



INSTITUTE of
Museum and Library
SERVICES

Needs Assessment Survey for Tribal Archives, Libraries, and Museums

Responses are requested by January 17, 2011

Survey may be completed online at:

www.surveymonkey.com/s/atalm-survey

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Introduction

Your help is needed to develop a national report on the status and needs of American Indian, Native Hawaiian, and Native Alaskan cultural organizations. Information you provide will guide future programs, services, and funding in support of your work.

This survey is conducted by the Association of Tribal Archives, Libraries, and Museums (ATALM), with funding from the Institute of Museum and Library Services (IMLS). It is under the direction of Miriam Jorgensen, Research Director of the Harvard Project on American Indian Economic Development and of the Native Nations Institute at the University of Arizona.

THE DEADLINE FOR RESPONDING IS JANUARY 17, 2011. The expectation is that all tribal archives, libraries, and museums will participate. For organizations not responding, we will be following up with reminders every two weeks. It will be a great help to us if you complete the survey at your earliest opportunity.

For questions about the survey, please contact atalm@oltn.odl.state.ok.us
For more information about ATALM, please visit www.atalm.org

Acknowledgements

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Key Objectives

The specific objectives of this national survey are to:

- Document the primary characteristics of tribal archives, libraries, and museums, including their needs, achievements, and community contributions;
- Make recommendations on how tribal archives, libraries, and museums might be enhanced through improved services or support from tribal, regional, state, and national service providers and funders; and
- Establish a regular process to collect information that supports strategic and sustainable development of tribal archives, libraries, and museums

The Process

Every question in the survey has been carefully vetted by a team of pilot testers from various tribal archives, libraries, and museums. While the survey is long, the pilot testers report that most questions are easy to answer and the survey should take no more than an hour to complete.

The survey may be completed online at www.surveymonkey.com/s/atalm-survey.

The preferred method of completion is online. Individuals who complete the survey online will receive a 10% registration discount at an ATALM meeting of their choice. For meeting details, see www.atalm.org or email atalm@oltn.odl.state.ok.us

If you complete the survey online and cannot finish in one sitting, it is possible to save your answers and return later. However, you must use the same computer that you used to start the survey.

If you complete a hard copy of the survey, return it by mail to:

Tribal Project Manager
Tribal Archives, Libraries, and Museums Initiative
Oklahoma Department of Libraries
200 N.E. 18th Street
Oklahoma City, OK 73105

The survey is divided into 14 distinct sections:

1. Primary contact information
2. Organization function and description
3. Management and operations
4. Staff and staff development
5. Training
6. Finances
7. Technology
8. Digitization
9. Exhibitions, programs, and education
10. Audience and visitation
11. Conservation, preservation, and emergency preparedness
12. Archive specific
13. Library specific
14. Museum specific

With the exception of your organization contact information and description, all organization-specific information will be kept confidential.

How are Organizations Defined?

For the purposes of this survey, organizations are broadly defined as follows:

- A tribal **archive** is a depository containing records of *permanent* value. A tribal archive is not the same as a records center, which is a centralized storage location for *temporary* records of importance to tribal government.
- A tribal **library** is a collection of books and other media for studying and/or borrowing.
- A tribal **museum** is an institution organized to collect, store, and exhibit objects with cultural, historic, or artistic value.

A tribal archive, library, or museum does not have to be a stand-alone facility. For example, a tribal **cultural center** may incorporate an archive, library, museum, and/or other activities. A cultural center director should respond to the portions of the survey that relate to the center's activities.

Who Should Complete the Survey?

All tribal organizations should complete this survey, even if you currently do not have a library, archive, or museum. If your tribe does not have a library, archive, or museum, you do not have to complete the entire survey, just the first few questions.

For tribes who do have archives, libraries, and/or museums, key representatives of tribal archives, libraries, and museums should complete this survey.

1. If your organization separates archive, library, and museum functions across multiple institutions, each organization should complete a separate survey.
2. If an umbrella organization (like a cultural center) performs archive, library, or museum functions, it may be easiest for your organization's executive director to answer the general questions and then share the questionnaire among department heads so that they may provide information about their respective units. The same computer must be used for all data entry.
3. If your organization does not provide certain operations surveyed, simply skip the questions that do not apply. For example, if your tribe has a museum but not a library or archive, you may skip those sections.
4. If your organization does not operate an archive, library, or museum, please complete Section 1. You do not need to complete the rest of the survey.

SECTION 1 – PRIMARY CONTACT INFORMATION

1-A. Contact Data: This should be the person who will be contacted if further information is needed and for future updates.

First Name					
Last Name					
Title					
Tribe					
Organization Name					
Street Address					
City		State:		Zip:	
E-mail Address					
Telephone					
Website Address					

The next question is to be completed by tribal organizations that currently are not operating an archive, library, or museum.

1-B. We are interested in receiving training on developing a (check all that apply):

- Archive
- Library
- Museum
- Records center
- Other (please specify)

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SECTION 2 – ORGANIZATION FUNCTION and DESCRIPTION

2-A. Which of these functions does your organization provide?

Check here if your organization is a tribal archive, library, or museum, and if applicable, check more than one box:	Archive	
	Library	
	Museum	

What year were the functions established? (An approximate estimate is acceptable.)	Archive	
	Library	
	Museum	

Is your organization planning to expand to include additional functions? For example, if your organization is a museum, is it planning to include an archive?

Check here to indicate expansion plans, and if applicable, check more than one box:	Archive	
	Library	
	Museum	

2-B. Does your organization or tribe have any of the following? (These programs may be part of, or separate from, your organization.)

	Yes	No	In development
Archaeology program			
NAGPRA office			
Tribal historic preservation office (THPO)			
Visitor center			
Cultural resource protection office, commission, or board?			
Historic sites, homes, or trails			
Language program			
Cultural tourism program			
Other cultural services or programs? (please describe)			

2-C. Does your tribe have a recorded history that is written or told from a tribal perspective?

- Yes
 No
 Under development

2-D. Organization Description. Please provide a general description of your organization, who it serves, a brief description of the kinds of events and opportunities available, and the days and hours the facility is open to the public. This information will be used to develop a national directory of tribal archives, libraries, and museums, so please be as descriptive as possible. Limit is 150 words.

Sample: *The Chickasaw Council House Museum.* Located on Capitol Square in Tishomingo, OK, the museum holds one of the largest collections of Chickasaw art, artifacts, and archival materials in the world. Visitors may experience the first Chickasaw Council House built in Indian Territory, explore artifacts tracing the history and culture of the Chickasaw people, and view the best examples contemporary Chickasaw artwork. By tracing the history of the Chickasaw Tribe from their original home in the deep south, along the Trail of Tears, to eventual settlement in Oklahoma, the museum shows why the Chickasaw Nation is “Unconquered and Unconquerable.” The gift shop offers souvenirs, books, music, and Chickasaw language materials, as well as pottery, jewelry, beadwork, and other artwork by Chickasaw artists. The Chickasaw Council House Museum is open year-round on Monday-Friday, 9 am - 6 pm and on Saturday, 10 am - 4 pm. It is closed on federal holidays. Admission is free. (150 words)

Your organization:

2-E. What are the most important functions of your organization? (Check the appropriate box in each row.)

Function	Very important	Somewhat important	Neither important nor unimportant	Not important	Not applicable
Cultural preservation, perpetuation, and revitalization for tribal community					
Repository for cultural materials and resources					
Education of tribal members					
Education of non-tribal members					
Support for tribal sovereignty					
Tourism or economic development					
Other (please specify)					

SECTION 3 – MANAGEMENT AND OPERATIONS

3-A. Which of the following most closely describes your organization's structure?

- Department or unit of tribal government
- Department or unit of federal, state, or municipal government
- Non-profit organization or foundation incorporated as a 501c3
- Non-profit organization or foundation incorporated as a 7871 tribal entity
- For-profit organization (a business enterprise)
- Part of a tribal college or university
- Part of a church or mission
- Other (please describe below)

3-B. a. Does your organization have a strategic plan that addresses governing authority, staffing, financial resources, collections, programs, etc.?

- Yes
- In development
- No

b. If yes, how often does your organization review this strategic plan?

- Every year
- Every other year
- Every 3-5 years
- Less often

3-C. a. Does your organization have a master plan that addresses the long-term operations, programs, and physical development of your organization and its facilities?

- Yes
- In development
- No

b. If yes, how often does your organization review this master plan?

- Every year
- Every other year
- Every 3-5 years
- Less often

3-D. a. Does your organization have written policies for:

	Yes	In development	No
Finance/financial management?			
Personnel management?			
Other administrative functions (for example, travel, Internet usage)? (Please specify.)			

b. If you answered yes to any of the above, how often *in general* does your organization review these written policies?

- Every year
 Every other year
 Every 3-5 years
 Less often

3-E. What is your organization's governing body? If your organization answers to more than one body, please check all the appropriate boxes:

- Board of trustees or board of directors
 Tribal Council
 Tribal cultural committee
 Other tribal government office or department
 Non-tribal government office or institution
 Other (please specify)

If your organization has a board of trustees or board of directors, please answer the remaining questions in this section.

If your organization does not have a board of trustees or board of directors, skip to section 4.

3-F. What is the board’s composition?

- All are tribal members
- Not all are tribal members, but all are Indigenous
- Not all are Indigenous, but the majority (at least half) are
- Some are Indigenous, but the majority of board members (at least half) are not
- None are Indigenous

3-G. Who selects and approves the appointment of new board members? You may select more than one answer, if applicable.

- Board of trustees or board of directors
- Tribal council
- Chairman, Chief, Governor, President, or other head of your tribe
- Director or Manager of your organization
- Tribal cultural committee or commission
- Other (please specify)

3-H. Does your organization have a formal process of:

	Yes	No	Planned	Don’t Know
Board orientation?				
Board training?				
Board evaluation?				

SECTION 4 – STAFF

For the purposes of this survey:

- A **full-time staff** member is someone who works at least 30 hours a week and receives compensation for doing so.
- A **part-time staff** member is someone who works fewer than 30 hours a week and receives compensation for doing so.
- A **volunteer staff** member is someone who has specific duties, but receives no compensation.

4-A. Using the definitions above, how many staff members of each type does your organization have?

Employee type	Number
Full-time employees	
Part-time employees	
Seasonal employees	
Full-time volunteer staff	
Part-time volunteer staff	
Seasonal volunteer staff	

4-B. Are the functions listed below being performed within your organization? If so, by whom? If no one performs this function, is it needed in order to fulfill your organization’s mission? Check all that apply.

Function	Who performs this function? <i>Indicate with a check mark.</i>					
	Full-time employee	Part-time employee	Contract staff	Volunteer	No one does it, but we need it	No one does it, we don't need it
Director						
Fundraiser/grant writer						
Special events director						
Finance/budget director						
Administrative assistant						
Receptionist						
Clerk						
Archivist						
Librarian						
Curator						
Collections manager						
Conservator						
Historian						
Education director						
Exhibit director						
Registrar						
Facility manager						
Housekeeping/janitorial						
Groundskeeper						
Interpreter						
Gift shop manager and staff						
Public relations/marketing						
Graphic designer						
Information technology						
Tour guide						
Other (Please specify)						

4-C. What is your organization's greatest staffing need?

--

4-D. Does your organization have current position descriptions for:

	Yes, for all	For some, but not all	No	In development
Paid staff?				
Volunteer staff?				

4-E. a. Does your organization have student interns?

- Yes
 No
 Not now, but would like to

b. If yes, how many?

--

c. Please describe the role or function of the interns:

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SECTION 5 – TRAINING

5-A. Do managers or staff of your organization attend conferences or programs of the archive/library/museum profession? Please check all that apply.

- Local conferences or programs
- State conferences or programs
- Regional conferences or programs
- National conferences or programs
- Do not attend conferences or programs

5-B. What training formats work best for your organization?

	Works well	Doesn't work well	Don't know
Local programs (within an hour or less of your institution)			
National programs			
State or regional programs			
Topic specific programs (for example, collection development workshops)			
Self-directed programs or courses			
Organized distance learning class (for credit or not), such as those offered by universities/colleges during a regular semester			
Brief distance learning programs, like webinars or short modular courses (which may take several hours or a day to complete)			
Hands-on or how-to workshops			
Internships or fellowships			
Mentorships			
Concise "how-to" information providing step-by-step guidance on specific topics			
Other (please specify)			

5-C. What is your organization's annual budget for staff and professional training?

Please include the cost of travel, per diem, and related expenses.

- \$0
- \$1 – \$250
- \$251 – \$500
- \$501 – \$1000
- \$1,001 – \$5,000
- \$5,001 – \$10,000
- \$10,001 – \$25,000
- Over \$25,000

	Increased	About the same	Decreased
5-D. Reflecting on the last several years, has your organization's staff training budget:			
5-E. Over the next year, will your organization's staff training budget likely be:			

5-F. Which of the following training obstacles impact your organization?

Possible Obstacle	Classify			Prioritize
	Substantial obstacle	An obstacle, but not impossible or overwhelming	Not really an obstacle	What is the <i>most important</i> obstacle? (Rank in order of importance.)
Registration fees too expensive				
Lack of funding for training				
Lack of culturally relevant training				
Lack of time				
Don't know about training opportunities				
Leaves organization without staff				
Slow internet connection				
Too far to travel				
Lack of interesting training				
Lack of quality training				
Other (please specify)				

SECTION 6 – FINANCES

6-A. What is your organization's annual operating budget?

When answering this question, please be sure to total all sources that make up the budget. For example, in some situations, staff salaries are paid by the tribe and embedded in other budgets, not the institution's. Please include the total amount of the operating budget, including those budget items paid directly by the tribe, by other organizations, or by grants.

- | | |
|---|--|
| <input type="checkbox"/> \$1,000 or less | <input type="checkbox"/> \$100,001 – \$250,000 |
| <input type="checkbox"/> \$1,001 – \$10,000 | <input type="checkbox"/> \$250,001– \$500,000 |
| <input type="checkbox"/> \$10,001 – \$50,000 | <input type="checkbox"/> \$500,001 – \$1 million |
| <input type="checkbox"/> \$50,001 – \$100,000 | <input type="checkbox"/> More than \$1 million |

6-B. What is the current overall financial situation of your organization? Your response is confidential.

- Strong and growing
- Level and stable from year to year
- Difficult to project, significant variations from year to year
- Unstable and losing money

6-C. Reflecting on recent years, tribal government financial support has been:

- Strong and growing
- Level and stable from year to year
- Difficult to project, significant variations from year to year
- Decreasing
- We do not receive financial support from the tribe

6-D. How is your organization funded? Check all that apply.

Funding source	Now Receive	Plan to Receive
Tribal government allocation from gaming revenues		
Tribal government allocation from non-gaming revenues		
City government		
County government		
State government (Arts Council, Historical Records Advisory Board, the Legislature, Cultural Council, Humanities Council, State Library, Department of Education, Department of Tourism, etc.)		
Convention and Visitors Bureau		
Institute for Museum and Library Services (IMLS)		
National Trust for Historic Preservation (NTHP)		
National Endowment for the Arts (NEA)		
National Endowment for the Humanities (NEH)		
National Science Foundation (NSF)		
National Parks Services (NPS)		
National Historical Publications and Records Commission (NHPRC)		
Other federal agency; specify:		
Foundations and other charitable organizations		
Corporations		
Individual contributions		
Endowment income		
Admission fees		
Program charges (for example,, event tickets or participation fees)		
Facility rental		
Merchandise sales		
Membership dues		
Other income; please specify source:		

	Yes	No	Planned
6-E. Does your organization have an endowment?			
6-F. Does your organization have a planned giving program?			

6-G. What is your organization’s policy with regard to admission charges?

- Everyone pays admission
- Admission is free to everyone
- Admission is free or discounted to tribal citizens/members
- Admission is free or discounted for members from other tribes
- Discounted admission is available for groups
- Discounted admission is available for members of our organization

6-H. Not all contributions are financial. Please note the non-financial ways people contribute to your organization. Check all that apply.

- Donating artifacts and other materials for the collections
- Loaning artifacts and other materials for the collections
- Serving on committees
- Sharing traditional and historical knowledge
- Volunteering
- Other (please specify)

6-I. Who is responsible for raising funds for your organization? Check all that apply.

- Director or manager
- Board members
- Fundraiser or development officer on staff
- Fundraising consultant
- Volunteer fundraiser
- No one
- Other (please specify)

6-J. If your organization received new funding, what would your spending priorities be?
Check all that apply.

Categories	Top priorities	Middle priorities	Lowest priorities
Hire additional staff			
Train existing staff			
Improve collection care			
Expand collections			
Construct a new facility			
Renovate an existing facility			
Create new exhibitions and/or upgrade or modify existing ones			
Create new programs and/or expand existing ones			
Establish an endowment			
Retire debt			
Other (please specify)			

6-K. How much of your budget do you allocate to the following? Please make a best guess of the percentage of funding, hopefully adding to 100%.

Budget category	% of total budget to this function
Staffing	
Collections expansion and development	
Exhibitions	
Public/education programs (such as demonstrations, lectures, classes, etc.)	
Training	
Collections care and conservation	
Facility operations and maintenance (such as utilities, landscaping, janitorial, etc.)	
Marketing/community relations	
Travel	
Other (please specify budget category and percentage)	

Total 100%

SECTION 7 – TECHNOLOGY

7-A. Does your organization have a technology plan that helps guide equipment and software purchases, data management and backup, security, and other information technology issues?

- Yes
- In development
- No

7-B. In terms of services offered, does your organization use computers to...?

	Yes	No, perhaps later	No, never	In development
Provide public access to the internet				
Provide public access to word processing, printing, and other computer functions				
Provide access to institutional resources (finding aids, collection catalogs, visual images of materials in the collection)				
Create an exhibit experience				

7-C. In terms of administration, does your organization use computers to...?

	Yes	Don't now, but plan to do this	No, and no plans to do this
Manage collections			
Manage educational resources			
Manage finances			
Manage fundraising			
Manage membership programs			
Create publications			
Schedule tours			
Other (please specify)			

7-D. What kind of Internet connectivity does your organization have?

- Dial up modem
- T-1 lines
- T-3 lines
- DSL
- Cable modem
- ISDN (Integrated Services Digital Network)
- Wireless broadband
- Satellite
- Other
- Do not know
- None

If “other” is noted above, what is this other means of Internet connectivity?

7-E. Roughly, what percentage of homes in your community have computers with reliable high-speed Internet access? Your response will help inform a study related to funding and technology access needs. We realize this is a question for which you may not have an answer.

- | | |
|---------------------------------|-------------------------------------|
| <input type="checkbox"/> 0-10% | <input type="checkbox"/> 61-70% |
| <input type="checkbox"/> 11-20% | <input type="checkbox"/> 71-80% |
| <input type="checkbox"/> 21-30% | <input type="checkbox"/> 81-90% |
| <input type="checkbox"/> 31-40% | <input type="checkbox"/> 91-100% |
| <input type="checkbox"/> 41-50% | <input type="checkbox"/> Don't know |
| <input type="checkbox"/> 51-60% | |

7-F. If your organization has a website, who maintains it?

- Organization staff member
- Tribal employee (not an organization staff member)
- Outside contractor
- Volunteer
- Other (please specify)

SECTION 8 – DIGITIZATION

8-A. Is your organization digitizing materials?

- Yes
- No, but we plan to in the next 12 months
- No, we have no plans to digitize any materials

If your organization is not undertaking any digitization, proceed to Section 9.

8-B. Please describe the types of materials (for example, photographs, recordings, documents, artifacts, etc.) **being digitized and what the plans are for their use** (for example, exhibits, publications, online exhibits, etc.):

8-C. What are the primary goals for your organization’s digitization activities?

Please select your top *three* priorities.

- To increase visibility and expand the audience for the organization's collections
- To participate in a grant that supports collaborative initiatives
- To meet public expectations of the organization
- To preserve materials of importance or value
- To increase access to collections, materials, or files
- To minimize damage to original materials
- To provide access to materials through the web
- To save space
- To save money by reducing duplication of materials
- To provide access to materials for specific audiences
- Other (please specify)

8-D. How significant are these issues to your organization’s digitization efforts?

	High barrier	Medium barrier	Low – not a barrier
Copyright issues			
Lack necessary equipment			
Lack expertise or technical knowledge			
Lack funding			
Not sure how to plan a digitization project			
No materials worth digitizing			
Other projects have higher priority			
Staffing limitations			
Not sure what to do with digitized materials			
Other (please specify)			

8-E. Your organization has written policies or procedures concerning which aspects of digitization? Please check all that apply.

- The mission and goals of digitization efforts
- Digital collection development
- Access to digital images
- Digital preservation plans
- The inclusion of digital material in exhibitions
- Rights and licensing of digital images
- Other digitization issues (please specify)

SECTION 9 – EXHIBITIONS, PROGRAMS, and EDUCATION

9-A. Please check all services or programs that your organization provides:

	Yes	No	In development
Tribal language classes			
Recording and collecting oral history			
Recording and collecting family history			
Traditional arts and crafts classes or instruction			
Exhibits			
Public programs such as films, lectures, storytelling, art shows, dances, annual gatherings, pow wows, etc.			
Temporary storage of objects or collections for individuals, families, and/or other organizations			
General educational activities			
Tours and field trips			
Conferences			
Sell merchandise created by tribal members			
Other (please describe)			

9-B. How often does your organization work with any of the following?

Type of institution	Often	Occasionally	Never
Local or county museums, libraries, archives, historical societies, and/or cultural agencies			
State museums, libraries, archives, historical societies, cultural and/or other state agencies			
Regional museums, libraries, archives, historical societies, and/or cultural agencies			
National museums, libraries, archives, historical societies, and/or cultural agencies			
Tribal colleges and universities			
In-state, non-tribal colleges and universities			
Out-of-state, non-tribal colleges and universities			

9-C. What kinds of programs and activities are provided to K-12 school groups that visit your facility? Please check all that apply.

- Demonstrations
- Exhibits
- Living history tours or exhibits
- Films or multimedia presentations
- Talks on history and culture
- Interactive workshops
- Crafts workshops or classes
- Seasonal opportunities and programs (holiday programs, spring break classes, etc.)
- We do not provide programs and services for school groups on site
- Other, please specify

9-D. What kinds of programs and services does your organization provide for K-12 students at schools? Please check all that apply.

- Demonstrations
- Loan kits or trunks
- Living history tours or exhibits
- Films or multimedia presentations
- Talks on history and culture
- Interactive workshops
- Crafts workshops or classes
- Seasonal programs
- Lesson plans
- We do not provide programs and services for schools in schools
- Other (please specify)

9-E. Are tribal members involved in program or exhibition development?

Yes, please describe how:

No, please explain why:

Not now, but plan to. Please explain how:

9-F. Are tribal elders involved with your organization?

Yes, please describe how:

No, please explain why:

Not now, but plan to. Please explain how:

9-G. Does your organization participate in the planning or execution of tribal celebrations or events?

Yes, please describe how:

No, please explain why:

Not now, but plan to. Please explain how:

9-H. Does your organization participate in the preservation and renewal of tribal ceremonies and traditions?

Yes, please describe how:

No, please explain why:

Not now, but plan to. Please explain how:

9-I. How do you perceive your organization is viewed by the Tribal Council and tribal community? Using the scale “strongly disagree” to “strongly agree,” rate the following statements:

	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
The Tribal Council recognizes the contributions of the organization to the community.					
The organization is a priority for the Tribal Council.					
The organization is a priority for the tribal community.					

SECTION 10 – AUDIENCE and VISITATION

10-A. Who are your organization’s primary audiences? Please select your top three.

- Tribal members
- Educators/teachers and schools/students
- Non-tribal community
- Scholars/researchers/authors
- Tourists
- Other (please specify)

10-B. Does your organization have a membership or Friends program?

- Yes
- No
- Plan to have one

10-C. How is your organization promoted? Please check all that apply.

	Now using	Not using	Planning to use
Web site			
Printed materials (for example, brochures, flyers)			
Rack cards at local hotels, restaurants, and attractions			
Public service announcements on TV, radio, and/or newspapers			
Media releases (press and broadcast)			
Paid advertisements (print, radio, television)			
Publications and press releases			
Books, directories, and/or magazines			
Booths at tribal events			
State tourism publications and promotions			
Tribal tourism publications and promotions			
Visitor and convention bureaus			
Chambers of Commerce			
Cross-marketing efforts with other tribal enterprises			
Presentations and speaking engagements			
Billboards, roadside signs, and other outdoor venues			
Word of mouth			
Other (please specify)			

SECTION 11 – CONSERVATION, PRESERVATION, and EMERGENCY PREPAREDNESS

11-A. Which of the following most closely describes current staffing for conservation/preservation? Select all that apply.

- Paid conservation/preservation staff (full-time or part-time)
- Volunteers (full-time or part-time)
- Conservation/preservation duties assigned to various staff as needed
- Conservation/preservation services obtained through external provider
- No staff person has conservation/preservation responsibilities

11-B. Does your organization have funds specifically allocated for conservation/preservation activities in its annual budget? Select one.

- Yes
- No specific line-item in budget, but other budgeted funds are available
- No
- Don't know

11-C. Are your organization's collections stored with consideration for traditional Indigenous practices of care?

- Yes, completely
- To some extent
- Not relevant
- No
- Don't know

11-D. Does your organization's facility accommodate traditional care practices and ceremonies?

- Yes, completely
- To some extent
- Not relevant
- No
- Don't know

11-E. Where there is no conflict with traditional or cultural practices, are collections stored according to professional best practices for conservation and preservation?

- Yes
- To some extent
- No, but planning to do so
- Don't know

	Yes	In some, but not all areas	No	Don't know
11-F. Does your organization's facility have a climate control system?				
11-G. Does your organization's facility have security systems to help prevent loss of collections?				

11-H. Does your organization have a written emergency/disaster plan that includes the collections? Select one.

- Yes
- Yes, but it is not up-to-date
- No, but one is being developed
- No
- Don't know

11-I. If your organization has a written emergency/disaster plan, are staff members trained to carry it out?

- Yes
- No
- Don't know
- Have no written emergency/disaster plan

11-J. Are copies of vital collection records (for example, inventory, catalog, insurance policies) **stored offsite?** Select one.

- Yes
- Some, but not all
- No
- Do not have copies
- Do not have collection records
- Don't know

11-K. a. In the last 10 years, has your organization suffered damage or loss to a facility or collection?

- Yes
- No
- Don't know

b. If yes, please indicate what caused the damage or loss. Select all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Minor flood | <input type="checkbox"/> Fire (not wildfire) |
| <input type="checkbox"/> Major flood | <input type="checkbox"/> Snow |
| <input type="checkbox"/> Other water damage (for example, broken pipes, sewage backup) | <input type="checkbox"/> Ice |
| <input type="checkbox"/> Mud slide | <input type="checkbox"/> Hail |
| <input type="checkbox"/> High wind | <input type="checkbox"/> Explosion |
| <input type="checkbox"/> Tornado | <input type="checkbox"/> Chemical spill or leak |
| <input type="checkbox"/> Tropical cyclone (hurricane, typhoon) | <input type="checkbox"/> Mold |
| <input type="checkbox"/> Lightning | <input type="checkbox"/> Vandalism or graffiti |
| <input type="checkbox"/> Volcanic activity | <input type="checkbox"/> Theft or other unauthorized borrowing |
| <input type="checkbox"/> Earthquake | <input type="checkbox"/> Misfiled or misplaced |
| <input type="checkbox"/> Wild fire | <input type="checkbox"/> Unreturned loans |
| | <input type="checkbox"/> Other (please specify below) |

SECTION 12 – ARCHIVES

**Please answer the following questions with regard to your organization’s archival collection.
Skip to Section 13 if your organization does not operate an archive.**

12-A. Is the archival collection housed in a:

- Stand-alone facility
- As part of a records center
- As part of a library
- As part of a museum
- Other (please specify)

12-B. What is the approximate size of your archival collection? This may be defined by number of items, by cubic feet, or by linear feet.

12-C. What types of records does the archive hold? Check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> Family histories |
| <input type="checkbox"/> Journals or diaries | <input type="checkbox"/> Historic photographs |
| <input type="checkbox"/> Business or organization records | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Government records | <input type="checkbox"/> Scrapbooks |
| <input type="checkbox"/> Newspapers | <input type="checkbox"/> Film |
| <input type="checkbox"/> Manuscripts | <input type="checkbox"/> Oral histories |
| <input type="checkbox"/> Legal documents (deeds, contracts, etc.) | <input type="checkbox"/> Tribal histories |
| <input type="checkbox"/> Maps, plats, drawings | <input type="checkbox"/> Church histories |
| <input type="checkbox"/> Meeting records | <input type="checkbox"/> Linguistic records |
| <input type="checkbox"/> Cemetery records | <input type="checkbox"/> Other (please specify below) |

12-D. a. Does the archive formally count its number of users?

- Yes
- No
- Plan to start

b. If yes, how many visitors or users did the archive serve last year? Write “0” if the archive had no visitors or users in a category. If you don't know how many visitors were served, write "don't know" in the box.

	Number of visitors or users (or “don’t know”)
On site	
Off site (for example, traveling exhibitions, educational programs)	
Electronic (for example, visits to website, electronic distribution lists, electronic discussion groups)	

12-E. How do staff and users find records in the archive? Check all that apply.

- Printed guides
- Computerized database
- Online finding aids
- Folder/file cabinet system
- Other (please specify below)

12-F. Does the archive’s collection have access restrictions?

- Yes
- No
- Some collections are restricted
- Don’t know

12-G. What kinds of acquisitions is the archive actively seeking?

12-H. What operational policies does the archive have? Please check all that apply.

- Acquisitions Policy (describes preferences regarding new materials for the archival collection)
- Collections Policy (defines how the collection is developed and cared for)
- Use Policy (defines how the collection is used)
- Other (please specify)

12-I. Are staff members aware of, and apply, recommended practices found in “The Protocols for Native American Archival Materials?”

(See <http://www2.nau.edu/libnap-p/protocols.html>)

- Yes
- No
- Some, but not all
- Don’t know

12-J. Please rank the archive’s challenges in the table below:

Challenge	Major challenge	Medium challenge	Minor challenge	Not a challenge
Too few staff				
Inadequate space				
Inadequate shelving, cabinets, and other storage areas				
Collection development				
Inadequate technology				
Collections in poor condition				
Inadequate conservation materials, space, & services				
Lack of community engagement				
Lack of tribal support				
Inadequate budget				
Other (please specify)				

12-K. Please rank the archive's management and staff training needs in the table below:

Topic area	High priority	Medium priority	Low priority	Not a priority
How to start an archive				
Collections development				
Collection accessioning and processing methods				
Collections storage and handling				
Preventive care of collections				
Educational programming				
Exhibition development, design, and production				
Software or other computer training				
Security				
Management practices				
Fundraising				
Board development				
Volunteer and Friends program development				
Other (please specify)				

12-L. a. Please indicate whether the archive has the type of space listed:

	Yes	No	Plan to
Storage area devoted exclusively to archival purposes			
Vault			
Work space equipped to process collections			
Administrative space			
Conservation space			
Reading room or research work area			
Meeting room(s)			
Display space			

b. If you answered yes to any of the above (that is, your archive has this kind of space), does the size of this space meet your needs? Please use the following definitions to guide the assessment of facility size:

Inadequate – a larger space is needed

Adequate – space size meets all current staff, program, exhibition, and collection needs

Ideal – space size exceeds the archive’s needs at the moment

	Inadequate	Adequate	Ideal
Storage area devoted exclusively to archival purposes			
Vault			
Work space equipped to process collections			
Administrative space			
Conservation space			
Reading room or research work area			
Meeting room(s)			
Display space			

12-M. Are plans in place for a new archive facility?

- Yes
- No
- In Progress

If in place or in progress, please describe the facility, its costs, how it is or will be funded, and anticipated opening date:

12-N. What services does the archive receive from the State Historical Records Advisory Board?

- None
- Funding
- Training
- Consultation
- Other (please specify)

12-O. Is there anything else you wish to share with us about your archive?

SECTION 13 – LIBRARIES

*Please answer the following questions with regard to your organization’s library.
Skip to Section 14 if your organization does not operate a library.*

13-A. Has the library conducted a community needs assessment to identify current and future needs of tribal members?

- Yes
- No
- Plan to
- Don’t need one

13-B. Please rank the library’s challenges:

Challenge	Major challenge	Medium challenge	Minor challenge	Not a challenge
Too few staff				
Inadequately trained staff				
Inadequate space				
Inadequate shelving and cabinets				
Inadequate collections				
Inadequate technology				
Collections in poor condition				
Lack of community engagement				
Lack of tribal support				
Inadequate budget				
Other (please specify)				

13-C. What percentage of the library’s collections is related to indigenous communities (that is, materials concerning your tribal culture or other tribal cultures)?

- 0-10%
- 11-25%
- 26-50%
- 51-75%
- 76-100%

13-D. What kinds of acquisitions is the library actively seeking?

13-E. Does the library’s collection have access restrictions?

- Yes
- No
- Don’t know

13-F. Does the library issue library cards to users?

- Yes
- No
- Plan to

13-G. How many registered borrowers does the library have?
If you do not know the number, write “don’t know” in the box.

**Number of borrowers
(or “don’t know”)**

13-H. a. Does the library formally count its number of visitors or users?

- Yes
- No

b. If yes, how many people were served last year? Write “0” if the library had no visitors or users in a category. If you don’t know how many people were served last year, write “don’t know” in the box)

**Number of visitors or users
(or “don’t know”)**

On site library visitors or users	
Off site library visitors or users (for example, traveling exhibitions, bookmobiles, educational programs)	
Electronic visitors or users (for example, visits to website, electronic distribution lists, electronic discussion groups)	

13-I. What services does your library provide that are important to the community?

	Most important	Somewhat important	Not important	Do not provide now, but plan to	Have no plans to provide
Materials specifically related to the tribe or other indigenous cultures					
Services for job seekers					
Information for starting a business, seeking business opportunities or other economic development issues					
Access to government information and services (unemployment benefits, tax forms, Medicare, Social Security benefits, etc.)					
Access to health care information					
Computer and Internet training skills					
Education resources for students					
Access to subscription databases					
Audio content (for example, music, audio books)					
Video content (for example, movies)					
Recreational gaming consoles, software, or Web sites					
Information for college applicants					
Information about the tribal community and/or tribal services					
Genealogy research materials					
Adult literacy classes					
Classes to teach traditional life ways					
Language classes					
Other (please describe)					

13-J. Which of the following types of items are in the library collection? What is the approximate volume of this portion of the collection? Enter the number of titles for each item type. If you do not know the number, write "don't know" in the box.

Item Type	Have these items		# of Titles (or "don't know")
	Yes	No	
Print Books			
Electronic Books			
Audio/Video Recordings			
Magazines and periodicals			
Newspapers			
Subscription databases			
Other (please specify)			

13-K. Please rank the library's collection development needs:

Collection need	High priority	Medium priority	Low priority	Not a priority
Materials specific to the tribe's culture				
Indigenous materials in general				
Current fiction				
Current non-fiction				
Reference materials				
Electronic databases				
Young adult materials				
Children's materials				
Materials for physically challenged				
Audio/video materials				
Other (please specify)				

13-L. a. Does the library use an automated system to catalog the collection? That is, does it use a software to process, organize, and make available its collection?

- Yes
- No

b. If yes, which system?

13-M. Please rank the library’s specific technology needs:

Technology need	High priority	Medium priority	Low priority	Not a priority
Hardware (computers/printers/scanners)				
Software				
Training for staff				
Technical support for staff				
More public computers				
Training for library users				
Improved Internet connection				
Other (please specify)				

13-N. a. How many public access computers does the library have?

If you do not know the number, write “don’t know” in the box.

**Number
(or “don’t know”)**

b. Is this number sufficient for the library’s needs?

- Yes, there are **enough** public Internet workstations available for patrons who wish to use them during a typical day.
- No, there are consistently **fewer** public Internet workstations than patrons who wish to use them throughout a typical day.

13-O. If your library offers public Internet access, is it the only free of charge public computer and Internet access venue in the library's service area? Please mark only one answer.

- Yes, the library is the only place in the community that provides free public computer and Internet access services.
- No, there are other places in the community that provide free public computer and Internet access services (for example, community technology centers)
- Don't know
- Other (please specify)

13-P. Does your library plan to *add* to the total number of public Internet workstations in the upcoming year?

- Yes
- No
- Other (please specify)

13-Q. Does your library's connection speed meet patron needs? Please mark only one answer.

- All of the time
- Some of the time
- Almost all of the time
- Don't know

13-R. The following four questions are related to E-Rate Funds that are provided by the federal government through the Universal Service Fund to libraries to cover expenses associated with Internet access.

a. Does your library receive federal E-Rate funding?

- Yes
- No

b. If your library is, or will be, receiving E-rate discounts during the upcoming year, please indicate for which services you will receive funds. Mark all that apply.

- Internet connectivity
- Telecommunications service
- Internal connection costs

c. If your library receives E-Rate funding, who approved the library's technology plan?

- Bureau of Indian Affairs (BIA)
- State Department of Education
- State Library

d. If your library *does not* receive E-Rate funding, please indicate why. Mark all that apply.

- The E-rate application process is too complicated
- Not sure if the library is eligible
- Not worth the time needed to participate in the program
- We were denied funding in the past and are discouraged from applying now
- We applied for E-rate in the past, but no longer find it necessary
- Never heard of it
- Would like to find out more about it

13-S. What is the educational/experience level of the library staff? Please enter the number of staff members with each level of education/experience.

	Number
Librarians with a Master's in Library or Information Services from an ALA-accredited university	
Librarians with other Master's degrees	
Library staff with undergraduate degrees	
Library staff with Associate's (2-year) degrees	
Library staff with certificates in library education	
Library staff without any of the above	

13-T. Please rank the library's management and staff training needs in the table below:

Topic area	High priority	Medium priority	Low priority	Not a priority
How to start a library				
Collections development				
Cataloging				
Collections storage and handling				
Public programming (for example, youth programs)				
Educational programming (for example, literacy training)				
Software or other computer training				
Reference				
Management Practices				
Fundraising				
Board development				
Volunteer and Friends program development				
Other (please specify)				

13-U. a. In the table below, please indicate whether the library has the type of space listed.

	Yes	No	Plan to
Circulation/Information Desk			
Reference Area			
Collections Area/Library Stacks			
Public Access Computer Area			
Administrative Offices			
Children's Area			
Young Adult Area			
Special Collections Area			
Genealogy/Family History Area			
Tribal/Local History Area			
Café or Coffee Shop			
Space for Public Programs			
Other (please specify)			

b. Thinking of the list above, if the library has the listed type of space, does it meet the library's needs in terms of size? Please use the following definitions to guide your assessment:

- Inadequate – A larger space is needed.
- Adequate – Space size meets all current staff, program, and collection needs.
- Ideal – Space size exceeds the library's needs at the moment.

	Inadequate	Adequate	Ideal
Circulation/Information Desk			
Reference Area			
Collections Area/Library Stacks			
Public Access Computer Area			
Administrative Offices			
Children's Area			
Young Adult Area			
Special Collections Area			
Genealogy/Family History Area			
Tribal/Local History Area			
Café or Coffee Shop			
Space for Public Programs			
Other (as specified above)			

13-V. a. Are plans in place for a new library facility?

- Yes
- No
- In progress

b. If plans are in place or in progress, please describe the facility, its costs, how it is, or will be, funded and anticipated opening date:

13-W. a. Is there a public library within the service area of your tribal library?

- Yes
- No
- Don't know

b. If yes (there is a public library within your service area), does it provide services that are responsive to the library needs of the tribal community?

- Yes
- Yes, but needs improvement
- No
- Don't know

13-X. What services does your library receive from the State Library Agency? (Please check all that apply.)

- Funding
- Training
- Access to programs (for example, Summer Reading)
- Access to statewide databases
- Interlibrary loan services
- Other (please specify)

13-Y. Is there anything else you would like to share with us about your library?

SECTION 14 – MUSEUMS

*Please answer the following questions with regard to your organization’s museum.
Skip this section if your organization does not operate a museum.*

14-A. Please describe your collection and provide an estimated number of items:

14-B. What percentage of your permanent collection has been accessioned?

- 0%
- 0-25%
- 26-50%
- 51-75%
- 76-100%
- Don't know

14-C. Do you use a Collections Management Software program (a system to document, manage, and inventory items in the museum’s collections)?

14-D. a. Does the museum formally count its number of visitors?

- Yes
 No

b. If yes, how many visitors or users did the museum serve last year? Write "0" if the museum had no visitors or users in a category. If you do not know the number served, write "don't know" in the box.

	Number of visitors or users (or "don't know")
On site	
Off site (for example, traveling exhibitions, educational programs)	
Electronic (for example, visits to website, electronic distribution lists or groups)	

14-E. Does the museum have an active program to acquire materials for its permanent collection?

- Yes
 No
 Planning to

14-F. What policies and plans does the museum have? (Check all that apply.)

- Collections Plan (defines mission, audience, history of collection, resource allocation, partnerships with other museums, loans, acquisitions, disposition of items, etc.)
- Collections Management Policies and Procedures (defines how the collection is managed and cared for)
- Conservation Plan (defines preventative conservation procedures, addresses preservation issues)
- Copyright and Reproduction Policies (defines how others may use images and information about your collection)
- Facility Use Agreement (defines who may use your facility, use guidelines, and charges)
- Interpretive Plan (outlines the stories the museum tells)
- Other (please specify below)

14-G. Does the museum host community exhibitions?

- Yes
- No
- Planning to

14-H. How many changing/temporary exhibitions does the museum host each year?

- None
- 1-2
- 3-4
- 5 or more

14-I. If the museum ever closes permanently, what happens to the collections? Check all that apply.

- Collection may be sold
- Collection may be dispersed back to donors
- Collection may be donated to another institution
- Collection belongs to the tribe and will be held by the tribe
- Other (please explain)

14-J. Where are the museum's collections stored?

- Entire collection is on exhibit
- Parts of the collection are on exhibit and the remainder is stored in a storage area of the museum
- Off-site in a climate controlled environment
- Off-site in a non-climate controlled environment
- Collection is dispersed and stored in several locations
- Other (please explain)

14-K. Please rank the museum's challenges in the table below:

Challenge	Major challenge	Medium challenge	Minor challenge	Not a challenge
Too few staff				
Inadequate space				
Collection development				
Change in visitor expectations				
Change in population demographics				
Program services replaced by TV and internet resources				
Collections in poor condition				
Inadequate conservation materials, space, and services				
Inadequate budget				
Decreased funding for K-12 curriculum and field trips				
Keeping current with changing technology				
Developing new leadership and effective management				
Lack of tribal support				
Remaining viable and relevant				
Lack of community engagement				
Other (please specify)				

14-L. Please rank the museum's management and staff training needs in the table below:

Topic area	High priority	Medium priority	Low priority	Not a priority
How to start a museum				
Collections development				
Registration and processing methods				
Collections storage and handling				
Preventive care of collections				
Outreach programming (to schools, elder care, etc.)				
Public programming				
Exhibition development, design, and production				
Software or other computer training				
Security				
Administrative practices				
Fundraising				
Board development				
Development of a membership/Friends program				
Volunteer development				
NAGPRA				
Museum shop management				
Other (please specify)				

14-M. a. Please indicate whether the museum has the type of space listed:

	Yes	No	Plan to
Space for permanent exhibits			
Space for changing exhibits			
Educational activity center			
Children's area			
Space for public programs (not a stage or theatre)			
Performance space (stage or theatre)			
Interpretive grounds or natural areas			
Meeting room(s)			
Museum store			
Restaurant/food service area			
Administrative offices			
Collections processing area			
Collection storage area			
Conservation lab			
Exhibit fabrication shop			
Vault			
Other (please specify)			

14-M. b. For each space identified above, please indicate if the space meets the museum's needs in term of size. Use the following definitions as a guide:

- **Inadequate** – A larger space is needed.
- **Adequate** – Space meets current staff, program, exhibition, and collection needs
- **Ideal** – Space exceeds the archive's needs at the moment

	Inadequate	Adequate	Ideal
Space for permanent exhibits			
Space for changing exhibits			
Educational activity center			
Children's area			
Space for public programs (not a stage or theatre)			
Performance space (stage or theatre)			
Interpretive grounds or natural areas			
Meeting room(s)			
Museum store			
Restaurant/food service area			
Administrative offices			
Collections processing area			
Collection storage area			
Conservation lab			
Exhibit fabrication shop			
Vault			
Other			

14-N. a. Are plans in place for a new museum facility?

- Yes
- No
- In progress

b. If plans are in place or in progress, please describe the facility, its costs, how it is, or will be, funded and anticipated opening date:

14-O. Is there anything else you would like to share with us about your museum?