

APPENDIX 4: SAMPLE IWGSC QUESTIONNAIRE

National Science and Technology Council (NSTC)
Committee on Science (COS)
Interagency Working Group on Scientific Collections (IWGSC)
Botanical Collections Survey

Dear Participant,

The FY 2007 Research and Development Budget Priorities Memorandum established Federal scientific collections as one of two areas requiring special attention by the National Science and Technology Council (NSTC). Arguing that object-based scientific collections provide the fundamental infrastructure for contemporary and future research, the NSTC Committee on Science (COS) formed the Interagency Working Group on Scientific Collections (IWGSC) to address the scientific, environmental, societal, and national security needs for such collections, including an assessment of current collection resources.

The survey that follows will establish for the first time the scope and breadth of Federally held object-based scientific collections. The survey results will provide a snapshot of the current condition of object-based scientific collections held or supported by Federal agencies. The information collected will enable the NSTC to assess the priorities for and stewardship of scientific collections.

On behalf of the NSTC/COS Interagency Working Group on Scientific Collections, we thank you for your participation in this survey.

Signed:

David Evans, The Smithsonian Institution

Phyllis Johnson, US Department of Agriculture

INSTRUCTIONS

In the pages that follow, we ask that you provide information regarding the object-based scientific collection and any associated ancillary collections that are part of your Agency's holdings or for which your Agency has permanent responsibility.

ONLINE INSTRUCTIONS

The Survey is divided into 11 short sections which must be completed sequentially. The on-line version does not allow you to return to a previous section once you have started the next section. Upon completing each section, you will be given the option of:

Saving your responses and continuing to the next section

OR

Saving your responses and continuing the survey at a later time.

Reminder: Once you start a section, even if you only view it, you must complete that section because the survey does not allow you to return to a section that you have already viewed. For example, if section C is the last section you were working on, and you choose to save and continue later, when you open the document you will be directed to section D even if you have not completed section C.

For your convenience in completing the on-line survey, we suggest that you print out a copy of the survey and review all the sections **prior** to completing the on-line version.

FOR FURTHER INFORMATION

If you have any questions about this survey, please contact William Tompkins [tompkinw@osia.si.edu], 202-357-3125.

DEADLINE

In order for us to include your response with those of all other participating agencies, we ask that you complete this survey no later than **June 2, 2006**.

COLLECTIONS INCLUDED IN THIS SURVEY

This survey includes only object-based scientific collections maintained or financially supported by the Federal Government, and any ancillary materials directly related to the object-based scientific collections. The survey is designed to allow you to report on up to 6 separate collections.

“Object-based scientific collections” are defined as collections primarily acquired, maintained and used for scientific research, such as natural and physical science specimens, living animals and plants, archaeological and ethnographic objects, or technological objects of current or contemporary design.

“Ancillary collections” include important materials that are associated with an object-based scientific collection, but only if the material is directly used for scientific research, such as archival and library materials, audio and visual media, and data that might reside in databases.

COLLECTIONS EXCLUDED FROM THIS SURVEY

Historic and artistic collections that **do not function** as scientific collections are excluded from the survey. For example, a collection of wreckage from an aircraft accident would fall outside the scope of the survey if it were part of a current investigation, maintained for historical purposes only, or otherwise closed to access. However, this same collection would be within the scope of the survey if it were being maintained for the use of researchers who are researching metal fatigue, fire dynamics, failure propagation, or other related phenomena.

Library collections are also excluded unless the collection is in support of the research objects themselves.

Collections of data (both analog and digital) or databases containing such data are **excluded** from this survey unless those data collections are associated with an object-based scientific collection and are used directly to support the conduct of scientific research, in which case they may be treated as ancillary collections. (See “Ancillary collections” definition above).

Independent, non-object based collections of data are not included in this survey as the NSTC/COS plans a separate study of those collections.

INFORMATION TO BE PROVIDED BY SECTION

Reporting Unit Information

- A. Description of the Reporting Unit
- B. Purpose and Use of the Collection
- C. Scope and Size of the Collection
- D. Condition of the Collection
- E. Care and Preservation of the Collection
- F. Collection Documentation and Accessibility
- G. Collection Funding
- H. Policies and Procedures
- I. Collection Staffing
- J. Additional Questions

A. Reporting Unit Information

In this section, we ask that you provide the name of your reporting unit, parent organization, and the name of the individual completing the survey complete with contact information.

A-1.

Name of the reporting unit:

Street Address:

City, State, Zip:

A-2.

Name of parent agency or organization, if applicable:

A-3.

Name of the individual completing this survey:

Title:

Street Address:

City, State, Zip:

Telephone: (ex: 123-456-7890)

Fax: (ex: 123-456-7890)

Email:

Today's date: (ex: 12/31/2006)

A-4. Which level listed below best describes the level at which you are reporting about your scientific collection? (Mark just one.)

1. Agency director
2. Bureau/division director
3. Program director
4. Collections manager
5. Other, please specify _____

A-5. May the NSTC Interagency Working Group on Scientific Collections include your reporting unit on a published list of survey participants? (Mark just one.)

1. Yes
2. No

B. Description of the Reporting Unit

In this section, we ask that you provide descriptive information regarding your reporting unit's governance and primary purpose.

B-1. Which of the following most closely describes your reporting units governance? (Mark just one.)

1. Federal agency
2. Independent Federal agency
3. State agency
4. Local (county or municipal) agency
5. Non-profit, non-governmental organization
6. Other, please specify: _____

B-2. Which of the following most closely describes your reporting units primary function or service? (Mark just one.)

1. Archaeological repository
2. Bio-repository
3. Medical research center
4. Museum
5. Nature center or zoo
6. Regulatory agency
7. Scientific research organization
8. Other, please specify: _____

C. Purpose and Use

In this section, we ask that you list the botanical collection(s) you will be describing, as well as information on the primary purpose and users of the collection(s).

C-1. In the space provided, list the scientific collection you will be describing in this survey. You may list up to six collections. This information will be used to guide your responses in sections D, E, F, and G that follow.

Collection 1

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Collection 2

Collection 3

Collection 4

Collection 5

Collection 6

C-2. What is the primary purpose of the collection? (Mark all that apply.)

1. Public health
2. Public safety
3. Trade and/or economic development
4. Medical research
5. Homeland security
6. Environmental monitoring
7. Basic research
8. Other, please specify: _____

C-3. What percentage of the collection is duplicated in other repositories? (Mark just one.)

1. None

2. 1 – 25%
3. 26 – 50%
4. 51 – 75%
5. 76 – 99%
6. 100%
7. Do not know

C-4. Who are the primary users of the collection? (Mark no more than 3.)

1. Reporting unit staff
2. Students
3. Federal agencies
4. State/local agencies
5. Non-profit organizations
6. Academic institutions
7. Regulatory agencies
8. Government / policy administrators
9. Commercial entities
10. National professional researchers / scientists
11. International professional researchers / scientists
12. General public

C-5. In the questions below, estimate the number of individuals and institutions that used the collection(s) themselves or associated ancillary collections in FY2005. (Mark just one per row.)

Individual users

	0	1-100	101-1,000	1,001-10,000	More than 10,000
Individuals that physically accessed the collection(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Individuals that electronically accessed the collection(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Individuals that physically accessed any ancillary collection(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Individuals that electronically accessed any ancillary collection(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Institutions

	0	1-100	101-1,000	1,001-10,000	More than 10,000
Institutions that physically accessed the collection(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Institutions that electronically accessed the collection(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Institutions that physically accessed any ancillary collection(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Institutions that electronically accessed any ancillary collection(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

D. Scope and Size

In this section, we ask that you describe the scope and size of this object-based botanical collection(s) together with information about changes in the collections size in recent years.

D-1.What is the geographic scope of the objects in the collection? (Mark all that apply.)

1. Worldwide
2. Regional-worldwide
3. National-worldwide
4. United States
5. Regional-United States
6. Local-United States
7. Other, please specify: _____

D-2. In the boxes provided below, describe the size of your unit's object-based scientific collection. Estimate the number of objects in the collection using the defined unit of measurement for each category or enter UNK if the number of units is unknown or enter 0 for holding categories that do not apply.

BOTANICAL COLLECTIONS

	Living specimens --- Bulk material (Record in cubic feet)	Living specimens --- Individually catalogued (Record in items)	Living specimens Ancillary collections (Record in items)	Living specimens Ancillary collections (Record in cubic feet)	Living specimens Ancillary collections (Record in linear feet)
Collection 1	0	0	0	0	0
Collection 2	0	0	0	0	0
Collection 3	0	0	0	0	0
Collection 4	0	0	0	0	0
Collection 5	0	0	0	0	0
Collection 6	0	0	0	0	0

	Non-living specimens (e.g. botanical specimens, wet and dry preparations) --- Bulk material (Record in cubic feet)	Non-living specimens --- Individually catalogued (Record in items)	Nonliving specimens Ancillary collections (Record in items)	Non-living specimens Ancillary collections (Record in cubic feet)	Non-living specimens Ancillary collections (Record in linear feet)
Collection 1	0	0	0	0	0
Collection 2	0	0	0	0	0
Collection 3	0	0	0	0	0
Collection 4	0	0	0	0	0
Collection 5	0	0	0	0	0
Collection 6	0	0	0	0	0

D-3. How has the size of the collection(s) changed since FY2000? (Mark just one per collection.)

	Increased	Decreased	No Change
Collection 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

D-4. FOR THOSE COLLECTIONS THAT INCREASED IN SIZE, estimate the average annual growth in the collection since FY2000. (Mark just one per collection.)

	1-25%	26-50%	51-75%	76-100%	More than 100%
Collection 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

D-5. Was the increase predicted or anticipated? (Mark just one per collection.)

	Yes	No
Collection 1	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>

D-6. What were the primary reasons for this increase? (Mark all that apply.)

	Routine collection activity	Government mandates	Change in reporting unit mission	Reorganization or restructuring	Financial / budgetary changes	Staff changes (number and expertise)	Other
Collection 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

D-7. FOR THOSE COLLECTIONS THAT DECREASED IN SIZE, estimate the average annual decrease in the collection(s) since FY2000. (Mark just one per collection.)

	1-25%	26-50%	51-75%	More than 75%
Collection 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

D-8. Was the decrease predicted or anticipated? (Mark just one per collection.)

	Yes	No
Collection 1	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>

D-9. What were the primary reasons for this decrease? (Mark all that apply.)

	Routine collection activity	Government mandates	Change in reporting unit mission	Reorganization or restructuring	Financial / budgetary changes	Staff changes (number and expertise)	Other
Collection 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

E. Condition of the Collection

In this section, we ask that you characterize the condition of your object-based botanical collection(s).

E-1. How would you characterize the overall condition of the collection? (Mark just one per collection.)

	Very poor	Poor	Fair	Good	Very good
Collection 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

E-2. Has your reporting unit ever completed a condition survey or an assessment of object-based scientific collections? (Mark just one.)

1. Yes, for the entire collection
2. Yes, for a portion of the collection
3. Yes, but not recently
4. No
5. No, but one is planned, please explain: _____

F. Care and Preservation

In this section, we ask that you address the adequacy of resources for the care and preservation of your object-based botanical collection(s).

F-1. What percent of the collection is stored under conditions considered to be adequate for its care and preservation? (Mark just one per collection.)

	None	1-25%	26-50%	51-75%	76-99%	100%	Do not know
Collection 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

F-2. For those collections stored under inadequate conditions, indicate areas of MAJOR need. (Mark all that apply.)

	Additional on-site storage	New or additional off-site storage	Renovated storage space (either on-site or off-site)	New or improved storage equipment (e.g., shelving, cabinetry, racks)	New or improved environmental controls (e.g., temperature, humidity, or light)
Collection 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

F-3. Which of the following areas are MOST IMPORTANT to the maintenance of the collection(s)? (Mark all that apply.)

	Acquisition of additional collections	Refinement and disposal of collections	Additional staff for collections	Additional or improved space for collections	Additional or improved equipment and supplies for collections	Cataloguing of collections	Digitization of collection images and information	Improved access to collections by users
Collection 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

G. Collection Documentation and Accessibility

In this section, we ask that you address the documentation and accessibility of your object-based botanical collection(s) for research and other uses.

G-1. Estimate the percentage of the collection(s) that is catalogued. (Mark just one per collection.)

	None	1-25%	26-50%	51-75%	76-99%	100%	Do not know
Collection 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

G-2. What percent of the collection(s) is accessible for scientific research or other uses? (Mark just one per collection.)

	None	1-25%	26-50%	51-75%	76-99%	100%	Do not know
Collection 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

G-3. For those collections deemed inaccessible, indicate areas of MAJOR need. (Mark all that apply.)

	Additional on-site storage	New or additional off-site storage	Renovated storage space (either on-site or off-site)	New or improved storage equipment (e.g. shelving, cabinetry, racks)	New or improved environmental controls for temperature, humidity, or light
Collection 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

G-4. Estimate the percentage of the collection that is accessible through an electronic database. (Mark just one per collection.)

	None	1-25%	26-50%	51-75%	76-99%	100%	Do not know
Collection 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

G-5. Estimate the percentage of the collection that is accessible via the Web. (Mark just one per collection.)

	None	1-25%	26-50%	51-75%	76-99%	100%	Do not know
Collection 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

G-6. Indicate the types of information about the collection that are accessible via the Web. (Mark all that apply.)

	None	Collection-level descriptions	Minimum catalog information of collection	Images of collection	Minimum catalog information and images of collection	Enhanced catalog information of collection	Enhanced catalog information and images of collection
Collection 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

G-7. Does your agency charge user fees? (Mark just one.)

1. Yes
2. No
3. Do not know

H. Funding

In this section, we ask that you describe the funding associated with the management of your object-based botanical collection(s).

H-1. Does your agency's FY06 budget have funds specifically allocated for the care and management of your collection(s)? (Mark just one.)

1. Yes
2. No specific line-item in budget, but other budgeted funds are available
3. No (Go to question H-3)
4. Do not know

H-2. For FY05, what was the agency's annual budget designated specifically for the care and management of your scientific collections?

Budget in \$

H-3. What is the source of your agency's funds designated for the care and management of scientific collections? (Mark all that apply.)

1. Federal
2. State
3. County or municipal
4. Corporate
5. Foundation
6. Individual donor

H-4. Does your agency rely on external funding sources to support scientific collections-related activities? (Mark just one.)

1. Yes
2. No

I. Policies and Procedures

In this section, we ask that you describe the availability and status of written and approved policies and procedures designed to guide the management of your object-based botanical collection(s).

I-1. For which of the following activities does your reporting unit have written, approved policies and procedures for the management of these collections? (Mark all that apply.)

1. None
2. Acquisition
3. Disposal
4. Documentation
5. Preservation
6. Access and use
7. Handling
8. Security
9. Do not know

I-2. Which policies and procedures are current and up-to-date? (Mark all that apply.)

1. None
2. Acquisition
3. Disposal
4. Documentation
5. Preservation
6. Access and use
7. Handling
8. Security
9. Do not know

J. Staffing

In this section, we ask that you provide information about the number and adequacy of current staffing for your object-based botanical collection(s).

J-1. In the spaces below, describe the current staffing associated with your object-based scientific collection(s). Number of Full-time paid staff

Number of Part-time paid staff

Number of Full-time unpaid staff

Number of Part-time unpaid staff

J-2. Please characterize recent staffing experiences for this collection. (Mark just one.)

1. Staffing is stable and vacancies are replaced
2. Staff is increasing and new hires have been added
3. Staffing is unstable and declining

K. Additional Questions

K-1. In the space provided, please list one question you wish we would have asked you about your reporting unit's object-based botanical collection(s):

K-2. In the space provided, briefly explain the answer you would give in response to that question. (No more than 25 words.)

APPENDIX 5: SECTION K: ADDITIONAL QUESTIONS POSED BY RESPONDENTS

Survey Type	Desired Question	Desired Answer
Archaeological, anthropological, and ethnographic	Do your collections enhance the scientific value of your research?	Absolutely. Our archaeozoological and paleobotanical collections are vital for our research. They are not duplicated anywhere.
Botanical	Do you consider that you need more support to guarantee the conservation and accessibility of the pollen reference collections at STRI? disciplines of scientific research why doesn't the SI give the collection more support?	Absolutely, because the pollen reference collection is a vital research tool for several scientific disciplines
Botanical	How long has the collection existed?	60 years
Botanical	How many FTEs are devoted to the maintenance of the collection, and how many are actually needed?	Virtually none are devoted to the collection, and 0.5 FTE at a professional level would be desirable.
Botanical	Is the collection increase/decrease percentage likely to change in the near future (over the next 5 years)?	Yes - the increase percentage will increase significantly due to expansion of study area
Botanical	What proportion of the botanical collection are dry (Herbarium sheets) and what proportion are wet specimens?	80% Herbarium sheets (300 specimens, 120 species). 50% of space or one herbarium cabinet. 50% of space devoted to wet specimens.
Botanical	What is the expected lifespan of the collection if curation continues at the current level of support?	Some of our botanical collections will be severely compromised or completely lost within 10 years.
Botanical	Where will this collection be in 5 years?	Possibly in a state university's herbarium.
Cellular and tissue	Are adequate resources provided to enhance and modernize characterization of objects in the collections?	No. 80-90% of these bacteria have not been properly identified. None have been sequenced. Molecular analysis of the strains would add greatly to the value of the Milford collection.
Cellular and tissue	Do you intend to perpetually maintain the collections?	No. After our research has been completed, we intend to distribute our specimens to museums or universities. We may, however, keep some specimens as vouchers to support conclusions and recommendations that are based on our results.

Survey Type	Desired Question	Desired Answer
Cellular and tissue	Does your collection consist of both physical samples and a database of analyzed data?	Yes. The online database of analyzed DNA sequences and genomic annotations is probably more important and more the physical clone collection.
Cellular and tissue	Has the availability (including cataloging) of your object-based cellular & tissue collection changed since FY2000? How many years of collection is included in your object-based cellular & tissue collection?	Yes, with additional shelving and allocated storage space with adequate ventilation and temperature control environment. Years of collection: < 20 years
Cellular and tissue	how is the collection supported?	Through a contract to a commercial entity.
Cellular and tissue	Of the staff associated with the collection, are they from other organizations than the reporting unit and other locations than collection site?	We rely on state agencies, universities, and other Federal reporting units to provide sample collections. I did not include them in the number of staff associated with the collection because they are too numerous and varied. Also, the people collecting th
Cellular and tissue	Over the next 10 years, do you expect your Collection to increase annually, and if so, and by how much?	Yes, by 3000 samples annually (~11 cu ft).
Cellular and tissue	What is the long term plan for the collection? (renewal, depletion, archiving)	We have seen collections with no goal or use plan, wasting dollars. Not our own, fortunately.
Cellular and tissue	What other information (data) is associated with this collection?	These specimens were collected within clinical trials sponsored by the VA Cooperative Studies Program. A large amount of clinical data is associated with these specimens.
Cellular and tissue	What percent of staff time is spent working with the collections?	One full-time staff spends 75% of time One full-time staff spends 2% of time
Chemical	What is the use/issues?	Drug Discovery/Intellectual Property
Geological and geophysical	Are there any special any special environmental conditions required to preserve your collection?	Yes. The majority of the collection requires freezing and refrigeration for preservation.
Geological and geophysical	Does the Bureau have a clear policy regarding the curation of this collection? And, if so, has this policy been implemented?	There is no clear policy on the curation of this collection. In essence, this collection exists in limbo. This collection should be evaluated as to whether its present location and lack of use indicates it should be moved and consolidated somewhere.
Geological and geophysical	For what fraction of the collection has adequate metadata been captured.	25-50%
Geological and geophysical	how long do you plane to store this collection?	I have no idea; as long as somebody says its worth storing

Survey Type	Desired Question	Desired Answer
Geological and geophysical	If additional funds were made available to support the collection, how would they be used?	Complete the cataloging of the collection and make the catalog web based (CRMRT intranet chemistry web page)
Geological and geophysical	If funding were available to curate collection, would you apply for it?	Yes
Geological and geophysical	Is the organization's budget model organized in such a way as to account for the need for curation of collections and dissemination of collection information to other potential users.	A more efficient budget model for operating some laboratories could be devised at minor extra cost to the organization, that would benefit the scientific community by addressing critical needs for preserving and disseminating information about collections
Geological and geophysical	Is this collection part of a long-term study? If so, how long and frequency of sample collection?	This is a 200 year study with plans for resampling every 20 years or after a major disturbance.
Geological and geophysical	What environmental and security controls are required to properly curate this collection?	All samples are curated in dedicated cleanrooms (class 1000 or better). Samples collected on space missions are processed and stored in positive pressure and gloveboxes under high-purity nitrogen. Samples collected on Earth are processed on laminar flow b
Geological and geophysical	What is its approximate total market value?	\$0. Purely scientific collection with no intrinsic value.
Geological and geophysical	What is unique about this collection and its care?	The USGS is funded by DOE through a contractor to oversee this collection and it is housed on an access controlled base Nevada Test Site.
Geological and geophysical	What research topic(s) is/are supported by these collections?	Planetary impact cratering for both of our collections. The collections are commonly rocks and/or core samples from impact craters around the world.
Invertebrate zoology	Does your agency intend to continue staffing the collection with trained professional?	The agency locally expresses a desire to maintain the collections but has no program to train staff or replace staff lost to retirement or other attrition.
Invertebrate zoology	Is your collection onsite?	Our collection is maintained by another group and some of my 'don't know' answers result from this.
Invertebrate zoology	What do you consider an OPTIMUM Staffing level to support the collection-related personnel requirements of the IZ Collection?	0-25 Curators depending on breadth of coverage 40-50 GS-1016 Technical Staff – 1 FTE per curator to provide basic research support and research-specific collection support 20-25 “core” CM staff to support IZ's Collection Program

Survey Type	Desired Question	Desired Answer
Invertebrate zoology	What is the long-term plan for the disposition of the benthic invertebrate collection housed at the USGS National Water Quality Laboratory?	An alternative acceptable procedure for disposition, requiring NARA's approval, is being prepared and evaluated for eventual deposition at museums and permanent repositories.
Invertebrate zoology	What was the effect of Hurricane Katrina on the collection?	Katrina destroyed the area housing the SIPAC collection and, to date, 1250 of 9010 samples (14%) have been recovered. Recovery efforts are ongoing.
Invertebrate zoology	Why is it being maintained?	It is mandatory for all quarantines to maintain a voucher collection of all species and strains that are brought into the facility.
Invertebrate zoology	Why is it important to maintain this collection?	This is the only collection specializing in collecting and documenting insects found in foods.
Paleontology		Currently have only one active collection. All previous collections have been archived to the Smithsonian Institution.
Paleontology	Could we get funds to catalog our paleontology collection and put that information out on the web?	We think it would be a worthwhile venture but we don't have the funds ourselves.
Paleontology	Does your Federal agency have the legal authority to fund the care and curation of scientific collections?	No, the Forest Service does not have the legal authority under its enabling act, the Federal property laws, or other authority to fund the curation of paleontological resources.
Paleontology	If your unit had funds available specifically for improving the paleontology collections, what would you spend them on?	Give full-time positions to the three part-time personnel in order to improve and accelerate cataloguing
Paleontology	Is electronic/Web access necessary for these collections?	No. Collections are mostly created/used by in-house researchers and collaborators, who have full access; collections referenced in scientific literature.
Paleontology	Is the organization's budget model organized in such a way as to account for the need for curation of collections and dissemination of collection information to other potential users.	A more efficient budget model for operating some laboratories could be devised at minor extra cost to the organization, that would benefit the scientific community by addressing critical needs for preserving and disseminating information about collections
Paleontology	Is there a unique focus of the fossil collections?	Yes. These are the fossils from which age calls were made for the USGS geological maps, and energy resources assessments

Survey Type	Desired Question	Desired Answer
Paleontology	Who has ultimate ownership/jurisdiction of the collection	U.S. National Museum
Paleontology	why am I being asked these questions?	I do not know
Technological	Describe in detail the collection and how it is used. Give more than 25 words for each collection -- 100 words per collection would be good.	We have one old steel bridge with defects and 3 contemporary concrete bridges. We monitor their condition in response to millions of tons of traffic and various weather condition.
Technological	What environmental and security controls are required to properly curate this collection ?	All samples are curated in a dedicated cleanroom (class 1000). Samples are maintained in locked containers on a secure NASA site.
Vertebrate zoology	Age of collection	This is a historic collection. Most specimens were collected in the mid-1930s. Some species are no longer found in area.
Vertebrate zoology	Are other collections described associated with this one?	Yes, the NEFSC Zooplankton Collection is based on the same collections
Vertebrate zoology	describe the current staffing associated with your object-based scientific collection(s). - Is this their full time responsibility?	No, part-time responsibility
Vertebrate zoology	Has the availability (including cataloging) of your object-based cellular & tissue collection changed since FY2000? How many years of collection is included in your object-based cellular & tissue collection?	Yes, with additional shelving and allocated storage space with adequate ventilation and temperature control environment. Years of collection: < 20 years
Vertebrate zoology	How are R&D results made available?	R&D findings need to be made available via the web
Vertebrate zoology	more details on uses of collection??	1) marine fish population age composition estimates; 2) growth studies; 3) DNA studies; 4) elemental composition studies; 5) training of age readers; 6) QA/QC protocols
Vertebrate zoology	Of the staff associated with the collection, are they from other organizations than the reporting unit and other locations than collection site?	We rely on state agencies, universities, and other Federal reporting units to provide sample collections. I did not include them in the number of staff associated with the collection because they are too numerous and varied. Also, the people collecting th
Vertebrate zoology	See my comments concerning the algal and invertebrate collections.	One part time curator/taxonomist can not keep up collections covering two kingdoms and an estimated 20 phyla.

Survey Type	Desired Question	Desired Answer
Vertebrate zoology	The collection I was directed to answer survey questions for is one that is supported partially by a Federal contract, so an appropriate question might relate to the level of support provided.	\$100,000 per year, provided for student research assistantships and required supplies.
Vertebrate zoology	what is the significance of the collection	collection contains the ichthyoplankton from >50 years of BCF/NMFS resource surveys in eastern Pacific and from > 50 years of CalCOFI surveys in California Current region
Vertebrate zoology	What percent of staff time is spent working with the collections?	One full-time staff spends 75% of time One full-time staff spends 2% of time