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***2014–2015 Preservation Committee Annual Project:  
Preservation Survey***

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The CARLI Preservation Committee's survey was sent to 131 governing members on March 5th, 2015. Institutions were asked to respond within three weeks. Of those institutions, 51 (39%) responded. The survey covered several areas. First, the survey instrument attempted to determine the type of materials within collections and the most common forms of damage to these collections. Second, the survey tried to ascertain the level of institutional support for the preservation/conservation of materials. The third area of interest included the perceived needs and areas of expertise within the consortium and assessed the kinds of preservation/conservation activities undertaken internally and externally. Finally, the Committee asked if consortium members had either applied for, or received, grant support.

**Types of Materials and Types of Damage**

The kinds of materials within member institutions include standard library materials (47/51, 92%), archives (35/51, 69%), special collections (27/51, 53%), museum collections (8/51, 16%), digital collections (24/51, 47%), and a genealogical depository (1/51, 2%). But overall, most institutions (37/51, 73%) report that they had several types of materials in their keeping. From this data, it is expected that CARLI member institutions have a variety of preservation and conservation needs.

Eleven possible origins of damage to materials were suggested on the survey in three categories: four forms of interactions with humans (handling, improper storage, vandalism, and prior improper restoration), four environmental elements (water, light, airborne particulates, pests), and two materials issues (composition of paper, technological obsolescence) and finally in a category by itself, fire.

The damage most frequently reported by our institutions (41/51, 80%) was based on the standard aging of materials, though it was called "physical or chemical deterioration of materials due to temperature, humidity, aging, e.g., brittle paper, flaked paint, cracked leather, degradation of electronic media". The next most frequent form of damage (35/51, 69%) was shared by two categories, one contingent upon human interaction with materials, improper storage, while the other was due with technical obsolescence. The third place damage most frequently reported was an environmental threat, water (34/51, 67%). Fourth place (33/51, 65%) was held by an environmental factor, light, while a close fifth (32/51, 63%) was held by interaction with humans (32/51, 63%) in handling. Other interaction with humans, in the form of vandalism, accounted for 33% of reported damage (17/51). Environmental factors of pollutants was reported by a little over half of respondents (26/51, 51%), while pests were reported as a problem by a little over a fifth of our membership (11/51, 22%). The problem reported least frequently was fire (2/51, 4%).

Based on these numbers, help would most likely be needed to deal with physical deterioration of materials and to deal with technical obsolescence.

### Level of Support/Activities

CARLI institutions provide varying levels of support for preservation and conservation. Measures assessed included the quantity of staff devoted to preservation, the existence of a dedicated department, and budget allocations.

### Departments and Staffing

The existence of preservation and conservation departments within institutions, while not rare, is certainly not the norm among CARLI institutions. Preservation departments exist in 4 of the 51 responding institutions (8%), conservation departments exist in 2 of the 51 institutions (4%), and an additional 3 institutions have both conservation and preservation departments (6%). Thus, 9 of 51 institutions (18%) have some sort of actual department. Five institutions use a category of “other” to describe the institutional organization of those who do this kind of work. So, 14 of 51 institutions (27%) considered themselves as having some sort of designation for workers in this category. This group has an average work force of 3.2 FTE. In contrast, those institutions that responded that they categorically do not have a department for preservation or conservation have an average 0.4 FTE. Clearly, having a department correlates with staffing. (See Table One)

While having a clearly defined department nearly guarantees that an institution has professional staffing and is highly correlated with administrative oversight, several institutions without departments have professional conservation/preservation staff and administration in these fields. There are 5 of 37 institutions without a department which have professional staff, and 9 of the 37 institutions have an administrator with that responsibility.

**Table One: Institutions With and Without Depts. Correlated With Having Paid Professional Staff and Administrators of Preservation/Conservation Duties.**

Existing Departments	Professional Staff	Administrative
Preservation = 4 (8%)	4 (8%)	2 (4%)
Conservation = 2 (4%)	2 (4%)	2 (4%)
Preservation and Conservation = 3 (6%)	3 (6%)	3 (6%)
Other = 5 (10%)	2 (4%)	1 (2%)
None = 37 (73%)	5 (10%)	9 (18%)
Total = 51 (100%)	16 (31%)	16 (31%)

The Preservation Committee was interested in knowing whether the presence of preservation and conservation departments and budget lines would correlate with overall library operating budgets. The Committee hypothesized that the larger an institution’s overall operating budget, the more frequently specific-budget lines and departments for preservation and conservation exist.

The survey results confirmed that institutions with very small operating costs (Small 1, less than \$50,000) are the least likely to have defined departments and budget lines; 100% lack these markers. However, the survey results also suggest that smaller mid-sized organizations (Midsize 1, \$100,000 - \$500,000) made up the second group most likely to lack defined departments and budget lines, as 75% of them have neither.

**Table Two: Identified Preservation/Conservation Budget Lines by Their Overall Institutional Budgets**

<b>Budget</b>	<b>Number of Institutions (percentage)</b>	<b>Number of Institutions With Pres/Cons Budget line (percentage)</b>	<b>Number of Institutions Without Budget Line (percentage)</b>
Less than \$50,000 Small 1	2 (4%)	0 (0%)	2 (100%)
\$50,000 - \$100,000 Small 2	6 (12%)	3 (50%)	3 (50%)
\$100,000 - \$500,000 Midsize 1	16 (31%)	4 (25%)	12 (75%)
\$500,000 – \$1 million Midsize 2	8 (16%)	4 (50%)	4 (50%)
\$1 million - \$5 million Large	14 (27%)	7 (50%)	7 (50%)
More than \$5 million Very large	4 (8%)	3 (75%)	1 (25%)
Totals	50 (100%)	21 (42%)	29 (58%)

**Activities**

The Committee surmised that like recognized departments, a dedicated budget line would correlate to preservation and conservation spending. Budget lines are interesting, but do not tell the whole story. As it turns out, in spite of 58% of institutions not having a budget line that is earmarked for preservation, many institutions do spend money on preservation contracting, digitization, supplies and education. Still, the existence of spending clearly suggests that these institutions understand that preservation and conservation are worthy of monies, if not as frequently as those with budget lines.

**Table Three: Having or Not Having a Budget Line and Spending on Various Activities**

	<i>Contracting Expenses</i> (10 possible items)				<b>Digitization Equipment</b> (4 possible items)				Pres/Cons Materials and Training (5 possible items)			
	0	1	2-4	5+	0	1	2-3	4	0	1	2-4	5
Yes = 21	2 (9.5%)	15 (71%)	2 (9.5%)	2 (9.5%)	10 (48%)	5 (23%)	4 (19%)	2 (10%)	2 (9.5%)	3 (14%)	15 (71%)	1 (4.8%)
Totals	19 some spending (90% some spending)				11 some spending (52% some spending)				19 some spending (90% some spending)			
NO = 29	9 (31%)	16 (55%)	4 (14%)	0 (0%)	21 (72%)	5 (17%)	3 (10%)	0 (0%)	10 (34%)	10 (34%)	9 (31%)	0 (0%)
Totals	20 some spending (69% some spending)				8 some spending (28% some spending)				19 some spending (66% some spending)			
Total = 50	11 (22%)	31 (62%)	6 (12%)	2 (4%)	31 (62%)	10 (20%)	7 (14%)	2 (4%)	12 (24%)	13 (26%)	24 (48%)	1 (2%)
Totals	39 some spending (78% some spending)				19 some spending (38% some spending)				38 some spending (76% some spending)			

As one can see from the above table, most institutions usually contracted out only one item. This area was generally commercial binding. The area in which funds are least likely to be spent is in the area of digitization. While this finding correlates with findings in other parts of the survey, there was some skepticism about its accuracy. Committee members posited that digitization efforts were most probably not understood as preservation activities, and therefore, not reported as such.

### **Holistic Preservation Needs**

Our survey tried to assess the needs of our constituent members in several ways. We first asked institutions to identify their preservation needs from a range of possible answers including: not a need, a need, or an urgent need. In the chart below, those needs are listed from the most frequently reported urgent need or need to the least frequently reported need. The chart also attempts to correlate the needs both with damage problems and institutional activities.

We asked institutions to identify how their materials are damaged, allowing categories such as: causing no damage or loss, some damage or loss, or significant damage or loss. Finally, we identified several preservation/conservation activities and asked institutions to tell us whether they were done in-house,

done by outsiders, planned but not yet done, or not done and not planned. In the chart below, we tried to identify relationships among these three categories and reports from institutions.

Obviously, not all categories correlate exactly. Still, in the area of needs, we see that the categories tend to mirror each other. For example, in each category the issue of digital preservation is a clear and pressing need. We see that 66% of institutions want help with the preservation of digital materials, 69% see technological obsolescence as damaging to existing materials, and 66% report that they presently do nothing in the field of digital preservation.

Most of the categories do more or less correlate with the exception of two areas. The first of these is disaster planning. Most institutions recognize a need for disaster and fire planning; however, as disasters happen infrequently, damage reports from fire are few.

Another area in which a correlation is not in evidence is preservation planning and preservation management. While most other categories suggest some direct connection, the numbers for these two categories suggest an inverse relationship. Therefore, 33% of institutions do not have preservation management in place and the organizations that felt they needed help with planning amounted to 73%. This total is a bit over 100%, suggesting that those with management do not recognize a need for help with planning.

**Table Four: Three Measures of Preservation Needs in CARLI Institutions**

<b>Self-Identified Need</b> (identified as: need or urgent need)	<b>Sources of Damage</b> (identified as: some damage or loss & significant damage or loss)	<b>Activities NOT DONE</b> (identified as: either planned but not done or simply not done)
Planning surveys or assessments 73%		Preservation management 33%
Prioritized long-range preservation/conservation plan 72%		Preservation management 33%
Staff training 69%	Prior improper treatment or restoration 45%	
Preservation of digital collections 66%	Technological obsolescence 69%	Preservation of digital materials and electronic records collection 66%
Emergency response 63%	Fire 4%	Disaster planning 44%
Environmental controls 50% Conservation treatment (specimen preparation) 51%	Water 67% Light (fading, discoloration) 65% Airborne particles 51%	
Preservation of archival materials 49%	Prior improper treatment or restoration 45%	Conservation treatment 52%
Improvements to reduce exposure to light 43%	Light (fading, discoloration) 65%	
Collections security 34%	Vandalism 33%	
Exhibit design and preparation 35%	Prior improper treatment or restoration 45%	Activity related to Exhibitions 28%
Integrated pest management 32%	Pests 22%	Preventative conservation 10%

**Grant Applications and Support**

The last subject about which the Committee sought information was the frequency with which institutions applied for grants to support conservation and preservation activities. Only ten institutions had applied, nine of which provided brief outlines of grants. Of the nine, five were grants for digitization. Furthermore, only three of the ten were written by institutions with small total operating budgets, while the other six were from institutions with larger budgets.

Committee members were of two minds about these findings. On the one hand, there was a sense that our institutions need help applying for and obtaining grants. Yet, there was also an understanding that perhaps we needed to distinguish between the funding and staffing that grants might supply and other means of obtaining staffing and funds to support conservation and preservation activities.

**Table Five: Grants Written by Institutions According to Overall Operating Budgets**

<b>Budget</b>	<b>Number of Institutions Writing Grants with This Budget</b>
Less than \$50,000	1 (10%)
\$50,000 - \$100,000	1 (10%)
\$100,000 - \$500,000	1 (10%)
\$500,000 – \$1 million	3 (30%)
\$1 million - \$5 million	2 (20%)
More than \$5 million	2 (20%)
Totals	10 (100%)

**Conclusion**

The survey provided us with a good understanding of the current state of library preservation and conservation among the CARLI governing members. The institutions acknowledge a greater need for preservation and conservation of their collections than they can meet. The survey results suggest that CARLI institutions need the most help in five areas:

- disaster planning
- preservation planning and assessments
- digital preservation
- preservation of audio-visual materials
- staff training

The committee recommends the following in terms of addressing the human and monetary resource issues to address these needs:

**Preservation Staffing & Training**

One of the reasons for which this Committee undertook this survey was to develop programming that would serve the current CARLI membership needs. The survey took a look at whether institutions met their preservation needs by establishing a formal preservation department or assigned preservation duties to staff in other departments. For either option, staff will need to be trained regularly in preservation best practices.

The Committee recognizes that it has historically served the CARLI community to help meet the need for training. This has been provided through in-person workshops, webinars, videos and online resources. With 29 of the member institutions stating that they have no funding for training, CARLI has provided training that would otherwise be unattainable to some of its members.

The topics of these future trainings would cover the top areas of need identified in this survey. Typically the Committee has provided training by recruiting local experts (including its own members) to instruct in specific topics. Preservation training is often acquired on an ad hoc basis, gathering random classes as they are available. The Committee serves as a clearinghouse of preservation information. As such, it should look into ways that members can attain preservation training in a more systematic way. Additionally, the committee should look for synergistic (or collaborative) opportunities to take advantage of local, regional and national preservation resources for the benefit of its membership.

### **Funding Support**

Monetary obstacles can be addressed in several ways. Advocating to library administration for budgeted funds will provide a reliable regular source of income. This will allow for more effective planning of projects and staffing related issues. Lobbying for funds from an institutional foundation or possibly other departments within the institution is another valuable strategy. To obtain support at this level, the value of preservation must be highlighted in such a way as to underscore the benefit to the entire institution. Finally, grant writing is an excellent means of obtaining funds for specific projects. In addition to the influx of funds, by promoting the receipt of the grant, attention can be drawn to the importance of preservation and conservation activities.

*A copy of the survey follows this report.*



# CARLI Preservation Survey

## Introduction

The purpose of the 2015 CARLI Preservation Survey is to determine a baseline against which to measure the development of preservation capabilities in the consortium. The Preservation Committee will use the data gathered to compile a portrait of the capacity for preservation activity across CARLI. It will also form the foundation upon which the Preservation Committee can plan for effective products and projects, both independently and with other CARLI groups.

The Preservation Survey gathers information from CARLI members that indicate the level of institutional commitment to preservation and conservation of its collections in all media/formats as documented in an institution's:

- \* Organizational framework
- \* Budget
- \* Resources
- \* Personnel
- \* Level of preservation/conservation expertise currently in place
- \* Collections

Definitions:

**Preservation** is the umbrella term for all of the activities that are undertaken in the care of a collection of cultural heritage.

**Conservation** is the direct care intervention that is done on behalf of an individual cultural item.

The Survey results and recommendations will be presented to CARLI as the 2015 Preservation Committee Annual Project.

### **NOTES:**

**Please base all responses on FY 2014 (July 1, 2013 - June 30, 2014). If this is not possible, please identify which fiscal year is used in the Comments.**

**Each institution should submit only one response to the survey.**

**The Survey will be available until March 27, 2015.**

## Institutional Information

\* 1. Please select your institution:

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**\* 2. What is the nature of your collection? Select all that apply:**

- Library
- Archives
- Special Collections
- Museum Collections
- Digital Collections
- Other (please specify)

## Preservation Staffing

**\* 3. Please indicate your total library staff FTE:**

**(staff include: professional librarians (MLS, PhD in LS), other professionals, paraprofessional or support personnel, clerical staff, student workers)**

**\* 4. Does your institution have a preservation and/or a conservation department?**

- My institution has a preservation department.
- My institution has a conservation department.
- My institutions has both a preservation and a conservation department.
- My institution does not have a preservation or conservation department.
- Do not know
- Other (please specify)

## Preservation Staffing (continued)

**\* 5. What is the total FTE for your preservation/conservation staffing?**

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**\* 6. Which of the following most closely describes your current staffing for preservation/conservation activities? (Select all that apply)**

- Paid professional preservation/conservation staff (full-time and part-time)
- Paid support staff (full-time and part-time)
- Paid students
- Volunteers (full-time and part-time)
- Preservation/Conservation duties assigned to "non-specialist" professional and support staff as needed (e.g. solo librarian, preservation committee, disaster team)
- Preservation/Conservation services obtained through external provider
- No staff person has preservation/conservation responsibilities
- Other (please specify)

**\* 7. Does your institution have a preservation administrator or another specialist who leads preservation activities?**

- Yes
- No

### Preservation Staffing (continued)

**8. What is the job title of the person to whom the preservation administrator or specialist reports?**

**9. What percentage of the preservation administrator/specialist's total job assignment is dedicated to preservation activities and preservation program management?**

- 1 - 10 %
- 11 - 24 %
- 25 %
- 26 - 49 %
- 50 %
- 51 - 99 %
- 100 %

### Preservation Activities

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**\* 10. What do your preservation/conservation activities include? Select all that apply for each type of activity:**

	Done by institution staff	Done by external provider	Not done currently, but planned	Not done	Not applicable
Preventive conservation (e.g., housekeeping, collections maintenance, rehousing, library binding, environmental monitoring)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preservation management (e.g., administration, planning, assessment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conservation treatment (e.g., repair, mass deacidification, specimen preparation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preservation reformatting (e.g., preservation photocopying, microfilming, digitization for preservation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preservation of audio-visual media and playback equipment (e.g., preservation copies of media, maintaining equipment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preservation of digital materials and electronic records collections (e.g., migrating data to current software)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disaster planning/response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Activity directly related to exhibitions

Other

What activities would be categorized as other?

**\* 11. Please indicate your institution's level of need in the following areas related to preservation/conservation. Choose one answer for each area (row).**

	Already Have	Urgent Need	Need	No Need	Don't Know	Not Applicable
Emergency response/disaster plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prioritized long-range preservation/conservation plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning surveys or assessments of collection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collections security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmental controls (e.g., heating, air conditioning, de-humidifying, humidifying)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improvements to reduce collections' exposure to light	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Binding and repair of general collection books and periodicals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conservation treatment (include specimen preparation)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation of digital collections (digitized and born digital)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation of audio/visual collections (film, audio and video collections, CDs, DVDs)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preservation of archival	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# CARLI Preservation Survey

collections (documents,  
collected papers,  
photographic prints, etc.)

Exhibit design and  
preparation

     

Integrated pest  
management  
(approaches to prevent  
and solve pest problems  
in an efficient and  
ecologically sound  
manner)

     

Other

     

What areas are included in the "Other" category?

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**\* 12. For all your collections that are currently in need of treatment, identify all the causes of the damage or loss of access to them. Select one answer per row.**

	No Damage or Loss	Some Damage or Loss	Significant Damage or Loss	Don't Know
Handling (e.g., by researchers, staff, in shipping)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water or moisture (e.g., mold, stains, warping)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Light (e.g., fading, discoloration)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Airborne particulates or pollutants (e.g., dust, soot)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fire	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improper storage or enclosure (e.g., bent, creased, adhered together)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pests	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vandalism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Physical or chemical deterioration (due to temperature, humidity, aging, e.g., brittle paper, flaked paint, cracked leather, degradation of electronic media)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technological obsolescence of digital or audio/visual collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prior improper treatment(s) or restoration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Preservation Budget and Fundraising

## CARLI Preservation Survey

**\* 13. Total library operating budget for your institution:**

- less than \$50,000
- \$50,000 - \$100,000
- \$100,000 - \$500,000
- \$500,000 - \$1,000,000
- \$1,000,000 - \$5,000,000
- greater than \$5,000,000

**\* 14. Do you have funds specifically allocated for preservation/conservation activities in your annual budget?**

- Yes
- No
- Do not know



# CARLI Preservation Survey

**\* 15. Does your library have funds budgeted for the following preservation/conservation activities:**

	Yes	No	Do Not Know
Contract commercial / library binding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contract mass deacidification	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contract disaster recovery services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contract conservation services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contract custom enclosure construction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contract microfilming	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contract preservation photocopying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contract training/professional development services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contract offsite storage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other contract preservation expenditures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please specify the other contract preservation expenditures:

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**\* 16. Does your library have funds budgeted for the following digitization activities:**

	Yes	No	Do Not Know
Contract digitization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contract digital preservation storage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitization equipment and software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital preservation equipment and software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

**\* 17. Does your library have funds budgeted for these other preservation/conservation expenditures:**

	Yes	No	Do Not Know
Preservation supplies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conservation equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Audio/visual (AV) playback/digitization equipment and software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education/Training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please specify the type of other expenditures:

**\* 18. Has your institution made an application, whether successful or unsuccessful, for preservation/conservation funding from any public or private source in the last 3 years?**

- Yes
- No
- Do not know

## Preservation Budget and Fundraising (continued)

# CARLI Preservation Survey

**19. Briefly describe the proposed grant project(s).**

## Training & Staff Development Needs

**\* 20. In which of the following areas would you (your institution) seek assistance or advice? Select all that apply.**

- Preservation administration
- Environmental management / Integrated pest management
- Disaster planning / response
- General collections conservation
- Special collections conservation
- Digital preservation
- Media preservation
- None of these
- Other (please specify)

**\* 21. What expertise is available in your institution that you can share with CARLI institutions? Select all that apply.**

- Preservation administration
- Environmental management / Integrated pest management
- Disaster planning / response
- General collections conservation
- Special collections conservation
- Digital preservation
- Media preservation
- None of these
- Other (please specify)

## Comments

## 22. Any additional comments?

