FY2019 Preservation Statistics Survey

Welcome to the Preservation Statistics Survey!

There have been a few changes. Most notably, the Digital sections have been overhauled by a task force of digital preservation specialists this past year. If you have any questions, PLEASE email Karen Kiorpes or Karen O’Connell, current co-chairs of the Preservation Standards and Practices Committee (PS&P), responsible for this important resource.

We consider this survey a tool and resource for the preservation community. If it is missing information, or not reflective of data you are collecting, or you have suggestions on how it can improve, please let us know! We are happy to answer all questions and receive feedback from you. We appreciate your time in sharing your preservation data with the preservation community.

You have the option to save and return to your Survey. Last day to submit is: AUGUST 17, 2020.

* Required

1. Email address *

2. Institution Name: *

3. City/Town: *
State: *

Mark only one oval.

☐ Alabama - AL
☐ Alaska - AK
☐ Arizona - AZ
☐ Arkansas - AR
☐ California - CA
☐ Colorado - CO
☐ Connecticut - CT
☐ Delaware - DE
☐ Georgia - GA
☐ Florida - FL
☐ Hawaii - HI
☐ Idaho - ID
☐ Illinois - IL
☐ Indiana - IN
☐ Iowa - IA
☐ Kansas - KS
☐ Kentucky - KY
☐ Louisiana - LA
☐ Maine - ME
☐ Maryland - MD
☐ Massachusetts - MA
☐ Michigan - MI
☐ Minnesota - MN
☐ Mississippi - MS
☐ Missouri - MO
☐ Montana - MT
☐ Nebraska - NE
☐ Nevada - NV
☐ New Hampshire - NH
☐ New Jersey - NJ
New Mexico - NM
New York - NY
North Carolina - NC
North Dakota - ND
Ohio - OH
Oklahoma - OK
Oregon - OR
Pennsylvania - PA
Rhode Island - RI
South Carolina - SC
South Dakota - SD
Tennessee - TN
Texas - TX
Utah - UT
Vermont - VT
Virginia - VA
Washington - WA
West Virginia - WV
Wisconsin - WI
Wyoming - WY
5. Which of the following most closely describes your institution? *

*Mark only one oval.*

- [ ] Academic Library
- [ ] Archives
- [ ] Independent Research Library
- [ ] National Library
- [ ] Public Library
- [ ] Special Library
- [ ] State Library
- [ ] Other

6. Prepared by (Name): *

______________________________

7. Title: *

______________________________

To better compare and understand the quantity of output of preservation activities, it is helpful to know number of staff working in a preservation unit and overall operational budget.

We understand that some information may not be made available depending on your organizations policies. Please answer each question to the best of your ability that is appropriate to your institutional and state/government regulations.
8. Are you able to answer questions about Budget? *

*Mark only one oval.*

- ☐ Yes
- ☐ Some, but I do not manage all the budget for Preservation department/unit
- ☐ No, I do not have access/manage the budget for Preservation department/unit  
  *Skip to question 17*
- ☐ No, my institution’s policies do not allow me to share.  
  *Skip to question 17*

1.2 Preservation Unit: Budget

This section will ask about expenditures specifically for preservation.

We understand that some information may not be made available depending on your organization's policies. Please answer each question to the best of your ability that is appropriate to your institutional and state/goverment regulations.

9. Total LIBRARY operating expenditures for fiscal year (round up nearest dollar): 

________________________________________________________________________

10. Total PRESERVATION operating expenditures for fiscal year (round up nearest dollar): 

________________________________________________________________________

11. What is your total expenditure for STAFFING the preservation unit in this fiscal year (round up nearest dollar): 

________________________________________________________________________

12. What are your total expenditures for SUPPLIES and EQUIPMENT in this fiscal year (round up nearest dollar): 

________________________________________________________________________
13. What are your total expenditures for CONTRACT SERVICES in this fiscal year (round up nearest dollar): (e.g. conservation treatment, commercial binding, equipment maintenance, off site storage, mass deacidification, reformatting, etc.)

14. What is the total of any OTHER expenses in this fiscal year (round up nearest dollar)?

15. What percent of your total preservation expenditures is one-time funded for this fiscal year?

Mark only one oval per row.

<table>
<thead>
<tr>
<th>Less than 10%</th>
<th>11% to 49%</th>
<th>50% to 89%</th>
<th>90% to 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gifts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encumbered from previous year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16. Notes: Enter any notes related to the data entered in this section concerning Budget.

This section will ask about numbers of staff specifically for preservation.

We understand that some information may not be made available depending on your organizational policies. Please answer each question to the best of your ability that is appropriate to your institutional and state/goverment regulations.

Mark only one oval per row.

<table>
<thead>
<tr>
<th></th>
<th>0-1</th>
<th>2-3</th>
<th>4-5</th>
<th>5+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional staff - (FTE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support staff - (FTE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student worker - (FTE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteers - (FTE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

18. Do preservation staff engage in preservation activities outside of the Library? If so, please describe.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

19. Notes: Enter any notes related to the data entered in this section concerning Staffing.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Conservation Treatment:
In-House & Contract Services

This section will ask to detail your institution’s conservation treatment activities, including contract conservation services. *

*Please note: Enclosure activities have been moved to a later section.
20. How does your institution track IN-HOUSE conservation treatments? *

Mark only one oval.

☐ By item format  

☐ By treatment Level / time intervals  

☐ By treatment type  

☐ We only contract out conservation treatment  

☐ We do not perform conservation treatment on collections  

☐ Other: __________________________

This section will ask total numbers of items given conservation treatment by in-house staff or coordinated by Preservation to an outside contractor.

If answer is zero (activity is conducted by your institution but was not conducted this year) : use 0

If answer is None (activity is not performed by your institution) : leave blank

2.1 Conservation:

by format

21. Total number of items treated by IN-HOUSE staff:

________________________

22. Total number of items treated by OUTSIDE CONTRACTOR:

________________________
23. Formats treated: (check all that apply)

*Check all that apply.*

<table>
<thead>
<tr>
<th></th>
<th>Books/Bound Volumes</th>
<th>Unbound Volumes</th>
<th>Photographic Materials</th>
<th>Moving Image Recordings</th>
<th>Sound Recordings</th>
<th>Art Objects</th>
<th>Historic Objects</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In-House Staff</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Outside Contractor</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

24. Notes: Enter any notes related to the data entered in Section 2: Conservation Treatment.

---

2.2 Conservation:

**Level /time interval**

This section will ask total number of items given conservation treatment by in-house staff or coordinated by Preservation to an outside contractor.

If tracking by Treatment Type, assign type of treatment to a level or time interval.

If answer is zero (activity is conducted by your institution but was not conducted this year) : use 0

If answer is None (activity is not performed by your institution) : leave blank

25. Total number of items treated IN-HOUSE: Level I - 15 minutes or less.
26. Total number of items treated IN-HOUSE: Level II - more than 15 minutes, less than 2 hours.

27. Total number of items treated IN-HOUSE: Level III - more than 2 hours.

28. Total number of items treated by OUTSIDE CONTRACTOR:

29. Types of formats treated: (check all that apply)

   Check all that apply.

<table>
<thead>
<tr>
<th>Books/Bound Volumes</th>
<th>Unbound Sheets</th>
<th>Photographic Materials</th>
<th>Moving Image Recordings</th>
<th>Sound Recordings</th>
<th>Art Objects</th>
<th>Historic Objects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I :</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level II :</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Level III :</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside contractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

30. Notes: Enter any notes related to the data entered in Section 2: Conservation Treatment.
This section will ask to detail the number of items conserved in preparation for digitization, exhibition, and how many items were assessed/surveyed for this fiscal year.

If answer is zero (activity is conducted by your institution but was not conducted this year : use 0

If answer is None (activity is not performed by your institution) : leave blank

31. Total number of items surveyed for condition or assessed for conservation and/or preservation solutions: (both for in-house and outside contractor)

____________________________________

32. Total number of items prepared for DIGITIZATION:

____________________________________

33. Total number of items prepared for EXHIBITION:

____________________________________

34. Formats reviewed: (check all that apply)

*Check all that apply.*

<table>
<thead>
<tr>
<th>Books/Bound Volumes</th>
<th>Unbound Sheets</th>
<th>Photographic Materials</th>
<th>Moving Image Recordings</th>
<th>Sound Recordings</th>
<th>Art Objects</th>
<th>Historic Objects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digitization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibition</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
4. Enclosures & Other Preservation Activities

This section will ask to detail the number of items prepared for enclosures, mass deacidification, and commercial binding services for this fiscal year.

If answer is zero (activity is conducted by your institution but was not conducted this year): use 0

If answer is None (activity is not performed by your institution): leave blank

35. Total number of custom-fitted protective enclosures constructed IN-HOUSE staff:

________________________________________________________________________

36. Total number of custom-fitted protective enclosures constructed by OUTSIDE CONTRACTOR:

________________________________________________________________________

37. Total number of items housed in pre-made, standard-sized purchased enclosures:

________________________________________________________________________

38. Types of items received enclosures: (check all that apply)

*Check all that apply.*

<table>
<thead>
<tr>
<th></th>
<th>Books/Bound Volumes</th>
<th>Unbound Sheets</th>
<th>Photographic Materials</th>
<th>Moving Image Recordings</th>
<th>Sound Recordings</th>
<th>Art Objects</th>
<th>Historic Objects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom, In-House</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom, Outside Contractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Premade, purchased</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
39. Does your institution send items to COMMERCIAL / LIBRARY BINDING?

Check all that apply.

☐ No
☐ Yes, but by another department within the Library
☐ Yes, but by another department(s) within the larger Institution
☐ Yes, and the Preservation unit prepares the items for shipment (Add total number in "Other")

Other: □ ___________________________________________

40. Does your library treat materials by MASS DEACIDIFICATION?

Check all that apply.

☐ No
☐ Yes. (Add total number of volumes or cubic feet in "Other")

Other: □ ___________________________________________

41. What other preservation activities are performed/the responsibility of the preservation unit within your institution?

Check all that apply.

☐ Pest & mold management/mitigation
☐ Environmental monitoring (temperature/RH/light/pollution)
☐ Emergency planning & response/recovery
☐ Collection security
☐ Staff training - preservation/care & handling
☐ Community programming/outreach
☐ Exhibit preparation/installation
☐ Loan management/facility report/ item preparation for shipment
☐ Management of off-site storage
☐ Sponsorship of internships/practicums/fellowships
☐ Classroom instruction/demonstrations/tours
☐ Course instruction
☐ Stacks maintenance/cleaning
☐ Risk management/item insurance

Other: □ ___________________________________________
5. Reformatting & Digitization: In-House & Contracted

This section will ask to detail your institution's preservation reformatting and digitization activities.

If answer is zero (activity is conducted by your institution but was not conducted this year): use 0

If answer is None (activity is not performed by your institution): leave blank

43. Does your institution reformat and digitize materials in-house and/or contract the work out? *

Mark only one oval.

- In-house
- Contract  Skip to question 51
- Both
- No or don't know  Skip to question 64

5.1 Reformatting: In-House

This section will ask total numbers of analog formats reformatted by in-house preservation staff in this fiscal year.

If answer is zero (activity is conducted by your institution but was not conducted this year): use 0

If answer is None (activity is not performed by your institution): leave blank

Notes: Enter any notes related to the data entered in Section 3. Assessments, Prep, & other Preservation Activities
44. How many TOTAL analog units did your institution reformat to another analog format In-House (e.g. pages photocopied, negatives made from photographic prints, film-to-film duplication, print to microforms, etc.)?

45. How many BOOKS/BOUND VOLUMES did your institution reformat to another analog format In-House?

46. How many UNBOUND SHEETS did your institution reformat to another analog format In-House?

47. How many PHOTOGRAPHIC MATERIALS did your institution reformat to another analog format In-House?

48. How many MICROFORMS (FISHCE/FILM) did your institution reformat to another analog format In-House?

49. How many SOUND RECORDINGS did your institution reformat to another analog format In-House?

50. How many MOVING IMAGE RECORDINGS did your institution reformat to another analog format In-House?
5.2 Reformatting: Outside Contractor

This section will ask total numbers of analog formats reformed by outside contractor preservation staff in this fiscal year.

If answer is zero (activity is conducted by your institution but was not conducted this year) : use 0

If answer is None (activity is not performed by your institution) : leave blank

51. How many TOTAL analog units did your institution reformat to another analog format using an Outside Contractor (e.g. pages photocopied, negatives made from photographic prints, film-to-film duplication, print to microfilm, etc.)?

52. How many BOOKS/BOUND VOLUMES did your institution reformat to another analog format via Outside Contractor?

53. How many UNBOUND SHEETS did your institution reformat to another analog format via Outside Contractor?

54. How many PHOTOGRAPHIC MATERIALS did your institution reformat to another analog format via Outside Contractor?

55. How many MICROFORMS (FISHCE/FILM) did your institution reformat to another analog format via Outside Contractor?
56. How many SOUND RECORDINGS did your institution reformat to another analog format Outside Contractor?

57. How many MOVING IMAGE RECORDINGS did your institution reformat to another analog format via Outside Contractor?

5.3 Digitization: In-House & Contracted

This section will ask total numbers of analog formats digitized in this fiscal year.

If answer is zero (activity is conducted by your institution but was not conducted this year) : use 0

If answer is None (activity is not performed by your institution) : leave blank

58. How many total units of analog formats did your institution DIGITIZE?
59. Analog formats DIGITIZED: (check all that apply)

*Check all that apply.*

<table>
<thead>
<tr>
<th>Analog Format</th>
<th>In-House</th>
<th>Inside Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books/Bound Volumes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unbound Sheets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photographic Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microforms- Fiche/Film</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound Recording- all formats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moving Image- all formats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art / Historic Objects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

60. For each of the following analog formats, what was the primary file format or container used for the digital preservation master? (Leave blank if you did not digitize any units of that analog format.)

*Check all that apply.*

<table>
<thead>
<tr>
<th>Analog Format</th>
<th>TIFF</th>
<th>JP2</th>
<th>RAW</th>
<th>PDF</th>
<th>Other</th>
<th>Inside Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books/Bound Volumes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unbound Sheets</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Photographic Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microforms- Fiche/Film</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art/ Historic Objects</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
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</tr>
</tbody>
</table>
61. What was the primary file format used for the SOUND RECORDINGS digital preservation master? (ie. WAV, BWV, DSD, AIFF, etc.)

62. What was the primary file format and/or container used for the MOVING IMAGE digital preservation master? (ie. AVI, MXF, MOV, etc.)

63. Notes: Enter any notes related to the data entered in Section 5: Reformatting and Digitization:

64. Which department(s) coordinates digital preservation activities at your institution? (check all that apply)

   Check all that apply.

   □ Preservation department/unit
   □ Digital initiatives (or similarly titled) department within the organization
   □ IT / systems department within the organization
   □ Collections development / collections management department within the organization
   □ Special collections
   □ Group or committee with representatives of multiple departments in the organization
   □ Department outside of the immediate organization but within the larger institution
   Other: □
65. How confident is your institution in its ability to preserve digital content?

*Mark only one oval.*

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Low</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>High</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

66. Do you have a digital repository* dedicated to preservation? (Digital preservation repository = the infrastructure, services, and resources for the preservation, storage, and management of digital content; distinct from other digital repositories or infrastructure for providing online public access to digital content.)

*Mark only one oval.*

☐ Yes

☐ No or don’t know

6.1 Digital Preservation

Digital preservation combines policies, strategies and actions to ensure access to reformatted and born digital content regardless of the challenges of media failure and technological change. The goal of digital preservation is the accurate rendering of authenticated content over time ([http://www.ala.org/alcts/resources/preserv/defdigpres0408](http://www.ala.org/alcts/resources/preserv/defdigpres0408)).

This section will collect data about digital preservation activities at your institution in this fiscal year.

If answer is zero (activity is conducted by your institution but was not conducted this year): use 0

If answer is None (activity is not performed by your institution): leave blank

*Definitions*

Digital preservation repository = the infrastructure, services, and resources for the preservation, storage, and management of digital content; distinct from other digital repositories or infrastructure for providing online public access to digital content ([https://dictionary.archivists.org/entry/digital-repository.html](https://dictionary.archivists.org/entry/digital-repository.html)).

Managed unit = PREMIS intellectual entity; a set of content that is considered a single intellectual unit for purposes of management and description.

Total # Files includes all file types (i.e. xml, text, derivatives, logs, fixity, etc.) packed within the master preservation package.

If necessary, use an online byte converter to calculate your total in GB (gigabytes).
67. How is your digital preservation repository maintained and hosted (check all that apply)

Check all that apply.

☐ Home-grown/in-house solution
☐ Consortium-based solution
☐ Vendor-hosted solution

Other: ☐

68. Total number of MANAGED UNITS* added to the digital preservation repository during this fiscal year?

____________________

69. Total number of FILES added to the digital preservation repository during this fiscal year?

____________________

70. Total SIZE (GB) added to the digital preservation repository during this fiscal year?

____________________

71. What of the following categories were added to the digital preservation repository during this fiscal year?

Check all that apply.

☐ Books/volumes
☐ Manuscripts/unbound sheets
☐ Dissertations
☐ Still images
☐ Audio
☐ Video
☐ Web Archives
☐ Emails
☐ Data sets

Other: ☐
Once you submit your survey, you will not be able to edit your submission.

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 or data from previous years, please refer to the Preservation Statistics Survey website. http://www.ala.org/alcts/resources/preservation/presstats

FY2019 Preservation Survey Results are estimated to be released in Fall 2020.

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).

Thank you!

This content is neither created nor endorsed by Google.