

# ARL PRESERVATION STATISTICS 2006-07 WORKSHEET

This worksheet is designed to help you plan your submission for the 2006-07 *ARL Preservation Statistics*. Include here ALL libraries for which you want to report data in the *ARL Preservation Statistics*.

If an exact figure is unavailable, use NA/UA. If the appropriate answer is zero or none, use "0."

Reporting Institution \_\_\_\_\_ Date Returned to ARL \_\_\_\_\_

Report Prepared by (name) \_\_\_\_\_

Title \_\_\_\_\_

Email address \_\_\_\_\_ Phone number \_\_\_\_\_

Contact person (if different) \_\_\_\_\_

Title \_\_\_\_\_

Email address \_\_\_\_\_ Phone number \_\_\_\_\_

## ADMINISTRATION

1. Does the library have a preservation administrator? (1) \_\_\_\_\_ Yes \_\_\_\_\_ No

2. If yes, what percentage of the administrator's total job assignment is dedicated to preservation activities and preservation program management? (2) \_\_\_\_\_

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

(3) \_\_\_\_\_

4. If the library has a preservation administrator who supervises staff, how many staff are in the preservation unit (including the preservation administrator)?

(Total Preservation Unit Staff:  $4.a + 4.b + 4.c$ ) (4) \_\_\_\_\_

4a. Professional Staff FTE (4a) \_\_\_\_\_

4b. Support Staff FTE (4b) \_\_\_\_\_

4c. Student Assistants FTE (4c) \_\_\_\_\_

5. How many staff are engaged in preservation activities library-wide (including staff reported in item 4 above)?

(Total Preservation Staff Library-wide:  $5.a + 5.b + 5.c$ ) (5) \_\_\_\_\_

5a. Professional Staff FTE - Library Wide (5a) \_\_\_\_\_

5b. Support Staff FTE - Library Wide (5b) \_\_\_\_\_

5c. Student Assistants FTE - Library Wide (5c) \_\_\_\_\_

**PAGE TWO – EXPENDITURES**

**6. Expenditures reported in Canadian dollars?** (6) \_\_\_\_\_ Yes  
\_\_\_\_\_ No

**7. Salaries and wages for staff engaged in preservation activities** *(as reported in line 5 above)*

*(Total salaries and wages: 7.a + 7.b + 7.c)* (7) \_\_\_\_\_

7a. Professional Staff -*Preservation* (7a) \_\_\_\_\_

7b. Support Staff - Preservation (7b) \_\_\_\_\_

7c. Student Assistants - Preservation (7c) \_\_\_\_\_

**8. Contract expenditures**

*(Total contract expenditures: 8.a + 8.b + 8.c + 8.d + 8.e)* (8) \_\_\_\_\_

8a. Contract Conservation (8a) \_\_\_\_\_

8b. Contract commercial binding *(related to line 16 on the 2006-07 ARL Statistics questionnaire; see instructions)*  
(8b) \_\_\_\_\_

8c. Contract preservation photocopying (8c) \_\_\_\_\_

8d. Contract preservation microfilming (8d) \_\_\_\_\_

8e. Other contract expenditures (8e) \_\_\_\_\_

**9. Preservation supplies** (9) \_\_\_\_\_

**10. Preservation equipment** (10) \_\_\_\_\_

**11. Total library expenditures** *( 7 + 8 + 9 + 10)* (11) \_\_\_\_\_

**12. Total preservation expenditures that came from external sources** (12) \_\_\_\_\_

**PAGE THREE – TREATMENT AND REFORMATTING**

**CONSERVATION TREATMENT**

**13. Number of volumes/pamphlets given conservation treatment**

*(Total number of treated volumes/pamphlets: 13.a + 13.b + 13.c)* (13) \_\_\_\_\_

13a. Volumes/pamphlets given Level 1 treatment (13a) \_\_\_\_\_

13b. Volumes/pamphlets given Level 2 treatment (13b) \_\_\_\_\_

13c. Volumes/pamphlets given Level 3 treatment (13c) \_\_\_\_\_

**14. Number of unbound sheets given conservation treatment** (14) \_\_\_\_\_

**15. Number of bound volumes/pamphlets mass deacidified** (15) \_\_\_\_\_

**16. Number of linear feet of unbound papers mass deacidified** (16) \_\_\_\_\_

**17. Number of photographs and non-paper items given conservation treatment**  
*(e.g., audio tapes, motion picture film)* (17) \_\_\_\_\_

**18. Number of custom-fitted protective enclosures constructed** (18) \_\_\_\_\_

**COMMERCIAL BINDING**

**19. Number of volumes commercially bound** (19) \_\_\_\_\_

**PRESERVATION REFORMATTING**

**20. Number of bound volumes/pamphlets reformatted in their entirety**

20a. Photocopied (20a) \_\_\_\_\_

20b. Microfilmed (20b) \_\_\_\_\_

20c. Digitized *(optional)* (20c) \_\_\_\_\_

**21. Number of single unbound sheets reformatted** *(e.g., one side of one manuscript page, one map)*

21a. Photocopied (21a) \_\_\_\_\_

21b. Microfilmed (21b) \_\_\_\_\_

21c. Digitized *(optional)* (21c) \_\_\_\_\_

**22. Number of photographs and non-paper items reformatted** *(e.g., audio tapes, motion picture film)*

22a. By analog means (22a) \_\_\_\_\_

22b. By digital means (22b) \_\_\_\_\_

## ***FOOTNOTES***

Please provide footnotes to individual questions, as well as footnotes that apply to your entire institution. Please provide any information which would clarify the figures submitted, e.g., the inclusion of branch campus libraries or any special projects which might cause radical increases or decreases. Please compare this year's footnotes to what you reported last year. Please consult the data entry Web interface ([www.arlstatistics.org](http://www.arlstatistics.org)) for a copy of last year's footnotes. These can be found under "Historical Data" by clicking a survey's arrow icon under the "View Summary" column and then selecting the "Footnotes" tab. Please make an effort to word your footnotes in a manner consistent with notes appearing in the published report, so that the ARL Office can interpret your footnotes correctly.

Submit the completed questionnaire by **January 30, 2008**.

For assistance, please e-mail Martha Kyrillidou ([martha@arl.org](mailto:martha@arl.org)) or Mark Young ([stats-ra@arl.org](mailto:stats-ra@arl.org))  
Or call the ARL Office at (202) 296-2296.