



Sustainable Collections in Central NSW



The purpose of this survey is to determine the current status and needs of museums in the region to enable the project officer to work with volunteers in identifying and documenting significant objects and collection themes. The information obtained will also help to assess the progress of the project.

1. Museum contact details:

Museum Name:

Address:

Phone:

Fax:

Email:

Website:

Contact person (this person would need to be able to give access to, and work with, the consultant during visits to the museum, or be able to organise someone else for this).

Name:

Position:

Phone:

2. Museum information

- a) Brief description of the museum and its purpose
- b) Type of museum/collection please circle: historical society, community organisation or club, heritage site, theme museum, library, visitor centre?
- c) When was the organisation founded?
- d) When did the collection first open to the public?
- e) Is the collection in a heritage building?
- f) Is the collection or museum listed on the Collections Australia Network?
- g) Who owns the building and the land?
- h) Does the museum have a computer?



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- i) Does the museum have a photocopier?
- j) Is there phone and internet access in the museum?
- k) What are the public opening hours?
- l) Do you open outside normal hours by appointment?
- m) What are your admission charges?
- n) Approximately how many visitors each year?
- o) Do you offer special programs for schools?

3. Collection

- a) Brief description of the collection and key themes:

- b) Types of items in collection, please circle: historic photos, maps, archives, objects,

memorabilia, local history, large items such as machinery.

- c) Briefly list examples of the most significant items if known:

- d) Estimate the number of items in the collection:
- e) Estimate what percentage is:
 - I. entered in an accession register
 - II. catalogued
 - III. numbered
 - IV. photographed
 - V. number of object files
 - VI. number of statements of significance
- f) Does your museum have Mosaic software?
- g) If so, what percentage of the collection (or number of objects) is catalogued on Mosaic?
- h) Do you have any other comments you would like to add regarding the cataloguing of your collection?



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- i) Do you have a collection policy?
- j) How many items were acquired in 2007?
- k) Do you have a deaccession policy?
- l) If so, how many items have been deaccessioned?
- m) What percentage of the collection is on display?
- n) Does the museum have a dedicated collection working space?

4. Exhibitions

- a) What are the main themes of the museum's exhibitions?
- b) How often are exhibitions changed?
- c) Is there any space for temporary or travelling exhibitions?

5. Organisation information

- a) How many financial members of your organisation?
- b) How many of these members have joined in the last 12 months?
- c) How many members volunteers on a regular basis?
- d) Approximately how many of your regular volunteers are in the following age groups?

Under 20 20 - 45 45 - 70 over 70 over 80

- e) Do you have any paid staff?
- f) If so, in what role?
- g) Who pays for your utilities (gas, electricity, water)?
- h) Do you pay rent?
- i) Do you pay rates, or reduced rates?



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- j) What is the museum's annual budget?
 - k) How has that budget changed over the last 5 years?
 - l) What is your main source of income?
 - m) May we have a copy of your annual report?
6. Key needs
- What are the key needs for your collection and museum?
- a) Assistance with cataloguing and documentation
 - b) Statements of Significance
 - c) More Volunteers
 - d) More storage space
 - e) Fundraising
 - f) Maintaining and developing buildings
 - g) Improved facilities for visitors and volunteers eg, washroom, collection working space, staffroom
 - h) New Exhibitions
 - i) Volunteer training - please specify
 - j) Other - please specify
7. Is there anything else you would like to comment on, suggest or bring to our attention?

Date of Survey:

Thankyou for your participation your assistance is greatly appreciated.