Heritage Health Information Survey 2014

User's Guide and Data File Documentation

Appendices

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Heritage Health Information 2014 Questionnaire
A Glossary of Terms and Frequently Asked Questions is an Enclosed Document
Defined terms are indicated by (G)

A. Eligibility to respond to the survey

A1. Does your institution collect artifacts, objects, texts, or any other art, historic and/or scientific items? **(select one)**

    a. ⦾ Yes

    b. ⦾ No **Please return the survey in the provided envelope.**

A2. Is your institution 1) a nonprofit, filing as a 501(c)(3) with the Internal Revenue Service (IRS), or 2) part of local, state or federal government? **(select one)**

    a. ⦾ Yes

    b. ⦾ No **Please return the survey in the provided envelope**.

B. Institutional Type & Governance

B1. Which of the following most closely describes your type of institution? **(select one)**

    a. ⦾ Archives

    b. ⦾ Public library

    c. ⦾ Academic library

    d. ⦾ Independent research library (includes state libraries & large federal libraries)

    e. ⦾ Special library (includes law, hospital, religious, blind & handicapped libraries)

    f. ⦾ Historical society (includes genealogical societies, historical associations)

    g. ⦾ Historic house/site

    h. ⦾ History museum (includes living history)

    i. ⦾ Art museum (includes art gallery, art center, or arts organization)

    j. ⦾ Children's/youth museum

    k. ⦾ Natural history museum

    l. ⦾ Science/technology museum

    m. ⦾ General museum (collection represents 2 or more disciplines)

    n. ⦾ Specialized museum (collection represents one discipline)

    o. ⦾ Archaeological repository or research collection

    p. ⦾ Scientific research collection (includes agencies or university departments with scientific specimen/artifacts)

    q. ⦾ Arboretum or botanical garden

    r. ⦾ Aquarium

    s. ⦾ Nature center

    t. ⦾ Planetarium or observatory

    u. ⦾ Zoo

B2. Which additional services or functions does your institution provide? **(select all that apply)**

    a. ⦾ Archives

    b. ⦾ Library

c. ○Historical society

d. ○Historic house/site

e. ○Museum (includes art galleries, art center, or arts organization)

f. ○Archaeological repository or research collection

g. ○Scientific research collection (includes agencies or university departments with scientific specimen/artifacts)

h. ○Aquarium, Zoo, Arboretum, Botanical garden, Nature center or Planetarium

i. ○Records center or records management

j. ○Other: _____

k. ○None

B3. Which of the following most closely describes your institution's governance? **(select one)**

a. ○College, university or other academic entity

b. ○Nonprofit, non-governmental organization or foundation

c. ○Federal

d. ○State

e. ○Local (county or municipal)

f. ○Tribal

C. **Environment**

C1. Does your institution use environmental controls to meet **temperature specifications (G)** for the preservation of collections? **(select one)**

a. ○Yes

b. ○No SKIP TO C2

c. ○Don't know SKIP TO C2

C1a. Which best describes where your institution uses **environmental controls (G)** to meet **temperature specification (G)** for preservation of collections? **(select one)**

a. ○In all areas, including storage and exhibitions spaces

b. ○Only in storage areas

c. ○Only in exhibition spaces

d. ○Don't know

C2. Does your institution use **environmental controls (G)** to meet **relative humidity specifications (G)** for the preservation of collections? **(select one)**

a. ○Yes

b. ○No SKIP TO C3

c. ○Don't know SKIP TO C3

C2a. Which best describes where your institution uses **environmental controls (G)** to meet **relative humidity specifications (G)** for the preservation of collections? **(select one)**

a. ○In all areas, including storage and exhibition spaces

b. ○Only in storage areas

c. ○Only in exhibition spaces

d. ○Don't know

C3. Does your institution control **light levels (G)** to meet specifications for the preservation of collections? **(select one)**
   a. ○ Yes
   b. ○ No SKIP TO C4
   c. ○ Don't know SKIP TO C4

   C3a. Which best describes where your institution controls **light levels (G)** to meet specifications for the preservation of collections? **(select one)**
      a. ○ In all areas, including storage and exhibition spaces
      b. ○ Only in storage areas
      c. ○ Only in exhibition spaces
      d. ○ Don't know

C4. Does your institution keep collections in on-site and/or off-site storage? **(select one)**
   a. ○ Yes
   b. ○ No SKIP TO D1
   c. ○ Don't know SKIP TO D1

   C4a. What percentage of your collections is stored on-site and/or off-site?
      a. _____%
      b. ○ Don't know

   C4b. What percentage of your collections is currently housed in **storage units or equipment (G)** large enough to accommodate your collections items?
      a. _____%
      b. ○ Don't know

   C4c. What percentage of your collections is currently housed in **storage units or equipment (G)** that allows designated staff or research access to each collections item?
      a. _____%
      b. ○ Don't know

   C4d. Does your institution need additional storage space for collections not currently on display? (**select** one)
      a. ○ Yes
      b. ○ No SKIP TO C6
      c. ○ Don't know SKIP TO C6

C5. Does your institution need to make improvements to its on-site or off-site storage space for collections not currently on display? **(select one)**
   a. ○ Yes
   b. ○ No
   c. ○ Don't know

C6. Does your institution need new **storage units or equipment (G)** for collections not currently on display?
   a. ○ Yes
   b. ○ No
   c. ○ Don't know

D. **Preservation Activities**

D1. Does the mission of your institution include preservation of your collections? **(select one)**

   a. ◯Yes
   b. ◯No
   c. ◯Don't know

D2. Does your institution have a formal written long-range **preservation plan (G)** for the care of the collections? **(select one)**

   a. ◯Yes
   b. ◯No SKIP TO D3
   c. ◯Don't know SKIP TO D3

   D2a. Which best describes your institution's written **preservation plan (G)**? **(select one)**

      a. ◯My institution has a preservation plan that has a regularly scheduled update
      b. ◯My institution has a preservation plan, but it is updated on an infrequent schedule
      c. ◯My institution is developing a preservation plan
      d. ◯My institution includes preservation in other planning documents

D3. Has a **general condition assessment (G)** of your institution's collection been done? **(select one)**

   a. ◯Yes
   b. ◯No SKIP TO D4
   c. ◯Don't know SKIP TO D4

   D3a. Which best describes the **general condition assessment** (**G**) conducted by your institution? (**select one**)

      a. ◯We completed an assessment of the entire collection and regularly update it every five years
      b. ◯We completed an assessment of the entire collection but it is not updated regularly
      c. ◯An assessment of only a portion of the collection was completed and is updated regularly every five years
      d. ◯An assessment of only a portion of the collection was completed, but it is not updated regularly

D4. Does your institution have a written **emergency/disaster plan (G)** that includes the collection? **(select one)**

   a. ◯Yes
   b. ◯No SKIP TO D5
   c. ◯Don't know SKIP TO D5

   D4a. Which best describes your institution's written **emergency/disaster plan** (**G**)? (**select one**)

      a. ◯My institution has an emergency/disaster plan that is regularly updated
      b. ◯My institution has an emergency/disaster plan, but it is not updated regularly
      c. ◯My institution is developing an emergency/disaster plan

   D4b. Is your staff trained to carry out your institution's written **emergency/disaster plan** (**G**)? (**select one**)

      a. ◯Yes
      b. ◯No
      c. ◯Don't know

D5. Does your institution have **collections records (G)** for the items in its collections? **(select one)**

    a. ◯Yes

    b. ◯No SKIP TO D6

    c. ◯Don't know SKIP TO D6

    D5a. Does your institution store **collections records (G) off-site (G)**? (**select one**)

        a. ◯Yes

        b. ◯No SKIP TO D6

        c. ◯Don't know SKIP TO D6

    D5b. What percentage of your **collections records (G)** is stored **off-site (G)**? (**select one**)

        a. _____%

        b. ◯Don't know

D6. Does your institution have a **security system (G)** to help prevent theft or vandalism of collections? **(select one)**

    a. ◯Yes

    b. ◯No SKIP TO D7

    c. ◯Don't know SKIP TO D7

    D6a. Which best describes where your institution has a **security system (G)** to help prevent theft or vandalism of collections? **(select one)**

        a. ◯In all areas, including storage and exhibitions spaces

        b. ◯Only in storage

        c. ◯Only in exhibition spaces

        d. ◯Don't know

D7. Which best describes your current **institutional staff (G)** for conservation/preservation? **(Select all that apply)**

    a. ◯Paid full-time conservation/preservation staff

    b. ◯Paid part-time conservation/preservation staff

    c. ◯Volunteer full-time conservation/preservation staff

    d. ◯Volunteer part-time conservation/preservation staff

    e. ◯Staff from other departments is responsible for conservation/preservation

    f. ◯Contracted provider(s) or consultant(s) is responsible for conservation/preservation

    g. ◯Don't know SKIP TO D8

    D7a. Please tally the number of paid professional **Full Time Equivalent (FTEs) (G)** who perform conservation/preservation at your institution. Professional staff includes archivists, conservators, digital curators, digital librarians, digital repository managers, librarians, preservation administrators, and research scientists.

    Express the total amount of paid professional staff time spent on conservation/preservation in full-time equivalents (FTEs), based on a 40-hour work week, regardless of the number of people engaged in this activity. For example, two part-time staff who each work 20 hours a week on conservation/preservation activities would be counted as 1.0 FTE. Please round your answer to the nearest tenth (e.g., 1.5 for 60 hours of work per week).

    _____

D7b. Please tally the number of paid support **Full Time Equivalent (FTEs) (G)** who perform conservation/preservation at your institution. Support staff includes archives assistants, care assistants, collections librarians, digital repository managers, digital curators, handlers, IT staff, and technical assistants. Include conservation/preservation activities performed by staff, contractors, consultants, and seasonal employees.

Express the total amount of paid support staff time spent on conservation/preservation in full-time equivalents (FTEs), based on a 40-hour work week, regardless of the number of people engaged in this activity. For example, two part-time staff who each work 20 hours a week on conservation/preservation activities would be counted as 1.0 FTE. Please round your answer to the nearest tenth (e.g., 1.5 for 60 hours of work per week).

_____

D7c. Please tally the number of unpaid volunteer **Full Time Equivalent (FTEs) (G)** who help with conservation/preservation at your institution.

Express the total amount of staff time spent on conservation/preservation in full-time equivalents (FTEs) for people who are not compensated monetarily for their work, based on a 40-hour work week, regardless of the number of people engaged in this activity. For example, two part-time staff who each work 20 hours a week on conservation/preservation activities would be counted as 1.0 FTE. Please round your answer to the nearest tenth (e.g., 1.5 for 60 hours of work per week).

_____

D8. Do your institution's conservation/preservation activities currently include any of the following functions? **(select all that apply)**

a. ○Preventive conservation (e.g., housekeeping, holdings maintenance, rehousing, environmental controls)

b. ○Preservation management (e.g., administration, planning, assessment)

c. ○Conservation treatment (e.g., repair, mass deacidification, specimen preparation)

d. ○Preservation reformatting (e.g., preservation photocopying, microfilming)

e. ○Preservation of audiovisual media and playback equipment (e.g., making preservation copies of media, maintaining equipment)

f. ○None of the above

g. ○Don't know SKIP TO D9

D8a. Are any of the following conservation/preservation activities currently planned at your institution? **(select all that apply)**

a. ○Preventive conservation (e.g., housekeeping, holdings maintenance, rehousing, environmental controls)

b. ○Preservation management (e.g., administration, planning, assessment)

c. ○Conservation treatment (e.g., repair, mass deacidification, specimen preparation)

d. ○Preservation reformatting (e.g., preservation photocopying, microfilming)

e. ○Preservation of audiovisual media and playback equipment (e.g., preservation copies of media, maintaining equipment)

f. ○None of the above

g. ○Don't know

D9. Are any of the following conservation/preservation activities **completed by staff in-house** at your institution currently? **(select all that apply)**

a. ◯Preventive conservation (e.g., housekeeping, holdings maintenance, rehousing, environmental controls)

b. ◯Preservation management (e.g., administration, planning, assessment)

c. ◯Conservation treatment (e.g., repair, mass deacidification, specimen preparation)

d. ◯Preservation reformatting (e.g., preservation photocopying, microfilming)

e. ◯Preservation of audiovisual media and playback equipment (e.g., making preservation copies of media, maintaining equipment)

f. ◯None of the above

g. ◯Don't know SKIP TO D10

D9a. Are any of the following conservation/preservation activities completed by **external contractors or consultants** (**G**) currently? (**select** all that apply)

a. ◯Preventive conservation (e.g., housekeeping, holdings maintenance, rehousing, environmental controls)

b. ◯Preservation management (e.g., administration, planning, assessment)

c. ◯Conservation treatment (e.g., repair, mass deacidification, specimen preparation)

d. ◯Preservation reformatting (e.g., preservation photocopying, microfilming)

e. ◯Preservation of audiovisual media and playback equipment (e.g., preservation copies of media, maintaining equipment)

f. ◯None of the above

g. ◯Don't know

D10. Does your institution preserve digital collections? (e.g., **born-digital collections (G))? (select one)**

a. ◯Yes

b. ◯No SKIP TO D11

c. ◯Don't know SKIP TO D11

D10a. Has your institution conducted a **general condition assessment (G)** of the digital collections in its care in the last five years? **(select one)**

a. ◯Yes

b. ◯No

c. ◯Don't know

D10b. Has your institution developed a **preservation plan (G)** for the care and management of its digital collections in the last five years? **(select one)**

a. ◯Yes

b. ◯No

c. ◯Don't know

D11. Does your institution **digitize (G)** collections? **(select one)**

a. ◯Yes

b. ◯No SKIP TO D12

c. ◯Don't know SKIP TO D12

D11a. For each of the digital curation/preservation functions listed below, please indicate how it is currently conducted. Mark the box that shows the party primarily responsible for the function – institution staff/volunteers, in collaboration with other institutions and/or external contractors. (check all that apply)

	CHECK ALL THAT APPLY CONDUCTED:				
	INSTITUTION DOES NOT CONDUCT FUNCTION	By institutional staff (G)	In collaboration with other institution(s)	By external contractors (G)	Don't Know
1.Digitization **(G)**					
2.Metadata **(G)**					
3.Format migration **(G)**					
4.Tool development **(G)**					
5.Normalization **(G)**					
6.File format identification **(G)**					
7.File format validation **(G)**					
8.Checksums **(G)**					
9. Backups **(G)**					
10.Redundancy **(G)**					
11.Emulation **G)**					
12.Development of plans and policies **(G)**					
13.Education, training and outreach **(G)**					

D11b. Please tally the number of professional, support, and volunteer **Full Time Equivalent (FTE) (G)** digital curation/preservation staff at your institution. Digital curation/preservation staff includes digital repository managers, digital curators, digital libraries, and IT staff.

Include all workers who perform digital curation/preservation activities whether full-time, part-time, contractor/consultant, seasonal, or volunteer.

Express the total amount of staff time, both paid and unpaid, spent on digital curation/preservation in full-time equivalents (FTEs), based on a 40-hour work week, regardless of the number of people engaged in this activity. For example, two part-time staff who each work 20 hours a week on digital curation or preservation activities would be counted as 1.0 FTE.
Please round your answer to the nearest tenth (e.g., 1.5 for 60 hours of work per week).
_____

D11c. Has your institution participated in a digital curation/preservation repository, digital library, digital archive, or network operated by a third party?
   a. ◯Yes Please specify: _____
   b. ◯No
   c. ◯Don't know

D12. To which of the following conservation/preservation activities does your institution need improvement: **(select all that apply)**

    a. ◯Findings aids, inventorying and/or cataloguing of collections

    b. ◯**General condition assessments (G)**

    c. ◯Staff training

    d. ◯**Security systems (G)**

    e. ◯**Environmental controls (G)**

    f. ◯Reduction in light exposure to collections

    g. ◯Conservation treatment (include specimen preparation)

    h. ◯Preservation of digitized collections

    i. ◯Preservation of **born-digital collections (G)**

    j. ◯**Integrated pest management (G)**

    k. ◯None of the above SKIP TO D13

    D12a. To which of the following conservation/preservation activities does your institution need improvement in the next three years: (**select** all that apply)

        a. ◯Findings aids, inventorying and/or cataloguing of collections

        b. ◯**General condition assessments (G)**

        c. ◯Staff training

        d. ◯**Security systems (G)**

        e. ◯**Environmental controls (G)**

        f. ◯Reduction in light exposure to collections

        g. ◯Conservation treatment (include specimen preparation)

        h. ◯Preservation of digitized collections

        i. ◯Preservation of **born-digital collections (G)**

        j. ◯**Integrated pest management (G)**

        k. ◯None of the above

D13. Over the past two years, has your institution experienced any damage or loss to collections?

    a. ◯Yes

    b. ◯No SKIP TO D14

    c. ◯Don't know SKIP TO D14

    D13a. Please indicate the causes of damage or loss to collections: **(select all that apply)**

        a. ◯Handling (e.g., by researchers, staff, in shipping)

        b. ◯Water or moisture (including mold, stains, warping)

        c. ◯Light (including fading and discoloration)

        d. ◯Airborne particulates or pollutants (e.g., dust, soot)

        e. ◯Fire

        f. ◯Improper storage or enclosure (e.g., bent, creased, or adhered together storage)

        g. ◯Pests

        h. ◯Vandalism

        i. ◯**Physical or chemical deterioration (G)**

      j.   ○Obsolescence of playback equipment, hardware, or software

      k.   ○Prior conservation treatment(s) or restoration

      l.   ○Natural disaster (e.g., hurricane, tornado, earthquake, flooding)

D13b. Please indicate the causes of **significant damage or loss (G)** to collections: **(select all that apply)**

      a.   ○Handling (e.g., by researchers, staff, in shipping)

      b.   ○Water or moisture (including mold, stains, warping)

      c.   ○Light (including fading and discoloration)

      d.   ○Airborne particulates or pollutants (e.g., dust, soot)

      e.   ○Fire

      f.   ○Improper storage or enclosure (e.g., bent, creased, or adhered together storage)

      g.   ○Pests

      h.   ○Vandalism

      i.   ○**Physical or chemical deterioration (G)**

      j.   ○Obsolescence of playback equipment, hardware, or software

      k.   ○Prior conservation treatment(s) or restoration

      l.   ○Natural disaster (e.g., hurricane, tornado, earthquake, flooding)

      m. ○None of the above

D14. Does your institution currently educate donors and/or trustees or members' groups about preservation activities? (e.g., in tours, demonstrations) **(select one)**

    a. ○Yes SKIP TO D15

    b. ○No

    c. ○Don't know

D14a. Over the next two years, does your institution plan to educate donors and/or trustees or members' groups about preservation activities? (e.g., in tours, demonstrations, annual meetings) **(select one)**

      a. ○Yes

      b. ○No

      c. ○Don't know

D15. Does your institution currently highlight its preservation activities in exhibitions or other public programming? **(select one)**

    a. ○Yes SKIP TO D16

    b. ○No

    c. ○Don't know

D15a. Over the next two years, does your institution plan to highlight its preservation activities in exhibitions or other public programming? **(select one)**

      a. ○Yes

      b. ○No

      c. ○Don't know

D16. Does your institution currently serve as a source for preservation information to the public? (e.g., responding to queries) **(select one)**

    a. ○Yes SKIP TO D17

    b. ○No

    c. ○Don't know

    D16a. Over the next two years, does your institution plan to serve as a source for preservation information to the public? (e.g., responding to queries) **(select one)**

        a. ○Yes

        b. ○No

        c. ○Don't know

D17. Does your institution currently use its conservation/preservation activities to raise revenue? (e.g., selling archivally safe materials in shop, providing conservation on a fee-for-service basis) **(select one)**

    a. ○Yes SKIP TO D18

    b. ○No

    c. ○Don't know

    D17a. Over the next two years, does your institution plan to use its conservation/preservation activities to earn income? (e.g., selling archivally safe materials in shop, providing conservation on a fee-for-service basis) **(select one)**

        a. ○Yes

        b. ○No

        c. ○Don't know

D18. Does your institution currently feature its conservation/preservation activities on its website? **(select one)**

    a. ○Yes SKIP TO E1

    b. ○No

    c. ○Don't know

    D18a. Over the next two years. does your institution plan to feature its conservation/preservation activities on its website? **(select one)**

        a. ○Yes

        b. ○No

        c. ○Don't know

E.   Expenditures and Funding

E1. What is the total annual operating budget of your institution for the most recently completed fiscal year?

If your institution has a parent institution or organization, please provide only the operating budget for your institution.

    $_____

    Please **select** the completed fiscal year   ○FY 2011   ○FY2012   ○FY2013

E2. Does your institution fund conservation/preservation activities in your annual budget? **(select one)**

    a. ○Yes

    b. ○No SKIP TO E3

    c. ○Don't know SKIP TO E3

E2a. Are conservation/preservation activities a specific line item in your annual budget? **(select one)**
- a. ○ Yes
- b. ○ No
- c. ○ Don't know

E3. Are conservation/preservation activities supported with other funds? **(select one)**
- a. ○ Yes
- b. ○ No
- c. ○ Don't know

E4. What is the annual budget for conservation/preservation activities at your institution for the most recently completed fiscal year?

Please do not include capital expenditures in the total.

$_____

Please **select** the completed fiscal year   ○ FY 2011   ○ FY2012   ○ FY2013

E5. Does your institution have endowed funds **(select one)**?
- a. ○ Yes
- b. ○ No SKIP TO E6
- c. ○ Don't know SKIP TO E6

E5a. In the last three years, have any of your conservation/preservation expenditures been from endowment income? **(select one)**
- a. ○ Yes
- b. ○ No
- c. ○ Don't know

E6. From which of the following external sources has your institution received external funding to support conservation/preservation activities? **(select all that apply)**
- a. ○ Federal
- b. ○ State
- c. ○ Municipal (city or county)
- d. ○ Corporation or company
- e. ○ Foundation
- f. ○ Individual donor or private philanthropist (includes friends' groups or members)
- g. ○ None of the above

E7. Has your institution applied for grant funding to support conservation/preservation activities in the last three years? Please include all successful and unsuccessful applications. **(select one)**
- a. ○ Yes SKIP TO F1
- b. ○ No
- c. ○ Don't know SKIP TO F1

E7a. If no, what factors influenced your institution not to apply for grant funding to support conservation/preservation activities? **(select all that apply)**
- a. ○ Not aware of appropriate funding sources
- b. ○ Lack of staff time or staff expertise

    c. ○Additional project planning or preparation was necessary before applying

    d. ○Conservation/preservation activities are not an institutional priority

    e. ○Funding for conservation/preservation activities is sufficient

    f. ○Applications for external funding for conservation/preservation support were unsuccessful

    g. ○Other, please specify:_____

    h. ○Don't know

F.   Collections and Holdings

F1.   What percentage of your collections is catalogued?

    a. _____%

    b. ○None SKIP TO F4

    c. ○Don't know SKIP TO F4

    F1a.   What percentage of your catalog is available to be searched internally at your institution?

        a. _____%

        b. ○Don't know

F2.   Does your institution make its catalogued collections available online? **(select one)**

    a. ○Yes SKIP TO F3

    b. ○No

    c. ○Don't know

    F2a.   Over the next two years, does your institution plan to make its catalogued collections available to be searched online by the public? **(select one)**

        a. ○Yes

        b. ○No SKIP TO F4

        c. ○Don't know SKIP TO F4

F3.   What percentage of your catalogued collections is available to be searched online by the public?

    a. _____%

    b. ○Don't know

F4.   If applicable, how does your institution provide access to its digitized or digital collections? **(select all that apply)**

    a. ○Computer equipment available to users on site

    b. ○Institutional content management system and user interface that is viewable online

    c. ○Links to digital objects through an institutional online catalog

    d. ○Subscription or commercial service(s)

    e. ○Multi-institutional digital library or network

    f. ○Other:_____

    g. ○No digitized or digital collections

F5.   In the following chart, please indicate the estimated number **for each type of collection you hold**.

- Include only collections that are a permanent part of your holdings or for which you have accepted preservation responsibility.
- For types of collections not listed, record under the appropriate "other" category. If possible, please specify what you have included.

- For each collection, note the **estimated percentage that is in need of urgent care (G) of preservation treatment.** It is not necessary for your institution to have done a **general condition assessment (G)** on all or part of your collections to provide this estimate. If you do not know the condition of your materials and cannot provide an estimate, enter 100% in **unknown condition (G)**.

Books and Bound Volumes	Approx. # of units ENTER 999 if # is unknown	% in unknown condition (G)	% in urgent need of care (G)
Books/monographs			
Serials/newspapers (on paper)			
Scrapbooks, albums, pamphlets			
Other books and bound volumes (please specify)			
Unbound Sheets			
Archival records/manuscripts (record in linear/cubic feet)	Ft		
Maps and oversized items (record in linear/cubic feet)	Ft		
Ephemera and broadsides (record in items)			
Philatelic and numismatic artifacts (record in items)			
Other paper artifacts (please specify)			
Photographic Collections (record in items)			
Microfilm and Microfiche (record number of units)			
Black and white prints, all processes (e.g., albumen, collodion, silver gelatin)			
Black and white film negatives, pre-1950 (e.g., cellulose nitrate, cellulose acetate)			
Black and white film negatives, post-1950 (e.g., cellulose acetate, polyester)			
Color prints, negatives, and positives (including slide and transparencies)			
Cased objects (e.g., daguerreotype, ambrotype, tintype)			
Glass plate negatives and lantern slides			
Other photographic collections (e.g., digital and inject prints) (please specify)			
Moving Image Collections (record in items)			
Motion picture film (record in items, e.g., reels, cans)			
Magnetic tape (e.g., Beta video, VHS video, digital)			
Disc (e.g., laser, CD, DVD, minidisc)			
Other moving image collections (please specify)			
Recorded Sound Collections (record in items)			
Grooved media (e.g., cylinder, phonodisc)			
Magnetic media (e.g., cassette, open reel tape, DAT)			
Other recorded sound collections (e.g., wire, dictabelts) (please specify)			
Art Objects (record in items)			
Painting (e.g., on canvas, panel, plaster)			
Art on paper (e.g., prints, drawings, watercolors)			
Sculpture (include carvings, indoor and outdoor sculpture in all media)			
Decorative arts (e.g., fine metalwork, jewelry, timepieces, enamels, ivories, lacquer, china, tapestries)			
Other art objects (please specify)			

Historic and Ethnographic Objects (record in items)	Approx. # of units ENTER 999 if # is unknown	% in unknown condition	% in urgent need of care
Textiles (e.g., quilts, flags, rugs, costumes and accessories)			
Ceramics and glass artifacts (e.g., stained glass)			
Ethnographic and organic collections (e.g., leather, skin, baskets, bark)			
Metalwork (e.g., arms and armor, medals, coins)			
Furniture			
Domestic artifacts (includes frames, household tools/machines, dolls/toys, musical instruments, models, sports artifacts)			
Science, technology, agricultural, medical artifacts (include transportation vehicles, globes)			
Other historic and ethnographic objects (please specify)			
Archaeological Collections, Individually Catalogued (record in items)			
Individually cataloged organic based material (e.g., textile, fiber, wood, bone, shell, feather)			
Individually cataloged inorganic based material (e.g., ceramic, glass, metal, plastics, lithics, stone)			
Archaeological Collections, Bulk (record in cubic feet)			
Bulk cataloged organic based material (e.g., textile, fiber, wood, bone, shell, feather)	Ft^3		
Bulk cataloged inorganic based material (e.g., ceramic, glass, metal, plastics, lithics, stone)	Ft^3		
Natural Science Specimens (record in items)			
Zoological specimens: dry, glass slide and frozen			
Zoological specimens: wet preparations			
Botanical specimens: dry, glass slide, frozen, culture, and modern palynology materials			
Botanical specimens: wet preparations			
Geological specimens (e.g., rocks, gems, minerals, and meteorites)			
Vertebrate paleontological specimens (include appropriate microfossils and nannofossils)			
Paleobotany specimens (include appropriate microfossils, nannofossils, cyanobacteria, and fossil palynology materials)			

Digital Material Collections (include all master, duplicate and derivative items)	Total volume	Data Measurement Size (check one)	Location(s) of stored digital collections			Condition of digital collections	
			% in cloud storage	% on hard disk/ tape	% on your server/ network	% in urgent need of care	% in unknown condition
Images (e.g., JPEG, PNG,TIFF, RAW, GIF, BMP)		GB/TB/PB					
Texts		GB/TB/PB					
Video (e.g., WMV, MOV)		GB/TB/PB					
Audio (e.g., WAV, MP3, WMA)		GB/TB/PB					
Web sites		GB/TB/PB					
Data sets		GB/TB/PB					
Software		GB/TB/PB					
Games		GB/TB/PB					
Electronic Records		GB/TB/PB					
Exhibit media		GB/TB/PB					
Geospatial media (e.g., GIS data)		GB/TB/PB					
Original catalog records							
Other specify: _____		GB/TB/PB					
Other specify: _____		GB/TB/PB					

G. **Staff and Visitors**

G1. Previously you answered questions about conservation staff. Now please tell us the total number of **Full Time Equivalent (FTEs)** currently working at your institution, both **paid and unpaid**?

Express the total amount of paid professional staff time in full-time equivalents (FTEs), based on a 40-hour work week, regardless of the number of people engaged in this activity. For example, two part-time staff who each work 20 hours a week on conservation/preservation activities would be counted as 1.0 FTE. Please round your answer to the nearest tenth (e.g., 1.5 for 60 hours of work per week).

If you have no staff in a category, indicate zero ("0").

   a. Paid FTE staff _____

   b. Unpaid FTE staff _____

G2. How many visitors or users did you serve last year? Indicate "0" if you had no visitors or users in a category.

   a. On site _____

   b. Off site _____

(e.g., traveling exhibits, bookmobiles, educational programs)

   c. Online _____

(e.g., website visits, listservs, distribution lists, social media followers)

G3. Name of the lead person completing or coordinating survey

_____

G4. Title of the lead person _____

G5. Person with primary responsibility for preservation activity (if applicable and different than person listed under G3) _____

G6. Phone number for lead person if questions arise_____

G7. Email address for lead person _____

G8. Did more than one person complete this survey?

   a. ○ Yes

   b. ○ No

Glossary:

Backups: Backups refers to the copying and archiving of computer data so it may be used to restore the original after a data loss event.

Born digital: Born digital items created and managed in digital form.

Checksums: Mathematical values used to validate data and detect errors that may have occurred during its transmission or storage. When data is stored, a value is calculated based on the data and stored with it. To check the integrity of the data, the checksum can be recalculated at any point and compared with the original stored value. If the values match, the data in the digital object is assumed not to be altered or corrupted.

Collections records: Collections records can include inventory, catalog, or insurance policies as documents that contain information about an object. These records can be redundant and/or electronic copies.

Development of plans and policies: Written documents addressing the challenges and steps necessary for digital preservation. Plans and policies can take multiple forms – some that are high level or institutional and others that are lower level or departmental. They address collection, preservation, and continued access to digital collections. Policies typically describe the institution's responsibility and goals for digital preservation, while plans are used to describe carrying out those policies.

Digital curation/digital preservation: Digital curation/preservation is the active selection, preservation, management, and archiving of digital content over time to ensure ongoing access.

Digitization: The process of replicating a non-digital (analog) item in digital form. This is typically accomplished through the use of scanning equipment and/or digital photography. The process also typically encompasses the creation of administrative, descriptive, and other information ("metadata" -- see below) that accompanies the resulting digital representation, in order to facilitate its preservation and usability. Digitization projects can be ongoing, or ad hoc, depending on the needs of the institution.

Education, training and outreach: The process of expanding or improving workforce expertise in collections care and digital preservation/curation as well as building broader professional and public awareness of the importance of preserving collections and digital information.

Emergency/disaster plan: A comprehensive, systematic, emergency-preparedness plan provides a means for recognizing and preventing risks, and for responding effectively to emergencies.

Emulation: A means of allowing access to digital information after the technology on which it was created becomes obsolete. Emulation aims to overcome hardware

Glossary Cont'd:

and software obsolescence by imitating the obsolete system environment on a current generation of computer, so that users can access digital objects with their original look and feel preserved.

Environmental controls: Environmental controls provide an appropriate climate for collections items depending on their material and types of damage that can affect an item. Environmental controls protect collections whether in storage or on exhibit, including lighting, heating, air conditioning, dehumidifying, and humidifying.

External contractors or consultants: Workers, including volunteers, from outside the entity indicated in B1, or its parent institution(s) that provide conservation/preservation services, such as consultants, vendors, service providers, and workers at another institution or firm.

File format identification: The process of identifying the file format (the internal structure and encoding) of a digital object, usually through the use of a file type identification tool that examines a file's header section to determine its type.

File format validation: The use of a file format validation tool to read through an entire digital object and confirm that each section fully follows the specifications of the file format in which it is stored.

Format migration: Copying data from one format to another as a means of overcoming technological obsolescence. Format migration is used to ensure continued access to the content of digital objects even as hardware and software change. While format migration does not ensure exact replication of digital objects, it does aim to preserve intellectual content even if some original features and appearance are lost with new generations of technology.

Full time equivalent (FTE): The FTE units, or equivalent employees, working at your institution. The ratio of the total number of hours worked during a period, whether part time, full time, temporary, or contracted, by the number of working hours considered to be full-time employment. To ensure comparability, 40 hours per week has been set as the measure of full-time employment. In other words, one FTE is equivalent to one employee working full-time, equal to 40 hours of work per week. For example, if three employees work part-time at 20 hours of work per week, this is equal to 1.5 FTEs.

General condition assessment: An assessment based on visual inspection of the collection and the areas where it is exhibited or stored.

Institutional staff: Workers at the entity that are responding to the survey as indicated in B1. Include temporary, hourly, and volunteer workers but do not include hired consultants.

Glossary Cont'd:

Integrated pest management: Integrated pest management strategies encourage ongoing maintenance and housekeeping to insure that pests will not find a hospitable environment in a cultural heritage institution. Activities include building inspection and maintenance; climate control; restriction of food and plants; regular cleaning; proper storage; control over incoming collections to avoid infestation of existing collections; and routine monitoring for pests.

Light levels: Controlling lights levels can include UV protection screens on windows, UV blocking sleeves on tubular fluorescent lights, window shades or covers, storing items in boxes for protection, LED lights in exhibit cases, storing items away from windows, exhibiting items especially prone to damage away from direct light or glazing with UV blocking glass, and turning off the lights in areas that are not occupied.

Metadata: A summary of basic information akin to that found in catalog records to facilitate finding, storing, and managing digital objects. Created manually or by automated processes, types of metadata include administrative, descriptive, preservation, rights management, structural, and technical.

Normalization: The process of efficiently organizing data in a digital repository by eliminating unnecessary duplication and ensuring consistency in the way data is structured. Sound normalization practices can reduce storage needs and facilitate retrieval, thereby improving digital preservation.

Off-site: Off-site storage can be physical or cloud storage that contains collections items.

Physical or chemical deterioration: Damage due to temperature, humidity, aging; for example, brittle paper, flaked paint, cracked leather, degradation of electronic media.

Preservation plan: A document that describes a multi-year course of action to meet an institution's overall preservation needs for its collection.

Redundancy: Producing copies of collection items for safekeeping in locations within and, especially, beyond the physical walls of a single institution in case one of the copies is corrupted or destroyed by fire, power failure, human error, or other incident.

Relative humidity specifications: Depending on the material of the collections item, humidity levels within the environment need to be adjusted to control for deterioration or damage. At times, such as during the summer or winter, less or more humidity might be required to prevent deterioration. Actively monitoring this aspect of storage spaces, and exhibition space is needed to provide a complete picture of your institution's humidity levels and controls.

Repository (repositories): An organization, archive or system that intends to maintain information for access and use.

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Glossary Cont'd:

Security system: A security system is a wide-ranging task in which a series of mutually complementary measures are suggested to provide a layered approach to risk by reinforcing a collecting institution against intrusion, controlling access and circulation, and protecting its contents. Not all of these measures may be in place at your organization. The recommended process for the best security system would include: 1) physical measures such as quality locks, robust doors and windows to prevent, deter and delay intrusion at the perimeter; 2) electronic systems such as intruder alarms to detect any breaches of the perimeter and facilitate a response; 3) the combined use of physical barriers, access control, CCTV and security officers to maintain safety and protect property while the premises are open to the public, and; 4) the use of physical and electronic systems to ensure the safety of individual exhibits and prevent theft from display casings.

Significant damage or loss: Change(s) in an item's physical or chemical state necessitating major treatment or reformatting or resulting in total loss of access.

Storage units or equipment: Storage units or equipment are protective enclosures made of chemically stable materials that provide both physical support and chemical protection for objects.

Temperature specifications: Depending on the material of the collections item, temperature levels within the environment need to be adjusted to control for deterioration or damage. At times, such as during the summer or winter, colder or hotter temperatures might be required to prevent deterioration. Actively monitoring this aspect of storage spaces, and exhibition space is needed to provide a complete picture of your institution's temperature levels and controls.

Tool development: Production or modification of tools that improve searching and presentation of information and help to automate and streamline various procedures in digital preservation, such as file format identification, metadata creation/extraction, file format validation, data management (DAMs), and data transfer and file sharing. Efforts are underway to compile listings or registries of such tools. A selective "showcase" is available via the Library of Congress's Digital Preservation website.

Urgent Need: Material needs major treatment or reformatting to make it stable enough for use, and/or the material is located in an enclosure or environment that is causing damage or deterioration. For machine-readable collections, deterioration of media and/or obsolescence of play-back equipment or hardware/software threatens loss of content.

Unknown condition: Material has not been recently accessed by staff for visual inspection and/or condition is unknown.

Frequently Asked Questions (FAQ):

1. **What do you mean by "collections for which you accept preservation responsibility"?**

   Not all collections that are important to your institution are meant to be preserved. Some are meant to be used by visitors or patrons and are disposed of or replaced if they are lost or damaged. Others are not accessioned into the collection because they fall outside the institution's mission or could be replaced if necessary. Some examples of collections for which you do **not** accept preservation responsibility might be:
   - current books, magazines, DVDs, sound recordings of which multiple copies exist at the institution and/or could be replaced if lost or damaged and/or are deemed expendable
   - reference books or materials that aid in staff research but are not part of the accessioned collections
   - teaching aids or collections (e.g., commonly found specimens, hands-on exhibits)
   - replicas of historic objects.

2. **Our collecting institution has very few collection items that we take a preservation responsibility for. Should we still complete the questionnaire?**

   Yes, please complete the questionnaire. We expect that some institutions take preservation responsibility for only a few items. It is important that such institutions are represented in the Heritage Health Information data.

3. **Our collecting institution has various types of collections. Should we complete the Heritage Health Information for all of them?**

   Yes, but only for **nonliving collections.**

4. **If we are a botanical garden, arboretum, zoo, aquarium, or nature center should we complete the Heritage Health Information?**

   Yes, but only for **nonliving collections.**

5. **If our institution has historic buildings, should we complete the Heritage Health Information?**

   Yes, but only for your collections, not your historic buildings (even if those buildings are a part of your institution's preservation responsibility or are accessioned as collections).

6. **If we are a public library system with branches, should we complete the Heritage Health Information?**

   Yes, and you should include collections held at branches for which your system accepts preservation responsibility.

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Frequently Asked Questions (FAQ) Cont'd:

7. **If we are a library with an archive, history room, or other collections, should we complete the Heritage Health Information?**

   Yes, include all collections for which you accept preservation responsibility.

8. **If we are a museum or historical society that has an archives or library as part of our institution, should we complete the Heritage Health Information?**

   Yes, include the archival and/or library materials for which you accept preservation responsibility.

9. **Our collecting institution is part of a university. Should we include other campus collections in the survey?**

   Every college or university is organized differently, but Heritage Preservation has attempted to identify the separate entities on campus that should receive the Heritage Health Information. It is possible that other university collections will receive their own survey.

   Some specific examples:

   If the entity is "University Natural History Museum," that entity should complete the survey for all collections under its care, including its library and archival collections. Do not include collections held by other museums, libraries, or archives within the university.

   If the entity is "University Main Library," and this library is only one entity in a system of university libraries, which has centralized many library functions, such as cataloguing, gathering statistics, and preservation activities, then the survey should be completed for **all the libraries and archives in the university library system.** Do not include any departments or schools that are not included in central operations of this library system.

   If the entity is a scientific research collection operated by a specific department, complete the questionnaire just for this collection. Other research collections on campus may receive their own survey.

10. **In a few months our collecting institution will begin to address some of the preservation issues brought up in the Heritage Health Information. Should we report what we are currently doing or what we plan to do?**

    Heritage Preservation understands that preservation is an ongoing process; some questions allow you to indicate that certain activities are being planned but have not yet been completed.

    All other questions should be answered for the current situation and condition of your collections **unless the work is already in progress.** For example, you should

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Frequently Asked Questions (FAQ) Cont'd:

report on current preservation staff, not staff you plan to hire or who no longer work with you. The estimate of condition should, again, reflect the current state of your collections unless improvement is in progress (e.g., black and white photographs currently being rehoused in appropriate sleeves and boxes).

11. **We often hire paid, part-time student workers to assist with simple preservation tasks; however, they are only temporary workers. Should we include them in our preservation staff?**

   Yes. Temporary workers should be included in your response to questions D7a, D7b, and D7c. In the case of student workers, they would likely be considered "support conservation/preservation staff." For example, if you **currently** have two paid student workers who each work 10 hours a week for 6 months, then the full-time equivalent of your support conservation/preservation staff is .25 (2 workers x 10 hours=20 hours or .5 FTE) (.5 FTE x .5 year = .25 FTE).

   Note that 1 FTE = a year-round worker who works an average of 40 hours per week.

   If your number of FTE falls between possible responses (e.g., between 1 and 2 FTE or between 5 and 6 FTE), round to the nearest whole number.

12. **Our institution is open April to October only, and we have trained some volunteers to do routine housekeeping. Are they preservation staff?**

   Yes. Any volunteers who assist with the care of collections should be counted. For instance, if two volunteers each work 5 hours a week for 6 months, then the full-time equivalent would be approximately 0.13 (2 workers x 5 hours = 10 hours or .25 FTE) (.25 FTE x .5 year = .13 FTE).

13. **Should we report on the operating budget of our entire institution?**

   You should report on the total annual operating budget for the entire institution. You should not provide the operating budget for a parent institution, if your institution has one. For example, if the entity is "University Natural History Museum," just the total annual operating budget for the museum should be reported—**not the entire university's budget**.

14. **Our institution doesn't have a line item for preservation and conservation, but we do use budgeted funds for staff and supplies. Last year we also received some grant funding for a preservation and conservation project. How should we complete question E4?**

   Whether or not your institution has a specific budget line-item for preservation and conservation, you should complete question E4. Again, estimates are acceptable. To calculate staff costs, use the figures for preservation/conservation staff that you . indicated previously in the survey. Include any portion of your institution's supply or equipment budget that was used to purchase items relating to preservation and

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Frequently Asked Questions (FAQ) Cont'd:

conservation. Include any expenditures made for preservation and conservation activities, whether done internally or by an external provider. You should include any grant funds or other temporary funding used for preservation and conservation. Do not include utilities, security, capital expenditures, or overhead in your response to question E4.

15. Our institution has undertaken a major conservation treatment project this year, and our conservation/preservation budget and staffing levels are higher than usual. Should we record this figure even if it is not typical?

The Heritage Health Information is meant to be a snapshot of current activities, and we expect to capture dips and peaks in staffing and funding levels. While your institution's project may not be typical, it provides important information about the level of preservation activity nationally. However, note the instructions on question E4, about what should and should not be included in the preservation budget.

16. Some of the categories for question F5 do not match the categories our institution uses in cataloguing. How should we answer the question?

Every institution organizes its collection in a way that is meaningful to them. Therefore, the categories listed for question F5 may not exactly match the system you use. If you have collections that do not fit in the specified categories, please use the appropriate "other" category and briefly indicate the type of collection they are.

17. We have not cataloged some of our collections. How should we go about determining the approximate number of units for question F5?

An **estimate** is fine so that Heritage Preservation can determine the scope of national preservation needs. Even figures such as "10, 100, 1000, and 5000" are useful. If it is not possible to provide an estimate, check "quantity unknown."

18. Our institution has object collections organized by subject matter and archives identified by subject or person. Within these collections there are many media and formats, including manuscripts, photographs, ephemera, and art on paper, but we don't know the exact quantity and condition of these items. How should these collections be recorded in question F5?

Archival records and manuscripts should be recorded in linear feet in the "Unbound Sheets" section. If it is feasible to quantify or estimate other specific formats (e.g., photographs, domestic artifacts) by number of items, please record them in the relevant category and exclude them from the estimate of linear footage. If your thematic collections contain various media, provide estimates and record them in the appropriate categories.

Frequently Asked Questions (FAQ) Cont'd:

19. We have never done a general condition assessment of our collections. How can we determine the percentages of materials in need of preservation?

Even if you have not undertaken a general condition assessment of all or part of your collections, provide your best estimate in each category, based on your working knowledge of the materials. Make sure that the percentages indicating condition in each line add up to 100 percent. If it is not possible to provide an estimate, indicate that percentage in the "unknown condition" column.

20. Our digital collections include back-up copies and online journal subscriptions. How should these be counted in question F5 "Digital Material Collections"?

You should include all collections for which you accept preservation responsibility. This would include service or back-up copies, since they would need to be maintained (e.g., through migration to another format).

However, you should not include digital materials that your institution makes available through a subscription service, such as electronic journals or databases, unless you or your parent institution maintains master digital files for these resources. In the case of most online or database subscriptions, the service provider would have the responsibility for preserving those materials, not your institution.

For example, if your institution owns original survey maps, purchased CD-ROMs with digital copies of these maps from a vendor, integrated those scanned maps into your online catalog, and subscribes to a database of survey maps from around the country, you would want to complete question F5 to record the original number of maps, number of CDs, and number of online files. You would not record the database subscription.

21. Our digital collections include digital images of some photographs that are in our collection. How should these be counted in question F5 "Digital Material Collections"?

You should consider whether these digital copies are a permanent part of your collection for which you take preservation responsibility. If they are, record the media on which they are stored in the "Digital Materials Collections" section of question F5.

The original photographs should also be recorded under "Photographic Collections" in question F5.

Frequently Asked Questions (FAQ) Cont'd:

22. There are several questions we cannot answer. Do you still want us to respond to the survey?

In many cases, you have the option of selecting "don't know" or "unknown." Please complete the survey to the best of your ability and return it as directed, even if there are questions you cannot answer.

23. If I have additional questions, who can help me?

If you have questions about this survey, you can contact Christopher Reich, in the Office of Museum Services at the Institute of Museum and Library Services, via phone 202-653-4685 or email creich@imls.gov.

Directories used to Establish 2014 Universe of Institutions Holding Collections

For the HHI 2014 study Heritage Preservation used the following current directories to establish the universe of institutions.

Libraries

- American Library Directory
  www.americanlibrarydirectory.com/
  Vintage: 2012-2013
  Collecting procedures: 66th edition completed in 2013; each record is either from a public source or from the library directly; records are updated annually via a survey

- Institute of Museum and Library Services, Public Library Survey list
  www.imls.gov/research/public_libraries_in_the_united_states_survey.aspx
  Vintage: 2011
  Collecting procedures: Annual verification and updating prior to survey collection via a web based reporting system

- Library of Congress, Federal Library and Information Center Committee
  www.loc.gov/flicc/fliccmem.html
  Vintage: 2013
  Collecting procedures: Administrative records

Archives

- American Library Directory
  www.americanlibrarydirectory.com/
  Vintage: 2012-2013
  Collecting procedures: 66th edition completed in 2013; each record is either from a public source or from the library directly; records are updated annually via a survey

- Society of American Archivists directory
  Vintage: 2012-2013
  Collecting procedures: Directory of Institutional Members updated annually

- National Archives and Records Administration locations
  www.archives.gov/locations/regional-archives.html
  Vintage: 2013
  Collecting procedures: Administrative records

Museums

- Official Museum Directory
  www.officialmuseumdirectory.com/mailing-list.html
  Vintage: 2013
  Collecting procedures: 44th edition complete in 2013; each record is either from the American Alliance for Museums membership list or from the museum directly; records are updated annually via a survey

Historical Societies

- National Park Service Units with Collections
  National Park Service Curators Office
  Vintage: 2013
  Collecting procedures: Administrative records

- National Trust for Historic Preservation, National Trust Historic
  Sites www.nationaltrust.org/national_trust_sites/list.html
  Vintage: 2013
  Collecting procedures: Administrative records

- Official Museum Directory
  www.officialmuseumdirectory.com/mailing-list.html
  Vintage: 2013
  Collecting procedures: 44th edition complete in 2013; each record is either from the American
  Alliance for Museums membership list or from the museum directly; records are updated annually
  via a survey

- The Genealogist's Address Book: State and Local Resources
  Bentley, E. P. (2009). The Genealogist's Address Book: State and Local Resources. Baltimore, MD:
  Genealogical Publishing Company.
  Vintage: 2009
  Collecting procedures: 6th edition completed in 2009; Records are updated and verified before
  each edition is printed using written surveys with supplemented printed and internet sources

Archaeological Collections

- Army Corps of Engineers archaeological collections list
  U.S. Army Corps of Engineers Archaeological Collections Condition Assessment
  Vintage: 2000
  Collecting procedures: Administrative records

- U.S. Bureau of Reclamation Museum property program repositories, U.S. Bureau of Reclamation,
  Museum Property Program Reclamation Repositories and Non-Reclamation Repositories Housing
  Reclamation Collections
  www.usbr.gov/cultural/mp/reclamation.htm
  Vintage: 2000
  Collecting procedures: Administrative records

Scientific Collections

- American Public Gardens Association list
  American Public Gardens Association, Member Garden List
  http://www.publicgardens.org/ /
  Vintage: 2013
  Collecting procedures: Directory of Institutional Members updated annually

- American Society of Mammologists list
  www.mammalsociety.org/committees/systematic-collections#tab3
  Vintage: 2012

Collecting procedures: Institutions on the list are surveyed annually for updates to their record

- American Zoo and Aquarium Association directory
  American Zoo and Aquarium Association, AZA Member Zoos and Aquariums
  www.aza.org/FindZooAquarium
  Vintage: 2012
  Collecting procedures: Institutional accredited membership directory updated annually via membership renewal

- American Society of Ichthyologists and Herpetologists directory
  American Society of Ichthyologists and Herpetologists, Institutional Resource Collections
  Sabaj Pérez, M.H. (editor). 2013. Standard symbolic codes for institutional resource collections in herpetology and ichthyology: an Online Reference. Verson 4.0 (28 June 2013).
  http://www.asih.org/resources/standard-symbolic-codes-institutional-resource-collections-herpetology-ichthyology
  Vintage: 2013
  Collecting procedures: An annual review of current industry codes and collecting institutions is collected via internet and phone research

- International Mineralogical Association Commission on Museums list
  International Mineralogical Association Commission on Museums, Mineral Museum Web Sites
  www.smmp.net/IMA-CM/museums.htm
  Vintage: 2013
  Collecting procedures: An annual review of collecting institutions is collected via internet and phone research

- Natural Science Collections Alliance directory
  Natural Science Collections Alliance, Institutional Members,
  www.nscalliance.org/about/members_alpha.asp
  Vintage: 2013
  Collecting procedures: Institutional membership directory updated annually via membership renewal

- U.S. Department of Agriculture research collections list
  U.S. Department of Agriculture, Systematic Collections of the Agricultural Research Service
  Vintage: 1998
  Collecting procedures: Administrative records

- The Global Registry of Biorepositories
  http://grbio.org
  Vintage: 1998
  Collecting procedures: It is a merged database of entries from the Index Herbariorum (New York Botanical Garden), the Biodiversity Collections Index (Royal Botanic Garden of Edinburgh) and the Consortium for the Barcode of Life (Smithsonian) from 2010; the database is being updated via crowdsourcing.

Definition of Institutional Size by Institutional Type

Archives

The size of archives was based on the quantity of unbound sheets and other archival materials. For some archives, significant photographic, moving image, or recorded sound collections were taken into account as well as unbound sheets. Heritage Preservation consulted three sources to construct these categories: Society of American Archivists membership list, American Library Directory, and Heritage Health Index 2004.

- **Large**
  - more than 5,000 linear feet of unbound sheets
  - institutional budgets that are appropriate for a larger institution
  - all National Archives and Records Administration facilities and most state archives
- **Medium**
  - 1,000-4,999 linear feet of unbound sheets
  - reasonable institutional budget size (unusually small budgets may have resulted in reclassification as small)
  - remaining state archives
- **Small:** fewer than 1,000 linear feet of unbound sheets

Academic and Independent Research Libraries

The size of academic and independent research libraries was based on the total volume holdings. Heritage Preservation consulted three sources to construct these categories: Association of Research Libraries, American Library Directory, and Heritage Health Index 2004.

- **Large**
  - more than 1,500,000 total volume holdings
  - all members of the Association of Research Libraries
  - most state libraries
- **Medium**
  - 250,000-1,499,999 total volume holdings
  - all members of the Oberlin Group of Liberal Arts College Libraries
  - remaining state libraries
- **Small**: fewer than 250,000 total volume holdings

Public Libraries

The size of public libraries was based on the service populations of respondents as reported in the IMLS' Public Library Survey 2011.

- Large: service population 100,000 or greater
- Medium: service population 25,000-99,999
- Small: service population less than 25,000

Archaeological Repositories

The size of archaeological repositories was based on the quantity of individually and/or bulk cataloged archaeological collections. If the collection size was not known, decisions were made on institutional budget size, with large=more than $1,000,000, medium=$350,000-$999,999, small=less than $350,000, except in the case of labs that offered archaeological services, which often have larger budgets. In this case, additional research was done to determine number of

holdings. Heritage Preservation consulted two sources to construct these categories: Army Corps of Engineers administrative data, and Heritage Health Index 2004.

- **Large**: more than 500,000 individually cataloged archaeological collections and/or more than 5,000 cubic feet of bulk archaeological collections
- **Medium**: 5,000-499,999 individually cataloged archaeological collections and/or 1,000-4,999 cubic feet of bulk archaeological collections
- **Small**: fewer than 5,000 individually cataloged archaeological collections and/or fewer than 1,000 cubic feet of bulk archaeological collections

Agency or university collection with scientific specimen artifact collections with herbarium and/or zoological focus

The size of these collections was based on the quantity of botanical specimens and/or zoological specimens. Heritage Preservation consulted three sources to construct these categories: American Zoos and Aquariums directory, American Public Gardens Association, and Heritage Health Index 2004.

- **Large**: more than 500,000 botanical specimens and/or zoological specimens
- **Medium**: 50,001-500,000 botanical specimens and/or zoological specimens
- **Small**: 50,000 or fewer botanical specimens and/or zoological specimens

Agency or university collection with scientific specimen artifact collections with geological or paleontological focus

The size of these collections was based on the quantity of geological or paleontological specimens. Heritage Preservation consulted nine sources to construct these categories:, American Society of Mammologists list, American Society of Ichthyologists and Herpetologists, International Mineralogical Association Commission on Museums, Natural Science Collections Alliance directory, U.S. Department of Agriculture research collections list, The Global Registry of Biorepositories, and Heritage Health Index 2004.

- **Large**: more than 200,000 geological and/or paleontological specimens
- **Medium**: 10,001-199,999 geological and/or paleontological specimens
- **Small**: 10,000 or fewer geological and/or paleontological specimens

Museums

The size of museums was based on the institutional. Definitions are based on what the American Association of Museums had used in several reports, such as the 1989 *National Museum Survey* and the biennial AAM Museum Financial Information surveys. Dollar figures, not updated since 2009, have been adjusted for inflation. If institutional budget information was not known for museums, the 2013 *Official Museum Directory* was consulted for staff size and used to place museums in size categories.

- Large – more than 10 full time paid staff,
- Medium – 4-10 full time paid staff, and
- Small – 3 or fewer full time paid staff.

Aquariums, Zoos
- Large – institutional budget more than $4,500,000
- Medium – institutional budget $1,500,000-$4,500,000
- Small – institutional budget less than $1,500,000

Arboretums, Botanical Gardens, Art Museums, Children's Museums
- Large – institutional budget more than $1,500,000
- Medium – institutional budget $300,000-$1,500,000
- Small – institutional budget less than $300,000

General Museums, Historic House/Sites, History Museums, Historical Societies, Specialized Museums
- Large – institutional budget more than $1,500,000
- Medium – institutional budget $500,000-$1,500,000
- Small – institutional budget less than $500,000

Natural History Museums
- Large – institutional budget more than $1,500,000
- Medium – institutional budget $350,000-$1,500,000
- Small – institutional budget less than $350,000

Nature Centers, Planetaria
- Large – institutional budget more than $1,200,000
- Medium – institutional budget $350,000-$1,200,000
- Small – institutional budget less than $350,000

Science/Technology Museums
- Large – institutional budget more than $7,500,000
- Medium – institutional budget $1,500,000-$7,500,000
- Small – institutional budget less than $1,500,000

HHI 2014 PreSurvey Verification Protocol

For Contact Verification Call   OMB #XXXXXX

     Exp Date: XX/XX/XXXX

Heritage Health Information 2014 Verification Call

FOR

INSTITUTE OF MUSEUM AND LIBRARY SERVICES AND HERITAGE PRESERVATION

Five call limit to verify.

Available Data:

Identification Number

Type of Institution (library, museum, historical society/site, archive, scientific repository/research organization)

Available Data to Confirm:

Institution Name

Address, City, Zip (dependent on survey administration preference)

State

Phone Number, Extension (possible need to obtain)

Contact Name

Contact Title

Email Address of Contact (dependent on survey administration preference)

Data to Collect:

Institution has collections (Y/N)

Non-Profit status (Y/N)

Internet Access (Y/N)

Preferred Mode of Survey (Internet, Mail)

Sample Disposition (Duplicate, No Collections, No Answer, etc.)

SCRIPT:

[If person on list does not answer phone, ask to speak to them. If no name is listed, if the person is not available, or if the person no longer works with the organization, continue below.]

"Hello, my name is _____ and I am calling on behalf of Heritage Preservation about a research study sponsored by the Institute of Museum and Library Services. This is for the Heritage Health Information survey, a ten year follow-up study about the preservation and conservation needs of America's collected heritage, and your institution has been chosen to participate. First, I would like to verify the contact information we currently have and verify that your institution is eligible.

1.   Do you have time to answer a few questions?

      a.   Yes – Go To Q3

      b.   No – Go To Q2

2.   When would be a good time to call back?

      Schedule call back _____

3.   We have your institution listed as [INSTITUTION NAME]. Is this correct?

      a.   Yes – Go to Q4

      b.   No – [Enter correct spelling of institution: _____]

      c.   Don't Know – ASK FOR A PERSON WHO WOULD KNOW

4.   We show that your institution is in the state of [STATE]. Is this correct?

      a.   Yes – Go to Q5

      b.   No – [Enter correct state: _____]

      c.   Don't Know – ASK FOR A PERSON WHO WOULD KNOW

5.   Does your institution collect and care for artifacts, objects, texts, or any other art, historic and/or scientific items?

      a.   Yes – Go to Q6

      b.   No – THANK YOU – END INTERVIEW

      c.   Don't Know – ASK FOR A PERSON WHO WOULD KNOW

6. Is your institution a non-profit filing as a 501(c)(3) with the Internal Revenue Services (IRS)?

   a. Yes – Go to Q8

   b. No – Go to Q7

   c. Don't Know – ASK FOR A PERSON WHO WOULD KNOW

7. Is your institution part of local, state, or federal government?

   a. Yes – Go to Q8

   b. No – THANK YOU – END INTERVIEW

   c. Don't Know – ASK FOR A PERSON WHO WOULD KNOW

8. A. [If there is a specific contact person on the list]

   We have [CONTACT NAME] listed as the person to contact for this survey. Is this correct?

   a. Yes – Go to Q9

   b. No – [Enter name of contact: _____]

   c. Don't Know – ASK FOR A PERSON WHO WOULD KNOW

   B. [If there is no specific contact person listed]

   May I have the name of your Director or the person who manages your collections so that we can notify him or her to explain this research study?

   Enter name of contact _____

9. We are encouraging institutions to use Internet access to obtain information about the study and to access the survey online using an assigned password. Does staff within your institution have access to the Internet?

   a. Yes – Go to Q10

   b. No – Go to Q11

10. Great. May I have the email address for [CONTACT PERSON]?

    Enter email address: _____

    [THANK YOU – END CALL]

11. If you would prefer, we can provide information about the study, including the questionnaire, through postal mail. If this is your preference, we'd like to verify that we have the correct mailing address.

For the street address, we have [STREET ADDRESS]. Is this correct?

[If not, enter correct address: _____]

For the city, we have [CITY]. Is this correct?

[If not, enter correct city: _____]

For the zip code, we have [ZIP]. Is this correct?

[If not, enter correct zip code: _____]

[THANK YOU – END CALL]

[End - Eligible]

Thank you very much for your help! We will be sending the information about the survey, including the questionnaire, in September. Please let [CONTACT PERSON] know to look for it. Information from your institution is valuable for this research to understand the needs and condition of our nation's cultural and scientific heritage.

[End – Ineligible]

Thank you for your help!

Additional Information for Interviewers if asked by Respondent:

If respondent wants to know more about the survey: The Heritage Health Information is a follow-up to a major national survey conducted ten years ago. It is being sponsored by Heritage Preservation and the Institute of Museum and Library Services. The purpose of the study is to measure preservation activities and needs in museums, libraries, archives, historical societies and research collections. The results of the study will be widely publicized through the media, industry associations and events, and on the Internet.

Heritage Preservation is a national non-profit organization that works with collecting institutions to help them preserve their collections. The Institute of Museum and Library Services is a federal agency that makes grants to museums and libraries. This study has been approved by the federal Office of Management and Budget under _____.

For more information, instruct them to visit www.heritagepreservation.org and click on "HHI 2014." You may also tell them that they will receive an email or letter in the next few weeks that explains more about the study.

NOTE: In the case of smaller institutions, the phone number we have may be a personal phone number. If that person is no longer working with the organization, ask for the name and phone number of who is, or whether the organization has its own telephone number.

HOW TO RESPOND TO FREQUENTLY ASKED QUESTIONS:

Institution wants to know more about the survey: The HHI is a national survey being conducted by Heritage Preservation on behalf of the Institute of Museum and Library Services. The purpose of the study is to measure the condition and preservation needs of collections in museums, libraries, archives, historical societies, archaeological repositories, and scientific research collections. The results of the study will be widely publicized through the media, industry associations and events, and on the Internet. The survey package will answer many questions. More information is available on Heritage Preservation's website at www.heritagepreservation.org.

Institution wants to know more about who is sponsoring the survey: The Heritage Health Information 2014 is a federal survey sponsored by the Institute of Museum and Library Services. Heritage Preservation is collecting the data. The Institute of Museum and Library Services is an agency of the United States Government that makes grants to museums and libraries. Heritage Preservation is a national non-profit organization that works with collecting institutions to help them preserve their collections.

Institution wants to know about confidentiality: Your participation is entirely voluntary and your decision whether or not to participate will in no way affect your institution. Your cooperation is extremely valuable in obtaining much needed information to ensure the completeness and accuracy of the data. This survey is being conducted in conformance with the Museum and Library Services Act of 2010, as amended. IMLS and Heritage Preservation intend to make the information provided in response to this survey publicly available; however, information specifically identifying particular institutions or individuals, including names, addresses, and other identifying information, will be protected from public disclosure to the extent permitted by law. The only geographical information for each respondent institution that will be publicly disclosed is the institution's state and region.

Institution wants to know about the federal approval process: The Institute of Museum and Library Services has received federal approval by the Office of Management and Budget to collect information for the Heritage Health Information 2014. The OMB control number, XXX-XXX, expires on XX/XX/XXXX. IMLS may not conduct or sponsor, and a person is not required to respond to, the information collection unless it has a currently valid OMB control number.

Institution claims they don't have time to complete the survey: Your institution will have 8 weeks to complete the questionnaire. It will take as little as one hour of your time and will provide valuable information for your institution. [IF THEY INSIST] May we send you the survey to review?

Institution claims they get too many surveys and they don't want to participate in another: I understand, but the HHI is an important survey because it is the only time information will be gathered about all collections in the U.S. It includes all types of institutions with collections and your response is important. Institutions that tested the survey noted that it provided them with information that was useful in their work. [IF THEY INSIST] May we send you the survey to review?

Institution claims they don't have a staff person to complete the survey: The survey is straightforward and easy to understand. Anyone who works with the collection will be able to respond to it. [IF THEY INSIST] May we send you the survey to review?

Institution claims that they don't have any collections: This survey includes collections of all types: books, archival materials, photographs, moving image and recorded sound, digital, historic artifacts, art, archaeological artifacts, and natural science specimens. (Institution) does not have any of these collections? [IF NOT, NOTE THIS IN THE RECORD]. Thank you for your time today.

Institution claims that their collection/institution is too small to participate: It is important that institutions of all sizes participate in the survey so we can correctly assess the condition and preservation needs of U.S. collections. [IF THEY INSIST] May we send you the survey form to review?

Institution claims that they don't do preservation or have a preservation program: It is not necessary for your institution to be involved in preservation to respond to the questionnaire. An important part of the survey is gathering information about the condition and needs of U.S. collections. [IF THEY INSIST] May we send you the survey to review?

Institution claims that they don't know the condition and preservation needs of their collections: It will be possible to express this on the survey questionnaire, and it is important that the HHI study record that condition and preservation needs are unknown at some institutions. [IF THEY INSIST] May we send you the survey to review?

Institution is concerned about how you got their name and information: Heritage Preservation has been working with the Institute and Museum and Library Services and other associations to make sure that the survey is distributed to institutions of all types and sizes. They compiled the list from many different sources. [IF THEY INSIST] I understand your concern, if you wish I can ask Heritage Preservation to call you to speak to you further about this.

Institution is concerned that responding to the survey will put their name on a mailing list or SPAM list: Your information will only be used in conjunction with this survey and will not be given to anyone else.

Institutions wants to know "what's in it for them" if they participate: By completing the HHI survey you will be contributing to the field by participating in a survey that will, for the second time, document the condition and preservation needs of U.S. collections. Institutions that participated in the survey ten years ago noted that it helped them gather a handy set of information that they could use in writing grant proposals and in long-range planning.

Any other question or excuse to get out filling out the survey: May we send you the survey to review? It will include a full explanation of the project and a name of someone to contact in case you would like to discuss this further.

IF THEY OUTRIGHT REFUSE TO COMPLETE THE SURVEY OR BELIEVE THEY ARE NOT APPROPRIATE, PLEASE NOTE THEIR REASON.

I will note this. Thank you for time today.

<Name>
<AddressLine1> <AddressLine2>
<CITY>,< STATE>, <PostalCode>

Dear <ContactFirst> <ContactLast>,

Your institution had been selected to participate in the **Heritage Health Information 2014: A National Collections Care Survey**!

The full survey data collection period has ended, however we are asking you to answer a few critical questions about your institution. It will take only five minutes of your time.

In appreciation of your time, Heritage Preservation will mail you a conservation quick reference guide (valued at $10).

> **Please complete the enclosed questionnaire by March 9, 2015**. Once you have completed the paper questionnaire, please return it using the enclosed, addressed, stamped envelope. If the envelope is misplaced, please send your questionnaire to: RMC Research Corporation, 1000 Market Street, Building 2, Portsmouth, NH 03801, ATTN: HHI.

The Heritage Health Information, a study sponsored by the Institute of Museum and Library Services and conducted by Heritage Preservation, will provide a comprehensive picture of the condition and preservation needs of this country's collections. This Federal survey is an important opportunity for archives, museums, libraries, historical societies, and scientific research organizations in the United States to document their collections care efforts.

If you have any questions you can reach Heritage Preservation staff via email or phone (info@heritagepreservation.org, 202-233-0800). You can also contact Christopher Reich, in the Office of Museum Services at the Institute of Museum and Library Services, at 202-653-4685 or creich@imls.gov.

Sincerely,

Lawrence L. Reger
Past President
Heritage Preservation
www.heritagepreservation.org

Susan H. Hildreth
Past Director
Institute of Museum and Library Services
www.imls.gov

Your participation is entirely voluntary and your decision whether or not to participate will in no way affect your institution. Your cooperation is extremely valuable in obtaining much needed information to ensure the completeness and accuracy of the data. This survey is being conducted in conformance with the Museum and Library Services Act of 2010, as amended. IMLS and Heritage Preservation intend to make the information provided in response to this survey publicly available; however, information specifically identifying particular institutions or individuals, including names, addresses, and other identifying information, will be protected from public disclosure to the extent permitted by law. The only geographical information for each respondent institution that will be publicly disclosed is the institution's state and region.

The OMB control number, 3137-0088 expires on 9/30/2017. The Institute of Museum and Library Services may not conduct or sponsor, and a person is not required to respond to, the information collection unless it displays a currently valid OMB control number.

Heritage Health Information 2014

Follow-up Questionnaire February 2015

Name of your institution: <u><Name></u>

ID: _<ID>____

Glossary:

Emergency/disaster plan: A comprehensive, systematic, emergency-preparedness plan provides a means for recognizing and preventing risks, and for responding effectively to emergencies.

General condition assessment: An assessment based on visual inspection of the collection and the areas where it is exhibited or stored.

Preservation plan: A document that describes a multi-year course of action to meet an institution's overall preservation needs for its collection.

1. Governance: Which of the following most closely describes your institution's governance?
   - ◯ College, university, or other academic entity
   - ◯ Non-profit, non-governmental organization or foundation
   - ◯ Corporate or for profit organization
   - ◯ Federal
   - ◯ State
   - ◯ Local (county or municipal)
   - ◯ Tribal

2. Collections Held: Does your institution hold collections of the following types?

	Yes	No
Books and Bound Volumes	◯	◯
Unbound Sheets	◯	◯
Photographic Collections	◯	◯
Moving Image Collections	◯	◯
Recorded Sound Collections	◯	◯
Born-Digital Materials Collection	◯	◯
Digitized Collections	◯	◯
Art Objects	◯	◯
Historic and Ethnographic Objects	◯	◯
Archaeological Collections	◯	◯
Natural Science Specimens	◯	◯

IF NO to ALL COLLECTIONS ABOVE– PLEASE STOP and RETURN QUESTIONNAIRE

OVER ==➔

3. Mission: Does the mission of your institution include preservation of your collection?
   - ◯ Yes
   - ◯ No
   - ◯ Don't Know

4. **Preservation Plan:** Does your institution have a formal written long-range **preservation plan** for the care of the collections? **(select one)**
   - ◯ Yes
   - ◯ No SKIP TO Q6
   - ◯ Don't know SKIP TO Q6

5. Which best describes your institution's written <u>preservation plan</u>? Select one.
   - ◯ My institution has a preservation plan has a regularly scheduled update
   - ◯ My institution has a preservation plan, but it is updated on an infrequent schedule
   - ◯ My institution is developing a preservation plan
   - ◯ My institution includes preservation in other planning documents

6. General Condition Assessment: Has a survey of the <u>general condition of your collection</u> been done? Select one.
   - ◯ Yes, we complete an assessment of the entire collection and regularly update it every five years
   - ◯ Yes, we completed an assessment of the entire collection but it is not updated regularly
   - ◯ Yes, an assessment of only a portion of the collection was completed and is updated regularly every five years
   - ◯ Yes, an assessment of only a portion of the collection was completed, but it is not updated regularly
   - ◯ No
   - ◯ Don't' Know

7. Emergency Plan: Does your institution have a written <u>emergency/disaster plan</u> that includes the collection? Select One.
   - ◯ Yes, an emergency/disaster plan that is regularly updated
   - ◯ Yes, an emergency/disaster plan but it is not updated regularly
   - ◯ My institution is developing one
   - ◯ No
   - ◯ Don't Know

8. Funding: Do you have funds specifically allocated for conservation/preservation activities in your annual budget?
   - ◯ Yes
   - ◯ No specific line-item in budget, but other budgeted funds are available
   - ◯ No
   - ◯ Don't Know

Variable	Position	Label	Measurement Level	Missing Values
ID	1	Institution ID number	Scale	
WEIGHT	2	Case Weight	Scale	
GOV3	3	Inst governance, 3 categories	Nominal	9.00
Group2R	4	Groups recoded	Nominal	
Region	5	AAM Designated Region	Nominal	
rself_type	6	Inst type (Recoded)	Nominal	
func_arch	7	B2_a - Archives	Nominal	-9
func_library	8	B2_b - Library	Nominal	-9
func_histsoc	9	B2_c - Historical society	Nominal	-9
func_histhou	10	B2_d - Historical house/site	Nominal	-9
func_museum	11	B2_e - Museum	Nominal	-9
func_archrep	12	B2_f - Archaeological repository	Nominal	-9
func_scires	13	B2_g - Sci research collection	Nominal	-9
func_aquazoo	14	B2_h - Aquarium, zoo, etc.	Nominal	-9
func_records	15	B2_i - Records center/manage.	Nominal	-9
func_none	16	B2_k - None	Nominal	-9
env_temp	17	C1 - Is there environ control for temp?	Nominal	-1, -9
area_temp	18	C1a - Areas w environ control for temp	Nominal	-1, -9
env_humd	19	C2 - Is there environ control for humidity?	Nominal	-1, -9
area_humd	20	C2a - Areas w environ control for humidity	Nominal	-1, -9
env_ligt	21	C3 - Is there environ control for light?	Nominal	-1, -9
area_ligt	22	C3a - Areas w environ control for light	Nominal	-1, -9
coll_strg	23	C4 - Does inst keep collection onsite and/or offsite storage?	Nominal	-9
pt_strg	24	C4a - % of collection stored onsite and/or offsite	Scale	-1, 999, -99
pt_lstrg	25	C4b - % of collection housed in storage large enough to accommodate collection	Scale	-1, 999, -99
pt_astrg	26	C4c - % of collection housed in storage that allows access to collection item	Scale	-1, 999, -99

Variable	Position	Label	Measurement Level	Missing Values
add_strg	27	C4d - Does inst need additional storage space for collections not currently on display?	Nominal	-1, -9
imp_strg	28	C5 - Does inst need improvements to onsite or offsite storage space for collection not currently on display?	Nominal	-1, -9
new_strg	29	C6 - Does inst need new storage units/equipment for collections not currently on display?	Nominal	-9, -1
mission	30	D1 - Does inst mission include preservation of collection?	Nominal	-9
pres_plan	31	D2 - Does inst have a formal written preservation plan?	Nominal	-9
plan_desc	32	D2a - Which best describes inst preservation plan?	Nominal	-9, -1
cond_assm	33	D3 - Has a general condition assessment been done in inst?	Nominal	-9
assm_desc	34	D3a - Which best describes the general condition assessment?	Nominal	-9, -1
emg_plan	35	D4 - Does inst have a written emergency/disaster plan?	Nominal	-9
eplan_desc	36	D4a - Which best describes the written emergency/disaster plan?	Nominal	-9, -1
staff_train	37	D4b - Is staff trained to carry out emergency/disaster plan?	Nominal	-9, -1
coll_recs	38	D5 - Does inst have collections records for items in its collections?	Nominal	-9
recs_osite	39	D5a - Does inst store collection records off-site?	Nominal	-1, -9
pt_recs	40	D5b - % of collections records stored off-site	Scale	-1, 999, -99
inst_sec_sys	41	D6 - Does inst have a security system?	Nominal	-1, -9
sec_sys_desc	42	D6a - What best describes where inst has a security system?	Nominal	-1, -9
paid_ft	43	D7_a - Paid full-time conservation/preservation staff	Nominal	-9
paid_pt	44	D7_b - Paid part-time conservation/preservation staff	Nominal	-9
volunteer_ft	45	D7_c - Volunteer full-time conservation/preservation staff	Nominal	-9
volunteer_pt	46	D7_d - Volunteer part-time conservation/preservation staff	Nominal	-9
other_dept	47	D7_e - Staff from other depts is responsible for conservation/preservation	Nominal	-9
consultants	48	D7_f - Contracted provider(s) or consultant(s) is responsible for conservation/preservation	Nominal	-9
staff_dk	49	D7_g - Staff Don't know	Nominal	-9
staff_none	50	Dummy variable no staff assigned	Nominal	Not applicable

Variable	Position	Label	Measurement Level	Missing Values
prev_consv	51	D8_a - Preventive conservation is included in inst current conservation/preservation activities	Nominal	-9
pres_mang	52	D8_b - Preservation management is included in inst current conservation/preservation activities	Nominal	-9
consv_trt	53	D8_c - Conservation treatment is included in inst current conservation/preservation activities	Nominal	-9
pres_ref	54	D8_d - Preservation reformatting is included in inst current conservation/preservation activities	Nominal	-9
pres_audio	55	D8_e - Preservation of audiovisual media and playback equip. is included in inst current conservation/preservation activities	Nominal	-9
pres_none	56	D8_f - None of the above is included in inst current conservation/preservation activities	Nominal	-9
pres_dk	57	D8_g - Don't know about preservation activities	Nominal	-9
pprev_consv	58	D8a_a - Preventive conservation is currently planned at inst.	Nominal	-9, -1
ppres_mang	59	D8a_b - Preservation management is currently planned at inst.	Nominal	-9, -1
pconsv_trt	60	D8a_c - Conservation treatment is currently planned at inst.	Nominal	-9, -1
ppres_ref	61	D8a_d - Preservation reformatting is currently planned at inst.	Nominal	-9, -1
ppres_audio	62	D8a_e - Preservation of audiovisual media and playback equipment is currently planned at inst.	Nominal	-9, -1
ppres_none	63	D8a_f - None of the above is currently planned at inst.	Nominal	-9, -1
ppres_dk	64	D8a_g - Don't know about planned preservation activities	Nominal	-9, -1
ihprev_consv	65	D9_a - Preventive conservation completed by staff in-house	Nominal	-9
ihpres_mang	66	D9_b - Preservation management completed by staff in-house	Nominal	-9
ihconsv_trt	67	D9_c - Conservation treatment completed by staff in-house	Nominal	-9
ihpres_ref	68	D9_d - Preservation reformatting completed by staff in-house	Nominal	-9
ihpres_audio	69	D9_e - Preservation of audiovisual media and playback equipment completed by staff in-house	Nominal	-9
ihppres_none	70	D9_f - None of the above completed by staff in-house	Nominal	-9
ihppres_dk	71	D9_g - Don't know about in-house preservation activities	Nominal	-9, -1
ccprev_consv	72	D9a_a - Preventive conservation completed by external contractor(s)/consultant(s)	Nominal	-9, -1

Variable	Position	Label	Measurement Level	Missing Values
ccpres_mang	73	D9a_b - Preservation management completed by external contractor(s)/consultant(s)	Nominal	-9, -1
ccconsv_trt	74	D9a_c - Conservation treatment completed by external contractor(s)/consultant(s)	Nominal	-9, -1
ccpres_ref	75	D9a_d - Preservation reformatting completed by external contractor(s)/consultant(s)	Nominal	-9, -1
ccpres_audio	76	D9a_e - Preservation of audiovisual media and playback equipment completed by external contractor(s)/consultant(s)	Nominal	-9, -1
ccppres_none	77	D9a_f - None of the above completed by external contractor(s)/consultant(s)	Nominal	-9, -1
ccppres_dk	78	D9a_g - Don't know about preservation activities by consultants	Nominal	-9, -1
pres_dig_col	79	D10 - Does inst preserve digital collections?	Nominal	-9
digcol_assm	80	D10a - Has inst conducted a general condition assessment of digital coll in last 5 yrs?	Nominal	-9, -1
digcol_plan	81	D10b - Has inst developed a preservation plan for digital coll in last 5 yrs?	Nominal	-9, -1
inst_dig_col	82	D11 - Does inst digitize collections?	Nominal	-1, -9
digitiz_not	83	D11a1_a - Digitization – inst does not conduct function	Nominal	-9, -1
digitiz_stf	84	D11a1_b - Digitization – by inst staff	Nominal	-9, -1
digitiz_ins	85	D11a1_c - Digitization – in collaboration with other inst	Nominal	-9, -1
digitiz_cnt	86	D11a1_d - Digitization – by external contractors	Nominal	-9, -1
digitiz_dk	87	D11a1_e - Digitization – Don't know	Nominal	-9, -1
metadata_not	88	D11a2_a - Metadata – inst does not conduct function	Nominal	-9, -1
metadata_stf	89	D11a2_b - Metadata – by inst staff	Nominal	-9, -1
metadata_ins	90	D11a2_c - Metadata – in collaboration with other inst	Nominal	-9, -1
metadata_cnt	91	D11a2_d - Metadata – by external contractors	Nominal	-9, -1
metadata_dk	92	D11a2_e - Metadata – Don't know	Nominal	-9, -1
form_mig_not	93	D11a3_a - Format migration – inst does not conduct function	Nominal	-9, -1
form_mig_stf	94	D11a3_b - Format migration – by inst staff	Nominal	-9, -1
form_mig_ins	95	D11a3_c - Format migration – in collaboration with other inst	Nominal	-9, -1
form_mig_cnt	96	D11a3_d - Format migration – by external contractors	Nominal	-9, -1

Variable	Position	Label	Measurement Level	Missing Values
form_mig_dk	97	D11a3_e - Format migration – Don't know	Nominal	-9, -1
tool_dev_not	98	D11a4_a - Tool development – inst does not conduct function	Nominal	-9, -1
tool_dev_stf	99	D11a4_b - Tool development – by inst staff	Nominal	-9, -1
tool_dev_ins	100	D11a4_c - Tool development – in collaboration with other inst	Nominal	-9, -1
tool_dev_cnt	101	D11a4_d - Tool development – by external contractors	Nominal	-9, -1
tool_dev_dk	102	D11a4_e - Tool development – Don't know	Nominal	-9, -1
normaliz_not	103	D11a5_a - Normalization – inst does not conduct function	Nominal	-9, -1
normaliz_stf	104	D11a5_b - Normalization – by inst staff	Nominal	-9, -1
normaliz_ins	105	D11a5_c - Normalization – in collaboration with other inst	Nominal	-9, -1
normaliz_cnt	106	D11a5_d - Normalization – by external contractors	Nominal	-9, -1
normaliz_dk	107	D11a5_e - Normalization – Don't know	Nominal	-9, -1
file_id_not	108	D11a6_a - File format identification – inst does not conduct function	Nominal	-9, -1
file_id_stf	109	D11a6_b - File format identification – by inst staff	Nominal	-9, -1
file_id_ins	110	D11a6_c - File format identification – in collaboration with other inst	Nominal	-9, -1
file_id_cnt	111	D11a6_d - File format identification – by external contractors	Nominal	-9, -1
file_id_dk	112	D11a6_e - File format identification – Don't know	Nominal	-9, -1
file_val_not	113	D11a7_a - File format validation – inst does not conduct function	Nominal	-9, -1
file_val_stf	114	D11a7_b - File format validation – by inst staff	Nominal	-9, -1
file_val_ins	115	D11a7_c - File format validation – in collaboration with other inst	Nominal	-9, -1
file_val_cnt	116	D11a7_d - File format validation – by external contractors	Nominal	-9, -1
file_val_dk	117	D11a7_e - File format validation – Don't know	Nominal	-9, -1
chcksums_not	118	D11a8_a - Checksums – inst does not conduct function	Nominal	-9, -1
chcksums_stf	119	D11a8_b - Checksums – by inst staff	Nominal	-9, -1
chcksums_ins	120	D11a8_c - Checksums – in collaboration with other inst	Nominal	-9, -1
chcksums_cnt	121	D11a8_d - Checksums – by external contractors	Nominal	-9, -1
chcksums_dk	122	D11a8_e - Checksums – Don't know	Nominal	-9, -1
backups_not	123	D11a9_a - Backups – inst does not conduct function	Nominal	-9, -1

Variable	Position	Label	Measurement Level	Missing Values
backups_stf	124	D11a9_b - Backups – by inst staff	Nominal	-9, -1
backups_ins	125	D11a9_c - Backups – in collaboration with other inst	Nominal	-9, -1
backups_cnt	126	D11a9_d - Backups – by external contractors	Nominal	-9, -1
backups_dk	127	D11a9_e - Backups – Don't know	Nominal	-9, -1
rdundant_not	128	D11a10_a - Redundancy – inst does not conduct function	Nominal	-9, -1
rdundant_stf	129	D11a10_b - Redundancy – by inst staff	Nominal	-9, -1
rdundant_ins	130	D11a10_c - Redundancy – in collaboration with other inst	Nominal	-9, -1
rdundant_cnt	131	D11a10_d - Redundancy – by external contractors	Nominal	-9, -1
rdundant_dk	132	D11a10_e - Redundancy – Don't know	Nominal	-9, -1
emlation_not	133	D11a11_a - Emulation – inst does not conduct function	Nominal	-9, -1
emlation_stf	134	D11a11_b - Emulation – by inst staff	Nominal	-9, -1
emlation_ins	135	D11a11_c - Emulation – in collaboration with other inst	Nominal	-9, -1
emlation_cnt	136	D11a11_d - Emulation – by external contractors	Nominal	-9, -1
emulation_dk	137	D11a11_e - Emulation – Don't know	Nominal	-9, -1
dev_plan_not	138	D11a12_a - Development of plans and policies – inst does not conduct function	Nominal	-9, -1
dev_plan_stf	139	D11a12_b - Development of plans and policies – by inst staff	Nominal	-9, -1
dev_plan_ins	140	D11a12_c - Development of plans and policies – in collaboration with other inst	Nominal	-9, -1
dev_plan_cnt	141	D11a12_d - Development of plans and policies – by external contractors	Nominal	-9, -1
dev_plan_dk	142	D11a12_e - Development of plans and policies – Don't know	Nominal	-9, -1
ed_train_not	143	D11a13_a - Education, training and outreach – inst does not conduct function	Nominal	-9, -1
ed_train_stf	144	D11a13_b - Education, training and outreach – by inst staff	Nominal	-9, -1
ed_train_ins	145	D11a13_c - Education, training and outreach – in collaboration with other inst	Nominal	-9, -1
ed_train_cnt	146	D11a13_d - Education, training and outreach – by external contractors	Nominal	-9, -1
ed_train_dk	147	D11a13_e - Education, training and outreach – Don't know	Nominal	-9, -1
dig_stf_fte_T	148	D11b - Total FTE digital curation/preservation staff - Topcoded	Nominal	-999.00, -1.00

Variable	Position	Label	Measurement Level	Missing Values
dig_thrd_pty	149	D11c - Has inst participated in a digital curation/preservation repository/library/archive or network operated by a third party?	Nominal	-1, -9
find_aid	150	D12_a - needs improvement in findings aids, inventory and/or cataloguing of collections	Nominal	-9
gnco_assm	151	D12_b - needs improvement in general condition assessment	Nominal	-9
staf_train	152	D12_c - needs improvement in staff training	Nominal	-9
sec_sys	153	D12_d - needs improvement in security systems	Nominal	-9
env_ctr	154	D12_e - needs improvement environment controls	Nominal	-9
lght_exp	155	D12_f - needs improvement in reduction in light exposure to collections	Nominal	-9
con_trt	156	D12_g - needs improvement in conservation treatment	Nominal	-9
pdig_coll	157	D12_h - needs improvement in preservation of digitized collections	Nominal	-9
p_borndig	158	D12_i - needs improvement in preservation of born-digital collections	Nominal	-9
int_pest	159	D12_j - needs improvement in integrated pest management	Nominal	-9
act_none	160	D12_k - None of the above activities need improving	Nominal	-9
tyfind_aid	161	D12a_a - needs improvement in findings aids, inventory and/or cataloguing of collection in the next 3 yrs	Nominal	-9, -1
tygnco_assm	162	D12a_b - needs improvement in general condition assessment in the next 3 yrs	Nominal	-9, -1
tystaf_train	163	D12a_c - needs improvement in staff training in the next 3 yrs	Nominal	-9, -1
tysec_sys	164	D12a_d - Needs improvement in security systems in the next 3 yrs	Nominal	-9, -1
tyenv_ctr	165	D12a_e - needs improvement environment controls in the next 3 yrs	Nominal	-9, -1
tylght_exp	166	D12a_f - needs improvement in reduction in light exposure to collections in the next 3 yrs	Nominal	-9, -1
tycon_trt	167	D12a_g - needs improvement in conservation treatment in the next 3 yrs	Nominal	-9, -1
typdig_coll	168	D12a_h - needs improvement in preservation of digitized collection in the next 3 yrs	Nominal	-9, -1
typ_borndig	169	D12a_i - needs improvement in preservation of born-digital collections in the next 3 yrs	Nominal	-9, -1
tyint_pest	170	D12a_j - needs improvement in integrated pest management in the next 3 yrs	Nominal	-9, -1
tyact_none	171	D12a_k - None of the above activities need improving over next 3 years	Nominal	-9, -1

Variable	Position	Label	Measurement Level	Missing Values
dmg_coll	172	D13 - Has inst experienced any loss/damage to collections over past 2 years?	Nominal	-9
dmg_handle	173	D13a_a - damage/loss due to handling	Nominal	-9, -1
dmg_water	174	D13a_b - damage/loss due to water or moisture	Nominal	-9, -1
dmg_light	175	D13a_c - damage/loss due to light	Nominal	-9, -1
dmg_dust	176	D13a_d - damage/loss due to airborne particulates or pollutants	Nominal	-9, -1
dmg_fire	177	D13a_e - damage/loss due to fire	Nominal	-9, -1
dmg_store	178	D13a_f - damage/loss due to improper storage or enclosure	Nominal	-9, -1
dmg_pests	179	D13a_g - damage/loss due to pests	Nominal	-9, -1
dmg_vandal	180	D13a_h - damage/loss due to vandalism	Nominal	-9, -1
dmg_chem	181	D13a_i - damage/loss due to physical or chemical deterioration	Nominal	-9, -1
dmg_obsol	182	D13a_j - damage/loss due to obsolescence of playback equipment, hardware, software	Nominal	-9, -1
dmg_prior	183	D13a_k - damage/loss due to prior conservation treatment/restoration	Nominal	-9, -1
dmg_nat_dis	184	D13a_l - damage/loss due to natural disaster	Nominal	-1, -9
edu_donor	185	D14 - Does inst educate donors and/or trustees about preservation activities?	Nominal	-9
pedu_donor	186	D14a - Over the next 2 yrs, does inst plan to educate donors about preservation activities?	Nominal	-9, -1
hghl_prsacr	187	D15 - Does inst highlight its preservation activities in exhibits or other programming?	Nominal	-9
phghl_prsact	188	D15a - Over the next 2 yrs, does inst plan to highlight its preservation activities?	Nominal	-9, -1
info_srce	189	D16 - Does inst serve as a source for preservation info to the public?	Nominal	-9
pinfo_srce	190	D16a - Over the next 2 yrs, does inst plan to serve as a source for preserv info to the public?	Nominal	-9, -1
raise_rev	191	D17 - Does inst use its conservation/preservation activities to raise revenue?	Nominal	-9
praise_rev	192	D17a - Over the next 2 yrs, does inst plan to use its conservation/preservation to earn income?	Nominal	-9, -1
activ_web	193	D18 - Does inst feature its conservation/preservation activities on its website?	Nominal	-1, -9
pactive_web	194	D18a - Over the next 2 yrs, does inst plan to feature its conservation/preservation activities on its website?	Nominal	-1, -9

Variable	Position	Label	Measurement Level	Missing Values
ann_opbudg_T	195	E1 - Total annual operating budget - Topcoded	Scale	-$999.00, -$888.00
opbudg_fy	196	E1_FY - Total operating budget - Completed Fiscal Year	Nominal	
fund_acts	197	E2 - Does inst fund conservation/preservation activities in its annual budget?	Nominal	-9
act_lineitem	198	E2a - Are conservation/preservation activities a specific line in annual budget?	Nominal	-9, -1
act_othfunds	199	E3 - Are conservation/preservation activities supported with other funds?	Nominal	-9
pres_opbudg_T	200	E4 - Annual budget for preservation activities - Topcoded	Scale	-$999.00, -$888.00
popbudg_fy	201	E4_FY - Preservation budget - Completed Fiscal Year	Nominal	
enfunds	202	E5 - Does inst have endowed funds?	Nominal	-9
prct_enfunds	203	E5a - In the last 3 yrs, have any of the conservation/preservation expenditures been from endowment?	Nominal	-9, -1
fund_fed	204	E6_a - Federal: external funding source	Nominal	-9
fund_state	205	E6_b - State: external funding source	Nominal	-9
fund_city	206	E6_c - Municipal: external funding source	Nominal	-9
fund_corp	207	E6_d - Corporation or company: external funding source	Nominal	-9
fund_found	208	E6_e - Foundation: external funding source	Nominal	-9
fund_donor	209	E6_f - Individual donor or private philanthropist: external funding source	Nominal	-9
fund_none	210	E6_g - None of the above for external funding	Nominal	-9
grant_fund	211	E7 - Has inst applied for grant funding to support conservation/preservation in the last 3 yrs?	Nominal	-9
gfn_notaware	212	E7a_a - Not aware of appropriate funding sources	Nominal	-9, -1
gfn_lactime	213	E7a_b - Lack of staff time or staff expertise	Nominal	-9, -1
gfn_addplan	214	E7a_c - Additional project planning or preparation was necessary before applying	Nominal	-9, -1
gfn_notprio	215	E7a_d - Conservation/preservation activities are not an inst'l priority	Nominal	-9, -1
gfn_fundsuf	216	E7a_e - Funding for conservation/preservation is sufficient	Nominal	-9, -1
gfn_unsecc	217	E7a_f - Applications for external funding were unsuccessful	Nominal	-9, -1
gfn_dk	218	E7a_h - Don't know why did not apply for grant funding	Nominal	-9, -1

Variable	Position	Label	Measurement Level	Missing Values
pt_colcat	219	F1 - What % of collection is catalogued?	Scale	-1.00, 999.00, -99.00
pt_catsch	220	F1a - What % of your catalog is available to be searched internally in inst?	Scale	-1.00, 999.00, -99.00
col_online	221	F2 - Does inst make its catalogued collection available online?	Nominal	-1, -9
pcol_online	222	F2a - Over the next 2 yrs, does inst plan to make its catalogued collections available online?	Nominal	-1, -9
pt_onlin	223	F3 - % of catalogued collections is available to be searched online by public?	Scale	-1.00, 999.00, -99.00
dig_compeqip	224	F4_a - Computer equipment available to users on site	Nominal	-1, -9
dig_mangsys	225	F4_b – Inst'l content management system and user interface viewable online	Nominal	-1, -9
dig_links	226	F4_c - Links to digital objects thru an inst'l online catalog	Nominal	-1, -9
dig_subscrip	227	F4_d - Subscription or commercial service(s)	Nominal	-1, -9
dig_network	228	F4_e - Multi-inst'l digital library or network	Nominal	-1, -9
dig_no_coll	229	F4_g - No digitized or digital collections	Nominal	-9
pdftestaff_T	230	G1_a - Total paid FTE staff - Topcoded	Nominal	-999.00, -888.00
unpdftestaff_T	231	G1_b - Total unpaid FTE staff - Topcoded	Nominal	-999.00, -888.00
onsite_visit_T	232	G2_a - # onsite visitors - Topcoded	Nominal	-999.00
ofsite_visit_T	233	G2_b - # offsite visitors - Topcoded	Nominal	-999.00
online_visit_T	234	G2_c - # online visitors - Topcoded	Nominal	-999.00
TBooks_UT	235	F5a -Tot # Books/Bound Volumes, as reported, topcoded	Scale	-999, -888, -777, -666
TUnbd_Items_UT	236	F5b -Tot # Unbound Sheets - Items, as reported, topcoded	Scale	-999, -888, -777, -666
TUnbd_CF_UT	237	F5b -Tot # Unbound Sheets - Cubic feet, as reported, topcoded	Scale	-999, -888, -777, -666
TUnbd_LF_UT	238	F5b -Tot # Unbound Sheets - Linear feet, as reported, topcoded	Scale	-999, -888, -777, -666
TPhotos_UT	239	F5c -Tot # Photographic, as reported, topcoded	Scale	-999, -888,

Variable	Position	Label	Measurement Level	Missing Values
				-777, -666
TMovImg_UT	240	F5d -Tot # Moving Image, as reported, topcoded	Scale	-999, -888, -777, -666
TRecSd_UT	241	F5e -Tot # Recorded Sound, as reported, topcoded	Scale	-999, -888, -777, -666
TArt_UT	242	F5f -Tot # Art Objects, as reported, topcoded	Scale	-999, -888, -777, -666
THist_UT	243	F5g -Tot # Historic and Ethnographic, as reported, topcoded	Scale	-999, -888, -777, -666
TArchbk_UT	244	F5i -Tot # Archaeological Bulk, as reported, topcoded	Scale	-999, -888, -777, -666
TArchIn_UT	245	F5h -Tot # Archaeological Individual, as reported, topcoded	Scale	-999, -888, -777, -666
TNatSc_UT	246	F5j -Tot # Natural Science Specimens, as reported, topcoded	Scale	-999, -888, -777, -666
img_vol_UT	247	F5k - Digital - Images, as reported, topcoded (Gb)	Scale	-999, -888, -777, -666
txt_vol_UT	248	F5k - Digital - Texts, as reported, topcoded (Gb)	Scale	-999, -888, -777, -666
vid_vol_UT	249	F5k - Digital -Video, as reported, topcoded (Gb)	Scale	-999, -888, -777, -666
aud_vol_UT	250	F5k - Digital -Audio, as reported, topcoded (Gb)	Scale	-999, -888, -777, -666
web_vol_UT	251	F5k - Digital - Web, sites as reported, topcoded (Gb)	Scale	-999, -888, -777, -666
dat_vol_UT	252	F5k - Digital -Data sets, as reported, topcoded (Gb)	Scale	-999, -888, -777, -666
sft_vol_UT	253	F5k - Digital -Software, as reported, topcoded (Gb)	Scale	-999, -888, -777, -666
elc_vol_UT	254	F5k - Digital -Electronic records, as reported, topcoded (Gb)	Scale	-999, -888, -777, -666
exh_vol_UT	255	F5k - Digital -Exhibit media, as reported, topcoded (Gb)	Scale	-999, -888, -777, -666

Variable	Position	Label	Measurement Level	Missing Values
geo_vol_UT	256	F5k - Digital -Geospatial media, as reported, topcoded (Gb)	Scale	-999, -888, -777, -666
crec_vol_UT	257	F5k - Digital -Original catalog records, as reported, topcoded (Gb)	Scale	-999, -888, -777, -666

GOV3		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Col-univ	424	24.7	24.8	4878	15.6	15.6
	Nonprofit	730	42.6	42.7	15253	48.7	48.8
	Government	557	32.5	32.6	11101	35.5	35.5
	Total	1711	99.8	100.0	31231	99.8	100.0
Missing	Missing	3	.2		58	.2	
Total		1714	100.0		31290	100.0	
Group2R		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Lg-Med	588	34.3	34.3	1328	4.2	4.2
	Small	1126	65.7	65.7	29962	95.8	95.8
	Total	1714	100.0	100.0	31290	100.0	100.0
Region		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	New England	228	13.3	13.3	3001	9.6	9.6
	Mid-Atlantic	341	19.9	19.9	5449	17.4	17.4
	Southeast	267	15.6	15.6	6193	19.8	19.8
	Midwest	305	17.8	17.8	7088	22.7	22.7
	Mountain Plains	271	15.8	15.8	4915	15.7	15.7
	West	302	17.6	17.6	4643	14.8	14.8
	Total	1714	100.0	100.0	31290	100.0	100.0

rself_type		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Archive	168	9.8	9.8	966	3.1	3.1
	Historical Society	212	12.4	12.4	3872	12.4	12.4
	Library	567	33.1	33.1	10870	34.7	34.7
	Museum	688	40.1	40.1	14809	47.3	47.3
	Scientific Collection/Arch Repository	79	4.6	4.6	773	2.5	2.5
	Total	1714	100.0	100.0	31290	100.0	100.0
func_arch		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	715	41.7	42.3	14190	45.3	46.2
	Yes	974	56.8	57.7	16518	52.8	53.8
	Total	1689	98.5	100.0	30707	98.1	100.0
Missing	Missing	25	1.5		582	1.9	
Total		1714	100.0		31290	100.0	
func_library		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1153	67.3	68.3	22224	71.0	72.4
	Yes	536	31.3	31.7	8484	27.1	27.6
	Total	1689	98.5	100.0	30707	98.1	100.0
Missing	Missing	25	1.5		582	1.9	
Total		1714	100.0		31290	100.0	
func_histsoc		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1529	89.2	90.5	26792	85.6	87.2
	Yes	160	9.3	9.5	3916	12.5	12.8
	Total	1689	98.5	100.0	30707	98.1	100.0
Missing	Missing	25	1.5		582	1.9	
Total		1714	100.0		31290	100.0	

func_histhou		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1329	77.5	78.7	23452	74.9	76.4
	Yes	360	21.0	21.3	7256	23.2	23.6
	Total	1689	98.5	100.0	30707	98.1	100.0
Missing	Missing	25	1.5		582	1.9	
Total		1714	100.0		31290	100.0	

func_museum		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1301	75.9	77.0	23604	75.4	76.9
	Yes	388	22.6	23.0	7103	22.7	23.1
	Total	1689	98.5	100.0	30707	98.1	100.0
Missing	Missing	25	1.5		582	1.9	
Total		1714	100.0		31290	100.0	

func_archrep		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1497	87.3	88.6	27710	88.6	90.2
	Yes	192	11.2	11.4	2998	9.6	9.8
	Total	1689	98.5	100.0	30707	98.1	100.0
Missing	Missing	25	1.5		582	1.9	
Total		1714	100.0		31290	100.0	

func_scires		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1535	89.6	90.9	28941	92.5	94.2
	Yes	154	9.0	9.1	1767	5.6	5.8
	Total	1689	98.5	100.0	30707	98.1	100.0
Missing	Missing	25	1.5		582	1.9	
Total		1714	100.0		31290	100.0	

func_aquazoo		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1631	95.2	96.6	29948	95.7	97.5
	Yes	58	3.4	3.4	759	2.4	2.5
	Total	1689	98.5	100.0	30707	98.1	100.0
Missing	Missing	25	1.5		582	1.9	
Total		1714	100.0		31290	100.0	

func_records		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1367	79.8	80.9	26292	84.0	85.6
	Yes	322	18.8	19.1	4415	14.1	14.4
	Total	1689	98.5	100.0	30707	98.1	100.0
Missing	Missing	25	1.5		582	1.9	
Total		1714	100.0		31290	100.0	

func_none		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1406	82.0	83.2	23678	75.7	77.1
	Yes	283	16.5	16.8	7029	22.5	22.9
	Total	1689	98.5	100.0	30707	98.1	100.0
Missing	Missing	25	1.5		582	1.9	
Total		1714	100.0		31290	100.0	

env_temp		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	1099	64.1	64.2	15892	50.8	50.9
	No	586	34.2	34.2	14685	46.9	47.0
	Don't know	28	1.6	1.6	672	2.1	2.1
	Total	1713	99.9	100.0	31249	99.9	100.0
Missing	Missing	1	.1		41	.1	
Total		1714	100.0		31290	100.0	

area_temp		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	In all areas	709	41.4	64.9	10332	33.0	65.7
	Only in storage areas	307	17.9	28.1	3369	10.8	21.4
	Only in exhibition spaces	60	3.5	5.5	1774	5.7	11.3
	Don't know	16	.9	1.5	241	.8	1.5
	Total	1092	63.7	100.0	15716	50.2	100.0
Missing	Missing	8	.5		217	.7	
	Valid skip	614	35.8		15357	49.1	
	Total	622	36.3		15574	49.8	
Total		1714	100.0		31290	100.0	

env_humd		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	941	54.9	55.0	12386	39.6	39.6
	No	729	42.5	42.6	17757	56.8	56.8
	Don't know	42	2.5	2.5	1098	3.5	3.5
	Total	1712	99.9	100.0	31241	99.8	100.0
Missing	Missing	2	.1		49	.2	
Total		1714	100.0		31290	100.0	

area_humd		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	In all areas	510	29.8	54.3	6308	20.2	51.0
	Only in storage areas	346	20.2	36.8	3848	12.3	31.1
	Only in exhibition spaces	61	3.6	6.5	1679	5.4	13.6
	Don't know	22	1.3	2.3	531	1.7	4.3
	Total	939	54.8	100.0	12366	39.5	100.0
Missing	Missing	2	.1		20	.1	
	Valid skip	773	45.1		18904	60.4	
	Total	775	45.2		18924	60.5	
Total		1714	100.0		31290	100.0	

env_ligt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	938	54.7	54.8	13289	42.5	42.6
	No	722	42.1	42.2	16608	53.1	53.2
	Don't know	51	3.0	3.0	1330	4.3	4.3
	Total	1711	99.8	100.0	31227	99.8	100.0
Missing	Missing	3	.2		62	.2	
Total		1714	100.0		31290	100.0	
area_ligt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	In all areas	546	31.9	58.2	7173	22.9	54.0
	Only in storage areas	213	12.4	22.7	2581	8.2	19.4
	Only in exhibition spaces	163	9.5	17.4	3197	10.2	24.1
	Don't know	16	.9	1.7	338	1.1	2.5
	Total	938	54.7	100.0	13289	42.5	100.0
Missing	Missing	3	.2		62	.2	
	Valid skip	773	45.1		17938	57.3	
	Total	776	45.3		18001	57.5	
Total		1714	100.0		31290	100.0	
coll_strg		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	1422	83.0	83.0	24913	79.6	79.7
	No	284	16.6	16.6	6236	19.9	19.9
	Don't know	7	.4	.4	127	.4	.4
	Total	1713	99.9	100.0	31276	100.0	100.0
Missing	Missing	1	.1		13	.0	
Total		1714	100.0		31290	100.0	

add_strg		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	1026	59.9	72.5	17137	54.8	69.1
	No	360	21.0	25.4	7067	22.6	28.5
	Don't know	29	1.7	2.0	593	1.9	2.4
	Total	1415	82.6	100.0	24797	79.2	100.0
Missing	Missing	8	.5		130	.4	
	Valid skip	291	17.0		6363	20.3	
	Total	299	17.4		6493	20.8	
Total		1714	100.0		31290	100.0	

imp_strg		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	964	56.2	94.1	16453	52.6	96.0
	No	53	3.1	5.2	545	1.7	3.2
	Don't know	7	.4	.7	136	.4	.8
	Total	1024	59.7	100.0	17134	54.8	100.0
Missing	Missing	10	.6		133	.4	
	Valid skip	680	39.7		14022	44.8	
	Total	690	40.3		14156	45.2	
Total		1714	100.0		31290	100.0	

new_strg		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	1004	58.6	71.0	16939	54.1	68.3
	No	354	20.7	25.0	6787	21.7	27.4
	Don't know	56	3.3	4.0	1064	3.4	4.3
	Total	1414	82.5	100.0	24790	79.2	100.0
Missing	Missing	9	.5		136	.4	
	Valid skip	291	17.0		6363	20.3	
	Total	300	17.5		6499	20.8	
Total		1714	100.0		31290	100.0	

mission		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	1355	79.1	79.1	22220	71.0	71.0
	No	293	17.1	17.1	7315	23.4	23.4
	Don't know	64	3.7	3.7	1746	5.6	5.6
	Total	1712	99.9	100.0	31280	100.0	100.0
Missing	Missing	2	.1		10	.0	
Total		1714	100.0		31290	100.0	
pres_plan		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	586	34.2	34.2	8320	26.6	26.6
	No	1053	61.4	61.5	21336	68.2	68.3
	Don't know	73	4.3	4.3	1574	5.0	5.0
	Total	1712	99.9	100.0	31231	99.8	100.0
Missing	Missing	2	.1		59	.2	
Total		1714	100.0		31290	100.0	
plan_desc		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Inst has a presv plan with regular update	101	5.9	17.3	874	2.8	10.6
	Inst has a presv plan with infreq update	244	14.2	41.9	3264	10.4	39.7
	Inst is developing a presv plan	108	6.3	18.5	2085	6.7	25.4
	Inst inlcudes presv in other planning docs	130	7.6	22.3	2003	6.4	24.4
	Total	583	34.0	100.0	8226	26.3	100.0
Missing	Missing	5	.3		154	.5	
	Valid skip	1126	65.7		22910	73.2	
	Total	1131	66.0		23064	73.7	
Total		1714	100.0		31290	100.0	

cond_assm		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	935	54.6	54.6	14091	45.0	45.0
	No	691	40.3	40.3	15378	49.1	49.1
	Don't know	87	5.1	5.1	1819	5.8	5.8
	Total	1713	99.9	100.0	31288	100.0	100.0
Missing	Missing	1	.1		2	.0	
Total		1714	100.0		31290	100.0	
assm_desc		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	a. completed an assessment of entire collection with reg update	130	7.6	14.0	2054	6.6	14.8
	b. completed an assessment of entire collecton with no reg updates	407	23.7	43.8	6164	19.7	44.4
	c. an assessment of only a portion of collection with reg updates	53	3.1	5.7	757	2.4	5.4
	d. an assessment of only a portion with no reg update	339	19.8	36.5	4925	15.7	35.4
	Total	929	54.2	100.0	13899	44.4	100.0
Missing	Missing	7	.4		194	.6	
	Valid skip	778	45.4		17197	55.0	
	Total	785	45.8		17391	55.6	
Total		1714	100.0		31290	100.0	
emg_plan		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	960	56.0	56.1	13159	42.1	42.1
	No	663	38.7	38.7	15780	50.4	50.5
	Don't know	89	5.2	5.2	2324	7.4	7.4
	Total	1712	99.9	100.0	31263	99.9	100.0
Missing	Missing	2	.1		27	.1	
Total		1714	100.0		31290	100.0	

eplan_desc		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Inst has emergency/disaster plan with reg update	493	28.8	51.4	5266	16.8	40.2
	Inst has emergency/disaster plan with no reg updates	336	19.6	35.0	5013	16.0	38.2
	Inst is developing emergency/disaster plan	130	7.6	13.6	2830	9.0	21.6
	Total	959	56.0	100.0	13109	41.9	100.0
Missing	Missing	3	.2		76	.2	
	Valid skip	752	43.9		18104	57.9	
	Total	755	44.0		18180	58.1	
Total		1714	100.0		31290	100.0	

staff_train		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	622	36.3	64.9	7394	23.6	56.2
	No	266	15.5	27.7	4615	14.7	35.1
	Don't know	71	4.1	7.4	1147	3.7	8.7
	Total	959	56.0	100.0	13156	42.0	100.0
Missing	Missing	3	.2		29	.1	
	Valid skip	752	43.9		18104	57.9	
	Total	755	44.0		18133	58.0	
Total		1714	100.0		31290	100.0	

coll_recs		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	1526	89.0	89.1	26093	83.4	83.4
	No	145	8.5	8.5	3920	12.5	12.5
	Don't know	42	2.5	2.5	1260	4.0	4.0
	Total	1713	99.9	100.0	31273	99.9	100.0
Missing	Missing	1	.1		17	.1	
Total		1714	100.0		31290	100.0	

recs_osite		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	651	38.0	42.7	10320	33.0	39.6
	No	837	48.8	55.0	15083	48.2	57.9
	Don't know	35	2.0	2.3	661	2.1	2.5
	Total	1523	88.9	100.0	26064	83.3	100.0
Missing	Missing	4	.2		45	.1	
	Valid skip	187	10.9		5180	16.6	
	Total	191	11.1		5225	16.7	
Total		1714	100.0		31290	100.0	
inst_sec_sys		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	1284	74.9	74.9	21427	68.5	68.5
	No	420	24.5	24.5	9653	30.9	30.9
	Don't know	10	.6	.6	210	.7	.7
	Total	1714	100.0	100.0	31290	100.0	100.0
sec_sys_desc		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	In all areas	1015	59.2	79.4	16164	51.7	76.1
	Only in storage	96	5.6	7.5	802	2.6	3.8
	Only in exhibition spaces	127	7.4	9.9	3224	10.3	15.2
	Don't know	41	2.4	3.2	1059	3.4	5.0
	Total	1279	74.6	100.0	21248	67.9	100.0
Missing	Missing	5	.3		178	.6	
	Valid skip	430	25.1		9863	31.5	
	Total	435	25.4		10041	32.1	
Total		1714	100.0		31290	100.0	

paid_ft		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	920	53.7	53.7	19899	63.6	63.6
	Yes	531	31.0	31.0	5812	18.6	18.6
	Yes imputed	90	5.3	5.3	1290	4.1	4.1
	Don't Know	173	10.1	10.1	4288	13.7	13.7
	Total	1714	100.0	100.0	31290	100.0	100.0
paid_pt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1140	66.5	66.5	21318	68.1	68.1
	Yes	396	23.1	23.1	5655	18.1	18.1
	Yes imputed	5	.3	.3	28	.1	.1
	Don't Know	173	10.1	10.1	4288	13.7	13.7
	Total	1714	100.0	100.0	31290	100.0	100.0
volunteer_ft		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1488	86.8	86.8	26024	83.2	83.2
	Yes	53	3.1	3.1	977	3.1	3.1
	Don't Know	173	10.1	10.1	4288	13.7	13.7
	Total	1714	100.0	100.0	31290	100.0	100.0
vounteer_pt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1021	59.6	59.6	16773	53.6	53.6
	Yes	520	30.3	30.3	10229	32.7	32.7
	Don't Know	173	10.1	10.1	4288	13.7	13.7
	Total	1714	100.0	100.0	31290	100.0	100.0

	other_dept	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1017	59.3	59.3	17325	55.4	55.4
	Yes	472	27.5	27.5	8653	27.7	27.7
	Yes imputed	52	3.0	3.0	1023	3.3	3.3
	Don't Know	173	10.1	10.1	4288	13.7	13.7
	Total	1714	100.0	100.0	31290	100.0	100.0
	consultants	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1164	67.9	67.9	22639	72.4	72.4
	Yes	377	22.0	22.0	4363	13.9	13.9
	Don't Know	173	10.1	10.1	4288	13.7	13.7
	Total	1714	100.0	100.0	31290	100.0	100.0
	staff_dk	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1541	89.9	89.9	27001	86.3	86.3
	Yes	173	10.1	10.1	4288	13.7	13.7
	Total	1714	100.0	100.0	31290	100.0	100.0
	staff_none	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Some sort of staff assigned	1541	89.9	89.9	27001	86.3	86.3
	No staff assigned	173	10.1	10.1	4288	13.7	13.7
	Total	1714	100.0	100.0	31290	100.0	100.0

	prev_consv	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	313	18.3	18.4	8258	26.4	26.6
	Yes	1334	77.8	78.6	21226	67.8	68.4
	Don't Know	50	2.9	2.9	1541	4.9	5.0
	Total	1697	99.0	100.0	31025	99.2	100.0
Missing	Missing	17	1.0		265	.8	
Total		1714	100.0		31290	100.0	
	pres_mang	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	543	31.7	32.0	12879	41.2	41.5
	Yes	1104	64.4	65.1	16605	53.1	53.5
	Don't Know	50	2.9	2.9	1541	4.9	5.0
	Total	1697	99.0	100.0	31025	99.2	100.0
Missing	Missing	17	1.0		265	.8	
Total		1714	100.0		31290	100.0	
	consv_trt	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	901	52.6	53.1	20187	64.5	65.1
	Yes	746	43.5	44.0	9297	29.7	30.0
	Don't Know	50	2.9	2.9	1541	4.9	5.0
	Total	1697	99.0	100.0	31025	99.2	100.0
Missing	Missing	17	1.0		265	.8	
Total		1714	100.0		31290	100.0	

pres_ref		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	708	41.3	41.7	16389	52.4	52.8
	Yes	939	54.8	55.3	13094	41.8	42.2
	Don't Know	50	2.9	2.9	1541	4.9	5.0
	Total	1697	99.0	100.0	31025	99.2	100.0
Missing	Missing	17	1.0		265	.8	
Total		1714	100.0		31290	100.0	
pres_audio		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1047	61.1	61.7	22087	70.6	71.2
	Yes	600	35.0	35.4	7397	23.6	23.8
	Don't Know	50	2.9	2.9	1541	4.9	5.0
	Total	1697	99.0	100.0	31025	99.2	100.0
Missing	Missing	17	1.0		265	.8	
Total		1714	100.0		31290	100.0	
pres_none		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1487	86.8	87.6	24617	78.7	79.3
	Yes	160	9.3	9.4	4867	15.6	15.7
	Don't Know	50	2.9	2.9	1541	4.9	5.0
	Total	1697	99.0	100.0	31025	99.2	100.0
Missing	Missing	17	1.0		265	.8	
Total		1714	100.0		31290	100.0	

pres_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1647	96.1	97.1	29484	94.2	95.0
	Yes	50	2.9	2.9	1541	4.9	5.0
	Total	1697	99.0	100.0	31025	99.2	100.0
Missing	Missing	17	1.0		265	.8	
Total		1714	100.0		31290	100.0	
pprev_consv		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	509	29.7	31.3	11167	35.7	38.5
	Yes	1041	60.7	64.0	16233	51.9	55.9
	Don't Know	76	4.4	4.7	1629	5.2	5.6
	Total	1626	94.9	100.0	29029	92.8	100.0
Missing	Missing	38	2.2		720	2.3	
	Valid skip	50	2.9		1541	4.9	
	Total	88	5.1		2260	7.2	
Total		1714	100.0		31290	100.0	
ppres_mang		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	617	36.0	37.9	13405	42.8	46.2
	Yes	933	54.4	57.4	13995	44.7	48.2
	Don't Know	76	4.4	4.7	1629	5.2	5.6
	Total	1626	94.9	100.0	29029	92.8	100.0
Missing	Missing	38	2.2		720	2.3	
	Valid skip	50	2.9		1541	4.9	
	Total	88	5.1		2260	7.2	
Total		1714	100.0		31290	100.0	

pconsv_trt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	854	49.8	52.5	17940	57.3	61.8
	Yes	696	40.6	42.8	9461	30.2	32.6
	Don't Know	76	4.4	4.7	1629	5.2	5.6
	Total	1626	94.9	100.0	29029	92.8	100.0
Missing	Missing	38	2.2		720	2.3	
	Valid skip	50	2.9		1541	4.9	
	Total	88	5.1		2260	7.2	
Total		1714	100.0		31290	100.0	

ppres_ref		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	721	42.1	44.3	14794	47.3	51.0
	Yes	829	48.4	51.0	12607	40.3	43.4
	Don't Know	76	4.4	4.7	1629	5.2	5.6
	Total	1626	94.9	100.0	29029	92.8	100.0
Missing	Missing	38	2.2		720	2.3	
	Valid skip	50	2.9		1541	4.9	
	Total	88	5.1		2260	7.2	
Total		1714	100.0		31290	100.0	

ppres_audio		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	935	54.6	57.5	19269	61.6	66.4
	Yes	615	35.9	37.8	8131	26.0	28.0
	Don't Know	76	4.4	4.7	1629	5.2	5.6
	Total	1626	94.9	100.0	29029	92.8	100.0
Missing	Missing	38	2.2		720	2.3	
	Valid skip	50	2.9		1541	4.9	
	Total	88	5.1		2260	7.2	
Total		1714	100.0		31290	100.0	

ppres_none		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1277	74.5	78.5	20903	66.8	72.0
	Yes	273	15.9	16.8	6497	20.8	22.4
	Don't Know	76	4.4	4.7	1629	5.2	5.6
	Total	1626	94.9	100.0	29029	92.8	100.0
Missing	Missing	38	2.2		720	2.3	
	Valid skip	50	2.9		1541	4.9	
	Total	88	5.1		2260	7.2	
Total		1714	100.0		31290	100.0	
ppres_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1550	90.4	95.3	27400	87.6	94.4
	Yes	76	4.4	4.7	1629	5.2	5.6
	Total	1626	94.9	100.0	29029	92.8	100.0
Missing	Missing	38	2.2		720	2.3	
	Valid skip	50	2.9		1541	4.9	
	Total	88	5.1		2260	7.2	
Total		1714	100.0		31290	100.0	
ihprev_consv		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	345	20.1	20.4	8831	28.2	28.7
	Yes	1299	75.8	76.9	20674	66.1	67.1
	Don't Know	46	2.7	2.7	1305	4.2	4.2
	Total	1690	98.6	100.0	30811	98.5	100.0
Missing	Missing	24	1.4		479	1.5	
Total		1714	100.0		31290	100.0	

inpres_mang		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	564	32.9	33.4	13179	42.1	42.8
	Yes	1080	63.0	63.9	16327	52.2	53.0
	Don't Know	46	2.7	2.7	1305	4.2	4.2
	Total	1690	98.6	100.0	30811	98.5	100.0
Missing	Missing	24	1.4		479	1.5	
Total		1714	100.0		31290	100.0	
ihconsv_trt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1065	62.1	63.0	22488	71.9	73.0
	Yes	579	33.8	34.3	7018	22.4	22.8
	Don't Know	46	2.7	2.7	1305	4.2	4.2
	Total	1690	98.6	100.0	30811	98.5	100.0
Missing	Missing	24	1.4		479	1.5	
Total		1714	100.0		31290	100.0	
ihpres_ref		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	791	46.1	46.8	17863	57.1	58.0
	Yes	853	49.8	50.5	11643	37.2	37.8
	Don't Know	46	2.7	2.7	1305	4.2	4.2
	Total	1690	98.6	100.0	30811	98.5	100.0
Missing	Missing	24	1.4		479	1.5	
Total		1714	100.0		31290	100.0	

ihpres_audio		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1163	67.9	68.8	23648	75.6	76.8
	Yes	481	28.1	28.5	5858	18.7	19.0
	Don't Know	46	2.7	2.7	1305	4.2	4.2
	Total	1690	98.6	100.0	30811	98.5	100.0
Missing	Missing	24	1.4		479	1.5	
Total		1714	100.0		31290	100.0	
ihppres_none		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1455	84.9	86.1	24100	77.0	78.2
	Yes	189	11.0	11.2	5405	17.3	17.5
	Don't Know	46	2.7	2.7	1305	4.2	4.2
	Total	1690	98.6	100.0	30811	98.5	100.0
Missing	Missing	24	1.4		479	1.5	
Total		1714	100.0		31290	100.0	
ihppres_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1644	95.9	97.3	29506	94.3	95.8
	Yes	46	2.7	2.7	1305	4.2	4.2
	Total	1690	98.6	100.0	30811	98.5	100.0
Missing	Missing	24	1.4		479	1.5	
Total		1714	100.0		31290	100.0	

ccprev_consv		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1421	82.9	86.7	26574	84.9	89.9
	Yes	190	11.1	11.6	2313	7.4	7.8
	Don't Know	28	1.6	1.7	657	2.1	2.2
	Total	1639	95.6	100.0	29544	94.4	100.0
Missing	Missing	29	1.7		440	1.4	
	Valid skip	46	2.7		1305	4.2	
	Total	75	4.4		1746	5.6	
Total		1714	100.0		31290	100.0	
ccpres_mang		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1492	87.0	91.0	27453	87.7	92.9
	Yes	119	6.9	7.3	1434	4.6	4.9
	Don't Know	28	1.6	1.7	657	2.1	2.2
	Total	1639	95.6	100.0	29544	94.4	100.0
Missing	Missing	29	1.7		440	1.4	
	Valid skip	46	2.7		1305	4.2	
	Total	75	4.4		1746	5.6	
Total		1714	100.0		31290	100.0	
cconsv_trt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1032	60.2	63.0	22315	71.3	75.5
	Yes	579	33.8	35.3	6572	21.0	22.2
	Don't Know	28	1.6	1.7	657	2.1	2.2
	Total	1639	95.6	100.0	29544	94.4	100.0
Missing	Missing	29	1.7		440	1.4	
	Valid skip	46	2.7		1305	4.2	
	Total	75	4.4		1746	5.6	
Total		1714	100.0		31290	100.0	

ccpres_ref		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1285	75.0	78.4	25527	81.6	86.4
	Yes	326	19.0	19.9	3360	10.7	11.4
	Don't Know	28	1.6	1.7	657	2.1	2.2
	Total	1639	95.6	100.0	29544	94.4	100.0
Missing	Missing	29	1.7		440	1.4	
	Valid skip	46	2.7		1305	4.2	
	Total	75	4.4		1746	5.6	
Total		1714	100.0		31290	100.0	
ccpres_audio		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1243	72.5	75.8	25267	80.8	85.5
	Yes	368	21.5	22.5	3620	11.6	12.3
	Don't Know	28	1.6	1.7	657	2.1	2.2
	Total	1639	95.6	100.0	29544	94.4	100.0
Missing	Missing	29	1.7		440	1.4	
	Valid skip	46	2.7		1305	4.2	
	Total	75	4.4		1746	5.6	
Total		1714	100.0		31290	100.0	
ccppres_none		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	858	50.1	52.3	10902	34.8	36.9
	Yes	753	43.9	45.9	17985	57.5	60.9
	Don't Know	28	1.6	1.7	657	2.1	2.2
	Total	1639	95.6	100.0	29544	94.4	100.0
Missing	Missing	29	1.7		440	1.4	
	Valid skip	46	2.7		1305	4.2	
	Total	75	4.4		1746	5.6	
Total		1714	100.0		31290	100.0	

ccppres_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1611	94.0	98.3	28887	92.3	97.8
	Yes	28	1.6	1.7	657	2.1	2.2
	Total	1639	95.6	100.0	29544	94.4	100.0
Missing	Missing	29	1.7		440	1.4	
	Valid skip	46	2.7		1305	4.2	
	Total	75	4.4		1746	5.6	
Total		1714	100.0		31290	100.0	

pres_dig_col		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	911	53.2	53.7	12474	39.9	40.2
	No	708	41.3	41.8	16839	53.8	54.3
	Don't know	76	4.4	4.5	1680	5.4	5.4
	Total	1695	98.9	100.0	30993	99.1	100.0
Missing	Missing	19	1.1		297	.9	
Total		1714	100.0		31290	100.0	

digcol_assm		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	248	14.5	27.2	2555	8.2	20.5
	No	608	35.5	66.7	9129	29.2	73.2
	Don't know	55	3.2	6.0	790	2.5	6.3
	Total	911	53.2	100.0	12474	39.9	100.0
Missing	Missing	19	1.1		297	.9	
	Valid skip	784	45.7		18520	59.2	
	Total	803	46.8		18816	60.1	
Total		1714	100.0		31290	100.0	

	digcol_plan	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	236	13.8	25.9	2074	6.6	16.6
	No	622	36.3	68.4	9682	30.9	77.6
	Don't know	52	3.0	5.7	715	2.3	5.7
	Total	910	53.1	100.0	12472	39.9	100.0
Missing	Missing	20	1.2		298	1.0	
	Valid skip	784	45.7		18520	59.2	
	Total	804	46.9		18818	60.1	
Total		1714	100.0		31290	100.0	

	inst_dig_col	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	1215	70.9	71.6	17902	57.2	57.7
	No	453	26.4	26.7	12484	39.9	40.3
	Don't know	28	1.6	1.7	618	2.0	2.0
	Total	1696	98.9	100.0	31003	99.1	100.0
Missing	Missing	18	1.1		286	.9	
Total		1714	100.0		31290	100.0	

	digitiz_not	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Does conduct function	1178	68.7	98.1	17168	54.9	97.2
	Does not conduct function	23	1.3	1.9	486	1.6	2.8
	Total	1201	70.1	100.0	17654	56.4	100.0
Missing	Missing	14	.8		248	.8	
	Valid skip	499	29.1		13388	42.8	
	Total	513	29.9		13636	43.6	
Total		1714	100.0		31290	100.0	

	digitiz_stf	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	102	6.0	8.7	2307	7.4	13.4
	Yes	1063	62.0	90.2	14574	46.6	84.9
	Don't Know	13	.8	1.1	287	.9	1.7
	Total	1178	68.7	100.0	17168	54.9	100.0
Missing	Missing	14	.8		248	.8	
	Valid skip	522	30.5		13874	44.3	
	Total	536	31.3		14122	45.1	
Total		1714	100.0		31290	100.0	

	digitiz_ins	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	892	52.0	75.7	13608	43.5	79.3
	Yes	273	15.9	23.2	3273	10.5	19.1
	Don't Know	13	.8	1.1	287	.9	1.7
	Total	1178	68.7	100.0	17168	54.9	100.0
Missing	Missing	14	.8		248	.8	
	Valid skip	522	30.5		13874	44.3	
	Total	536	31.3		14122	45.1	
Total		1714	100.0		31290	100.0	

	digitiz_cnt	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	776	45.3	65.9	12693	40.6	73.9
	Yes	389	22.7	33.0	4188	13.4	24.4
	Don't Know	13	.8	1.1	287	.9	1.7
	Total	1178	68.7	100.0	17168	54.9	100.0
Missing	Missing	14	.8		248	.8	
	Valid skip	522	30.5		13874	44.3	
	Total	536	31.3		14122	45.1	
Total		1714	100.0		31290	100.0	

digitiz_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1165	68.0	98.9	16881	54.0	98.3
	Yes	13	.8	1.1	287	.9	1.7
	Total	1178	68.7	100.0	17168	54.9	100.0
Missing	Missing	14	.8		248	.8	
	Valid skip	522	30.5		13874	44.3	
	Total	536	31.3		14122	45.1	
Total		1714	100.0		31290	100.0	

metadata_not		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Does conduct function	987	57.6	85.6	12883	41.2	77.3
	Does not conduct function	166	9.7	14.4	3783	12.1	22.7
	Total	1153	67.3	100.0	16666	53.3	100.0
Missing	Missing	62	3.6		1236	3.9	
	Valid skip	499	29.1		13388	42.8	
	Total	561	32.7		14624	46.7	
Total		1714	100.0		31290	100.0	

metadata_stf		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	43	2.5	4.4	822	2.6	6.4
	Yes	848	49.5	85.9	9734	31.1	75.6
	Don't Know	96	5.6	9.7	2327	7.4	18.1
	Total	987	57.6	100.0	12883	41.2	100.0
Missing	Missing	62	3.6		1236	3.9	
	Valid skip	665	38.8		17172	54.9	
	Total	727	42.4		18407	58.8	
Total		1714	100.0		31290	100.0	

metadata_ins		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	759	44.3	76.9	9451	30.2	73.4
	Yes	132	7.7	13.4	1104	3.5	8.6
	Don't Know	96	5.6	9.7	2327	7.4	18.1
	Total	987	57.6	100.0	12883	41.2	100.0
Missing	Missing	62	3.6		1236	3.9	
	Valid skip	665	38.8		17172	54.9	
	Total	727	42.4		18407	58.8	
Total		1714	100.0		31290	100.0	

metadata_cnt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	738	43.1	74.8	9355	29.9	72.6
	Yes	153	8.9	15.5	1200	3.8	9.3
	Don't Know	96	5.6	9.7	2327	7.4	18.1
	Total	987	57.6	100.0	12883	41.2	100.0
Missing	Missing	62	3.6		1236	3.9	
	Valid skip	665	38.8		17172	54.9	
	Total	727	42.4		18407	58.8	
Total		1714	100.0		31290	100.0	

metadata_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	891	52.0	90.3	10555	33.7	81.9
	Yes	96	5.6	9.7	2327	7.4	18.1
	Total	987	57.6	100.0	12883	41.2	100.0
Missing	Missing	62	3.6		1236	3.9	
	Valid skip	665	38.8		17172	54.9	
	Total	727	42.4		18407	58.8	
Total		1714	100.0		31290	100.0	

form_mig_not		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Does conduct function	835	48.7	73.6	10971	35.1	67.5
	Does not conduct function	300	17.5	26.4	5290	16.9	32.5
	Total	1135	66.2	100.0	16261	52.0	100.0
Missing	Missing	80	4.7		1641	5.2	
	Valid skip	499	29.1		13388	42.8	
	Total	579	33.8		15029	48.0	
Total		1714	100.0		31290	100.0	

form_mig_stf		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	108	6.3	12.9	1901	6.1	17.3
	Yes	606	35.4	72.6	6654	21.3	60.7
	Don't Know	121	7.1	14.5	2416	7.7	22.0
	Total	835	48.7	100.0	10971	35.1	100.0
Missing	Missing	80	4.7		1641	5.2	
	Valid skip	799	46.6		18679	59.7	
	Total	879	51.3		20319	64.9	
Total		1714	100.0		31290	100.0	

form_mig_ins		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	629	36.7	75.3	7658	24.5	69.8
	Yes	85	5.0	10.2	897	2.9	8.2
	Don't Know	121	7.1	14.5	2416	7.7	22.0
	Total	835	48.7	100.0	10971	35.1	100.0
Missing	Missing	80	4.7		1641	5.2	
	Valid skip	799	46.6		18679	59.7	
	Total	879	51.3		20319	64.9	
Total		1714	100.0		31290	100.0	

form_mig_cnt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	506	29.5	60.6	6155	19.7	56.1
	Yes	208	12.1	24.9	2399	7.7	21.9
	Don't Know	121	7.1	14.5	2416	7.7	22.0
	Total	835	48.7	100.0	10971	35.1	100.0
Missing	Missing	80	4.7		1641	5.2	
	Valid skip	799	46.6		18679	59.7	
	Total	879	51.3		20319	64.9	
Total		1714	100.0		31290	100.0	

form_mig_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	714	41.7	85.5	8555	27.3	78.0
	Yes	121	7.1	14.5	2416	7.7	22.0
	Total	835	48.7	100.0	10971	35.1	100.0
Missing	Missing	80	4.7		1641	5.2	
	Valid skip	799	46.6		18679	59.7	
	Total	879	51.3		20319	64.9	
Total		1714	100.0		31290	100.0	

tool_dev_not		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Does conduct function	617	36.0	55.5	7929	25.3	49.7
	Does not conduct function	494	28.8	44.5	8030	25.7	50.3
	Total	1111	64.8	100.0	15959	51.0	100.0
Missing	Missing	104	6.1		1942	6.2	
	Valid skip	499	29.1		13388	42.8	
	Total	603	35.2		15331	49.0	
Total		1714	100.0		31290	100.0	

tool_dev_stf		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	102	6.0	16.5	1513	4.8	19.1
	Yes	328	19.1	53.2	3124	10.0	39.4
	Don't Know	187	10.9	30.3	3292	10.5	41.5
	Total	617	36.0	100.0	7929	25.3	100.0
Missing	Missing	104	6.1		1942	6.2	
	Valid skip	993	57.9		21419	68.5	
	Total	1097	64.0		23361	74.7	
Total		1714	100.0		31290	100.0	
tool_dev_ins		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	320	18.7	51.9	3703	11.8	46.7
	Yes	110	6.4	17.8	934	3.0	11.8
	Don't Know	187	10.9	30.3	3292	10.5	41.5
	Total	617	36.0	100.0	7929	25.3	100.0
Missing	Missing	104	6.1		1942	6.2	
	Valid skip	993	57.9		21419	68.5	
	Total	1097	64.0		23361	74.7	
Total		1714	100.0		31290	100.0	
tool_dev_cnt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	301	17.6	48.8	3441	11.0	43.4
	Yes	129	7.5	20.9	1196	3.8	15.1
	Don't Know	187	10.9	30.3	3292	10.5	41.5
	Total	617	36.0	100.0	7929	25.3	100.0
Missing	Missing	104	6.1		1942	6.2	
	Valid skip	993	57.9		21419	68.5	
	Total	1097	64.0		23361	74.7	
Total		1714	100.0		31290	100.0	

tool_dev_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	430	25.1	69.7	4637	14.8	58.5
	Yes	187	10.9	30.3	3292	10.5	41.5
	Total	617	36.0	100.0	7929	25.3	100.0
Missing	Missing	104	6.1		1942	6.2	
	Valid skip	993	57.9		21419	68.5	
	Total	1097	64.0		23361	74.7	
Total		1714	100.0		31290	100.0	

normaliz_not		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Does conduct function	692	40.4	62.7	8890	28.4	56.2
	Does not conduct function	411	24.0	37.3	6928	22.1	43.8
	Total	1103	64.4	100.0	15817	50.6	100.0
Missing	Missing	112	6.5		2084	6.7	
	Valid skip	499	29.1		13388	42.8	
	Total	611	35.6		15472	49.4	
Total		1714	100.0		31290	100.0	

normaliz_stf		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	32	1.9	4.6	474	1.5	5.3
	Yes	423	24.7	61.1	4650	14.9	52.3
	Don't Know	237	13.8	34.2	3765	12.0	42.4
	Total	692	40.4	100.0	8890	28.4	100.0
Missing	Missing	112	6.5		2084	6.7	
	Valid skip	910	53.1		20316	64.9	
	Total	1022	59.6		22400	71.6	
Total		1714	100.0		31290	100.0	

normaliz_ins		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	415	24.2	60.0	4822	15.4	54.2
	Yes	40	2.3	5.8	303	1.0	3.4
	Don't Know	237	13.8	34.2	3765	12.0	42.4
	Total	692	40.4	100.0	8890	28.4	100.0
Missing	Missing	112	6.5		2084	6.7	
	Valid skip	910	53.1		20316	64.9	
	Total	1022	59.6		22400	71.6	
Total		1714	100.0		31290	100.0	

normaliz_cnt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	404	23.6	58.4	4523	14.5	50.9
	Yes	51	3.0	7.4	602	1.9	6.8
	Don't Know	237	13.8	34.2	3765	12.0	42.4
	Total	692	40.4	100.0	8890	28.4	100.0
Missing	Missing	112	6.5		2084	6.7	
	Valid skip	910	53.1		20316	64.9	
	Total	1022	59.6		22400	71.6	
Total		1714	100.0		31290	100.0	

normaliz_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	455	26.5	65.8	5124	16.4	57.6
	Yes	237	13.8	34.2	3765	12.0	42.4
	Total	692	40.4	100.0	8890	28.4	100.0
Missing	Missing	112	6.5		2084	6.7	
	Valid skip	910	53.1		20316	64.9	
	Total	1022	59.6		22400	71.6	
Total		1714	100.0		31290	100.0	

	file_id_not	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Does conduct function	738	43.1	66.7	9130	29.2	57.5
	Does not conduct function	369	21.5	33.3	6759	21.6	42.5
	Total	1107	64.6	100.0	15889	50.8	100.0
Missing	Missing	108	6.3		2012	6.4	
	Valid skip	499	29.1		13388	42.8	
	Total	607	35.4		15401	49.2	
Total		1714	100.0		31290	100.0	
	file_id_stf	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	33	1.9	4.5	578	1.8	6.3
	Yes	513	29.9	69.5	5116	16.4	56.0
	Don't Know	192	11.2	26.0	3435	11.0	37.6
	Total	738	43.1	100.0	9130	29.2	100.0
Missing	Missing	108	6.3		2012	6.4	
	Valid skip	868	50.6		20147	64.4	
	Total	976	56.9		22160	70.8	
Total		1714	100.0		31290	100.0	
	file_id_ins	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	505	29.5	68.4	5411	17.3	59.3
	Yes	41	2.4	5.6	283	.9	3.1
	Don't Know	192	11.2	26.0	3435	11.0	37.6
	Total	738	43.1	100.0	9130	29.2	100.0
Missing	Missing	108	6.3		2012	6.4	
	Valid skip	868	50.6		20147	64.4	
	Total	976	56.9		22160	70.8	
Total		1714	100.0		31290	100.0	

file_id_cnt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	499	29.1	67.6	5095	16.3	55.8
	Yes	47	2.7	6.4	599	1.9	6.6
	Don't Know	192	11.2	26.0	3435	11.0	37.6
	Total	738	43.1	100.0	9130	29.2	100.0
Missing	Missing	108	6.3		2012	6.4	
	Valid skip	868	50.6		20147	64.4	
	Total	976	56.9		22160	70.8	
Total		1714	100.0		31290	100.0	

file_id_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	546	31.9	74.0	5695	18.2	62.4
	Yes	192	11.2	26.0	3435	11.0	37.6
	Total	738	43.1	100.0	9130	29.2	100.0
Missing	Missing	108	6.3		2012	6.4	
	Valid skip	868	50.6		20147	64.4	
	Total	976	56.9		22160	70.8	
Total		1714	100.0		31290	100.0	

file_val_not		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Does conduct function	629	36.7	57.2	8098	25.9	51.9
	Does not conduct function	470	27.4	42.8	7494	24.0	48.1
	Total	1099	64.1	100.0	15592	49.8	100.0
Missing	Missing	116	6.8		2310	7.4	
	Valid skip	499	29.1		13388	42.8	
	Total	615	35.9		15698	50.2	
Total		1714	100.0		31290	100.0	

file_val_stf		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	39	2.3	6.2	593	1.9	7.3
	Yes	353	20.6	56.1	3529	11.3	43.6
	Don't Know	237	13.8	37.7	3976	12.7	49.1
	Total	629	36.7	100.0	8098	25.9	100.0
Missing	Missing	116	6.8		2310	7.4	
	Valid skip	969	56.5		20882	66.7	
	Total	1085	63.3		23192	74.1	
Total		1714	100.0		31290	100.0	
file_val_ins		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	354	20.7	56.3	3784	12.1	46.7
	Yes	38	2.2	6.0	338	1.1	4.2
	Don't Know	237	13.8	37.7	3976	12.7	49.1
	Total	629	36.7	100.0	8098	25.9	100.0
Missing	Missing	116	6.8		2310	7.4	
	Valid skip	969	56.5		20882	66.7	
	Total	1085	63.3		23192	74.1	
Total		1714	100.0		31290	100.0	
file_val_cnt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	346	20.2	55.0	3484	11.1	43.0
	Yes	46	2.7	7.3	638	2.0	7.9
	Don't Know	237	13.8	37.7	3976	12.7	49.1
	Total	629	36.7	100.0	8098	25.9	100.0
Missing	Missing	116	6.8		2310	7.4	
	Valid skip	969	56.5		20882	66.7	
	Total	1085	63.3		23192	74.1	
Total		1714	100.0		31290	100.0	

file_val_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	392	22.9	62.3	4122	13.2	50.9
	Yes	237	13.8	37.7	3976	12.7	49.1
	Total	629	36.7	100.0	8098	25.9	100.0
Missing	Missing	116	6.8		2310	7.4	
	Valid skip	969	56.5		20882	66.7	
	Total	1085	63.3		23192	74.1	
Total		1714	100.0		31290	100.0	

chcksums_not		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Does conduct function	576	33.6	52.6	6962	22.3	44.9
	Does not conduct function	519	30.3	47.4	8538	27.3	55.1
	Total	1095	63.9	100.0	15501	49.5	100.0
Missing	Missing	120	7.0		2401	7.7	
	Valid skip	499	29.1		13388	42.8	
	Total	619	36.1		15789	50.5	
Total		1714	100.0		31290	100.0	

chcksums_stf		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	43	2.5	7.5	579	1.8	8.3
	Yes	249	14.5	43.2	1647	5.3	23.7
	Don't Know	284	16.6	49.3	4737	15.1	68.0
	Total	576	33.6	100.0	6962	22.3	100.0
Missing	Missing	120	7.0		2401	7.7	
	Valid skip	1018	59.4		21927	70.1	
	Total	1138	66.4		24327	77.7	
Total		1714	100.0		31290	100.0	

chcksums_ins		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	258	15.1	44.8	1950	6.2	28.0
	Yes	34	2.0	5.9	275	.9	4.0
	Don't Know	284	16.6	49.3	4737	15.1	68.0
	Total	576	33.6	100.0	6962	22.3	100.0
Missing	Missing	120	7.0		2401	7.7	
	Valid skip	1018	59.4		21927	70.1	
	Total	1138	66.4		24327	77.7	
Total		1714	100.0		31290	100.0	

chcksums_cnt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	242	14.1	42.0	1776	5.7	25.5
	Yes	50	2.9	8.7	450	1.4	6.5
	Don't Know	284	16.6	49.3	4737	15.1	68.0
	Total	576	33.6	100.0	6962	22.3	100.0
Missing	Missing	120	7.0		2401	7.7	
	Valid skip	1018	59.4		21927	70.1	
	Total	1138	66.4		24327	77.7	
Total		1714	100.0		31290	100.0	

chcksums_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	292	17.0	50.7	2226	7.1	32.0
	Yes	284	16.6	49.3	4737	15.1	68.0
	Total	576	33.6	100.0	6962	22.3	100.0
Missing	Missing	120	7.0		2401	7.7	
	Valid skip	1018	59.4		21927	70.1	
	Total	1138	66.4		24327	77.7	
Total		1714	100.0		31290	100.0	

backups_not		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Does conduct function	1068	62.3	92.1	15080	48.2	90.3
	Does not conduct function	91	5.3	7.9	1617	5.2	9.7
	Total	1159	67.6	100.0	16697	53.4	100.0
Missing	Missing	56	3.3		1205	3.9	
	Valid skip	499	29.1		13388	42.8	
	Total	555	32.4		14593	46.6	
Total		1714	100.0		31290	100.0	

backups_stf		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	94	5.5	8.8	1405	4.5	9.3
	Yes	896	52.3	83.9	12054	38.5	79.9
	Don't Know	78	4.6	7.3	1621	5.2	10.7
	Total	1068	62.3	100.0	15080	48.2	100.0
Missing	Missing	56	3.3		1205	3.9	
	Valid skip	590	34.4		15005	48.0	
	Total	646	37.7		16210	51.8	
Total		1714	100.0		31290	100.0	

backups_ins		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	871	50.8	81.6	12150	38.8	80.6
	Yes	119	6.9	11.1	1309	4.2	8.7
	Don't Know	78	4.6	7.3	1621	5.2	10.7
	Total	1068	62.3	100.0	15080	48.2	100.0
Missing	Missing	56	3.3		1205	3.9	
	Valid skip	590	34.4		15005	48.0	
	Total	646	37.7		16210	51.8	
Total		1714	100.0		31290	100.0	

backups_cnt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	826	48.2	77.3	11503	36.8	76.3
	Yes	164	9.6	15.4	1956	6.3	13.0
	Don't Know	78	4.6	7.3	1621	5.2	10.7
	Total	1068	62.3	100.0	15080	48.2	100.0
Missing	Missing	56	3.3		1205	3.9	
	Valid skip	590	34.4		15005	48.0	
	Total	646	37.7		16210	51.8	
Total		1714	100.0		31290	100.0	

backups_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	990	57.8	92.7	13459	43.0	89.3
	Yes	78	4.6	7.3	1621	5.2	10.7
	Total	1068	62.3	100.0	15080	48.2	100.0
Missing	Missing	56	3.3		1205	3.9	
	Valid skip	590	34.4		15005	48.0	
	Total	646	37.7		16210	51.8	
Total		1714	100.0		31290	100.0	

rdundant_not		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Does conduct function	844	49.2	75.8	11029	35.2	69.8
	Does not conduct function	269	15.7	24.2	4768	15.2	30.2
	Total	1113	64.9	100.0	15797	50.5	100.0
Missing	Missing	102	6.0		2105	6.7	
	Valid skip	499	29.1		13388	42.8	
	Total	601	35.1		15493	49.5	
Total		1714	100.0		31290	100.0	

rdundant_stf		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	65	3.8	7.7	1017	3.3	9.2
	Yes	615	35.9	72.9	7134	22.8	64.7
	Don't Know	164	9.6	19.4	2877	9.2	26.1
	Total	844	49.2	100.0	11029	35.2	100.0
Missing	Missing	102	6.0		2105	6.7	
	Valid skip	768	44.8		18156	58.0	
	Total	870	50.8		20261	64.8	
Total		1714	100.0		31290	100.0	

rdundant_ins		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	584	34.1	69.2	7177	22.9	65.1
	Yes	96	5.6	11.4	974	3.1	8.8
	Don't Know	164	9.6	19.4	2877	9.2	26.1
	Total	844	49.2	100.0	11029	35.2	100.0
Missing	Missing	102	6.0		2105	6.7	
	Valid skip	768	44.8		18156	58.0	
	Total	870	50.8		20261	64.8	
Total		1714	100.0		31290	100.0	

rdundant_cnt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	581	33.9	68.8	6940	22.2	62.9
	Yes	99	5.8	11.7	1211	3.9	11.0
	Don't Know	164	9.6	19.4	2877	9.2	26.1
	Total	844	49.2	100.0	11029	35.2	100.0
Missing	Missing	102	6.0		2105	6.7	
	Valid skip	768	44.8		18156	58.0	
	Total	870	50.8		20261	64.8	
Total		1714	100.0		31290	100.0	

rdundant_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	680	39.7	80.6	8151	26.1	73.9
	Yes	164	9.6	19.4	2877	9.2	26.1
	Total	844	49.2	100.0	11029	35.2	100.0
Missing	Missing	102	6.0		2105	6.7	
	Valid skip	768	44.8		18156	58.0	
	Total	870	50.8		20261	64.8	
Total		1714	100.0		31290	100.0	

emlation_not		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Does conduct function	460	26.8	43.0	6839	21.9	44.9
	Does not conduct function	611	35.6	57.0	8386	26.8	55.1
	Total	1071	62.5	100.0	15225	48.7	100.0
Missing	Missing	144	8.4		2677	8.6	
	Valid skip	499	29.1		13388	42.8	
	Total	643	37.5		16065	51.3	
Total		1714	100.0		31290	100.0	

emlation_stf		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	34	2.0	7.4	487	1.6	7.1
	Yes	147	8.6	32.0	1918	6.1	28.0
	Don't Know	279	16.3	60.7	4435	14.2	64.8
	Total	460	26.8	100.0	6839	21.9	100.0
Missing	Missing	144	8.4		2677	8.6	
	Valid skip	1110	64.8		21774	69.6	
	Total	1254	73.2		24451	78.1	
Total		1714	100.0		31290	100.0	

emlation_ins		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	151	8.8	32.8	2066	6.6	30.2
	Yes	30	1.8	6.5	339	1.1	5.0
	Don't Know	279	16.3	60.7	4435	14.2	64.8
	Total	460	26.8	100.0	6839	21.9	100.0
Missing	Missing	144	8.4		2677	8.6	
	Valid skip	1110	64.8		21774	69.6	
	Total	1254	73.2		24451	78.1	
Total		1714	100.0		31290	100.0	
emlation_cnt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	143	8.3	31.1	1980	6.3	28.9
	Yes	38	2.2	8.3	425	1.4	6.2
	Don't Know	279	16.3	60.7	4435	14.2	64.8
	Total	460	26.8	100.0	6839	21.9	100.0
Missing	Missing	144	8.4		2677	8.6	
	Valid skip	1110	64.8		21774	69.6	
	Total	1254	73.2		24451	78.1	
Total		1714	100.0		31290	100.0	
emlation_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	181	10.6	39.3	2405	7.7	35.2
	Yes	279	16.3	60.7	4435	14.2	64.8
	Total	460	26.8	100.0	6839	21.9	100.0
Missing	Missing	144	8.4		2677	8.6	
	Valid skip	1110	64.8		21774	69.6	
	Total	1254	73.2		24451	78.1	
Total		1714	100.0		31290	100.0	

dev_plan_not		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Does conduct function	999	58.3	87.2	13887	44.4	85.0
	Does not conduct function	146	8.5	12.8	2444	7.8	15.0
	Total	1145	66.8	100.0	16331	52.2	100.0
Missing	Missing	70	4.1		1571	5.0	
	Valid skip	499	29.1		13388	42.8	
	Total	569	33.2		14959	47.8	
Total		1714	100.0		31290	100.0	
dev_plan_stf		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	36	2.1	3.6	602	1.9	4.3
	Yes	902	52.6	90.3	11737	37.5	84.5
	Don't Know	61	3.6	6.1	1547	4.9	11.1
	Total	999	58.3	100.0	13887	44.4	100.0
Missing	Missing	70	4.1		1571	5.0	
	Valid skip	645	37.6		15832	50.6	
	Total	715	41.7		17403	55.6	
Total		1714	100.0		31290	100.0	
dev_plan_ins		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	817	47.7	81.8	11378	36.4	81.9
	Yes	121	7.1	12.1	962	3.1	6.9
	Don't Know	61	3.6	6.1	1547	4.9	11.1
	Total	999	58.3	100.0	13887	44.4	100.0
Missing	Missing	70	4.1		1571	5.0	
	Valid skip	645	37.6		15832	50.6	
	Total	715	41.7		17403	55.6	
Total		1714	100.0		31290	100.0	

dev_plan_cnt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	898	52.4	89.9	12149	38.8	87.5
	Yes	40	2.3	4.0	191	.6	1.4
	Don't Know	61	3.6	6.1	1547	4.9	11.1
	Total	999	58.3	100.0	13887	44.4	100.0
Missing	Missing	70	4.1		1571	5.0	
	Valid skip	645	37.6		15832	50.6	
	Total	715	41.7		17403	55.6	
Total		1714	100.0		31290	100.0	

dev_plan_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	938	54.7	93.9	12339	39.4	88.9
	Yes	61	3.6	6.1	1547	4.9	11.1
	Total	999	58.3	100.0	13887	44.4	100.0
Missing	Missing	70	4.1		1571	5.0	
	Valid skip	645	37.6		15832	50.6	
	Total	715	41.7		17403	55.6	
Total		1714	100.0		31290	100.0	

ed_train_not		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Does conduct function	904	52.7	79.7	12745	40.7	77.2
	Does not conduct function	230	13.4	20.3	3757	12.0	22.8
	Total	1134	66.2	100.0	16502	52.7	100.0
Missing	Missing	81	4.7		1400	4.5	
	Valid skip	499	29.1		13388	42.8	
	Total	580	33.8		14788	47.3	
Total		1714	100.0		31290	100.0	

ed_train_stf		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	82	4.8	9.1	1259	4.0	9.9
	Yes	756	44.1	83.6	9952	31.8	78.1
	Don't Know	66	3.9	7.3	1534	4.9	12.0
	Total	904	52.7	100.0	12745	40.7	100.0
Missing	Missing	81	4.7		1400	4.5	
	Valid skip	729	42.5		17146	54.8	
	Total	810	47.3		18545	59.3	
Total		1714	100.0		31290	100.0	
ed_train_ins		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	638	37.2	70.6	9004	28.8	70.6
	Yes	200	11.7	22.1	2207	7.1	17.3
	Don't Know	66	3.9	7.3	1534	4.9	12.0
	Total	904	52.7	100.0	12745	40.7	100.0
Missing	Missing	81	4.7		1400	4.5	
	Valid skip	729	42.5		17146	54.8	
	Total	810	47.3		18545	59.3	
Total		1714	100.0		31290	100.0	
ed_train_cnt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	727	42.4	80.4	10234	32.7	80.3
	Yes	111	6.5	12.3	977	3.1	7.7
	Don't Know	66	3.9	7.3	1534	4.9	12.0
	Total	904	52.7	100.0	12745	40.7	100.0
Missing	Missing	81	4.7		1400	4.5	
	Valid skip	729	42.5		17146	54.8	
	Total	810	47.3		18545	59.3	
Total		1714	100.0		31290	100.0	

ed_train_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	838	48.9	92.7	11211	35.8	88.0
	Yes	66	3.9	7.3	1534	4.9	12.0
	Total	904	52.7	100.0	12745	40.7	100.0
Missing	Missing	81	4.7		1400	4.5	
	Valid skip	729	42.5		17146	54.8	
	Total	810	47.3		18545	59.3	
Total		1714	100.0		31290	100.0	

dig_thrd_pty		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	553	32.3	45.9	6093	19.5	34.5
	No	577	33.7	47.9	10539	33.7	59.6
	Don't know	74	4.3	6.1	1049	3.4	5.9
	Total	1204	70.2	100.0	17682	56.5	100.0
Missing	Missing	11	.6		220	.7	
	Valid skip	499	29.1		13388	42.8	
	Total	510	29.8		13608	43.5	
Total		1714	100.0		31290	100.0	

find_aid		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	565	33.0	33.5	10297	32.9	33.3
	Yes	1121	65.4	66.5	20589	65.8	66.7
	Total	1686	98.4	100.0	30886	98.7	100.0
Missing	Missing	28	1.6		404	1.3	
Total		1714	100.0		31290	100.0	

gnco_assm		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	589	34.4	34.9	10812	34.6	35.0
	Yes	1097	64.0	65.1	20074	64.2	65.0
	Total	1686	98.4	100.0	30886	98.7	100.0
Missing	Missing	28	1.6		404	1.3	
Total		1714	100.0		31290	100.0	
staf_train		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	721	42.1	42.8	13088	41.8	42.4
	Yes	965	56.3	57.2	17799	56.9	57.6
	Total	1686	98.4	100.0	30886	98.7	100.0
Missing	Missing	28	1.6		404	1.3	
Total		1714	100.0		31290	100.0	
sec_sys		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1064	62.1	63.1	19705	63.0	63.8
	Yes	622	36.3	36.9	11181	35.7	36.2
	Total	1686	98.4	100.0	30886	98.7	100.0
Missing	Missing	28	1.6		404	1.3	
Total		1714	100.0		31290	100.0	
env_ctr		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	692	40.4	41.0	12565	40.2	40.7
	Yes	994	58.0	59.0	18321	58.6	59.3
	Total	1686	98.4	100.0	30886	98.7	100.0
Missing	Missing	28	1.6		404	1.3	
Total		1714	100.0		31290	100.0	

lght_exp		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1011	59.0	60.0	17957	57.4	58.1
	Yes	675	39.4	40.0	12929	41.3	41.9
	Total	1686	98.4	100.0	30886	98.7	100.0
Missing	Missing	28	1.6		404	1.3	
Total		1714	100.0		31290	100.0	
con_trt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	782	45.6	46.4	14589	46.6	47.2
	Yes	904	52.7	53.6	16297	52.1	52.8
	Total	1686	98.4	100.0	30886	98.7	100.0
Missing	Missing	28	1.6		404	1.3	
Total		1714	100.0		31290	100.0	
pdig_coll		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	712	41.5	42.2	15197	48.6	49.2
	Yes	974	56.8	57.8	15689	50.1	50.8
	Total	1686	98.4	100.0	30886	98.7	100.0
Missing	Missing	28	1.6		404	1.3	
Total		1714	100.0		31290	100.0	
p_borndig		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	866	50.5	51.4	19417	62.1	62.9
	Yes	820	47.8	48.6	11469	36.7	37.1
	Total	1686	98.4	100.0	30886	98.7	100.0
Missing	Missing	28	1.6		404	1.3	
Total		1714	100.0		31290	100.0	

int_pest		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1134	66.2	67.3	21218	67.8	68.7
	Yes	552	32.2	32.7	9668	30.9	31.3
	Total	1686	98.4	100.0	30886	98.7	100.0
Missing	Missing	28	1.6		404	1.3	
Total		1714	100.0		31290	100.0	
act_none		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1589	92.7	94.2	28545	91.2	92.4
	Yes	97	5.7	5.8	2342	7.5	7.6
	Total	1686	98.4	100.0	30886	98.7	100.0
Missing	Missing	28	1.6		404	1.3	
Total		1714	100.0		31290	100.0	
tyfind_aid		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	581	33.9	36.8	9717	31.1	34.5
	Yes	997	58.2	63.2	18440	58.9	65.5
	Total	1578	92.1	100.0	28157	90.0	100.0
Missing	Missing	39	2.3		792	2.5	
	Valid skip	97	5.7		2342	7.5	
	Total	136	7.9		3133	10.0	
Total		1714	100.0		31290	100.0	

tygnco_assm		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	659	38.4	41.8	10845	34.7	38.5
	Yes	919	53.6	58.2	17312	55.3	61.5
	Total	1578	92.1	100.0	28157	90.0	100.0
Missing	Missing	39	2.3		792	2.5	
	Valid skip	97	5.7		2342	7.5	
	Total	136	7.9		3133	10.0	
Total		1714	100.0		31290	100.0	
tystaf_train		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	739	43.1	46.8	12797	40.9	45.4
	Yes	839	48.9	53.2	15360	49.1	54.6
	Total	1578	92.1	100.0	28157	90.0	100.0
Missing	Missing	39	2.3		792	2.5	
	Valid skip	97	5.7		2342	7.5	
	Total	136	7.9		3133	10.0	
Total		1714	100.0		31290	100.0	
tysec_sys		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1087	63.4	68.9	19061	60.9	67.7
	Yes	491	28.6	31.1	9096	29.1	32.3
	Total	1578	92.1	100.0	28157	90.0	100.0
Missing	Missing	39	2.3		792	2.5	
	Valid skip	97	5.7		2342	7.5	
	Total	136	7.9		3133	10.0	
Total		1714	100.0		31290	100.0	

tyenv_ctr		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	751	43.8	47.6	12999	41.5	46.2
	Yes	827	48.2	52.4	15158	48.4	53.8
	Total	1578	92.1	100.0	28157	90.0	100.0
Missing	Missing	39	2.3		792	2.5	
	Valid skip	97	5.7		2342	7.5	
	Total	136	7.9		3133	10.0	
Total		1714	100.0		31290	100.0	

tylght_exp		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1047	61.1	66.3	17596	56.2	62.5
	Yes	531	31.0	33.7	10560	33.7	37.5
	Total	1578	92.1	100.0	28157	90.0	100.0
Missing	Missing	39	2.3		792	2.5	
	Valid skip	97	5.7		2342	7.5	
	Total	136	7.9		3133	10.0	
Total		1714	100.0		31290	100.0	

tycon_trt		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	865	50.5	54.8	15255	48.8	54.2
	Yes	713	41.6	45.2	12902	41.2	45.8
	Total	1578	92.1	100.0	28157	90.0	100.0
Missing	Missing	39	2.3		792	2.5	
	Valid skip	97	5.7		2342	7.5	
	Total	136	7.9		3133	10.0	
Total		1714	100.0		31290	100.0	

typdig_coll		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	729	42.5	46.2	14807	47.3	52.6
	Yes	849	49.5	53.8	13349	42.7	47.4
	Total	1578	92.1	100.0	28157	90.0	100.0
Missing	Missing	39	2.3		792	2.5	
	Valid skip	97	5.7		2342	7.5	
	Total	136	7.9		3133	10.0	
Total		1714	100.0		31290	100.0	

typ_borndig		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	869	50.7	55.1	18880	60.3	67.1
	Yes	709	41.4	44.9	9276	29.6	32.9
	Total	1578	92.1	100.0	28157	90.0	100.0
Missing	Missing	39	2.3		792	2.5	
	Valid skip	97	5.7		2342	7.5	
	Total	136	7.9		3133	10.0	
Total		1714	100.0		31290	100.0	

tyint_pest		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1143	66.7	72.4	20583	65.8	73.1
	Yes	435	25.4	27.6	7574	24.2	26.9
	Total	1578	92.1	100.0	28157	90.0	100.0
Missing	Missing	39	2.3		792	2.5	
	Valid skip	97	5.7		2342	7.5	
	Total	136	7.9		3133	10.0	
Total		1714	100.0		31290	100.0	

tyact_none		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1537	89.7	97.4	27279	87.2	96.9
	Yes	41	2.4	2.6	878	2.8	3.1
	Total	1578	92.1	100.0	28157	90.0	100.0
Missing	Missing	39	2.3		792	2.5	
	Valid skip	97	5.7		2342	7.5	
	Total	136	7.9		3133	10.0	
Total		1714	100.0		31290	100.0	

dmg_coll		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	703	41.0	41.8	9712	31.0	31.6
	No	893	52.1	53.1	18666	59.7	60.7
	Don't know	87	5.1	5.2	2359	7.5	7.7
	Total	1683	98.2	100.0	30737	98.2	100.0
Missing	Missing	31	1.8		553	1.8	
Total		1714	100.0		31290	100.0	

dmg_handle		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	343	20.0	48.9	5420	17.3	55.8
	Yes	359	20.9	51.1	4290	13.7	44.2
	Total	702	41.0	100.0	9710	31.0	100.0
Missing	Missing	32	1.9		554	1.8	
	Valid skip	980	57.2		21025	67.2	
	Total	1012	59.0		21579	69.0	
Total		1714	100.0		31290	100.0	

dmg_water		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	293	17.1	41.7	4246	13.6	43.7
	Yes	409	23.9	58.3	5465	17.5	56.3
	Total	702	41.0	100.0	9710	31.0	100.0
Missing	Missing	32	1.9		554	1.8	
	Valid skip	980	57.2		21025	67.2	
	Total	1012	59.0		21579	69.0	
Total		1714	100.0		31290	100.0	

dmg_light		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	463	27.0	66.0	6297	20.1	64.8
	Yes	239	13.9	34.0	3413	10.9	35.2
	Total	702	41.0	100.0	9710	31.0	100.0
Missing	Missing	32	1.9		554	1.8	
	Valid skip	980	57.2		21025	67.2	
	Total	1012	59.0		21579	69.0	
Total		1714	100.0		31290	100.0	

dmg_dust		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	573	33.4	81.6	8229	26.3	84.7
	Yes	129	7.5	18.4	1482	4.7	15.3
	Total	702	41.0	100.0	9710	31.0	100.0
Missing	Missing	32	1.9		554	1.8	
	Valid skip	980	57.2		21025	67.2	
	Total	1012	59.0		21579	69.0	
Total		1714	100.0		31290	100.0	

dmg_fire		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	693	40.4	98.7	9548	30.5	98.3
	Yes	9	.5	1.3	163	.5	1.7
	Total	702	41.0	100.0	9710	31.0	100.0
Missing	Missing	32	1.9		554	1.8	
	Valid skip	980	57.2		21025	67.2	
	Total	1012	59.0		21579	69.0	
Total		1714	100.0		31290	100.0	
dmg_store		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	387	22.6	55.1	5328	17.0	54.9
	Yes	315	18.4	44.9	4382	14.0	45.1
	Total	702	41.0	100.0	9710	31.0	100.0
Missing	Missing	32	1.9		554	1.8	
	Valid skip	980	57.2		21025	67.2	
	Total	1012	59.0		21579	69.0	
Total		1714	100.0		31290	100.0	
dmg_pests		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	533	31.1	75.9	7108	22.7	73.2
	Yes	169	9.9	24.1	2602	8.3	26.8
	Total	702	41.0	100.0	9710	31.0	100.0
Missing	Missing	32	1.9		554	1.8	
	Valid skip	980	57.2		21025	67.2	
	Total	1012	59.0		21579	69.0	
Total		1714	100.0		31290	100.0	

	dmg_vandal	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	554	32.3	78.9	7734	24.7	79.6
	Yes	148	8.6	21.1	1976	6.3	20.4
	Total	702	41.0	100.0	9710	31.0	100.0
Missing	Missing	32	1.9		554	1.8	
	Valid skip	980	57.2		21025	67.2	
	Total	1012	59.0		21579	69.0	
Total		1714	100.0		31290	100.0	

	dmg_chem	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	363	21.2	51.7	5750	18.4	59.2
	Yes	339	19.8	48.3	3961	12.7	40.8
	Total	702	41.0	100.0	9710	31.0	100.0
Missing	Missing	32	1.9		554	1.8	
	Valid skip	980	57.2		21025	67.2	
	Total	1012	59.0		21579	69.0	
Total		1714	100.0		31290	100.0	

	dmg_obsol	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	475	27.7	67.7	7408	23.7	76.3
	Yes	227	13.2	32.3	2302	7.4	23.7
	Total	702	41.0	100.0	9710	31.0	100.0
Missing	Missing	32	1.9		554	1.8	
	Valid skip	980	57.2		21025	67.2	
	Total	1012	59.0		21579	69.0	
Total		1714	100.0		31290	100.0	

dmg_prior		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	603	35.2	85.9	9072	29.0	93.4
	Yes	99	5.8	14.1	638	2.0	6.6
	Total	702	41.0	100.0	9710	31.0	100.0
Missing	Missing	32	1.9		554	1.8	
	Valid skip	980	57.2		21025	67.2	
	Total	1012	59.0		21579	69.0	
Total		1714	100.0		31290	100.0	
dmg_nat_dis		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	632	36.9	90.0	8751	28.0	90.1
	Yes	70	4.1	10.0	959	3.1	9.9
	Total	702	41.0	100.0	9710	31.0	100.0
Missing	Missing	32	1.9		554	1.8	
	Valid skip	980	57.2		21025	67.2	
	Total	1012	59.0		21579	69.0	
Total		1714	100.0		31290	100.0	
edu_donor		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	801	46.7	47.5	11061	35.3	35.9
	No	828	48.3	49.1	18885	60.4	61.3
	Don't know	56	3.3	3.3	877	2.8	2.8
	Total	1685	98.3	100.0	30822	98.5	100.0
Missing	Missing	29	1.7		468	1.5	
Total		1714	100.0		31290	100.0	

pedu_donor		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	189	11.0	21.4	4364	13.9	22.2
	No	397	23.2	45.0	8927	28.5	45.4
	Don't know	296	17.3	33.6	6388	20.4	32.5
	Total	882	51.5	100.0	19679	62.9	100.0
Missing	Missing	31	1.8		550	1.8	
	Valid skip	801	46.7		11061	35.3	
	Total	832	48.5		11611	37.1	
Total		1714	100.0		31290	100.0	

hghl_prsacr		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	730	42.6	43.3	10552	33.7	34.2
	No	911	53.2	54.1	19350	61.8	62.8
	Don't know	44	2.6	2.6	920	2.9	3.0
	Total	1685	98.3	100.0	30822	98.5	100.0
Missing	Missing	29	1.7		468	1.5	
Total		1714	100.0		31290	100.0	

phghl_prsact		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	195	11.4	20.5	3813	12.2	18.9
	No	470	27.4	49.4	10314	33.0	51.2
	Don't know	287	16.7	30.1	6036	19.3	29.9
	Total	952	55.5	100.0	20163	64.4	100.0
Missing	Missing	32	1.9		575	1.8	
	Valid skip	730	42.6		10552	33.7	
	Total	762	44.5		11127	35.6	
Total		1714	100.0		31290	100.0	

info_srce		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	995	58.1	59.1	15628	49.9	50.7
	No	638	37.2	37.9	14138	45.2	45.9
	Don't know	52	3.0	3.1	1049	3.4	3.4
	Total	1685	98.3	100.0	30815	98.5	100.0
Missing	Missing	29	1.7		475	1.5	
Total		1714	100.0		31290	100.0	
pinfo_srce		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	66	3.9	9.6	1425	4.6	9.4
	No	444	25.9	64.3	9593	30.7	63.2
	Don't know	180	10.5	26.1	4170	13.3	27.5
	Total	690	40.3	100.0	15187	48.5	100.0
Missing	Missing	29	1.7		475	1.5	
	Valid skip	995	58.1		15628	49.9	
	Total	1024	59.7		16103	51.5	
Total		1714	100.0		31290	100.0	
raise_rev		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	158	9.2	9.4	2737	8.7	8.9
	No	1510	88.1	89.6	27826	88.9	90.3
	Don't know	18	1.1	1.1	255	.8	.8
	Total	1686	98.4	100.0	30817	98.5	100.0
Missing	Missing	28	1.6		473	1.5	
Total		1714	100.0		31290	100.0	

praise_rev		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	48	2.8	3.1	978	3.1	3.5
	No	1200	70.0	78.7	21648	69.2	77.2
	Don't know	277	16.2	18.2	5430	17.4	19.4
	Total	1525	89.0	100.0	28055	89.7	100.0
Missing	Missing	31	1.8		498	1.6	
	Valid skip	158	9.2		2737	8.7	
	Total	189	11.0		3235	10.3	
Total		1714	100.0		31290	100.0	

activ_web		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	508	29.6	30.2	5662	18.1	18.4
	No	1130	65.9	67.1	24228	77.4	78.7
	Don't know	46	2.7	2.7	910	2.9	3.0
	Total	1684	98.2	100.0	30800	98.4	100.0
Missing	Missing	30	1.8		489	1.6	
Total		1714	100.0		31290	100.0	

pactive_web		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	227	13.2	19.3	4644	14.8	18.5
	No	528	30.8	45.0	11922	38.1	47.5
	Don't know	419	24.4	35.7	8509	27.2	33.9
	Total	1174	68.5	100.0	25074	80.1	100.0
Missing	Missing	32	1.9		554	1.8	
	Valid skip	508	29.6		5662	18.1	
	Total	540	31.5		6215	19.9	
Total		1714	100.0		31290	100.0	

opbudg_fy		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid		247	14.4	14.4	4903	15.7	15.7
	FY2011	11	.6	.6	82	.3	.3
	FY2012	31	1.8	1.8	486	1.6	1.6
	FY2013	1425	83.1	83.1	25820	82.5	82.5
	Total	1714	100.0	100.0	31290	100.0	100.0
fund_acts		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	1036	60.4	63.1	15238	48.7	50.9
	No	545	31.8	33.2	13199	42.2	44.1
	Don't know	61	3.6	3.7	1519	4.9	5.1
	Total	1642	95.8	100.0	29956	95.7	100.0
Missing	Missing	72	4.2		1334	4.3	
Total		1714	100.0		31290	100.0	
act_lineitem		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	552	32.2	53.4	7252	23.2	47.6
	No	430	25.1	41.6	7202	23.0	47.3
	Don't know	52	3.0	5.0	768	2.5	5.0
	Total	1034	60.3	100.0	15221	48.6	100.0
Missing	Missing	74	4.3		1350	4.3	
	Valid skip	606	35.4		14718	47.0	
	Total	680	39.7		16068	51.4	
Total		1714	100.0		31290	100.0	

act_othfunds		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	949	55.4	57.9	14067	45.0	47.1
	No	584	34.1	35.7	13736	43.9	46.0
	Don't know	105	6.1	6.4	2044	6.5	6.8
	Total	1638	95.6	100.0	29847	95.4	100.0
Missing	Missing	76	4.4		1442	4.6	
Total		1714	100.0		31290	100.0	
popbudg_fy		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid		456	26.6	26.6	6592	21.1	21.1
	FY2011	1	.1	.1	67	.2	.2
	FY2012	26	1.5	1.5	417	1.3	1.3
	FY2013	1231	71.8	71.8	24213	77.4	77.4
	Total	1714	100.0	100.0	31290	100.0	100.0
enfunds		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	870	50.8	53.3	12497	39.9	42.0
	No	691	40.3	42.3	15750	50.3	53.0
	Don't know	72	4.2	4.4	1491	4.8	5.0
	Total	1633	95.3	100.0	29738	95.0	100.0
Missing	Missing	81	4.7		1552	5.0	
Total		1714	100.0		31290	100.0	

prct_enfunds		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	378	22.1	43.5	3834	12.3	30.7
	No	419	24.4	48.3	7590	24.3	60.8
	Don't know	71	4.1	8.2	1067	3.4	8.5
	Total	868	50.6	100.0	12491	39.9	100.0
Missing	Missing	83	4.8		1558	5.0	
	Valid skip	763	44.5		17241	55.1	
	Total	846	49.4		18799	60.1	
Total		1714	100.0		31290	100.0	
fund_fed		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1166	68.0	71.8	25274	80.8	85.5
	Yes	457	26.7	28.2	4285	13.7	14.5
	Total	1623	94.7	100.0	29559	94.5	100.0
Missing	Missing	91	5.3		1731	5.5	
Total		1714	100.0		31290	100.0	
fund_state		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1263	73.7	77.8	24586	78.6	83.2
	Yes	360	21.0	22.2	4973	15.9	16.8
	Total	1623	94.7	100.0	29559	94.5	100.0
Missing	Missing	91	5.3		1731	5.5	
Total		1714	100.0		31290	100.0	

fund_city		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1407	82.1	86.7	25086	80.2	84.9
	Yes	216	12.6	13.3	4472	14.3	15.1
	Total	1623	94.7	100.0	29559	94.5	100.0
Missing	Missing	91	5.3		1731	5.5	
Total		1714	100.0		31290	100.0	

fund_corp		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1443	84.2	88.9	26903	86.0	91.0
	Yes	180	10.5	11.1	2655	8.5	9.0
	Total	1623	94.7	100.0	29559	94.5	100.0
Missing	Missing	91	5.3		1731	5.5	
Total		1714	100.0		31290	100.0	

fund_found		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1066	62.2	65.7	22040	70.4	74.6
	Yes	557	32.5	34.3	7519	24.0	25.4
	Total	1623	94.7	100.0	29559	94.5	100.0
Missing	Missing	91	5.3		1731	5.5	
Total		1714	100.0		31290	100.0	

fund_donor		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	815	47.5	50.2	16192	51.7	54.8
	Yes	808	47.1	49.8	13366	42.7	45.2
	Total	1623	94.7	100.0	29559	94.5	100.0
Missing	Missing	91	5.3		1731	5.5	
Total		1714	100.0		31290	100.0	

fund_none		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1189	69.4	73.3	19737	63.1	66.8
	Yes	434	25.3	26.7	9821	31.4	33.2
	Total	1623	94.7	100.0	29559	94.5	100.0
Missing	Missing	91	5.3		1731	5.5	
Total		1714	100.0		31290	100.0	
grant_fund		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	753	43.9	46.2	10480	33.5	35.3
	No	805	47.0	49.4	17376	55.5	58.5
	Don't know	71	4.1	4.4	1859	5.9	6.3
	Total	1629	95.0	100.0	29715	95.0	100.0
Missing	Missing	85	5.0		1575	5.0	
Total		1714	100.0		31290	100.0	
gfn_notaware		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	481	28.1	61.1	9597	30.7	55.9
	Yes	260	15.2	33.0	6423	20.5	37.4
	Don't Know	46	2.7	5.8	1152	3.7	6.7
	Total	787	45.9	100.0	17172	54.9	100.0
Missing	Missing	103	6.0		1779	5.7	
	Valid skip	824	48.1		12339	39.4	
	Total	927	54.1		14118	45.1	
Total		1714	100.0		31290	100.0	

gfn_lactime		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	220	12.8	28.0	4365	14.0	25.4
	Yes	521	30.4	66.2	11655	37.2	67.9
	Don't Know	46	2.7	5.8	1152	3.7	6.7
	Total	787	45.9	100.0	17172	54.9	100.0
Missing	Missing	103	6.0		1779	5.7	
	Valid skip	824	48.1		12339	39.4	
	Total	927	54.1		14118	45.1	
Total		1714	100.0		31290	100.0	
gfn_addplan		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	506	29.5	64.3	11023	35.2	64.2
	Yes	235	13.7	29.9	4997	16.0	29.1
	Don't Know	46	2.7	5.8	1152	3.7	6.7
	Total	787	45.9	100.0	17172	54.9	100.0
Missing	Missing	103	6.0		1779	5.7	
	Valid skip	824	48.1		12339	39.4	
	Total	927	54.1		14118	45.1	
Total		1714	100.0		31290	100.0	
gfn_notprio		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	587	34.2	74.6	12254	39.2	71.4
	Yes	154	9.0	19.6	3766	12.0	21.9
	Don't Know	46	2.7	5.8	1152	3.7	6.7
	Total	787	45.9	100.0	17172	54.9	100.0
Missing	Missing	103	6.0		1779	5.7	
	Valid skip	824	48.1		12339	39.4	
	Total	927	54.1		14118	45.1	
Total		1714	100.0		31290	100.0	

gfn_fundsuf		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	666	38.9	84.6	14785	47.3	86.1
	Yes	75	4.4	9.5	1234	3.9	7.2
	Don't Know	46	2.7	5.8	1152	3.7	6.7
	Total	787	45.9	100.0	17172	54.9	100.0
Missing	Missing	103	6.0		1779	5.7	
	Valid skip	824	48.1		12339	39.4	
	Total	927	54.1		14118	45.1	
Total		1714	100.0		31290	100.0	
gfn_unsecc		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	715	41.7	90.9	15601	49.9	90.9
	Yes	26	1.5	3.3	419	1.3	2.4
	Don't Know	46	2.7	5.8	1152	3.7	6.7
	Total	787	45.9	100.0	17172	54.9	100.0
Missing	Missing	103	6.0		1779	5.7	
	Valid skip	824	48.1		12339	39.4	
	Total	927	54.1		14118	45.1	
Total		1714	100.0		31290	100.0	
gfn_dk		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	756	44.1	94.3	16172	51.7	93.4
	Yes	46	2.7	5.7	1152	3.7	6.6
	Total	802	46.8	100.0	17323	55.4	100.0
Missing	Missing	88	5.1		1627	5.2	
	Valid skip	824	48.1		12339	39.4	
	Total	912	53.2		13966	44.6	
Total		1714	100.0		31290	100.0	

col_online		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	821	47.9	60.8	10140	32.4	43.8
	No	516	30.1	38.2	12664	40.5	54.7
	Don't know	13	.8	1.0	358	1.1	1.5
	Total	1350	78.8	100.0	23162	74.0	100.0
Missing	Missing	125	7.3		2697	8.6	
	Valid skip	239	13.9		5431	17.4	
	Total	364	21.2		8128	26.0	
Total		1714	100.0		31290	100.0	
pcol_online		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	Yes	96	5.6	18.5	1849	5.9	14.3
	No	273	15.9	52.6	7270	23.2	56.3
	Don't know	150	8.8	28.9	3797	12.1	29.4
	Total	519	30.3	100.0	12916	41.3	100.0
Missing	Missing	135	7.9		2804	9.0	
	Valid skip	1060	61.8		15571	49.8	
	Total	1195	69.7		18374	58.7	
Total		1714	100.0		31290	100.0	
dig_compequip		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	246	14.4	21.5	3701	11.8	21.8
	Yes	898	52.4	78.5	13307	42.5	78.2
	Total	1144	66.7	100.0	17008	54.4	100.0
Missing	Missing	209	12.2		4581	14.6	
	Valid Skip	361	21.1		9701	31.0	
	Total	570	33.3		14281	45.6	
Total		1714	100.0		31290	100.0	

dig_mangsys		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	570	33.3	49.8	11584	37.0	68.1
	Yes	574	33.5	50.2	5425	17.3	31.9
	Total	1144	66.7	100.0	17008	54.4	100.0
Missing	Missing	209	12.2		4581	14.6	
	Valid Skip	361	21.1		9701	31.0	
	Total	570	33.3		14281	45.6	
Total		1714	100.0		31290	100.0	

dig_links		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	623	36.3	54.5	11934	38.1	70.2
	Yes	521	30.4	45.5	5074	16.2	29.8
	Total	1144	66.7	100.0	17008	54.4	100.0
Missing	Missing	209	12.2		4581	14.6	
	Valid Skip	361	21.1		9701	31.0	
	Total	570	33.3		14281	45.6	
Total		1714	100.0		31290	100.0	

dig_subscrip		Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	911	53.2	79.6	14706	47.0	86.5
	Yes	233	13.6	20.4	2303	7.4	13.5
	Total	1144	66.7	100.0	17008	54.4	100.0
Missing	Missing	209	12.2		4581	14.6	
	Valid Skip	361	21.1		9701	31.0	
	Total	570	33.3		14281	45.6	
Total		1714	100.0		31290	100.0	

	dig_network	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	764	44.6	66.8	13251	42.4	77.9
	Yes	380	22.2	33.2	3757	12.0	22.1
	Total	1144	66.7	100.0	17008	54.4	100.0
Missing	Missing	209	12.2		4581	14.6	
	Valid Skip	361	21.1		9701	31.0	
	Total	570	33.3		14281	45.6	
Total		1714	100.0		31290	100.0	
	dig_no_coll	Unweighted frequency	Unweighted %	Valid %	Weighted frequency	Weighted %	Valid Weighted %
Valid	No	1144	66.7	76.0	17008	54.4	63.7
	Yes	361	21.1	24.0	9701	31.0	36.3
	Total	1505	87.8	100.0	26709	85.4	100.0
Missing	Missing	209	12.2		4581	14.6	
Total		1714	100.0		31290	100.0	

Appendix H. Measures of Central Tendency and Dispersion for Continuous Variables (Unweighted and Weighted)

Variable Name	Unweighted Valid N	Unweighted Mean	Unweighted Median	Unweighted Std. Dev.	Weighted Valid N	Weighted Mean	Weighted Median	Weighted Std. Dev.
pt_strg	1,291	83.1	100.0	30.9	22,436	82.7	100.0	31.4
pt_lstrg	1,177	53.5	70.0	42.2	20,676	41.2	25.0	41.7
pt_astrg	1,217	59.8	85.0	43.5	21,032	49.2	50.0	44.7
pt_recs	534	82.0	100.0	27.7	8,698	85.9	100.0	23.8
dig_stf_fte_T	1,161	2.9	1.0	11.0	16,887	1.5	0.5	5.6
ann_opbudg_T	1,437	9,290,615.7	634,194.0	40,200,257.7	25,946	3,858,077.9	213,000.0	27,360,416.7
pres_opbudg_T	1,213	145,101.8	3,000.0	650,129.5	23,862	24,504.6	1,000.0	223,697.7
pt_colcat	1,439	75.0	90.0	30.6	25,468	72.4	90.0	33.3
pt_catsch	1,268	87.1	100.0	25.6	21,467	85.1	100.0	27.5
pt_onlin	850	64.6	85.0	39.6	10,877	65.2	95.0	41.2
pdftestaff_T	1,212	51.1	5.9	149.7	20,281	19.0	2.0	115.5
unpdftestaff_T	1,207	10.5	0.1	61.5	20,094	3.0	0.1	21.6
onsite_visit_T	1,277	273,823.2	9,120.0	945,314.6	22,381	94,508.3	5,188.0	555,750.5
ofsite_visit_T	1,277	19,654.3	0.0	112,488.0	22,381	4,897.3	0.0	39,916.6
online_visit_T	1,277	2,538,419.7	1,250.0	26,683,696.4	22,381	1,498,898.4	100.0	25,868,585.1
TBooks_UT	1,042	307,787.2	3,006.0	1,334,927.9	17,667	57,662.3	1,227.0	456,022.8
TUnbd_Items_UT	1,380	52,876.1	0.0	555,548.3	23,808	16,778.1	0.0	287,780.0
TUnbd_CF_UT	1,191	6,812.4	0.0	51,095.2	20,085	687.8	0.0	15,189.6
TUnbd_LF_UT	1,191	6,284.1	3.0	89,524.2	20,085	1,613.2	0.0	31,760.9
Tphotos_UT	977	380,850.5	2,540.0	2,001,211.9	17,418	70,442.1	530.0	755,882.4
TMovImg_UT	1,244	6,711.6	15.5	48,930.8	22,833	1,295.1	0.0	14,583.5
TRecSd_UT	1,173	6,762.2	0.0	44,810.0	21,037	959.1	0.0	14,663.1
TArt_UT	1,135	3,998.3	60.0	17,855.3	19,504	1,187.7	34.0	7,361.1

Variable Name	Unweighted Valid N	Unweighted Mean	Unweighted Median	Unweighted Std. Dev.	Weighted Valid N	Weighted Mean	Weighted Median	Weighted Std. Dev.
THist_UT	1,120	13,846.9	50.5	157,117.2	19,193	8,271.3	50.0	130,705.8
TArchbk_UT	1,271	1,557.5	0.0	29,151.7	21,796	245.7	0.0	9,907.2
TArchIn_UT	1,249	75,345.7	0.0	1,171,205.5	21,298	67,508.2	0.0	1,505,860.2
TNatSc_UT	1,286	256,529.6	0.0	2,539,978.9	22,097	54,865.5	0.0	1,035,883.5
img_vol_UT	959	100,144,515.8	54.0	544,804,353.9	13,674	49,637,630.4	5.0	390,489,169.1
txt_vol_UT	979	271,530.6	0.0	3,552,732.0	13,930	40,202.9	0.0	1,307,925.9
vid_vol_UT	983	79,450.3	0.0	897,665.9	14,217	36,738.9	0.0	500,908.5
aud_vol_UT	925	147,531.0	0.0	2,106,183.2	13,535	93,292.3	0.0	1,763,284.2
web_vol_UT	997	2,057.4	0.0	32,859.3	14,481	322.2	0.0	11,400.3
dat_vol_UT	996	150.8	0.0	1,365.5	14,328	25.4	0.0	499.4
sft_vol_UT	988	34.2	0.0	560.6	14,240	67.6	0.0	858.0
elc_vol_UT	973	23,703,960.3	0.0	404,528,075.2	14,007	6,590,716.4	0.0	145,612,937.4
exh_vol_UT	840	7,417.8	0.0	122,250.2	12,156	11,971.5	0.0	155,847.8
geo_vol_UT	908	459,555.0	0.0	9,613,801.1	13,012	55,617.3	0.0	3,345,731.4
crec_vol_UT	988	12,592,124.4	0.0	213,246,828.0	14,363	1,515,876.8	0.0	73,724,241.3

Appendix I. Item Response Rates (IRR)

Variable Name	Variable Label (Description)	Number of Eligible Respondents	Number of Respondents	Item Response Rate
rself_type	B1 -Which of the following most closely describes your institution?	1,714	1,714	100.0
func_arch	B2_a - Archives	1,714	1,689	98.5
func_library	B2_b - Library	1,714	1,689	98.5
func_histsoc	B2_c - Historical society	1,714	1,689	98.5
func_histhou	B2_d - Historical house/site	1,714	1,689	98.5
func_museum	B2_e - Museum	1,714	1,689	98.5
func_archrep	B2_f - Archaeological repository	1,714	1,689	98.5
func_scires	B2_g - Sci research collection	1,714	1,689	98.5
func_aquazoo	B2_h - Aquarium, zoo, etc.	1,714	1,689	98.5
func_records	B2_i - Records center/manage.	1,714	1,689	98.5
func_other	B2_j - Other	1,714	1,689	98.5
func_none	B2_k - None	1,714	1,689	98.5
Gov_3R	B3 - Institution Governance	1,714	1,711	99.8
env_temp	C1 - Is there environ control for temp?	1,714	1,713	99.9
area_temp	C1a - Areas w environ control for temp	1,100	1,092	99.3
env_humd	C2 - Is there environ control for humidity?	1,714	1,712	99.9
area_humd	C2a - Areas w environ control for humidity	943	939	99.6
env_ligt	C3 - Is there environ control for light?	1,714	1,711	99.8
area_ligt	C3a - Areas w environ control for light	941	938	99.7
coll_strg	C4 - Does institution keep collection onsite and/or offsite storage?	1,714	1,713	99.9
pt_strg	C4a - % of collection stored onsite and/or offsite	1,423	1,291	90.7
pt_lstrg	C4b - % of collection housed in storage large enough to accommodate collection	1,423	1,177	82.7
pt_astrg	C4c - % of collection housed in storage that allows access to collection item	1,423	1,217	85.5
add_strg	C4d - Does institution need additional storage space for collections not currently on display?	1,423	1,415	99.4

Variable Name	Variable Label (Description)	Number of Eligible Respondents	Number of Respondents	Item Response Rate
imp_strg	C5 - Does institution need improvements to onsite or offsite storage space for collection not currently on display?	1,034	1,024	99.0
new_strg	C6 - Does institution need new storage units/equipment for collections not currently on display?	1,423	1,414	99.4
mission	D1 - Does inst's mission include preservation of collection?	1,714	1,712	99.9
pres_plan	D2 - Does inst have a formal written preservation plan?	1,714	1,712	99.9
plan_desc	D2a - Which best describes inst's preservation plan?	586	583	99.5
cond_assm	D3 - Has a general condition assessment been done in inst?	1,714	1,713	99.9
assm_desc	D3a - Which best describes the general condition assessment?	935	929	99.4
emg_plan	D4 - Does inst have a written emergency/disaster plan?	1,714	1,712	99.9
eplan_desc	D4a - Which best describes the written emergency/disaster plan?	960	959	99.9
staff_train	D4b - Is staff trained to carry out emergency/disaster plan?	960	959	99.9
coll_recs	D5 - Does inst have collections records for items in its collections?	1,714	1,713	99.9
recs_osite	D5a - Does inst store collection records off-site?	1,526	1,523	99.8
pt_recs	D5b - % of collections stored off-site	651	534	82.0
inst_sec_sys	D6 - Does inst have a security system?	1,714	1,714	100.0
sec_sys_desc	D6a - What best describes where inst has a security system?	1,284	1,279	99.6
paid_ft	D7_a - Paid full-time conservation/preservation staff	1,714	1,624	94.7
paid_pt	D7_b - Paid part-time conservation/preservation staff	1,714	1,709	99.7
volunteer_ft	D7_c - Volunteer full-time conservation/preservation staff	1,714	1,714	100.0
volunteer_pt	D7_d - Volunteer part-time conservation/preservation staff	1,714	1,714	100.0
other_dept	D7_e - Staff from other depts is responsible for conservation/preservation	1,714	1,662	97.0
consultants	D7_f - Contracted provider(s) or consultant(s) is responsible for conservation/preservation	1,714	1,714	100.0
staff_dk	D7_g - Staff Don't know	1,714	1,714	100.0
prev_consv	D8_a - Preventive conservation is included in inst's current conservation/preservation activities	1,714	1,697	99.0

Variable Name	Variable Label (Description)	Number of Eligible Respondents	Number of Respondents	Item Response Rate
pres_mang	D8_b - Preservation management is included in inst's current conservation/preservation activities	1,714	1,697	99.0
consv_trt	D8_c - Conservation treatment is included in inst's current conservation/preservation activities	1,714	1,697	99.0
pres_ref	D8_d - Preservation reformatting is included in inst's current conservation/preservation activities	1,714	1,697	99.0
pres_audio	D8_e - Preservation of audiovisual media and playback equip. is included in inst's current conservation/preservation activities	1,714	1,697	99.0
pres_none	D8_f - None of the above is included in inst's current conservation/preservation activities	1,714	1,697	99.0
pres_dk	D8_g - Don't know about preservation activities	1,714	1,697	99.0
pprev_consv	D8a_a - Preventive conservation is currently planned at inst.	1,664	1,626	97.7
ppres_mang	D8a_b - Preservation management is currently planned at inst.	1,664	1,626	97.7
pconsv_trt	D8a_c - Conservation treatment is currently planned at inst.	1,664	1,626	97.7
ppres_ref	D8a_d - Preservation reformatting is currently planned at inst.	1,664	1,626	97.7
ppres_audio	D8a_e - Preservation of audiovisual media and playback equipment is currently planned at inst.	1,664	1,626	97.7
ppres_none	D8a_f - None of the above is currently planned at inst.	1,664	1,626	97.7
ppres_dk	D8a_g - Don't know about planned preservation activities	1,664	1,626	97.7
ihprev_consv	D9_a - Preventive conservation completed by staff in-house	1,714	1,690	98.6
ihpres_mang	D9_b - Preservation management completed by staff in-house	1,714	1,690	98.6
ihconsv_trt	D9_c - Conservation treatment completed by staff in-house	1,714	1,690	98.6
ihpres_ref	D9_d - Preservation reformatting completed by staff in-house	1,714	1,690	98.6
ihpres_audio	D9_e - Preservation of audiovisual media and playback equipment completed by staff in-house	1,714	1,690	98.6
ihppres_none	D9_f - None of the above completed by staff in-house	1,714	1,690	98.6
ihppres_dk	D9_g - Don't know about in-house preservation activities	1,714	1,690	98.6

Variable Name	Variable Label (Description)	Number of Eligible Respondents	Number of Respondents	Item Response Rate
ccprev_consv	D9a_a - Preventive conservation completed by external contractor(s)/consultant(s)	1,668	1,639	98.3
ccpres_mang	D9a_b - Preservation management completed by external contractor(s)/consultant(s)	1,668	1,639	98.3
ccconsv_trt	D9a_c - Conservation treatment completed by external contractor(s)/consultant(s)	1,668	1,639	98.3
ccpres_ref	D9a_d - Preservation reformatting completed by external contractor(s)/consultant(s)	1,668	1,639	98.3
ccpres_audio	D9a_e - Preservation of audiovisual media and playback equipment completed by external contractor(s)/consultant(s)	1,668	1,639	98.3
ccppres_none	D9a_f - None of the above completed by external contractor(s)/consultant(s)	1,668	1,639	98.3
ccppres_dk	D9a_g - Don't know about preservation activities by consultants	1,668	1,639	98.3
pres_dig_col	D10 - Does inst preserve digital collections?	1,714	1,695	98.9
digcol_assm	D10a - Has inst conducted a general condition assessment of digital coll in last 5 yrs?	911	911	100.0
digcol_plan	D10b - Has inst developed a preservation plan for digital coll in last 5 yrs?	911	910	99.9
inst_dig_col	D11 - Does inst digitize collections?	1,714	1,696	98.9
digitiz_not	D11a1_a - Digitization – institution does not conduct function	1,215	1,201	98.8
digitiz_stf	D11a1_b - Digitization – by institution staff	1,178	1,178	100.0
digitiz_ins	D11a1_c - Digitization – in collaboration with other institution	1,178	1,178	100.0
digitiz_cnt	D11a1_d - Digitization – by external contractors	1,178	1,178	100.0
digitiz_dk	D11a1_e - Digitization – Don't know	1,178	1,178	100.0
metadata_not	D11a2_a - Metadata – institution does not conduct function	1,215	1,201	98.8
metadata_stf	D11a2_b - Metadata – by institution staff	987	987	100.0
metadata_ins	D11a2_c - Metadata – in collaboration with other institution	987	987	100.0
metadata_cnt	D11a2_d - Metadata – by external contractors	987	987	100.0
metadata_dk	D11a2_e - Metadata – Don't know	987	987	100.0

Variable Name	Variable Label (Description)	Number of Eligible Respondents	Number of Respondents	Item Response Rate
form_mig_not	D11a3_a - Format migration – institution does not conduct function	1,215	1,135	93.4
form_mig_stf	D11a3_b - Format migration – by institution staff	835	835	100.0
form_mig_ins	D11a3_c - Format migration – in collaboration with other institution	835	835	100.0
form_mig_cnt	D11a3_d - Format migration – by external contractors	835	835	100.0
form_mig_dk	D11a3_e - Format migration – Don't know	835	835	100.0
tool_dev_not	D11a4_a - Tool development – institution does not conduct function	1,215	1,111	91.4
tool_dev_stf	D11a4_b - Tool development – by institution staff	617	617	100.0
tool_dev_ins	D11a4_c - Tool development – in collaboration with other institution	617	617	100.0
tool_dev_cnt	D11a4_d - Tool development – by external contractors	617	617	100.0
tool_dev_dk	D11a4_e - Tool development – Don't know	617	617	100.0
normaliz_not	D11a5_a - Normalization – institution does not conduct function	1,215	1,103	90.8
normaliz_stf	D11a5_b - Normalization – by institution staff	692	692	100.0
normaliz_ins	D11a5_c - Normalization – in collaboration with other institution	692	692	100.0
normaliz_cnt	D11a5_d - Normalization – by external contractors	692	692	100.0
normaliz_dk	D11a5_e - Normalization – Don't know	692	692	100.0
file_id_not	D11a6_a - File format identification – institution does not conduct function	1,215	1,107	91.1
file_id_stf	D11a6_b - File format identification – by institution staff	738	738	100.0
file_id_ins	D11a6_c - File format identification – in collaboration with other institution	738	738	100.0
file_id_cnt	D11a6_d - File format identification – by external contractors	738	738	100.0
file_id_dk	D11a6_e - File format identification – Don't know	738	738	100.0
file_val_not	D11a7_a - File format validation – institution does not conduct function	1,215	1,099	90.5
file_val_stf	D11a7_b - File format validation – by institution staff	629	629	100.0
file_val_ins	D11a7_c - File format validation – in collaboration with other institution	629	629	100.0
file_val_cnt	D11a7_d - File format validation – by external contractors	629	629	100.0
file_val_dk	D11a7_e - File format validation – Don't know	629	629	100.0
chcksums_not	D11a8_a - Checksums – institution does not conduct function	1,215	1,095	90.1

Variable Name	Variable Label (Description)	Number of Eligible Respondents	Number of Respondents	Item Response Rate
chcksums_stf	D11a8_b - Checksums – by institution staff	576	576	100.0
chcksums_ins	D11a8_c - Checksums – in collaboration with other institution	576	576	100.0
chcksums_cnt	D11a8_d - Checksums – by external contractors	576	576	100.0
chcksums_dk	D11a8_e - Checksums – Don't know	576	576	100.0
backups_not	D11a9_a - Backups – institution does not conduct function	1,215	1,159	95.4
backups_stf	D11a9_b - Backups – by institution staff	1,068	1,068	100.0
backups_ins	D11a9_c - Backups – in collaboration with other institution	1,068	1,068	100.0
backups_cnt	D11a9_d - Backups – by external contractors	1,068	1,068	100.0
backups_dk	D11a9_e - Backups – Don't know	1,068	1,068	100.0
rdundant_not	D11a10_a - Redundancy – institution does not conduct function	1,215	1,113	91.6
rdundant_stf	D11a10_b - Redundancy – by institution staff	844	844	100.0
rdundant_ins	D11a10_c - Redundancy – in collaboration with other institution	844	844	100.0
rdundant_cnt	D11a10_d - Redundancy – by external contractors	844	844	100.0
rdundant_dk	D11a10_e - Redundancy – Don't know	844	844	100.0
emlation_not	D11a11_a - Emulation – institution does not conduct function	1,215	1,071	88.1
emlation_stf	D11a11_b - Emulation – by institution staff	460	460	100.0
emlation_ins	D11a11_c - Emulation – in collaboration with other institution	460	460	100.0
emlation_cnt	D11a11_d - Emulation – by external contractors	460	460	100.0
emulation_dk	D11a11_e - Emulation – Don't know	460	460	100.0
dev_plan_not	D11a12_a - Development of plans and policies – institution does not conduct function	1,215	1,145	94.2
dev_plan_stf	D11a12_b - Development of plans and policies – by institution staff	999	999	100.0
dev_plan_ins	D11a12_c - Development of plans and policies – in collaboration with other institution	999	999	100.0
dev_plan_cnt	D11a12_d - Development of plans and policies – by external contractors	999	999	100.0
dev_plan_dk	D11a12_e - Development of plans and policies – Don't know	999	999	100.0

Variable Name	Variable Label (Description)	Number of Eligible Respondents	Number of Respondents	Item Response Rate
ed_train_not	D11a13_a - Education, training and outreach – institution does not conduct function	1,215	1,134	93.3
ed_train_stf	D11a13_b - Education, training and outreach – by institution staff	904	904	100.0
ed_train_ins	D11a13_c - Education, training and outreach – in collaboration with other institution	904	904	100.0
ed_train_cnt	D11a13_d - Education, training and outreach – by external contractors	904	904	100.0
ed_train_dk	D11a13_e - Education, training and outreach – Don't know	904	904	100.0
dig_stf_fte	D11b - # of professional, support and volunteer FTE digital curation/preservation staff at inst	1,215	1,161	95.6
dig_thrd_pty	D11c - Has inst participated in a digital curation/preservation repository/library/archive or network operated by a third party?	1,215	1,204	99.1
find_aid	D12_a - needs improvement in findings aids, inventory and/or cataloguing of collections	1,714	1,686	98.4
gnco_assm	D12_b - needs improvement in general condition assessment	1,714	1,686	98.4
staf_train	D12_c - needs improvement in staff training	1,714	1,686	98.4
sec_sys	D12_d - needs improvement in security systems	1,714	1,686	98.4
env_ctr	D12_e - needs improvement environment controls	1,714	1,686	98.4
lght_exp	D12_f - needs improvement in reduction in light exposure to collections	1,714	1,686	98.4
con_trt	D12_g - needs improvement in conservation treatment	1,714	1,686	98.4
pdig_coll	D12_h - needs improvement in preservation of digitized collections	1,714	1,686	98.4
p_borndig	D12_i - needs improvement in preservation of born-digital collections	1,714	1,686	98.4
int_pest	D12_j - needs improvement in integrated pest management	1,714	1,686	98.4
act_none	D12_k - None of the above activities need improving	1,714	1,686	98.4
tyfind_aid	D12a_a - needs improvement in findings aids, inventory and/or cataloguing of collection in the next 3 yrs	1,617	1,578	97.6
tygnco_assm	D12a_b - needs improvement in general condition assessment in the next 3 yrs	1,617	1,578	97.6
tystaf_train	D12a_c - needs improvement in staff training in the next 3 yrs	1,617	1,578	97.6
tysec_sys	D12a_d - Needs improvement in security systems in the next 3 yrs	1,617	1,578	97.6

Variable Name	Variable Label (Description)	Number of Eligible Respondents	Number of Respondents	Item Response Rate
tyenv_ctr	D12a_e - needs improvement environment controls in the next 3 yrs	1,617	1,578	97.6
tylght_exp	D12a_f - needs improvement in reduction in light exposure to collections in the next 3 yrs	1,617	1,578	97.6
tycon_trt	D12a_g - needs improvement in conservation treatment in the next 3 yrs	1,617	1,578	97.6
typdig_coll	D12a_h - needs improvement in preservation of digitized collection in the next 3 yrs	1,617	1,578	97.6
typ_borndig	D12a_i - needs improvement in preservation of born-digital collections in the next 3 yrs	1,617	1,578	97.6
tyint_pest	D12a_j - needs improvement in integrated pest management in the next 3 yrs	1,617	1,578	97.6
tyact_none	D12a_k - None of the above activities need improving over next 3 years	1,617	1,578	97.6
dmg_coll	D13 - Has inst experienced any loss/damage to collections over past 2 years?	1,714	1,683	98.2
dmg_handle	D13a_a - damage/loss due to handling	703	702	99.9
dmg_water	D13a_b - damage/loss due to water or moisture	703	702	99.9
dmg_light	D13a_c - damage/loss due to light	703	702	99.9
dmg_dust	D13a_d - damage/loss due to airborne particulates or pollutants	703	702	99.9
dmg_fire	D13a_e - damage/loss due to fire	703	702	99.9
dmg_store	D13a_f - damage/loss due to improper storage or enclosure	703	702	99.9
dmg_pests	D13a_g - damage/loss due to pests	703	702	99.9
dmg_vandal	D13a_h - damage/loss due to vandalism	703	702	99.9
dmg_chem	D13a_i - damage/loss due to physical or chemical deterioration	703	702	99.9
dmg_obsol	D13a_j -damage/loss due to obsolescence of playback equipment, hardware, software	703	702	99.9
dmg_prior	D13a_k - damage/loss due to prior conservation treatment/restoration	703	702	99.9
dmg_nat_dis	D13a_l - damage/loss due to natural disaster	703	702	99.9
edu_donor	D14 - Does inst educate donors and/or trustees about preservation activities?	1,714	1,685	98.3
pedu_donor	D14a - Over the next 2 yrs, does inst plan to educate donors about preservation activities?	884	882	99.8

Variable Name	Variable Label (Description)	Number of Eligible Respondents	Number of Respondents	Item Response Rate
hghl_prsacr	D15 - Does inst highlight its preservation activities in exhibits or other programming?	1,714	1,685	98.3
phghl_prsact	D15a - Over the next 2 yrs, does inst plan to highlight its preservation activities?	955	952	99.7
info_srce	D16 - Does inst serve as a source for preservation info to the public?	1,714	1,685	98.3
pinfo_srce	D16a - Over the next 2 yrs, does inst plan to serve as a source for preserv info to the public?	690	690	100.0
raise_rev	D17 - Does inst use its conservation/preservation activities to raise revenue?	1,714	1,686	98.4
praise_rev	D17a - Over the next 2 yrs, does inst plan to use its conservation/preservation to earn income?	1,528	1,525	99.8
activ_web	D18 - Does inst feature its conservation/preservation activities on its website?	1,714	1,684	98.2
pactive_web	D18a - Over the next 2 yrs, does inst plan to feature its conservation/preservation activities on its website?	1,176	1,174	99.8
ann_opbudg	E1 - What is the total annual operating budget of your institution	1,714	1,437	83.8
opbudg_fy	E1_FY - Total operating budget - Completed Fiscal Year	1,714	1,714	100.0
fund_acts	E2 - Does inst fund conservation/preservation activities in its annual budget?	1,714	1,642	95.8
act_lineitem	E2a - Are conservation/preservation activities a specific line in annual budget?	1,108	1,034	93.3
act_othfunds	E3 - Are conservation/preservation activities supported with other funds?	1,714	1,638	95.6
pres_opbudg	E4 - What is the annual budget for preservation activities at your institution?	1,714	1,213	70.8
popbudg_fy	E4_FY - Preservation budget - Completed Fiscal Year	1,714	1,714	100.0
enfunds	E5 - Does inst have endowed funds?	1,714	1,633	95.3
prct_enfunds	E5a - In the last 3 yrs, have any of the conservation/preservation expenditures been from endowment?	951	868	91.3
fund_fed	E6_a - Federal: external funding source	1,714	1,623	94.7
fund_state	E6_b - State: external funding source	1,714	1,623	94.7
fund_city	E6_c - Municipal: external funding source	1,714	1,623	94.7
fund_corp	E6_d - Corporation or company: external funding source	1,714	1,623	94.7
fund_found	E6_e - Foundation: external funding source	1,714	1,623	94.7
fund_donor	E6_f - Individual donor or private philanthropist: external funding source	1,714	1,623	94.7

Variable Name	Variable Label (Description)	Number of Eligible Respondents	Number of Respondents	Item Response Rate
fund_none	E6_g - None of the above for external funding	1,714	1,629	95.0
grant_fund	E7 - Has institution applied for grant funding to support conservation/preservation in the last 3 yrs?	1,714	1,629	95.0
gfn_notaware	E7a_a - Not aware of appropriate funding sources	890	787	88.4
gfn_lactime	E7a_b - Lack of staff time or staff expertise	890	787	88.4
gfn_addplan	E7a_c - Additional project planning or preparation was necessary before applying	890	787	88.4
gfn_notprio	E7a_d - Conservation/preservation activities are not an institutional priority	890	787	88.4
gfn_fundsuf	E7a_e - Funding for conservation/preservation is sufficient	890	787	88.4
gfn_unsecc	E7a_f - Applications for external funding were unsuccessful	890	787	88.4
gfn_other	E7a_g – Other reason did not apply for grant funding	890	787	88.4
gfn_dk	E7a_h - Don't know why did not apply for grant funding	890	787	88.4
pt_colcat	F1 - What % of collection is catalogued?	1,714	1,439	84.0
pt_catsch	F1a - What % of your catalog is available to be searched internally in inst?	1,475	1,268	86.0
col_online	F2 - Does inst make its catalogued collection available online?	1,475	1,350	91.5
pcol_online	F2a - Over the next 2 yrs, does inst plan to make its catalogued collections available online?	569	519	91.2
pt_onlin	F3 - % of catalogued collections is available to be searched online by public?	1,043	850	81.5
dig_compeqip	F4_a - Computer equipment available to users on site	1,353	1,144	84.6
dig_mangsys	F4_b - Institutional content management system and user interface viewable online	1,353	1,144	84.6
dig_links	F4_c - Links to digital objects thru an institutional online catalog	1,353	1,144	84.6
dig_subscrip	F4_d - Subscription or commercial service(s)	1,353	1,144	84.6
dig_network	F4_e - Multi-institutional digital library or network	1,353	1,144	84.6
dig_othacc	F4_f - Other way to access digital collection	1,353	1,144	84.6
dig_no_coll	F4_g - No digitized or digital collections	1,353	1,144	84.6
pdftestaff	G1_a - Total paid FTE staff	1,714	1,212	70.7
unpdftestaff	G1_b - Total unpaid FTE staff	1,714	1,207	70.4
onsite_visit	G2_a - Number of onsite visitors	1,714	1,277	74.5

Variable Name	Variable Label (Description)	Number of Eligible Respondents	Number of Respondents	Item Response Rate
ofsite_visit	G2_b - Number of offsite visitors	1,714	1,277	74.5
online_visit	G2_c - Number of online visitors	1,714	1,277	74.5
TBooks_UT	F5a - # Books/bound volumes, as reported, Topcode for PUD	1,714	1,042	60.8
TUnbItems_UT	F5b - # Unbound sheets - items, as reported, Topcode for PUD	1,714	1,380	80.5
TUnb_CF_UT	F5b - # Unbound sheets - cubic ft, as reported, Topcode for PUD	1,714	1,191	69.5
TUnb_LF_UT	F5b - # Unbound sheets - linear ft, as reported, Topcode for PUD	1,714	1,191	69.5
TPhotos_UT	F5c - # Photographic items, as reported, Topcode for PUD	1,714	977	57.0
TMovImg_UT	F5d - # Moving image items, as reported, Topcode for PUD	1,714	1,244	72.6
TRecSd_UT	F5e - # Recorded sound items, as reported, Topcode for PUD	1,714	1,173	68.4
TArt_UT	F5f - # Art items, as reported, Topcode for PUD	1,714	1,135	66.2
THist_UT	F5g - # Hist/ethnographic items, as reported, Topcode for PUD	1,714	1,120	65.3
TArchIn_UT	F5h - # Archaeological items, as reported, Topcode for PUD	1,714	1,271	74.2
TArchbk_UT	F5h - # Archaeological items, as reported, Topcode for PUD	1,714	1,249	72.9
TNatSc_UT	F5j - # Nat sci items, as reported, Topcode for PUD	1,714	1,286	75.0
img_vol_UT	F5k_a Digital - images, as reported, Topcode for PUD	1,357	959	70.7
txt_vol_UT	F5k_a Digital - text, as reported, Topcode for PUD	1,357	979	72.1
vid_vol_UT	F5k_a Digital - video as reported, Topcode for PUD	1,357	983	72.4
aud_vol_UT	F5k_a Digital - audio, as reported, Topcode for PUD	1,357	981	72.3
web_vol_UT	F5k_a Digital - web sites, as reported, Topcode for PUD	1,357	997	73.5
dat_vol_UT	F5k_a Digital - data sets, as reported, Topcode for PUD	1,357	996	73.4
sft_vol_UT	F5k_a Digital - software, as reported, Topcode for PUD	1,357	988	72.8
elc_vol_UT	F5k_a Digital - electronic records, as reported, Topcode for PUD	1,357	973	71.7
exh_vol_UT	F5k_a Digital - exhibit media, as reported, Topcode for PUD	1,357	995	73.3
geo_vol_UT	F5k_a Digital - geospatial media, as reported, Topcode for PUD	1,357	1,011	74.5
crec_vol_UT	F5k_a Digital - original catalog records, as reported, Topcode for PUD	1,357	988	72.8