

# A Survey of Preservation Activities in Cultural Heritage Institutions

"A Survey of Preservation Activities in Cultural Heritage Institutions - FY2012" is a pilot survey coordinated by the Preservation and Reformatting Section (PARS) of the American Library Association (ALA) and the Association of Library Collections and Technical Services (ALCTS).

The goal of this survey is to document the state of preservation activities in this digital era via quantitative data that facilitates peer comparison and tracking changes in the preservation and conservation fields over time.

Any cultural heritage institution with preservation activities may complete this survey. The survey will be open from April 25, 2013 through June 25, 2013.

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6. For the purpose of comparing you with your peers, which of the following most closely describes your institution?

In this section, you will be asked to detail how your preservation activities were staffed in FY2012.

There are five questions in this section. Please respond to every question. Refer to the [Instructions and Definitions](#)

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10. If your institution has a preservation administrator that supervises staff, how many FTE (full time equivalent) staff are in the preservation unit?

11. How many FTE (full time equivalent) staff and volunteers work in the following preservation areas (in the preservation unit or elsewhere in your institution)?

In this section, you will be asked to detail FY2012 budget and expenditure information for preservation activities. FY2012 is whatever period of time your institution defines a fiscal year – if that's from October to September, July to June, or by calendar year (January to December), that's fine – you're reporting a year's worth of activities.

There are six questions in this section. Please respond to every question. Refer to the

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12. Total salaries and wages for staff engaged in preservation activities:

(Do not include fringe benefits.)

Professional Staff

Support / Paraprofessional Staff

Hourly / Student Assistants

13. Contract expenditures:

Contract conservation services

Contract preservation digitization

14. Other expenditures:

15. Total preservation expenditures for FY 2012:

(Include staffing, contract expenditures, supplies, and equipment reported above.)

16. Total institutional operating expenditures for FY 2012:

(This information will be used to calculate preservation expenditures as a percentage of total institutional expenditures)

17. Total amount of preservation funding from external sources:

(Include grants, private donations, etc.)



Institutions are responding to disasters that have occurred. Please describe how your institution has handled these incidents. Please provide the number of incidents by incident type, the number of items affected, the cost to recovery, and disclose if any items were lost or damaged in the response.

Incident Type Estimated Staff Hours


Percentage of the following



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26. Number of items given conservation treatment by a contract vendor:

27. Number of custom-fitted protective enclosures constructed by a contract vendor:

28. Does your institution track in-house conservation treatments by item format OR by format AND treatment time intervals?



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If an exact figure cannot be provided, use UA for unavailable or unknown (e.g., this activity is conducted by your institution but not tracked for statistics).

If an activity is not conducted by your institution, use NA for not applicable.

29. Number of items given conservation treatment by in-house staff:

30. Number of custom-





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34. Number of items given  
Level III (2+ hours)  
conservation treatment by  
in-house staff:

Books and Bound Volumes	<input type="text"/>
Unbound Sheets	<input type="text"/>
Photographic Collections	<input type="text"/>
Moving Image Collections	<input type="text"/>
Recorded Sound Collections	<input type="text"/>
Art Objects	<input type="text"/>
Historic and Ethnographic Objects	<input type="text"/>
Archaeological Collections	<input type="text"/>
Natural Science Specimens	<input type="text"/>

35. Number of custom-fitted protective enclosures constructed:

Books and Bound Volumes	<input type="text"/>
Unbound Sheets	<input type="text"/>
Photographic Collections	<input type="text"/>
Moving Image Collections	<input type="text"/>
Recorded Sound Collections	<input type="text"/>
Art Objects	<input type="text"/>
Historic and Ethnographic Objects	<input type="text"/>
Archaeological Collections	<input type="text"/>
Natural Science Specimens	<input type="text"/>

36. If your institution has a special definition for an "item," please detail it here. For example, an archives might regard one box of manuscripts or one linear foot of papers as an item for the purpose of collecting conservation treatment statistics.

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Digitization and exhibition are increasingly driving factors in prioritizing items or collections for conservation. In this section, you will be asked to detail the number of items conserved in preparation for digitization or exhibition in FY2012. The data for these activities were included in the conservation treatment statistics you reported on previous pages -- that's ok.

Additionally, you will be asked how many items were assessed or surveyed in FY2012.

There are three questions in this section. Please respond to every question. Refer to the [Instructions and Definitions](#) document for additional details.

If the appropriate answer is zero or none, use 0 (e.g. this activity is conducted by your institution but was not conducted

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39. Number of items prepared for exhibition:

Books and Bound Volumes	<input type="text"/>
Unbound Sheets	<input type="text"/>
Photographic Collections	<input type="text"/>
Moving Image Collections	<input type="text"/>
Recorded Sound Collections	<input type="text"/>
Art Objects	<input type="text"/>
Historic and Ethnographic Objects	<input type="text"/>
Archaeological Collections	<input type="text"/>
Natural Science Specimens	<input type="text"/>

## 5. Reformatting and Digitization

In this section, you will be asked to detail reformatting and digitization activities conducted in FY2012.

There are eight questions in this section. Please respond to every question. Refer to the [Instructions and Definitions](#) document for additional details.

If the appropriate answer is zero or none, use 0 (e.g. this activity is conducted by your institution but was not conducted this year).

If an exact figure cannot be provided, use UA for unavailable or unknown (e.g., this activity is conducted by your institution but not tracked for statistics).

If an activity is not conducted by your institution, use NA for not applicable.

40. Why do you reformat (microfilm, preservation photocopy, or digitize) collections?  
(Check all that apply)

	Microfilm	Preservation Photocopy	Digitize
Replace a damaged item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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41. How many of the following formats were microfilmed in FY 2012?

books / bound volumes	<input type="text"/>
unbound sheets	<input type="text"/>
photographic collections	<input type="text"/>
other formats	<input type="text"/>

42. Did your institution participate in any of the following mass digitization or collaborative projects in FY 2012?

Biodiversity Heritage Library

Google Books

Google Art

iArchives

Internet Archive

Open Book Alliance

Other (please specify)

43. How many of the following formats were preservation photocopied in FY 2012?

books / bound volumes	<input type="text"/>
unbound sheets	<input type="text"/>
photographic collections	<input type="text"/>
other formats	<input type="text"/>

44. How many of the following collection formats were digitized for preservation in FY 2012?

(Recorded sound and moving image collections will be detailed in the next two questions.)

books / bound volumes	<input type="text"/>
unbound sheets	<input type="text"/>
photographic collections	<input type="text"/>
art objects	<input type="text"/>
historic and ethnographic objects	<input type="text"/>
archaeological collections	<input type="text"/>
natural science specimens	<input type="text"/>

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45. How many of the following sound recording formats were digitized for preservation in FY 2012?

analog disc or cylinder (e.g., phonograph cylinder, lacquer disc, vinyl disc)

46. How many of the following moving image formats were digitized for preservation in FY 2012?

47. Please indicate the approximate percentage of reformatting and digitization work completed in-house vs. outsourced to a contractor for the following activities:

There are eight questions in this section. Please respond to every question. Refer to the [Instructions and Definitions](#) document for additional details.

If the appropriate answer is zero or none, use 0 (e.g. this activity is conducted by your institution but was not conducted this year).



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If an exact figure cannot be provided, use UA for unavailable or unknown (e.g., this activity is conducted by your institution but not tracked for statistics).

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51. Does your institution participate in any of the following digital preservation initiatives?

HathiTrust

LOCKSS

Portico

private LOCKSS network

Other (please specify)

52. How much unique (i.e., not including redundant/backup copies) digital content (in GB) is your institution currently preserving?

53. How many items in the following categories were added to the digital preservation workflow or system during FY 2012:

books	<input type="text"/>
manuscripts	<input type="text"/>
theses / dissertations	<input type="text"/>
other textual documents	<input type="text"/>
still images	<input type="text"/>
audio	<input type="text"/>
video	<input type="text"/>
web archives	<input type="text"/>
email	<input type="text"/>
data sets	<input type="text"/>
other	<input type="text"/>

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54. How much data (in GB) of each format category was added to the digital preservation workflow or system during FY 2012:

books	<input type="text"/>
manuscripts	<input type="text"/>
theses / dissertations	<input type="text"/>
other textual documents	<input type="text"/>
still images	<input type="text"/>
audio	<input type="text"/>
video	<input type="text"/>
web archives	<input type="text"/>
email	<input type="text"/>
data sets	<input type="text"/>
other	<input type="text"/>

55. If your institution has a digital preservation repository, which platform supports it?

dSpace

Digital Commons

Ex Libris

Fedora

Thank you for completing this survey.

Results will be shared in July 2013. For more information about the "Preservation Activities in Cultural Heritage Institutions" survey, please contact coordinator Holly Robertson at [preservationstatistics@gmail.com](mailto:preservationstatistics@gmail.com).

56. Please share any comments about this survey:

57. Please estimate how long it took to complete this survey: