Institutional Overview

1.	Describe the institution conducting the survey. Provide the name, date established, major activities, and pertinent information about the institution's history and the history of the collection(s) being surveyed.
2.	What is the institution's mission? Attach a copy of the mission statement.
3.	What is the total size of the institution's staff? (FTE = full-time equivalent)
	FTE professionals
	FTE support staff
	student assistants, representing FTE
	volunteers, representing FTE
4.	Which staff members work with the collections being assessed, and what are their duties?

If staffing for the collections is part-time, what portion of the staff members' time is spent on the collections being surveyed?
5. What is the institution's overall budget for all of its activities?
6. Does the institution have a long-range strategic plan? Is collections preservation addressed in this plan? Describe the long-range plan and indicate what topics it covers. Attach relevant documents to the survey.
7. Does the institution have plans for expansion or renovation in the foreseeable future? Please describe.