



In Good Faith: Collection Care, Preservation, and Access in Small Theological and Religious Studies Libraries Survey Report

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In Good Faith: Collection Care, Preservation, and Access in Small Theological and Religious Studies Libraries

In September 2013, the American Theological Library Association (ATLA), in partnership with the Catholic Library Association (CLA) and the Association of Jewish Libraries (AJL), received a 2013 National Leadership Grants for Libraries Planning Grant from the Institute of Museum and Library Sciences (IMLS) for the project "In Good Faith: Collection Care, Preservation, and Access in Small Theological and Religious Studies Libraries" (IMLS Grant LG-55-13-0278-13).

One of the major grant activities was deployment of a survey designed to assess current practices in small theological and religious studies libraries. An Advisory Committee (see Acknowledgements), comprised of members of the project's partners and representatives of the research community, provided guidance on the questions and helped identify channels to best reach potential respondents. Upon the advice of the Committee, the intended audience for the survey was expanded to include archives and other organizations beyond those strictly defined as "libraries." This resulted in a rich response set from a wide variety of organizations including those which are part of an educational institution, affiliated with churches, synagogues, or other houses of worship, independent libraries and archives, and various "other" types of theological and religious based collecting organizations. Tom Clareson (LYRASIS) and Liz Bishoff (The Bishoff Group) served as consultants for the project.

About ATLA

Established in 1946, the American Theological Library Association (ATLA) is a professional association of over eight hundred individual, institutional, and affiliate members providing programs, products, and services for theological and religious studies libraries and librarians. ATLA's mission is to foster the study of theology and religion by enhancing the development of theological and religious studies libraries and librarianship. For more information visit <http://www.atla.com/>.

About AJL

The Association of Jewish Libraries promotes Jewish literacy through enhancement of libraries and library resources and through leadership for the profession and practitioners of Judaica librarianship. The Association fosters access to information, learning, teaching and research relating to Jews, Judaism, the Jewish experience and Israel. To learn more, please visit <http://www.jewishlibraries.org/>.

About CLA

Established in 1921, the Catholic Library Association is an international membership organization, providing its members professional development through educational and networking experiences, publications, scholarships, and other services. The Catholic Library Association coordinates the exchange of ideas, provides a source of inspirational support and guidance in ethical issues related to librarianship, and offers fellowship for those who seek, serve, preserve, and share the word in all its forms. To learn more, please visit <http://www.cathla.org/>.

About IMLS

The Institute of Museum and Library Services is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. Our mission is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. Our grant making, policy development, and research help libraries and museums deliver valuable services that make it possible for communities and individuals to thrive. To learn more, visit www.ims.gov and follow IMLS on [Facebook](#) and [Twitter](#).

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Acknowledgments

We would like to express our gratitude to the many individuals and institutions that made this project possible. First, we would like to thank The Institute of Museum and Library Services for their generous support. Second, we would like to thank the members of our Advisory Board for their time and expertise.

The Advisory Board members are:

American Theological Library Association

- Dr. Sharon A. Taylor, Donald G. Miller Librarian and Director of the Clifford E. Barbour Library, Pittsburgh Theological Seminary
- Michael Boddy, Director of Luhr Reading and Reference Library, Eden Theological Seminary

Association of Jewish Librarians

- Elizabeth F. Stabler, Librarian, Stettenheim Library, Temple Emanu-El
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Catholic Library Association

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Ex-Officio

- Brenda Bailey-Hainer, Executive Director, American Theological Library Association

Additionally, we would like to thank all of our respondents for their time and help with this project. A list of respondents is included in Appendix I.

Executive Summary

The “In Good Faith: Collection Care, Preservation, and Access in Small Theological and Religious Studies Libraries” Institute of Museum and Library Services (IMLS) Grant, awarded to the American Theological Library Association (ATLA) and its partners the Catholic Library Association (CLA) and the Association of Jewish Libraries (AJL), included as its main activity a survey on preservation and collections care issues at small libraries and archives based at theological and religious studies organizations.

The spring 2014 survey was targeted to organizations with staff sizes of less than 5 full time equivalent, and budgets under \$500,000. Through the work of the partner organizations, 235 survey responses were received, from a wide variety of organizations including those which are part of an educational institution, organizations affiliated with churches, synagogues, or other houses of worship, independent libraries and archives, and various “other” types of theological and religious based collecting organizations.

Key findings of the survey included:

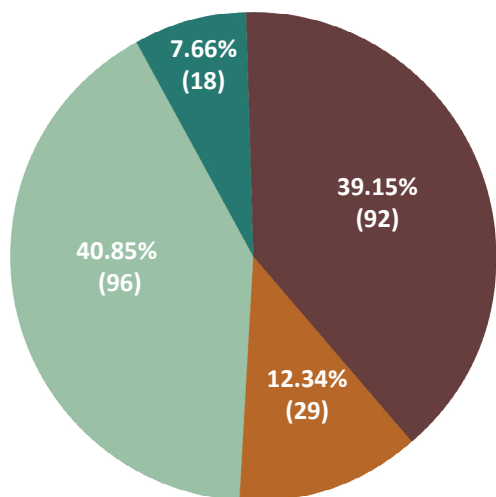
- A lack of policies in preservation and digitization, although the number of organizations which include preservation in their mission statements and those with collection policies was high
- The need to develop disaster plans, digital collection plans and policies, and environmental monitoring and control procedures
- A need to conduct preservation surveys of collections, policies, and buildings
- Throughout the survey, a majority of those institutions with budgets below \$100,000 did not have the staff, financial, or policy resources to devote to preservation activities or a preservation program. There is a strong need to improve overall financial and staff support for preservation, especially needed growth in preservation staffing, budgets, and activities
- Expanding capacity for collection processing, cataloging and finding aid development to increase discoverability of collections and their usage is also a strong need

To address these findings, follow-up efforts can focus on:

- Training and information on preservation and digitization topics, so that religious and theological libraries and archives can discover best practices and good resources to help them address their specific organizational preservation and digital problems
- Development of a workshop series on disaster planning and environmental monitoring and control
- Development of a program that allows organizations in this community to have preservation surveys performed on their collections, with a goal of development of institutional preservation plans
- Exploration of new, non-traditional funding sources to support preservation activities
- Identification of best practices and policies to assist organizations in building digitization and digital preservation programs

Figure 1: [Q4] What category best describes your institutional unit?

Answered: 235 Skipped: 0



- Affiliated with a church, synagogue, or other house of worship
- Independent organization (i.e., library or archive)
- Part of an education institution (i.e., college or...)
- Other (please describe below)

Introduction

As part of the IMLS funded planning grant titled “In Good Faith: Collection Care, Preservation, and Access in Small Theological and Religious Studies Libraries,” awarded to the American Theological Library Association (ATLA) and its partners the Catholic Library Association (CLA), and the Association of Jewish Libraries (AJL), a national survey on collection care in libraries and archives at small theological and religious studies organizations was conducted in March and April of 2014. The partner organizations defined the target audiences as cultural heritage organizations that are:

- part of a formal or established organization
- have a library, archive, or other research collection which includes religious and/or theological materials
- have religious and/or theological historical or rare materials as part of the library, archive, or research collection
- have at least one contact person (volunteer or salaried, full-time or part-time) responsible for the care and management of the research collection that could serve as the contact for the survey

In addition to ATLA, CLA, and AJL members, the project partners reached out to other religious libraries and archives through publicity about the survey. The resulting 235 responses represented one of the largest surveys on preservation and digital practices in theological and religious organizations that has ever been completed.

Survey Participant Demographics

The survey was targeted to “small” religious and theological organizations with staff sizes of less than 5 full-time equivalent, and budgets under \$500,000. Consideration was also given to size of collections. After considerable discussion with the project Advisory Committee, it was determined that distribution of the survey specifically to this targeted group was very difficult to impossible. As a result, it was left to the individual organization to determine whether they were “small” organizations. Survey results show that the responding organizations fit the small institution parameters.

Survey participants came from several categories of organizations.

- 92 organizations (39.15%) are part of an educational institution (including colleges, universities, or seminaries)
- 96 (40.85%) were affiliated with churches, synagogues, or other houses of worship. After review of the initial survey data, responses from religious congregations, religious orders, convents, motherhouses, archives of congregations of women religious, diocesan collections, and religious community archives were reclassified from the “other” category to this grouping

- 28 (11.72%) are independent libraries or archives
- In addition, 18 organizations categorized themselves in “other” categories

Staffing

When asked how many full time equivalent (FTE) staff currently work (on an employed or volunteer basis) in their institutional unit (a library or archive within the parent organization), the survey revealed:

- Full-time Paid Staff
 - 68 respondents had 2 to 5 full-time paid staff members
 - 58 respondents had 1 staff
 - 46 had no full-time paid staff

Those organizations that were part of an educational institution (college, university, or seminary) most often had more paid staff members than libraries or archives that were part of independent organizations or affiliated with a church, synagogue, or other house of worship.

- Part-time Paid Staff numbers were even smaller
 - 73 respondents had no part-time paid staff
 - 68 had 1 part-time paid staff
 - 33 had 2-5
- Part-time student assistant numbers were at the high and low level extremes of the survey.
 - 81 organizations had none of these workers
 - 28 had 1 person
 - 26 had 2-5 part-time student assistants
 - 12 organizations each had student assistant staff sizes of 6-10 or 11+
- Full-time unpaid or volunteer staff was rare in the survey results, as 108 organizations did not have these positions, 15 organizations had 1 volunteer, and 10 had 2-5
- The number of part-time volunteer staff was a slightly better as 65 organizations had at least one volunteer staff member, 42 had 2-5 volunteers, and 62 had none of this type of staff

Public Hours

The hours per week that the responding organizations are open to the public varied.

- 70 organizations (29.79%) were open 41+ hours a week
- 38 (16.17%) were open 31-40 hours

Those organizations that were part of an educational institution (college, university, or seminary) most often had more paid staff members than libraries or archives that were part of independent organizations or affiliated with a church, synagogue, or other house of worship.

A noticeable trend was that the vast majority of libraries or archives that were part of an educational institution had larger annual operating budgets than those affiliated with a church, synagogue, or other house of worship.

- 31 (13.19%) have regular hours and other hours by appointment
- 23 (9.79%) do not have public hours
- 24 (10.21%) are open by appointment only
- 16 (7.6%) are open 21-30 hours per week
- 14 (5.96%) are open 11-20 hours

The other respondents to this question were open ten or fewer hours per week. As would be expected, those organizations with smaller paid staff sizes and smaller operating budgets indicated being open fewer hours per week than those with larger staff numbers and budgets.

Operating Budgets

When asked about their unit's total annual operating budget, including salaries for the most recent fiscal year, 35.1% (84) of the respondents had operating budgets of less than \$50,000, 16.6% (36) respondents had a budget of \$50,001-\$100,000, while 14.64% had budgets of \$100,001-\$250,000, and only 1.7% (4) respondents had a budget greater than \$1,000,001. Twelve (12) organizations responded that they had no operating budget, and 26 reported that they did not know their budget. The large number of organizations with budgets below \$100,000 emphasizes that the survey reached an audience of small organizations by annual operating budget size. A noticeable trend was that the vast majority of libraries or archives that were part of an educational institution had larger annual operating budgets than those affiliated with a church, synagogue, or other house of worship. In addition, those with less paid staff members were among the organizations with smaller budget sizes. Throughout the survey, the majority of those institutions indicating annual operating budgets below \$100,000 did not have the staff, financial, or policy resources to devote to preservation activities or to build a preservation program.

Professional Associations

Respondents were asked what professional organizations their institutional unit or they themselves were members of, or affiliated with, and could provide multiple answers. The professional organizations that respondents were most frequently affiliated with included:

- Society of American Archivists (83 or 35.93%)
- American Theological Library Association (ATLA) (73 or 31.6%)
- Regional Archival Groups (MARAC, SRMA, etc.) (68 or 29.44%)
- Archivists for Congregations of Women Religious (52 or 22.13%)
- American Library Association (50 or 21.65%)
- Association of Jewish Libraries (AJL) (46 or 19.91%)

- ATLA Regional Groups (41 or 17.75%)
- State Library Associations (34 or 14.72%)
- Catholic Library Association (CLA) 26 or 11.2%)
- AJL local chapters (24 or 10.39%)

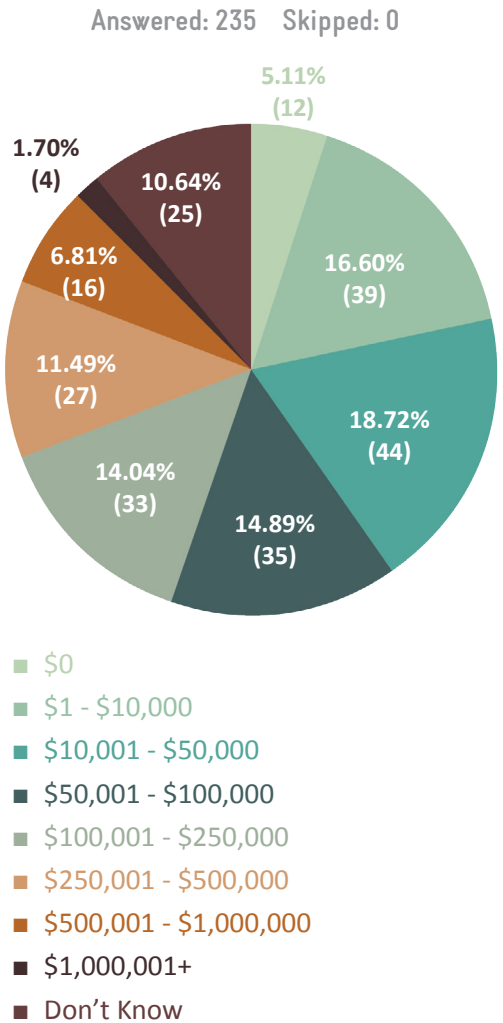
The American Catholic Historical Association (8), CLA local chapters (7), Association for Jewish Studies (3), and American Society of Church History (1) had less than 10 members responding. In another interesting development, 72 responding institutions reported being part of almost 100 other groups and associations. The most popular of these “other” organizations were the Association of Catholic Diocesan Archivists (12 members), the Association of Christian Librarians (10), ARMA (formerly the Association of Records Managers and Administrators [6 members]), and the Chicago Area Religious Archivists (5). Libraries and archives that are part of an educational organization, and those with larger numbers of paid staff and larger annual operating budgets were more often members of all named associations than independent libraries and archives or those affiliated with a church, synagogue, or other house of worship.

Collections

Organizations responding to the survey reported a wide variety of materials held in their collections. Survey participants could provide multiple answers for all the material types they held. Most prevalent in collections are:

- Books/monographs – 219 or 96.05% of responding organizations
- Recorded sound (tapes, cassettes, CD/DVD) – 198 or 86.84%
- Film/video – 185 or 81.14%
- Serials/periodicals – 166 or 73.68%
- Bound manuscript materials (ledgers books, minute books, scrapbooks) – 161 or 70.61%
- Archival records and manuscripts – 160 or 70.18%
- Photographs (slides, negatives, glass plate negatives) – 158 or 69.3%
- Newspapers – 149 or 65.35%
- Artifacts – 143 or 62.72%
- Unbound papers – 140 or 61.40%
- Digital collections – 124 or 54.39%
- Church/synagogue records; house of worship or denominational records; congregational administrative records – 124 or 54.39%
- Microfilm/microfiche – 125 or 54.82%
- Posters, broadsides, ephemera – 119 or 52.19%

Figure 2: (Q5) What was your unit’s total annual operating budget (including salaries) for the most recently completed fiscal year? (Please select one.)



...over half
of the
survey respondents
(120 or 53.57%) include
preservation in their
mission statement.

- 2 and 3-dimensional works of art – 112 or 49.12%
- Maps – 102 or 44.7%
- Music scores – 87 or 37.9%
- Incunabula – 38 or 16.67%

Only 13 organizations reported holding other types of collections; four specifically mentioned collections of textiles and clothing.

Another interesting finding was that those organizations with a larger number of paid staff were more likely to have a larger variety of the formats listed in the survey present in their collection. Finally in this section, respondents were asked to list up to three items from their collections that they consider being of the greatest significance to their researchers and scholars in terms of rarity or research value. Individual objects and/or broader subsets of the collection could be listed; for each item respondents indicated whether the item is a candidate for digitization, or if it requires conservation or preservation due to item condition. A total of 187 respondents listed 502 items. The list of items will be utilized by the three sponsoring organizations to help identify collection materials for future preservation and digitization/reformatting activity.

Only about one-quarter of the respondents (61 or 26.07%) reported that they measure their collections in linear feet. The majority of these (48 or 80% of those responding to the question, across all organizational types) have collections of 101 linear feet or more.

Preservation Policies and Activities

Respondents were asked a number of questions about policies and practices related to preservation.

Mission Statements

The project consultants were pleased to see that over half of the survey respondents (120 or 53.57%) include preservation in their mission statement. These policies were present across organizations with all sizes of paid staff and annual operating budget, and especially prevalent in independent libraries and archives. Forty-four organizations (19.64%) have a mission statement that does not include preservation, and 35 (15.63%) do not have a unit mission statement. While preservation is not addressed in the mission statement at some organizations, it is in the unit's long-range or strategic plan at 14 organizations, in the parent organization's mission statement of 5, and in the parent organization's long range or strategic plan at 5 other organizations. In comparison to some previous statewide and organization-type surveys in other cultural heritage communities, these results are very positive.

Collection Policies

There are written collecting/acquisitions policies at 144 organizations (64.92%), including all sizes of paid staff numbers, and a vast majority of those organizations that are part of an educational institution; 46 (20.54%) do not have these policies, and 29 (12.95%) — particularly among those organizations with annual operating budgets between \$10,001-\$50,000 — do not currently have these policies, but are developing them. Only 5 organizations did not know if they had a collection policy. Advisory Committee members expressed concern about those organizations not having a collection policy and suggested additional training might be able to help bring up these numbers.

Preservation Policies

Far fewer organizations have a written preservation/conservation plan for the maintenance, care, repair, and protection of their collections. A total of 146 organizations (65.18%, across all staff sizes) do not have such a plan. Preservation plans exist at 41 organizations (18.30%), and are being developed at 32 organizations (14.29%); again, 5 organizations did not know.

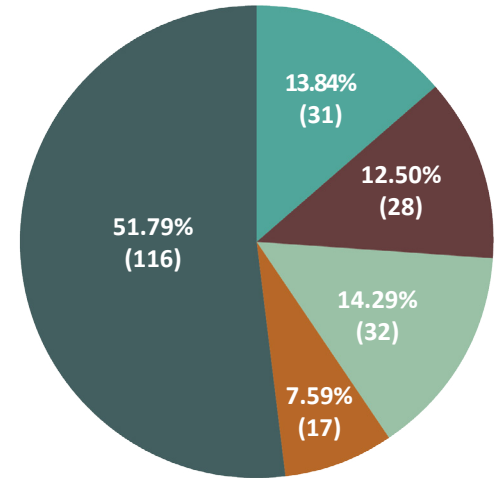
Formal preservation/conservation surveys have been done at less than 20% of the responding organizations (41 or 18.30%); surveys have not been done at 162 or 73.32% of the organizations; and 21 organizations (9.33%) did not know if a survey had been done. This shows that a very low percentage of the institutions participating in the “In Good Faith” survey, across all paid staff sizes, all annual operating budget sizes, and especially among those organizations affiliated with a church, synagogue, or other house of worship, have taken advantage of a preservation activity that can help them evaluate their building condition, collection condition, and preservation policies. Surveys are an excellent way for an organization to discover specific issues it needs to address in its preservation activities or preservation program. Where surveys had been completed, six organizations had completed surveys in the 1990s, and the years of 2007-2008 and 2010-2014 showed the most intensive survey activity.

Disaster Planning

In the important area of disaster planning, more than half of the organizations (116 or 51.79%) **do not** have a written emergency or disaster plan that includes collection materials. This is especially true of those libraries and archives with smaller paid staff sizes. Of the thirty-two (14.22%) organizations that do have a plan, most updated the documents in 2012 or 2013. Additionally, 28 have a plan but it is not up-to-date; 31 (13.84%) do not have a plan but one is under development; and 17 (7.59%) don’t know about the status of

Figure 3: (Q15) Does your unit have a written emergency plan or disaster plan that includes collection materials? (Please select one.)

Answered: 224 Skipped: 11



- No, but one is being developed
- Yes, but it is not up-to-date
- Yes
- Don't Know
- No

In the important area of disaster planning, more than half of the organizations (116 or 51.79%) do not have a written emergency or disaster plan that includes collection materials.

a disaster plan. It is interesting to note that the \$50,001-\$100,000 annual operating budget level seems to be the “tipping point” where more organizations start to have written disaster plans. Disaster plans are considered the cornerstone document in a preservation program and should be among the first policies an organization completes.

Of the 60 institutions with plans (current or out-of-date), 35 (58.33%, especially those which are part of an educational institution) have staff trained to carry it out, 15 (25%) do not, and 10 (16.67%) did not know. Some Advisory Committee members suggested that those organizations without staff to carry out the plans, or those which did not know, most likely may have plans that are out of date or at least in need of updating. Again, those with annual operating budgets over \$50,001 seem to be more likely to have staff trained to carry out their disaster plan.

Organizations were asked why emergency/disaster plans have not been developed, and 110 responded to the questions. Top reasons for the lack of a plan included:

- Do not have the time to write a disaster plan (46 or 42.20%)
- Do not have the expertise to write a disaster plan (35 or 32.11%)
- Not a unit priority (30 or 27.52%)
- Unaware of the need for a disaster plan (16 or 14.68%)

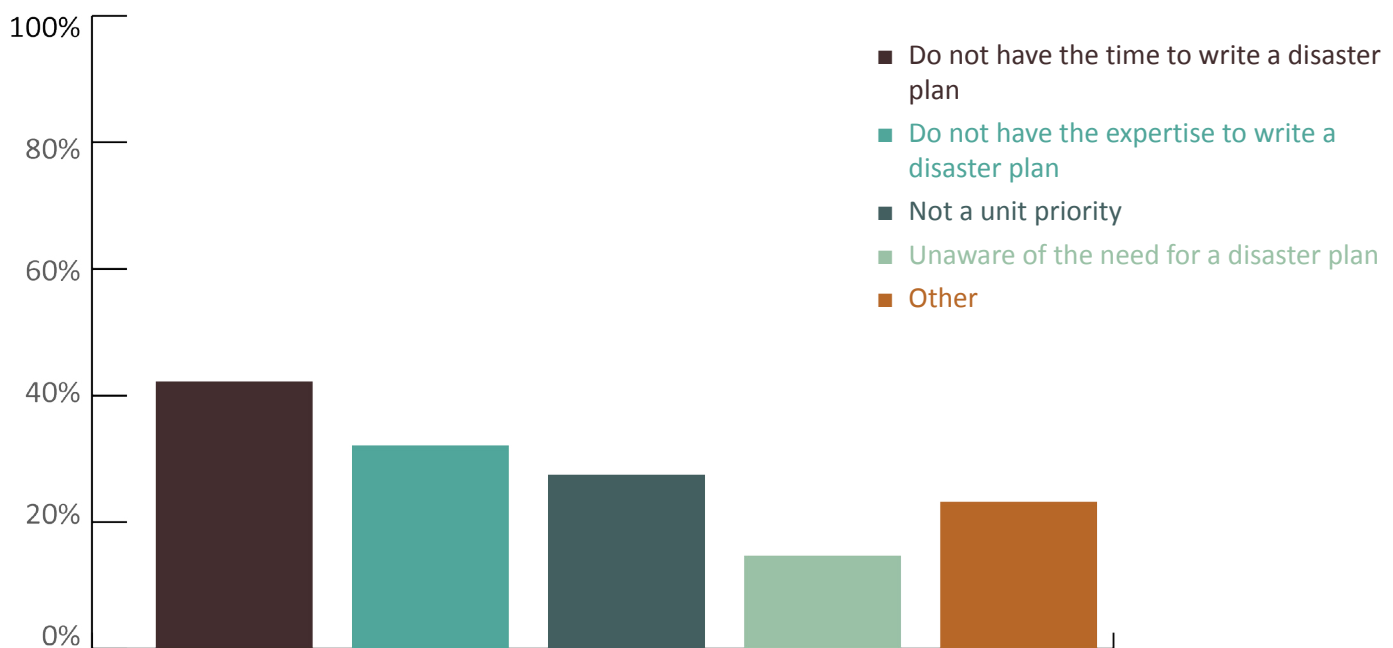


Figure 4: (Q17) If your unit does not have an emergency or disaster plan, please identify reasons why one has NOT been created. (Please select one.)

Answered: 109 Skipped: 126

Across all of the reasons for lack of a plan, libraries and archives affiliated with churches, synagogues, or other houses of worship, and those with smaller annual operating budgets most often had these concerns. Twenty-five (25) organizations added “other” reasons, the most prevalent including having a plan from their parent institution’s organization but not the library/archives (8 organizations), or simply not completing a plan that they have started (6 organizations).

Preservation Staffing, Budgeting, and Funding

Respondents were asked to report in FTEs how much staff time is spent by paid or volunteer staff on collection care activities such as repair, rebinding, rehousing, and archival processing. A majority of respondents, 113 organizations or 51.13%, said 0.1 - .5 FTE; 54 (24.43%) — especially prevalent among those with lower annual operating budgets) said 0 FTE; 19 (8.6%) selected 1-3 FTE; 12 (5.43%) indicated .6-.9 FTE; 4 organizations (1.81%) said more than 4 FTE, and 19 organizations (8.6%) did not know. As could be expected, those organizations with smaller paid staff sizes have the least amount of staff time spent on preservation activities. These results show very low figures in comparison to other state, regional, and type-of-organization studies.

In a budget question specifically related to preservation, respondents were asked about their annual budget for conservation/preservation for their most recently completed fiscal year. Expenditures included in this estimate could be staff, supplies and equipment, surveys, treatment, preservation reformatting/digitization, consultants/contracted, and other collection preservation costs. Grants and temporary funding were not included and budget funds for utilities; security, capital projects, and overhead were also not counted.

The budgets for preservation activities are small. By far the largest group, 65 respondents (29.41% — among those with lower annual operating budget levels and especially those which are part of an educational institution or affiliated with a church, synagogue, or other house of worship), had annual conservation/preservation budgets of \$1-500; 58 respondents (26.24%) do not have a budget for conservation/preservation. Other reported budget data included 25 organizations with preservation budgets of \$501-1,000; 24 with \$1,001-2,500; 23 with \$5,001 or more; and 14 with budget sizes from \$2,501 – 5,000. Twelve organizations did not know their conservation/preservation budget. With over 50% of the responding organizations having no preservation budget or one of less than \$500, activities in this area are limited. Consideration of low or no-cost preservation activities that these organizations can do is extremely important. One Advisory Committee member expressed strong concern that these budget figures indicate that “many units lack the staff, financial, and material resources for preservation,”

Figure 5: (Q18) In Full Time Equivalents (FTE), how much staff time is spent by paid or volunteer staff on collection care activities (repair, rebinding, and/or rehousing/archival processing?) Full Time Equivalent is measure for a one week period of work. (Please select one.)

Answered: 221 Skipped: 14

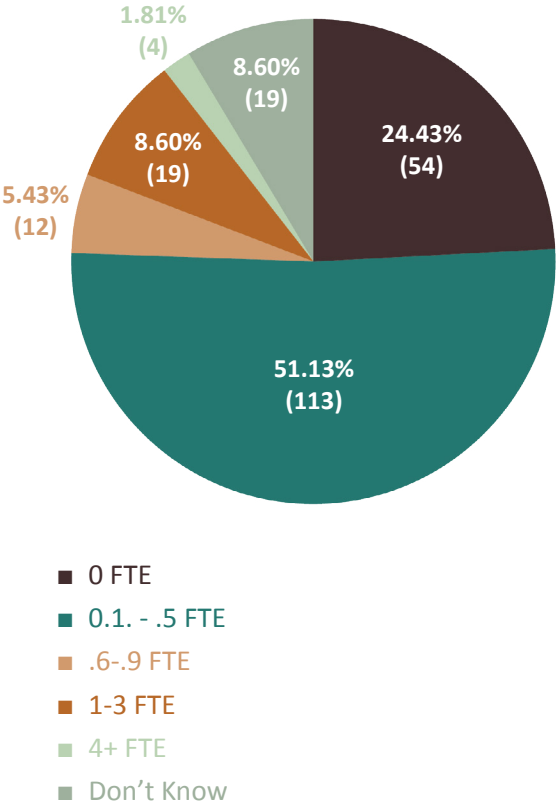
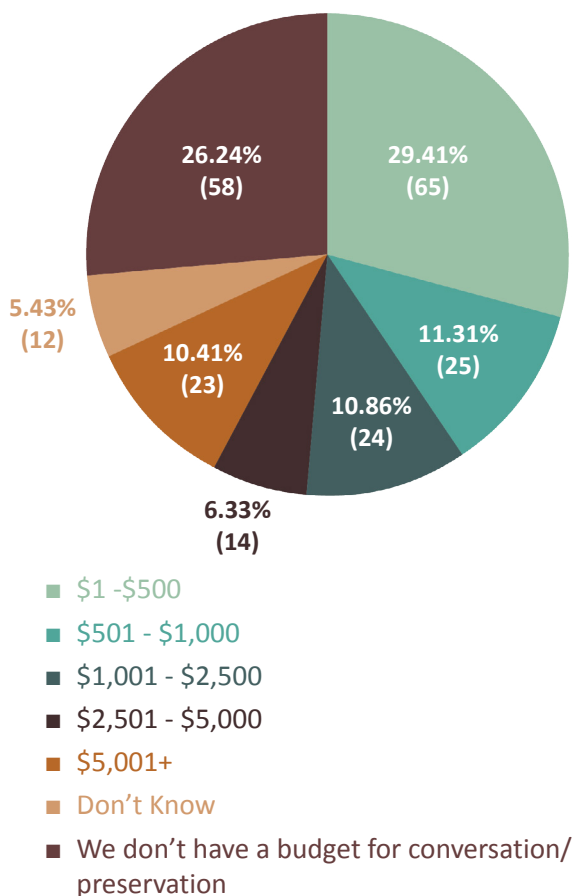


Figure 6: (Q19) What was your unit’s annual budget for conservation/preservation? (Please select one.)

Answered: 221 Skipped: 14



and suggested in addition “putting training and assistance in place for these organizations to apply for grants, as the grant funding could help them buy more necessary supplies for preservation, and perhaps hire a short-term consultant to help them with training.”

In a question where organizations could provide multiple answers, the sources of conservation/preservation funding were most often the organization’s own budget (114 respondents or 75.5%); the parent organization budget (52 or 34.44%); and 30 (19.87%) with donor funding. Less than 10 organizations utilized foundation or corporate grants (9); state grants (8); organization use or license fees (2); or federal grants (1). Three organizations reported no sources, eight reported “other” resources, such as denominational funding at 2 organizations. Those organizations that were part of an educational institution most often utilized state, foundation, and donor funding.

In a follow-up question on specific funding sources for conservation and preservation projects over the past five years, the top responses were:

- Line item in unit’s operating budget – 99 or 66.44% of the respondents to this question
- Parent institution – 54 (36.24%)
- Individual contributions dedicated to conservation/preservation projects – 25 (17.45%). Almost all of these were to organizations that are part of an educational institution, or independent libraries and archives, and this was an especially strong funding source for organizations in the \$100,001-\$500,000 annual operating budget range.
- Private foundations – 12 (8.05%)
- Nineteen (19) organizations (12.75%) reported that they have not received funding for conservation/preservation projects over the past five years.

Funding from external sources, including federal agencies, has been infrequent for these respondents. Survey respondents reported receiving funding from an in-house endowment (8); Library Services and Technology Act (LSTA, 5); State Library grant funding (5); National Endowment for the Humanities (NEH) “Preservation Assistance Grants for Smaller Institutions” (4); other Federal funding programs (2); corporate or business contributions dedicated to conservation/preservation projects (2); Institute of Museum and Library Services (IMLS) direct grants to recipients (2); Heritage Preservation Conservation Assessment Program (CAP) funding (1), or a variety of “other” sources (4). Education and awareness-building on the types of preservation grants or fundraising available to the small theological and religious studies community will be critical.

Access Issues and Preservation Activities

It is often suggested by funders and preservation experts alike that organizations should have both physical and intellectual control of their collections.

Organizations were asked about the estimated percentage of their archival collections that have been processed (arrangement and description). Only 1.84% (4) respondents reported that 100% of their collection was processed; 17.51% (38) respondents reported that 75-99% was processed; and 21.2% (46) said 50-74% was processed. The remaining 80 respondents had less than 50% of their collections processed. Twenty-one (9.68%) of the respondents indicated that the question was not applicable, and 5.53% (12 organizations) did not know.

As a follow-up, organizations were asked about their estimated collection that have finding aids, either in paper form or available online from their website or an online archival system such as Archivist's Toolkit or Archon.

Only 1.84% (4) respondents reported that 100% of their collection was processed...

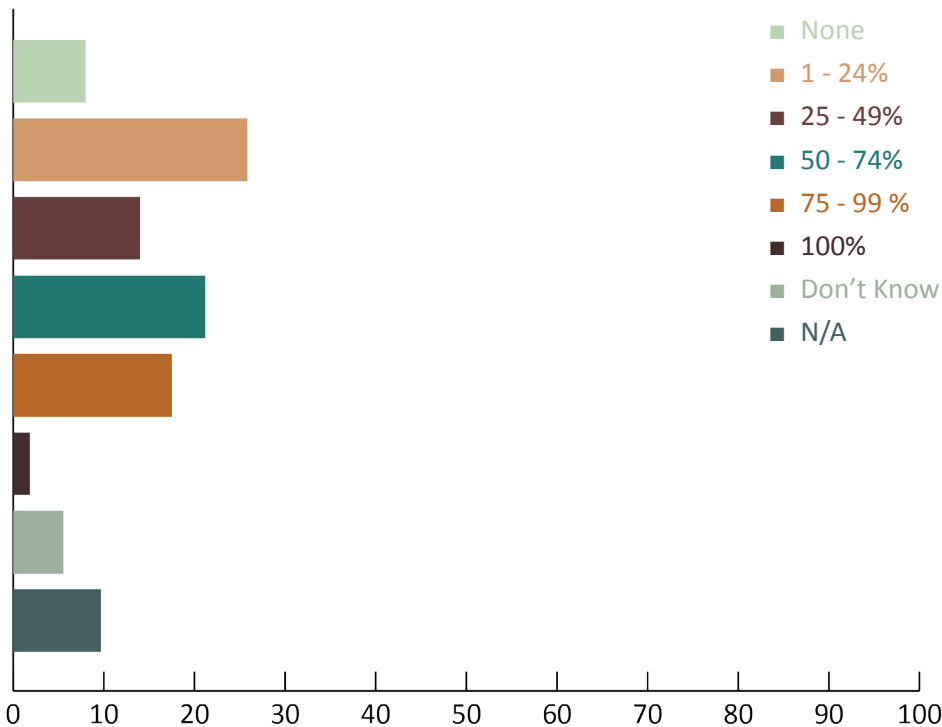


Figure 7: (Q22) What is the estimated percentage of your unit's archival collections that have been processed (arrangement and/or description)? (Please select one.)

Answered: 217 Skipped: 18

“Researchers,

particularly those without full-time tenure-track jobs, have trouble getting money to do their research, or end up paying for their research travel out of their own pockets. Thus, online finding aids to help plan trips are immensely helpful (as are digital materials).”

For paper finding aids,

- 53 (25.85%) had paper finding aids for 1-24% of their archival collections
- 45 (21.95%) had no paper finding aids
- 39 (19.02%) had for 75-99% of their collections
- 23 (11.22%) had for 50-74%
- 15 (7.23%) had for 25-49%
- 6 (2.93%) had for 100%
- 3 (1.46%) didn’t know
- 21 (16.24%) said the questions was not applicable

For online finding aids,

- 84 (43.52%, across all organizational paid staff sizes) did not have these
- 39 (20.21%) had for 1-24% of their archival collections
- 18 (9.3%) had for 25-49%
- 13 (6.74%) had for 50-74%
- 11 (5.7%) had for 75-99%
- 3 (1.55%) had for 100%

Additionally, on the topic of online finding aids, four organizations did not know, and 21 said the question was not applicable. The lack of finding aids in either format at many organizations is cause for concern about the potential discovery of the collections. One Advisory Committee member noted “this is an area that really speaks to me as a researcher. Researchers, particularly those without full-time tenure-track jobs, have trouble getting money to do their research, or end up paying for their research travel out of their own pockets. Thus, online finding aids to help plan trips are immensely helpful (as are digital materials). That way you know where to go and how to best spend your time there.”

A similar question was asked for the estimated percentage of the organizations’ special collections (rare books and manuscripts) that are cataloged or indexed and available in a paper or online catalog. Results were similar to the questions above as the majority had none of their collections cataloged or indexed (55 in paper, 61 online — it was noted that organizations with lower annual operating budgets and especially those affiliated with a church, synagogue, or house of worship did not have any of their collections indexed or cataloged in either format); 1-24% were cataloged or indexed on paper at 32 organizations and online at 26; and the only other large group of respondents were those with 75-99% of their collection cataloged or indexed on paper at 25 organizations and online at 37 organizations. All other categories had 14 respondents or less and 50 said paper

catalogs were not applicable; 25 said online were not. Organizations that are part of an educational institution had the largest number of respondents with high percentages of their collection cataloged both in paper and online formats.

Preservation/Conservation Activities

When asked about the preservation and conservation activities their organizations currently perform, and who does the activities, organizations could select all personnel that apply. The most commonly undertaken activities are associated with the care and handling of the collections, rehousing (refoldering/reboxing), exhibits, administration, environmental monitoring, preservation reformatting, and digitization of collections.

For every activity listed below, and across all organization types, paid staff most often worked on the preservation tasks:

- Care and handling of collections – 144
- Rehousing (refoldering/reboxing) – 128
- Exhibits – 124
- Moving collections – 123
- Preservation management (administrating, planning, assessment) – 119
- Providing an appropriate archival environment – 114
- Environmental monitoring – 109
- Using preservation standard storage furniture (shelving, cabinetry) – 106
- Preservation reformatting (preservation photocopying, microfilming) – 104
- Preservation of digital files (databases, websites, image files) – 95
- Digitization of collections – 90
- Disaster preparedness and recovery – 78
- Pest management/mold – 75
- Advocacy/fundraising/grant writing – 62
- Building design/construction/renovation – 54
- Contracting for conservation/preservation services – 45

There were other interesting findings with this question. The top activities performed by unpaid staff/volunteers — mostly in organizations with small paid staff sizes — were rehousing (70 organizations), moving collections (55), preservation reformatting (48), and exhibits (45). External providers or contractors were most often used to deal with pest management/mold (50 organizations), building design/construction/renovation (28), and digitization of collections (20).

The most commonly undertaken activities are associated with the care and handling of the collections, rehousing (refoldering/reboxing), exhibits, administration, environmental monitoring, preservation reformatting, and digitization of collections.

Digital resources are created from physical collections at 103 responding organizations, 48.13% of the responding organizations, but are not at a majority (111 or 51.87%) of respondents.

Finally, there were three areas where a large number of organizations said “we don’t do this”: contracting for conservation/preservation services (97 organizations); advocacy/fundraising/grant writing (93); and disaster preparedness and recovery (73). These are cornerstone activities in preservation programs, so participation in them should be emphasized in any future preservation education and awareness-raising done in the community.

The final question in this section of the survey asked respondents to list up to three of the most serious conservation/preservation problems at their unit. A total of 434 answers were provided by 179 organizations. Through content analysis, the top problems identified included:

- Lack of temperature/humidity (climate) control: 57 respondents
- Lack of funding for preservation: 44 respondents
- Lack of staff/personnel for preservation activities: 21
- Lack of space for collection materials: 21
- Acidic/brittle paper material: 16
- Need to do digitization: 16
- Aging audiovisual material collections: 14
- Lack of a disaster plan: 14
- Lack of time for preservation activities: 14
- Mold concerns: 12
- Digital preservation issues: 12
- Lighting-related concerns: 8
- Deteriorating newspapers/newsletters: 5
- Lack of preservation knowledge/expertise: 5
- Need for environmental monitoring equipment: 5

While funding, staff, and space have been top problems noted in many other state and regional preservation surveys, the high level of concern by responding organizations about environmental controls shows a strong need for education in these areas.

Digitization and Digital Preservation

Digital resources are created from physical collections at 103 responding organizations, 48.13% of the responding organizations, but are not at a majority (111 or 51.87%) of respondents.

At those organizations that convert materials to digital format, the top material types are:

- Photographs (86 or 81.13% — especially prevalent at those organizations affiliated with a church, synagogue, or other house of worship which do perform digitization, and the

format with the most organizations with lower annual operating budgets digitizing)

- Documents (68 or 64.15%)
- Audio (cassettes, tapes, records) (43 or 40.57%)
- Film/video (39 or 36.79%)
- Books (29 or 27.36%)
- Newspaper/newsletters (28 or 26.42%)
- Periodicals (27 or 25.47%)
- 2 and 3-dimensional art (12 or 11.32%)
- Maps (11 or 10.38%)
- 3-dimensional artifacts (7 or 6.6%)

Ten organizations digitize “other” materials including holy cards.

Respondents were also asked if their organization collects or acquires born digital collections. Currently, 128 or 59.81% do not and 86 or 40.19% do. It is interesting to note that independent libraries and archives had the highest percentage of organizations that collect or acquire born digital collections, and these types of collections were more apt to be present at organizations with larger paid staff sizes.

Top born digital material types collected include:

- Documents (57 or 66.28%)
- Digital video (52 or 60.47%)
- Photographs (53 or 61.63%)
- Digital audio (40 or 46.51%)
- Electronic correspondence/e-mail (38 or 41.86%)
- Newspapers/newsletters (32 or 37.21%)
- Books/e-books (21 or 24.42%)
- Websites/social networking sites (17 or 19.77%)
- Six organizations reported other formats

When asked about written policies addressing digital holdings, a vast majority of responding organizations do not have policies for:

- Digital exhibits
- Digital curation
- Digital preservation
- E-records
- Disaster planning/emergency preparedness
- Strategic planning
- Rights and licensing
- Digital collection development

Figure 8: (Q30) What born digital materials does your unit collect? (Please select all that apply.)

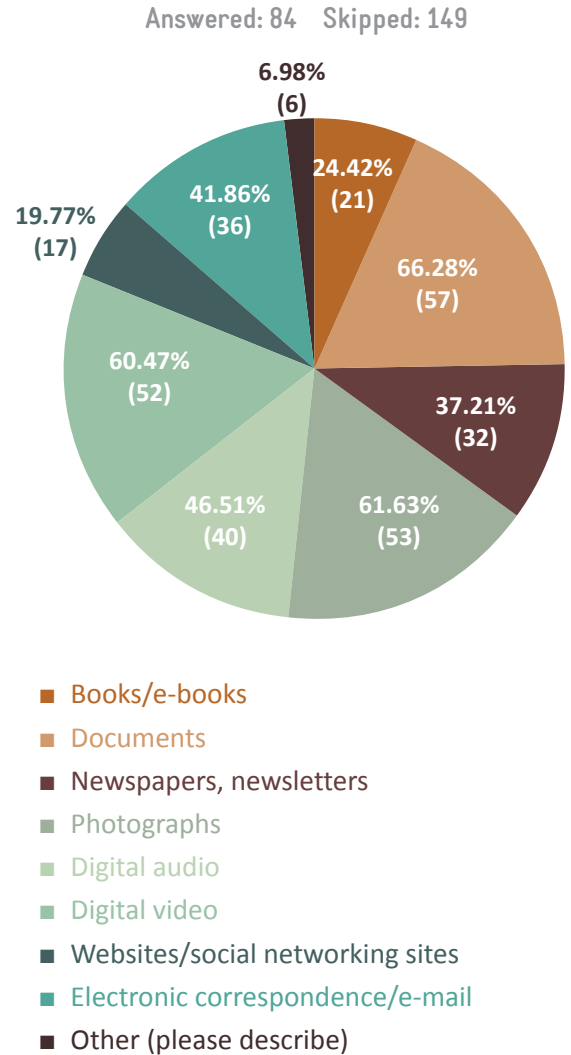
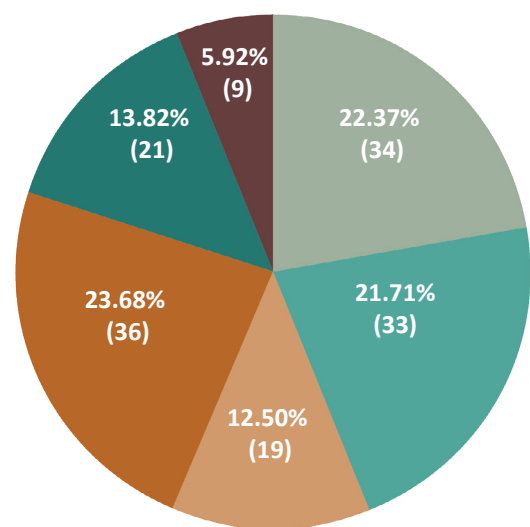


Figure 9: (Q34) Where are these backup files stored? (Please select one.)

Answered: 152 Skipped: 83



- Onsite
- Offsite
- Cloud
- Multiple locations
- Don't Know
- Other, please describe

Only four areas had more than 20 organizations with an existing written policy: collection development (53 with policy, the majority of which had larger annual operating budgets, and were organizations that are part of an educational institution); rights and licensing (35); disaster planning/emergency preparedness (24); and strategic planning (23). Interesting to note is that those organizations with just one paid staff member were much more likely to have some written policies. The overall lack of written policy documents for digitization practices shows a need for organizations to develop a digitization “infrastructure” and move from projects to programs.

In a positive finding, survey respondents indicated activity in policy development in the following areas: collection development (30), digital preservation (27), and disaster planning.

Organizations were asked if they back up their digital files (for example, making additional copies of their files to a server, hard drive or tape). Currently, 153 organizations (70.83%, across all organization types) are doing this, 43 (19.9%) do not, and 20 (9.26%) don’t know.

Those that are creating backup files were asked how often this is done:

- Daily (70 organizations or 45.75%)
- Weekly (25 or 16.34%)
- Don’t know (24 or 15.69%, with largest numbers in the “part of an educational institution” and “affiliated with a church, synagogue, or other house of worship” categories, but also across all paid staff size categories, and among organizations with both high and low annual operating budgets)
- Monthly (7 or 4.58%)
- Once (6 or 3.93%)

Twenty-one (21) organizations noted “other” schedules, including three that backed up every six months and three who noted that their IT Department takes care of all backup issues.

When asked where these backup files are stored, 36 (23.68%) said multiple locations; 34 (22.37%) said onsite; 33 (21.71%) reported offsite, 21 (13.82%) didn’t know; and 19 (12.5%) said “the Cloud.” Nine organizations mentioned “other” locations, including four utilizing portable/external hard drives and two that use jump-or flash drives. Use of multiple locations (as long as they are geographically dispersed), offsite, and cloud locations are positive trends for digital preservation.

A question related to digitization and digital preservation looked at rights management issues. Survey participants were given five statements about copyright and asked to rate their accuracy. In each case, a majority of the respondents said these questions were not applicable, probably due to the fact that almost half the respondents are not digitizing materials. Rankings of statements by those organizations that are digitizing included:

- 96 organizations (45.5% of the respondents) said it is accurate that they always consider copyright and intellectual property concerns in managing digital materials
- 83 organizations (39.52%) of the respondents said it is accurate that they are confident making copyright decisions about their digital collections
- 57 organizations (27.27%) said it is not at all accurate that copyright and licensing concerns are significant deterrents for them in creating digital collections

All of the findings above are positive. The findings below are causes for concern in the digital practices of the responding organizations.

- 49 (23.56%) said it is not at all accurate that they always record and use rights metadata to control delivery of collections to authorized users
- 43 (20.67%) said it is not at all accurate that they always acquire digital preservation rights of born digital materials that are in their collection

Preservation Needs and Training

Organizations were asked about their levels of need in activities related to preservation. The respondents could establish urgent need, need, no need, or don't know.

The three largest areas of urgent overall need were cataloging or finding aids for collections (at 46 organizations or 21.50% of respondents); environmental controls (temperature and humidity) at 41 or 19.34%, particularly among the organizations which are part of an educational institution; and digitization for access to collections (39 or 18.48%, especially an urgent need among independent libraries and archives). These top answers agree with the findings of earlier questions, which showed lack of completion of these preservation activities. A notable result is that these activities are especially perceived as an urgent need at organizations with larger paid staff sizes, and those with annual operating budgets over \$50,001.

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Integrated

pest management, security, patron training in preservation, preventing light damage, and environmental control were areas where a majority of respondents cited no need.

Areas where over 50% of respondents expressed need included:

- Emergency preparedness/disaster planning (139 or 66.19% need)
- Conservation treatment, including artifacts, textiles, photos (136 or 65.38%)
- Collection policy procedure creation or updating (130 or 62.2%)
- Condition assessment/surveys of collections (123 or 58.28%)
- Digitization for access to collections (119 or 56.4%)
- Staff training in preservation (119 or 56.4%)
- Cataloging or finding aids for collections (112 or 52.34%)
- Preservation of digital collections (106 or 50.24%)

Integrated pest management, security, patron training in preservation, preventing light damage, and environmental control were areas where a majority of respondents cited no need.

To address these needs, organizations can participate in preservation training, programs, services, and self-studies. The most popular types of training delivery (respondents could select multiple answers) are:

- Workshops (113 responses or 53.05% across all organization types and all annual operating budget sizes queried)
- Peer Advice (110 or 51.64% again across all organization types and budget sizes surveyed)
- Conferences/meetings (103 or 48.36%)
- Online training including webinars (62 or 29.11%)
- None (53 or 24.88%)
- Mentoring/site visits (37 or 17.27%)
- Assessments/surveys (32 or 15.02%)

Other answers included self-paced training workbooks or print tutorials, including CD or DVD based resources (14 or 6.57%), DVDs (4 or 1.88%), and don't know (also 4 or 1.88%).

The survey also asked about preservation topics where organizations need training. Respondents were allowed to choose multiple topics and rate their need as urgent, standard need, or no need.

Those training categories with the highest numbers of urgent need indicated were:

- Advocacy/funding/grant writing (26 respondents, 12.87%, especially urgent among organizations which are part of an educational institution)

- Preservation of born digital files (25 or 12.5%)
- Digitization –reformatting/scanning (25 or 12.38%)
- Disaster preparedness and recovery (23 or 11.17%)
- Digitization – metadata (22 or 10.89%)
- Building design/construction/renovation (21 or 10.4%)

Those organizations with larger paid staff sizes most often expressed these urgent needs. A number of training categories showed over 50% of the respondents to the question expressing need:

- Disaster preparedness and recovery (127 or 61.65%)
- Collection conservation (physical treatment) 123 or 60.29%
- Preservation management (administration, planning, assessment) 109 or 54.23%
- Copyright related to digitization (106 or 52.48%)
- Preservation of digitized collections (103 or 51.24%)
- Digitization – metadata (103 or 50.9%)
- Digitization – reformatting/scanning (102 or 50.8%)

Disaster preparedness, digitization (reformatting/scanning), and digitization (metadata) all showed combined high level of need and urgent need.

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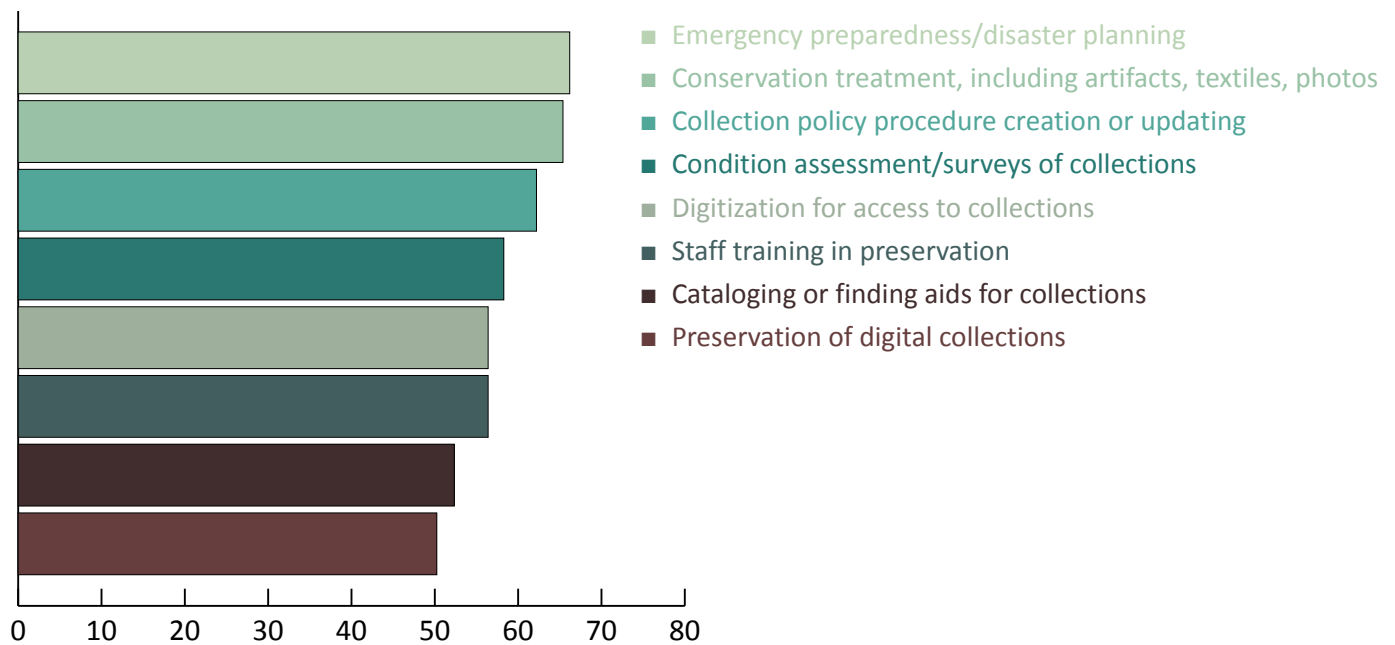


Figure 10: (Q36) Please indicate your unit's level of need in each of the following areas related to preservation.

Answered: 214 Skipped: 21

“My hopes and needs are limited by the lack of funding in the parent organization and, consequently, the low priority of the archives in their thinking.”

Only four areas had a high level (59% or above) of no need:

- training on storage furniture (shelving and cabinetry) 140 or 70%;
- moving collections 132 or 65.35%;
- rehousing (refoldering/reboxing) 120 or 63.41%;
- building design/construction/renovation 120 or 59.41%.

The survey ended by asking if respondents had any more comments on their organization’s conservation/preservation needs. This is often an area where surveys find the most poignant and important information. A sampling of 62 final comments from this survey project includes:

- How do you argue for preservation to IT folk who think all paper should be discarded because “everything is available on the Web”?
- I see a lot of time and good money spent digitizing material that is not well evaluated in terms of standard archival values of authenticity and integrity.
- We can always use help and advice regarding identifying and securing sources of funding for preservation/conservation activities. We can also benefit from more advocacies for preservation/conservation funding.
- My hopes and needs are limited by the lack of funding in the parent organization and, consequently, the low priority of the archives in their thinking.
- We have identified those records that need conservation work and we know the type of work they need. Our biggest issue is paying for that work.
- A challenge is training staff to understand the importance of proper management of their records (especially electronic) so that they can be managed and preserved as is appropriate. As the director of the Archives, I am here part time and have one part time staff member. This makes progress very slow.
- As with most small, specialized libraries, we are woefully understaffed so while the need is great, the ability to meet that need is equally great.
- A larger organization has requested that we transfer our archives to them and we will probably do this because we have no training in this field and they would probably digitize them. The board has yet to vote on doing this. As of now, our archives are housed in a library closet and also in other parts of the building, but no one is putting them in any order, really.

- Our main, over-arching issue is that we need better training in how to perform selection and craft a collection policy, so that we can concentrate our limited preservation resources on materials that are historically significant.

Conclusion

While the “In Good Faith” survey spotlighted some areas of good preservation practice among the libraries and archives at small theological and religious studies organizations, particularly the inclusion of preservation in mission statements, the presence of collection policies at the majority of the organizations, and in some areas of digital practice including backup of collections, there are many areas of preservation activity where improvements can be made.

In these difficult budgetary times, it may not be easy to increase the numbers of staff at religious-oriented libraries and archives, or to increase the time current staff spends on preservation and digitization activities, even though these are obvious needs. Additionally, growth of budgets for library and archival activities overall and particularly budgets for preservation activities are a need which may take many years to answer.

Areas for action in the near term are preservation planning, including conducting site surveys that allows the local organization to determine the preservation needs of institutional collections. Site surveys can be a key step in helping the organizations develop preservation action plans to protect their collections. The “In Good Faith” partner organizations should explore opportunities to secure funding to assist these libraries and archives to perform self-surveys, or have consultants survey their collections; this could help a large number of the organizations that participated in the survey.

Another key preservation program component is disaster planning/emergency preparedness. Providing both training in this area and template disaster planning documents that organizations can customize for their building, collections, and staff, is another key follow-up activity that the partner organizations should consider. There are excellent models where libraries and archives are trained in developing disaster plans, such as the WESTPAS program.

“Our main, over-arching issue is that we need better training in how to perform selection and craft a collection policy, so that we can concentrate our limited preservation resources on materials that are historically significant.”

While requiring more budgetary support, a concentrated effort is needed to help organizations process, catalog, and produce finding aids for their collections so that they are discoverable to scholars, researchers, and patrons.

While requiring more budgetary support, a concentrated effort is needed to help organizations process, catalog, and produce finding aids for their collections so that they are discoverable to scholars, researchers, and patrons. Perhaps the development of a “Hidden Collections” program targeted toward theological and religious libraries and archives can be considered in the future.

Consideration should be given to the development of preservation funding sources beyond organizational funding. Determining grants which are available to theological and religious libraries and archives is an important research step which could be carried out by a committee/task force from the partner organizations. The partners should consider a coordinated approach to foundations as well as federal funders, carrying forward common messages and themes.

In a finding which was surprising to the consultants that performed the survey, both open-ended questions and other queries in the survey elicited information that a lack of environmental controls was a major problem for organizations in this library and archival community. Education and information programs focused on developing environmental monitoring programs, and suggesting improved methods of environmental control could assist a great number of the organizations that participated in the survey. Perhaps development of environmental monitoring kits which could be loaned specifically to theological and religious libraries and archives is an important step in the next 2-3 years. Models for this type of effort have been developed in a number of the Connecting to Collections statewide programs.

In addition to development of preservation-related policies, the development of a wide variety of policies related to digitization and digital preservation is a necessity as more libraries and archives embark on these types of projects. Information and consultation in these areas is widely available and the partner organizations potentially could bring resources to bear to assist their members in policy development.

Finally, education and training in many areas of preservation and digital practice can show organizations where they need to make immediate improvements in collection care and preservation. Through educational offerings sponsored by the partner organizations, or provision of information on external groups that offer preservation education and training, this need can be answered, and organizations can begin to learn more about best practices, resources, and assistance available to them from the preservation community.

Appendix I: Survey Respondents

- **Daniel Hugger**, Acton Institute, Acton Institute Library
- **Sister Edwina Pope, ASC**, Adorers of the Blood of Christ, US Region Archives
- **Donna Dahl**, Alexian Brothers of America, Alexian Brothers Provincial Archives
- **Sandy Ayer**, Ambrose University College and Seminary, Ambrose Library
- **Jackie Ben-Efraim**, American Jewish University, Ostrow Academic Library
- **Eileen Saner**, Anabaptist Mennonite Biblical Seminary, Library
- **Stephanie Gold**, Archdiocese of Hartford, Archives
- **Karen Horton**, Archdiocese of Mobile, Archdiocese of Mobile Archives
- **Kate Feighery**, Archdiocese of NY, Archives
- **Edward Loch**, Archdiocese of San Antonio, Catholic Archives at San Antonio
- **Rev. George E. Stuart**, Archdiocese of Washington, Archives
- **Paul A Tippey**, Asbury Theo, B. L. Fisher Library
- **Grace Yoder**, Asbury Theological Seminary, Archives
- **Eugenia Tsantinis**, Assumption College, French Institute
- **Connie Song**, Athenaeum of Ohio, Eugene H. Maly Memorial Library
- **Sister Charlaïne Fill, SSND**, Atlantic-Midwest Province, School Sisters of Notre Dame, Atlantic-Midwest Province Archives
- **Kristy Sorensen**, Austin Presbyterian Theological Seminary, Stitt Library and the Austin Seminary Archives
- **Margaret Cornell**, Bellevue United Methodist Church, Church Archives
- **Lee Haas**, Beth Israel - The West Temple, BITWT Library
- **Sandra Oslund**, Bethel University, Bethel Seminary St. Paul Library
- **Greg Rosauer**, Bethlehem College & Seminary, BCS Library
- **Carrie Phillips**, Bluffton University, Archives & Special Collections, Musselman Library
- **Victor Lieberman**, B'nai Israel Synagogue, B'nai Israel Synagogue
- **Sue Kirshner**, B'nai Torah congregation, Sigmund and Millicent Nathan Library
- **Larry E Heisey**, Brethren Heritage Center, Brethren Heritage Center
- **Sandra Collins**, Byzantine Catholic Seminary, Library
- **Stephanie Kaceli**, Cairn University, Masland Library
- **Bro. Daniel J. Peterson, S.J.**, California Province, Society of Jesus, California Jesuit Archives
- **Lugene Schemper**, Calvin College and Calvin Theological Seminary, Hekman Library
- **Margaret Alkema**, Canadian Reformed Theological Seminary, Library
- **Ellen Pierce**, Catholic Foreign Mission Society of America, Maryknoll Archives
- **Lisa Gonzalez**, Catholic Theological Union, Paul Bechtold Library
- **Jerice Barrios**, Cenacle Sisters, Archives of N.A. Province of the Cenacle
- **Marcia C. Stein**, Chicago Province of the Society of the Divine Word, Robert M. Myers Archives
- **Evan Boyd**, Chicago Theological Seminary, Lapp Learning Commons
- **Isabel Pinson**, Chizuk Amuno Congregation, Goldsmith Early Childhood Ed Ctr
- **R.C. Miessler**, Christian Theological Seminary, Resource Center
- **Jane Chang**, Christian Witness Theological Seminary, Dr. Andrew Hsieh Library
- **William Kostlevy**, Church of the Brethren, Brethren Historical Library and Archives
- **Br. Richard Suttle, C.M.F.**, Claretian Missionaries, Claretian Archives U.S.A.
- **Malachy McCarthy**, Claretian Missionaries USA, Claretian Missionaries Archives USA
- **Joan Sweeney**, Clerics of St. Viator, Viatorian Community Archives
- **Terry Mallooney**, Columbia, Columbia
- **Stephanie Solomon**, Columbia International University, Fleece Library
- **Kelly Campbell**, Columbia Theological Seminary, John Bulow Campbell Library
- **Daniel Harmelink**, Concordia Historical Institute, CHI Archives and Library
- **Lyle E. Buettner**, Concordia Seminary, Concordia Seminary Library
- **Dr Larry Sohn**, Concordia University Wisconsin, Rincker Memorial Library
- **Megan Johnson-Saylor**, Concordia University, Saint Paul, Library Technology Center, Archives & Special Collections
- **Riva Berleant**, Congregation Beth El, Beth El Library
- **Danielle Stordy**, Congregation Beth Israel, Ellen Jeanne Goldfarb Community Learning Center
- **Karen E. Wadler**, Congregation Beth Shalom, Irving Rubenstein Memorial Library/Marian Renee Saltzberg LRC
- **Barbara Frank**, Congregation Beth Shalom, Irving Shakin Library
- **Jane G. Morrison**, Congregation Beth-El Zedek, Library
- **Tammy Gerson**, Congregation Children of Israel, Cohen Library
- **Judy Petersen**, Congregation Har Shalom synagogue, Har Shalom Library
- **Rachel Haus**, Congregation of Moses, Fisher Library
- **Sister Therese Gregorie**, Congregation of Our Lady of Mt Carmel, Archives
- **Patrick J. Hayes**, Congregation of the Most Holy Redeemer, Redemptorist Archives of the Baltimore Province
- **Angelique Lane**, Congregation of the Sisters of Charity of the Incarnate Word, Congregation of the Sisters of Charity of the Incarnate Word Archives
- **Aileen Grossberg**, Congregation Shomrei Emunah, Alan Lampert Memorial Library

- **Helen Chronister**, Congregation Tifereth Israel, Minnie Cobey Memorial Library
- **Jessica Steytler**, Congregational Library & Archives, Archive Department
- **Sr. Rita Elena Beltran, M.C.-M.**, Cordi-Marian Missionary Sisters, Cordi-Marian Sisters Archives
- **James Pakala**, Covenant Theological Seminary, Buswell Library
- **Lolana Thompson**, Dallas Theological Seminary, F. Frederick & Mary Della Moss Archives & Special Collections
- **Janice Cantrell**, Diocese of Fort Wayne - South Bend, Diocese of Fort Wayne - South Bend Archives
- **Sr Regina Murphy**, Diocese of Buffalo, Archives, Diocese of Buffalo
- **Joyce Ann Higgins**, Diocese of Dallas, Diocese of Dallas Archives and Museum
- **Barbara De Jean**, Diocese of Lafayette, Louisiana, Archives
- **Sarah Patterson**, Diocese of Owensboro, Ky., Office of Archives & Records Management
- **Michele Levandoski**, Diocese of Springfield in Illinois, Office for Archives and Records Management
- **Lisa Mobley**, Diocese of St. Petersburg, Archives
- **Jon-Erik Gilot**, Diocese of Wheeling-Charleston, Office of Archives & Records
- **Sister Rose Marie Martin**, Dominican Sisters Grand Rapids Michigan, Archive
- **Dr. Beth M. Sheppard**, Duke University, Duke Divinity School Library
- **Ellen Cohn**, East Meadow Jewish Center, Modansky Library of the East Meadow JC
- **Beryl Brubaker**, Eastern Mennonite University, Sadie Hartzler Library
- **Michael Boddy**, Eden Theological Seminary, Archives
- **John Mark Wade**, Emmanuel Christian Seminary, Emmanuel Library
- **David Quinn**, Eternity Bible College, Eternity Library
- **Joel Thoreson**, Evangelical Lutheran Church in America, ELCA Archives
- **Terry Heisey**, Evangelical Theological Seminary, Rostad Library
- **Catherine Lucy**, Fontbonne University, Jack C. Taylor Library at Fontbonne University
- **Patrice Kane**, Fordham University, Archives and Special Collections
- **Adam Paradis**, Fr. Michael L. Pflieger Archives, Archives
- **Kevin Enns-Rempel**, Fresno Pacific University, Mennonite Library & Archives
- **Stacy Schwartz**, Gann Academy, Krupp Library
- **Peter Chiomenti**, General Conference of Seventh-day Adventists, Office of Archives, Statistics, & Research
- **Andrew G. Kadel**, General Theological Seminary, The Christoph Keller, Jr. Library
- **Robert J. Mayer**, Gordon-Conwell Theological Seminary, GCTS Libraries
- **Tonya Fawcett**, Grace College & Seminary, Morgn Library
- **David Stiver**, Graduate Theological Union, Special Collections
- **Harvey Suenic**, Hebrew College, Rae and Joseph Gann Library at Hebrew College
- **Dr. Yaffa Weisman**, Hebrew Union College-Jewish Inst. of Religion, The Frances-henry Library
- **Sister Caritas Strodthoff**, Holy Family Convent - Franciscan Sisters of Christian Charity, Holy Family Convent Archives
- **Sr. Marie Christine Lacroix, SUSC**, Holy Union Sisters, Holy Union Sisters Archive Office
- **Jess Bellemer**, Hood Theological Seminary, Hood Library
- **Stella Wilkins**, Immaculate Conception Seminary, Msgr J.C. Turro Seminary Library
- **Ilka Gordon**, Jewish Education Center of Cleveland, Aaron Garber Library
- **David Kraemer**, Jewish Theological Seminary, Library
- **Betty Ann Landis**, Juniata District Mennonite Historical Society, Juniata Mennonite Historical Center
- **David G. Roebuck**, Lee University/Church of God, Dixon Pentecostal Research Center
- **Angela Morris**, Louisville Seminary, E. M. White Library
- **Paul A. Daniels**, Luther Seminary/ELCA Region 3 Archives, Luther Seminary Archives/Region 3 Archives
- **Christine Wenderoth**, Lutheran School of Theology at Chicago & McCormick Theological Seminary, JKM Library
- **Elisabeth Zygadlo**, Maimonides School, Saval Levy Library
- **Amy Surak**, Manhattan College, De La Salle Christian Brothers
- **Rana Salzmann**, Meadville Lombard Theological School, Wiggin Library
- **Colleen McFarland**, Mennonite Church USA, Mennonite Church USA Archives
- **Amanda Beachy**, Mennonite Church USA, Iowa Mennonite Museum and Archives
- **Forrest Moyer**, Mennonite Historians of Eastern Pennsylvania, Mennonite Heritage Center
- **Sr. Mary Jeremy Buckman, RSM**, Mercy Health System, Mercy Health Archives
- **Paul Burnam**, Methodist Theological School in Ohio, John W. Dickhaut Library
- **Ken Gunselman**, Mid-Atlantic Christian University,, Watson-Griffith Library
- **Craig Kubic**, Midwestern Baptist Seminary, Library
- **Kathy Spence Johnson**, Minnesota Annual Conference United Methodist Church, Conference Archive
- **Sherry M. Enserr**, Mont Marie Archives, Sisters of St. Joseph of Springfield, MA
- **Paul Peucker**, Moravian Church in America, Northern Province, Moravian Archives

- **Robert A. Epstein**, Mount Zion Temple, Joseph and Charlotte Melamed Bloom Library
- **Myla Stokes Kelly**, Ner Tamid Synagogue, Laura B. Friedman Library
- **Beth Patkus**, New York Annual Conference of the United Methodist Church, C.Wesley Christman Archives
- **Amanda Seigel**, New York Public Library, Dorot Jewish Division
- **Merle Branner**, North Shore Congregation Israel, Ruthie & Bill Katz Archives
- **Theodore Smith**, Northern Virginia Hebrew Congregation, Library
- **Thomas Bender**, Notre Dame Seminary, Rev. Robert J. Stahl, S.M. Memorial Library
- **Rev. Conrad Borntreger, O.S.M.**, Order of Servants of Mary, USA Province, Servite Provincial Archives
- **David A. Kingma**, Oregon Province of the Society of Jesus, Jesuit Oregon Province Archives
- **Jeff Hoffman**, Our Lady of Victory Missionary Sisters, Our Lady of Victory Missionary Sisters Archives
- **Sr. Jane Muldoon**, Our Lady of Victory-Baker Victory Services, Our Lady of Victory Archives
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- **Sandy Shapoval**, Phillips Theological Seminary, Phillips Library
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- **Sue McKinney**, SIM International, SIM International Archives
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- **Jennifer Head**, Sisters of Charity of the Blessed Virgin Mary, Mount Carmel Archives
- **Charlotte Kitowski, CDP**, Sisters of Divine Providence of San Antonio, Texas, Archives of the Sisters of Divine Providence
- **Sister Eleanor Craig, S.L.**, Sisters of Loretto, Heritage Center Archives
- **Paula Diann Marlin RSM**, Sisters of Mercy, South Central Community Archives
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- **Maureen McGarrigle, RSM**, Sisters of Mercy, West Midwest Community, Detroit Collection
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- **Kathleen M. O'Connor**, Sisters of Notre Dame de Namur California Province, Provincial Archives
- **Loretta Zwolak Greene**, Sisters of Providence, Mother Joseph Province, Seattle, Washington, Providence Archives, Mother Joseph Province
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- **Sr. Marguerite O'Connors**, Sisters of the Holy Spirit and Mary Immaculate, Sisters Archive
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- **Bill Sumners**, Southern Baptist Convention, Southern Baptist Historical Library and Archives
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