



# A Survey for U.S. Libraries

FY2013 Report

September 2, 2014

Annie Peterson, Holly Robertson, and Nick Szydowski

Preservation and Reformatting Section (PARS)  
Association of Library Collections and Technical Services (ALCTS)  
American Library Association (ALA)

## Table of Contents

<b>INTRODUCTION AND BACKGROUND</b>	<b>3</b>
<b>SURVEY DESIGN AND IMPLEMENTATION</b>	<b>3</b>
<b>RESPONDENTS</b>	<b>5</b>
<b>RESULTS</b>	<b>6</b>
USING THE SURVEY DATA TO TRACK LONG-TERM TRENDS	6
SECTION 1: ADMINISTRATION AND STAFFING	8
SECTION 2: BUDGET AND EXPENDITURES	11
SECTION 3: PRESERVATION ACTIVITIES	16
SECTION 4: CONSERVATION TREATMENT	20
SECTION 5: REFORMATTING AND DIGITIZATION	24
SECTION 6: DIGITAL PRESERVATION	28
<b>CONCLUSIONS AND LONG-TERM TRENDS</b>	<b>31</b>
<b>PLANS FOR THE FY2014 SURVEY</b>	<b>31</b>

## Introduction and Background

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).

For more information on the Preservation Statistics Survey project, visit:

<http://www.ala.org/alcts/resources/preservation/presstats>

Any library in the United States conducting preservation activities was invited to complete this survey, which was open from January 15, 2014 through May 31, 2014. Questions focused on preservation activities for fiscal year 2013 and document 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 and digital asset management activities.

This survey is based on the Preservation Statistics survey program by the Association of Research Libraries (ARL) from 1984 to 2008. When the ARL Preservation Statistics program was discontinued in 2008, the Preservation and Reformatting Section of ALA / ALCTS, realizing the value of sharing preservation statistics, worked towards developing an improved and sustainable preservation statistics survey. Sixty-two cultural heritage institutions participated in the pilot FY2012 Preservation Statistics Survey, culminating in the [FY2012 Preservation Statistics Report](#) and [data sets](#).

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 of changes in the preservation and conservation fields over time.

## Survey Design and Implementation

The former ARL Preservation Statistics survey examined preservation activities in large academic and research libraries from a fiscal, personnel, and quantitative repair/conservation viewpoint. As highlighted in the 2009 report [Safeguarding Collections at the Dawn of the 21st Century: Describing Roles & Measuring Contemporary Preservation Activities in ARL Libraries](#), updates to the ARL Preservation Statistics survey were needed to better capture the wide range of preventive conservation, reformatting, digitization, and digital preservation activities of modern preservation departments.

An initial survey of the preservation field conducted in February 2012 indicated that 1) ARL member libraries had continued to collect preservation statistics in the years since the final 2007-2008 ARL Preservation Statistics data collection; 2) libraries and other cultural heritage institutions had robust preservation programs that both collected data about preservation activities and were willing to submit and share their preservation statistics to an organized effort; and 3) responsibilities for digitization, reformatting, and digital preservation were either increasingly managed within or closely allied to preservation departments, and those activities should be included in any revised preservation statistics effort.

With this support from the preservation community, a team of survey organizers collaborated to examine the 2007-2008 ARL Preservation Statistics survey questionnaire with new eyes. Questions, instructions, and definitions were refined or added to fill in the gaps identified in the *Safeguarding the Collections* report and the general interest survey. SurveyMonkey was selected as the online surveying platform and an *Instructions and Definitions* document was developed to clarify procedures and encourage similar reporting practices amongst institutions.

Changes to this FY2013 Preservation Statistics Survey improve the survey experience through refined instructions and definitions, better navigation within the online survey tool, and revisions to the survey formatting. To allow year-to-year tracking of trends and to help institutions prepare for the survey, most of the data requested in this

FY2013 Preservation Statistics was requested in the pilot FY2012 Survey. The majority of updates to the survey are in Section 5, where respondents were asked to report both outsourced and in-house reformatting and digitization activities, and Section 6, where the questions focus beyond digital preservation to digital asset management systems.

Additionally, this year a [Preservation Statistics worksheet](#) (.xlsx) was created to help respondents track and calculate responses:

<http://www.ala.org/alcts/sites/ala.org.alcts/files/content/resources/preserv/presstats/Pres-Stats-FY2013-worksheet.xlsx>

The survey was distributed to library and preservation email lists and was open from January 15, 2014 through May 31, 2014.

View the [FY2013 Survey Questionnaire](#) (.pdf):

<http://www.ala.org/alcts/sites/ala.org.alcts/files/content/resources/preserv/presstats/Pres-Stats-FY2013-questionnaire.pdf>

Access the [FY2013 Instructions and Definitions document](#) (.pdf):

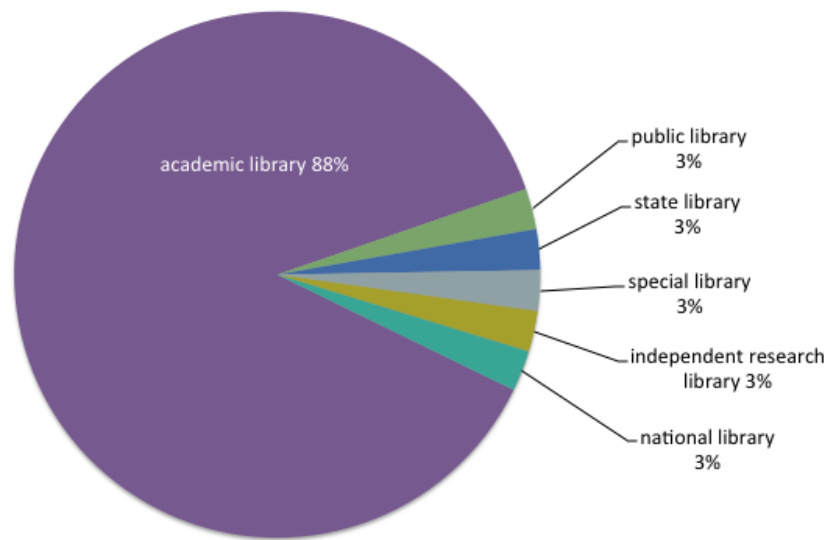
<http://www.ala.org/alcts/sites/ala.org.alcts/files/content/resources/preserv/presstats/Pres-Stats-FY2013-instructions.pdf>

## Respondents

Academic libraries formed the vast majority of respondents, with 35 responses from academic libraries, and one each from public, state, special, independent research, and national libraries (Figure A). The 40 responses received are not representative of libraries writ large, and the results cannot be extrapolated to make assumptions about preservation programs nationally. This report and the results of the Preservation Statistics Survey give a snapshot of preservation programs in FY2013, and allow for some comparison and trend tracking over time.

### Survey Respondents by Institution Type (FY2013)

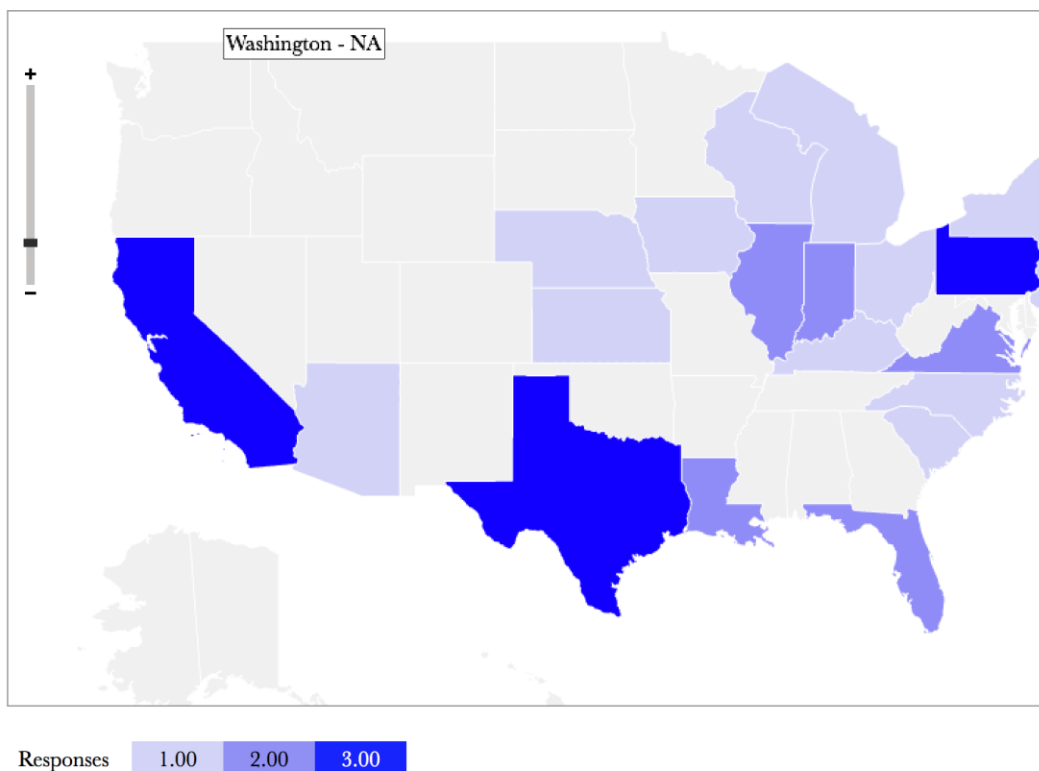
Figure A



States with the highest concentration of responding institutions include Texas (four), California (three), and Pennsylvania (three) (Figure B). The response rate was lower for the FY2013 survey than for the FY2012 pilot survey; sixty-three institutions responded in FY2012 (Figure C).

### Preservation Statistics Responses by State

OPENHEATMAP



## Results

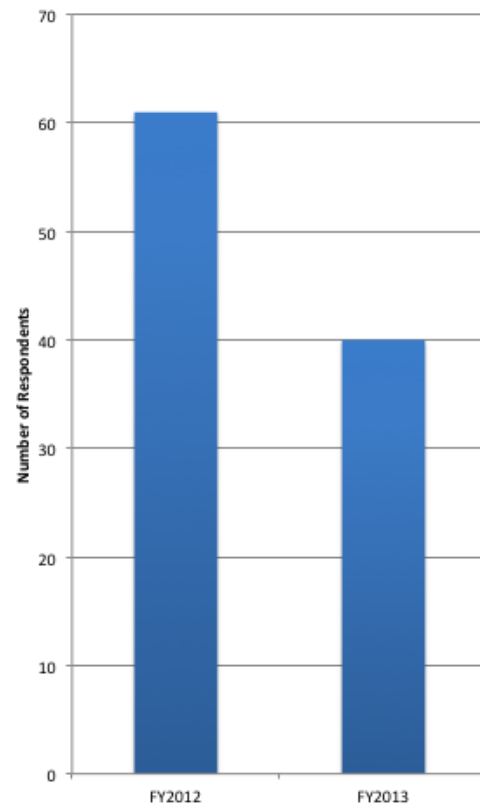
With only 40 complete responses to the FY2013 Preservation Statistics Survey, the results are not representative of libraries writ large. The ability to formulate extrapolations about preservation programs in cultural heritage institutions is not the point of the survey; rather, the survey documents the quantitative preservation activities of institutions for the benefit and use of the preservation community. As years of data accumulate, we will be able to identify trends and lend quantitative analysis to support or demystify anecdotal observations.

Continuing in the open-access path established by the FY2012 Pilot Preservation Statistics Survey and the ARL Preservation Statistics reports, data from the survey will be shared in order to facilitate review and additional analysis:

Download [the FY2013 full survey data set](http://www.ala.org/alcts/sites/ala.org/alcts/files/content/resources/preserv/presstats/FY2013-PresStats-data.xlsx) (.xlsx):  
<http://www.ala.org/alcts/sites/ala.org/alcts/files/content/resources/preserv/presstats/FY2013-PresStats-data.xlsx>

### Respondents: FY2012 vs. FY2013

Figure C



## Using the Survey Data to Track Long-Term Trends

As this survey is based on the ARL Preservation Statistics Survey conducted from 1984-2008, the data from the two surveys can be combined to evaluate long-term trends in preservation activity. However, because the group of libraries responding to the two surveys differs significantly, care should be taken in drawing broad conclusions based on the available data. For the ARL survey, all ARL member libraries provided a response, and no non-ARL libraries were permitted. The current ALA survey respondents are a self-selecting pool of institutions which include both ARL and non-ARL libraries.

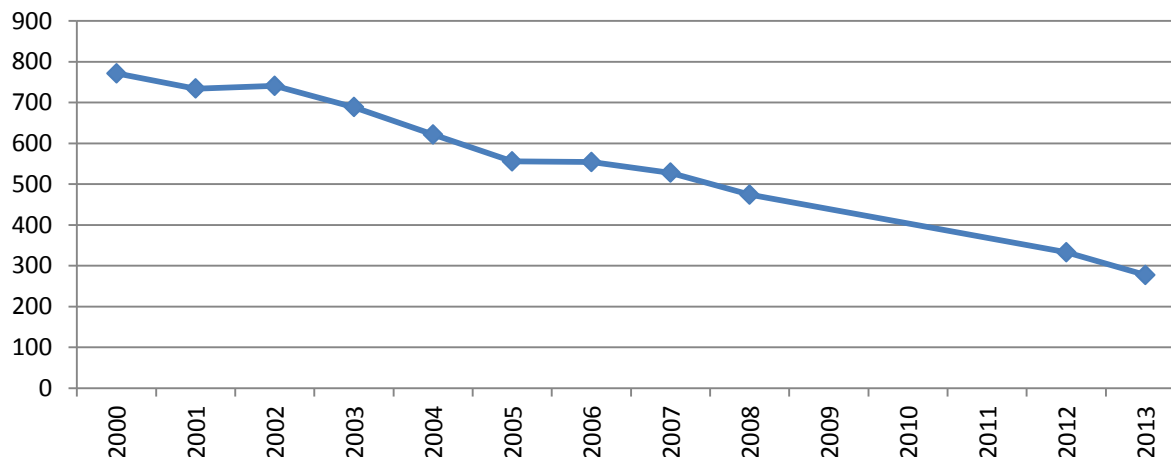
For the FY2012 Pilot Preservation Statistics Survey report, we used the pool of 34 ARL libraries that responded to the FY2012 survey to construct a comparison with the data ARL collected from the same 34 libraries in previous years. Repeating that analysis with this year's data would be less useful, as there are only 21 ARL libraries that responded to both the FY2012 and FY2013 ALA surveys.

Instead, this report analyzes the data for the 39 quantitative questions shared between the two surveys by comparing the total value reported for each question to the total library expenditure (TLE) of the reporting institutions. For questions where the response is expressed in US dollars, values are displayed as a percentage of total library expenditures. For questions where the response is not expressed in US dollars, the total expenditures have been adjusted to account for inflation, and are expressed in 2013 dollars. For non-monetary measures, including volume or item counts and staffing headcounts, values are expressed per million dollars of library expenditures (e.g. preservation staff FTEs per million dollars of library expenditure).

As an example, the graph below shows commercial binding volume counts from 2000-2013, expressed the number of volumes bound per million dollars of total library expenditure for all responding institutions.

## Volumes Commercially Bound Per \$Million TLE

Figure D



For each year, the formula which produces the calculated value is:

$$([\text{total volumes bound}] * 10^6) / ([\text{total library expenditures}] * [\text{inflation adjustment}])^1$$

Most tables in this report show data from 2000 to 2013. The ARL data was made available as Excel files from 2000-2008. No survey was conducted from 2009-2011, so no information is available for those years. The 2012 and 2013 figures come from the ALA survey.

Institutions for which information on total expenditures was not available were excluded from this analysis. For this reason, it is critical that libraries provide a value for total expenditures when completing the survey in future years. For ARL libraries that did not provide a figure for total expenditures, the value from the ARL Statistics survey was used. This method allows 53 institutions from FY2012 and 37 from FY2013 to be included in the analysis.

A weakness of this method is that differences from one year to another might be better explained by changes in the group of responding libraries than by actual changes in the level of preservation expenditure, staffing, or expenditures. For this reason, it is prudent to focus on trends that continue over several years, rather than changes from one year to the next.

<sup>1</sup> Inflation adjustments were derived from the Bureau of Labor Statistics CPI Inflation Calculator:  
<http://data.bls.gov/cgi-bin/cpicalc.pl>

## Section 1: Administration and Staffing

This section surveyed the leadership and staffing of preservation programs, both in the preservation unit and (for institutions with distributed preservation activities across multiple branch libraries, for example) institution-wide staff with preservation responsibilities. Respondents provided data on the number of staff in two contexts: by staffing category (professional staff; support or paraprofessional staff; contract, hourly, or student staff; and volunteers) and by preservation function (preservation, conservation, reformatting or digitization, digital preservation, audio/video preservation, preservation science, and other).

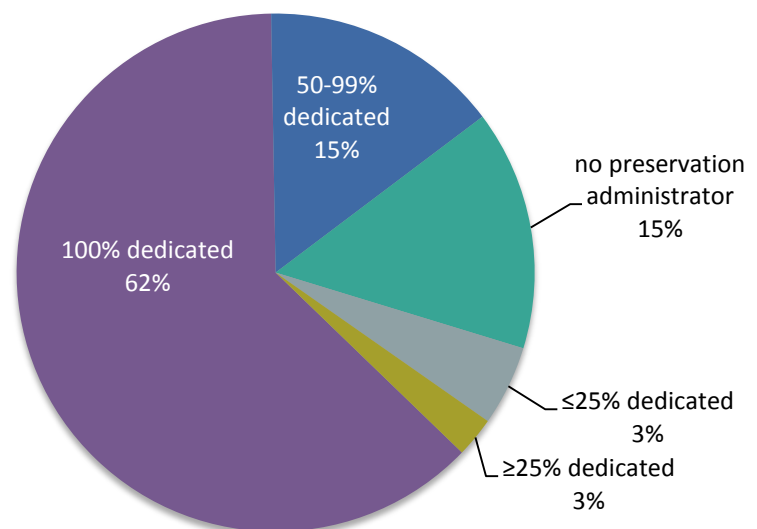
Twenty-five responding institutions (62%) employ a preservation administrator whose job assignment is 100% dedicated to preservation activities and program management. Figure E shows the percentage of preservation administrators' time dedicated to preservation programs and management in responding institutions.

The location of preservation within the administrative structures of libraries varies. Among the libraries that have a preservation administrator or other professional who leads preservation activities, the preservation administrator most frequently reports to an Associate University Librarian (AUL) or Associate Dean (16 respondents). Other responses included Curator of Special Collections, Director of Technical Services Division, Team Leader of Scholarly Resources and Special Collections, and Head of Curation and Preservation Services.

As noted in nearly every ARL Preservation Statistics report since their start in the 1980's, the "size of the staff reporting to the preservation administrator is a key factor in defining a[n] [institution's] level of preservation program development." Table 1 details the number of FTEs within the preservation unit (reporting to the Preservation Administrator) by staffing category:

### Percentage of preservation administrator's job dedicated to preservation

Figure D



Staffing within Preservation Programs - Table 1

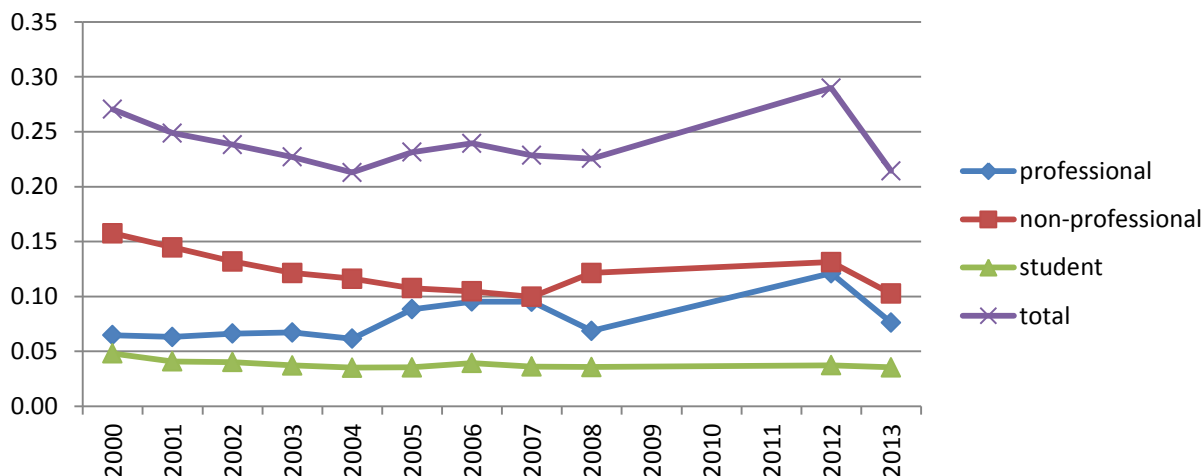
Number of professionals			Median of Support Staff	Median of Student Assistants	Median of Total FTE
4 or more	6	15%	7.75	1.50	14.60
2-3.9	12	30%	3.70	1.50	8.23
1-1.9	8	20%	2.00	2.00	3.23
Less than 1	5	13%	0.13	0.23	0.68



Trends regarding the administration and staffing of preservation programs and library-wide preservation are starting to emerge. One identifiable trend from staffing and salary data has been that professional employment in preservation has tended to increase, while non-professional employment has tended to decrease. The decrease in non-professional employment correlates with a decrease in several of the activities frequently performed or overseen by non-professional staff, such as commercial binding and level 1 and 2 conservation treatment. It seems likely, from the data collected, that non-professional employment in preservation has dropped by at least 20% since 2000.

## FTEs in Preservation Depts per \$Million TLE

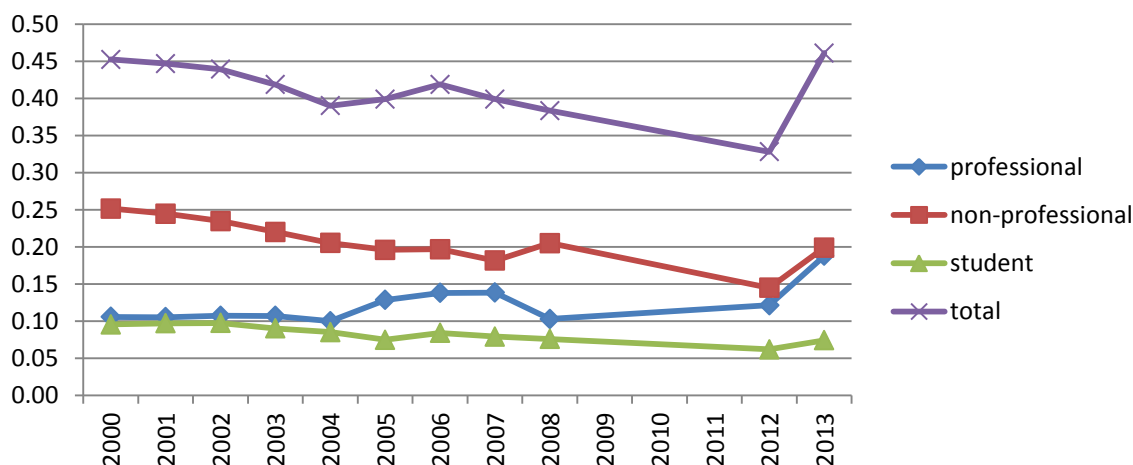
Figure F



Data from the FY2012 Preservation Statistics Report suggested a move towards increased staffing in preservation departments, at the same time that library-wide staffing for preservation appeared to drop. However, the FY2013 survey reversed that trend, with staffing within preservation departments reported at the lowest level since 2000, and library-wide staffing for preservation appearing to reach its highest level during the same period. These changes are likely the result of shifts in the pool of survey respondents. At this time, the survey does not suggest a strong trend either towards or away from centralized staffing for preservation.

## FTEs in Preservation, Library-Wide, per \$Million TLE

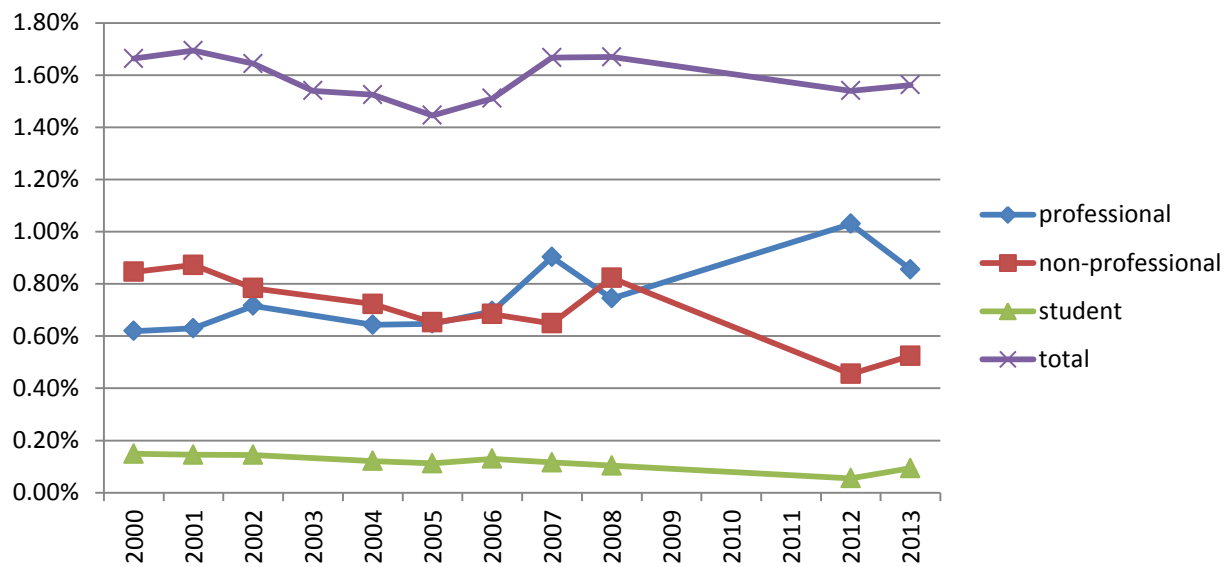
Figure G



As discussed in the next section, salaries and wages are the largest expenditure for preservation activities. Like staffing levels, overall salary expenditures for preservation have tended to stay level or decrease moderately relative to TLE. Data on salaries also supports the tendency of professional staffing for preservation to increase while non-professional staffing has decreased.

## Total Preservation Salaries as % of TLE

Figure H



## Section 2: Budget and Expenditures

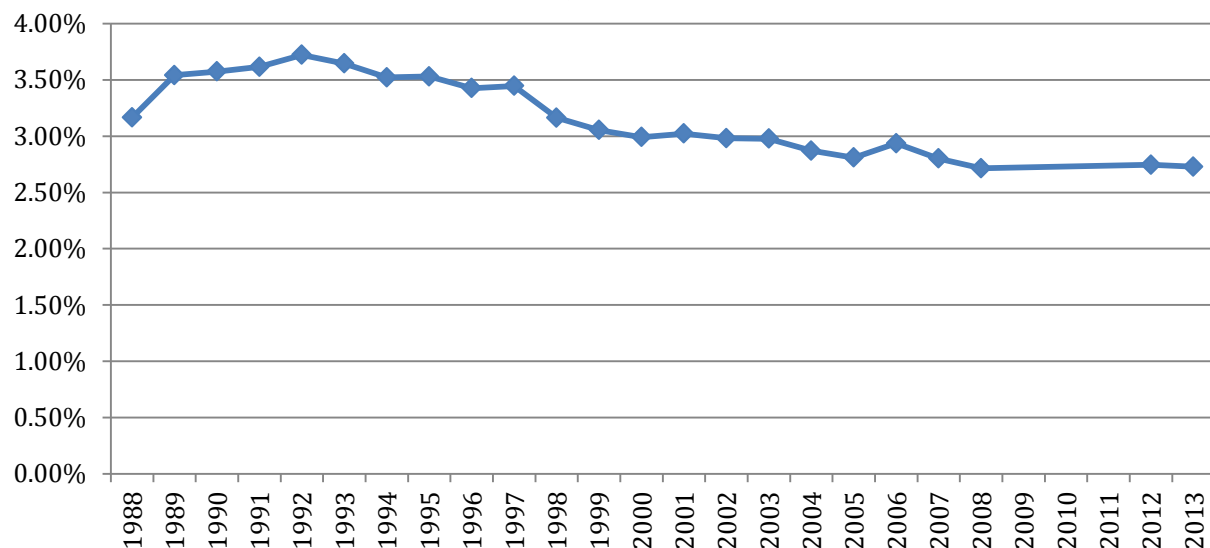
This section surveyed FY2013 budget and expenditure information for preservation activities. FY2013 was defined by the respondent's institution (calendar year, academic year, or federal schedule).

Reported preservation expenditures on salaries and wages, contract services, supplies, and equipment totaled \$41.4 million for FY2013. Excluding the Library of Congress (with preservation expenditures of over \$20 million), financial support for preservation ranged from a low of \$10,700 to over \$1.6 million, with a median of \$365,000.

Before examining the FY2013 results in detail, it is worthwhile to examine the long-term trend in preservation budget and expenditures. In 1984, at the outset of the Preservation Statistics survey, ARL attempted to establish standards for budgetary effort for preservation activities among research libraries. "The library should allocate to measurable preservation activities an amount equal to at least 10% of its expenditure for books, serials, and other library materials or 4% of its total expenditures... Only those programs in the range above 4% of expenditures can be said to be moderately strong and emerging into maturity."<sup>2</sup> While many individual libraries did reach or exceed that goal, there was never a year in which ARL libraries as a group spent 4% of their budgets on preservation activities. Based on the available data, it is likely that preservation spending, as a percentage of overall research library budgets, has fallen approximately 25% from its peak in 1992.

**Preservation budget % of total budget  
(1988-2008, ARLs, 2012-13 survey respondents)**

Figure I



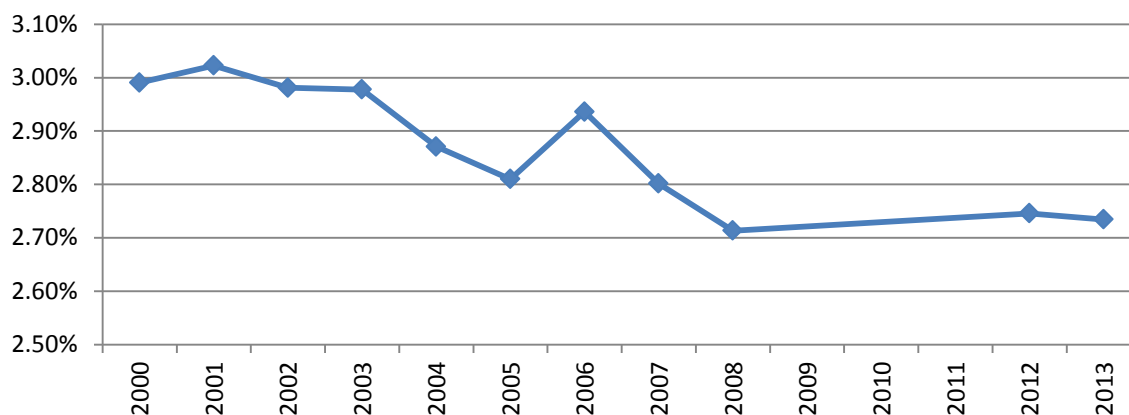
Because total preservation expenditures are such a crucial measure of institutional commitment to preservation, this report includes two graphs for this metric. Figure I includes all available data, from 1988-2013. Figure J displays the same data from 2000-2013, in order to facilitate comparison with the other graphs in this report.

<sup>2</sup> Billings, Harold W. et al. "Guidelines for Minimum Preservation Efforts in ARL Libraries." Preservation Guidelines in ARL Libraries (SPEC Flyer 137, September 1987), Systems and Procedures Exchange Center. Washington, DC, Association of Research Libraries, Office of Management Studies: 13.

Accessed from <http://babel.hathitrust.org/cgi/pt?id=mdp.39015013125003;seq=9;view=1up> on July 7, 2014.

## Total Preservation Expenditures as % of TLE

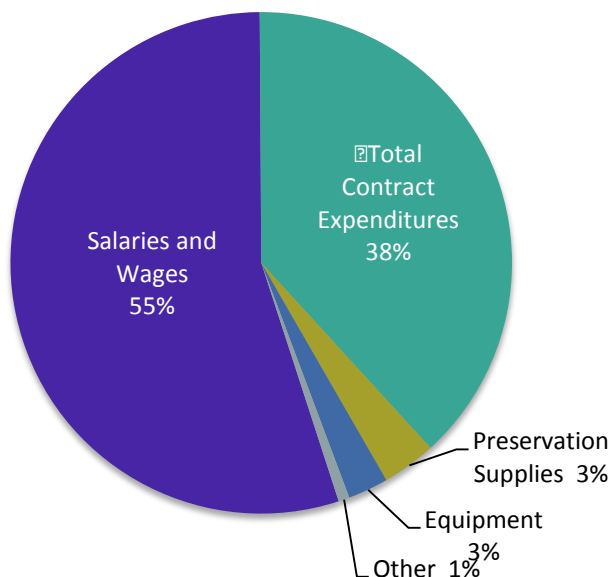
Figure J



Following the trend established by the ARL Preservation Statistics surveys, salaries and wages continue to be the single largest expenditure for preservation activities (Figure K). Further breakdown of the staffing expenses of responding preservation programs is detailed in Figure L.

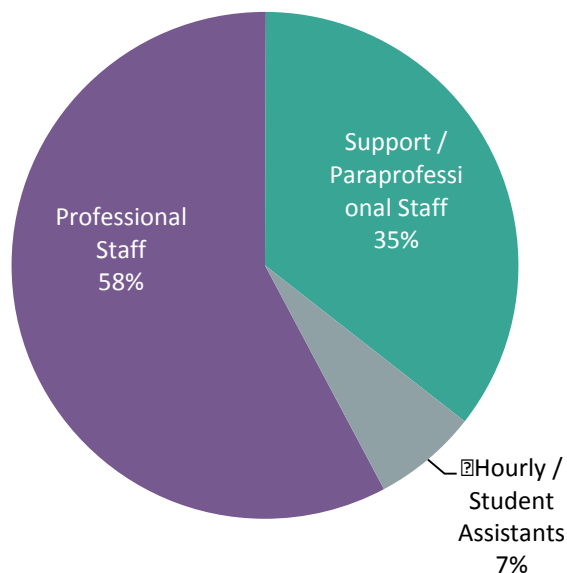
## Total Preservation Expenditures

Figure K



## Total Salaries and Wages

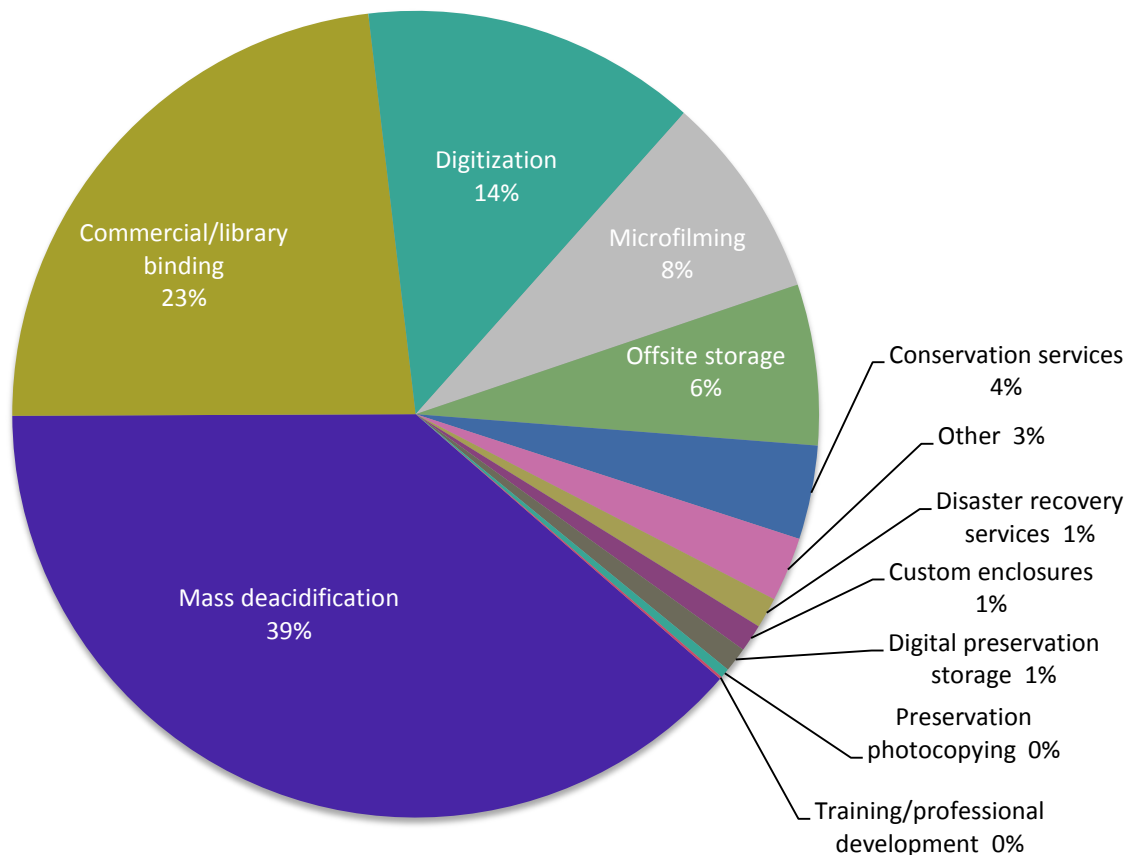
Figure L



A closer examination of FY2013 contract expenditures differentiates allocations to contract services. Mass deacidification, commercial / library binding, and digitization lead contract expenditures, followed by microfilming, offsite storage, conservation services, disaster recovery services, custom enclosures, digital preservation storage / hosting, preservation photocopying, and training / professional development. Write-in responses for “other” contract expenditures were mostly miscategorized digital preservation and audio-visual collections reformatting expenses.

## Preservation Expenditures: Contract Expenditures

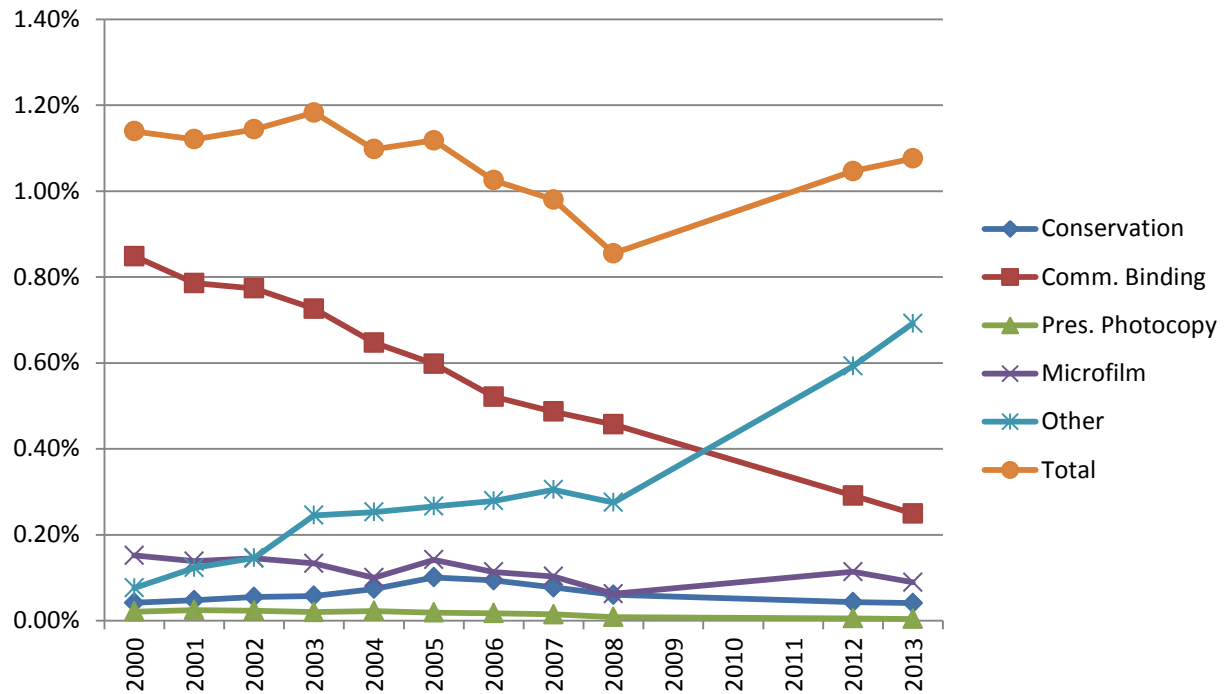
Figure M



Unsurprisingly, spending on contract commercial binding shows a dramatic downward trend. Spending on “other” contract services, a category established on the ARL survey, and which includes digitization, digital preservation storage, offsite storage, and disaster recovery services, continues to increase.

## Contract Preservation Expenditures as % of TLE

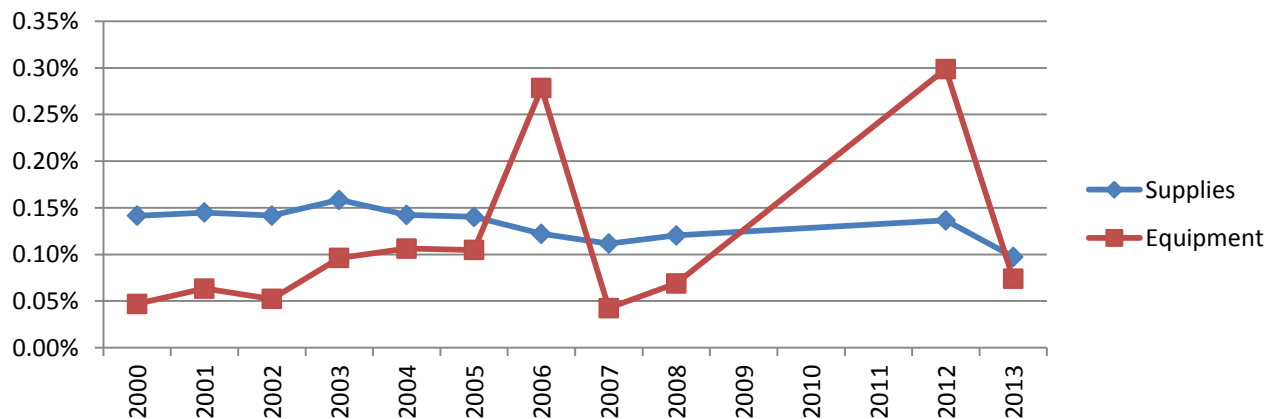
Figure N



The dramatic year-to-year changes in spending on equipment likely reflect large, one-time purchases by one or more institutions (Figure O):

## Expenditure on Preservation Supplies and Equipment as % of TLE

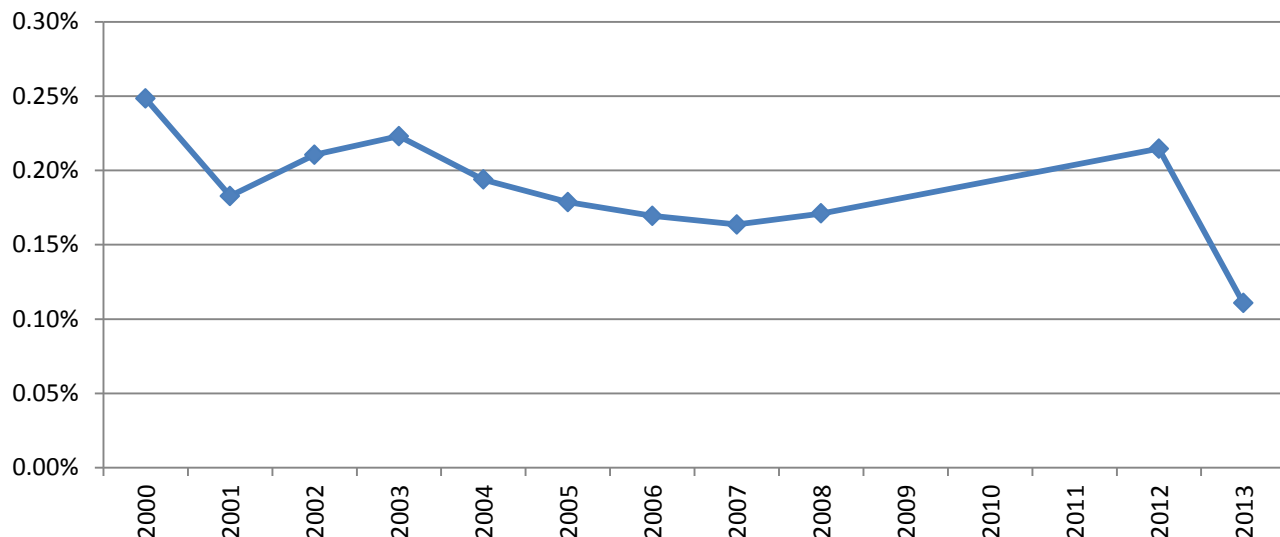
Figure O



Expenditures from outside sources such as grants tend to vary significantly from year to year (Figure P). Due to the small size of the sample, it is probably unwise to draw sweeping conclusions from the large decrease in this measure from 2012 to 2013, but it warrants attention in future surveys.

## Expenditures from External Funding Sources as % of TLE

Figure P



## Section 3: Preservation Activities

This section of the survey collected information on library binding, mass deacidification, disaster planning/response, environmental monitoring, and outreach/training. Before the FY2012 survey, many of these activities had not previously been tracked by national survey efforts, yet are they are integral to modern preservation departments. The numbers of attendees to preservation education programs demonstrate the dedication that preservation professionals have to spreading their knowledge and skills to other librarians and the public.

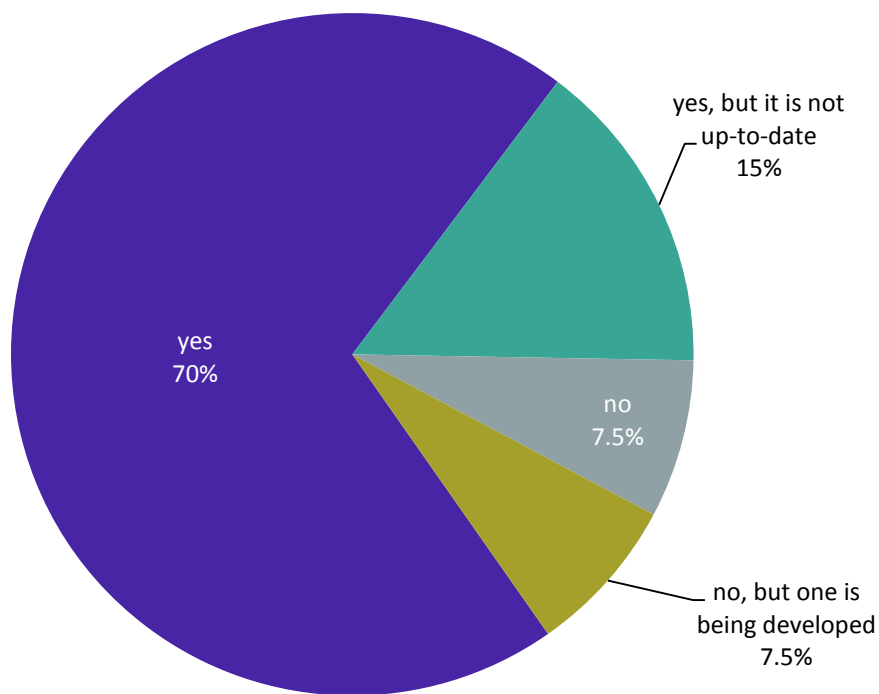
The forty participating libraries spread awareness of preservation by educating a total of 7,348 people in fiscal year 2013. Respondents reported 1,102 attendees to internal training sessions, 250 attendees to external preservation training sessions, 3,537 attendees to public information sessions (e.g. lectures, Preservation Week seminars), and 2,294 attendees to tours of preservation/conservation units. The respondents also hosted a total of 65 preservation/conservation interns or fellows. Most of the libraries that responded (36 institutions, or 85% of respondents) reported attendees to at least one of the different types of educational and outreach opportunities.

Twenty-nine of the responding libraries (72%) experienced some type of disaster in FY2013: water, fire, mold, pests or other incidents. Some libraries chose to call disaster recovery vendors, but not all (Figure R). The data does not provide any clear

explanation for why institutions chose to call a disaster recovery vendor or not. The number of preservation staff in institutions that chose to call a disaster recovery vendor ranged from 0 to 13.75FTE, and the number of staff hours dedicated to the response effort in institutions that called a disaster recovery also ranged from 0 hours to 50+ hours. The median operating budget of the libraries that had a disaster plan and worked with a vendor was approximately \$25 million, while the median budget of libraries who did not work with a disaster recovery vendor was close to that at approximately \$24 million. Institution size (in terms of preservation staff) and total operating budget do not seem to have an impact on the decision to involve contract disaster recovery services in a disaster response.

### Status of Disaster Plans

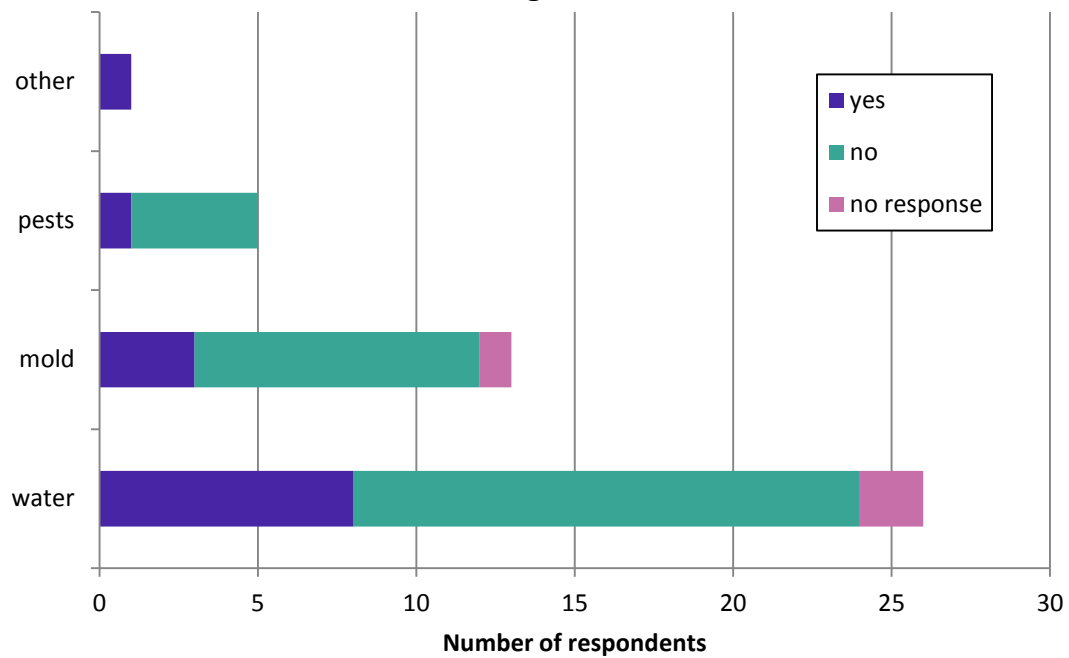
Figure Q





## Disaster Recovery: Was a contract recovery vendor involved?

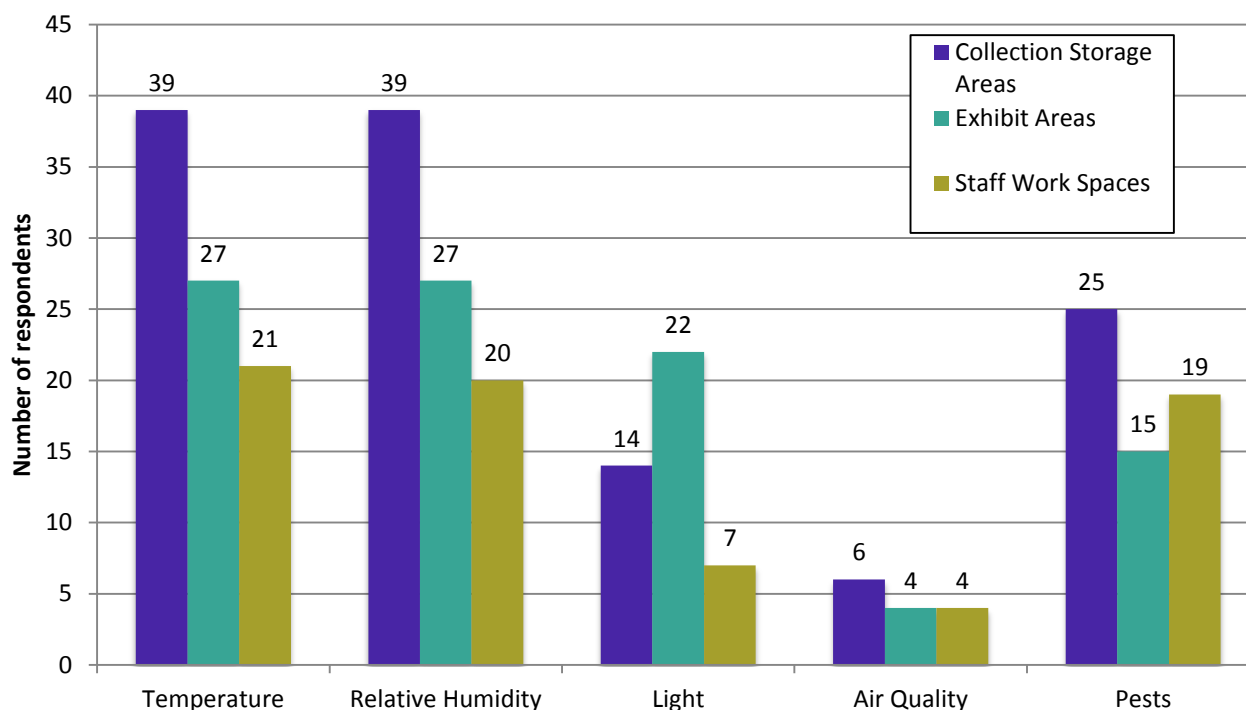
Figure R



Most institutions monitor temperature and relative humidity in collection storage areas; air quality is the least monitored environmental factor, and staff work spaces are less likely to be monitored for environmental factors than are collection storage areas or exhibit spaces:

## Environmental Monitoring: What & Where

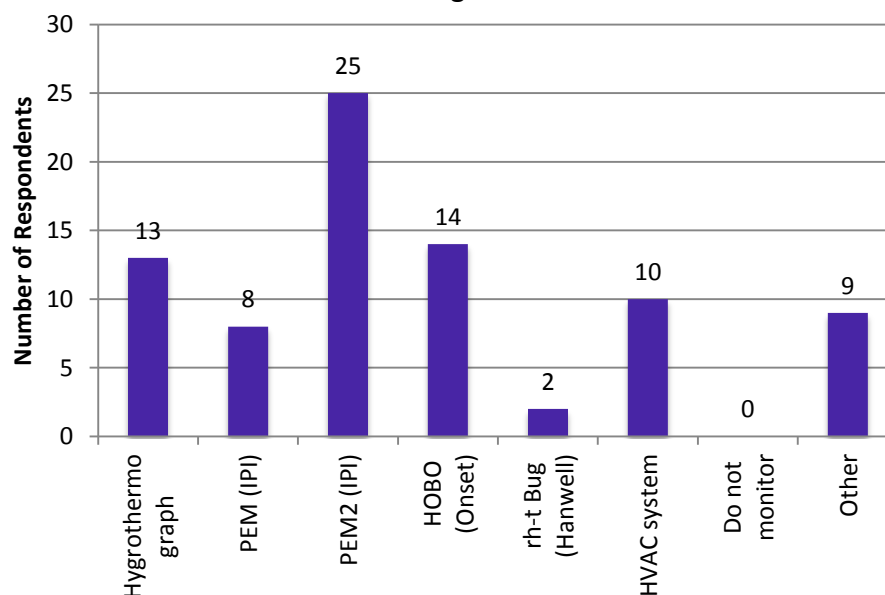
Figure S



Among responding institutions, the PEM2 (manufactured by the Image Permanence Institute) is the most frequently used environmental monitoring device though many institutions use more than one device. The HOBO is the second most frequently used device among respondents this year, followed surprisingly by the hygrothermograph. By contrast, among the FY2012 respondents, the second most frequently used environmental monitoring device was the increasingly sophisticated HVAC system.

## Environmental Monitoring Devices

Figure T

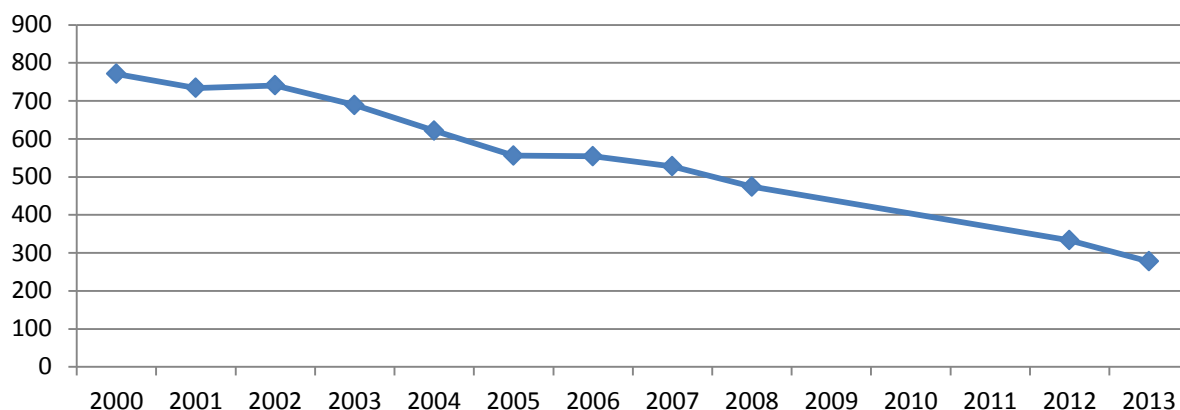


Responding institutions commercial/library bound 229,265 monographs and 187,845 serials; 263,261 monographs and 426 linear feet of unbound papers were mass deacidified. It should be noted that, among the forty respondents, the mass deacidification activities of the Library of Congress accounts for 95% of monographs mass deacidified and 100% of unbound paper mass deacidification.

In examining the long-term trend, it is no surprise that the number of volumes commercially bound shows a steady decline, as compared to total library budgets, since 2000:

## Volumes Commercially Bound Per \$Million TLE

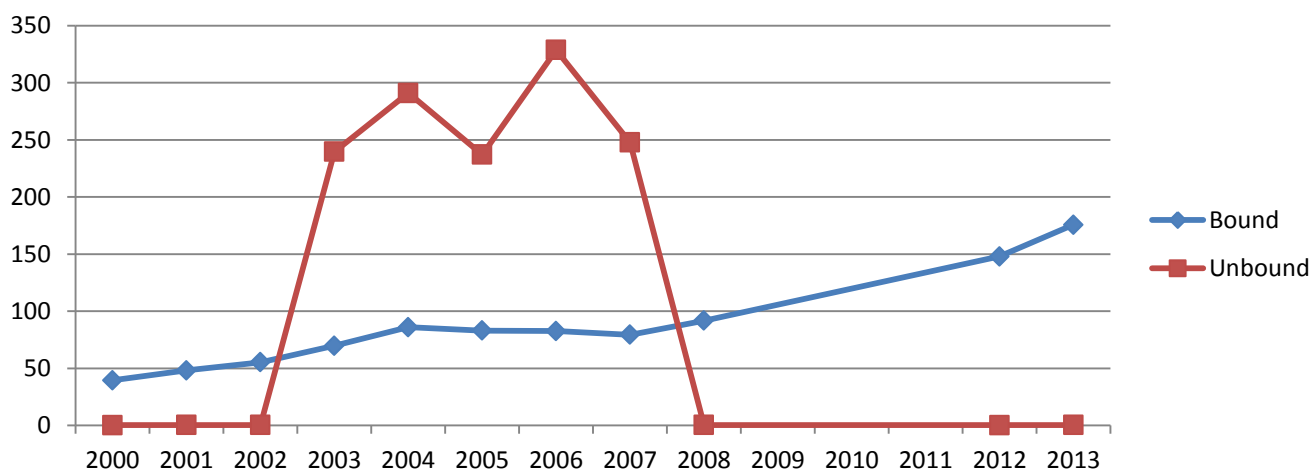
Figure U



The number of bound volumes receiving mass deacidification treatment appears to be steadily increasing. Conversely, the number of unbound sheets receiving that treatment has decreased to near-zero levels, after several years of heavy activity in the middle of the last decade.

## Number of Items Receiving Mass-Deacidification per \$Million TLE

Figure V



## Section 4: Conservation Treatment

This section surveyed the number of items conserved by format and, in some cases, treatment time as well as the number of protective enclosures constructed by either in-house programs or outsourced contractor services. Additionally, the number of items assessed for conservation, prepared for exhibition, and prepared for digitization were emerging categories reflecting developing areas of responsibility for many preservation programs.

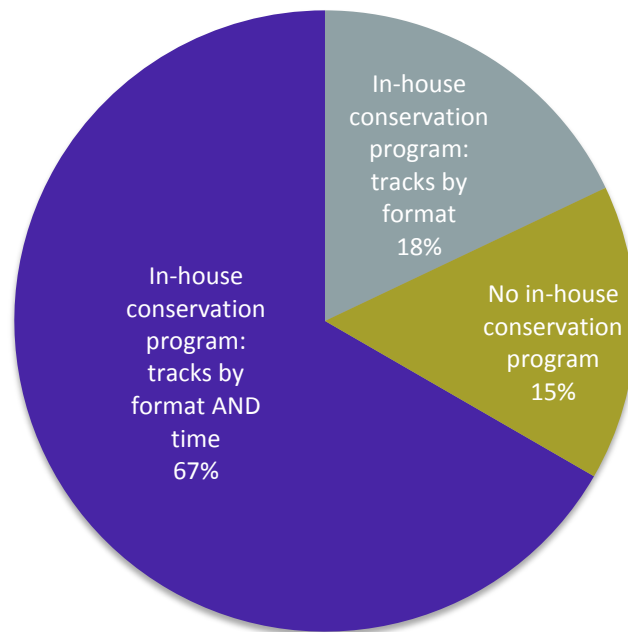
Of the 40 respondents, 26 institutions (65%) outsource conservation treatment and/or protective enclosure construction to contract vendors. Of the six respondents without an in-house conservation program, half (50%) rely on contract conservation services.

The majority of respondents (67%) have conservation programs and track conservation treatment by the ARL-defined conservation treatment levels: Level I for treatments taking less than 15 minutes; Level II for treatment times ranging from 15 minutes to 120 minutes; and Level III for treatments that take more than two hours.

In FY2013, the responding libraries provided item-level attention to over 1.7 million items. These activities include surveying or assessing an item for condition, preparing an item for digitization or exhibition, or performing conservation treatment. Figure W shows the number of items given item-level attention.

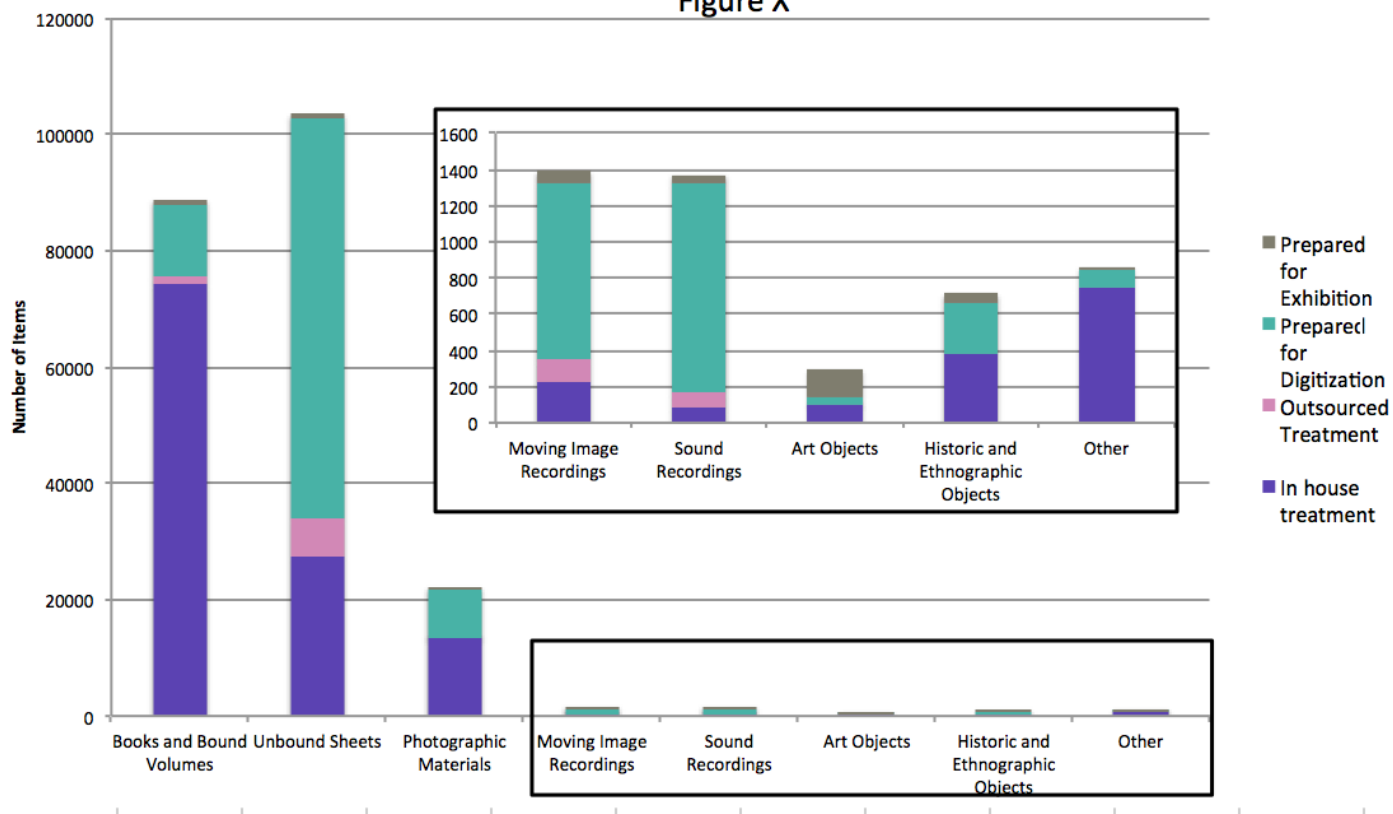
### Conservation Treatment Programs

Figure W



## Conservation Activities

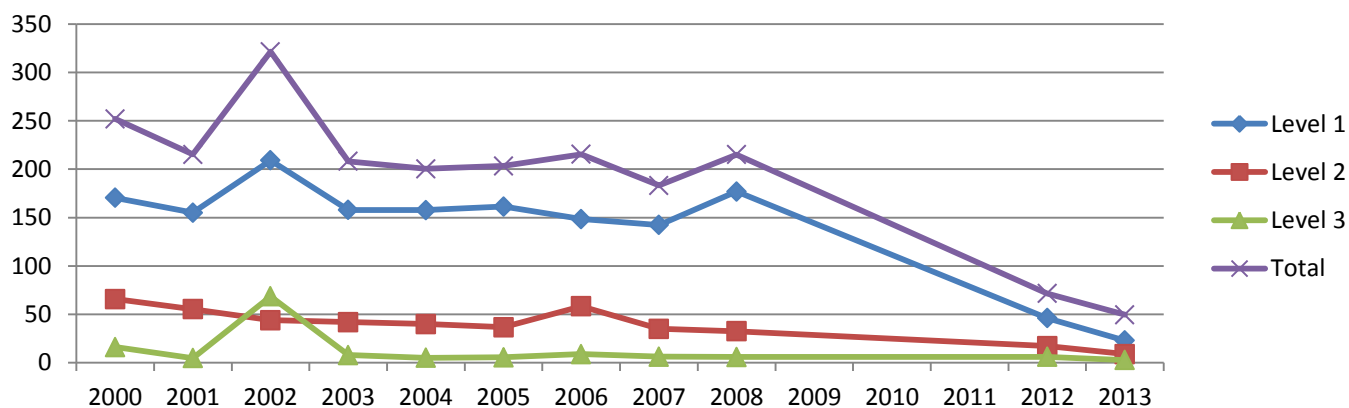
Figure X



Level 1 repairs show a dramatic decline from the levels reported in the ARL survey. Since the majority of this decline appears to occur between the end of the ARL survey (2008) and the beginning of the ALA survey (2012), some of this effect may be due to differences in the sample pool. However, previous analysis in the pilot [FY2012 Preservation Statistics Survey Report](#) focusing on only institutions which responded to both surveys suggests a similar trend.

## Conservation Treatments (bound volumes)/\$Million TLE

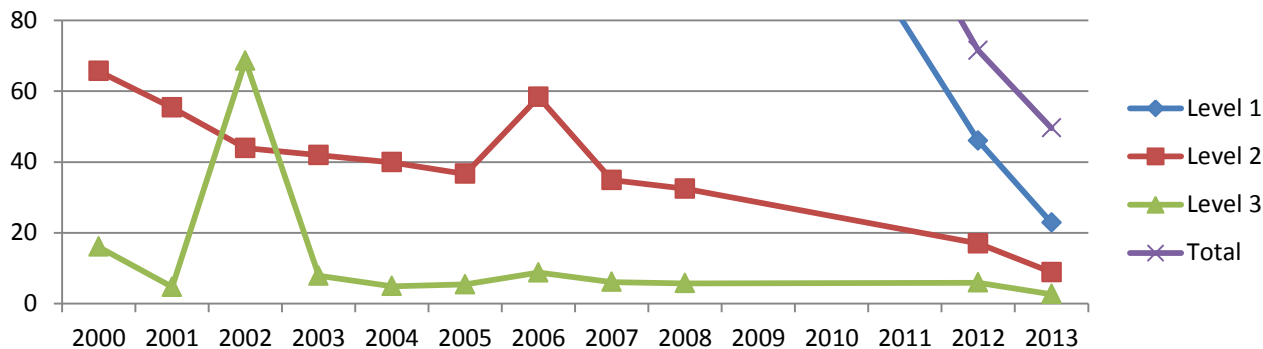
Figure Y



Level 2 repairs also appear to be in decline, while Level 3 repairs are more volatile. The dramatic decrease from 2012 to 2013 (over 50%), after a slight increase between 2008 and 2012, may simply be a symptom the surveys' small sample size; however it makes sense to monitor this measure closely going forward.

## Conservation Treatments (bound volumes) per \$Million TLE (detail)

Figure Z



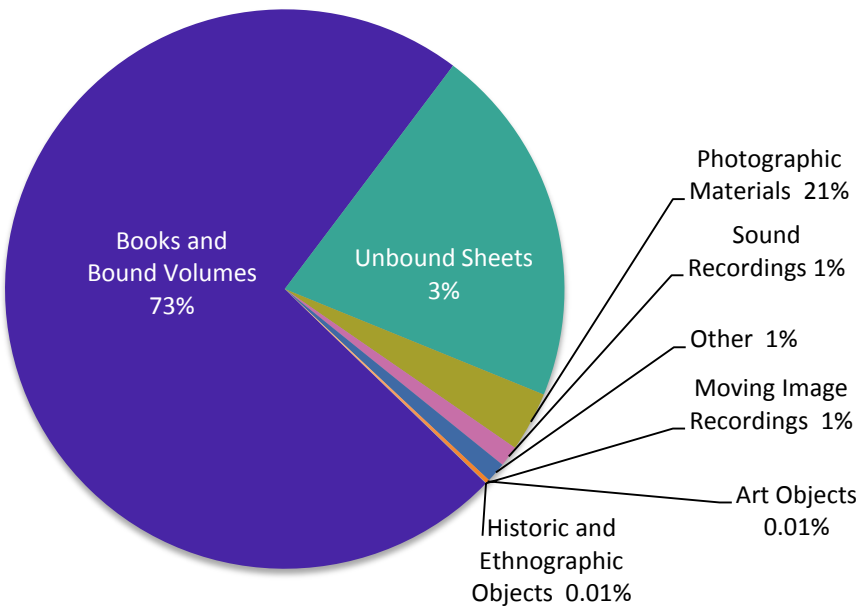
The majority of respondents (at least 75%) are tracking either conservation assessment, digitization prep, and/or exhibition prep. In analyzing the data for these emerging areas, it is interesting to note the material formats of the items assessed or prepared.

When assessing the condition of materials (in a collection survey or in the course of planning future projects), respondents are most likely examining books and bound volumes (73% of the materials examined) or photographic materials.

When preparing collection materials for digitization, respondents were most frequently treating unbound sheets (75%). When preparing materials for exhibition, respondents were near equally split in preparing unbound sheets (35%) or books and bound volumes (35%).

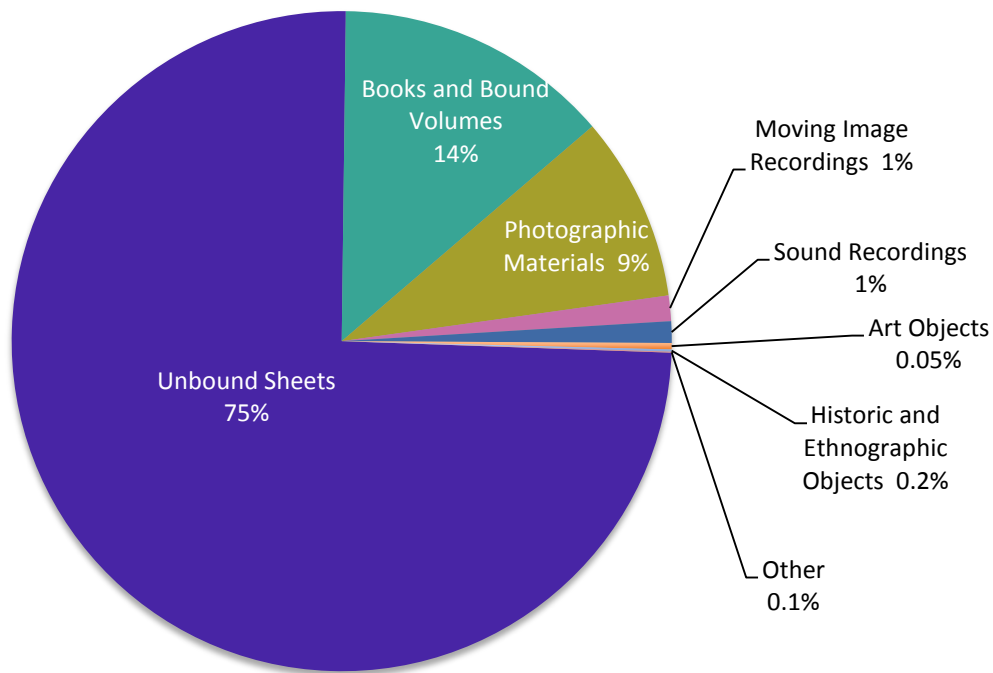
## Condition Assessment

Figure AA



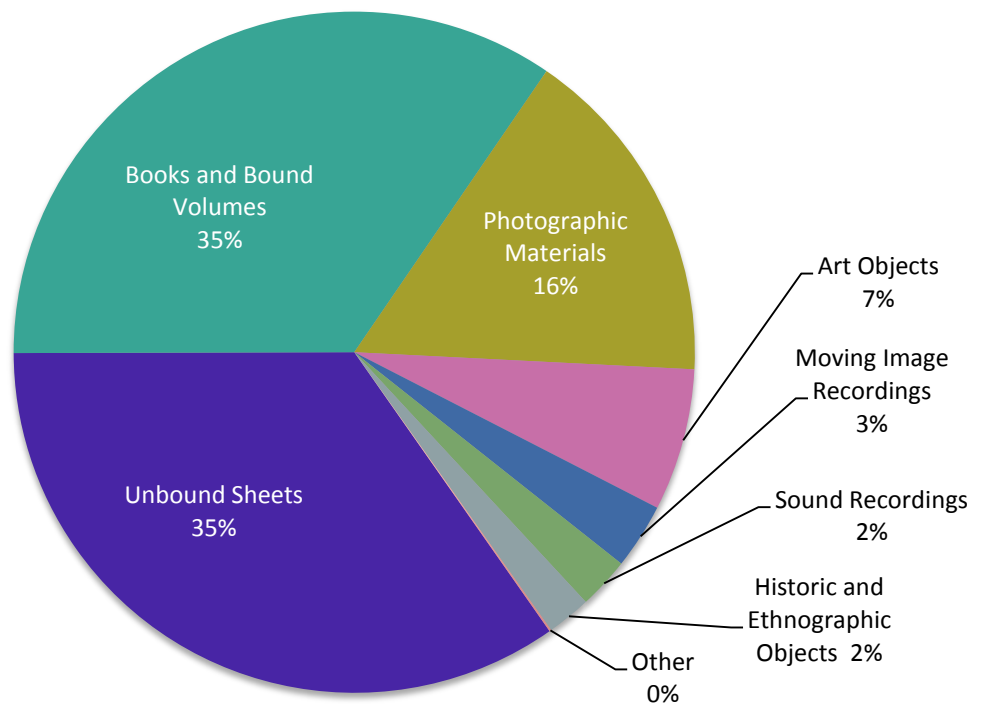
## Prepped for Digitization

Figure BB



## Prepared for Exhibition

Figure CC



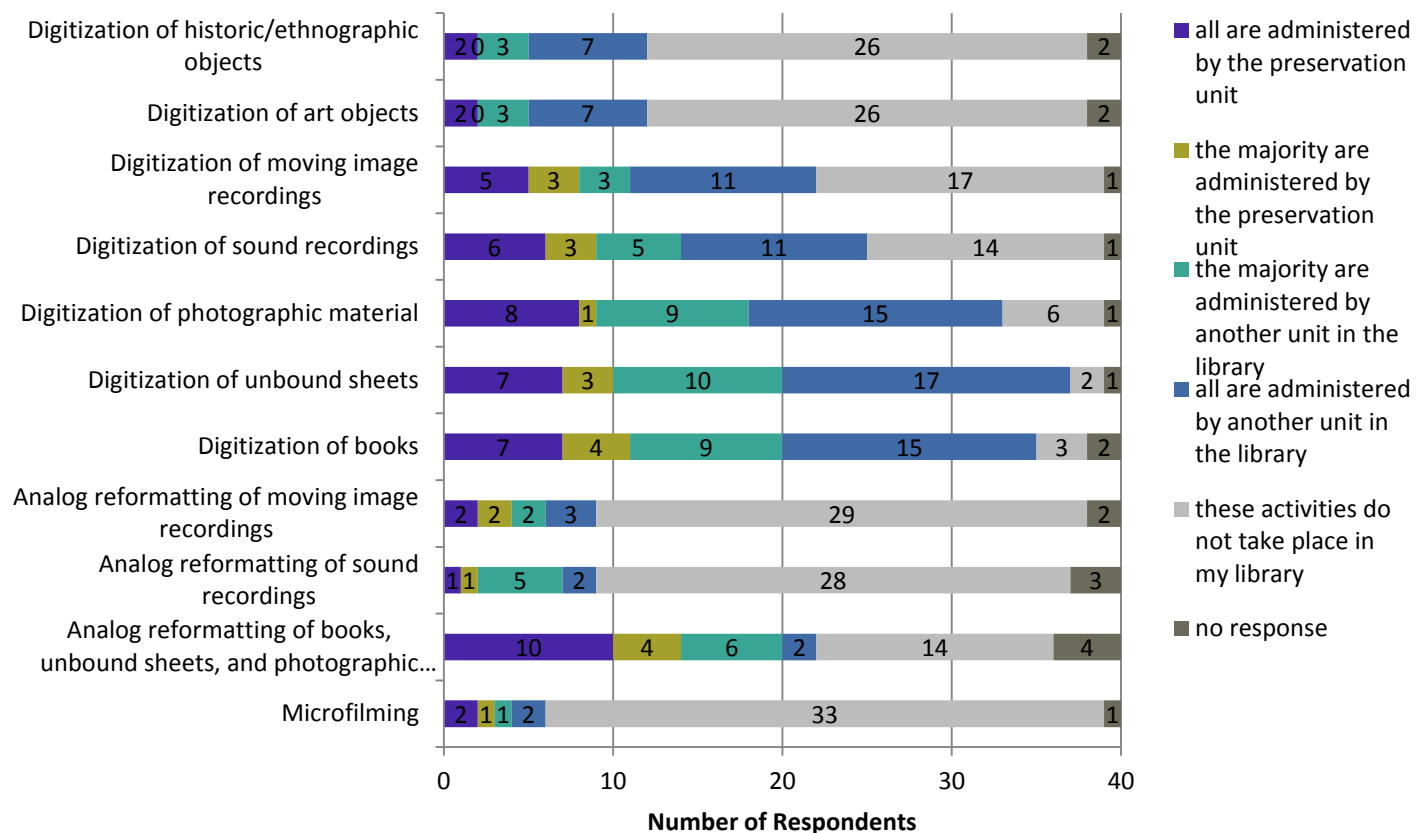
## Section 5: Reformatting and Digitization

This section surveyed the number of items (from traditional collections such as books and unbound paper to sound recordings and moving image formats) reformatted via microfilming, preservation photocopying, and digitization. Additionally, participation in mass digitization or collaborative digitization projects was surveyed, as was the quantity of in-house vs. outsourced contract reformatting.

In FY2013, a new question was added to the survey to determine where in institutions in-house reformatting and digitization are taking place. Amongst the respondents, if digitization takes place in the institution, it is more likely to be administered by a unit outside of preservation than by the preservation unit. Fig. DD shows the distribution of activities within institutions:

### Describe how in-house reformatting and digitization activities are administered in your institution

Figure DD

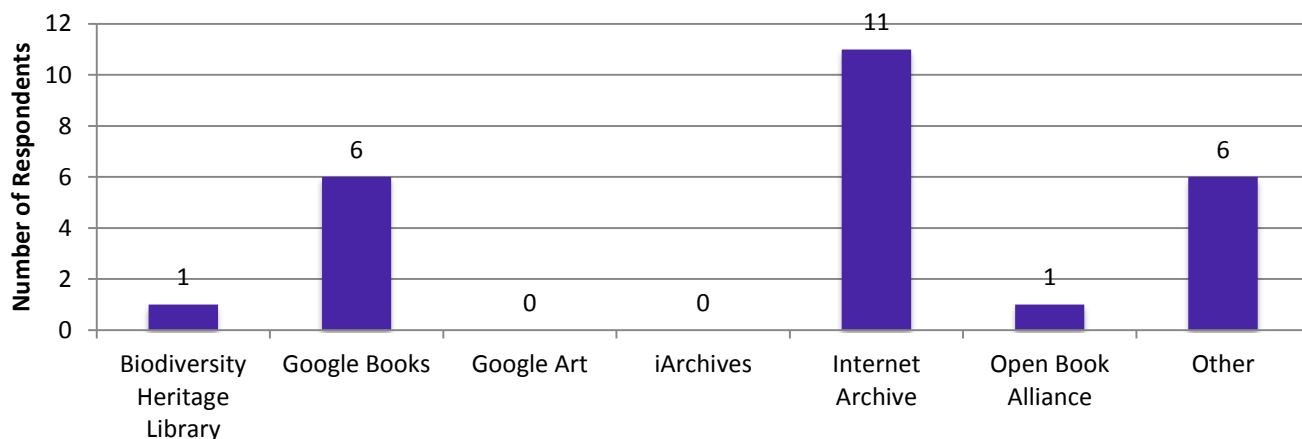




Sixteen responding institutions (40%) report participating in mass digitization or collaborative digitization projects. Five institutions (13%) participate in two or more projects. Write-in responses for “other” for collaborative mass digitization projects were mostly miscategorized digital preservation initiatives (Hathitrust, Digital Preservation Network).

## Participation in Collaborative or Mass Digitization Initiatives

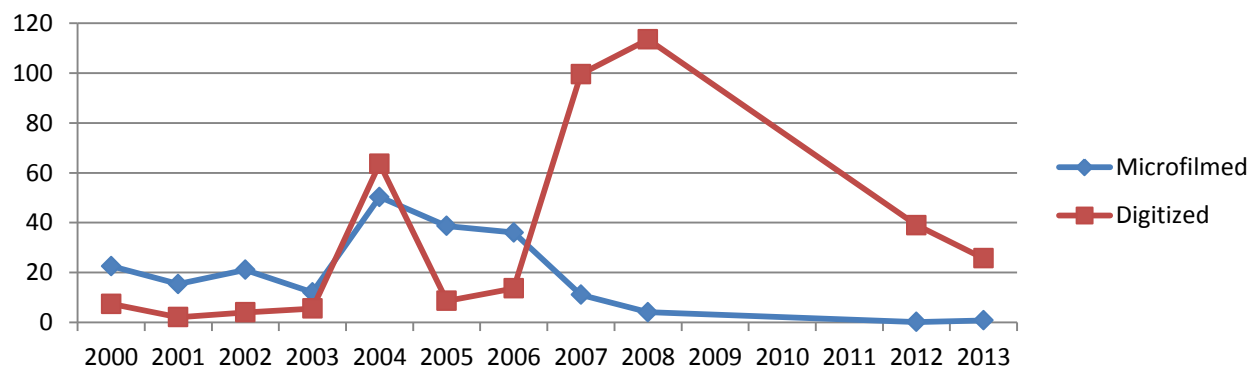
Figure EE



While the number of bound volumes digitized varies dramatically from year to year, likely due to some responding libraries' participation in mass digitization projects, the number of bound volumes microfilmed has fallen to levels below one volume for every million dollars of TLE – a very low level.

## Bound Volumes Microfilmed and Digitized per \$Million TLE

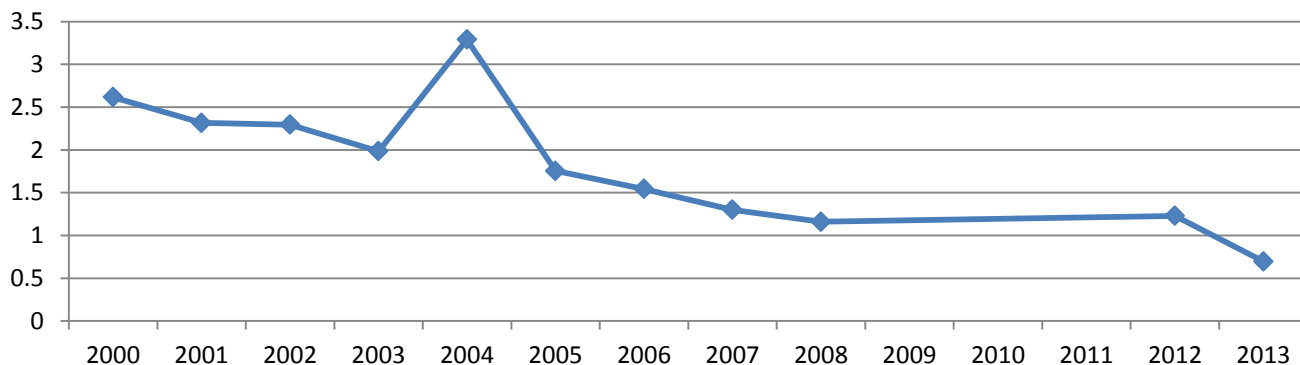
Figure FF



Preservation photocopying of bound volumes seems to be experiencing a significant decline, though the number of items involved has always been quite low.

### Bound Volumes Preservation Photocopied per \$Million TLE

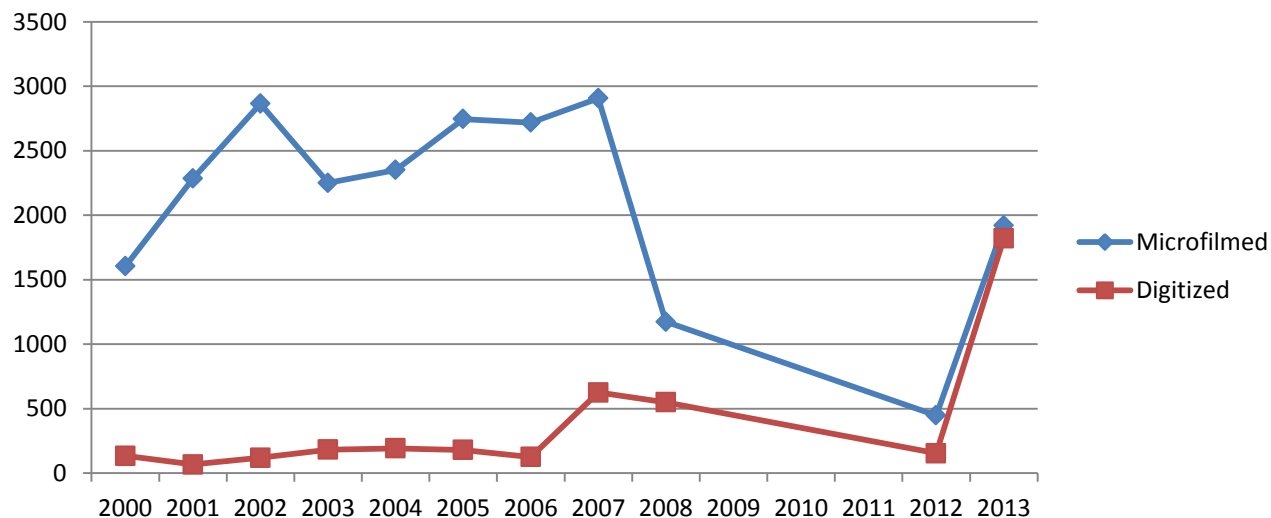
Figure GG



On the other hand, microfilming of unbound sheets continues to exceed digitization in the survey results. It is worth noting that, for the FY2013 survey, 97% of the unbound sheets digitized and 100% of the unbound sheets microfilmed were reported by the Library of Congress.

### Unbound Sheets Microfilmed and Digitized per \$Million TLE

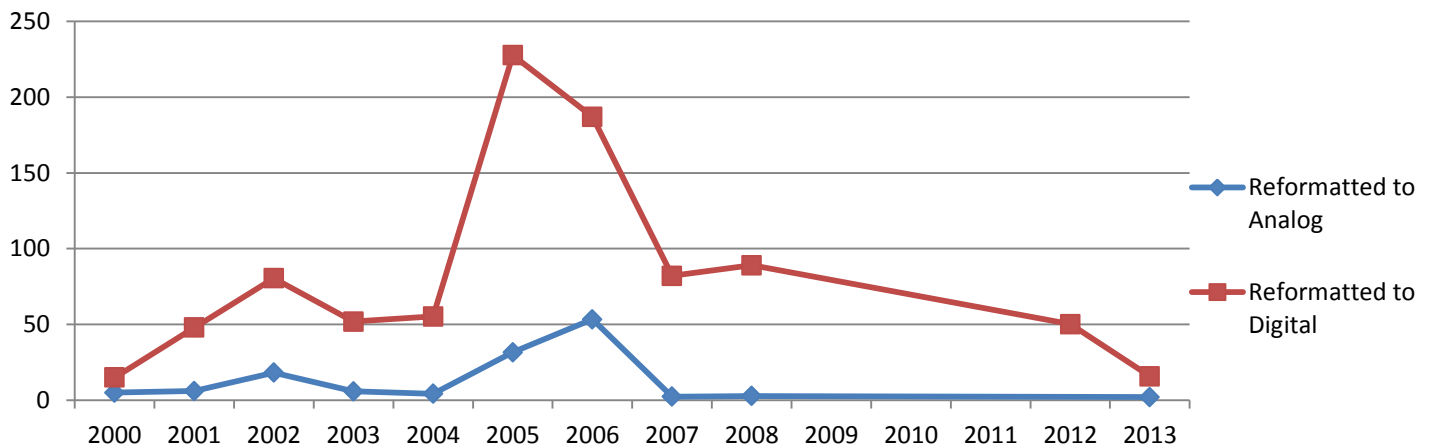
Figure HH



The number of non-print items reformatted appears to have peaked dramatically in 2005 and 2006, but returned to relatively low levels in the following years. One question which was not part of the FY2012 ALA survey, but was reintroduced for the FY2013 survey, refers to analog reformatting of “other” or non-print items, e.g. the transfer of an audio recording from its original physical carrier to a new physical carrier which uses an analog format. The number of items receiving this treatment has historically been relatively low, but peaked in 2005 and 2006, coinciding with an increase in the digitization of non-print formats.

## Number of Non-Print Items Reformatted to Analog or Digital Formats per \$Million TLE

Figure II



## Section 6: Digital Preservation

This section surveyed the staffing, responsibilities, and activities of digital preservation programs, including the number of items and quantity of data added to the digital preservation repository during FY2013 and held by the digital preservation repository in total.

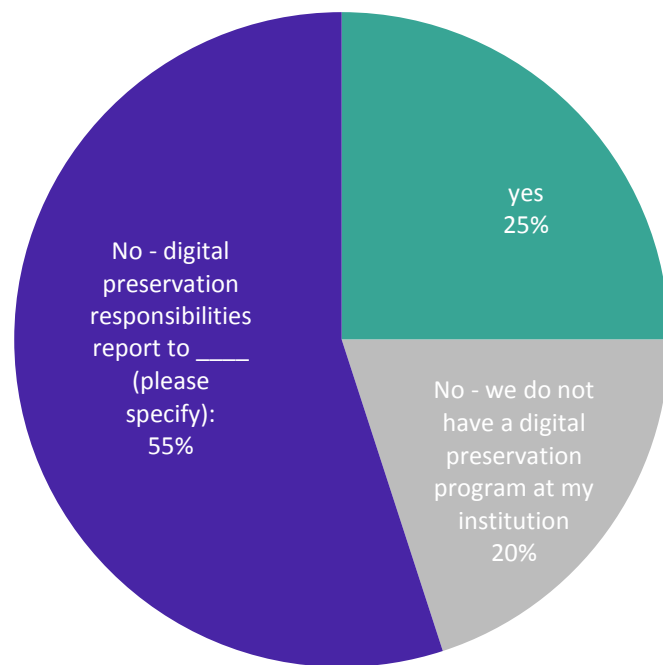
In keeping with the results of the pilot FY2012 survey, Figure JJ details that approximately one quarter of the responding institutions indicated that digital preservation was a responsibility of their preservation program. Just 20% of the respondents did not have a preservation program, compared to 26% of the respondents to the FY2012 survey.

Most libraries responded that digital preservation responsibilities report to someone outside of the preservation department. A few examples of the titles of the staff who manage digital preservation includes Digital Collections Department, Digital Initiatives and Publishing, Assistant Director for Archives, Digital Scholarship Services, and Digital Library Development Program. Six institutions indicated digital preservation responsibilities are collaborative activities that are distributed across multiple departments.

Figure KK details the activities institutions carry out as part of their digital preservation strategies. The most common activities include monitoring the developments in technology and standards, maintaining multiple copies on redundant storage media, developing digital preservation policies and plans, and identification of file formats. Only a handful of responding institutions were likely to maintain obsolete media, software, and/or systems for future use or emulate technology environments.

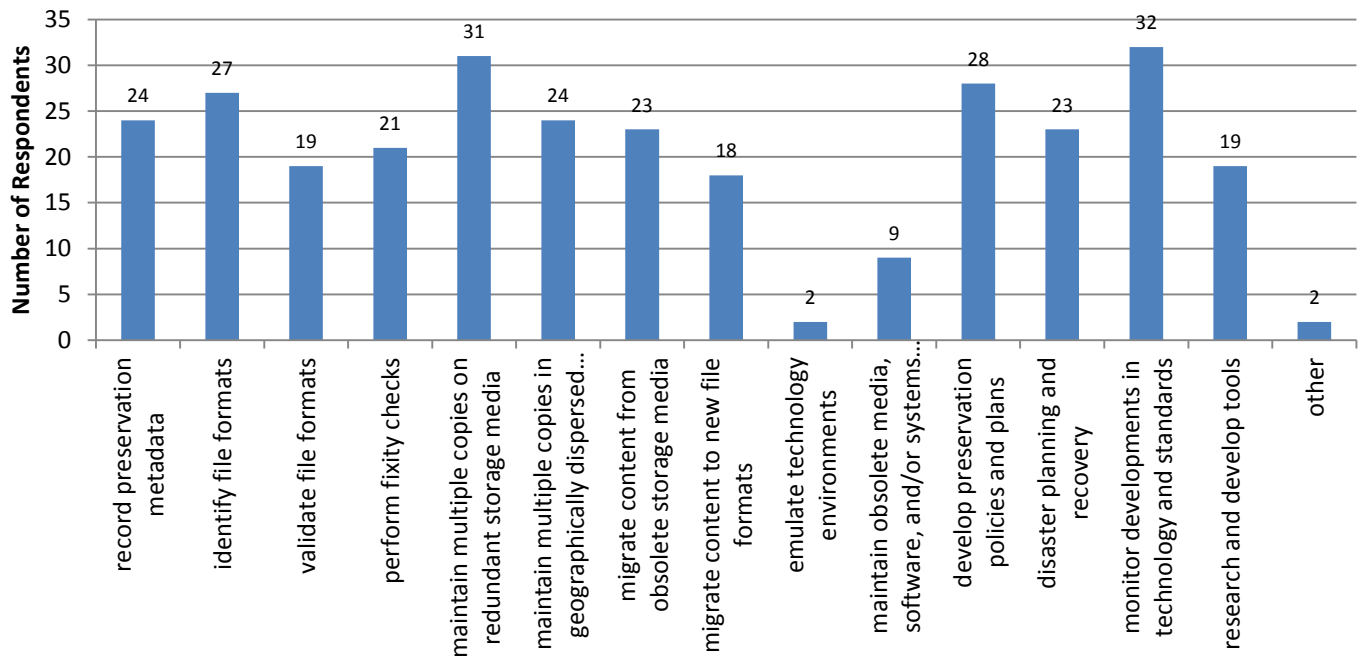
### Are digital preservation activities a responsibility of the preservation department at your institution?

Figure JJ



## Digital Preservation Activities

Figure KK



Eighteen responding institutions (45%) participated in three or more digital preservation initiatives while eight participated in four or more (Figure LL):

## Digital Preservation Initiatives

Figure LL

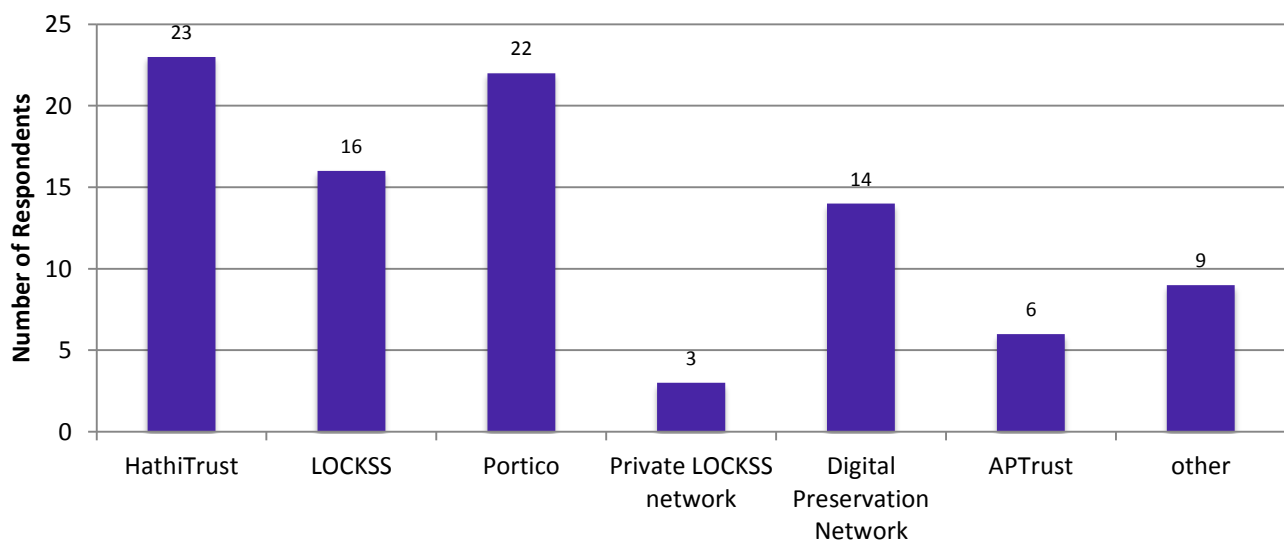
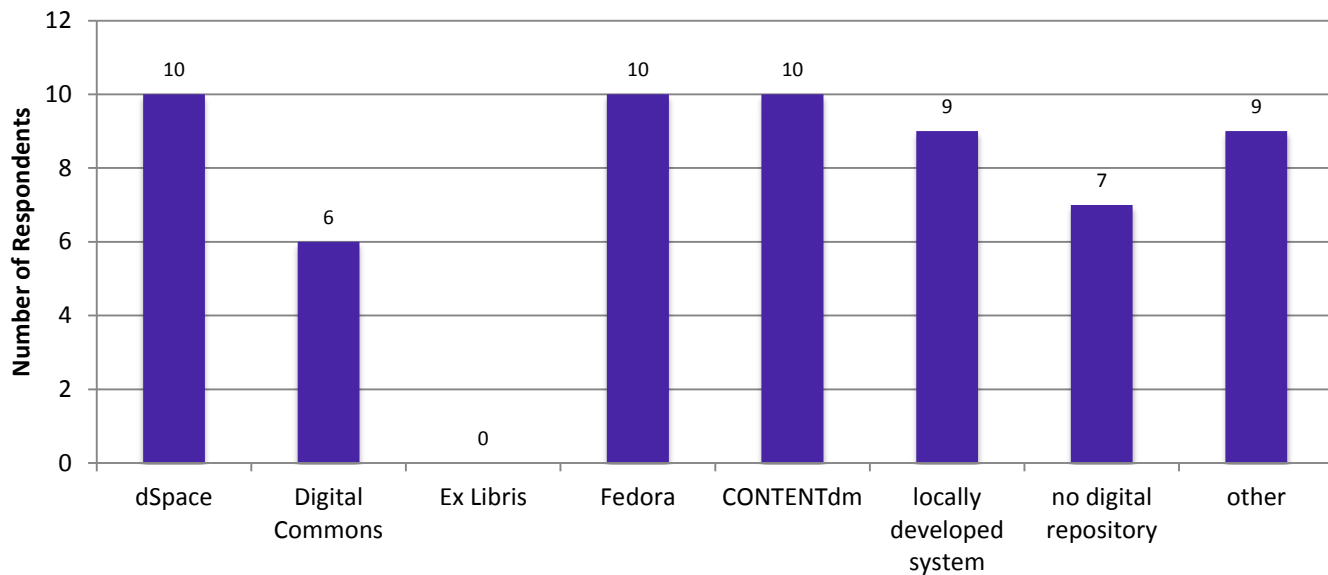


Figure MM details that there is little consensus among respondents on a platform for digital preservation repositories. Many rely on a locally developed system, but most respondents use a collaborative or commercially developed platform:

## Digital Repository Platforms

Figure MM



## Conclusions and Long-Term Trends

For many questions on these surveys, the results vary significantly year-to-year, without a consistent trend in one direction or the other. These changes can often be explained by large projects at a small number of institutions or, for the ALA survey, changes in the composition of the group of responding libraries. However, there are a few trends that can be identified from the data with some measure of confidence, at least as they apply to the libraries that responded to the survey.

- From 1992 to the present, funding for preservation appears to be down by 25% as a percentage of TLE
- From 2000 to the present, non-professional staffing for preservation appears to have dropped by at least 20% relative to TLE, while professional staffing appears to have increased
- From 2000 to the present, total conservation treatments of bound volumes appear to have dropped dramatically relative to TLE
- From 2000 to the present, commercial binding of bound volumes appears to have dropped 60%, and spending on commercial binding appears to have dropped 70%, relative to TLE
- From 2000 to the present, contract spending on “other” contract expenses, which include digitization, digital preservation storage, offsite storage, and disaster recovery services, have increased by 800%

It is particularly unfortunate that the gap in the survey’s coverage falls in the aftermath of the 2007-2008 financial crisis, an event which had a significant effect on the budgets of research libraries. Since we lack data from 2009-2011, it is difficult to identify the cause of shifts that occurred between 2008 and 2012, especially since the survey instrument and responding group also changed during that time. It will likely be possible to draw more confident conclusions in future years, particularly if a greater number of libraries respond to the ALA survey and, critically, if those libraries provide information about their Total Library Expenditures.

## Plans for the FY2014 Survey

The FY2014 survey and worksheet will be released for a preview in September 2014. The survey will be opened in January 2015 for institutions to enter their data.

In response to feedback on the FY2013 questionnaire, and in order to increase the response rate for the FY2014 survey, the FY2014 survey will be significantly edited and shortened, and many questions will be eliminated. The survey will include the following sections:

1. Conservation Treatment
2. Conservation Assessment, Digitization Preparation, and Exhibit Preparation
3. General Preservation Activities
4. Reformatting and Digitization
5. Digital Preservation and Digital Asset Management

Questions within each of the sections will focus on production outputs; e.g., number of items reformatted or number of items treated by a conservator. Feedback from the FY2012 and 2013 surveys indicated that these questions are often tracked within libraries already, so the numbers will be readily available and additional work will not be required to complete the survey. The FY2014 survey will contain fewer questions about budget and staffing, both sometimes sensitive information that requires input from outside the department.

Nonetheless, the administration and funding of preservation programs is a key piece of insight that will tell the full story of our work if adequately documented over time. Every three to five years, the Preservation Statistics Survey will include a supplement requesting information such as budgets, staffing levels, and outreach activities.

An increased response rate is necessary to better understand national trends in preservation, and to take the pulse of the field more broadly than is allowed by the data from the low response rates to the FY2012 and 2013 surveys. In order to continue the annual survey past FY2014, the survey coordinators will require at least 75 libraries to respond to the FY2014 questionnaire. If fewer than 75 institutions respond, the annual survey will not be conducted in FY2015. The FY2014 edits should make it much easier for more libraries to participate, and the less frequent supplementary questionnaires, which will also aim to be minimally time consuming, will still collect the interesting and useful data that can not be collected on a yearly basis.

## Credits

Previous Preservation and Reformatting Section Chairs Becky Ryder, Karen Brown, Tara Kennedy, Ann Marie Willer, Jacob Nadal, and current chair Kara McClurken have provided valuable support and guidance on the Preservation Statistics project.

The pilot FY2012 survey questionnaire development team included Helen Bailey (Library Fellow for Digital Curation and Preservation, MIT Libraries), Annie Peterson (Preservation Librarian, Tulane University), Holly Robertson (Preservation Consultant, Washington, D.C.) and Emily Vinson (Archivist, Rice University).

The Preservation Statistics Survey coordinators are Annie Peterson, Holly Robertson, and Nick Szydlowski.

## Thank You!

Thanks to everyone who took time from their busy schedule to participate in this pilot survey. Your feedback is especially appreciated: contact us at [preservationstatistics@gmail.com](mailto:preservationstatistics@gmail.com)