ARL PRESERVATION STATISTICS 2008-09
WORKSHEET

This worksheet is designed to help you plan your submission for the 2008-09 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) _____________
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 17 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) _____________
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. Use a sentence/paragraph format when writing footnotes—do not use “bullets” or make a “bullet list.”

**NOTE:** Any change over 10% for any response to the surveys questions over the preceding year (2007-08) should be addressed with a footnote.

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

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