

Collection Conversations Report: North Dakota's Heritage at Risk

A Project of the North Dakota Cultural Heritage Initiative
Made possible with support from the Institute of Museum and Library Services

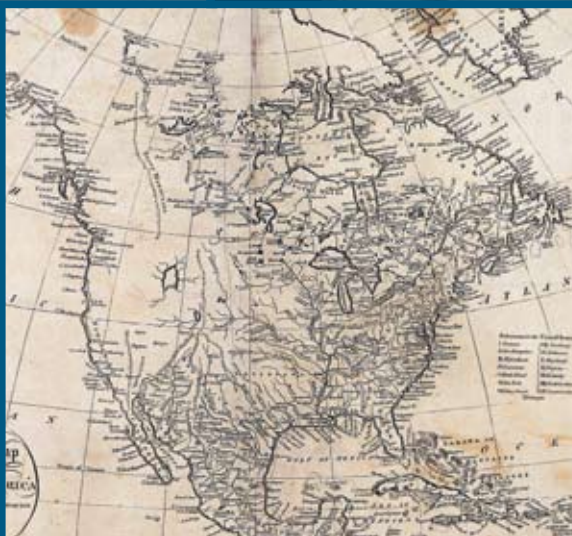
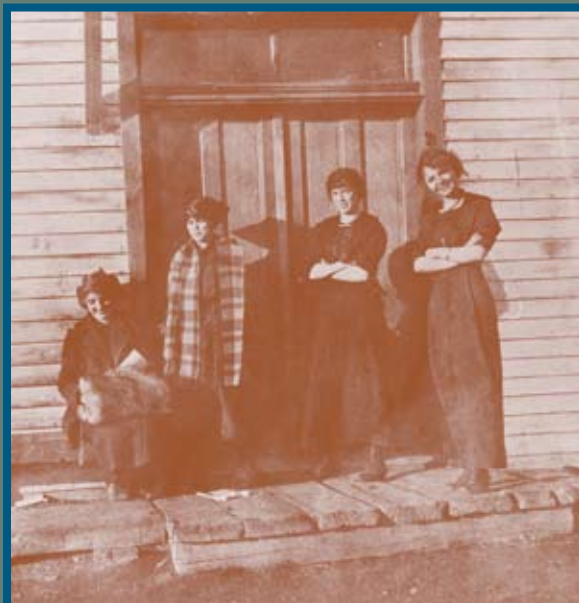


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This 2010 North Dakota Collection Conversations report was prepared by the North Dakota Cultural Heritage Initiative project coordinators.

The purpose of the report is to:

- Present the current condition of North Dakota's museum, library and archive collections.
- Summarize the greatest preservation needs of the state's collections and what type of assistance would be of most value to those charged with caring for collections.
- Prioritize the preservation needs of North Dakota's collections to safeguard them for future generations.
- Mobilize stakeholders to take action and increase resources for the preservation efforts of the state's museum, library and archive collections.

Collection Conversations participants included museum, library and archive professionals and volunteers representing a diverse range of institutions – from community and regional organizations to university and state collections – as well as state and local elected officials and interested citizens.

Acknowledgements

The 2009 North Dakota Collection Conversations, a project of the North Dakota Cultural Heritage Initiative (NDCHI), was made possible by the collaborative efforts of individuals and organizations committed to preserving North Dakota's collective heritage. Those who contributed their time, talent and/or resources, include:

North Dakota Cultural Heritage Initiative (NDCHI) Project Partners –

Representatives from the following project partners served on the NDCHI Advisory Board and guided the Collection Conversations planning process:

- Dickinson State University
- Fort Union Trading Post National Historic Site
- Knife River Indian Villages National Historic Site
- Museums in North Dakota
- North Dakota Art Gallery Association
- North Dakota Library Association
- North Dakota State University Institute for Regional Studies
- Plains Art Museum
- State Historical Society of North Dakota
- West Fargo Public Library

Museums in North Dakota (MiND) – The MiND served as the project's fiscal agent.

Institute of Museum and Library Services (IMLS) – The IMLS funded the project through a Connecting to Collections statewide planning grant. The IMLS is the primary source of federal support for the nation's 122,000 libraries and 17,500 museums. Its mission is to create strong libraries and museums that connect people to information and ideas. The NDCHI survey was based on the Heritage Health Index survey conducted by IMLS and Heritage Preservation and on similar statewide surveys in Minnesota and South Dakota.

Local Ambassadors – Museum, library and archive professionals and volunteers from across the state volunteered their time to coordinate facilities and marketing efforts for the eight regional Collection Conversations meetings (see Appendix A).

Trainers – Trainers developed a collections resource packet for meeting participants and prepared and presented information about assigning responsibility for collections care, developing an emergency plan, providing safe conditions for collections, and raising public awareness and marshalling support for collections at the regional meetings (see Appendix A).

Coordinators/Facilitator – Project coordinators Ann Jenks, State Historical Society of North Dakota (SHSND) state archivist, Jenny Yearous, SHSND curator of collections, and Mark Ryan, Plains Art Museum director of collections and operations, oversaw all aspects of the planning process. Dana Schaar of Clearwater Communications served as the project facilitator.

Participants – Last, but certainly not least, thanks are extended to the museum, library and archive professionals and volunteers and other interested individuals who participated in the regional meetings and completed the surveys, offering their expertise and insights for the betterment of North Dakota's collections. One hundred sixty-five participants from 100 institutions came together to identify the preservation challenges facing the state's museum, library and archive collections (see Appendix B). This involvement and demonstrated commitment from the grassroots level is an indication of the genuine interest in strengthening the preservation efforts of North Dakota's collective heritage now and in the future.

Executive Summary

Collections are an essential part of preserving North Dakota's rich and unique heritage. However, the items that tell the state's story – held in trust by museums, libraries and archives – are not indestructible. Museums, libraries and archives face losing their collections for good because of a lack of resources and everyday threats like exposure to light, high or fluctuating temperatures, and pest infestation. The 2005 Heritage Health Index, the most comprehensive national collections-based survey ever undertaken, reported the nation's collections were at great risk. Concerned about the state's collections and with support from the Institute of Museum and Library Services' Connecting to Collections initiative, the North Dakota Cultural Heritage Initiative (NDCHI) implemented a Collection Conversations project in 2008 to determine the current state of North Dakota's collection preservation activities and efforts.

One hundred sixty-five individuals from 100 institutions participated in a series of eight regional meetings to document the condition of North Dakota's collections and determine the priority preservation needs. Results from participant surveys reveal the significant threats faced by North Dakota's museums, libraries and archives and are consistent with those identified in the national Heritage Health Index report.

Of the North Dakota institutions surveyed,

- 91% are concerned about the safety and condition of collections.
- Only 41% have fully documented collections.
- 77% do not have a current long-range preservation plan.
- Only 40% have a complete up-to-date survey of general collection conditions.
- 88% do not have a current emergency plan that includes collections.
- 67% do not have enough storage space for collections.
- 61% have no funds allocated specifically for collections care.

The needs of North Dakota's collections were assessed in two areas: institutional needs and outside assistance and training needs. The five most significant needs in each area are identified below in priority order:

Institutional needs:

1. Prioritized long-range preservation plans
2. Staff training
3. Emergency/disaster plans
4. Planning surveys/collection assessments
5. Finding aids/collection cataloguing

Outside assistance and training needs:

1. Collections care workshops
2. Preparing prioritized long-range preservation plans
3. Conducting general needs assessments or condition surveys
4. Emergency response staff training
5. Preparing emergency/disaster plans

Based on the survey findings, North Dakota's priority needs for collections care are:

- Resource development (funding and staffing)
- Preservation plans
- Collections care workshops
- General needs assessments
- Emergency planning and response

The NDCHI will continue to work to safeguard North Dakota's collections and preserve the rich heritage of the state. To learn how you can get involved in the NDCHI network, contact project coordinators Ann Jenks (ajenks@nd.gov or 701-328-2090), Mark Ryan (mryan@plainsart.org or 701-232-3821 ext. 104) or Jenny Yearous (jyearous@nd.gov or 701-328-2666).

North Dakota's Collective Heritage

Collections – the objects, documents, books and photographs found in the state's museums, libraries and archives and in private homes – are essential to telling North Dakota's story. Collections reflect the state's unique history, heritage and culture through tangible objects not found in other institutions in the United States and around the world. North Dakota's museums, libraries and archives work to preserve and make these collections accessible through exhibitions and research opportunities now and for future generations.

In 2005, the most comprehensive national collections-based survey ever undertaken, entitled the Heritage Health Index, found the nation's collections were at great risk. Of the 4.8 billion artifacts held in public trust by museums, libraries and archives, nearly 190 million objects were in immediate danger and in need of care. Museums, libraries and archives face losing their collections for good because of a lack of resources and everyday threats like exposure to light, high or fluctuating temperatures, and pest infestation. Once collections are lost, they are lost forever.

Purpose

In 2008, 10 North Dakota institutions established the North Dakota Cultural Heritage Initiative (NDCHI) to determine the current state of efforts to safeguard North Dakota's collections and what can be done to ensure their future security. With a Connecting to Collections grant from the Institute of Museum and Library Services (IMLS), the NDCHI developed its Collection Conversations project to both document the condition of North Dakota's collections and determine the priority preservation needs.

Regional Meetings

The 2009 Collection Conversations regional meetings were a qualified success with attendance by 165 people, including state and local elected officials, interested citizens and museum, library and archive professionals and volunteers representing community, regional, university and state collections. The eight meetings were held in October in the following locations:

- Dickinson – October 12
- Williston – October 13
- Bismarck – October 15
- Minot – October 16
- Devils Lake – October 19
- Grand Forks – October 20
- Fargo – October 21
- Jamestown – October 22

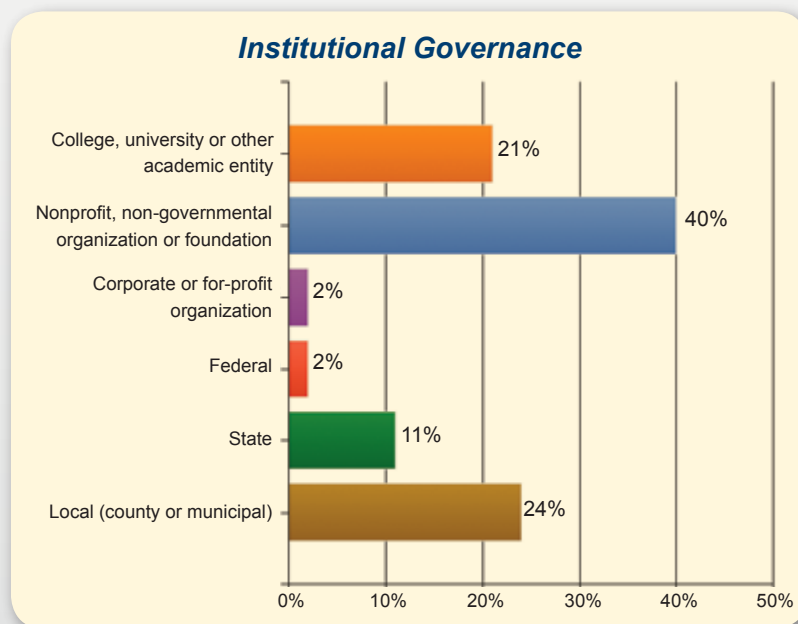
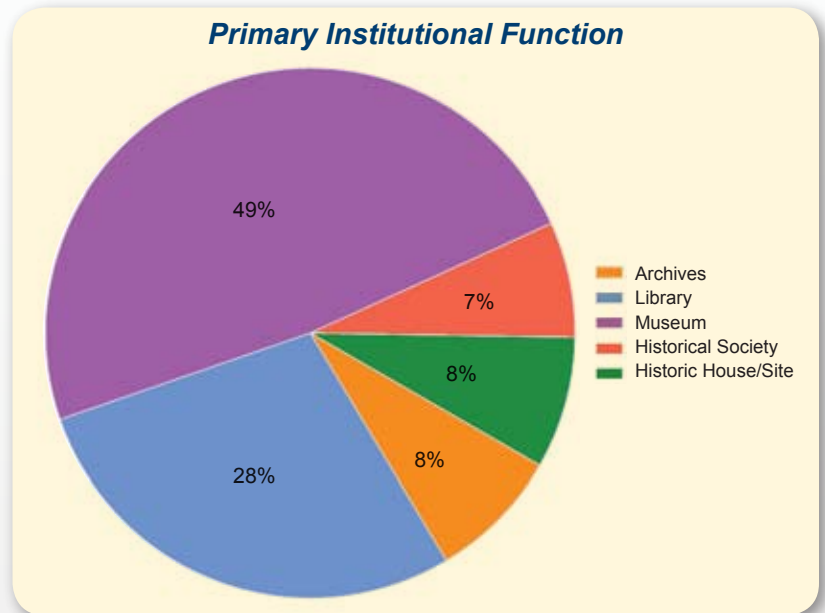
During the meetings, stakeholders discussed safe conditions for collections, emergency planning, responsibility for collections care, and public awareness and support for collections and completed a collections survey.

Surveys

Regional meeting participants completed a survey consisting of seven segments designed to determine the current condition of North Dakota's collections as well as priority needs for collections preservation and training. The survey segments included institutional background, assigning responsibility for collections care, developing an emergency plan, providing safe conditions for collections, raising public awareness and marshalling support for collections, institutional needs and training needs.

Institutional Demographics

The number of surveys completed was 100. Museums, combined with historic houses/sites and historical societies for purposes of this report, make up the majority of the institutions surveyed at 64%. Together, the institutions hold millions of items in their collections.

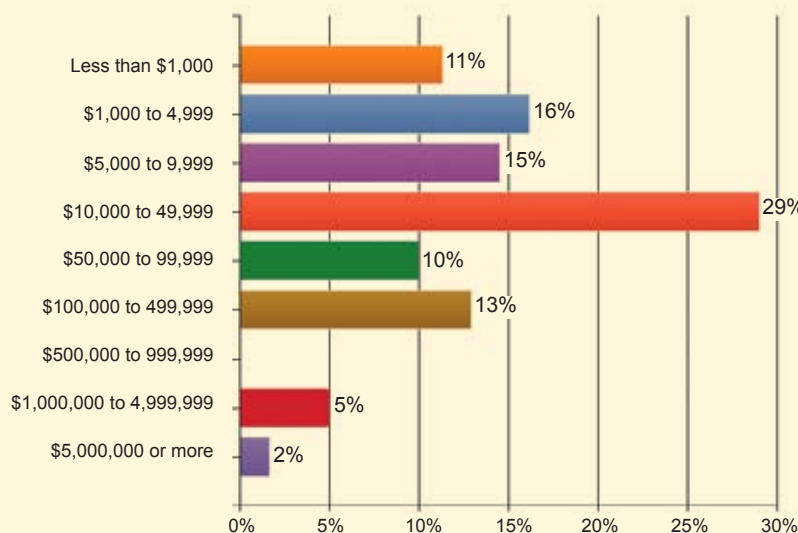
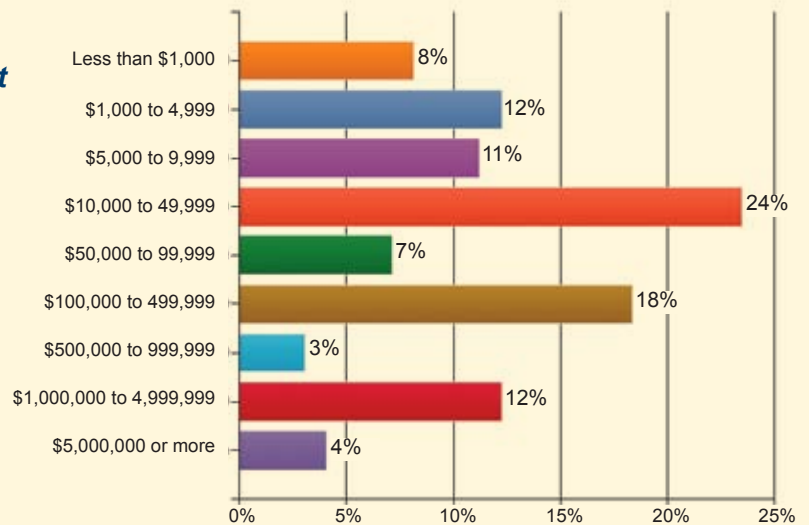


40% of institutions (57% of museums, 11% of libraries/archives) are independent nonprofit organizations. Others are affiliated with larger entities: 24% (11% of museums, 36% of libraries/archives) are part of local government, and 21% (10% of museums, 42% of libraries/archives) are part of higher education systems.

A governing board of directors provides leadership for 49% of institutions, while 45% have a working board of directors. 29% of institutions have friends groups and 14% have advisory boards/groups that provide support.

Institutional Annual Operating Budget

Institutions reported a significant range in annual operating budgets, with 24% of institutions falling into the \$10,000-49,999 budget range. At the extreme ends of the spectrum, 8% of institutions reported budgets of less than \$1,000 annually while 4% reported budgets of more than \$5 million.

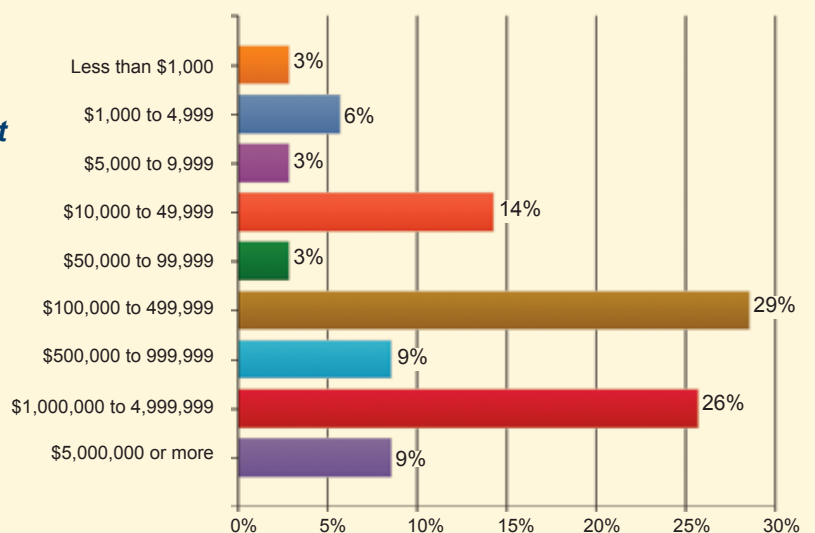


Institutional Annual Operating Budget – Museums

The largest representation among museums was 29% in the \$10,000-49,999 budget range, followed by 16% in the \$1,000-4,999 range.

Institutional Annual Operating Budget – Libraries/Archives

Libraries/archives differed significantly from museums in this area with the largest representation at 29% in the \$100,000-499,999 budget range, followed by 26% in the \$1,000,000-4,999,999 range.



In 2005, the Heritage Health Index (HHI), the most comprehensive national collections-based survey ever undertaken, reported the nation's collections were at significant risk. The HHI identified four priority actions to be taken to safeguard collections: assigning responsibility for collections care, developing an emergency plan, providing safe conditions for collections, and raising public awareness and marshalling support for collections.

In 2009, a survey of North Dakota's museums, libraries and archives – based on the four HHI recommendations – found there is much yet to be done in the state to ensure the preservation of collections. Simply put, North Dakota's collective heritage is at risk.

The findings are presented in the following categories:

- By all institutions.
- By museums, historic houses/sites and historical societies – referred to collectively as museums.
- By libraries/archives.
- By size determined by annual operating budgets – institutions with budgets of less than \$50,000 are referred to as small-sized, those with budgets of \$50,000-499,999 as medium-sized, and those with budgets greater than \$500,000 as large-sized.

Condition of North Dakota Collections

Of the institutions surveyed in October 2009,

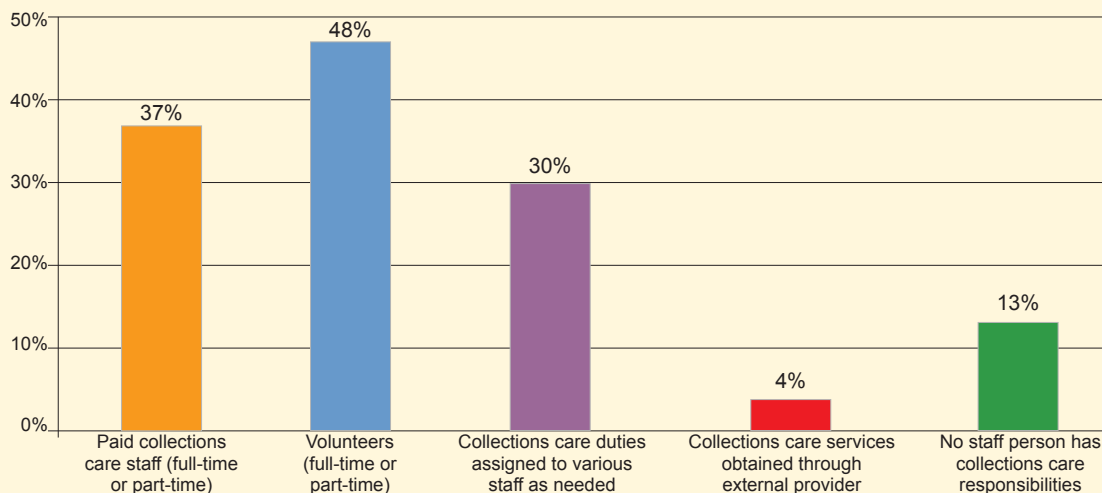
- 91% are concerned about the safety and condition of collections.
- Only 41% have fully documented collections.
- 77% do not have a current long-range preservation plan.
- Only 40% have a complete up-to-date survey of general collection conditions.
- 88% do not have a current emergency plan that includes collections.
- 67% do not have enough storage space for collections.
- 61% have no funds allocated specifically for collections care.

Assigning Responsibility for Collections Care

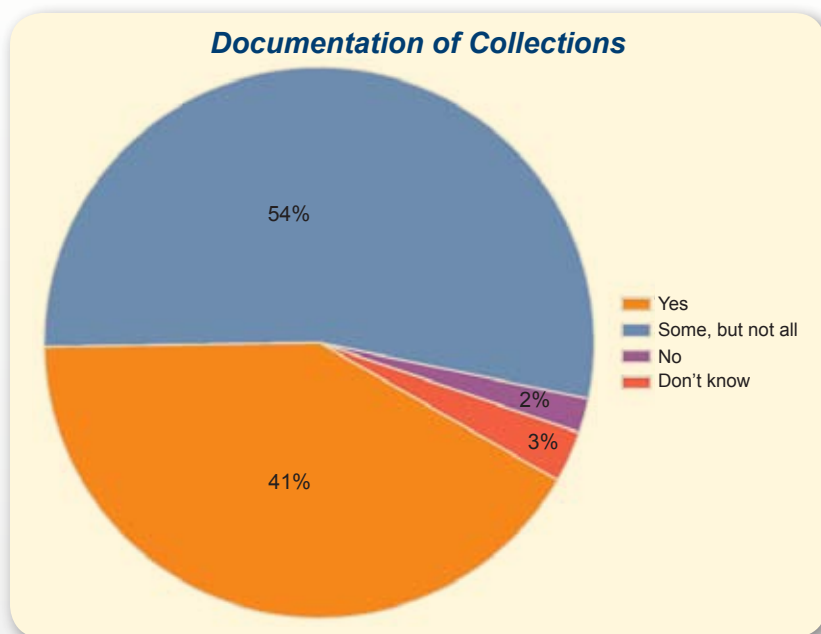
Staffing

While 75% of institutions (65% of museums, 92% of libraries/archives) have full- or part-time paid staff, only 37% of those staff have specific responsibilities for collections care. In most cases, institutions with budgets of more than \$100,000 have full-time paid staff. Turnover of staff is a problem at 26% of institutions (30% of museums, 19% of libraries/archives).

Staffing for Collections Care



Documentation of Collections



Collections

Only 41% of institutions (33% of museums, 56% of libraries/archives) report collections that are fully documented (inventoried or catalogued). Of the documented collections, 48% are accessible via electronic and paper formats, 23% are accessible electronically only and 29% are accessible only by paper. Fully documented collections are found in 34% of small-sized institutions, 36% of medium-sized institutions and 68% of large-sized institutions.

Developing an Emergency Plan

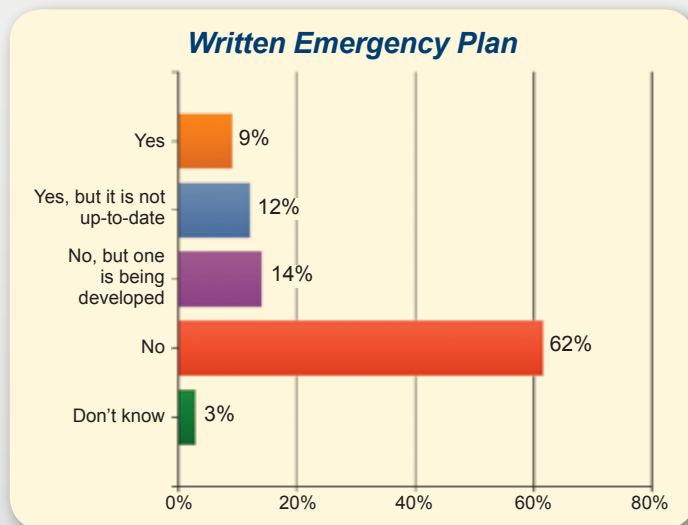
Emergency Plans

88% of institutions (92% of museums, 80% of libraries/archives) do not have a current written emergency plan that is collection-specific. Of those institutions with a plan in place, only 30% have trained staff to carry it out and have practiced implementing the plan. 94% of small-sized institutions do not have emergency plans compared to 84% of medium-sized and 84% of large-sized institutions.

With or without an emergency plan, only 24% of institutions (18% of museums, 34% of libraries/archives) have prioritized which items would be saved in the event of a disaster. 11% of small-sized institutions, 32% of medium-sized institutions and 44% of large-sized institutions have prioritized items to be saved.

Only 23% of institutions (18% of museums, 33% of libraries/archives) have copies of all vital collections records, including inventories, accession records, catalogs and insurance policies, stored off-site. Of the records stored off-site, 44% are in paper and electronic format, 48% are electronic only and 8% are paper only. Records are stored off-site by 17% of small-sized institutions, 24% of medium-sized institutions and 42% of large-sized institutions.

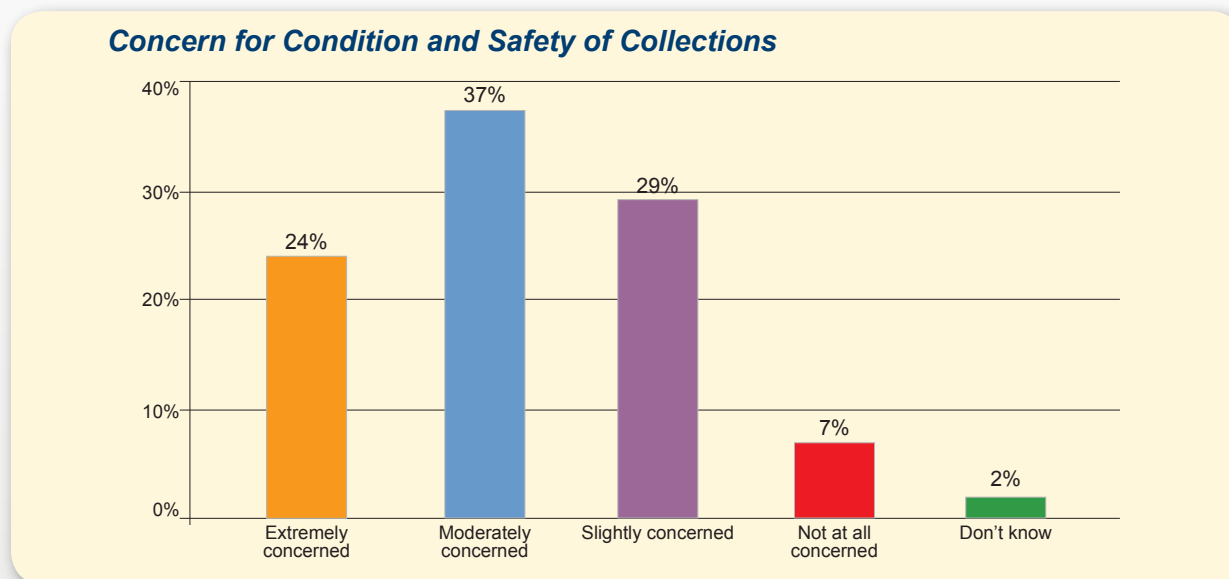
Written Emergency Plan



Providing Safe Conditions for Collections

General Conditions

91% of institutions (94% of museums, 86% of libraries/archives) are concerned about the safety and condition of their collections, with one-quarter extremely concerned. This concern breaks down to 90% of small-sized institutions, 96% of medium-sized institutions and 89% of large-sized institutions.



The three most significant concerns for institutions regarding the general state of their collections are:

1. Lack of storage space.
2. Lack of temperature and humidity controls.
3. Lack of security.

Concerns by institutional type are as follows:

- Museums are most concerned about lack of temperature and humidity controls, storage space and appropriate storage furniture.
- Libraries/archives are most concerned about lack of storage space, water damage and lack of temperature and humidity controls.
- Small-sized institutions mirror museums' concerns.
- Medium-sized institutions are most concerned with lack of storage, appropriate storage furniture and temperature and humidity controls.
- Large-sized institutions' major concerns include water damage, lack of temperature and humidity controls, and lack of storage.

Only 40% of institutions (40% of museums, 42% of libraries/archives) have an up-to-date general condition survey of their entire collection. This is the case for 33% of small-sized institutions, 52% of medium-sized institutions and 42% of large-sized institutions.

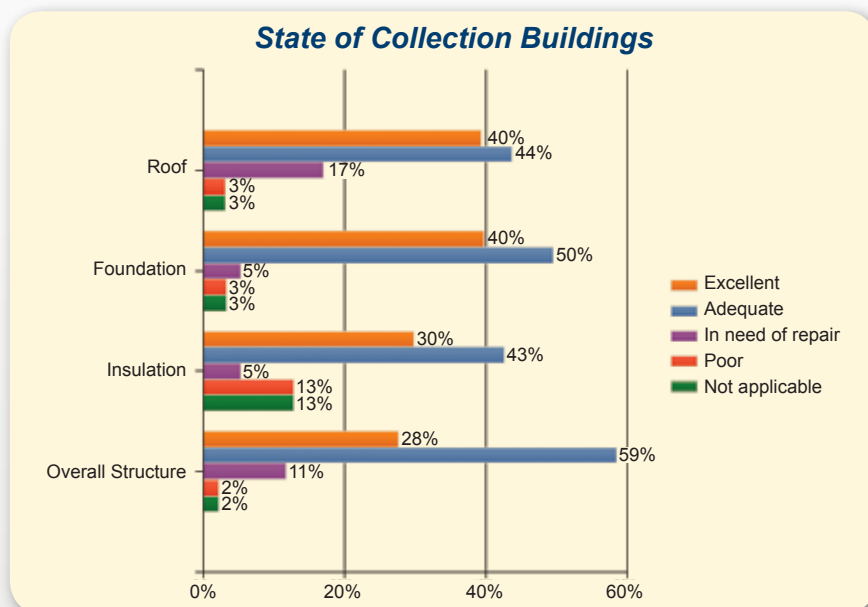
77% of institutions (66% of museums, 94% of libraries/archives) do not have a current long-range preservation plan. No current plans exist for 76% of small-sized institutions, 80% of medium-sized institutions and 79% of large-sized institutions.

Collection Storage and Buildings

67% of institutions (69% of museums, 61% of libraries/archives) do not have enough storage space for their collections, and 66% (70% of museums, 58% of libraries/archives) lack adequate storage furniture such as shelving, cabinets and racks. Space is lacking in 76% of small-sized institutions, 48% of medium-sized institutions and 68% of large-sized institutions.

The types of storage areas are diverse with only 42% of institutions (44% of museums, 39% of libraries/archives) reporting a separate dedicated storage space for collections. 37% of small-sized institutions, 44% of medium-sized institutions and 61% of large-sized institutions have dedicated space for storage.

The majority of institutions report adequate or excellent structural condition of existing buildings that house collections. The areas of most concern include poor insulation in 13% of buildings and roof repairs necessary in 17% of buildings.



Environmental Controls

A minority of institutions have appropriate environmental controls in all collection areas:

- Monitor insects and other pests 42%
- Have fire detection/suppression systems 34%
- Have adequate security systems 29%
- Meet temperature specifications 24%
- Control light levels 19%
- Meet relative humidity specifications 16%

Collections Care

The majority of collections care activities are completed by institutional staff, with a limited amount provided by external providers. 75% of institutions (73% of museums, 80% of libraries/archives) undertake preventive conservation, such as housekeeping and environmental monitoring, with staff. 56% (58% of museums, 54% of libraries/archives) have staff engaged in preservation management, including collections care planning and assessment.

Conservation treatment, which includes cleaning, stabilization and repair, is undertaken by staff in 38% of institutions (33% of museums, 49% of libraries/archives). 16% of institutions use external providers for conservation.

39% of institutions (36% of museums, 46% of libraries/archives) have staff that carry out preservation reformatting, such as photocopying and microfilming. 32% of institutions (28% of museums, 40% of libraries/archives) preserve audio-visual media and playback equipment, and 38% (34% of museums, 46% of libraries/archives) preserve digital materials and electronic records collections, including migration of data.

Raising Public Awareness and Marshalling Support for Collections

Public Awareness

54% of institutions (41% of museums, 75% of libraries/archives) rate themselves extremely valuable to their communities. This is the case for 46% of small-sized institutions, 64% of medium-sized institutions and 63% of large-sized institutions.

78% of institutions (72% of museums, 89% of libraries/archives) have positive relationships with government agencies and elected officials. Positive relationships are found in 68% of small-sized institutions, 92% of medium-sized institutions and 95% of large-sized institutions.

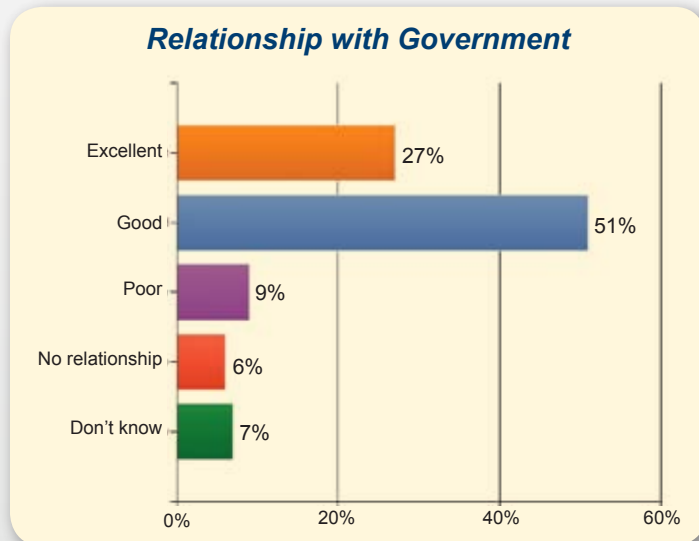
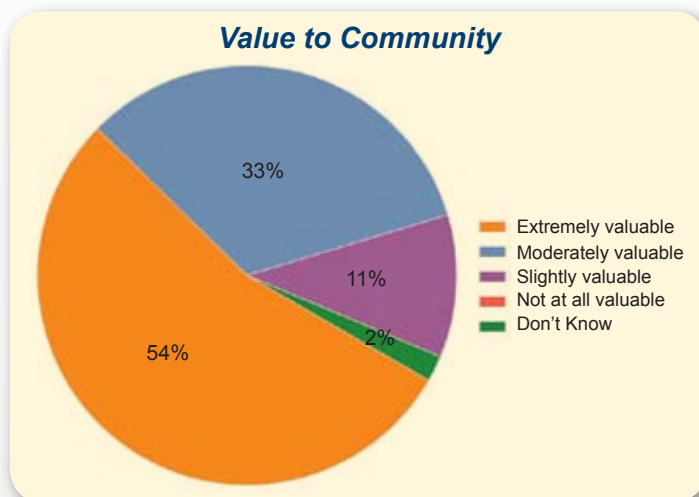
Institutions partner with a broad range of entities to make their collections accessible to the public through exhibitions, research projects and educational programs, including but not limited to schools, researchers, civic groups, special interest clubs, national parks, convention and visitors bureaus, other cultural institutions, national, state and local associations, chambers of commerce, youth groups, federal, state and local governments, education organizations, military and veterans groups, colleges and universities, American Indian tribes, volunteer organizations, nonprofits and religious groups.

Collections Support

Funding for collections care activities is difficult or somewhat difficult to find for 83% of institutions (81% of museums, 91% of libraries/archives). 83% of small-sized institutions, 80% of medium-sized institutions and 89% of large-sized institutions face funding challenges.

61% (62% of museums, 58% of libraries/archives) have no funds allocated specifically for collections care in their annual budgets. This is the case in 79% of small-sized institutions, 48% of medium-sized institutions and 37% of large-sized institutions.

Finding volunteers is also a challenge. 24% of institutions find it difficult to recruit retired volunteers, 35% find it difficult to recruit working volunteers and 46% find it difficult to recruit youth volunteers. Museums find it more challenging to recruit volunteers than libraries/archives.



Needs of North Dakota Collections

The needs of North Dakota's collections were assessed in two ways: by institutional needs and by outside assistance and training needs.

The five most significant institutional needs for collections care in priority order are:

1. Prioritized long-range preservation plans
2. Staff training
3. Emergency/disaster plans
4. Planning surveys/collection assessments
5. Finding aids/collection cataloguing

The five most significant areas of need for outside assistance and training for collections care in priority order are:

1. Collections care workshops
2. Preparing prioritized long-range preservation plans
3. Conducting general needs assessments or condition surveys
4. Emergency response staff training
5. Preparing emergency/disaster plans

Institutional Needs

High Risk Collections

Institutions identified paper-based items, photographs, ethnographic artifacts and textiles as the types of collections at highest risk. Listed below are the percentages of institutions that consider the specified types of collections at high risk.

Collections at High Risk

Unbound Sheets	76%
Books and Bound Volumes	72%
Photographic Collections	72%
Ethnographic Artifacts	72%
Textiles	71%
Recorded Sound Collections	58%
Moving Image Collections	53%
Art Objects	53%
Domestic Objects	49%
Furniture	47%
Ceramics and Glass	42%
Metalwork	42%
Digital Material Collections	35%
Medical and Scientific Objects	34%
Archaeological Collections	34%
Technological and Agricultural Objects	32%
Transportation Vehicles	29%
Natural Science Specimens	26%
Living Collections	4%

Of those collections identified as needing treatment, damage or loss was primarily caused in priority order by:

1. Exposure to light, including discoloration and fading
2. Improper storage or enclosure, such as bending, creasing or adhering together
3. Physical or chemical deterioration due to adverse environmental conditions
4. Water or moisture, including mold and stains
5. Improper treatment or restoration

Need for Collections Care

Institutions indicated a high level of need in many areas of collections care, with the most significant needs being prioritized long-range preservation plans, staff training and emergency plans. Those areas identified by more than 75% of institutions as a need or urgent need are highlighted.

Priority Needs for Collections Care

	Need	Urgent Need
1. Prioritized long-range preservation/conservation plan	73%	15%
2. Staff training	71%	8%
3. Emergency/disaster plan	59%	18%
4. Planning surveys or assessments of collection	64%	13%
5. Finding aids or cataloguing of collections	50%	18%
6. Improvements to reduce collections' exposure to light	53%	8%
7. Conservation treatment	48%	9%
8. Preservation of audio/visual collections	47%	7%
9. Environmental controls (heating, air conditioning, humidifying)	34%	18%
10. Preservation of digital collections	33%	12%
11. Security	39%	4%
12. Integrated pest management	32%	4%

Outside Assistance and Training Needs

Collections Care Assistance

Institutions reported collections care assistance would be useful in a variety of areas, with the greatest need being workshops on collections care and help in preparing prioritized long-range preservation plans and general needs assessments. Those areas of assistance identified by more than 75% of institutions as useful or very useful are highlighted. Affirming their commitment to training and other educational opportunities, 94% of institutions stated they could provide four to five days of staff time over the course of two years to participate in activities designed to improve collections care.

Priority Needs for Collections Care Assistance

	Useful	Very Useful
1. Collections care workshops	38%	40%
2. Assistance in preparing a prioritized long-range preservation plan	50%	30%
3. Assistance in obtaining a general needs assessment or condition survey	42%	33%
4. Training for staff in emergency response	43%	31%
5. Assistance in preparing an emergency/disaster plan	35%	31%
6. Online collections care information	36%	23%
7. Assistance in preservation of audio/visual collections	38%	20%
8. Assistance in preservation of digital collections	31%	23%

Priority Needs for North Dakota Collections

With 91% of institutions concerned about the safety and condition of their collections, there is no question that action needs to be taken to better preserve North Dakota's collections for the future. As institutions have finite resources for collections care, available resources should be allocated to the following priority needs for collections care identified by the state's museums, libraries and archives.

- **Resource Development (funding and staffing)**

Resource development was an ongoing theme throughout the survey comments. In addition to inadequate funding for collections care, there were significant concerns about the lack of human resources to care for collections.

Action Items: preparing lists of grants and other funding sources for collections care and offering grantwriting workshops; offering volunteer recruitment and management workshops; developing a list of consultants available to assist with collections care; establishing a North Dakota collections care network to answer questions and connect institutions in need with mentors.

- **Preservation Plans**

A prioritized long-range preservation plan was the most significant collections care need identified by institutions. It was reported as one of the top three needs by more than 75% of institutions, both by type (museums and libraries/archives) and by size (small, medium and large institutions). Likewise, help in preparing a preservation plan ranked second for most useful collections care assistance.

Action Items: hiring consultants to assist institutions in developing or modifying plans; offering statewide workshops on how to develop plans; making sample plans available online or in hard copy format.

- **Collections Care Workshops**

Staff training was the second most significant institutional need and was among the top three needs across all categories of institutional type. This coincided with the most useful identified area of assistance – collections care workshops. In particular, hands-on workshops were specified as being most valuable.

The types of collections most at risk in North Dakota's institutions are paper-based items: unbound sheets, books and bound volumes and photographic collections. Also at high risk in all institutions are recorded sound collections. In addition, ethnographic artifacts, textiles, domestic objects and furniture are considered at high risk by more than 50% of museums. Moving image collections and art objects are considered at high risk by more than 50% of libraries/archives.

Action Items: offering a variety of statewide workshops on basic and advanced collections care (reflecting the differences in the type and size of institutions) as well as care of the specific types of collections most at risk.

- **General Needs Assessments**

A general needs assessment or condition survey ranked fourth overall on the prioritized list of institutional needs for collections care and third in most useful areas of assistance.

Action Items: hiring consultants to conduct assessments or surveys; providing information on existing assessment programs.

- **Emergency Planning and Response**

Training staff in emergency response was identified as the most useful collections care assistance by medium and large institutions as well as libraries/archives. Emergency/disaster plans were reported as the third most significant need by all institutions.

Action Items: offering statewide workshops on planning for and responding to disasters or emergencies for different types and sizes of institutions; establishing an emergency response network for North Dakota's collecting institutions.

NDCHI Network

As part of the Collection Conversations project, the NDCHI collected information from participants about their interest in being a part of future projects. From the 134 completed future participation surveys:

- 127 individuals want to be a part of the NDCHI network.
- 102 signed up to participate in the North Dakota museum work listserv.
- 89 volunteered to include their contact information on a North Dakota cultural heritage emergency list and help with disaster response in their region.
- 72 are willing to host a collections care workshop in their community.
- 44 expressed interest in sharing their collections expertise with others.

NDCHI will continue to expand its network of connected North Dakota collections professionals and volunteers to facilitate the exchange of ideas and information to advance preservation of the state's collections.

NDCHI Funding

NDCHI project coordinator Mark Ryan will serve on the advisory board for Minnesota's IMLS statewide implementation grant project. This participation will facilitate future collaborations between the two states and South Dakota, which will also have representation on Minnesota's advisory board.

NDCHI, using the results of the Collection Conversations project, will submit a proposal to IMLS under its Connecting to Collections statewide implementation grant program in 2010.

Finally, NDCHI and North Dakota collections stakeholders will use this report to seek additional funding to address the priority needs for collections care in the state's museums, libraries and archives.

Local Ambassadors and Trainers

Trainers

West Meetings

- Ann Jenks, State Archivist, State Historical Society of North Dakota (SHSND)
- Rachel White, Head of Technical Services, SHSND
- Jenny Yearous, Curator of Collections, SHSND

East Meetings

- John Bye, University Archivist and Director, Institute for Regional Studies, North Dakota State University
- Mary Jo Moorhead, Library Specialist, West Fargo Public Library
- Mark Ryan, Director of Collections and Operations, Plains Art Museum, Fargo

Local Ambassadors and Meeting Locations

West Meetings

- Dickinson: Danielle Stuckle, Dickinson Museum Center, and Dickinson City Hall
- Williston: Audrey Barnhart, Fort Union Trading Post Historic Site, and Williston Community Library
- Bismarck: Chris Johnson, State Historical Society of North Dakota, and North Dakota Heritage Center
- Minot: Linda Olson, Minot State University

East Meetings

- Devils Lake: Barb McCormick, Devils Lake Historic Preservation Commission, and Lake Region State College
- Grand Forks: Leah Byzewski, Grand Forks County Historical Society
- Fargo: Bruce Whitmarsh, Cass County Historical Society, and Plains Art Museum
- Jamestown: Felicia Sargeant, National Buffalo Museum

Regional Meeting Participants

Meeting participants included elected officials, citizens and museum, library and archive professionals and volunteers representing the following institutions:

Alfred Dickey Public Library, Jamestown	Lewis and Clark Fort Mandan Foundation, Washburn
Altru Health Systems, Grand Forks	Mandan Historical Society
Barnes County Historical Society, Valley City	McHenry County Historical Society, Towner
Billings County Museum/Medora Area CVB, Medora	Mercer County Historical Society, Beulah
Bismarck Public Library	Minot Public Library
Bismarck State College	Minot State University
Buffalo Historical Society	Myra Museum, Grand Forks
Buffalo Trails Museum, Epping	National Buffalo Museum, Jamestown
Cando Art Council	Nelson County Historical Society, Pekin
Cando Arts Center	New Leipzig Museum
Cando Pioneer Foundation Museum	North Dakota League of Cities, Bismarck
Cass County Historical Society/Bonanzaville, West Fargo	North Dakota Maritime Museum, Devils Lake
Casselton Heritage Center	North Dakota School for the Deaf, Devils Lake
Devils Lake Public Library	North Dakota State College of Science, Wahpeton
Dickinson Museum Center	North Dakota State Genealogical Society, Bismarck
Dickinson State Art Gallery	North Dakota State Library, Bismarck
Dickinson State University	North Dakota State University Archives, Fargo
Douglas Centennial Museum	North Dakota State University Memorial Union Gallery, Fargo
Dunn County Historical Society, Dunn Center	North Valley Arts Council, Grand Forks
East Grand Forks Heritage Village	Northeastern North Dakota Heritage Association, Cavalier
Ellendale Historical Society	Northwood Pioneer Museum
Enderlin Historical Society & Museum Inc.	Oxcart Trails Historical Society, Drayton
Energy & Environmental Research Center, Grand Forks	Pembina County Historical Society & North Border Schools, Cavalier
Experience Works, Bismarck	Pioneer Museum of McKenzie County, Watford City
Fargo Public Library	Plains Art Museum, Fargo
Fort Abercrombie State Historic Site, Abercrombie	Ray Opera House Museum
Fort Buford State Historic Site, Williston	Red River Valley Genealogical Society, Fargo
Fort Totten State Historic Site	Richland County Historical Society, Wahpeton
Fort Union Trading Post National Historic Site, Williston	Ryder Historical Society
Frontier Museum, Williston	Sargent County Museum, Forman
Germans from Russia Heritage Collection, North Dakota State University, Fargo	Sheyenne Museum
Gordon B. Olson Library, Minot	Sitting Bull College Library, Fort Yates
Grand Forks County Historical Society	St. Joseph's Hospital & Health Center, Dickinson
Grand Forks Public Library	State Historical Society of North Dakota, Bismarck
Griggs County Historical Society, Cooperstown	Theodore Roosevelt Medora Foundation, Medora
Hatton Eielson Museum	Three Tribes Museum, New Town
Hazen Public Library	Tioga Historical Society
Health Sciences Library, Grand Forks	United States Courts Library, Fargo
Icelandic State Park, Cavalier	University of Mary, Bismarck
James Memorial Preservation Society, Williston	University of North Dakota, Grand Forks
James River Genealogy Club, Carrington	Ward County Historical Society, Minot
Lake Region Heritage Center, Devils Lake	Ward County Public Library, Minot
Lake Region Pioneer Daughters, Bocket	Welder Library, Bismarck
Lake Region Public Library, Devils Lake	West Fargo Public Library
Lake Region State College, Devils Lake	Williston Community Library
Larimore Community Museum	

Appendix C

Institutional Background

Primary Institutional Function

	All Institutions	Small -sized	Medium -sized	Large -sized
Archives	8%	6%	8%	16%
Library	28%	11%	36%	63%
Museum	49%	70%	32%	16%
Historical Society	7%	4%	16%	0%
Historic House/Site	8%	9%	8%	5%
Aquarium, Zoo, Arboretum, Botanical Garden, Nature Center	0%	0%	0%	0%
Planetarium, Science Center	0%	0%	0%	0%

Institutional Governance

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
College, university or other academic entity	21%	10%	42%	15%	28%	32%
Nonprofit, non-governmental organization or foundation	40%	57%	11%	50%	40%	16%
Corporate or for-profit organization	2%	2%	3%	0%	4%	0%
Federal	2%	2%	3%	0%	8%	0%
State	11%	14%	6%	9%	8%	16%
Local (county or municipal)	24%	16%	36%	26%	12%	37%
Tribal	0%	0%	0%	0%	0%	0%

Institutional Leadership and Supporters

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Governing (policy making only) board of directors	49%	41%	69%	41%	52%	69%
Working board of directors	45%	52%	27%	54%	43%	19%
Advisory board or group	14%	17%	8%	13%	10%	25%
Friends group	29%	29%	31%	30%	19%	38%

Institutional Annual Operating Budget

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Less than \$1,000	8%	11%	3%	15%	0%	0%
\$1,000 to 4,999	12%	16%	6%	22%	0%	0%
\$5,000 to 9,999	11%	15%	3%	20%	0%	0%
\$10,000 to 49,999	24%	29%	14%	43%	0%	0%
\$50,000 to 99,999	7%	10%	3%	0%	28%	0%
\$100,000 to 499,999	18%	13%	29%	0%	72%	0%
\$500,000 to 999,999	3%	0%	9%	0%	0%	16%
\$1,000,000 to 4,999,999	12%	5%	26%	0%	0%	63%
\$5,000,000 or more	4%	2%	9%	0%	0%	21%

Appendix D

Assigning Responsibility for Collections Care

Institutional Staffing

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Full-time or part-time paid staff	75%	65%	92%	56%	96%	100%
Paid staff, part-time only	33%	48%	9%	77%	17%	0%

Frequent Turnover of Staff a Problem

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Yes	26%	30%	19%	24%	36%	16%
No	72%	68%	78%	74%	64%	79%
Don't know	2%	2%	3%	2%	0%	5%

Staffing for Collections Care

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Paid collections care staff (full-time or part-time)	37%	35%	42%	30%	36%	58%
Volunteers (full-time or part-time)	48%	62%	22%	68%	36%	5%
Collections care duties assigned to various staff as needed	30%	22%	44%	23%	44%	37%
Collections care services obtained through external provider	4%	6%	0%	6%	0%	5%
No staff person has collections care responsibilities	13%	19%	3%	17%	4%	11%

Documentation of Collection

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Yes	41%	33%	56%	34%	36%	68%
Some, but not all	54%	60%	42%	64%	56%	26%
No	2%	2%	3%	0%	8%	0%
Don't know	3%	5%	0%	2%	0%	5%

Accessibility of Collection through Catalog (research tool or finding aid)

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Paper form only	26%	37%	8%	39%	20%	0%
Electronic form only	21%	3%	50%	8%	24%	56%
Paper and electronic form	43%	47%	36%	40%	48%	39%
Not documented	10%	13%	6%	14%	8%	6%

Appendix E

Developing an Emergency Plan

Written Emergency Plan

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Yes	9%	5%	17%	6%	12%	11%
Yes, but it is not up-to-date	12%	8%	19%	4%	16%	32%
No, but one is being developed	14%	13%	17%	9%	20%	21%
No	62%	71%	44%	81%	48%	32%
Don't know	3%	3%	3%	0%	4%	5%

Staff Trained to Carry Out Emergency Plan

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Yes	14%	7%	28%	8%	12%	32%
No	26%	29%	22%	23%	36%	26%
Don't know	6%	8%	3%	6%	0%	11%
Not applicable	54%	57%	47%	64%	52%	32%

Staff Have Practiced Emergency Plan

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Within the last six months	4%	3%	6%	2%	4%	6%
Within the last year	6%	5%	8%	6%	4%	11%
Never	24%	21%	28%	21%	24%	33%
Don't know	10%	10%	11%	4%	16%	17%
Not applicable	56%	61%	47%	68%	52%	33%

Established Institutional Priorities for Items to be Saved in an Emergency

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Yes	24%	18%	34%	11%	32%	44%
No	68%	71%	63%	79%	64%	50%
Don't know	8%	11%	3%	9%	4%	6%

Vital Collections Records Stored Off-site

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Yes	23%	18%	33%	17%	24%	42%
Some, but not all	36%	33%	42%	28%	48%	42%
No	32%	40%	19%	44%	20%	16%
Do not have copies	4%	5%	3%	6%	4%	0%
Don't know	2%	2%	3%	0%	4%	0%
Do not have collection records	3%	3%	0%	6%	0%	0%

Format of Off-site Collections Records

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Paper only	5%	8%	0%	9%	0%	0%
Electronic (CD, DVD, etc.) only	29%	14%	56%	11%	52%	47%
Both paper and electronic	27%	32%	19%	28%	20%	37%
Not applicable	39%	46%	25%	52%	28%	16%

Providing Safe Conditions for Collections

Concern for Condition and Safety of Collection

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Extremely concerned	24%	29%	17%	28%	20%	21%
Moderately concerned	37%	37%	39%	38%	44%	32%
Slightly concerned	29%	29%	31%	25%	32%	37%
Not at all concerned	7%	3%	14%	8%	4%	11%
Don't know	2%	3%	0%	2%	0%	0%

General Condition Survey of Collection

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Yes	40%	40%	42%	33%	52%	42%
Yes, but only of a portion of the collection	6%	6%	6%	6%	4%	11%
Yes, but it is not up-to-date	7%	11%	0%	6%	8%	11%
Yes, but only of a portion of the collection, and it is not up-to-date	10%	8%	14%	9%	12%	11%
No	34%	30%	39%	43%	24%	26%
Don't know	3%	5%	0%	4%	0%	0%

Written Long-range Preservation Plan

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Yes	4%	6%	0%	2%	12%	0%
Yes, but it is not up-to-date	7%	3%	14%	4%	12%	11%
No, but one is being developed	18%	22%	8%	19%	24%	11%
No, but preservation is addressed in overall long-range plan	15%	21%	6%	19%	8%	16%
No	52%	41%	72%	54%	44%	58%
Don't know	4%	6%	0%	4%	0%	5%

Adequate Collection Storage Space

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Yes	29%	27%	33%	20%	44%	32%
No	67%	69%	61%	76%	48%	68%
Don't know	1%	0%	3%	2%	0%	0%
Not applicable	3%	3%	3%	2%	8%	0%

Adequate Collection Storage Furniture

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Yes	26%	21%	36%	22%	24%	37%
No	66%	70%	58%	69%	68%	58%
Don't know	4%	5%	3%	6%	0%	5%
Not applicable	4%	5%	3%	4%	8%	0%

Collection Storage Areas

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Separate building on-site	19%	16%	22%	19%	16%	22%
Off-site	14%	12%	19%	10%	16%	22%
3-D / archives together	5%	5%	6%	2%	12%	6%
Separate dedicated space(s)	42%	44%	39%	37%	44%	61%
Shared dedicated storage space	30%	23%	42%	23%	44%	33%
No separate dedicated storage space(s)	31%	33%	28%	35%	36%	11%
Attic	7%	10%	3%	10%	4%	6%
Basement	29%	25%	36%	17%	36%	50%

Structural Condition of Existing Collection Buildings – All Institutions

	Excellent	Adequate	In need of repair	Poor	Not applicable
Roof	39%	44%	17%	3%	3%
Foundation	40%	50%	6%	3%	3%
Insulation	30%	43%	5%	13%	13%
Overall Structure	28%	59%	12%	2%	2%

Appropriate Environmental Controls for All Collection Areas

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Monitor insects and other pests	42%	40%	46%	41%	40%	50%
Have fire detection/suppression systems	34%	25%	47%	17%	52%	58%
Have adequate security systems	29%	25%	36%	20%	40%	32%
Meet temperature specifications	24%	19%	33%	11%	36%	47%
Control light levels	19%	21%	17%	17%	16%	26%
Meet relative humidity specifications	16%	16%	17%	15%	16%	21%

Collections Care Program – All Institutions

	Done by institution staff	Done by external provider	Not done currently, but planned	Not done	Not applicable
Preventive conservation	75%	5%	9%	12%	5%
Preservation management	56%	2%	12%	26%	5%
Conservation treatment	38%	16%	10%	33%	8%
Preservation reformatting	39%	10%	14%	33%	9%
Preservation of audio-visual media and playback equipment	32%	6%	10%	35%	20%
Preservation of digital materials and electronic records collections	38%	7%	11%	32%	18%

Appendix G

Raising Public Awareness and Marshalling Support for Collections

Institutional Value in Community

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Extremely valuable	54%	41%	75%	46%	64%	63%
Moderately valuable	33%	43%	17%	37%	32%	26%
Slightly valuable	11%	13%	8%	15%	0%	11%
Not at all valuable	0%	0%	0%	0%	0%	0%
Don't know	2%	3%	0%	2%	4%	0%

Institutional Relationship with Government Agencies and Elected Officials

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Excellent	27%	21%	39%	20%	52%	16%
Good	51%	51%	50%	48%	40%	79%
Poor	9%	14%	0%	15%	4%	0%
No relationship	6%	6%	6%	11%	0%	0%
Don't know	7%	8%	6%	6%	4%	5%

Funds Allocated for Collections Care in Annual Budget

	All Institutions	Museums	Libraries/ Archives	Small -sized	Medium -sized	Large -sized
Yes	36%	33%	42%	20%	52%	58%
No	61%	62%	58%	78%	48%	37%
Don't know	3%	5%	0%	2%	0%	5%

Ability to Find Support – Funding

	Easy	Relatively Easy	Somewhat Difficult	Difficult
All Institutions	1%	18%	60%	23%
Museums	2%	19%	60%	21%
Libraries/archives	0%	13%	63%	28%
Small	0%	19%	57%	26%
Medium	4%	17%	67%	13%
Large	0%	18%	65%	24%

Ability to Find Support – Retired Volunteers

	Easy	Relatively Easy	Somewhat Difficult	Difficult
All Institutions	9%	37%	30%	24%
Museums	10%	34%	31%	26%
Libraries/archives	7%	41%	31%	21%
Small	8%	33%	35%	25%
Medium	9%	22%	44%	26%
Large	13%	67%	0%	20%

Ability to Find Support – Working Volunteers

	Easy	Relatively Easy	Somewhat Difficult	Difficult
All Institutions	4%	20%	41%	35%
Museums	5%	16%	39%	40%
Libraries/archives	3%	24%	48%	24%
Small	2%	21%	40%	37%
Medium	9%	4%	48%	39%
Large	6%	38%	38%	19%

Ability to Find Support – Youth Volunteers

	Easy	Relatively Easy	Somewhat Difficult	Difficult
All Institutions	5%	13%	36%	46%
Museums	5%	10%	34%	53%
Libraries/archives	7%	21%	41%	31%
Small	6%	8%	37%	51%
Medium	4%	9%	44%	44%
Large	6%	38%	25%	31%

Institutional Needs for Collections Care

High Risk Collections

All Institutions

Unbound Sheets	76%
Books and Bound Volumes	72%
Photographic Collections	72%
Ethnographic Artifacts	72%
Textiles	71%
Recorded Sound Collections	58%
Moving Image Collections	53%
Art Objects	53%
Domestic Objects	49%
Furniture	47%
Ceramics and Glass	42%
Metalwork	42%
Digital Material Collections	35%
Medical and Scientific Objects	34%
Archaeological Collections	34%
Technological and Agricultural Objects	32%
Transportation Vehicles	29%
Natural Science Specimens	26%
Living Collections	4%

Museums

Unbound Sheets	84%
Ethnographic Artifacts	84%
Textiles	80%
Books and Bound Volumes	76%
Photographic Collections	73%
Recorded Sound Collections	61%
Domestic Objects	59%
Art Objects	55%
Furniture	54%
Metalwork	49%
Ceramics and Glass	45%
Archaeological Collections	42%
Moving Image Collections	41%
Medical and Scientific Objects	38%
Transportation Vehicles	38%
Technological and Agricultural Objects	36%
Natural Science Specimens	36%
Digital Material Collections	28%
Living Collections	7%

Libraries/Archives

Photographic Collections	70%
Books and Bound Volumes	67%
Moving Image Collections	66%
Unbound Sheets	62%
Recorded Sound Collections	56%
Art Objects	50%
Textiles	48%
Digital Material Collections	44%
Ethnographic Artifacts	40%
Furniture	32%
Ceramics and Glass	31%
Medical and Scientific Objects	25%
Metalwork	21%
Technological and Agricultural Objects	21%
Domestic Objects	19%
Archaeological Collections	14%
Transportation Vehicles	8%
Natural Science Specimens	7%
Living Collections	0%

Needs for Collections Care

All Institutions

	Need	Urgent Need
1. Prioritized long-range preservation/conservation plan	73%	15%
2. Staff training	71%	8%
3. Emergency/disaster plan	59%	18%
4. Planning surveys or assessments of collection	64%	13%
5. Finding aids or cataloguing of collections	50%	18%
6. Improvements to reduce collections' exposure to light	53%	8%
7. Conservation treatment	48%	9%
8. Preservation of audio/visual collections	47%	7%
9. Environmental controls (heating, air conditioning, humidifying)	34%	18%
10. Preservation of digital collections	33%	12%
11. Security	39%	4%
12. Integrated pest management	32%	4%

Museums

	Need	Urgent Need
1. Prioritized long-range preservation/conservation plan	69%	18%
2. Emergency/disaster plan	62%	18%
3. Staff training	65%	12%
4. Finding aids or cataloguing of collections	57%	18%
5. Planning surveys or assessments of collection	62%	13%
6. Improvements to reduce collections' exposure to light	55%	8%
7. Conservation treatment	42%	12%
8. Environmental controls (heating, air conditioning, humidifying)	33%	18%
9. Preservation of audio/visual collections	38%	7%
10. Integrated pest management	38%	7%
11. Security	34%	5%
12. Preservation of digital collections	24%	12%

Libraries/Archives

	Need	Urgent Need
1. Prioritized long-range preservation/conservation plan	80%	9%
2. Staff training	82%	0%
3. Planning surveys or assessments of collection	69%	11%
4. Emergency/disaster plan	54%	17%
5. Preservation of audio/visual collections	62%	6%
6. Conservation treatment	58%	3%
7. Preservation of digital collections	49%	11%
8. Improvements to reduce collections' exposure to light	50%	9%
9. Finding aids or cataloguing of collections	37%	17%
10. Environmental controls (heating, air conditioning, humidifying)	37%	17%
11. Security	44%	3%
12. Integrated pest management	24%	0%

Small-sized Institutions

	Need	Urgent Need
1. Prioritized long-range preservation/conservation plan	71%	20%
2. Emergency/disaster plan	64%	18%
3. Planning surveys or assessments of collection	60%	20%
4. Staff training	67%	12%
5. Finding aids or cataloguing of collections	51%	25%
6. Improvements to reduce collections' exposure to light	54%	10%
7. Environmental controls (heating, air conditioning, humidifying)	38%	21%
8. Conservation treatment	46%	8%
9. Preservation of audio/visual collections	33%	10%
10. Security	37%	4%
11. Integrated pest management	35%	6%
12. Preservation of digital collections	18%	10%

Medium-sized Institutions

	Need	Urgent Need
1. Emergency/disaster plan	63%	21%
2. Staff training	74%	9%
3. Prioritized long-range preservation/conservation plan	67%	13%
4. Finding aids or cataloguing of collections	58%	13%
5. Preservation of audio/visual collections	65%	4%
6. Planning surveys or assessments of collection	67%	0%
7. Conservation treatment	54%	13%
8. Improvements to reduce collections' exposure to light	58%	4%
9. Preservation of digital collections	42%	17%
10. Security	42%	0%
11. Environmental controls (heating, air conditioning, humidifying)	33%	8%
12. Integrated pest management	33%	4%

Large-sized Institutions

	Need	Urgent Need
1. Prioritized long-range preservation/conservation plan	89%	5%
2. Planning surveys or assessments of collection	68%	11%
3. Staff training	74%	0%
4. Emergency/disaster plan	47%	16%
5. Preservation of digital collections	53%	11%
6. Improvements to reduce collections' exposure to light	47%	11%
7. Security	42%	11%
8. Preservation of audio/visual collections	53%	0%
9. Conservation treatment	44%	6%
10. Environmental controls (heating, air conditioning, humidifying)	26%	21%
11. Finding aids or cataloguing of collections	37%	5%
12. Integrated pest management	26%	0%

Outside Assistance and Training Needs for Collections Care

All Institutions

	Useful	Very Useful
1. Collections care workshops	38%	40%
2. Assistance in preparing a prioritized long-range preservation plan	50%	30%
3. Assistance in obtaining a general needs assessment or condition survey	42%	33%
4. Training for staff in emergency response	43%	31%
5. Assistance in preparing an emergency/disaster plan	35%	31%
6. Online collections care information	36%	23%
7. Assistance in preservation of audio/visual collections	38%	20%
8. Assistance in preservation of digital collections	31%	23%

Museums

	Useful	Very Useful
1. Collections care workshops	34%	45%
2. Assistance in preparing a prioritized long-range preservation plan	49%	33%
3. Assistance in obtaining a general needs assessment or condition survey	39%	36%
4. Training for staff in emergency response	37%	34%
5. Assistance in preparing an emergency/disaster plan	34%	34%
6. Online collections care information	29%	28%
7. Assistance in preservation of audio/visual collections	28%	21%
8. Assistance in preservation of digital collections	22%	25%

Libraries/Archives

	Useful	Very Useful
1. Training for staff in emergency response	53%	25%
2. Assistance in preparing a prioritized long-range preservation plan	51%	26%
3. Collections care workshops	44%	32%
4. Assistance in obtaining a general needs assessment or condition survey	47%	28%
5. Assistance in preservation of audio/visual collections	54%	17%
6. Assistance in preparing an emergency/disaster plan	36%	25%
7. Assistance in preservation of digital collections	47%	19%
8. Online collections care information	47%	16%

Small-sized Institutions

	Useful	Very Useful
1. Assistance in preparing a prioritized long-range preservation plan	43%	39%
2. Assistance in obtaining a general needs assessment or condition survey	37%	44%
3. Collections care workshops	27%	52%
4. Training for staff in emergency response	37%	31%
5. Assistance in preparing an emergency/disaster plan	33%	31%
6. Online collections care information	28%	30%
7. Assistance in preservation of audio/visual collections	33%	20%
8. Assistance in preservation of digital collections	24%	22%

Medium-sized Institutions

	Useful	Very Useful
1. Training for staff in emergency response	56%	28%
2. Assistance in preparing a prioritized long-range preservation plan	60%	20%
3. Assistance in obtaining a general needs assessment or condition survey	58%	21%
4. Collections care workshops	42%	33%
5. Assistance in preparing an emergency/disaster plan	40%	32%
6. Assistance in preservation of digital collections	44%	28%
7. Assistance in preservation of audio/visual collections	50%	21%
8. Online collections care information	36%	24%

Large-sized Institutions

	Useful	Very Useful
1. Training for staff in emergency response	47%	32%
2. Collections care workshops	63%	16%
3. Assistance in preparing a prioritized long-range preservation plan	61%	11%
4. Assistance in preparing an emergency/disaster plan	37%	26%
5. Online collections care information	59%	0%
6. Assistance in obtaining a general needs assessment or condition survey	37%	16%
7. Assistance in preservation of digital collections	32%	16%
8. Assistance in preservation of audio/visual collections	32%	16%

North Dakota Cultural Heritage Initiative (NDCHI) Project Partners

Dickinson State University
Fort Union Trading Post National Historic Site
Knife River Indian Villages National Historic Site
Museums in North Dakota
North Dakota Art Gallery Association
North Dakota Library Association
North Dakota State University Institute for Regional Studies
Plains Art Museum
State Historical Society of North Dakota
West Fargo Public Library

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