

# Preservation Statistics: A Survey for U.S. Libraries FY2013

"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 (as defined by your institution) and will document 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 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. For more information about this project, please refer to the [Preservation Statistics Survey website](#).

Please refer to the [Instructions and Definitions document](#) (.pdf) before starting this survey. Additionally, we recommend that you download the [survey questionnaire](#) (.pdf) to assist planning and collection of data. For additional assistance in tracking and calculating statistics, download the [pilot Preservation Statistics Survey worksheet](#) (.xlsx).

Please send any questions or comments to survey coordinators Holly Robertson and Annie Peterson at [preservationstatistics@gmail.com](mailto:preservationstatistics@gmail.com).

## Contact 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
- Independent research library
- National library
- Public library
- Special library
- State library

Other (please specify)

## 1: Administration & Staffing

In this section, you will be asked to detail how your preservation activities were staffed in FY2013. There are five questions in this section. Please respond to every question. Refer to the [Instructions and Definitions document](#) (.pdf) for additional details.

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.

**7. Does your institution have a preservation administrator or another professional who leads preservation activities?**

- yes
- no

**8. If yes, what percentage of the preservation administrator's total job assignment is dedicated to preservation activities and preservation program management?**

**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?**

professional staff

support / paraprofessional staff

hourly / student assistants

volunteers

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**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.**

	professional staff	support or paraprofessional staff	contract, hourly, or student staff	volunteers
Preservation Administration	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Library Binding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Conservation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Microfilming	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Audio or Video Preservation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Digitization	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Digital Preservation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preservation Science	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 12. Notes on Administration and Staffing

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

## 2: Budget & Expenditures

In this section, you will be asked to detail FY2013 budget and expenditure information for preservation activities. FY2013 is whatever period of time your institution defines 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.

There are six questions in this section. Please respond to every question. Refer to the [Instructions and Definitions document](#) (.pdf) for additional details.

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.

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## 13. Total salaries and wages for staff engaged in preservation activities:

(Do not include fringe benefits.)

Professional Staff	<input type="text"/>
Support / Paraprofessional Staff	<input type="text"/>
Hourly / Student Assistants	<input type="text"/>
Total salaries and wages (enter only if your institution does not break down salary information by staffing category)	<input type="text"/>

## 14. Contract expenditures:

Contract commercial/library binding	<input type="text"/>
Contract mass deacidification	<input type="text"/>
Contract disaster recovery services	<input type="text"/>
Contract conservation services	<input type="text"/>
Contract custom enclosure construction	<input type="text"/>
Contract digitization	<input type="text"/>
Contract microfilming	<input type="text"/>
Contract preservation photocopying	<input type="text"/>
Contract training/professional development services	<input type="text"/>
Contract digital preservation storage	<input type="text"/>
Contract offsite storage	<input type="text"/>
Other contract preservation expenditures (Please specify the contract activity and provide the total expenditure)	<input type="text"/>

## 15. Other expenditures:

Preservation supplies	<input type="text"/>
Conservation equipment	<input type="text"/>
Digitization equipment and software	<input type="text"/>
Audio / Video playback / digitization equipment and software	<input type="text"/>
Digital Preservation equipment and software	<input type="text"/>
Other (Please specify the type of expense and provide the total expenditure)	<input type="text"/>

## 16. Total preservation expenditures for FY2013:

(This should be the total of the Q13: Staffing + Q14: Contract expenditures + Q15: Other expenditures reported above.)

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## 17. Total institutional operating expenditures for FY2013:

(This information will be used to calculate preservation expenditures as a percentage of total institutional expenditures)

## 18. Total amount of preservation funding from external sources:

(Include grants, awards, gifts, etc.)

## 19. Notes on Budget and Expenditures

Enter any notes related to the data entered in Section 2: Budgets and Expenditures.

## 3: Preservation Activities

In this section, you will be asked to detail general preservation program activities for FY2013.

There are seven questions in this section. Please respond to every question. Refer to the [Instructions and Definitions document](#) (.pdf) for additional details.

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.

## 20. Commercial / Library Binding:

Number of monograph volumes commercially bound

Number of serial volumes commercially bound

Total number of volumes commercially bound

(enter only if your institution does not track volumes by the monograph or serial categories)

## 21. Mass Deacidification:

Number of bound volumes / pamphlets mass deacidified

Number of linear feet of unbound papers mass deacidified

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

- Yes
- Yes, but it is not up-to-date
- No, but one is being developed
- No
- Don't know

## 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.**

	Number of Incidents	Estimated Staff Hours	Involve Disaster Recovery Contractor?
Water / flooding incidents	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mold incidents	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fire incidents	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pest infestations	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other incidents	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

	Collection storage spaces	Exhibit areas	Staff work spaces
Temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relative Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

- Hygrothermograph
- Original PEM Datalogger (IPI)
- PEM2 Datalogger (IPI)
- HOBO Data Logger (Onset)
- rh-t Bug (Hanwell)
- Our HVAC system records temperature and relative humidity data for analysis.
- My institution does not currently monitor the environment.

Other (please specify)

## 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:

Number of internal / institutional staff given preservation training

Number of external participants (e.g., colleagues in allied cultural heritage organizations) given preservation training

Number of attendees to public information sessions (e.g., lectures, Preservation Week seminars)

Number of attendees to tours of preservation / conservation units

Number of preservation / conservation interns or fellows hosted by your organization

## 27. Notes on Preservation Activities

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

## 4: Conservation Treatment

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

Please respond to every question. Refer to the [Instructions and Definitions](#) document for additional details.

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

- yes
- no

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## 4: Conservation Treatment (Contract)

Please respond to every question. Refer to the [Instructions and Definitions document](#) (.pdf) for additional details.

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.

### 29. 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"/>

### 30. 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"/>

## 4: Conservation Treatment (In-house)

### 31. 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 Section 5: Reformatting and Digitization).
- My institution tracks conservation treatments by item format (e.g., 55 bound volumes; 215 photographic materials, 15 paintings, etc.). You will be directed to questions 32-33.
- 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. You will be directed to questions 34-37.

## 4: Conservation Treatment (In-house, by format)



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Please respond to every question. Refer to the [Instructions and Definitions document](#) (.pdf) for additional details.

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.

## 32. 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"/>

## 33. 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"/>

## 4: Conservation Treatment (In-house - by format / time interval)

Please respond to every question. Refer to the [Instructions and Definitions document](#) (.pdf) for additional details.

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.

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## 34. 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"/>

## 35. 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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## 36. 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"/>

## 37. 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"/>

## 4: Conservation Treatment: 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 -- that's ok.

Additionally, you will be asked how many items were assessed or surveyed in FY2013.

There are three questions in this section. Please respond to every question. Refer to the [Instructions and Definitions document](#) (.pdf) for additional details.

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.

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## 38. 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"/>

## 39. 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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## 40. 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"/>

## 41. Notes on Conservation

Enter any notes related to the data entered in Section 4: Conservation.

## 5. Reformatting and Digitization

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

Please respond to every question. Refer to the [Instructions and Definitions document](#) (.pdf) for additional details.

## 42. Did your institution participate in any of the following mass digitization or collaborative projects in FY2013?

- Biodiversity Heritage Library
- Google Books
- Google Art
- iArchives
- Internet Archive
- Open Book Alliance

Other (please specify)

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

- yes
- no (skip to section 5: Reformatting and Digitization: In-house)

## 5. Reformatting and Digitization: Contract

In this section, you will be asked to detail reformatting and digitization activities **outsourced to a contract vendor** in FY2013.

Please respond to every question in this section. Refer to the [Instructions and Definitions document](#) (.pdf) for additional details.

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.

## 44. How many of the following formats were microfilmed by a contract vendor in FY2013?

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"/>

## 45. 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 FY2013?

books / bound volumes	<input type="text"/>
unbound sheets	<input type="text"/>
photographic materials	<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"/>

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## 46. How many of the following collection formats were digitized by a contract vendor in FY2013?

(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"/>
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"/>

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

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"/>

## 48. How many of the following moving image formats were digitized by a contract vendor in FY2013?

film (e.g., 8mm, Super 8, 16mm, 35mm)	<input type="text"/>
magnetic media (e.g., videocassette, U-Matic, Quad videotape)	<input type="text"/>
digital tape (e.g., digital Betacam, DV)	<input type="text"/>
optical media (e.g., DVDs)	<input type="text"/>
other	<input type="text"/>
total number of moving image items digitized (enter if your institution does not track digitized moving images by format)	<input type="text"/>

## 49. Notes on Reformatting and Digitization: Contract

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

## 5. Reformatting and Digitization

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

- yes
- no (skip to Section 6: Digital Preservation and Digital Asset Management)

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

	All are administered by the preservation unit.	The majority are administered by the preservation unit.	The majority are administered by another unit in the library.	All are administered by another unit in the library.	These activities do not take place in my library.
Microfilming	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analog reformatting of books, unbound sheets, and photographic materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analog reformatting of sound recordings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analog reformatting of moving image recordings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization of books	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization of unbound sheets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization of photographic material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization of sound recordings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization of moving image recordings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization of art objects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization of historic/ethnographic objects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 5. Reformatting and Digitization: In-house

In this section, you will be asked to detail reformatting and digitization activities conducted **in-house** in FY2013.

Please respond to every question in this section. Refer to the [Instructions and Definitions document](#) (.pdf) for additional details.

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.



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## 52. How many of the following formats were microfilmed in-house in FY2013?

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"/>

## 53. 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 FY2013?

books / bound volumes	<input type="text"/>
unbound sheets	<input type="text"/>
photographic materials	<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"/>

## 54. How many of the following collection formats were digitized in-house in FY2013?

(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"/>
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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## 55. How many of the following sound recording formats were digitized in-house in FY2013?

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)

## 56. How many of the following moving image formats were digitized in-house in FY2013?

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)

## 57. Notes on Reformatting and Digitization: In-house

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

## 6: Digital Preservation and Digital Asset Management

There are eight questions in this section. Please respond to every question. Refer to the [Instructions and Definitions document](#) (.pdf) for additional details.

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.

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.

## Preservation Statistics: A Survey for U.S. Libraries FY2013

**58. 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):

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

- HathiTrust
- LOCKSS
- Portico
- Private LOCKSS network
- Digital Preservation Network
- APTTrust
- Other (please specify)

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

**61. 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).**

# Preservation Statistics: A Survey for U.S. Libraries FY2013

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

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"/>

## 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?

- CONTENTdm
- Digital Commons
- dSpace
- Ex Libris
- Fedora
- locally developed system
- my institution does not have a digital repository

Other (please specify)

# Preservation Statistics: A Survey for U.S. Libraries FY2013

## 65. Notes on Digital Preservation and Digital Asset Management

Enter any notes related to the data entered in Section 6: Digital Preservation and Digital Asset Management.

## Confirmation of completion and feedback

### 66. 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.
- No, this survey is incomplete, and I will not be completing the survey.

### 67. Please share any comments about this survey:

### 68. 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](mailto:preservationstatistics@gmail.com).

Results will be shared in late summer 2014. For more information about the survey, please contact coordinators Holly Robertson and Annie Peterson at [preservationstatistics@gmail.com](mailto:preservationstatistics@gmail.com).