



National Preservation Institute

P.O. Box 1702 Alexandria, VA 22313-1702 703.765.0100 info@npi.org www.npi.org

Historic Site Survey: *Detailed Findings*

Table of Contents

- Critical Issues1
- Description of Site2
- Governance and Administration6
- Resources: Staff And Financial8
- Cultural Landscape11
- Historic Buildings12
- Collections14
- Education And Programs18

Critical Issues

- **Institutional Issues Experienced Over Last 3 Years**
 - *Question 10.1 Within the past three years has your institution experienced any of the following? (Mark all that apply.)*
 - Respondents answering = 41

| | Institutional Issues | | | |
|---|-----------------------------|---------------|-----------|---------------|
| | Yes | | No | |
| | % | # resp | % | # resp |
| Change of executive director | 37.5% | 15 | 62.5% | 25 |
| Acquisition of new property | 22 | 9 | 78 | 32 |
| Increase of over 25% in operating budget | 14.6 | 6 | 85.4 | 35 |
| Theft/vandalism | 12.2 | 5 | 87.8 | 36 |
| Major change in site's interpretation | 9.8 | 4 | 90.2 | 37 |
| Natural disaster | 4.9 | 2 | 95.1 | 39 |
| Decrease in collections of over 25% | 0 | 0 | 100 | 41 |
| Other, including: loss of government funding, capital campaign, renovations, relocation, construction, and new political administration | 19.5 | 8 | 80.5 | 33 |

■ **Most Critical Issues at Site**

- *Question 10.2 Please select the THREE most critical issues at your site. (Mark three responses only.)*
- Respondents answering = 41, total to more than 100%, multiple response allowed

| | Critical Issues | | | |
|---|------------------------|---------------|-----------|---------------|
| | Yes | | No | |
| | % | # resp | % | # resp |
| Public awareness/community outreach | 51.2% | 21 | 48.8% | 20 |
| Insufficient paid staff and/or volunteers | 46.3 | 19 | 53.7 | 22 |
| Maintenance/repair of historic buildings | 43.9 | 18 | 56.1 | 23 |
| Insufficient funding | 41.5 | 17 | 58.5 | 24 |
| Inadequate environmental controls/systems | 29.3 | 12 | 70.7 | 29 |
| Lack of or incomplete strategic planning | 24.4 | 10 | 75.6 | 31 |
| Inadequate space for staff | 19.5 | 8 | 80.5 | 33 |
| Inadequate space for programs | 19.5 | 8 | 80.5 | 33 |
| Collections care and documentation | 14.6 | 6 | 85.4 | 35 |
| Site security | 7.3 | 3 | 92.7 | 38 |
| Insufficient staff development/training | 7.3 | 3 | 92.7 | 38 |
| Research | 4.9 | 2 | 95.1 | 39 |
| Ineffective governing/oversight board | 4.9 | 2 | 95.1 | 39 |
| Renewal/maintenance of cultural landscape | 4.9 | 2 | 95.1 | 39 |
| Size/scope of collections | 2.4 | 1 | 97.6 | 40 |

Description of Site

■ **Primary Function or Service of Respondent's Institution**

- *Question 1.2 Please select the ONE category that best describes the primary function or service of your institution. (Mark one response.)*
- Respondents answering = 40

| | Primary Function | |
|--|-------------------------|---------------|
| | % | # resp |
| Historic House | 67.5% | 27 |
| Historic Site | 10 | 4 |
| History Museum | 10 | 4 |
| Living History/Outdoor Museum | 5 | 2 |
| Other, including: "general" and Governor's Mansion | 7.5 | 3 |

■ **Years Open to the Public**

- *Question 2.1 In what year did your institution first open regularly to the public?*
- Respondents answering = 40

| | Year Opened | |
|---------------------|--------------------|---------------|
| | % | # resp |
| Before 1930 | 12.5 | 5 |
| 1930 to 1949 | 17.5 | 7 |
| 1950 to 1969 | 20 | 8 |
| 1970 to 1979 | 30 | 12 |
| 1980 to 1999 | 7.5 | 7 |
| 2000 to survey date | 2.5 | 1 |

■ **Total Site Area**

- *Question 1.3 What is your total site area including land?*
- Respondents answering = 41

| | Total Site Area | |
|-----------------------------|------------------------|---------------|
| | % | # resp |
| Less than 5,000 square feet | 2.4% | 1 |
| 5 to 10,000 square feet | 19.5 | 8 |
| 1 to 5 acres | 31.7 | 13 |
| 6 to 10 acres | 9.8 | 4 |
| More than 10 acres | 36.6 | 15 |

■ **Site Location**

- *Question 1.4 What type of area is your site located in?*
- Respondents answering = 41

| | Site Location | |
|----------|----------------------|---------------|
| | % | # resp |
| Urban | 63.4% | 26 |
| Suburban | 22 | 9 |
| Rural | 14.6 | 6 |

- **Number of Historic Buildings:** All respondents had 1 or more historic buildings
 - *Question 1.1 Which of the following is included in your site? (Mark all that apply. Indicate number of items when specified. Building(s): historic [____ buildings])*
 - Respondents answering = 41

| | # Historic Buildings | |
|------------|----------------------|--------|
| | % | # resp |
| 1 | 14.6% | 6 |
| 2 | 29.3 | 12 |
| 3 to 5 | 26.8 | 11 |
| 6 to 9 | 12.2 | 5 |
| 10 to 49 | 7.3 | 3 |
| 50 or more | 4.9 | 2 |
| No answer | 4.9 | 2 |

- **Number of Non-Historic Buildings:** 25 respondents also had *non*-historic buildings.
 - *Question 1.1 Which of the following is included in your site? (Mark all that apply. Indicate number of items when specified. Building(s): non-historic [____ buildings])*
 - Respondents answering = 25

| | # Non-Historic Buildings | |
|-----|--------------------------|--------|
| | % | # resp |
| 1 | 25.6% | 10 |
| 2 | 10.3 | 4 |
| 3 | 20.5 | 8 |
| 12 | 5.1 | 2 |
| 100 | 2.6 | 1 |

- **Site is on the National Register of Historic Places**
 - *Question 1.5 Is your site listed on the National Register of Historic Places?*
 - Respondents answering = 41

| | National Register | |
|-----|-------------------|--------|
| | % | # resp |
| Yes | 87.8% | 36 |
| No | 12.2 | 5 |

■ **Site is a National Historic Landmark**

- *Question 1.6 Is your site listed as a National Landmark?*
- Respondents answering = 40

| | National Historic Landmark | |
|-----|-----------------------------------|---------------|
| | % | # resp |
| Yes | 32.5% | 13 |
| No | 67.5 | 27 |

■ **Dedicated Space for:**

- *Question 1.1 Which of the following is included in your site? (Mark all that apply. Indicate number of items when specified.)*
- Respondents answering = 41

| | Dedicated Space | |
|----------------------------------|------------------------|---------------|
| | Yes | |
| | % | # resp |
| Retail sales | 70.7% | 29 |
| Landscape: historic | 68.3 | 28 |
| Landscape: non-historic | 68.3 | 28 |
| Meeting/lecture space | 61.0 | 25 |
| Visitor Center/orientation space | 53.7 | 22 |
| Collections storage | 46.3 | 19 |
| Archeological excavation(s) | 36.6 | 15 |
| Rental space | 31.7 | 13 |
| Conservation lab/space | 12.2 | 5 |
| Live animals | 12.2 | 5 |
| Food services | 12.2 | 5 |
| Greenhouse | 7.3 | 3 |
| Arboretum | 7.3 | 3 |
| Other | 19.5 | 8 |

■ **Hours of Operation:** 90% or 36 respondents are open year round

- *Question 2.2 Is your site open year-round or seasonally?*
- *Question 2.3 How many hours per week (in season, if applicable) is your site open to the public?*
- Respondents answering = 39

| | Hours | |
|-------------------------|--------------|---------------|
| | % | # resp |
| More than 40 hours/week | 56.4% | 22 |
| 20 to 40 hours/week | 35.9 | 14 |
| Less than 20 hours/week | 5.1 | 2 |
| Scheduled tours only | 2.6 | 1 |

■ **Annual Visitation**

- *Question 2.4 What is your annual visitation (including tours and special events)?*
- Respondents answering = 3

| | Visitation | |
|--------------------|-------------------|---------------|
| | % | # resp |
| Less than 5,000 | 10.3% | 4 |
| 5,000 to 14,999 | 33.3 | 13 |
| 15,000 to 24,999 | 23.1 | 9 |
| 25,000 to 49,999 | 7.7 | 3 |
| 50,000 to 74,999 | 5.1 | 2 |
| 75,000 to 99,999 | 7.7 | 3 |
| 100,000 to 199,999 | 2.6 | 1 |
| 200,000 or more | 10.3 | 4 |

■ **School Visitation as % of Total Annual Visitation**

- *Question 2.5 What approximate percentage of your visitation is school groups?*
- Respondents answering = 38

| | School Visitation | |
|------------------|--------------------------|---------------|
| | % | # resp |
| 1 to 5% of total | 25.0% | 8 |
| 6 to 10 | 21.9 | 7 |
| 11 to 15 | 15.6 | 5 |
| 16 to 30 | 12.5 | 4 |
| 31 to 45 | 6.3 | 2 |
| 46 to 60 | 12.5 | 4 |
| 61 to 85 | 6.3 | 2 |
| 86 to 100 | 0.0 | 0 |

Governance and Administration

■ **Number of Sites Governed by Parent Organization**

- *Question 3.1 Are you governed by a parent organization?*
- Respondents answering = 40

| | National Historic Landmark | |
|-----------|-----------------------------------|---------------|
| | % | # resp |
| Yes | 43.9% | 18 |
| No | 19.5 | 8 |
| No answer | 34.1 | 14 |

■ **Type of Governing Authority of Site OR Parent Organization**

- *Question 3.3 Governing authority of your institution or your parent organization. (Select one.)*
- Respondents answering = 39

| | Governing Authority | |
|------------------------------------|----------------------------|---------------|
| | % | # resp |
| Private/nonprofit | 58.5% | 24 |
| Municipal government | 12.2 | 5 |
| County/regional government | 4.9 | 2 |
| State government | 4.9 | 2 |
| Federal government | 4.9 | 2 |
| College/university/academic entity | 4.9 | 2 |
| Tribal | 2.4 | 1 |
| Other | 2.4 | 1 |

■ **Mission Statements**

- *Question 3.4 Do you have a Mission Statement?*
- Respondents answering = 41

| | Mission Statement | |
|-----|--------------------------|---------------|
| | % | # resp |
| Yes | 90.2% | 37 |
| No | 9.8 | 4 |

■ **Mission Statement Approved by Governing Authority**

- *Question 3.5 Has your governing authority approved your Mission Statement?*
- Respondents answering = 38

| | Mission Statement Approved | |
|-----|-----------------------------------|---------------|
| | % | # resp |
| Yes | 97.4% | 37 |
| No | 2.6 | 1 |

■ **Review of Mission Statement**

- *Question 3.6 When was it last reviewed and approved?*
- Respondents answering = 37

| | Mission Statement Review | |
|------------------------|---------------------------------|---------------|
| | % | # resp |
| Within last 2 years | 43.2% | 16 |
| 2 to 5 years ago | 16.2 | 6 |
| 5 to 10 years ago | 2.7 | 1 |
| More than 10 years ago | 2.7 | 1 |
| No answer | 35.1 | 13 |

■ **Programs and Reports the Institution has Completed**

- *Question 10.3 Which of the following has your institution participated in? (Mark all that apply.)*
- Respondents answering = 41

| | Programs and Reports | |
|-------------------------------------|-----------------------------|---------------|
| | Yes | |
| | % | # resp |
| Conservation Assessment Plan (CAP) | 48.8% | 20 |
| Institutional MAP (I) | 41.5 | 17 |
| Historic Structure Report (HSR) | 34.1 | 14 |
| AAM Accreditation | 26.8 | 11 |
| Collections MAP (II) | 24.4 | 10 |
| Conservation Project Support (IMLS) | 22.0 | 9 |
| Cultural Landscape Report (CLR) | 7.3 | 3 |
| Public Dimension MAP (III) | 4.9 | 2 |
| Historic Property Report (HRP) | 2.4 | 1 |
| Governance MAP (IV) | 0.0 | 0 |

Resources: Staff And Financial

■ **Number of Unpaid Staff**

- *Question 4.2 Indicate the TOTAL number of unpaid staff at your institution (regardless of full-time or part-time status) including interns, volunteers, and docents.*
- Respondents answering = 38

| | # Unpaid Staff | |
|------------|-----------------------|---------------|
| | % | # resp |
| 0 | 12.2% | 5 |
| 1 to 10 | 36.6 | 15 |
| 11 to 25 | 24.4 | 10 |
| 26 to 50 | 14.6 | 6 |
| 51 or more | 12.2 | 2 |

■ **Number of Paid Staff**

- *Question 4.1 Indicate the TOTAL number of paid staff at your institution. (Include part-time staff in proportion: e.g., staff who work 1/2 time = 0.5 staff. Round up for the total.)*
- Respondents answering = 41

| | # Paid Staff | |
|------------|--------------|--------|
| | % | # resp |
| 0 | 7.3% | 3 |
| 1 to 3 | 17.1 | 7 |
| 4 to 9 | 39 | 16 |
| 9 to 15 | 14.7 | 6 |
| 16 to 30 | 7.3 | 3 |
| 31 to 50 | 4.9 | 2 |
| 51 or more | 9.8 | 4 |

■ **Areas in Which Paid/Unpaid Staff Serve**

- *Question 4.3 Indicate the areas in which paid and unpaid staff at your institution work and the number of staff in each position (in proportion, if applicable).*
- Respondents answering = 40

| | Staff Areas Served | |
|---|--------------------|--------|
| | Yes | |
| | % | # resp |
| Education and programs | 77.5% | 31 |
| Administration | 75 | 30 |
| Collections management | 70 | 28 |
| Visitor services | 67.5 | 27 |
| Public affairs | 65 | 26 |
| Buildings maintenance and management | 57.5 | 23 |
| Landscape maintenance and management | 57.5 | 23 |
| Collections care/conservation | 52.5 | 21 |
| Development/fundraising | 42.5 | 17 |
| Housekeeping | 42.5 | 17 |
| Facility rentals | 37.5 | 15 |
| Security | 20 | 8 |
| Other, including: docents, interns, store manager, clerical, curatorial | 27.5 | 11 |

■ **Current Fiscal Operating Budget**

- *Question 4.4 What is your current fiscal year operating budget?*
- Respondents answering = 38

| | Budget | |
|--------------------------------------|---------------|---------------|
| | Yes | |
| | % | # resp |
| Less than \$50,000 | 7.5% | 3 |
| \$50,000 to 99,999 | 2.5 | 1 |
| \$100,000 to 249,999 | 32.5 | 13 |
| \$250,000 to 499,999 | 20 | 8 |
| \$500,000 to less than \$1 million | 10 | 4 |
| \$1 million to less than \$3 million | 15 | 6 |
| \$3 million to less than \$5 million | 2.5 | 1 |
| More than \$5 million | 5 | 2 |

■ **Income**

- *Question 4.5 What are the income sources of your institution's funds? (Mark all that apply.) Please estimate the approximate percentage of your total budget that comes from each.*
- Respondents answering = 40

| | Income | |
|---------------------------|---------------|---------------|
| | Yes | |
| | % | # resp |
| Individual donations | 70.73% | 29 |
| Admission | 68.3 | 28 |
| Gift shop sales | 68.3 | 28 |
| Members or Friends groups | 58.5 | 24 |
| Facility rentals | 58.5 | 24 |
| Grants | 51.2 | 21 |
| Local government | 43.9 | 18 |
| Endowment | 39.0 | 16 |
| Programs/special events | 36.6 | 15 |
| State government | 29.3 | 12 |
| Federal government | 19.5 | 8 |
| Foundations | 19.5 | 8 |
| Corporate donations | 19.5 | 8 |
| Other | 31.7 | 13 |

■ **Expenses**

- *Question 4.6 Indicate the percentage of your institution's operating budget devoted to each of the following:*
- Respondents answering = 39

| | Expenses | |
|---|-----------------|---------------|
| | Yes | |
| | <i>%</i> | # resp |
| Building and facility maintenance | 89.7% | 35 |
| Staff: salary and benefits | 84.6 | 33 |
| Education and interpretive programs | 76.9 | 30 |
| Collections management and conservation | 74.4 | 29 |
| Professional training | 66.7 | 26 |
| Land care and management | 66.7 | 26 |
| Specials programs/exhibitions | 56.4 | 22 |
| Marketing | 51.3 | 20 |
| Development/fundraising/membership | 33.3 | 13 |
| Other | 51.3 | 20 |

Cultural Landscape

■ **Site Includes Historic Landscape Features and/or Plant Material**

- *Question 8.1 Does your site have historic landscape features and/or plant materials? (If No, skip to 9.1.)*
- Respondents answering = 41

| | Historic Landscape | |
|-----|---------------------------|---------------|
| | <i>%</i> | # resp |
| Yes | 80.5% | 33 |
| No | 19.5 | 8 |

■ **State of Historic Landscape**

- *Question 8.4 Overall, what is state of the historic landscape? (Mark one response.)*
- Respondents answering = 33

| | State of Historic Landscape | |
|---------------|------------------------------------|---------------|
| | <i>%</i> | # resp |
| Deteriorating | 15.2% | 5 |
| Static | 36.4 | 12 |
| Improving | 48.5 | 16 |

■ **Landscape Management Policy in Place**

- *Question 8.2 Does your site have a Landscape Management Policy?*
- Respondents answering = 39

| | Landscape Management Policy | |
|-----|------------------------------------|---------------|
| | <i>%</i> | # resp |
| Yes | 23.1% | 9 |
| No | 76.9 | 30 |

■ **Landscape Management Plan in Place**

- *Question 8.3 Does your site have a Landscape Maintenance Plan?*
- Respondents answering = 39

| | Landscape Management Plan | |
|-----|----------------------------------|---------------|
| | <i>%</i> | # resp |
| Yes | 59.0% | 23 |
| No | 41.0 | 16 |

Historic Buildings

■ **State of Historic Buildings**

- *Question 5.1 Overall, what is the state of your primary historic building(s)? (Mark one response.)*
- Respondents answering = 41

| | State of Building | |
|---------------|--------------------------|---------------|
| | <i>%</i> | # resp |
| Improving | 56.1% | 23 |
| Deteriorating | 24.4 | 10 |
| Static | 17.1 | 7 |
| No answer | 2.4 | 1 |

■ **Plans and Policies**

- *Question 5.3 Does your site have a Buildings Management Policy?*
- *Question 5.4 Does your site have a Cyclical Maintenance Plan?*
- *Question 5.5 Do you have a disaster preparedness or other emergency plan?*
- Respondents answering = 41

| | Plans and Policies | |
|-----------------------------|---------------------------|---------------|
| | Yes | |
| | % | # resp |
| Cyclical Maintenance Plan | 58.5% | 24 |
| Disaster preparedness plan | 58.5 | 24 |
| Buildings Management Policy | 29.3 | 12 |

■ **Approximate Square Footage of Historic Buildings**

- *Question 5.2 What is the approximate combined square footage of historic buildings at your site?*
- Respondents answering = 41

| | Square Footage of Buildings | |
|-------------------------------|------------------------------------|---------------|
| | % | # resp |
| Less than 5,000 square feet | 14.6% | 6 |
| 5,000 to 25,000 | 56.1 | 23 |
| 25,001 to 50,000 | 9.8 | 4 |
| 50,001 to 100,000 | 2.4 | 1 |
| 100,001 to 200,000 | 2.4 | 1 |
| More than 200,000 square feet | 2.4 | 1 |
| No answer | 12.2 | 5 |

■ **Equipment to Control the Environment in the Following Areas**

- *Question 6.1 For each area at your site (left column) please indicate if your facility includes equipment that allows you to control the environment.*
- Respondents answering = 39

| | Equipment to Control Environment | | | | | |
|----------------------|---|---------------|--------------------------|---------------|--------------|---------------|
| | Temperature | | Relative Humidity | | Light | |
| | % | # resp | % | # resp | % | # resp |
| Collections storage | 74.4% | 29 | 53.9% | 21 | 74.4% | 29 |
| Exhibition galleries | 56.4 | 22 | 35.9 | 14 | 48.7 | 19 |
| Period rooms | 71.8 | 28 | 43.6 | 17 | 66.7 | 26 |

■ **Environmental Factors**

- *Question 6.2 Which of the following environmental factors are monitored on a regular basis? (Mark one response for each item.)*
- Respondents answering = 41

| | Environmental Factors | | | | | |
|-------------------|-----------------------|--------|--------------------------|--------|---------|--------|
| | Monitored | | Monitored & Records Kept | | Neither | |
| | % | # resp | % | # resp | % | # resp |
| Temperature | 31.7% | 13 | 58.5% | 24 | 9.8% | 4 |
| Relative Humidity | 25 | 10 | 55 | 22 | 20 | 8 |
| Pests | 42.5 | 17 | 40 | 16 | 17.5 | 7 |
| UV Radiation | 51.2 | 21 | 17.1 | 7 | 31.7 | 13 |
| Visible Light | 55 | 22 | 12.5 | 5 | 32.5 | 13 |
| Pollutants | 35 | 14 | 2.5 | 1 | 62.5 | 25 |

Collections

■ **Have a Collection:**

- *Question 1.1 Which of the following is included in your site? (Mark all that apply. Indicate number of items when specified. Collections [____ objects])*
- Respondents answering = 40

| | Have Collection | |
|-----|-----------------|--------|
| | % | # resp |
| Yes | 90.0% | 36 |
| No | 10.0 | 4 |

■ **Size of Collection:**

- *Question 1.1 Which of the following is included in your site? (Mark all that apply. Indicate number of items when specified. Collections [____ objects])*
- Qualified respondents = 36

| | Collection Size | |
|--|-----------------|--------|
| | % | # resp |
| Up to 750 objects | 13.2% | 5 |
| 751 to 1000 | 10.5 | 4 |
| 1001 to 2000 | 15.8 | 7 |
| 2001 to 5000 | 18.4 | 6 |
| 5001 to 18000 | 10.5 | 4 |
| 18,001 to less than 1 million | 0 | 0 |
| 1 million objects or more | 5.3 | 2 |
| No answer | 26.3 | 10 |
| Average reported number of objects in collection | 74,686 objects | |

■ **Have a Library**

- *Question 1.1 Which of the following is included in your site? (Mark all that apply. Indicate number of items when specified. Library [____ volumes])*
- Respondents answering = 40

| | Have Library | |
|-----|---------------------|---------------|
| | % | # resp |
| Yes | 65.0% | 26 |
| No | 35.0 | 14 |

■ **Size of Library:** 65% or 26 respondents have Library collections.

- *Question 1.1 Which of the following is included in your site? (Mark all that apply. Indicate number of items when specified. Library [____ volumes])*
- Qualified respondents = 26

| | # Volumes | |
|---|------------------|---------------|
| | % | # resp |
| 200 volumes or fewer | 15.4% | 4 |
| 201 to 500 volumes | 26.9 | 7 |
| 501 to 1,000 | 15.4 | 4 |
| 1,001 to 5,000 | 15.4 | 4 |
| More than 5,000 volumes | 7.7 | 2 |
| No answer | 19.2 | 5 |
| Average reported number of volumes in library | 1,522 volumes | |

■ **Have an Archive**

- *Question 1.1 Which of the following is included in your site? (Mark all that apply. Indicate number of items when specified. Archive [____ linear feet])*
- Respondents answering = 40

| | Have Archive | |
|-----|---------------------|---------------|
| | % | # resp |
| Yes | 55.0% | 22 |
| No | 45.0 | 18 |

■ **Size of Archive**

- *Question 1.1 Which of the following is included in your site? (Mark all that apply. Indicate number of items when specified. Archive [____ linear feet])*
- Qualified respondents = 22

| | Archive Size | |
|---|-----------------|--------|
| | % | # resp |
| 10 linear feet or less | 13.6% | 3 |
| 11 to 50 | 13.6 | 3 |
| 51 to 1,000 | 13.6 | 3 |
| More than 1,000 | 9.1 | 2 |
| No answer | 50 | 11 |
| Average reported number of linear feet in archive | 162 linear feet | |

■ **Have a Permanent Collection**

- *Question 7.1 Does your institution have a permanent collection? (If No, skip to question 7.5.)*
- Respondents answering = 40

| | Have Permanent Collection | |
|-----|---------------------------|--------|
| | % | # resp |
| Yes | 95.0% | 38 |
| No | 5.0 | 2 |

■ **Size of Collection**

- *Question 7.2 What is the total number in the collection?*
- Qualified respondents = 38

| | Collection Size | |
|--|-----------------|--------|
| | % | # resp |
| Up to 750 objects | 13.2% | 5 |
| 751 to 1000 | 10.5 | 4 |
| 1001 to 2000 | 15.8 | 7 |
| 2001 to 5000 | 18.4 | 6 |
| 5001 to 18000 | 10.5 | 4 |
| 18,001 to less than 1 million | 0 | 0 |
| 1 million or more | 5.3 | 2 |
| No answer | 26.3 | 10 |
| Average reported number of objects in collection | 74,686 objects | |

■ **State of Collections**

- *Question 7.2a Overall, what is the state of your collections? (Mark one response.)*
- Respondents answering = 38

| | State of Collections | |
|---------------|----------------------|--------|
| | % | # resp |
| Deteriorating | 13.2% | 5 |
| Static | 34.2 | 13 |
| Improving | 52.6 | 20 |

■ **State of Archives**

- *Question 7.3 Overall, what is the state of your archives? (Mark one response.)*
- Respondents answering = 30

| | State of Archives | |
|---------------|-------------------|--------|
| | % | # resp |
| Deteriorating | 6.7% | 2 |
| Static | 33.3 | 10 |
| Improving | 60 | 18 |

■ **Percent of Collections Accessioned**

- *Question 7.4 What percentage of the collection is accessioned?*
- Respondents answering = 38

| | Collections Accessioned | |
|----------|-------------------------|--------|
| | % | # resp |
| None | 10.5% | 4 |
| 1 to 20% | 2.6 | 1 |
| 21 to 40 | 5.3 | 2 |
| 41 to 60 | 2.6 | 1 |
| 61 to 80 | 10.5 | 4 |
| 81 to 99 | 44.7 | 17 |
| 100 | 23.7 | 9 |

■ **Institution Borrows Objects**

- *Question 7.5 Does your institution borrow objects?*
- Respondents answering = 41

| | Borrows Objects | |
|-----|-----------------|--------|
| | % | # resp |
| Yes | 73.2% | 30 |
| No | 26.8 | 11 |

■ **Collections Policies and Surveys**

- *Question 7.6 Do you have a Collections Management Policy?*
- *Question 7.6a If yes, does it include preservation and conservation policies?*
- *Question 7.7 Have you completed a Collection Condition Survey?*
- *Question 7.8 Do you have a Conservation Plan?*
- Respondents answering = 41

| | Policies/Surveys | |
|---------------------------------------|-------------------------|---------------|
| | % Yes | # resp |
| Collections Management Policy | 85.4% | 35 |
| Conservation Standards | 63.4 | 26 |
| Completed Collection Condition Survey | 26.8 | 11 |
| Conservation Plan | 51.2 | 21 |

Education and Programs

■ **Educational Programs**

- *Question 9.1 Which of the following does your institution offer? (Mark all that apply.)*
- Respondents answering = 41

| | Educational Programs/ Initiatives in Place | |
|--|---|---------------|
| | % Yes | # resp |
| Website | 92.7% | 38 |
| Annual events/festivals | 87.8 | 36 |
| Guided tours for adults | 85.4 | 35 |
| Special events | 85.4 | 35 |
| Period room | 78.0 | 32 |
| On-site programs for schools | 75.6 | 31 |
| Outreach school/community programs | 75.6 | 31 |
| Temporary exhibitions | 65.9 | 27 |
| Permanent exhibitions | 56.1 | 23 |
| Self-guided tours | 48.8 | 20 |
| Family/children's guide | 36.6 | 15 |
| Materials/programs for hearing or vision impaired | 36.6 | 15 |
| Living history interpretations | 34.1 | 14 |
| Audio tours | 9.8 | 4 |
| Visitor transportation on site | 4.9 | 2 |
| Other, including: museum store, materials for physically impaired, Spanish interpretations, themed tours for children and adults | 14.6 | 6 |

■ **Planning Documents**

- *Question 9.2 Does your institution have an Interpretive Plan?*
- *Question 9.3 Does your institution have a Furnishing Plan?*
- Respondents answering = 41

| | Planning Documents | |
|-------------------|---------------------------|---------------|
| | % Yes | # resp |
| Interpretive Plan | 56.1% | 23 |
| Furnishing Plan | 41.5 | 17 |