



North Carolina Department of Cultural Resources  
**SURVEY OF N.C. CULTURAL REPOSITORIES**  
State Library of North Carolina

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**PART A: NAME AND ADDRESS OF REPOSITORY**

1. Name of institution:

\_\_\_\_\_

2. Department or unit title:

\_\_\_\_\_

3. Mailing address of institution:

3a. Street/P.O.: \_\_\_\_\_

\_\_\_\_\_

3b. City: \_\_\_\_\_

3c. County: \_\_\_\_\_ 3d. State: \_\_\_\_\_ Zip \_\_\_\_\_

4. Street Address, if different from above:

4a. Street: \_\_\_\_\_

4b. City: \_\_\_\_\_ 4c. Zip \_\_\_\_\_

5a. Phone: \_\_\_\_\_ 5b. Fax: \_\_\_\_\_

6. Web Address of home page: \_\_\_\_\_

7. Person **in charge** of your institution's historical records program or collection:

7a. Department or unit head: \_\_\_\_\_

7b. Position title: \_\_\_\_\_

7c. Phone \_\_\_\_\_ 7d. Fax \_\_\_\_\_

7e. E- mail (if available) \_\_\_\_\_

**PART B: INSTITUTIONAL INFORMATION**

1. Briefly characterize your institution (mission statement) [attach if necessary]:

2. Which of the following best describes your institution? (circle all that apply):

2a. Archives
2b. Art Museum
2c. Children's Museum
2d. Corporate
2e. Denominational
2f. Genealogical Society
2g. Historic House Museum
2h. History Museum
2i. Library/Special Collection
2j. Science Museum
2k. State Historic Site
2L. State/Federal
2m. Other (please describe)

3. Year department or unit was founded:

**PART C: COLLECTIONS**

1. Does your institution have a written acquisition policy (collection development policy) identifying the kinds of materials it accepts and the conditions or terms that affect these acquisitions? (circle one):

1a. Yes (if so, please attach copy.)

1b. No

1c. *Comments:*

2. What is the date range of your holdings?

2a. (Earliest) \_\_\_\_\_ to 2b. (Latest) \_\_\_\_\_

3. What is the date range for the largest area of your collection (circle):

3a. Prehistoric

3b. Pre-Columbian

3c. 1500-1800

3d. 19th century

3e. 20th century

4. Please indicate what **types of media** your institution currently holds and what types you are actively collecting (circle all that apply):

<b>Record type</b>	<b>Currently hold</b>	<b>Actively collecting</b>
Paper records	1a	1b
Photographs	2a	2b
Architectural drawings, blueprints	3a	3b
Maps, plats	4a	4b
Sound recordings	5a	5b
Video Tapes	6a	6b
Motion picture film	7a	7b
Microfilm/microfiche ("record" copy)	8a	8b
Computer media (tapes, diskettes, CD-ROMs)	9a	9b
Optical disks	10a	10b
Art objects (Paintings, works on paper, sculpture, decorative arts, ceramics, etc.)	11a	11b
Artifacts (archaeological, historical, utilitarian objects, natural history objects)	12a	12b
Other (specify)	13a	13b

5. What is the general condition of the archival/special collection materials you hold in your collections?

5a. Good

5b. Fair

5c. Poor

6. *Comments concerning condition of archival/special collections items?*

7. Please indicate which **subject** areas are especially strong in your **archival/special collections** and those in which you are focusing your acquisition efforts (circle all that apply):

7a. Not applicable

**7b. Records Collections (Including Photographs)**

<b>Records Subject Areas</b>	<b>Current strength</b>	<b>Actively collecting</b>
African Americans	1a	1b
Agriculture	2a	2b
Arts and Architecture	3a	3b
Business/industry/manufacturing	4a	4b
Civil War	5a	5b
Education	6a	6b
Environmental affairs/natural resources	7a	7b
Genealogy	8a	8b
Labor	9a	9b
Local History	10a	10b
Medicine and Health Care	11a	11b
Military	12a	12b
Native Americans	13a	13b
Politics, Government, Law	14a	14b
Religion	15a	15b
Revolutionary War	16a	16b
Science and Technology	17a	17b
Social service/charitable organizations	18a	18b
Transportation and communication	19a	19b
Women	20a	20b
Other (specify)	21a	21b

8. Please indicate which **subject** areas are especially strong in your **art object or artifact collections** and those in which you are focusing your acquisition efforts (circle all that apply):

8a. Not applicable

8b. **Object Collections (artifacts and art objects)**

<b>Object/Artifact Areas</b>	<b>Current strength</b>	<b>Actively collecting</b>
<b>Anthropology and Archaeological</b>		
Archeological	1a	1b
Ethnological/Ethnographical	2a	2b
Folk Culture	3a	3b
Physical Anthropology	4a	4b
<b>Art Collections</b>		
Audiovisual and Film	5a	5b
Costumes and Textiles	6a	6b
Decorative Arts	7a	7b
Paintings	8a	8b
Photographs	9a	9b
Prints, Drawings, Graphical Arts	10a	10b
Sculpture	11a	11b
<b>Historical Collections</b>		
Communication Artifacts	12a	12b
Distribution and Transportation Artifacts	13a	13b
Furnishings	14a	14b
Recreational Artifacts	15a	15b
Structures	16a	16b
Tools and Equipment for Communication	17a	17b
Tools and Equipment for Materials	18a	18b
Tools and Equipment for Science and Technology	19a	19b
<b>Natural Science Collections</b>		
Botanical	20a	20b
Geological	21a	21b
Paleontological	22a	22b
Zoological	23a	23b

9. What is the general condition of the objects you hold in your collections?

9a. Good      9b. Fair      9c. Poor

10. *Comments regarding condition of objects:*

**PHOTOGRAPHIC COLLECTIONS**

11. What is the general condition of the photographic materials you hold in your collections?

11a. Good      11b. Fair      11c. Poor

12. Estimate the number of photographic materials in your collections. Give approximate total number.

TOTAL \_\_\_\_\_

13. From which of the following general periods do **most** of the photographs date? Estimate the percentage of photographs in the following periods:

Date	Percentage
Before 1870	13a.
1870 – 1910	13b.
1910 – 1950	13c.
After 1950	13d.

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**PART D: SIZE OF COLLECTIONS**

1. Special Collections/Archival Materials(including unpublished, handwritten or typescript materials such as loose correspondence, letter books, office files, scrapbooks, ledgers, and other similar materials).

\_\_\_\_\_ total linear feet (lin. ft.)

2. Number of objects (art/artifacts)

Object type	Number
Archeological/Ethnographical	2a.
Costumes/textiles	2b.
Paintings	2c.
Prints, Drawings, Graphic Arts	2d.
Sculpture	2e.
Communication Artifacts	2f.
Decorative Arts	2g.
Distribution and Transportation Artifacts	2h.
Furnishings	2i.
Personal Artifacts	2j.
Recreational Artifacts	2k.
Sculpture	2L.
Structures	2m.
Tools and Equipment for Communication	2n.
Tools and Equipment for Materials	2o.
Tools and Equipment for Science and Technology	2p.
Botanical	2q.
Geological	2r.
Paleontological	2s.
Zoological	2t.

3. Other materials (estimate total number of items **or** number of linear feet for each of the following):

Items	Number	or Linear feet
3a. Microfilm	reels	lin. ft
3b. Oversize paper (maps, blueprints)	items	lin. ft
3c. Motion picture film	reels	lin. ft
3d. Videotapes	items	lin. ft
3e. Audio tapes	items	lin. ft
3f. Computer media (disks, CDs)	items	lin. ft
3g. Other (specify)	items	lin. ft
	TOTAL:	TOTAL:

4. What is the size of your unit's available storage space?

5. What percentage of your collection do you store off-site? (circle the closest estimate)

- 5a. 0%      5b. 25%      5c. 50%      5d. 75%

6. Is your storage space adequate?

- 6a. Yes      6b. No

7. When do you estimate that you will fill your storage space (please circle)

- 7a. Within one year      7b. Within five years      7c. Within ten years      7d. Indefinite

**PART E: ACCESS TO COLLECTIONS**

1. Through which of the following are users able to locate descriptions of your historical records and/or object collections? (circle all that apply)

1a. Card Catalog
1b. Collections Inventory/Catalog
1c. Typewritten Registers/Inventories
1d. Printed Guide to Whole Collection (i.e. inventory, exhibition catalog, etc.)
1e. Computer Catalog Accessible In-House
1f. World Wide Web Site
1g. Research Libraries Information Network (RLIN)
1h. OCLC
1i. Other Regional/National Automated Catalog (specify):
1j. Other (specify)

2. What software package do you use for cataloging?  
(e.g. Access, Minaret, InMagic, ReDiscovery)

3. Do you have electronically accessible finding aids/registration records?  
3a. Yes                      3b. No

4. If you answered yes to 3a., how are the finding aids/registration records made accessible?  
4a. Comments:

4b. Web address:

4c. If your finding aids are placed on the web, how are they encoded?  
(HTML, XML, SGML, etc.)

5. If you maintain electronically accessible finding aids/registration records, may ASCWG link these items to its web portal?

5a. Yes                      5b. No

6. Are any of the following significant impediments to the use of your historical records?  
(circle all that apply):

6a. Can't physically locate them
6b. Lack of indexes or other finding aids
6c. Necessary equipment not available (microfilm readers, tape players)
6d. Records are deteriorated beyond use
6e. Processing backlog
6f. Other (specify)

**PART F: RESEARCHERS/VISITORS**

1. Estimate the average number of research requests received **each year** in the following categories:

<b>Reference at a distance</b>	
Mail requests	1a.
Email requests	1b.
Telephone requests	1c.
Fax requests	1d.
	1e. <b>Subtotal</b>
<b>Visitors</b>	
Reference/Research requests	1f.
Exhibit Viewers	1g.
Schoolchildren	1h.
	1i. <b>Subtotal</b>
	1j. <b>Total Use:</b>

2. What percentage of your users/visitors come from outside the state of North Carolina?  
 2a. 0-10%    2b. 11-25%    2c. 26%-50%    2d. 51%-75%    2e. more than 75%

3. Which of your specific collections get the most use?

4. Please indicate for which of the following purposes your collections are used (circle all that apply) and estimate the percentage of total usage represented by each category:

	<b>Purpose of use</b>	<b>Percent of total use</b>
4a.	Genealogy	
4b.	Local History	
4c.	Scholarly Research/Publications	
4d.	Undergraduate Class Work	
4e.	Elementary/High School Projects	
4f.	Property/Legal Research	
4g.	Publicity Campaigns, Public Relations (for parent institution, local community)	
4h.	Administrative/Institutional Support	
4i.	Education/Interpretation	
4j.	Aesthetic Appreciation	
4k.	Other (specify):	
4L.		SHOULD TOTAL 100%

5. *Comments regarding use:*

**PART G: FACILITIES & EQUIPMENT**

1. Where are your historical records and/or objects stored? (circle all that apply):

1a.	Office Area(s)
1b.	Stack Area(s)
1c.	Storage Room(s)
1d.	Attic/Closet/Basement
1e.	Warehouse
1f.	On Exhibit
1g.	Other (specify)

2. What portion of the total storage area(s) are equipped with the following? (circle closest estimate for each)

Year-round temperature controls	1a. All	1b. 75%	1c. 50%	1d. 25%	1e. None
Year-round humidity controls	2a. All	2b. 75%	2c. 50%	2d. 25%	2e. None
Fire detection (smoke/heat alarms)	3a. All	3b. 75%	3c. 50%	3d. 25%	3e. None
Fire suppression (sprinklers, Halon)	4a. All	4b. 75%	4c. 50%	4d. 25%	4e. None
Security systems (motion detectors, locks, surveillance cameras, alarms)	5a. All	5b. 75%	5c. 50%	5d. 25%	5e. None
Air filters are used	6a. All	6b. 75%	6c. 50%	6d. 25%	6e. None
Collections are protected from excessive light	7a. All	7b. 75%	7c. 50%	7d. 25%	7e. None

3. *Comments regarding facilities:*

**PART H: PRESERVATION & CONSERVATION**

1. Does your institution have a written disaster recovery plan?

- 1a. Yes                      1b. No

2. Does your institution have a trained conservator on staff?

- 2a. Yes                      2b. No

3. List types of items conserved in-house:

4. Does your institution make duplicates of original photographs and/or other items to protect the original? (circle all that apply)

4a. Yes, digital duplicates
4b. Yes, duplicates on film
4c. Yes, both - duplicates on film and digital duplicates
4d. No duplicates

5. *Comments regarding preservation duplicates:*

6. Has your institution experienced the loss of items due to any of the following **in the last 3 years?** (circle all that apply)

6a. Water (floods, leaks)
6b. Fire
6c. Theft
6d. Miss-files
6e. Other (specify):
6f. Comments:

7. During the past year, have you undertaken any of the following preservation/conservation measures, either in-house or through an outside contractor? (circle all that apply):

7a. Microfilming or other imaging (optical disk transfer)
7b. Rebinding/book repair
7c. Document or object conservation/repair
7d. Object conservation repair
7e. Disaster recovery
7f. Upgrade environmental controls
7g. Other (specify):

8. If you are especially concerned about the physical condition of any portion of your collections, please explain briefly:

**PART I: STAFF & VOLUNTEERS**

1. Please estimate how many paid staff members and volunteers work directly in your unit or department with your collections (in full-time equivalents):

1a. Paid professionals/administrators	FTEs
1b. Paid nonprofessional/support staff	FTEs
1c. Interns	FTEs
1d. Volunteers	FTEs
1e. Student workers	FTEs
1f. Other (specify)	FTEs

2. What are the total number of individuals who work and/or volunteer for your unit?

3. In what areas and at what levels do your staff/volunteers have the greatest need for additional training? (circle all that apply)

	<b>Basic</b>	<b>Intermed.</b>	<b>Advanced</b>
Archival methods, basic	1a	1b	1c
Curatorial methods	2a	2b	2c
Appraisal, collection development	3a	3b	3c
Preservation/conservation methods	4a	4b	4c
Disaster preparedness	5a	5b	5c
Digital imaging	6a	6b	6c
Database management	7a	7b	7c
Electronics records management	8a	8b	8c
Public relations/outreach	9a	9b	9c
Fundraising/grant writing	10a	10b	10c
Copyright	11a	11b	11c
Exhibit creation	12a	12b	12c
Programming	13a	13b	13c
Other (specify):	14a	14b	14c

4. If you could add one employee to your unit, what would be that person's primary duty/responsibility?

**PART J: FINANCIAL SUPPORT**

1. What is the unit's overall budget?

1a. Less than \$1,000
1b. \$1,000 - \$10,000
1c. \$10,000 - \$50,000
1d. \$50,000 - \$100,000
1e. \$100,000 - \$250,000
1f. More than \$250,000
1g. Don't know

2. During the last three (3) years, has the funding for your unit (circle one):

2a. Decreased                      2b. Remained Stable                      2c. Increased

3. During the next three (3) years, do you expect the funding for your unit to:

3a. Decrease                      3b. Remain Stable                      3c. Increase

4. Note the sources and percentages of your funding:

<b>Source</b>	<b>Percentage</b>
Regular government appropriation	4a.
Private grant funding	4b.
Government grant funding	4c.
Institutional memberships	4d.
Private donations	4e.
Admissions	4f.
Fundraising events (festivals, annual tours)	4g.
Private endowment	4h.
Other (explain)	4i.
SHOULD TOTAL 100%	

5. *Comments regarding funding:*

**PART K: NEEDS & PRIORITIES**

1. Please rank each of the following priorities for improving the management of your records and/or object collections and for making them available for use:

(Circle one for each: 3 = major priority; 2 = moderate; 1 = minor; 0 = not a priority)

	Major	Moderate	Minor	No Priority
1a. Increase funding	3	2	1	0
1b. Increase capacity of storage space	3	2	1	0
1c. Improve storage conditions (temperature, humidity controls, security)	3	2	1	0
1d. Improve staff training or expertise	3	2	1	0
1e. Encourage greater use of collections	3	2	1	0
1f. Improve finding aids/registration records	3	2	1	0
1g. Automate description systems	3	2	1	0
1h. Reformat collections (microfilming, imaging)	3	2	1	0
1i. Develop policies/procedures for new media	3	2	1	0
1j. Develop acquisitions policy/selection criteria	3	2	1	0
1k. Increase solicitation of collections	3	2	1	0
1L. Preservation/conservation of collections	3	2	1	0
1m. Develop disaster plan	3	2	1	0
1n. Process backlog of acquired collections	3	2	1	0
1o. Increase exhibit space	3	2	1	0
1p. Other (specify):	3	2	1	0

2. How useful would the following cooperative efforts be to your institution in sharing expense and/or expertise among repositories of records and/or object collections in the state?

(Circle one for each: 3 = very useful; 2 = moderately useful; 1 = of some use; 0 = not useful)

	Very Useful	Moderately	Some Use	Not Useful
2a. Statewide/ multi-repository automated cataloging network	3	2	1	0
2b. Statewide coordination of collecting policies	3	2	1	0
2c. Cooperative purchasing of archival supplies	3	2	1	0
2d. Centralized preservation/conservation lab	3	2	1	0
2e. Centralized microfilming/imaging	3	2	1	0
2f. Shared storage facilities	3	2	1	0
2g. Disaster preparedness plan	3	2	1	0
2h. Other (please specify):	3	2	1	0

3. Where do you go for advice and assistance concerning your records and/or object collections? (circle all that apply):

3a. Federal government agency (specify):
3b. State government agency (specify):
3c. Local government agency (specify):
3d. State Historical Records Advisory Board
3e. Professional organizations (specify):
3f. Colleagues in other repositories
3g. Vendors of supplies/equipment
3h. Paid consultants
3i. Other (specify):

4. What is the **most pressing problem** confronting your organization?

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**PART L: DIGITIZATION**

1. Describe the collections that have been digitized? (**List**– attach additional pages if needed.)

2. How many digital images does your institution maintain? \_\_\_\_\_

3. Did you do the digitization in-house or did you commission an outside firm?.

3a. In-house                      3b. Outside firm

3c. If you circled 3b, which firm did you use?

4. Did you document your digitization efforts? Describe:

4a. Yes                              4b. No

5. Do you maintain separate digital master files and access files?

5a. Yes                              5b. No

6. Is any portion of your collection available through the Internet?

6a. Yes                              6b. No

6c. If so, please list the web address for those digitized materials (attach a list, if needed):

URL = http://\_\_\_\_\_

6d. May ASCWG add this/these web site(s) to its portal?

7. Digital files are stored in the following formats (circle all that apply):

7a. CD-ROM
7b. Hard drive
7c. Jaz or Zip drive
7d. Other

8. Do your digital files follow a standard description model? (EAD, USMARC, Dublin Core, GILS, etc.)

8a. Yes      8b. No      8c. Don't know

8d. If yes, what is the model?

9. What standards were used to establish the digital files? (Specify)

10. What sources did you use to establish your standards? (Specify)

11. What **specific non-digitized manuscript collection/record group or exhibit materials** would you wish to make accessible to your users via the Internet? (Highest priority for web access)

**PART M: THE SURVEY**

1. How useful do you feel this SURVEY will be for your institution? (circle one)

1a. Very useful

1b. Moderately useful

1c. No use

2. Would you be interested in training workshops in any of the areas covered above?

2a. Yes

2b. No

2c. If YES, what areas would interest you? Describe.

3. Have you worked collaboratively with another cultural institution in the county?

3a. Yes

3b. No

3c. If YES, describe:

Questionnaire completed by:

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

Title: \_\_\_\_\_ Institution \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ fax \_\_\_\_\_ e-mail \_\_\_\_\_

Date completed: \_\_\_\_\_

Surveyor: \_\_\_\_\_

This survey is being conducted by the State Library of North Carolina, with direction provided by the Access to Special Collections Working Group (ASCWG), which is sponsored by the North Carolina State Library Commission's Interlibrary Cooperation Committee. ASCWG created this survey instrument by adapting the New York State Historical Records Advisory Board's 1997 Survey of Historical Records Repositories, which it used with the permission of the New York State Historical Records Advisory Board.

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The State Library of North Carolina may be contacted by phoning (919) 733-2570 or writing 4640 Mail Service Center, Raleigh, NC 27699-4640. <<http://statelibrary.dcr.state.nc.us>>

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