

# HANDMADE PAPER COLLECTION QUESTIONNAIRE

rev.9.15.05

**Objective:** This questionnaire seeks to compile information about special collections of handmade paper specimens and objects utilizing handmade paper, along with related literature and didactic material on handmade paper and hand papermaking. If you require more room, please continue your answers on the back of the form or attach additional sheets. For questions or comments, please contact Mina Takahashi, [editor@handpapermaking.org](mailto:editor@handpapermaking.org)

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Completed by: \_\_\_\_\_

Date completed: \_\_\_\_\_

## GENERAL INFORMATION

Name of Special Collection: \_\_\_\_\_

Institution: \_\_\_\_\_

Secondary name (Library, Research Center): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip, Country: \_\_\_\_\_

URL Web Address of the Special Collection: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number (include area code and/or country code): \_\_\_\_\_

Fax (include area code and/or country code): \_\_\_\_\_

Email Address: \_\_\_\_\_

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## DESCRIPTION OF SPECIAL COLLECTION

### Holdings

*Please describe what is in the collection and approximate number of each category. Please note any categorical, geographical, or chronological emphases, included or excluded. If holdings are text-based, in what language(s) is the material? If holdings related to handmade paper are a subset of the collection, please indicate the percentage of the collection that is relevant for this survey.*

*(please continue on next page)*

(Description of Holdings, cont.)

Primary strength of collection

Highlights of the collection

*To give readers a sense of the range of your holdings, please describe (and explain the importance of) three to five major highlights or unusual items from the collection.*

Housing

*Please note how the collection is housed.*

## History of the Collection

Inclusive dates of the objects in the collection:

Date when the collecting began:

Dates and circumstances of major additions to the collection:

Is the collection still growing? If yes, please describe your collection development policy and/or your accession/deaccession policy.

Person(s) mainly responsible, historically and currently, for developing the collection:

Major donors, gifts, and grants:

## **ACCESS**

### Bibliographic Access

*If the collection is cataloged, please give details. For instance, is it hierarchical, chronological, or alphabetical? Please note if there are finding aids, indexes, subject bibliographies, and/or databases.*

*Is the collection catalog available on-line? If yes, please note the URL website address of the catalog. Have you noted an increase in requests to view the collection as a result of making the catalog available on-line?*

*Are images of the holdings digitized and available on-line? If yes, please note the URL website address and the percentage of holdings (or the number of items) on the site.*

*If the collection is not cataloged, are there plans to do so? If your collection includes decorative and decorated papers, would you be interested in using an English-language international standard thesaurus currently being developed by a committee of European libraries, led by Sidney Berger?*

Physical Access

*Please describe what types of access the institution provides to the collection (exhibition viewing only? staff-assisted viewing? hands-on viewing?). What is your handling policy – gloves? washed hands? other?*

Hours of operation:

Special restrictions:

*Thank you for completing this questionnaire.  
Please return by Hand Papermaking, PO Box 77027, Washington, DC 20013-7027 USA*