Analysis of the IFLA survey on preservation standards, guidelines, and best practises (2016)

CONTENTS

1 Background ................................................................................................................................................. 2

2 Analysis of survey participation .................................................................................................................. 3

  2.1 All responses (partial and completed – extracted from part 1 of the survey) ..................................... 3

    2.1.1 Response count .................................................................................................................................. 3

    2.1.2 Response timeline ............................................................................................................................. 3

    2.1.3 Type / Domain of institution / organisation ...................................................................................... 4

    2.1.4 Response count (complete responses) ............................................................................................... 5

    2.1.5 Type / Domain of institution / organisation ...................................................................................... 6

    2.1.6 Geographical spread ........................................................................................................................ 7

3 Analysis of part 2-4 of the survey .................................................................................................................. 8

  3.1 Part 2: Your physical/analogue collections ............................................................................................. 8

  3.2 Part 3: Your digital collections ............................................................................................................... 11

  3.3 Part 4: Preparedness and Policy ............................................................................................................. 14

    3.3.1 Preservation strategies for analogue/physical materials ................................................................. 14

    3.3.2 Digitisation strategies ....................................................................................................................... 16

    3.3.3 Digital preservation strategies ........................................................................................................ 19

    3.3.4 Disaster risk preparedness plans ...................................................................................................... 21

    3.3.5 Staff training and capacity building resources .................................................................................. 23

4 Recommendations/ Conclusions .................................................................................................................. 25

5 Annex 1 – the survey text ............................................................................................................................ 26
1 BACKGROUND

To identify and develop standards, guidelines and best practices for the collection and preservation of content in its diverse form (as stated in the IFLA Key Initiative 3.2.1), it was decided to conduct an extensive survey in the library sector to establish currently used standards, guidelines and best practices for material in any format. To achieve this, a small group was set up and creates the survey, which was launched just before WLIC 2016.

The members of this group were chosen with the GB Advisory Group for Strategic Direction 3, based on their expertise in the field. They were:

- Marco de Niet – DEN Netherlands
- Douwe Drijfhout – National Library of South Africa/Director of the IFLA PAC Centre South Africa
- Rachel Hosker – University of Edinburgh Archives
- Jan Richards – IFLA Committee on Standards
- Alenka Kavcic – IFLA Preservation and Conservation Section
- Genevieve Clavel – Swiss National Library/Member of the IFLA Governing Board working group on KI 3.2.1
- Raissa Teodori – Senate Library, Italy/ Member of the IFLA Governing Board, main representative for SD3
- Christine Wellems - State Parliament of the Free and Hanseatic City of Hamburg/ Member of the IFLA Governing Board working group on KI 3.2.1

The survey ran from the 3rd of August 2016 to the 17th of October 2016. During this time, extensive communication around the survey took place on IFLA’s social media channels, the mailing lists as well as the IFLA Rare Books and Special Collections blog. These efforts have paid off and a total of 79 completed surveys were received as well as over 400 partial surveys. The responses covered all IFLA’s official regions.
2 ANALYSIS OF SURVEY PARTICIPATION

2.1 ALL RESPONSES (PARTIAL AND COMPLETED — EXTRACTED FROM PART 1 OF THE SURVEY)

2.1.1 Response count

*Completed* means all pages of the survey were completed.

*Partial* means some pages of the survey were completed.

*Disqualified* means pages, to a complete or partial extent, were filled with invalid data (such as only an “a” or other symbols). Presumably this is because someone wanted to see the content of the whole survey (it consisted of four pages, and each page had to be completed before moving on to the next one).

<table>
<thead>
<tr>
<th></th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>82</td>
<td>18.6</td>
</tr>
<tr>
<td>Partial</td>
<td>354</td>
<td>80.5</td>
</tr>
<tr>
<td>Disqualified</td>
<td>4</td>
<td>0.9</td>
</tr>
<tr>
<td>Total</td>
<td>440</td>
<td></td>
</tr>
</tbody>
</table>

2.1.2 Response timeline

This timeline shows when the responses were received. This will later be compared with the efforts to promote the survey in IFLA’s communication channels (e.g. e-mail, twitter, facebook).

(The late response recorded in mid-November is due to a manual submission of a response through IFLA HQ, as the respondent originally sent an e-mail with their submission in a pdf format. The survey closed on 17 October.)
### Type / Domain of institution / organisation

<table>
<thead>
<tr>
<th>Value</th>
<th>Percent</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>National library/ State library</td>
<td>34.6%</td>
<td>104</td>
</tr>
<tr>
<td>Higher education library</td>
<td>30.9%</td>
<td>93</td>
</tr>
<tr>
<td>Public library</td>
<td>9.0%</td>
<td>27</td>
</tr>
<tr>
<td>Special library</td>
<td>14.6%</td>
<td>44</td>
</tr>
<tr>
<td>Other</td>
<td>11.0%</td>
<td>33</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31%</strong></td>
<td><strong>301</strong></td>
</tr>
</tbody>
</table>
2.1.4  Response count (complete responses)

<table>
<thead>
<tr>
<th></th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
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<td>79</td>
<td>100</td>
</tr>
<tr>
<td>Partial</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disqualified</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>79</td>
<td></td>
</tr>
</tbody>
</table>
2.1.5 Type / Domain of institution / organisation

<table>
<thead>
<tr>
<th>Value</th>
<th>Percent</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>National library/ State library</td>
<td>50.6%</td>
<td>40</td>
</tr>
<tr>
<td>Higher education library</td>
<td>24.1%</td>
<td>19</td>
</tr>
<tr>
<td>Public library</td>
<td>5.1%</td>
<td>4</td>
</tr>
<tr>
<td>Special library</td>
<td>17.7%</td>
<td>14</td>
</tr>
<tr>
<td>Other</td>
<td>2.5%</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>79</td>
</tr>
</tbody>
</table>
2.1.6 Geographical spread
The geographical spread of the survey responses was good and all of IFLA’s regions are represented in the responses.

The survey was distributed in English only. This does not seem to have caused a significant drop in specific regions from partial to completed responses.

2.1.6.1 All responses

2.1.6.2 Completed responses
3 ANALYSIS OF PART 2-4 OF THE SURVEY

The analysis is based on completed responses only (n=79). The responses are reviewed as a whole and separated into the either different library types or types of materials.

3.1 PART 2: YOUR PHYSICAL/ANALOGUE COLLECTIONS

In this part, we asked for standards, best practices and guidelines used for the preservation and conservation of analogue collections types. The following standards, best practises, and guidelines were received.

Audio

- IASA-TC04

Bookbinding


Classification

- AACR2 DDC
- MARC

Codes of Ethics

- Conservation treatment and preventive conservation AICCM – Australian Institute for Conservation of Cultural materials - Code of Ethics Collection Storage
- ECCO Code of Ethics

Collection care

- IFLA Principles for the Care and Handling of Library Material
- IFLA, 2005: "First, do not harm. A register of Standards, Codes and Practice Guidelines, Recommendations and Similar Works relating to Preservation and Conservation in Libraries and Archives"
- Institute of Conservation professional standards
- BS PD 5454:2016 - Europe, North America, Asia, Australia
- PAS 197 2009 (Code of practice for cultural collections management)
• DISA Guidelines for Best Practice No 2 (http://www.ais.up.ac.za/toolbox/disa.pdf)
• Benchmarks in Collection Care, Collections

https://www.bl.uk/aboutus/stratpolprog/collectioncare/publications/booklets/basic_preservation.pdf
• Collections Conservation Manual for the Collections Care Section is the standard protocol for treatment for the General and Reference Collections at the Library of Congress.  
• Dry cleaning: brush dust off (Japanese)  
Dry cleaning: dust off with granules of eraser (Japanese) http://www.ndl.go.jp/jp/about
• Libraries collection protection

Conservation Policies
• Empresa Brasileira de Pesquisa Agropecuária Conservation Policy:  
https://www.embrapa.br/seb/normas-e-manuais
• AIC Preservation risk assessment

Environment
• ANSI/NISO Z39.79-2001 (R2011)
• ASHRAE (2011)  
• BS EN 15757:2010 - Conservation of cultural property. Specifications for temperature and relative humidity to limit climate-induced mechanical damage in organic hygroscopic materials (http://shop.bsigroup.com/ProductDetail?pid=000000000030173518)
• ISO 11799:2015  Document storage requirements for archive and library materials  
http://www.iso.org/iso/catalogue_detail.htm?csnumber=63810
• NISO-TR01-1995
http://shop.bsigroup.com/ProductDetail/?pid=000000000030219669
• National State Standard P 8.586-2001 "Means of measuring the characteristics of natural and artificial light to ensure the preservation of museum exhibits. Methods of verification "  
http://www.standartov.ru/Pages_gost/6570.htm
• «Guide for inventory and storage of museum values which are in public museums in the USSR" (M., 1984. 151 p.)  

Library binding
• ANSI/NISO Z39.78-2000 (R2010)
ISO 14416:2003 Requirements for binding of books, periodicals, serials and other paper documents for archive and library use - methods and materials
http://www.iso.org/iso/catalogue_detail.htm?csnumber=36235

Microfilm
- ISO TC 171

Paper
- ISO 11108 :1996
- ISO 9706:1994 Paper for documents - requirements for permanence
http://www.iso.org/iso/catalogue_detail.htm?csnumber=17562
- National State Standard 7.50-2002 CONSERVATION OF DOCUMENTS. General requirements
http://snipov.net/c_4698_snip_102555.html
- National State Standard 7.48-2002. CONSERVATION OF DOCUMENTS. Terms and Definitions
http://files.stroyinf.ru/data1/10/10382/

Photographs
- ISO 18916 PAT test for storage materials for photographic material
- ISO 18934:2011 - Imaging materials -- Multiple media archives -- Storage environment
(https://www.iso.org/standard/55518.html)

Storage
- RA-FS 2013-04 National Archives recommendations for storage
- SS-EN 15946 Methods for packing and transport

National Library Plans
- Estonia: Action plan for collection development and preservation 2015-2018

Related projects

A national paper preservation project with international pickup

Metamorfoze is the Netherlands’ national programme for the preservation of paper heritage. The programme started in 1997. The Metamorfoze programme is situated in the Koninklijke Bibliotheek (National Library of the Netherlands). https://www.metamorfoze.nl/english

Metemorfoze standards have been picked up by Cambridge University and Getty Research Institute.
3.2 PART 3: YOUR DIGITAL COLLECTIONS

In this part, we asked for standards, best practices and guidelines uses for the preservation and conservation for digitised collections. The following standards, best practises, and guidelines were received.

Digitisation, most popular


Digitisation, general

- Estàndards de digitalització : requeriments mínims recurs en format PDF [677 KB]
  Barcelona : Biblioteca de Catalunya : Consorci de Biblioteques Universitàries de Catalunya (CBUC) : Col·legi Oficial de Bibliotecaris-Documentalistes de Catalunya, 2013.

Legal deposit related


ISO standards used for digital collections

- ISO 11799:2015 Information and documentation -- Document storage requirements for archive and library materials
- ISO 14721:2012 (OAIS) Space data and information transfer systems -- Open archival information system (OAIS) -- Reference model
- ISO 15489:2016 Information and documentation -- Records management
• **ISO 16363:2012 (TRAC)**
  Space data and information transfer systems -- Audit and certification of trustworthy digital repositories (from TRAC: [https://www.crl.edu/sites/default/files/d6/attachments/pages/trac_0.pdf](https://www.crl.edu/sites/default/files/d6/attachments/pages/trac_0.pdf))

• **ISO 20652:2006 (PAIMAS)**
  Space data and information transfer systems -- Producer-archive interface -- Methodology abstract standard

We also asked for standards, guidelines and best practices around born digital content:

**Born digital**

• You've Got to Walk Before You Can Run: First Steps for Managing Born-Digital Content Received on Physical Media by Ricky Erway, OCLC Research ([http://www.oclc.org/content/dam/research/publications/library/2012/2012-06.pdf](http://www.oclc.org/content/dam/research/publications/library/2012/2012-06.pdf))

**Related projects**

On developing a practice for born digital on physical media material:

• 117 Stanford UniLib: Born Digital Forensics Lab is still in the formative stage and under active development: [https://library.stanford.edu/research/digitization-services/labs/born-digital-forensics-lab](https://library.stanford.edu/research/digitization-services/labs/born-digital-forensics-lab)

We received some storage of digital material information:

**Storage**


We also asked what standards, guidelines, and best practices are used for digital and analogue media collections.

We received the following answers:

**Audio**

• BWF
• Wav/Wave
Audiovisual

- IASA-TC 05: Handling and Storage of Audio and Video Carriers [http://www.iasa-web.org/handling-storage-tc05]
- Guggenheim preservation model:
- IFLA Guidelines for Audiovisual and Multimedia Materials in Library IFLA - Audiovisual and multimedia
  National Library of Australia and National Film & Sound Archive recommendations

Image

- JPEG; JPEG2000 2
- TIFF
- 300 DPI colour
- Metamorfoze Preservation Imaging Guidelines: [https://www.metamorfoze.nl/english/digitization](https://www.metamorfoze.nl/english/digitization)

Metadata

- Dublin Core
- METS; METS-based format; METS ALTO
- MODS
- PREMIS; BC XML model based on PREMIS
- Metadata Standards Framework / Metadata Implementation Schema of the National Library of New Zealand (July 2003)
3.3 PART 4: PREPAREDNESS AND POLICY
In this section the survey explored the different strategies and policies in place to ensure the best possible preservation and conservation of library collections.

3.3.1 Preservation strategies for analogue/physical materials
Does your institution have a preservation strategy for physical/analogue collections?

<table>
<thead>
<tr>
<th>Value</th>
<th>Percent</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>65.4%</td>
<td>51</td>
</tr>
<tr>
<td>No</td>
<td>34.6%</td>
<td>27</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>78</td>
</tr>
</tbody>
</table>
By library type

National Libraries

- Finland: Preservation Policy [www.doria.fi/handle/10024/88786](www.doria.fi/handle/10024/88786)
- Malaysia: Dasar Pemuliharaan Sumber Perpustakaan (Malay Language) [http://tinyurl.com/kqt4pjb](http://tinyurl.com/kqt4pjb)
3.3.2 Digitisation strategies

Does your institution have a written digitisation strategy, endorsed by the management of your organisation?

<table>
<thead>
<tr>
<th>Value</th>
<th>Percent</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>52.6%</td>
<td>41</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>No</td>
<td>47.4%</td>
<td>37</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>78</td>
</tr>
</tbody>
</table>

By library type

<table>
<thead>
<tr>
<th>Library Type</th>
<th>Yes (%)</th>
<th>No (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Library/State Library</td>
<td>71.8%</td>
<td>28.2%</td>
</tr>
<tr>
<td>Higher Education Library</td>
<td>31.6%</td>
<td>68.4%</td>
</tr>
<tr>
<td>Public Library</td>
<td>23.0%</td>
<td>77.0%</td>
</tr>
<tr>
<td>Special Library</td>
<td>42.9%</td>
<td>57.1%</td>
</tr>
<tr>
<td>Other (Write-in [Optional])</td>
<td>100.0%</td>
<td>No</td>
</tr>
</tbody>
</table>

National libraries

- Finland: Digitisation policy: [www.doria.fi/handle/10024/88786](http://www.doria.fi/handle/10024/88786)
- Germany: Data Policy of the National Library: [http://d-nb.info/1027296343/34](http://d-nb.info/1027296343/34)
- Malaysia: Garis Panduan Pendigitalan Koleksi Perpustakaan (Malay Language) [http://tinyurl.com/psdfpaz](http://tinyurl.com/psdfpaz)
- Malaysia: Dasar Pendigitalan Koleksi Perpustakaan (Malay Language) [http://tinyurl.com/kqsc826](http://tinyurl.com/kqsc826)
• Spain: [http://www.bne.es/webdocs/Catalogos/ProcesoDigitalizacionBNE.pdf](http://www.bne.es/webdocs/Catalogos/ProcesoDigitalizacionBNE.pdf)
• Spain: [http://www.bne.webdocs/LaBNE/Lineas digitalización 2015-2016.pdf](http://www.bne.webdocs/LaBNE/Lineas digitalización 2015-2016.pdf)
• Switzerland: [http://www.nb.admin.ch/themen/02074/02076/index.html?lang=en&download=NHzLpZeg7t_Inp6i0NTU042i2Z6In1ad11Zn4Z2q2p0O2Yuq2Z6gpJCDfHt6g2ym162epYbg2c_JjKbNoKSn6A--](http://www.nb.admin.ch/themen/02074/02076/index.html?lang=en&download=NHzLpZeg7t_Inp6i0NTU042i2Z6In1ad11Zn4Z2q2p0O2Yuq2Z6gpJCDfHt6g2ym162epYbg2c_JjKbNoKSn6A--)

**Other institutions**

• Tokyo Institute of Technology: [http://www.math.titech.ac.jp/page_17.html](http://www.math.titech.ac.jp/page_17.html)
• Smithsonian Libraries: Smithsonian Directive 609: [https://www.si.edu/content/pdf/about/sd/SD609.pdf](https://www.si.edu/content/pdf/about/sd/SD609.pdf)
• Stanford University Libraries: Our strategy for digitization is best articulated on our Digitization Services pages: [https://library.stanford.edu/research/digitization/digitization-services/services](https://library.stanford.edu/research/digitization/digitization-services/services)

A further 19 libraries stated that they do have a digitisation strategy but that this is not publicly available.
3.3.3 Digital preservation strategies

Does your institution have a digital preservation strategy?

<table>
<thead>
<tr>
<th>Value</th>
<th>Percent</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>43.6%</td>
<td>34</td>
</tr>
<tr>
<td>No</td>
<td>56.4%</td>
<td>44</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>78</td>
</tr>
</tbody>
</table>

By library type
National Libraries

- Bibliothèque nationale de France  
  http://www.bnf.fr/fr/professionnels/spar_systeme Preservation_numerique.html
- National Library of Brazil  
- Bibliothèque nationale de France  
  http://www.bnf.fr/fr/professionnels/spar_systeme Preservation_numerique/a.spar_presentati on.html
- The National Library of Finland  
  http://www.kdk.fi/en
- National Library of Australia, Digital Preservation Policy  
  Digital Preservation Strategic Plan 2015 – 2019 –  
  [INTERNAL ACCESS ONLY - AVAILABLE ON REQUEST]  
- German National Library Preservation Policy:  
  http://d-nb.info/1074162331/34,  
  Preservation Strategy:  
  https://wiki.dnb.de/download/attachments/31524273/Erhaltungsplanung.pdf?version=1&modi ficationDate=1404310948000&api=v2
- National Diet Library, Basic Plan for Long-Term Preservation of Digital Materials at the National  
  Diet Library (Japanese)  
- National Library of Poland (Polish)  
- National Library of Estonia Digital preservation strategy for Estonian Digital Archive DIGAR  
- National Library of Malaysia  
  Dasar Pendigitalan Koleksi Perpustakaan (Malay Language)  
  http://tinyurl.com/kqsc826 and Garis Panduan Pendigitalan Koleksi Perpustakaan (Malay Language)  
  http://tinyurl.com/psdfpa
- National Library of Spain  
  http://www.bne.es/webdocs/Catalogos/ProcesoDigitalizacionBNE.pdf  
- British Library  
- National Library of the Czech Republic  
  http://www.registrdigitalizace.cz/rdcz/?language=en

Other institutions:

- Stanford University Libraries, Stanford Digital Repository Overview:  
  https://library.stanford.edu/research/stanford-digital-repository/sdr-overview
- Northwestern University Libraries  
  http://www.library.northwestern.edu/
- Biblioteca de Catalunya, has no preservation strategy document published and publicly available. For more information about digital preservation solutions:  
  http://www.recercat.cat/handle/2072/97251
A further 9 libraries mentioned that they do have a digital preservation strategies but that these are not publicly available.

3.3.4 Disaster risk preparedness plans
Does your institution have a disaster risk preparedness plan?

<table>
<thead>
<tr>
<th>Value</th>
<th>Percent</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>59.0%</td>
<td>46</td>
</tr>
<tr>
<td>No</td>
<td>41.0%</td>
<td>32</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>78</td>
</tr>
</tbody>
</table>
By library type

National Libraries:

- Bibliothèque nationale de France
  [http://www.bnf.fr/fr/professionnels/plan_urgence/s.plan_urgence_intro.html](http://www.bnf.fr/fr/professionnels/plan_urgence/s.plan_urgence_intro.html)
- National Library of South Africa
- Swiss National Library
  [http://www.nb.admin.ch/nb_professionnel/erhalten/00702/index.html?lang=en&download=NHzLpZeg7t,lnp6i0NTU04ZlZ6In1ad1lZn4Z2qZpnO2YuqZ6gpILEdIF5gmym162epYbg2c_JjKbNoKSn6A--](http://www.nb.admin.ch/nb_professionnel/erhalten/00702/index.html?lang=en&download=NHzLpZeg7t,lnp6i0NTU04ZlZ6In1ad1lZn4Z2qZpnO2YuqZ6gpILEdIF5gmym162epYbg2c_JjKbNoKSn6A--)
- National Library of Brazil
- National Library of Australia
- National Diet Library, National Diet Library Disaster Preparedness Guideline

Other institutions:

- Smithsonian Libraries
- Institute of Museum and Library Services
  [www.archives.gov/preservation/records-emergency/federal.html](http://www.archives.gov/preservation/records-emergency/federal.html)
- Research Library of Tomsk State University
  [https://tinyurl.com/jf64gsn](https://tinyurl.com/jf64gsn)
- State Library of Queensland, Australia Counter disaster plan (DOC 1.3 MB)

A further 34 libraries mentioned they had a disaster risk preparedness plans but that this was not publicly available.
3.3.5 Staff training and capacity building resources

What resources (documents, training materials etc.) do you use for staff training and capacity building?

**National Libraries**

- Bibliothèque nationale de France, Training in conservation:  
  [http://www.bnf.fr/fr/professionnels/conservation_formation/s.conservation_stages.html?first_Art=non](http://www.bnf.fr/fr/professionnels/conservation_formation/s.conservation_stages.html?first_Art=non), Training for emergency plan:  
  [http://www.bnf.fr/fr/professionnels/plan_urgence/s.plan_urgence_formation.html?first_Art=non](http://www.bnf.fr/fr/professionnels/plan_urgence/s.plan_urgence_formation.html?first_Art=non)
- National Library of South Africa Training manual based on information obtained from NEDCC  
  [https://www.nedcc.org/](https://www.nedcc.org/)
- National Library of Brazil  
- The National Library of Scotland  
- Belize National Library Service and Information System/National Heritage Library  
- Bibliothèque nationale de France  
- National library of Thailand  
  [http://164.115.27.97/digital/items/browse?collection=3](http://164.115.27.97/digital/items/browse?collection=3)
- The Federal State Budget Institution "the National Library of Russia"  
- National Library of the Philippines Consolidated Guidelines based from the following sources:  
  Guidelines for Preservation, Conservation, and Restoration of Local History and Local Genealogical Materials  
  [http://www.alal.org/ruca/resources/guidelines/guidelinespreservation](http://www.alal.org/ruca/resources/guidelines/guidelinespreservation);  
  Workshops by the Society of Filipino Archivists; Trainings/lectures sponsored by the Federal Republic of Germany through the German Embassy Manila and local training and seminars in archiving, preservation and conservation in libraries
- Library of Congress  
  [http://www.loc.gov/preservation/outreach/](http://www.loc.gov/preservation/outreach/)

**Other institutions:**

- University of South Africa,  
  [http://www.unisa.a](http://www.unisa.a)
The Urban Unit: [http://uu.urbanunit.gov.pk/UU-Publications](http://uu.urbanunit.gov.pk/UU-Publications)


Preservation Self-Assessment Tool Format ID: [https://psap.library.illinois.edu/format-id-guide](https://psap.library.illinois.edu/format-id-guide)


Digital preservation, have presented to faculty and staff on DPOE-related modules (DPOE) Digital Preservation Outreach & Education


A further 31 libraries stated that they conduct staff training through conferences, regular internal meetings, international and national exchange and use of international or regional materials (such as IFLA PAC publications) available.
The survey was a very useful resource to gain an overview of currently used standards, guidelines, and best practices in preservation globally. It allowed IFLA to source a vast amount of resources and IFLA will make these available online.

Next to the results outlined above, we also received requests from several respondents, for IFLA resources around the topics of the survey as these libraries currently have no digitised materials and need help and advice in starting the process.

Based on the results received in the survey, we would like to make the following recommendations to take this work further:

- IFLA HQ to make the resources listed under each section of the survey available, as a webpage(s) on the IFLA PAC website
- The Professional Committee to work with the Professional Units on the survey results and identify gaps in standards, guidelines, and best practices
- The Professional Committee to work with the Professional Units on ways of addressing the identified gaps
5  ANNEX 1 – THE SURVEY TEXT

Part 1: General information (Note: This information will not be published)

1. Name of institution / organisation *
2. Type / Domain of institution / organisation - Specify the primary heading you would assign to your institution. *
3. Country in which your institution is located *
4. Website of your institution (Provide the address of your institution’s main website that is accessible for the general public) *
5. Your full name *
6. Your job title
7. Your e-mail address *
8. Total number of paid staff working in the preservation and conservation centre of the institution

[The number of *full time equivalents* should represent the total staff employed by your institution, including permanent and temporary staff, but excluding contractors and volunteers. Part-time staff needs to be added up to represent a full working week.]

Part 2: Your physical/analogue collections

In this part we are interested in all standards/best practices and guidelines you use for the preservation and conservation of your collections types (see also ENUMERATE Framework page 38 - Chapter 5.2 Classification of Heritage Materials).

These can be international or national standards/best practices and guidelines you base your own standards/best practices and guidelines on or in house standards/best practices and guidelines.

We would like to ask you to list all standards/best practices and guidelines you use and indicate which collection types they are used for. Please provide links to the standards/best practices and guidelines. *

If you have in house standards/best practices and guidelines not accessible online, please upload these if possible.

Part 3: Your digital collections

1. What preservation and conservation standards/best practices and guidelines do you use for your digitised collections? Please provide links/webpages which list these. *
2. What preservation and conservation standards/best practices and guidelines do you use for your born digital collections? Please provide links/webpages which list these. *
3. What preservation and conservation standards/best practices and guidelines do you use for your digital or physical media collections? Please provide links/webpages which list these. *
Part 4: Preparedness and Policy

1. Does your institution have a preservation strategy for physical/analogue collections? *
   a. Please provide links/webpages which list your preservation strategy for physical/analogue collections

2. Does your institution have a written digitisation strategy, endorsed by the management of your organisation? *
   a. Please provide links/webpages which list your written digitisation strategy.

3. Does your institution have a digital preservation strategy? *
   a. Please provide links/webpages to your digital preservation strategy.

4. Does your institution have a disaster risk preparedness plan? *
   a. Please provide links/webpages to your institutions disaster plan.

5. What resources (documents, training materials etc.) do you use for staff training and capacity building?
   a. Please provide links/webpages which list these.