



Collections Assessment  
for Preservation

## **CAP Assessor Feedback Form**

Thank you for your participation in the CAP Program! The Foundation of the American Institute for Conservation relies on your feedback to help us understand your experience, improve the program for future years, and track additional in-kind work toward assessments. Please share your experience with us by completing this Feedback Form.

Please answer the questions regarding your experiences with your most recent CAP assessment. If you conducted more than one this year, please complete one evaluation for each site.

Only aggregate results will be shared outside of FAIC and IMLS staff. We thank you in advance for your feedback and appreciate any comments you may have.



First and Last Name: \_\_\_\_\_

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

Did you visit the FAIC website for information about the CAP Program?   
 Yes  No

If yes, indicate your level of agreement with the following statements about the **CAP INFORMATION ON THE FAIC WEBSITE** by placing an "X" in the appropriate box:

	<b>Strongly Agree</b>	<b>Somewhat Agree</b>	<b>Neither Agree nor Disagree</b>	<b>Somewhat Disagree</b>	<b>Strongly Disagree</b>
The website clearly explained the CAP program.					
The website was easy to navigate.					

What could we do to improve the CAP website? (*optional*)

Indicate your level of agreement with the following statements about the **CAP ASSESSOR HANDBOOK** by placing an "X" in the appropriate box:

	<b>Strongly Agree</b>	<b>Somewhat Agree</b>	<b>Neither Agree nor Disagree</b>	<b>Somewhat Disagree</b>	<b>Strongly Disagree</b>
The <i>Handbook</i> clearly outlined my role and responsibilities.					
The <i>Handbook</i> provided useful resources for completing the report.					

What could we do to improve the CAP Assessor Handbook? (*optional*)

Did you participate in (or watch the recorded version of) any assessor orientation or training webinars?

Yes  No

If yes, indicate your level of agreement with the following statements about the **ASSESSOR TRAINING WEBINAR** by placing an “X” in the appropriate box:

	<b>Strongly Agree</b>	<b>Somewhat Agree</b>	<b>Neither Agree nor Disagree</b>	<b>Somewhat Disagree</b>	<b>Strongly Disagree</b>
The webinar provided information that will					

improve my work with CAP.					
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What could we do to improve our webinars? (*optional*)

Indicate your level of agreement with the following statements about the **SITE QUESTIONNAIRE AND PRE-VISIT CALL** by placing an “X” in the appropriate box:

	<b>Strongly Agree</b>	<b>Somewhat Agree</b>	<b>Neither Agree nor Disagree</b>	<b>Somewhat Disagree</b>	<b>Strongly Disagree</b>
The <b>site questionnaire</b> helped me prepare for the site visit.					
The <b>pre-visit call</b> helped me prepare for the site visit.					

What additional question(s) or information should be included in the Site Questionnaire, if any?

Indicate your level of agreement with the following statements about the **SITE VISIT** by placing an “X” in the appropriate box:

	<b>Strongly Agree</b>	<b>Somewhat Agree</b>	<b>Neither Agree</b>	<b>Somewhat Disagree</b>	<b>Strongly</b>

			<b>nor Disagr ee</b>	<b>e</b>	<b>Disagr ee</b>
Staff was well prepared for the visit.					
I was provided sufficient access to all relevant spaces.					
I had enough time to effectively assess all of the buildings and/or collections.					
Staff provided me with all information needed for an effective report.					

What could be done to improve site visits? *(optional)*

Did you contact FAIC staff during the process?  Yes  No

If yes, how would you rate:

	<b>Exceeded Expectati ons</b>		<b>Met Expectati ons</b>		<b>Did Not Meet Expectati ons</b>
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
FAIC staff's ability to answer questions.					

What could we have done to better answer your questions? *(optional)*

Did you work with another assessor on this project?  Yes  No

If yes, please indicate your level of agreement with the following statement.

	<b>Strong ly Agree</b>	<b>Somew hat Agree</b>	<b>Neithe r Agree</b>	<b>Somew hat Disagre</b>	<b>Stron gly</b>
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			<b>nor Disagr ee</b>	<b>e</b>	<b>Disagr ee</b>
My co-assessor performed his/her responsibilities in accordance with CAP program standards, as outlined in the CAP Assessor Handbook.					

**If you answered Somewhat Disagree or Strongly Disagree, please explain why. (optional)**

**OVERALL**, how would you rate (circle or place an "X" next to the number that corresponds to your answer):

	<b>Exceeded Expectati ons</b>		<b>Met Expectati ons</b>		<b>Did Not Meet Expectati ons</b>
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Your overall experience with CAP.					
Information and training provided by FAIC.					

What could we do to improve your overall experience? (optional)

Do you have any additional comments about CAP?

Did you contribute time to the project beyond that covered by the assessor fee?

Yes     No

If yes, please estimate the value of the **additional** time contributed to the CAP process. \$ \_\_\_\_\_

Did you absorb project expenditures (such as travel costs, supplies, etc.) beyond those reimbursed by the institution?

If yes, please estimate value of the **additional** resources contributed to the CAP process. \$\_\_\_\_\_