1998.

———, State of the Historic Environment Report, 2002.

Federal Library Information Center (FLIC) and Federal Library and Information Network (FEDLINK), Federal Library and Information Center Preservation and Binding Working Group, Proposed Preservation Survey, 2002.

Gerald R. Ford Conservation Center, A Race Against Time: Preserving Indian Cultural Heritage, 2001. Getty Conservation Institute, The Nature of Conservation: A Race Against Time, 1986.

———, Economics and Heritage Conservation, 1998.

———, Time & Bits: Managing a Digital Community, 1998.

———, The Conservation Assessment: A Proposed Model for Evaluating Museum Environmental Management Needs, 1999.

———, Values and Heritage Conservation Research Report, 2000.

Heritage Collections Council, Australia’s Heritage Collections: National Conservation and Preservation Policy and Strategy, 1998.

Heritage Preservation, Report from the Regional Centers Study Committee to the National Conservation Advisory Council, 1976.

———, Report of the Study Committee on Libraries and Archives, 1978.

———, Ethnographic and Archaeological Conservation in the United States, 1984.

———, Historic Buildings: A Study on the Magnitude of Architectural Conservation Needs in America, 1984.

———, Overview of the Current State of Conservation: A Presentation to the National Institute for Conservation Council, 1986.

———, Charting a National Agenda: An Assessment of the Current State of Activities Required for the Continuing Care of our Nation’s Heritage, 1989.

———, A National Agenda for the Stabilization of Collections of Material Culture and Training Programs for Conservation and Collections Care, 1989.

———, Preserving Natural Science Collections, 1993.

———, Collections Care Funding Survey, 1997.

———, Conservation Assessment Program Site Questionnaire, 2004.

Historical Society of Pennsylvania, Collections Preservation and Backlog Processing Planning Project, 2002.

Illinois Association of Museums, Museums Yes! Results of 1999 Survey of Museums in Illinois Commissioned & Published by the Illinois Association of Museums, 1999.

Independent Media Arts Preservation, Cultural History at Risk: Independent Media Arts Preservation Report 2000, 2000.

Institute of Museum and Library Services, National Needs Assessment of Small, Emerging, Minority, and Rural Museums in the United States, 1992.

———, Conservation Project Support Program Evaluation, 1994.

———, True Needs True Partners: Museums and Schools Transforming Education, 1996.

———, A Framework of Guidance for Building Good Digital Collections, 2001.

———, Technology Survey for Libraries & Museums, 2001.

———, Creating a Framework of Guidance for Building Good Digital Collections, 2002.

———, Status of Technology and Digitization in the Nation’s Museums and Libraries Questionnaire, 2002.

———, Sustaining Digital Resources: Web Wise 2003, 2003.

———, True Needs True Partners: Museums Serving Schools, 2003.

———, Institute of Museum and Library Services: Museum Data Collection Report and Analysis, 2005.

International Association of Museum Facilities Administrators, Benchmarking 2003 Update, 2003.

International Institute for Conservation, Conservation in Museums and Galleries: A Survey of Facilities in the UK, 1974.

Kentucky Historical Society, The State of Museums and History Organizations in Kentucky, 2001.

Knight Foundation & Exhibits USA, John S. and James L. Knight Foundation Communities Museum Needs Assessment, 2001.

Library of California, Tierra Del Sol Tribal Library Census and Needs Assessment, 2001.

Library of Congress, Television and Video Preservation Study, Vols. 1-5, 1997.

———, To Preserve and Protect: The Strategic Stewardship of Cultural Resources, 2001.

———, Preserving Our Digital Heritage: Plan for the National Digital Information Infrastructure and Preservation Program, 2002.

Library Resources and Technical Services, Use of General Preservation Assessments, 2005. London Metropolitan Archives, Benchmarks in Collections Care for UK Libraries, 2000.

Luce Foundation, American Collections Enhancement (ACE) Initiative, 1996.

Maine State Archives, An Action Agenda for Preservation Planning in Maine, 1991-1992.

Maryland Historical Trust, Technical Update No. 1 of the Standards and Guidelines for Archaeological Investigations in Maryland: Collections and Conservation Standards, 1999.

———, Preserving a Quality of Life: The Governor’s Task Force on the Preservation and Enhancement of Maryland’s Heritage Resources, 2000.

Media Alliance, Magnetic Media Preservation Sourcebook, 1998.

Mid-America Arts Alliance & Nebraska Arts Council, Nebraska Museums and Libraries Assessment, 2004.

Museums, Libraries and Archives Council (UK), Standards in the Museum Care of Photographic Collections, 1996.

———, Cost/Benefits Appraisals for Collections Care, 1998.

———, Levels of Collection Care: A Self-Assessment Checklist for UK Museums, 1998.

———, Museum Focus: Facts and Figures on Museums in the UK (Issue I), 1998.

———, Ours for Keeps? A Resource for Raising Awareness of Conservation and Collection Care, 1998.

———, Museum Focus: Facts and Figures on Museums in the UK (Issue 2), 1999.

———, Benchmarks for Collection Care in Museums, Archives, and Libraries, 2002.

———, Preserving the Past for the Future: Towards a National Framework for Collections Management, 2002.

Museums and Galleries Commission (UK) & English Heritage, A Survey of Archaeological Archives in England, 1998.

National Academy of Recording Arts and Sciences Foundation, Survey of Master Recording Libraries: Results, 1998.

National Archives and Records Administration, Preservation Risk and Needs Assessment - Textual and A/V Records, date unknown.

National Assembly of State Arts Agencies, Legislative Appropriations Annual Survey, 2001.

———, Policy Partners: Making the Case for State Investments in Culture, 2002.

National Center for Education Statistics, Library Statistics Cooperative Program, 1997.

———, Academic Libraries, 1998.

———, Database Documentation for Data File: Public Libraries Survey, 1998.

———, Library Statistics Program-Highlights, 2001.

National Center for Film and Video Preservation, American Film Institute, The Administration of Television Newsfilm and Videotape Collections: A Curatorial Manual, 1997.

National Conference of State Historic Preservation Officers, Secretary’s Review of Significant Threats to Historic Properties, 1992.

National Conference of State Historic Preservation Officers & Cultural Resources, 1988 Historic Preservation Needs Assessment: Report to Congress Regarding the Preservation Needs of Historic and Archeological Properties in the United States, 1988.

National Endowment for the Arts, Museums USA, 1974.

———, Age and Arts Participation, 1982-1997.

———, American Canvas, 1997.

———, 2002 Survey of Public Participation in the Arts, 2004.

National Endowment for the Humanities, We the People Initiative, 2002.

National Endowment for the Humanities & Exhibits USA, Results of Museum Survey, 2000.

———, Touring Humanities Exhibitions Feasibility Study, 2000.

National Film Preservation Foundation, Film Preservation 1993: A Study of the Current State of American Film Preservation, 1993.

National Historic Publications & Records Commission, Evaluation of the Vermont Historical Records Advisory Board 2000-2001 Grant Program, 2002.

National Historic Publications & Records Commission and Council of State Historical Records Coordinators, Maintaining State Records in an Era of Change: A National Challenge, 1996.

———, Where History Begins: A Report on Historical Records Repositories in the United States, 1998. National Library of Australia, Preservation Needs Assessment Surveys, 2001.

National Park Service, National Park Service Checklist for Preservation and Protection of Museum Collections, conducted annually since 1986.

———, Table of Contents for 1988 NPS’s Historic Preservation Needs Assessment, 1988.

———, Collections and Curation into the 21st Century, 1996.

———, National Park Service Strategic Plan, 1997.

———, Archeological Curation Fees Across the United States, 1999.

———, The Historic Preservation Fund: Annual Report, 2000.

———, Archeological Repositories: Functions and Policies, 2001.

———, Rethinking the National Parks for the 21st Century, 2001.

———, National Historic Landmarks: Illustrating the Heritage of the United States, date unknown. National Preservation Institute, Historic Site Survey Pilot Project, Compilation of Findings, 2002.

———, A National Survey of the Current State and Needs of Historic Sites, 2002.

National Preservation Office, British Library, Preservation Assessment Survey for Libraries and Archives: User’s Guide, 2001.

National Science Foundation, National Survey of Academic Research Instruments and Instrumentation Needs, conducted biannually.

National Trust for Historic Preservation, America’s Changing Population and Implications for Historic Preservation, 2001.

———, Building on the Past, Traveling to the Future, 2001.

New York Folklore Society, Folklore in Archives: A Guide to Describing Folklore and Folklife Materials, 1998.

New York State Library, The New York State Program for the Conservation and Preservation of Library Research Materials, 1990.

North Carolina Department of Cultural Resources, Survey of North Carolina Cultural Repositories, 2000.

Northeast Document Conservation Center, Northeast Document Conservation Center Preservation Services Survey, 2001.

———, Northeast Document Conservation Center Digital Collections Survey, 2005.

OCLC, OCLC (RONDAC) Preservation Needs Assessment Study, Detailed Report, 1991.

OCLC and Washington State Library, Washington Preservation Initiative of the Washington State Library, 2004.

OCLC/RLG Working Group on Preservation Metadata, Preservation Metadata for Digital Objects: A Review of the State of the Art, 2001.

Office of Arts and Libraries (now Heritage Libraries & Museums), The Cost of Collecting: Collection Management in UK Museums, 1989.

Oregon Heritage Commission, Oregon Heritage Commission Needs Assessment, 1998.

———, Oregon Heritage Commission Needs Assessment, 2001.

———, Heritage Needs Assessment Survey, 2001-2005.

———, Defining and Measuring Heritage Health, 2002.

Pennsylvania Historical and Museum Commission, Pennsylvania’s Preservation Plan, 2001.

Pew Charitable Trusts, Optimizing America’s Cultural Resources Initiative, 2000.

———, Building Research and Analysis Capacity for the Performing Arts, 2001.

President’s Committee on the Arts and Humanities, Looking Ahead: Private Sector Giving to the Arts and Humanities, 1994-1995.

———, Creative America: A Report to the President, 1997.

Princeton University Center for Arts and Cultural Policy Studies, Data on Arts Organizations: A Review and Needs Assessment, with Design Implications, 1996.

———, Cultural Policy and the Arts National Data Archive, 2003.

Rand, The Performing Arts in a New Era, 2001.

RLG, PREMIS: Preservation Metadata Implementation Strategies Update 1. Implementing Preservation Repositories for Digital Materials: Current Practice and Emerging Trends in the Cultural Heritage Community, 2004.

Scottish Museums Council, A Conservation Survey of Museum Collections in Scotland, 1989.

Smithsonian Center for Materials Research & Education, Education Paper Preservation Priority Worksheet, 1990s.

Smithsonian Institution, National Collections Program Summaries on Smithsonian Museums, Archives and Libraries, 1999.

———, National Collections Program Summaries on Smithsonian Museums, Archives and Libraries, 2000.

———, Smithsonian Institution’s Office of Policy and Analysis Collections Policy Study, 2001.

———, Report of the Blue Ribbon Commission on the National Museum of American History, 2002.

———, Concern at the Core: Managing Smithsonian Collections, 2005.

Society for the Preservation of Natural History Collections, Priorities for Natural History Collections Conservation Research: Results of a Survey of the SPNHC Membership, 2001.

Society of American Archivists, Society of American Archivists Salary Survey, 1996.

———, A Census: Archival Census and Education Needs Survey in the United States, 2005.

Solinet, The Solinet Preservation Planning and Evaluation Report, 1994.

———, The Solinet Preservation Planning and Evaluation Project II: Report, 1997.

South West Museums Council (UK), Museum Mapping 2000: A Survey of Museums and Collections in the South West of England, 2000.

———, Collections Care Standards: A Self-Assessment Pack for Museums, 2001.

———, Part 2: The Tool Kit: A Curatorial Assessment Framework and Part 3: Case Study: The North Devon Museum Trust Agricultural History Collection, to be published.

Swedish Institute, The Cultural Heritage in Sweden: Preserving the Past for Posterity, 1998.

Texas Association of Museums & Exhibits USA, Training Needs Assessment for Texas Museums, 2001.

The White House, Executive Order: Preserve America, 2003.

United Nations Educational, Scientific, and Cultural Organization, Convention Concerning the Protection of the World Cultural and Natural Heritage, 1972.

———, Survey of Endangered Audiovisual Carriers, 2003.

University of North Carolina at Chapel Hill, Keep Up the Good Work(s): Readers on Documenting the American South, 2002.

U.S. Army Corps of Engineers, St. Louis District, Department of Defense and US Army Corps of Engineers Curation Options Project, Western and Mid-Atlantic States, 1999.

———, U.S. Army Corps of Engineers Archaeological Collections Condition Assessment, 2000.

U.S. Department of the Interior, Survey of Federally Associated Collections Housed in Non-Federal Institutions, 1994.

———, America’s Historic Landmarks at Risk: The Secretary of the Interior’s Report to the 105th Congress on Threatened National Historic Landmarks, 1997.

Vermont Collections Care Program, Notes on Survey of Vermont Collections Care Program, 2002.

Vermont Museum and Gallery Alliance, The Status of Museums and Galleries in Vermont, 1980.

———, Vermont Museum and Gallery Alliance Membership Survey, 1998.

———, Evaluation of the Vermont Collections Care Program, 1992-2002, 2002.

William Penn Foundation, Preserving Our Heritage: Conservation of Art and Historic Artifacts in the Philadelphia Area, 1988.

———, Survey of Collection Management and Conservation in the Greater Philadelphia Region, 1997. Wisconsin Historical Society, History Where it Happened: Wisconsin’s Historic Sites, 2002.

**C.Heritage Health Index 2004 Institutional Advisory Committee**

**C.Heritage Health Index 2004 Institutional Advisory Committee**

* American Library Association
* American Library Association/ ALCTS Preservation and Reformatting Section
* American Association of Museums
* American Association for State and Local History
* American Institute for the Conservation of Historic and Artistic Works
* Association of Art Museum Directors
* Association of Moving Image Archivists
* Association of Regional Conservation Centers
* Association of Research Libraries
* Center for Arts and Culture
* Chief Officers of State Library Agencies
* Council on Library and Information Resources
* Getty Grant Program
* Institute of Museum and Library Services
* Library of Congress
* National Archives and Records Administration
* National Association of Government Archives and Records Administrators
* National Commission on Libraries and Information Science
* National Conference of State Historic Preservation Officers
* National Conference of State Museum Associations
* National Endowment for the Arts
* National Endowment for the Humanities
* National Gallery of Art
* National Historical Publications & Records Commission
* National Museum Services Board
* National Park Service, Museum Management Program
* National Preservation Institute
* National Science Foundation
* National Trust for Historic Preservation
* Natural Science Collections Alliance
* Regional Alliance for Preservation
* Research Libraries Group
* Smithsonian Institution
* Society of American Archivists
* Society for Historical Archaeology
* Society for the Preservation of Natural History Collections

# Heritage Health Index 2004 Working Groups (66 individual members)

1. Photographic materials
2. Paintings, prints, drawings
3. Books, manuscripts, documents, maps, newspapers
4. Archaeological and ethnographic objects
5. Natural science specimens
6. Decorative arts, sculpture, mixed media
7. Furniture, textiles, historical objects
8. Moving Images and recorded sound

9. Electronic records and digital collections

**D. Directories used to Establish 2004 Universe of Institutions Holding Collections**

**D. Directories used to Establish 2004 Universe of Institutions Holding Collections**

# Archives

Archives USA, June 2002 update (http://archives.chadwyck.com).

Association of Moving Image Archivists, Membership Directory, 2002.

Council of State Historical Records Coordinators, State Historical Records Coordinators, retrieved from [www.coshrc.org/stcoords.htm](http://www.coshrc.org/stcoords.htm) December 10, 2003.

Library of Congress, A Directory of Folklife Resources in the United States, retrieved from [www.loc.gov/folklife/source/archive1.html](http://www.loc.gov/folklife/source/archive1.html) July 11, 2003.

National Alliance for Media Arts and Culture, Member Directory, retrieved from [www.namac.org/direc](http://www.namac.org/direc-)tory\_org.cfm?id=4&cid=56&monly=0 June 1, 2004.

National Association of Government Archives and Records Administrators, Member Web Sites, retrieved from <http://www.nagara.org/websites.html> November 12, 2001.

National Film Preservation Foundation, Archives List, retrieved from [www.filmpreservation.org/pre-](http://www.filmpreservation.org/pre-) served/archive.php?link1=ALL June 14, 2002.

Society for American Archivists, 2000-2001 Directory of Individual and Institutional Members.

Society of American Archivists’ Archivists and Archives of Color Roundtable, Archivists of Color Directory, retrieved from [www.archivists.org/saagroups/aac/AAC\_Directory.pdf](http://www.archivists.org/saagroups/aac/AAC_Directory.pdf) January 13, 2004.

Tennessee State Records Coordinator, Historical, Regional, and Academic Repositories, 2004.

University of Idaho, Repositories of Primary Sources, retrieved from [www.uidaho.edu/special-collec](http://www.uidaho.edu/special-collec-)tions/Other.Repositories.html May 3, 2004.

U.S. National Archives & Records Administration, NARA Locations by States, retrieved from [www.archives.gov/locations/regional-archives.html](http://www.archives.gov/locations/regional-archives.html) July 23, 2003.

# Libraries

American Society for Engineering Education, Engineering Libraries Division, retrieved from <http://eld.lib.ucdavis.edu/libraries.php> March 2003.

Association of Research Libraries, Member Libraries, retrieved from <http://www.arl.org/members.html> July 16, 2002.

California Indian Library Collections Project, University of California Berkeley, Libraries Where California Indian Library Collections Are Located, retrieved from [www.mip.berkeley.edu/cilc/bibs/loca-](http://www.mip.berkeley.edu/cilc/bibs/loca-) tions.html January 13, 2004.

Independent Research Library Association, Members, retrieved from [http://irla.lindahall.org](http://irla.lindahall.org/)   
July 16, 2002.

Information Today, Inc. American Library Directory, Vol. 1 Libraries in the United States, 2003-2004 and 2004-2005.

Library of Congress, State Library Web Listing, retrieved from [www.loc.gov/global/library/statelib.html](http://www.loc.gov/global/library/statelib.html) July 16, 2002.

Library of Congress, Federal Library and Information Center Committee, WWW Sites of Federal Libraries, retrieved from [www.loc.gov/flicc/fliccmem.html](http://www.loc.gov/flicc/fliccmem.html) July 16, 2002.

Lotsee F. Patterson, Oklahoma University, Directory of Native American Tribal Libraries, retrieved from <http://faculty-staff.ou.edu/P/Lotsee.F.Patterson-1/directory.htm> January 13, 2004.

Kalamazoo College, Oberlin Group Libraries, retrieved from [www.kzoo.edu/is/library/obegroup.html](http://www.kzoo.edu/is/library/obegroup.html) July 16, 2003.

Kumeyaay Nation, Library Locations-California, retrieved from [www.kumeyaay.com/education/library.html](http://www.kumeyaay.com/education/library.html) January 15, 2004.

Lehigh University, University Libraries Group List of Member Institutions, retrieved from [www.lehigh.edu/~inulg](http://www.lehigh.edu/%7Einulg) July 16, 2003.

RLG, Members of the Research Libraries Group, retrieved from [www.rlg.org/memlist.html](http://www.rlg.org/memlist.html)   
July 16, 2002.

United States National Agriculture Library, Land Grant Libraries and Other Cooperating Institutions, retrieved from [www.nal.usda.gov/pubs\_dbs/landgrant.htm](http://www.nal.usda.gov/pubs_dbs/landgrant.htm) July 16, 2003.

United States National Agriculture Library, Tribal Land-Grant University Libraries, retrieved from [www.nalusda.gov/pubs\_dbs/tribal.htm](http://www.nalusda.gov/pubs_dbs/tribal.htm) July 23, 2003.

# Historical Societies and Historic Sites

Alta Mira Press, *Directory of* Historical Organizations in the United States and Canada, 2002.

Arizona Historical Society, Arizona Historical Society Museums, retrieved from [http://ahs.dreamteamtech.com](http://ahs.dreamteamtech.com/) May 28, 2004.

Association for the Preservation of Virginia Antiquities, Properties List, retrieved from [www.apva.org/apva/properties.php](http://www.apva.org/apva/properties.php) April 16, 2004.

Colorado Historical Society, Colorado Regional Museums, retrieved from [www.coloradohistory.org/hist\_sites/hist\_sites.htm](http://www.coloradohistory.org/hist_sites/hist_sites.htm) May 28, 2005.

Minnesota Historical Society, Map of Historic Sites, retrieved from [www.mnhs.org/places/sites/index.html](http://www.mnhs.org/places/sites/index.html) May 28, 2004.

National Park Service Curators Office, National Park Service Units with Collections, December 2002. National Trust for Historic Preservation, National Trust Historic Sites, retrieved from www.national-trust.org/national\_trust\_sites/list.html May 28, 2004.

National Trust for Historic Preservation, Save America’s Treasures Grant Recipients, retrieved from [www.saveamericastreasures.org/grantrecipients.htm](http://www.saveamericastreasures.org/grantrecipients.htm) April 5, 2004.

Nebraska State Historical Society, Facilities and Sites, retrieved from [www.nebraskahistory.org/sites/index.htm](http://www.nebraskahistory.org/sites/index.htm) May 28, 2004.

New York State Parks, Recreation and Historic Preservation, Historic Sites, retrieved from [http://nys-](http://nys-/) parks.state.ny.us/sites/list.asp?txtReg=&HS=Null&sortBy=0&showall=36   
May 28, 2004.

Ohio Historical Society, Local History Office’s Mailing List, 2003.

Ohio Historical Society, Sites by Name, retrieved from [www.ohiohistory.org/places/](http://www.ohiohistory.org/places/) April 8, 2004.

Oklahoma Historical Society, Sites and Museums, retrieved from [www.okhistory.mus.ok.us/mas/mas](http://www.okhistory.mus.ok.us/mas/mas)page.htm May 26, 2004.

Pennsylvania Historical and Museums Commission, Pennsylvania Trail of History, retrieved from [www.phmc.state.pa.us/bhsm/trailofhistory.asp?secid=14](http://www.phmc.state.pa.us/bhsm/trailofhistory.asp?secid=14) May 28, 2004.

South Dakota Historical Records Advisory Board, Guide to Historical Repositories in South Dakota, 2002.

State Historical Society of North Dakota, North Dakota State Historic Sites, retrieved from [www.state.nd.us/hist/sites/sitelist.htm](http://www.state.nd.us/hist/sites/sitelist.htm) June 1, 2004.

The Library of Virginia, Local Historical Societies in Virginia, retrieved from [www.lva.lib.va.us/whoweare/directories/vhs/index.htm](http://www.lva.lib.va.us/whoweare/directories/vhs/index.htm) April 7, 2004.

Vermont Historical Society, Passport to Vermont History, 2003.

Wisconsin Historical Society, Historic Sites and Attractions, retrieved from <http://wisconsinhistory.org/sites> June 1, 2004.

# Museums

AERO.COM**,** *Air and Apace* Museums, retrieved from [www.aero.com/museums/museumss.htm](http://www.aero.com/museums/museumss.htm) April 28, 2004.

Alabama Museums Association, Museums Directory, retrieved from [www.alabamamuseums.org/museum.htm](http://www.alabamamuseums.org/museum.htm) April 7, 2004.

American Association of State and Local History, American Indian Museums Program Mailing List, 2003.

Association of African American Museums, Annual Meeting Participants List, 2002.

Association of African American Museums, Museum Links, retrieved from [www.blackmuseums.org/index2.htm](http://www.blackmuseums.org/index2.htm) January 12, 2004.

Association of Children’s Museums, Member Museums with Permanent Collections, 2003.

B & O Railroad Museum, Other Resources, retrieved from [www.borail.org/related-links.shtml](http://www.borail.org/related-links.shtml) April 1, 2004.

Georgia College & State University, African American Resources, retrieved from [http://library.gcsu.edu/~sc/resafr.html](http://library.gcsu.edu/%7Esc/resafr.html) January 15, 2004.

Governor’s Office of Indian Affairs, Washington State Tribal Director List of Tribal Museums, July 2004.

Harvard University, Harvard University Museum, retrieved from [www.peabody.harvard.edu/harvard\_head.html](http://www.peabody.harvard.edu/harvard_head.html) June 4, 2004.

Henry J. Luce Foundation, Grant recipients from 1982 to 2003, 2003.

Henry J. Luce Foundation, List of Museums Surveyed for the “American Collections Enhancement Initiative,” 1994/1995.

Historically Black Colleges and Universities, Web Site Links, retrieved from [www.smart.net/~pope/hbcu/hbculist.htm](http://www.smart.net/%7Epope/hbcu/hbculist.htm) January 15, 2004.

International Association of Sports Museums and Halls of Fame, Museum or Hall of Fame Search, retrieved from [www.sportshalls.com](http://www.sportshalls.com/) May 12, 2004.

Lower Manhattan Development Corporation, History and Heritage: A Walking Tour of Lower Manhattan’s Museums and Landmarks, 2003.

Michigan Historical Museum System, History, Arts and Libraries, retrieved from [www.michigan.gov/hal](http://www.michigan.gov/hal) June 3, 2004.

Mountain-Plains Museums Association, Tribal Museum Network Members, retrieved from [www.mpmatribalmuseums.org/members.html](http://www.mpmatribalmuseums.org/members.html) March 7, 2003.

Museum of Afro American History Boston, Museums, Exhibits, Organizations, retrieved from [www.afroammuseum.org/links.htm](http://www.afroammuseum.org/links.htm) January 12, 2004.

National Lewis and Clark Bicentennial Commemoration, Tribal Museum Directory, retrieved from [www.lewisandclark200.org/index\_nf.php?cID=535](http://www.lewisandclark200.org/index_nf.php?cID=535) January 13, 2004.

National Register Publishing, The Official Museum Directory, 2004.

Native American Super Site, Iowa Native American Places to Visit, retrieved from [www.500nations.com/Iowa\_Places.asp](http://www.500nations.com/Iowa_Places.asp) May 25, 2004.

Print Council of America, List of Trustee Members, 2002.

Smithsonian Institution Center for Museum Studies, Tribal Museum Directory, 1998.

U.S. Army Center of Military History, Army System Directory retrieved from [www.army.mil/cmh/Museums/AMS-Directory/index.htm](http://www.army.mil/cmh/Museums/AMS-Directory/index.htm) March 24, 2004.

University Museums and Collections, Worldwide Database of University Museums and Collections, retrieved from [http://publicus.culture.hu-](http://publicus.culture.hu-/) berlin.de/collections/list.php?id=i&l=United+States+of+America May 7, 2004.

Virginia Association of Museums, Links to Virginia Museums, retrieved from [www.vamuseums.org/museum\_dir.asp](http://www.vamuseums.org/museum_dir.asp) May 12, 2004.

Virginia Tech, Aircraft Design Information Sources: Museums, retrieved from [www.aoe.vt.edu/~mason/Mason/museums.bills.s1.html](http://www.aoe.vt.edu/%7Emason/Mason/museums.bills.s1.html) April 20, 2004.

# Scientific Research Collections

American Association of Botanical Gardens and Arboreta, Member Garden List, retrieved from

[www.aabga.org/public\_html/](http://www.aabga.org/public_html/) November 24, 2003.

American Bryological and Lichenological Society, Herbaria and Collections, retrieved from [www.unomaha.edu/~abls/resources.html](http://www.unomaha.edu/%7Eabls/resources.html) May 12, 2004.

American Malacological Society, Systematic Research Collections, retrieved from <http://erato.acnatsci.org/ams/home/links.html> May 12, 2004.

American Society of Mammologists, Mammal Collections in the Western Hemisphere, May 1997.

American Zoo and Aquarium Association, AZA Member Zoos and Aquariums, retrieved from [www.aza.org/FindZooAquarium](http://www.aza.org/FindZooAquarium) November 10, 2003.

Botany.net, Internet Directory for Botany: Arboreta and Botanical Gardens, retrieved from [www.botany.net/IDB/botany.html](http://www.botany.net/IDB/botany.html) November 11, 2003.

Center for North American Herpetology, Museums, retrieved from [www.cnah.org/schools.asp?id=2](http://www.cnah.org/schools.asp?id=2) November 14, 2003.

Gina Mikel Illustration, Scientific Illustration Resources: Collections retrieved from www.scientificil- lustrator.com/art-resources.html November 10, 2003.

International Mineralogical Association Commission on Museums, Mineral Museum Web Sites, retrieved from [www.smmp.net/IMA-CM/museums.htm](http://www.smmp.net/IMA-CM/museums.htm) April 1, 2004.

Iowa State University, Entomology Index, retrieved from   
[www.ent.iastate.edu/List/Insect\_Collec](http://www.ent.iastate.edu/List/Insect_Collec-) tions.html November 19, 2003.

Lepidopterists’ Society, Collections, retrieved from [www.chebucto.ns.ca/Environment/NHR/topical.html](http://www.chebucto.ns.ca/Environment/NHR/topical.html) November 14, 2003.

National Biological Information Infrastructure, Museums & Collections, retrieved from [www.nbii.gov/datainfo/syscollect/alpha\_list.html](http://www.nbii.gov/datainfo/syscollect/alpha_list.html) May 27, 2004.

Natural Science Collections Alliance, Institutional Members, [www.nscalliance.org/about/members\_alpha.asp](http://www.nscalliance.org/about/members_alpha.asp) November 14, 2003.

New York Botanical Garden, Index Herbariorum, retrieved from <http://sciweb.nybg.org/science2/IndexHerbariorum.asp> October 3, 2003.

Psychological Society of America, Culture and Museum Collections, retrieved from [www.psaalgae.org/res/links.shtm](http://www.psaalgae.org/res/links.shtm) November 14, 2003.

Society of Mineral Museum Professionals, Membership List, retrieved from [www.agiweb.org/smmp/membership.htm](http://www.agiweb.org/smmp/membership.htm) November 14, 2003.

Society of Systematic Biologists, Museum/Herbaria, retrieved from <http://systbiol.org/info/misc.html> November 14, 2003.

U.S. Department of Agriculture, Systematic Collections of the Agricultural Research Service, August 1998.

University of Texas at Austin School of Biological Sciences, *Research Centers*, retrieved from [www.biosci.utexas.edu/research](http://www.biosci.utexas.edu/research) June 3, 2004.

University of Wyoming, Herbaria in Wyoming, retrieved from [www.rmh.uwyo.edu/herbaria/wyherb.htm](http://www.rmh.uwyo.edu/herbaria/wyherb.htm) November 20, 2003.

Archaeological Repositories Army Corps of Engineers St. Louis District, U.S. Army Corps of Engineers Archaeological Collections Condition Assessment, 2000.

Interagency Federal Collections Alliance, Mailing List, 2002.

U.S. Bureau of Reclamation, Museum Property Program Reclamation Repositories and Non-Reclamation Repositories Housing Reclamation Collections, retrieved from [www.usbr.gov/cultural/mp/recla-](http://www.usbr.gov/cultural/mp/recla-) mation.htm May 27, 2004.

**E. Universe Numbers, Sampling Rates, and Sample Sizes by Sample Group and Institutional Type for HHI 2004**

**E. Universe Numbers, Sampling Rates, and Sample Sizes by Sample Group and Institutional Type for HHI 2004**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Archives** | **Libraries** | **Historical Societies/ Sites** | **Museums** | **Archaeological Repositories/ Scientific Research** | **TOTAL** |
| **Group 1** |  |  |  |  |  |  |
| Sampling Rate | 100% | 100% | 100% | 100% | 100% |  |
| n= | 70 | 179 | 39 | 163 | 35 | 486 |
| **Group 2** |  |  |  |  |  |  |
| Sampling Rate | 100% | 100% | 100% | 100% | 100% |  |
| n= | 42 | 449 | 16 | 306 | 60 | 873 |
| **Group 3** |  |  |  |  |  |  |
| Universe n= | 429 | 14,010 | 4,288 | 12,154 | 1,897 | 32,778 |
| Sampling Rate\* | 100% | 35% | 51% | 35% | 100% |  |
| n= | 429 | 4,908 | 2,204 | 4,273 | 1,897 | 13,711 |
| **TOTAL SAMPLE** |  |  |  |  |  |  |
| n= | 541 | 5,536 | 2,259 | 4,742 | 1,992 | 15,070 |

\*Due to the overall small number of archives (n=541) and archaeological repositories/scientific research organizations (n=1,992) the Group 3 institutions were sampled at 100%.

**F. Heritage Health Index 2004 Response Rates and Sample Representation**

**F. Heritage Health Index 2004 Response Rates and Sample Representation**

The HHI 2004 study response rates are presented below by type of institution and region for each sample group. It should be noted the Group 1 institutions, those holding the largest size collections, were given special follow-up treatment by Heritage Preservation making phone calls reminding contacts to participate in the study. Phone calls were made throughout the data collection period and not as a result of reaching a specific response rate. The other groups were followed up by additional mailings and emails.

**Response Rates by Sample Group and Institution Type**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Archives** | **Libraries** | **Historical**  **Societies** | **Museums** | **Archaeological**  **Repositories/**  **Scientific Research** | **TOTAL** |
| **Group 1** | 92% | 90% | 90% | 90% | 91% | 90% |
| **Group 2** | 41% | 39% | 31% | 54% | 45% | 45% |
| **Group 3** | 25% | 18% | 21% | 20% | 22% | 20% |
| **TOTAL** | 35% | 22% | 11% | 25% | 24% | 24% |

**Response Rates by Sample Group and Region\***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Northeast** | **Mid-Atlantic** | **Southeast** | **Midwest** | **Mountain**  **Plains** | **West** | **TOTAL** |
| **Group 1** | 92% | 89% | 88% | 92% | 94% | 89% | 90% |
| **Group 2** | 59% | 39% | 42% | 50% | 49% | 35% | 45% |
| **Group 3** | 20% | 18% | 19% | 20% | 20% | 20% | 20% |
| **TOTAL** | 25% | 23% | 23% | 23% | 24% | 24% | 24% |

**\*** Geographic regions by defined from the American Association of Museums Data Report 1989

**Number and Percentage of Respondents and Sampled Institutions by Type of Institution**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Archives** | **Libraries** | **Historical**  **Societies** | **Museums** | **Archaeological**  **Repositories/**  **Scientific Research** | **TOTAL** |
| Number of Respondents | 180 | 1196 | 476 | 1088 | 430 | 3370 |
| % across Type | 5% | 36% | 14% | 32% | 13% | 100% |
|  |  |  |  |  |  |  |
| Number in Estimated Eligible Sample | 492 | 5208 | 2071 | 4122 | 1697 | 13,590 |
| % across Type | 4% | 38% | 15% | 30% | 13% | 100% |

**G.Heritage Heath Index 2004 Survey and Administration Pretest Summary**

**G.Heritage Heath Index 2004 Survey and Administration Pretest Summary**

**Conducted by: Aeffect, Inc.**

**Pretest 1:** Conducted Summer 2002 to pretest draft survey questions; mailed to 36 volunteer institutions to complete; 20-30 minute follow-up interviews with 18 respondents.

**Pretest 2:** Conducted Fall 2002 to pretest survey response rates, and completion of survey items; mailed to 202 randomly selected institutions across the country

**1) How many respondents were there for each pretest?**

* Pretest 1: 30 institutions
* Pretest 2: 75 institutions

**2) What was the response rate for each pretest?**

* Pretest 1: 36 surveys sent (volunteers); 83% response rate
* Pretest 2: 202 surveys sent (randomly selected); 37% response rate

**3) Who were the respondents in each** (briefly describe them)?

* Pretest 1: 12 libraries, 14 museums/historic sites, 2 archives, 2 research collections; The Southeast and Midwest states had the most representation (New England had the least representation)
* Pretest 2: 21 libraries, 27 museums/historic sites, 10 historical societies, 7 archives, 2 research collections, 5 other institutions; over half of responding institutions were non-profit, non-governmental; States with the largest representation were California, Illinois and New York (Montana, Vermont and Wyoming had no representation)

**4)** **What challenges did the respondents have in each test? Itemized**.

* Pretest 1:
  + Lack of enough advance notice
  + Time commitment
  + Counting of all items in collections (issues with categories/measurements provided)
  + Unable to give condition assessments because their institution had never completed this in the past
  + Counting visitors (ex. include off-site visitors, web site hits, gate counts?)
  + Issues with terminology (suggested including a FAQ page)
* Pretest 2:
  + Again, respondents had issues with the collections and holdings chart (most didn’t complete both number count and percentage, some used incorrect measurements, some left categories blank)
  + Respondents often would complete collection counts in subheadings but not the major headings, and vice versa

**5) What were the recommended changes to the questionnaire based on each pretest?**

* Pretest 1:
  + Give more advance notice
  + Clarify why exactly this survey is important, how it will benefit their institution as well as the field
  + Emphasize that making judgment calls/estimates is acceptable
  + Work with local organizations in order to gain the cooperation of more institutions
  + include an FAQ website
  + eliminate the ‘Other’ category in the Collections and Holdings chart
* Pretest 2:
  + Increase the deadline for completing the survey to 8 weeks
  + Make an extra effort to reach out to libraries as they were the least likely to respond
  + Possibly eliminate the question regarding the counts of part-time/unpaid staff and nontraditional visitors
  + For chart, possibly have the online survey tally the subheading totals for the major heading total
  + For chart, possibly provide ranges for quantities instead of asking respondent to estimate

**6)** **Compare, and detail in words, what was changed about the questionnaire as a result of pretests.**

After the first pretest, a much more thorough system of giving notice was implemented. Before the survey was mailed, institutions were contacted via phone followed by an invitation letter. Two weeks after the survey was sent out, a reminder was mailed to non-responders. 10 days later, second copies of the survey were sent out.

For the second survey, if it was completed online, for questions requiring further explanation (ex. ‘need vs. urgent need’) it was possible to click for more information.

For counting of FTE’s, in the second survey respondents were given ranges from which to choose, instead of having them count/estimate.

For the question concerning promoting awareness of conservation, the second survey gives the option to choose ‘not done currently but planned.’

For the final survey, only the most recently completed fiscal year (not the last 3) was inquired about for the annual operating budget.

In the collections and holdings section, percentage ranges are provided for questions such as percentage of the collection accessible through a catalog. A specific question about the percentage of the collections available online was added, instead of just a yes/no question about online accessibility. In the final survey, respondents were first asked ‘yes/no’ whether they held collections in the various categories provided. The following question then asked for approximate number of units as well as percentage in need of preservation.

In the last section concerning staff and visitors, respondents are given the option to respond with ‘don’t know.’ More explanation is provided when asking about different types of visitors. In the original questionnaire, there is space for an open-ended ‘additional comments’ section whereas for the final survey, respondents are specifically asked to explain their most pressing conservation need.

**7)** **Was any nonresponse bias analysis completed during either pretest?**

In the second survey, it was found that generally most respondents answered all questions and understood what was being asked. The areas with the biggest issues regarding non-response were the collections and holdings chart as well as budget and visitors questions. For the budget questions, respondents were more likely to provide data for the most current year. The largest issue with missing/incomplete data on the collections and holdings chart is that assumptions must be made as to what the missing data may mean. Only 18 out of 75 institutions completed the chart fully and correctly. Thus, the final percentages that are calculated could be drastically misrepresenting the actual picture of the various collections in these institutions.

**8) What cognitive analyses were done through interviews with pretest respondents?**

1. Please summarize.

* Only in the first pretest was there a specific discussion about respondent interviews. For the second survey, a follow-up questionnaire was sent specifically regarding the collections and holdings chart in order to determine ways to simplify it.

1. What were the recommended changes to the questionnaire based only on cognitive testing?

* One of the issues many respondents commented on was that they felt they were often just guessing when it came to giving percentages and counts. Therefore, after the first test, the questionnaire directions reiterated that it was acceptable to estimate.
* During the interviews, respondents commented on the length of the survey and stated it might be helpful to give advance notice regarding the time commitment this will take. For the second survey, a much more intensive notice and follow-up process was used.
* When asked about motivations to complete the survey, many examples were given by interviewees, which were then incorporated into the cover letter.
* When asked about completing the survey online, all respondents said they had internet access but most replied they would prefer to complete a paper copy.
* In discussion about the collections and holdings chart, the difficulty often depended on how large the institutions collection was as well as how well cataloged it already was. This was also where they again mentioned they felt that they were guessing and were worried about the validity of their guesses.
* The last major discussion point with respondents was the incentive of a custom report following the survey. They felt this would be useful both to their own institutions as well as for comparison purposes. (It was not mentioned in the documents whether this was actually implemented.)

**H.Directories used to Establish 2014 Universe of Institutions Holding Collections**

**H. Directories used to Establish 2014 Universe of Institutions Holding Collections**

For the HHI 2014 study Heritage Preservation used the following current directories to establish the universe of institutions.

**Libraries**

* American Library Directory  
  [www.americanlibrarydirectory.com/](http://www.americanlibrarydirectory.com/)

Vintage: 2012-2013

Collecting procedures: 66th edition completed in 2013; each record is either from a public source or from the library directly; records are updated annually via a survey

* Institute of Museum and Library Services, Public Library Survey list  
  [www.imls.gov/research/public\_libraries\_in\_the\_united\_states\_survey.aspx](http://www.imls.gov/research/public_libraries_in_the_united_states_survey.aspx)

Vintage: 2011

Collecting procedures: Annual verification and updating prior to survey collection via a web based reporting system

* Library of Congress, Federal Library and Information Center Committee  
  www.loc.gov/flicc/fliccmem.html

Vintage: 2013

Collecting procedures: Administrative records

**Archives**

* American Library Directory  
  [www.americanlibrarydirectory.com/](http://www.americanlibrarydirectory.com/)

Vintage: 2012-2013

Collecting procedures: 66th edition completed in 2013; each record is either from a public source or from the library directly; records are updated annually via a survey

* Society of American Archivists directory

Vintage: 2012-2013

Collecting procedures: Directory of Institutional Members updated annually

* National Archives and Records Administration locations  
  [www.archives.gov/locations/regional-archives.html](http://www.archives.gov/locations/regional-archives.html)

Vintage: 2013

Collecting procedures: Administrative records

**Museums**

* Official Museum Directory  
  [www.officialmuseumdirectory.com/mailing-list.html](http://www.officialmuseumdirectory.com/mailing-list.html)

Vintage: 2013

Collecting procedures: 44th edition complete in 2013; each record is either from the American Alliance for Museums membership list or from the museum directly; records are updated annually via a survey

**Historical Societies**

* National Park Service Units with Collections  
  National Park Service Curators Office

Vintage: 2013

Collecting procedures: Administrative records

* National Trust for Historic Preservation, National Trust Historic Sites [www.nationaltrust.org/national\_trust\_sites/list.html](http://www.nationaltrust.org/national_trust_sites/list.html)

Vintage: 2013

Collecting procedures: Administrative records

* Official Museum Directory  
  [www.officialmuseumdirectory.com/mailing-list.html](http://www.officialmuseumdirectory.com/mailing-list.html)

Vintage: 2013

Collecting procedures: 44th edition complete in 2013; each record is either from the American Alliance for Museums membership list or from the museum directly; records are updated annually via a survey

* The Genealogist’s Address Book: State and Local Resources  
  Bentley, E. P. (2009). The Genealogist’s Address Book: State and Local Resources. Baltimore, MD: Genealogical Publishing Company.

Vintage: 2009

Collecting procedures: 6th edition completed in 2009; Records are updated and verified before each edition is printed using written surveys with supplemented printed and internet sources

**Archaeological Collections**

* Army Corps of Engineers archaeological collections list  
  U.S. Army Corps of Engineers Archaeological Collections Condition Assessment

Vintage: 2000

Collecting procedures: Administrative records

 U.S. Bureau of Reclamation Museum property program repositories  
U.S. Bureau of Reclamation, Museum Property Program Reclamation Repositories and Non-Reclamation Repositories Housing Reclamation Collections  
[www.usbr.gov/cultural/mp/reclamation.htm](http://www.usbr.gov/cultural/mp/reclamation.htm)

Vintage: 2000

Collecting procedures: Administrative records

**Scientific Collections**

* American Public Gardens Association list  
  American Public Gardens Association, Member Garden List

[http://www.publicgardens.org/ /](http://www.publicgardens.org/%20/)

Vintage: 2013

Collecting procedures: Directory of Institutional Members updated annually

* American Society of Mammologists list  
  [www.mammalsociety.org/committees/systematic-collections#tab3](http://www.mammalsociety.org/committees/systematic-collections#tab3)

Vintage: 2012

Collecting procedures: Institutions on the list are surveyed annually for updates to their record

* American Zoo and Aquarium Association directory  
  American Zoo and Aquarium Association, AZA Member Zoos and Aquariums  
  [www.aza.org/FindZooAquarium](http://www.aza.org/FindZooAquarium)

Vintage: 2012

Collecting procedures: Institutional accredited membership directory updated annually via membership renewal

* American Society of Ichthyologists and Herpetologists directory  
  American Society of Ichthyologists and Herpetologists, Institutional Resource Collections  
  Sabaj Pérez, M.H. (editor). 2013. Standard symbolic codes for institutional resource collections in herpetology and ichthyology: an Online Reference. Verson 4.0 (28 June 2013).

<http://www.asih.org/resources/standard-symbolic-codes-institutional-resource-collections-herpetology-ichthyology>

Vintage: 2013

Collecting procedures: An annual review of current industry codes and collecting institutions is collected via internet and phone research

* International Mineralogical Association Commission on Museums list  
  International Mineralogical Association Commission on Museums, Mineral Museum Web Sites  
  [www.smmp.net/IMA-CM/museums.htm](http://www.smmp.net/IMA-CM/museums.htm)

Vintage: 2013

Collecting procedures: An annual review of collecting institutions is collected via internet and phone research

* Natural Science Collections Alliance directory  
  Natural Science Collections Alliance, Institutional Members,  
  [www.nscalliance.org/about/members\_alpha.asp](http://www.nscalliance.org/about/members_alpha.asp)

Vintage: 2013

Collecting procedures: Institutional membership directory updated annually via membership renewal

* U.S. Department of Agriculture research collections list  
  U.S. Department of Agriculture, Systematic Collections of the Agricultural Research Service

Vintage: 1998

Collecting procedures: Administrative records

* The Global Registry of Biorepositories    
  <http://grbio.org>

Vintage: 1998

Collecting procedures: It is a merged database of entries from the Index Herbariorum (New York Botanical Garden), the Biodiversity Collections Index (Royal Botanic Garden of Edinburgh) and the Consortium for the Barcode of Life (Smithsonian) from 2010; the database is being updated via crowdsourcing.