Preservation Statistics:

A Survey for U.S. Libraries

INSTRUCTIONS AND DEFINITIONS: FY2013

Table of Contents

Introduction & Background 2

FAQ 3

Contact Information 5

Section 1: Administration and Staffing 6

Section 2: Budget and Expenditures 8

Section 3: Preservation Activities 11

Section 4: Conservation 13

Section 5: Reformatting and Digitization 15

Section 6: Digital Preservation and Digital Asset Management 18

Introduction

"Preservation Statistics: A Survey for U.S. Libraries" 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 in the United States conducting preservation activities may complete this survey, which will be open from January 15, 2014 through April 15, 2014.

Questions focus on preservation activities for fiscal year 2013, documenting your institution's 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.

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 changes in the preservation and conservation fields over time.

Background

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 a report and data sets.

Based on feedback from the pilot survey, this FY2013 Preservation Statistics Survey is open to libraries in the United States. Survey organizers hope to collaborate with the Society of American Archivists and the American Alliance of Museums, as well as other cultural heritage organizations, to survey the preservation activities of archives, museums, historical societies and other allied organizations.

What's New for the FY2013 Survey

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 you are asked to report both outsourced and in-house reformatting and digitization activities, and Section 6, where the questions are streamlined with an expanded focus beyond digital preservation to digital asset management systems.

Additionally, this year a Preservation Statistics worksheet (.xlsx) is available to help track and calculate responses.

- - - - - - - - - - -

For more information, please refer to the Preservation Statistics Survey website. Download the survey questionnaire (.pdf) to assist planning and collection of data then visit the Preservation Statistics Survey on SurveyMonkey to enter your data.

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

FAQ

What is the scope of the survey?
The FY2013 Preservation Statistics Survey requests data about:

- administration of the preservation program, including leadership and staffing
- budgets and expenditures
- general preservation activities (including library binding, mass deacidification, disaster planning, environmental monitoring, and outreach/education)
- conservation activities, including exhibition- and digitization-preparation
- reformatting and digitization activities
- digital preservation/digital asset management administration and activities

Who may participate in the survey?
Any library in the United States that conducts preservation activities may participate.

Why should you participate?
Your participation facilitates the documentation and analysis of current library preservation programs in the United States. This data is helpful in understanding the ever-evolving scope of library preservation programs and the activities employed to preserve long-term access to library collections. Many institutions use this data to evaluate their preservation programming support and activities in the context of peer institutions, to promote long-term preservation planning, and to raise institutional awareness about collections care needs.

What date range of activities should be reported? What is FY2013?
Report preservation activities from Fiscal Year 2013 (FY2013). FY2013 is whatever period of time your institution defines as a fiscal year: if that's from October to September, July to June, or by calendar year (January to December), that's fine. You're reporting a year's worth of activities.

How long will the survey take to complete? How many questions are included?
Short answer: it depends.

If you participated in the pilot FY2012 Preservation Survey, you will be familiar with almost all of the survey questions.

If your institution was a member of the Association of Research Libraries (ARL) and participated in their discontinued Preservation Survey program, you will recognize many questions, with a few additions to reflect interest in capturing general preservation programming, preservation reformatting and digitization, and digital preservation data.

Many institutions will have this data on file for internal planning or reporting purposes. Others will not have statistics recorded for each activity, while others will simply not conduct every activity covered by this questionnaire.

There are six sections with an average of seven questions per section in this questionnaire. At the end of the survey, we will ask for your feedback and an estimate of the time you dedicated to complete the survey.

Can I start the survey online, save my responses, and return to it later?
Don't rely on it. Depending on your browser setup, SurveyMonkey may install a cookie that will allow you (if you return to the survey using the same computer and same browser, and if your browser does not dump cookies when you close a session) to re-open the survey.

Rather, we recommend that you first download the survey questionnaire to collect data: http://www.ala.org/alcts/sites/ala.org.alcts/files/content/resources/preserv/presstats/Pres-Stats-FY2013-questionnaire.pdf

And then visit the SurveyMonkey site when you are ready to input your data: https://www.surveymonkey.com/s/pres-stats-FY2013

You can also use this worksheet to record your activities throughout the year: http://www.ala.org/alcts/sites/ala.org.alcts/files/content/resources/preserv/presstats/Pres-Stats-FY2013-worksheet.pdf

May I enter footnotes into the survey?
Yes: if you need to further clarify or explain any responses, at the end of each section there is a question with a textbox that allows you to enter any additional information. These notes will be published with the rest of the survey data.

How will the responses be used?
Individual responses will be shared so that libraries might examine their activities, planning, and needs in the context of their peers and so that preservation activities are documented for scholarship and study. Results data will be published online (much in the same way ARL made its Preservation Survey data available[1]) as a spreadsheet made available via a Creative Commons Attribution-ShareAlike license. Aggregate data may be used in infographics, presentations, and other analysis.

The report for the pilot FY2012 Preservation Statistics Survey is available at http://www.ala.org/alcts/resources/preservation/presstats

Who sponsors this survey?
This survey is an all volunteer initiative of the Preservation Standards and Practices Committee of the Preservation and Reformatting Section (PARS) of the Association of Library Collections and Technical Services (ALCTS) of the American Library Association (ALA). If you have any questions about this survey, contact preservation coordinators Annie Peterson and Holly Robertson at preservationstatistics@gmail.com.

When will the results be posted?
The FY2013 Preservation Statistics Survey will be open from early January through April 2014. Results and data should be posted by late summer 2014.

Will this survey be issued annually?
Yes: participation in and feedback from the pilot FY2012 Preservation Statistics Survey indicates that surveying the preservation activities of cultural heritage institutions has value to the preservation community and beyond.

[1] http://old.arl.org/stats/annualsurveys/pres/

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 an exact figure cannot be provided, use **UA** for unavailable or unknown (i.e., this activity is conducted by your institution but not tracked for statistics).

If an activity is not conducted by your institution, use **NA** for not applicable.

Contact Information

Responses are required to each question on this page. This is the only page that has required responses.

Questions 1-5:
Please enter your institution name and city / state information as well as the name, title, and email address of the contact person completing this survey.

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

   Academic libraries serve colleges and universities, their students, staff, and faculty.

   Independent research libraries serve scholarly researchers, and typically collect primary and secondary sources in a specific field or discipline. Examples include the Folger Shakespeare Library, Morgan Library and Museum, etc.

   National libraries are established by the government of a country and have special responsibilities, often defined in law, within a nation's library and information system. Examples include the Library of Congress, the National Library of Medicine, and the National Agricultural Library.

   Public libraries serve the general public of a community, district, or region, and are typically supported in whole or in part with public funds.

   Special libraries include libraries and information centers of corporations, private companies, government agencies, not-for-profit organizations, technical institutions, museums, law firms, medical facilities, etc. Special libraries can serve particular populations, such as the blind and physically handicapped, while others are dedicated to special collections, such as a presidential library.

   State libraries typically serve employees and citizens of the state in which they are located, and are supported through state funds. Joint state libraries and archives may participate in this survey.

   Enter "*other*" for all other types of libraries and cultural heritage institutions (please specify what type of library or institution).

Section 1: Administration and Staffing

7. **Does your institution have a preservation administrator or another professional who leads preservation activities?**
   A *preservation administrator* is a professional trained in the management of preservation activities in a library. Many institutions have preservation programs led by professionals with a different job title and/or related education and background. For the purpose of this survey, this leader spends at least 25% of his or her time managing a partial or comprehensive preservation program.

8. **If yes, what percentage of the preservation administrator's total job assignment is dedicated to preservation activities and preservation program management?**
   If the institution has a full-time preservation administrator, general management activities (e.g., meeting attendance, committee participation) should be considered an integral part of the administrator's responsibilities and the answer to this question recorded as 100%. In contrast, where the preservation administrator is a part-time staff member or has a dual assignment (e.g., she or he is also a serials librarian or curator), the percentage of time devoted to preservation activities and preservation management should be recorded. If the library has no preservation administrator, please enter "NA."

9. **If yes, what is the job title of the person to whom the preservation administrator reports?**

10. **If your institution has a preservation administrator that supervises staff, how many FTE (full time equivalent) staff are in the preservation unit?**
    FTE (Full-Time Equivalent) is the numerical representation of full- and part-time work activities. A person working full time is represented by an FTE of 1.00, a person working half time by an FTE of 0.50. Five persons working half time are represented by a combined FTE of 2.50.

    Only the preservation administrator and staff who report directly to him or her, or to someone supervised by him or her, should be recorded here. If the institution has no preservation administrator, or if the administrator does not have direct line responsibility for staff, enter "NA."

11. **How many staff and volunteers (FTE), including those from outside the preservation unit, work in the following areas? Include those who work both within the unit and elsewhere in your institution.**
    FTE (Full-Time Equivalent) is the numerical representation of full- and part-time work activities. A person working full time is represented by an FTE of 1.00, a person working half time by an FTE of 0.50. Five persons working half time are represented by a combined FTE of 2.50.

    This figure includes staff who report to the preservation administrator, as recorded in question 10 above, PLUS staff outside the preservation unit or department who are involved in preservation activities.

    Preservation Administration: staff engaged in general preservation activities, including preservation education or outreach, environmental monitoring, disaster planning or response, mass deacidification, etc.

Library Binding: staff engaged in the process of sending and receiving items to and from a library binder.

Conservation: staff engaged in the assessment and/or physical treatment or conservation of collections. Includes conservation administrators, conservators, conservation technicians, etc.

Microfilming: staff engaged in microfilming collections for preservation.

Audio or Video Preservation: staff engaged in activities to preserve, reformat (including analog reformatting), digitize, and provide access to analog or digital audio or video collections.

Digitization: staff engaged in digitizing collections for preservation and access.

Digital Preservation: staff engaged in activities to manage, preserve, and provide access to digitized or born-digital collections.

Preservation Science: staff engaged in research and development activities related to preservation technologies or conservation science, including scientific, forensic, material, and instrumental analysis.

Other: detail the number of staff engaged in other preservation activities here; add notes as necessary in Question 12.

12. Notes on Administration and Staffing

Enter any notes related to the data entered in Section 1: Administration & Staffing.

Section 2: Budget and Expenditures

13. Total salaries and wages for staff engaged in preservation activities:
Record salaries for staff reported in Section 1, Question 11: the number of staff engaged in preservation activities institution-wide. Do not include fringe benefits.

14. Contract expenditures:
Contract expenditures refer to expenditures for preservation services for which the institution is invoiced by an outside vendor, organization, or individual (e.g., a commercial library binder, commercial reformatting service, or professional conservator in private practice).

Contract commercial/library binding refers to the binding, rebinding, and recasing performed by commercial library binderies as described in the Library Binding Institute Standard for Library Binding (ANSI/NISO/LBI Z39.78-2000).

Contract mass deacidification refers to fees paid to a vendor for mass deacidification of library collections. *Mass deacidification* refers to the process by which books and papers are treated to neutralize acidity and to introduce an alkaline buffer. Materials are deacidified in batches, in chambers that hold several (or many) items.

Contract disaster recovery services refer to fees paid to a vendor for the salvage of water, fire, mold, or pest damaged collection materials. Services may include air-drying, freeze-drying, cleaning, mold remediation, and other disaster mitigation activities.

Contract conservation services refers to fees paid to a vendor for remedial and protective treatment (both mechanical and chemical) of bound volumes, manuscripts, maps, posters, works of art, photographic materials, objects, magnetic tapes, and other cultural heritage materials to restore them to usable condition and/or to extend their useful lives.

Contract custom enclosure construction refers to fees paid to a vendor for custom sized boxes or protective enclosures for collection materials.

Contract digitization refers to fees paid to a vendor for the digitization or digital photography of materials. Do not include fees paid to a vendor for the management or maintenance of digital assets here (see contract digital preservation services below).

Contract microfilming by a vendor presumes adherence to relevant American National Standards Institute (ANSI) and Association for Information and Image Management (AIIM) standards as well as microfilming guidelines published by the Research Libraries Group and National Library of Canada.

Contract preservation photocopying refers to fees paid to a vendor to photocopy paper-based items (books, unbound papers, photographic materials) by a vendor in adherence to standards for permanence and durability and to provide an access or surrogate item for use in lieu of and in conjunction with the original, fragile item. Applicable standards are ANSI Z39.48 -- Permanence of Paper for Printed Library Materials; ASTM D3290 -- Bond and Ledger Paper for Permanent Records; ASTM D3458.

Contract training / professional development services refers to fees paid to a vendor provide training or continuing education for staff or patrons.

Contract digital preservation storage refers to fees paid to a vendor to provide storage and management of digital assets. Include memberships to digital preservation cooperatives (i.e. HathiTrust) in the "*other"* category.

Contract offsite storage refers to fees paid to a vendor to provide physical storage space for preservation purposes for print and non-print media (i.e. cold storage of microfilm).

Other contract expenditures might include membership fees for use of regional conservation facilities; membership fees paid to digital preservation cooperatives; analog reformatting such as film-to-film or making new photographic negatives; or equipment repairs.

15. Other expenditures:

Preservation supplies: include materials used for conservation treatment (e.g., papers, book cloths, adhesives, chemicals, disposable filters for water systems); commercially available archival quality boxes, wrappers, file folders, and envelopes; paper used for preservation photocopying and digitizing; and film, chemicals, and other supplies used for preservation microfilming. Expenditures for security labels and stamps as well as call number and bar code labels should not be recorded as a preservation supply.

Conservation equipment: record expenditures for equipment and tools costing over $100, such as machinery (e.g., board shears, fume hoods, microfilming cameras, photocopy machines and scanners exclusively used for preservation reformatting), furniture (e.g., laboratory benches, chemical supply cabinets). Expenditures for building renovations (e.g., the construction of a conservation facility) or for construction that results in improved housing of cultural heritage materials (such as replacement of heating, ventilating, and air conditioning systems) should not be recorded here.

Digitization equipment and software: record expenditures for scanners, cameras, photography accessories, computers, and digital imaging software. Do not include equipment or software specific to the digitization of audio/visual collections (see "Audio/Video collection playback equipment and software expenditures" below). Do not include equipment or software specific to the ongoing management and maintenance of digital assets (see "Digital Preservation equipment and software expenditures" below).

Audio / Video playback / digitization equipment and software: record expenditures for analog or digital playback equipment purchased for digitization as well as software specific to the purpose of capturing and processing digital audio/video collections. Do not include equipment or software specific to the ongoing management and maintenance of digital assets (see "Digital Preservation equipment and software expenditures" below).

Digital Preservation equipment and software: record expenditures related to the ongoing in-house management and maintenance of digital assets, including dedicated computers, servers, storage, as well as processing and management software.

16. Total preservation expenditures for FY2013:

Total preservation expenditures should equal the sum of question 13 (staff salaries) + 14 (contract

expenditures) + 15 (other expenditures).

17. **Total institutional operating expenditures for FY2013:**
    Total institutional operating expenditures reflect expenditures for all staff, purchase and maintenance of collections, operation and maintenance of buildings, and any contract or fee expenses.

    If you are a library operating within a larger institution (i.e. an academic library at a university or a public library within a city government), give the total operating expenditure for the library, not the larger institution.

18. **Total amount of preservation funding from external sources:**
    External sources includes grants, awards, and gifts. Funds allocated from the institution's regular operating budget (royalties, endowment income, and special funds provided by the parent institution) are internal and should not be recorded here.

19. **Notes on budget and expenditures**
    Enter any notes related to the data entered in section 2: Budget and Expenditures.

Section 3: Preservation Activities

20. Commercial / Library Binding:

Commercial / Library binding refers to the binding, rebinding, and recasing performed by commercial library binderies as described in the Library Binding Institute Standard for Library Binding (ANSI/NISO/LBI Z39.78-2000).

A *monograph* is a nonserial publication complete in one volume (book) or a finite number of volumes.

A *serial* (magazine, journal, newspaper, etc.) is a continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion.

If your institution does not track commercial library binding by monograph and serial, enter the total number of volumes bound.

21. Mass Deacidification:

Mass deacidification refers to the process by which books and papers are treated to neutralize acidity and to introduce an alkaline buffer. Materials are deacidified in batches, in chambers that hold several (or many) items. Item-by-item deacidification of bound volumes and papers, performed by conservators and technicians, should be recorded Section 4: Conservation Treatment.

22. Does your institution have a disaster / emergency plan that includes the collections?

A *disaster or emergency plan* is a document which describes the procedures devised to prevent and prepare cultural heritage collections for disasters, and those proposed to respond to and recover from disasters when they occur. It differs from an institution's emergency or shelter-in-place plan, which focuses primarily on security and safety of staff and patrons, not collections.

23. To better understand how institutions are responding to disasters that threaten or damage collections, please describe how your institution has handled water, fire, mold, and pest incidents in FY2013.

Detail the number of incidents by incident type, provide an estimate of total staff hours dedicated to recovery, and disclose if ever a disaster recovery contractor was engaged to assist in the response.

Detail the *number of incidents, staff hours dedicated to the disaster response, and whether a disaster recovery vendor provided services* (i.e., salvage, drying, mold or pest remediation, etc.) by each type of disaster – water, mold, fire, pest, and other incidents. If a fire incident involved water and mold damage that occurred as a result of a fire that was extinguished, categorize the incident as a fire disaster. Likewise, if a water incident later developed a mold issue, categorize the incident as a water disaster. Do not include individual moldy books (i.e., from patron damage) in this category—if an individual item is treated for mold, count it as a conservation treatment.

24. Does your institution monitor any of the following environmental factors in the specified locations:

An institution might monitor *temperature, relative humidity, light, or air quality* with either a hand-held monitor (such as a light meter) or stationary device (such as a Preservation Environment Monitor (PEM)). Pests are typically monitored with sticky traps or pheromone lures.

Indicate whether your institution monitors any of the listed environmental factors in collection storage spaces, exhibit areas, or staff work spaces.

25. Does your institution use any of the following devices to monitor the environment?

An *environmental monitor* is a device that records at least temperature and relative humidity but may also measure light intensity or UV and air quality variables. Environmental monitors may be standalone, analog units like a hygrothermograph, part of an HVAC (heating, ventilation, and air conditioning) system, or a digital device that, in conjunction with software, records environmental data and facilitates analysis.

Select all the devices that your institution uses to monitor the environment, and specify others that are not listed.

26. Outreach and Training: Please indicate the number of attendees to various types of preservation outreach and training events that your institution has provided or hosted in FY2013:

Detail the number of:

- attendees to *preservation training given to internal / institutional staff*
- attendees to *preservation training given to external participants* (e.g., colleagues in allied cultural heritage organizations)
- attendees to *public information sessions* (e.g., lectures, Preservation Week seminars)
- attendees to *tours of preservation / conservation units*
- *preservation / conservation interns or fellows hosted by your organization*

27. Notes on Preservation Activities

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

Section 4: Conservation

In this section, the number of questions you complete will depend on whether your institution uses contract conservation services for treatment and custom enclosures, and if those activities are also conducted in-house, and whether your institution tracks conservation treatment by format (e.g., 50 bound volumes, 600 photographs) or by format AND treatment time (e.g., 15 bound volumes at Level I treatment, 13 photographs at Level III treatment). You will also be asked to break out the number of items treated for digitization prep and exhibit prep, as well as the number of items surveyed or assessed.

If your institution records treatments by format AND time, use the following time increments:

Level 1 conservation treatments require 15 minutes or less to perform.

Level 2 treatments require more than l5 minutes but less than two hours to perform.

Level 3 conservation treatments require two hours or more to perform.

Record the number of items given conservation treatment, not the total number of treatments performed. For example, when an errata sheet is tipped into a volume and three pages are repaired, these procedures take a total of 25 minutes to perform; the volume as an item should be recorded only once, as a Level 2 treatment. While any given item may receive several treatments, it should be recorded only once, as a Level 1, 2, or 3 treatment depending on the amount of time devoted to the item.

When an item receives conservation treatment and a box is made for it, the conservation should be recorded as a Level 1, 2, or 3 treatment and the boxing should be recorded as a custom-fitted protective enclosure. Likewise, when two pages of a book are repaired and the book is sent to a to a digitization vendor, the volume should be recorded as a Level 1 conservation treatment and as a book digitization in Section 5: Digitization and Reformatting.

Because the nature of procedures and the level of in-house conservation expertise vary significantly across institutions, treatments are recorded based on the length of time they require, time being a meaningful and comparable measure of effort. Use of methods and materials that comply with the American Institute for Conservation of Historic and Artistic Works (AIC) Code of Ethics and Guidelines for Practice is presumed.

Categories for library materials:

Books and Bound Volumes: includes paperback and hardback books, bound or unbound serials, scrapbooks, newspapers, albums, pamphlets, etc.

Unbound Sheets: includes manuscripts, documents, maps, architectural drawings, posters, etc.

Photographic materials: includes photoprints (from daguerreotype, tintype, and albumen prints to gelatin developing out paper prints, etc.), negatives (on glass, gelatin, or plastic – including slides) as well as inkjet and laser prints.

Moving Image Recordings: includes films, videotapes, DVDs, digital video formats, etc.

Sound Recordings: includes cylinders, discs, tapes, CD, digital audio formats, etc.

Art Objects: includes paintings, works of art on paper, sculptures, prints, etc.

Historic and Ethnographic Objects: artifacts that document human life and traditions, typically assembled by an anthropologist, folklorist, ethnomusicologist, or other cultural researcher.

Other

Custom-fitted enclosures are distinguished from the commercially available boxes and other enclosures in that the former are custom-made to fit their contents and the latter are standard-sized enclosures available through supply catalogs. Custom-fitted enclosures include paper and polyester book jackets, paper and board wrappers, portfolios, phase boxes, double-tray boxes, and other boxes. Per the longstanding definition established by ARL, polyester encapsulation of single sheets should be reported as a conservation treatment to an unbound sheet —not as a custom fitted protective enclosure. Use of archival quality methods and materials is presumed.

Questions 38-40: Assessment, Digitization Prep, & Exhibition Prep

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 FY2013. The data for these activities were included in the conservation treatment statistics you reported on previous pages.

Collection materials are frequently examined for condition and evaluated for treatment in collection condition surveys and item-level assessments, or in sorting materials for library binding, treatment, replacement, and/or digitization and reformatting workflows. The *number of items surveyed for condition or assessed for conservation* should include only the number of items physically examined for condition. If a statistical survey that looks at a sampling of material from a collection (i.e., 100 books from a 10,000 book collection) is performed, include only the number of items sampled or physically assessed.

The preparation of materials for digitization (*digitization prep*) refers to conservation activities to physically stabilize or ready collection items for digitization. These activities may include removing staples, humidifying and flattening pages, securing loose materials in scrapbooks or photo albums, repairing torn pages, surface cleaning, etc.

The preparation of materials for exhibition (*exhibition prep*) involves similar conservation activities to digitization prep – physically stabilizing or readying collection items for display in an exhibit. These activities may involve efforts to remediate the aesthetics of an item as well as treatments to improve stability and ease of display (e.g., humidifying and flattening pages, mending tears in pages or paintings, inpainting, surface cleaning, etc.). Preparation for exhibition includes construction of custom cradles or mounts for physically supporting an item while it is on display.

41. Notes on Conservation

Enter any notes related to data entered in section 4: Conservation

Section 5: Reformatting and Digitization

In this section, the number of questions you complete will depend on whether your institution uses contract services and/or in-house operations for reformatting and digitization.

42. Did your institution participate in any of the following mass digitization or collaborative projects in FY2013?
Check all that apply: Biodiversity Heritage Library, Google Books, Google Art, iArchives, Internet Archive, Open Book Alliance. If your project is not listed, enter the project name in the "other" textbox.

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

Yes, proceed to reformatting and digitization: contract (questions 44-49).
No, skip to reformatting and digitization: in-house (questions 50-56).

Questions 44-49: Contract Reformatting and Digitization:

44. How many of the following formats (books / bound volumes, unbound sheets, photographic materials, other formats) were microfilmed *by a contract vendor* in FY2013?
Presumes adherence to relevant American National Standards Institute (ANSI) and Association for Information and Image Management (AIIM) standards as well as microfilming guidelines published by the Research Libraries Group and National Library of Canada. Include only entire items microfilmed – i.e., do not count the microfilming of a single page of a newspaper or volume.

45. How many of the following formats (books / bound volumes, unbound sheets, photographic materials, other 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 FY2013?

Include only entire items reformatted to a new analog format– i.e., do not count the photocopying of a single page of a newspaper or volume. Analog reformatting includes the creation of preservation photocopies or facsimiles of brittle or damaged books, the creation of new photographic negatives or prints from original photographic collection materials, film-to-film duplication, the migration of moving image recordings to Betacam SP, etc.

Refer to Section 4: Conservation Treatment for definitions of the collection formats (i.e., Books / Bound Volumes, Unbound Sheets, etc.).

Preservation photocopying is the duplication of paper-based items (books, unbound papers, photographic materials) in adherence to standards for permanence and durability in order to provide an access or surrogate item for use in lieu of and in conjunction with the original, fragile item. Applicable standards are ANSI Z39.48 -- Permanence of Paper for Printed Library Materials; ASTM D3290 -- Bond and Ledger Paper for Permanent Records; ASTM D3458 – Standard Specification for Copies from Office Copying Machines for Permanent Records.

46. How many of the following collection formats (books / bound volumes, unbound sheets, photographic materials, art objects, historic and ethnographic objects, other) were digitized *by a contract vendor* in FY2013?

Record the total number of items that were digitized—not the total number of versions of these items that were created. Include only entire items digitized – i.e., do not count the digitization of a single page of a newspaper or volume.

Refer to Section 4: Conservation Treatment for definitions of the collection formats (i.e., Books / Bound Volumes, Unbound Sheets, etc.).

47. How many of the following sound recording formats were digitized *by a contract vendor* in FY2013?

Record the total number of items that were digitized—not the total number of versions of these items that were created. Include only entire items digitized – i.e., do not count the digitization of a single song from one side of a vinyl record.

48. How many of the following moving image formats (film, magnetic media, digital tape, optical media, other) were digitized *by a contract vendor* in FY2013?

Record the total number of items that were digitized—not the total number of versions of these items that were created. Include only entire items digitized – i.e., do not count the digitization of a short clip from a longer film.

49. Notes on reformatting and digitization: contract

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

Questions 50-36: In-House Reformatting and Digitization:

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

Yes, proceed to reformatting and digitization: in-house
No, skip to Section 6: Digital Preservation and Digital Asset Management

51. Describe how your in-house reformatting and digitization activities are administered in your institution:

Check the most accurate description of how each category of in-house reformatting and digitization activities are administered in your library. Do not include administration of outsourced/contract reformatting and digitization in this question.

If in-house digitization or reformatting activities are conducted outside the preservation unit, you are encouraged to partner with that unit to answer questions in section 5.

52. How many of the following formats (books / bound volumes, unbound sheets, photographic materials, other formats) were microfilmed *in-house* in FY2013?

See question 44, above.

53. How many of the following formats (books / bound volumes, unbound sheets, photographic materials, other 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 FY2013?

See question 45, above.

54. How many of the following collection formats (books / bound volumes, unbound sheets, photographic materials, art objects, historic and ethnographic objects, other) were digitized *in-house* in FY2013?

See question 46, above.

55. How many of the following sound recording formats were digitized *in-house* in FY2013?

See question 47, above.

56. How many of the following moving image formats (film, magnetic media, digital tape, optical media, other) were digitized *in-house* in FY2013?

See question 48, above.

57. Notes on reformatting and digitization: in-house

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

Section 6: Digital Preservation and Digital Asset Management

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

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. (American Library Association ALCTS Preservation and Reformatting Section)

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 6. 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 6.

59. Does your institution participate in any of the following digital preservation initiatives?

- HathiTrust
- LOCKSS
- Portico
- private LOCKSS network
- Digital Preservation Network
- APTrust
- other (please specify)

60. What is the job title or titles of the person(s) responsible for managing your digital repository?

Job title, please – not name. For example, digital preservation librarian, digital archivist, or digital curator. A *digital repository* is a system for the maintenance and management of digital objects, including both those born digital and those converted to digital format from analog, to allow access and use by users.

61. How much unique (i.e., not including redundant/backup copies) digital content (in GB) is your institution currently managing?

Enter the total digital content currently managed in your digital repository, not just the content added during FY2013. Do not include redundant or backup copies.

62. How many items in the following categories were added to the digital repository during FY2013:

Enter the number of unique items in each format category. Do not include redundant / backup copies.

- books
- manuscripts
- theses / dissertations
- other textual documents
- still images
- audio
- video

- web archives
- email
- data sets
- other

Refer to Section 4: Conservation Treatment for definitions of the collection formats (i.e., Books / Bound Volumes, Unbound Sheets, etc.).

63. Which of the following preservation activities does your institution perform for its digital collections?

- record preservation metadata
- identify file formats
- validate file formats
- perform fixity checks
- maintain multiple copies on redundant storage media
- maintain multiple copies in geographically dispersed locations
- migrate content from obsolete storage media
- migrate content to new file formats
- emulate technology environments
- maintain obsolete media, software, and/or systems for future use
- develop preservation policies and plans
- disaster planning and recovery
- monitor developments in technology and standards
- research and develop tools
- other (please specify)

64. If your institution has a digital repository, which platform supports it?

A *digital repository platform* is a software system that supports the storage, management, and access of digital content. Popular platforms include dSpace, Digital Commons, Ex Libris, and Fedora; your institution may a different system (enter name in "Other" textbox), a locally developed platform, or your institution may not have a digital repository ("my institution does not have a digital repository").

65. Notes on digital preservation

Enter any notes related to data entered in Section 6: Digital Preservation.