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## **Introduction**

Thank you for taking part in this needs assessment. The information you provide will help identify services, programs, and needs of U.S.-based tribal cultural organizations that have received awards from the Institute of Museum and Library Services (IMLS). The results from this questionnaire will be included in a report to help guide program development to address the needs of tribal cultural organizations and will be shared with tribes and stakeholder communities.

The survey consists of 28 questions, some of which have several parts or lists of items and should take you about 30-40 minutes to complete.

Your participation is voluntary and has no impact on whether or not you receive IMLS funds in the future. You can choose “don’t know” or “prefer not to answer” on most questions. Your identity and that of your organization will be protected and will not be associated with any particular findings in the report. If you consent (via questions at the end of the survey), your organization and/or tribe will be recognized via a list of survey participants at the end of the report. The Association of Tribal Archives, Libraries, and Museums (ATALM) will conduct the administration and data analyses, and IMLS will not have access to individually identifiable answers.

### Instructions

- 1) Choose “Don’t know” on any item for which you do not feel confident in your answer (e.g., if you do not have relevant information for the question). Choose “Not applicable” for items that do not apply to your organization.
- 2) An open comment box for additional information you wish to provide is located at the end of the survey.
- 3) You may exit and return to the survey at any time before the deadline using the same computer; the system will save your responses.
- 4) A PDF version of the questionnaire and a glossary were provided in the e-mail you were sent with the survey link. Throughout the survey, a (G) indicates terms included in the glossary. Please report your answers within the online questionnaire via the link that you were provided. If it is easier for you to do so, please mail the completed survey to:  
Susan Feller  
Association of Tribal Archives, Libraries and Museums  
6308 Harden Drive  
Oklahoma City, OK 73118
- 5) Please submit your completed questionnaire by [**DATE CONTINGENT ON OMB APPROVAL**]

If you have questions about the survey or need assistance in answering questions, please contact: [president@atalm.org](mailto:president@atalm.org) or phone 405-401-9657. If you have questions concerning issues associated with the survey administration, please contact [storo@imls.gov](mailto:storo@imls.gov) or phone 202-653-4662.

For more information about ATALM or to download a copy of the 2012 report “Sustaining Indigenous Cultures,” please visit [www.atalm.org](http://www.atalm.org).

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The study is funded by the IMLS and is conducted by the ATALM. Please enter your assigned identification number HERE: \_\_\_\_\_ to start the online survey.

*OMB #3127-0081, Expiration date:* \_\_\_\_\_

## Questionnaire Organizational Type Section

### Types of Organizations:

You received this questionnaire because you were a recipient of one or more IMLS grants. We recognize that tribal cultural organizations are very diverse. We also recognize that terminology, such as that in the IMLS authorizing legislation, is not always consistent with the practices of tribal cultural organizations. Please use the following three definitions in answering Question 1.

- **A tribal archive** contains records of permanent value. A tribal records center is a centralized storage location for temporary records of importance to tribal government. Many archives include a records center, however, the scope of this study does not include organizations that are solely records centers.
- **A tribal library** is accessible by community members and serves the information needs of patrons through a collection of books and other media for studying and/or borrowing. Some libraries provide computer access and public programs for patrons.
- **A tribal museum** is an organization that collects, stores, and exhibits objects with cultural, historic, or artistic value. Some tribes retain these collections and perform these functions at a cultural center.

*We recognize that some organizations are “cultural centers.” However, because of limited information available, it is a challenge to define what cultural centers look like or include. In some cases, a tribal cultural organization has a single organization type (e.g., archive, library or museum) and in other cases a tribal cultural organization provides services and/or resources usually associated with multiple organization types (e.g., a cultural center that houses both a museum and a library).*

- 1) Given these definitions, what is the PRIMARY type of your tribal cultural organization? (Choose only one)

Archive
Library
Museum

*[Programmer: provide a drop-down response box and permit one answer only.]*

- 2) Is your tribal cultural organization part of a Cultural Center?

Yes → Please answer question 2a.

No → if NO, please skip to question 3.

2a) If yes, besides the primary function you marked in question 1, which other types of organizations are housed at the Cultural Center? Please mark all that apply.

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Archive
Library
Museum
Records Center

**Important: For the remainder of the survey, please answer each question based on the organization type you specified on Question #1.**

**Collections**

In this section, we ask you to describe the kinds of items you have in your collection and how you store, present, and take care of these items. We also ask what challenges and needs you have related to collections. **Please answer all questions in this section based on the organization type you selected in Question 1.**

3) What kinds of items do you have at your tribal cultural organization? Please mark all that apply.

	We have	We do not have	Don't know
Books and other bound volumes (including diaries, journals, scrapbooks)			
Histories (e.g., family, oral, tribal, church)			
Legal documents (e.g., deeds, contracts)			
Tribal government records			
Maps, plats, drawings			
Linguistic records			
Audio recordings			
Video recordings			
Photographs			
Cultural artifacts (e.g., textiles, ceramics, metalwork, musical instruments, tools)			
Art (e.g., paintings, drawings, sculpture, decorative arts, jewelry)			
Natural science materials (e.g., preserved plants, rocks, minerals, fossils)			
Born-digital materials (G)			
Other, please specify			

*[Programmer: require one answer per row. Provide a fill-in box for the "other" category.]*

4) To what extent has your collection been catalogued (G)?

<b>Responses:</b>
None
Some, but not all
All
Don't know
Prefer not to answer

*[Programmer: provide the list of responses as a drop-down menu.]*

5) Are patrons able to access your collections online? (Check one response).

<b>Responses</b>
All collections are available online
Some collections are available online

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No collections are available online
Don't know
Prefer not to answer

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6) Is the public permitted to access collections in storage?

<b>Responses</b>
Yes → Go to question 6a
No, we do not have collections in storage → Go to question 7
No, public access to collections is not permitted → Go to question 7
Don't know → Go to question 7

*[Programmer: provide the list of responses as a drop-down menu.]*

IF YES ON QUESTION 6:

6a) How is the public able to access collections in storage? Please mark one response in each row.

	<b>Not applicable</b>	<b>Yes</b>	<b>No</b>	<b>Don't Know</b>
Visible storage as part of standard displays				
Guided tours of collections storage areas				
By appointment, visitors can work with items in the storage area				
By appointment, items are brought to visitors in a designated workspace				
Other, please describe				

*[Programmer: require one answer per row. Provide a fill-in box for the "other" category.]*

7) Are there restrictions to accessing your collections? (Please select one.)

<b>Responses</b>
Collections are available to everyone
Collections are available to tribal members only
Some collections are restricted in accordance with cultural protocols
Don't know
Not applicable, we do not have this type of cultural organization

*[Programmer: provide the list of responses as a drop-down menu.]*

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8) Has a general condition assessment (**G**) of your organization’s collection been done?

<b>Responses:</b>
Yes
No
Don't know

*If yes, please answer question 8a.  
If “No” please **SKIP** to question #9.  
If “Don’t Know” please **SKIP** to question #9.*

*[Programmer: provide the list of responses as a drop-down menu. If “No” or “Don’t Know” are selected, skip to question 9.]*

8a) Was the general condition assessment (G) funded by an IMLS grant? If so, what type of IMLS grant award?

<b>Responses - Drop down menu</b>
Yes, we received a Native American Library Services Basic award
Yes, we received a Native American Library Services Enhancement award
Yes, we received a Native Hawaiian Library Services award
Yes, we received a Native American/Native Hawaiian Museum Services Program award
Yes, we received a Save America’s Treasures award
Yes, we received a Museums for America award
Yes, we received a Museums Empowered award
Yes, we were a Collections Assessment of Preservation (CAP) Program participant
Yes, we were a Museum Assessment Program (MAP) participants
Yes, but not sure what type of award
No, the general condition assessment was not funded by IMLS

*[Programmer: provide the list of responses as a drop-down menu.]*

8b) Which statement best describes the general condition assessment (**G**) conducted by your organization?

<b>Responses - Drop down menu</b>
We completed an assessment of the entire collection and regularly update it every five years
We completed an assessment of the entire collection but it is not updated regularly
An assessment of only a portion of the collection was completed and is updated regularly every five years
An assessment of only a portion of the collection was completed, but it is not updated regularly
Don't know
Prefer not to answer

*[Programmer: provide the list of responses as a drop-down menu.]*

9) Does your organization have a security system (G) to help prevent theft or vandalism of collections?

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<b>Responses:</b>
Yes
No
Don't know

*[Programmer: provide the list of responses as a drop-down menu.]*

10) Which of the following conservation/preservation issues/activities in your organization need improvement?

	Yes	No	Don't Know	Prefer not to answer
a. Findings aids, inventorying and/or cataloguing of collections				
b. General condition assessments (G)				
c. Staff training				
d. Security systems (G)				
e. Environmental controls (G)				
f. Reduction in light exposure to collections				
g. Conservation treatment (include specimen preparation)				
h. Preservation of digitized collections				
i. Preservation of born-digital collections (G)				
j. Integrated pest management (G)				
k. None of these.				

*[Programmer: provide as a matrix, one response per row.]*

11) Is your tribal cultural organization actively acquiring new materials for its collections?

<b>Responses:</b>
Yes
No
Don't know
Prefer not to answer

*[Programmer: provide the list of responses as a drop-down menu.]*

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**Services**

Tribal cultural organizations provide a variety of services and resources to their patrons and visitors. In this section, we ask about several types of services and resources that you currently provide and which ones you might want to provide.

**Please answer all questions in this section based on the organization type you selected in Question 1.**

12) What services does your tribal cultural organization provide to the community?

*[Programmer: require one answer per row.]*

**a. Educational Programming**

	Provide	Do not currently provide, do not want to provide	Do not provide, but want to	Don't know
Children's programs				
Family programs				
Adult programs				
STEM programs (including MakerSpaces)				

**b. Cultural Resources**

	Provide	Do not currently provide, do not want to provide	Do not provide, but want to	Don't know
Materials specifically related to the tribe or other indigenous groups				
Genealogy <b>(G)</b> research materials				
Cultural arts and crafts classes				
Language classes or resources				
Historic preservation				

**c. Economic development and training**

	Provide	Do not currently provide, do not want to provide	Do not provide, but want to	Don't know
Services for job seekers				
Information for starting a business or seeking business opportunities				
Computer and Internet training and skill development				

**d. Government services, benefits, referrals**

	Provide	Do not currently provide, do not want to provide	Do not provide, but want to	Don't know
Information about the tribal				

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community and/or tribal services				
Health screenings				
Legal aid				
Government services (e.g., unemployment benefits, Medicare, Social Security benefits)				
Access to important records (e.g., birth certificates, marriage certificates)				

13) In the past year, how many changing/temporary exhibitions did your tribal cultural organization have?

<b>Response options</b>
None
1-2
3-4
5 or more

*[Programmer: provide the list of responses as a drop-down menu.]*

14) For the most recent fiscal year, approximately how many patrons/visitors did your tribal cultural organization have?

<b>Response options</b>
Fewer than 500
500 - 999
1,000 - 4,999
5,000 - 9,999
10,000 - 99,999
100,000 or more
Don't know, we do not track visitors
Prefer not to answer

*[Programmer: provide the full list of responses but permit only one response.]*

**Challenges and Needs**

In this section, we are interested in learning about the tools and methods you currently use and those that you might want to use. We also ask about your organization’s challenges and needs. **Please answer all questions in this section based on the organization type you selected in Question 1.**

15) What tools or methods do you use to help your tribal cultural organization meet the needs of the community? (Mark one answer in each row.)

	Use now, satisfied with current method	Use now, interested in professional development in this area	Do not use now, do <u>not</u> want to use	Do not use now, but want to use	Don't know	Prefer not to answer
Community Needs Assessment (G) Surveys						
Visitor or User Surveys						
Community Advisory Board or Group (G)						
Collections Use Analysis (G)						
Other (please specify)						

*[Programmer: require on answer per row.]*

16) Which of the following computer programs does your tribal cultural organization currently use? (Mark one answer in each row.)

	Use now, satisfied with current knowledge level	Use now, interested in professional development in this area	Do not use now, do <u>not</u> want to use	Do not use now, but want to use	Don't know
Databases such as ACCESS					
Spreadsheets such as EXCEL					
Word processing software like WORD					
Mukurtu					
Past Perfect					
Photoshop or other graphic design software					
Archivists' Toolkit					
Proficio (discovery software)					
Eloquent					

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Other (please specify)					
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*[Programmer: require one answer per row.]*

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17) To what extent is each of these a **staff** training need for your tribal cultural organization? *(Please choose one answer in each row).*

**a. Staff Training Needs: Collections**

	Not applicable	Not a need	Somewhat at a need	Substantial need	Don't know
Collections development					
Collection registration methods <b>(G)</b>					
Accessioning methods <b>(G)</b>					
Collections storage and handling					
Collection preservation methods					
Digital collection management					
Exhibition development, design, and production					

**b. Staff Training Needs: Education**

	Not applicable	Not a need	Somewhat at a need	Substantial need	Don't know
Computer training					
Volunteer programs					
Internship programs					
Outreach <b>(G)</b> (to schools, elders, etc.)					
Public programming <b>(G)</b>					

**c. Staff Training Needs: Facilities / Administration**

	Not applicable	Not a need	Somewhat at a need	Substantial need	Don't know
Administrative practices					
Fundraising					
Marketing					
Security					
Shop/Store Management					
Other (please specify)					

18) To what extent is each of the following a challenge for your tribal cultural organization? *(Please choose one answer in each row).*

	Not a challenge	Somewhat a challenge	Substantial challenge	Don't know
Staff professional development				

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Designing exhibits				
Storing current collections				
Scope of collections				
Environment controls				
Access to archival materials (boxes, folder, enclosures)				
Maintaining community support				
Funding				
Other (please specify)				

**Funding**

In this section, we ask about your organizational revenue, how you are funded, and what you perceive to be the most important funding needs for your tribal cultural organization. We ask about a general revenue category so that we can better understand needs for organizations with various levels of funding. **Please answer all questions in this section based on the organization type you selected in Question 1.**

- 19) Which of the following categories most accurately describes the annual operating revenue (**G**) of your tribal cultural organization in your most recent fiscal year?

<b>Response Categories - Drop down</b>
Less than \$50,000
\$50,000-\$249,999
\$250,001-\$999,999
\$1,000,000 or more
Don't know
Prefer not to answer

*[Programmer: provide the full list of responses but permit only one response.]*

- 20) Which of the following contributed to the funding for your organization in the past fiscal year? *Please choose one answer in each row.*

<b>Type of Funding</b>	<b>Receive</b>	<b>Do Not Receive</b>	<b>Don't Know</b>	<b>Prefer not to answer</b>
Tribal government				
State and/or local grants				
IMLS Native American Library Services Basic award				
IMLS Native American Library Services Enhancement award				
IMLS Native Hawaiian Library Services award				
IMLS Native American/Native Hawaiian				

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Museum Services Program award				
IMLS Save America's Treasures award				
IMLS Museums for America award				
IMLS Museums Empowered award				
Other IMLS award				
Other Federal grants				
Foundations/Corporations				
Individuals				
Fees for services				
Membership fees				
Merchandise sales				
Artist consignments				
Advertising				
Other (please specify)				

*[Programmer: require one answer per row.]*

## Questions for Specific Types of Organizations

*[Programmer: Present ONLY to those who selected MUSEUM on Question #1.]*

### **MUSEUMS**

21) Does your museum charge admission? (Check one response in each column)

	Yes	No	Don't Know	Prefer not to answer
Everyone pays full admission				
Admission is free or discounted to tribal citizens/members				
Admission is free or discounted to members from other tribes				
Discounted admission is available for groups				
Discounted admission is available for members of our tribe				

**[Programmer: Present ONLY to organizations who selected LIBRARY on Question #1.]**

**LIBRARIES**

- 22) E-Rate funds (**G**) are provided by the federal government through the Universal Service Fund to cover expenses associated with Internet access. Does your library receive E-Rate funding?

<b>Response categories</b>
Yes, we currently receive E-Rate funds → Go to question 23
No → Go to question 22a
Don't know → Go to question 23

*[Programmer: provide the list of responses as a drop-down menu.]*

- 22a) If you do not access E-Rate funds, based on your knowledge, which of the following is the main reason for not accessing E-Rate? (Please select one answer)

<b>Response categories</b>
We have never heard of E-Rate
E-Rate application is too complicated
We are unsure if the library is eligible for E-Rate
Time needed to participate in the program is not warranted
We were denied funding in the past and are now discouraged
We applied in the past, but no longer find it necessary.
Other, please specify:

- 23) Does your library offer Internet computers for public access?

<b>Responses:</b>	
Yes	<i>If yes, please answer questions 23a and 23b.</i>
No	<i>If "No" please SKIP to question #24.</i>
Don't know	<i>If "Don't Know" please SKIP to question #24.</i>

**[Programmer: provide the list of responses as a drop-down menu. If respondent selects "YES" present Questions 23a and 23b. If respondent selects "No" or "Don't know" skip to Question 24.]**

- 23a) How many Internet computers [personal computers (PCs) and laptops], whether purchased, leased, or donated, for use by the general public are in your library? Please enter "0" if none; select "don't know" if you are not able to provide this information.

- 23b) How many sessions (**G**) did the Internet computers have in the past year? Please enter "0" if none; select "don't know" if you are not able to provide this information.

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- 24) If your library provides free WiFi to your knowledge, is it the only free of charge public WiFi access venue in your library's service area?

<b>Responses - Drop down list</b>
Yes, as far as I know, the library is the only place in the community that provides free WiFi
No, I think there are other places in the community that provide free Internet access
Don't know, I am not certain whether there are other places that offer free Internet access

### Wrap-up

We're almost to the end!

- 25) In the box provided, in just a few sentences, please describe a service, program, or administrative practice that you have found to be particularly effective at your organization.

- 26) Finally, what did we miss? Is there anything else you would like to share with us about your archive, library, museum, or cultural center?

*[Programmer: Provide text boxes for these. Provide a small one, size visible to respondent for the first item (Q25) and a larger box, size not visible, for the second (Q26).]*

- 27) Do you wish your cultural organization to be recognized via a list at the end of the report?

<b>Responses:</b>
Yes
No

*[Programmer: provide the list of responses as a drop-down menu.]*

- 28) Do you wish your tribe to be recognized via a list at the end of the report?

<b>Responses:</b>
Yes
No

*[Programmer: provide the list of responses as a drop-down menu.]*

### Contact Information

Please provide the following information. We will not share this information beyond the survey and your answers to specific survey items will not be able to be associated with you or your organization.

**A Needs Assessment of Programs, Services, and Operations of Tribal Archives, Libraries, and Museums**

- First Name
- Last Name
- Position Title
- Tribe
- Street Address
- City, State, Zip
- E-mail Address
- Telephone
- Website Address

*THANK You for your time!*

## **GLOSSARY**

In addition to the definitions, links to relevant websites that provide more information about each term are also included in this glossary.

### **Accessioning Methods**

The methods used “to take legal and physical custody of a group of records or other materials and to formally document their receipt” or “document the transfer of records or materials in a register, database, or other log of the repository's holdings.”

See: <https://www2.archivists.org/glossary/terms/a/accession>

### **Annual Operating Revenue**

The amount of money that an organization actually receives during a one-year period. It is the amount from which costs are subtracted to determine net income.

See: <https://www.investopedia.com/terms/r/revenue.asp>;  
<https://www.investopedia.com/terms/o/operating-revenue.asp>

### **Assessment**

“A formal process to determine the relevance, effectiveness, and results of activities systematically and objectively in light of their objectives. In this context, assessment is a synonym for evaluation... Assessment can focus on structure, process, outcome, and/or impact.”

See: <https://www.ims.gov/sites/default/files/glossary.pdf>

### **Born Digital (Collections and Materials)**

“Born-digital information is distinguished from digitized, the latter describing a document created on paper that has been scanned (and possibly transformed into character data using OCR). A document created using a word processor may be described as born digital.”

See: <https://www2.archivists.org/glossary/terms/b/born-digital>

### **Catalogued**

Catalogued items or objects require “preparing bibliographic metadata to represent collection resources, using applicable standards to enable discovery and access and provid[ing] efficient inventory control.”

See: <https://www.slv.vic.gov.au/about-us/policies-guidelines/collection-related-policies/cataloguing-policy>

### **Collection Registration Methods**

Collection registration has to do with the movement of objects in and out of an archive, museum, or other site that has a collection of materials, including describing objects, recording dates of entry, providing objects with numbers, noting storage locations, etc.

See: [http://network.icom.museum/fileadmin/user\\_upload/minisites/cidoc/DocStandards/CIDOC\\_Fact\\_Sheet\\_No\\_1.pdf](http://network.icom.museum/fileadmin/user_upload/minisites/cidoc/DocStandards/CIDOC_Fact_Sheet_No_1.pdf)

### **Collection [Use] Analysis**

Collection use analysis is a mechanism to determine if a collection is meeting its objectives and serving its users; is deficient in some areas, and needs to be developed in particular ways.

See:

<http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=2ahUKEwjlk4G7z4HeAhVHhOAKHeoXD9MQFjAAegQICBAC&url=http%3A%2F%2Fwww.ala.org%2Falcts%2Fsites>

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[%2Fala.org/alcts%2Ffiles%2Fcontent%2Fevents%2Fpastala%2Fannual%2F06%2FJohnson.ppt&usg=AOvVaw1XHrKld5P7\\_vmZ\\_4zE\\_INo](#)

### **Community Advisory Board or Group**

“A Community Advisory Group (CAG) is made up of representatives of diverse community interests. Its purpose is to provide a public forum for community members to present and discuss their needs and concerns.”

See: <https://www.epa.gov/superfund/superfund-community-advisory-groups>

### **Community Needs Assessment**

“A community needs assessment provides community leaders with a snapshot of local policy, systems, and environmental change strategies currently in place and helps to identify areas for improvement. With this data, communities can map out a course for health improvement by creating strategies to make positive and sustainable changes in their communities.”

See: [https://www.cdc.gov/globalhealth/healthprotection/fetp/training\\_modules/15/community-needs\\_pw\\_final\\_9252013.pdf](https://www.cdc.gov/globalhealth/healthprotection/fetp/training_modules/15/community-needs_pw_final_9252013.pdf)

### **Environmental Controls**

Environmental controls have to do with maintenance of temperature and humidity, among other factors and conditions in sites that house collections of objects.

See: [https://aiccm.org.au/sites/default/files/docs/CAN\\_resources2014/environ\\_1.pdf](https://aiccm.org.au/sites/default/files/docs/CAN_resources2014/environ_1.pdf)

### **E-Rate**

“The E-rate Program provides discounts to schools and libraries for eligible products and services.”

See: [https://www.usac.org/\\_res/documents/sl/pdf/handouts/SL-Glossary-of-Terms.pdf](https://www.usac.org/_res/documents/sl/pdf/handouts/SL-Glossary-of-Terms.pdf)

To learn more about E-Rate, visit the FCC website at:

<https://www.fcc.gov/consumers/guides/universal-service-program-schools-and-libraries-e-rate>

To apply for E-Rate, visit:

<https://www.usac.org/sl/applicants/beforeyoubegin/definitions.aspx>

### **Genealogy**

The study of family history.

See: <https://www.archives.gov/research/alic/reference/genealogy.html>

### **General Condition Assessment**

“A formal process to determine the relevance, effectiveness, and results of activities systematically and objectively in light of their objectives. In this context assessment is a synonym for evaluation, which see. Assessment can focus on structure, process, outcome, and/or impact.”

See: <https://www.ims.gov/sites/default/files/glossary.pdf>

### **Integrated Pest Management**

Integrated pest management involves the control of pests while, at the same time, minimizing risks to people and the environment.

See: <https://www2.ipm.ucanr.edu/What-is-IPM/>

### **Internet Computer Sessions**

Report the total number of uses (sessions) of the library’s Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number.

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Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).

Note: This count includes only the library's Internet computers. Do not include WiFi access using non-library computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

See: [https://www.ims.gov/sites/default/files/pls\\_users\\_guide\\_fy2018.pdf](https://www.ims.gov/sites/default/files/pls_users_guide_fy2018.pdf)

### **Public Programming**

"[P]ublic programs' can refer to any participatory educational activities that are offered to the visiting public, either free or for an additional charge, often as an enhancement to an exhibition or object on display."

See:

[https://culturalpolicyjournal.files.wordpress.com/2011/05/ejournal\\_kimberly\\_keith.pdf](https://culturalpolicyjournal.files.wordpress.com/2011/05/ejournal_kimberly_keith.pdf)

### **Outreach**

Outreach is when an organization aims to "connect its ideas or practices to the efforts of other organizations, groups, specific audiences or the general public. Unlike marketing, outreach does not inherently revolve around a product or strategies to increase market share."

See: [http://www.google.com/url?](http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=3&ved=2ahUKEwiqn4zH0oHeAhWLTt8KHcnFDE8QFjACegQICBAC&url=http%3A%2F%2Fwww.bu.edu%2Fsph%2Ffiles%2F2014%2F08%2FModule-2-Community-Outreach-and-the-CHW.pptx&usg=AOvVaw1zXM-0RmEhxRw9MY14Rd3e)

[sa=t&rct=j&q=&esrc=s&source=web&cd=3&ved=2ahUKEwiqn4zH0oHeAhWLTt8KHcnFDE8QFjACegQICBAC&url=http%3A%2F%2Fwww.bu.edu%2Fsph%2Ffiles%2F2014%2F08%2FModule-2-Community-Outreach-and-the-CHW.pptx&usg=AOvVaw1zXM-0RmEhxRw9MY14Rd3e](http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=3&ved=2ahUKEwiqn4zH0oHeAhWLTt8KHcnFDE8QFjACegQICBAC&url=http%3A%2F%2Fwww.bu.edu%2Fsph%2Ffiles%2F2014%2F08%2FModule-2-Community-Outreach-and-the-CHW.pptx&usg=AOvVaw1zXM-0RmEhxRw9MY14Rd3e)

### **Security System**

A security system is "a means or method by which something is secured through a system of interworking components and devices."

See: <https://www.safewise.com/home-security-faq/how-do-security-systems-work>