

# ARL PRESERVATION STATISTICS QUESTIONNAIRE, 2007-08

## INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE

### GENERAL INSTRUCTIONS

*Please read all instructions carefully before you answer the questionnaire.* Make sure your responses are as complete and accurate as possible. Give estimates when you must, but please do not make wild guesses. Use footnotes to expand upon or clarify your responses. All questions assume a *fiscal year ending June 30, 2008*. If your library's fiscal year is different, please use footnotes to explain.

**Please respond to every question.** If an exact figure cannot be provided, use UA/NA (unavailable or not applicable). If the appropriate answer is zero or none, use **0**; **note that UA/NA is different from a real 0 (zero)**. Use the same basis for reporting as is used in responding to the main *ARL Statistics* questionnaire. For example, if in *ARL Statistics* you normally include data for a law library and/or a medical library, also include those libraries in response to this survey and note the inclusions in footnotes as prompted.

Although the form allows for data to be entered from both main and branch campuses, an effort should be made to report figures for the main campus only. (The U.S. National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS) defines a **branch institution** as “a campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized programs of study, not just courses.”) If figures for libraries located at branch campuses are reported, please specify which “branch libraries are included and which ones are excluded” in the comments box on the web form..

A **branch library** is defined as an auxiliary library service outlet with quarters separate from the central library of an institution, which has a basic collection of books and other materials, a regular staffing level, and an established schedule. A branch library is administered either by the central library or (as in the case of some law and medical libraries) through the administrative structure of other units within the university. Departmental study/reading rooms are not included.

### SPECIFIC INSTRUCTIONS

For the purposes of this survey, the elements of a “preservation program” include: *conservation treatment, commercial binding, and preservation reformatting*. While shelf preparation activities (e.g., plating, labeling, insertion of security devices) and stack maintenance have obvious preservation implications and may be supervised by the preservation administrator, these activities are not quantified in this survey.

**Question 1.** Does the library have a preservation administrator who spends at least 25% of his or her time managing a partial or comprehensive preservation program?

**Question 2.** What percentage of the preservation administrator's total job assignment is dedicated to preservation activities? If the library 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, bibliographer, or curator), the percentage of time devoted to preservation activities and preservation management should be recorded. If the library has no preservation administrator enter “0.”

**Question 3.** Record the job title (not the individual name) of the person to whom the preservation administrator reports (e.g., “Associate Director for Collection Development”). If the library has no preservation administrator enter “0.”

**Questions 4-5.** FTE (i.e., “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. The number of FTE staff should be determined on the basis of the length of the work week in the reporting library. *Round figures to the nearest two decimal places.*

Record FTE staff in filled positions or positions that are only temporarily vacant on the date that ends the library's fiscal year. Also record staff hired for special projects, internships, and grants, but provide an explanatory note in the footnotes indicating the FTE of such staff. The footnotes should also be used to record such information as the number of hours worked by volunteers (this figure is not recorded in the survey itself), and the number of months that a full-time position was vacant during the year.

Report trained professional conservators and photographers (senior practitioners—not technicians) in the “professional” category whether or not they have a master's degree in library studies.

**Question 4.** 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 library has no preservation administrator, or if the administrator does not have direct line responsibility for staff, enter “0.”

**Question 5.** This figure includes staff who report to the preservation administrator, as recorded in Question 4, *plus* staff outside the preservation unit who are involved in preservation activities. The following activities should be included regardless of the department or library to which staff report: conservation, preparation for commercial binding, all activities associated with preservation reformatting (including selection for preservation, searching, and cataloging), and service on preservation committees.

*For staff members with dual assignments, record only that time devoted to preservation activities.* For example, a student assistant who works 0.40 FTE and devotes half of his or her time to book repair and the rest to serials check-in would be recorded as 0.20 FTE.

**Question 7-11.** Report all expenditures, regardless of the source of funding (e.g., funds may come from the regular institutional budget, grants, or fees for services).

Canadian libraries should report expenditures only in Canadian dollars. These amounts will be translated into U.S. dollars using a conversion exchange rate of 1.1323 Canadian dollars to 1 U.S. dollar, which was determined using the average monthly noon exchange rate published in the *Bank of Canada Review* for the period July 2007 through June 2008.

**Question 7.** This answer is the sum of the answers to Questions 7a through 7c. Attach any footnotes for Questions 7a-7c here, as only this figure appears in the data reports.

**Questions 7a-7c.** Record salaries for staff reported in response to Question 5, the number of staff engaged in preservation activities library-wide. Do not include fringe benefits.

**Question 8.** “Contract expenditures” refers to expenditures for preservation services for which the library is invoiced by an outside vendor, organization, or individual (e.g., a commercial library binder, commercial microfilming service, or professional conservator in private practice).

This answer is the sum of the answers to Question 8a through 8e.

**Question 8a.**

**Conservation:** Refers to the remedial and protective treatment (both mechanical and chemical) of bound volumes, manuscripts, maps, posters, works of art on paper, photographic

materials, magnetic tapes, and other library materials to restore them to usable condition and/or to extend their useful lives. Note that conservation involves preserving information in its original form. The reproduction of materials (e.g., the copying of information onto the same, similar, or new media) is recorded in the preservation reformatting section of this survey. Conservation also refers to the construction of protective enclosures (e.g., wrappers, jackets, boxes) for library materials. Use of archivally sound methods and materials is presumed.

Conservation encompasses a wide range of treatments, including pamphlet and paperback binding, temporary serials binding, tipping in inserts, making pockets for loose parts, slitting uncut pages, making paper repairs, removing tapes and stains, tightening hinges, replacing endpapers, rebacking, recasing, rebinding, repairing sewing structures before sending volumes out for commercial binding, and item-by-item and mass deacidification. Treatments range from minor procedures that can be done relatively quickly by technicians to major procedures that are chemically and mechanically complex and require the skill and judgment of a conservator.

Conservation may also include item-by-item treatment of materials damaged by water, fire, and mold. Because mass freeze drying and fumigation can involve very large numbers that would mask the size and nature of the in-house conservation effort, such activities are recorded in response to Question 8e, "other contract expenditures" and explained in the footnotes, but are not recorded in response to Questions 13-14. Exhibit preparation is recorded as conservation activity when an item is treated (e.g., a print is cleaned), but not when a temporary support (e.g., a book cradle) is constructed to display an item. In the latter case, total FTE staff suffices as a measure of effort.

***If fees paid to commercial binders for products and treatments other than library binding (e.g., for phase boxes) have been recorded on the main ARL Statistics in response to Question 16, please note instructions for answering Question 8b, below.***

#### **Question 8b.**

**Commercial binding:** Refers to the binding, rebinding, and recasing performed by commercial library binderies, as described in the *Library Binding Institute Standard for Library Binding*, 8th edition (Rochester: Library Binding Institute, 1986). Commercial library binderies use oversewing machines; Smythe-type sewing machines; double-fan adhesive binding equipment; and automated rounders and backers, hydraulic presses, and spine stamping equipment, in a high-production environment.

This figure should match the figure reported on the main *ARL Statistics 2007-08* survey in response to Question 16, unless the library purchases conservation services from a commercial library binder. ***Where fees have been paid to a commercial library binder for conservation services, record those fees in response to Question 8a herein.*** Subtract conservation fees from the dollar amount reported in response to Question 16 of the main *ARL Statistics 2007-08* and record the resulting figure in response to Question 8b herein. Explain the discrepancy between answers to Question 16 of the main *ARL Statistics* and Question 8b of the *ARL Preservation Statistics* in a footnote.

**Question 8e.** Other contract expenditures might include fees paid for commercial freeze-drying, fumigating, or mass-deacidification of library materials; membership fees for use of regional conservation facilities; or equipment repairs. If answers are recorded in response to optional Questions 20c and 21c (number of items digitized), record expenditures here. Use footnotes to note the amount and nature of major expenditures.

**Question 9.** Supplies include materials used for conservation treatment (e.g., papers, book cloths, adhesives, pamphlet binders, box board, 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 equipment and tools costing under \$100 should be recorded here. Expenditures for security labels and stamps, book pockets, call number and bar code labels, and book plates fall outside the scope of this survey and should not be recorded.

Since housing of commercially available boxes, wrappers, folders, and envelopes can involve very large numbers that would mask the size and nature of the in-house conservation effort, the use of such supplies to protect books, manuscripts, maps, microfiche, photographs, videotapes, and other library materials is recorded only here—not in response to Questions 13-14.

**Question 10.** 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), and computer hardware purchased for exclusive use by a preservation department for such purposes as conservation management, bindery preparation, and bibliographic searching related to preservation reformatting. Capital expenditures for building renovations (e.g., the construction of a conservation facility) or for construction that results in improved housing of library materials (such as replacement of heating, ventilating, and air conditioning systems) should be recorded only in footnotes.

**Question 11.** This answer is the sum of the answers to Questions 7, 8, 9, and 10.

Certain preservation-related expenses are not requested in this survey (e.g., the cost of staff training, conference attendance, and other staff development activities; printed brochures and posters; purchase of reference materials). If significant, these should be noted in footnotes.

**Question 12.** Record total preservation expenditures that were funded by external agencies in the form of grants. Funds allocated from the library's regular operating budget (including gifts, royalties, endowment income, and special funds provided to the library by its parent institution) are regarded as internal and should not be reflected here.

**Questions 13.** This answer is the sum of answers to Questions 13a-13c. See definition of *conservation* under instructions for Question 8a above. ***Record the number of volumes (including pamphlets) given conservation treatment, not the total number of treatments performed. Answers to these questions should be mutually exclusive. While any given volume 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 volume.*** For example, when an errata sheet is tipped into a volume, three pages are repaired, and its hinges are tightened, and these procedures take a total of 25 minutes to perform, the volume should be recorded only once, as a Level 2 treatment. The repair of several pages of a volume or pamphlet should not be recorded under “unbound sheets” (Question 14), even if the volume is disbound at the time the pages are treated. Rather, treatment of the volume should be recorded once, as a Level 1, 2, or 3 book treatment, depending on the time required to perform all procedures.

When a volume receives conservation treatment and a box is made for it, however, the conservation should be recorded as a Level 1, 2, or 3 treatment, and the boxing should be recorded in response to Question 18 (number of custom-fitted protective enclosures constructed). Likewise, when two pages of a book are repaired and the book is sent to a commercial bindery, the volume should be recorded as a Level 1 conservation treatment and as a “commercial binding” (Question 19).

Because the nature of procedures and the level of in-house conservation expertise varies significantly across ARL libraries, treatments are recorded based on the length of time they require, time being a meaningful and comparable measure of effort. Use of archivally sound methods and materials is presumed.

**Question 13a.** Level 1 conservation treatments require 15 minutes or less to perform.

**Question 13b.** Level 2 treatments require more than 15 minutes but less than two hours to perform.

**Question 13c.** Level 3 conservation treatments require two hours or more to perform. Where an extraordinary number of hours is required to treat selected items, this information can be recorded in footnotes.

**Question 14.** Unbound sheets include items such as manuscripts, maps, posters, and works of art on paper. Procedures include a variety of mechanical and chemical treatments (e.g., paper repair, surface cleaning, washing, deacidifying, encapsulating, mounting, matting) that lengthen the life of the item. Use of archivally sound methods and materials is presumed. *Report the total number of sheets of paper that were treated—not the total number of treatments performed.*

#### **Questions 15-16.**

**Mass deacidification** is a 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 in response to Questions 13-14.

**Question 17.** Record conservation treatment of photographic materials here, including photographs printed on paper, glass, plastics, and other materials. “Non-paper items” include materials other than bound volumes, unbound paper, and photographs. Treatment of non-paper items might include such activities as conserving globes, cleaning videotapes, and repairing motion picture film. Report activities such as remastering videotapes, copying photographs, re-recording sound, and other activities involving duplication of media in response to Question 22 (number of photographs and non-book/paper items reformatted).

**Question 18.** Custom-fitted enclosures are distinguished from the commercially available boxes and other enclosures identified in Question 9 as “supplies,” 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. (Polyester encapsulation of single sheets should be reported in response to Question 14—not here.) Use of archival quality methods and materials is presumed.

**Question 19.** See definition of *commercial binding* under instructions for Question 8b above. Record all volumes (including pamphlets) bound or rebound by a commercial bindery.

**Questions 20-21.** “Number of bound volumes/pamphlets” refers to the reformatting of volumes in their entirety (i.e., each page is copied to produce a facsimile volume in paper, on film, or in digital form). “Number of unbound pages” refers to the sum of the number of full pages copied. For a manuscript written on one side of a sheet, record one page. For a manuscript written on two sides of a sheet, record two pages. For one frame of film that captures one page, record one page. For one frame of film that captures two pages, record two pages.

**Preservation photocopying** refers only to items photocopied on paper that has a minimum pH of 7.5, a minimum alkaline reserve equivalent to 2% calcium carbonate based on oven-dry weight of the paper, and includes no groundwood or unbleached pulp. Images must be properly fused to the paper.

**Preservation microfilming** 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.

For microfilming, record data only for first-generation microforms. For a monographic set of three volumes, record three volumes; for thirty volumes in a serial run record thirty volumes. Include data for projects that are undertaken cooperatively with other libraries, but not for commercial projects wherein a commercial vendor borrows library materials for filming and subsequent sale of the film. When the library serves as a commercial microfilming vendor for another institution, this filming should be reported by the library that contracts for the filming—not by the library that does the filming. Dissertations that are sent to UMI for filming should not be recorded.

Record preservation microform masters produced by copying non-archival or damaged film, or produced from digitized text. Use footnotes to indicate the scope and nature of such activity.

**Digitizing for preservation purposes** is the reproduction of bound volumes, pamphlets, unbound sheets, manuscripts, maps, posters, works of art on paper, and other paper-based materials for the purpose of:

- a) making duplicate copies that replace deteriorated originals (e.g., by digitizing texts and storing them permanently in electronic form and/or printing them on alkaline paper);
- b) making preservation master copies and thus guarding against irretrievable loss of unique originals (e.g., by making high-resolution electronic copies of photographs and storing them permanently and/or printing them; or
- c) making surrogate copies that can be retrieved and distributed easily, thereby improving access to information resources without exposing original materials to excessive handling;

or some combination of these factors.

**Record the total number of items that were digitized—not the total number of versions of these items that were created.** Where a photograph is scanned and printed, a low resolution image mounted on the World Wide Web, and images having higher resolution recorded on CD-ROM, report one photograph digitized.

**Question 22.** Refers to the copying of all types of photographs, and non-paper media such as audio tapes, videotapes, various types of disks, and motion picture film for preservation purpose (see instructions for *digitizing for preservation purposes*, above). A photograph copied using a 35mm. camera is an analog reproduction; a photograph copied using a digital camera is a digital reproduction.

**Footnotes.** 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 "Data Repository" after you login into [www.arlstatistics.org](http://www.arlstatistics.org). Reporting libraries are urged to record in the footnote section any information that would clarify the figures submitted, e.g., the inclusion of branch campus libraries (see paragraph six of the "General Instructions" for definition of branch campus libraries).

Submit the completed questionnaire by **January 30, 2009.**

Please contact Martha Kyrillidou ([martha@arl.org](mailto:martha@arl.org)) or Les Bland ([les@arl.org](mailto:les@arl.org)) at (202) 296-2296 for assistance.