ARL PRESERVATION STATISTICS 2005-06 WORKSHEET

This worksheet is designed to help you plan your submission for the 2005-06 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)?

   4a. Professional Staff FTE (4a) _____________
   4b. Support Staff FTE (4b) _____________
   4c. Student Assistants FTE (4c) _____________

   (Total Preservation Unit Staff: 4.a + 4.b + 4.c) (4) _____________

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

   5a. Professional Staff FTE (5a) _____________
   5b. Support Staff FTE (5b) _____________
   5c. Student Assistants FTE (5c) _____________

   (Total Preservation Staff Library-wide: 5.a + 5.b + 5.c) (5) _____________
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)
   7a. Professional Staff (7a) 
   7b. Support Staff (7b) 
   7c. Student Assistants (7c) 
   (Total salaries and wages: 7.a + 7.b + 7.c) (7) 

8. Contract expenditures
   8a. Contract Conservation (8a) 
   8b. Contract commercial binding (related to line 16 on the 2005-06 ARL Statistics questionnaire; see instructions) (8b) 
   8c. Contract preservation photocopying (8c) 
   8d. Contract preservation microfilming (8d) 
   8e. Other contract expenditures (8e) 
   (Total salaries and wages: 8.a + 8.b + 8.c + 8.d + 8.e) (8) 

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) 

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CONSERVATION TREATMENT

13. Number of volumes/pamphlets given conservation treatment

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

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

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

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

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) ________________

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 from the 2004-05 data. Please compare this year’s footnotes to what you reported last year. 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, 2007

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.