



## 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)

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 institutions 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 student workers work in the Preservation Unit?

9 or more	2	0
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

Preservation Unit: cont. (Budget)

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

16. What is your total ex

## 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)

Please respond to every question.

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 OR by format AND treatment time intervals

## 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.

Books and Bound Volumes

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Books and Bound Volumes

Unbound Sheets

Photographic Materials

Moving Image Recordings

Sound Recordings

**32. Number of custom-fitted protective enclosures constructed:**

Books and Bound Volumes

Unbound Sheets

Photographic Materials

Moving Image Recordings

Sound Recordings

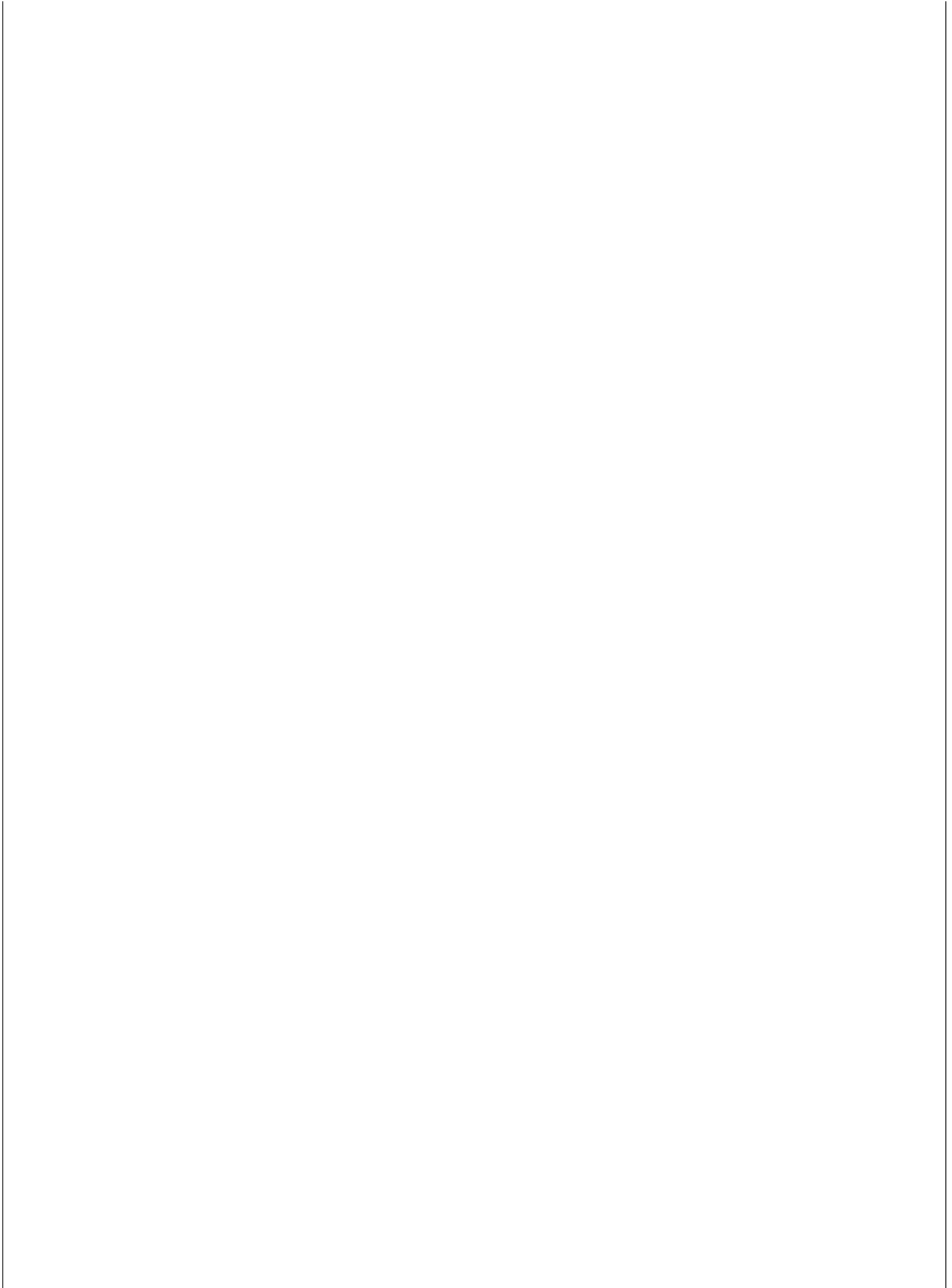
Art Objects

Historic and Ethnographic Objects

Other

**33. Notes**

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





Books and Bound  
Volumes

Unbound Sheets

Photographic Materials

Moving Image Recordings

**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.

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)

## 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?

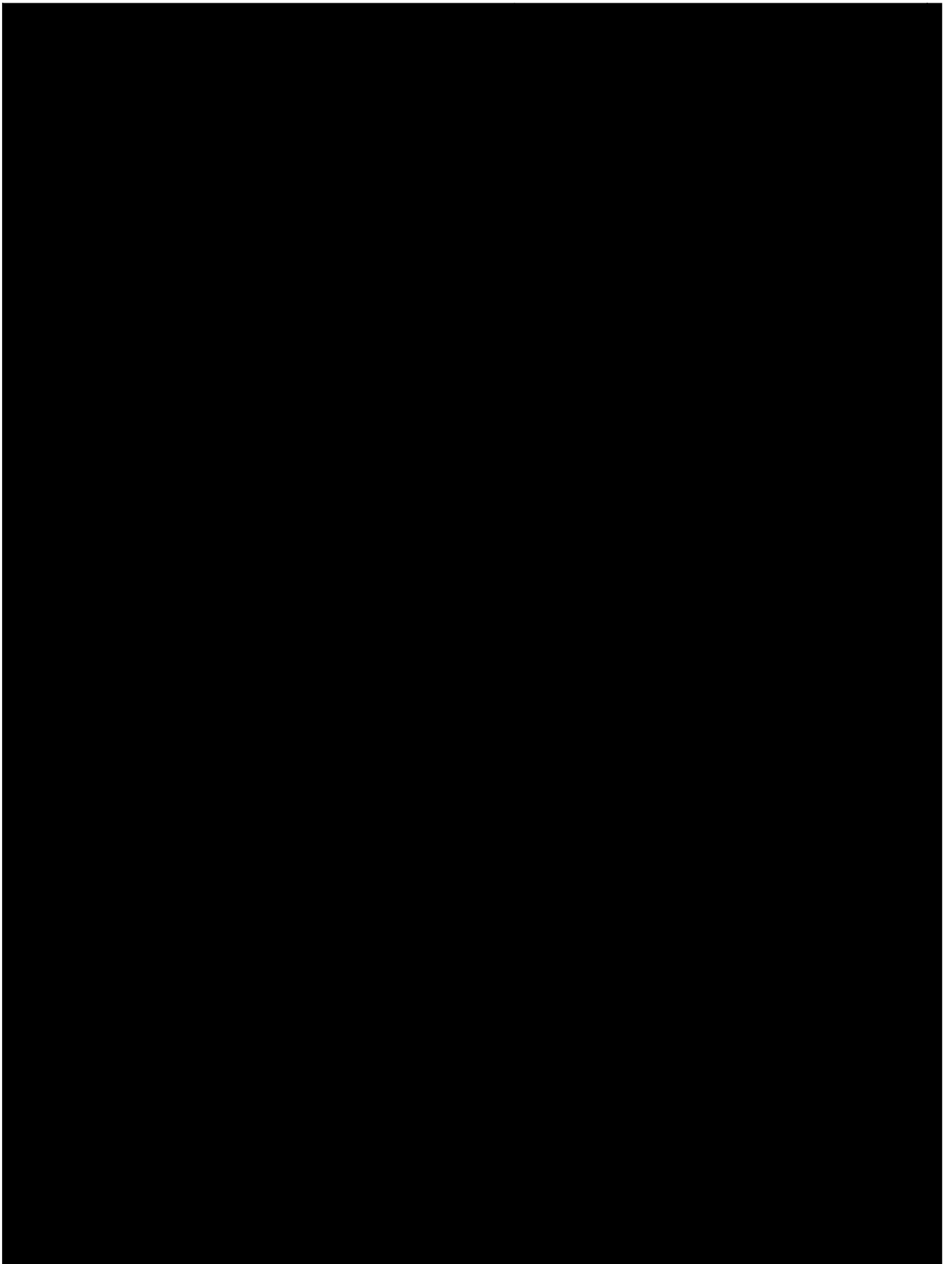
Books / Bound volumes

Unbound Sheets

Photographic Materials

Other Formats

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



Books / Boun

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

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## 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)

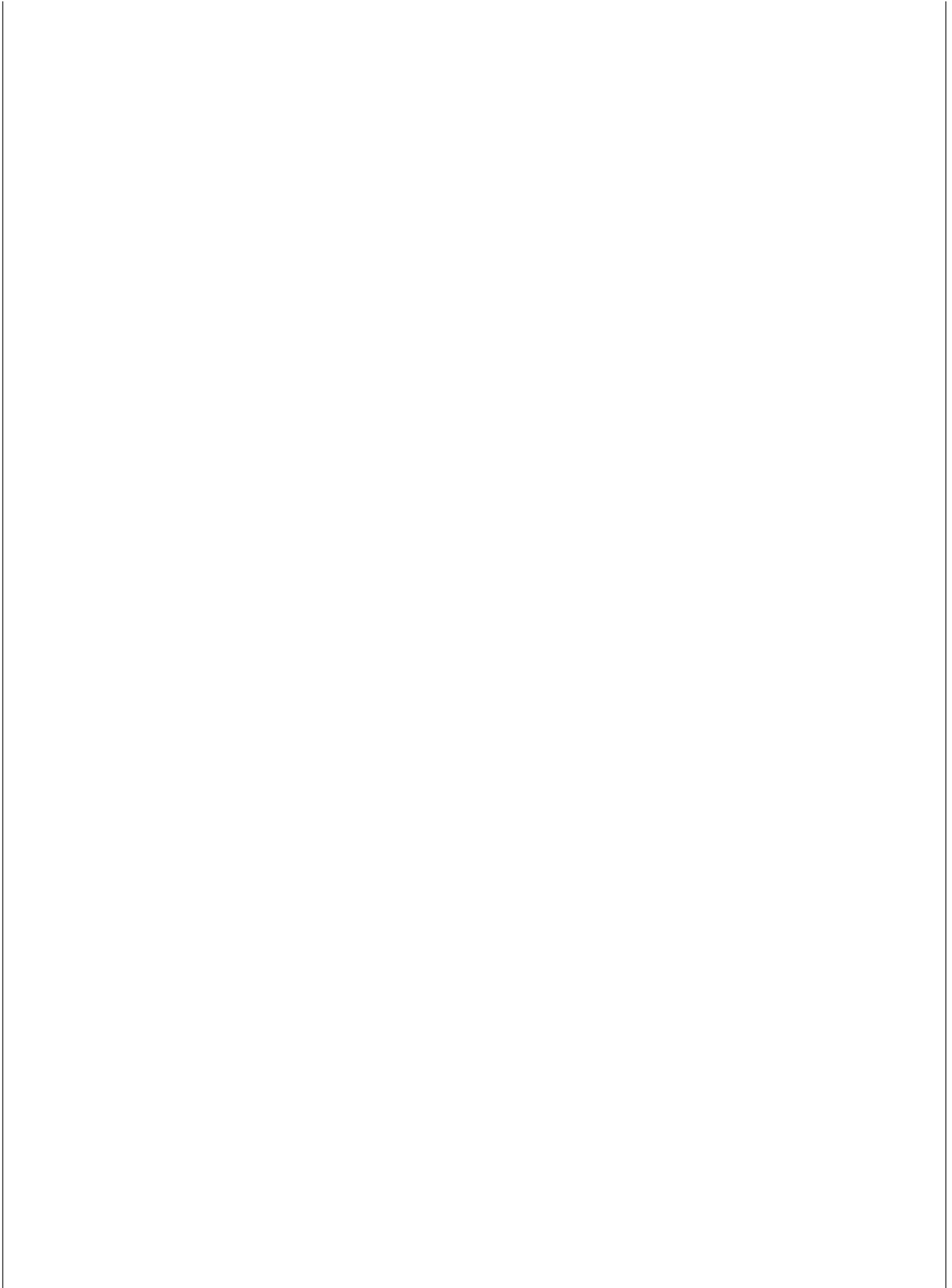
Books / Bound volumes

Unbound Sheets

Photographic Materials

Microfilm





In

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 th 



## 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: