**Form 3**

**Collections Care**

Are you seeking assistance to improve your organization’s collection care?

* Yes No

If your organization has a written collections policy please attach

* Policy is attached
* There is no policy as of yet

Collections owned by institution: (select all that apply)

* Documents
* Photographs
* Objects
* Books
* Movie/Films
* Natural History
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Storage Area**

The building that houses the storage area is constructed of:

* Masonry (Brick/Stone)
* Steel
* Wood

Temperature in storage area:

* Unheated
* Ranges from \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_
* Remains at \_\_\_\_\_\_\_\_\_\_ all year long

Humidity in storage area in winter: (circle all numbers that apply)

20 - 30 - 40 - 50 – 60 - 70 No information

Humidity in storage area in summer: (circle all numbers that apply)

20 - 30 - 40 - 50 – 60 - 70 No information

How does your facility control humidity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your storage area flood?

* Yes No

Shelves in storage area are made of:

* Unsealed wood
* Painted or varnished wood
* Plastic
* Metal
* Enameled metal
* Mixture of materials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Items on shelves are stored:

* Unboxed and uncovered
* Unboxed but covered
* Boxed in regular boxes
* Boxed in acid free boxes

Textiles are stored:

* In boxes (see above)
* On racks – items are not covered
* On racks – items are covered with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our collection storage area is located on the:

* On first floor of the building
* On second floor of the building
* In the attic
* In the basement

Our collections storage is located in

* A building dedicated to storage
* Multiple rooms dedication to storage
* A room dedicated to storage
* In miscellaneous closets and dressers throughout the building

Windows in the storage area:

* Have no covering
* Have shades or venetian blinds
  + Are left open
  + Are left closed
  + Are opened for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per day
* Are blocked off/or painted over

The storage area is lighted with

* Regular light bulbs
* Florescent lights
* LED lights
* Halogen lights

Lights are left on in storage area

* Every day – they are left on during regular business hours
* Turned on \_\_\_\_\_\_\_\_\_\_\_\_hours a week
* Only turned on when someone is working in the area

**Collections Use**

The collection is used for the following: (check all that apply)

* Exhibits
* Research
* Children’s Education Programs
* Loans to other institutions
* Demonstrations

\*\* Attach all recent professional assessments and surveys of the storage facility\*\*