



Collections Assessment  
for Preservation

## Follow-Up Survey

[To be completed after the 12-month follow-up meeting between participant institutions and assessors.]

The Foundation of the American Institute for Conservation is interested in understanding the short-term and long-term impacts of the CAP Program. Please share your experience over the past year with us by completing this Follow-Up Survey.

Only aggregate results will be shared outside of FAIC and IMLS staff unless you choose to share your survey with your assessors by checking the box at the end of the survey. We thank you in advance for your feedback and appreciate any comments you may have.

Name of Institution: \_\_\_\_\_

1. How many times has your institution consulted your CAP report within the last year?

- have not consulted CAP report
- 1-3 times
- 4-10 times
- more than 10 times
- don't know

2. Since your assessment, has your institution committed funds to the preservation of the collection?

- Yes
- No

If yes, approximately how much money has been spent on the preservation of the collection since your CAP assessment? (*include budgeted funds for staff who perform preservation duties, supplies, equipment, surveys, treatments, and consultants*) \$ \_\_\_\_\_

How does your institution allocate funds for conservation? (*check all that apply*)

- Collections conservation is an item in our annual budget
- Funds are allocated in response to a need

Funds are sought through grants or donations in response to a need

Other (*specify*):

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**3. Since CAP, has your institution created, revised or developed the following collections care policies/guidelines:**

	Created	Revised	In Development	No Action Taken	Policy Was Already in Place
Collections Management Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long-Range Preservation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Plan that includes collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4. Indicate whether additional training has been provided for staff (paid or unpaid) in the following areas since your participation in CAP:**

	yes	no	don't know
Collection preservation activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling collection items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building systems care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other collections care training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5. Has your institution explored the Resources page on the CAP website (e.g. - STASH, CoOL, Connecting to Collections Care, etc.)?**  Yes  No

If yes, how helpful were the Resources on the CAP website? (*check one box below*)

Extremely helpful	Very helpful	Somewhat helpful	Not very helpful	Not at all helpful
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What could be done to make these resources more helpful? (*optional*)

6. Has your institution used your CAP experience and report to **PLAN OR APPLY FOR** funding for collections conservation?  Yes  No

If yes, please indicate whether you plan to apply or have applied for:  
(check all that apply)

- a federal grant or assistance program
  - state grant or assistance program
  - county or municipal grant or assistance program
  - foundation funding
  - private donor
  - other funding source (please specify):
- 

Since CAP, has your institution been **AWARDED** funding for collections conservation?

Yes  No

If yes, please indicate whether your award is from: (check all that apply)

- a federal grant or assistance program
  - state grant or assistance program
  - county or municipal grant or assistance program
  - foundation funding
  - private donor
  - other funding source (please specify):
- 

What was the total amount of funding awarded? \$ \_\_\_\_\_

7. Considering the prioritized list of recommendations provided in your CAP report, how much progress would you say your institution has made toward completing all of the recommendations (please select a number on a scale of 0 to 100, where 0 indicates no progress and 100 indicates completion of all recommendations). \_\_\_\_\_

8. How helpful was the follow-up meeting with your assessors?

Extremely helpful	Very helpful	Somewhat helpful	Not very helpful	Not at all helpful
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What could have been done to make the follow-up meeting more helpful?

How much time did you spend on the follow-up meeting? Consider preparation time in addition to the consultation time. \_\_\_\_\_hours

If you would like a CAP staff member to contact you to discuss your experience further, please provide us with your name and the best number to reach you:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Many assessors are interested in learning what institutions have accomplished since participating in CAP. If you would be willing to share this information with your assessor, please check the box below.

Yes, I give FAIC permission to share this information with my CAP assessor in order to help them improve their future assessments.

