

## Preservation Statistics Survey - FY2017

Count what you do and show that preservation counts!

Early bird deadline is **April 28, 2018** during Preservation week and qualified respondents will be entered into a drawing for a prize. Deadline to participate in the Preservation Survey FY2017 is June 1, 2018.

Any library or archives in the United States conducting preservation activities may complete this survey. We recommend that you first download and print this year's Pres Stats worksheet to have your data on hand as you fill out the survey. General Criteria and Instructions are included, but for a more extensive look on criteria for answering the survey questions and for our FAQs list, check out our Instructions and Definitions document.

Questions focus on **production-based** preservation activities for fiscal year 2017, documenting your institution's conservation treatment, general preservation activities, preservation reformatting and digitization, and digital preservation and digital asset management activities. "FY2017" is whatever period of time your institution defines as a fiscal year: if that is from October to September, July to June, or by calendar year (January to December), that is fine. You are reporting a year's worth of activities.

The goal of the Preservation Statistics 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.

The Preservation Statistics Survey is an effort coordinated by the Preservation Standards and Practices Committee (PS&P) under the Preservation and Reformatting Section (PARS) of the American Library Association (ALA) and the Association of Library Collections and Technical Services (ALCTS).

Please send any questions or comments to the Preservation Standards and Practices Committee co-Chairs, Jeanne Goodman and Ayla Stein.

## Preservation Statistics Survey - FY2017

### General Information

\* 1. Institution Name:

\* 2. City and State:

City/Town:

State:

\* 3. Prepared by (name):

\* 4. Title:

\* 5. Email address:

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

- Academic library
- Independent research library
- Public library
- Special library
- National library
- State library
- Archives

Other (please specify)

7. Total institutional operating expenditures for FY2017:

## Preservation Statistics Survey - FY2017

### 1: Conservation Treatment

**In this section, you will be asked to detail your institution's conservation treatment activities, including contract conservation services.**

**Please respond to every question.**

8. Does your institution outsource conservation treatment and/or protective enclosures for collections to contract vendors?

- Yes
- No (please skip to Conservation Treatment: In-House)
- I do not know (please skip to Conservation Treatment: In-House)

1: Conservation Treatment (Contract)

**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 do not know, do not track it, or do not do it, please skip the question.**

9. 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

10. 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

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1: Conservation Treatment (In-House)

11. 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 (please skip to Conservation Assessment, Digitization Prep, & Exhibition Prep)
- My institution tracks conservation treatments by item format, e.g., 55 bound volumes; 215 photographic materials, 15 paintings, etc.
- 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.

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1: Conservation Treatment (In-House, by format)

**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 do not know, do not track it, or do not do it, please skip the question.**

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

Books and Bound Volumes

Unbound Sheets

Photographic Materials

Moving Image Recordings

Sound Recordings

Art Objects

Historic and Ethnographic Objects

Other

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

Books and Bound Volumes

Unbound Sheets

Photographic Materials

Moving Image Recordings

Sound Recordings

Art Objects

Historic and Ethnographic Objects

Other

14. Notes

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

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1: Conservation Treatment (In-House - by format / time interval)

**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 do not know, do not track it, or do not do it, please skip the question.**

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

Books and Bound Volumes

Unbound Sheets

Photographic Materials

Moving Image Recordings

Sound Recordings

Art Objects

Historic and Ethnographic Objects

Other

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

Unbound Sheets

Photographic Materials

Moving Image Recordings

Sound Recordings

Art Objects

Historic and Ethnographic Objects

Other



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

Books and Bound Volumes

Unbound Sheets

Photographic Materials

Moving Image Recordings

Sound Recordings

Art Objects

Historic and Ethnographic Objects

Other

18. Number of custom-fitted protective enclosures constructed:

Books and Bound Volumes

Unbound Sheets

Photographic Materials

Moving Image Recordings

Sound Recordings

Art Objects

Historic and Ethnographic Objects

Other

19. Notes

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

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2: Conservation Assessment, Digitization Prep, & Exhibition Prep

**This section is optional. 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. If the data for these activities were included in the conservation treatment statistics you reported on previous pages -- that is ok.**

**Additionally, you will be asked how many items were assessed or surveyed for this fiscal year.**

**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 do not know, do not track it, or do not do it, please 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 (sum of above entries or total if you do not track 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 (sum of above entries or total if you do not track by format)	<input type="text"/>

22. OPTIONAL: Number of items prepared for exhibition:

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 exhibition ((sum of above entries or total if you do not track by format)	<input type="text"/>

23. OPTIONAL: Notes

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

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3: General Preservation Activities

**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 do not know, do not track it, or do not do it, please skip the question.**

24. Commercial / Library Binding:

Number of monograph volumes commercially bound

Number of serial volumes commercially bound

Total number of volumes commercially bound  
(sum of above entries or total if you do not track by format)

25. Mass Deacidification:

Number of bound volumes / pamphlets mass deacidified

Number of linear feet of unbound papers mass deacidified

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.**

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

- Yes
- No (please skip to section 4: Reformatting and Digitization: In-house)
- I do not know (please skip to section 4: Reformatting and Digitization: In-House)

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4. Reformatting and Digitization: Contract

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

**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 do not know, do not track it, or do not do it, please skip the question.**

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

Books / Bound volumes

Unbound Sheets

Photographic Materials

Other Formats

Total number of items microfilmed (sum of above entries or total if you do not track by format)

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?

Books / Bound volumes

Unbound Sheets

Photographic Materials

Microfilm

Sound Recording: Analog Disc or Cylinder

Sound Recording: Magnetic Tape

Sound Recording: Other

Moving Image: Film

Moving Image: Magnetic Tape

Moving Image: Other

Total number of items reformatted (sum of above entries or total if you do not track by format)

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

Books / Bound Volumes

Unbound Sheets

Photographic Materials

Microfilm

Art Objects

Historic and Ethnographic Objects

Other

Total number of items digitized for preservation (sum  
of above entries or total if you do not track by format)

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

Analog Disc or Cylinder (e.g., Phonograph Cylinder, Lacquer Disc, Vinyl Disc)

Magnetic Tape (e.g., Open Reel Tape, Cassette Tape)

Digital Tape (e.g., DAT)

Optical Media (e.g., CDs)

Other (e.g., Wire Recordings)

Total number of sound recording items digitized (sum of above entries or total if  
you do not track by format)



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

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)

Other

Total number of moving image items digitized (sum of above entries or total if you do not track by format)

33. Notes

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

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### 4. Reformatting and Digitization: In-House

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

- Yes
- No (please skip to Section 5: Digital Preservation and Digital Asset Management)
- I do not know (please skip to Section 5: Digital Preservation and Digital Asset Management)

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### 4. Reformatting and Digitization: In-House

In this section, you will be asked to detail reformatting and digitization activities conductedn-

house.

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 do not know, do not track it, or do not do it, please skip the question.

35. How many of the following formats were microfilmed in-house?

Books / Bound Volumes

Unbound Sheets

Photographic Materials

Other Formats

Total number of items microfilmed (sum of above entries or total if you do not track by format)

36. 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) in-house?

Books / Bound volumes

Unbound Sheets

Photographic Materials

Microfilm

Sound Recording: Analog Disc or Cylinder

Sound Recording: Magnetic Tape

Sound Recording: Other

Moving Image: Film

Moving Image: Magnetic Tape

Moving Image: other

Total number of items reformatted (sum of above entries or total if you do not track by format)

37. How many of the following collection formats were digitized in-house?  
(Sound and moving image recordings will be detailed in the next two questions.)

Books / Bound Volumes

Unbound Sheets

Photographic Materials

Microfilm

Art Objects

Historic and Ethnographic Objects

Other

Total number of items digitized for preservation (sum  
of above entries or total if you do not track by format)

38. How many of the following sound recording formats were digitized in-house?

Analog Disc or Cylinder (e.g., Phonograph Cylinder, lacquer Disc, vinyl Disc)

Magnetic Tape (e.g., Open Reel Tape, Cassette Tape)

Digital Tape (e.g., DAT)

Optical Media (e.g., CDs)

Other (e.g., Wire Recordings)

Total number of sound recording items digitized (sum of above entries or total if  
you do not track by format)

39. How many of the following moving image formats were digitized in-house?

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)

Other

Total number of moving image items digitized (sum of above entries or total if you do not track by format)

40. Notes

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

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### 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. 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 do not know, do not track it, or do not do it, please skip the question.**

41. What department administers digital preservation responsibilities at your institution?

- The preservation unit
- A digital initiatives (or similarly titled) unit within the organization
- An IT / Systems unit within the organization
- A collections development / collections management unit within the organization
- A group or committee with representatives of multiple units in the organization
- A unit outside the immediate organization but within the institution (for example, an academic library's digital preservation activities are handled by a digital projects team outside the library but within the University)
- Other - digital preservation responsibilities report to \_\_\_\_ (please specify):

42. 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)

43. 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).

If necessary, use an online byte converter to calculate your total in GB (gigabytes).

44. How many items in the following categories were added to the digital repository during this fiscal year:

Books

Manuscripts

Theses / Dissertations

Other Textual Documents

Still Images

Audio

Video

Web Archives

Emails

Data Sets

Other

Total (sum of above entries or total if you do not track by format)

45. Notes

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

Confirmation of Completion and Feedback

46. Please confirm that your survey response is complete and you have answered each question to the best of your ability:

- Yes, this survey is complete.
- No, this survey is incomplete, and I will return later to finish it. *(TIP: Don't click on the "DONE" button below -- doing so will finalize your response to this survey and you will not be able to edit your response again. \*If\* your browser is set up to accept cookies, you can close this page (without clicking "DONE") and return to the survey later to enter additional responses).*
- No, this survey is incomplete, and I will not be completing the survey.

47. Please share any comments about this survey:

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

49. During the transition of the reins of this survey, we have a gap year of data for FY2016. If given the chance, would you be willing to complete an additional Preservation Statistics Survey for FY2016?

- Yes! Please send me a link
- Maybe, but not right now. Next year would be better
- No thanks
- Other (please specify)

Thank you for completing this survey.

Results will be shared in fall 2018. For more information about the survey or you would like a copy of your responses for your records, please email the Preservation Standards and Practices Committee co-Chairs, [Jeanne Goodman](#) and [Ayla Stein](#).