Preservation Tutorial: Self Assessment

The Self Assessment is designed to help define the level of preservation activity in your library or archives. Its main objectives are as follows:

1. Provide you with an opportunity to assess the level of your preservation activities.

2. Create a benchmark for you in establishing where your library/archives is now and where you would like it be in the future.

3. Demonstrate any missing elements in your preservation activities.

Questionnaire

NOTE: For the purpose of this assessment, "preservation" means those activities concerned with prolonging the active life of the collection and includes book, paper, and photograph care and repair; bookbinding; reformatting (microfilming, digitization, acid free photocopying); collection maintenance (climate control monitoring, protective enclosures); commercial binding/conservation contracts; disaster response planning and training.

Institutional Profile

Name of Institution (Optional)_____

Indicate the type of library or archives:

Academic (college/university)

National Library/Archives

Public Library

Private Research

Special Library

Other

Administration

Do you have a staff member with particular responsibility for preservation?

Yes No

If yes, what percentage of this person's time is spent on preservation?

≤ 10%, 10-20%, 20%-50%, ≥50%

If yes, what is the job title of the administrator to whom this person reports?

Title_____

Does this person have managerial and supervisory responsibility for any of the staff involved in preservation activities?

Personnel

What is the total number of library staff?

≤10, 10- 20, 20-40, 40-70, 70-100, ≥ 100

How many staff are devoted to preservation activities (e.g. binding, book repair, environmental monitoring, shelf maintenance)?

FTE (Full Time Equivalent) Professionals

How many? _____

FTE Support staff

How many? _____

Are any of these staff trained conservators or technicians?

Yes No

If yes, how many?
_____

Administrative and Managerial Activities

Do you have a preservation program plan?

Yes No

Do you have a Disaster Response Plan?

Yes No

Has your staff received training in disaster response and water salvage?

Yes No

Do you regularly monitor the inside environment by measuring and recording temperature/relative humidity?

Yes No

What percentage of your institution's overall budget is devoted to preservation?

≤ 5%, 10%-20%, ≥20%

Does your preservation person attend regional, national, or international meetings on preservation?
Yes No

Is the institution a member of any preservation organization?

Yes No

Are there staff training programs in preservation at your institution?

Yes No

Has your institution ever written a successful preservation grant proposal?

Yes No

Are you interested in information about seeking outside grant support?

Yes No

Environmental Conditions

Do you have problems with insect infestations?

Indicate the extent of the problem on a scale of
0 (none)
1 (occasional)
2 (moderate and controllable)
3 (severe infestation)

Do you have problems with rodents?

Indicate the extent of the problem on a scale of
0 (none)
1 (occasional)
2 (moderate and controllable)
3 (severe infestation)

Have you had any water disasters in your facility?

Yes No

If yes, how many per year on average?

Do you have problems with flooding or leaky roofs or faulty pipes?

Indicate the extent of the problem on a scale of
0 (none)
1 (occasional)
2 (moderate and controllable)
3 (severe)

Do you have mold problems?

Indicate the extent of the problem on a scale of
0 (none)
1 (occasional)
2 (moderate and controllable)
3 (severe)

Environmental Activities

Do you use chemical fumigation on collections to reduce the insect population?

Yes No

If so, how frequently?
Daily

Weekly

Monthly

Quarterly

Yearly

Other

Does your institution permit food and drink in the library?

Yes No

Do you use poison to reduce the rodent population?

Yes No

Do you use traps to reduce the rodent population?

Yes No

Are your library storage areas cleaned on a regular basis?

Yes No

Facilities and Equipment

Does your library building have any climate controls?

Check all that apply:
Heating

Air-conditioning

Dehumidification

Does your facility have reliable and consistent electrical power?

Yes No

Do you feel your library has good security?

Check all that apply:
Entrance/Exit controls

Building Access Points (barred windows/doors)

Human Surveillance

Security Alarm System

Does your library have functioning fire alarms?

Yes No

Does your library have a fire extinguishing system?

Yes No

Does your facility have a remote storage facility?

Yes No

Does your institution have in-house reformatting/duplication operations?

Check all that apply:
Microfilm

Photography

Digital Scanning

Photocopy

Other (explain)

Does your institution provide for the archival storage of film-based materials (microform, photographs, motion picture film, etc) according to international standards?

Yes No

Does your library house a conservation operation (i.e. a space equipped and dedicated to the conservation treatment of library and archives materials)?

Yes No