

**Special Collections**  
**National Agricultural Library**  
[specialcollections.nal.usda.gov](http://specialcollections.nal.usda.gov) • [SpecialCollections@nal.usda.gov](mailto:SpecialCollections@nal.usda.gov)  
301-504-5876 • 301-504-7593 (fax)

**Collection Survey Form**

**Please provide your contact information.**

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Date form completed:** \_\_\_\_\_

**Name of collection:** \_\_\_\_\_

**Bulk dates of collection:** \_\_\_\_\_ to \_\_\_\_\_

**Content of the collection:**

Which people, offices or organizational units created the materials?

\_\_\_\_\_

What was the employee's role in the organizational structure of the office/lab/unit?  
Please attach any past or present organizational charts.

\_\_\_\_\_

Do the records seem to be complete? If not, list location of other records.

\_\_\_\_\_

## Appendix: Collection Survey Form

Do the records seem to be unique (e.g. valuable for research or historical purposes)?

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### How is the collection stored:

Check all that apply	Types of storage
	File Cabinets
	Boxes
	Shelves
	Map cases
	Servers

Briefly explain the physical location of where the collection is currently located (e.g. humidity and temperature conditions):

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### Condition of Materials:

Physical Condition (circle one):    Good    Fair    Poor    Needs Urgent Attention

Do any of the materials show any signs of the following? If yes, provide a description and an estimate of the amount of the collection with that type of damage.

Check all that apply	Types of damage	Description
	Mold damage	
	Moisture	
	Insect contamination	
	Brittleness/Fragile condition	

Other issues:

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