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ARL  
PRESERVATION  
STATISTICS  
2001-02

A COMPILATION OF STATISTICS  
FROM THE MEMBERS OF THE  
ASSOCIATION OF RESEARCH LIBRARIES

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*The quantitative tables presented in this publication are not indicative of performance and outcomes and should not be used as measures of library quality. In comparing any individual library to ARL medians or to other ARL members, one must be careful to make such comparisons within the context of differing institutional and local goals and characteristics.*

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## INTRODUCTION

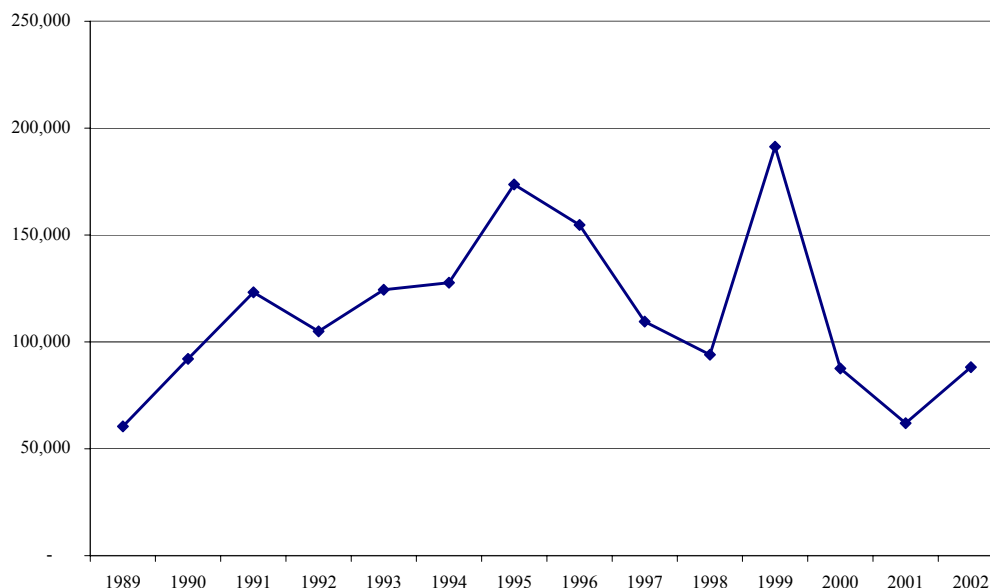
*ARL Preservation Statistics 2001-02* presents data from 124 U.S. and Canadian research libraries that were members of the Association of Research Libraries during the 2001-02 fiscal year.<sup>1</sup> The ARL membership consisted of 114 university libraries and 10 independent research libraries (public or private) in 2001-02.

### Major Findings

Among the significant developments that took place in research libraries in the 1980s was the emergence of preservation programs as distinct administrative units: separately staffed, funded, and administered. Since 1987-88 the number of programs managed by a preservation administrator has grown irregularly, from 66 in 1988 to around 80 in recent years.<sup>2</sup> However, a fluctuating growth in preservation expenditures and staffing accompanied this development (see the "Summary of Preservation" data tables on pages 12 and 13).

These rapidly shifting trends have made themselves evident in many categories. Preservation expenditures for ARL's 116 reporting member libraries were \$96,575,155 in 2001-02, an approximate 60% increase in expenditures for preservation since 1991-92. Total preservation staff rose to just over 1,835 FTEs in 2001-02, the highest level in six years. Among the types of conservation treatment, Level 1 jumped about 40% from 2000-01, while Level 2 treatment continued its slow, gradual decline of recent years. Although Level 3 treatment spiked upward to more than 280,000 volumes, this appears to be an isolated incident; a tropical storm recovery project at the University of Houston was responsible for roughly 250,000 of the treated volumes (see Footnotes). Microfilming activity increased to 88,170 bound volumes; Graph 1 shows that aside from a spike in 1998-99, this is the first increase in microfilming activity since 1994-95.

**Graph 1: Bound Volumes Microfilmed**



<sup>1</sup> The Association of Research Libraries currently has 124 members, but only 116 libraries are included in this dataset. Alberta, Howard, Illinois-Chicago, McGill, Manitoba, Oregon, the Canada Institute for Scientific and Technical Information, and the Center for Research Libraries did not submit responses to this survey.

<sup>2</sup> Figures revised to accommodate the new definition of preservation administrator -- since 1994-95, a preservation administrator has been defined as one who "spends at least 25% of his or her time managing a partial or comprehensive preservation program."

## **External funding**

Availability of external funds plays a critical role in preservation activities. In 1988, the National Endowment for the Humanities (NEH) began a multi-year, expanded cooperative preservation microfilming program, in which ARL libraries have participated extensively. However, it appears that cuts in the NEH budget have also negatively affected availability of external funding for preservation, which fell constantly from a high of \$11,090,547 in 1992-93 to a low of \$4,917,732 in 1997-98. In recent years external expenditures have been up and down, with the 2001-02 figure of \$6,819,889 representing a 20% increase from 2000-01.

## **Analysis of Core Data for All Reporting Libraries**

### **1. Organizational Structure**

#### **a. Preservation Administration**

The most significant means for measuring the progress of ARL libraries in their preservation efforts is to track the existence of preservation programs managed by a preservation administrator. The data offer persuasive evidence that preservation programs have become a standard unit in research libraries, although there have not been any increases in the number of new programs established. As displayed in Table 1, 81 institutions indicated that the library has appointed a preservation administrator, and, of those, 59 libraries reported that their preservation programs are managed by a full-time preservation administrator.

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**Table 1. Administration of Preservation Programs**

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Full-time preservation administrator	59 (50.86%)
Part-time preservation administrator who devotes 50% or more time to preservation activities, but not 100%	15 (12.93%)
Part-time preservation administrator who devotes 25% to 50% of time to preservation activities	7 (6.03%)
Preservation administrator with less than 25% of time to preservation activities or no preservation administrator	35 (30.17%)

---

#### **b. Reporting Relationships**

While most ARL libraries have separate preservation units, their placement is far from uniform. The 81 responses to the question on reporting relationships show that more than a third of the preservation administrators report to the library director or associate library director (or an equivalent position, such as dean of libraries, etc.). Another third of administrators report to the assistant/associate director for collection management. The third most often cited reporting relationship is to the assistant/associate director for technical services. The remaining libraries chose a variety of organizational options, including placing the preservation administrator within special collections, public services, or administrative services. Although the placement of preservation departments within the library structure varies, with few exceptions, the preservation administrator reports to senior library management.

<b>Table 2. Position to Which Preservation Administrator Reports</b>	
Director of Libraries/ Associate Director	27 (33.33%)
Assistant/ Associate Director for Collection Management	22 (27.16%)
Assistant/ Associate Director for Technical Services	16 (19.75%)
Assistant/ Associate Director for Public Services	4 (4.94%)
Other	12 (14.81%)

## 2. Personnel

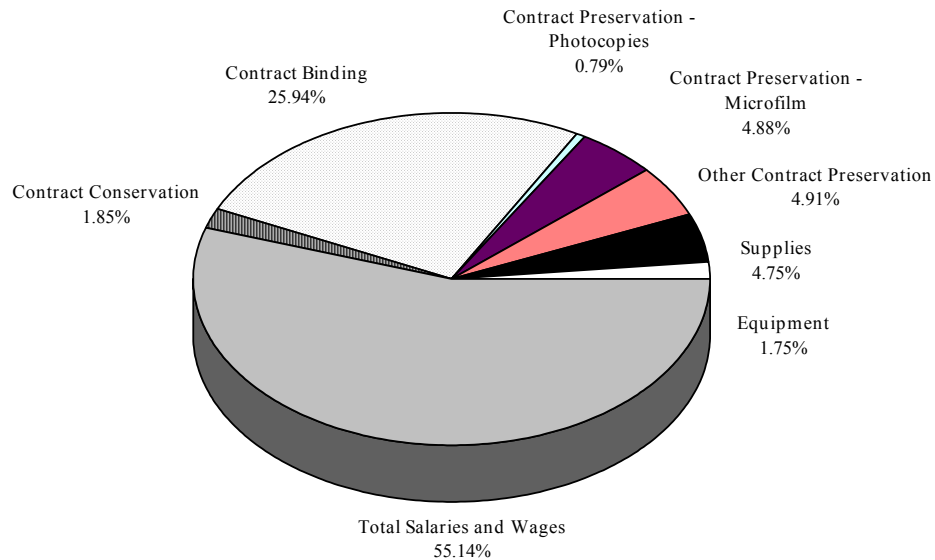
The size of the staff reporting to the preservation administrator is a key factor in defining a library's level of preservation program development. Table 3, below, displays the relation between number of professional staff FTE and the number of support staff FTE and student assistant FTE in preservation units (a total of 81 programs reported). The preservation administrator is included in the number of professional staff.

Reporting accurate statistics regarding the number of FTE staff engaged in preservation activities library-wide has always been problematic. The variety and complexity of organizational structures make collecting the data a time-consuming and difficult burden for libraries. Even in libraries with large-scale preservation departments, the data show that there are preservation aspects in the work of almost every library unit and that preservation is a library-wide responsibility. The more decentralized preservation activities are, the more scattered preservation staff becomes, and thus providing accurate data is all the more difficult. Given these caveats, Table 4 shows the medians of staff in preservation programs, library-wide (with 116 libraries reporting data).

<b>Table 3. Staffing Patterns of Preservation Programs</b>			
<u>Number of Professionals</u>	<u>Median of Support Staff</u>	<u>Median of Student Assistants</u>	<u>Median of Total FTE</u>
4 or more (17.28%)	15.15	1.40	20.85
2 - 3.9 (33.33%)	5.00	2.00	9.10
1 - 1.9 (34.57%)	4.50	1.30	7.49
less than 1 (14.81%)	2.01	1.13	3.17

<b>Table 4. Staffing Patterns of Preservation Activities Library-wide</b>			
<u>Number of Professionals</u>	<u>Median of Support Staff</u>	<u>Median of Student Assistants</u>	<u>Median of Total FTE</u>
4 or more (21.55%)	14.71	3.75	23.55
2 - 3.9 (26.72%)	6.00	3.00	11.40
1 - 1.9 (26.72%)	5.55	2.94	10.40
less than 1 (25.00%)	3.30	1.00	4.62

**Graph 2: Preservation Expenditures 2001-02**



### 3. Expenditures

The financial support for preservation activities in ARL university libraries ranged from approximately \$100,000 to just under \$6 million during fiscal year 2001-02. As a corollary, ARL university libraries spent between a fraction of one percent and roughly 10% of their total budgets on preservation.

Table 5 summarizes preservation expenditures by displaying the midpoint for three ranges for all reporting ARL libraries, including the Library of Congress, which alone spent almost \$13 million on its preservation programs. Table 5 also indicates corresponding median preservation expenditures as a percentage of total operating expenditures and as a percentage of materials expenditures.

Graph 2, above, highlights the allocation of preservation expenditures, based on data from all reporting ARL libraries. Local needs and capabilities will determine the exact allocation of budgetary resources to various activities, but it is useful to look at the aggregate apportionment for ARL member libraries. The typical trends still hold true, with salaries and wages being the biggest expense.

**Table 5. Preservation Expenditures**

	<u>Third Quartile</u>	<u>Median of All Responses</u>	<u>First Quartile</u>
Total Preservation Expenditures	\$885,977	\$488,925	\$306,906
Preservation Expenditures as % of Total Library Exp.	3.58%	2.72%	1.97%
Preservation Expenditures as % of Materials Expenditures	9.92%	7.17%	4.78%

## 4. Conservation Treatment

Conservation treatments encompass an array of activities as defined in the instructions that accompanied the survey. Beginning in 1989-90, the amount of *time* required to complete conservation treatments has been used (i.e., “treatments that require 15 minutes or less to perform”, “more than 15 minutes but less than 2 hours”, and “more than 2 hours”). While the resulting data tell only how long the treatments take rather than how technically complex they are, results are more reliable and do not invite facile assumptions about the nature of an institution’s conservation program. The table below provides information on the number of volumes that received minor (Level 1) treatment and the number of volumes that were given more time-consuming intermediate (Level 2) and major (Level 3) conservation treatment. It is recognized that significant differences exist in the nature of treatments performed.

**Table 6. Conservation Treatment**

	<u>Third Quartile</u>	<u>Median of All Responses</u>	<u>First Quartile</u>
Number of Volumes: Level 1 Treatment	7,754	3,537	1,114
Number of Volumes: Levels 2 & 3 Treatment	2,483	1,285	463

## 5. Preservation Reformatting

This section was revised substantially in 1997-98<sup>3</sup> and, as a result, a number of libraries were not able to provide complete data in recent years. Preservation reformatting questions distinguish between reformatting of (a) bound volumes/pamphlets, (b) single, unbound sheets, and (c) photographs and non-paper items (e.g., audiotapes, motion picture film). Preservation reformatting for (a) bound volumes and (b) single sheets tracks three processes: photocopying, microfilming, and digitizing.

<sup>3</sup> The survey was revised to address identified problems with the earlier versions of the questionnaire and to ask for new data elements (In some cases, in the form of optional questions). All critical data elements have been retained so libraries can continue to track comparable information over the past decade. In particular, the questionnaire was revised in the following manner:

- In the “conservation treatment,” “commercial binding,” and “preservation reformatting” categories, breakdowns identifying “in-house” vs. “contract” treatments have been eliminated and a composite figure is requested. This change eliminates half of the data categories while retaining all significant data. Outsourcing continues to be captured in the “expenditures” section of the survey, as in earlier versions.
- Confusion regarding photographs and non-paper items (e.g., audio tapes, motion picture film) has been eliminated by separating “conservation” (repair of the original – question #19) from reformatting (copying of the original – question #24).
- For the purposes of streamlining, questions involving the number of titles and number of frames microfilmed have been eliminated, and a single measure of accomplishment – “number of volumes filmed” – has been retained. Data categories for microfilm and microfiche have been collapsed.
- The microfilming of unbound sheets (manuscripts, archives) has been broken out from bound-volume filming to yield clear, meaningful statistics. The same holds true for photocopying.
- Two optional questions regarding digitizing have been added (“number of bound volumes/pamphlets digitized” and “number of single, unbound sheets [manuscripts, maps, photographs] digitized”). In the instructions for the survey, “digitizing for preservation purposes” has been broadly defined.



*ARL Preservation Statistics* actually underreports total production of microfilming among ARL members because the reporting of preservation microfilming production remains problematic. Although the best indicator of preservation microfilming output is the total number of exposures or number of frames filmed, many libraries failed to report this figure in the past. So, the survey was recently revised to track only volumes, rather than titles and exposures. The total number of volumes reported over the last 10 years is charted in Graph 1. A total of 88,170 volumes microfilmed were reported this year. A separate question tracks single, unbound sheets microfilmed, which totaled 11,970,653 in 2001-02.

Digitizing bound volumes is gradually emerging as a viable preservation option. In 2000-01, 33 libraries reported more than zero bound volumes digitized. This figure jumped to 51 libraries in 2001-02. The numbers reported vary widely, from one volume in four different institutions to 2,909 volumes digitized by Cornell University.

### **Analysis of Core Data by Size of Collection**

This section analyzes the organizational, fiscal, and functional components of preservation programs in relation to collection size. Many factors — including the age, nature and scope of the collection, the environmental conditions under which the collections have been housed, and the level of use — shape the ways in which a library's preservation program develops. However, size of collection is the most important factor in measuring the level of preservation effort.

In 1991, ARL published preservation program benchmarks for selected core activities in the *Preservation Program Models* report.<sup>4</sup> The benchmarks were intended to serve as indicators of the level of effort that can be expected as a library's preservation program develops. The benchmarks reflect targets and are a useful tool for measuring progress toward meeting preservation needs. The tables in this section parallel the four size groupings of ARL libraries used in the *Preservation Program Models* report.<sup>5</sup> These are collections of more than 5 million volumes, 3 to 5 million volumes, 2 to 3 million volumes, and less than 2 million volumes. For each size grouping, the tables provide medians for personnel, budget, and production. In this report, median figures are used as indicators of the midpoint in the distribution at which values cluster. The medians offer a composite measure for assessing the scale of local effort based on four different size groupings. The benchmarks reflected an ideal progression of preservation program development, and provide a useful tool for comparing the level of preservation services needed with the current level of activities. Libraries interested in that comparison may wish to consult the *Preservation Program Models* report.

The size groupings and number of libraries in each category are:

Group 1:*	Over 5 million volumes (25 libraries)
Group 2:+	3 to 5 million volumes (33 libraries)
Group 3:#	2 to 3 million volumes (50 libraries)
Group 4:^	Under 2 million volumes (8 libraries)

The tables below summarize the responses in five categories for each of the four size groupings. Please note the following when reading the tables:

*	3 libraries in this group reported no Preservation Unit
+	11 libraries in this group reported no Preservation Unit
#	17 libraries in this group reported no Preservation Unit
^	4 libraries in this group reported no Preservation Unit

<sup>4</sup> Jan Merrill-Oldham, Carolyn Clark Morrow, and Mark Roosa, *Preservation Program Models: A Study Project and Report* (Washington, DC: Association of Research Libraries, 1991).

<sup>5</sup> The libraries in each group are determined by data submitted to *ARL Statistics 2000-01* (Washington, DC: Association of Research Libraries, 2002).

**Table 7. Staffing Patterns of Preservation Programs**

	Median of Professionals	Median of Support Staff	Median of Students	Median of Total FTE
Group 1	2.00	6.75	0.80	12.31
Group 2	1.00	2.00	1.10	5.90
Group 3	1.00	2.48	0.45	5.28
Group 4	0.55	0	0	1.15

**Table 8. Staffing Patterns of Preservation Activities Library-wide**

	Median of Professionals	Median of Support Staff	Median of Students	Median of Total FTE
Group 1	5.93	14.71	3.70	26.86
Group 2	1.40	5.25	3.00	10.00
Group 3	1.25	4.96	2.04	9.08
Group 4	0.83	3.90	0.18	4.80

**Table 9. Preservation Expenditures**

	Median of Total Preservation Expenditures	Median of Pres. Exp. as % of Total Library Exp.	Median of Pres. Exp. as % of Materials Exp.
Group 1	1,163,005	3.42	10.85
Group 2	488,925	2.51	6.44
Group 3	407,351	2.50	6.46
Group 4	228,595	2.05	4.36

**Table 10. Conservation Treatment**

	Median of Level 1 Treatment	Median of Level 2 Treatment	Median of Level 3 Treatment
Group 1	7,751	1,583	223
Group 2	3,932	1,193	59
Group 3	2,872	779	26
Group 4	698	338	4

**Table 11. Contract Binding**

	Median of Contract Binding Expenditures	Median of Number of Volumes Bound
Group 1	371,725	48,182
Group 2	168,157	21,879
Group 3	133,196	15,154
Group 4	80,521	12,348

## Conclusion

*ARL Preservation Statistics* provides a broad range of quantitative data and should not be used as a measure of quality of preservation programs. Preservation efforts encompass a diverse array of activities, and there are substantial differences in the nature of preservation work. *ARL Preservation Statistics* cannot completely capture the richness, sheer variety, and full extent of each library's preservation commitment. Much progress has been achieved, however, in increasing the consistency and hence comparability of the reported quantitative data.

Most of the data contained in this publication are descriptive indices of preservation activities in research libraries, including preservation staffs, expenditures, and productivity. The data are also useful in determining the organization of preservation units and the components of preservation programs. Each library's total expenditures and materials expenditures, as reported in *ARL Statistics 2001-02*, are displayed in the tables together with the percentage of preservation expenditures. To aid comparability in *ARL Preservation Statistics*, expenditures of Canadian libraries are expressed in U.S. dollars at the rate of 1.56878 Canadian dollars to one U.S. dollar. This exchange rate is the average monthly noon exchange rate published in the *Bank of Canada Review* for the period from July 2001 to June 2002. Expenditures reported in Canadian dollars are given in the "Footnotes to the *ARL Preservation Statistics*."

Those using *ARL Preservation Statistics* to compare activities in individual institutions will need to consult the definitions used in the instructions as well as the "Footnotes" section. Although the definitions and procedures used in the Preservation Statistics questionnaire aim to achieve consistency, variant reporting practices do exist among ARL libraries. Care should be taken in comparing this year's data to data collected in previous years, taking into account the revisions in the questionnaire described earlier in this introduction.

Again, all the data in this publication are quantitative and descriptive and are not indicative of qualitative factors. When comparing any individual library preservation program to ARL medians or to other ARL members, one must be careful to make such comparisons within the context of differing institutional and local goals and preservations needs.

Association of Research Libraries  
October 1, 2003

**DATA TABLE**  
**SUMMARY OF PRESERVATION**  
**1988-89 to 1995-96<sup>+</sup>**

Year	1988-89	1989-90	1990-91	1991-92	1992-93	1993-94	1994-95	1995-96
Number of Institutions Reporting:	107	115	117	119	114	115	115	116
Number of Preservation Administrators:	66	77	77	76	77	80	81	80
Total Staff Engaged in Preservation Activities Library-Wide:	1,620.52	1,760.73	1,744.34	1,867	1,841.99	1,900.20	1,912.08	1,879.54
Total Preservation Expenditures:	\$60,714,802	\$66,045,392	\$70,705,449	\$76,550,655	\$76,793,364	\$77,674,363	\$79,164,226	\$77,069,334
Conservation Treatment (volumes)								
Level 1:	661,047*	687,897	672,567	1,038,934	669,616	683,305	666,623	610,927
Level 2:	185,294*	277,370	273,825	265,891	265,848	246,475	233,946	230,870
Level 3:	21,736*	35,323	18,629	24,459	24,241	23,729	25,814	22,453
Total:	905,669*	1,003,126	965,075	1,334,786	964,375	991,254	957,091	919,714
Microfilming Treatment								
Titles:	75,198	68,904	77,740	93,052	104,818	106,733	133,290	89,560
Volumes:	60,502	92,093	123,233	204,934	124,455	127,650	173,646	154,805
Exposures:	18,254,133	23,687,873	28,264,637	28,892,445	32,844,044	29,900,149	28,474,292	25,772,672

Source: *ARL Preservation Statistics 2001-02* (Washington, D.C.: Association of Research Libraries, 2003)

+ The *ARL Preservation Statistics* survey was revised in 1996-97, eliminating certain categories, adding others and changing the ways in which some items conserved are counted. These data reflect the pre-revision categories and counting methods. See the Introduction for details.

\* In the 1988-89 survey, conservation treatment was divided into Minor, Interim, and Major categories.

**DATA TABLE**  
**SUMMARY OF PRESERVATION**  
**1996-97 to 2001-02<sup>+</sup>**

Year	1996-97	1997-98	1998-99	1999-2000	2000-01	2001-02
Number of Institutions Reporting:	115	118	114	110	113	116
Number of Preservation Administrators:	83	82	81	77	82	81
Total Staff Engaged in Preservation Activities Library-Wide:	1,742.57	1,825.53	1,765.70	1,753.29	1,800.04	1,835.31
Total Preservation Expenditures:	\$80,772,236	\$83,340,852	\$82,642,548	\$85,842,245	\$92,276,777	\$96,575,155
Conservation Treatment (volumes)						
Level 1:	697,922	693,113	686,319	660,597	624,728	873,842
Level 2:	213,064	241,538	207,114	254,296	222,995	183,437
Level 3:	22,520	28,748	33,119	62,179	19,018	286,622*
Total:	933,506	963,405	919,038	976,658	867,593	1,343,598
Microfilming Treatment						
Volumes:	109,526	94,044	191,348	87,531	62,039	88,170
Single Sheets:	6,727,348	7,700,261	7,540,695	6,214,507	9,204,948	11,970,653

Source: *ARL Preservation Statistics 2001-02* (Washington, D.C.: Association of Research Libraries, 2003)

+ The *ARL Preservation Statistics* survey was revised in 1996-97, eliminating certain categories, adding others and changing the ways in which some items conserved are counted. These data reflect the post-revision categories and counting methods. See the Introduction for details.

\* Approximately 250,000 of these items were reported by the University of Houston, as part of recovery after a tropical storm. See Footnotes.



## LIBRARY DATA TABLES

# ARL PRESERVATION STATISTICS 2001-02

**TABLE 1**  
**PERSONNEL (FTE)**

		Pres. Admin.	% time on Pres. Activ.	Pres. Unit Prof. Staff	Pres. Unit Support Staff	Pres. Unit Student Assist.	Pres. Unit Total Staff	Library- Wide Prof. Staff	Library- Wide Support Staff	Library- Wide Student Assist.	Library- Wide Total Staff
(Survey Question #)		1	2	4a	4b	4c	4d	5a	5b	5c	5d
INSTITUTION	Notes										
ALABAMA	LM+	No	0	0.00	0.00	0.00	0.00	1.66	4.92	4.04	10.62
ARIZONA	+	No	0	0.00	0.00	0.00	0.00	0.90	1.70	0.55	3.15
ARIZONA STATE	LB+	Yes	100	2.00	2.75	0.36	5.11	2.24	6.06	2.27	10.57
AUBURN	+	Yes	100	1.00	3.50	2.25	6.75	1.00	3.65	2.25	6.90
BOSTON	M+	Yes	100	0.00	1.00	0.00	1.00	1.25	10.25	15.00	26.50
BOSTON COLLEGE	+	Yes	100	2.00	6.00	2.50	10.50	2.10	6.00	2.50	10.60
BRIGHAM YOUNG	+	No	0	0.00	0.00	0.00	0.00	5.00	0.00	7.50	12.50
BRITISH COLUMBIA	LM+	No	0	0.37	1.00	0.00	1.37	0.67	7.44	0.08	8.19
BROWN	+	Yes	75	4.00	5.00	2.00	11.00	6.55	8.70	3.75	19.00
CALIFORNIA, BERKELEY	+	Yes	100	2.00	10.08	2.40	14.48	8.55	15.64	7.20	31.39
CALIFORNIA, DAVIS	M+	Yes	66	0.66	4.50	3.00	8.16	0.66	6.00	3.34	10.00
CALIFORNIA, IRVINE	M+	Yes	100	0.00	5.50	5.80	11.30	0.00	5.50	5.80	11.30
CALIFORNIA, LOS ANGELES	LM+	Yes	25	0.00	0.00	0.00	0.00	1.32	6.39	5.70	13.41
CALIFORNIA, RIVERSIDE	+	Yes	70	0.70	4.00	3.00	7.70	0.95	4.25	4.00	9.20
CALIFORNIA, SAN DIEGO	M+	Yes	60	0.60	4.66	1.90	7.16	1.50	9.47	7.46	18.43
CALIFORNIA, SANTA BARBARA	+	No	0	0.00	0.00	0.00	0.00	0.50	5.00	3.50	9.00
CASE WESTERN RESERVE	LM+	Yes	100	1.00	1.39	0.25	2.64	1.44	3.51	0.56	5.51
CHICAGO	LM+	Yes	100	2.00	9.68	0.63	12.31	3.56	20.64	4.02	28.22
CINCINNATI	LM+	Yes	75	1.45	3.00	1.08	5.53	1.45	4.50	2.08	8.03
COLORADO	+	Yes	100	1.00	8.40	1.10	10.50	1.25	8.40	1.60	11.25
COLORADO STATE	+	Yes	100	1.10	8.30	9.80	19.20	1.10	8.50	11.50	21.10
COLUMBIA	+	Yes	100	7.00	15.30	1.10	23.40	7.68	18.98	3.34	30.00
CONNECTICUT	LMB+	Yes	100	1.00	2.00	2.90	5.90	1.40	4.00	3.55	8.95
CORNELL	LB+	Yes	100	11.00	17.00	4.00	32.00	12.40	22.30	8.00	42.70
DARTMOUTH	M+	Yes	100	2.00	4.50	0.96	7.46	2.00	5.50	1.00	8.50
DELAWARE	+	Yes	100	1.00	4.00	3.05	8.05	1.25	4.75	4.05	10.05
DUKE	LM+	Yes	100	1.00	5.50	0.89	7.39	1.61	7.13	1.50	10.24
EMORY	LMB+	Yes	100	2.15	2.25	0.60	5.00	2.77	4.49	1.30	8.56
FLORIDA	+	Yes	100	3.00	7.00	1.40	11.40	3.00	9.33	1.80	14.13
FLORIDA STATE	LMB+	No	0	0.00	0.00	0.00	0.00	2.35	6.74	1.28	10.37
GEORGE WASHINGTON	LM+	No	10	0.00	1.00	0.00	1.00	0.16	2.00	0.00	2.16
GEORGETOWN	LM+	Yes	100	2.00	6.50	0.50	9.00	2.00	6.50	0.50	9.00
GEORGIA	L+	Yes	50	0.50	1.00	0.32	1.82	6.01	15.88	16.37	38.26
GEORGIA TECH	+	No	0	0.00	0.00	0.00	0.00	1.00	3.00	2.00	6.00
GUELPH	+	No	0	0.00	0.00	0.00	0.00	0.01	3.00	0.06	3.07
HARVARD	LMB+	Yes	100	29.20	38.50	6.24	73.94	42.53	60.05	12.77	115.35
HAWAII	+	Yes	100	1.00	4.00	11.00	16.00	1.00	4.00	13.50	18.50
HOUSTON	L+	No	0	0.00	0.00	0.00	0.00	0.10	1.40	0.60	2.10
ILLINOIS, URBANA	L+	Yes	100	2.00	5.00	2.15	9.15	2.86	14.00	10.00	26.86
INDIANA	L+	Yes	100	3.00	5.00	2.50	10.50	4.08	10.33	8.15	22.56
IOWA	LM+	Yes	100	2.00	7.00	4.00	13.00	2.13	8.00	5.35	15.48
IOWA STATE	+	Yes	100	1.19	8.25	2.30	11.74	1.19	8.31	3.10	12.60
JOHNS HOPKINS	M+	Yes	33	2.35	5.20	1.08	8.63	2.45	5.65	1.58	9.68
KANSAS	LMB+	Yes	100	3.00	2.00	9.25	14.25	3.47	5.08	12.89	21.44
KENT STATE	+	No	0	0.00	0.00	0.00	0.00	0.00	3.00	1.00	4.00

+ - See Footnotes  
M - Includes Medical library

L - Includes Law library  
U/A - Unavailable

B - Includes branch campuses



# ARL PRESERVATION STATISTICS 2001-02

**TABLE 1**  
**PERSONNEL (FTE)**

(Survey Question #)		Pres. Admin.	% time on Pres. Activ.	Pres. Unit Prof. Staff	Pres. Unit Support Staff	Pres. Unit Student Assist.	Pres. Unit Total Staff	Library-Wide Prof. Staff	Library-Wide Support Staff	Library-Wide Student Assist.	Library-Wide Total Staff
		1	2	4a	4b	4c	4d	5a	5b	5c	5d
INSTITUTION	Notes										
KENTUCKY	LMB+	Yes	100	3.00	8.00	5.50	16.50	3.60	13.60	11.20	28.40
LAVAL	LM+	Yes	25	1.58	6.00	0.00	7.58	1.78	6.30	0.00	8.08
LOUISIANA STATE	+	No	0	0.00	0.00	0.00	0.00	1.40	6.35	4.00	11.75
LOUISVILLE	+	No	10	0.00	0.00	0.00	0.00	0.55	1.75	2.75	5.05
MCMASTER	+	Yes	100	2.00	0.00	0.30	2.30	2.00	2.20	0.30	4.50
MARYLAND	+	Yes	100	4.00	4.00	3.60	11.60	7.20	9.45	6.90	23.55
MASSACHUSETTS	+	No	0	0.00	0.00	0.00	0.00	0.75	2.80	1.00	4.55
MIT	+	Yes	100	1.00	2.70	1.50	5.20	3.60	4.00	3.80	11.40
MIAMI	LM+	No	0	0.00	0.00	0.00	0.00	1.68	11.22	2.94	15.84
MICHIGAN	M+	Yes	100	5.00	16.00	1.70	22.70	5.93	21.84	4.70	32.47
MICHIGAN STATE	+	Yes	25	0.25	4.00	3.15	7.40	0.39	6.94	5.73	13.06
MINNESOTA	LM+	No	5	0.05	1.30	0.80	2.15	0.30	10.80	3.70	14.80
MISSOURI	M+	No	U/A	0.00	0.00	0.00	0.00	0.00	5.25	4.00	9.25
MONTREAL	LM+	No	0	0.00	0.00	0.00	0.00	2.32	5.40	0.00	7.72
NEBRASKA	+	Yes	50	1.00	6.00	2.00	9.00	1.60	8.50	4.40	14.50
NEW MEXICO	LM+	No	0	0.00	0.00	0.00	0.00	2.27	1.75	3.00	7.02
NEW YORK	L+	Yes	100	3.00	5.00	0.80	8.80	3.09	6.00	0.80	9.89
NORTH CAROLINA	LM+	Yes	100	2.00	6.75	1.25	10.00	7.70	14.71	8.72	31.13
NORTH CAROLINA STATE	+	Yes	100	2.00	5.00	4.10	11.10	2.00	5.00	5.90	12.90
NORTHWESTERN	LM+	Yes	100	3.80	7.00	2.60	13.40	4.63	12.84	4.78	22.25
NOTRE DAME	L+	Yes	100	1.00	7.00	3.14	11.14	1.14	10.17	3.96	15.27
OHIO	MB+	Yes	90	2.00	2.00	2.10	6.10	3.21	4.17	3.08	10.46
OHIO STATE	LM+	Yes	100	1.90	6.60	5.40	13.90	3.20	13.70	9.10	26.00
OKLAHOMA	LMB+	No	15	0.57	0.50	0.87	1.94	0.60	2.23	1.58	4.41
OKLAHOMA STATE	+	No	10	0.10	0.20	0.00	0.30	0.20	2.60	1.60	4.40
PENNSYLVANIA	LMB+	No	0	0.00	0.00	0.00	0.00	2.75	6.50	10.25	19.50
PENNSYLVANIA STATE	B+	Yes	100	1.00	9.10	2.52	12.62	1.00	9.47	5.57	16.04
PITTSBURGH	+	Yes	100	1.00	2.00	1.00	4.00	1.00	3.00	2.00	6.00
PRINCETON	+	Yes	100	4.00	4.00	0.00	8.00	5.00	9.35	0.35	14.70
PURDUE	+	No	0	0.00	0.00	0.00	0.00	0.75	5.75	0.65	7.15
QUEEN'S	LMB+	No	10	0.10	1.20	0.00	1.30	0.20	6.20	0.00	6.40
RICE	+	Yes	100	1.00	4.00	0.36	5.36	1.00	4.22	0.36	5.58
ROCHESTER	MB+	Yes	50	3.00	3.50	2.60	9.10	3.60	4.80	4.00	12.40
RUTGERS	LB+	No	0	0.00	0.00	0.00	0.00	2.60	3.95	1.80	8.35
SASKATCHEWAN	LM+	No	0	0.00	0.00	0.00	0.00	0.35	4.20	0.00	4.55
SOUTH CAROLINA	L+	Yes	100	3.00	0.00	2.00	5.00	3.00	2.00	3.00	8.00
SOUTHERN CALIFORNIA	LMB+	No	0	0.00	0.00	0.00	0.00	1.04	3.72	2.51	7.27
SOUTHERN ILLINOIS	LM+	No	15	0.15	1.30	4.88	6.33	0.25	3.30	6.88	10.43
STANFORD	+	Yes	100	5.85	11.20	1.69	18.74	6.30	18.81	3.42	28.53
SUNY-ALBANY	B+	Yes	100	2.00	1.00	0.70	3.70	2.25	3.25	0.70	6.20
SUNY-BUFFALO	LM+	Yes	50	3.25	2.00	2.75	8.00	7.25	4.50	4.00	15.75
SUNY-STONY BROOK	M+	Yes	50	0.50	1.00	0.33	1.83	0.50	1.33	0.50	2.33
SYRACUSE	L+	Yes	100	2.00	3.50	0.23	5.73	4.55	3.71	0.89	9.15
TEMPLE	LMB+	No	0	0.00	0.00	0.00	0.00	1.90	5.30	3.30	10.50
TENNESSEE	LMB+	Yes	100	2.00	5.00	2.25	9.25	2.50	6.30	2.70	11.50
TEXAS	L+	Yes	100	6.00	9.75	0.78	16.53	8.95	17.70	3.49	30.14

+ - See Footnotes

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U/A - Unavailable

B - Includes branch campuses

# ARL PRESERVATION STATISTICS 2001-02

**TABLE 1**  
**PERSONNEL (FTE)**

		Pres. Admin.	% time on Pres. Activ.	Pres. Unit Prof. Staff	Pres. Unit Support Staff	Pres. Unit Student Assist.	Pres. Unit Total Staff	Library-Wide Prof. Staff	Library-Wide Support Staff	Library-Wide Student Assist.	Library-Wide Total Staff
(Survey Question #)		1	2	4a	4b	4c	4d	5a	5b	5c	5d
INSTITUTION	Notes										
TEXAS A&M	MB+	Yes	30	0.00	1.01	0.75	1.76	0.00	6.80	6.37	13.17
TEXAS TECH	B+	Yes	25	1.00	3.00	0.20	4.20	1.00	5.20	1.95	8.15
TORONTO	+	Yes	100	4.00	15.00	0.00	19.00	5.00	16.00	0.00	21.00
TULANE	LMB+	Yes	100	1.00	4.00	0.50	5.50	1.00	4.50	0.50	6.00
UTAH	+	Yes	100	1.00	6.00	3.50	10.50	1.00	6.00	3.50	10.50
VANDERBILT	LM+	Yes	100	1.00	5.50	0.50	7.00	3.19	12.50	0.82	16.51
VIRGINIA	+	Yes	50	0.00	3.00	1.50	4.50	0.00	3.12	1.50	4.62
VIRGINIA TECH	+	Yes	25	3.00	3.00	1.50	7.50	3.00	8.00	4.00	15.00
WASHINGTON	LM+	Yes	100	1.50	0.00	0.14	1.64	2.41	9.68	3.58	15.67
WASHINGTON STATE	+	No	0	0.00	0.00	0.00	0.00	0.00	2.20	0.40	2.60
WASHINGTON U.-ST. LOUIS	LMB+	Yes	100	1.05	5.30	2.00	8.35	1.05	5.55	2.00	8.60
WATERLOO	+	No	0	0.00	0.00	0.00	0.00	0.00	3.60	0.00	3.60
WAYNE STATE	LMB+	No	0	0.00	0.00	0.00	0.00	0.10	3.45	1.50	5.05
WESTERN ONTARIO	L+	No	0	0.00	0.00	0.00	0.00	0.05	0.05	0.08	0.18
WISCONSIN	LM+	Yes	100	1.25	3.80	2.87	7.92	2.62	13.15	9.79	25.56
YALE	+	Yes	100	5.00	17.50	0.50	23.00	6.80	20.00	1.00	27.80
YORK	LB+	No	0	0.00	0.00	0.00	0.00	0.08	2.95	0.18	3.21
BOSTON PUBLIC LIBRARY	+	No	0	0.00	0.00	0.00	0.00	8.00	7.00	0.50	15.50
LIBRARY OF CONGRESS	L+	Yes	100	74.00	54.00	0.00	128.00	103.00	69.00	0.00	172.00
NATL. AGRICULTURAL LIB.	B+	Yes	100	1.80	0.85	0.00	2.65	4.59	1.95	0.83	7.37
LIB. & ARCHIVES OF CANADA	+	Yes	100	0.00	0.00	0.00	0.00	11.90	8.60	0.88	21.38
NATL. LIBRARY OF MEDICINE	M+	Yes	80	5.90	6.80	2.50	15.20	8.34	8.40	4.75	21.49
NEW YORK PUBLIC LIBRARY	+	Yes	100	9.20	43.00	0.00	52.20	16.90	52.00	0.00	68.90
NEW YORK STATE LIBRARY	+	Yes	100	1.00	8.00	0.40	9.40	1.00	9.00	0.40	10.40
SMITHSONIAN INSTITUTION	B+	Yes	50	1.50	5.00	0.00	6.50	1.50	5.00	0.00	6.50

## SUMMARY DATA

	Pres. Unit Prof. Staff	Pres. Unit Support Staff	Pres. Unit Student Assist.	Pres. Unit Total Staff	Library-Wide Prof. Staff	Library-Wide Support Staff	Library-Wide Student Assist.	Library-Wide Total Staff
(Survey Question #)	4a	4b	4c	4d	5a	5b	5c	5d
<b>University Medians</b>	1.00	3.00	0.79	6.00	1.64	5.70	3.00	10.50
<b>University Totals</b>	183.17	433.47	165.17	781.81	292.28	819.62	399.87	1,511.77
<b>Nonuniversity Medians</b>	1.65	5.90	0.00	7.95	8.17	8.50	0.45	18.44
<b>Nonuniversity Totals</b>	93.40	117.65	2.90	213.95	155.23	160.95	7.36	323.54
<b>GRAND TOTAL</b>	276.57	551.12	168.07	995.76	447.51	980.57	407.23	1,835.31
<b>NUMBER OF LIBRARIES</b>	116	116	116	116	116	116	116	116

+ - See Footnotes  
M - Includes Medical library

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# ARL PRESERVATION STATISTICS 2001-02

**TABLE 2**  
**EXPENDITURES**

(Survey Question #)		Total Salaries & Wages	Contract Conservation	Contract Binding	Contract Preservation: Photocopy	Contract Preservation: Microfilm	Other Contract Expend.	Total Contract Expend.	Supplies
		6d	7a	7b	7c	7d	7e	7f	8
INSTITUTION	Notes								
ALABAMA	LM+	181,086	0	129,624	0	0	0	129,624	10,662
ARIZONA	+	105,934	2,500	166,500	234	20,617	0	189,851	6,440
ARIZONA STATE	LB+	319,154	15,380	179,723	1,006	1,435	7,848	205,392	46,482
AUBURN	+	113,924	0	84,747	0	812	0	85,559	16,750
BOSTON	M+	385,655	0	149,207	0	0	0	149,207	42,566
BOSTON COLLEGE	+	301,141	0	148,584	3,370	0	0	151,954	10,189
BRIGHAM YOUNG	+	360,000	0	204,725	0	0	0	204,725	34,000
BRITISH COLUMBIA	LM+	204,762	0	120,840	0	9,916	0	130,756	17,504
BROWN	+	680,880	15,471	267,183	4,300	0	12,252	299,206	43,423
CALIFORNIA, BERKELEY	+	1,172,132	37,398	966,946	14,248	86,125	4,744	1,109,461	59,879
CALIFORNIA, DAVIS	M+	279,320	0	195,515	3,830	6,976	4,318	210,639	48,712
CALIFORNIA, IRVINE	M+	280,723	0	197,176	0	5,325	0	202,501	3,515
CALIFORNIA, LOS ANGELES	LM+	406,843	59,972	433,792	0	14,524	0	508,288	75,606
CALIFORNIA, RIVERSIDE	+	76,479	0	225,164	0	0	0	225,164	41,090
CALIFORNIA, SAN DIEGO	M+	446,065	0	333,385	1,844	4,989	11,657	351,875	37,450
CALIFORNIA, SANTA BARBARA	+	221,355	0	120,808	371	3,791	0	124,970	15,000
CASE WESTERN RESERVE	LM+	182,204	2,401	97,407	9,513	0	566	109,887	5,566
CHICAGO	LM+	846,844	30,870	435,747	0	299,948	0	766,565	22,895
CINCINNATI	LM+	194,382	6,096	164,106	0	0	0	170,202	5,091
COLORADO	+	355,041	36,554	128,861	5,570	0	0	170,985	23,550
COLORADO STATE	+	526,875	0	141,393	0	173	1,383	142,949	0
COLUMBIA	+	988,744	126,334	675,796	83,655	178,045	162,593	1,226,423	48,372
CONNECTICUT	LMB+	299,573	1,766	311,899	1,672	0	0	315,337	22,905
CORNELL	LB+	1,675,072	0	241,341	190	3,638	17,111	262,280	85,644
DARTMOUTH	M+	256,157	3,601	210,100	11,557	0	0	225,258	18,645
DELAWARE	+	222,571	25,521	91,835	30,482	3,895	0	151,733	21,674
DUKE	LM+	296,378	14,019	275,949	0	0	199	290,167	38,775
EMORY	LMB+	274,707	250	163,935	0	0	0	164,185	15,022
FLORIDA	+	335,197	14,437	168,157	0	84,041	58,199	324,834	17,975
FLORIDA STATE	LMB+	232,565	4,020	196,137	16,720	18,500	27,015	262,392	3,332
GEORGE WASHINGTON	LM+	53,795	1,500	122,827	0	0	51,000	175,327	366
GEORGETOWN	LM+	322,935	4,084	236,520	15,612	0	0	256,216	6,847
GEORGIA	L+	744,948	50,935	261,753	3,297	0	181,553	497,538	41,004
GEORGIA TECH	+	127,400	0	91,503	0	240	0	91,743	2,500
GUELPH	+	60,552	2,655	36,342	0	0	0	38,997	446
HARVARD	LMB+	4,029,756	116,996	933,837	56,191	137,926	240,630	1,485,580	230,915
HAWAII	+	249,768	0	244,183	1,504	48,224	0	293,911	23,409
HOUSTON	L+	55,883	0	96,726	0	0	1,214,000	1,310,726	6,727
ILLINOIS, URBANA	L+	698,275	16,241	247,217	0	1,157	22,949	287,564	58,953
INDIANA	L+	371,614	0	296,144	0	29,428	81,349	406,921	32,869
IOWA	LM+	441,845	0	180,918	0	8,809	11,169	200,896	39,607
IOWA STATE	+	374,311	18,477	200,573	14,953	109,856	0	343,859	32,211
JOHNS HOPKINS	M+	262,640	2,275	152,106	5,458	0	8,347	168,186	15,864

+ - See Footnotes  
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# ARL PRESERVATION STATISTICS 2001-02

**TABLE 2**  
**EXPENDITURES**

Equipment	Total Preserv. Expend.	Preserv. Expend. from External Sources	Library Expend. (from <i>ARL Statistics</i> )	Preserv. as % of Total Library Expend.	Materials Expend. (from <i>ARL Statistics</i> )	Preserv. as % of Total Materials Expend.	(Survey Question #) INSTITUTION
9	10	11	-a-	-b-	-c-	-d-	
170,339	491,711	0	12,649,090	3.89	6,071,392	8.10	ALABAMA
2,000	304,225	19,925	25,433,853	1.20	11,141,668	2.73	ARIZONA
2,094	573,122	0	22,804,731	2.51	9,054,553	6.33	ARIZONA STATE
0	216,233	0	10,690,623	2.02	4,820,156	4.49	AUBURN
0	577,428	0	16,623,127	3.47	6,452,062	8.95	BOSTON
0	463,284	0	15,635,626	2.96	6,861,816	6.75	BOSTON COLLEGE
0	598,725	0	19,561,049	3.06	7,529,916	7.95	BRIGHAM YOUNG
32	353,053	3,994	22,316,300	1.58	8,815,266	4.01	BRITISH COLUMBIA
118	1,023,627	38,750	16,318,475	6.27	6,583,380	15.55	BROWN
2,056	2,343,528	174,651	51,649,031	4.54	18,170,846	12.90	CALIFORNIA, BERKELEY
4,339	543,010	0	20,952,891	2.59	8,385,082	6.48	CALIFORNIA, DAVIS
650	487,389	0	18,508,185	2.63	6,650,417	7.33	CALIFORNIA, IRVINE
28,776	1,019,513	0	42,265,154	2.41	13,661,380	7.46	CALIFORNIA, LOS ANGELES
0	342,733	0	12,108,988	2.83	3,915,313	8.75	CALIFORNIA, RIVERSIDE
200	835,590	10,320	25,127,114	3.33	7,576,614	11.03	CALIFORNIA, SAN DIEGO
5,000	366,325	U/A	16,245,123	2.25	5,578,014	6.57	CALIFORNIA, SANTA BARBARA
377	298,034	0	11,732,876	2.54	5,154,608	5.78	CASE WESTERN RESERVE
620	1,636,924	424,551	26,135,283	6.26	11,818,383	13.85	CHICAGO
0	369,675	0	19,125,504	1.93	8,031,454	4.60	CINCINNATI
0	549,576	3,778	18,284,138	3.01	8,248,029	6.66	COLORADO
0	669,824	0	13,127,158	5.10	5,905,397	11.34	COLORADO STATE
2,235	2,265,774	631,115	39,114,107	5.79	14,719,764	15.39	COLUMBIA
746	638,561	0	20,133,516	3.17	7,338,672	8.70	CONNECTICUT
1,300	2,024,296	603,909	38,627,804	5.24	13,503,577	14.99	CORNELL
0	500,060	0	20,095,283	2.49	6,890,710	7.26	DARTMOUTH
4,957	400,935	11,951	13,922,287	2.88	6,436,668	6.23	DELAWARE
4,597	629,917	200	30,590,072	2.06	12,048,338	5.23	DUKE
4,777	458,691	15,615	42,940,841	1.07	11,223,133	4.09	EMORY
41,140	719,146	44,169	25,110,389	2.86	11,148,617	6.45	FLORIDA
1,067	499,356	61,726	13,694,417	3.65	6,736,492	7.41	FLORIDA STATE
0	229,488	0	19,836,875	1.16	8,095,549	2.83	GEORGE WASHINGTON
71	586,069	0	19,633,342	2.99	7,756,580	7.56	GEORGETOWN
100,848	1,384,338	387,132	21,545,504	6.43	9,597,740	14.42	GEORGIA
0	221,643	7,000	9,878,727	2.24	4,564,395	4.86	GEORGIA TECH
0	99,994	0	6,421,718	1.56	2,581,849	3.87	GUELPH
126,673	5,872,924	182,425	96,453,699	6.09	25,646,556	22.90	HARVARD
4,363	571,451	3,520	14,334,410	3.99	5,735,432	9.96	HAWAII
0	1,373,336	910,500	14,024,436	9.79	6,640,305	20.68	HOUSTON
2,493	1,047,285	2,268	32,542,338	3.22	11,630,751	9.00	ILLINOIS, URBANA
92,140	903,544	29,428	30,066,578	3.01	11,316,326	7.98	INDIANA
3,038	685,386	0	22,935,690	2.99	10,139,631	6.76	IOWA
29,177	779,558	130,333	15,540,811	5.02	7,870,484	9.90	IOWA STATE
2,027	448,717	0	26,698,270	1.68	10,853,538	4.13	JOHNS HOPKINS

U/A - Unavailable

# ARL PRESERVATION STATISTICS 2001-02

**TABLE 2**  
**EXPENDITURES**

(Survey Question #)		Total Salaries & Wages	Contract Conservation	Contract Binding	Contract Preservation: Photocopy	Contract Preservation: Microfilm	Other Contract Expend.	Total Contract Expend.	Supplies
		6d	7a	7b	7c	7d	7e	7f	8
INSTITUTION	Notes								
KANSAS	LMB+	436,511	1,879	163,455	17,639	0	384	183,357	40,531
KENT STATE	+	82,196	U/A	89,843	U/A	U/A	0	89,843	6,000
KENTUCKY	LMB+	491,552	1,000	162,522	0	0	12,822	176,344	39,477
LAVAL	LM +	188,511	50,982	0	0	0	0	50,982	14,998
LOUISIANA STATE	+	180,861	11,135	54,039	0	0	0	65,174	38,738
LOUISVILLE	+	93,000	0	133,360	0	0	0	133,360	16,405
MCMASTER	+	112,118	0	94,850	0	2,550	0	97,399	4,908
MARYLAND	+	633,525	25,496	157,940	23,265	9,082	103,092	318,875	39,713
MASSACHUSETTS	+	138,157	0	170,203	1,297	835	0	172,335	6,138
MIT	+	390,205	4,474	209,966	207	0	4,700	219,347	16,941
MIAMI	LM +	313,655	0	136,767	0	75,238	0	212,005	26,838
MICHIGAN	M +	1,094,319	6,336	371,725	99,405	18,572	217,933	713,971	50,353
MICHIGAN STATE	+	332,714	32,561	241,920	1,920	5,063	48,500	329,964	25,369
MINNESOTA	LM +	430,734	65,188	396,019	37,584	133,000	92,489	724,280	7,991
MISSOURI	M +	138,422	1,781	153,152	0	4,927	0	159,860	U/A
MONTREAL	LM +	149,708	6,467	103,084	0	5,244	1,701	116,496	3,603
NEBRASKA	+	259,137	5,083	160,343	0	6,061	2,142	173,629	27,962
NEW MEXICO	LM +	152,304	0	155,319	0	0	117,519	272,838	19,348
NEW YORK	L +	383,680	0	540,358	17,836	62,834	19,773	640,801	7,431
NORTH CAROLINA	LM +	786,683	50,228	326,994	0	0	19,161	396,383	63,296
NORTH CAROLINA STATE	+	214,978	19,520	153,439	0	0	0	172,959	43,855
NORTHWESTERN	LM +	547,081	13,298	183,806	39,319	42,946	52,000	331,369	38,823
NOTRE DAME	L +	413,133	0	150,359	7,424	17,625	14,950	190,358	28,802
OHIO	MB+	291,320	7,210	112,269	0	947	12,630	133,056	13,870
OHIO STATE	LM +	683,528	0	329,966	33,578	17,954	851	382,349	61,402
OKLAHOMA	LMB+	72,481	20,632	157,058	2,642	0	0	180,332	3,585
OKLAHOMA STATE	+	67,715	0	44,367	0	0	0	44,367	13,384
PENNSYLVANIA	LMB+	362,629	21,550	414,659	7,424	738	0	444,371	26,758
PENNSYLVANIA STATE	B+	385,535	68,317	391,740	693	10,329	35,741	506,820	26,303
PITTSBURGH	+	115,256	4,689	188,303	14,232	29,035	49,058	285,317	13,782
PRINCETON	+	519,518	0	521,640	24,623	6,457	26,458	579,178	101,393
PURDUE	+	173,823	0	121,394	0	0	0	121,394	1,000
QUEEN'S	LMB+	127,488	3,187	99,453	0	0	0	102,640	2,550
RICE	+	149,817	0	73,247	0	0	1,729	74,976	20,779
ROCHESTER	MB+	266,477	7,778	103,881	24,153	3,903	23,600	163,315	21,829
RUTGERS	L B+	258,257	0	216,509	0	733	0	217,242	10,926
SASKATCHEWAN	LM +	82,182	0	66,192	0	0	0	66,192	64
SOUTH CAROLINA	L +	189,523	0	126,553	0	12,000	0	138,553	35,000
SOUTHERN CALIFORNIA	LMB+	181,700	0	209,782	0	6,000	0	215,782	47,137
SOUTHERN ILLINOIS	LM +	179,190	0	154,328	0	0	0	154,328	13,667
STANFORD	+	1,226,399	0	780,889	0	12,276	10,044	803,209	207,082
SUNY-ALBANY	B+	173,683	3,252	75,007	2,134	2,000	0	82,393	26,853
SUNY-BUFFALO	LM +	533,763	0	148,248	0	0	2,308	150,556	30,040

+ - See Footnotes  
M - Includes Medical library

L - Includes Law library  
U/A - Unavailable

B - Includes branch campuses

# ARL PRESERVATION STATISTICS 2001-02

**TABLE 2**  
**EXPENDITURES**

Equipment	Total Preserv. Expend.	Preserv. Expend. from External Sources	Library Expend. (from <i>ARL Statistics</i> )	Preserv. as % of Total Library Expend.	Materials Expend. (from <i>ARL Statistics</i> )	Preserv. as % of Total Materials Expend.	(Survey Question #)
9	10	11	-a-	-b-	-c-	-d-	INSTITUTION
0	660,399	0	18,328,601	3.60	7,276,400	9.08	KANSAS
0	178,039	0	10,744,126	1.66	3,219,230	5.53	KENT STATE
4,000	711,373	0	20,633,107	3.45	9,858,593	7.22	KENTUCKY
14,383	268,874	128,669	10,692,379	2.51	4,595,007	5.85	LAVAL
0	284,773	0	12,763,479	2.23	5,624,544	5.06	LOUISIANA STATE
0	242,765	0	15,894,354	1.53	8,099,431	3.00	LOUISVILLE
0	214,426	2,550	9,182,491	2.34	4,560,045	4.70	MCMASTER
931	993,044	17,932	21,907,371	4.53	7,939,002	12.51	MARYLAND
0	316,630	0	11,405,971	2.78	3,773,979	8.39	MASSACHUSETTS
6,207	632,700	0	16,937,242	3.74	6,042,206	10.47	MIT
0	552,498	4,995	16,600,700	3.33	7,556,841	7.31	MIAMI
117,321	1,975,964	282,857	43,357,616	4.56	18,210,398	10.85	MICHIGAN
5,994	694,041	76,400	19,460,965	3.57	7,599,249	9.13	MICHIGAN STATE
0	1,163,005	245,547	32,443,747	3.58	10,396,547	11.19	MINNESOTA
U/A	298,282	0	13,970,204	2.14	6,254,768	4.77	MISSOURI
0	269,807	0	16,320,305	1.65	6,413,445	4.21	MONTREAL
7,062	467,790	15,978	12,414,324	3.77	5,519,480	8.48	NEBRASKA
0	444,490	268,188	18,218,340	2.44	5,655,604	7.86	NEW MEXICO
0	1,031,912	95,557	33,053,589	3.12	12,017,243	8.59	NEW YORK
7,965	1,254,327	187,750	28,142,705	4.46	11,273,318	11.13	NORTH CAROLINA
8,882	440,674	52,120	24,707,755	1.78	7,781,023	5.66	NORTH CAROLINA STATE
0	917,273	107,057	22,662,772	4.05	10,086,037	9.09	NORTHWESTERN
7,360	639,653	0	18,456,038	3.47	8,641,292	7.40	NOTRE DAME
5,139	443,385	36,448	12,358,884	3.59	4,945,186	8.97	OHIO
15,131	1,142,410	16,700	27,822,167	4.11	11,494,161	9.94	OHIO STATE
0	256,398	0	14,874,223	1.72	8,816,077	2.91	OKLAHOMA
1,153	126,619	2,017	11,684,621	1.08	5,036,502	2.51	OKLAHOMA STATE
0	833,758	0	30,651,864	2.72	11,635,456	7.17	PENNSYLVANIA
23,486	942,144	80,695	39,944,624	2.36	14,621,826	6.44	PENNSYLVANIA STATE
38,581	452,936	0	24,245,757	1.87	11,063,903	4.09	PITTSBURGH
21,470	1,221,559	0	31,006,279	3.94	11,819,682	10.33	PRINCETON
0	296,217	0	15,975,241	1.85	6,014,807	4.92	PURDUE
127	232,805	0	10,202,188	2.28	4,862,714	4.79	QUEEN'S
0	245,572	0	15,299,012	1.61	8,774,360	2.80	RICE
1,477	453,098	186,428	13,795,281	3.28	5,212,116	8.69	ROCHESTER
2,500	488,925	102,099	28,499,958	1.72	9,223,777	5.30	RUTGERS
0	148,438	0	8,368,971	1.77	3,701,666	4.01	SASKATCHEWAN
0	363,076	0	17,003,007	2.14	6,101,332	5.95	SOUTH CAROLINA
0	444,619	0	27,543,626	1.61	10,021,658	4.44	SOUTHERN CALIFORNIA
0	347,185	9,000	14,317,884	2.42	6,603,085	5.26	SOUTHERN ILLINOIS
17,820	2,254,510	0	69,324,086	3.25	17,689,265	12.75	STANFORD
8,262	291,191	126,219	12,163,653	2.39	4,720,169	6.17	SUNY-ALBANY
0	714,359	126,100	17,822,190	4.01	7,049,995	10.13	SUNY-BUFFALO

U/A - Unavailable

# ARL PRESERVATION STATISTICS 2001-02

**TABLE 2**  
**EXPENDITURES**

		Total Salaries & Wages	Contract Conservation	Contract Binding	Contract Preservation: Photocopy	Contract Preservation: Microfilm	Other Contract Expend.	Total Contract Expend.	Supplies
(Survey Question #)		6d	7a	7b	7c	7d	7e	7f	8
INSTITUTION	Notes								
SUNY-STONY BROOK	M+	71,342	280	78,633	3,840	3,266	25,267	111,286	23,935
SYRACUSE	L+	237,100	300	71,350	0	0	508	72,158	12,426
TEMPLE	LMB+	235,359	0	167,292	0	0	10,772	178,064	8,970
TENNESSEE	LMB+	254,550	0	146,247	5,698	0	0	151,945	7,272
TEXAS	L+	814,994	0	155,881	3,305	14,960	91	174,237	128,804
TEXAS A&M	MB+	243,167	900	193,196	0	0	0	194,096	20,698
TEXAS TECH	B+	179,971	0	104,789	3,096	0	0	107,885	6,285
TORONTO	+	731,384	0	336,593	0	0	0	336,593	U / A
TULANE	LMB+	130,172	4,500	157,920	0	0	0	162,420	16,994
UTAH	+	228,676	0	154,283	0	13,135	0	167,418	43,755
VANDERBILT	LM+	456,261	U / A	175,206	0	0	13,640	188,846	10,434
VIRGINIA	+	96,200	0	125,944	0	0	0	125,944	17,546
VIRGINIA TECH	+	191,349	0	127,327	0	12,955	0	140,282	28,804
WASHINGTON	LM+	490,217	2,097	217,229	10,005	48,541	9,957	287,829	44,984
WASHINGTON STATE	+	73,710	0	86,030	0	817	0	86,847	5,394
WASHINGTON U.-ST. LOUIS	LMB+	209,977	6,000	165,304	10,000	500	1,552	183,356	9,844
WATERLOO	+	67,201	637	57,447	0	0	0	58,084	4,143
WAYNE STATE	LMB+	140,012	869	100,362	0	0	0	101,231	200
WESTERN ONTARIO	L+	3,995	7,091	113,493	0	0	0	120,584	4,462
WISCONSIN	LM+	681,895	11,852	197,824	0	0	7,752	217,428	53,823
YALE	+	1,052,231	137,115	551,882	69,849	73,005	15,430	847,281	59,642
YORK	LB+	73,827	4,022	119,859	0	0	0	123,881	8,843
BOSTON PUBLIC LIBRARY	+	574,197	39,119	165,337	0	82,057	0	286,513	7,700
LIBRARY OF CONGRESS	L+	7,992,285	275,201	1,465,563	9,683	1,849,716	446,067	4,046,230	1,001,561
NATL. AGRICULTURAL LIB.	B+	410,493	350	2,237	0	10,000	114,463	127,050	41,082
LIB. & ARCHIVES OF CANADA	+	607,206	13,744	9,029	0	0	12,533	35,306	133,271
NATL. LIBRARY OF MEDICINE	M+	1,035,994	129,364	194,184	1,740	862,379	1,078,993	2,266,660	61,293
NEW YORK PUBLIC LIBRARY	+	1,450,619	106,805	569,462	0	172,853	0	849,120	212,445
NEW YORK STATE LIBRARY	+	280,783	0	32,922	0	0	0	32,922	18,925
SMITHSONIAN INSTITUTION	B+	213,753	5,029	40,981	0	0	13,341	59,351	18,251

## SUMMARY DATA

		Total Salaries & Wages	Contract Conservation	Contract Binding	Contract Preservation: Photocopy	Contract Preservation: Microfilm	Other Contract Expend.	Total Contract Expend.	Supplies
(Survey Question #)		6d	7a	7b	7c	7d	7e	7f	8
<b>University Medians</b>		258,697	1,250	161,433	0	733	0	181,844	20,739
<b>University Totals</b>		40,682,543	1,217,460	22,576,268	746,745	1,731,917	3,073,436	29,345,827	3,092,614
<b>Nonuniversity Medians</b>		590,702	26,432	103,159	0	46,029	12,937	206,782	51,188
<b>Nonuniversity Totals</b>		12,565,330	569,612	2,479,715	11,423	2,977,005	1,665,397	7,703,152	1,494,528
<b>GRAND TOTAL</b>		53,247,873	1,787,073	25,055,983	758,168	4,708,922	4,738,833	37,048,979	4,587,142
<b>NUMBER OF LIBRARIES</b>		116	114	116	115	115	116	116	114

+ - See Footnotes

M - Includes Medical library

L - Includes Law library

U / A - Unavailable

B - Includes branch campuses



# ARL PRESERVATION STATISTICS 2001-02

**TABLE 2**  
**EXPENDITURES**

Equipment	Total Preserv. Expend.	Preserv. Expend. from External Sources	Library Expend. (from ARL Statistics)	Preserv. as % of Total Library Expend.	Materials Expend. (from ARL Statistics)	Preserv. as % of Total Materials Expend.	(Survey Question #)
9	10	11	-a-	-b-	-c-	-d-	INSTITUTION
18,310	224,873	0	12,655,319	1.78	6,004,852	3.74	SUNY-STONY BROOK
8,003	329,687	117,270	13,347,832	2.47	4,729,978	6.97	SYRACUSE
0	422,393	141,341	13,900,092	3.04	6,152,215	6.87	TEMPLE
0	413,767	0	18,369,777	2.25	8,327,156	4.97	TENNESSEE
3,831	1,121,866	69,831	36,480,061	3.08	12,723,386	8.82	TEXAS
3,662	461,623	0	23,089,082	2.00	10,002,491	4.62	TEXAS A&M
818	294,959	0	17,602,819	1.68	7,695,114	3.83	TEXAS TECH
U/A	1,067,978	0	40,767,095	2.62	15,325,123	6.97	TORONTO
0	309,586	13,000	12,938,504	2.39	6,025,090	5.14	TULANE
0	439,849	0	21,782,534	2.02	6,923,533	6.35	UTAH
0	655,541	0	18,743,351	3.50	8,009,955	8.18	VANDERBILT
U/A	239,690	U/A	28,625,035	0.84	8,891,857	2.70	VIRGINIA
0	360,435	0	12,841,963	2.81	6,277,110	5.74	VIRGINIA TECH
2,038	825,068	0	31,567,959	2.61	11,127,343	7.41	WASHINGTON
1,055	167,006	5,770	12,948,941	1.29	6,011,766	2.78	WASHINGTON STATE
0	403,177	0	26,328,435	1.53	8,540,041	4.72	WASHINGTON U.-ST. LOUIS
0	129,428	0	8,737,195	1.48	3,835,088	3.37	WATERLOO
0	241,443	0	20,364,523	1.19	6,802,058	3.55	WAYNE STATE
0	129,042	0	11,000,594	1.17	6,105,258	2.11	WESTERN ONTARIO
2,676	955,822	47,770	33,601,436	2.84	9,065,205	10.54	WISCONSIN
80,600	2,039,754	15,430	59,721,810	3.42	22,815,173	8.94	YALE
0	206,551	0	11,954,418	1.73	4,986,820	4.14	YORK
0	868,410	16,471	32,724,367	2.65	4,764,158	18.23	BOSTON PUBLIC LIBRARY
206,954	13,247,030	309,517	541,391,000	2.45	16,327,528	81.13	LIBRARY OF CONGRESS
6,872	585,497	83,840	15,748,404	3.72	2,379,868	24.60	NATL. AGRICULTURAL LIB.
275,739	1,051,522	0	24,873,974	4.23	1,359,143	77.37	LIB. & ARCHIVES OF CANADA
105,479	3,469,426	1,583	43,443,266	7.99	5,802,023	59.80	NATL. LIBRARY OF MEDICINE
19,006	2,531,190	0	53,375,180	4.74	13,158,706	19.24	NEW YORK PUBLIC LIBRARY
0	332,630	126,000	11,580,967	2.87	3,045,445	10.92	NEW YORK STATE LIBRARY
2,616	293,971	3,500	8,878,572	3.31	1,558,926	18.86	SMITHSONIAN INSTITUTION

## SUMMARY DATA

Equipment	Total Preserv. Expend.	Preserv. Expend. from External Sources	Library Expend. (from ARL Statistics)	Materials Expend. (from ARL Statistics)	(Survey Question #)
9	10	11	-a-	-c-	
650	477,590	0	18,482,112	7,647,182	<b>University Medians</b>
1,074,494	74,195,478	6,278,978	2,390,005,905	917,078,884	<b>University Totals</b>
12,939	959,966	9,986	28,799,171	3,904,802	<b>Nonuniversity Medians</b>
616,666	22,379,676	540,911	732,015,730	48,395,797	<b>Nonuniversity Totals</b>
1,691,160	96,575,155	6,819,889	3,122,021,635	965,474,682	<b>GRAND TOTAL</b>
113	116	114	116	116	<b>NUMBER OF LIBRARIES</b>

U/A - Unavailable

# ARL PRESERVATION STATISTICS 2001-02

TABLE 3

## CONSERVATION TREATMENT, BINDING AND PRESERVATION REFORMATTING

		Volumes: Level 1 Treatment	Volumes: Level 2 Treatment	Volumes: Level 3 Treatment	Total Volumes Treated	Unbound Sheets Treated	Bound Vols. & Pamphlets Mass-Deac.	Linear Ft. of Unbound Mass-Deac.	Non-paper Items Treated	Protect. Enclosures Constr.
(Survey Question #)		12	13	14	15	16	17	18	19	20
INSTITUTION	Notes									
ALABAMA	LM +	8,031	113	0	8,144	3,550	0	0	200	2,121
ARIZONA	+	7,762	825	0	8,587	0	0	0	36	4,296
ARIZONA STATE	L B+	3,547	2,658	160	6,365	308	0	0	10,027	295
AUBURN	+	8,588	1,415	101	10,104	185	0	0	60	133
BOSTON	M +	5,658	2,358	202	8,218	0	0	0	0	460
BOSTON COLLEGE	+	1,427	1,340	46	2,813	21	0	0	6	788
BRIGHAM YOUNG	+	2,219	6,674	1,890	10,783	96	0	0	7,550	65
BRITISH COLUMBIA	LM +	6,536	716	152	7,404	302	0	0	0	1,284
BROWN	+	7,692	1,958	314	9,964	461	1,536	0	0	2,126
CALIFORNIA, BERKELEY	+	1,187	1,650	132	2,969	1,320	0	0	53	1,406
CALIFORNIA, DAVIS	M +	6,907	1,071	40	8,018	4	0	0	0	85
CALIFORNIA, IRVINE	M +	2,162	734	9	2,905	67	0	0	0	0
CALIFORNIA, LOS ANGELES	LM +	6,630	931	858	8,419	2,139	0	0	1,161	932
CALIFORNIA, RIVERSIDE	+	17,878	2,842	30	20,750	5	0	0	0	138
CALIFORNIA, SAN DIEGO	M +	3,520	301	3	3,824	1,305	60	0	513	112
CALIFORNIA, SANTA BARBARA	+	7,404	0	0	7,404	500	0	0	15,000	523
CASE WESTERN RESERVE	LM +	2,296	1,996	50	4,342	101	160	10	14	222
CHICAGO	LM +	1,045	106	24	1,175	252	0	0	0	549
CINCINNATI	LM +	3,945	3,168	22	7,135	17	0	0	0	961
COLORADO	+	4,507	458	5	4,970	0	0	0	6,200	1,598
COLORADO STATE	+	5,945	377	776	7,098	1,689	0	0	0	71
COLUMBIA	+	2,199	4,723	487	7,409	452	3,052	0	1	5,112
CONNECTICUT	LMB+	11,622	3,982	139	15,743	603	0	0	0	294
CORNELL	L B+	60,506	2,511	269	63,286	552	0	0	85	5,995
DARTMOUTH	M +	4,780	4,868	0	9,648	0	58	0	300	321
DELAWARE	+	1,383	655	65	2,103	108	256	0	2	3,309
DUKE	LM +	13,649	1,116	223	14,558	7,580	0	0	100	962
EMORY	LMB+	2,887	1,369	34	4,290	284	0	0	823	1,015
FLORIDA	+	8,790	2,014	70	10,874	231	0	0	249	2,974
FLORIDA STATE	LMB+	465	10	1,757	2,232	0	0	0	0	72
GEORGE WASHINGTON	LM +	502	194	0	696	20	0	0	0	218
GEORGETOWN	LM +	2,473	140	40	2,653	0	0	0	0	186
GEORGIA	L +	810	844	28	1,682	375	0	0	0	567
GEORGIA TECH	+	210	76	0	286	0	0	0	2	0
GUELPH	+	3,711	24	0	3,735	0	0	0	2,897	0
HARVARD	LMB+	19,326	7,298	1,199	27,823	10,963	4,554	3	197	15,954
HAWAII	+	3,909	331	64	4,304	361	0	0	0	1,628
HOUSTON	L +	830	2,916	250,300	254,046	0	0	0	0	150
ILLINOIS, URBANA	L +	19,130	8,596	0	27,726	2,820	403	0	110	1,739
INDIANA	L +	7,751	1,098	585	9,434	273	4,578	834	2	12,384
IOWA	LM +	4,752	2,708	103	7,563	22	1,146	0	0	1,125
IOWA STATE	+	5,605	1,223	50	6,878	127	0	0	0	1,782
JOHNS HOPKINS	M +	5,506	1,938	61	7,505	1,035	336	0	0	21

+ - See Footnotes  
M - Includes Medical library

L - Includes Law library  
U/A - Unavailable

B - Includes branch campuses

# ARL PRESERVATION STATISTICS 2001-02

TABLE 3

## CONSERVATION TREATMENT, BINDING AND PRESERVATION REFORMATTING

Volumes Commercially Bound	Entire Bound Volumes Photocopy	Entire Bound Volumes Microfilm	Entire Bound Volumes Digital	Single Unbound Sheets Photocopy	Single Unbound Sheets Microfilm	Single Unbound Sheets Digital	Non-paper Items Analog Means	Non-paper Items Digital Means	(Survey Question #) INSTITUTION
21	22a	22b	22c	23a	23b	23c	24a	24b	
9,864	0	0	0	50	0	25	0	25	ALABAMA
19,264	2	0	66	0	0	0	0	770	ARIZONA
26,015	10	0	6	115	8,513	0	72	3,150	ARIZONA STATE
11,289	0	0	0	0	0	0	0	0	AUBURN
16,567	0	0	0	0	0	0	0	0	BOSTON
14,467	34	0	0	300	0	0	47	1	BOSTON COLLEGE
20,519	28	8	0	300	4,000	0	4,375	0	BRIGHAM YOUNG
19,230	0	483	0	0	0	0	0	0	BRITISH COLUMBIA
28,935	237	30	0	0	80	0	12	39	BROWN
83,177	257	1,283	U/A	387	U/A	10,989	U/A	U/A	CALIFORNIA, BERKELEY
20,888	64	12	31	0	32,630	500	0	2,210	CALIFORNIA, DAVIS
15,409	1	0	0	0	16,355	0	0	0	CALIFORNIA, IRVINE
30,867	15	188	0	550	0	120	0	135	CALIFORNIA, LOS ANGELES
18,285	35	0	0	164	0	0	0	0	CALIFORNIA, RIVERSIDE
31,259	17	13	3	107,927	0	1,970	452	710	CALIFORNIA, SAN DIEGO
8,896	5	24	0	20,000	0	0	0	500	CALIFORNIA, SANTA BARBARA
15,145	118	0	95	471	0	309	0	76	CASE WESTERN RESERVE
77,113	0	5,603	337	0	55,113	80	0	2,453	CHICAGO
17,005	0	0	1	0	0	0	0	0	CINCINNATI
20,203	63	10,806	501	3,403	0	0	2	10	COLORADO
16,966	2	2	0	0	0	0	0	0	COLORADO STATE
79,222	209	3,110	0	0	0	5,062	1,961	755	COLUMBIA
36,030	110	0	0	0	0	0	0	0	CONNECTICUT
34,704	445	492	2,909	7,587	0	0	0	0	CORNELL
15,162	69	0	0	0	0	0	0	0	DARTMOUTH
14,800	285	5	0	241	0	0	0	2,617	DELAWARE
39,255	40	523	7	11,942	0	660	4	688	DUKE
23,605	75	90	0	0	0	36	16	157	EMORY
27,662	0	5,662	1,364	0	0	33,723	0	114	FLORIDA
23,197	1	0	28	4	0	8,139	1,352	147	FLORIDA STATE
12,503	1	24	0	100	0	10	0	0	GEORGE WASHINGTON
28,587	124	0	39	0	0	0	0	0	GEORGETOWN
46,369	47	0	300	26,003	1,710,900	31,257	582	297	GEORGIA
11,046	0	0	3	1,050	0	0	0	475	GEORGIA TECH
U/A	0	0	0	0	0	0	0	0	GUELPH
84,829	956	7,160	6	2,222	7,184	17,714	309	14,911	HARVARD
24,640	15	198	0	0	0	0	367	0	HAWAII
10,919	0	0	0	5,000	0	0	0	0	HOUSTON
36,356	10	123	12	3	0	235	10	300	ILLINOIS, URBANA
49,978	4	492	1,908	0	0	1,001	13	26,873	INDIANA
29,134	176	16	5	1,508	0	170	0	0	IOWA
28,544	128	3,562	3	0	0	0	0	0	IOWA STATE
19,236	62	0	47	0	0	0	0	0	JOHNS HOPKINS

U/A - Unavailable

# ARL PRESERVATION STATISTICS 2001-02

TABLE 3

## CONSERVATION TREATMENT, BINDING AND PRESERVATION REFORMATTING

		Volumes: Level 1 Treatment	Volumes: Level 2 Treatment	Volumes: Level 3 Treatment	Total Volumes Treated	Unbound Sheets Treated	Bound Vols. & Pamphlets Mass-Deac.	Linear Ft. of Unbound Mass-Deac.	Non-paper Items Treated	Protect. Enclosures Constr.
(Survey Question #)		12	13	14	15	16	17	18	19	20
INSTITUTION	Notes									
KANSAS	LMB+	5,942	1,393	127	7,462	607	0	0	3	213
KENT STATE	+	1,164	524	0	1,688	0	0	0	0	162
KENTUCKY	LMB+	9,736	447	33	10,216	1,493	0	0	12	727
LAVAL	LM +	12,835	12,898	10	25,743	0	0	0	0	970
LOUISIANA STATE	+	1,706	750	112	2,568	1,815	0	0	3,200	3,159
LOUISVILLE	+	U/A	48	0	48	116	0	0	8	U/A
MCMASTER	+	474	2,075	454	3,003	11,500	0	0	1,699	1,671
MARYLAND	+	2,857	2,566	12,704	18,127	40	7,123	0	47	3,241
MASSACHUSETTS	+	2,786	27	0	2,813	0	0	0	0	1,142
MIT	+	1,915	819	2	2,736	1	0	0	0	366
MIAMI	LM +	7,483	5,034	327	12,844	38,633	0	0	37	1,959
MICHIGAN	M +	10,292	2,367	116	12,775	367	5,927	0	1,497	1,308
MICHIGAN STATE	+	3,527	539	12	4,073	93	3,739	0	0	783
MINNESOTA	LM +	8,421	539	111	9,071	454	0	288	700	684
MISSOURI	M +	495	2,121	57	2,673	0	0	0	0	298
MONTREAL	LM +	12,613	0	0	12,613	0	0	0	0	0
NEBRASKA	+	8,616	142	276	9,034	127	0	0	0	1,636
NEW MEXICO	LM +	20	928	47	995	540	0	0	37	667
NEW YORK	L +	4,512	980	305	5,797	28	1,468	0	0	537
NORTH CAROLINA	LM +	9,217	6,744	44	16,005	3,964	0	0	264	3,558
NORTH CAROLINA STATE	+	1,430	623	2	2,055	0	0	0	0	3,942
NORTHWESTERN	LM +	4,350	1,968	62	6,380	145	5,422	0	0	235
NOTRE DAME	L +	3,022	1,508	757	5,287	88	737	0	0	2,795
OHIO	MB+	63	3,751	779	4,593	113	0	0	0	516
OHIO STATE	LM +	8,234	707	71	9,012	312	0	0	2,400	6,045
OKLAHOMA	LMB+	2,967	1,983	26	4,976	45	0	0	0	423
OKLAHOMA STATE	+	858	1,045	68	1,971	0	0	0	850	60
PENNSYLVANIA	LMB+	0	54	116	170	10,400	0	0	300	1,600
PENNSYLVANIA STATE	B+	3,954	661	0	4,615	962	1,465	0	100	2,355
PITTSBURGH	+	596	1,314	0	1,910	298	2,449	298	4	38
PRINCETON	+	623	2,740	296	3,659	987	0	0	136	2,730
PURDUE	+	241	739	72	1,052	0	0	0	0	4
QUEEN'S	LMB+	640	0	0	640	553	0	0	0	445
RICE	+	14,149	563	7	14,719	83	0	0	1,920	176
ROCHESTER	MB+	25,087	4,111	132	30,330	4,695	1,509	4	6,810	1,615
RUTGERS	L B+	1,442	833	22	2,297	62	0	0	3,651	1,657
SASKATCHEWAN	LM +	0	3,749	0	3,749	0	0	0	0	265
SOUTH CAROLINA	L +	1,243	1,066	791	3,100	128	0	0	0	1,113
SOUTHERN CALIFORNIA	LMB+	803	1,888	1	2,692	0	0	0	0	242
SOUTHERN ILLINOIS	LM +	4,984	404	21	5,409	1,068	0	0	171	935
STANFORD	+	6,957	1,722	119	8,798	877	0	0	521	3,304
SUNY-ALBANY	B+	132	1,099	9	1,240	0	0	0	0	299
SUNY-BUFFALO	LM +	1,892	3,126	476	5,494	0	0	0	0	0

+ - See Footnotes  
M - Includes Medical library

L - Includes Law library  
U/A - Unavailable

B - Includes branch campuses

# ARL PRESERVATION STATISTICS 2001-02

TABLE 3

## CONSERVATION TREATMENT, BINDING AND PRESERVATION REFORMATTING

Volumes Commercially Bound	Entire Bound Volumes Photocopy	Entire Bound Volumes Microfilm	Entire Bound Volumes Digital	Single Unbound Sheets Photocopy	Single Unbound Sheets Microfilm	Single Unbound Sheets Digital	Non-paper Items Analog Means	Non-paper Items Digital Means	(Survey Question #) INSTITUTION
21	22a	22b	22c	23a	23b	23c	24a	24b	
22,465	206	0	0	45	0	184	0	0	KANSAS
11,472	0	0	0	0	0	0	0	0	KENT STATE
27,973	0	710	0	39,148	0	369	24	559	KENTUCKY
11,700	0	0	675	0	0	0	0	0	LAVAL
21,495	0	28	0	47,441	889,200	230	1,960	215	LOUISIANA STATE
12,348	11	0	7	U/A	0	U/A	U/A	7,224	LOUISVILLE
15,952	0	4	0	0	0	0	0	0	MCMASTER
16,496	204	10	100	1,234	0	1,900	10	0	MARYLAND
17,656	0	0	0	2,500	0	0	0	2,500	MASSACHUSETTS
19,971	3	2,555	0	3,302	0	191,625	0	0	MIT
15,050	0	17,270	89	0	0	7,029	167	265	MIAMI
57,889	635	626	2,901	0	0	0	0	0	MICHIGAN
35,347	4	218	50	0	0	54	0	550	MICHIGAN STATE
35,683	529	1,688	0	0	0	0	0	0	MINNESOTA
23,804	0	0	0	0	0	0	0	0	MISSOURI
11,670	0	795	0	0	0	0	0	0	MONTREAL
21,042	1	0	0	0	34,000	0	1	267	NEBRASKA
16,341	0	5	0	50	0	880	35	136	NEW MEXICO
55,532	200	1,022	0	100	0	0	800	0	NEW YORK
48,182	85	78	204	2,316	33,523	575	1,612	66	NORTH CAROLINA
27,448	40	0	66	2,442	0	8,533	0	12,903	NORTH CAROLINA STATE
35,427	407	954	24	0	0	174	0	492	NORTHWESTERN
21,327	103	142	14	0	34,762	0	0	0	NOTRE DAME
12,696	3	0	10	1,606	45,481	476	1,479	164	OHIO
56,933	199	320	199	684	0	0	4	1,755	OHIO STATE
16,826	0	0	1	0	0	0	0	0	OKLAHOMA
13,773	0	0	8	0	0	0	100	900	OKLAHOMA STATE
32,063	379	6	39	100	0	8,600	329	5,700	PENNSYLVANIA
35,814	19	2,215	5	4,057	0	321	80	3,924	PENNSYLVANIA STATE
18,524	251	0	161	0	18,138	298	63	0	PITTSBURGH
63,118	398	0	0	67	0	0	0	0	PRINCETON
14,406	0	0	0	0	0	30	0	100	PURDUE
12,330	0	0	0	0	0	0	0	0	QUEEN'S
10,205	0	0	0	0	0	0	0	13	RICE
8,186	372	60	0	3,815	300	1,044	750	242	ROCHESTER
22,262	267	U/A	U/A	U/A	U/A	U/A	U/A	U/A	RUTGERS
9,699	0	0	0	0	0	0	0	0	SASKATCHEWAN
15,440	0	0	0	0	0	0	0	0	SOUTH CAROLINA
17,017	0	0	0	14	0	0	38,248	2,228	SOUTHERN CALIFORNIA
22,599	0	2,695	0	0	0	0	0	30	SOUTHERN ILLINOIS
83,132	12	0	4	1,937	885,117	146	0	1	STANFORD
11,679	135	19	0	0	0	0	0	0	SUNY-ALBANY
23,441	380	14	0	9,516	0	0	0	0	SUNY-BUFFALO

U/A - Unavailable

# ARL PRESERVATION STATISTICS 2001-02

TABLE 3

## CONSERVATION TREATMENT, BINDING AND PRESERVATION REFORMATTING

		Volumes: Level 1 Treatment	Volumes: Level 2 Treatment	Volumes: Level 3 Treatment	Total Volumes Treated	Unbound Sheets Treated	Bound Vols. & Pamphlets Mass-Deac.	Linear Ft. of Unbound Mass-Deac.	Non-paper Items Treated	Protect. Enclosure s Constr.
(Survey Question #)		12	13	14	15	16	17	18	19	20
INSTITUTION	Notes									
SUNY-STONY BROOK	M+	3,055	1,332	3	4,390	37	295	0	0	939
SYRACUSE	L+	10,253	2,125	85	12,463	0	0	0	0	540
TEMPLE	LMB+	150	0	0	150	0	0	0	0	0
TENNESSEE	LMB+	2,903	1,140	0	4,043	0	0	0	0	0
TEXAS	L+	29,080	2,362	385	31,827	7,406	0	0	4,780	7,638
TEXAS A&M	MB+	1,444	66	0	1,510	13	0	0	956	1,507
TEXAS TECH	B+	1,048	1,060	374	2,282	713	0	0	5,000	149
TORONTO	+	11,602	946	71	12,619	688	0	0	4	1,179
TULANE	LMB+	195,754	507	1,714	197,227	196,113	513	1	0	880
UTAH	+	14,951	2,869	240	18,060	14,572	0	0	9,082	914
VANDERBILT	LM+	1,115	1,063	3	2,181	8	0	0	U/A	1,198
VIRGINIA	+	U/A	U/A	U/A	U/A	U/A	U/A	U/A	U/A	U/A
VIRGINIA TECH	+	2,127	0	0	2,127	0	0	0	200	151
WASHINGTON	LM+	5,869	2,286	240	8,395	116	0	0	182	974
WASHINGTON STATE	+	4,374	1,123	89	5,586	88	0	0	24	100
WASHINGTON U.-ST. LOUIS	LMB+	8,120	2,236	40	10,396	1,251	0	0	0	584
WATERLOO	+	400	0	0	400	0	0	0	0	0
WAYNE STATE	LMB+	900	0	0	900	U/A	0	0	U/A	74
WESTERN ONTARIO	L+	0	116	9	125	1	0	0	0	116
WISCONSIN	LM+	12,214	1,583	1,482	15,279	285	0	0	1,945	1,462
YALE	+	1,111	87	186	1,384	1,215	4,033	0	4	2,025
YORK	LB+	0	0	0	0	0	0	0	0	0
BOSTON PUBLIC LIBRARY	+	2,012	0	2,188	4,200	0	0	0	586	2,511
LIBRARY OF CONGRESS	L+	5,341	2,843	235	8,419	4,459	150,000	0	260,000	22,126
NATL. AGRICULTURAL LIB.	B+	3	0	0	3	0	0	0	0	651
LIB. & ARCHIVES OF CANADA	+	60,196	432	0	60,628	0	28,500	0	188	4,456
NATL. LIBRARY OF MEDICINE	M+	7,449	165	35	7,649	3,408	0	0	U/A	3,865
NEW YORK PUBLIC LIBRARY	+	2,509	1,241	384	4,134	20,816	1,769	0	200	12,880
NEW YORK STATE LIBRARY	+	5,204	636	0	5,840	250	0	0	0	408
SMITHSONIAN INSTITUTION	B+	698	299	7	1,084	126	0	0	0	2,531

## SUMMARY DATA

		Volumes: Level 1 Treatment	Volumes: Level 2 Treatment	Volumes: Level 3 Treatment	Total Volumes Treated	Unbound Sheets Treated	Vols. & Pamphlets Mass-Deac.	Linear Ft. of Unbound Mass-Deac.	Non-paper Items Treated	Protect. Enclosure s Constr.
(Survey Question #)		12	13	14	15	16	17	18	19	20
<b>University Medians</b>		3,537	1,071	57	5,409	122	0	0	2	706
<b>University Totals</b>		790,430	177,821	283,773	1,251,641	341,228	50,819	1,438	92,132	148,278
<b>Nonuniversity Medians</b>		3,857	366	21	5,020	188	0	0	188	3,198
<b>Nonuniversity Totals</b>		83,412	5,616	2,849	91,957	29,059	180,269	0	260,974	49,428
<b>GRAND TOTAL</b>		873,842	183,437	286,622	1,343,598	370,287	231,088	1,438	353,106	197,706
<b>NUMBER OF LIBRARIES</b>		114	115	115	115	114	115	115	112	114

+ - See Footnotes

M - Includes Medical library

L - Includes Law library

U/A - Unavailable

B - Includes branch campuses

# ARL PRESERVATION STATISTICS 2001-02

TABLE 3

## CONSERVATION TREATMENT, BINDING AND PRESERVATION REFORMATTING

Volumes Commercially Bound	Entire Bound Volumes Photocopy	Entire Bound Volumes Microfilm	Entire Bound Volumes Digital	Single Unbound Sheets Photocopy	Single Unbound Sheets Microfilm	Single Unbound Sheets Digital	Non-paper Items Analog Means	Non-paper Items Digital Means	(Survey Question #) INSTITUTION
21	22a	22b	22c	23a	23b	23c	24a	24b	
11,360	32	0	0	0	9,112	205	200	335	SUNY-STONY BROOK
7,105	0	0	0	0	0	0	136	0	SYRACUSE
15,024	0	0	149	0	0	2,064	0	34,446	TEMPLE
19,777	74	0	0	123	0	0	3	0	TENNESSEE
24,009	38	134	380	7,170	129	2,180	424	150	TEXAS
30,823	0	0	1	0	0	62	4	6,239	TEXAS A&M
15,090	53	0	0	2,500	45,000	0	0	185,000	TEXAS TECH
44,000	0	0	1,572	0	0	7,647	0	337	TORONTO
17,786	0	0	0	0	0	0	0	0	TULANE
15,691	0	51	8	157	0	35,000	0	0	UTAH
30,649	U/A	0	52	U/A	0	U/A	U/A	U/A	VANDERBILT
U/A	U/A	U/A	U/A	U/A	U/A	U/A	U/A	U/A	VIRGINIA
14,311	1	0	1	0	0	30	0	3,000	VIRGINIA TECH
28,578	84	17	0	U/A	68,431	U/A	268	424	WASHINGTON
1,401	0	107	9	2	0	11,273	24	3,533	WASHINGTON STATE
19,952	16	0	0	0	0	0	0	0	WASHINGTON U.-ST. LOUIS
7,940	0	0	0	0	0	0	0	0	WATERLOO
17,301	U/A	0	0	U/A	0	0	U/A	1,590	WAYNE STATE
16,651	0	1	0	0	0	151	10	102	WESTERN ONTARIO
30,347	8	1,899	0	3,153	0	16	0	466	WISCONSIN
69,753	558	2,516	31	0	11,702	470	12	530	YALE
19,898	14	0	0	0	0	0	0	0	YORK
13,461	0	11	0	308	565,957	0	214	372	BOSTON PUBLIC LIBRARY
225,635	97	0	0	0	4,669,474	5,300	17,322	270	LIBRARY OF CONGRESS
308	1	21	36	1,000	0	45,230	200	100	NATL. AGRICULTURAL LIB.
1,171	3	365	0	0	164,304	0	0	964	LIB. & ARCHIVES OF CANADA
26,363	16	5,255	35	906	0	51,000	950	820	NATL. LIBRARY OF MEDICINE
82,995	89	6,290	0	36,930	2,661,248	0	1,224	90	NEW YORK PUBLIC LIBRARY
4,192	23	160	2,452	0	0	0	0	0	NEW YORK STATE LIBRARY
5,377	0	0	0	0	0	0	0	0	SMITHSONIAN INSTITUTION

## SUMMARY DATA

Volumes Commercially Bound	Entire Bound Volumes Photocopy	Entire Bound Volumes Microfilm	Entire Bound Volumes Digital	Unbound Sheets Photocopy	Unbound Sheets Microfilm	Single Unbound Sheets Digital	Non-paper Items Analog Means	Non-paper Items Digital Means	(Survey Question #)
21	22a	22b	22c	23a	23b	23c	24a	24b	
19,962	10	1	0	0	0	0	0	35	University Medians
2,737,000	9,366	76,068	14,431	322,806	3,909,670	393,566	56,317	333,799	University Totals
9,419	10	91	0	154	82,152	0	207	185	Nonuniversity Medians
359,502	229	12,102	2,523	39,144	8,060,983	101,530	19,910	2,616	Nonuniversity Totals
3,096,502	9,595	88,170	16,954	361,950	11,970,653	495,096	76,227	336,415	GRAND TOTAL
114	113	114	109	110	113	108	110	112	NUMBER OF LIBRARIES

U/A - Unavailable

# ARL PRESERVATION STATISTICS QUESTIONNAIRE, 2001-02

**Please do not leave any blank lines.** If an exact figure is unavailable, use “-1.” (i.e., U/A). If the appropriate answer is zero or none, use “0.” For non-university libraries, if a question is not applicable in your library, use “-2” (Academic libraries should not use “-2”).

Reporting institution \_\_\_\_\_ Date returned to ARL \_\_\_\_\_

Report prepared by (name) \_\_\_\_\_

Title \_\_\_\_\_

E-mail address \_\_\_\_\_ Phone number \_\_\_\_\_

Contact person (if different) \_\_\_\_\_

Title \_\_\_\_\_

E-mail address \_\_\_\_\_ Phone number \_\_\_\_\_

## ADMINISTRATION

1. Does the library have a preservation administrator? (yes/no) 1. \_\_\_\_\_

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. \_\_\_\_\_

## PERSONNEL

4. If the library has a preservation administrator who supervises staff, how many staff are in the preservation unit (including the preservation administrator)?

FTE Professional staff	FTE Support Staff	FTE Student Assistants	FTE Total Staff
4a. _____	4b. _____	4c. _____	4d. _____

5. How many FTE staff are engaged in preservation activities library-wide (including staff reported in question #4 above)?

FTE Professional staff	FTE Support Staff	FTE Student Assistants	FTE Total Staff
5a. _____	5b. _____	5c. _____	5d. _____



**EXPENDITURES**

Check one: Canadian dollars \_\_\_\_\_ U.S. dollars \_\_\_\_\_

6. Salaries and wages for staff engaged in preservation activities library wide (as reported in Question #5 above)

6a. Professional staff \$ \_\_\_\_\_

6b. Support staff \$ \_\_\_\_\_

6c. Student assistants \$ \_\_\_\_\_

6d. TOTAL expenditures for preservation staff \$ \_\_\_\_\_

7. Contract expenditures

7a. Contract conservation \$ \_\_\_\_\_

7b. Contract commercial binding (see instructions for relationship  
to Question #21 in 2001-02 *ARL Statistics Questionnaire*) \$ \_\_\_\_\_

7c. Contract preservation photocopying \$ \_\_\_\_\_

7d. Contract preservation microfilming \$ \_\_\_\_\_

7e. Other contract expenditures \$ \_\_\_\_\_

7f. TOTAL contract expenditures \$ \_\_\_\_\_

8. Preservation supplies \$ \_\_\_\_\_

9. Preservation equipment \$ \_\_\_\_\_

10. TOTAL preservation expenditures (add lines 6d, 7f, 8, & 9) \$ \_\_\_\_\_

11. Total preservation expenditures that came from external sources \$ \_\_\_\_\_

**CONSERVATION TREATMENT**

12. Number of volumes/pamphlets given level 1 conservation treatment 12. \_\_\_\_\_
13. Number of volumes/pamphlets given level 2 conservation treatment 13. \_\_\_\_\_
14. Number of volumes/pamphlets given level 3 conservation treatment 14. \_\_\_\_\_
15. TOTAL number of volumes/pamphlets given conservation treatment  
(add lines 12, 13, & 14) 15. \_\_\_\_\_
16. Number of unbound sheets given conservation treatment 16. \_\_\_\_\_
17. Number of bound volumes/pamphlets mass deacidified 17. \_\_\_\_\_
18. Number of linear feet of unbound papers mass deacidified 18. \_\_\_\_\_
19. Number of photographs and non-paper items (e.g., audio tapes, motion  
picture film) given conservation treatment 19. \_\_\_\_\_
20. Number of custom-fitted protective enclosures constructed 20. \_\_\_\_\_

**COMMERCIAL BINDING**

21. Number of volumes commercially bound 21. \_\_\_\_\_

**PRESERVATION REFORMATTING**

22. Number of bound volumes/pamphlets reformatted in their entirety
- | photocopied | microfilmed | digitized ( <i>optional</i> ) |
|-------------|-------------|-------------------------------|
| 22a. _____  | 22b. _____  | 22c. _____                    |
23. Number of single, unbound sheets reformatted (e.g., one side of one manuscript page, one map)
- | photocopied | microfilmed | digitized ( <i>optional</i> ) |
|-------------|-------------|-------------------------------|
| 23a. _____  | 23b. _____  | 23c. _____                    |
24. Number of photographs and non-paper items (e.g., audio tapes, motion picture film) reformatted
- |                            |                             |
|----------------------------|-----------------------------|
| 24a. by analog means _____ | 24b. by digital means _____ |
|----------------------------|-----------------------------|

## FOOTNOTES

1. Law Library statistics are included: Yes \_\_\_\_\_ No \_\_\_\_\_ We do not have a law library \_\_\_\_\_
2. Medical Library statistics are included: Yes \_\_\_\_\_ No \_\_\_\_\_ We do not have a medical library \_\_\_\_\_

If there are other main campus libraries that ***are not included***, list in the footnotes section below.

3. Branch campus libraries included: Yes \_\_\_\_\_ No \_\_\_\_\_ We have only one campus \_\_\_\_\_

List branch campus libraries that ***are included*** in footnotes section below.

List branch campus libraries that ***are not included*** in the footnotes section below.

4. Are there any additional footnotes? Yes \_\_\_\_\_ No \_\_\_\_\_

A copy of your library's footnotes as they appeared in the published *ARL Preservation Statistics 2000-01* appears on your library's survey form on the World Wide Web at <<http://lrc.lis.uiuc.edu/ARL/survey.cgi/>>. Please make revisions, additions, and deletions as appropriate. If any footnotes published last year are unchanged, please leave them unchanged to indicate that they are still valid.

Submit the completed questionnaire on the web  
<<http://lrc.lis.uiuc.edu/ARL/survey.cgi/>>  
by **December 1, 2002.**

Please contact Mark Young at (202) 296-2296 or [stats-ra@arl.org](mailto:stats-ra@arl.org) for assistance.

# ARL PRESERVATION STATISTICS QUESTIONNAIRE, 2001-02

## INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE

### GENERAL INSTRUCTIONS

Please enter your data on the ARL Statistics Website (access via <<http://www.arl.org/stats/coordinator.html>>) and provide a paper copy to use for data verification. Be sure to read these Instructions before beginning to input data.

Complete this form by **December 1, 2002**, and retain a copy of the worksheet for your records. If you have problems with this form or have questions about the procedure to be followed in completing the survey, contact the ARL Office.

***Please read all instructions carefully before you answer the questionnaire.*** Make sure your responses are as complete and accurate as possible. Give estimates when you must, but please do not make wild guesses. Use the FOOTNOTES section to expand upon or clarify your responses.

All questions assume a ***fiscal year ending June 30, 2002***. If your library's fiscal year is different, please use the FOOTNOTES section to explain.

***Please complete all entries.*** If your library does not perform a given function or had no activity for this function, enter “0”. If your library performs a function but data are not available, enter “-1” (for unavailable). **Please leave no blank spaces.**

Use the same basis for reporting as is used in responding to the main *ARL Statistics* questionnaire. For example, if in *ARL Statistics* you normally include data for a law library and/or a medical library, also include those libraries in response to this survey and note the inclusions within the FOOTNOTES section as prompted.

In a university that includes both main and branch campuses, ***an effort should be made to report figures for the main campus only.*** (The U.S. National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS) defines a **branch institution** as “a campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized programs of study, not just courses.”) If figures for libraries located at branch campuses are reported, please provide an explanation in the “Footnotes” section of the questionnaire. A **branch library** is defined as an auxiliary library service outlet with quarters separate from the central library of an institution, which has a basic collection of books and other materials, a regular staffing level, and an established schedule. A branch library is administered either by the central library or (as in the case of some law and medical libraries) through the administrative structure of other units within the university. Departmental study/reading rooms are not included.

Preservation data are not always easy to define or to record in precise categories. If you have difficulty interpreting this questionnaire or are uncertain how its data categories apply in your situation, contact Martha Kyrrilidou, ARL Senior Program Officer, (202) 296-2296; e-mail: <[Martha@arl.org](mailto:Martha@arl.org)>

## SPECIFIC INSTRUCTIONS

For the purposes of this survey, the elements of a “preservation program” include: ***conservation treatment, commercial binding, and preservation reformatting***. While shelf preparation activities (e.g., plating, labeling, insertion of security devices) and stack maintenance have obvious preservation implications and may be supervised by the preservation administrator, these activities are not quantified in this survey.

**Question 1.** Does the library have a preservation administrator who spends at least 25% of his or her time managing a partial or comprehensive preservation program?

**Question 2.** What percentage of the preservation administrator's total job assignment is dedicated to preservation activities? If the library has a full-time preservation administrator, general management activities (e.g., meeting attendance, committee participation) should be considered an integral part of the administrator's responsibilities and the answer to this question recorded as 100%. In contrast, where the preservation administrator is a part-time staff member or has a dual assignment (e.g., she or he is also a serials librarian, bibliographer, or curator), the percentage of time devoted to preservation activities and preservation management should be recorded. If the library has no preservation administrator enter “0.”

**Question 3.** Record the job title (not the individual name) of the person to whom the preservation administrator reports (e.g., “Associate Director for Collection Development”). If the library has no preservation administrator enter “0.”

**Questions 4-5.** FTE (i.e., “Full-Time Equivalent”) is the numerical representation of full- and part-time work activities. A person working full time is represented by an FTE of 1.00; a person working half time by an FTE of 0.50. Five persons working half time are represented by a combined FTE of 2.50. The number of FTE staff should be determined on the basis of the length of the work week in the reporting library. ***Round figures to the nearest two decimal places.***

Record FTE staff in filled positions or positions that are only temporarily vacant on the date that ends the library's fiscal year. Also record staff hired for special projects, internships, and grants, but provide an explanatory note in the FOOTNOTES section indicating the FTE of such staff. The FOOTNOTES section should also be used to record such information as the number of hours worked by volunteers (this figure is not recorded in the survey itself), and the number of months that a full-time position was vacant during the year.

Report trained professional conservators and photographers (senior practitioners—not technicians) in the “professional” category whether or not they have a master's degree in library studies.

**Question 4.** Only the preservation administrator and staff who report directly to him or her, or to someone supervised by him or her, should be recorded here. If the library has no preservation administrator, or if the administrator does not have direct line responsibility for staff, enter “0.”

**Question 5.** This figure includes staff who report to the preservation administrator, as recorded in Question 4, ***and*** staff outside the preservation unit who are involved in preservation activities. The following activities should be included regardless of the department or library to which staff report: conservation, preparation for commercial binding, all activities associated with preservation reformatting (including selection for preservation, searching, and cataloging), and service on preservation committees.

***For staff members with dual assignments, record only that time devoted to preservation activities.*** For example, a student assistant who works 0.40 FTE and devotes half of his or her time to book repair and the rest to serials check-in would be recorded as 0.20 FTE.

**Question 6-10.** Report all expenditures, regardless of the source of funding (e.g., funds may come from the regular institutional budget, grants, or fees for services).

Canadian libraries should report expenditures only in Canadian dollars. These amounts will be translated into U.S. dollars using a conversion exchange rate of 1.56878 Canadian dollars to 1 U.S. dollar, which was determined using the average monthly noon exchange rate published in the *Bank of Canada Review* for the period July 2001 through June 2002.

**Questions 6a-6c.** Record salaries for staff reported in response to Question 5, the number of staff engaged in preservation activities library-wide. Do not include fringe benefits.

**Question 6d.** This answer is the sum of the answers to Questions 6a through 6c. Attach any footnotes for Questions 6a-6c here, as only this figure appears in the data reports.

**Question 7.** “Contract expenditures” refers to expenditures for preservation services for which the library is invoiced by an outside vendor, organization, or individual (e.g., a commercial library binder, commercial microfilming service, or professional conservator in private practice).

**Question 7a.**

**Conservation:** Refers to the remedial and protective treatment (both mechanical and chemical) of bound volumes, manuscripts, maps, posters, works of art on paper, photographic materials, magnetic tapes, and other library materials to restore them to usable condition and/or to extend their useful lives. Note that conservation involves preserving information in its original form. The reproduction of materials (e.g., the copying of information onto the same, similar, or new media) is recorded in the preservation reformatting section of this survey. Conservation also refers to the construction of protective enclosures (e.g., wrappers, jackets, boxes) for library materials. Use of archivally sound methods and materials is presumed.

Conservation encompasses a wide range of treatments, including pamphlet and paperback binding, temporary serials binding, tipping in inserts, making pockets for loose parts, slitting uncut pages, making paper repairs, removing tapes and stains, tightening hinges, replacing endpapers, rebacking, recasing, rebinding, repairing sewing structures before sending volumes out for commercial binding, and item-by-item and mass deacidification. Treatments range from minor procedures that can be done relatively quickly by technicians to major procedures that are chemically and mechanically complex and require the skill and judgment of a conservator.

Conservation may also include item-by-item treatment of materials damaged by water, fire, and mold. Because mass freeze drying and fumigation can involve very large numbers that would mask the size and nature of the in-house conservation effort, such activities are recorded in response to Question 7e, “other contract expenditures” and explained in the FOOTNOTES section, but are not recorded in response to Questions 12-16. Exhibit preparation is recorded as conservation activity when an item is treated (e.g., a print is cleaned), but not when a temporary support (e.g., a book cradle) is constructed to display an item. In the latter case, total FTE staff suffices as a measure of effort.

*If fees paid to commercial binders for products and treatments other than library binding (e.g., for phase boxes) have been recorded on the main ARL Statistics 2001-02 in response to Question 21, please note instructions for answering Question 7b, below.*

**Question 7b.**

**Commercial binding:** Refers to the binding, rebinding, and recasing performed by commercial library binderies, as described in the *Library Binding Institute Standard for Library Binding*, 8th edition (Rochester: Library Binding Institute, 1986). Commercial library binderies use oversewing

machines; Smythe-type sewing machines; double-fan adhesive binding equipment; and automated rounders and backers, hydraulic presses, and spine stamping equipment, in a high-production environment.

This figure should match the figure reported on the main *ARL Statistics 2001-02* survey in response to Question 21, unless the library purchases conservation services from a commercial library binder. ***Where fees have been paid to a commercial library binder for conservation services, record those fees in response to Question 7a herein.*** Subtract conservation fees from the dollar amount reported in response to Question 21 of the main *ARL Statistics 2001-02* and record the resulting figure in response to Question 7b herein. Explain the discrepancy between answers to Question 21 of the main *ARL Statistics* and Question 7b of the *ARL Preservation Statistics* in the FOOTNOTES section.

**Question 7e.** Other contract expenditures might include fees paid for commercial freeze-drying, fumigating, or mass-deacidification of library materials; membership fees for use of regional conservation facilities; or equipment repairs. If answers are recorded in response to optional Questions 22c and 23c (number of items digitized), record expenditures here. Use the FOOTNOTES section to note the amount and nature of major expenditures.

**Question 7f.** This answer is the sum of the answers to Question 7a through 7e.

**Question 8.** Supplies include materials used for conservation treatment (e.g., papers, book cloths, adhesives, pamphlet binders, box board, chemicals, disposable filters for water systems); commercially available archival quality boxes, wrappers, file folders, and envelopes; paper used for preservation photocopying and digitizing; and film, chemicals, and other supplies used for preservation microfilming. Expenditures for equipment and tools costing under \$100 should be recorded here. Expenditures for security labels and stamps, book pockets, call number and bar code labels, and book plates fall outside the scope of this survey and should not be recorded.

Since housing of commercially available boxes, wrappers, folders, and envelopes can involve very large numbers that would mask the size and nature of the in-house conservation effort, the use of such supplies to protect books, manuscripts, maps, microfiche, photographs, videotapes, and other library materials is recorded only here—not in response to Questions 12-16.

**Question 9.** Record expenditures for equipment and tools costing over \$100, such as machinery (e.g., board shears, fume hoods, microfilming cameras, photocopy machines and scanners exclusively used for preservation reformatting), furniture (e.g., laboratory benches, chemical supply cabinets), and computer hardware purchased for exclusive use by a preservation department for such purposes as conservation management, bindery preparation, and bibliographic searching related to preservation reformatting. Capital expenditures for building renovations (e.g., the construction of a conservation facility) or for construction that results in improved housing of library materials (such as replacement of heating, ventilating, and air conditioning systems) should be recorded only in the FOOTNOTES section.

**Question 10.** This answer is the sum of the answers to Questions 6d, 7f, 8, and 9. (At this time it is not possible to enter online the total independently of the component figures so be certain to record “0” in response to Questions 6d, 7f, 8, and/or 9 where no funds have been expended.)

Certain preservation-related expenses are not requested in this survey (e.g., the cost of staff training, conference attendance, and other staff development activities; printed brochures and posters; purchase of reference materials). If significant, these should be noted in the FOOTNOTES section.

**Question 11.** Record total preservation expenditures that were funded by external agencies in the form of grants. Funds allocated from the library's regular operating budget (including gifts, royalties, endowment income, and special funds provided to the library by its parent institution) are regarded as internal and should not be reflected here.

**Questions 12-14.** See definition of *conservation* under instructions for Question 7a above. ***Record the number of volumes (including pamphlets) given conservation treatment, not the total number of treatments performed. Answers to these questions should be mutually exclusive. While any given volume may receive several treatments, it should be recorded only once, as a Level 1, 2, or 3 treatment depending on the amount of time devoted to the volume.*** For example, when an errata sheet is tipped into a volume, three pages are repaired, and its hinges are tightened, and these procedures take a total of 25 minutes to perform, the volume should be recorded only once, as a Level 2 treatment. The repair of several pages of a volume or pamphlet should not be recorded under “unbound sheets” (Question 16), even if the volume is disbound at the time the pages are treated. Rather, treatment of the volume should be recorded once, as a Level 1, 2, or 3 book treatment, depending on the time required to perform all procedures.

When a volume receives conservation treatment and a box is made for it, however, the conservation should be recorded as a Level 1, 2, or 3 treatment, and the boxing should be recorded in response to Question 20 (number of custom-fitted protective enclosures constructed). Likewise, when two pages of a book are repaired and the book is sent to a commercial bindery, the volume should be recorded as a Level 1 conservation treatment and as a “commercial binding” (Question 21).

Because the nature of procedures and the level of in-house conservation expertise varies significantly across ARL libraries, treatments are recorded based on the length of time they require, time being a meaningful and comparable measure of effort. Use of archivally sound methods and materials is presumed.

**Question 12.** Level 1 conservation treatments require 15 minutes or less to perform.

**Question 13.** Level 2 treatments require more than 15 minutes but less than two hours to perform.

**Question 14.** Level 3 conservation treatments require two hours or more to perform. Where an extraordinary number of hours is required to treat selected items, this information can be recorded in the FOOTNOTES section.

**Question 15.** This answer is the sum of answers to Questions 12-14. ***Report the total number of volumes, including pamphlets, that were treated—not the total number of treatments performed.***

**Question 16.** Unbound sheets include items such as manuscripts, maps, posters, and works of art on paper. Procedures include a variety of mechanical and chemical treatments (e.g., paper repair, surface cleaning, washing, deacidifying, encapsulating, mounting, matting) that lengthen the life of the item. Use of archivally sound methods and materials is presumed. ***Report the total number of sheets of paper that were treated—not the total number of treatments performed.***

**Questions 17-18.**

**Mass deacidification** is a process by which books and papers are treated to neutralize acidity and to introduce an alkaline buffer. Materials are deacidified in batches, in chambers that hold several (or many) items.

Item-by-item deacidification of bound volumes and papers, performed by conservators and technicians, should be recorded in response to Questions 12-16.

**Question 19.** Record conservation treatment of photographic materials here, including photographs printed on paper, glass, plastics, and other materials. “Non-paper items” include materials other than bound volumes, unbound paper, and photographs. Treatment of non-paper items might include such activities as conserving globes, cleaning videotapes, and repairing motion picture film. Report activities such as remastering videotapes, copying photographs, re-recording sound, and other activities involving duplication of media in response to Question 24 (number of photographs and non-book/paper items reformatted).



**Question 20.** Custom-fitted enclosures are distinguished from the commercially available boxes and other enclosures identified in Question 8 as “supplies,” in that the former are custom-made to fit their contents and the latter are standard-sized enclosures available through supply catalogs. Custom-fitted enclosures include paper and polyester book jackets, paper and board wrappers, portfolios, phase boxes, double-tray boxes, and other boxes. (Polyester encapsulation of single sheets should be reported in response to Question 16—not here.) Use of archival quality methods and materials is presumed.

**Question 21.** See definition of *commercial binding* under instructions for Question 7b above. Record all volumes (including pamphlets) bound or rebound by a commercial bindery.

**Questions 22-23.** “Number of bound volumes/pamphlets” refers to the reformatting of volumes in their entirety (i.e., each page is copied to produce a facsimile volume in paper, on film, or in digital form). “Number of unbound pages” refers to the sum of the number of full pages copied. For a manuscript written on one side of a sheet, record one page. For a manuscript written on two sides of a sheet, record two pages. For one frame of film that captures one page, record one page. For one frame of film that captures two pages, record two pages.

**Preservation photocopying** refers only to items photocopied on paper that has a minimum pH of 7.5, a minimum alkaline reserve equivalent to 2% calcium carbonate based on oven-dry weight of the paper, and includes no groundwood or unbleached pulp. Images must be properly fused to the paper.

**Preservation microfilming** presumes adherence to relevant American National Standards Institute (ANSI) and Association for Information and Image Management (AIIM) standards as well as microfilming guidelines published by the Research Libraries Group and National Library of Canada.

For microfilming, record data only for first-generation microforms. For a monographic set of three volumes, record three volumes; for thirty volumes in a serial run record thirty volumes. Include data for projects that are undertaken cooperatively with other libraries, but not for commercial projects wherein a commercial vendor borrows library materials for filming and subsequent sale of the film. When the library serves as a commercial microfilming vendor for another institution, this filming should be reported by the library that contracts for the filming—not by the library that does the filming. Dissertations that are sent to UMI for filming should not be recorded.

Record preservation microform masters produced by copying non-archival or damaged film, or produced from digitized text. Use the FOOTNOTES section to indicate the scope and nature of such activity.

**Digitizing for preservation purposes** is the reproduction of bound volumes, pamphlets, unbound sheets, manuscripts, maps, posters, works of art on paper, and other paper-based materials for the purpose of:

- a) making duplicate copies that replace deteriorated originals (e.g., by digitizing texts and storing them permanently in electronic form and/or printing them on alkaline paper);
  - b) making preservation master copies and thus guarding against irretrievable loss of unique originals (e.g., by making high-resolution electronic copies of photographs and storing them permanently and/or printing them; or
  - c) making surrogate copies that can be retrieved and distributed easily, thereby improving access to information resources without exposing original materials to excessive handling;
- or some combination of these factors.

***Record the total number of items that were digitized—not the total number of versions of these items that were created.*** Where a photograph is scanned and printed, a low resolution image mounted on the World Wide Web, and images having higher resolution recorded on CD-ROM, report one photograph digitized.

**Question 24.** Refers to the copying of all types of photographs, and non-paper media such as audio tapes, videotapes, various types of disks, and motion picture film for preservation purpose (see instructions for *digitizing for preservation purposes*, above). A photograph copied using a 35mm. camera is an analog reproduction; a photograph copied using a digital camera is a digital reproduction.

**Footnotes.** Explanatory footnotes will be included with the published statistics. Reporting libraries are urged to record in the footnote section any information that would clarify the figures submitted, e.g., the inclusion of branch campus libraries (see paragraph six of the "General Instructions" for definition of branch campus libraries). For the first time, the footnotes from the previous year will be presented in the web form. Please update, delete, or leave them unchanged if they remain valid. If you add new footnotes, please number them to correspond to numbered questions in the questionnaire.

Submit the completed questionnaire on the web  
<<http://lrc.lis.uiuc.edu/ARL/survey.cgi/>>  
by **December 1, 2002.**

Please contact Mark Young at (202) 296-2296 or [stats-ra@arl.org](mailto:stats-ra@arl.org) for assistance.



## FOOTNOTES TO THE ARL PRESERVATION STATISTICS 2001-02

*Footnotes may also include errata and corrections to data from prior years not previously reported. Numbers in parentheses refer to columns in Library Data Tables and to Questionnaire numbers.*

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
ALABAMA		All figures are as of September 30, 2002 and exclude the Social Work Reading Room and Communication & Information Science Reading Room.
	1-3	Preservation Administrator in the Law library dedicates 10% of total job assignment to preservation activities and reports to the Director.
	4	Law library reports: (4a) 1.30; (4b) 1.00; (4c) 0.75.
ARIZONA		Figures exclude the University of Arizona South campus.
ARIZONA STATE		Includes the branch campus libraries ASU East and ASU West.
	8	The dollar cost supplies is counted, not the number of items rehoused, using standard commercial products.
AUBURN		All figures are as of September 30, 2002.
BOSTON		Figures include the Mugar library, Special Collections, and the Medical library. Figures exclude the Theology library.
	1-3	The Preservation Administrator is in Special Collections.
	7b, 21	Excludes Special Collections.
BOSTON COLLEGE		All figures are as of May 31, 2002.
BRIGHAM YOUNG		All figures are for the calendar year ending December 31, 2001.
BRITISH COLUMBIA		All figures are as of March 31, 2002.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$35,346; (6b) \$283,520; (6c) \$2,360; (6d) \$321,226; (7a) \$0; (7b) \$189,571; (7c) \$0; (7d) \$15,556; (7e) \$0; (7f) \$205,127; (8) \$27,460; (9) \$50; (10) \$553,863; (11) \$6,266.
	6b, 6c	Increase due to a pay equity increase.
	8	Increase due to preservation of Chung collection.
	22b	Includes: UBC Board of Governors Minutes, 1964-73; BC Electric Railway Co. Letterbooks, 1897-1907; BC Directories, 1961-65; UBC M.Ed Major Papers, 2001 (microfiche); UBC BSF theses, 1948-1966 (microfiche).
BROWN		Includes the John Carter Brown Library and the Medical library. Medical library statistics cannot be disaggregated from the main statistics, because the Medical collection is an integral part of the Sciences Library.
	11	Includes funds from NEH Preservation Endowment.
CALIFORNIA, BERKELEY		
	7b	The figure reported includes expenditures for the Law Library and Affiliated Libraries. Excluding those libraries, the Berkeley Library spent \$804,712 on commercial binding.
CALIFORNIA, DAVIS		
	2, 4a, 5a	Includes digital reformatting, which was excluded in 2000-01.
	7b	Excludes contract binding for Law, which was included in contract binding expenditures (21) in the <i>ARL Statistics 2001-02</i> . Also, 2000-01 figure included supplies that are now reported in (8).
	7c	Includes commercially available reprints purchased to replace existing brittle volumes.
	7d	Includes preservation microfilming of dissertations.
	7e	Includes transportation that were previously, incorrectly, reported as part of (7b).
	8	A portion of the supplies total was previously, incorrectly, reported in (7b).
	11	2000-01 figure revised to 0. Previous figure was reported incorrectly.
	12	In 2000-01 this figure was understated, as not all items fitting this category were reported.

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
	22b	Figure does not include bound dissertations, which were incorrectly included in 2000-01.
	23a, 23c	Excludes bound volumes, which were incorrectly included in 2000-01.
CALIFORNIA, IRVINE	23b	Figure represents pages of newspapers.
CALIFORNIA, LOS ANGELES	7, 8	The figure for contract commercial binding (21) in the <i>ARL Statistics 2001-02</i> is \$569,023. This is the sum of \$59,625 in contract conservation (7a), \$433,792 in commercial binding (7b), and \$75,606 in preservation supplies (8).
CALIFORNIA, SAN DIEGO	2	Includes Biomedical Library and Medical Center Library.
	5b	0.36 FTE is paid from grant funds.
	11	External grant fund used towards FTE.
	23b	There is no microfilming of single sheets; all are scanned.
CALIFORNIA, SANTA BARBARA		Includes both the Serials Department and the Special Collections Department.
	7c	Includes expenditures that were charged in July 2002.
	22a	Includes five preservation photocopies sent in June 2002 that were returned & charged in July 2002.
	22b	Includes 3 reels done at UCLA and 21 reels bought from the Center for Research Libraries.
CASE WESTERN RESERVE		Includes statistics from Social Science library.
	6a	Temporary employee was used for 2 months to handle backlog in Commercial bindery. A 0.25 FTE commercial bindery employee was increased to 0.5 FTE.
	7a	For mass-deacidification.
	7b	Medical Library excluded \$4,011 in reimbursements from having other university departments' books commercially bound. University Library pre-billed some commercial binding in 2000-01, which rolled over to pay 2001-02 binding.
	7c	Includes digitizing and photocopying done at the same time, which in 2000-01 was counted under (7e).
	7e	Includes freeze-dry of wet books (\$10), CD and Film Master storage (\$356), contract digitization of brittle books (\$9,515, \$5,845 of which was given by the CWRU Humanities Department to digitize and photocopy brittle books), and \$200 yearly membership dues in Ohio Preservation Council.
	9	Includes new printers purchased for the commercial binding unit.
	22a, 22c	Did not include work done for special project using some of Vanderbilt University's grant money to pay commercial vendors to digitize and make preservation photocopies of 133 core texts in Anthropology.
CHICAGO	7b, 21	Includes phase boxes and rebinds of existing materials in the collection.
CINCINNATI		Excludes Raymond Walters College and Clermont College.
	1	Medical Center Libraries do not have a Preservation Administrator.
	2	75% of the Administrator's job at University Libraries is dedicated to preservation; 25% of the Administrator's job in the Law Library is dedicated to preservation.
	3	In the University Libraries, the Preservation Administrator reports to the Head of the Access Services Division; in the Law library, the Preservation Administrator reports to the Head of Technical Services.
COLORADO	1	Preservation Administrator position was vacant most of 2001-02.
	4	1.5 FTE professional staff have been vacant for 2001-02.
	5	Includes 0.25 Professional and 0.5 student assistant FTE additional staff for Music Digitization Preservation grant.
	7b	This figure does not match contract binding (21) reported in <i>ARL Statistics 2001-02</i> because contracted conservation treatment (custom enclosures) was

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		not separated out of the ARL Statistics figure.
	7d	2000-01 figure revised to \$3,260 to include the ARV Sanborn Map project.
	7f	2000-01 figure revised to \$206,145.
	10	2000-01 figure revised to \$559,436.
	11	This figure equals one-third of a grant for Music Digitization.
	20	2000-01 figure revised to 1,314.
	22b	This is an approximate number of individual newspapers microfilmed from the collection, as part of a cooperative project with Trinidad, CO.
	22c	2000-01 figure revised to 140. Current figure reflects a music digitization project.
	23b	2000-01 figure revised to 5,000 to include the ARV Sanborn Map project.
COLORADO STATE	4b, 4c	Figures represent a change in staffing organization.
	7b	Includes \$14,702 for preservation supplies.
COLUMBIA	4, 5	Includes 9.32 FTE staff hired for special projects, internships, and grants.
	7a	Includes protective enclosures produced by contract conservators and repair work done by the commercial binder.
	7b	Figure differs from contract binding (21) in the <i>ARL Statistics 2001-02</i> . This figure excludes \$49,980 (representing custom-made enclosures) and \$44,455 (representing repair work) included on (7a), and \$17,742 included with supplies (8). Also excluded from this figure are \$26,123 of Law Library expense and \$80,287 of Health Sciences expense. This figure matches the amount of volumes bound reported in (21).
	7d	Includes \$37,090 for NEH Slavic Culture & History project.
	7e	Includes \$54,482 for NEH Slavic Culture & History project cataloging and filming preparation, and \$82,716 for preservation copying of audiotapes.
	24a	Figure represents number of hours of audio recordings reformatted.
CONNECTICUT		Figures include branch campuses at Avery Point, Stamford, Torrington, Waterbury, and West Hartford.
	7b	Excludes \$3,438 from the figure reported for contract binding (21) in <i>ARL Statistics 2001-02</i> . This amount is included on this survey as contract conservation (7a) and contract preservation photocopying (7c).
CORNELL		Figures include the Law Library campus in Ithaca, NY, and the Geneva Experiment Station Library in Geneva, NY.
	4	Figures reflect the Department of Preservation and Collection Maintenance only.
	5	Figures encompass all campuses.
DUKE	4b, 5b	The 2001-02 data are correct, but they reflect that there are more staff with a lower salary total than reported in 2000-01. The 2000-01 salary and staff data for preservation will be reviewed, and possibly corrected.
EMORY		Figures include the Health Sciences Center Library, the Law Library, the Oxford College Library, and the Theology Library.
	2	1 FTE Professional position was vacant for 12 months. Another 1 FTE Professional position was vacant for 2 months.
FLORIDA	7a, 20	Includes 2,542 CMI boxes.
	9	Includes expenditures for a tabletop microfilm processor and a reader/printer/scanner.
	22b	Includes 227 reels of newspapers.
	24b	Includes 6 phonograph records and 108 16mm motion picture films.
FLORIDA STATE		Figures include Strozier Library, Science Library, Music Library, Library Science Library, Law Library, Medical Library, and Ringling Museum of Art Library. Figures exclude Panama City Branch, Developmental Research School, and Study Centers in London, Florence, and Panama.

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
	7b	Figure reflects contract binding expenditures reported under (21) in the <i>ARL Statistics 2001-02</i> , minus \$2,300 for conservation treatment reported in (7a).
	11	Includes a \$16,920 grant from Claude Pepper Foundation for photo preservation, \$39,131 from Claude Pepper Foundation for salaries, a \$4,175 grant from Florida State Historical Records Advisory Board for a preservation consultant, and a \$1,500 grant from Patrons Committee of Fan Association for Ringling Museum of Art Library. Funds from the Claude Pepper Foundation were paid directly by the Foundation and were not administered by the library. Figures are reflected in the total preservation expenditures (10).
GEORGE WASHINGTON	1-3	Himmelfarb Health Sciences Library does not have a full-time Preservation Administrator. The Serials Librarian spends a portion of time supervising preservation activities conducted by 1 FTE full-time support staff.
	4a-d	Figures reflect Medical library only.
	5a-d	Figures reflect Medical and Law libraries only.
	6a, 6b, 6d	Figures reflect Law and Medical libraries only.
	7a, 7e	Figures reflect Main library only.
	8	Figure reflects Main library only.
	12, 13, 15	Figures reflect Medical library only.
	16	Figure reflects Main library only.
	22a, 22b	Figures reflect Main library only.
	23a, 23c	Figures reflect Main library only.
GEORGETOWN		Excludes Bioethics Library.
	1	The University and the Law Libraries have separate preservation programs, each with a full-time Preservation Administrator. The Medical Library and Woodstock Libraries support discrete preservation activities.
GEORGIA		Includes Law library.
	5	6.00 FTE support staff are funded through external sources.
	6b	Includes \$104,731 from external funding for the 6.00 FTE support staff counted in (5).
	7e	Includes \$181,553 expended for contract imaging and mark-up as part of digital conversion projects. This represents only part of the expenditures for items digitized (22c and 23c) because much of the digitization work is also performed in-house.
GEORGIA TECH		Figures exclude the Architecture library. Due to a flood in December of 2000, 5,000 volumes were damaged and were sent to a drying facility.
GUELPH		All figures are as of April 30, 2002 and exclude four regional agriculture colleges: Ridgetown College, Alfred College, Kemptville College, and the Horticultural Research Institute of Ontario.
	5b	Paper journals also received electronically are no longer being bound so staff time required for binding is dropping.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$650; (6b) \$93,502; (6c) \$840; (6d) \$94,992; (7a) \$4,165; (7b) \$57,012; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$61,177; (8) \$700; (9) \$0; (10) \$156,869; (11) \$0.
	6	Figure reflects the true annual salary, multiplied by the proportion of time spent (1%) on actual preservation duties.
HARVARD		Figures include the Center for Hellenic Studies and the Dumbarton Oaks Library, both in Washington, DC. Preservation statistics for several Harvard libraries were unavailable or incomplete due to the decentralized nature of libraries at Harvard.
	3	The Preservation Administrator reports directly to the Librarian of Harvard College, and to the Associate Director of the University Library for Administration and Programs.
	6-10	Due to the decentralized nature of libraries at Harvard (25 libraries reported

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		figures for this summary), figures for expenditures are not reported consistently from year to year. In particular, salary figures are under-reported.
	7c	No expenditures were reported for a key library in this category in 2000-01.
	9	Includes one time purchase of just over \$67,000 for equipment for a scanning lab.
HOUSTON	7e, 11, 14	Excludes branch campuses at Clear Lake, Downtown Houston, and Victoria. The UH Law Library sustained significant damage from Tropical Storm Allison. Expenditures and volume counts are related to preservation activities performed on materials damaged in this storm. This includes freeze drying and cleaning the library's microform collection and the John Brown manuscript collection.
ILLINOIS, URBANA	4, 5	The Library hired its first full-time Preservation Administrator in September 2001. Salaries and percentages have been adjusted to reflect the shift in responsibilities from 25% of an Associate University Librarian's duties to 100% of the new administrator's responsibility. Some growth in the reported preservation support staff is due to internal adjustments after the new Preservation Administrator began working.
INDIANA		Figures include Bloomington campus libraries that are not under the direct authority of the Dean of University Libraries: the Indiana University Law Library, the Kinsey Institute Library, and the Archives of Traditional Music. Figures exclude branch campus libraries at Indianapolis, Richmond, Ft. Wayne, Kokomo, Gary, South Bend, and New Albany.
IOWA	4b 6a 7b 7d 7e 9 11 16 21 22, 23	1 FTE position was vacant for all of 2001-02. Figure reflects a complete year of Preservation Librarian's salary. Some binding expenditures were held and paid in 2002-03 due to budget reductions. Figure reflects normal expenditures; 2000-01 was lower due to staff illness. Figure reflects entire expenditure for mass deacidification, and a shipment held over. Figure reflects normal expenditure. 2000-01 figure included expenditures for a high end scanner and a copier. Expenditures in 2000-01 were for a small grant. Shift due to special projects in 2000-01. Shift due to some binding that was backlogged as a result of staffing vacancy most of the year. Shifts due to adjustments in counting to increase accuracy.
IOWA STATE	1-2 4a 5b 5c 7a 7b 7d 9 11	The Preservation Officer became the Conservator on October 1, 2002, leaving the full-time Preservation Administrator position vacant. As a result, the Assistant Director for Technical Services accounted for approx. 34% of time worked. This includes the time of the Conservator and 34% of the time of the Assistant Director for Technical Services for three-quarters of the year. Includes .06 FTE support staff for grant-based microfilming project. Includes 0.8 FTE students hired for the grant-funded microfilming project. Decrease due to a large number of boxes purchased from a commercial binder for a project in 2000-01. The figure reported here differs from the amount for contract binding (21) in the <i>ARL Statistics 2001-02</i> due to fees paid to the contracted commercial library bindery that include costs for conservation services. Includes \$109,035 funded from a grant. includes the cost of digital reformatting equipment which was purchased with grant funds. Includes grant-funded digital equipment and microfilming project costs reimbursed in 2001-02.



INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
	14	Increase in complex preservation work due to creation of full-time Conservator position.
	15	Increase in unbound sheets received for treatment.
	22b	Large increase as a result of microfilming grant project.
JOHNS HOPKINS		Figures include the School of Advanced International Studies, Peabody Conservatory, Applied Physics Laboratory, Welch Medical Libraries, Lilienfeld Library and the Population Center Library. Figures exclude the Italy Center (Bologna), the China Center (Nanjing), the Institute for the History of Medicine and the Montgomery County Center in Rockville, MD.
KANSAS		Figures include the Law Library, the Regents Center (Overland Park), and the University of Kansas Medical Center in Kansas City; figures exclude the Clendenning History of Medicine Library, Kansas City, and the University of Kansas Medical School in Wichita.
KENT STATE		Excludes branch campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull, and Tuscarawas.
	7b	Excludes expenditures for branch campuses that were included as contract binding (21) in the <i>ARL Statistics 2001-02</i> .
	8	Figure based on estimate.
KENTUCKY		Figures exclude the Lexington Community College.
	7a	Contract conservation services include services by independent contractors. Commercial bindery provided no conservation services.
	7e	Includes contract services for maintenance contracts for microfilming equipment.
	22	Includes 300 volumes (40,000 exposures) filmed by the SOLINET/ASERL Cooperative Preservation Microfilming Project and 410 volumes, mostly newspapers, (208,022 exposures) filmed by the Library's Reprographics Unit.
LAVAL		All figures are as of May 31, 2002.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$79,374; (6b) \$216,359; (6c) \$0; (6d) \$295,733; (7a) \$79,980; (7b) \$0; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$79,980; (8) \$23,528; (9) \$22,563; (10) \$421,804; (11) \$201,854.
	21	All binding done in-house, including volumes commercially bound.
	22	Includes 675 documents digitized, or 136,237 pages.
LIBRARY OF CONGRESS		All figures are as of September 30, 2002.
	5	Includes Preservation Directorate and Motion Picture/Broadcasting and Recorded Sound Division.
LIBRARY & ARCHIVES OF CANADA	1-3	The position of Preservation Administrator has been vacant since 1998. Responses are for the position to be staffed, which reports to the Director General of Strategic Policy and Planning.
	5	Includes staff from National Archives of Canada (NAC), involved in the preservation of National Library materials and special retrospective selection/separation of preservation copies from general collection.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$611,925; (6b) \$312,167; (6c) \$28,481; (6d) \$952,573; (7a) \$21,562; (7b) \$14,164; (7c) \$0; (7d) \$0; (7e) \$19,661; (7f) \$55,387; (8) \$209,073; (9) \$432,574; (10) \$1,649,607; (11) \$0.
	6	Includes salaries expended for NAC staff involved in the preservation of National Library materials and special retrospective selection/separation of preservation copies from general collection.
	8-9	Includes expenditures for NAC supplies and equipment required to perform preservation treatment to National Library materials.
	9	Does not include funds spent on bookends (\$94,023) and non-archival pamphlet boxes (\$74,490).
	12-23	The NAC provides in-house conservation/preservation and copying services for the National Library.

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
	12	Figure reflects number of items (volumes, pamphlets, single sheet inclusive).
	20	Does not include protective envelopes and wraps.
LOUISVILLE		Figures exclude the Health Sciences Campus, Kornhauser Library. Louisville is just at the beginning of preservation activities, so some figures may be unusually small. Increases can be expected in future surveys.
McMASTER		All figures are as of April 30, 2002.
	5, 6	Previous surveys overlooked 2.2 FTE staff who did preservation part-time. Increase in current figures is due to their inclusion.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$106,079; (6b) \$67,750; (6c) \$2,060; (6d) \$175,889; (7a) \$0; (7b) \$148,798; (7c) \$0; (7d) \$4,000; (7e) \$0; (7f) \$152,798; (8) \$7,700; (9) \$0; (10) \$336,387; (11) \$4,000.
MARYLAND		Total microfilming decreased due to an "in between" year for grants for filming Prange collection and the Porter sofa conservation project.
MASSACHUSETTS		Excludes branch campuses at Worcester, Boston, Lowell, and Dartmouth.
MIAMI		All figures are as of May 31, 2002 and include the Otto G. Richter Library (central library) and its branches (architecture, business, math, and music) and the law, marine, and medical libraries of the University of Miami. The medical and marine libraries were erroneously reported as "branch campus libraries" in prior years (the medical and marine campuses of the University of Miami are within a reasonable commuting distance so do not conform to the NCES definition of "branch institution").
	6c	Federal work-study student wages were not adjusted to 100% of total wages in past years.
	7d, 22b	Figures reflect \$75,238 for reformatting approximately 17,000 U.S. Congressional Hearings from paper to microform.
	9	HVAC upgraded in central library.
	11	Includes \$4,995 for a digital camera purchased for the central library with IMLS grant funds; does not include grant-funded salaries.
	12-15	Figures for central library and branches are based on estimates.
	16	Refoldering, recasing and encapsulating items from central library's archives, special collections and Cuban heritage collection were not reported in prior years.
	23c	Includes digitization of items in central library funded through and IMLS grant for Cuban Heritage Collections Digitizing Project.
MICHIGAN		Excludes Bentley Historical Library, Clements Library, and branch campuses at Dearborn and Flint.
	4b	Includes 4.0 FTE grant projects staff.
	4b	Excludes 1.0 FTE volunteers in Conservation Services.
	7b	Excludes Bentley, Clements, Business, and Law libraries' data that was included in contract binding (21) in the <i>ARL Statistics 2001-02</i> .
	7e	Includes expenditures for mass deacidification, freeze-drying, service contracts & equipment maintenance, and off-site archival microfilm storage.
	8	Includes supplies purchased for Library units as well as for Preservation Division operations.
	10	Excludes: \$142,181 for commercial archival replacements of brittle library materials, and \$11,191 for staff travel and development.
	12	Includes basic book repairs performed by non-Preservation staff within their departments.
	21	Excludes Bentley, Clements, Business, and Law libraries.
MICHIGAN STATE		Excludes the Detroit College of Law Library, which is located on the MSU Campus but is not affiliated with the MSU Libraries.
	4	Includes 0.42 FTE volunteer.
	4a, 5a, 6a	Conservation Librarian and Preservation Librarian positions are vacant.

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
	6c	Student salary is based on average cost per hour to the library, including work-study, for which the library pays 30% of the total wage.
	7a	Using contract conservation because of an unfilled position.
	7c, 22a	On hold due to unfilled positions.
	24b	Hours of audio tapes.
MINNESOTA		Figures exclude the branch campuses at Crookston, Duluth, and Morris.
	5d	Excludes 0.45 FTE volunteer workers. Includes 1.66 FTE funded by grants.
	7b	This figure is less than amount reported for contract binding (21) in the <i>ARL Statistics 2001-02</i> ; that figure included some expenses for conservation services.
	7e, 8, 9, 17, 18	Variation from 2000-01 due to end of grant-funded mass deacidification project.
	22b	Increase due to grant-funded microfilming project.
MONTREAL		All figures are as of May 31, 2002 and include all the Université de Montréal Libraries, except École des Hautes Études Commerciales Library and École Polytechnique Library.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$83,713; (6b) \$151,146; (6c) \$0; (6d) \$234,859; (7a) \$10,146; (7b) \$161,716; (7c) \$0; (7d) \$8,226; (7e) \$2,669; (7f) \$182,757; (8) \$5,652; (9) \$0; (10) \$423,268; (11) \$0.
NATIONAL AGRICULTURAL LIBRARY		All figures are as of September 30, 2002.
	4b, 4d, 5b, 5c	Figures reflect usual turnover of part-time staff.
	7e	Includes preservation digitizing, paintings conservation, and off-site preservation storage.
	8	Reflects purchases of multiple-year supplies for two major projects.
	20	Cyclical purchase.
NATIONAL LIBRARY OF MEDICINE		All figures are as of September 30, 2002.
	7d	Includes \$352,248 for preparation of volumes, \$484,103 for microfilming, and \$23,153 for inspection of new microfilm.
	7e	Includes: Off-site storage of microfilm and audiovisual preservation masters (\$71,876); microfilm duplication (\$22,110); inspection of old microfilm (\$56,790); binding preparation (\$332,290); custom sized boxes (\$18,615); contract labor for boxing (\$11,985); rehousing archives and modern manuscripts collection (\$17,540); vacuum drying of wet volumes (\$1,306); the Digital Manuscripts Program (\$422,443); preservation of archives and modern manuscripts collections (\$26,835) and prints and photographs collection (\$13,273); consultants for preservation of audiovisuals, fire suppression systems, and establishing a conservation environment for collection storage and exhibition areas (\$48,816); audiovisual duplication (\$23,285); condition survey of the prints and photos collection (\$11,829).
	9	Excludes \$15,000 for renovation of the conservation lab and \$18,000 for renovation of an audiovisuals inspection lab.
	19	Cleaning and repair of audiovisuals was not invoiced separately.
	22b	Excludes duplication of 525 deteriorating master negative microfilms.
NEBRASKA		
	7b	Excludes Law library binding, which was included under contract binding (21) in the <i>ARL Statistics 2001-02</i> .
	7e	Maintenance of preservation microfilming camera and board shear.
NEW MEXICO		The General Library, Law Library, and Health Sciences Library are separately funded and administered. The UNM Health Sciences Library changed its name; it is now known as the Health Sciences Library and Informatics Center. None of these libraries has a Preservation Administrator. Figures exclude Bainbridge Bunting Memorial Slide Library, Native American Library, and MEC/Equ Library. Due to lack of staff, the Law Library only counts commercial binding as its preservation activity.

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
NEW YORK		All figures are as of August 31, 2002 and include the Medical, Dental and Law school libraries, the Institute of Fine Arts/Conservatory Center Library, the Courant Institute and Real Estate Institute libraries in addition to Bobst Library. 24 800 feet of film, 6 hours of video.
NEW YORK PUBLIC LIBRARY	4b, 5b	Includes 5 FTE from Collections Care hired for cleaning ReCAP materials.
NEW YORK STATE LIBRARY		All figures are as of March 31, 2002 and include the New York State Law Library and the New York State Medical Library.
NORTH CAROLINA	7b	Includes \$5,968 for custom enclosures.
NORTH CAROLINA STATE	4a 6a, 6b	4a Preservation Librarian position vacant from July to October of 2001; Conservator position vacant from January to June of 2002. 6a, 6b 2000-01 figures included fringe benefits.
NORTHWESTERN		All figures are as of August 30, 2002 and include the Galter Library, the Law Library and the Schaffner Library on the Chicago campus. 4a Includes .3 FTE professional staff supported by grants. For 6 months, the Head of the Preservation Dept. was filled by an Acting Head. 4b Includes .9 FTE support staff supported by grants. 4c Includes .28 FTE students supported by grants. 4d Includes 2 FTE staff supported by grants, and 320 hours worked by volunteers. 6d Includes grant-funded positions, and non-preservation department positions. 7e Contract expenditure for mass deacidification only.
NOTRE DAME	7f 8 20 23b	Includes Life Science, Architecture, Math, Engineering, Chemistry/Physics, Radiology Lab, KIC, Sports, Special Collections, and Law libraries. 7f Includes mass deacidification (\$9,984) and underground storage of preservation microfilm masters (\$4,866). 8 Includes custom die-cut boxes purchased from CMI (\$308). 20 Includes custom book boxes die-cut at vendor. 23b Includes newspaper pages microfilmed.
OHIO	7e 15	Includes branch campuses at Chillicothe, Eastern, Lancaster, Southern, and Zanesville. 7e Contract expenditures also include costs associated with creating preservation/access copies of reel to reel and compact discs. 15 Figure reflects a general decrease in the number of repair candidates routed to the preservation department during 2001-02.
OKLAHOMA STATE		Excludes Architecture, Curriculum Materials, and Veterinary Medicine libraries; branch campus libraries at Okmulgee, Oklahoma City, and Tulsa; and the OSU College of Health Sciences in Tulsa.
PENNSYLVANIA	14	50 volumes were given intensive (more than 5 hours) conservation treatment.
PENNSYLVANIA STATE	7b	Figures include branch campuses at Lehigh Valley, Altoona, Abington/Ogontz, Behrend, Berks, Beaver, Delaware, DuBois, Fayette, Hazleton, Great Valley, McKeesport, Mt. Alto, New Kensington, Schuylkill, Shenango, Wilkes-Barre, Scranton, and York. Figures exclude the Capital (Harrisburg) branch campus. 7b Figure represents only commercial binding. Conservation service fees from the commercial binder and mass deacidification expenditures have been subtracted from the figure for contract binding (21) in the <i>ARL Statistics 2001-</i>

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		02.
	7e	Figure represents expenditure for mass deacidification.
	22b	Produced new polyester film from damaged Kalvar film (397 reels).
	24b	Figure includes preserving diskette data by making surrogate copies and mounting to server (1,682).
PITTSBURGH	5b	FTE Support Staff consists of thirteen support staff working in departmental libraries devoting 3% time each in preparing item for commercial binding. Three staff persons in the Digital Research Library and the Archive Service Center devote 5% time each engaged in preservation activities.
	7f	Includes mass deacidification.
	9	Preservation equipment including new workbenches, fume hood, paper washing sink, safety deposit box, and storage furniture were constructed and purchased for the construction of a new conservation facility.
PURDUE		Excludes Calumet and North Central branch campus libraries.
QUEEN'S		All figures are as of April 30, 2002 and include the Art branch library, 3 faculty libraries (law, education, medicine), and 2 multi-discipline central libraries. The University Archives are separately administered; they are not part of the library system.
	1-3	The preservation responsibility (about 10-15%) is included in the Special Collections Unit Head who reports to an Associate Librarian. The spec. coll. unit includes 1.2 technicians working in basic conservation activities.
	5a	Serials librarian coordinates the commercial binding activities at .1 FTE level.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$14,000; (6b) \$186,000; (6c) \$0; (6d) \$200,000; (7a) \$5,000; (7b) \$156,020; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$161,020; (8) \$4,000; (9) \$200; (10) \$365,220; (11) \$0.
	6d	Since 2000 staff levels include those involved in commercial binding preparation.
	7a	Not an annual allotment but a special donor fund which is now fully expended.
	7c	Queen's University has participated extensively in the Canad. Institute for Historical Microfilm project over the last 20 years by loaning materials for microfilming.
	8	Figure reflects the establishment of the Preservation & Conservation Working Group plus the need to replace some emergency supplies of plastic sheeting after some minor floods.
	12	Figure reflects a more accurate volume count of the conservation work than in previous years when statistics mainly reflected the number of treatments (often more than one per volume).
RICE	7e	Includes expenditures for freeze-drying water damaged government documents.
ROCHESTER		Includes Sibley Music Library and Miner Medical Library.
RUTGERS		Includes two Law libraries, colleges and professional schools in Camden, Newark, and New Brunswick, and services to a non-Rutgers medical school.
SASKATCHEWAN		All figures are as of April 30, 2002 and include Law and Medical libraries. Data are unavailable for routine mending done in Access Services and branch libraries outside of central Binding Unit reporting to the Head of Acquisitions.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$28,239; (6b) \$100,687; (6c) \$0; (6d) \$128,926; (7a) \$0; (7b) \$103,840; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$103,840; (8) \$100; (9) \$0; (10) \$232,866; (11) \$0.
SMITHSONIAN INSTITUTION		All figures are of September 30, 2002 and include all 20 branch locations of the Smithsonian Institution.

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
	4b	Includes 1 position vacant for 5 months, and 2 positions vacant for 9 months.
	6a-6d	Figures include benefits.
	8	Includes labeling, date due slips and emergency response supplies.
	9	Includes labeling equipment.
	13	Includes condition reports, facilities reports, and emergency/disinfestation.
	20	Includes custom and vendor-produced enclosures.
SOUTH CAROLINA		Excludes branch campuses at Aiken, Salkehatchie, Beaufort, Lancaster, Spartanburg, Sumter, and Union.
SOUTHERN CALIFORNIA		Includes the Law library, which is an administratively separate library located on the Main Campus. Includes Health Sciences Library System, which is an administratively separate system and located on a separate Health Sciences Campus (except for the Dental Library, which is located on the Main Campus).
	7d, 13, 14,	Data are for Central Library System only. Law and Health Sciences Library System report "no" or zero.
	5a, 6a	Data are for Central Library System and Law Library only. Health Sciences Library System reports zero.
	12, 15, 21	Data are for Central Library System and Health Sciences Library System only. Law Library reports "unavailable."
	20, 23a, 24	Data are for Central Library System only. Law and Health Sciences Library System report "no" or zero.
SOUTHERN ILLINOIS		Includes the Southern Illinois University Medical Library, which had been excluded since 1991-92.
STANFORD		All figures are as of August 31, 2002. Figures include statistics from the Hopkins Marine Station and the Hoover Institution, and exclude the Law, Medical, Business, and Stanford Linear Accelerator libraries.
	2	The Stanford University Libraries have a 1.0 FTE Preservation Administrator; the Hoover Institution also has a .5 FTE Preservation Administrator.
	3	The Preservation Administrator for the Stanford University Libraries reports to the Associate University Librarian for Technical Services. The Preservation Administrator at the Hoover Institution reports to the Associate Director.
	4a	Two professional positions were vacant for a total of 3.5 months.
	7b, 21	The binding expenditures (7b) include all of Stanford University, including the Law, Medical, Business, and Stanford Linear Accelerator libraries; however, the number of volumes commercially bound (21) only includes the Stanford University Libraries and the Hoover Institution.
	7e	\$9,132 for renting storage for microfilm masters. \$912 for environmental health and safety permits for Conservation Laboratory.
	23c	146 maps digitized.
SUNY-ALBANY		Includes Gov. Thomas E. Dewey Library for Public Affairs and Policy, and the Science Library.
SYRACUSE	5d	Excludes FTE of special collections/audio archive staff engaged in basic refolding and photocopying activities.
	7b	Includes Law library.
	7e	Figure reflects contract reformatting of historical sound recordings.
	12	Includes 7,271 volumes treated by paperback stiffening.
	24a	Includes 60 tape reels, 6 cylinders, and 70 discs.
TEMPLE		Includes the Ambler Library, the Tyler School of Art Library, and the Harrisburg Library.
	5a, 6a	Includes 1 FTE for grant funded digitization project.
	5b, 6b	Includes 3 FTE for grant funded digitization project.
	5c, 6c	Includes 2 FTE for grant funded digitization project.

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
	5d, 6d 7e 22c, 23c, 24b	Includes 6 FTE for grant funded digitization project. Includes outsourced scanning of a small collection of old photographs. Figures reflect a grant-funded digitization project.
TENNESSEE		Includes branch campuses at Memphis and Tullahoma.
TEXAS		All figures are as of August 31, 2002 and include the Law Library, Harry Ransom Humanities Research Center (HRHRC), and the Center for American History (CAH). General Libraries' (GL) numbers include figures for the NEH Rare Early 20th-Century Mexican Newspaper Project. Figures exclude the McDonald Observatory Library.
	1-3	The General Libraries (GL) employs 1.0 FTE Head Librarian, Preservation Services who reports to the Head Librarian, Technical Services Operation Division. The HRHRC employs 1.0 FTE Chief Conservation Officer who reports to the Associate Director of the Center.
	4a	Includes 1.0 FTE (GL); 5.0 FTE (HRHRC).
	4b	Includes 7.25 FTE (GL); 2.5 FTE (HRHRC). Excludes 0.075 FTE staff volunteers (GL).
	4c	Includes 0.28 FTE (GL); 0.50 FTE (HRHRC).
	5a	Includes 1.15 FTE (GL); 6.0 FTE (HRHRC); 0.40 FTE (Law); 1.40 FTE (CAH).
	5b	Includes 9.0 FTE (GL); 7.5 FTE (HRHRC); 0.40 FTE (Law); 0.80 FTE (CAH).
	5c	Includes 1.29 FTE (GL); 1.50 FTE (HRHRC); 0.10 FTE (Law); 0.60 FTE (CAH). Excludes 1.33 FTE volunteers and student interns (GL).
	6a	Includes \$42,952 (GL); \$260,568 (HRHRC); \$17,500 (Law); \$54,382 (CAH).
	6b	Includes \$210,735 (GL); \$164,112 (HRHRC); \$6,914 (Law); \$15,672 (CAH).
	6c	Includes \$21,068 (GL); \$14,595 (HRHRC); \$400 (Law); \$6,096 (CAH).
	7b	Includes \$132,930 (GL); \$22,951 (Law).
	7c	Figure for GL only.
	7d	Figure for GL only.
	7e	Figure for GL only.
	8	Includes \$51,751 (GL); \$55,000 (HRHRC); \$7,755 (Law); \$14,298 (CAH).
	9	Includes \$1,265 (GL); \$2,566 (CAH).
	11	Includes \$19,320 (GL); \$40,000 (HRHRC); \$10,511 (CAH).
	12	Includes 29,072 (GL); 2 (HRHRC); 6 (CAH).
	13	Includes 2,028 (GL); 117 (HRHRC); 208 (Law); 9 (CAH).
	14	Includes 324 (GL); 53 (HRHRC); 4 (Law); 4 (CAH).
	16	Includes 1,408 (GL); 5,872 (HRHRC); 126 (CAH).
	19	Includes 1,697 (GL); 3,081 (HRHRC); 2 (CAH).
	20	Includes 2,094 (GL); 5,510 (HRHRC); 12 (Law); 22 (CAH).
	21	Includes 20,742 (GL); 3,267 (Law).
	22a	Includes 35 (GL); 3 (Law).
	22b	Figure is for GL only.
	22c	Includes 373 (GL); 7 (HRHRC).
	23a	Includes 3,010 (HRHRC); 4,160 (CAH).
	23b	Figure for GL only and is for 129 first-generation copy negatives and transparencies.
	23c	Includes 6 (GL); 2,174 (HRHRC).
	24a	Includes 16 (GL); 408 (CAH).
	24b	Figure for CAH only.
TEXAS A&M		All figures as of August 31, 2002 and include Medical Science Library, the Technical Reference Center in the College of Architecture, and Galveston (which does little conservation outside of binding loose journal issue).
TEXAS TECH		All figures are as of August 31, 2002, include the Architecture Library and the ICC Library, and exclude the Law and Health Sciences Center libraries.
TORONTO		All figures are as of April 30, 2001 and exclude Scarborough and Erindale campuses.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$324,950; (6b) \$822,431;

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		(6c) \$0; (6d) \$1,147,381; (7a) \$0; (7b) \$528,041; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$528,041; (8) U/A; (9) U/A; (10) \$1,675,422; (11) \$0.
TULANE		Includes the following main campus libraries: Math, Business, Women's Center, Special Collections, Architecture, Latin American Collection.
UTAH	7b	Figures are for the Marriott Library only. Excludes Law and Medical libraries.
VIRGINIA		Excludes Darden Graduate Business Library and the University of Virginia College at Wise. Footnotes in past years have been in error; libraries other than the main University Library have not been included in past surveys.
	7b	Figures from 1995-96 to 2000-01 appear to have been in error. Current figure is accurate.
WASHINGTON		Excludes branch campuses in Bothell and Tacoma.
	5c, 5d, 6c, 6d	Includes 0.55 FTE and \$8,553 for sleeving, boxing, and other re-housing of photograph collections.
	7b	Excludes \$2,097 paid to contract binder for boxes included in (7a).
	7e	Includes expenditures for CLIR membership and contract photo work.
	7a, 7c, 7e, 9, 16-20, 22a, 22c, 23, 24	Law library reported zero.
	8, 12-15	Law Library data not available. All figures for these categories are for the main library.
WASHINGTON STATE		Includes branch campuses at Vancouver, Tri-Cities, Spokane (CALS), the Intercollegiate College of Nursing, and the WSU Energy library.
WASHINGTON - St. LOUIS		Includes Medical School, Law School, Social Work, Physics, East Asian, West Campus, Biology, Earth and Planetary Science, Chemistry, Gaylord Music, and Business School libraries.
	6	Salary expenditures not available from Law library.
WATERLOO		All figures are as of April 30, 2002.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$0; (6b) \$105,423; (6c) \$0; (6d) \$105,423; (7a) \$1,000; (7b) \$90,121; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$91,121; (8) \$6,500; (9) \$0; (10) \$203,044; (11) \$0.
WAYNE STATE		All figures are as of September 30, 2002 and include Oakland Center, and the Reuther Library of Labor and Urban Affairs.
	7b	Figure reported under contract binding (21) in the <i>ARL Statistics 2001-02</i> included \$869 for conservation services.
WESTERN ONTARIO		Includes: Business, Education, Law, Music, Allyn & Betty Taylor (medicine, dentistry, nursing, applied health sciences, natural sciences, and engineering science), and D.B. Weldon (arts, social science, information and media studies).
	6-11	Expenditures as reported in Canadian dollars: (6a) U/A; (6b) U/A; (6c) \$1,775; (6d) \$6,268; (7a) \$11,125; (7b) \$178,045; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$189,170; (8) \$7,000; (9) \$0; (10) \$202,438; (11) \$0.
	6	Sum in (6d) could not be disaggregated into categories. Includes: (6a and 6b) Can\$4,493; (6c) Can\$1,775.
WISCONSIN		Figures include the following libraries, except where noted: Memorial, Special Collections, Music, Law, Health Sciences, Ag/Life Sciences, School of Library and Information Studies (SLIS), and Engineering.
	2-5	The percentage entered in (2) and the distribution of FTEs entered in (4) and (5) below do not represent significant changes in staffing, but instead reflect changes in organizational structure, including transfer of former



INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		preservation staff to non-preservation digitizing work.
	4	Figures represent preservation staff at Memorial Library only.
	4b	Support staff includes .69 FTE working on specially funded projects.
	4d	In addition, .17 FTE volunteer time was contributed to preservation work.
	5a	Professional staff includes .01 FTE working on specially funded projects.
	5b	Support staff includes 1.09 FTE working on specially funded projects.
	5d	In addition, .4 FTE volunteer time contributed to preservation work.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$145,606; (6b) \$381,161; (6c) \$155,128; (6d) \$681,895; (7a) \$11,852; (7b) \$197,824; (7c) \$0; (7d) \$0; (7e) \$7,752; (7f) \$217,428; (8) \$53,823; (9) \$2,676; (10) \$955,822; (11) \$47,770.
	7b	Excludes expenditures for enclosures paid to commercial binder, and therefore differs from figure for contract binding (21) in the <i>ARL Statistics 2001-02</i> .
	7e	Figure includes equipment repair/maintenance contracts, methylene blue testing, and digitizing expenses reported by Memorial Library Microimaging Lab, as well as Conservation Lab equipment repair.
	21	Includes figures for Engineering and other General Library System libraries, but does not include some libraries whose expenditures are incorporated into the total dollar figure for contract binding expenditures (7b).
YALE		A reorganization of the Preservation Department transferred the shelf preparations and serials binding units to the Acquisitions Department, a reduction of 7 FTE, and a corresponding reduction in salaries. Additional funding from endowments funded the significant increase in preservation equipment. Funding for the Stacks Cleaning Program resulted in a significant increase in Contract Conservation.
YORK		All figures are as of April 30, 2002 and include library at Glendon College.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$5,089; (6b) \$108,353; (6c) \$2,376; (6d) \$115,818; (7a) \$6,309; (7b) \$188,033; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$194,342; (8) \$13,873; (9) \$0; (10) \$324,033; (11) \$0.

## APPENDIX

### ARL Member Libraries as of October 1, 2003

The Association of Research Libraries (ARL) represents the interests of 124 libraries that serve major North American research institutions. ARL operates as a forum for the exchange of ideas and as an agent for collective action to influence the forces affecting the ability of these libraries to meet the future needs of scholarship. The ARL Statistics and Measurement program is organized around identifying, collecting, analyzing, and distributing quantifiable information describing the characteristics of research libraries. The program offers publications and special member services, and collaborates with other national and international library statistics programs. Data collected include salaries, library holdings, expenditures, staff, interlibrary lending, and preservation activities.

<u>Institution</u>	<u>Category</u>	<u>Full Name of Institution</u>	<u>Location</u>
Alabama	S	University of Alabama	Tuscaloosa, Alabama
Alberta	C	University of Alberta	Edmonton, Alberta
Arizona	S	University of Arizona	Tucson, Arizona
Arizona State	S	Arizona State University	Tempe, Arizona
Auburn	S	Auburn University	Auburn, Alabama
Boston	P	Boston University	Boston, Massachusetts
Boston College	P	Boston College	Boston, Massachusetts
Brigham Young	P	Brigham Young University	Provo, Utah
British Columbia	C	University of British Columbia	Vancouver, British Columbia
Brown	P	Brown University	Providence, Rhode Island
Berkeley, California	S	University of California, Berkeley	California, Berkeley
California, Davis	S	University of California, Davis	Davis, California
California, Irvine	S	University of California, Irvine	Irvine, California
California, Los Angeles	S	University of California, Los Angeles	Los Angeles, California
California, Riverside	S	University of California, Riverside	Riverside, California
California, San Diego	S	University of California, San Diego	La Jolla, California
California, Santa Barbara	S	University of California, Santa Barbara	Santa Barbara, California
Case Western Reserve	P	Case Western Reserve University	Cleveland, Ohio
Chicago	P	University of Chicago	Chicago, Illinois
Cincinnati	S	University of Cincinnati	Cincinnati, Ohio
Colorado	S	University of Colorado	Boulder, Colorado
Colorado State	S	Colorado State University	Fort Collins, Colorado
Columbia	P	Columbia University	New York, New York
Connecticut	S	University of Connecticut	Storrs, Connecticut
Cornell	P	Cornell University	Ithaca, New York
Dartmouth	P	Dartmouth College	Hanover, New Hampshire
Delaware	S	University of Delaware	Newark, Delaware
Duke	P	Duke University	Durham, North Carolina
Emory	P	Emory University	Atlanta, Georgia
Florida	S	University of Florida	Gainesville, Florida
Florida State	S	Florida State University	Tallahassee, Florida
George Washington	P	George Washington University	Washington, D.C.
Georgetown	P	Georgetown University	Washington, D.C.
Georgia	S	University of Georgia	Athens, Georgia
Georgia Tech	S	Georgia Institute of Technology	Atlanta, Georgia
Guelph	C	University of Guelph	Guelph, Ontario
Harvard	P	Harvard University	Cambridge, Massachusetts
Hawaii	S	University of Hawaii	Honolulu, Hawaii
Houston	S	University of Houston	Houston, Texas
Howard	P	Howard University	Washington, D.C.
Illinois, Chicago	S	University of Illinois at Chicago	Chicago, Illinois
Illinois, Urbana	S	University of Illinois at Urbana	Urbana, Illinois
Indiana	S	Indiana University	Bloomington, Indiana
Iowa	S	University of Iowa	Iowa City, Iowa
Iowa State	S	Iowa State University	Ames, Iowa
Johns Hopkins	P	Johns Hopkins University	Baltimore, Maryland
Kansas	S	University of Kansas	Lawrence, Kansas
Kent State	S	Kent State University	Kent, Ohio
Kentucky	S	University of Kentucky	Lexington, Kentucky
Laval	C	Laval University	Quebec, Quebec
Louisiana State	S	Louisiana State University	Baton Rouge, Louisiana
Louisville	S	University of Louisville	Louisville, Kentucky
McGill	C	McGill University	Montreal, Quebec
McMaster	C	McMaster University	Hamilton, Ontario
Manitoba	C	University of Manitoba	Winnipeg, Manitoba
Maryland	S	University of Maryland	College Park, Maryland
Massachusetts	S	University of Massachusetts	Amherst, Massachusetts
MIT	P	Massachusetts Institute of Technology	Cambridge, Massachusetts
Miami	P	University of Miami	Coral Gables, Florida

S=U.S. public university P=U.S. private university N=U.S. nonuniversity library C=Canadian university X=Canadian nonuniversity

<u>Institution</u>	<u>Category</u>	<u>Full Name of Institution</u>	<u>Location</u>
Michigan	S	University of Michigan	Ann Arbor, Michigan
Michigan State	S	Michigan State University	East Lansing, Michigan
Minnesota	S	University of Minnesota	Minneapolis, Minnesota
Missouri	S	University of Missouri	Columbia, Missouri
Montreal	C	University of Montreal	Montreal, Quebec
Nebraska	S	University of Nebraska-Lincoln	Lincoln, Nebraska
New Mexico	S	University of New Mexico	Albuquerque, New Mexico
New York	P	New York University	New York, New York
North Carolina	S	University of North Carolina	Chapel Hill, North Carolina
North Carolina State	S	North Carolina State University	Raleigh, North Carolina
Northwestern	P	Northwestern University	Evanston, Illinois
Notre Dame	P	University of Notre Dame	Notre Dame, Indiana
Ohio	S	Ohio University	Athens, Ohio
Ohio State	S	Ohio State University	Columbus, Ohio
Oklahoma	S	University of Oklahoma	Norman, Oklahoma
Oklahoma State	S	Oklahoma State University	Stillwater, Oklahoma
Oregon	S	University of Oregon	Eugene, Oregon
Pennsylvania	P	University of Pennsylvania	Philadelphia, Pennsylvania
Pennsylvania State	S	Pennsylvania State University	University Park, Pennsylvania
Pittsburgh	S	University of Pittsburgh	Pittsburgh, Pennsylvania
Princeton	P	Princeton University	Princeton, New Jersey
Purdue	S	Purdue University	West Lafayette, Indiana
Queen's	C	Queen's University	Kingston, Ontario
Rice	P	Rice University	Houston, Texas
Rochester	P	University of Rochester	Rochester, New York
Rutgers	S	Rutgers University	New Brunswick, New Jersey
Saskatchewan	C	University of Saskatchewan	Saskatoon, Saskatchewan
South Carolina	S	University of South Carolina	Columbia, South Carolina
Southern California	P	University of Southern California	Los Angeles, California
Southern Illinois	S	Southern Illinois University	Carbondale, Illinois
Stanford	P	Stanford University	Stanford, California
SUNY-Albany	S	University at Albany, State University of New York	Albany, New York
SUNY-Buffalo	S	University at Buffalo, State University of New York	Buffalo, New York
SUNY-Stony Brook	S	State University of New York at Stony Brook	Stony Brook, New York
Syracuse	P	Syracuse University	Syracuse, New York
Temple	S	Temple University	Philadelphia, Pennsylvania
Tennessee	S	University of Tennessee	Knoxville, Tennessee
Texas	S	University of Texas	Austin, Texas
Texas A&M	S	Texas A&M University	College Station, Texas
Texas Tech	S	Texas Tech University	Lubbock, Texas
Toronto	C	University of Toronto	Toronto, Ontario
Tulane	P	Tulane University	New Orleans, Louisiana
Utah	S	University of Utah	Salt Lake City, Utah
Vanderbilt	P	Vanderbilt University	Nashville, Tennessee
Virginia	S	University of Virginia	Charlottesville, Virginia
Virginia Tech	S	Virginia Polytechnic Institute & State University	Blacksburg, Virginia
Washington	S	University of Washington	Seattle, Washington
Washington State	S	Washington State University	Pullman, Washington
Washington U.-St. Louis	P	Washington University	St. Louis, Missouri
Waterloo	C	University of Waterloo	Waterloo, Ontario
Wayne State	S	Wayne State University	Detroit, Michigan
Western Ontario	C	University of Western Ontario	London, Ontario
Wisconsin	S	University of Wisconsin	Madison, Wisconsin
Yale	P	Yale University	New Haven, Connecticut
York	C	York University	North York, Ontario
Boston Public Library	N	Boston Public Library	Boston, Massachusetts
Canada Inst. SciTech Info.	X	Canada Inst. for Scientific & Technical Information	Ottawa, Ontario
Center for Research Libs.	N	Center for Research Libraries	Chicago, Illinois
Library of Congress	N	Library of Congress	Washington, D.C.
Natl. Agricultural Lib.	N	National Agricultural Library	Beltsville, Maryland
Lib. & Archives of Canada	X	Library and Archives of Canada*	Ottawa, Ontario
Natl. Library of Medicine	N	National Library of Medicine	Bethesda, Maryland
New York Public Library	N	New York Public Library	New York, New York
New York State Library	N	New York State Library	Albany, New York
Smithsonian Institution	N	Smithsonian Institution	Washington, D.C.

\*Formerly known as the National Library of Canada.

S=U.S. public university P=U.S. private university N=U.S. nonuniversity library C=Canadian university X=Canadian nonuniversity