

## Questionnaire Itinerary of the book

Please return the completed questionnaire to:

Alan Marshall  
Enssib  
17-21 bd du 11 Novembre 1918  
69623 Villeurbanne cedex  
France

*Any promotional or other documents  
which you think would help us provide  
a more complete profile of your  
organisation would also be most  
gratefully received.*

### Identity of the organisation

Name of the organisation:

Director's name:

Address:

Town:

Postcode :

Country:

Telephone:

Fax:

Web site address:

e-mail address:

When was your organisation founded?:

(If applicable) when was is renovated?:

Surface area:

#### Type of institution:

	yes	no
Museum	<input type="checkbox"/>	<input type="checkbox"/>
Library with:		
permanent exhibition	<input type="checkbox"/>	<input type="checkbox"/>
temporary exhibitions	<input type="checkbox"/>	<input type="checkbox"/>
Museum dedicated to the work of a writer	<input type="checkbox"/>	<input type="checkbox"/>
Working museum:		
Workshop	<input type="checkbox"/>	<input type="checkbox"/>
Paper mill	<input type="checkbox"/>	<input type="checkbox"/>
Factory	<input type="checkbox"/>	<input type="checkbox"/>
Other (give details):		

## Organisation

### Opening hours

	yes	no
on demand	<input type="checkbox"/>	<input type="checkbox"/>
occasional	<input type="checkbox"/>	<input type="checkbox"/>
several days per week	<input type="checkbox"/>	<input type="checkbox"/>
all week	<input type="checkbox"/>	<input type="checkbox"/>

### Status

state	<input type="checkbox"/>	<input type="checkbox"/>
regional	<input type="checkbox"/>	<input type="checkbox"/>
municipal	<input type="checkbox"/>	<input type="checkbox"/>
association	<input type="checkbox"/>	<input type="checkbox"/>
foundation	<input type="checkbox"/>	<input type="checkbox"/>

### Financing

state-funded	<input type="checkbox"/>	<input type="checkbox"/>
locally-funded	<input type="checkbox"/>	<input type="checkbox"/>
self-financing	<input type="checkbox"/>	<input type="checkbox"/>

### Personnel

	Number of posts
Curatorial / scientific	
Reception / animation	
Management / security	
Other	

## Collections

### Principal features of the museum's collections

Indicate on a scale of 1 to 5 the relative importance of your collections:

e.g. a printing museum (Printing: 1) with an important collection of company archives (Company archives: 2) and some prints (Prints: 3)

Printing	<input type="checkbox"/>
Books	<input type="checkbox"/>
Prints	<input type="checkbox"/>
Paper	<input type="checkbox"/>
Company archives	<input type="checkbox"/>
Posters, publicity, packaging	<input type="checkbox"/>
Other	<input type="checkbox"/>

## A. Products

### 1. Manuscripts :

(indicate the approximate number if possible)

	quantity
Codex	
Other	
Total	

### 2. Printed documents:

(indicate the approximate number if possible)

	Hand press period				Industrial period	
	15 <sup>th</sup> c.	16 <sup>th</sup> c.	17 <sup>th</sup> c.	18 <sup>th</sup> c.	19 <sup>th</sup> c.	20 <sup>th</sup> c.
Incunabula						
Books						
Prints						
Periodicals, newspapers						
Posters						
Packaging						
Jobbing printing						

## B. Machines and sundry equipment

### 1. Machines:

(indicate the approximate number if possible)

	15 <sup>th</sup> c.	16 <sup>th</sup> c.	17 <sup>th</sup> c.	18 <sup>th</sup> c.	19 <sup>th</sup> c.	20 <sup>th</sup> c.
Papermaking						
Typecasting						
Typesetting						
Engraving, process engraving						
Impression						
Bookbinding, finishing						
Scale models, facsimiles of machines						

**2. Sundry equipment:** (indicate the approximate number if possible)

	Hand press period				Industrial period	
	15 <sup>th</sup> c.	16 <sup>th</sup> c.	17 <sup>th</sup> c.	18 <sup>th</sup> c.	19 <sup>th</sup> c.	20 <sup>th</sup> c.
Papermaking (moulds, watermarks, etc.)						
Typecasting:						
punches						
matrices						
other						
Typesetting:						
lead type						
wood type						
photomatrices						
ornaments						
workshop furniture (racks, cases, etc.)						
other						
Engraving, process engraving:						
wood cuts/engravings						
copperplate engravings						
litho stones						
letterpress blocks, stereo plates, etc.						
other						
Impression						
Bookbinding, finishing:						
machines						
bookbinder's brasses						
other						
Workshop furniture						

**C. Do you have a reserve collection?**

yes      no  
     

If so, please give a general indication of its composition:

**D. Items in the museum's collections worthy of special mention:**

**Additional resources**

**Research tools**

**Which of the following are available to the public?**

**Inventory:**  **yes**  **no**

	manual	computerised
incomplete		
exhaustive		

**A printed guide to the collections:**  **yes**  **no**

**Other publications** (catalogues, cd-rom etc) :  **yes**  **no**

**Library:**  **yes**  **no**

Number of books (approximate) :

Special corrections :

(details)

**Availability:** **yes** **no**

general public

researchers

on demand

occasional

several days a week

all week

**Guided tours, workshops, etc. :** (tick the appropriate box)

	<b>yes</b>	<b>no</b>
Individual visits	<input type="checkbox"/>	<input type="checkbox"/>
Guided tours	<input type="checkbox"/>	<input type="checkbox"/>
Workshops	<input type="checkbox"/>	<input type="checkbox"/>

**Access:**

	<b>yes</b>	<b>no</b>
Public transport	<input type="checkbox"/>	<input type="checkbox"/>
Parking nearby	<input type="checkbox"/>	<input type="checkbox"/>
Access for disabled persons	<input type="checkbox"/>	<input type="checkbox"/>