



# SOUTH DAKOTA CONNECTS TO COLLECTIONS

*What Does the Future Hold for South Dakota's Historic Objects?*



*Project made possible with support from the Institute of Museum and Library Services*

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The *South Dakota Connects to Collections* project, funded principally by the Institute of Museum and Library Services, developed a comprehensive picture of the collections held in South Dakota museums, historical societies, archives, and libraries. These institutions hold collections of historic value, reflecting South Dakotans' strong belief that history has an important place in modern life. Using electronic surveys and on-site visits, information gathered from 167 institutions painted a clear picture of the challenges these institutions face in caring for the historic objects and archival material they house. The pressing need to improve collection care and preservation in the state is evident. This project provided vital information needed to focus future conservation/preservation training for the dedicated staff and volunteers working in collecting institutions across the state.

## Acknowledgements

The *South Dakota Connects to Collections* project was made possible through a grant from the Institute of Museum and Library Services with matching funds from the South Dakota State Historical Society, Association of South Dakota Museums, and the South Dakota State Library.

Many individuals and organizations contributed time and talent to make this project possible, demonstrating their active commitment to the preservation of South Dakota's cultural heritage – from small communities with populations of a few hundred to the largest city in the state.

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**West River Museum and Collections Care Professionals**

### Partners

#### **Association of South Dakota Museums**

ASDM posted ongoing project information to its website and facilitated participant meetings at both the 2009 and 2010 annual conferences.

### Participants

We would especially like to thank all of those individuals who generously donated their time and experience at various stages, including pre-survey informational meetings, survey completion – whether by e-mail, site visit, or postal mail – and post-survey meetings to determine the next steps, based on key findings. Without their enthusiastic involvement, none of this would have been possible.

## Executive Summary

Response from the *South Dakota Connects to Collections* project was extraordinary. The 167 responses, from museums, historical societies, libraries, and archives, were an amazing 63% return rate and provided an in-depth picture of South Dakota's historical collections. This reflects the state's genuine passion for preserving history. Results of the survey were similar to the findings of the 2005 Heritage Health Index which concluded the nation's collections were at great risk. This project, funded principally by the Institute of Museum and Library Services, paints a clear picture of the needs of collecting institutions throughout South Dakota.

Collecting institutions in South Dakota reported multiple challenges in their efforts to preserve history. Among the findings:

- Only 21% have collections completely cataloged
- Most institutions cannot provide adequate environmental controls and security
- Most lack the financial capability or staff to develop collections-care and emergency/disaster plans
- Collections are at risk from a variety of causes including improper storage, light exposure, pests, prior treatments, airborne particulates, theft, water or moisture damage, poor handling, fire, and vandalism. The highest cause of "some damage or loss" was deterioration
- Small operating budgets hinder many institutions' ability to function at a professional level
- Institutions face losing collections because they lack funds and staff for conservation and/or preservation
- Many smaller institutions lack involvement and support from their local communities
- Historic buildings – regarded as an important part of the collections – present a unique set of preservation challenges

Even in these economically challenging times, South Dakota intends to address the pressing needs identified during the survey process. Accordingly, positive and creative steps that can be taken are:

- Use state distance-learning systems to provide training
- Create in-state regional mutual-assistance groups to enhance information-sharing and problem-solving
- Use existing and emerging communication tools to increase awareness of available support services and new opportunities
- Continue efforts to obtain private and public money for training
- Generate programs empowering institutions to engage their communities and decision-makers

South Dakota is a large rural state of more than 77,000 square miles and a population of less than 810,000. The population is clustered along the state's eastern and western borders – leaving many miles with few people in between. The majority of the state's collections are housed in small institutions, often run entirely by dedicated volunteers. South Dakota has more than 130 local historical societies/museums, several dedicated archives, 17 interpretive centers, more than 25 historic buildings/sites, 11 Native American museums, and 154 public libraries. These institutions hold collections of historic value, reflecting a statewide belief that history holds an important place in modern life. Many local historical societies and museums are seasonal operations with no climate control in a state where temperatures fluctuate from -40 to over 100°.

In 2005, Heritage Preservation, The National Institute for Conservation, and the Institute of Museum and Library Services (IMLS) issued a comprehensive report titled the Heritage Health Index. Subsequently, IMLS created the initiative, *Connecting to Collections: A Call to Action*. Part of this initiative provided Statewide Planning Grants to foster partnerships among organizations in states, commonwealths, or territories.

The South Dakota State Historical Society received one of the 2009 Statewide Planning Grants, which resulted in this project: *South Dakota Connects to Collections*.

In January 2008, museum and collections-care professionals met to discuss how to use an IMLS Connecting to Collections Statewide Planning Grant. Several needs were identified at the meeting. These included information/training in collections care, disaster planning, collections surveys, professional networking, information-resource sharing, conservation, and access to conservation.

To address these needs, representatives of the Association of South Dakota Museums, the South Dakota State Archives, the South Dakota State Museum, the Historic Preservation Office of South Dakota, the South Dakota State Library, and other interested members of the state's museum community met and formed a planning group. The group identified the need for a unified, inclusive assessment of the collections held by organizations throughout the state. The group agreed the *South Dakota Connects to Collections* project could develop a comprehensive picture of the state's collections. And based on this comprehensive picture, methods to share professional expertise and resources, plans for future training in collections care and disaster planning could be developed for the sites holding historic South Dakota collections.

The first step of the project was to develop a statewide needs-assessment survey for gathering information from the various collecting institutions. This survey was modeled after the one used for the Heritage Health Index and produced in both electronic and paper formats. An additional section was added to the survey to cover historic buildings held by institutions. A grant-funded employee was hired to conduct site visits to small

## Background

collecting institutions that did not have the staff or computer links needed to complete an electronic survey. During the course of the project the employee conducted 104 site interviews.

Initially, all institutions were mailed a project description inviting them to an informational meeting. At the meetings in May 2009, the project and survey were explained, possible outcomes discussed, and questions answered. Meeting locations and resulting attendance were: the Association of South Dakota Museums' meeting in Belle Fourche, SD – 23 attendees; Winner, SD – 11 attendees; Aberdeen, SD – 10 attendees, and Sioux Falls, SD – 19 attendees.

A statewide contact list was developed for the museums/historical societies, archives, and libraries. It was further determined which institutions would receive the survey electronically and which would receive a site visit. Participants could also mail in paper copies of the survey, if they preferred.

There were 171 surveys returned – an extremely high return rate of more than 60 percent. Four surveys were eliminated because the respondents did not hold collections or because more than 75% of the answers were incomplete. Of the 167 remaining surveys (63% return rate), 102 had been obtained by site visit and 65 were returned by either postal or electronic mail.

Data from completed surveys were compiled into a database and a draft report was prepared. During April 2010, survey participants were invited to regional meetings to hear the preliminary results and brainstorm for future planning. Those who could not attend any of the meetings were invited to send in their comments. Meeting locations and resulting attendance were: Winner, SD – 5 attendees representing 3 institutions, Aberdeen, SD, Association of South Dakota Museums annual conference – 33 attendees representing 20 institutions, and Rapid City, SD – 11 attendees representing 6 institutions. See Appendix 1 for participants' comments.

The final report will be disseminated through the communications systems of the Association of South Dakota Museums and the South Dakota Library Association as well as being sent directly to all participating institutions. A brochure highlighting the salient facts from the final report will be widely available. The brochure also will be sent to federal and state policy makers.

**Institutional Organization**

*Questions from this section collect data regarding institutional function or service, internet access, governance, annual budgets, and professional affiliations.*

Most responding institutions face budgetary constraints because of the economic downturn. A total of 100 of the 167 (60%) institutions reporting were governed by a non-profit organization. See Figure 1. Approximately 30%, 49 of 167, were governed through a city, county, or municipal entity.

Institutional Governance	
Non-profit, non-governmental organization	59.8%
County, City, Municipal	29.7%
College, university, other academic entity	4.8%
State	1.8%
Federal	1.2%
Tribal	1.2%
Corporate or for profit institution	0.6%

**Figure 1**

The institutional primary function or service is listed in Figure 2. For reporting purposes all the different types of museums were combined into one category. Likewise, public and research libraries were combined. For a more detailed breakdown of function and service see Appendix 2.

# Findings

## Institutional Organization, cont.

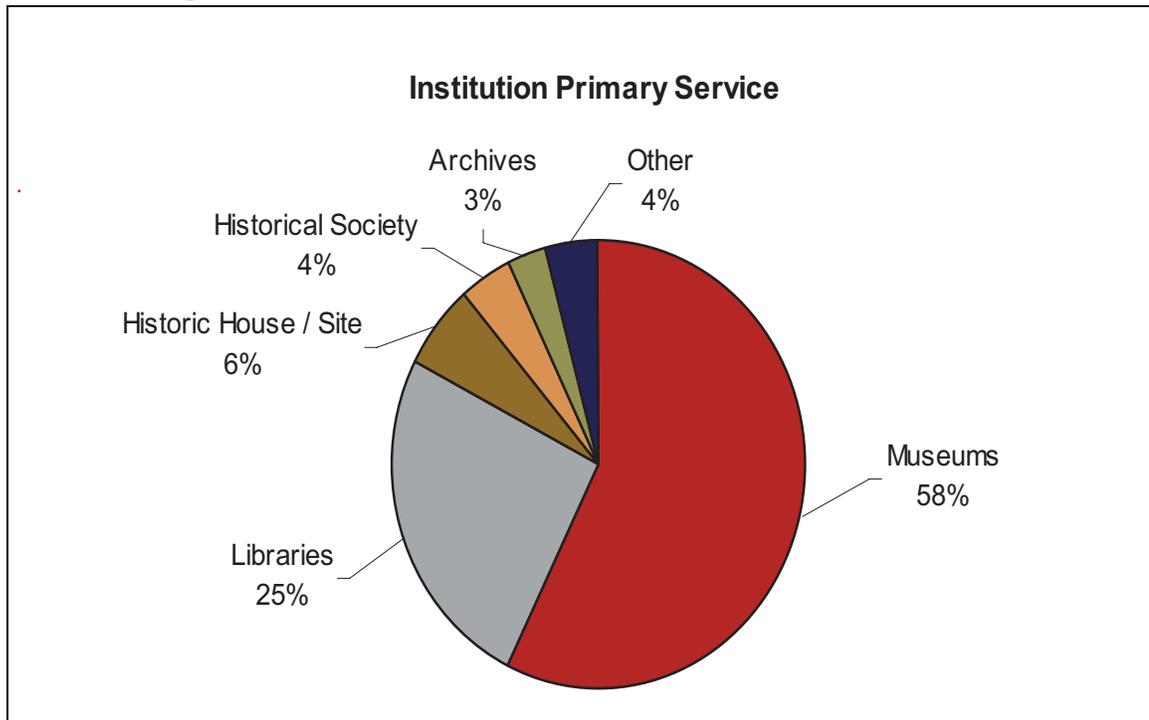


Figure 2

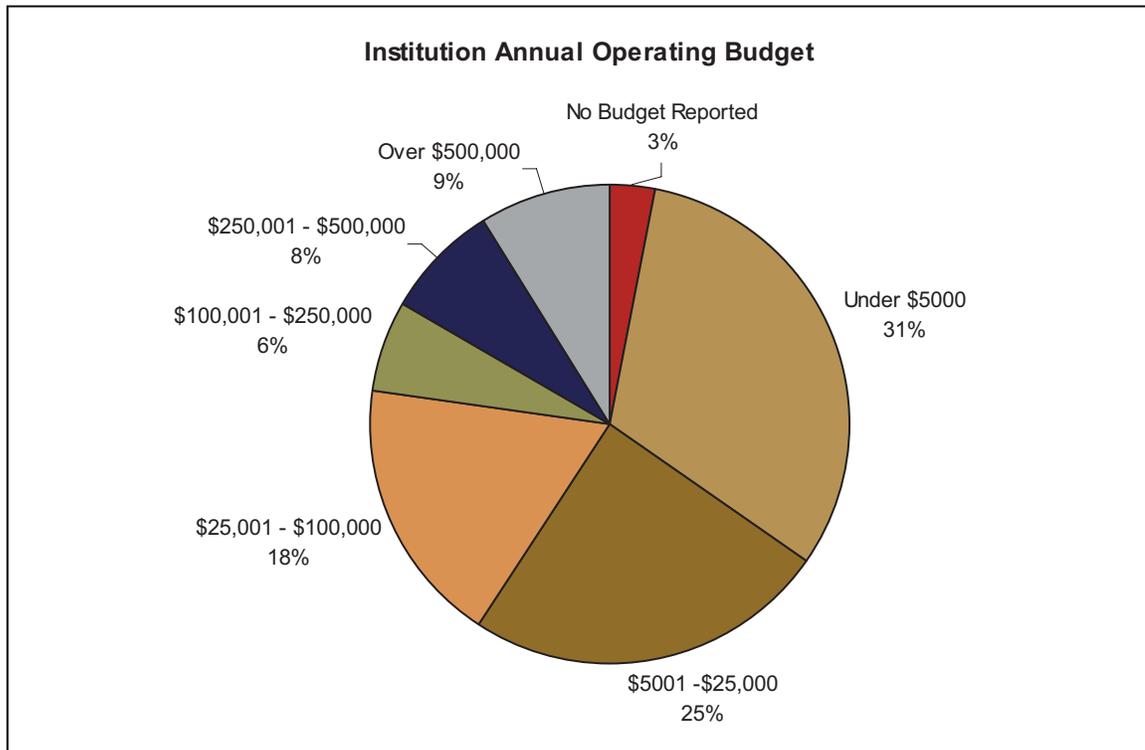
In addition to their primary service, institutions were asked to list any other services or functions they provide, choosing all that applied. See Figure 3. **The additional service most often listed is “Archives,” this alone makes it clear the institutions responding play a large role in documenting local history.**

Archives	66
Historical Society	40
Historic House / Site	37
History Museum	32
Museum with Narrowly Defined Discipline	10
Art Museum	9
Natural History Museum	9
Public Library	6
General Museum	6
Children's / Youth Museum	4

Figure 3

### Institutional Organization, cont.

Many institutions' ability to function at a professional level is restricted by small annual operating budgets. **They lack the financial resources to obtain internet access, hire/train staff, or join professional organizations.** All budget levels are represented in Figure 4.



**Figure 4**

Focusing first on the smaller budget institutions: Of those responding to this question 53 of 162 (33%) indicated an annual budget of \$5,000 or under. And 41 of 162 (25%) indicated an annual budget between \$5,001 and \$25,000.

Some internet access is available in all communities, but only 28 of 167 (17%) institutions with budgets under \$25,000 are connected at their facility. Likewise, institutions with budgets more than \$25,000 have access in 63 of 167 (38%) instances. Most of the smaller institutions rely heavily on home-based internet connections as the official e-mail contact for their institution. **Thus, communication with institutions across the state is a blend of formal and informal – often dependent on the home-based contacts' ability to print out and deliver information to the facility.**

# Findings

## Institutional Organization, cont.

Staffing varied greatly depending on budget. Smaller institutions are primarily staffed with part-time volunteers. In institutions with budgets of \$25,000 or under, 55 of 162 (34%), responding to this question, reported having no paid staff. 32 of 162 (20%), reported having less than the equivalent of one full-time paid employee (FTE). A total of 69 of 162 (43%), reported having less than the equivalent of one volunteer FTE. 68 of 162, (42%), reported having at least some paid staff. Institutions with budgets over \$250,000 reported having at least two or more FTEs. Tables 1 and 2 in Appendix 3 provide a complete report regarding paid- and volunteer-staffing level responses.

Institutions that have a membership in a professional organization are most likely to belong to one of three state entities: The South Dakota State Historical Society, Association of South Dakota Museums, or the South Dakota State Library Association. See Figure 5. **It is of note that 122 of 167 (73%) belong to a professional organization in spite of small budgets and limited staff. These organizations can offer valuable conduits to deliver conservation/preservation training to South Dakota museums and libraries. However, 45 institutions remain outside the professional communications' network.**

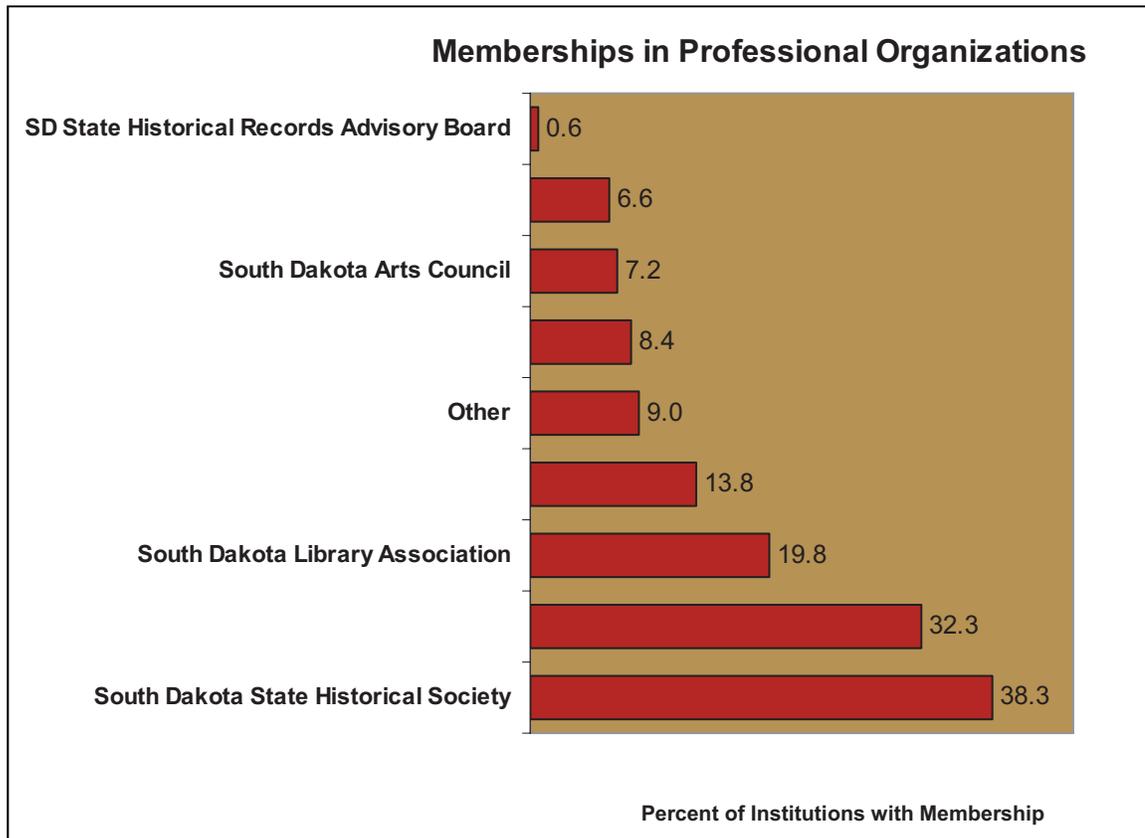


Figure 5

## Collections Inventory

Survey participants were asked what types of materials they have in their collections. Participants indicated specific materials from the following groups:

*Books and Bound Volumes*  
*Unbound Sheets*  
*Photographic Collections*  
*Recorded Sound Collections*  
*Moving Image Collections*  
*Digital Material Collections*  
*Historic Objects*

*Transportation Objects*  
*Art Objects*  
*Agricultural Objects*  
*Ethnographic Objects*  
*Archaeological Collections*  
*Natural Science Specimens*

In support of the finding that many institutions listed “Archives” as one of their functions, Figure 6 shows six of the top seven types of materials inventoried to be archival. Twenty of 99 (20%) institutions responding to the question, *What is your most important artifact and why?* indicated some type of local archival material.

# Institutions with this type	Specific Type of Materials	Grouping
154	Books/Monographs	Books/Bound Volumes
135	Serials/Newspapers	Books/Bound Volumes
127	Black & White Prints	Photographic Collections
126	Scrapbooks/Albums/Pamphlets	Books/Bound Volumes
121	Maps/Oversize Items	Unbound Sheets
119	Art on paper	Art Objects
118	Archival/Manuscripts/Oral Histories	Unbound Sheets
118	Paintings	Art Objects
113	Textiles	Historic Objects
111	Ceramic and Glass	Historic Objects
111	Domestic Items	Historic Objects
107	Ephemera/Broadsides	Unbound Sheets
106	Furniture	Historic Objects
102	Color Prints/Negatives/Positives	Photographic Collections
102	Metalwork	Historic Objects

Figure 6

# Findings

## Collections Storage

Survey participants were asked a series of questions about how their collections are stored – including building ownership, environmental controls, security systems, and collection-storage locations.

Most institutions responding, 127 of 167 (76%), own their facilities but have difficulty in providing a stable, secure environment for their collections. A number of institutions, (28 of 167, 17%) have collections stored outdoors, mainly due to lack of indoor space to house large agricultural objects which are significant to local- and state-settlement history. A significant number of institutions, 87 of 167 (52%), reported having no environmental-monitoring equipment. More than 50% of the institutions responding do not have alarm systems for fire/water damage, 89 of 167 (53%), or have security systems beyond doors that lock (55%). **Therefore, protection of the collections in these storage facilities is a risk.**

The majority of institutions (over 84%) surveyed are unable to completely control environmental conditions in storage areas. See Figure 7.

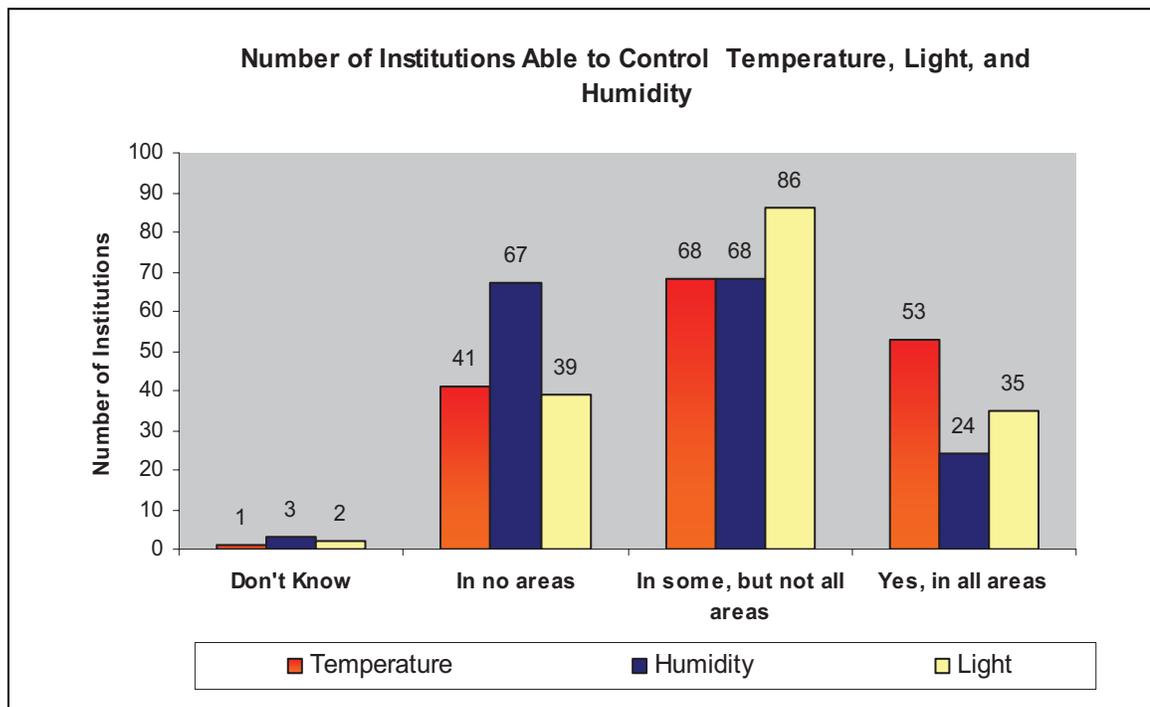


Figure 7

Questions regarding adequate storage space were difficult to answer. Most smaller institutions surveyed by site visit lacked dedicated space for storage. In rural communities, institutions felt obligated to display their entire collection, and lack policies for refusing items thus, further limiting space for additional collections. See Appendix 4 for details of these responses.

## Collections Management

*The purpose of these questions was the gathering of data regarding an institution's ability to manage and care for its collection with respect to mission, planning, staffing, cataloging, and processing.*

Most institutions lack collections management policies, have not had a survey of their collections, and do not have a disaster plan in place. Preservation is impacted by the lack of staff availability, whether paid or unpaid, for developing plans.

When asked: Does the mission of your institution support the preservation of your collection? the responses were 77% (125 of 162) Yes, 16% (26 of 162) No, and 7% (11 of 162) Don't Know.

Survey participants were asked several questions about developing plans for long-term collection preservation. A total of 97 of 161 responding (60%) do not have a plan in place. Eighteen (11%) have a plan, and 17 out of the 18 developed it within the last ten years. See Figure 8. When asked about preservation plans for digital collections 23 of 167 (14%) answered Yes, 94 of 167 (56%) No, and 50 of 167 (30%) Not Applicable because they do not hold digital collections.

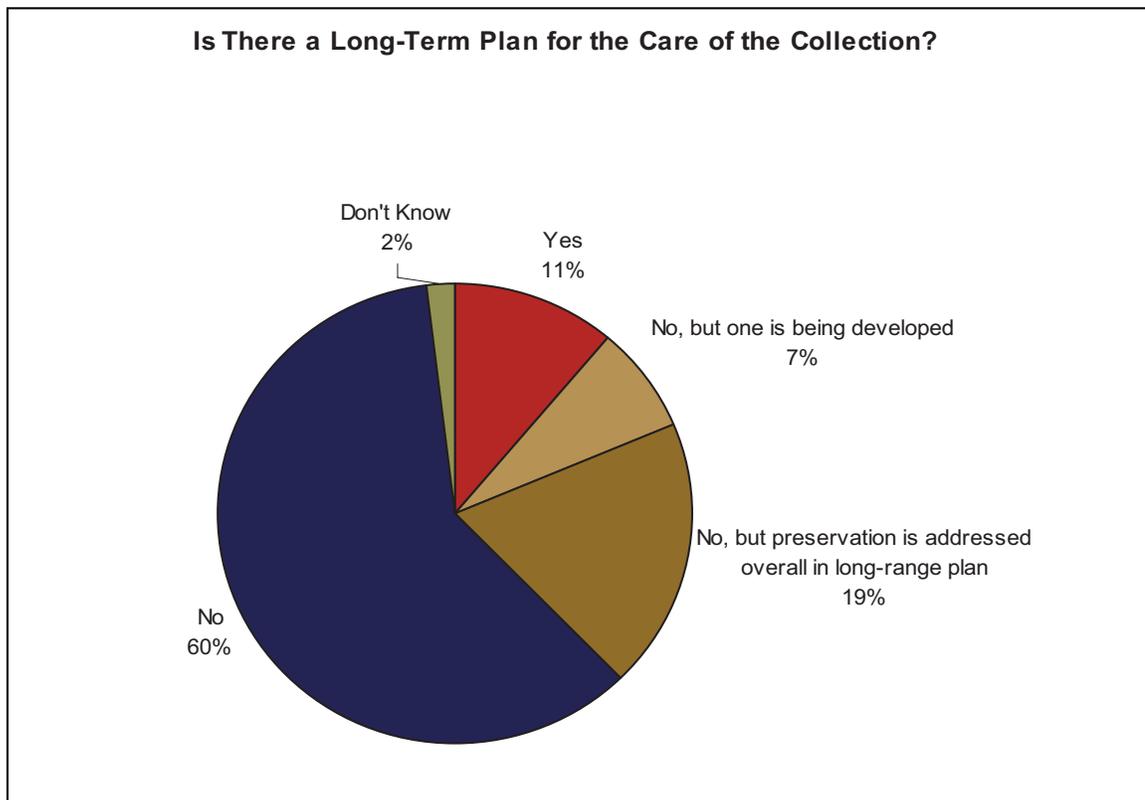


Figure 8

## Findings

### Collections Management, cont.

Participants were asked: *Has a survey of the general condition of your collection been done?* Of those responding, a large majority 117 of 167 (70%) have not had a condition survey. Only 33 of 167 (20%) answered *Yes*; 9 of 167 (5%) *Yes, but only a portion*, and another 5% said *Don't Know*. Of the 33 who answered *Yes*, 27 said the survey was completed within the last ten years.

Institutions were asked if they have a written emergency/disaster plan for their collection. Of those responding, 117 of 161 (73%) lack a written plan. Of the 25 of 161 (16%) who do have such a plan, only 15 institutions have staff trained to carry it out. See Figure 9 and post-survey meeting comments in Appendix 1. **It is clear that training in the development and execution of emergency/disaster planning is needed.**

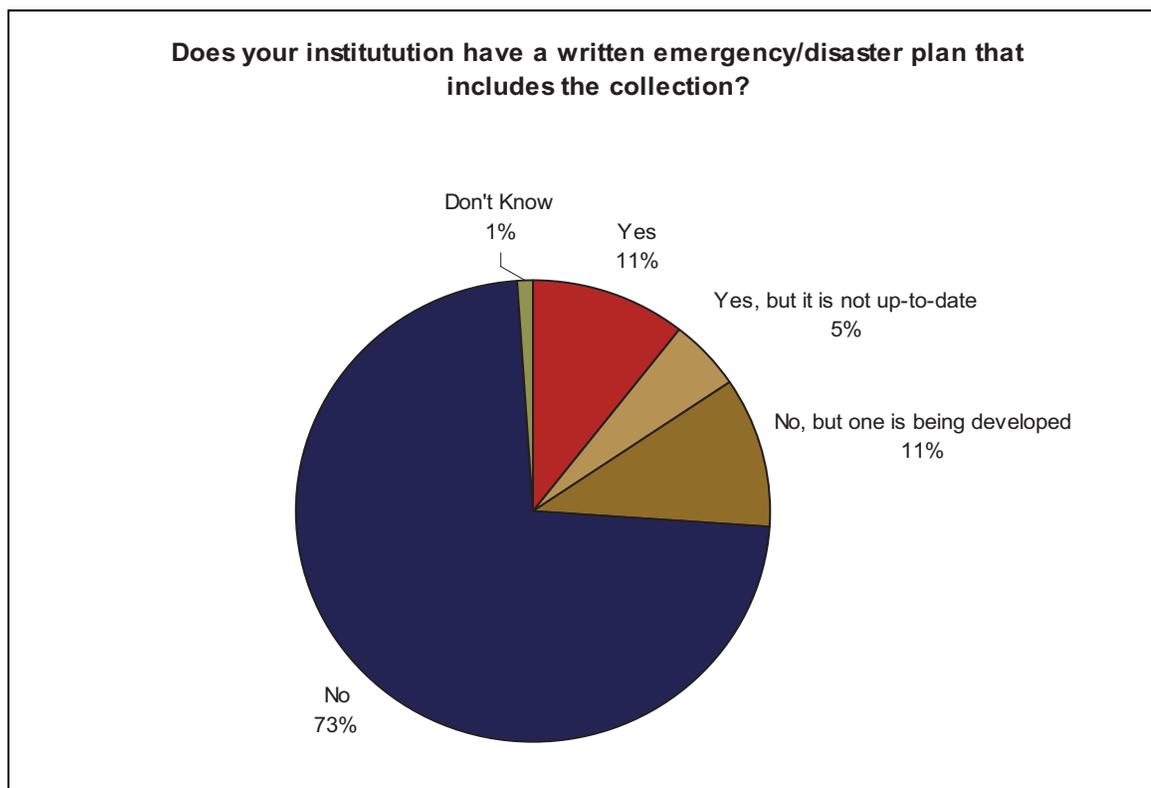


Figure 9

Most institutions, 156 of 167 (93%) have less than the equivalent of one full-time staff member – volunteer or paid – caring for collections. To further complicate this, aging leadership has become a significant problem. **As observed by one respondent, there is a lack of young volunteers emerging. “As second- and third- generation, we have a connection directly with the pioneers that is being lost because younger people don’t have that.”** In Figure 10, FTE is Full Time Equivalent.

## Collections Management, cont.

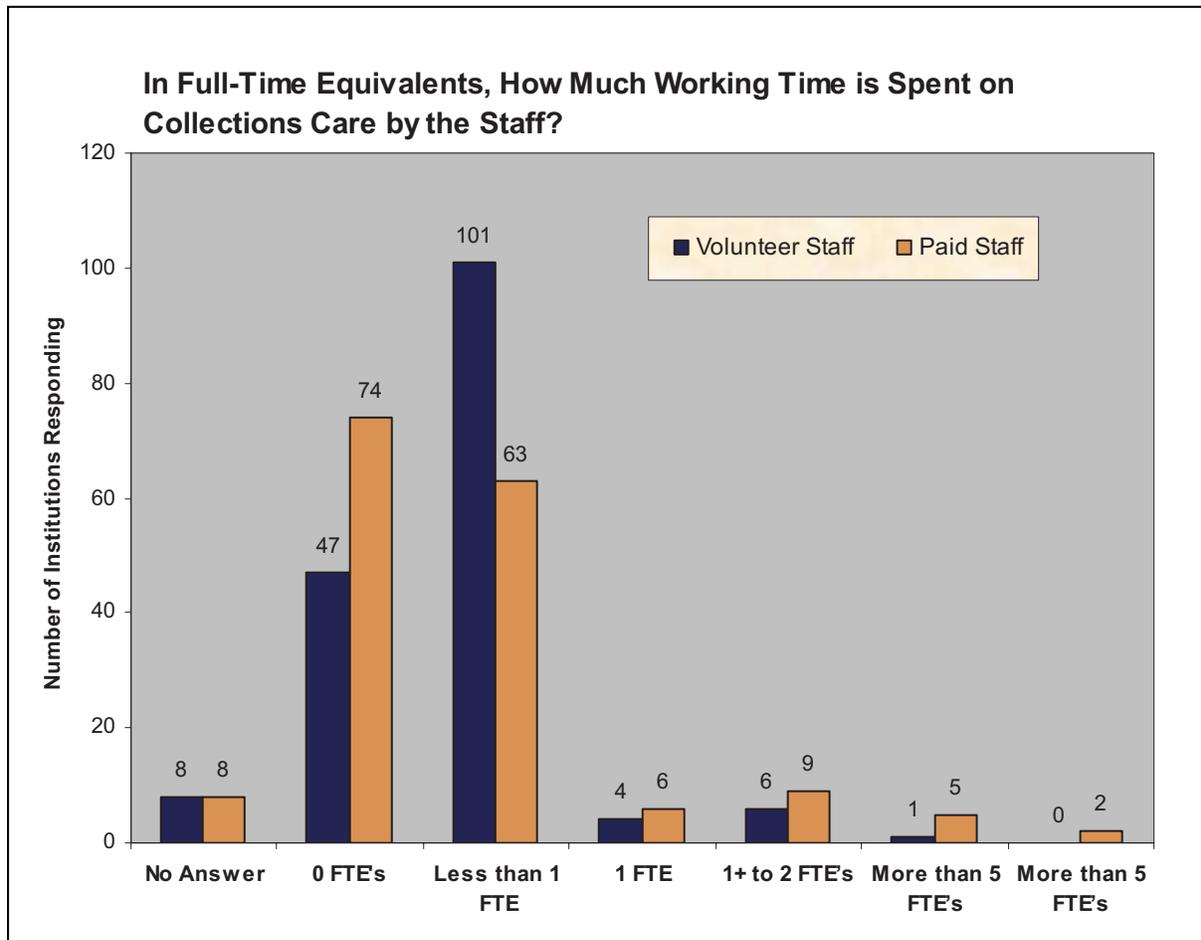


Figure 10

*A series of questions were asked regarding the existence, format, and accessibility of catalog records. Catalog is defined as a research tool or finding aid (print or electronic) that provides intellectual control over collections through entries that may contain descriptive detail, including physical description, provenance, history, accession information, or location.*

Only 34 of 161 (21%) of the responding institutions have cataloged 100% of their holdings. Yet, 68 of 161 (42%) reported at least 75 to 99% of their collections cataloged. **It is obvious a good start has been made in this area, but much work remains.** See Figure 11.

## Findings

### Collections Management, cont.

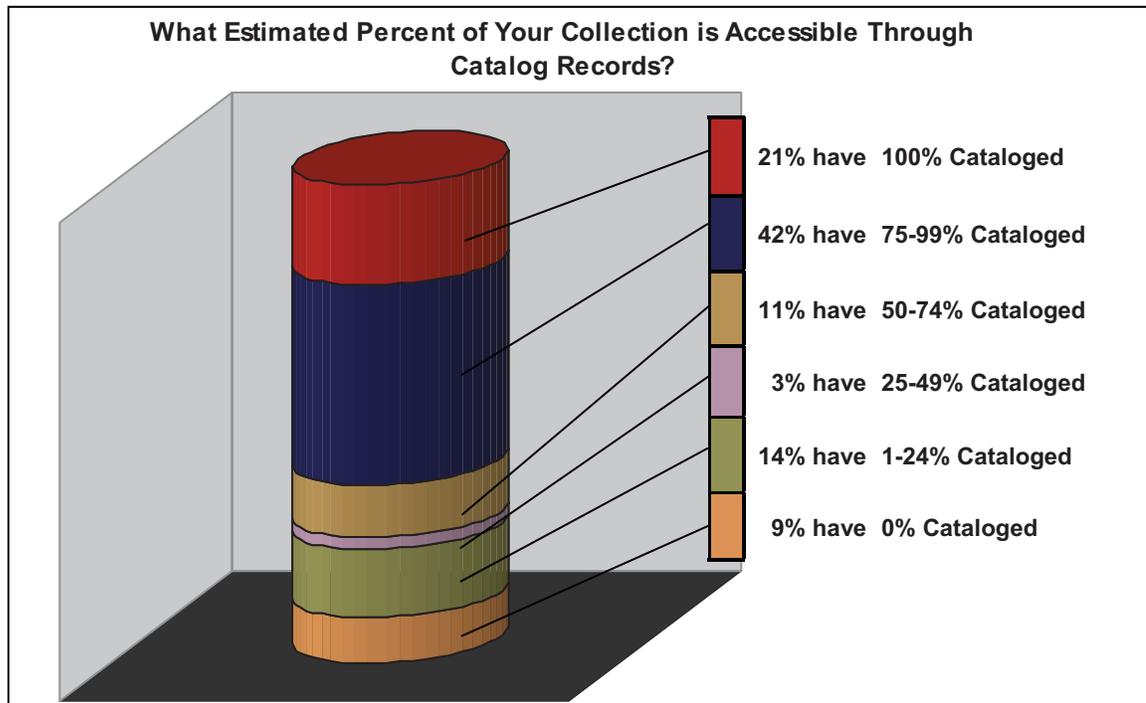


Figure 11

Respondents were asked to indicate all formats used for catalog records in their institution. (Many use more than one format, so the response numbers add up to more than the 167 survey respondents.) The responses are:

- Paper – 121
- Professional cataloging software – 44
- Other software – 19
- Digital – 50
- Microfilm – 2
- Other – 12

Backup copies of all catalog records are kept by 93 of 167 (56%) of responding participants. 17 of 167 (10%) keep some, but not all, 44 of 167 (26%) do not keep backup copies, and 13 of 167 (8%) did not know.

Most institutions, 133 of 167 (80%) do not provide any online access to their collections catalog. When asked, *Do you provide online access to the content of any of your collections?* only 10% (16 of 167) responded *Yes*, and 5% (8 of 167) said *No, but we will have access within the next year*.

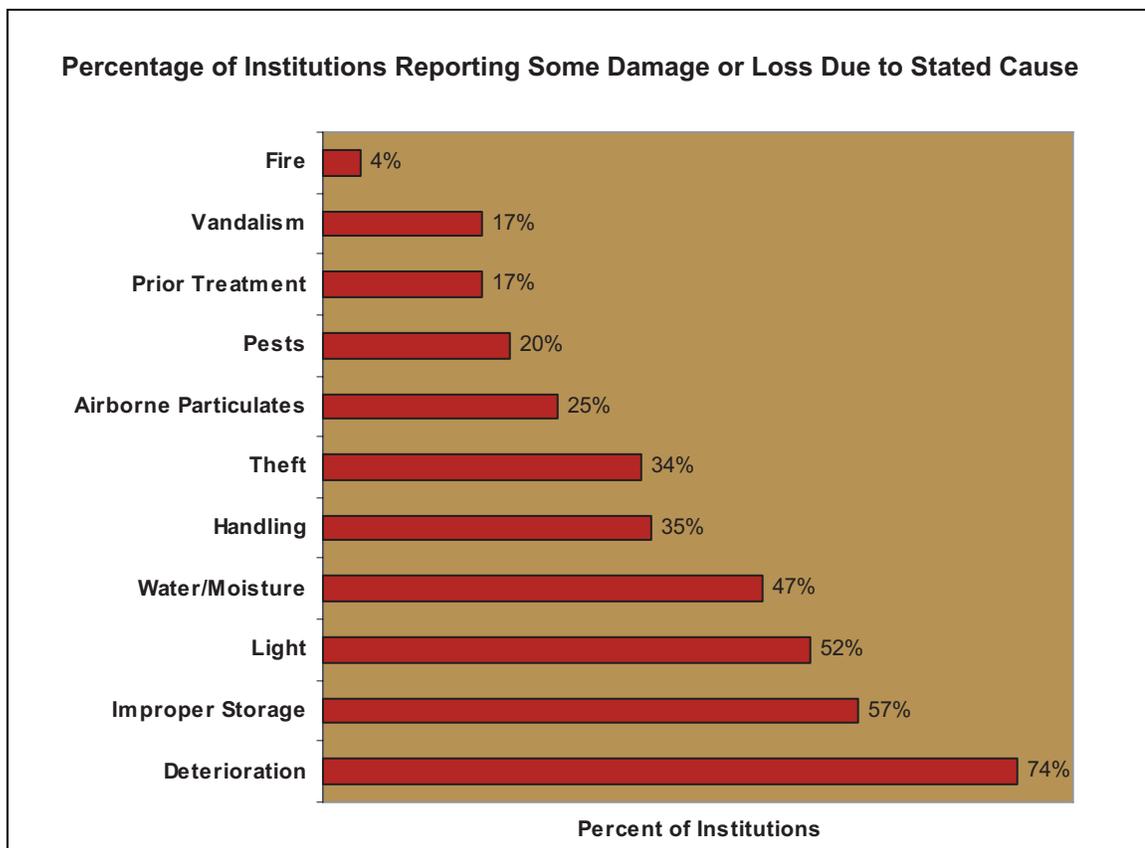
**These percentages clearly indicate the need for improvement in intellectual control over collections. Without adequate records, what would be lost should disaster strike, remains largely unknown.**

## Conservation & Preservation

*Questions from this section of the survey assessed current institutional conservation / preservation activities and issues.*

Institutions face losing collections because they lack funds and staff resources for conservation and/or preservation.

Figure 12 shows the responses of institutions which have some damage or loss in their collections. A total of 123 of 167 (74%) reported damage or loss due to deterioration while more than half reported issues with improper storage, 95 of 167 (57%) or light issues, 87 of 167 (52%).



**Figure 12**

One-third (55 of 167) of the respondents sought funding specifically for conservation or preservation during the last three years. A breakdown of funding sources is included in Appendix 5. Totals reflect some institutions who received funding from more than one source.

Figure 13 shows the type of conservation/preservation activities conducted by respondents and who undertakes these activities.

# Findings

## Conservation & Preservation, cont.

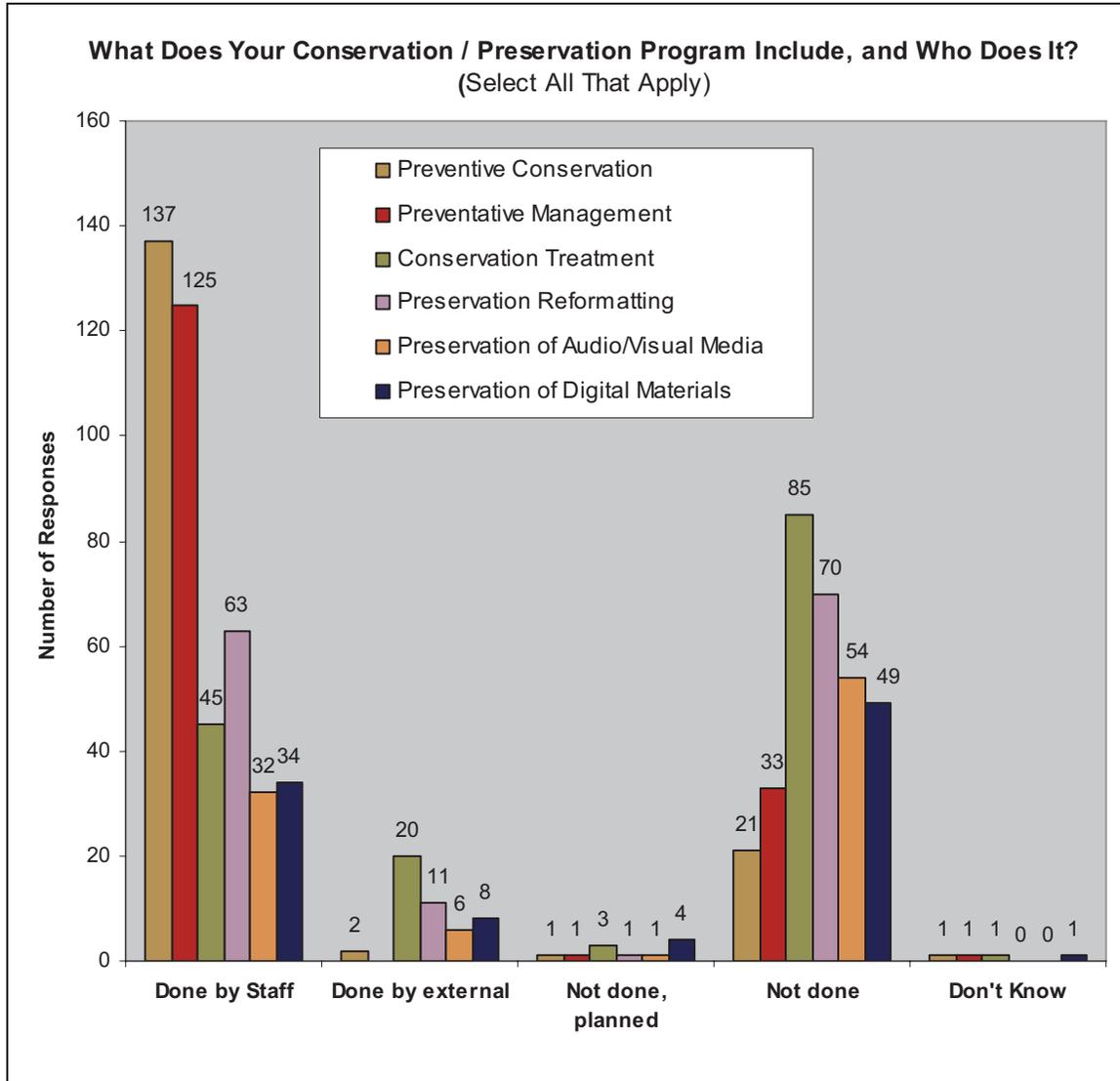


Figure 13

When asked, *Do you have funds specifically allocated for conservation / preservation activities in your annual budget?* respondents answered 66% (110 of 167) *No*, 16% (27 of 167) *Yes, not a specific line item*, 15% (23 of 167) *Yes, a specific line item*, and 4% (7 of 167) *Don't Know*. Two-thirds of the 31% (50 of 167) that responded having some funds for conservation/preservation activities, indicated it was less than \$1,001 dollars. **There needs to be greater awareness and response to this issue.**

## Institutional Development

*This section surveyed the types of training programs in which institutions would like to participate, and their greatest needs regarding conservation and preservation.*

Respondents have a high regard for professional training and a strong desire to improve conservation and preservation efforts. When asked what training programs were preferred, topics rated highest were those associated with specific collections issues. Figure 14 reflects those choices. When asked what format they preferred for training, the top five answers, in order, were: workshops, mentoring or site visits, conservation treatment, on-line training, and conferences or meetings.

Institution Training Program Preferences	
Preservation of Specific Types of Collections	85
Cataloging Collections	61
Collections Planning/Policies/Procedures	54
Emergency/Disaster Planning	40
Preservation/Management of Digital Collections	27
Environmental Monitoring	18
Book Binding/Rebinding	12
Don't Know	11
Integrated Pest Management	9
Do Not Need Training	7
Other	4
Collections Storage and Housekeeping	2

**Figure 14**

Respondents could choose up to three answers for the question: *In what areas related to conservation/preservation would you like to receive training?* 167 respondents selected staff training (71%), creating/updating collections policies/procedures (63%), environmental controls (59%), emergency preparedness/disaster planning (56%), and finding aids or cataloging of collections (53%). Figure 15 reflects these and other needs.

## Findings

### Institutional Development, cont.

As so eloquently stated by one respondent, “I never feel that there could ever be enough training on any subject ... we are trying to do the best we can with the little budget we have and it is always helpful to learn how others in similar positions and small-sized museums handle their issues.”

In what areas related to conservation/preservation would you like to receive training?	
Staff Training	71%
Creating/updating collections policies and procedures	63%
Environmental controls	59%
Emergency preparedness/disaster planning	56%
Finding aids or cataloging of collection	53%
Condition surveys or assessments of collection	45%
Improvements to reduce collections' exposure to light	45%
Conservation treatment	38%
Preservation of digital collections	27%
Security	26%
Integrated pest management	20%

Figure 15

Participants were also asked: *If you had money for conservation / preservation, on what would you spend it?* Given three choices, the results were combined into an aggregate number for this report. The most popular choice was *capital building improvements including security*, followed by *cataloging/inventory* and *staff training*. Results of this question are in Appendix 6.

## Building Survey

*This section asked questions about institutions’ historic buildings. Included were: the main historical use, construction materials, respective condition, whether it had been moved and, are there any threats to, or alterations of, the structure.*

Because of time constraints during site visits, only 85 institutions completed this part of the survey. Two institutions each have more than 15 buildings.

Many institutions care for buildings listed on historic registers. Others have moved historic buildings on-site and include them as part of their collection. **These buildings – regarded as an important part of the collections – present a unique set of challenges when it comes to preservation and need to be factored into overall collections-care planning.**

Three-fourths of the buildings surveyed were built before 1920. Figure 16 reflects the structural threats to these buildings. Like collections, the leading threat listed was *deterioration* with 23 of 85 (27%) selecting this answer.

**This commitment to collect and preserve historic buildings demonstrates how small communities value their “pioneer” story.** See Appendix 7 for a list of building themes. See Appendix 8 for a list of buildings on the National Register of Historic Places.

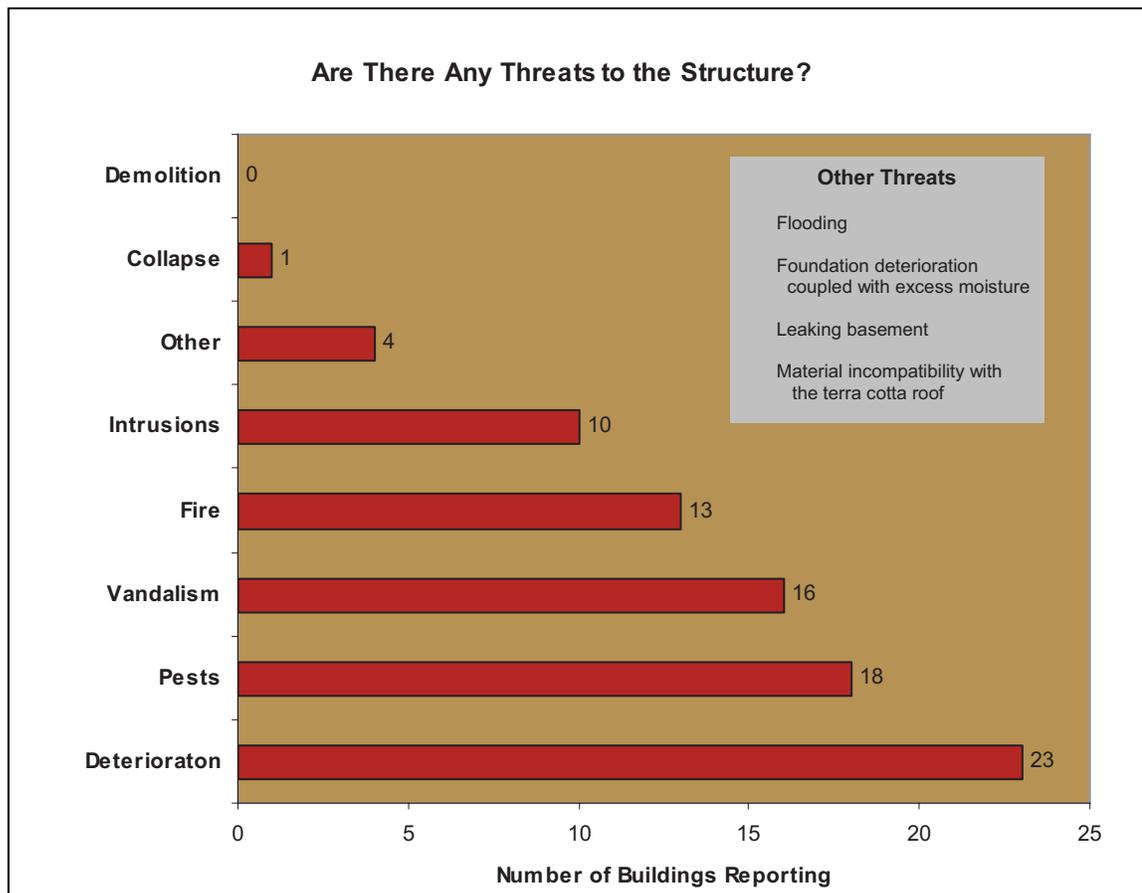


Figure 16

## Findings

### Highlights

- Respondents recognize the importance of their role in documenting local history
- Financial resources to obtain internet access, and hire/train staff are lacking
- Communication with collecting institutions across the state is a blend of formal and informal – dependent on the home-based contacts’ ability to deliver information to the facility
- Seventy-three percent (122 of 167) respondents belong to professional organizations
- Protection of the collections in storage facilities is at risk from environmental threats, fire or water damage, and security deficiencies
- Preservation is impacted by the lack of staff to develop plans
- Training in the creation and execution of emergency/disaster plans is needed
- There is a lack of young volunteers to replace their aging counterparts
- Collections cataloging is a priority need
- There is a need for improvement in intellectual control over collections. Without adequate records, what would be lost should disaster strike, remains largely unknown
- Institutions face losing collections because they lack funds and staff for conservation and/or preservation
- Respondents have a strong regard and desire for professional training and improving conservation and preservation
- Historic buildings – regarded as an important part of the collections – present a unique set of preservation challenges
- Small communities highly value their “pioneer” story

South Dakota lacks the dedicated funds and financial resources to fully meet the needs identified in this report. Therefore, we must utilize systems already in place. The following recommendations address the steps needed to improve the state collections in South Dakota:

- To mitigate geographical and financial challenges, deliver collections-care and disaster-preparedness training programs through existing state-based distance-learning systems
- Create in-state regional mutual-assistance groups to support small institutions in the areas of collections care, disaster preparedness, and community engagement
- Use existing and emerging communication tools – such as newsletters and web-based interaction – to enhance awareness of present and future support services at the national, state, and regional levels
- Continue efforts to obtain private and public money to support, on a statewide basis, needed training for collecting institutions
- Develop and deliver programs that teach and empower collecting institutions to engage their local communities and policy-makers for increased awareness and support
- Maintain a database of all collecting institutions in the state to enhance ongoing communications

These Next Steps are not offered in a vacuum, but in the context of efforts already underway within the state. First, South Dakota has applied for a *21<sup>st</sup> Century Museum Professionals Grant* to address the need for professional development throughout its small and mid-sized museums. If approved, this three-year internship project would serve more than 10 percent of the in-state collecting institutions and be a springboard for improving museum best practices and regional collaboration. Second, there is a policy initiative underway to increase state field services to collecting institutions and, statewide efforts to build a constituency of collecting institutions to address policy concerns and budget issues. Third, South Dakota is developing a partnership with North Dakota to seek a *Connecting to Collections Implementation Grant*. Fourth, the South Dakota state museum director has become a member of the Grant Oversight Committee of the Texas initiative to implement the IMLS *Connecting to Collections Continuing Conversation Exchange* project.

Throughout the survey process, small, volunteer-driven collecting institutions expressed concerns regarding leadership succession. Although this is not directly addressed in the Connecting to Collections Initiative, it is certainly core to the spirit. With the “Next Steps” steps we can resolve the issue creatively. One survey participant put the challenge clearly, “As second- and third- generation, we have a direct connection with the pioneers. That is being lost.”

# Appendices

## Appendix 1 - Post-Survey Meetings

### **South Dakota Connects to Collections – Post-Survey Meetings, April 2010**

Three meetings were conducted to present survey information and brainstorm for future related projects and sustainability. All institutions responding to the survey were invited to the meetings and furnished with a draft report. Comments from all meetings were compiled into this document.

#### **Meeting dates, locations, and attendance:**

April 14, 2010 – Winner, Tripp County Courthouse: 5 attendees representing 3 institutions.

April 16, 2010 – Aberdeen, Association of South Dakota Museums annual conference, Dacotah Prairie Museum: 33 attendees representing 20 institutions.

April 22, 2010 – Rapid City, Journey Museum: 11 attendees representing 6 institutions.

Total Attendance: 49 attendees representing 29 institutions responding to the survey

#### **Topic 1: TRAINING**

##### **Content:**

Preservation of specific types of materials with focus on:

- Budget or low-cost ways to do so
- Cataloging of collections

Grant sources and basic grant writing

Resources on where to go for additional help or information

Structure training with tiered levels of expertise so individuals can choose the appropriate one

Standardize training and vocabulary so all institutions have access to valid and accurate information and can communicate effectively with one another

All training – including high technology – should have an interactive component for questions and answers

##### **Delivery:**

Mitigate geographical distance as cost factor for those who want to participate in training by:

- Providing a travel stipend to defray cost because most institutions in small communities are staffed by volunteers
- Hold in-state regional workshops
- Develop local and/or in-state regional support groups
- Utilize distance learning technology already in place through the Dakota Digital Network (DDN) and/or South Dakota State University Cooperative Extension Service
- Provide resource materials online

## Appendix 1 - Post-Survey Meetings, cont.

### Topic 2: MENTORING

Individuals from smaller institutions are sometimes reluctant to contact the state for help, therefore the mentoring idea was well received

Develop a contact list of people in the state who would be willing to share their expertise

Could include a program where mentors visit and help with a specific project

Provide information regarding resources already available at the state level for conservation / preservation and related issues by:

Offering tours of facilities such as the State Library and Cultural Heritage Center

Develop a newsletter of tips, hints, and list of resources

### Topic 3: PLANNING

Many struggle with having the time to write plans

Plans, if written, should be simple

Plans are often a necessity when seeking funding opportunities

In the case of disaster plans, they should be flexible and it is helpful to have input from people who have been through a disaster

Should be developed with the help of a facilitator familiar with the process

Should take advantage of resources already available in the local community

Strong need for succession planning for care of institutions and collections, including the possible closure of an institution

### Topic 4: COMMUNITY ENGAGEMENT

Important to create public awareness by:

Communicating what goes on behind the scenes in museums, historical societies, libraries, etc.

Use the internet for communication, where practical

Package information in an “eye catching” format

Communicate preservation needs to decision-makers, such as legislators and other elected officials to build a constituency

Take history to your community by reaching out with traveling exhibits, interactive exhibits, booths at local events, etc. Use public spaces for promotion

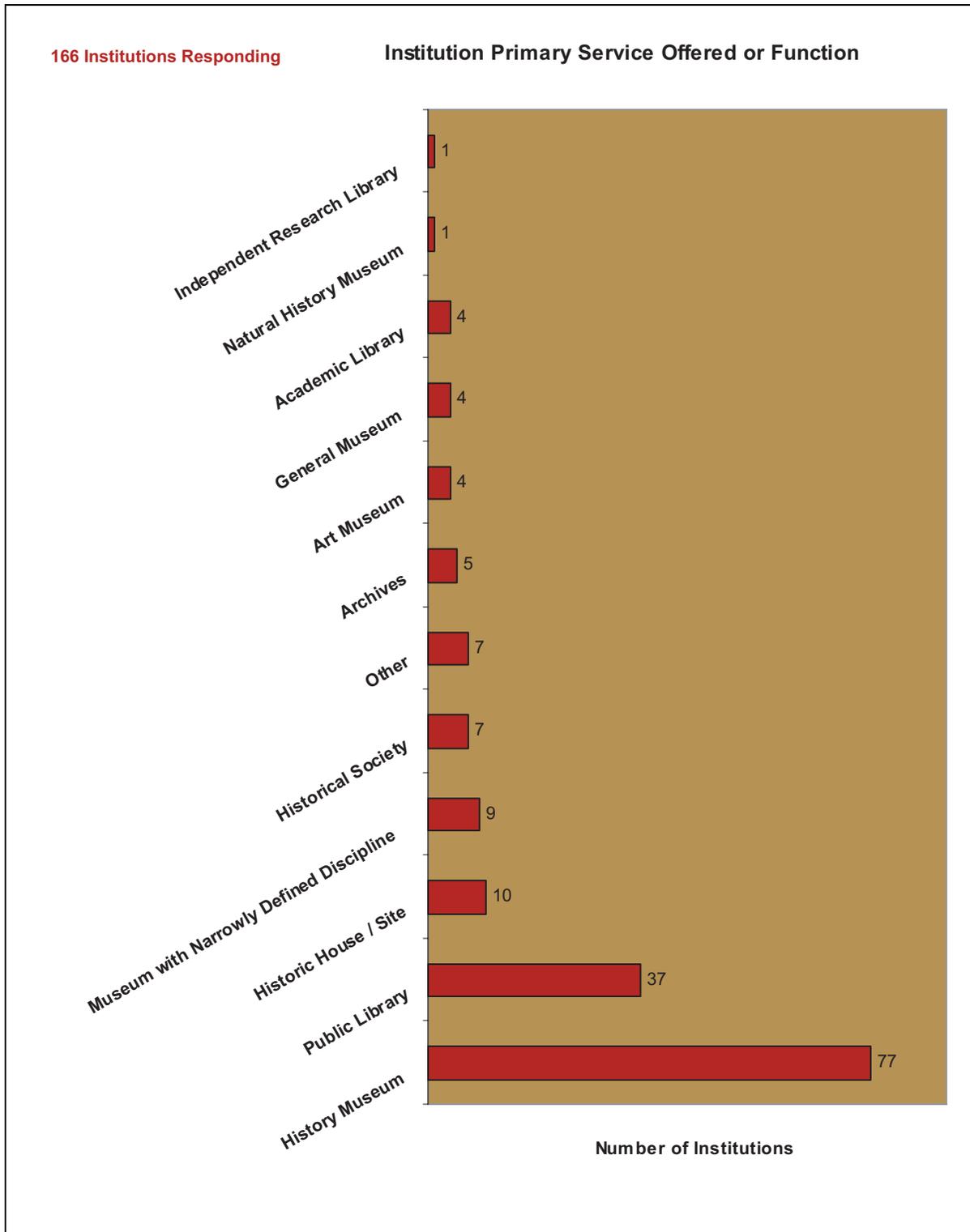
Teach community how to care for its own personal collections using resources already available for this purpose

Collaborate with educators (middle school through college) to develop programs and internships that engage youth directly with institution Examples: cataloging, staffing front desk or gift shop, creating a small exhibit or display

Collaborate with other like-minded institutions in the local community, such as the genealogy society

# Appendices

## Appendix 2 - Primary Function of Responding Institutions



Appendix 3, Table 1, Paid-Staff Levels by Budget \*

Budget Level	# of Institutions Responding	Full-Time Equivalents
<b>Under \$5,000</b>		
	45	0 FTE's
	6	Less than 1 FTE
	1	1 FTE
	1	1+ - 2 FTE's
<b>\$5,001 - \$25,000</b>		
	10	0 FTE's
	26	Less than 1 FTE
	3	1 FTE
	1	1+ - 2 FTE's
	1	2+ - 5FTE's
<b>\$25,001- \$100,000</b>		
	3	0 FTE's
	3	Less than 1 FTE
	7	1 FTE
	13	1+ - 2 FTE's
	4	2+ - 5FTE's
<b>\$100,001 - \$250,000</b>		
	1	1 FTE
	5	1+ - 2 FTE's
	4	2+ - 5FTE's
<b>\$250,001 - \$500,000</b>		
	4	2+ - 5FTE's
	9	More than 5 FTE's
<b>Over \$500,000</b>		
	15	More than 5 FTE's

\* 162 Institutions Reporting

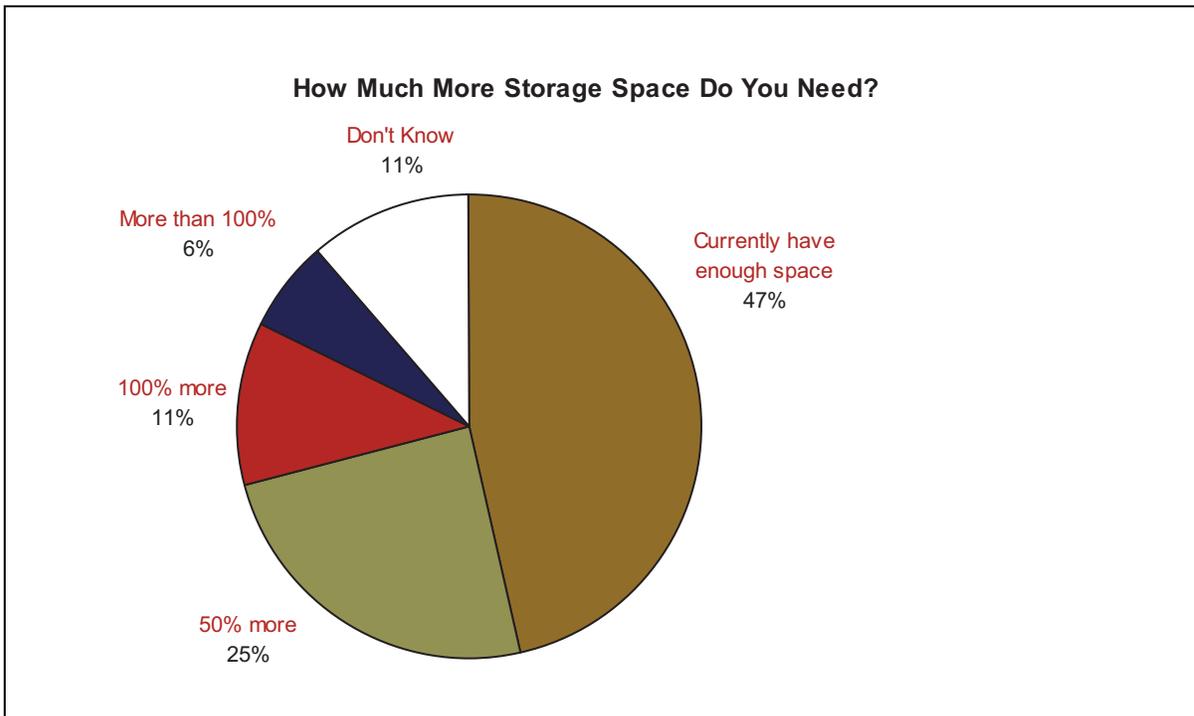
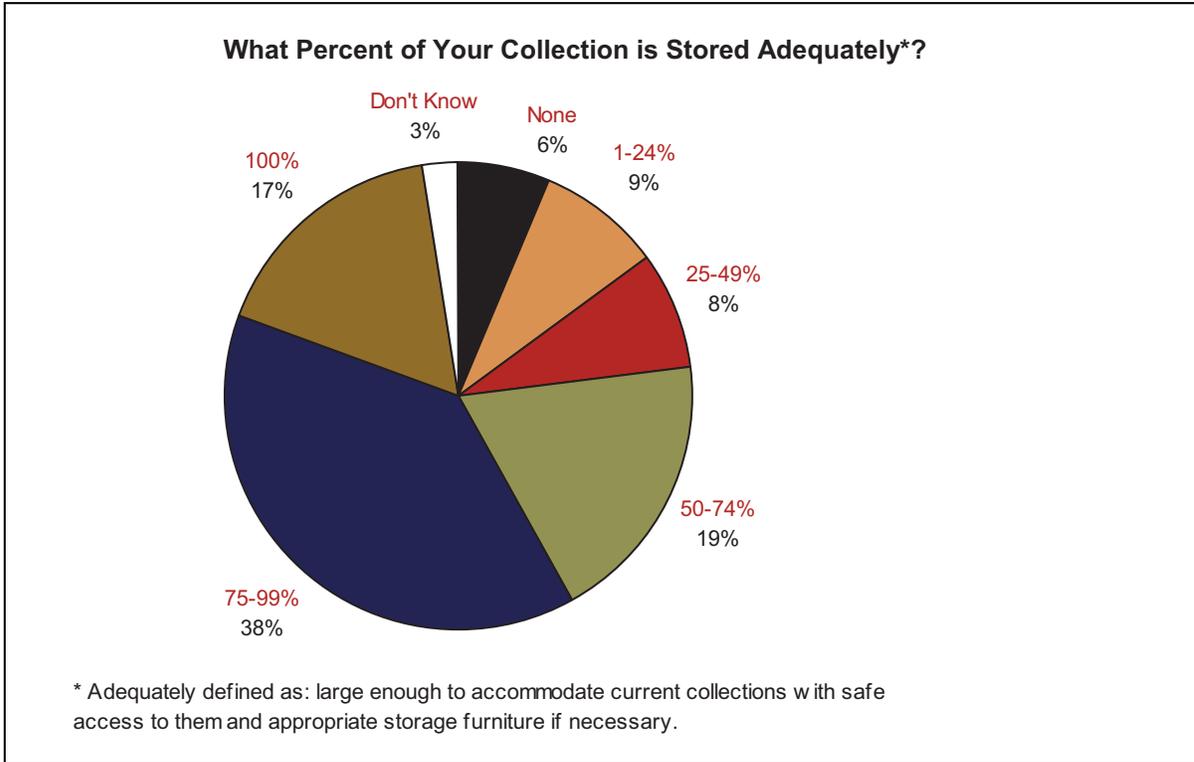
# Appendices

**Appendix 3, Table 2, Volunteer-Staff Levels by Budget \***

<b>Budget Level</b>	<b># of Institutions Responding</b>	<b>Full-Time Equivalents</b>
<b>Under \$5,000</b>		
	4	0 FTE's
	47	Less than 1 FTE
	1	1 FTE
	1	1+ - 2 FTE's
<hr/>		
<b>\$5,001 - \$25,000</b>		
	4	0 FTE's
	22	Less than 1 FTE
	4	1 FTE
	9	1+ - 2 FTE's
	2	2+ - 5FTE's
<hr/>		
<b>\$25,001 - \$100,000</b>		
	11	0 FTE's
	10	Less than 1 FTE
	6	1+ - 2 FTE's
	1	2+ - 5FTE's
	2	More than 5 FTE's
<hr/>		
<b>\$100,001 - \$250,000</b>		
	3	0 FTE's
	3	Less than 1 FTE
	2	1+ - 2 FTE's
	1	2+ - 5FTE's
	1	More than 5 FTE's
<hr/>		
<b>\$250,001 - \$500,000</b>		
	4	0 FTE's
	4	Less than 1 FTE
	1	1 FTE's
	1	1+ - 2 FTE's
	3	More than 5 FTE's
<hr/>		
<b>Over \$500,000</b>		
	4	0 FTE's
	3	Less than 1 FTE
	3	1 FTE's
	1	1+ - 2 FTE's
	4	More than 5 FTE's

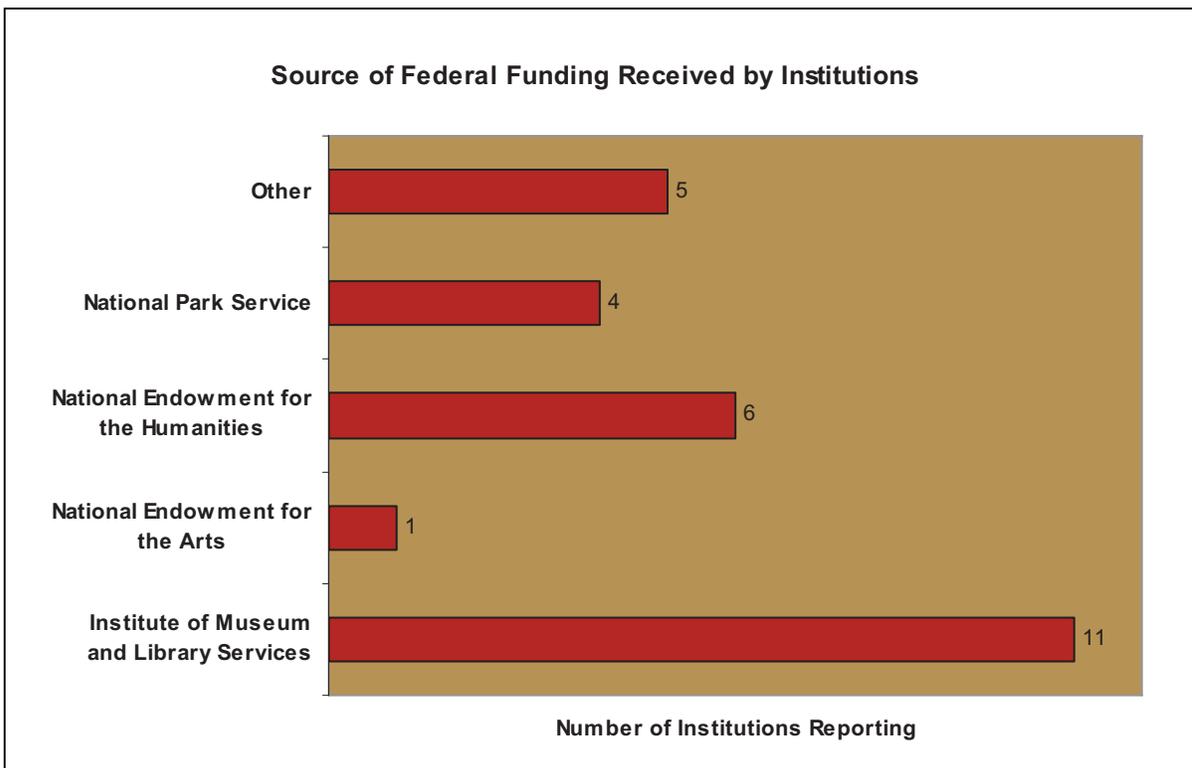
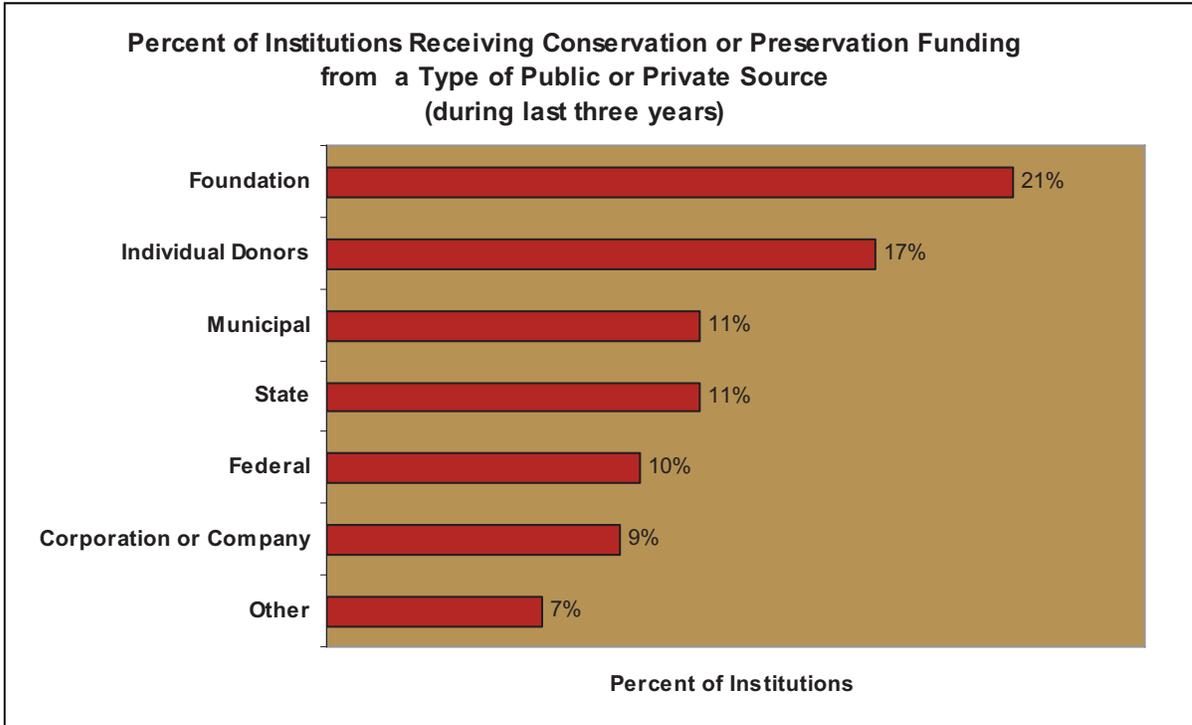
\* 162 Institutions Reporting

Appendix 4 - Collection-Storage Responses

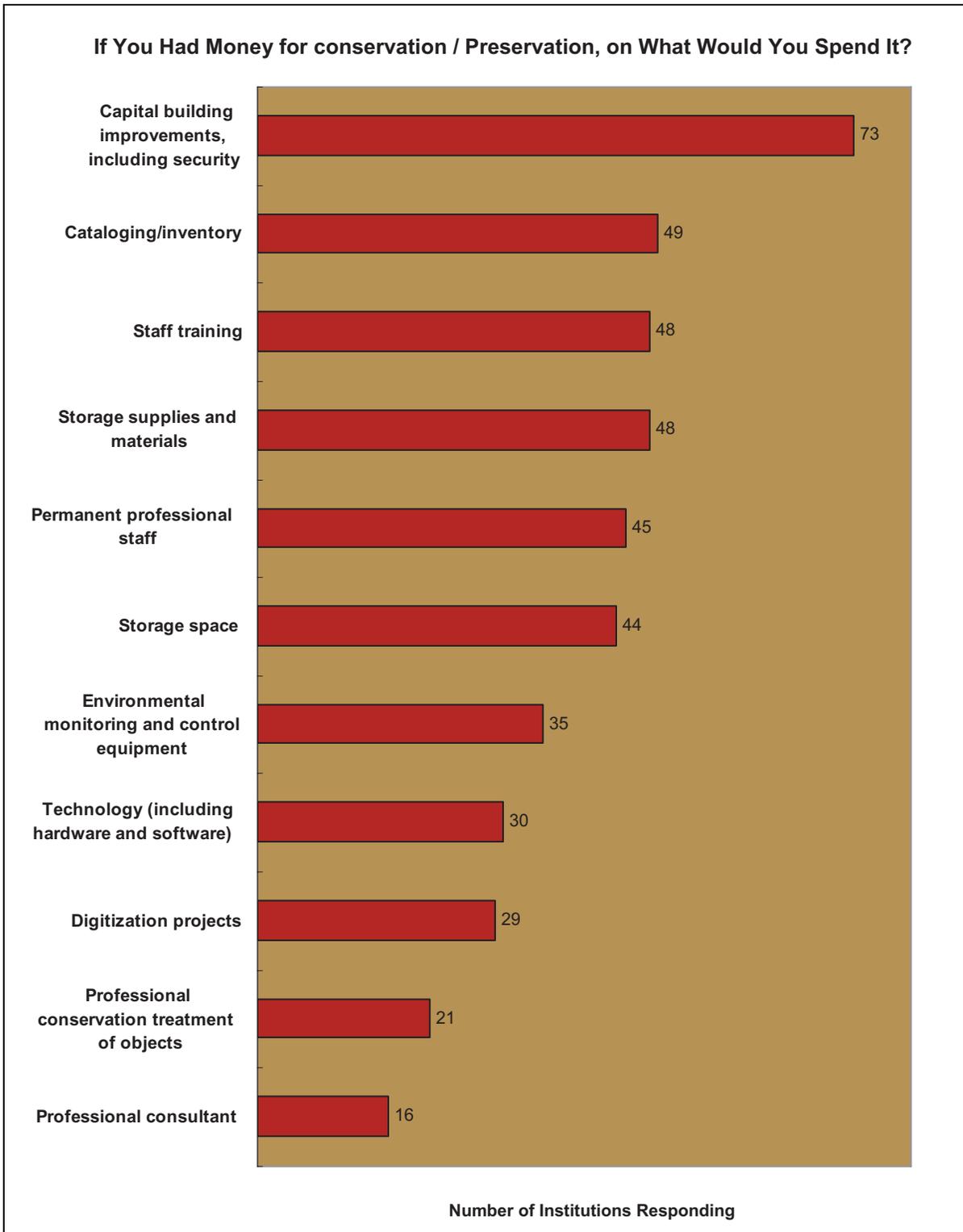


# Appendices

## Appendix 5 - Respondents' Preservation Funding

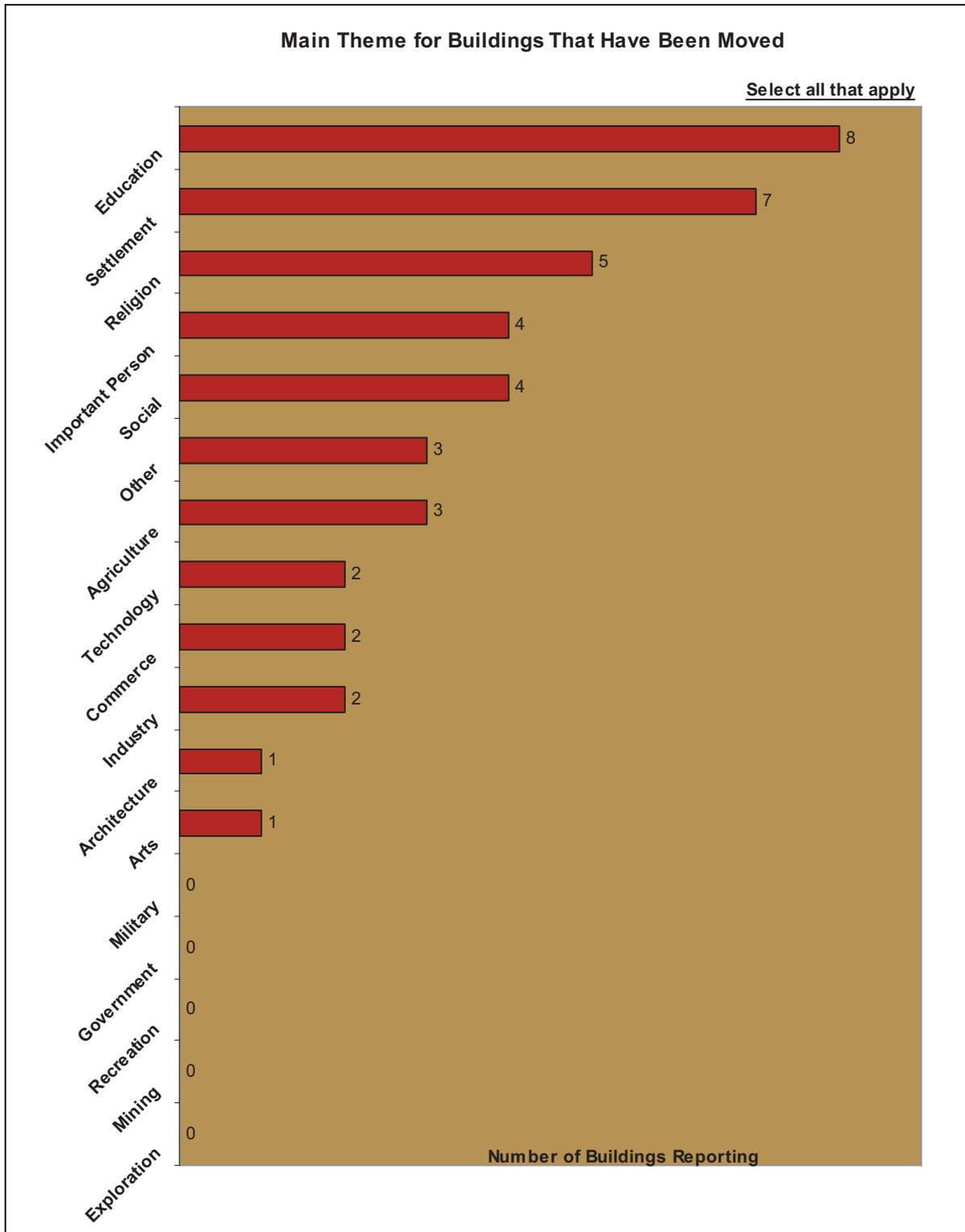


Appendix 6 - Conservation / Preservation Spending Choices

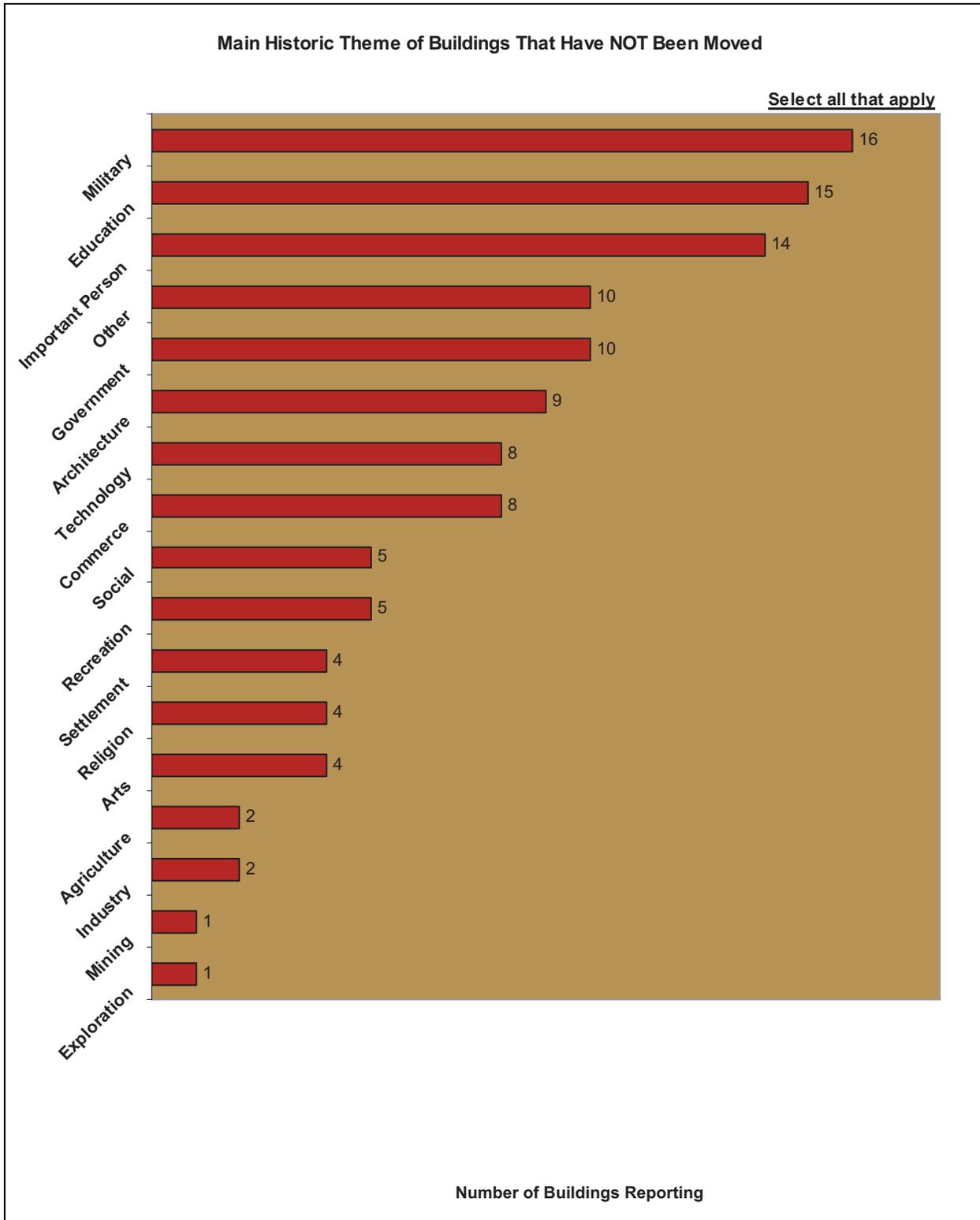


# Appendices

## Appendix 7 - Themes of Historic Buildings



Appendix 7, cont. - Themes of Historic Buildings



# Appendices

## Appendix 8 - Buildings on the National Register of Historic Places

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**Adams Museum & House, Inc.**

Adams Museum  
Historic Adams House

**Austin Whitmore House**

Austin Whitmore House

**Brule County Historical Society**

Holy Trinity Bendon Church

**Carnegie Public Library, Dell Rapids**

Carnegie Public Library

**Cold Springs Historical Society**

Cold Springs School

**Custer County 1881 Courthouse Museum**

Custer County Courthouse

**Dakotaland Museum**

Centennial Stone Church Center  
Pyle House

**De Smet Depot Museum**

Train Depot

**Deadwood Public Library**

Deadwood Public Library

**Dell Rapids Society for Historic Preservation**

Dieson Department Store

**East Gregory County Museum**

Gregory County State Bank

**Faulk County Historical Society**

Pickler Mansion

**Fort Sisseton Historical State Park**

Commanding Officer's Quarters  
Doctor's Residence  
Guardhouse  
Hospital  
Library/Schoolhouse  
Magazine  
North Barracks  
South Barracks  
Stable  
Officer's Quarters  
Adjutant's Office  
Blacksmith's & Carpenter Shops

**Dakota Discovery Museum**

Discovery Museum  
Beckwith House

**Galena Historical Society**

Galena School

**Grant County Historical Society**

Carnegie Library

**Keystone Historical Society**

Keystone School

**Laura Ingalls Wilder Memorial Society**

Ingalls Home  
Surveyors House

**Lorik's-Peterson Heritage House**

Lorik's - Peterson House

**Marcus P. Beebe Memorial Library**

Marcus P. Beebe Memorial Library

**Mellette Memorial Association**

Mellette House

**Minuteman Missile National Historic Site**

Missile Launcher Delta-09  
Heated Vehicle Storage Facility Delta-01  
Launch Facility Support Building Delta-09  
Launch Control Facility Delta-01

**Siouxland Heritage Museums**

Old Courthouse Museum / Minnehaha County  
Building  
Pettigrew Home and Museum

**South Dakota State Agricultural Heritage Museum**

Old Stock Judging Pavilion  
Rammed Earth Building

**Stavig House Museum**

Stavig House

**Vermillion Public Library**

Carnegie Library

**Washington Pavilion of Arts and Science**

Washington Pavilion (formerly Washington  
High School)

To obtain a copy of the *South Dakota Connects to Collections* report please visit the South Dakota State Historical Society website at <http://history.sd.gov> or contact

Project Director:

Helen B Louise

Museum Director

South Dakota State Historical Society

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Pierre SD 57501

Phone: 605-773-3798

E-mail: [helen.louise@state.sd.us](mailto:helen.louise@state.sd.us)

# SOUTH DAKOTA CONNECTS TO COLLECTIONS

*What Does the Future Hold for South Dakota's Historic Objects?*



Project made possible with support from



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