INPUT ON COLLECTIONS FROM LANDS ADMINISTERED BY THE DEPARTMENT OF THE INTERIOR THAT ARE LOCATED AT NON-FEDERAL FACILITIES, OMB CONTROL NUMBER: 1084-0034, EXPIRATION DATE: 05/31/18

Introduction/ Institution Contact Information

Institution *

Address *

Completed By *

Title *

Email *

Phone (xxx-xxx-xxxx) *

Official Contact (if different)

Official Contact Title

Official Contact Email

Official Contact Phone (xxx-xxx-xxxx)

Does Institution Hold DOI Collections?

Does your institution hold any artifacts, scientific specimens, other objects, or associated records generated from projects or activities on DOI-administered lands?

- Yes
- No
- Maybe

Collections Information

You answered "yes" or "maybe" to the previous question of whether your institution holds any artifacts, scientific specimens, other objects, or associated records generated from projects or activities on DOI-administered lands. If this is incorrect, you may go back and revise your answer. Please note which DOI bureaus (either known or suspected) have collections at your institution:

Please select "Yes," "No," or "Maybe" for *all* lines.

	Yes	No	Maybe
Bureau of Indian Affairs	○	○	○
Bureau of Land Management	○	○	○
Bureau of Reclamation	○	○	○
Fish and Wildlife Service	○	○	○
National Park Service	○	○	○
U.S. Geological Survey	○	○	○
This institution likely has items from DOI-administered lands but we lack the expertise or resources to assess them	○	○	○

What is the basis for this determination?

- ☐ Current Curation Agreement
- ☐ Long-term Loan Agreement
- ☐ Project Permit Information
- ☐ Contract for Curation
- ☐ Memorandum of Understanding
- ☐ Institutional History
- ☐ Database or Catalog Records
- ☐ I don't know
- ☐ Other

What disciplines does your repository curate?

- [ ] Archaeology
- [ ] Archives
- [ ] Art
- [ ] Biology
- [ ] Ethnography
- [ ] Geology
- [ ] History
- [ ] Paleontology
- [ ] Other

BIA Collections

You answered that you know/suspect there are collections associated with the *Bureau of Indian Affairs* at your institution. If possible, please estimate the number (or cubic/linear feet) of objects and associated records from *Bureau of Indian Affairs*-administered lands, by discipline.

If you do not know, please tell us what you do know in the comments box.

	Number of Objects	Cubic Feet of Objects	Lots of Objects	Linear Feet of Associated Records
Archaeology				
Archives				
Art				
Biology				
Ethnography				
Geology				
History				
Paleontology				

Comments

BLM Collections

You answered that you know/suspect there are collections associated with the *Bureau of Land Management* at your institution. If possible, please estimate the number (or cubic/linear feet) of objects and associated records from *Bureau of Land Management*-administered lands, by discipline.

If you do not know, please tell us what you do know in the comments box.

	Number of Objects	Cubic Feet of Objects	Lots of Objects	Linear Feet of Associated Records
Archaeology				
Archives				
Art				
Biology				
Ethnography				
Geology				
History				
Paleontology				

Comments

Reclamation Collections

You answered that you know/suspect there are collections associated with the *Bureau of Reclamation* at your institution. If possible, please estimate the number (or cubic/linear feet) of objects and associated records from *Bureau of Reclamation*-administered lands, by discipline.

If you do not know, please tell us what you do know in the comments box.

	Number of Objects	Cubic Feet of Objects	Lots of Objects	Linear Feet of Associated Records
Archaeology				
Archives				
Art				
Biology				
Ethnography				
Geology				
History				
Paleontology				

Comments

FWS Collections

You answered that you know/suspect there are collections associated with the *Fish and Wildlife Service* at your institution. If possible, please estimate the number (or cubic/linear feet) of objects and associated records from *Fish and Wildlife Service*-administered lands, by discipline.

If you do not know, please tell us what you do know in the comments box.

	Number of Objects	Cubic Feet of Objects	Lots of Objects	Linear Feet of Associated Records
Archaeology				
Archives				
Art				
Biology				
Ethnography				
Geology				
History				
Paleontology				

Comments

NPS Collections

You answered that you know/suspect there are collections associated with the *National Park Service* at your institution. If possible, please estimate the number (or cubic/linear feet) of objects and associated records from *National Park Service*-administered lands, by discipline.

If you do not know, please tell us what you do know in the comments box.

	Number of Objects	Cubic Feet of Objects	Lots of Objects	Linear Feet of Associated Records
Archaeology				
Archives				
Art				
Biology				
Ethnography				
Geology				
History				
Paleontology				

Comments

USGS Collections

You answered that you know/suspect there are collections associated with the *United States Geological Survey* at your institution. If possible, please estimate the number (or cubic/linear feet) of objects and associated records from *United States Geological Survey*-administered lands, by discipline.

If you do not know, please tell us what you do know in the comments box.

	Number of Objects	Cubic Feet of Objects	Lots of Objects	Linear Feet of Associated Records
Archaeology				
Archives				
Art				
Biology				
Ethnography				
Geology				
History				
Paleontology				

Comments

Accessioning

Are part or all of the collections from DOI-administered lands accessioned?

- Yes
- No
- I don't know

Accessioning (cont'd)

If part or all of the collections from DOI-administered lands are accessioned, what is the estimated percentage?

Accessioning (cont'd)

If yes, are they accessioned by your institution or by a DOI bureau/office?

- DOI
- My Institution
- DOI & My Institution
- I don't know

Comments

Cataloging

Are part or all of the collections from DOI-administered lands cataloged?

- Yes
- No
- I don't know

Cataloged bureaus

You answered "yes" to the previous question. Please select the bureaus for which your repository has cataloged collections:

- [ ] Bureau of Indian Affairs
- [ ] Bureau of Land Management
- [ ] Bureau of Reclamation
- [ ] Fish and Wildlife Service
- [ ] National Park Service
- [ ] U.S. Geological Survey
- [ ] I don't know

BIA Cataloging

You answered that all or some of your collections associated with the *Bureau of Indian Affairs* at your institution have been cataloged. If possible, please estimate the following for the *Bureau of Indian Affairs*: number of catalog records created; percent of cataloged objects, by discipline; and percentage of paper versus digital catalog records.

If you do not know, please tell us what you do know in the comments box.

	Number of Catalog Records	% Cataloged	% Paper Only	% Digital
Archaeology				
Archives				
Art				
Biology				
Ethnography				
Geology				
History				
Paleontology				

Comments

BLM Cataloging

You answered that all or some of your collections associated with the *Bureau of Land Management* at your institution have been cataloged. If possible, please estimate the following for the *Bureau of Land Management*: number of catalog records created; percent of cataloged objects, by discipline; and percentage of paper versus digital catalog records.

If you do not know, please tell us what you do know in the comments box.

	Number of Catalog Records	% Cataloged	% Paper Only	% Digital
Archaeology				
Archives				
Art				
Biology				
Ethnography				
Geology				
History				
Paleontology				

Comments

Reclamation Cataloging

You answered that all or some of your collections associated with the *Bureau of Reclamation* at your institution have been cataloged. If possible, please estimate the following for the *Bureau of Reclamation*: number of catalog records created; percent of cataloged objects, by discipline; and percentage of paper versus digital catalog records.

If you do not know, please tell us what you do know in the comments box.

	Number of Catalog Records	% Cataloged	% Paper Only	% Digital
Archaeology				
Archives				
Art				
Biology				
Ethnography				
Geology				
History				
Paleontology				

Comments

FWS Cataloging

You answered that all or some of your collections associated with the *Fish and Wildlife Service* at your institution have been cataloged. If possible, please estimate the following for the *Fish and Wildlife Service*: number of catalog records created; percent of cataloged objects, by discipline; and percentage of paper versus digital catalog records.

If you do not know, please tell us what you do know in the comments box.

	Number of Catalog Records	% Cataloged	% Paper Only	% Digital
Archaeology				
Archives				
Art				
Biology				
Ethnography				
Geology				
History				
Paleontology				

Comments

NPS Cataloging

You answered that all or some of your collections associated with the *National Park Service* at your institution have been cataloged. If possible, please estimate the following for the *National Park Service*: number of catalog records created; percent of cataloged objects, by discipline; and percentage of paper versus digital catalog records.

If you do not know, please tell us what you do know in the comments box.

	Number of Catalog Records	% Cataloged	% Paper Only	% Digital
Archaeology				
Archives				
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Ethnography				
Geology				
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Comments

USGS Cataloging

You answered that all or some of your collections associated with the *United States Geological Survey* at your institution have been cataloged. If possible, please estimate the following for the *United States Geological Survey*: number of catalog records created; percent of cataloged objects, by discipline; and percentage of paper versus digital catalog records.

If you do not know, please tell us what you do know in the comments box.

	Number of Catalog Records	% Cataloged	% Paper Only	% Digital
Archaeology				
Archives				
Art				
Biology				
Ethnography				
Geology				
History				
Paleontology				

Comments

Electronic Cataloging

Are any of the collections from DOI-administered lands cataloged in an electronic database system?

- ○ Yes
- ○ No
- ○ I don't know

Electronic Cataloging (Cont'd)

If yes, what database system is used? (Check all that apply.)

- ☐ Argus (TM)
- ☐ CONTENTdm (TM)
- ☐ KE EMu (TM)
- ☐ Microsoft Access (TM)
- ☐ Microsoft Excel (TM)
- ☐ Mimsy (TM)
- ☐ MINISIS (TM)
- ☐ Mint (TM)
- ☐ Museum Plus (TM)
- ☐ Past Perfect (TM)
- ☐ Re:discovery/Proficio (TM)
- ☐ Specify (TM)
- ☐ TMS/Gallery Systems (TM)
- ☐ Vernon CMS (TM)
- ☐ Other

NAGPRA

To the best of your knowledge, are any of the collections from DOI-administered lands subject to the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA)?

- ○ Yes
- ○ No
- ○ I don't know

Physical Inventory

Has a physical inventory of collections from DOI-administered lands been completed?

- ○ Yes
- ○ No
- ○ I don't know

Physical Inventory (Cont'd)

You indicated above that a physical inventory of collections from DOI-administered lands has been completed. Please note the type of inventory:

- ☐ Full
- ☐ Partial
- ☐ Random Sample
- ☐ I don't know

Physical Inventory (Cont'd)

Please provide the date of the most recent physical inventory.

Access and Use

Are collections from DOI-administered lands:

	Frequently	Sometimes	Never
Used for research?	○	○	○
Used in exhibits (including online)?	○	○	○
Loaned out to other institutions?	○	○	○

Acceptance of New Collections

Do you continue to accept collections from DOI?

- ○ Yes
- ○ No
- ○ I don't know

Not Accepting New Collections

You answered "no" to the previous question. Why not? (Choose all that apply)

- ☐ Lack of space
- ☐ Not a collection focus
- ☐ Lack of research interest
- ☐ Have not received requests from DOI agencies
- ☐ Prefer not to accept them
- ☐ Cannot meet DOI standards
- ☐ I don't know
- ☐ Other

Information Already Reported to DOI?

1. Did your responses to this survey include information your institution is already reporting to a DOI Bureau/Office? Please explain if your answer is "Yes" or "I don't know". *

- ○ Yes
- ○ No
- ○ I don't know

Comments

Other Institution Departments with Collections

How many other departments at your institution may have collections from DOI-administered lands? (If none or unknown, enter 0.)

Other Departments with Collections from DOI Lands

Please note the following for the first department at your institution that may have collections from DOI-administered lands:

Department Contact Email

Please note the following for the second department at your institution that may have collections from DOI-administered lands:

Department Contact Email

Please note the following for the third department at your institution that may have collections from DOI-administered lands:

Department Contact Email

Please note the following for the fourth department at your institution that may have collections from DOI-administered lands:

Department Contact Email

Please note the following for the fifth department at your institution that may have collections from DOI-administered lands:

Department Contact Email

Please note the following for the sixth department at your institution that may have collections from DOI-administered lands:

Department Contact Email

Please note the following for the seventh department at your institution that may have collections from DOI-administered lands:

Department Contact Email

Please note the following for the eighth department at your institution that may have collections from DOI-administered lands:

Department Contact Email

Please note the following for the ninth department at your institution that may have collections from DOI-administered lands:

Department Contact Email

Please note the following for the tenth department at your institution that may have collections from DOI-administered lands:

Department Contact Email

Attachments

NAGPRA summary

Browse... Upload

Other NAGPRA Information

Browse... Upload

Repository Fee Schedule

Browse... Upload

DOI Collection Data

Browse... Upload

Collections Management Policy

Browse... Upload

Mission Statement

Browse... Upload

Additional Comments

Browse... Upload

Other

Browse... Upload

Comments

Please share any comments, information, or clarifications you were not able to provide above.