

Preservation Planning Survey - Institutional Overview

1. Describe the institution conducting the survey. Provide the name, date established, major activities, and pertinent information about the institution's history and the history of the collection(s) being surveyed. _____

2. What is the institution's mission? Include a copy of the mission statement in the survey notebook. _____

3. What is the total size of the institution's staff? (FTE = full-time equivalent)

_____ FTE professionals
_____ FTE support staff
_____ student assistants, representing _____ FTE
_____ volunteers, representing _____ FTE

4. Which staff members work with the collections being surveyed, and what are their duties? If staffing for the collections is part-time, what portion of the staff members' time is spent on the collections being surveyed? _____

5. What is the institution's overall budget for all of its activities? _____

6. Does the institution have a long-range strategic plan? Is collections preservation addressed in this plan? Describe the long-range plan and indicate what topics it covers. Copy relevant sections to include in the survey notebook. _____

7. Does the institution have plans for expansion or renovation in the foreseeable future? _____

