

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) 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) or Mark Young (stats-ra@arl.org)
Or call the ARL Office at (202) 296-2296.