

APPENDIX IV WEB SURVEY FORM



Conservation Survey 2006

Your Organisation

1.1 What is the name of the collecting organisation/conservation business you are responding on behalf of?*

1.2 What is the governing or parent body for this organisation? e.g. City of Unley for the Unley Museum

1.3 If a collecting organisation, what is the size of the collection? e.g. metres of records, number of objects/specimens/books

1.4 If a collecting organisation, which collecting domain do you most identify with? (you may select more than one)

- Archive Gallery Library Museum

Employed Conservation and Preservation Workers

2.1 Do you employ conservation or preservation workers?*

- Yes No

IF NO, PLEASE GO TO QUESTION 9

If yes, please provide details of:

2.2 Number of positions (full time equivalent)

2.3 Number of positions by specialisation/skill (full time equivalent)

- | | |
|---|---|
| <input type="checkbox"/> Antarctic Heritage | <input type="checkbox"/> Archaeological Objects |
| <input type="checkbox"/> Archival Materials | <input type="checkbox"/> Books |
| <input type="checkbox"/> Buildings & Architecture (incl. interiors) | <input type="checkbox"/> Ceramics & Glass |
| <input type="checkbox"/> Conservation Framing | <input type="checkbox"/> Conservation Science |
| <input type="checkbox"/> Electronic Media | <input type="checkbox"/> Ethnographic Objects |

- | | |
|---|--|
| <input type="checkbox"/> Film | <input type="checkbox"/> Furniture |
| <input type="checkbox"/> Gilded Objects | <input type="checkbox"/> Management-administration |
| <input type="checkbox"/> Metals | <input type="checkbox"/> Musical Instruments |
| <input type="checkbox"/> Objects-general | <input type="checkbox"/> Organic Materials |
| <input type="checkbox"/> Outdoor Cultural Materials | <input type="checkbox"/> Paintings |
| <input type="checkbox"/> Paper-nonarchival | <input type="checkbox"/> Photographs |
| <input type="checkbox"/> Preventive Conservation (incl. Collection Management and Integrated Pest Management) | <input type="checkbox"/> Rock Art |
| <input type="checkbox"/> Sculpture | <input type="checkbox"/> Stone |
| <input type="checkbox"/> Synthetic Materials | <input type="checkbox"/> Technological Collections |
| <input type="checkbox"/> Textiles | <input type="checkbox"/> Wet Organic Materials |
| <input type="checkbox"/> Wooden Objects | <input type="checkbox"/> Contemporary Art |
| <input type="checkbox"/> Decorative Art | <input type="checkbox"/> Exhibitions/Loans |
| <input type="checkbox"/> Management-business | <input type="checkbox"/> Modern Materials |
| <input type="checkbox"/> Natural History | <input type="checkbox"/> Collection Maintenance |
| <input type="checkbox"/> Education of Colleagues and Clients | <input type="checkbox"/> Reformatting/Copying |

Other

2.4 Number of positions by qualification

- | | | | |
|-----------------------------------|--------------------------------------|---|---|
| <input type="checkbox"/> PhD | <input type="checkbox"/> Master | <input type="checkbox"/> Graduate Diploma | <input type="checkbox"/> Graduate Certificate |
| <input type="checkbox"/> Bachelor | <input type="checkbox"/> VET Diploma | <input type="checkbox"/> VET Certificate | <input type="checkbox"/> Traineeship |

Other

You may add the exact names of qualifications here if you wish

2.5 Number of positions by term of employment (full time equivalent)

Permanent Contract

Enter number of positions by contract period here if applicable

<3 months 3 months 6 months 12 months

18 months 20 months 24 months >24 months

3.1 How is the time of conservation/preservation workers apportioned between: (please enter percentages to total 100%)

- 16.67 Preventive Conservation
- 16.67 Exhibition planning and treatments
- 16.67 Non-exhibition planning and treatments
- 16.67 Original Research e.g. Conservation Science
- 16.67 Administration
- 16.67 Other

Other

3.2 Would you like to change this apportioning?

Yes No

3.3 If yes, how?

Preventive Conservation

Increase Decrease

Exhibition planning and treatments

Increase Decrease

Non-exhibition planning and treatments

Increase Decrease

Original Research e.g. Conservation Science

Increase Decrease

Administration

Increase Decrease

**4.0 What is the age profile of your conservation/preservation staff?
Please enter number of workers in each age group**

<input type="text"/> 15-19	<input type="text"/> 20-24	<input type="text"/> 25-29	<input type="text"/> 30-34
<input type="text"/> 35-39	<input type="text"/> 40-44	<input type="text"/> 45-49	<input type="text"/> 50-54
<input type="text"/> 55-59	<input type="text"/> 60-64	<input type="text"/> 65-70	<input type="text"/> >71

5.0 As a whole, are your conservation/preservation staff over, appropriately or under qualified for the work they do?

- Over
 Appropriate
 Under

The Recruitment Process

6.1 Have you advertised for conservation or preservation workers in the last three years?

- Yes No

IF NO, PLEASE GO TO QUESTIONS 7.13

If yes, please provide details of:

6.2 Number of positions (full time equivalent)

6.3 Number of positions by specialisation/skill (full time equivalent)

<input type="checkbox"/> Antarctic Heritage	<input type="checkbox"/> Archaeological Objects
<input type="checkbox"/> Archival Materials	<input type="checkbox"/> Books
<input type="checkbox"/> Buildings & Architecture (incl. interiors)	<input type="checkbox"/> Ceramics & Glass
<input type="checkbox"/> Conservation Framing	<input type="checkbox"/> Conservation Science
<input type="checkbox"/> Electronic Media	<input type="checkbox"/> Ethnographic Objects
<input type="checkbox"/> Film	<input type="checkbox"/> Furniture
<input type="checkbox"/> Gilded Objects	<input type="checkbox"/> Management-administration
<input type="checkbox"/> Metals	<input type="checkbox"/> Musical Instruments
<input type="checkbox"/> Objects-general	<input type="checkbox"/> Organic Materials
<input type="checkbox"/> Outdoor Cultural Materials	<input type="checkbox"/> Paintings
<input type="checkbox"/> Paper-nonarchival	<input type="checkbox"/> Photographs

Preventive Conservation (incl. Collection Management and Integrated Pest Management)

Rock Art

Sculpture

Stone

Synthetic Materials

Technological Collections

Textiles

Wet Organic Materials

Wooden Objects

Contemporary Art

Decorative Art

Exhibitions/Loans

Management -business

Modern Materials

Natural History

Collection Maintenance

Education of Colleagues and Clients

Reformatting/Copying

Other

6.4 Number of positions by qualification

PhD

Master

Graduate Diploma

Graduate Certificate

Bachelor

VET Diploma

VET Certificate

Traineeship

Other

You may add the exact names of qualifications here if you wish

6.5 Number of positions by terms of employment (full time equivalent)

Permanent

Contract

Enter number of positions by contract period if applicable

<3 months

3 months

6 months

12 months

18 months

20 months

24 months

>24 months

6.6 What proportion of positions was advertised both internally and externally?

- All Most Half Some None

Please answer questions 7.1, 7.2, 7.4 and 7.8 using information from up to 10 positions advertised in the last three years

7.1 How many applications did you receive per advertised position?

If you know actual numbers, please add these here

POSITION 1

- Too many About right Not enough

POSITION 1

POSITION 2

- Too many About right Not enough

POSITION 2

POSITION 3

- Too many About right Not enough

POSITION 3

POSITION 4

- Too many About right Not enough

POSITION 4

POSITION 5

- Too many About right Not enough

POSITION 5

POSITION 6

- Too many About right Not enough

POSITION 6

POSITION 7

- Too many About right Not enough

POSITION 7

POSITION 8

- Too many About right Not enough

POSITION 8

POSITION 9

- Too many About right Not enough

POSITION 9

POSITION 10

- Too many About right Not enough

POSITION 10

7.2 What proportion of applicants met the selection criteria?

POSITION 1

- All Most Half Some None

POSITION 2

- All Most Half Some None

POSITION 3

- All
 Most
 Half
 Some
 None

POSITION 4

- All
 Most
 Half
 Some
 None

POSITION 5

- All
 Most
 Half
 Some
 None

POSITION 6

- All
 Most
 Half
 Some
 None

POSITION 7

- All
 Most
 Half
 Some
 None

POSITION 8

- All
 Most
 Half
 Some
 None

POSITION 9

- All
 Most
 Half
 Some
 None

POSITION 10

- All
 Most
 Half
 Some
 None

7.3 Have you needed to re-advertise positions?

- Yes
 No

7.4 If yes, please estimate the number of times positions have been re-advertised?

If you know actual numbers, please add these here

POSITION 1

- Too many
 A few

POSITION 1

POSITION 2

- Too many
 A few

POSITION 2

POSITION 3

- Too many
 A few

POSITION 3

POSITION 4

- Too many
 A few

POSITION 4

POSITION 5

- Too many
 A few

POSITION 5

POSITION 6

Too many

A few

POSITION 6

POSITION 7

Too many

A few

POSITION 7

POSITION 8

Too many

A few

POSITION 8

POSITION 9

Too many

A few

POSITION 9

POSITION 10

Too many

A few

POSITION 10

7.5 If yes, is this rate of job re-advertisement high, average or low for this organisation in the area of conservation/preservation?

High

Average

Low

7.6 If yes, is this rate of job re-advertisement high, average or low for this organisation across all employment areas e.g management, building maintenance, registration?

High

Average

Low

7.7 If applicable, please comment upon how you have revised the terms of offers by number of positions

Increased value of salary package

Decreased value of salary package

Increased period of contract

Changed from temporary to permanent

Simplified job description

Expanded job description

Changed from external to internal advertisement

Advertised more widely in Australia

Advertised overseas

Other

Other

7.8 How long did it take to fill advertised positions? If you know actual periods please enter in the purple shaded PERIOD area

POSITION 1 - speed

- Fast About right Slow

POSITION 1 - period

- <3 months 6 months 9 months
 18 months 20 months >20 months

POSITION 2 - speed

- Fast About right Slow

POSITION 2 - period

- <3 months 6 months 9 months
 18 months 20 months >20 months

POSITION 3 - speed

- Fast About right Slow

POSITION 3 - period

- <3 months 6 months 9 months
 18 months 20 months >20 months

POSITION 4 - speed

- Fast About right Slow

POSITION 4 - period

- <3 months 6 months 9 months
 18 months 20 months >20 months

POSITION 5 - speed

- Fast About right Slow

POSITION 5 - period

- <3 months 6 months 9 months
 18 months 20 months >20 months

POSITION 6 - speed

- Fast About right Slow

POSITION 6 - period

- <3 months 6 months 9 months

18 months 20 months >20 months

POSITION 7 - speed

Fast About right Slow

POSITION 7 - period

<3 months 6 months 9 months
 18 months 20 months >20 months

POSITION 8 - speed

Fast About right Slow

POSITION 8 - period

<3 months 6 months 9 months
 18 months 20 months >20 months

POSITION 9 - speed

Fast About right Slow

POSITION 9 - period

<3 months 6 months 9 months
 18 months 20 months >20 months

POSITION 10 - speed

Fast About right Slow

POSITION 10 - period

<3 months 6 months 9 months
 18 months 20 months >20 months

7.9 Is this rate of job filling in the area of conservation/preservation fast, about right or slow for your organisation?

Fast About right Slow

7.10 Is this rate of job filling fast, about right or slow for your organisation across all employment areas e.g. management, building maintenance, registration?

Fast About right Slow

7.11 What proportion of positions was filled from internal applicants?

All Most Half Some None

7.12 What proportion of positions was filled from external applicants?

- All Most Half Some None

7.13 Do you have any comments on the ease or difficulty with which you have recruited conservation or preservation workers in the last three years?

Paid Conservation/Preservation Interns

8.1 Do you pay conservation/preservation interns?

- Yes No

8.2 If yes, how many per year?

8.3 What periods do you engage paid interns for?

- 2 weeks 4 weeks 6 weeks 3 months
 6 months 9 months 12 months 15 months
 18 months 24 months >24 months

8.4 What do paid conservation/preservation interns work on?

- Discrete projects
 Assist with ongoing work
 Conduct own research

Other

8.5 What are the typical tasks undertaken by paid interns?

- | | |
|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Advanced Conservation |
| <input type="checkbox"/> Basic Conservation | <input type="checkbox"/> Condition Reporting |
| <input type="checkbox"/> Consumable Generation | <input type="checkbox"/> Environmental Monitoring |
| <input type="checkbox"/> Exhibition Installation | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Laboratory Design | <input type="checkbox"/> Laboratory Maintenance |
| <input type="checkbox"/> Manual Writing | <input type="checkbox"/> Materials Ordering |
| <input type="checkbox"/> Messenger | <input type="checkbox"/> Policy Writing |
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Pest Monitoring |

Science

Stock Checks

Other

Private/Freelance/Independent Conservation and Preservation Workers

9.1 Do you engage private conservation/preservation workers?*

Yes

No

9.2 If yes, please specify the characteristics of projects that are sent to private conservation/preservation workers

Specialisation

Timetabling

Complexity

Bulk

Other

Other

9.3 What proportion of your conservation/preservation work is completed by private conservation/preservation workers?

All

Most

Half

Some

None

9.4 For every hour of outsourced conservation/preservation work, please estimate the number of hours spent in planning, processing and monitoring e.g. 10 hours of planning/monitoring/processing for 50 hours of outsourced work gives a rate of 0.2 hours

Unpaid Conservation and Preservation Workers

10.1 Is your conservation/preservation work provided by the outreach service of a larger organisation?*

Yes

No

10.2 If yes, please indicate the nature of that organisation

Collecting organisation

Funding body

Other

10.3 Does the larger organisation provide the work gratis, is it subsidised or do you pay market rates?

Gratis

Subsidisation

Market Rates

10.4 Is this arrangement satisfactory?

Yes

No

10.5 If no, please explain

--

10.6 Does your conservation/preservation programme make use of volunteers and unpaid interns?

- Yes No

10.7 If yes, how many volunteers do you engage?

--

10.8 If yes, how many unpaid interns do you engage?

--

10.9 What activities are typically undertaken by volunteers?

- | | |
|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Advanced Conservation |
| <input type="checkbox"/> Basic Conservation | <input type="checkbox"/> Condition Reporting |
| <input type="checkbox"/> Consumable Generation | <input type="checkbox"/> Environmental Monitoring |
| <input type="checkbox"/> Exhibition Installation | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Laboratory Design | <input type="checkbox"/> Laboratory Maintenance |
| <input type="checkbox"/> Manual Writing | <input type="checkbox"/> Materials Ordering |
| <input type="checkbox"/> Messenger | <input type="checkbox"/> Policy Writing |
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Pest Monitoring |
| <input type="checkbox"/> Science | <input type="checkbox"/> Stock Checks |

Other

--

10.10 What activities are typically undertaken by unpaid interns?

- | | |
|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Advanced Conservation |
| <input type="checkbox"/> Basic Conservation | <input type="checkbox"/> Condition Reporting |
| <input type="checkbox"/> Consumable Generation | <input type="checkbox"/> Environmental Monitoring |
| <input type="checkbox"/> Exhibition Installation | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Laboratory Design | <input type="checkbox"/> Laboratory Maintenance |
| <input type="checkbox"/> Manual Writing | <input type="checkbox"/> Materials Ordering |
| <input type="checkbox"/> Messenger | <input type="checkbox"/> Policy Writing |

- Public Relations Pest Monitoring
 Science Stock Checks

Other

Conservation and Preservation Financial Resources

11.1 How do you currently apportion your budget with regard to conservation/preservation services? (please enter percentages to total 100%)

- Personnel
 Materials
 Capital Works
 Other

Other

11.2 What are your plans for apportioning conservation and preservation expenditure over the next three years? (please enter percentages to total 100%)

- Personnel
 Materials
 Capital Works
 Other

Other

Conservation and Preservation Human Resources in Your Organisation Over the Next Three Years

12.1 Do you expect the number of employed conservation/preservation workers (full time equivalent) to increase, remain unchanged or decrease?

- Increase No change Decrease

Can you estimate the number? Use a negative value for a decrease

12.2 Do you anticipate changing the mix of conservation/preservation specialisations or skills?

Yes No

12.3 If yes, please specify anticipated changes:

- | | |
|--|---|
| <input type="checkbox"/> Antarctic Heritage | <input type="checkbox"/> Archaeological Objects |
| <input type="checkbox"/> Archival Materials | <input type="checkbox"/> Books |
| <input type="checkbox"/> Buildings & Architecture
(incl. interiors) | <input type="checkbox"/> Ceramics & Glass |
| <input type="checkbox"/> Conservation Framing | <input type="checkbox"/> Conservation Science |
| <input type="checkbox"/> Electronic Media | <input type="checkbox"/> Ethnographic Objects |
| <input type="checkbox"/> Film | <input type="checkbox"/> Furniture |
| <input type="checkbox"/> Gilded Objects | <input type="checkbox"/> Metals |
| <input type="checkbox"/> Musical Instruments | <input type="checkbox"/> Organic Materials |
| <input type="checkbox"/> Objects-general | <input type="checkbox"/> Outdoor Cultural Materials |
| <input type="checkbox"/> Paintings | <input type="checkbox"/> Paper-nonarchival |
| <input type="checkbox"/> Photographs | <input type="checkbox"/> Preventive Conservation (incl. Collection
Management and Integrated Pest
Management) |
| <input type="checkbox"/> Rock Art | <input type="checkbox"/> Sculpture |
| <input type="checkbox"/> Stone | <input type="checkbox"/> Synthetic Materials |
| <input type="checkbox"/> Technological Collections | <input type="checkbox"/> Textiles |
| <input type="checkbox"/> Wet Organic Materials | <input type="checkbox"/> Wooden Objects |
| <input type="checkbox"/> Contemporary Art | <input type="checkbox"/> Decorative Art |
| <input type="checkbox"/> Exhibitions/Loans | <input type="checkbox"/> Management-business |
| <input type="checkbox"/> Modern Materials | <input type="checkbox"/> Natural History |
| <input type="checkbox"/> Collection Maintenance | <input type="checkbox"/> Education of Colleagues and Clients |
| <input type="checkbox"/> Reformatting/Copying | |

Other

12.4 What qualifications will you seek in conservation/preservation workers?

- PhD Master
- Graduate Diploma Graduate Certificate
- Bachelor VET Diploma
- VET Certificate Traineeship

Other

You may add the exact names of qualifications here if you wish

12.5 Do you anticipate changing the nature or duration of employment arrangements?

- Yes No

Please explain your choice if you wish

12.6 Do you expect the number of paid conservation/preservation interns to increase, remain unchanged or decrease?

- Increase No change Decrease

If you can estimate numbers, please add these here

12.7 Do you expect the number of unpaid conservation/preservation interns and volunteers to increase, remain unchanged or decrease?

- Increase No change Decrease

If you can estimate numbers, please add these here

12.8 Do you expect your usage of private conservation/preservation services to increase, remain unchanged or decrease?

- Increase No change Decrease

Concluding Comments

13.1 Does your plan for financial and human resources fully address the conservation/preservation needs of your organisation for the next three years?*

Yes No

13.2 If no, what would you like to achieve?

13.3 What is the main obstacle to achieving your conservation/preservation goals e.g. lack of funds, shortage of suitable conservation/preservation workers, etc

Lack of funds

Shortage of conservation/preservation workers

Other

13.4 Do you perceive a major strength in Australian conservation/preservation?

Yes No

13.5 If yes, please tell us

13.6 Do you perceive a major weakness in Australian conservation/preservation?

Yes No

13.7 If yes, please tell us

Any Other Comments

14.1 Is there anything you would like to add that isn't covered in earlier responses?

Yes No

14.2 If yes, please tell us

*Required

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