

Count what you do and show that preservation counts!

Who should participate? Any library or archives in the United States conducting preservation activities may complete this survey. We recommend that you first download the [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](#).

What are we counting? Questions focus on **production-based** preservation activities for **fiscal year 2018**, documenting your institution's conservation treatment, general preservation activities, preservation reformatting and digitization, and digital preservation and digital asset management activities. "FY2018" 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.

Why are we counting it? 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](#).

***NEW** Based on last years feedback, we are piloting a new section on [Preservation Unit Staffing & Budget](#). We may collect this data every-other year, depending on this years feedback by respondents.

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).

Deadline to participate in the Preservation Survey FY2018 is **August 16, 2019**.

Please send any questions or comments to the Preservation Standards and Practices Committee co-Chairs, [Jeanne Goodman](#) and [Karen Kiorpes](#).

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 fiscal year (round up nearest dollar) :

8. Total Library operating expenditures for fiscal year (round up nearest dollar) :

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

***NEW Preservation Unit: Staffing & Budget**

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

10. How many Full Time Employee (FTE) professional staff work in the Preservation Unit?

- 4 or more 2 0
 3 1

11. How many Full Time Employee (FTE) support staff work in the Preservation Unit?

- 4 or more 2 0
 3 1

12. How many part-time sudent workers work in the Preservation Unit?

- 9 or more 2-4
 5-8 0-1

13. How many part-time volunteers work in the Preservation Unit?

- 9 or more 2-4
 5-8 0-1

14. Do you have staff that are engaged in preservation activites outside of the preservation unit? Please describe briefly.

15. Notes

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

Preservation Unit: cont. (Budget)

For this section, question will be about expenditures specifically for preservation.

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

17. What is your total expenditure for supplies and equipment in this fiscal year (round up nearest dollar) :

18. 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.)

19. What is the total of any other expenses in this fiscal year (round up nearest dollar):

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

81% to 100%

41% to 60%

less than 20%

61% to 80%

21% to 40%

21. Notes

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

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.

22. 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.

23. 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

24. 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

1: Conservation Treatment (In-House)

25. 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.

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.

26. 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

27. 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

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

29. 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

30. 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

31. 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

32. 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

33. 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. 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.

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

Books and Bound
Volumes

Unbound Sheets

Photographic Materials

Moving Image Recordings

Sound Recordings

Art Objects

Historic and Ethnographic
Objects

Other

Total number of items
surveyed for condition or
assessed for conservation
(sum of above entries or
total if you do not track by
format)

35. OPTIONAL: Number of items prepared for digitization:

Books and Bound
Volumes

Unbound Sheets

Photographic Materials

Moving Image Recordings

Sound Recordings

Art Objects

Historic and Ethnographic
Objects

Other

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

36. OPTIONAL: Number of items prepared for exhibition:

Books and Bound
Volumes

Unbound Sheets

Photographic Materials

Moving Image Recordings

Sound Recordings

Art Objects

Historic and Ethnographic
Objects

Other

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

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

38. 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)

39. Mass Deacidification:

Number of bound volumes / pamphlets mass deacidified

Number of linear feet of unbound papers mass deacidified

40. 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.

41. 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)

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.

42. 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)

43. 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)

44. 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)

45. 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)

46. 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)

47. Notes

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

4. Reformatting and Digitization: In-House

48. 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)

4. Reformatting and Digitization: In-House

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

49. 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)

50. 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)

51. 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)

52. 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)

53. 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)

54. 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. 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.

55. 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):

56. 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)

57. 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)

58. 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).

59. Notes

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

Confirmation of Completion and Feedback

Thank you for completing this survey.

Results will be shared in fall 2019. 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.

60. Please Share any comments about this Survey: