

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

Count what you do and show preservation counts!

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

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

Questions focus on **production-based** preservation activities for fiscal year 2014, documenting your institution's conservation treatment, general preservation activities, preservation reformatting and digitization, and digital preservation and digital asset management activities.

The goal of the Preservation Statistics Survey, now in its third year, 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 accompanying [Instructions and Definitions document](#) (.pdf) and the [Excel worksheet](#) are available to help you complete the survey, as well as a downloadable [preview of this questionnaire](#) (.pdf).

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

General Information

1. Institution Name

2. City and State:

City/Town:

State:

3. Prepared by (name):

4. Title:

5. Email address:

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

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

Other (please specify)

7. Total institutional operating expenditures for FY2014:

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 (skip to Conservation Treatment: In-House)
- don't know (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 don't know, don't track it, or don't do it, skip the question.

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

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"/>

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

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"/>

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 (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.

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 don't know, don't track it, or don't do it, skip the question.

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

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

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

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

14. Notes

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

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 don't know, don't track it, or don't do it, skip the question.

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

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

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

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

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

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

18. Number of custom-fitted protective enclosures constructed:

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"/>

19. Notes

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

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 in FY2014. If 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 FY2014.

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

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

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

21. OPTIONAL: Number of items prepared for digitization:

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

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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 (use this only if your institution does not track items 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.

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 don't know, don't track it, or don't do it, skip the question.

24. Commercial / Library Binding:

Number of monograph volumes commercially bound	<input type="text"/>
Number of serial volumes commercially bound	<input type="text"/>
Total number of volumes commercially bound (enter only if your institution does not track volumes by the monograph or serial categories)	<input type="text"/>

25. Mass Deacidification:

Number of bound volumes / pamphlets mass deacidified	<input type="text"/>
Number of linear feet of unbound papers mass deacidified	<input type="text"/>

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26. Notes

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

4. Reformatting and Digitization

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

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

- yes
- no (skip to section 4: Reformatting and Digitization: In-house)
- don't know (skip to section 4: Reformatting and Digitization: In-House)

4. Reformatting and Digitization: Contract

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

Please respond to every question.

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

28. How many of the following formats were microfilmed by a contract vendor in FY2014?

books / bound volumes	<input type="text"/>
unbound sheets	<input type="text"/>
photographic materials	<input type="text"/>
other formats	<input type="text"/>
total number of items microfilmed (enter if your institution does not track digitized items by format)	<input type="text"/>

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29. How many of the following formats were reformatted to a new analog format (e.g. books preservation photocopied, new photographic negatives made from photographic prints; film to film duplication) by a contract vendor in FY2014?

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

30. How many of the following collection formats were digitized by a contract vendor in FY2014?

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

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

31. How many of the following sound recording formats were digitized by a contract vendor in FY2014?

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

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32. How many of the following moving image formats were digitized by a contract vendor in FY2014?

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 (enter if your institution does not track digitized moving images by format)

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

34. Notes

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

4. Reformatting and Digitization: In-house

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

- yes
- no (skip to Section 5: Digital Preservation and Digital Asset Management)
- don't know (skip to Section 5: Digital Preservation and Digital Asset Management)

4. Reformatting and Digitization: In-house

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

Please respond to every question.

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

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36. How many of the following formats were microfilmed in-house in FY2014?

books / bound volumes	<input type="text"/>
unbound sheets	<input type="text"/>
photographic materials	<input type="text"/>
other formats	<input type="text"/>
total number of items microfilmed (enter if your institution does not track digitized items by format)	<input type="text"/>

37. 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 in FY2014?

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

38. How many of the following collection formats were digitized in-house in FY2014? (Sound and moving image recordings will be detailed in the next two questions.)

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

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39. How many of the following sound recording formats were digitized in-house in FY2014?

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 (enter if your institution does not track digitized sound recordings by format)

40. How many of the following moving image formats were digitized in-house in FY2014?

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 (enter if your institution does not track digitized moving images by format)

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

42. Notes

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

5: Digital Preservation and Digital Asset Management

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

Please respond to every question.

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

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

- Yes
- No - we do not have a digital preservation program at my institution
- No - digital preservation responsibilities report to ____ (please specify):

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

45. How many items in the following categories were added to the digital repository during FY2014:

books	<input type="text"/>
manuscripts	<input type="text"/>
theses / dissertations	<input type="text"/>
other textual documents	<input type="text"/>
still images	<input type="text"/>
audio	<input type="text"/>
video	<input type="text"/>
web archives	<input type="text"/>
emails	<input type="text"/>
data sets	<input type="text"/>
other	<input type="text"/>
total (use if your institution does not track number of items by format)	<input type="text"/>

46. Notes

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

Confirmation of completion and feedback

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47. 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.

48. Please share any comments about this survey:

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

Thank you for completing this survey.

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

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