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)?  
   \[(Total \text{ Preservation Unit Staff}: 4.a + 4.b + 4.c)\]  
   (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)?  
   \[(Total \text{ Preservation Staff Library-wide}: 5.a + 5.b + 5.c)\]  
   (5) _____________
   
   5a. Professional Staff FTE - Library Wide (5a) _____________
   5b. Support Staff FTE - Library Wide (5b) _____________
   5c. Student Assistants FTE - Library Wide (5c) _____________
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)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total salaries and wages: 7.a + 7.b + 7.c</td>
<td></td>
</tr>
<tr>
<td>7a. Professional Staff - Preservation</td>
<td></td>
</tr>
<tr>
<td>7b. Support Staff - Preservation</td>
<td></td>
</tr>
<tr>
<td>7c. Student Assistants - Preservation</td>
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</tbody>
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8. Contract expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Total contract expenditures: 8.a + 8.b + 8.c + 8.d + 8.e</td>
<td></td>
</tr>
<tr>
<td>8a. Contract Conservation</td>
<td></td>
</tr>
<tr>
<td>8b. Contract commercial binding</td>
<td></td>
</tr>
<tr>
<td>8c. Contract preservation photocopying</td>
<td></td>
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<tr>
<td>8d. Contract preservation microfilming</td>
<td></td>
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<tr>
<td>8e. Other contract expenditures</td>
<td></td>
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</tbody>
</table>

9. Preservation supplies

<table>
<thead>
<tr>
<th>Amount</th>
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10. Preservation equipment

<table>
<thead>
<tr>
<th>Amount</th>
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<tbody>
<tr>
<td></td>
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11. Total library expenditures

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(7 + 8 + 9 + 10)</td>
</tr>
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</table>

12. Total preservation expenditures that came from external sources

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
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<tbody>
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<td></td>
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</tbody>
</table>
## CONSERVATION TREATMENT

13. Number of volumes/pamphlets given conservation treatment

\[(Total \ number \ of \ treated \ volumes/pamphlets: \ 13.a + 13.b + 13.c) \quad (13) \ \____________________\]

\[13a. \ Volumes/pamphlets \ given \ Level \ 1 \ treatment \quad (13a) \ \____________________\]

\[13b. \ Volumes/pamphlets \ given \ Level \ 2 \ treatment \quad (13b) \ \____________________\]

\[13c. \ Volumes/pamphlets \ given \ Level \ 3 \ treatment \quad (13c) \ \____________________\]

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

\[(e.g., \ audio \ tapes, \ motion \ picture \ film) \quad (17) \ \____________________\]

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

\[20a. \ Photocopied \quad (20a) \ \____________________\]

\[20b. \ Microfilmed \quad (20b) \ \____________________\]

\[20c. \ Digitized \ (optional) \quad (20c) \ \____________________\]

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

\[21a. \ Photocopied \quad (21a) \ \____________________\]

\[21b. \ Microfilmed \quad (21b) \ \____________________\]

\[21c. \ Digitized \ (optional) \quad (21c) \ \____________________\]

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

\[22a. \ By \ analog \ means \quad (22a) \ \____________________\]

\[22b. \ By \ digital \ means \quad (22b) \ \____________________\]
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.