

Core Documents Workshop: One-year Follow-up

Introduction

It's hard to believe, but it's already been a year since we saw you at the Core Documents Workshop! We wanted to follow-up to see if/how your museum has been able to benefit from participating in the workshop and what progress you may have made on your core documents.

Please complete this short survey - it's 12 questions and should only take about 5-10 minutes. Your feedback is important and can help us with future workshops and professional development opportunities, plus it captures important data about the impact of the training and about the state of best practices in the museum field.

1. Provide the date, location, and provider of the workshop you attended.

Date (Month Year)

Location (City, State)

Provider/organizer (e.g.,
the state/regional
association, X state field
service office, AAM, etc.)

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Document Status Assessments

2. What was status of each of your museum's core documents when you participated in the Core Documents Workshop last year?

	Didn't have this document	We had started it; had a basic outline/draft	We were working on it; had a pretty solid draft in place	Had it; could have used some improvement/tweaking, through	Had it; it was finalized (approved) and in use
Mission Statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Institutional Code of Ethics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emergency/Disaster Preparedness Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Strategic Institutional Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collections Management Policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. What is the status of each of your museum's core documents today?

	Don't have this document	Started it; have a basic outline/draft	Working on it; have a pretty solid draft in place	Have it; could use some improvement/tweaking, though	Have it; it's finalized (approved) and in use
Mission Statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Institutional Code of Ethics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emergency/Disaster Preparedness Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Strategic Institutional Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collections Management Policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Workshop Review

4. Indicate your level of agreement with the following statements:

	Definitely <u>Not</u>	Probably <u>Not</u>	I'm not sure	Probably	Definitely
My museum has a better understanding of museum core documents and best practices since participating in this workshop.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My museum has used the handouts and course materials since leaving this workshop.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My museum plans to apply for Core Documents Verification.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My museum plans to apply for AAM Accreditation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My museum would participate in future workshops on core documents and best practices.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Benefits and Motivations

5. What was your museum's biggest motivation to participate in this core documents workshop?

- ☐ Potential funding opportunities associated with Core Documents Verification
- ☐ Professional development
- ☐ Board education
- ☐ Commitment to best practices
- ☐ AAM Continuum of Excellence programs (Core Documents Verification/Accreditation)
- ☐ Other (please specify)

6. I shared knowledge and content from this workshop with (check all that apply):

- ☐ Museum Staff
- ☐ Museum Volunteers
- ☐ Museum Board Members
- ☐ Colleagues at other museums

7. What was the greatest benefit of participating in this workshop?

- ☐ Getting content and insights directly from the service organization/museum practioners
- ☐ Learning in the company of peers from other regional institutions
- ☐ Practical resources provided throughout the workshop
- ☐ Other (please specify)

8. My museum would send the following stakeholders to future core documents and best practices workshops (check all that apply):

- ☐ Paid staff
- ☐ Board members
- ☐ Non-paid staff/volunteers

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AAM Programs

9. If the museum plans on applying for Core Documents Verification, how soon does it plan to apply?

- ☐ 1-3 months
- ☐ 3-6 months
- ☐ 6 months-1 year
- ☐ 1+ years
- ☐ We don't plan to apply for Core Documents Verification

10. What has been the museum's biggest barrier to applying for Core Documents Verification?

- ☐ Documents aren't ready
- ☐ Documents require board approval
- ☐ Cost of participation
- ☐ Still not sure of requirements
- ☐ We are not interested in participating in Core Documents Verification
- ☐ Other (please specify)

11. If the museum plans to apply for AAM Accreditation, how soon does it plan to apply?

- ☐ 6 months-1 year
- ☐ 1-3 years
- ☐ 3+ years
- ☐ We do not plan to apply for AAM Accreditation

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Anything else?

12. Please share any other comments or suggestions for the organizer and/or AAM about this core documents workshop and/or future core documents and best practice workshop opportunities.

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Thank You!

Thanks for taking the time to update us on your progress and provide your feedback!