

Preservation Planning Survey - Preservation Management

1. What does your institution consider its most serious preservation problems? What are your institution's goals for this preservation planning survey? _____

2. What steps have already been taken to prolong the life of the collections? Include efforts such as upgrading supplies and storage materials, improving environmental conditions, conservation treatment, or microfilming. _____

3. Does your institution have long-range goals for preservation of its collections? What are they? Is there a written preservation plan? If yes, describe it and indicate what topics it covers. _____

4. Does your institution have written policies for preservation activities? If so, describe them. _____

5. Are your institution's senior administrators and trustees aware of preservation needs and committed to the protection of the collections? _____

6. Is there a program of preservation education for trustees, administrators, staff, and/or the public? What does it include? _____

7. Are staffing and staff training adequate to carry out basic preservation activities and other needed activities for the collections? What is the level of preservation knowledge of those responsible for supervising preservation activities? _____

8. Does your institution have a budget line item devoted to preservation of the collection(s) being surveyed? If not, are some funds devoted to preservation purposes? In either case, how and for what purposes are these funds allocated?

a. Indicate the approximate level of annual expenditures for specific activities (e.g., microfilming, archival supplies). _____

b. What is the source of these funds (e.g., regular budget line, grants, gifts)? _____

9. How does your institution organize its preservation activities? Does one staff member have formal responsibility for preservation activities? Is there a preservation committee? To whom does the staff member or committee report? What preservation activities does the staff member or committee responsible for preservation routinely carry out or supervise (e.g., environmental monitoring, preservation microfilming, rehousing of collections into archival enclosures, disaster planning)?

10. What are your highest priorities for improving preservation management within your institution? _____

