

# Karuk Tribal Libraries and Archives

## Collection Survey

*Thank you for taking the time to fill out this survey about the important collections you have or know about! It is a very helpful step in the path to protecting these materials long term! Please note that keeping the materials in the order that they came in is very important! We ask that you not reorganize the materials while handling them, and that if you help in moving or packing any materials that you make an effort to keep them in their original order. Thank you so much for your support and involvement!*

Date \_\_\_\_\_

Your Name \_\_\_\_\_

### ORIGINS AND CONTENT

**What do you know about how the collection came to be?** *Who created the materials or gathered them together? Over what period of time? For what reasons? What else do you know of the history of this collection?*

**What content, subjects, activities, events, etc is documented in the materials?**

**To the best of your knowledge, what is important, valuable or unique about these materials?**

**Is there anyone or any people that you know are knowledgeable about about these materials?**

**What dates are covered in the materials?**

**What geographic areas are covered in the materials?**

# QUANTITY AND FORMATS

## HARD COPY

## DIGITAL

What kinds of materials are in the collection?



**Photo Albums**

None   Some   A Lot



**Loose photos**

None   Some   A Lot



**Slides**

None   Some   A Lot



**Loose Papers and/or Files**

None   Some   A Lot



**Bound Books or Reports**

None   Some   A Lot



**Video Tapes or Reels**

None   Some   A Lot



**Audio Cassettes or Reels**

None   Some   A Lot

**Other (please describe)**

**Files on a Hard Drive and /  
or USB Storage Devices**

None   Some   A Lot



**Other Storage Media**

None   Some   A Lot

**What Kinds? (Please list)**



Do you know what kind of files are  
on the storage devices or media?

Yes	No	Don't Know	<b>Image Files</b>
Yes	No	Don't Know	<b>Document Files</b>
Yes	No	Don't Know	<b>Video Files</b>
Yes	No	Don't Know	<b>Audio Files</b>



**Other (please describe)**

**Estimated Total Amount**

Please indicate ***your best guess*** of the total amount of the collection.

0-500 GB      500 GB to 1 TB      Over 1 TB

**Estimated Total Amount**

This is a "record storage box". Please indicate ***your best guess*** of the total number of these the collection would fit into.

0-5      6-50      over 50



## **ORGANIZATION**

**How would you describe how the materials are organized right now?** Not organized at all? By subject? By format? By size? By alphabetical order? By date? Some other way? Often collections are organized in multiple ways. Try to describe as best you can.

**Were the materials organized in a different way at any point in the past?** If so, how were they organized then? Who reorganized them, and why?

## **LOCATION, STORAGE, RISKS**

**Where are the materials right now?**

**What kind of storage containers is the collection in?**

**How long can the materials be stored in their current location?**

**What is the most ideal permanent home for the materials?**

**What are the conditions of the storage area that the materials are currently in?** For example, are they in a damp basement or hot attic? Are the materials exposed to sunlight or fluorescent lights? Does the humidity change regularly? Does the temperature change regularly? Are there bugs or rodents evident? Are there overhead pipes?

**To the best of your knowledge, are there any risks to these materials?** If so, what are they?

## **ACCESS AND CULTURAL SENSITIVITY**

**Is there sensitive cultural information in the materials?**

**Who currently has access to the collection?**

**Who should have access to the collection in the future?**

**Are Karuk cultural protocols being violated under the collection's current management?**

**To the best of your knowledge, what action needs to be taken to protect the cultural information in these materials?**

## **ADDITIONAL INFORMATION**

**Please use this space to provide any additional information that you feel is important for us to know about this collection.**

***Thank you so much for your support!***