

BASIC INFORMATION

1. Please describe your organization (e.g., private collection, state historical society, private non-profit museum, etc): _____
2. What type of collection do you work with (e.g. history, art, natural history, mixed) and what does your collection specialize in (e.g. agricultural history, medical equipment, regional items, etc.)? Please list as many as applicable and rank them in order according to percentage of objects in the collection. List the highest percentage first (and if possible the percentage itself) and so on: _____

3. What is your collecting period (please indicate specific years or centuries)? _____
4. How many items are in your collection?
Less than 5,000 5,000-10,000 10,000-25,000 25,000-50,000 Over 50,000
5. How long has your organization used *Nomenclature*? _____
6. How long have you (personally) used *Nomenclature*? _____
7. Which *Nomenclature* edition do you currently use?
1978 1988
8. How often do you use *Nomenclature*?
Daily Weekly Monthly Hardly Ever Other (please explain below)

9. How is your collection physically grouped/organized? (i.e., is it organized according to *Nomenclature*, object material, object type, object date, etc.) _____

10. Please name any other classification/nomenclature systems you currently use: _____

11. Please name any other classification/nomenclature systems you **have** used and how they compare to *Nomenclature*? _____

12. How do you use *Nomenclature* in your organization's collections management system? _____

COLLECTIONS MANAGEMENT SOFTWARE:

13. Does your organization maintain collection records on computer?
Yes No
- 13.a If yes, what type of software do you use (e.g., Argus, Collection, Minaret, Past Perfect, Regis, Snap, Timeless Collections, Excel, Custom, Modified off-the-shelf, etc.) _____

14. Does your software permit the entry of object names that aren't included in the *Nomenclature* lexicon?
 Yes No
15. Do you normally get your *Nomenclature* terms from a pre-existing list in your software or from the book?
 Software Book

INTRODUCTORY SECTION & SUPPLEMENTAL INFORMATION:

16. Have you read the introductory section in *Nomenclature*?
 Yes No
17. Did you find the introductory section helpful?
 Yes No
18. How often do you peruse the introductory chapters to *Nomenclature*?
 Daily Weekly Monthly Never
19. Additional information is provided in *Nomenclature* by means of notes, related terms, and suggestions concerning the use of preferred and non-preferred terms. Do you find this information helpful?
 Yes No
20. Please list any suggestions for additional supplemental information: _____

CLASSIFICATIONS & CATEGORIES

Just a reminder:

- Category (e.g., Furnishing)
- Classification (e.g., Bedding)
- Preferred Term (e.g., Blanket)

21. If you find any of the classification definitions in the introduction confusing or unclear, please indicate which ones: _____

22. What additional categories and classifications should be added to *Nomenclature*? _____

23. What categories and classifications should be deleted from *Nomenclature*? _____

24. What categories and classifications should be combined? _____

25. Which categories and classifications are most in need of additional terms? _____

26. What sort of items do you tend to place in the unclassifiable artifacts category? _____

27. How often have you encountered collection objects that don't seem to fit into the categories and classifications of *Nomenclature*?
Never Seldom Occasionally Regularly Frequently

28. What categories and classifications have you added terms to the most? _____

29. Have you further broken down the classification of Clothing (i.e., children's clothing, men's clothing, military clothing) and if so, how? _____

30. How have you interpreted the definition of the classification "Merchandising T&E" (what types of items do you put into that classification)? _____

PREFERRED TERMS

31. Which categories and classifications in *Nomenclature* need preferred term definitions? _____

32. How do you deal with objects that have two or more common names or spelling variants? _____

33. How do you deal with objects whose proper name is in a language other than English? _____

34. Do you add regional terms to *Nomenclature*?
Yes No

35. Would you like to see regional terms added to *Nomenclature* in some capacity?
Add Don't Add

36. How is the addition of terms handled within your institution (by a committee, a specified person, whomever is using it at the time, etc.)? _____

37. How have you dealt with consumable products that don't fit neatly within given categories (e.g., tobacco twists, canned foods, unpackaged food such as hard tack, etc.)? _____

38. How have you dealt with the dual nature of some objects (i.e., a ruler that has a business advertisement printed on one side)? _____

39. Would a *Nomenclature* dictionary, that defined uncommon preferred terms specifically, be a helpful resource?

Yes No

40. Do you have many (more than 50) Native American materials and/or natural history objects?

Yes No

40a. If yes, do you use *Nomenclature* to classify them?

Yes No

40b. If yes, how _____

41. About how many terms would you estimate that you've added through the years?

Less than 50 50-100 100-250 250-500 Over 500

42. Please indicate whether the terms you have added are mostly highly descriptive terms (Envelope, Glassine) or general terms that *Nomenclature* left out (television)?

Descriptive General

42a. Are most of your additions related to specific categories or classifications, and if so, which ones?

43. How many of your added terms have you retained?

Less than 10% 10%-25% 25%-50% 50%-75% 75%-100%

44. When assigning a term, do you normally find it through:

The hierarchical list The alphabetical list (index) Use both evenly

45. Do you generally follow *Nomenclature* rules when assigning a term or do you often ignore the "rules?" (i.e., if you want to call something "hutch," but the book says that's too general, do you choose one of the preferred terms like "Cabinet, Corner" or "Cabinet, China?")

Never Seldom Occasionally Regularly Always

46. How often have you encountered collection objects whose specific name can't be found in *Nomenclature* lexicon?
Never Seldom Occasionally Regularly Frequently

47. In cases where the proper object name is not to be found in the *Nomenclature* lexicon, do you choose a lexicon term, even if it is less precise, or add the desired name to the lexicon?
Choose Add

48. How often have you been uncertain as to which of two (or several) *Nomenclature* terms would identify a particular collection object?
Never Seldom Occasionally Regularly Frequently

49. If you are trying to classify a component of an object (say a horn for a phonograph record player), do you choose the object term for the larger object, or add the term of the specific component?
Choose Add

REVISION FORMAT/UPDATES

50. Would you prefer a revised edition of *Nomenclature* be published in a traditional hard copy format, or electronically (i.e., as a web site whose content might be freely viewed or might be downloaded to a museum's computers on a subscription basis)?
Traditional Format Electronic Format Both

51. If *Nomenclature* were available electronically, would you still want to purchase and use a traditional book form?
Yes No

52. If expanded versions of the *Nomenclature* lexicon (incorporation of new terms suggested by users and endorsed by a central clearinghouse or steering committee to encourage consistency and avoid redundancy) were made available on a periodic basis (i.e., an annual supplement to subscribers), would your institution be likely to subscribe?
Yes No

53. Would you like to see the updates available as:
Via the internet In a traditional hard copy format

54. If there were a "clearinghouse" to which *Nomenclature*-related questions or problems could be referred, would you use it?
Yes No

55. Would you participate in an online discussion group regarding *Nomenclature*?
Yes No

56. Is there anything concerning the revision of *Nomenclature* you would like to suggest to the committee that has not been covered previously in this survey? _____

