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ARL
PRESERVATION
STATISTICS
2003-04

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

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INTRODUCTION

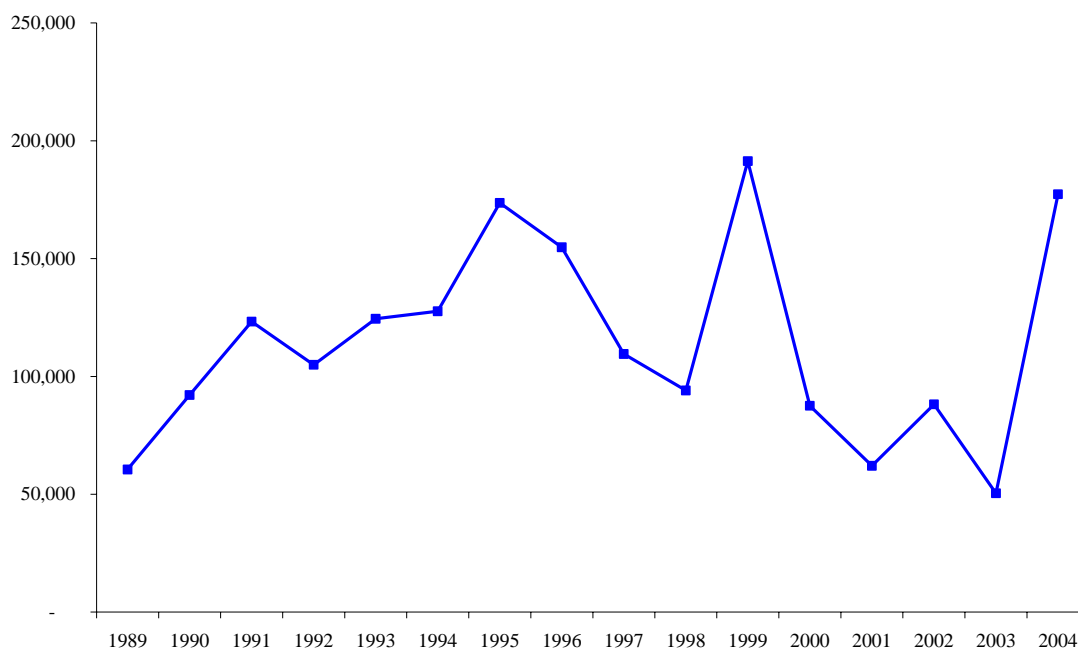
ARL Preservation Statistics 2003-04 presents data from 123 U.S. and Canadian research libraries that were members of the Association of Research Libraries during the 2003-04 fiscal year.¹ The ARL membership consisted of 113 university libraries and 10 independent research libraries (public or private) in 2003-04.

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. There were 66 such programs reported in 1988, as many as 80 reported in recent years, and 77 in 2003-04.²

These rapidly shifting trends have made themselves evident in many categories. Preservation expenditures for ARL's 109 reporting member libraries were \$97,812,776 in 2003-04, which reflects an inflation-adjusted increase of 18% since the survey's revision in 1996-97.³ Total preservation staff dropped to 1,635 FTEs in 2003-04, a decrease of 6.4% from 2002-03; the fact that seven libraries who had reported data in 2002-03 failed to report in 2003-04 contributed to this decrease. Level 1 conservation treatment increased slightly from 2002-03 levels, while Levels 2 and 3 dropped; total conservation treatment has decreased 10% since the survey was revised in 1996-97. Microfilming activity jumped to 210,878 bound volumes; the sharp increase evident in Graph 1 was due mostly to a re-organization of counting at the Library of Congress, which alone reported 116,777 volumes microfilmed.

Graph 1: Bound Volumes Microfilmed



¹ The Association of Research Libraries currently has 123 members, but only 109 libraries are included in this dataset. Alberta, Hawaii, Houston, Howard, Illinois-Chicago, Louisiana State, Manitoba, Missouri, Queen's, Tulane, the Canada Institute for Scientific and Technical Information, the Center for Research Libraries, the Library and Archives of Canada, and the Smithsonian Institution did not submit responses to this survey.

² 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."

³ For more information on the survey revision, see page 8. Adjustments for inflation were computed using Consumer Price Index data retrieved from the U.S. Department of Labor, Bureau of Labor Statistics' *Consumer Price Index for All Urban Consumers - (CPI-U)*, located at <http://146.142.4.24/cgi-bin/surveymost?cu>

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 2003-04 figure of \$6,603,883 representing a 9.9% increase from 2002-03.

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, 77 institutions indicated that the library has appointed a preservation administrator, and, of those, 58 libraries reported that their preservation programs are managed by a full-time preservation administrator.

Table 1. Administration of Preservation Programs

Full-time preservation administrator	58 (53.21%)
Part-time preservation administrator who devotes 50% or more time to preservation activities, but not 100%	15 (13.76%)
Part-time preservation administrator who devotes 25% to 50% of time to preservation activities	4 (3.67%)
Preservation administrator with less than 25% of time to preservation activities or no preservation administrator	32 (29.36%)

b. Reporting Relationships

While most ARL libraries have separate preservation units, their placement is far from uniform. The 77 responses to the question on reporting relationships show that almost 34% of the preservation administrators report to the library director or associate library director (or an equivalent position, such as dean of libraries, etc.). 29% of administrators report to the assistant/associate director for collection management. The third most often cited reporting relationship is to an "other" position, usually a director of a section not previously listed; closely after that are the number of programs that report to the director of Technical Services. Although the placement of preservation departments within the library structure varies, with few exceptions, the preservation administrator reports to senior library management.

Table 2. Position to Which Preservation Administrator Reports

Director of Libraries/ Associate Director	26 (33.77%)
Assistant/ Associate Director for Collection Management	22 (28.57%)
Assistant/ Associate Director for Technical Services	13 (16.88%)
Assistant/ Associate Director for Public Services	2 (2.60%)
Other	14 (18.18%)

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 77 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 109 libraries reporting data).

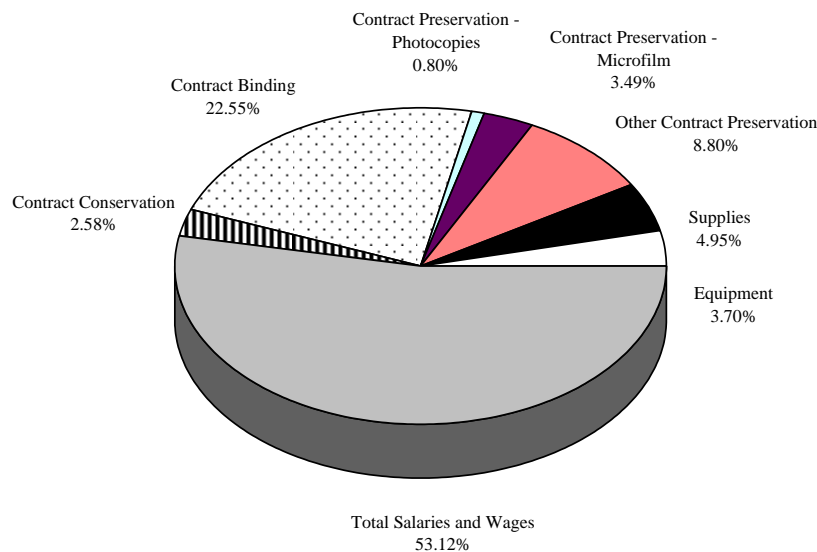
Table 3. Staffing Patterns of Preservation Programs

<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 (16.88%)	10.50	2.50	19.30
2 - 3.9 (32.47%)	4.00	1.72	9.82
1 - 1.9 (37.66%)	4.00	1.31	7.11
less than 1 (12.99%)	2.50	1.09	4.64

Table 4. Staffing Patterns of Preservation Activities Library-wide

<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 (28.44%)	12.02	4.47	24.64
2 - 3.9 (20.18%)	6.32	2.48	11.59
1 - 1.9 (27.52%)	5.30	2.00	8.67
less than 1 (23.85%)	3.13	1.03	5.02

Graph 2: Preservation Expenditures 2003-04



3. Expenditures

The financial support for preservation activities in ARL university libraries ranged from \$109,000 to \$6.6 million during fiscal year 2003-04. As a corollary, ARL university libraries spent between a fraction of one percent and roughly 6.6 percent 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 more than \$18.6 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	\$801,758	\$472,841	\$312,510
Preservation Expenditures as % of Total Library Exp.	3.41 %	2.45 %	1.76 %
Preservation Expenditures as % of Materials Expenditures	8.76 %	6.01 %	4.28 %

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	7,893	3,195	1,264
Number of Volumes: Levels 2 & 3 Treatment	2,174	1,152	405

5. Preservation Reformatting

This section was revised substantially in 1997-98⁴ 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.

⁴ 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 microfilming among ARL members, as the reporting of preservation microfilming remains problematic. Although the best indicator of microfilm output is the total number of exposures or frames filmed, many libraries failed to report this figure. The survey revision was therefore designed to track only volumes, rather than titles and exposures; this figure is charted in Graph 1. A total of 210,878 volumes microfilmed were reported this year; the Library of Congress was responsible for most of the large increase in this figure, as a re-organization in the way that these data are counted resulted in their volumes microfilmed increasing from 58 to 116,777. A separate question tracks single, unbound sheets microfilmed, which totaled 9,854,280 in 2003-04.

Digitizing bound volumes is gradually emerging as a viable preservation option. In 2003-04, 53 ARL libraries reported more than zero bound volumes digitized. The amount of items digitized varies widely, from one volume in a few different institutions to 235,731 volumes digitized by the University of Connecticut.

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.⁵ 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.⁶ 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. 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 (38 libraries)
Group 3:#	2 to 3 million volumes (40 libraries)
Group 4:^	Under 2 million volumes (6 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:

*	6 libraries in this group reported no Preservation Unit
+	8 libraries in this group reported no Preservation Unit
#	14 libraries in this group reported no Preservation Unit
^	4 libraries in this group reported no Preservation Unit

⁵ Jan Merrill-Oldham, Carolyn Clark Morrow, and Mark Roosa, *Preservation Program Models: A Study Project and Report* (Washington, DC: Association of Research Libraries, 1991).

⁶ The libraries in each group are determined by data submitted to *ARL Statistics 2003-04* (Washington, DC: Association of Research Libraries, 2005).

Table 7. Staffing Patterns of Preservation Programs

	Median of Professionals	Median of Support Staff	Median of Students	Median of Total FTE
Group 1	2.50	6.55	0.97	10.75
Group 2	1.00	3.75	1.46	7.33
Group 3	1.00	2.10	0.34	4.07
Group 4	0	0	0	0

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	5.00	13.87	5.20	24.80
Group 2	1.85	5.78	2.05	10.30
Group 3	1.28	4.54	2.34	8.54
Group 4	0.30	3.16	0.53	4.45

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	\$1,282,505	3.68%	9.99%
Group 2	531,717	2.42	6.09
Group 3	345,790	2.28	5.44
Group 4	192,198	1.44	2.99

Table 10. Conservation Treatment

	Median of Level 1 Treatment	Median of Level 2 Treatment	Median of Level 3 Treatment
Group 1	7,505	1,138	218.00
Group 2	3,030	1,128	55.50
Group 3	1,842	648	12.00
Group 4	1,417	646	0

Table 11. Contract Binding

	Median of Contract Binding Expenditures	Median of Number of Volumes Bound
Group 1	338,911	40,836
Group 2	157,819	17,765
Group 3	105,358	11,930
Group 4	89,193	11,066

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 2003-04*, are displayed in the tables together with the percentage of preservation expenditures. To aid comparability, expenditures of Canadian libraries are expressed in U.S. dollars at the rate of 1.34328 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 2003 to June 2004. 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 preservation needs.

Association of Research Libraries
November 4, 2005

DATA TABLE
SUMMARY OF PRESERVATION
1988-89 to 1995-96⁺

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
Microfiliming 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 2003-04* (Washington, D.C.: Association of Research Libraries, 2005)

+ 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 2003-04⁺

Year	1996-97	1997-98	1998-99	1999-2000	2000-01	2001-02	2002-03	2003-04
Number of Institutions Reporting:	115	118	114	110	113	116	115	109
Number of Preservation Administrators:	83	82	81	77	82	81	78	77
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	1,746.62	1,634.77
Total Preservation Expenditures:	\$80,772,236	\$83,340,852	\$82,642,548	\$85,842,245	\$92,276,777	\$96,575,155	\$97,833,909	\$97,812,776
Conservation Treatment								
Level 1:	697,922	693,113	686,319	660,597	624,728	873,842	658,664	661,074
Level 2:	213,064	241,538	207,114	254,296	222,995	183,437	174,868	167,155
Level 3:	22,520	28,748	33,119	62,179	19,018	286,622	32,806	20,588
Total:	933,506	963,405	919,038	976,658	867,593	1,343,598	868,293	839,961
Microfilming Treatment								
Volumes:	109,526	94,044	191,348	87,531	62,039	88,170	50,397	210,878
Single Sheets:	6,727,348	7,700,261	7,540,695	6,214,507	9,204,948	11,970,653	9,391,834	9,854,280

Source: *ARL Preservation Statistics 2003-04* (Washington, D.C.: Association of Research Libraries, 2005)

+ 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.

LIBRARY DATA TABLES

ARL PRESERVATION STATISTICS 2003-04

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										
ALABAMA	LM+	No	0	0	0	0	0	1.22	2.74	1.68	5.64
ARIZONA	+	No	U/A	U/A	U/A	U/A	U/A	0.75	1.70	0.90	3.35
ARIZONA STATE	LB+	Yes	100	2.00	2.00	0.41	4.41	2.26	5.29	1.93	9.48
AUBURN	+	Yes	100	1.00	3.50	2.00	6.50	1.50	4.75	2.33	8.58
BOSTON	M+	Yes	100	2.00	3.00	13.00	18.00	6.25	6.25	15.00	27.50
BOSTON COLLEGE	+	Yes	100	2.00	5.00	2.50	9.50	2.00	5.00	2.50	9.50
BRIGHAM YOUNG	+	No	0	0	0	0	0	5.00	0	0	5.00
BRITISH COLUMBIA	LM+	No	U/A	0.30	0	0	0.30	0.55	5.29	0.17	6.01
BROWN	+	Yes	100	3.00	5.00	2.50	10.50	3.75	6.25	2.75	12.75
CALIFORNIA, BERKELEY	+	Yes	100	1.90	10.35	2.11	14.36	8.51	16.14	8.65	33.30
CALIFORNIA, DAVIS	M+	Yes	50	0.50	4.00	2.50	7.00	0.50	5.50	3.00	9.00
CALIFORNIA, IRVINE	M+	Yes	100	0	7.00	1.68	8.68	0.40	7.26	2.35	10.01
CALIFORNIA, LOS ANGELES	LM+	Yes	25	0	0	0	0	2.32	6.39	5.70	14.41
CALIFORNIA, RIVERSIDE	+	Yes	50	0.50	3.00	2.50	6.00	0.50	3.20	3.00	6.70
CALIFORNIA, SAN DIEGO	M+	Yes	60	0.60	4.37	2.69	7.66	1.81	9.37	5.24	16.42
CALIFORNIA, SANTA BARBARA	+	No	0	0	0	0	0	0.50	6.00	4.00	10.50
CASE WESTERN RESERVE	LM+	Yes	100	1.00	2.19	0.59	3.78	1.21	3.49	0.95	5.65
CHICAGO	LM+	Yes	100	2.00	3.30	1.30	6.60	3.60	15.90	5.20	24.70
CINCINNATI	LM+	Yes	70	1.25	4.00	3.00	8.25	1.25	4.00	3.00	8.25
COLORADO	+	Yes	100	1.00	7.40	1.00	9.40	1.25	8.25	2.00	11.50
COLORADO STATE	+	Yes	100	1.00	5.28	1.33	7.61	1.29	5.45	2.03	8.77
COLUMBIA	+	Yes	100	7.00	19.15	2.52	28.67	7.88	21.78	4.26	33.92
CONNECTICUT	LMB+	Yes	100	1.00	2.00	1.64	4.64	1.07	3.14	1.94	6.15
CORNELL	LMB+	Yes	100	6.30	10.50	2.50	19.30	7.90	13.10	5.30	26.30
DARTMOUTH	M+	Yes	100	2.00	3.75	1.72	7.47	2.00	4.57	2.00	8.57
DELAWARE	+	Yes	100	1.00	4.00	2.11	7.11	1.25	4.75	3.36	9.36
DUKE	LM+	Yes	100	2.00	6.50	1.50	10.00	2.30	7.73	1.55	11.58
EMORY	LMB+	Yes	100	3.00	2.50	1.00	6.50	4.34	4.21	3.30	11.85
FLORIDA	+	Yes	100	3.00	6.00	2.00	11.00	3.00	8.10	2.10	13.20
FLORIDA STATE	LMB+	No	0	0	0	0	0	1.00	5.30	1.00	7.30
GEORGE WASHINGTON	LM+	No	10	0.10	1.00	0.25	1.35	0.56	5.00	1.15	6.71
GEORGETOWN	LM+	Yes	100	1.00	0	0	1.00	1.00	4.50	0.35	5.85
GEORGIA	L+	Yes	50	0.50	2.50	0.28	3.28	5.32	17.88	9.78	32.98
GEORGIA TECH	+	No	0	0	0	0	0	1.00	2.00	2.00	5.00
GUELPH	+	No	0	0	0	0	0	0.01	3.00	0.75	3.76
HARVARD	LM+	Yes	100	37.69	51.98	4.58	94.25	44.54	62.18	8.79	115.51
ILLINOIS, URBANA	+	Yes	100	3.00	5.00	4.00	12.00	4.57	13.87	9.97	28.41
INDIANA	+	Yes	100	3.00	4.00	3.00	10.00	5.00	9.00	7.00	21.00
IOWA	LM+	Yes	100	2.00	7.00	4.00	13.00	2.00	8.00	5.00	15.00
IOWA STATE	+	Yes	100	2.00	5.00	2.82	9.82	2.00	6.25	2.82	11.07
JOHNS HOPKINS	M+	Yes	100	4.02	5.10	2.65	11.77	4.23	6.85	3.95	15.03
KANSAS	LB+	Yes	100	4.00	2.70	4.00	10.70	4.50	4.10	6.70	15.30
KENT STATE	+	No	0	0	0	0	0	0.05	3.05	0.95	4.05
KENTUCKY	LM+	Yes	100	3.00	8.83	4.50	16.33	4.74	13.37	6.53	24.64
LAVAL	LM+	Yes	25	1.58	5.00	0	6.58	1.78	5.30	0	7.08
LOUISVILLE	MB+	No	0	0	0	0	0	0.25	2.55	3.25	6.05

+ - See Footnotes

M - Includes Medical library

L - Includes Law library

U/A - Unavailable

B - Includes branch campuses

ARL PRESERVATION STATISTICS 2003-04

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										
MCGILL	LMB+	Yes	100	1.00	0	0	1.00	1.75	5.00	0	6.75
MCMASTER	+	Yes	100	2.00	0	0.30	2.30	2.00	2.15	0.30	4.45
MARYLAND	+	Yes	100	4.00	5.00	4.00	13.00	7.00	10.20	7.75	24.95
MASSACHUSETTS	+	No	0	0	0	0	0	0.15	2.58	0.50	3.23
MIT	+	Yes	100	2.00	3.60	0.90	6.50	4.60	5.00	3.20	12.80
MIAMI	LM+	No	0	0	0	0	0	1.52	12.63	3.93	18.08
MICHIGAN	LM+	Yes	100	6.00	11.25	1.89	19.14	7.97	17.61	5.90	31.48
MICHIGAN STATE	L+	Yes	60	1.60	5.00	3.87	10.47	1.88	11.80	15.87	29.55
MINNESOTA	LM+	No	5	0.05	1.25	0.80	2.10	0.15	10.50	1.20	11.85
MONTREAL	LM+	No	0	0	0	0	0	2.67	7.42	0	10.09
NEBRASKA	+	Yes	50	1.00	6.00	3.00	10.00	1.60	8.50	5.40	15.50
NEW MEXICO	LM+	No	0	0	0	0	0	0.80	2.50	5.20	8.50
NEW YORK	LM+	Yes	100	3.00	5.71	1.60	10.31	4.09	6.71	1.60	12.40
NORTH CAROLINA	LM+	Yes	100	2.00	6.93	0.93	9.86	8.11	14.91	6.79	29.81
NORTH CAROLINA STATE	+	Yes	100	2.50	6.00	2.30	10.80	3.58	7.53	3.05	14.16
NORTHWESTERN	LM+	Yes	100	3.80	7.50	2.38	13.68	4.20	12.02	4.49	20.71
NOTRE DAME	LB+	Yes	100	1.00	5.80	1.31	8.11	1.03	6.87	1.38	9.28
OHIO	MB+	Yes	90	2.00	2.00	1.20	5.20	4.32	3.93	2.63	10.88
OHIO STATE	LM+	Yes	25	1.80	6.60	2.90	11.30	2.60	14.80	7.40	24.80
OKLAHOMA	LMB+	No	15	0.57	0.50	0.87	1.94	0.60	2.25	1.95	4.80
OKLAHOMA STATE	+	No	10	0.10	0.20	0	0.30	0.43	2.95	1.86	5.24
OREGON	+	Yes	75	0.75	2.25	4.50	7.50	1.50	2.85	7.65	12.00
PENNSYLVANIA	LMB+	No	0	0	0	0	0	1.75	6.50	5.75	14.00
PENNSYLVANIA STATE	B+	Yes	100	1.00	11.08	5.24	17.32	1.00	11.47	8.25	20.72
PITTSBURGH	B+	Yes	100	1.00	4.00	1.00	6.00	1.16	6.32	1.25	8.73
PRINCETON	+	Yes	100	5.00	5.00	0.20	10.20	6.50	10.75	2.25	19.50
PURDUE	+	No	0	0	0	0	0	0	5.75	0.50	6.25
RICE	+	Yes	100	1.00	3.00	0.25	4.25	1.30	3.50	0.50	5.30
ROCHESTER	MB+	Yes	50	3.00	3.50	3.00	9.50	3.50	5.00	3.50	12.00
RUTGERS	LB+	No	0	0	0	0	0	1.80	3.00	0.83	5.63
SASKATCHEWAN	LM+	No	0	0	0	0	0	0.35	4.10	0	4.45
SOUTH CAROLINA	L+	Yes	100	1.00	0.50	0.50	2.00	2.00	2.50	1.50	6.00
SOUTHERN CALIFORNIA	LM+	No	0	0	0	0	0	0	2.70	1.10	3.80
SOUTHERN ILLINOIS	LMB+	No	0	0	0	0	0	0.15	4.50	4.04	8.69
SUNY-ALBANY	+	Yes	100	2.00	1.00	0.88	3.88	2.25	4.35	0.88	7.48
SUNY-BUFFALO	LM+	Yes	25	3.00	0.75	1.25	5.00	7.50	3.25	2.75	13.50
SUNY-STONY BROOK	M+	Yes	85	0.85	1.00	0.28	2.13	0.95	1.33	0.60	2.88
SYRACUSE	L+	Yes	100	2.00	3.00	0.16	5.16	3.80	3.65	0.32	7.77
TEMPLE	LM+	No	0	0	0	0	0	2.45	3.14	2.81	8.40
TENNESSEE	LMB+	Yes	100	1.10	5.00	2.00	8.10	2.35	6.80	2.45	11.60
TEXAS	L+	Yes	100	8.50	10.50	0.80	19.80	10.65	17.82	3.63	32.10
TEXAS A&M	MB+	Yes	50	0.25	0.50	0.50	1.25	0.52	6.95	4.45	11.92
TEXAS TECH	+	Yes	100	1.00	1.00	0.50	2.50	1.00	4.00	3.50	8.50
TORONTO	M+	No	0	3.00	15.00	0	18.00	4.00	15.00	0	19.00
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	6.50	2.96	9.80	0.40	13.16

+ - See Footnotes

M - Includes Medical library

L - Includes Law library

U/A - Unavailable

B - Includes branch campuses

ARL PRESERVATION STATISTICS 2003-04

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										
VIRGINIA	+	Yes	75	0	2.50	0.50	3.00	0.10	3.62	0.70	4.42
VIRGINIA TECH	+	Yes	95	1.60	2.50	1.00	5.10	1.60	5.50	3.00	10.10
WASHINGTON	LM+	Yes	100	1.75	0	0.12	1.87	2.29	9.65	3.00	14.94
WASHINGTON STATE	B+	No	0	0	0	0	0	0	1.99	0.13	2.12
WASHINGTON U.-ST. LOUIS	LM+	Yes	100	1.05	5.30	2.00	8.35	1.05	5.55	2.00	8.60
WATERLOO	+	No	0	0	0	0	0	0	3.31	0.11	3.42
WAYNE STATE	LMB+	No	0	0	0	0	0	1.25	2.25	1.50	5.00
WESTERN ONTARIO	L+	No	0	0	0	0	0	0.50	0.15	0.90	1.55
WISCONSIN	LM+	Yes	100	1.25	3.93	2.00	7.18	7.54	13.23	15.10	35.87
YALE	M+	Yes	100	4.20	17.42	0.50	22.12	8.47	24.55	1.96	34.98
YORK	LB+	No	0	0	0	0	0	0.37	2.67	0.15	3.19
BOSTON PUBLIC LIBRARY	+	No	0	0	0	0	0	5.00	4.00	0	9.00
LIBRARY OF CONGRESS	L+	Yes	100	55.60	40.00	1.00	96.60	81.60	46.00	1.00	128.60
NATL. AGRICULTURAL LIB.	+	Yes	100	1.08	1.29	0	2.37	4.21	2.42	1.10	7.73
NATL. LIBRARY OF MEDICINE	M+	Yes	80	5.80	6.55	3.00	15.35	8.55	8.55	4.47	21.57
NEW YORK PUBLIC LIBRARY	+	Yes	100	6.20	26.60	0	32.80	14.60	31.50	12.30	58.40
NEW YORK STATE LIBRARY	+	Yes	100	1.00	7.00	0.40	8.40	1.00	8.00	0.40	9.40

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)
University Medians	1.00	3.00	0.89	6.25	1.78	5.45	2.45	10.09
University Totals	187.96	405.47	143.11	736.54	303.37	759.16	337.54	1,400.07
Nonuniversity Medians	3.44	6.78	0.20	11.88	6.78	8.28	1.05	15.49
Nonuniversity Totals	69.68	81.44	4.40	155.52	114.96	100.47	19.27	234.70
GRAND TOTAL	257.64	486.91	147.51	892.06	418.33	859.63	356.81	1,634.77
NUMBER OF LIBRARIES	108	108	108	108	109	109	109	109

+ - See Footnotes
M - Includes Medical library

L - Includes Law library
U/A - Unavailable

B - Includes branch campuses

ARL PRESERVATION STATISTICS 2003-04

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								
ALABAMA	LM+	116,592	0	64,077	0	0	0	64,077	6,330
ARIZONA	+	119,127	0	116,500	14,000	0	0	130,500	26,324
ARIZONA STATE	LB+	284,886	20,319	170,560	0	0	2,346	193,225	50,792
AUBURN	+	209,007	0	85,166	0	2,330	0	87,496	15,441
BOSTON	M+	507,339	0	142,896	0	0	0	142,896	29,206
BOSTON COLLEGE	+	317,214	0	112,977	11,142	0	0	124,119	9,413
BRIGHAM YOUNG	+	270,500	0	207,748	0	0	0	207,748	57,000
BRITISH COLUMBIA	LM+	168,517	0	135,803	0	9,969	0	145,772	9,603
BROWN	+	502,278	52,805	200,495	7,177	0	0	260,477	30,644
CALIFORNIA, BERKELEY	+	1,378,306	30,072	961,035	13,726	60,867	0	1,065,700	34,431
CALIFORNIA, DAVIS	M+	263,574	0	161,844	0	9,970	21,538	193,352	20,876
CALIFORNIA, IRVINE	M+	303,731	0	77,768	0	3,181	0	80,949	26,124
CALIFORNIA, LOS ANGELES	LM+	496,449	16,021	438,286	0	35,133	282	489,722	59,612
CALIFORNIA, RIVERSIDE	+	169,891	0	209,067	0	0	0	209,067	35,016
CALIFORNIA, SAN DIEGO	M+	560,758	0	315,066	1,703	5,546	13,262	335,577	30,987
CALIFORNIA, SANTA BARBARA	+	250,361	3,020	197,144	0	0	0	200,164	25,000
CASE WESTERN RESERVE	LM+	178,973	4,103	83,402	10,439	0	5,778	103,722	5,386
CHICAGO	LM+	793,346	38,899	436,592	8,077	6,942	3,468	493,978	57,133
CINCINNATI	LM+	184,932	0	141,055	0	0	0	141,055	10,684
COLORADO	+	383,280	6,994	82,071	5,727	0	0	94,792	25,283
COLORADO STATE	+	274,124	0	124,654	0	184	1,318	126,156	22,672
COLUMBIA	+	1,102,941	215,468	678,421	82,354	222,855	136,900	1,335,998	138,833
CONNECTICUT	LMB+	240,451	3,424	284,770	554	0	0	288,748	20,080
CORNELL	LMB+	1,036,223	0	152,898	60,004	0	28,487	241,389	68,013
DARTMOUTH	M+	352,434	0	129,384	6,496	0	2,526	138,406	14,309
DELAWARE	+	253,000	12,015	80,558	31,234	3,019	0	126,826	16,096
DUKE	LM+	360,594	14,068	263,031	0	0	0	277,099	46,522
EMORY	LMB+	358,148	823	182,929	14,705	0	0	198,457	6,257
FLORIDA	+	335,753	8,570	147,742	0	21,246	19,861	197,419	8,627
FLORIDA STATE	LMB+	100,800	10,000	56,485	0	0	0	66,485	1,699
GEORGE WASHINGTON	LM+	170,020	0	121,206	0	0	0	121,206	3,717
GEORGETOWN	LM+	219,768	3,045	188,366	26,968	0	0	218,379	7,282
GEORGIA	L+	670,720	145,353	349,243	406	0	0	495,002	67,109
GEORGIA TECH	+	102,200	0	61,648	0	0	0	61,648	1,000
GUELPH	+	78,506	3,298	18,302	0	0	0	21,600	9,308
HARVARD	LM+	4,514,519	304,037	939,665	95,980	129,102	245,906	1,714,690	299,508
ILLINOIS, URBANA	+	778,666	18,079	295,181	28,757	35,567	57,724	435,308	61,016
INDIANA	+	386,006	0	285,000	0	0	34,487	319,487	52,872
IOWA	LM+	482,180	0	156,301	0	10,976	19,693	186,970	40,316
IOWA STATE	+	391,522	15,770	185,651	10,384	64,122	9,795	285,722	30,358
JOHNS HOPKINS	M+	384,540	2,877	133,925	7,327	0	439,206	583,335	24,522
KANSAS	LB+	395,508	0	160,889	7,311	0	0	168,200	45,118

+ - See Footnotes
M - Includes Medical library

L - Includes Law library
U/A - Unavailable

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ARL PRESERVATION STATISTICS 2003-04

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 #) INSTITUTION
(9)	(10)	(11)	-a-	-b-	-c-	-d-	
24,950	211,949	0	13,248,722	1.60	6,420,160	3.30	ALABAMA
5,144	281,095	19,200	27,064,875	1.04	12,638,919	2.22	ARIZONA
0	528,903	0	24,614,964	2.15	10,810,784	4.89	ARIZONA STATE
566	312,510	0	12,518,579	2.50	5,533,059	5.65	AUBURN
0	679,441	0	19,977,770	3.40	9,101,636	7.47	BOSTON
0	450,746	0	16,588,659	2.72	7,363,517	6.12	BOSTON COLLEGE
0	535,248	0	22,382,454	2.39	8,183,965	6.54	BRIGHAM YOUNG
0	323,892	168	25,964,851	1.25	11,041,026	2.93	BRITISH COLUMBIA
498	793,897	3,373	17,504,112	4.54	6,962,997	11.40	BROWN
32,610	2,511,047	125,722	53,263,903	4.71	16,117,813	15.58	CALIFORNIA, BERKELEY
6,648	484,450	6,107	19,557,745	2.48	7,801,367	6.21	CALIFORNIA, DAVIS
1,904	412,708	4,070	18,542,297	2.23	6,740,795	6.12	CALIFORNIA, IRVINE
23,780	1,069,563	458,530	47,691,633	2.24	12,744,509	8.39	CALIFORNIA, LOS ANGELES
0	413,974	0	12,069,545	3.43	5,214,071	7.94	CALIFORNIA, RIVERSIDE
24,707	952,029	0	25,945,519	3.67	8,276,175	11.50	CALIFORNIA, SAN DIEGO
0	475,525	35,000	18,208,284	2.61	5,663,097	8.40	CALIFORNIA, SANTA BARBARA
0	288,081	0	13,988,420	2.06	6,487,601	4.44	CASE WESTERN RESERVE
0	1,344,457	55,794	27,878,919	4.82	13,462,639	9.99	CHICAGO
0	336,671	0	19,502,676	1.73	9,093,736	3.70	CINCINNATI
9,923	513,278	0	18,390,430	2.79	8,628,115	5.95	COLORADO
4,187	427,139	1,781	16,098,539	2.65	8,529,548	5.01	COLORADO STATE
8,415	2,586,187	950,569	46,200,379	5.60	17,588,988	14.70	COLUMBIA
1,200	550,479	0	23,488,601	2.34	8,286,431	6.64	CONNECTICUT
106	1,345,731	279,364	42,560,694	3.16	16,441,789	8.18	CORNELL
3,090	508,239	0	18,807,974	2.70	7,175,586	7.08	DARTMOUTH
4,771	400,693	1,398	14,828,278	2.70	7,110,202	5.64	DELAWARE
6,465	690,680	0	30,156,928	2.29	11,953,414	5.78	DUKE
5,588	568,450	87,099	27,797,992	2.04	12,132,614	4.69	EMORY
392	542,191	0	25,112,380	2.16	10,167,169	5.33	FLORIDA
72,455	241,439	72,455	13,697,817	1.76	6,615,443	3.65	FLORIDA STATE
0	294,943	0	20,547,370	1.44	9,753,414	3.02	GEORGE WASHINGTON
0	445,429	0	22,184,204	2.01	8,952,158	4.98	GEORGETOWN
100,000	1,332,831	278,124	21,544,004	6.19	10,294,637	12.95	GEORGIA
0	164,848	0	10,622,028	1.55	5,157,312	3.20	GEORGIA TECH
0	109,414	0	9,179,417	1.19	4,175,025	2.62	GUELPH
87,769	6,616,486	206,387	100,892,145	6.56	27,884,613	23.73	HARVARD
7,515	1,282,505	66,474	33,557,443	3.82	12,346,960	10.39	ILLINOIS, URBANA
0	758,365	0	32,340,522	2.34	12,617,116	6.01	INDIANA
37,213	746,679	2,570	24,118,906	3.10	11,033,545	6.77	IOWA
6,593	714,195	71,683	16,076,113	4.44	8,150,668	8.76	IOWA STATE
126,000	1,118,397	119,520	28,165,251	3.97	12,295,966	9.10	JOHNS HOPKINS
1,889	610,715	0	19,076,650	3.20	7,702,433	7.93	KANSAS

U/A - Unavailable

ARL PRESERVATION STATISTICS 2003-04

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								
KENT STATE	+	103,271	0	78,699	0	0	0	78,699	U/A
KENTUCKY	LM+	557,738	2,324	162,851	0	0	20,953	186,128	54,182
LAVAL	LM+	218,872	26,641	0	0	0	0	26,641	43,327
LOUISVILLE	MB+	89,342	0	101,812	0	0	600	102,412	11,377
MCGILL	LMB+	130,650	15,578	167,724	0	0	0	183,301	7,893
MCMASTER	+	138,827	0	129,321	0	1,255	0	130,576	9,037
MARYLAND	+	656,216	41,912	122,353	18,362	6,638	100,759	290,024	35,643
MASSACHUSETTS	+	101,808	0	105,061	212	1,839	35	107,147	4,120
MIT	+	431,387	3,948	217,481	299	0	1,287	223,015	24,062
MIAMI	LM+	338,028	0	112,548	0	382	0	112,930	10,778
MICHIGAN	LM+	1,216,519	53,207	392,295	395	13,413	302,590	761,900	71,567
MICHIGAN STATE	L+	389,786	9,605	223,478	920	62,362	73,868	370,233	9,809
MINNESOTA	LM+	419,497	33,290	355,137	32,081	0	0	420,508	9,810
MONTREAL	LM+	250,761	4,567	189,477	0	12,169	0	206,212	6,755
NEBRASKA	+	277,033	2,552	143,943	0	12,385	19,146	178,026	23,869
NEW MEXICO	LM+	145,894	0	154,512	0	0	0	154,512	6,829
NEW YORK	LM+	488,446	0	644,165	19,191	42,676	0	706,032	11,876
NORTH CAROLINA	LM+	920,552	8,356	246,818	0	0	0	255,174	54,566
NORTH CAROLINA STATE	+	354,726	16,385	107,368	2,879	54,624	24,189	205,445	33,155
NORTHWESTERN	LM+	661,550	0	227,936	25,065	35,478	53,570	342,049	41,970
NOTRE DAME	LB+	290,612	2,622	102,951	6,346	20,574	10,029	142,522	30,211
OHIO	MB+	254,060	803	45,817	0	0	21,020	67,640	15,763
OHIO STATE	LM+	695,366	0	276,539	27,873	33,526	14,742	352,680	88,264
OKLAHOMA	LMB+	82,170	17,632	179,464	2,200	0	0	199,296	3,600
OKLAHOMA STATE	+	101,816	0	50,531	0	0	1,000	51,531	11,139
OREGON	+	181,702	11,176	96,090	0	0	0	107,266	34,715
PENNSYLVANIA	LMB+	314,848	25,195	338,911	3,264	1,164	0	368,534	11,511
PENNSYLVANIA STATE	B+	511,501	21,037	502,419	9	10,570	88,577	622,612	29,344
PITTSBURGH	B+	167,941	14,532	150,990	4,734	51,292	50,000	271,548	12,157
PRINCETON	+	748,699	0	639,208	55,909	0	26,436	721,553	112,798
PURDUE	+	143,741	0	117,340	0	0	0	117,340	1,000
RICE	+	151,934	0	68,863	0	0	0	68,863	6,370
ROCHESTER	MB+	317,058	187,806	116,063	2,859	910	124,281	431,919	28,682
RUTGERS	LB+	171,972	1,440	161,539	819	3,752	0	167,550	17,526
SASKATCHEWAN	LM+	104,485	0	76,574	0	0	0	76,574	74
SOUTH CAROLINA	L+	180,419	12,000	86,095	0	11,500	0	109,595	22,000
SOUTHERN CALIFORNIA	LM+	134,690	0	237,843	0	0	0	237,843	161,997
SOUTHERN ILLINOIS	LMB+	186,600	0	128,111	0	0	0	128,111	10,594
SUNY-ALBANY	+	228,553	0	65,502	0	3,450	4,662	73,614	14,227
SUNY-BUFFALO	LM+	451,283	0	133,250	0	0	9,691	142,941	18,238
SUNY-STONY BROOK	M+	127,471	32,675	81,974	8,000	1,988	636	125,273	9,568
SYRACUSE	L+	277,996	7,621	65,295	0	0	0	72,916	22,361

+ - See Footnotes
M - Includes Medical library

L - Includes Law library
U/A - Unavailable

B - Includes branch campuses

ARL PRESERVATION STATISTICS 2003-04

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 #) INSTITUTION
(9)	(10)	(11)	-a-	-b-	-c-	-d-	
0	181,970	0	12,821,827	1.42	3,899,410	4.67	KENT STATE
3,710	801,758	31,345	19,270,355	4.16	9,410,620	8.52	KENTUCKY
U/ A	288,840	23,890	14,454,499	2.00	6,754,783	4.28	LAVAL
132	203,263	600	17,319,156	1.17	8,629,275	2.36	LOUISVILLE
93,056	414,901	0	21,475,347	1.93	10,377,429	4.00	MCGILL
0	278,439	0	11,383,561	2.45	5,515,896	5.05	MCMASTER
1,286	983,169	0	20,033,947	4.91	7,095,869	13.86	MARYLAND
0	213,075	800	11,654,629	1.83	4,960,225	4.30	MASSACHUSETTS
12,884	691,348	0	19,953,776	3.46	6,925,699	9.98	MIT
0	461,736	46,582	19,986,430	2.31	10,231,828	4.51	MIAMI
28,130	2,078,116	161,952	46,737,671	4.45	18,785,711	11.06	MICHIGAN
0	769,828	90,575	22,557,590	3.41	8,778,721	8.77	MICHIGAN STATE
0	849,815	7,139	31,640,604	2.69	11,817,047	7.19	MINNESOTA
9,113	472,841	0	21,949,251	2.15	8,411,747	5.62	MONTREAL
10,322	489,250	38,880	13,446,172	3.64	5,758,469	8.50	NEBRASKA
471	307,706	0	19,396,595	1.59	5,869,932	5.24	NEW MEXICO
12,947	1,219,301	0	34,462,180	3.54	12,749,726	9.56	NEW YORK
9,000	1,239,292	42,646	29,619,061	4.18	11,943,682	10.38	NORTH CAROLINA
0	593,326	77,425	25,042,984	2.37	9,709,194	6.11	NORTH CAROLINA STATE
3,000	1,048,569	0	25,630,720	4.09	11,227,930	9.34	NORTHWESTERN
5,345	468,690	0	18,764,762	2.50	8,456,762	5.54	NOTRE DAME
4,150	341,613	29,959	12,445,639	2.74	5,382,725	6.35	OHIO
1,518	1,137,828	53,635	28,509,784	3.99	12,621,148	9.02	OHIO STATE
0	285,066	12,100	17,232,008	1.65	10,392,793	2.74	OKLAHOMA
0	164,486	1,000	12,883,426	1.28	6,172,226	2.66	OKLAHOMA STATE
150	323,833	0	14,294,319	2.27	5,605,292	5.78	OREGON
0	694,893	0	32,130,433	2.16	12,782,115	5.44	PENNSYLVANIA
92,860	1,256,317	226,966	40,610,081	3.09	15,054,040	8.35	PENNSYLVANIA STATE
0	451,646	137,908	25,664,536	1.76	11,720,010	3.85	PITTSBURGH
138,807	1,721,857	0	35,256,274	4.88	13,762,081	12.51	PRINCETON
0	262,081	0	17,745,361	1.48	7,257,363	3.61	PURDUE
275	227,442	0	14,266,058	1.59	7,888,236	2.88	RICE
0	777,659	438,087	16,324,549	4.76	6,016,132	12.93	ROCHESTER
6,350	363,398	8,092	29,564,707	1.23	10,052,148	3.62	RUTGERS
0	181,133	0	11,286,852	1.60	5,592,831	3.24	SASKATCHEWAN
11,000	323,014	0	17,271,058	1.87	6,743,969	4.79	SOUTH CAROLINA
0	534,530	0	21,788,025	2.45	8,795,908	6.08	SOUTHERN CALIFORNIA
1,251	326,556	0	14,220,244	2.30	6,950,978	4.70	SOUTHERN ILLINOIS
10,740	327,134	123,500	12,236,201	2.67	4,606,264	7.10	SUNY-ALBANY
0	612,462	120,050	18,720,435	3.27	7,284,908	8.41	SUNY-BUFFALO
4,991	267,303	0	12,383,254	2.16	5,889,579	4.54	SUNY-STONY BROOK
11,446	384,719	154,087	14,444,432	2.66	5,903,473	6.52	SYRACUSE

U/ A - Unavailable

ARL PRESERVATION STATISTICS 2003-04

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								
TEMPLE	LM+	239,409	0	157,873	0	0	0	157,873	14,646
TENNESSEE	LMB+	242,185	0	120,670	1,070	0	0	121,740	7,361
TEXAS	L+	947,154	7,170	139,288	154	24,416	1,640	172,668	111,330
TEXAS A&M	MB+	259,162	0	130,696	0	0	0	130,696	15,744
TEXAS TECH	+	173,432	0	18,964	0	0	0	18,964	24,610
TORONTO	M+	687,554	0	342,338	0	0	0	342,338	23,638
UTAH	+	215,548	600	159,336	0	14,590	0	174,526	27,639
VANDERBILT	LM+	391,819	6,000	154,585	0	1,200	260	162,045	11,100
VIRGINIA	+	91,461	20,945	75,760	4,247	11,000	U/ A	111,952	47,305
VIRGINIA TECH	+	229,475	0	98,167	0	0	0	98,167	22,325
WASHINGTON	LM+	505,323	5,469	167,978	19,798	57,902	20,379	271,526	38,912
WASHINGTON STATE	B+	64,902	0	59,926	0	411	0	60,337	1,220
WASHINGTON U.-ST. LOUIS	LM+	220,139	7,540	100,356	5,000	0	0	112,896	20,483
WATERLOO	+	78,049	1,117	62,358	0	0	0	63,474	4,839
WAYNE STATE	LMB+	157,759	375	60,716	0	0	2,000	63,091	500
WESTERN ONTARIO	L+	37,345	8,282	109,995	0	0	0	118,277	3,722
WISCONSIN	LM+	916,868	3,137	325,436	0	0	10,093	338,666	119,314
YALE	M+	1,375,885	205,605	566,026	31,828	164,913	653,249	1,621,621	201,918
YORK	LB+	100,945	1,675	143,657	0	0	0	145,332	7,956
BOSTON PUBLIC LIBRARY	+	202,462	585	24,336	44,492	0	13,195	82,608	7,500
LIBRARY OF CONGRESS	L+	7,416,397	403,274	1,461,772	9,677	1,466,400	4,638,202	7,979,325	1,156,893
NATL. AGRICULTURAL LIB.	+	539,956	0	0	0	28,500	86,900	115,400	12,000
NATL. LIBRARY OF MEDICINE	M+	1,145,757	189,940	136,133	2,160	625,548	1,104,845	2,058,626	41,995
NEW YORK PUBLIC LIBRARY	+	1,253,240	183,328	463,505	3,847	19,167	90,128	759,975	203,392
NEW YORK STATE LIBRARY	+	298,200	0	38,502	0	0	0	38,502	36,803

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)
University Medians		270,500	1,675	143,657	0	0	0	168,200	22,163
University Totals		41,097,917	1,749,878	19,934,273	717,985	1,277,388	2,678,269	26,357,792	3,387,845
Nonuniversity Medians		842,857	91,957	87,318	3,004	23,834	88,514	437,688	39,399
Nonuniversity Totals		10,856,012	777,127	2,124,248	60,176	2,139,615	5,933,270	11,034,436	1,458,583
GRAND TOTAL		51,953,929	2,527,005	22,058,521	778,161	3,417,003	8,611,539	37,392,228	4,846,428
NUMBER OF LIBRARIES		109	109	109	109	109	108	109	108

+ - See Footnotes
M - Includes Medical library

L - Includes Law library
U/ A - Unavailable

B - Includes branch campuses

ARL PRESERVATION STATISTICS 2003-04

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
36,898	448,826	136,689	14,619,227	3.07	5,916,318	7.59	TEMPLE
500	371,786	0	20,933,676	1.78	9,564,822	3.89	TENNESSEE
105,104	1,336,256	121,651	36,316,124	3.68	13,176,133	10.14	TEXAS
6,616	412,218	0	25,842,504	1.60	12,685,498	3.25	TEXAS A&M
2,672	219,678	0	18,527,587	1.19	8,186,747	2.68	TEXAS TECH
0	1,053,530	12,656	47,556,426	2.22	18,090,524	5.82	TORONTO
0	417,713	0	22,230,041	1.88	7,249,844	5.76	UTAH
4,000	568,964	0	20,048,886	2.84	8,923,485	6.38	VANDERBILT
0	250,718	U/A	29,354,994	0.85	9,813,145	2.55	VIRGINIA
0	349,967	0	11,687,071	2.99	5,932,914	5.90	VIRGINIA TECH
6,829	822,590	41,101	34,780,704	2.37	11,787,071	6.98	WASHINGTON
0	126,459	0	12,775,271	0.99	5,260,158	2.40	WASHINGTON STATE
1,200	354,718	0	29,416,653	1.21	9,259,923	3.83	WASHINGTON U.-ST. LOUIS
0	146,362	0	11,395,352	1.28	5,322,007	2.75	WATERLOO
25,000	246,350	78,500	21,297,891	1.16	7,095,838	3.47	WAYNE STATE
112	159,456	0	14,382,653	1.11	7,744,356	2.06	WESTERN ONTARIO
183,224	1,558,072	196,184	39,251,812	3.97	10,596,306	14.70	WISCONSIN
14,033	3,213,457	91,160	65,212,582	4.93	27,485,613	11.69	YALE
0	254,232	0	17,445,868	1.46	6,814,701	3.73	YORK
0	292,570	5,555	32,117,075	0.91	4,871,112	6.01	BOSTON PUBLIC LIBRARY
2,064,351	18,616,966	367,605	598,217,000	3.11	14,874,028	125.16	LIBRARY OF CONGRESS
22,500	689,856	187,879	21,571,614	3.20	3,476,503	19.84	NATL. AGRICULTURAL LIB.
25,094	3,271,472	0	50,270,757	6.51	7,008,828	46.68	NATL. LIBRARY OF MEDICINE
43,147	2,259,754	566,298	49,524,208	4.56	12,473,796	18.12	NEW YORK PUBLIC LIBRARY
1,600	375,105	126,000	11,537,468	3.25	3,351,000	11.19	NEW YORK STATE LIBRARY

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-	
1,269	468,690	0	19,986,430	8,529,548	University Medians
1,463,499	72,307,053	5,350,546	2,421,912,108	969,340,590	University Totals
23,797	1,474,805	156,940	40,820,642	5,939,970	Nonuniversity Medians
2,156,692	25,505,723	1,253,337	763,238,122	46,055,267	Nonuniversity Totals
3,620,191	97,812,776	6,603,883	3,185,150,230	1,015,395,857	GRAND TOTAL
108	109	108	109	109	NUMBER OF LIBRARIES

U/A - Unavailable

ARL PRESERVATION STATISTICS 2003-04

TABLE 3
CONSERVATION TREATMENT, BINDING AND PRESERVATION REFORMATTING

(Survey Question #)		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.
(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)		
INSTITUTION	Notes									
ALABAMA	LM+	13,855	235	0	14,090	2,660	1	0	200	440
ARIZONA	+	6,956	208	0	7,164	0	0	0	225	1,809
ARIZONA STATE	LB+	4,338	3,804	95	8,237	353	141	0	4,764	784
AUBURN	+	10,252	1,020	122	11,394	50	0	0	23	128
BOSTON	M+	4,583	1,334	94	6,011	172	0	0	0	328
BOSTON COLLEGE	+	3,690	1,169	77	4,936	52	0	0	14	1,057
BRIGHAM YOUNG	+	3,037	9,617	1,199	13,853	25	2	18	3	851
BRITISH COLUMBIA	LM+	3,074	500	0	3,574	24,000	0	0	0	7,585
BROWN	+	2,134	1,150	174	3,458	430	2,561	0	0	488
CALIFORNIA, BERKELEY	+	1,118	815	125	2,058	2,349	0	0	236	1,224
CALIFORNIA, DAVIS	M+	2,369	1,065	144	3,578	14	0	0	6	12,993
CALIFORNIA, IRVINE	M+	1,248	272	1	1,521	0	0	0	1,200	606
CALIFORNIA, LOS ANGELES	LM+	8,456	567	433	9,456	1,098	0	0	585	1,326
CALIFORNIA, RIVERSIDE	+	14,592	990	0	8,360	4	2	0	2,832	85
CALIFORNIA, SAN DIEGO	M+	4,550	802	40	5,392	1,975	0	0	3,576	216
CALIFORNIA, SANTA BARBARA	+	8,817	0	0	8,817	1,500	143	0	25,000	542
CASE WESTERN RESERVE	LM+	1,813	1,351	78	3,242	90	0	10	55	884
CHICAGO	LM+	1,521	86	189	1,796	224	0	0	0	1,345
CINCINNATI	LM+	1,555	1,576	28	3,159	0	0	0	0	1,056
COLORADO	+	8,729	175	6	8,910	240,480	0	0	0	954
COLORADO STATE	+	4,397	706	436	5,539	1,624	0	0	0	78
COLUMBIA	+	5,108	5,484	659	11,251	2,800	1,737	0	37	7,148
CONNECTICUT	LMB+	6,971	2,180	290	9,441	916	0	0	0	196
CORNELL	LMB+	65,290	2,437	218	67,945	1,416	0	0	5,948	4,256
DARTMOUTH	M+	2,515	4,037	0	6,552	24	95	0	0	294
DELAWARE	+	776	422	126	1,324	755	0	0	0	2,123
DUKE	LM+	7,505	1,138	8	8,651	9	0	0	22	3,599
EMORY	LMB+	2,346	1,772	122	4,240	598	67	0	1,724	2,389
FLORIDA	+	7,938	7,369	135	15,422	2,682	0	0	1,845	1,304
FLORIDA STATE	LMB+	1,098	173	32	1,303	0	0	0	5	0
GEORGE WASHINGTON	LM+	915	2,078	0	2,993	60	0	0	14	37
GEORGETOWN	LM+	1,706	158	135	1,999	35	21	0	41	234
GEORGIA	L+	1,313	1,102	42	2,457	20,556	0	0	0	910
GEORGIA TECH	+	99	53	3	155	1,000	0	0	0	0
GUELPH	+	3,701	0	0	3,701	0	0	0	14,963	0
HARVARD	LM+	20,374	8,768	1,073	30,215	26,017	4,589	0	1,264	14,885
ILLINOIS, URBANA	+	10,036	4,011	70	14,117	39,360	2,285	150	33	6,749
INDIANA	+	4,840	1,035	420	6,295	332	2,300	0	0	15,477
IOWA	LM+	7,006	1,883	55	8,944	3	1,130	0	0	281
IOWA STATE	+	9,832	767	50	10,649	21	0	0	0	702
JOHNS HOPKINS	M+	2,146	3,636	40	5,822	311	149	0	0	1,404
KANSAS	LB+	8,443	226	926	9,595	164	0	0	1	2,447

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U/A - Unavailable

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ARL PRESERVATION STATISTICS 2003-04

**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 #)
(21)	(22a)	(22b)	(22c)	(23a)	(23b)	(23c)	(24a)	(24b)	INSTITUTION
5,883	13	0	0	220	0	0	0	200	ALABAMA
10,915	0	0	66	0	0	0	152	1,954	ARIZONA
25,417	18	0	0	0	0	0	48	5,031	ARIZONA STATE
11,978	0	0	35	73	1,891	9,799	0	0	AUBURN
8,667	0	5	3	0	0	0	0	0	BOSTON
12,176	122	0	0	1,300	0	0	0	86	BOSTON COLLEGE
19,725	15	56	0	0	33,878	0	3,200	0	BRIGHAM YOUNG
18,893	0	442	0	0	1,100	0	0	10,925	BRITISH COLUMBIA
17,386	232	36	0	0	120	0	0	0	BROWN
83,092	221	1,034	0	822	0	0	0	0	CALIFORNIA, BERKELEY
15,900	8	19	31	0	0	0	0	0	CALIFORNIA, DAVIS
5,440	0	0	2	4,400	14,537	3,500	270	450	CALIFORNIA, IRVINE
27,659	23	251	0	23	14,327	335	28	15	CALIFORNIA, LOS ANGELES
18,711	38	0	0	0	0	0	0	0	CALIFORNIA, RIVERSIDE
29,516	13	5	17	1,514	0	550	17	875	CALIFORNIA, SAN DIEGO
14,947	0	0	0	0	0	0	0	1,500	CALIFORNIA, SANTA BARBARA
9,476	234	0	340	267	0	5	0	4	CASE WESTERN RESERVE
70,818	56	0	555	100	21,000	0	0	2,011	CHICAGO
16,069	1	0	0	0	0	0	0	0	CINCINNATI
21,869	85	0	0	0	0	0	0	1,592	COLORADO
14,208	6	4	17	0	0	1,249	0	78	COLORADO STATE
61,009	532	2,583	0	0	0	2,698	1,898	0	COLUMBIA
30,510	93	0	0	0	0	0	0	0	CONNECTICUT
28,552	3,167	0	235,731	0	0	0	1	0	CORNELL
8,569	70	0	0	0	0	0	0	0	DARTMOUTH
11,881	243	2	0	140	0	0	0	0	DELAWARE
40,836	0	0	0	0	0	0	0	0	DUKE
24,845	394	495	0	66	0	3	2	155	EMORY
23,497	0	1,710	2,277	0	0	3,463	60	40,054	FLORIDA
3,365	227	0	1,197	10,073	0	10,545	0	89	FLORIDA STATE
14,039	1	0	1	1,157	0	0	0	0	GEORGE WASHINGTON
16,937	234	0	2	0	0	138	0	6	GEORGETOWN
58,843	6	29	2,407	6,049	2,154,600	1,401	195	27,433	GEORGIA
7,852	25	15	0	1,000	0	0	0	0	GEORGIA TECH
0	0	0	0	0	0	0	0	0	GUELPH
80,311	926	7,338	1,880	6,275	31,084	173	48	11,426	HARVARD
39,743	191	1,897	1,772	5,114	15,446	0	196	0	ILLINOIS, URBANA
52,000	0	0	5	0	0	0	0	0	INDIANA
25,686	127	1	11	953	0	30	1	1	IOWA
29,867	104	510	0	0	2,084	0	0	0	IOWA STATE
16,658	51	0	38	0	0	0	0	335	JOHNS HOPKINS
22,018	251	0	1	0	0	0	0	0	KANSAS

U/A - Unavailable

ARL PRESERVATION STATISTICS 2003-04

TABLE 3
CONSERVATION TREATMENT, BINDING AND PRESERVATION REFORMATTING

(Survey Question #)		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.
		12	13	14	15	16	17	18	19	20
INSTITUTION	Notes									
KENT STATE	+	989	417	0	1,406	279	0	0	U/A	417
KENTUCKY	LM+	15,816	183	56	16,055	863	0	0	0	716
LAVAL	LM+	9,400	10,156	10	19,566	0	0	0	0	672
LOUISVILLE	MB+	U/A	1,224	0	1,224	0	0	0	0	1,870
MCGILL	LMB+	4,380	781	42	5,203	460	0	0	0	86
MCMASTER	+	1,417	586	104	2,107	1,576	0	0	90	312
MARYLAND	+	2,247	1,688	506	4,441	0	7,673	0	0	1,174
MASSACHUSETTS	+	2,349	63	1	2,413	0	0	0	0	40
MIT	+	3,691	397	11	4,199	357	0	0	0	169
MIAMI	LM+	1,871	370	31	2,272	U/A	0	0	U/A	53
MICHIGAN	LM+	10,377	2,213	75	12,665	295	8,047	0	1,604	1,171
MICHIGAN STATE	L+	2,013	718	44	2,775	15	5,747	0	0	1,014
MINNESOTA	LM+	5,120	541	145	5,806	6,400	0	0	200	1,068
MONTREAL	LM+	11,923	1,669	5	13,597	0	0	0	0	13
NEBRASKA	+	5,761	306	13	6,080	26	0	0	15	2,157
NEW MEXICO	LM+	331	213	35	579	371	0	0	0	4,213
NEW YORK	LM+	1,455	539	487	2,481	122	1,344	0	0	432
NORTH CAROLINA	LM+	9,825	6,449	19	16,293	3,336	0	0	733	3,211
NORTH CAROLINA STATE	+	1,926	320	28	2,274	0	0	0	0	848
NORTHWESTERN	LM+	7,651	2,096	58	9,805	227	7,176	0	25	111
NOTRE DAME	LB+	3,023	817	835	4,675	338	504	0	0	2,526
OHIO	MB+	1,203	3,734	713	5,650	74	0	0	214	501
OHIO STATE	LM+	7,758	620	111	8,489	422	636	32	5,594	2,577
OKLAHOMA	LMB+	3,139	1,208	92	4,439	47	0	0	0	526
OKLAHOMA STATE	+	127	1,506	61	1,694	24	0	0	75	391
OREGON	+	6,771	4,159	39	10,969	16	0	0	1	220
PENNSYLVANIA	LMB+	200	283	68	551	787	0	0	9	4,881
PENNSYLVANIA STATE	B+	5,845	117	35	5,997	5,397	1,700	0	799	2,268
PITTSBURGH	B+	213	982	0	1,195	190	2,399	190	0	72
PRINCETON	+	683	2,010	334	3,027	1,081	0	0	50	4,706
PURDUE	+	13	636	167	816	0	0	0	0	0
RICE	+	10,604	1,546	54	12,204	0	0	0	0	459
ROCHESTER	MB+	29,309	4,135	105	33,549	9,202	1,898	0	3,543	2,307
RUTGERS	LB+	996	1,449	25	2,470	25	0	0	4,672	555
SASKATCHEWAN	LM+	0	3,360	0	3,360	0	0	0	0	338
SOUTH CAROLINA	L+	46	100	255	401	66	0	0	10	3,961
SOUTHERN CALIFORNIA	LM+	1,568	4,668	0	6,236	0	0	0	0	140
SOUTHERN ILLINOIS	LMB+	3,250	486	2	3,738	406	0	0	0	621
SUNY-ALBANY	+	182	709	2	893	2	0	0	0	1,004
SUNY-BUFFALO	LM+	1,446	1,106	1,233	3,785	0	0	0	0	10
SUNY-STONY BROOK	M+	4,847	1,397	2	6,246	547	0	0	206	1,480
SYRACUSE	L+	12,732	1,688	76	14,496	16	0	0	3	2,184

+ - See Footnotes
M - Includes Medical library

L - Includes Law library
U/A - Unavailable

B - Includes branch campuses

ARL PRESERVATION STATISTICS 2003-04

**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)	
10,872	0	0	0	0	0	0	20	0	KENT STATE
17,992	0	790	540	0	621,976	110,047	0	5,946	KENTUCKY
10,218	0	0	230	0	0	0	0	0	LAVAL
11,066	0	0	8	0	0	9,225	0	6,274	LOUISVILLE
5,456	0	0	0	0	0	3,500	0	0	MCGILL
13,799	0	0	0	0	0	0	0	0	MCMASTER
17,041	111	54	0	0	0	164	0	282	MARYLAND
10,796	0	0	0	1,000	0	0	0	1,440	MASSACHUSETTS
20,013	2	0	0	4,752	0	136,950	0	15	MIT
12,738	0	0	0	0	0	814	50	15	MIAMI
55,760	0	95	6,485	0	0	0	0	1,322	MICHIGAN
34,701	12	1,074	2,135	0	0	346	0	2,500	MICHIGAN STATE
30,303	492	0	0	0	0	0	0	0	MINNESOTA
20,165	0	1,427	21	0	0	0	0	2,736	MONTREAL
17,357	0	0	19	0	9,900	475	0	639	NEBRASKA
17,416	0	0	7	800	0	0	20	0	NEW MEXICO
42,646	62	519	0	0	0	0	0	0	NEW YORK
39,712	219	483	44	239	6,496	0	1,054	303	NORTH CAROLINA
19,323	37	691	0	3,207	0	0	439	5,769	NORTH CAROLINA STATE
35,174	289	420	6	0	0	0	0	5	NORTHWESTERN
16,371	50	99	0	0	41,709	0	0	0	NOTRE DAME
7,392	15	0	10	1,875	0	200	276	200	OHIO
46,798	166	286	166	1,897	60,082	55	0	508	OHIO STATE
16,333	0	0	0	0	0	0	0	0	OKLAHOMA
10,246	0	0	25	3	0	0	0	0	OKLAHOMA STATE
13,164	129	0	150	252	515,255	0	65	2,000	OREGON
23,885	16	0	27	0	0	87	0	864	PENNSYLVANIA
43,380	4	2,162	834	2,558	2,626	3,314	5	971	PENNSYLVANIA STATE
21,498	79	1,330	37	0	10,800	37,760	247	4,080	PITTSBURGH
80,000	496	0	0	81	0	0	0	150	PRINCETON
14,846	0	0	0	0	0	0	0	0	PURDUE
9,792	8	0	1	2,000	0	0	0	70	RICE
9,427	505	22	0	4,206	0	1,889	3,064	1,223	ROCHESTER
16,203	10	0	0	0	0	0	0	0	RUTGERS
9,299	0	0	0	0	0	0	0	0	SASKATCHEWAN
8,965	2,028	0	0	0	94,610	2,250	10	0	SOUTH CAROLINA
17,537	0	0	0	0	0	0	0	17,607	SOUTHERN CALIFORNIA
19,885	0	1,574	0	0	0	0	0	0	SOUTHERN ILLINOIS
9,564	123	17	0	360	0	0	0	0	SUNY-ALBANY
20,576	462	0	0	9,873	0	0	0	0	SUNY-BUFFALO
7,303	25	0	6	0	6,000	0	208	52	SUNY-STONY BROOK
6,737	1	0	14	2	0	0	0	0	SYRACUSE

ARL PRESERVATION STATISTICS 2003-04

TABLE 3
CONSERVATION TREATMENT, BINDING AND PRESERVATION REFORMATTING

(Survey Question #)		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 Constr.
INSTITUTION	Notes	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
TEMPLE	LM+	136	0	0	136	0	0	0	0	0
TENNESSEE	LMB+	3,660	1,166	0	4,826	327	0	0	0	113
TEXAS	L+	23,793	1,426	545	25,764	10,196	0	0	83	4,987
TEXAS A&M	MB+	5,896	68	0	5,964	26	0	0	719	1,234
TEXAS TECH	+	1,806	396	28	2,230	5	0	0	0	2
TORONTO	M+	13,040	817	805	14,662	1,713	0	0	1	1,254
UTAH	+	14,529	1,253	301	16,083	26,435	0	0	53	743
VANDERBILT	LM+	1,164	1,165	45	2,374	U/A	0	0	U/A	1,098
VIRGINIA	+	1,474	1,498	61	3,033	299	0	0	0	922
VIRGINIA TECH	+	1,712	0	0	0	0	0	0	0	0
WASHINGTON	LM+	4,764	4,213	129	9,106	369	0	0	196	1,375
WASHINGTON STATE	B+	1,944	572	0	2,516	0	0	0	24	0
WASHINGTON U.-ST. LOUIS	LM+	11,661	2,321	0	13,982	1,426	0	0	0	780
WATERLOO	+	400	0	0	400	0	0	0	0	0
WAYNE STATE	LMB+	600	5	0	605	U/A	0	0	U/A	32
WESTERN ONTARIO	L+	0	284	33	317	49	0	0	0	0
WISCONSIN	LM+	16,324	2,151	1,017	19,492	1,655	0	0	512	4,377
YALE	M+	11,326	1,009	637	12,972	15,692	7,250	3	1,030	3,418
YORK	LB+	0	0	0	0	0	0	0	0	0
BOSTON PUBLIC LIBRARY	+	7,500	0	2,335	9,835	0	0	0	653	2,638
LIBRARY OF CONGRESS	L+	832	1,703	651	3,186	80,373	299,064	1,219,500	15,438	8,772
NATL. AGRICULTURAL LIB.	+	15	0	0	15	100	0	0	0	0
NATL. LIBRARY OF MEDICINE	M+	1,082	659	84	1,825	113	0	0	4,430	2,120
NEW YORK PUBLIC LIBRARY	+	60,426	1,908	393	62,725	10,174	1,622	0	1,896	776
NEW YORK STATE LIBRARY	+	3,451	725	0	4,176	664	0	0	0	1,841

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 Constr.
(Survey Question #)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
University Medians	3,195	1,009	50	4,936	207	0	0	1	780
University Totals	587,768	162,160	17,125	758,199	465,318	59,597	403	85,077	171,023
Nonuniversity Medians	2,267	692	239	3,681	389	0	0	1,275	1,981
Nonuniversity Totals	73,306	4,995	3,463	81,762	91,424	300,686	1,219,500	22,417	16,147
GRAND TOTAL	661,074	167,155	20,588	839,961	556,742	360,283	1,219,903	107,494	187,170
NUMBER OF LIBRARIES	108	109	109	109	106	109	109	105	109

+ - See Footnotes
M - Includes Medical library

L - Includes Law library
U/A - Unavailable

B - Includes branch campuses

ARL PRESERVATION STATISTICS 2003-04

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)	
16,006	0	0	3	0	0	0	25	2,200	TEMPLE
17,300	11	0	0	0	0	0	0	15	TENNESSEE
21,722	2	410	25	4,510	302	13,569	1	9,171	TEXAS
21,757	0	0	0	0	0	0	0	7,970	TEXAS A&M
787	0	0	0	0	0	0	0	100	TEXAS TECH
36,788	0	0	1,665	0	0	292,998	0	635	TORONTO
15,025	0	51	0	0	0	92,966	0	0	UTAH
22,977	0	0	10	0	0	0	0	8,023	VANDERBILT
11,452	50	138	161	0	0	0	0	0	VIRGINIA
11,255	0	0	0	1,700	0	0	0	0	VIRGINIA TECH
27,401	3	26	225	0	170,612	0	269	970	WASHINGTON
7,516	0	0	0	0	0	0	24	0	WASHINGTON STATE
11,687	16	0	0	152	0	54	0	0	WASHINGTON U.-ST. LOUIS
6,770	0	0	0	0	0	0	0	0	WATERLOO
9,328	0	0	0	0	0	565	0	17,500	WAYNE STATE
11,208	0	0	2	0	0	382	0	931	WESTERN ONTARIO
46,384	52	2,612	4,843	34,678	478,126	624	638	17,507	WISCONSIN
74,628	271	2,886	77	0	71,583	10,777	399	2,955	YALE
20,336	0	0	0	0	0	0	0	0	YORK
1,562	0	1,748	0	1,343	0	0	89	1,221	BOSTON PUBLIC LIBRARY
212,445	116	116,777	216	0	4,038,946	36,390	2,206	0	LIBRARY OF CONGRESS
0	0	50	482	500	0	0	0	1,610	NATL. AGRICULTURAL LIB.
18,311	56	2,617	0	4,020	0	14,437	2,430	1,714	NATL. LIBRARY OF MEDICINE
48,474	118	56,049	0	21,408	1,435,190	0	0	0	NEW YORK PUBLIC LIBRARY
6,405	25	39	1,772	0	0	544	0	0	NEW YORK STATE LIBRARY

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)	
17,329	12	0	1	0	0	0	0	15	University Medians
2,317,839	13,473	33,598	264,164	113,691	4,380,144	752,900	12,930	227,168	University Totals
12,358	41	2,183	349	1,343	0	7,491	89	1,416	Nonuniversity Medians
287,197	315	177,280	2,470	27,271	5,474,136	51,371	4,725	4,545	Nonuniversity Totals
2,605,036	13,788	210,878	266,634	140,962	9,854,280	804,271	17,655	231,713	GRAND TOTAL
108	106	107	102	103	106	101	104	105	NUMBER OF LIBRARIES

ARL PRESERVATION STATISTICS QUESTIONNAIRE, 2003-04

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? 1. _____ Yes _____ No
2. If yes, what percentage of the administrator's total job assignment is dedicated to preservation activities and preservation program management? 2. _____
3. If yes, what is the job title of the person to whom the preservation administrator reports?
3. _____

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 2003-04 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 2002-03* 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 31, 2004.**

Please contact Martha Kyrillidou <martha@arl.org> or Mark Young <stats-ra@arl.org>
at (202) 296-2296 for assistance.

ARL PRESERVATION STATISTICS QUESTIONNAIRE, 2003-04

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>>) or provide a paper copy to use for data verification. ARL no longer requires the submission of both a paper form and a web form. Be sure to read these Instructions before beginning to input data.

Complete this form by **December 31, 2004**, 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, 2004*. 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 Kyrillidou, Director, ARL Statistics and Measurement Program, (202) 296-2296; e-mail: <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 1.34328 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 2003 through June 2004.

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 2003-04 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 2003-04* 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 2003-04* 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.

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 31, 2004.**

Please contact Martha Kyrillidou <martha@arl.org> or Mark Young <stats-ra@arl.org>
at (202) 296-2296 for assistance.

FOOTNOTES TO THE ARL PRESERVATION STATISTICS 2003-04

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, 2004 and exclude the Social Work Reading Room and Communication & Information Science Reading Room.
	1-3	The Law Library Preservation Administrator dedicates 10% of total job assignment to preservation activities and reports to the Assistant Director.
	4	Law Library reports: (4a) 0.10; (4c) 0.50; for a total of (4d) 0.60 FTE.
	9	Includes exhibit cases.
ARIZONA		Excludes the University of Arizona South campus.
ARIZONA STATE		Include ASU East and ASU West.
	27	Reformatting old microfilm masters.
AUBURN		All figures are as of September 30, 2004.
	5, 6	Increases due to an increase in the number of total staff engaged in preservation activities.
BOSTON		Includes the Mugar library, Special Collections, Theology Library, and the Medical library. Excludes the Law library.
	1-3	The Preservation Administrator is in Special Collections.
	16	Large donation to Special Collections.
	21	Excludes Special Collections.
BOSTON COLLEGE		Excludes Law Library.
	12	Level 1 treatments include an acquisition that was cleaned and hepa vacuumed.
	7b	2002-03 revised to \$144,115.
BRIGHAM YOUNG		All figures are for the calendar year ending December 31, 2003.
BRITISH COLUMBIA		All figures are as of March 31, 2004.
	1-3	Preservation administrator percent is .07.
	4b	Mendery assistant retired. Position not filled.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$41,371; (6b) \$179,860; (6c) \$5,134; (6d) \$226,365; (7a) \$0; (7b) \$182,421; (7c) \$0; (7d) \$13,391; (7e) \$0; (7f) \$195,812; (8) \$12,900; (9) \$0; (10) \$435,077; (11) \$225.
	22b, 23b	Includes Point Grey Gazette, 1909-26; Annie Abel Henderson Collection; UBC Historical Theses, series 7; BSF Undergraduate Theses & Graduating Essays, series 4-6; M.Ed Major Papers, series 8-9; BC Directories, 1971-72; Perspectives, v. 1-11.
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.
CALIFORNIA, BERKELEY		Excludes Law library and Affiliated Libraries, except where noted.
	5	Includes Law library and Affiliated Libraries; preservation staffing figures for The Library only are: (5a) 7.43; (5b) 14.85; (5c) 7.81; (5d) 30.09.
	6	Includes Law library and Affiliated Libraries; preservation salary figures for The Library only are: (6a) \$548,933; (6b) \$534,086; (6c) \$169,243; (6d) \$1,252,262.

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
	7a	Figure is for The Library only.
	7b	Contract commercial binding expenses for The Library only are \$896,047.
	7c-24b	Figures reported are for The Library only.
	7e	An additional contract expense of \$45,095 was spent on renovating the Treatment Lab. This figure is excluded from the statistics.
	11	Expenditures from outside sources increase to \$170,817 with the addition of \$45,095 for the Lab renovation.
CALIFORNIA, DAVIS		Includes General Library only; Law Library is excluded.
	7c, 22a	Due to other time commitments, no contract preservation photocopying was done in 2003-04.
	7e	Freight costs increased in 2003-04.
	9	Ten Preservation Environment Monitors (recording hygrothermographs) were purchased as a one-time expense using endowment funds in 2003-04.
	12, 15	Plastic covers were included in error for 2002-03. They are now counted in (20).
	14	Conservation Treatment students were sufficiently trained in 2003-04 to contribute to Special Collections materials treatment, leading to an increase in the number of Level 3 treatments.
	16	Includes encapsulations done by students for Special Collections.
	20	Now includes Co-Libri plastic covers.
	21	2002-03 figure did not include branch libraries (PSE, and HSL)
	24b	Decrease due to end of special project in 2002-03.
CALIFORNIA, LOS ANGELES	7, 8	The figure for contract commercial binding (21) in the <i>ARL Statistics 2003-04</i> is \$513,799, which includes not only commercial binding (7b), but also contract conservation (7a) and preservation supplies (8) from this survey.
	11	Figure represents matching funds for an endowment for constructing and equipping a conservation lab during 2002-03.
CALIFORNIA, SAN DIEGO	2	Includes Biomedical Library and Medical Center Library.
	5a	Decrease is due to error in 2002-03 entry of including 1 FTE that should not have been counted.
	6b, 6d, 10	2002-03 figures revised to: (6b) \$344,748; (6d) \$592,188; (10) \$993,986; as one member was omitted from the submission.
	22a, 23a	Photocopies decrease as scanning increases.
	23b	There is no microfilming of single sheets; all are scanned.
CASE WESTERN RESERVE		Includes Social Science Library.
	7a	Law Library figure reflects contract phase box construction.
	7b	Figure reflects the amount for contract binding (21) from the <i>ARL Statistics 2003-04</i> , minus \$4,103 spent on contract conservation recorded separately in (7a).
	7c	Includes digitizing and photocopying done at the same time.
	7e	Includes digitizing of books not included in (7c) (\$5,424), as well as CD and Microfilm Master storage (\$354).
CHICAGO	7b	Includes phase boxes and rebinds of existing materials in the collection.
	7c	The process to produce a paper output is through digitization; therefore, the total contract figure combines the cost to digitize and produce a paper copy.
	7e	Includes costs for storing print master and print master negative microforms.
	21	Includes phase boxes and rebinds of existing materials in the collection.
	24b	Includes 2,001 photographs and 10 reel-to-reel tapes.
CINCINNATI		Excludes Raymond Walters College and Clermont College.
	1	Medical Center Libraries do not have a preservation administrator.

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
	2	70% 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 University Libraries, the Preservation Administrator reports to the Assistant Dean for Budget.
COLORADO	7b	The bindery service has taken on new services to provide photocopying and enclosures. These figures are reported separately in preservation, while they are reported as a single expenditure to one vendor by Acquisitions.
	12	UCB now binds select serial titles and government publications in-house, using a thermal or perfect binding process. These are reflected here as "level 1" book repairs, though some of them represent loose sheets being bound. Book repair bound 2,217 items with this process.
	16	The figure reflects the number of sheets processed and re-housed (usually having been cleaned and or reformatted) by the archival unit. They reported 167 linear feet of material were processed and re-housed.
COLORADO STATE	7b, 21	Shifting to electronic journals resulted in decrease in bound volumes.
COLUMBIA		Includes the Burke Library at Union Theological Seminary for the first time.
	4, 5	Includes 15.44 FTE staff hired for special projects, internships, and grants.
	5a, 6a	2002-03 figure revised to 6.00. The percentage increase from 2002-03 to 2003-04 would then have been more in line with the year-to-year salary increase.
	5b, 6b	Increase in support staff salaries is greater than increase in support staff FTE from 2002-03 to 2003-04 due to the impact of raises and the differences in the level of payroll and time on-board for support staff in 2003-04.
	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 2003-04</i> . This figure excludes \$40,652 for custom-made enclosures and \$50,978 in repair work included on (7a), and \$21,929 included with supplies (8). Also excluded from this figure are \$90,000 of Law Library expense, \$70,859 of Health Sciences expense, and \$17,056 of Barnard Library expense. This figure matches the amount of volumes bound reported in the <i>ARL Statistics</i> .
	7d	Includes \$151,114 for NEH Slavic Culture & History project.
	7e	Includes \$45,708 for NEH Slavic Culture & History project cataloging and filming preparation, and \$71,270 for preservation copying of audiotapes.
	24a	Figure represents number of hours of audio recordings reformatted.
CONNECTICUT		Includes branch campuses at Avery Point, Stamford, Torrington, Waterbury, and West Hartford.
	7b	Excludes \$557 from the figure reported for contract binding (21) in <i>ARL Statistics 2003-04</i> . This amount is included on this survey as contract conservation (7a) and contract preservation photocopying (7c).
CORNELL		Includes the Law Library campus in Ithaca, NY, the Geneva Experiment Station Library campus in Geneva, NY, and the Medical Library and Medical Archives campus in Manhattan, New York, NY.
	4	Figures reflect the Department of Preservation and Collection Maintenance only.
	5	Figures include all campuses.
	7e	Figures include Iron Mountain Vault Storage charges.
	22c	Figures reflect total number of images digitized, not by volume count.
DUKE	7c	Decrease due to no internal preservation photocopying occurring this year.
	9	Decrease apparent because a lab was created in 2002-03; the lab is now

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		established.
	12, 14-16	Decreases due to the application of standardized preservation statistics methods.
	12	2002-03 figure revised to 12,319.
	13	2002-03 figure revised to 845.
	14	2002-03 figure revised to 29.
	15	2002-03 figure revised to 13,193.
	16	2002-03 figure revised to 69.
	17	2002-03 figure revised to 0.
	18	2002-03 figure revised to 0.
	19	2002-03 figure revised to 22.
	20	2002-03 figure revised to 2,517.
	22a, 22c, 24a	Decreases due to no preservation activity of this type occurring in 2003-04.
EMORY		All figures are as of September 30, 2004 and include the Oxford College Library and the Pitts Theological Library.
FLORIDA	4-6	Decrease due to staff reduction.
	7b	Decrease due to new library management software, and binding halted for 4 months.
	12-16	Variance due to closing of Humanities and Social Sciences Library for renovation and removal of over 1 million volume collection to offsite storage. Work on circulating collection ceased, treatment of special collections items and photographs increased.
	23c	Includes 675 herbarium specimens scanned, remainder maps.
FLORIDA STATE		Includes Ringling Museum of Art Library in Sarasota, Florida and Panama City campus Academic Resource Center.
	11	Figure reflects money from Florida Center for Library Automation.
GEORGE WASHINGTON	1-3	The Main Library and the Law Library do not have preservation administrators; however, the Medical Library reports that its Serials Librarian devotes 10% of her time to preservation activities and preservation program management.
	4	Figures reflect the Medical Library only. The Main library and the Law Library report "0."
	5	Figures are the totals reported by the Main, Law, and Medical Libraries.
GEORGETOWN	1	The University and the Law Libraries have separate preservation programs.
	2	The Medical Library and Woodstock Libraries support discrete preservation activities.
GEORGIA	5	3 FTE support staff and 2 FTE student assistant positions were paid from external sources.
	7b	\$76,974 of the total for contract commercial binding was to rebind materials damaged in a major fire in July 2003.
	7e	2002-03 figure revised to 0.
	21	\$10,083 of the total for commercially bound volumes were items damaged in a major fire in July 2003.
GEORGIA TECH		Excludes the architecture library.
GUELPH		All figures are as of April 30, 2004, and exclude three regional agriculture colleges: Ridgetown College, Alfred College, Kemptville College. There is no longer a library at the Horticultural Research Institute of Ontario.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$750; (6b) \$93,505; (6c)

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		\$11,200; (6d) \$105,455; (7a) \$4,430; (7b) \$24,585; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$29,015; (8) \$12,503; (9) \$0; (10) \$146,973; (11) \$0.
	6a	Figure reflects the true annual salary multiplied by the proportion of time spent (1%) on actual preservation duties.
HARVARD		Preservation statistics for several Harvard libraries were unavailable or incomplete due to the decentralized nature of libraries at Harvard. Information was solicited from all Harvard libraries; 26 responded, including sites in Cambridge, Boston and Washington D.C.
	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, figures for expenditures are not reported consistently from year to year. In particular, salary figures are under-reported.
ILLINOIS, URBANA		Includes all libraries reporting to the University Librarian, except for the Mathematics Library, where data was not submitted. Excludes Urbana-Champaign campus libraries and reading rooms not under the direct authority of the University Librarian, which include, but are not limited to: Arms Control, Disarmament, and International Security Reading Room (ACDIS); Illinois Fire Services Institute Library; Illinois State Geological Survey Library; Illinois State Water Survey Library; Stout Psychology Reading Room; Waste Management and Research Center Library.
	4a	Increase largely represents completion of first full year of employment hired 50% through 2002-03.
INDIANA		Excludes 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. Also excludes branch campus libraries at Indianapolis, Richmond, Ft. Wayne, Kokomo, Gary, South Bend, and New Albany.
IOWA	6c	Additional student assistants to fill in for extended staff leave.
	7b	Budget reduction.
	7d	As time and money allow, the negative acetate microfilm is being re-mastered onto polyester silver halide microfilm.
	7e	2002-03 figure reflected additional mass deacidification shipments. Current figure reflects normal, typical activity.
	8	Government documents redirected student assistant work to preservation activities.
	9	Includes one-time purchases as money becomes available; mylar sonic sealer, microfilm reader, specialized shelving, digital camera, preservation monitors.
	11	Funding based on grants received.
	12-24b	Production based on available money, staffing and yearly department priorities.
IOWA STATE	5c	0.14 FTE Student Assistants work in the preservation unit but do non-preservation activities.
	7d	Significant jump from \$24,227 in 2002-03 to \$64,122 in 2003-04 caused by additional USAIN grant money being awarded to continue microfilming project.
	12	Significant jump caused by addition of 6,438 volumes freeze-dried for mold treatment in 2003-04.
	22b	Significant jump caused by additional grant funds (USAIN) received to

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
	23b	continue microfilming project that was winding down in 2002-03. Figure includes newspaper pages microfilmed.
JOHNS HOPKINS		Includes the School of Advanced International Studies, Peabody Conservatory, Applied Physics Laboratory, Welch Medical Libraries, Lilienfeld Library and the Population Center Library. Excludes the Italy Center (Bologna), the China Center (Nanjing), the Institute for the History of Medicine and the Montgomery County Center in Rockville, MD.
KANSAS	7b	Includes the Law Library and the Regents Center (Overland Park). Excludes the University of Kansas Medical Center in Kansas City except where noted, the Clendenen History of Medicine Library, Kansas City, and the University of Kansas Medical School in Wichita. Includes Medical Center statistics.
KENT STATE	6a-6d 7b	Excludes branch campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull, and Tuscarawas. Salaries and wages prorated based on FTE stated in (5a-d). Excludes expenditures for branch campuses that were included as contract binding (21) in the <i>ARL Statistics 2003-04</i> .
KENTUCKY	4a 4b 7a 7b 11 21 22-23c 22b, 23b	Conservation Librarian position (1.0 FTE) was vacant from July 2003 to April 2004, but the FTE is included in the data. 2.0 FTE staff positions have been vacant for more than 6 months and were partially counted. Contract conservation services include services by independent contractors. This figure does not agree with the total for contract binding (21) on the <i>ARL Statistics 2003-04</i> because contract conservation is subtracted out. Decrease from 2002-03 due to 2-month binding hiatus to manage book budget shortfall and no end-of-year money for projects. Includes maintenance contracts for MEKEL scanners. Includes 4,761 volumes bound through the YBP Shelf Ready program. Reduction from 2002-03 due to 2-month binding hiatus to manage book budget shortfall and no end of year money for projects. 61 ETD's (born digital) were reformatted into paper and commercially bound (61 ETD's & 8,601 pages). 407 reels and 514,548 pages produced by UK Libraries Reprographics unit; 383 volumes and 53,714 pages produced through SOLINET's Cooperative Preservation Microfilm Project (CPMP).
LAVAL	6-11 9 11, 22 21	All figures are as of May 31, 2004. The Medical and Law statistics cannot be disaggregated from the Main Library statistics. Expenditures as reported in Canadian dollars: (6a) \$87,580; (6b) \$206,427; (6c) \$0; (6d) \$294,007; (7a) \$35,786; (7b) \$0; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$35,786; (8) \$58,200; (9) U/A; (10) \$387,993; (11) \$32,091. Expenditures included in (8). External expenditures (11) includes a grant for digitization project, which includes 230 documents digitized (22), or 46,057 pages. All binding done in-house, including volumes commercially bound.
LIBRARY OF CONGRESS	5 18 22b	All figures are as of September 30, 2004. Includes Preservation Directorate and Motion Picture/Broadcasting and Recorded Sound Division. Number of documents, not linear feet. A re-organization of the way in which the statistics are collected caused a large increase in this figure from 2002-03 levels.

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
	24a	Number of reels.
LOUISVILLE		Includes Art, Music, and Engineering libraries. Excludes 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 the future.
McGILL		All figures are as of May 31, 2004. April 2004 marked the beginning of the Climate-control Renovations Project in the Rare Books and Special Collections Division, with a preliminary budget of 1.5 million.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$75,000; (6b) \$100,500; (6c) \$0; (6d) \$175,500; (7a) \$20,925; (7b) \$225,300; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$246,225; (8) \$10,603; (9) \$125,000; (10) \$557,328; (11) \$0.
	8	Does not reflect system-wide expenditures.
	9	This figure represents the expenditures for the Digital Planetary Camera which accommodates extra large formats.
McMASTER		All figures are as of April 30, 2004.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$110,894; (6b) \$72,725; (6c) \$2,864; (6d) \$186,483; (7a) \$0; (7b) \$173,714; (7c) \$0; (7d) \$1,686; (7e) \$0; (7f) \$175,400; (8) \$12,139; (9) \$0; (10) \$374,022; (11) \$0.
MARYLAND	22b, 23b	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, 2004 and include the Otto G. Richter Library (central library), its branches (architecture, business, math, music, and remote storage facility) and the law, marine, and medical libraries of the University of Miami.
		Marine library data are not included except for (7b).
	12-15	Figures for central library and branches are based on estimates.
	23c, 24b	Includes digitization of items in central library funded through IMLS grant, Cuban Heritage Collections Digitizing Project.
MICHIGAN		Excludes data from Bentley Historical Library, William L. Clements Library, Kresge Business Administration Library, and branch campuses in Dearborn and Flint.
	4b	Includes 2.0 FTE grant projects staff.
	4b	Excludes 1.0 FTE volunteers in Conservation Services.
	7b	Excludes Bentley, Clements, and Business Library data that was included for contract binding (21) in the <i>ARL Statistics 2003-04</i> .
	7e	Includes expenditures for digital imaging, mass deacidification, service contracts & equipment maintenance, off-site archival microfilm storage, and shipping to vendors.
	8	Includes supplies purchased for University Library units, as well as for Preservation Division operations.
	12	Includes basic book repairs performed by non-Preservation staff within their departments.
	21	Excludes Bentley, Clements, and Kresge Business libraries.
MICHIGAN STATE		This is the first year in which Law Library statistics are included. The Detroit College of Law (DCL) first partnered with MSU in 1995 and moved to the MSU campus in 1997. In 2003 the name of DCL was changed to the MSU College of Law formalizing the fact that the law college is now fully a

INSTITUTION NAME

QUESTION FOOTNOTE NUMBER

part of the university in the same manner as the university's other constituent colleges.

- 4 Total includes .40 volunteer staff. Law Library reports U/A.
- 5a Law professional staff reports 182 hours.
- 5c Student assistant increase is due to special one time maps project funded by other departments.
- 6 Excludes Law Library expenditures.
- 6c Student labor for special maps project was funded by other departments
- 7 Includes commercially made boxes by binder.
- 7e Expenditures reflect deacidification.
- 16 Although there is a significant decrease, the figures are accurate.
- 12-20, 22-24 Law Library reports U/A.
- 22c, 23c Increase is due to a long term Agr Extension scanning project. Pamphlets: two pages were counted as a single sheet and anything of 4 pages or more as a volume.
- 24b Segments, not full length tapes.

MINNESOTA

Excludes branch campuses in Crookston, Duluth, and Morris.

- 5d Excludes 0.45 FTE volunteer workers.
- 7b This figure is less than reported for contract binding (21) of the *ARL Statistics 2003-04*, which included some conservation services by the University Bindery.
- 7a, 7d, 7e Decreases from 2002-03 due to completion of grant-funded projects.
- 11 Decrease from 2002-03 due to completion of grant-funded projects.
- 16 Increase reflects special initiatives in several collections.
- 22b Decrease from 2002-03 due to completion of grant-funded project.
- 23a Decrease due to completion of one-time project.

MONTREAL

All figures are as of May 31, 2004.

- 6-11 Expenditures as reported in Canadian dollars: (6a) \$102,245; (6b) \$234,597; (6c) \$0; (6d) \$336,842; (7a) \$6,135; (7b) \$254,521; (7c) \$0; (7d) \$16,346; (7e) \$0; (7f) \$277,001; (8) \$9,074; (9) \$12,241; (10) \$635,158; (11) \$0.
- 6-21 Some much larger figures for 2003-04 can be explained by the fact that many figures for 2002-03 were lower than expected due to a union strike that brought with it many delays.
- 7b The discrepancy with the figure for contract binding (21) of the *ARL Statistics 2003-04* can be explained by the availability of an updated report regarding commercial binding expenditures at Université de Montréal.

NATIONAL AGRICULTURAL LIBRARY

All figures are as of September 30, 2004.

- 4-6 In 2003-04, the Preservation Program was transferred from one division of NAL to another. The number of professional staff devoted to preservation activities increased to accomplish the transition. Additionally, outside funds were received to conduct several preservation related projects in 2003-04. These activities led to an increase in staff hours and salaries.
- 7a Funding for this activity is available on an intermittent basis and no funds were available in 2003-04.
- 7d In 2003-04, a new preservation microfilm contractor was retained, resulting in increased cost.
- 7e In 2003-04, funds were received to preserve a collection, and a contract to digitize the collection was awarded.
- 8-9 Several multi-year preservation projects spanned 2002-04. The supplies and equipment for these projects were purchased in 2002-03.
- 11 More funds were received for this purpose in 2003-04 than in 2002-03.
- 19-20 Lack of funding for these activities resulted in decrease.
- 22 Another method of reformatting was used for bound volumes reformatted in

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		2003-04.
	24	Digital preservation was used instead of analog preservation to reformat photographs in 2003-04.
NATIONAL LIBRARY OF MEDICINE		All figures are as of September 30, 2004.
	7e	Includes: Off-site storage of microfilm and audiovisual preservation masters; microfilm duplication; inspection of old microfilm; binding preparation; rehousing archives and modern manuscripts, prints, photographs, and historical audiovisuals; digital manuscript program services; audiovisual preservation consultant; audiovisual duplication; preservation related archival processing.
NEBRASKA	7b	Includes Law library binding.
NEW MEXICO		The University Libraries, the Law Library, and the Health Sciences Library & Informatics Center (HSLIC) are separately funded and administered. Excludes branch campuses in Gallup, Los Alamos, Taos, and Valencia.
	1-2	HSLIC has a preservation administrator at 25% FTE; the University Libraries have a Preservation Committee.
NEW YORK		All figures are as of August 31, 2004 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.
NEW YORK PUBLIC LIBRARY	6d	Figure represents salaries for Preservation Division only.
	23b	Page count includes pages of volumes listed counted in (22b).
NEW YORK STATE LIBRARY		All figures are as of March 31, 2004 and include the New York State Law Library and the New York State Medical Library.
NORTH CAROLINA	7b	Includes \$6,657 for custom enclosures.
	7d	Contract microfilming expenditures for an NEH-supported cooperative project are paid by SOLINET on behalf of participating libraries.
	22b	377 volumes filmed as part of the SOLINET Cooperative Preservation Microfilming Project.
NORTH CAROLINA STATE	4-5	Includes 1 FTE funded by grants.
	7b	The figure for contract binding (21) in the <i>ARL Statistics 2003-04</i> includes the amounts listed under (7a), (7c), and (7e).
	7e	Reformatting electronic theses and dissertations.
	10	Includes \$2,679 for training, conferences, and staff development.
NORTHWESTERN		All figures are as of August 30, 2004 and include the Galter Library, the Law Library and the Schaffner Library on the Chicago campus.
	7e	Contract expenditure for mass deacidification only.
NOTRE DAME		Includes all branch libraries (Architecture, Chemistry/Physics, Engineering, Life Sciences, Mathematics, Radiation Lab) and law library.
	7e	Includes mass deacidification (\$6,936) and custom die-cut boxes (\$3,093).
	20	Includes 584 custom book boxes die-cut at vendor.
	23b	Includes newspaper pages microfilmed.
OHIO		Includes branch campuses at Chillicothe, Eastern, Lancaster, Southern and Zanesville.
	12	Figure includes a large number of tip-ins carried out in technical services

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		department.
	7	OU Libraries sent less than half the number of items to the commercial bindery than in 2002-03. A new contract with a different bindery also resulted in a lower per unit cost.
OKLAHOMA STATE		Excludes branch campus libraries at Oklahoma City, Okmulgee, Tulsa, and the OSU College of Health Sciences in Tulsa.
	7b	Figure reflects commercial binding for the Stillwater campus libraries only, so it differs from the figure for contract binding (21) in the <i>ARL Statistics 2003-04</i> .
	7e	Represents expenses incurred during 2002-03 but not reported in the <i>ARL Statistics 2002-03</i> .
OREGON	23b	Figure includes microfilmed pages of newspapers and master's theses.
	24	Figure is an estimate, reflecting photographs digitally reformatted as surrogate copies for retrieval and distribution without exposing originals to excessive handling.
PENNSYLVANIA	14	40 volumes were given intensive (more than 5 hours) conservation treatment.
PENNSYLVANIA STATE		Includes 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. Excludes the Capital branch in Harrisburg.
	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 2003-04</i> .
	7e	Figure represents expenditure for mass deacidification and digitization.
PITTSBURGH		Includes entire ULS including branch campuses at Bradford, Greensburg, Johnstown and Titusville.
	4d	4 FTE including student assistants are supported by Library's operating budget. 1 FTE is supported by the National Endowment for the Humanities.
	5d	8.73 FTE includes staff conducting commercial binding preparation in the departmental libraries, and reformatting activities in the Special Collections, Archives Service Center, and Digital Research Library.
	7d	\$46,623 was provided from the National Endowment for the Humanities to microfilm books from the Chinese collection.
	7e	Endowment funding is used to support a ten-year mass deacidification effort.
	11	The National Endowment provided funds for preservation microfilming and to support 1 FTE staff. Funding was also provided by a grant to support the Dick Thornburgh archive.
	22b	The National Endowment provided funds for preservation microfilming and to support 1 FTE staff.
	24	Funding was provided by a grant to support the Dick Thornburgh archive.
PURDUE		Excludes Calumet and North Central branch campus libraries.
RICE	7c	\$734 spent on preservation photocopying, but this amount is included in the figure for contract commercial binding (7b).
ROCHESTER		Includes Sibley Music Library and Miner Medical Library.

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
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, 2004 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) \$35,835; (6b) \$104,517; (6c) \$0; (6d) \$140,352; (7a) \$0; (7b) \$102,860; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$102,860; (8) \$100; (9) \$0; (10) \$243,312; (11) \$0.
SOUTH CAROLINA		Excludes Medical library and branch campuses in Aiken, Salkahatchie, Beaufort, Lancaster, Spartanburg, Sumter, and Union.
SOUTHERN ILLINOIS		Includes the Medical Resource Center at the School of Medicine, Carbondale.
SUNY-ALBANY		Includes Gov. Thomas E. Dewey Library for Public Affairs and Policy, and the Science Library.
SYRACUSE	7b	Includes Law library.
	12	Includes 9,423 volumes treated by paperback stiffening.
TEMPLE		Includes Ambler Campus Library, Tyler School of Art Library, and Harrisburg Library.
	5a, 6a	Includes 1.4 FTE for grant funded digitization project.
	5b, 6b	Includes 1.07 FTE for grant funded digitization project.
	5c, 6c	Includes .15 FTE for grant funded digitization project.
	5d, 6d	Includes 2.62 FTE for grant funded digitization project.
	7b	Catch-up after University Libraries' temporary bind halt in 2002-03 resulted in 56% overall increase of binding activity in 2003-04.
	7e	No contract conservation related to digital imaging project in 2003-04.
	8	Major expenditure of preservation supplies for Urban Archives.
	9	Drop in expenditures for preservation equipment due to final year of digital imaging project.
	21	Catch-up after University Libraries' temporary binding halt in 2002-03 resulted in 95% overall increase in commercial binding expenditures in 2003-04.
	22c, 24b	Focus for final year of digital imaging project was cataloging and linking images, rather than scanning.
TEXAS		All figures are as of August 31, 2004, and include the Harry Ransom Humanities Research Center (HRHRC), the Law Library, and the Center for American History (CAH). University of Texas Libraries (UTL) numbers include figures for the NEH Rare Early 19th-Century Mexican Newspaper Project. Figures exclude the McDonald Observatory Library.
	1-3	The UTL employs 1.0 FTE Head Librarian, Preservation Services who reports to the Assistant Director, Technical Services Division. The HRHRC employs 1.0 FTE Associate Director for Conservation and Building Management who reports to the Executive Associate Director of the Center.
	4a	Includes 1.0 FTE (UTL); 7.5 FTE (HRHRC).
	4b	Includes 7.50 FTE (UTL); 3.0 FTE (HRHRC).
	4c	Includes 0.30 FTE (UTL); 0.50 FTE (HRHRC).
	5a	Includes 1.40 FTE (UTL); 7.5 FTE (HRHRC); 0.35 FTE (Law); 1.40 FTE (CAH).
	5b	Includes 9.27 FTE (UTL); 7.5 FTE (HRHRC); 0.25 FTE (Law); 0.80 FTE (CAH).
	5c	Includes 1.43 FTE (UTL); 1.50 FTE (HRHRC); 0.10 FTE (Law); 0.60 FTE (CAH). Excludes 0.08 FTE volunteers and student interns (UTL).

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
	6a	Includes \$59,453(UTL); \$353,811 (HRHRC); \$16,910 (Law); \$57,644 (CAH).
	6b	Includes \$210,252 (UTL); \$176,182 (HRHRC); \$5,738 (Law); \$22,336 (CAH).
	6c	Includes \$30,317 (UTL); \$7,650 (HRHRC); \$400 (Law); \$6,461 (CAH).
	7a	Includes \$3,440 (HRHRC); \$3,730 (CAH).
	7b	Includes \$121,222(UTL); \$18,066 (Law).
	7c	Figure includes UTL only.
	7d	Figure includes UTL only.
	7e	Includes \$140 (UTL); \$1,500 (HRHRC).
	8	Includes \$49,427 (UTL); \$46,730 (HRHRC); \$749 (Law); \$14,424 (CAH).
	9	Includes \$2,814 (UTL); \$77,700 (HRHRC); \$4,590 (Law); \$20,000 (CAH).
	11	Includes \$24,416 (UTL); \$67,997 (HRHRC); \$118 (Law); \$29,120 (CAH).
	12	Includes 22,555 (UTL); 1,078 (HRHRC); 157 (Law); 3 (CAH).
	13	Includes 1,360 (UTL); 43 (HRHRC); 21 (Law); 2 (CAH).
	14	Includes 415 (UTL); 113 (HRHRC); 5 (Law); 12 (CAH).
	16	Includes 2,733 (UTL); 7,320 (HRHRC); 143 (CAH).
	19	Includes 73 (HRHRC); 10 (CAH).
	20	Includes 1,029 (UTL); 3,934 (HRHRC); 21 (Law); 3 (CAH).
	21	Includes 19,240 (UTL); 2,482 (Law).
	22a	Figure includes UTL only.
	22b	Figure includes UTL only.
	22c	Figure includes UTL only; exact figure for HRHRC was unavailable.
	23a	Includes 2,001 (UTL); 2,509 (HRHRC).
	23b	Figure includes UTL only and is for 302 first-generation copy negatives and transparencies.
	23C	Includes 5,596 (UTL); 7,973 (CAH); exact figure for HRHRC was unavailable.
	24a	Figure includes HRHRC only.
	24b	Includes 5,605 (UTL); 20 (HRHRC); 3,546 (CAH).
TEXAS A&M		All figures as of August 31, 2004 and include Cushing Library, Medical Science Library, the Technical Reference Center in the College of Architecture, and Galveston.
TEXAS TECH		All figures are as of August 31, 2004. Includes the University Library, Southwest Collection/Special Collections Library, Architecture Library and the ICC Library. Excludes the Law and Health Sciences Center libraries.
TORONTO		All figures are as of May 1, 2004. Excludes Scarborough and Erindale campuses.
	1-2	There is no preservation administrator at this time; preservation staff report to the Dept. Head, Fisher Rare Book Library, or to the Director of Special Projects, Robarts Library.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$266,287; (6b) \$657,291; (6c) \$0; (6d) \$923,578; (7a) \$0; (7b) \$459,856; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$459,856; (8) \$31,752; (9) \$0; (10) \$1,415,186; (11) \$17,000.
	7b, 21	Contract binding includes Scarborough and Mississauga campuses and federated and affiliated libraries.
	22-24	Total number of digitized images is 656,345 (292,998 single sheets; 362,712 pages in 1,665 bound volumes; 635 other).
UTAH	7b	Figures are for the Marriott Library only. Excludes Law and Medical libraries.
VANDERBILT		Excludes Music Library.
VIRGINIA		Includes Special Collections for the first time. Excludes Darden Graduate Business Library and UVa College at Wise. Large differences from 2002-03

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		are due to the easing of the budget crisis; binding was suspended for 9 months in 2002-03.
	7a	2003-04 figure is for Special Collections; 2002-03 is Preservation unit only.
	7b	2002-03 figure combined Special Collections & Preservation Unit binding expenditures in error.
	8	Includes shelf preparation supplies that cannot be disaggregated.
WASHINGTON		Excludes branch campuses at Bothell and Tacoma.
	5c, 5d, 6c, 6d	Includes 0.82 FTE and \$17,060 for sleeving, boxing, and other re-housing of photograph collections.
	7a, 7c, 9, 11, 16-19, 22c, 23, 24b	Law library reported zero.
	12-15	Law Library data not available; figures reflect main library only.
WASHINGTON STATE		Includes the Holland (Hum-Soc/administration/processing/support/media/special collections), Owen (Science & Engineering), Health Sciences (No Medical College at WSU, but Veterinary & Pharmacy Colleges are supported), Agriculture, Education, and Architecture libraries. Only Pullman main campus & branch at Vancouver (WA) Campus have budgeted Preservation Programs and/or significant statistics; none at Tri-Cities (Hanford-Pasco), ICNE (Spokane), CALS (Spokane), ENERGY (Olympia) branch campuses. 2002-03 figures included duplicate counts from Owen Science-Engineering Library. The current figures have been corrected for these duplicates, which accounts for the decreases from 2002-03.
WASHINGTON U. - St. LOUIS	6	Salary expenditures not available from Law library.
WATERLOO		All figures are as of April 30, 2004.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$0; (6b) \$102,969; (6c) \$1,872; (6d) \$104,841; (7a) \$1,500; (7b) \$83,764; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$85,264; (8) \$6,500; (9) \$0; (10) \$196,605; (11) \$0.
WAYNE STATE		All figures are as of September 30, 2004 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 2003-04</i> included \$375 for conservation services.
WESTERN ONTARIO		Includes: Archives and Research Collections Centre, Business, Education, Law, Music, Allyn & Betty Taylor (medicine, dentistry, nursing, applied health sciences, sciences, and engineering science), and D.B. Weldon (arts, social science, information and media studies) Libraries.
	6-11	Expenditures as reported in Canadian dollars: (6a) U/A; (6b) U/A; (6c) \$18,690; (6d) \$50,165; (7a) \$11,125; (7b) \$147,754; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$158,879; (8) \$5,000; (9) \$150; (10) \$214,194; (11) \$0.
	13	Includes onsite repair of 150 music scores.
	22c	Total of 180 images for 2 bound volumes.
WISCONSIN		Includes 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 and the Wisconsin State Historical Society Library which serves as the University's library for American history. The UW Archives and the Wisconsin Historical Society Library and Archives have been included for the first time.
	4	Figures represent Preservation Department staff at Memorial Library only.
	4b	Includes .43 FTE working on specially funded projects.

INSTITUTION NAME

**QUESTION
NUMBER**

FOOTNOTE

	4d	In addition, .37 FTE volunteer time was contributed to preservation work.
	5b	Includes .43 FTE working on specially funded projects.
	5c	Includes .25 FTE working on specially funded projects.
	5d, 6d, 8-11	In addition, .5 FTE volunteer time was contributed to preservation work. Increases are due to the first-time inclusion of statistics from the UW Archives and the Wisconsin Historical Society Library and Archives.
	7b	Excludes expenditures for enclosures paid to commercial binder and therefore differs from figure for contract binding (21) in the <i>ARL Statistics 2003-04</i> .
	7e	Includes equipment repair/maintenance contracts, methylene blue testing, and film storage.
	20	Increase results, in part, from collection assessments done in conjunction with a merger of health sciences libraries.
	21	Includes figures for General Library System libraries, as well as several independent campus libraries, but may not include some libraries whose expenditures are incorporated into the total dollar figure in contract binding expenditures (7b). Increase results from collection assessments done in conjunction with a merger of health sciences libraries, as well as from inclusion of statistics from the Wisconsin Historical Society Library.
	22b	Equivalent to 205,208 frames (approx. 389,895 pages).
	22c	Equivalent to approx. 552,630 images digitized.
	23, 24	Increase due to the first-time inclusion of statistics from the UW Archives and the Wisconsin Historical Society Library and Archives, and differences in types of projects.
YALE		Most of the large discrepancies between 2002-03 and 2003-04 were due to more accurate collection of statistics in 2003-04. Those that do not fit into that category are listed below.
	7e	Includes: Digital Preservation (\$556,091); Mass Deacidification (\$77,437); a preservation survey of the Medical Historical Library by NEDCC (\$13,325); Fees (courier, microfilm storage - \$6,396).
	8, 9	Figures reflect an actual increase in the purchase of supplies equipment, much of it for the project listed below.
	11	\$91,160 was an NEH grant for a video archive project. The money was used for deposits and purchase of supplies and equipment. The actual work will not be completed until fiscal year 2004-05.
	23a	One library does preservation photocopying of individual pages as part of their process. However, they don't count the pages.
YORK		All figures are as of April 30, 2004 and include Leslie Frost Library on the Glendon campus.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$28,600; (6b) \$104,655; (6c) \$2,342; (6d) \$135,597; (7a) \$2,250; (7b) \$192,971; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$195,221; (8) \$10,687; (9) \$0; (10) \$341,505; (11) \$0.

APPENDIX

ARL Member Libraries as of September 1, 2005

The Association of Research Libraries (ARL) represents the interests of 123 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.

<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
Michigan	S	University of Michigan	Ann Arbor, Michigan
Michigan State	S	Michigan State University	East Lansing, Michigan

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>
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
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.