



- Housekeeping Guidelines _____
- Integrated Pest Management Program _____
- Inventory Plan/Schedule _____
- Cataloguing/Processing Plan _____
- Intellectual Property Policy _____
- Loan Policy _____
- Mission Statement _____
- Preservation Plan _____
- Salvage Priorities for the Collection _____
- Security/Theft Procedures _____

Are there any other plans that you are working on?

- 2. Does the institution have a long-range strategic plan? Y N
- 3. Is the preservation of the collection addressed in the strategic plan? Y N

C. Staffing

- 1. Are there staff members assigned preservation responsibilities? Y N
 full-time position part-time position committee other _____
 If yes, please describe responsibilities.

- 2. Is there an ongoing program for preservation training? Y N
 Describe:

D. Funding

- 1. Is there a line item specifically for preservation in the institution's budget? Y N
 If not, how are preservation activities funded?

III. THE BUILDING, FACILITIES, & STORAGE

A. General Information

- 1. In how many buildings are collections stored? _____
- 2. What year was the building(s) constructed? _____
- 3. Has the building(s) received historic registration? Y N
- 4. What year was the collection moved to its current location(s)? _____
- 5. What major renovations or additions have been undertaken or are being planned?
 (Please include dates.)
- 6. From what types of materials is the building constructed?



- 7. Have there been problems with the building?
Describe. Y N

- 8. Does the building have a basement? Y N
 If yes, Y N
 Is it located above flood level? Y N
 Is it above the local water table? Y N

B. Maintenance and Repair

- 1. Who is responsible for building maintenance? _____

- 2. Is there a cyclical building maintenance schedule? Y N

- 3. What is scheduled for repair this year? _____

- 4. Are utility systems (water, electrical, gas, etc.) regularly inspected? Y N

C. Storage

- 1. Where are collections stored?
 basement ground floor upper floors
 off-site attic _____

- 2. What percentage of the collection is:
 in storage on-site _____ % storage off-site _____ %
 on exhibition _____ % in cold storage _____ %

- 3. Are there overcrowded conditions?
Describe. Y N

- 4. Please describe storage furniture:

- 5. Are materials housed at least 4" above the floor? Y N

- 6. How are oversized materials stored? (oversized books, maps, furniture, rugs, etc.)

- 7. Please describe housing materials:

IV. ENVIRONMENTAL MANAGEMENT

A. Regional Environment

- 1. Is your region subject to extremes or sudden changes in temperature/humidity? Y N



2. Is your region prone to natural disasters? Y N
 (Please check type of disaster.)
- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> floods | <input type="checkbox"/> tornadoes | <input type="checkbox"/> earthquakes |
| <input type="checkbox"/> hurricanes | <input type="checkbox"/> winter storms | <input type="checkbox"/> _____ |
| <input type="checkbox"/> high winds | <input type="checkbox"/> heavy rain | <input type="checkbox"/> _____ |
| <input type="checkbox"/> electrical storms | <input type="checkbox"/> ice storms | <input type="checkbox"/> _____ |

3. Is your region prone to man-made disasters? Y N
 (Please check type of disaster.)
- | | | |
|---|---|--------------------------------|
| <input type="checkbox"/> vandalism | <input type="checkbox"/> construction | <input type="checkbox"/> _____ |
| <input type="checkbox"/> theft | <input type="checkbox"/> water infiltration | <input type="checkbox"/> _____ |
| <input type="checkbox"/> old mechanical systems | <input type="checkbox"/> roof leaks | <input type="checkbox"/> _____ |
| <input type="checkbox"/> water main leaks | <input type="checkbox"/> bomb threats | <input type="checkbox"/> _____ |

4. Is the institution located near:
- | | |
|--|---|
| <input type="checkbox"/> highways | <input type="checkbox"/> waste removal site / dump |
| <input type="checkbox"/> industrial sites | <input type="checkbox"/> chemical / gas storage tanks |
| <input type="checkbox"/> train tracks / stations | <input type="checkbox"/> dams |
| <input type="checkbox"/> nuclear facility | |

B. Temperature, Relative Humidity, and Pollutants

1. Are environmental conditions monitored? Y N
 Describe.

2. The temperature and relative humidity are monitored with:
- | | |
|--|---|
| <input type="checkbox"/> thermostats/humidistats | <input type="checkbox"/> dial hygrometers |
| <input type="checkbox"/> recording hygrothermographs | <input type="checkbox"/> datalogger |
| <input type="checkbox"/> hand-held psychrometers | <input type="checkbox"/> _____ |

3. Who is responsible for monitoring: _____

4. Are temperature and relative humidity settings or goals established? Y N
 Please describe:

Please attach a representative sample of your records documenting temperature and relative humidity readings such as daily log, charts, etc.

5. If there is a central heating, ventilating, and air conditioning (HVAC) system:
- a) Describe the type of system, briefly:
- b) Are all locations in the building included in the system? Y N
- c) What areas are not included? _____
- d) Are there separate zones that can be individually controlled? Y N



2. Are the lights in the storage areas filtered for ultraviolet light? Y N
(If yes, please check appropriate conditions.)
 all lights some lights
 film sleeves low UV emitting bulbs
3. Lights in storage areas are turned on:
 during working hours _____
 as-needed to retrieve materials _____
4. Are the windows in the storage areas filtered for ultraviolet light? Y N
(If yes, please check appropriate conditions.)
 all windows some windows _____
 UV filtering film UV filtering glazing _____
5. Are the storage area windows covered? Y N
(If yes, please check appropriate conditions.)
 window shades blinds curtains
 always some of the time _____
6. Are any collections exposed to a significant amount of light? Y N
Describe collections and storage location:

Exhibition Areas

7. The lighting in the exhibition area(s) is:
 daylight fluorescent mercury/sodium vapor
 incandescent tungsten
8. Are the lights in the exhibition area(s) filtered for ultraviolet light? Y N
(If yes, please check appropriate conditions.)
 all lights some lights _____
 film sleeves low UV emitting bulbs
9. Are windows in the exhibition area(s) filtered for ultraviolet light? Y N
(If yes, please check appropriate conditions.)
 all windows some windows _____
 UV filtering film UV filtering glazing _____
10. Are the windows in the exhibition area(s) covered? Y N
(If yes, please check appropriate conditions.)
 window shades blinds curtains
 always some of the time _____
11. Is a history kept for each item placed on exhibition to document length of time on display, light exposure, etc. Y N
12. Are items exhibited in lighted cases? Y N
(Please check type of lights.)
 natural fluorescent mercury/sodium vapor
 incandescent tungsten LED



13. Describe major areas of concern:

C. Pest Control

1. Are eating and/or drinking allowed in the building? Y N

2. Is there evidence of eating or drinking in prohibited areas? Y N

3. Are live plants or flowers permitted in the building? Y N

4. Have pests been observed in the building? Y N

(Please check type of pests.)

termites silverfish _____

birds rodents _____

5. Is there an extermination/pest control program? Y N
Describe.

6. Is there a storage area where infested materials can be segregated? Y N

7. Describe major areas of concern:

D. Mold

1. Has there ever been a mold outbreak in the collections, and/or in an area where they are stored, exhibited, or used? Y N
Describe:

2. Are there mold inspection procedures in place? Y N
Please describe:

3. Are materials inspected for mold before being placed in collections areas? Y N

4. Describe major areas of concern:

E. Housekeeping

1. Is there a regular housekeeping schedule? Y N
Describe.

2. Are housekeeping procedures written down? Y N

3. Who is responsible for general housekeeping? _____



4. How clean are collection storage areas?
 very clean dirty areas with significant accumulation of dust and dirt
 moderately clean other _____

5. Describe major areas of concern:

V. SECURITY AND DISASTER PREPAREDNESS

A. Security

1. Is the building generally secure? Y N
2. Are collection storage areas and stacks generally secure? Y N
3. Are key control procedures established? Y N
4. Is there an intrusion security system? Y N
Describe.
5. What company/department is responsible for the security system? _____
6. Is the security system inspected regularly? Y N
7. Are there security cameras in any collections spaces? Y N
8. Is there regular contact with the police department or campus security? Y N
9. Hours open per week: _____; Hours open by appointment: _____
10. Number of researchers per year: _____; Number of visitors per year: _____
11. Are researchers allowed in stacks/collection storage areas? Y N
Describe:
12. Researchers/visitors are in view of staff:
 always half of the time never
 most of the time rarely other _____
13. In exhibition areas visitors are monitored by:
(Please check all that apply.)
 guards staff cameras other _____
14. Are there security guards/staff in exhibition areas? Y N
15. What methods are used to provide collection safety in exhibition areas?
 security mounting hardware alarms signage
 exhibit cases/vitrines ropes barriers
 _____ _____



16. Has there been theft or vandalism? Y N
If yes, describe:

17. Describe any security concerns:

B. Fire Detection and Suppression

1. Is there a fire detection system? Y N
(Please check appropriate type detectors.)
 smoke detectors heat detectors

2. Is the fire detection system centrally monitored? Y N
(Please check appropriate alerting system.)
 external bell internal bell other _____

3. Is there a fire suppression system? Y N
(Please check appropriate suppression method.)
 hoses dry pipe sprinklers
 Halon gas wet pipe sprinklers
 water mist _____

4. How many hand-held fire extinguishers are in collection storage and exhibition areas? _____
List type(s) of fire extinguisher(s): _____

5. What was the last date of inspection for:
fire extinguishers: _____; fire alarm/suppression system: _____

6. Is there regular contact with the fire department? Y N

7. Describe major areas of concern:

C. Emergency Planning and Recovery

1. Is there a written emergency preparedness and response plan for the collection? Y N

2. Is the plan reviewed/updated annually? Y N

3. Who has responsibility for maintaining the disaster plan? _____

4. Has there been loss of collection materials due to a disaster? Y N
Describe.

5. Are basic supplies on hand for emergency response? Y N



6. How many of the staff and volunteers are trained in emergency response procedures? _____
 (Please check relevant training.)
- | | |
|--|--|
| <input type="checkbox"/> health emergencies | <input type="checkbox"/> evacuation procedures (public and staff) |
| <input type="checkbox"/> use of fire extinguishers | <input type="checkbox"/> evacuation procedures (collections) |
| <input type="checkbox"/> fire drills | <input type="checkbox"/> disaster response/recovery for collection |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

7. Are collections insured against disaster? Y N

8. Are duplicate records documenting the collection stored off-site? Y N
 Describe:

VI. COLLECTIONS CARE

A. Exhibitions

1. Are there exhibition areas? Y N

3. What types of materials are typically placed on exhibition?
 Describe:

4. Is there an exhibition schedule? Y N
 Describe.

5. Are there materials on permanent exhibition? Y N
 Please describe:

6. Who is responsible for exhibition design and installation?
 (Please check all appropriate positions.)
- | | | |
|-------------------------------------|------------------------------------|--|
| <input type="checkbox"/> director | <input type="checkbox"/> curator | <input type="checkbox"/> preparator |
| <input type="checkbox"/> volunteers | <input type="checkbox"/> archivist | <input type="checkbox"/> contract designer |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

B. Loans

1. Are collection materials loaned for exhibit or interlibrary loan? Y N

2. What materials are loaned?

3. How many collection materials are loaned annually? _____

4. Is the AAM Standard Facilities Report completed for each loan? Y N

5. Who is responsible for packing and shipping of collection materials? _____