

October 20, 2009

Dear MANL member:

In June 2007, MANL embarked on a Conservation Pilot Project that would allow an assessment of the conservation needs of member museums. During this project we asked you to help us determine your conservation needs through a survey. A general overview of conservation concerns was developed and MANL provided the services of a conservator to four museums to conduct a general conservation assessment. These assessments outlined some of the conservation issues and risks for each museum and made recommendations for their mitigation. Following on the success of this project MANL will continue this program with funding from the Department of Tourism Culture and Recreation. As the initial survey was conducted in 2007, we would like to take the opportunity review some of the key questions.

**Please note:** the results of this survey are for statistical purposes and to help us develop a clearer profile of our members and determine their conservation needs. The results of this survey will be used for these purposes only.

Please take the opportunity to complete this brief survey:

**Conservation Assessment Survey:**

Name of Museum: \_\_\_\_\_

Governing Authority: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Survey completed by: \_\_\_\_\_

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

Please return your completed questionnaire to MANL, by December 15th, 2009

Conservation Assessment Survey  
MANL  
P.O. Box 5785  
St. John's, NL  
A1C 5X3  
or fax to 709-722-9035

## Part I

**These questions are about your principal museum building as it shelters the collection.**

1. Do you have more than one building to care for? \_\_\_\_\_  
If yes, how many? \_\_\_\_\_
2. Approximately how old is the building which houses your main museum collection?

5 years or less	
10 years or less	
25 years or less	
50 years or less	
75 years or less	
100 years or less	
other	

3.

	yes	no
Is this building a designed or registered heritage building?		
Does this building comply with the provincial fire code?		
Is there an annual maintenance inspection of the building?		
Does your museum have a written risk management/disaster plan for the physical plant, the collection and public safety?		
If the museum operates seasonally, do you have written procedures for closing and opening?		

### 4. Exhibit and Storage space within the building

	yes	no
Do you inspect exhibit and storage areas regularly (monthly or annually) for pests and/or moisture?		
Do you monitor/record relative humidity and temperature regularly (daily or weekly)		
Do you monitor light levels in the exhibit and storage areas?		
Do you monitor and control the museum environment year round?		

## 5. Controlling your museum environment

	yes	no
<b>In your exhibit area, do you have equipment to control or adjust:</b>		
Humidity (RH)		
Temperature		
Light levels		
<b>In your storage area, do you have equipment to control or adjust:</b>		
Humidity (RH)		
Temperature		
Light levels		
Is your museum experiencing difficulties in any of the above environmental conditions? If so please elaborate below.		

## Part II

**These questions will define the size and type of your collection and potential conservation concerns.**

1. Approximately how many artefacts are in your collection? \_\_\_\_\_
2. Approximately how many archival or documentary artefacts, such as photographs, are in your collection? \_\_\_\_\_
3. Do your collection records include condition reports of artefacts? \_\_\_\_\_
4. Please estimate what percentage of your collections you feel are in:
  - excellent condition, needing no significant treatment \_\_\_\_%
  - good condition, needing some treatment \_\_\_\_%
  - poor condition, needing significant treatment or stabilization \_\_\_\_%

5. If you have any artefacts in poor condition, select the material they are composed of?

\_\_\_ Organic - wood, wool, feather, leather, cloth, paper, bone

\_\_\_ metal

\_\_\_ inorganic - ceramic, stone

6. Based on your knowledge and observations, what do you feel is the most critical conservation concern for your museum? (Consider both the building and the collections)

7. Considering both the building and collections and based on your knowledge and observations, is the source of this concern likely the result of:

\_\_\_ poor environment conditions

\_\_\_ mould or pest infestation

\_\_\_ poor general condition of building

\_\_\_ inappropriate storage areas and storage furnishings

\_\_\_ inappropriate handling and care by staff and volunteers

\_\_\_ poor condition at the time of acquisition

Other? Please specify:

### Part III

**These questions will help us understand how the conservation program may operate in the future.**

While MANL will do all it can to fund for this program, its future is not determined. If this service were to be available on a shared cost or “user pay” basis, would your museum:

\_\_\_\_\_ Pay the full cost for a conservator to visit and report? (approx. \$1500.00)

\_\_\_\_\_ Cover the travel and accommodations only?

\_\_\_\_\_ Prefer to receive a grant toward exhibition and storage?

### Part IV

**These general questions will help track museum progress and development**

1. Your operating budget – separate from special projects – for the 2009-2010 year is approximately:

Please check the item which best fits your museum	
Less than 5000	
5000 – 10,000	
10,000 – 16, 000	
16,000 – 25, 000	
25,000 – 50,000	
50,000 – 75,000	
75,000 – 100,000	
100,000 – 125,000	
125,000 – 150,000	
150,000 – 175,000	
175,000 – 200,000	
200,000 +	

2. Approximately what percentage of your 2009 – 2010 budget comes from sources other than federal, provincial or municipal governments? \_\_\_\_\_%
3. Does your museum have the following items in written form:

	yes	no
Statement of Purpose – Mission Statement		
Strategic plan (3 -5 years)		
Annually prepared financial statements according to generally accepted accounting principles?		

## Part V

**These questions will help us understand the level and kind of support municipalities give museums, and general museum accessibility.**

**Municipal support is a critical part of the application for provincial funding through CEDP.**

### 1. How does your municipality support your museum?

	yes	no
Provides inkind service, like grounds keeping, snow removal etc.		
Covers an operational cost, like electric bill, insurance, etc.		
Provides direct funding		
Promotes the museum in tourism literature		
Including the value of in-kind services and materials, what percentage of your operating budget comes from the municipality?		
The municipality does not support the museum		

**2. When is your museum open to the public?**

	yes	no
Is your museum accessible year round (either walk in or by appointment)?		
Certain months only (please indicate the months below)		
If certain months only, how many weeks per year is your museum usually open (please indicate below)?		

**Part VI**

**These questions will help us understand staff and volunteer activity and training needs.**

**1. Staff and Volunteer Activity**

	yes	no	If yes, how many
Do you have staff persons who work at the museum year round on a full time basis?			
Do you have staff persons who work at the museum year round on a part time basis?			
Do you hire temporary staff for the peak visitor season			
Are there persons who volunteer at your museum year round on a consistent basis, such as a volunteer curator or guide?			
Are there persons who volunteer at your museum on a regular, but limited basis, such as a maintenance person or cataloguer?			

**2. Staff and Volunteer Training Needs**

If you have persons who work at your museum year round, either full time, part time or voluntarily, have they completed or are they enrolled in the MANL Certificate in Museums Studies Program? And if so, how many?

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If you hire temporary staff, how are they trained for their museum job, including care and handling of artifacts?

Do you use:

- The Heritage Network Atlantic training DVD \_\_\_\_\_
- Provide an in-house training session \_\_\_\_\_
- Provide a copy of MANL Best Practices DVD \_\_\_\_\_
- Other, please describe: \_\_\_\_\_