



FIELD SURVEY TOOL KIT INTERPRETIVE EXHIBITS



MISSOURI STATE PARKS
is a Division of the Department of Natural Resources

Exhibits Survey Toolkit Team

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Why Do We Need An Exhibit Survey?

As surprising as it may seem, our state parks exhibits production team in Jefferson City does not have a comprehensive, searchable database of field exhibits or their contents. There is no time like the present to begin one, and we've been tasked to do so. We need the cooperation of every field employee who curates, maintains, creates or collects such exhibits. You, too, will benefit from this effort. Goals of the exhibit survey are to:

- ✓ *List current physical exhibit holdings, their locations and their conditions.*
- ✓ *Create a searchable, computerized resource for narrative and graphic files.*
- ✓ *Make a tool to use to assess needs and justify replacements, acquisitions and budget requests.*
- ✓ *Coordinate new exhibit proposals with current exhibit status.*
- ✓ *Increase efficiency, response time and accuracy when processing exhibit requests.*

So What Are The Direct Benefits For My Facility?

The planning team designed this project with facility benefits in mind. They felt this was imperative to engage facilities already taxed by their day-to-day responsibilities. This is why the team will make sure each facility is provided a report organizing their survey efforts. Therefore, the exhibit survey will:

- ✓ *Provide an exhibits inventory and layout plan for your facility Interpretive Plan.*
- ✓ *Support your efforts to identify interpretive resources on the park or site's web pages.*
- ✓ *Provide a basis for tracking the cyclic maintenance of your existing exhibits.*
- ✓ *Allow us to use text, images and graphics available in existing records for other requests.*
- ✓ *List current physical exhibit holdings, their locations and their conditions.*

Do We Really Have Time For This Survey?

We are all very busy these days, particularly given budget shortfalls and staffing challenges. We are hopeful that spending a little time up front will save considerable time in the future. Every effort is being made to minimize the time needed to collect the survey information. We have adhered to the "keep it simple silly" (KISS) concept to make this happen. The survey is limited to the key information needed to gain an understanding of the exhibits at your facility, i.e. "...what's out there and where is it?" The forms and guidelines are simple and straight forward.

How Will We Implement The Survey?

We will do the survey in several phases. The first phase will focus on the Ozarks District. Later phases will focus on our other districts. The survey is designed to capture a snapshot of your exhibit inventory as it stands today. It focuses on exterior exhibits but will also gather some preliminary information for indoor exhibits so they can be surveyed at a later date. This is only due to the fact that most indoor exhibits tend to be much more complex requiring a more focused approach.

So How Do I Get Started?

This packet includes the survey guidelines and a set of worksheets in both printed (Appendix C) and electronic format. The electronic versions are on the disk that also includes the database entry capability. You will also receive a hard copy map of your facility (may also be on the disk in electronic format). The disk is writable and can be used to return your completed survey. We suggest that you first become familiar with the guidelines. Then begin completing the worksheets. Start with the Exhibit Overview & Tally Worksheet (coded "OV/T" in its title). This sheet will get you thinking about the type and number of exhibits you have in your facility and the time you will need to complete your survey. Then you will be ready to begin adding detail to the exhibit worksheets. The printable set of worksheets is included for you to use in gathering information in the field. The electronic set will allow you to enter the information directly into a database-friendly program for electronic submission. In some instances, you may not have to use every worksheet provided. In other instances, you may need to use several copies of the same worksheet (e.g. several waysides or more than one kiosk). Included with this package:

- ✓ *Survey Guidelines*
- ✓ *Exhibit Overview & Tally Worksheet (OV/T)*
- ✓ *Indoor Exhibit / Amphitheater Worksheet (IN)*
- ✓ *Low Profile Wayside Exhibit Worksheet (W)*
- ✓ *Interpretive Kiosk/Plaza Worksheet (KP)*
- ✓ *Supplemental Kiosk/Plaza Worksheet (KP-S)*
- ✓ *Park Base Map*
- ✓ *CD RW containing the database, Guidelines, Worksheet, etc. Can also be used to return completed worksheets.*

What Will I Need To Conduct The Survey?

As a rule-of-thumb you should only need a few minutes to complete each worksheet in the field then a bit more time to capture the digital images. Entering the data into the electronic forms will add some additional time. Here is a list of items you may find helpful when you do your field work.

- ✓ *Survey Guidelines*
- ✓ *Forms (multiple copies for field notes--App. B)*
- ✓ *Clip Board*
- ✓ *GPS unit set to datum NAD 83 and UTM units*
- ✓ *Pencils / Markers*
- ✓ *Park Map (suitable for field notes)*
- ✓ *Measuring Tape*
- ✓ *Camera (healthy batteries)*
- ✓ *Cleaning Supplies (see Panel Clean-up section)*

What About DSP Produced Exhibits That Are Not On State Park Property?

You do not have to worry about them! We know that some exhibits produced by the division have been installed on community or private property not designated as a state park or state historic site. Markers included in the Civil War Marker Program and several of the Lewis and Clark markers fall into this category. Survey activities for these exhibits will be addressed by the Resource Management and Interpretation Program. You only need to be concerned about the exhibits installed on designated state park or state historic site property managed by your facility.

What If I Come Across A Wayside Or Kiosk That Is Missing A Panel?

If you find a structure that is missing a panel, complete the appropriate form and note the missing element. Adding these to the survey will allow us to work with you to add a needed panel or identify other options to make use of the structure or remove it completely.

What About Amphitheaters and Bulletin Boards?

Even though Amphitheaters are not traditional indoor facilities, we ask that you record them on the Indoor Exhibit / Amphitheater tab so they are included as one of your interpretive resources. Bulletin boards typically include notices of interpretive programs and interpretive materials; they are reported in the kiosk section of the survey.

What Happens After I Return My Survey?

The information will be combined into a central database. Then we can begin using it to manage ongoing needs as outlined earlier in these guidelines. When you complete the field portion of your survey, you will have an immediate record of exhibits in your facility. In addition, we will generate a report (and hopefully, a map) for your facility and send that back to you. This information will provide you a new tool to use in managing and promoting your exhibit resources. This record will be an excellent addition to the "Methods" section of your facility Interpretation Plan. Furthermore, we hope to eventually create a Geographic Information System (GIS) data layer identifying exhibit resources statewide.

Who Do I Contact If I Have Questions?

If you have any questions concerning the survey process or forms, please contact Kathy Williams, Resource Management and Interpretation Program. Kathy has agreed to be our "gatekeeper" for these inquiries and will be happy to assist by responding to your inquiry or putting you in touch with someone who can. She can be reached via phone at (573) 526-5452 or by e-mail at Kathy.Williams@dnr.mo.gov.

Helpful Hints & Tips

Panel Cleanup and Inspection

Before inspection, cleaning each exhibit panel with mild soap and water can reveal hidden damage, remove dirt or debris that may cause more damage and improve the general appearance of the exhibit.

1. Do a pre-wash with Dawn solution. Its de-greasing property will help open the surface pores for a deeper cleaning. Put the Dawn solution on a soft cloth that is free of particles that could scratch the surface. Use a circular motion as you clean the surface. You could also use a Scotch Brite green pad and do a *gentle rub*. (*Do not allow solution to run down the panel—it may be pulled under and between the laminate/vinyl/substrate and degrade the adhesive.*)
2. If Dawn does not clean the surface, use denatured alcohol. Place a small amount of denatured alcohol on a soft cloth that is free of particles that could scratch the surface. Use a circular motion as clean the surface. It will take several applications to clean a panel with permanent marker markings, etc.
3. If you use denatured alcohol, follow up with another wash using Dawn solution.

Exhibits Panel Numbering System

In order to help match the worksheets, map and photographs, please assign an individual number to each panel. Additionally this number will help to identify the panel in our records when it needs to be replaced.

The basic numbering system that we will use will consist of the park code, structure code and number, and panel number. The electronic form automatically assigns a number and we recommend using the same format for your field notes and when you identify the exhibit on the park base map.

For example, a typical number would look like: 4ARR-KP01-01
Translation: Arrow Rock State Historic Site-Kiosk/Plaza #1-panel #1

Park Codes: Use SAMII Organization numbers. For those parks that share a SAM II Org #, we have added a specific code to further identify the specific park. For example, Elephant Rocks is under Fort Davidson, and the code for Elephant Rocks is 5607. This was a code previously used for Elephant Rocks. In other cases, we've simply invented one. JEFL is Jefferson Landing SHS, and JCSHS is Jewell Cemetery SHS.

Structure Codes: To the Park Code add the structure code from the following list.
W – Wayside (Exhibits only, not Bulletin Boards)
KP – Kiosk/Plaza (Includes Bulletin Boards see page 6)
IN – Indoor Exhibit / Amphitheater

Structure Number: Add a number at the end of the structure code to identify the specific structure. We recommend using sequential numbers in the order that you survey the structures or the order that they appear on the map.

Panel Number: Each panel on every structure gets an individual number. We recommend using sequential numbers in the order that you survey the panels or the order that they appear on the map. For Wayside photographs label the general view “a” and the close-up “b.” See Low Profile Wayside Exhibit guidelines under Photo Guidelines on page 5.

Map Guidelines

- Use the maps provided with your tool kit. **Note: These maps are for internal use only. They have not been approved for distribution to the public. Maps for public distribution must be requested using standard procedures through line authority.**
- Accurately and legibly mark and label all interpretive structures including waysides, kiosks/plazas and indoor exhibits.
- Use the same numbering system on the map, photographs and worksheets.
- The electronic form automatically assigns exhibit panel numbers. Make sure the final map and photographs use the same number.
- Include a key, see the recommended key below.
- If a GPS unit is available, please record the GPS coordinates for each location using the panel number as the name of the Waypoint. The GPS must be set to NAD 83 datum and UTM format. These are the standard datum and format designated by the Department of Natural Resources. See Appendix A on page 8. For questions or assistance with GPS, contact Eugene Vale (573) 522-1446, Eugene.Vale@dnr.mo.gov.

SAMPLE MAP

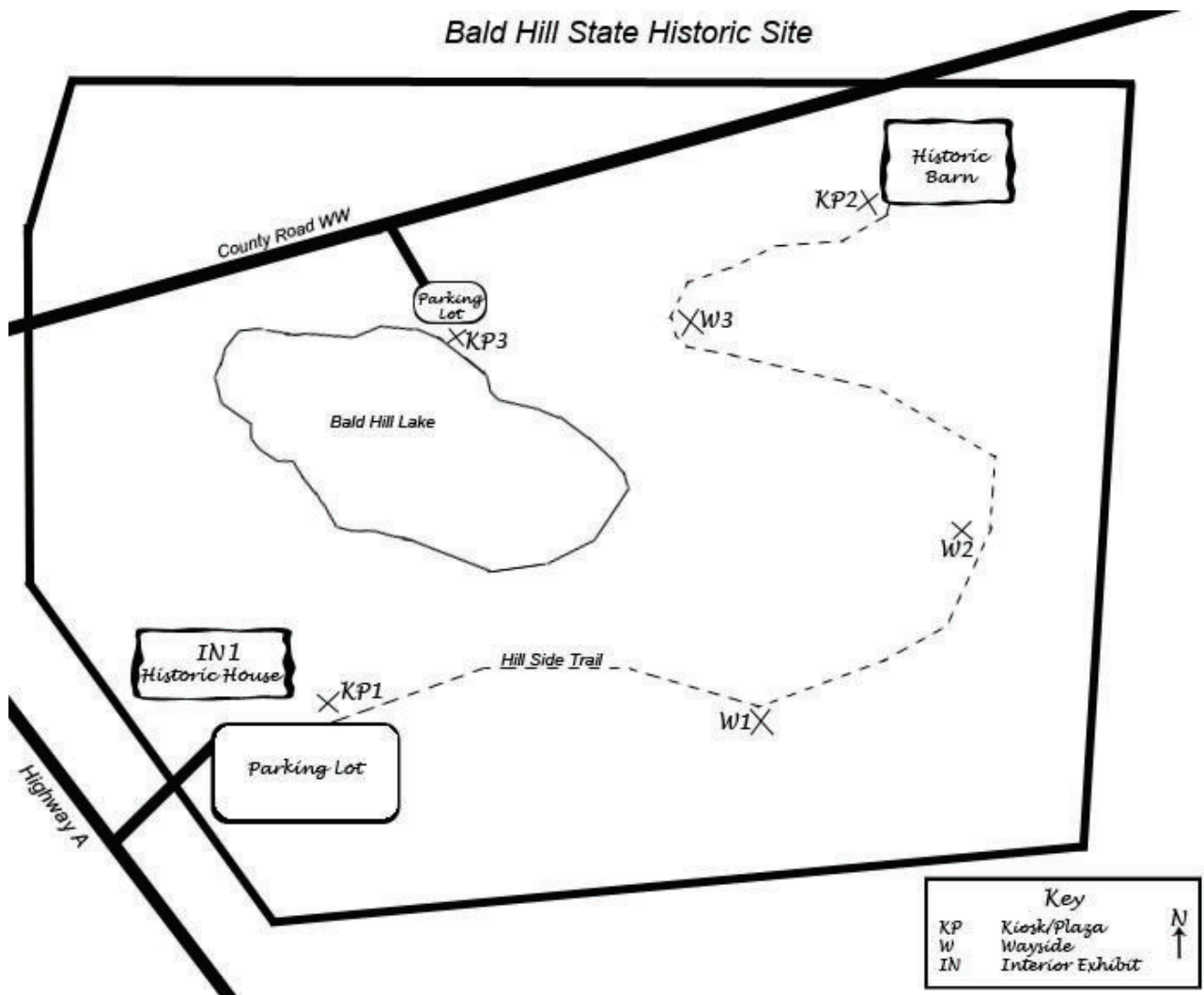


Photo Guidelines

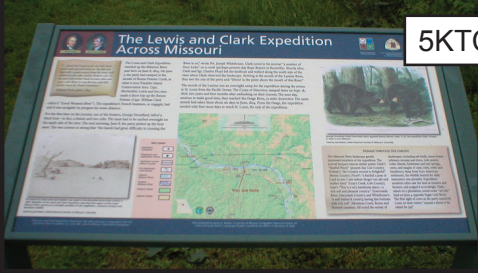
- Prefer current high resolution *.jpg image (6 megapixels, 1-2 Mb minimum) or 35 mm print film.
- If digital, paste into the electronic worksheet or rename consistent with labeling used in the respective worksheet.
- If film, develop film and label back side of print(s) as identified in the respective worksheet and attach to the worksheet.

Photo preference examples

LOW PROFILE WAYSIDE EXHIBIT
Please provide one image of the wayside unit (panel and base) in its surroundings and at least one close-up image of the entire panel.



5KTC-W002a



5KTC-W002b

INDOOR EXHIBIT / AMPHITHEATER
Please provide an exterior image of each building or structure.



4ARR-IN1



4LAO-IN3

KIOSK/PLAZA

Please provide at least one image of the kiosk or plaza showing the structure(s) and surroundings.

Provide at least one close-up image of each panel included in kiosk/plaza.



Kiosk

4CHN-KP01

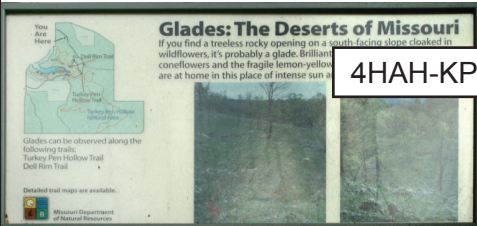


4CHN-KP01-03



Plaza

4HAH-KP01



4HAH-KP01-03



Glade

4HAH-KP01-10

Using the Electronic Forms

Copy the database Exhibit_Inventory folder from your CD to a location on your computer's hard drive. Inside it will be the database Exhibit_Inventory.mdb.

ACCESS 2003

On the Main Menu go to Tools | Macro | Security. The Security Level must be set to Medium or Low for the files to work. You can always set it back to High when you are finished.

Note: At the Medium setting you will get a dialogue box and need to click "Open" for the files to run. The Low setting will just run the files.

ACCESS 2010

The first time that you open the database Exhibit_Inventory.mdb, you will get a security warning bar come up under the ribbon (Access 2010). Click the "Enable Content" button. Next a security warning window will open asking, "Do you want to make this file a Trusted Document?" Click on the "Yes" button. It is also suggested that you right click on the ribbon, and select "Minimize the Ribbon" from the pop up menu.

If this is your first time doing the survey for your site, the database will be blank. The next thing you must do is choose your facility name. Note: The facility names are in alphabetical order by the full official facility name. Thus: Babler is not under B but under D for Dr. Edmund A. Babler Memorial State Park. Scott Joplin is under S not J. And so on.

If you try to close a blank record, you may keep getting a series of messages, which ask for missing information or identify the record as blank. Just keep clicking either "No" or "Okay", eventually it will close and delete the blank record.


If you are responsible for more than one facility, you can add another by clicking on the "Add Park or Site" button.

On all tabs "When was this exhibit installed or last updated?" will show 9/09/9999 as a default. Change this to the correct date or leave it unchanged if the date of install / update is unknown.

Overview (OV/T) Tab

- Survey Date is filled in automatically, but may be changed.
- Completed By must be filled in. This gives us someone to call if we have questions.
- Park/Site Code is filled in automatically, and cannot be changed.
- If you have a digital copy of your facility map, you should not paste it in until after you have marked all of the exhibit locations on it. That is after all the other tabs are finished.
- Fill out the rest of the Overview Tab as indicated.

For all of the following tabs

- Dates are filled in automatically, but may be changed.
- Insert Digital Photographs into the appropriate boxes on the forms. (See Appendix B)
- If you have more than one of any type of exhibit at your facility, you can add more by clicking on the "Add New"  button to the lower left.

Indoor Exhibit / Amphitheater (IN) Tab

- No Unit number is assigned until you enter the type of structure.
- Record Amphitheaters on this tab, only instead of square feet, please enter the seating capacity.
- Remember to include Amphitheaters that are in Group Camps or Special Use areas.

Low Profile Wayside Exhibit (W) Tab -- for Bulletin Boards see Kiosk/Plaza (below)

- No Unit number is assigned until you enter the title of the panel.

Interpretive Kiosk/Plaza (KP) Tab -- Includes Bulletin Boards.

- Additional blanks will appear depending on what check boxes you select.
- No Unit number is assigned until you check at least one of these boxes.
- If this is a stand alone bulletin board, check only the bulletin board box, and maybe the brochure box if the bulletin board contains a brochure rack. Do not check the interpretive panel box if there are no other panels besides the bulletin board, but do fill in the rest of the form regarding location and condition.
- For kiosks with both exhibit panels and bulletin boards check all boxes that apply, include the number of exhibit panels, and fill out the rest of the form regarding location and condition.
- The next tab, Supplemental, is keyed to this tab. If you have more than one kiosk, you must have the correct one showing on this tab before proceeding to the Supplemental Tab (KP-S).

Supplemental Kiosk/Plaza (KP-S) Tab

- Additional choices will appear depending on what check boxes you select.
- No Unit number is assigned until you check one of these boxes.
- Remember that this is tied to the previous tab. To do supplemental forms for a different kiosk, you must go back to the Kiosk Tab and change which kiosk is displayed there.

Returning Completed Worksheets And Photos

Again, we have tried to make this as painless and efficient as possible. There are two ways you can return your survey results: You can return hard copies of your completed worksheets and photos, or you can return your database and photographs on a CD. We have found that the finished files are so large, because of the photographs, that they cannot be easily sent via email or the network. Therefore, we have purposely provided you a CD RW disk to which you can burn the files for return. Mail (or hand deliver) the finished survey to:

Eugene Vale
 Missouri State Parks
 Resource Management and Interpretation Program
 P.O. Box 176
 Jefferson City, Missouri 65102

Do save copies for your files. When you send materials back to our offices, be sure you keep a copy for yourself. The planned data return process calls for returning the disk we sent you... with the populated forms, etc. Make sure you keep copy of the information in your personal folders on your respective computers. This is simply good for your records... and good in the event the disk is injured or lost while in transit back to us. This is also true of the map hard copies.

In returning maps... we only need the maps that include the locations of your exhibits. The base map is the only map that does not include the UTM grid markings. Marking exhibit locations on the base map is excellent... but in general, it would also be helpful to receive locations marked on one of the maps with the UTM grid. You only need to return the maps which you have marked up.

See... nothing to it, but if you do find that the technology gremlins are causing problems just let Eugene, (573) 522-1446, know and he will be happy to assist.

Updates and Corrections

Once you have submitted and received back the original copy of your Exhibit Inventory Database, you can make updates and corrections by following these procedures:

First make all of the corrections or updates that you have to all of the text portions of the form. You will notice that when you make a change the date surveyed changes to reflect that this is the most recent data.

If you have an updated digital map, you must first remove the old map. Do this by right clicking on the existing copy (gray box on the Overview tab) and selecting delete. Be sure the new map file has been properly named, and then insert it into the box per Appendix B.

Digital photographs are handled in the same way. Delete the old copy, and insert the new (and correctly named--See page 3) digital photograph file per Appendix B.

You can send updates as often as you need to. However, please only send them once per day. Thus, be sure you have all of your corrections done before you proceed.

SENDING UPDATES

If the updates do not require too much computer memory, they can be submitted via the X-drive. Otherwise, they will need to be burned to a disk and sent via U.S. mail. You will be prompted accordingly. To send in your updates, you should have Outlook open in addition to your database. If you don't have an email connection, don't worry; leave Outlook closed and follow the prompts.

Click the "Export Update" button on the database form. If the changes can be sent via the X-drive, they will be, and a message box will ask if Outlook is open. Click "Yes" or "No" as appropriate. If you click "Yes," and email will be sent informing us of the arrival of the update. If you click "No," you will be instructed to send the email yourself.

Should you have no connection to the X-drive or should the updates produce a file that is too large, you will be prompted to burn the file to a disk and send it U.S. mail. *Note: A special file with a new name is generated so that you do not need to send the entire database.*

As with the original survey, disks should be mailed to:

Eugene Vale
Missouri State Parks
Resource Management and Interpretation Program
P.O. Box 176
Jefferson City, Missouri 65102

Appendix A: GPS & UTM

“The GPS must be set to NAD 83 datum and UTM format.” What does that mean anyway?

These are the standard datum and format designated by the Department of Natural Resources, and used by State Historic Preservation Office, the Planning & Development Program, and the Natural Resource Stewardship Section. For questions or assistance with GPS, contact Eugene Vale (573) 522-1446, Eugene.Vale@dnr.mo.gov. Here is some basic information which you might find helpful:

GPS

GPS refers to the Global Positioning System, which is based on a number of satellites communicating with an earth bound receiver. This receiver is usually itself referred to as a GPS.

Every GPS is set to a datum. A datum is the reference point used to locate all other points. NAD 83 refers to the North American Datum 1983. The old paper Topographic maps were NAD 27, which was based on a point at Meades Ranch, Kansas--near the geographic center of the US. What has changed in 56 years, well mean sea level is higher, continental drift has moved us a little, and measurements have gotten more accurate. NAD 83 was developed using satellite and remote sensing imagery. Besides these two datums, WGS 84 (World Geodetic System 1984) is also a common datum used for GPS in the United States; it is similar to NAD 83. All of these give slightly different readings, and so it is important that all GPS coordinates be taken with the GPS set to NAD 83. If your GPS is set to a different datum, your location could be miles off. This is especially true if your GPS is accidentally set to one of the other international datums.

UTM

The Universal Transverse Mercator coordinate system was developed by the United States Army Corps of Engineers in the 1940s. It is the best and most accurate system for locating a point on the earth's surface. Latitude and Longitude are still in wide use and have their place. Indeed, they are the basis for UTM. Unfortunately, there are three different formats for Lat/Long commonly used: degrees/minutes/seconds, degrees/decimal minutes, and decimal degrees. All Lat/Long formats have 6 digits, and this can be confusing. Conversions from Lat/Long to UTM are possible, but not very accurate.

UTM is valid between the Latitudes of 80°S and 84°N. Near the poles these squares don't work, and the system switches to UPS (Universal Polar Stereographic, not the United Parcel Service). In Missouri, we don't need to worry about that. Three numbers make up the UTM coordinates (4 if you throw in altitude). The first is the Zone. In UTM the east west direction is divided into 60 zones, each 6° of Longitude wide. Most of Missouri is in zone 15, but some of southeast Missouri (east of 90°W Long) is in zone 16. Zones are numbered west to east from Longitude 180°. There is a blank for the zone on your forms.

Easting is designated as mE (meters east) or X. This is the distance in meters that a location is east of the intersection of the western edge of the zone with the equator. As you head north the width of the zone gets smaller, but the coordinate system is entirely square except for the areas immediately (within one meter) adjacent to the edges of the zone. Since Missouri is not located on the equator, it is impossible to have an easting of 0 in Missouri. Indeed the smallest value that easting can have in Missouri is about 229000mE, largest is about 770500mE. There is a blank for easting on your forms.

Northing is designated a mN (meters north) or Y. This is the distance in meters that a location is north of the equator. As you might expect, this is a large number. The smallest value that northing can have in Missouri is 3988000mN. The largest is 4497000mN, both are approximate. There is a blank for northing on your forms.

Here are some useful links:

<http://egsc.usgs.gov/isb/pubs/factsheets/fs07701.html> A good site for basic UTM information.

<http://www.maptools.com> Has tutorial pages for new gps users.

<http://www.extension.org/pages/9608/mapsyst-community-page> Link to the national extension geospatial material, where you can “ask an expert.”

<http://4h.missouri.edu/programs/mapping/> Missouri 4-H may have volunteers available to help with this project.

Appendix B: Digital Photographs and Digital Maps

Digital photographs are inserted into the database by one of the following methods. First, complete all text portions of the form. In getting a replacement / updated photograph, remember that we need a high resolution photo that will show both the content and current condition of the exhibit. Before you insert the photograph into the database, you must make certain that the digital photograph file is not open in any application.

INSERT

- Right click where you want to insert the photograph. That will be the appropriate gray box on the form.
- Select “Insert Object” from the pop up menu that appears.
- A window will open (typically only entitled “Microsoft Access”).
- Select the “Create from File” radio button on the left.
- Click on the Browse button, and a Browse window will open.
- Navigate to the location of the digital photograph file on your computer and select it.
- Click okay on the Browse window.
- Click okay on the remaining (“Microsoft Access”) window.
- The file name should appear in the gray box.

COPY / PASTE

- With the appropriate form and gray box showing, minimize but do not close the database.
- Via My Computer or Windows Explorer (not Internet Explorer), navigate to your digital photograph file.
- Select the file and copy it.
- Maximize the database and select the appropriate gray box.
- Paste the digital photograph file into the box.
- The file name should appear in the gray box.

DIGITAL MAPS

Digital copies of your site map may be inserted into the box on the Overview Tab using either of the above procedures.

If you get an error message when you try to insert a photograph or map, you can call Eugene Vale (573) 522-1446. There are some simple fixes, which might work. However, some problems, of which we are aware, require IT to do the fix.

Appendix C
DSP Exhibit Survey
Worksheets

FIELD COPIES

DSP EXHIBIT SURVEY

Overview & Tally Worksheet (OV/T) Field (Paper) Copy

FACILITY NAME

SURVEY DATE:

COMPLETED BY (or facility contact):

Note:
Park/Site Code is the same
one you use in SAM II.

PARK/SITE CODE

INTERPRETATION OVERVIEW - The interpretation plan serves as a guide for interpretive activities drawing its primary themes from the division expansion plan and the facility's general management plan preamble. Exhibits interpret these themes and inspire connections between visitors and resources. Based on these ideas, please provide a statement of purpose for this facility's interpretive efforts.

Mark the locations of all exhibits from all worksheets on a facility map. Send the map in with your inventory. If you have a digital copy of the map, it can be pasted into the electronic version of the inventory (database).

FACILITY TALLY - EXHIBIT STRUCTURES - Three categories of exhibit structures have been identified for this survey. Please consider the exhibits currently installed at your facility and complete the tally sheet below using these categories. If you are not quite sure which structure category to use, just give it your best guess and describe the situation in the comments section of the worksheet.

PRESENT AT FACILITY	TYPES OF INTERPRETIVE STRUCTURES OF NOTE FOR THIS SURVEY	NUMBER OF UNITS AT FACILITY*
<input type="checkbox"/>	Indoor Exhibit / Amphitheatre - A visitor center, museum, contact station or historic building that includes any installed interpretive device such as informational panel, label, audio or visual enhancement. Also list amphitheatres here.	
<input type="checkbox"/>	Low Profile / Wayside - An exterior panel unit usually characterized by one or two panels mounted in a horizontal metal frame. These units can stand alone or be part of an intermittent series of waysides along a self guided tour or trail.	
<input type="checkbox"/>	Interpretive Kiosk/Plaza - The interpretive kiosk is an exterior panel unit characterized by one or more vertical panels mounted on a structure resembling a multi-paneled bulletin board. Interpretive plazas are exterior areas paved for public use that incorporate various interpretive media into their design (panels, models, mosaics, etc.). They may include one or more kiosks. An interpretive kiosk or plaza may also incorporate a roof.	

*** Please complete the appropriate worksheet (tab) for each unit identified.**

DSP EXHIBIT SURVEY

Indoor Exhibit / Amphitheater Worksheet (IN) Field (Paper) Copy





Note:
Unit # is automatically assigned by the electronic form.
These numbers must agree when everything is finished.

Date Surveyed: _____ UNIT # _____	
<p>SPECIAL NOTE CONCERNING THIS FORM - Generally, our interior exhibits are more complex than those we install in the outdoor setting. They require a greater focus and time commitment to be evaluated. For this reason, the primary focus of this survey is outdoor exhibits. Yet, we do want to capture some preliminary information regarding your facility's interior exhibits. For the purposes of this survey, an interior "exhibit" is defined as a space that includes any installed interpretive device such as informational panel, label, or other audio or visual enhancement. Rooms or other interior spaces with period furnishings or equipment with no other installed interpretive component as defined above should not be reported on this form. Amphitheaters are also counted here.</p>	
<p>WHAT TYPE OF BUILDING OR STRUCTURE HOUSES THIS INTERIOR EXHIBIT?</p> <p><input type="checkbox"/> VisitorCenter, Interpretive Center or Museum <input type="checkbox"/> Contact Station (Office, etc.)</p> <p><input type="checkbox"/> Historic Structure DESCRIBE: _____ <input type="checkbox"/> Amphitheater</p>	<p>APPROXIMATELY HOW MANY SQUARE FEET DOES THIS EXHIBIT SPACE INCLUDE. SEATING CAPACITY FOR _____</p> <p>WHEN WAS THIS INSTALLED OR LAST UPDATED? _____</p>
<p>WHERE IS THIS BUILDING OR STRUCTURE LOCATED? (Limit 255 Characters) Use the Unit # assigned at upper right and mark on park map. (See Overview Sheet)</p>	<p style="text-align: right;">GPS (Preferred but optional)</p> <p>Zone: _____</p> <p>X: _____ mE</p> <p>Y: _____ mN</p>
<p>LIST THE MAJOR SUBJECTS INTERPRETED IN THIS BUILDING/STRUCTURE (No Character Limit):</p>	<p>Please provide an exterior image of the building or structure. Be sure to label the image so it can be linked to this form. For a digital image the file can be pasted into a box on the electronic form (database).</p>
<p>ADDITIONAL COMMENTS (No Character Limit):</p>	

DSP EXHIBIT SURVEY

Low Profile Wayside Exhibit Worksheet (W) Field (Paper) Copy

Note:
Unit # is automatically assigned by the electronic form.
These numbers must agree when everything is finished.

WHAT IS THE TITLE OF THIS WAYSIDE PANEL? (Limit 255 Characters)	UNIT #: _____ Date Surveyed: _____	
WHAT IS THE SUBJECT MATTER OF THIS WAYSIDE PANEL? (Limit 255 Characters)	WHEN WAS THIS EXHIBIT INSTALLED OR LAST UPDATED? 	
WHERE IS THIS LOW PROFILE WAYSIDE LOCATED? (Limit 255 Characters) Use the Unit # assigned at right and mark on park map. (See Overview Worksheet)	GPS (Preferred but optional) Zone: _____ NAD 83, UTM X: _____ mE Y: _____ mN	
IS THIS WAYSIDE A STAND ALONE UNIT OR PART OF A SERIES? (i.e. some self guided trails or signing systems incorporate a series of panels with story or message continuity or similar graphic design characteristics)		
<input type="checkbox"/> Stand Alone Unit <input type="checkbox"/> Part of a Series SERIES OR TRAIL NAME:		
CHECK THE WIDTH AND HEIGHT OF THIS PANEL <input type="checkbox"/> 42" W x 24" H (41" W x 23" H exposed) <input type="checkbox"/> 42" W x 36" H (41" W x 35" H exposed) <input type="checkbox"/> 36" W x 24" H (35" W x 23" H exposed) <input type="checkbox"/> Another Size (Specify) _____ Dimensions WIDTH _____ in HEIGHT _____ in	WHAT TYPE OF BASE IS USED WITH THIS LOW PROFILE? <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <input type="checkbox"/>  CANTILEVERED </div> <div style="text-align: center;"> <input type="checkbox"/>  MASONRY </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <input type="checkbox"/>  T-STYLE </div> <div style="text-align: center;"> <input type="checkbox"/>  RAILMOUNT </div> </div> <input type="checkbox"/> OTHER _____	Please note the condition of this exhibit in these categories: YES NO <input type="checkbox"/> <input type="checkbox"/> Exhibit information is accurate. <input type="checkbox"/> <input type="checkbox"/> Text and graphics are clearly legible. <input type="checkbox"/> <input type="checkbox"/> Panel surface is free from marring, discoloration or peeling. <input type="checkbox"/> <input type="checkbox"/> Base or structure is in good condition. If "No" to any of these, explain in Comments. Consider providing a close-up photo or sketch.
OTHER COMMENTS REGARDING THIS LOW PROFILE WAYSIDE EXHIBIT (i.e. condition, other issues -- No Character Limit):		
Provide one image of the wayside unit (panel base) in its surroundings and one close-up of the entire panel. Be sure to label the images so they can be linked to this form. For digital images the files can be pasted into a box on the electronic form (database).		

DSP EXHIBIT SURVEY

Interpretive Kiosk/Plaza Worksheet (KP) Field (Paper) Copy





Note:
Unit # is automatically assigned by the electronic form.
These numbers must agree when everything is finished.

CHECK WHICH OF THESE ARE PRESENT:		Date Surveyed: _____ UNIT #: _____									
Note: Please complete a SUPPLEMENTAL KIOSK/PLAZA WORKSHEET for each panel identified.											
<input type="checkbox"/> INTERPRETIVE PANELS HOW MANY _____											
<input type="checkbox"/> OTHER TYPES OF EXHIBIT DESCRIBE:											
<input type="checkbox"/> BULLETIN BOARD DESCRIBE:											
<input type="checkbox"/> BROCHURE RACK DESCRIBE:											
WHERE IS THIS KIOSK/PLAZA LOCATED? (Limit 255 Characters) Use the Unit # assigned at upper right and mark on park map. (See Overview Worksheet)	GPS (Preferred but optional) NAD 83, UTM Zone: _____ X: _____ mE Y: _____ mN										
PLEASE PROVIDE A BRIEF DESCRIPTION OF THE AREA INCLUDING STRUCTURE(S), PAVING, WALKWAYS, ETC.: (Limit 255 Characters)											
PLEASE NOTE THE CONDITION OF THIS KIOSK/PLAZA: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 10%;">YES</td> <td style="text-align: center; width: 10%;">NO</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Wood and metal structures are in good condition.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Paving, walkways and landscaping are in good condition.</td> </tr> </table>	YES	NO		<input type="checkbox"/>	<input type="checkbox"/>	Wood and metal structures are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	Paving, walkways and landscaping are in good condition.	Note: If you answered "NO" to either of these, please explain in the Comments block.	Please provide an image of the kiosk or plaza showing the structure and its surroundings. Be sure to label the images so they can be linked to this form. For digital images the files can be pasted into a box on the electronic form (database).
YES	NO										
<input type="checkbox"/>	<input type="checkbox"/>	Wood and metal structures are in good condition.									
<input type="checkbox"/>	<input type="checkbox"/>	Paving, walkways and landscaping are in good condition.									
OTHER COMMENTS REGARDING THIS INTERPRETIVE PLAZA (i.e. condition, other issues -- No Character Limit):											

DSP EXHIBIT SURVEY

Supplemental Kiosk/Plaza Worksheet (KP-S) Field (Paper) Copy

Note:
Unit # is automatically assigned by the electronic form.
These numbers must agree when everything is finished.

IS THIS PANEL MOUNTED ON A KIOSK OR ANOTHER TYPE OF STRUCTURE?		Date Surveyed: _____ UNIT #: _____
<input type="checkbox"/> Kiosk	STYLE USED:	<input type="checkbox"/>  CANTILEVERED
<input type="checkbox"/> Low Profile Wayside Base	<input type="checkbox"/>  T-STYLE	<input type="checkbox"/>  MASONRY
<input type="checkbox"/> Other Structure DESCRIBE: _____	<input type="checkbox"/>  RAILMOUNT	
WHAT IS THE WIDTH AND HEIGHT OF THE EXPOSED PORTION OF THE PANEL SURFACE? (Note: Do not include any of the frame structure in your measurement.)		WIDTH _____ in HEIGHT _____ in
WHAT IS THE TITLE OF THIS KIOSK/PLAZA PANEL? (Limit 255 Characters)		WHEN WAS THIS EXHIBIT ORIGINALLY INSTALLED OR LAST UPDATED? -----
WHAT IS THE SUBJECT MATTER OF THIS KIOSK/PLAZA PANEL? (Limit 255 Characters)		
PLEASE NOTE THE CONDITION OF THIS PANEL IN THESE CATEGORIES:		Note: If you answered "NO" to any of these, please explain in the Comments block.
Exhibit information is accurate:	YES NO <input type="checkbox"/> <input type="checkbox"/>	
Text and graphics are clearly legible:	<input type="checkbox"/> <input type="checkbox"/>	
Panel surface is free of marring, discoloration or peeling:		<input type="checkbox"/> <input type="checkbox"/>
OTHER COMMENTS REGARDING THIS PANEL (i.e. condition, other issues -- No Character Limit):		Please provide a close-up image of the entire panel. Be sure to label the images so they can be linked to this form. For digital images the files can be pasted into a box on the electronic form (database).