

Special Collections
National Agricultural Library
specialcollections.nal.usda.gov • NALSpecialCollections@ars.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: _____

Earliest and latest date of items in 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)?

How is the collection stored:

Check all that apply	Types of storage	Estimated amount of each
	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):

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	Estimated amount of each	Description
	Mold damage		
	Moisture		
	Insect contamination		
	Brittleness/Fragile condition		

Other issues:
