Preservation Statistics: A Survey for U.S. Libraries FY2013

"Preservation Statistics: A Survey for U.S. Libraries" 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 in the United States conducting preservation activities may complete this survey, which will be open from January 15, 2014 through April 15, 2014.

Questions focus on preservation activities for fiscal year 2013 (as defined by your institution) and will document your institution's administration and staffing of preservation activities, budget and expenditures, general preservation programming (disaster planning, education, outreach and more), conservation treatment, preservation reformatting and digitization, and digital preservation activities.

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. For more information about this project, please refer to the Preservation Statistics Survey website.

Please refer to the Instructions and Definitions document (.pdf) before starting this survey. Additionally, we recommend that you download the survey questionnaire (.pdf) to assist planning and collection of data. For additional assistance in tracking and calculating statistics, download the pilot Preservation Statistics Survey worksheet (.xlsx).

Please send any questions or comments to survey coordinators Holly Robertson and Annie Peterson at preservationstatistics@gmail.com.

Contact Information

1. Institution Name

2. City and State:

City/Town:

State:

3. Prepared by (name):

4. Title:

5. Email address:

17. Total institutional operating expenditures for FY2013:

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

18. Total amount of preservation funding from external sources:

(Include grants, awards, gifts, etc.)

19. Notes on Budget and Expenditures

Enter any notes related to the data entered in Section 2: Budgets and Expenditures.

In this section, you will be asked to detail general preservation program activities for FY2013.

There are seven questions in this section. Please respond to every question. Refer to the Instructions and Definitions document (.pdf) for additional details.

If the appropriate answer is zero or none, use 0

22. Does your institution have a disaster /emergency plan that includes the collections?

- Yes
- Yes, but it is not up-to-date
- No, but one is being developed
- No
- Don't know

23. To better understand how institutions are responding to disasters that threaten or damage collections, please describe how your institution has handled water, fire, mold, and pest incidents in FY2013.

Detail the number of incidents by incident type, provide an estimate of total staff hours dedicated to recovery, and disclose if ever a disaster recovery contractor was engaged to assist in the response.

	Number of Incidents	Estimated Staff Hours	Involve Disaster Recovery Contractor?
Water / flooding incidents			
Mold incidents			
Fire incidents			
Pest infestations			
Other incidents			

24. Does your institution monitor any of the following environmental factors in the specified locations:

	Collection storage spaces	Exhibit areas	Staff work spaces
Temperature			
Relative Humidity			
Light			
Air Quality			
Pests			

4: Conservation Treatment (Contract)

Please respond to every question. Refer to the Instructions and Definitions document (.pdf) for additional details.

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 an exact figure cannot be provided, use UA for unavailable or unknown (i.e., 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 a contract vendor:

Books and Bound Volumes

Unbound Sheets

Photographic Materials

Moving Image Recordings

Sound Recordings

Art Objects

Historic and Ethnographic Objects

Other

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

Books and Bound Volumes

Unbound Sheets

Photographic Materials

Moving Image Recordings

Sound Recordings

Art Objects

Historic and Ethnographic Objects

Other

4: Conservation Treatment (In-house)

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

⌖   My institution does not have an in-house conservation treatment program (skip to Section 5: Reformatting and Digitization).

⌖   My institution tracks conservation treatments by item format (e.g., 55 bound volumes; 215 photographic materials, 15 paintings, etc.). You will be directed to questions 32-33.

     My institution tracks treatments by item format AND treatment time intervals (e.g., 25 bound books given Level I (less than 15 minutes) treatment; 95 photographic items given Level 3 (more than two hours) treatment. You will be directed to p   p   A

4: Conservation Treatment (In-house, by format)

Please respond to every question. Refer to the Instructions and Definitions document (.pdf) for additional details.

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 an exact figure cannot be provided, use U A

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

Books and Bound Volumes

Unbound Sheets

Photographic Materials

37. Number of custom-fitted protective enclosures constructed:

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 FY2013. 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 FY2013.

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

38. Number of items surveyed for condition or assessed for conservation:

Books and Bound Volumes

Unbound Sheets

Photographic Materials

Moving Image Recordings

Sound Recordings

Art Objects

Historic and Ethnographic Objects

Other

Total number of items surveyed for condition or assessed for conservation (use this only if your institution does not track items by format)

39. Number of items prepared for digitization:

Books and Bound Volumes

Unbound Sheets

Photographic Materials

Moving Image Recordings

Sound Recordings

Art Objects

Historic and Ethnographic Objects

Other

Total number of items prepared for digitization (use this only if your institution does not track items by format)

40. Number of items prepared for exhibition:

Books and Bound Volumes

41. Notes on Conservation

Enter any notes related to the data entered in Section 4: Conservation.

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

Please respond to every question. Refer to the Instructions and Definitions document (.pdf) for additional details.

42. Did your institution participate in any of the following mass digitization or collaborative projects in FY2013?

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

In this section, you will be asked to detail reformatting and digitization activities outsourced to a contract vendor in FY2013.

Please respond to every question in this section. Refer to the Instructions and Definitions document (.pdf) for additional details.

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

46. How many of the following collection formats were digitized by a contract vendor in FY2013?
(Sound and moving image recordings will be detailed in the next two questions.)

47. How many of the following sound recording formats were digitized by a contract vendor in FY2013?

48. How many of the following moving image formats were digitized by a contract vendor in FY2013?

49. Notes on Reformatting and Digitization: Contract

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

51. Describe how **in-house** reformatting and digitization activities are administered in your institution:

All are administered by the preservation unit.	The majority are administered by the preservation unit.	The majority are administered by another unit in the library.	All are administered by another unit in the library.	These activities do not take place in my

In this section, you will be asked to detail reformatting and digitization activities conducted in-house in FY2013.

Please respond to every question in this section. Refer to the <u>Instructions and Definitions document</u> (.pdf) for additional details.

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 an exact figure cannot be provided, use UA for unavailable or unknown (i.e. 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.

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

    Yes

    No - we do not have a digital preservation program at my institution

    No - digital preservation responsibilities report to _____ (please specify):

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

    HathiTrust

    LOCKSS

    Portico

    Private LOCKSS network

    Digital Preservation Network

    APTrust

    Other (please specify)

60. What is the job title or titles of the person(s) responsible for managing your digital repository?

61. 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).

62. How many items in the following categories were added to the digital repository during FY2013:

books

manuscripts

theses / dissertations

other textual documents

still images

audio

video

web archives

emails

data sets

other

total (use if your institution does not track number of items by format)