

Preservation Statistics: A Survey for U.S. Libraries FY2014

Count what you do and show preservation counts!

The Preservation Statistics Survey is an effort coordinated by the Preservation and Reformatting Section (PARS) of the American Library Association (ALA) and the Association of Library Collections and Technical Services (ALCTS).

Any library or archives in the United States conducting preservation activities may complete this survey, which will be open from Tuesday, January 20, 2015 through

Questions focus on production-based

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

Books and Bound Volumes

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

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

Please respond to every question.

If the appropriate answer is zero or none, use 0 (i.e., this activity is conducted by your institution but was not conducted this year). If you don't know, don't track it, or don't do it, skip the question.

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

13. Number of custom-fitted protective enclosures constructed by in-house staff:

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15. Number of items given Level I (15 minutes or less) conservation treatment by in-house staff:

Books and Bound Volumes	<input type="text"/>
Unbound Sheets	<input type="text"/>
Photographic Materials	<input type="text"/>
Moving Image Recordings	<input type="text"/>
Sound Recordings	<input type="text"/>
Art Objects	<input type="text"/>
Historic and Ethnographic Objects	<input type="text"/>
Other	<input type="text"/>

16. Number of items given Level II (more than 15 minutes, less than 2 hours) conservation treatment by in-house staff:

Books and Bound Volumes	<input type="text"/>
Unbound Sheets	<input type="text"/>
Photographic Materials	<input type="text"/>
Moving Image Recordings	<input type="text"/>
Sound Recordings	<input type="text"/>
Art Objects	<input type="text"/>
Historic and Ethnographic Objects	<input type="text"/>
Other	<input type="text"/>

18. Number of custom-fitted protective enclosures constructed:

19. Notes

Enter any notes related to the data entered in Section 1: Conservation Treatment.

This section is optional.

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If the appropriate answer is zero or none, use 0 (i.e., this activity is conducted by your institution but was not conducted this year). If you don't know, don't track it, or don't do it, skip the question.

20. OPTIONAL: Number of items surveyed for condition or assessed for conservation:

Books and Bound Volumes	<input type="text"/>
Unbound Sheets	<input type="text"/>
Photographic Materials	<input type="text"/>
Moving Image Recordings	<input type="text"/>
Sound Recordings	<input type="text"/>
Art Objects	<input type="text"/>
Historic and Ethnographic Objects	<input type="text"/>
Other	<input type="text"/>
Total number of items surveyed for condition or assessed for conservation (use this only if your institution does not track items by format)	<input type="text"/>

21. OPTIONAL: Number of items prepared for digitization:

Books and Bound Volumes	<input type="text"/>
Unbound Sheets	<input type="text"/>
Photographic Materials	<input type="text"/>
Moving Image Recordings	<input type="text"/>
Sound Recordings	<input type="text"/>
Art Objects	<input type="text"/>
Historic and Ethnographic Objects	<input type="text"/>
Other	<input type="text"/>
Total number of items prepared for digitization (use this only if your institution does not track items by format)	<input type="text"/>

22. OPTIONAL: Number of items prepared for exhibition:

23. OPTIONAL: Notes

Enter any notes related to the data entered in Section 2: Conservation Assessment, Digitization Prep, Exhibit Prep.

Please respond to every question.

If the appropriate answer is zero or none, use 0

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26. Notes

Enter any notes related to the data entered in Section 3: Preservation Activities.

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4. Reformatting and Digitization

In this section, you will be asked to detail your institution's reformatting and digitization activities, including contract services, in FY2014.

27. Does your institution outsource reformatting and/or digitization to contract vendors?

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4. Reformatting and Digitization: 1

In this section, you will be asked to detail reformatting and digitization activities outsourced to a contract vendor in FY2014.

Please respond to every question.

If the appropriate answer is zero or none, use 0 (i.e., this activity is conducted by your institution but was not conducted this year). If you don't know, don't track it, or don't do it, skip the question.

28. How many of the following formats were microfilmed by a contract vendor in FY 2014?

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29. How many of the following formats were reformatted to a new analog format (e.g. books preservation photocopied, new photographic negatives made from photographic prints film to film duplication) by a contract vendor in FY 2014?

books / bound volumes	<input type="text"/>
unbound sheets	<input type="text"/>
photographic materials	<input type="text"/>
microfilm	<input type="text"/>
sound recording: analog disc or cylinder	<input type="text"/>
sound recording: magnetic tape	<input type="text"/>
sound recording: other	<input type="text"/>
moving image: film	<input type="text"/>
moving image: magnetic tape	<input type="text"/>
moving image: other	<input type="text"/>
total number of items reformatted (enter if your institution does not track items by format)	<input type="text"/>

30. How many of the following collection formats were digitized by a contract vendor in FY 2014?

(Sound and moving image recordings will be detailed in the next two questions.)

books / bound volumes	<input type="text"/>
unbound sheets	<input type="text"/>
photographic materials	<input type="text"/>
microfilm	<input type="text"/>
art objects	<input type="text"/>
historic and ethnographic objects	<input type="text"/>
other	<input type="text"/>
total number of items digitized for preservation (enter if your institution does not track digitized items by format)	<input type="text"/>

31. How many of the following sound recording formats were digitized by a contract vendor in FY 2014?

analog disc or cylinder (e.g., phonograph cylinder, lacquer disc, vinyl disc)	<input type="text"/>
magnetic tape (e.g., open reel tape) r disc, vinyl disc)	

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32. How many of the following moving image formats were digitized by a contract vendor in FY 2014?

film (e.g., 8mm, Super 8, 16mm, 35mm)

magnetic media (e.g., videocassette, U-Matic, Quad videotape)

digital tape (e.g., digital Betacam, DV)

optical media (e.g., DVDs)

33. How many digital files were reformatted from one file format to another for the purpose of preservation by a contract vendor? (i.e., Word Perfect to PDF/A, MP3 to WAV)

34. Notes

Enter any notes related to the data entered in Section 4: Reformatting and Digitization: Contract.

35. Does your institution reformat and/or digitize materials in-house?

In this section, you will be asked to detail reformatting and digitization activities conducted in-house in FY2014.

Please respond to every question.

If the appropriate answer is zero or none, use 0 (i.e., this activity is conducted by your institution but was not conducted this year). If you don't know, don't track it, or don't do it, skip the question.

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39. How many of the following sound recording formats were digitized in-house in FY 2014?

analog disc or cylinder (e.g., phonograph cylinder, lacquer disc, vinyl disc)	<input type="text"/>
magnetic tape (e.g., open reel tape, cassette tape)	<input type="text"/>
digital tape (e.g., DAT)	<input type="text"/>
optical media (e.g., CDs)	<input type="text"/>
other (e.g., wire recordings)	<input type="text"/>
total number of sound recording items digitized (enter if your institution does not track digitized sound recordings by format)	<input type="text"/>

40. How many of the following moving image formats were digitized in-house in FY 2014?

film (e.g., 8mm, Super 8, 16mm, 35mm)	<input type="text"/>
magnetic media (e.g., videocassette, U-Matic, Quad videotape)	<input type="text"/>
digital tape (e.g., digital Betacam, DV)	<input type="text"/>
optical media (e.g., DVDs)	<input type="text"/>
other	<input type="text"/>
total number of moving image items digitized (enter if your institution does not track digitized moving images by format)	<input type="text"/>

41. How many digital files were reformatted from one file format to another for the purpose of preservation? (i.e., Word Perfect to PDF /A , MP3 to WAV)

42. Notes

Enter any notes related to the data entered in Section 4: Reformatting and Digitization: In-house.

5: Digital Preservation and Digital Asset Management

In this section, you will be asked to detail the activities of your digital preservation and digital asset management in FY2014. If your institution does have a digital preservation program, but it is outside of the preservation unit, you are encouraged to partner with that unit to respond to Section 5. If your institution does have a digital repository, but it is not defined as a digital preservation repository, you are also encouraged to answer questions in Section 5.

Please respond to every question.

If the appropriate answer is zero or none, use 0 (i.e., this activity is conducted by your institution but was not conducted this year). If you don't know, don't track it, or don't do it, skip the question.

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43. Are digital preservation activities a responsibility of the preservation department at your institution?

44. How much unique digital content (i.e., not including redundant/backup copies) is your institution currently managing? Please provide a numerical response in GB (gigabytes).

46. Notes

Enter any notes related to the data entered in Section 5: Digital Preservation and Digital Asset Management.

48. Please share any comments about this survey:

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

Thank you for completing this survey.

If you'd like a copy of your responses for your records, please email preservationstatistics@gmail.com.

Results will be shared in summer 2015. For more information about the survey, please contact coordinators Holly Robertson and Annie Peterson at preservationstatistics@gmail.com.