

Survey 1: Discussion Summary

Several different types of surveys

- Survey a small portion of collections
- Survey a large portion of the collection
- Environmental survey (structure and environmental needs)

Of those three types –we first talked about triggers

- Treatment needs
- Bulk acquisition (cost of owning)
- Preservation and maintenance
- Steps involved begin with planning

Plan with development department how results of survey can be used to do further work

Actual work to be included, scope of the survey, from that developing a budget and design tools—different tools for different projects—and even within each of those to do a large survey there would be different tools for each discipline

Then developing the team—dependent upon different disciplines—might necessitate hiring outside help

Then Conservator assesses each object, lots of variability around the types and the formats of data, coming back with filled out forms, textual summary

Develop follow-up plans

Tends to be very focused and project based.

Conservation of incoming collections or donation. E.g. condition survey for music manuscript digitization project. (Maria Fredericks)

A typical example: Library contacts conservator and conservator (independent) seeks funding, figures out feasibility. Limitations on survey based on available funding.

Example: Condition Survey for Access, (e.g. David Library)

Issues: Funding, goals

Drivers are desire for outside access, and concern about condition of materials. The plan is to sample the collection, and treat some proportion of the objects, but assess all of them in preparation for digitization. They need to survey a significant amount of the collection in order to establish priorities for treatment.

Determine Scope

Selection - Prioritization

- Survey of 10% of all items to be treated
- 25-30% of collection will be digitized (don't have to be the same objects that need to be treated)
- Create custom form

General overall – detail on selected items

Derive attributes to be described based on initial needs definition

Test drive form by having staff either staff members or contract employees who will carry out the survey use it to describe a small sample of items

Revise and finalize form

Define terminology / vocabulary for the project that can be understood by all participants. This is iterative during the form development process

Move the materials to the offices of the contract conservators

Inputs

- reports from collection information system
- existing condition reports, if any

Outputs

- receipts
- lists of materials

Conduct examination (fill out forms)

Final written report to document

- Discrepancies with existing documentation
- Trends, statistics on stability of collection (e.g. x% needs stabilization).
- Recommendations for treatment, items safe to digitize etc.

Obstacles

- Funding availability
- Anomalies, missing information in existing documentation
- Object identification