

Needs Assessment template - Collections & Facility Management

Collections

To what extent is the museum striving to improve its collections management practices, including caring for and providing access to information?

Consider the museum's collecting strategies.

As part of your analysis, some questions to consider are...

- *Do the museum's strategies address its capacity to care for collections, align with its purpose/mandate, collect items that reflect current community realities, and collaborate with communities and organizations?*
- *Does collections development include deaccessioning of overly represented items, items not related to the mandate, or items that would be more suited to another museum/organization?*
- *Do collections include items that act as evidence of community changes?*

Please note: *It is not necessary to answer each of the above prompts individually, rather to consider their relevance when formulating a response to the question above.*

- ☐ Yes, we have them, and they are meeting our needs as is.
- ☐ Yes, we have them, but they require work. ANSM could help us improve them by providing training on...
- ☐ No, we don't have them. ANSM could help us by providing training on...
- ☐ No, we don't have them, and don't need them because...

Training/Support Requests (Limit: 500 characters):

Consider the museum's collections documentation practices.

As part of your analysis, some questions to consider are...

- *Is the database and supporting documentation up-to-date, digitized, attached to collection records, and backed up off-site, with gaps in documentation being addressed (including unsigned gift/loan forms)?*
- *Are items labeled using appropriate, archival-quality materials and techniques?*
- *Is the museum partnering with communities, organizations, and individuals to support research and collections work and ensure that documentation uses appropriate technical, cultural, and contextual language and information?*

Please note: It is not necessary to answer each of the above prompts individually, rather to consider their relevance when formulating a response to the question above.

- ☐ Yes, we have them, and they are meeting our needs as is.
- ☐ Yes, we have them, but they require work. ANSM could help us improve them by providing training on...
- ☐ No, we don't have them. ANSM could help us by providing training on...
- ☐ No, we don't have them, and don't need them because...

Training/Support Requests (Limit: 500 characters):

Consider the museum's preservation measures.

As part of your analysis, some questions to consider are...

- *Are collections protected through digital and physical security, environmental monitoring and controls, and compliance with relevant regulations?*
- *Are items stored, displayed, and handled using conservation practices and materials, including condition reporting, archival-quality supports and containers, and clear organization and labeling?*
- *Are collection storage and work areas clean, organized, and able to safely accommodate existing and future collections?*
- *Do workers have access to protective equipment, tools, including ongoing conservation education and training for handling firearms and hazardous materials?*

Please note: It is not necessary to answer each of the above prompts individually, rather to consider their relevance when formulating a response to the question above.

- ☐ Yes, we have them, and they are meeting our needs as is.
- ☐ Yes, we have them, but they require work. ANSM could help us improve it by providing training on...
- ☐ No, we don't have them. ANSM could help us by providing training on...
- ☐ No, we don't have them, and don't need them because...

Training/Support Requests (Limit: 500 characters):

Consider the collection's accessibility.

As part of your analysis, some questions to consider are...

- Are cultural communities, families, and groups with connections to the collection aware of the museum's holdings?
- Can the public engage with collection records (e.g., share their stories or memories, download content, ask questions, etc.)?
- Is the museum aware of who is accessing the collection, and what barriers exist for those who are not?

Please note: It is not necessary to answer each of the above prompts individually, rather to consider their relevance when formulating a response to the question above.

- ☐ The collection is accessible, and this is meeting needs as is.
- ☐ The collection is accessible, but this requires work. ANSM could help us improve by providing training on...
- ☐ No, the collection is not accessible. ANSM could help us by providing training on...
- ☐ No, the collection is not accessible and it does not have to be because...

Training/Support Requests (Limit: 500 characters):

What is the museum's top goal relating to collections and access to information in the next four years?

Does the museum have a collections-related success story that it would like to offer for Knowledge-Sharing? If so, give us a quick overview and we will be in touch (Limit: 250 words).

Facility Management

To what extent are the facilities and property safe, secure, and well-kept; accessible to users, with supports, services, and plans for improvement?

Consider the museum facilities' condition and amenities.

As part of your analysis, some questions to consider are...

- *Are facilities well-maintained, with plans to address any deterioration?*
- *Does the museum provide a welcoming, accessible, and environmentally responsible space for the community, with indoor and outdoor amenities, and landscaping that supports local biodiversity?*
- *Are workplace health and safety measures in place, including emergency plans, up-to-date training, PPE, alarms and safety systems (e.g. smoke and carbon monoxide detectors, fire extinguishers, and complete first aid kits)?*

Please note: It is not necessary to answer each of the above prompts individually, rather to consider their relevance when formulating a response to the question above.

- ☐ The facilities are meeting our needs as is.
- ☐ The facilities require work. ANSM could help us improve it by providing training on...
- ☐ The facilities are not meeting our needs as is. ANSM could help us by providing training on...

- ☐ The facilities are not meeting our needs as is, and don't need improvement because...

Training/Support Requests (Limit: 500 characters):

Consider the museum's physical accessibility.

As part of your analysis, some questions to consider are...

- *Has the museum reviewed the accessibility of both public and private spaces (e.g. parking, entrances, pathways, washrooms, exhibits, lighting, signage, etc.)?*
- *Is the museum implementing accessibility improvements in consultation with community partners and people with lived experience, and communicating these efforts/improvements?*
- *Where physical access is limited, does the museum provide alternative experiences (e.g. photos, videos, virtual tours, etc.)?*

Please note: It is not necessary to answer each of the above prompts individually, rather to consider their relevance when formulating a response to the question above.

- ☐ Yes, we are accessible, and are meeting needs as is.
- ☐ Yes, we are accessible, but this requires work. ANSM could help us improve by providing training on...
- ☐ No, we are not accessible. ANSM could help us by providing training on...
- ☐ No, we are not accessible, and don't need to be because...

Training/Support Requests (Limit: 500 characters):

Consider the museum's environmental sustainability practices.

As part of your analysis, some questions to consider are...

- *Is the museum implementing sustainable activities, and sharing progress with the community?*
- *Does the museum buy local and responsibly repair, acquire, and dispose of used equipment?*
- *Are water conservation measures in place (e.g. low-flow or double-flush toilets, waterless urinals, automatic taps, rainwater harvesting, etc.)?*
- *Has the museum conducted an energy audit and implemented energy-efficient practices (e.g. sensors, timers, dimmers, LED bulbs, etc.)?*

Please note: It is not necessary to answer each of the above prompts individually, rather to consider their relevance when formulating a response to the question above.

- ☐ Yes, we have them, and they are meeting our needs as is.
- ☐ Yes, we have them, but they require work. ANSM could help us improve them by providing training on...
- ☐ No, we don't have them. ANSM could help us by providing training on...
- ☐ No, we don't have them, and don't need them because...

Training/Support Requests (Limit: 500 characters):

What is the museum's top facility-related goal for the next four years?

Do you have a facilities-related success story that you would like to offer for Knowledge-Sharing? If so, give us a quick overview and we will be in touch (Limit 250 words).