ARL PRESERVATION STATISTICS 2007-08
WORKSHEET

This worksheet is designed to help you plan your submission for the 2007-08 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.”

Report Prepared by (name) __________________________________________________________
Title ___________________________________________ Phone number ______________________
Contact person (if different) ______________________________________________________
Title ___________________________________________ 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) _____________

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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 2007-08 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) ________________
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 “Data Repository” after you login under www.arlstatistics.org. 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, 2009.

For assistance, please e-mail Martha Kyrillidou (martha@arl.org) or Les Bland (les@arl.org)
Or call the ARL Office at (202) 296-2296.