

**Stewarding Michigan's Treasures:
Connecting to Collections
Survey Results from
Michigan's
Collecting Institutions**



**A Report by Michigan Museums Association
April 2012**

Made possible through the generous support of:



Executive Summary *Connecting to Collections Survey*

Michigan Museums Association (MMA) spearheaded this state-wide survey of Michigan's 1,513 collecting institutions, querying them regarding the state of the documentation, accessibility, and care of artifacts and documents held in trust. Surveys were sent to libraries and archives (which primarily collect books and paper documents) and art, science and history museums, aquaria, botanical gardens, historic sites, zoos, and genealogical and historical societies (which primarily collect three-dimensional artifacts or specimens). The survey responses will inform MMA and its partners as they develop resources that will support institutions in their move toward best practice in collections management and care.

458 institutions responded to the survey, resulting in about a 30% return rate. The surveys revealed these institutions' hard work and dedication but also pinpointed challenges:

- Michigan has many small institutions with significant staff and funding constraints. Nearly 20% have budgets of less than \$10,000 and 30% have no full-time professional staff. Thus, MMA and partners must provide affordable training and economical suggestions for implementation of best practices in collections management and care.
- The responding institutions hold at least 40 million artifacts and about 90,000 linear (shelf) feet of historical documents in trust for the people of this state.
- The majority of institutions provide primary access to their collections through site visits. Researchers who seek images and additional information may not get these from a visit. Those who cannot make the trip for some reason have no access to the items.
- Digitization of collections provides online access to collections databases, images, and information. Digitization is in place in 58% of institutions. However, only half of this 58% put any part of their collections online—and 64% put a small portion (10%) online. Institutions need assistance with digitization planning and implementation. Many require help with finding financial support for digitization.
- About half of the institutions have some collections management policies in place. However, about 60% do not have emergency plans that strategize action and care for collections if disaster strikes. Michigan Museums Association offers workshops on developing policies but clearly more outreach is needed about their importance.
- Nearly 35% report that they do not know if their storage or exhibition areas conform to accepted conservation standards, suggesting that either they are not aware of these standards or do not know how to measure the appropriateness of these areas. Working with our library and archives partners in the state, MMA must effectively communicate these standards and help institutions assess and plan for remediation of these areas.
- All in all, outside funding for training, consultation, and implementation of collections management and care is recommended. Many institutions cannot afford to train staff and have limited resources to document, share, and safeguard Michigan's collections.

This project was generously supported by Institute for Museum & Library Service (IMLS) and Michigan Council for Arts and Cultural Affairs (MCACA). Johnson Center for Philanthropy (GVSU) was a consultant on this project and contributed cost-share.

Project Activities

In 2008, Michigan Museums Association (MMA) received a \$40,000 *Connecting to Collections* grant from the Institute for Museum and Library Service (IMLS) to assess the status and needs of the state's collecting institutions. This project was designed to survey libraries, archives, and museums of all kinds (including zoos, aquaria, botanical gardens, historic sites and historical societies, genealogical societies, art museums, and history museums). \$10,000 in matching funds were received in 2009 from Michigan Council for Arts and Cultural Affairs (MCACA) to support services, printing, and mailing of this report. However, because of changes in staff at MMA at the end of that fiscal year and the serious economic downturn, the work on this project was delayed until late 2010-early 2011.

In 2010, Susan M. Steele, the new Executive Director at Michigan Museums Association, reconfigured the budget and scope of work to match funding with deliverables. Working with the board, Susan Steele worked with advisors within the state to develop the following:

- A state-wide Steering Committee that included librarians, archivists, collections managers, curators, and MMA board members, to advise and oversee this grant work. This Steering Committee was headed by Timothy J. Chester, President Emeritus of the Grand Rapids Public Museum, and Sandra S. Clark, Director of Michigan Historical Center in Lansing. ***Please see Appendix A for a list of Steering Committee Members.***
- A list of information we wanted to learn from the survey, including:
 - Variety of institutions (size, public access, budget, staffing, collections)
 - Their most significant items held in trust
 - Collections focus
 - Access to collections
 - Collections Stewardship Policies and Procedures
 - Storage and maintenance conditions
 - Risk management
 - Need for training on collections management and care

The survey was devised in conjunction with an artifact collections manager and archivists to ensure the survey was appropriate for both types of collections. ***Please see Appendix B for a copy of the survey.***

MMA created an Excel list that captured the state's collecting institutions. At the end of 2010, this list numbered over 3000 institutions (this list was cut in half as it included many non collecting institutions). MMA's resources could not handle dissemination and assessment of responses from the final list (1,513) and hired Grand Valley State University's Johnson Center for Philanthropy (JCP) as a consultant to locate email addresses and street addresses of collecting institutions, devise an electronic survey, disseminate the survey via mail and email, interpret responses, and document final results in tables, reports, and charts.

JOHNSON CENTER FOR PHILANTHROPY'S METHODOLOGY Survey Methodology/Response Rate

Johnson Center for Philanthropy (JCP) staff deployed the survey through three means. First, in late February 2012 all organizations were sent a paper survey through the U.S. mail with a

postage paid business reply envelope. The paper version of the survey included background on the survey purpose and gave survey respondents the option of completing the survey online through a link at the MMA website. Finally, JCP and MMA staff obtained email addresses and contact names for 1,155 of the 1,513 organizations on the survey distribution list. These organizations received an email invitation to the survey with an individual link the respondent could use to complete the survey online. Both means of completing the survey online used the open source Lime Survey software.

Thus, survey respondents could respond by 1) paper copy through the US mail, 2) an individual web link provided via email, or 3) completing the survey via a link at the MMA website (michiganmuseums.org/treasures). The table below shows the responses received through each of these means.

Connecting to Collections Survey Responses

Survey Method	Surveys Sent	Returned, closed, non-collecting	Valid Survey Addresses	Surveys Completed	Response Rate
US Mail (paper)	1,513	35	1,478	186	12.6%
Web (email link)	1,155	139	1,016	159	15.6%
Web (MMA site)	---	---	---	113	---
Totals	1,513		1,478	458	30.1%

REGIONAL COORDINATORS

Because Michigan is so vast, with two large peninsulas (it is a ten-hour drive from the Northwestern Upper Peninsula to the Southeastern Lower Peninsula) the Steering Committee recommended the hiring of local coordinators who would contact specific collecting institutions in their regions in order to encourage participation and answer questions. These coordinators were recruited through Steering Committee members, universities, and MMA membership. Nineteen coordinators were each assigned approximately 70 organizations. After contacting these organizations several requested new hard copies of the survey or new emails with a link to the survey. In addition to these follow-up activities a reminder email was sent to all non-responding email addresses 10 days after the original email was sent. The survey was open for five weeks after the original survey mailing. In all, nineteen coordinators connected with the 1513 institutions via phone and email. Each coordinator kept a log of contacts, questions, and responses to the project. Their hard work on this project surely helped to achieve a 30% return rate on this survey. ***Please see Appendix C for a list of local coordinators and their hometowns.***

The final response rate for the survey was just over 30 percent. We cannot be entirely certain of the exact response rate because anyone could complete a survey through the MMA website. It is likely that some organizations not on our valid survey address list heard about the survey through other means and completed it through the MMA website. However, this number was likely small and would not greatly change the response rate. ***Please see Appendix D for a list of all respondents.***

This report will be disseminated to all Steering Committee members, local coordinators, universities in the state, major foundation funders, states arts and cultural affairs agencies, our legislators (state and federal), travel and tourism councils, news agencies, and major museums in the state. A *pdf* of the report will be cached to Michigan Museums Association website, Johnson Center for Philanthropy's website, and linked to Michigan Council for Cultural Affairs website and others if desired.

ACKNOWLEDGMENTS

First, we are grateful to the many institution staff members who spent time carefully filling out the long survey. We had a high response rate and we appreciate their participation. Of course, Michigan Museums Association is deeply thankful to Institute for Museum and Library Service for funding this project. MMA also is grateful to MCACA for its support which enabled us to pay for local coordinators' salaries (partial) and printing and mailing of the surveys and this report. We appreciate former executive directors Teresa Goforth's work and Susan Steele's work on this grant; they found additional funding and masterminded logistics. It was a pleasure working with John Risley and Michael Scantlebury of the Johnson Center for Philanthropy. We marveled at their good humor, expertise, and ability to meet a tight schedule. JCP offered a generous donation of a portion of their time and resources to this project. Also, thanks to the Steering Committee members for their service; we particularly thank Angela Riedel, Frank Boles, and Nancy Richard for helping prepare the survey. Finally, MMA could not have completed this project without the encouragement and strong leadership of Sandra S. Clark and Timothy J. Chester, its Steering Committee Chairs. Michigan is very fortunate to have such dedicated and expert leaders who are so willing to serve.

Nancy E. Villa Bryk, President of the Board, Michigan Museums Association
4/19/2012 nbryk@umich.edu

1. Institutional Profile of Organizations and Their Collections

- a. Categories:** Michigan has approximately **1513** collecting institutions in the state. This includes an estimated 750 archives and libraries and 800 museums that collect, preserve and interpret three-dimensional objects including zoos, botanical gardens, history museums, art and archaeology museums, and historic sites.

Of this number, 458 respondents to the survey (about 30% response rate).

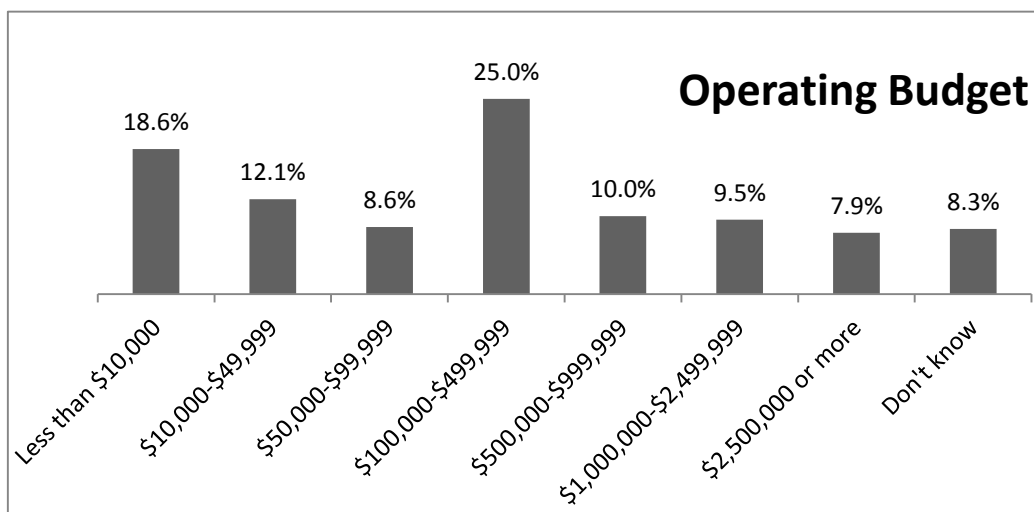
Respondents classified their institutions according to these categories:

- 38.5% (163) libraries
- 29.8% (126) museums
- 13.7% (58) historical societies
- 8.3% (35) historical sites
- 8.0% (34) archives/special collections repositories
- 0.9% (4) governmental offices
- 0.7% (3) genealogical societies

- b. Other Functions:** Approximately **80%** of these institutions provide many of the functions listed above in addition to their primary function.

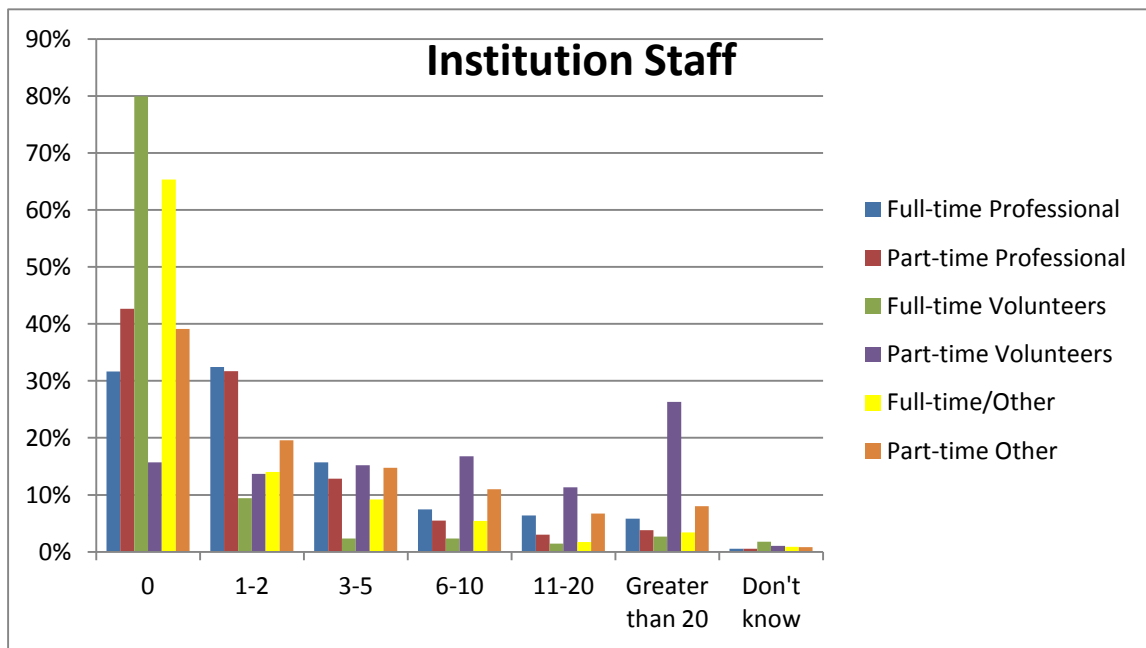
- Approximately 36% of non-archives have an archive function
- 28% of museums have a library function
- 34% of these institutions provide some activities associated with museums (collecting, preserving, interpreting cultural artifacts)
- About 7% have governmental responsibilities (likely as repositories for the city or county)
- 3.5% provide conservation services (to their institution and others)

- c. Operating Budgets:** Nearly 20% of the respondents have operating budgets of **less than \$10,000 a year**. 63% of institutions that responded have total annual operating budgets of less than \$500,000 a year.

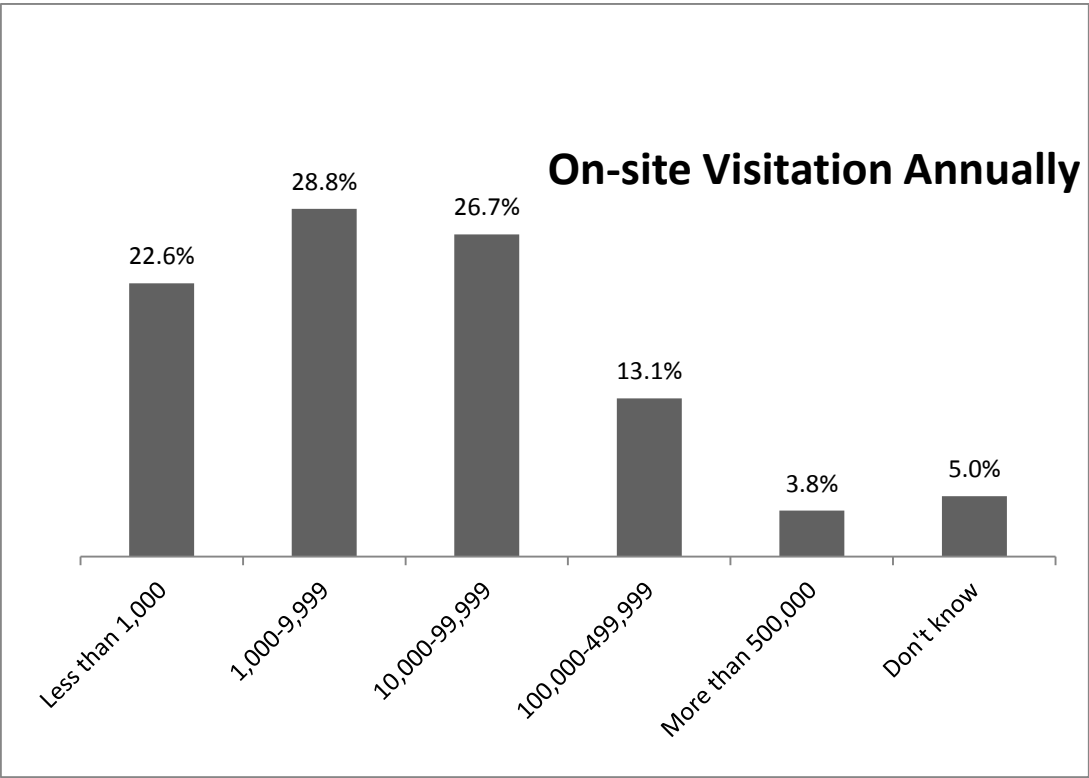


d. Staffing: Staffing can be challenging because operating funds are so tight. Many rely on volunteers who are dedicated and reliable. However, without professional staff, best practices may not be fully understood at some of these organizations.

- 31.6% of institutions have no full-time professionals on staff
- 32.4% have 1-2 full-time professionals on staff
- 26.3% have over twenty volunteers in the organization

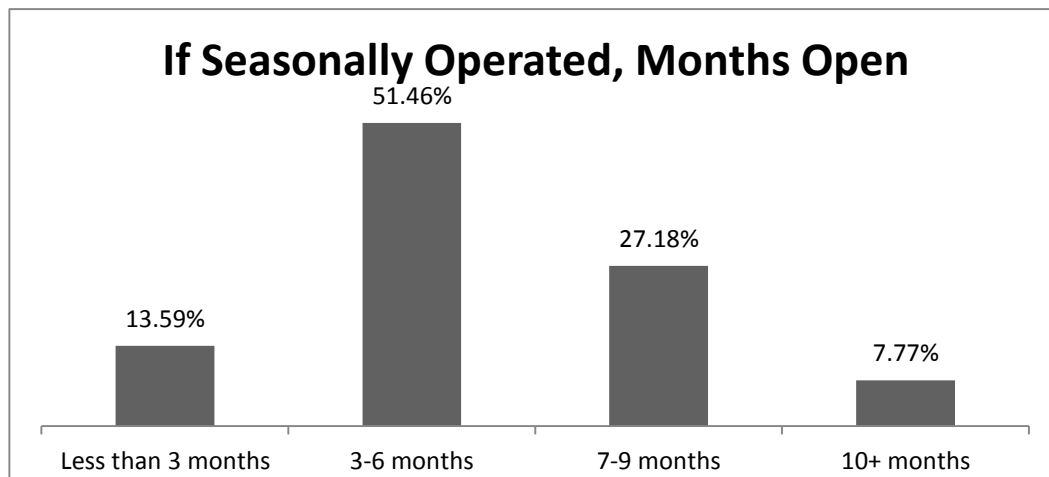


e. Visitation: A conservative estimate from the data sent in by the respondents is that these 458 institutions see 14,700,000 visitors on-site annually.

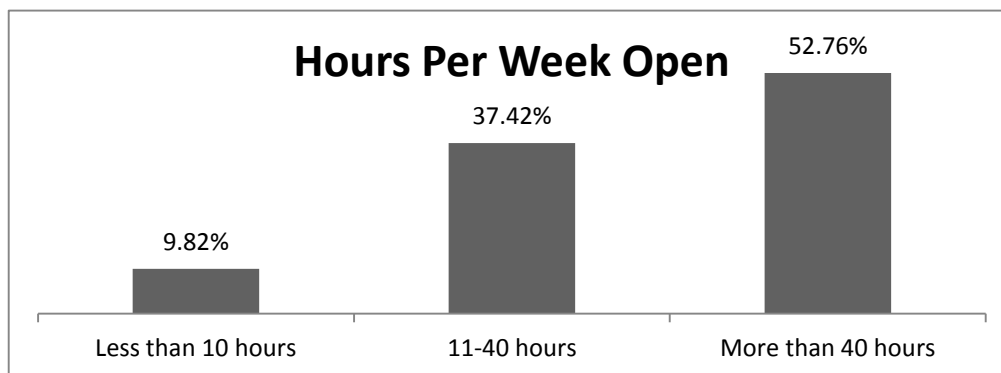


f. Public Hours of these Collecting Institutions: By definition, museums must be open to the public on a regular basis. Libraries and archives have a strong commitment to public service as most receive some public funding.

- **Over 91%** of these institutions are open to the public on a regular basis
- **About 75%** of them are open year-round
- **Of the remaining 25 %** of the state’s institutions not open year-round--that are considered “seasonal”—about half of them are open 3-6 months and nearly 14% are open to the public less than three months



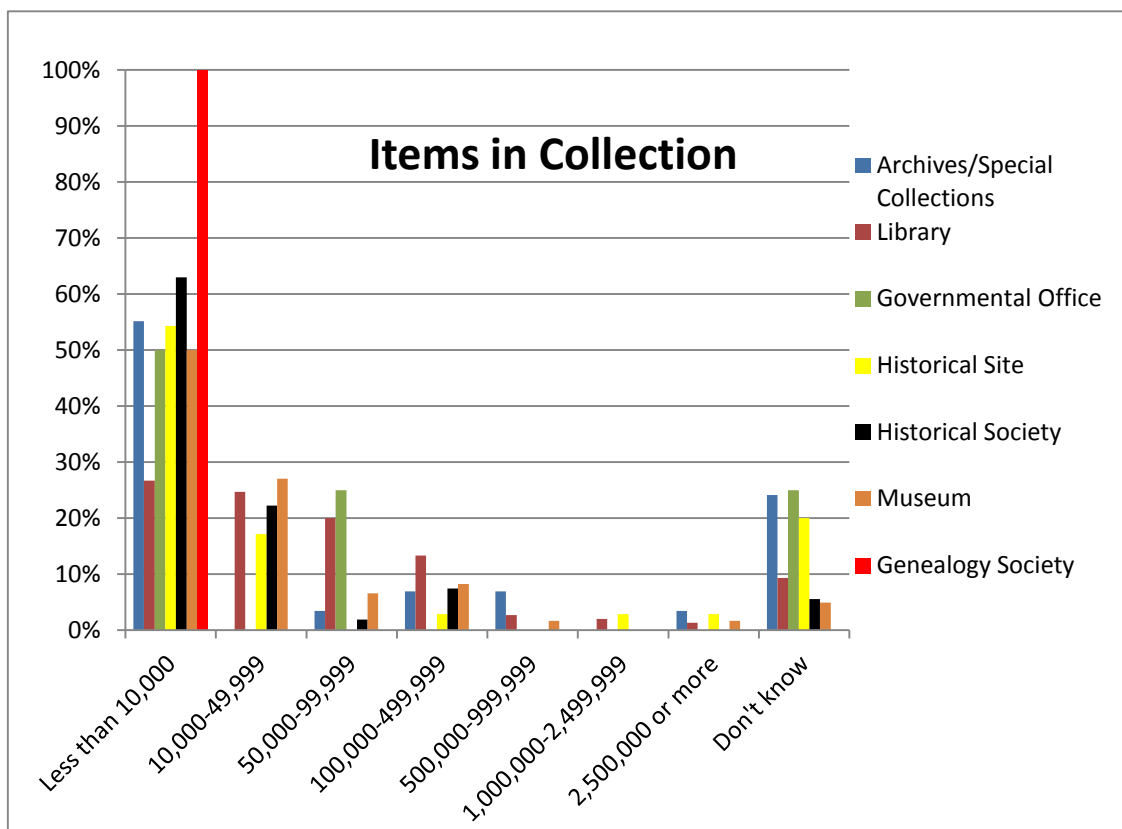
g. Hours Open Per Week: Considering the challenges of staffing these institutions, Michigan’s libraries and museums work hard to be open to the public for many hours a week. Institutions that are open seasonally have particular challenges—they have to keep the place running and provide for access to collections, interpretation, and security—often with volunteer help. Note that over fifty percent of our institutions are open more than forty hours a week.



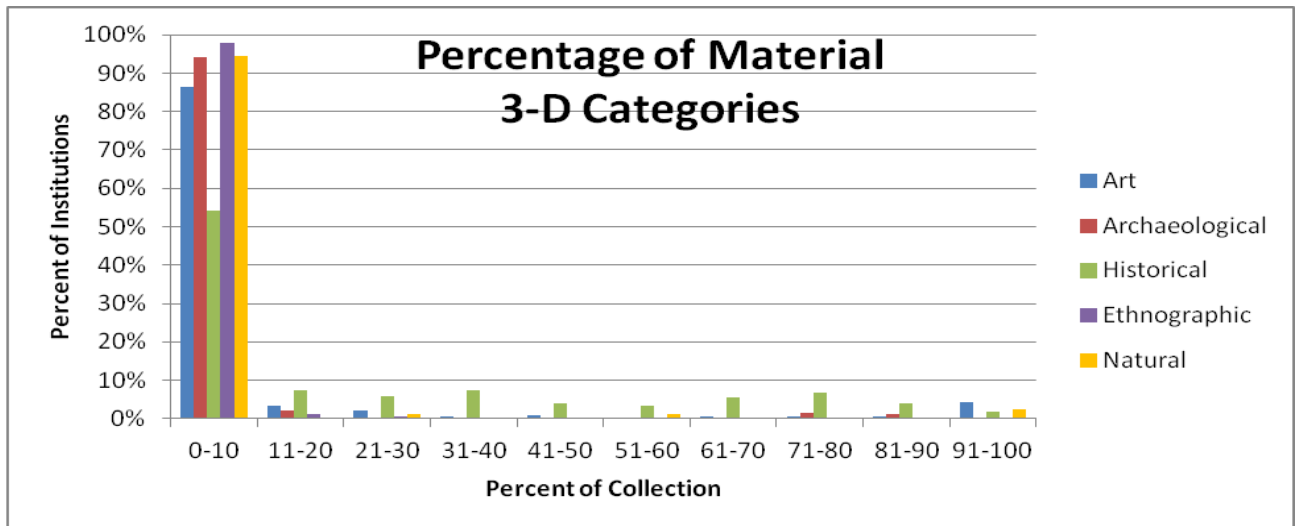
2. Profile of Michigan's Collections

Collecting institutions hold artifacts and documents in trust for the benefit of the public and for future generations. Ensuring the security and preservation of collections in their trust is an important duty for these institutions.

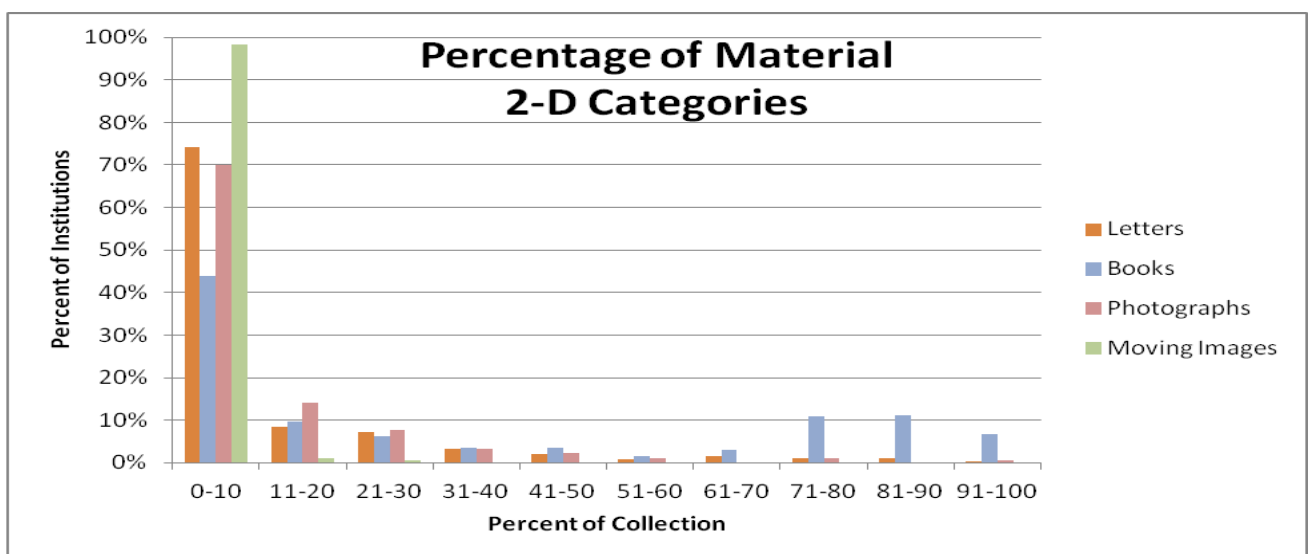
- a. **Historic Buildings: 375 institutions own historic buildings**, and altogether, they steward **801 historic buildings** in Michigan. 24% own a single historic building. One institution stewards 138 historic buildings.
- b. **Total number of artifacts held in trust in Michigan: 40 million artifacts, approximately**, are housed in the state's museums, historical societies, historic sites, and other institutions that responded to this survey. 39 institutions—about 9%--did not know the number of artifacts in their collections.
- c. **Total number of documents held in trust in Michigan: About 90,000 linear (shelf) feet of historical documents** are housed in state repositories. About 51% could not estimate how many linear (shelf) feet of documents they housed.
- d. **How many objects do *individual* institutions own?** The majority of respondents own less than 10,000 objects or historical documents. Approximately 20% of museums, libraries and historical societies house between 10,000 and 50,000 items.



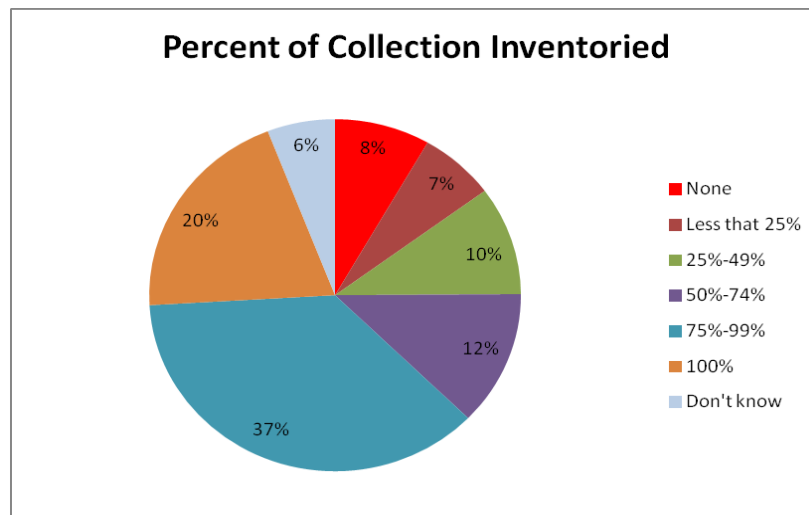
- e. **Types of Artifact Collections:** The percentage of “three dimensional” artifacts (art works, archaeological and historical objects, ethnographic, and natural science specimens) owned by respondents is shown here. **20% of these institutions—primarily historic sites and museums—have collections largely comprised of these historical artifacts.**



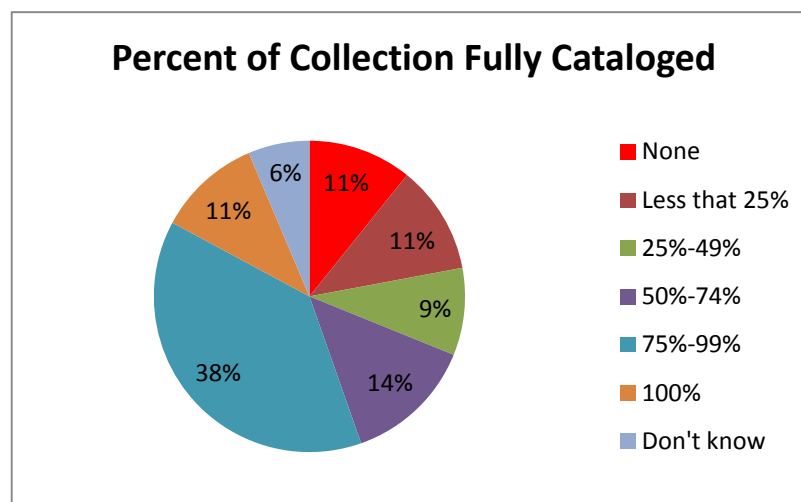
- f. **Types of historical documents, papers:** The percentage of “two dimensional” documents (letters, books, photographs and moving images) owned by respondents is shown here. **About 30% of institutions (primarily libraries and archives but not exclusively) have collections largely comprised of books.**



- g. Inventoried Collections:** The percent of the state's collections that are inventoried, or listed and located in storage or on exhibit, is noted below.
- 8% of respondents have no inventory of collections at all
 - 6% don't know if they have an inventory, suggesting they have no inventory
 - 66% of institutions have inventoried between 1% and 99% of their collections
 - 20 % have fully inventoried collections
 - 35% of institutions conduct an annual inventory audit of collections, checking what is listed in inventory against what is found in collections



- h. Cataloged Collections:** Cataloging is the process of numbering, describing, locating, and researching three-dimensional collections on paper or a computer database. Cataloging provides easier access to collections for researchers, the public, and for exhibition use. Because cataloging is more time consuming than inventorying, fewer of the state's collecting institutions have finished cataloging collections.



i. Cataloging Format:

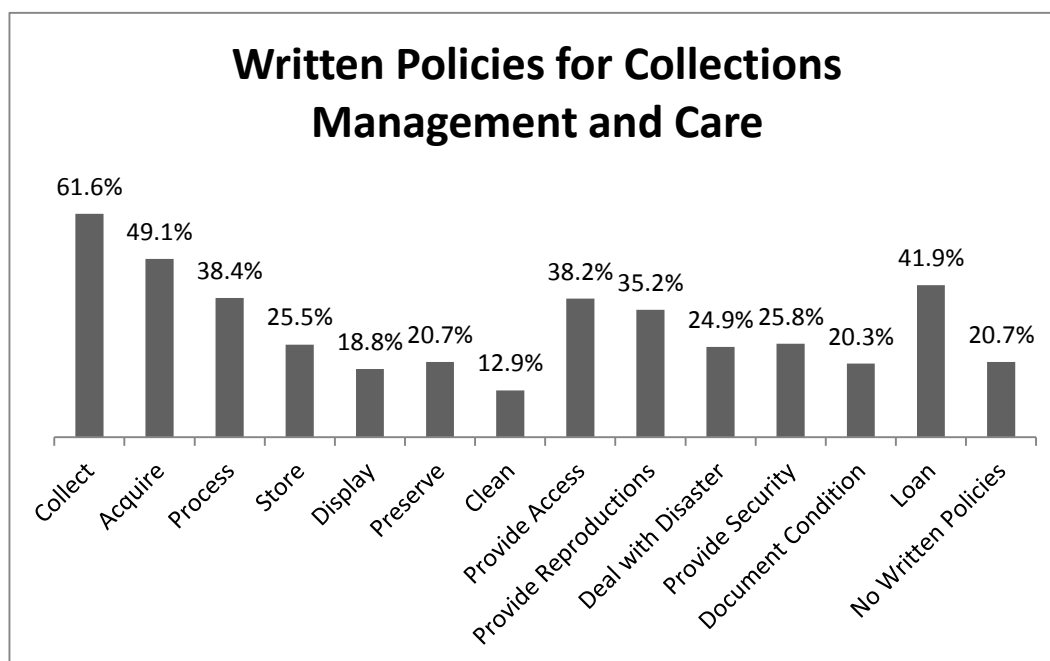
- Approximately 12% of institutions catalog collections on paper
- About one third of institutions catalog collections via computer
- About half of the institutions catalog on both paper and computer

j. Finding Aids for Libraries and Archives: Finding aids for library and archive collections are crucial for public access.

- About 27% have no finding aids for any collections; 12% don't know
- 29% of these institutions have finding aids for 1%-50% of their collections
- About 25% have finding aids for more than 50% of their collections
- Only 6% have finding aids for their entire paper collections

k. Written Policies: It is advisable for institutions to create policies that will guide them in making strategic decisions about the acquisition, documentation, exhibition, care, and security of collections.

- 20% of all respondents have no written policies at all
- Institutions have the fewest policies relating to collections care activities, such as preservation, cleaning, documenting conditions of collections, and storage



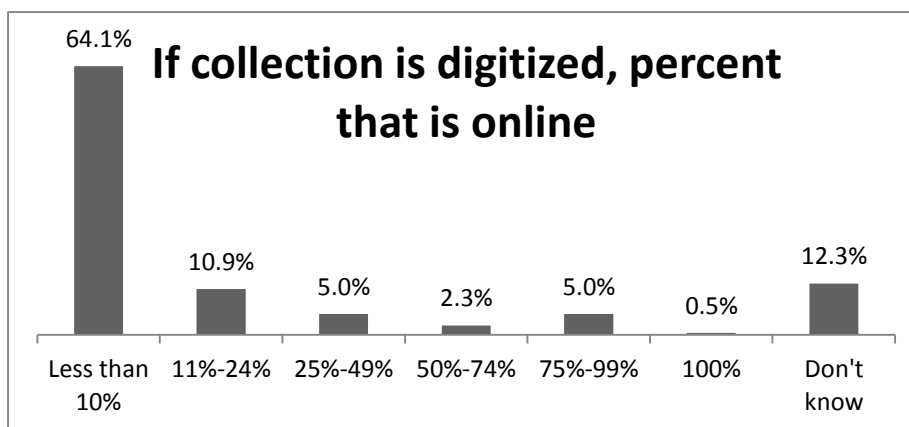
NOTE: The survey asked respondents to list the three most important collection items in their care. A small sampling of these diverse items is included in *Appendix E*.

3. Access to Collections in Institutions

Providing public access to collections ensures that images, stories, and information relating to these artifacts and documents are shared broadly.

Respondents provide access to collections in the following ways (many institutions combine these methods):

- a. **On Site:** 83% of institutions provide access via site visits. While it is exciting to see collections first-hand, researchers may not be able to take photographs of artifacts or scan documents, or obtain additional research on the collection items without making appointments with staff. And, of course, not everyone can visit a site to see an item of interest.
- b. **Email:** 52% provide access through email.
- c. **Online:** Institutions can provide online access to their artifacts and documents if collections have been *digitized*. (Digitization converts analog text and/or photos into a form that can be used by computers.) Digitization makes collections available to those who cannot visit a site. Also, researchers may discover objects they never knew existed by searching online databases. Unfortunately, digitization projects are staff intensive and may require special equipment.
 - About 58% of the institutions have digitized some portion of their collection
 - Only half of this 58% have put *some* digitized information online
 - Of this number, 64% offer access to *only 10%* of collection online

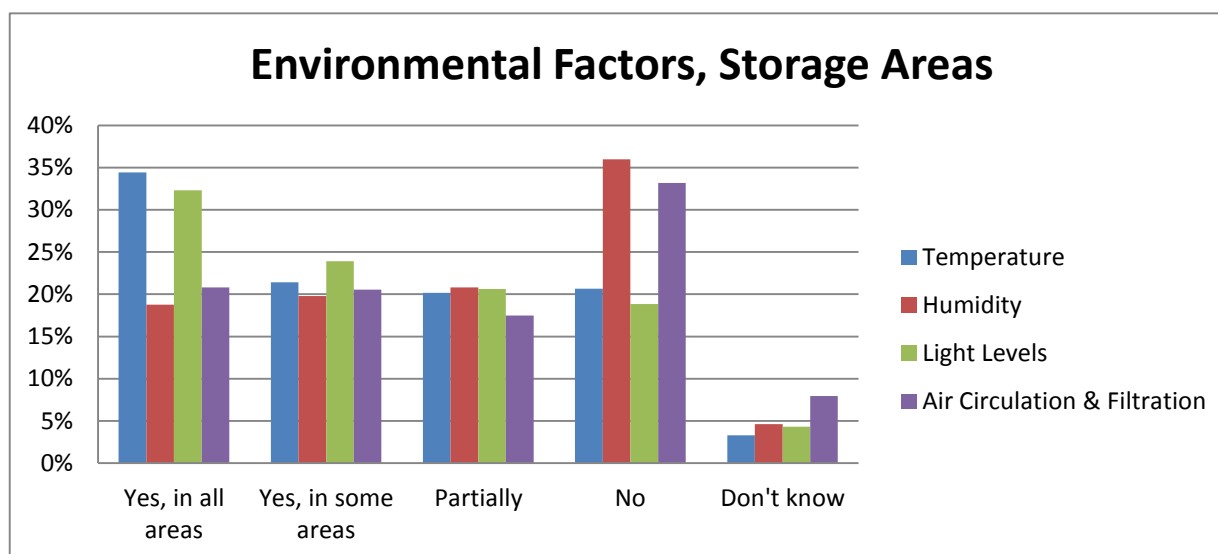


4. Caring for Collections—Storage and Exhibition

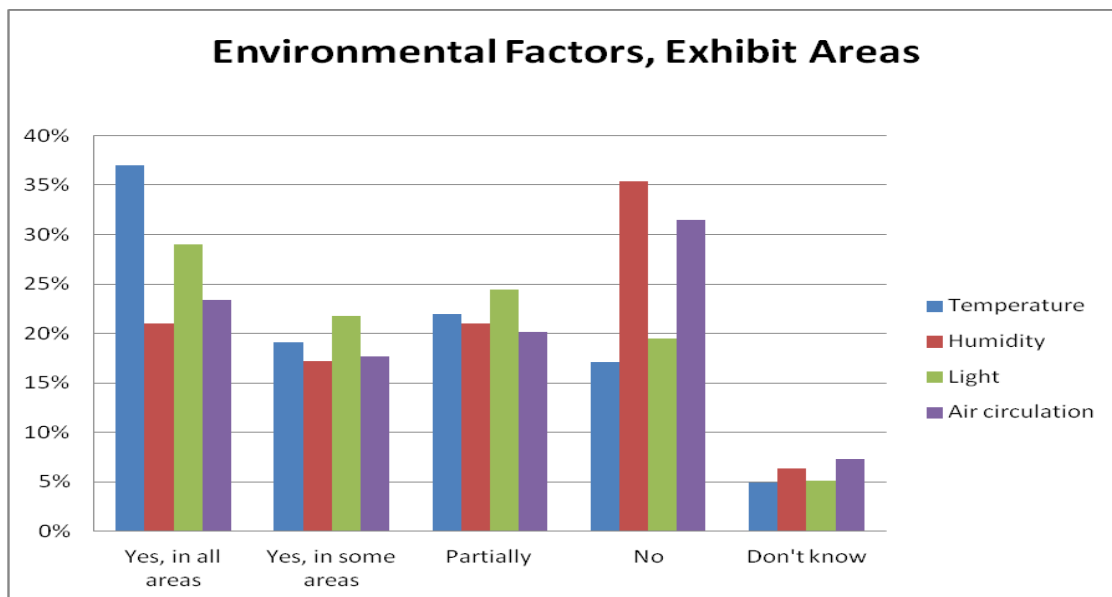
- a. Storage:** Preserving our cultural heritage depends on keeping ultraviolet light away from heritage collections, ensuring the temperature is neither too hot or cold (climate control), watching out for fluctuations in temperature, and moving air about without jostling collections. Organic materials are particularly vulnerable to challenging environments.

Respondents were asked if they controlled light, extreme humidity, lack of air circulation, and temperature fluctuations in storage areas.

- About one-third controlled light level and temperature, but controlling humidity—often an expensive proposition--continues to be a challenge
- Nearly 30% did something to control these harmful factors
- About one-third have no climate control in storage

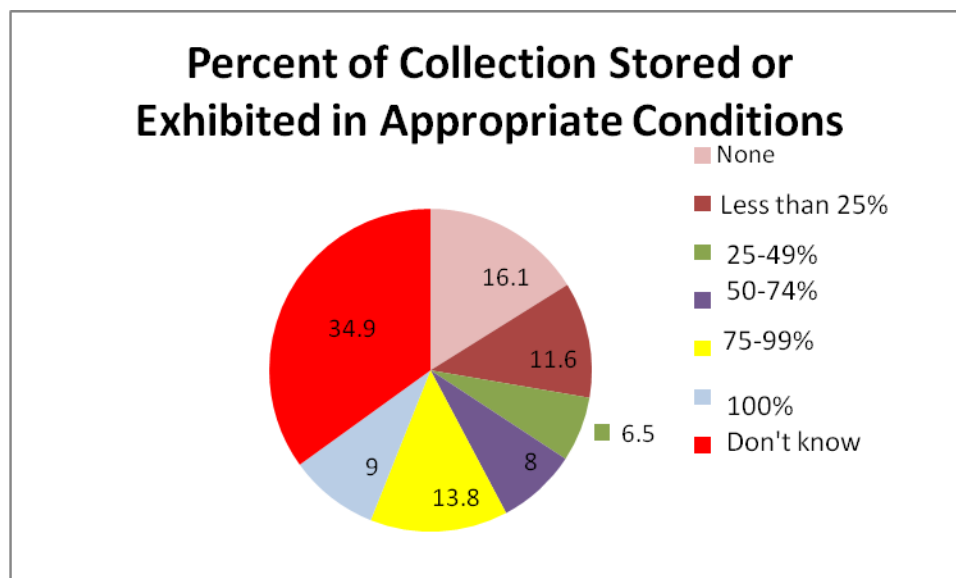


- b. Exhibit areas:** Surprisingly, the numbers related to controlling the environment in exhibit areas are not much different from those relating to storage conditions.
- Light and temperature are easiest to control (and are often what visitors expect)
 - About one-third of respondents have not done remediation to these areas to control challenging environments



c. Percent of Collections Exhibited or Stored in Appropriate Conditions (appropriate and controlled light, temperature and humidity, and air circulation and filtration):

- 50% of collections are not stored in appropriate conditions (16.1% said none of the collections were in these conditions; 34.9% have no idea if the conditions are appropriate)
- Only 9% said that their entire collection was stored/exhibited in appropriate conditions



d. Specific storage and preservation challenges for the respondents include:

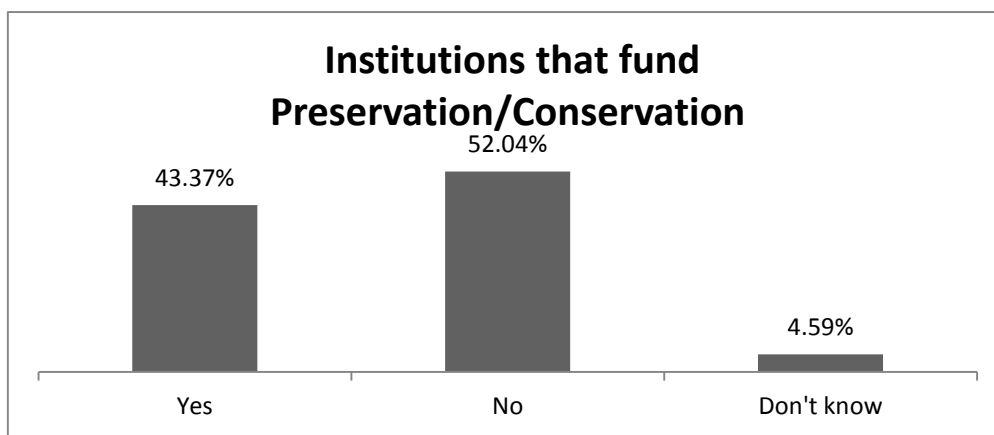
- Collections buildings that are in need of repair (including water leaks, wall leaks, roof leaks, plumbing leaks, heating or electrical repairs): 80% of respondents
- Overcrowded storage areas: 33%
- Storage areas not securely separated from the rest of the building: 27%
- Windows in exhibit/storage areas without filters to control UV light: 30%
- Collections that are stored outside: 21% (not including historic buildings)
- No fire suppression systems in storage/exhibit: 53.8%
- No fire detection in storage: 12.1%
- Fires in institutions in the past five years: 1.8%
- Room leaks in storage: 5.7%

e. Historical Buildings as Part of Collections

- 83% of the respondents include one or more historic buildings as part of their collection
- 44% of institutions have a single historic building as part of their collection
- Approximately 80% of these buildings need some repair or restoration work
- Preventive maintenance occurs on these buildings on a regular basis for 18.7% of these institutions

5. Conservation and Preservation Planning and Management

- a. Resources for Conservation & Preservation:** Respondents find it challenging to set aside institutional resources (money, staff time or volunteer time) specifically for preservation and conservation activities annually:

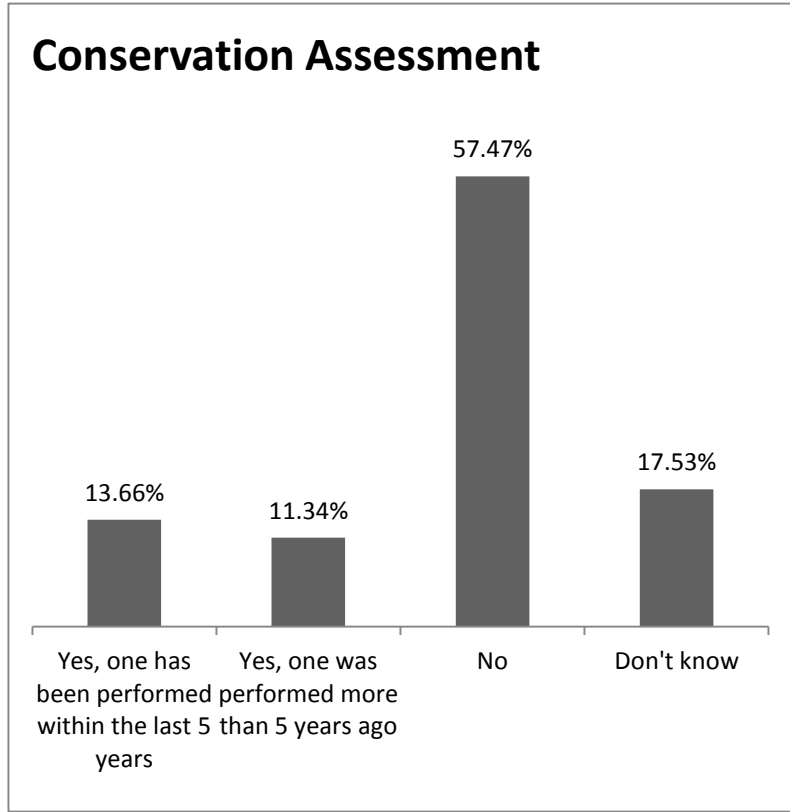


- b. Training of staff in conservation and preservation:** 44% of staff has received some training in conservation. Of this number:

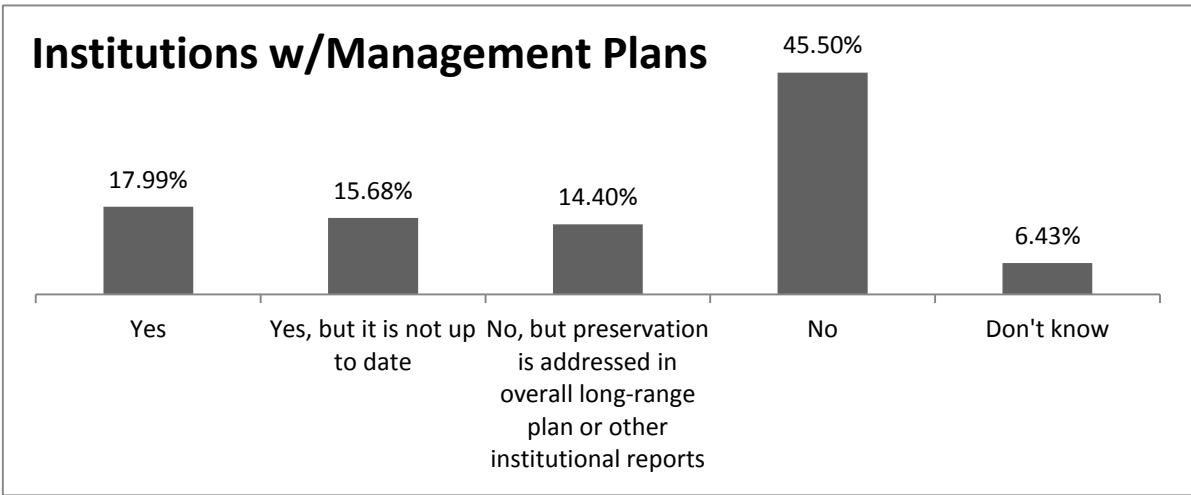
- 17% have read on their own and consider this training
- 30% have attended some sort of workshop
- 14% have some college training (many combined these methods)

- c. Assessment and Planning for Preservation and Conservation:**

Institutions use staff or other professionals to conduct assessments of collections to triage the care, treatment of these paper documents and artifacts, and to determine the budget and human for these activities. The responding institutions tell us that the following numbers conducting these assessments:



d. Management Plans: From conservation assessments, inventories, and audits, institutions develop long-term collections management plans for the care of collections. Just 18% of respondents have an up-to-date plan:



- e. Disaster Planning:** The creation of a Disaster and Emergency Plan is strongly recommended for all collecting institutions. Natural disasters occur frequently at collecting institutions—from floods to tornadoes--and this document helps staff think through their responses to these challenges (who to call, what to do, and how to do it) in order to minimize damage to paper and artifact collections. These must be updated frequently with new contact information when staff changes or police and fire contacts change.
- 12% of all responding institutions have had a disaster in the last five years
 - 38% of respondents have a disaster plan in place right now
 - 47% of those who have one has updated the information in the last two years

~end~

Appendix A: Steering Committee

Chairs

Sandra S. Clark, Director, Michigan Historical Center
Lansing

Timothy J. Chester, President Emeritus of the Public Museum of Grand Rapids
Grand Rapids

Members

Ronald Bloomfield, Director of Operations and Chief Historian,
Bay County Historical Society, Bay City

Frank Boles, Library Director, Clarke Historical Library,
Central Michigan University, Mount Pleasant

Sharon Carlson, Archivist, Western Michigan University
Kalamazoo

Ken Miller, Executive Director, Bayliss Public Library
Sault Sainte Marie

Erik Nordberg, University Archivist, Michigan Technological University,
Houghton

Angela Riedel, Collections Manager, Museum of Cultural and Natural History,
Central Michigan University, Mount Pleasant

Marcus Robyns, University Archivist and Records Manager
Northern Michigan University, Marquette

Appendix B: Survey Instrument



Hello,

We are sending this letter and attached survey with the hope that your institution will participate in an important statewide research initiative, led by the Michigan Museums Association (MMA). In 2006, the Institute for Museum and Library Services (IMLS) created a new program called *Connecting to Collections*, "intended to raise public awareness of the importance of cultural collections care now and for future generations."

MMA received funding from IMLS and the Michigan Council for Arts and Cultural Affairs to create and implement a survey to assess the holdings and needs of Michigan's collecting institutions, including the state of care of their collections. The two of us have volunteered to chair an advisory committee of leaders in the library, archival and museum communities across our state to guide this work.

We hope you will fill out the enclosed survey about the collections in your institution's care and return it to us in the enclosed postage-paid business reply envelope by MARCH 16th. Or, if you prefer, you may complete the survey online at: www.michiganmuseums.org/treasures. The intent of the survey is not to seek out deficiencies in individual institutions. Rather, it is to gather information which will provide a snapshot of collections conditions and conservation/preservation activities across the state and to identify the needed resources to help all concerned libraries, museums and archives. **With the data you submit, we will be able to produce a white paper that will build a strong case for increased funding at both the state and federal levels for Michigan museums' collections care issues.**

Completing the Survey

Any institution holding cultural collections (archival items such as books, documents, prints, ephemera, etc., and/or artifact collections of any kind) should participate. Complete the questionnaire for collections that are a permanent part of your holdings or for which you have accepted preservation responsibility. ***Include all collections in your care, not just those associated with Michigan.***

If your historical society or library operates more than one building, we have sent separate surveys to each of these museums or branch libraries as different buildings often house different collections. It's up to you if you prefer to fill out one single form for your entire museum, historical society, or library system.

Do not include living collections in your responses, even if they are a part of your institution's preservation responsibilities. Libraries should **exclude** general circulating materials.

It will take you approximately 30 minutes to complete this survey.

Assistance

We have hired local coordinators throughout both peninsulas to assist institutions in their areas in filling out this survey. They are very familiar with the survey and understand the intent behind the questions asked. To find out the contact name of your local coordinator, **please email Nancy Bryk at nbryk@umich.edu** and she'll make sure the local coordinator contacts you. They may call or email you if you don't turn in a survey! If you are unsure how to answer a question or don't understand it, do not skip the question or leave it unanswered. Just ask your local coordinator for assistance.

Confidentiality

Your individual responses will be incorporated into aggregated data in the public report for this project. Your responses will not be recognizable or presented individually. Contact information is requested for the sole purpose of enabling MMA staff and project consultants to contact you with any follow-up questions.

MMA is conducting this work with the Johnson Center for Philanthropy and Nonprofit Leadership at Grand Valley State University. FAQs about this project are found at www.michiganmuseums.org/treasures. You can also contact Nancy Bryk, Project Director, for help: nbryk@umich.edu or cell 734-417-4024.

Please help us make a case for increased funding for our state's treasures by filling out the survey either by mail or through the web link! We appreciate your participation in this important state-wide project.

Sincerely,

**TIMOTHY J. CHESTER
CLARK**

Director Emeritus, Grand Rapids Public Museum
Historical Center

SANDRA SAGESER

Director, Michigan

Michigan Connecting to Collections Survey

INSTITUTIONAL CONTACT INFORMATION

1. Please provide identifying information about your institution.

Name of person completing this questionnaire:

Title: _____

Institutional name:

Street address:

City: _____

ZIP/Postal code: _____

Email address of person completing this questionnaire:

Phone number of person completing this questionnaire: _____

2. If MMA has follow-up questions about your survey, what is your preferred method of contact? (Select one.)

☐ Email

☐ Phone

☐ Surface Mail

3. Please list or describe the three most important objects or documents in your collections.

1. _____

2. _____

3. _____

INSTITUTIONAL PROFILE

Type of Institution

4. Which of the following most closely describes your institution? (Select one.)

- ☐ Archives (business, college, public, religious, etc.)
- ☐ Library (business, college, public, religious, etc.)
- ☐ Governmental Office (county clerk, city manager, etc.)
- ☐ Historical site
- ☐ Historical society (city, county, etc.)
- ☐ Museum (art, children's, historical, natural history, etc.)
- ☐ Genealogy society

5. If your institution provides additional functions, please indicate what they are.

- | | |
|--|--|
| <input type="checkbox"/> Archeological depository | <input type="checkbox"/> Historical society |
| <input type="checkbox"/> Archives (business, college, public, religious, etc.) | <input type="checkbox"/> Museum |
| <input type="checkbox"/> Library (business, college, public, religious, etc.) | <input type="checkbox"/> Conservation services |
| <input type="checkbox"/> Government agency | <input type="checkbox"/> Genealogy society |
| <input type="checkbox"/> Historical site | |

Public Accessibility

6. Is your institution open to the public on a regular, scheduled basis?

☐ Yes

☐ No

7. Does your institution have public hours all year?

☐ Yes

☐ No

8. If your institution has public hours year round, how many hours per week is it open?

- ☐ Less than 10 hours ☐ 11-40 ☐ More than 40 hours

9. If your institution is seasonally operated, please indicate the number of months and hours per week it is open to the public.

- Months

☐ Less than 3 ☐ 3 to 6 ☐ 7 to 9 ☐ 10+
- Hours per week

☐ Less than 10 ☐ 40 ☐ Open by appointment only

☐ 11-39 ☐ More than 40

10. Is your institution accessible according to the Americans with Disabilities Act?

- ☐ Yes ☐ No ☐ Partially ☐ Not sure

11. Is any of your collection digitized?

- ☐ Yes ☐ No

12. Are any of your digitized collections available online?

- ☐ Yes ☐ No

13. If you have material online, what percentage of your collection does it represent?

- ☐ Less than 10% ☐ 50%-74% ☐ Don't Know
- ☐ 11%-24% ☐ 75%-99%
- ☐ 25%-49% ☐ 100%

14. How many people visit your institution in person on an annual basis?

- ☐ Less than 1,000 ☐ 10,000-99,999 ☐ More than 500,000
- ☐ 1,000-9,999 ☐ 100,000 – 499,999 ☐ Don't know

15. How many online visits does your institution receive on an annual basis?

- ☐ Less than 1,000 ☐ 10,000-99,999 ☐ More than 500,000
- ☐ 1,000-9,999 ☐ 100,000 – 499,999 ☐ Don't know

16. How many reference or research inquiries do you receive on an annual basis? (This includes requests in person, on the phone, via email or via a web-based form.)

- ☐ Less than 100 ☐ 1,001 to 5,000 ☐ 10,000 or more
- ☐ 101 to 1,000 ☐ 5,001 to 9,999 ☐ Don't know

Budget and Staffing

17. What was your total annual operating budget for the most recently completed fiscal year? (Select one.)

- ☐ Less than \$10,000 ☐ \$100,000-\$499,999 ☐ \$2.5 million or more
- ☐ \$10,000-\$49,999 ☐ \$500,000-\$999,999 ☐ Don't know
- ☐ \$50,000-\$99,999 ☐ \$1 million to \$2,499,999

18. How many people work in this institution? (Select one answer for each row.)

	0	1-2	3-5	6-10	11-20	>20	Don't Know
Full-time professional paid staff							

Part-time professional paid staff							
Full-time other paid staff							
Part-time other paid staff							
Full-time volunteers							
Part-time volunteers							

If you need some help in defining "professional" staff, please contact your Local Coordinator.

Policies

19. Please check all areas for which your organization has a written policy that has been officially adopted. (These components may be included in one or multiple documents depending on your organization.)

- ☐ What you collect
- ☐ How you acquire the collection
- ☐ How you process the collection (make it ready for use)
- ☐ How you store the collection
- ☐ How you display the collection
- ☐ How you will preserve the collection
- ☐ How you clean around the collection
- ☐ How you provide access to the collection by patrons
- ☐ How you provide reproductions and photocopies of the collection
- ☐ How you will deal with a disaster that affects the collection
- ☐ How you provide for the security of the collection
- ☐ How you document the condition of the collection
- ☐ How (or if) you loan the collection to other organizations
- ☐ No written policies

COLLECTIONS PROFILE

20. Estimate how many items you have in your collection (Please estimate a single number for all collections, not range.) For collections that are not counted individually (i.e., archival collections) please see next question.

- | | | |
|---|---|--|
| <input type="checkbox"/> Less than 10,000 | <input type="checkbox"/> 100,000-499,999 | <input type="checkbox"/> 2.5 million or more |
| <input type="checkbox"/> 10,000-49,999 | <input type="checkbox"/> 500,000-999,999 | <input type="checkbox"/> Don't know |
| <input type="checkbox"/> 50,000-99,999 | <input type="checkbox"/> 1 million to 2,499,999 | |

21. For those collections that are not counted by individual objects, please estimate the size of any collections measured in linear feet.

- | | | |
|---------------------------------|------------------------------------|--|
| <input type="checkbox"/> 1-50 | <input type="checkbox"/> 101-500 | <input type="checkbox"/> More than 1,000 |
| <input type="checkbox"/> 51-100 | <input type="checkbox"/> 501-1,000 | <input type="checkbox"/> Don't know |

22. If you have digital collections, please estimate the size of your entire holdings (including back-ups and multiple formats of the same item) in gigabytes. (This would include items you have digitized and reported in Question 11.)

- | | | |
|---|--|--|
| <input type="checkbox"/> Less than 1 gigabyte | <input type="checkbox"/> 50-499 gigabytes | <input type="checkbox"/> More than 1,000 gigabytes |
| <input type="checkbox"/> 1-49 gigabytes | <input type="checkbox"/> 500-999 gigabytes | |

23. Of the categories of things that are found in your collection, please estimate the percentage of the material found in each category. For example, a library might hold 80% books, 15% paper-based

archival material and 5% photographic material.

- _____ Art objects
- _____ Archaeological objects
- _____ Historical objects
- _____ Ethnographic objects made primarily of leather, skin, grasses, bark, etc.
- _____ Natural science specimens
- _____ Letters, diaries, financial records and other one-of-a-kind (archival) paper-based material
- _____ Books, brochures, maps, and other printed paper-based material
- _____ Photographs or other still images
- _____ Moving images and/or recorded sound (non-digital)
- _____ Digital materials and/or any form of electronic records (including dvds, cds, vhs tape, etc.)

24. How many (by count, not percentage) of the following do you have?

- _____ Large objects other than buildings that are stored outside
- _____ Historic buildings

25. How does your institution keep track of its documentation related to its objects?

- ☐ Paper-based (card catalog, files, register book) ☐ Combination of paper-based and computerized
- ☐ Computerized (database, spreadsheet, etc.) ☐ Don't know

26. How does the public access your collections? (Check all that apply)

- ☐ Online collections ☐ Site visits ☐ Email correspondence ☐ Don't know

27. What percentage of your institution's collections has been inventoried?

- ☐ None ☐ 25%-49% ☐ 75% -99% ☐ Don't know
- ☐ Less than 25% ☐ 50%-74% ☐ 100%

28. What percentage of your archival collections has finding aids?

- ☐ None ☐ 25%-49% ☐ 75% -99% ☐ Don't know
- ☐ Less than 25% ☐ 50%-74% ☐ 100%

29. What percentage of your institution's collections is fully catalogued?

- ☐ None ☐ 25%-49% ☐ 75% -99% ☐ Don't know
- ☐ Less than 25% ☐ 50%-74% ☐ 100%

STORAGE/EXHIBIT CONDITIONS

Environment

30. Which of these environmental factors are you able to control in storage areas?

	Yes, in all areas	Yes, in some areas	Partially	No	Don't know
--	-------------------	--------------------	-----------	----	------------

Temperature					
Humidity					
Light levels					
Air circulation and filtration					

31. Which of these environmental factors are you able to control in exhibit areas?

	Yes, in all areas	Yes, in some areas	Partially	No	Don't know
Temperature					
Humidity					
Light levels					
Air circulation and filtration					

32. In those storage areas where you have environmental controls, do these controls generally conform to recommended conservation standards?

	Yes, in all areas	Yes, in some areas	No	Don't know
Temperature				
Humidity				
Light Levels				
Air circulation and filtration				

33. In those exhibit areas where you have environmental controls, do these controls generally conform to recommended conservation standards?

	Yes, In all areas	Yes in some areas	Yes, with micro-climates	No	Don't know
Temperature					
Humidity					
Light Levels					
Air circulation and filtration					

34. How much of your entire collection is stored and/or exhibited in areas that generally conform to recommended conservation standards?

- ☐ None
 ☐ 25%-49%
 ☐ 75% -99%
 ☐ Don't know
☐ Less than 25%
 ☐ 50%-74%
 ☐ 100%

35. Does your institution store its collections:

- ☐ On-site
 ☐ Off-site
 ☐ Both
 ☐ No storage
 ☐ Don't know

36. Are any of your institution's collections (not including historic buildings) stored outside?

- ☐ Yes
 ☐ No
 ☐ Don't know

37. How would you describe your collections storage area(s):

- ☐ Adequate
 ☐ Full
 ☐ Over-crowded
 ☐ Room for expansion

Fire Protection

38. Are there fire/smoke detection devices in the building(s) where your collection is stored and/or exhibited?

- ☐ Yes ☐ Partially ☐ No

39. Are the fire detecting devices local (a stand-alone smoke alarm) or connected to a monitoring agency such as the police, fire department, your own security unit or department or a private company?

- ☐ Local ☐ Some connected ☐ All connected

40. Is there within the building an automatic fire suppression system (sprinklers or some other system)?

- ☐ Yes ☐ No

41. Do you have a pre-action or dry pipe system in areas where collections are stored or exhibited?

- ☐ Yes ☐ No ☐ Don't know

42. In the past 5 years has there been a fire in your institution?

- ☐ Yes ☐ No ☐ Don't know

Lighting

43. Are there windows, sky lights or other sources of sunlight in either your exhibit or storage areas?

- ☐ Yes ☐ No

44. If there are windows or sky lights in either area, are there devices in places such as curtains or filtered glass to control ultraviolet (UV) radiation?

- ☐ Yes ☐ No ☐ Partially ☐ Not sure

45. In storage areas, is the artificial lighting filtered to eliminate UV radiation?

- ☐ Yes ☐ No ☐ Partially ☐ Not sure

46. In exhibit areas, is artificial lighting managed to minimize or eliminate UV radiation?

- ☐ Yes ☐ No ☐ Partially ☐ Not sure

Buildings

The following questions are for historical sites, where the building itself is part of the collection.

47. What is the general condition of the building? (Select all that apply. If your site has more than one building, skip to Question 48.)

- ☐ Building is structurally sound with no known need for major repairs or no known water leakage
- ☐ Roof leaks
- ☐ Exterior walls leak
- ☐ Exterior windows leak
- ☐ Foundation is cracked or leaks
- ☐ Interior systems (heat, plumbing electrical) are in need of substantial repair or renovation

48. What is the general condition of the buildings? (Select all that apply.)

- ☐ All buildings are structurally sound with no known need for major repairs and no known water leakage
- ☐ Some buildings are structurally sound with no known need for major repairs and no known water leakage. However in some buildings:
 - ☐ Roof leaks
 - ☐ Exterior walls leak
 - ☐ Exterior windows leak
 - ☐ Foundation is cracked or leaks
 - ☐ Interior systems (heat, plumbing electrical) are in need of substantial repair or renovation
- ☐ All buildings have either major structural problems and are in need of major repairs

49. How would you characterize the maintenance routine for your building(s)?

- ☐ Nominal: Little is done until there is a major need.
- ☐ Preventive: Routine items are done on a calendar basis to ensure general upkeep (e.g., clean gutters, minor roof repairs, general housekeeping) to retard deterioration of the facility.
- ☐ Proactive: a list of maintenance needs is compiled annually, incorporated into the institution's budget, and resolved.
- ☐ Cyclical Maintenance: There is a multi-year plan which is the basis for capital expenditures (e.g., a plan that provides for future maintenance, failings, etc.)
- ☐ Don't know

50. How many buildings contain storage or collection items? _____

51. How many historical buildings are a part of your collection? _____

The following questions are for buildings where collections are stored or displayed, but are non-historical.

52. What is the general condition of the building? (Select all that apply. If your site has more than one building, skip to Question 53.)

- ☐ Building is structurally sound with no known need for major repairs or no known water leakage
- ☐ Roof leaks
- ☐ Exterior walls leak
- ☐ Exterior windows leak
- ☐ Foundation is cracked or leaks
- ☐ Interior systems (heat, plumbing electrical) are in need of substantial repair or renovation

53. What is the general condition of the buildings? (Select all that apply.)

- ☐ All buildings are structurally sound with no known need for major repairs and no known water leakage
- ☐ Some buildings are structurally sound with no known need for major repairs and no known water

leakage. However in some buildings:

- ☐ Roof leaks
- ☐ Exterior walls leak
- ☐ Exterior windows leak
- ☐ Foundation is cracked or leaks
- ☐ Interior systems (heat, plumbing electrical) are in need of substantial repair or renovation
- ☐ All buildings have either major structural problems and are in need of major repairs

54. How would you characterize the maintenance routine for your building(s)?

- ☐ Nominal: Little is done until there is a major need.
- ☐ Preventive: Routine items are done on a calendar basis to ensure general upkeep (e.g., clean gutters, minor roof repairs, general housekeeping) to retard deterioration of the facility.
- ☐ Proactive: a list of maintenance needs is compiled annually, incorporated into the institution's budget, and resolved.
- ☐ Cyclical Maintenance: There is a multi-year plan which is the basis for capital expenditures (e.g., a plan that provides for future maintenance, failings, etc.)
- ☐ Don't know

General Security

55. Are the storage areas of the building separately locked from the rest of the building's rooms?

- ☐ Yes ☐ Some but not all ☐ No ☐ Don't know

56. Is material on exhibit displayed in secured cases or in some other way protected from theft?

- ☐ Yes ☐ Some but not all ☐ No ☐ Don't know

57. After hours, does the building have a security system that is connected to a monitoring agency which would respond to an alarm or contact an appropriate agency (police) who would respond?

- ☐ Yes ☐ No

58. In the past 5 years has anything from your collection been stolen or vandalized?

- ☐ Yes ☐ No ☐ Don't know

59. Is material on display protected from damage by motion? (e.g., seismic activity, accidents, etc.)

- ☐ Yes ☐ No ☐ Partially ☐ Not sure

60. Does your institution perform an inventory audit of collections on a regular basis?

- ☐ Yes ☐ No ☐ Don't know

PRESERVATION AND CONSERVATION PLANNING AND ACTIVITIES

61. Are any institutional resources (whether money, staff time or volunteer time) regularly and specifically set aside for preservation and conservation activities?

- ☐ Yes ☐ No ☐ Don't know

62. Has anyone on your institution's staff received conservation training?

- ☐ Yes ☐ No (if no, skip to question 64)

63. If individuals on your institution's staff received conservation training, what type of training was

it?

- ☐ Personal reading of conservation literature
- ☐ Attended a short (one or two day) workshop
- ☐ Attended an extensive workshop (one week or more)
- ☐ College level coursework involving a semester or more
- ☐ Don't know

64. Has a general preservation or conservation assessment ever been performed at your institution?

- ☐ Yes, one has been performed within the last 5 years
- ☐ Yes, one was performed more than 5 years ago
- ☐ No
- ☐ Don't know

65. Does your institution have a written, long-range collections management plan for the care of the collections, or is such a plan currently being developed? (Select one.)

- ☐ Yes
- ☐ Yes, but it is not up to date
- ☐ No, but preservation is addressed in overall long-range plan or other institutional reports
- ☐ No
- ☐ Don't know

66. Does your institution perform a conservation audit of collections on a regular basis?

- ☐ Yes
- ☐ No
- ☐ Don't know

EMERGENCY AND DISASTER PLANNING

67. Has your institution prepared a written emergency/disaster plan?

- ☐ Yes
- ☐ No

68. If a written emergency disaster plan exists, when was it written or last updated?

- ☐ Within the last 2 years
- ☐ Within the last 5 years
- ☐ Within the last 10 years
- ☐ It is more than 10 years old and has never been updated
- ☐ Don't know

69. In the past five years has your institution experienced an incident or disaster which has damaged your collections?

- ☐ Yes
- ☐ No

70. If in the past five years your institution experienced an incident or disaster which damaged collections, how much of the collection was damaged?

- ☐ Less than 25%
- ☐ 25-49%
- ☐ 50-74%
- ☐ 100%

Appendix C: Local Coordinators

Upper Peninsula

Caitlin Godlewski	Marquette
Lisa Brisson	Cheboygan

Northern Lower Peninsula

	Mount Pleasant
Katie Eno	Pleasant
Sally Frye	Acme
Ken Sands	Grayling

Western Michigan

Nancy Richard	Grand Rapids
Veronica Kandl	Grand Rapids
Caitlyn Perry Dial	St Joseph
Lisa Plank	Ionia

Southeast Michigan

Jeremy Killion	Saginaw
Suzanne Lossing	Lansing
Alice Pepper	North Detroit
Kathryn Reineke	Flint
Helen Dixon	Ann Arbor
Robin Derminer	Detroit area
Meghan Hayward	Allen Park
Connie Locker	Ypsilanti
Dimity Palazzola	Lansing
Ceci Riecker	Dexter

Appendix D: Survey Participants (as of 4/06/2012)

40 Mile Point Lighthouse Society
Acme Heritage Society
Addison Twp Public Library
Adrian Dominican Sisters
Adrian Public Library
Albion College
Albion District Library
Albion District Library
Alcona County Library
Alden B. Dow Home and Studio
Alger County Historical Society
Algonac-Clay Township Historical Society & Museum
Allegan District Library
Almira Historical Society
Alpena County George N. Fletcher Public Library
Alpha Historical Museum
Alpine Township Historical Commission
American Museum of Magic
Ann Arbor District Library
Antique Toy & Firehouse Museum
Arab American National Museum
Archives of the Clinton Co-Historical Society

Archives, Archdiocese of Detroit
Argus Museum
Art Center of Battle Creek
Atkin Memorial District Library
Au Sable River Center
Bacon Memorial District Library
Bad Axe Area District Library
Bailey School / Alcona Historical Society
Baker College of Cass City
Baldwin Public Library
Banks Township Historical Society
Baumgartner House
Bay County Historical Society
Bay County Library System
Bay Mills-Brimley Historical Research Society - Operating Wheels of History Museum
Bayliss Public Library
Beardslee Library/ Western Theological Seminary
Beaumier U.P. Heritage Center
Beaver Island Historical Society
Belaire Area Historical Society
Benton Harbor Public Library
Berkley Historical Committee
Berkley Historical Museum
Berkley Public Library
Bernard Historical Society & Museum

Berrien County Historical Association, History Center at Courthouse Square

Besser Museum for Northeast Michigan

Bible Museum & Biblical Research Foundation

Birmingham Historical Museum & Park

Bloomfield Township Public Library

Bloomington Depot Museum

Bottle House Museum

Bowne Township Historical (Society) Commission

Brandon Township Public Library

Breckenridge-Wheeler Area Historical Society

Brighton District Library

Bullard Sanford Memorial Library

Burton Historical Collection - Detroit Public Library

C.E. Kemp Mineral Resource Museum

Calvin College Archive

Calvin College Center Art Gallery

Camden Twp. Library

Canton Public Library

Cass District Library

Central Michigan University

Charles H. Wright Museum of African American History

Charlevoix Historical Society

Charlevoix Public Library

Chassell Heritage Center (Chassell Historical Organization)

Cheboygan Area Public Library
Chelsea District Library
Chesterfield Twp. Library
Chippewa Nature Center
Chippewa River District Library
City of Mackinac Island
City of Wyandotte/Wyandotte Museums
Clarke Historical Library - CMU
Classic Car Club of America
Clawson Historical Museum
Clinton-Macomb Public Library
Clio Area Historical Association
College for Creative Studies
Colon Township Library
Comstock Township Library

Coopersville Area Historical Society Museum
Coopersville Farm Museum & Event Center
Cornerstone University
Cranbrook Art Museum
Creative Arts Center, North Oakland County
Cromaine District Library
Crooked Tree District Library
Crossroads Village
Croton Township Library

Davenport University
Davison Area Historical Society
Dekker Huis/Zeeland Hist. Mus(Property of Zeeland Hist. Soc)
Delta Co. Historical Society
Delta College
Delta Township District Library
Dennos Museum Center
DeTour Reef Light Preservation Society
Detroit Historical Society
Detroit Inst. of Arts Research Library & Archives
Detroit Institute of Arts
Detroit Symphony Orchestra
Dexter District Library
Dexter Historical Society and Museum
Dominican Sisters Grand Rapids
Dorr Township Library
Eastern Michigan University
Eastpointe Memorial Library
Edison Branch Library/Detroit Public Library
Edsel & Eleanor Ford House
Eli and Edythe Broad Art Museum
Elk Rapids Area Historical Society
Elk Township Library
Ella Sharp Museum of Art and History
Empire Area Heritage Group

Empire Area Heritage Group/ Empire Area Museum Complex
Eyaawing Museum & Cultural Center
Farmington Community Library
Fenton Historical Society
Ferris State University
Ferris State University Archives
Flint District Library/Flitn Public Library
Flint Institute of Arts
For-Mar Nature Preserve and Arboretum
Fort de Buade Museum
Fountain Street Church
Fowlerville District Library
Frankenmuth Historical Assn.
Franklin Historical Society
Franklin Public Library
Fremont Area District Library
Gary Byker Memorial Library
Genesee District Library
Gerald R. Ford Presidential Museum
Gilmore Car Museum
Gladwin County District Library including Gladwin & Beaverton
Glen Lake Community Library
Gogebic Community College Library
Grand Blanc Heritage Association
Grand Marais Historical Society

Grand Rapids Art Museum
Grand Rapids Public Library
Grand Rapids Public Museum
Grand Traverse Lighthouse Museum
Grand Valley State University
Grand Valley State University Art Gallery
Grand Valley State University Special Collections & University Archives
Grant Area District Library
Gratiot Co. Genealogy library (part of the Gratiot County Historical & Genealogical Society)

Great Lakes Children's Museum
Great Lakes Lore Mountain Museum
Great Lakes Shipwreck Museum
Greater Washington Area Historical Society
Grosse Ile Historical Society
Grosse Point Public Library Ewald Branch
Grosse Pointe Public Library
Hackley Public Library

Hadley Mill Museum
Hamtramck Public Library
Hanover Horton Area Historical Society
Harbor Beach Area District Library
Harbor Springs Area Historical Society
Harbour House Museum

Hart Area Public Library
Hartwick Pines Logging Museum
Heddon Museum
Helena Township Historical Society
Henry Ford Estate
Heritage House Farm Museum
Herrick District Library
Hillsdale College
Historic Charlton Park
Historical Society & Museum of Bridgeport
Holland Historical Trust (museum)
Holland Historical Trust (historic sites)
Holly Township Library
Holocaust Memorial Center
Homer Historical Society
Hope College
Hopkins District Library
Horn Archaeological Museum - Andrews University
Houghton County Historical Soc.
Houghton Lake Area Historical Society
Howell Carnegie District Library
Ionia Community Library
Iosco-Arenac District Library
Isle Royale National Park
IXL Museum

Jackson District Library - Concord Branch

Jackson District Library Meijer Branch

Jenison Historical Association

Johannesburg Branch Library

John S Barry Society

Johnson Center for Philanthropy at GVSU

Joint Archives of Holland

K.J. Shouldice Library, Lake Superior State University

Kalamazoo College

Kalamazoo Model Railroad Historical Society

Kalamazoo Valley Community College Libraries

Kalamazoo Valley Museum

Kaleva Historical Society

Kelsey Museum of Archaeology (University of Michigan)

Kempf House Museum

Kendall College of Art & Design Library

Kent District Library

Kent District Library (branches)

Kettering University

Keweenaw National Historical Park

Kingman Museum

Krasl Art Center

Kresge Business Administration Library (University of Michigan)

Lakeshore Museum Center

Lapeer District Library

Lapeer District Library- Marguerite deAngeli Library
Lawrence Technological University
Lawton Heritage Museum Inc.
Leelanau Historical Society
Leighton Township Library
Leland Township Library
Lenox Township Library
LeRoy Community Library
Library of Michigan
Lily's Frog Pad Inc., operating Howard Christensen Nature Center
Lincoln Township Public Library
Little Traverse Bay Bands of Odawa Indians
Lois Wagner Memorial Library
Loutit District Library
Love Creek County Parks & Nature Center
Lovells Twp Historical Society
Lowell Area Historical Museum
Ludington State Park, MDNR
Lyon Township Public Library
MacDonald Public Library

Mackinac Island Public Library
Mackinac State Historic Parks

Mackinaw Area Historical Society

Mackinaw Arena Public Library
Madison Heights Public Library
Madonna University
Mancelona Township Library
Marine City Public Library
Marquette County Circuit Court
Marshall District Library
Marshall Historical Society
Marshall M. Fredericks Sculpture Museum
Martin Johnson Heritage Museum
Mason County District Library
Mason County Historical Society

McLaren - Flint
Meadow Brook Hall
Memphis Historical Society
Mendon Township Library
Meyer May House
Michigan Firehouse Museum
Michigan Historical Center (MI Hist. Museum & Archives of Michigan)
Michigan Historical Center, Michigan Iron Industry Museum
Michigan Maritime Museum
Michigan Masonic Museum and Library
Michigan Military Technical & Historical Society
Michigan One-Room Schoolhouse Association

Michigan State University
Michigan Supreme Court Learning Center
Michigan Technological University
Michigan Technological University Archives and Copper Country Historical Collections
Michigan Women's Historical Center & Hall of Fame
Michigan Woodcarvers Association
Milan Public Library
Milford Public Library
Millington Arbela Historical Society
Moncelona Area Historical Society
Monroe County Historical Museum
Montague Museum and Historical Society
Moore Public Library
Motown Historical Museum

Mott Community College Library
Mount Clemens Public Library
Movie Museum
MSU W.K. Kellogg Biological Station
Munising School Public Library
Munson Medical Center
Museum at Southwestern Michigan College
Museum of Anthropology
Museum of Contemporary Art Detroit
Museum of Cultural & Natural History

Museum of L'Abre Croche History

Museum of New Art

Music House Museum

Muskegon Heritage Museum (part of the Muskego Heritage Association)

Muskegon Museum of Art

New Buffalo Township Public Library

Newaygo County Museum

North Adams Community Memorial Library

North Berrien Historical Society

Northern Michigan University

Northville District Library

Nottawa Township Library

Novi Public Library

Oceana County Historical & Genealogical Society

Old Mission Peninsula Historical Society

Olivet College

Omena Historical Society

Ontonagun Township Library

Orchard Lake Schools

Otsego County Library

Otsego County Library (branches)

Otsego District Public Library

Ovid Public Library

Paine-Gillam-Scott Museum

Pathfinder Community Library

Patmos Library

Peter White Public Library

Petoskey District Library

Pewabic Pottery

Pittsford Public Library

Plainfield Charter Township Historical Committee

Plainfield Township Historical Commission

Plymouth District Library

Plymouth Historical Museum

Port Austin Area Historical Society

Port Huron Museum

Prairie Historical Society

Presque Isle District Library

Presque Isle Township Museum Society

Public Libraries of Saginaw

R.E. Olds Transportation Museum

Ralph Johnson Bunche Repository INC

- Fairview
- Pontiac
- Ypsilanti
- Battle Creek
- Farmington

Raven Hill Discovery Center

Rawson Memorial District Library

Remus Area Historical Society

Republic Michigamme School/ Public Library

Richland Community Library

River Rapids District Library

Rochester Hills Public Library

Romeo District Library

Roscommon Area District Library

Roscommon Area Historical Society

Roseville Public Library

Royal Oak Historical Society Museum

Royal Oak Public Library

Saline Area Historical Society

Saline Area Historical Society: Rentschler Farm Museum

Sanilac County Historical Society - Sanilac County Historic Village and Museum

Sanilac District Library

Saugatuck-Douglas District Library

Schoolcraft County. Historical Society

Selinsky-Green Farmhouse Museum (City of St. Clair Shores)

Seney National Wildlife Refuge

Shiawassee County Historical Society

Shiawassee District Library

Silver Beach Carousel Society/ Silver Beach Amusement Park Museum

Sindecuse Museum of Dentistry (University of Michigan)

Sleeping Bear Dunes National Lakeshore

Sloan Museum(Sloan & Longway)

South Haven Memorial Library

Southfield Historical Society and Museum

Springfield Township Library

St. Clair County Farm Museum

St. Clair Historical Museum

St. Clair Shores Public Library

Stearns Collection of Musical Instruments (University of Michigan)

Steiner Museum

Sterling Heights Public Library

Sturgeon Point Lighthouse / Alcona Historical Society

Sulo & Aileen Maki Library, Finlandia University

T.A. Cutler Memorial Library

Tahquamenon Logging Museum INC

Tekonsha Historical Society

The DeVos Art Museum at Northern Michigan University

The Henry Ford

The Heritage Museum and Cultural Center

The Historical Society of Cheboygan County Inc.

The Old Mill Museum

The Region of Three Oaks Museum

The Rochester Hills Museum at Van Hoosen Farm

The Upper Peninsula Children's Museum

Three Oaks Township Library

Three Rivers Public Library

Top of the Lake Snowmobile Museum

Traverse Area District Library

Trenton veterans memorial library

Troy Public Library

U.S. Postal Museum

University of Detroit Mercy

University of Detroit Mercy School of Dentistry

University of Michigan

(Various museums and archives at University of Michigan)

University of Michigan Museum of Art

University of Michigan Museum of Natural History

University of Michigan Music Library

University of Michigan-Flint

US Ski and Snowboard Hall of Fame

USS Silversides Submarine Museum

Van Buren District Library

Vermontville Historical Museum

Vermontville Township Library

Vernon District Public Library

Vicksburg District Library

W. J. Beal Botanical Garden at Michigan State University

W.E. Upjohn Institute

Washtenaw County Historical Society Museum on Main Street

Wakefield Public Library

Waldron District Library

Walker Tavern Historic Site

Walter P. Chrysler Museum

Walton Erickson Public Library

Warren Public Library

Washington County Historical Society

Waterloo Area Historical Society

Wayne County Historical Museum

Wayne Historical Museum

Wellington Farm Park, Inc.

Western Michigan University

Wexford County Historical Society and Museum

Wexford Genealogy Organization

Whaley Historic House Museum

Wheels of History - Bay Mills - Brimley Historical Society

White Cloud Community Library

White Pigeon Township Library

Whitehouse Nature Center/Albion College

William Davidson Institute

William Hessel Library at Lake Michigan College

William L. Clements Library, The University of Michigan

Williamston Depot Museum

Wolcott Mill Historical Center

Wright Township Historical Commission

Wayne State University Museum of Anthropology

Ypsilanti Automotive Heritage Museum

Yuba Historic Society

Appendix E: A Sampling of Treasures in Michigan's Libraries, Archives, and Museums

Deed to Mackinac Island, 1796

Letter Written in Odawa Language

Staircase from the roof of the American Embassy in Saigon marking end of Vietnam War

Painting, Salvador Dalí, "Remorse" or "Sphinx Embedded in the Sand" 1931

1930s Civilian Conservation Corps Photos from Camp Pere Marquette

1839 Courthouse—longest registered active courthouse in Michigan

1863-1872 ledger, Sayles Indian Trading Post, Elbridge Township

Houdini tin milk can used for his famous escapes

Taxidermy mounts of birds and mammals

Autographed letter from Henry Ford to R.E. Olds regarding the Selden Patent

Mourning rings given to George Washington's pallbearers

Manuscript records from local copper companies, including employment records

Civil War silk guidon used by Michigan Cavalry Brigade as 2nd Brigade of 3rd Cavalry division of Army of the Potomac

Collection of Diamond Crystal Salt Company, including memorabilia and records

1908-09 Frank Lloyd Wright home

The bell from the *Edmund Fitzgerald*

Handwritten speech of Dr. Ralph Bunche

Original interurban passenger car and interurban artifacts

The "Rosa Parks" Bus

Port Huron Manufacturing Company machinery

Signed, first edition of Kahlil Gibran's firstbook in English, *The Madman*

Archival collection of Captain Iven C. Kincheloe, first man to reach edges of space in 1956

Complete cutter from the Cutter and Buggy Company

Deed to Belle Isle and wampum belt

Goodridge Brothers Photographs (African-American photography collection)

1867 Baseball score card

Robert Moog's *Opus #1* Moog Synthesizer, 1964

Black Abolitionists archives

Painting by Edward Hopper entitled "The New York Restaurant"

Over 2000 editions of the Bible in English

Timber harvest and processing tools

The Grand Traverse Lighthouse

Several never-produced ARGUS prototype cameras

1,627 hand made ceramic tiles made by a local artist

R. Buckminster Fuller's Dymaxion House

The Hi-Lo archaeological site collection, the type site for Late Paleoindian occupation in Michigan

1859 wall map of Genesee and Shiawassee Counties

1912 Boyne City, Gaylord and Alpena Caboose

The World War II submarine, the *USS Silversides*

1830's era Surveying Instrument of Douglas Houghton

Women Composers Collection (a collection of scores by female composers)

Hartford Cuneiform Tablet Collection

