TRAINING NEEDS ASSESSMENT QUESTIONNAIRE

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A. General Information

Name of the person in charge of the Museum_____

Title/Function _____

Name of Museum _____

Address (Street or POB)_____

City _____ Postal Code_____

Country_____

Telephone _____ Fax _____

Web site _____

Name of the person filling in this questionnaire_____

Date completed: _____

A.1.   Specify the type of museum and collections.   (Check as many as are applicable.)

A.1.a ( ) Anthropology   A.1.b ( ) Arboretum/Botanical Garden
A.1.c. ( ) Archaeology/Ethnology   A.1.d. ( ) Art
A.1.e. ( ) Aquarium   A.1.f. ( ) Children's
A.1.g. ( ) College, University or School A.1.h. ( ) General
A.1.i. ( ) Historic Building/Site   A.1.j. ( ) History
A.1.k. ( ) Natural History/Science   A.1.l. ( ) Nature Center
A.1.m. ( ) Planetarium   A.1.n. ( ) Science and Technology Center
A.1.o. ( ) Zoo   A.1.p. ( ) Other (specify)_____

A.2.   Complete the following:

Year museum was founded   _____

Year museum first opened to public   _____

A.3.   What is the current population of the metropolitan or regional area in which your museum is
located? _____

A.4.   State the museum's annual attendance for the past three years—year by year.

Year	Attendance
_____	_____
_____	_____
_____	_____

A.5.   Indicate the museum's target audience(s).
A.5.a. ( ) General public
A.5.b. ( ) Adults
A.5.c. ( ) School children
A.5.d ( ) Other (describe) _____
A.6.   Does the museum reach the target audience(s)?   ( ) YES   ( )
NO

B. Governance

B.1.   Is the museum operated by or directly maintained by another institution, society, business, government agency, or organization?   ( ) YES   ( ) NO

        If "YES," give the following information about the parent organization.

        Name   _____

        Address   _____

        City   _____

B.2.   Which of the following best describes the museum's governing authority? (The governing authority is the agency or organization that ultimately has legal responsibility for the operation of the museum.)

        B.2.a. ( ) College, University, or School
        B.2.b. ( ) Local government
        B.2.c. ( ) National government
        B.2.d. ( ) City government
        B.2.e. ( ) Society
        B.2.f. ( ) Other   _____

C. Governing Body

C.1.   Does the director attend and participate in governing authority discussions?
                                                                        ( ) YES   ( ) NO

C.2.   Does the museum have a formal mission statement?   ( ) YES   ( ) NO

C.3.   Has the museum developed and adopted a long-range plan? ( ) YES   ( ) NO

C.4.   Does the museum have a process for regular review of the
        long-range plan?   ( ) YES   ( ) NO

D. Staff

D.1.   Is there an organization chart for the museum?   ( ) YES   ( ) NO
        (If yes, please attach in Annex)

D.2.   Does the museum provide opportunities for staff training
        and development?   ( ) YES   ( ) NO

D.3.   Is there a written formal code of ethics or adoption of the
        ICOM Code of Professional Ethics?   ( ) YES   ( ) NO

D.4.   Are there written personnel policies?   ( ) YES   ( ) NO

D.5.   Are there written job descriptions for the principal
        administrative personnel and staff?   ( ) YES   ( ) NO

D.6.   Is the museological education or experience of the majority of the staff appropriate
        and sufficient to accomplish the mission of the museum?   ( ) YES   ( )
NO

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E. Space Allocation

E.1.   Is specific museum space allocated to the following functions?

% of total space

E.1.a. Administration	( ) YES ( ) NO	_____
E.1.b. Exhibition Space	( ) YES ( ) NO	_____
E.1.c. Education: Auditorium and classes	( ) YES ( ) NO	_____
E.1.d. Collections storage	( ) YES ( ) NO	_____
E.1.e. Research	( ) YES ( ) NO	_____
E.1.f Conservation/restoration	( ) YES ( ) NO	
E.1.g. Library	( ) YES ( ) NO	_____
E.1.h. Public Services (Meeting Areas, Food, Services, Museum Shop)	( ) YES ( ) NO	_____
E.1.i. Buildings and Grounds Services	( ) YES ( ) NO	_____
E.1.j. Other (specify)_____	( ) YES ( ) NO	_____

E.2.   What hours and days are the museum's facilities open to the public without advance arrangement? _____

F. Safety and Security

F.1.   Does the museum have a formal safety/security program for the collections, personnel and building   ( ) YES   ( ) NO

F.2.   Does the museum have fire detection and suppression equipment?
        ( ) YES   ( ) NO

F.3.   Does the museum have a written emergency and evacuation plan for staff?   ( ) YES   ( ) NO

F.4.   Does the museum have a written emergency and evacuation plan for visitors?   ( ) YES   ( ) NO

F.5.   Does the museum have a written emergency and evacuation plan for the collections?   ( ) YES   ( ) NO

F.6.   Are employees trained in emergency procedures?   ( ) YES   ( ) NO

G. Collections

G.1.   List the types of collections of the museum, the number of objects of each type, the percentages of objects on exhibit. (i.e., Fine Arts, 300, 10%).

Types	No. of Objects	% Exhibited
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Totals	_____	_____

G.2.   Collection records:

G.2.a. Using the following definition for inventory, indicate percentage of the permanent collection inventoried: _____ %

Inventory: The creation of an immediate, brief and permanent record utilizing a control number for an object or group of objects added to the collection, and for which the museum has custody, right, or title. Customarily, an inventory record includes among other data the accession number, date and nature of acquisition, (gift, excavation, expedition, purchase, bequest, etc.), source, brief identification and description, condition, provenance, physical location and movement, value, and name of staff member recording the accession.

G.2.b. Date of last inventory: _____

G.2.c. Inventory system used:
( ) computerized: specify software _____
( ) manual
( ) other (specify): _____

G.2.d. Using the following definition for documentation, indicate percentage of the permanent collection documented: _____ %

Documentation: The creation of a full record in complete descriptive detail of all information about an object, assembly, or lot, cross-referenced to other records and files, and often containing a photograph or sketch. Catalog data are usually in the form of cards, sheets, graphic documents, computerized or not.

G.3.	Does the museum use collections on loan?	( ) YES	( ) NO
G.4.	Are collection records duplicated and kept off-site for security?	( ) YES	( ) NO
G.5.	Are there photographic records (images) of the collections?	( ) YES	( ) NO

H. Research

H.1.	Is research a major function or activity of the museum?	( ) YES	( ) NO
H.2.	Have museum's collections been used for research by outside scholars during the last year?	( ) YES	( ) NO
H.3.	Does the museum have a library?	( ) YES	( ) NO

I. Preservation and Conservation

I.1.	Are collections regularly surveyed to determine the condition of objects?	( ) YES	( ) NO
I.2.	Are records kept on the condition of objects in the collection?	( ) YES	( ) NO
I.3.	Does the museum have an in-house conservator?	( ) YES	( ) NO
I.4.	Does the museum have in-house facilities for conservation?	( ) YES	( ) NO

I.5.   Does the museum have adequate storage facilities for its collections.

                         ( ) YES   ( ) NO

I.6.   Does the museum have a formal pest (insects and rodents)
control program?   ( ) YES   ( ) NO

I.7.   Does the museum have a relative humidity and temperature
control program?   ( ) YES   ( ) NO

I.8.   Does the museum have training for staff in the handling of objects in the
collections?   ( ) YES   ( ) NO

J. Public Relations and Marketing

J.1.   Does the museum have a public relations/awareness program?

                         ( ) YES   ( ) NO

J.2.   Does the museum evaluate public awareness?   ( ) YES   ( ) NO

K. Exhibitions

K.1.   Do the exhibitions reflect the museum's mission?   ( ) YES   ( ) NO

K.2.   Is there a process used to select exhibitions?   ( ) YES   ( ) NO

K.3.   Are the exhibitions designed and installed by persons trained
in museum display techniques?   ( ) YES   ( ) NO

K.4.   Are the exhibition and public programs regularly evaluated?

                         ( ) YES   ( ) NO

L. Programs/Education

L.1.   Does the museum have an education program?   ( ) YES   ( ) NO

L.2.   Do the education programs support the mission of the museum?

                         ( ) YES   ( ) NO

L.3.   Are there training opportunities for staff assigned to the
educational functions of the museum?   ( ) YES   ( ) NO

L.4.   Does the museum offer programs for school groups (i.e. tours,
teacher workshops, in-school presentations, museum school). ( ) YES   ( ) NO

L.5.   Are the school programs regularly evaluated?   ( ) YES   ( ) NO

L.6.   Does the museum offer specific programs for the community? ( ) YES   ( ) NO

L.7.   Are the community programs regularly evaluated?   ( ) YES   ( ) NO

M. Publications

M.1.   Does the museum have a publications program?   ( ) YES   ( ) NO

M.2.   Does the publications program support the mission of the museum?
                                                                   ( ) YES   ( ) NO

N. Training Needs

N.1.   Please prioritize your museum's training needs in the following subjects, specifying the degree of priority from 1 to 12 (1 = most wanted):

        N.1.a. Museology   ( )
        N.1.b. Museum Management   ( )
        N.1.c. Collection Management   ( )
        N.1.d. Preventive Conservation   ( )
        N.1.e. Education/Interpretation   ( )
        N.1.f. Communication (including public relations and marketing) ( )
        N.1.g   Documentation/Inventories   ( )
        N.1.h. Exhibitions   ( )
        N.1.i. Museum Security and Emergency Planning   ( )
        N.1.j. Visitor Studies   ( )
        N.1.k. Cultural Tourism   ( )
        N.1.l   Fund raising   ( )

N.2.   If you have other suggestions for training courses, please add here:

        _____
        _____
        _____
        _____
        _____
        _____

   Additional Comments:

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