

# **INTRODUCTION TO PRESERVATION SURVEYS:**

## **A Self-Survey of Collections & Facilities**



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# Overview

- Introduction
- Why Important
- Who Should Conduct the Survey
- Surveying the Building
- Overview of the Rest of the Survey Guide
- Conclusion

How would you rate the overall experiences with them? Would you say it is --

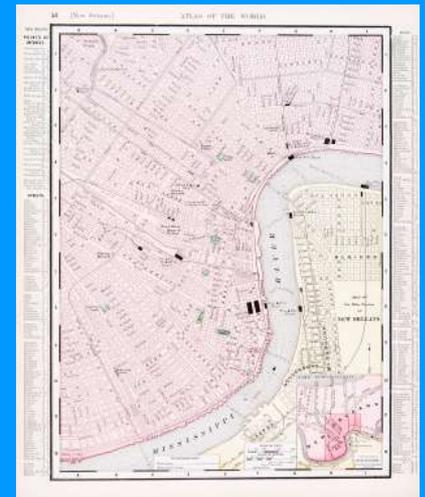
Excellent  
 Very Good  
 Good  
 Fair  
 Poor  
 na

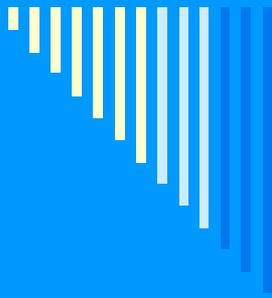
On a scale of 1 to 5 where 1 represents "Extreme" how would you rate your level of satisfaction

1  2  3  4  5  na

# Introduction

- The purpose of this presentation is to help small to medium sized institutions with limited preservation experience design a program to ensure their historical collections survive as long as possible.
- The session handout provides a Template for assessing preservation needs, as well as guidance for setting preservation priorities once the needs have been identified.





# PAPER



- **Superior--User Friendly-Light, Cheap, Portable**
- **Ease of Production & Behaviour Patterns**
- **Requires No Batteries**
- **Power Outages Do Not Affect**
- **No Risk Around Magnetism** 
- **Requires No Special Viewer/Translation Issues**

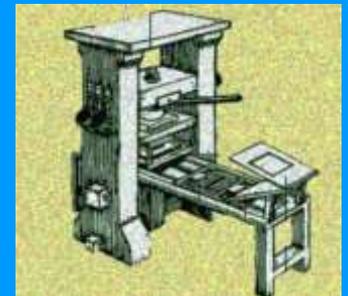
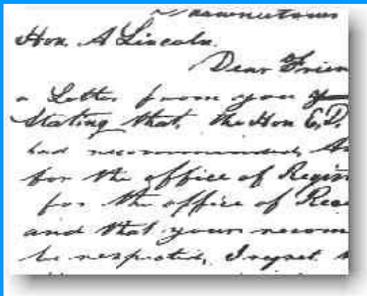


# GOOD OLE *PAPER*

- 5000+ YEARS OF RECORDED HISTORY
- STILL VERSION 1, RELEASE 4



1. CAVE WALLS
2. BAKED/UNBAKED CLAY TABLETS
3. PAPYRUS
4. 8.5x11



# Conservation v Preservation

## Conservation

- Focus on single item
- Restore item to original condition
- Preserve & repair physical structure of item



## Preservation

- Focus on many items
- Repair & prevent further damage
- Activities are undertaken to prevent or delay materials from becoming damaged
- May include changing format of the material to preserve content

# Why are Preservation Surveys Important?

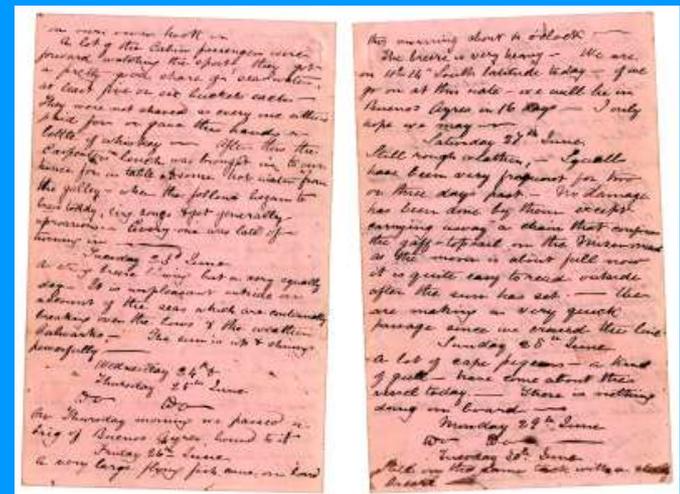
- ❑ Environmental Control
- ❑ Disaster Preparedness
- ❑ Security
- ❑ Storage & Handling
- ❑ Reformatting
- ❑ Binding & Repair
- ❑ Conservation Treatment



# Preservation Survey Contents

## I. SURVEYS

- A. What is a Survey?
- B. Who Should Conduct Survey?
  - ▣ Outside Consultant
  - ▣ In-house Staff
- C. How to Use the Survey Guide



# Preservation Survey Contents

## II. GETTING STARTED

### A. Overview

1. The Institution & Collections
2. Mission & Collecting Policy
3. Intellectual Control

Institutional Overview Wkst  
Collections Wkst

### B. Preservation Management

1. Staffing & Funding
2. Preservation Policy

Preservation Management Wkst



# Preservation Survey Contents

## III. SURVEYING THE BUILDING

### A. The Building

1. Characteristics & Condition of Bldg  
General Bldg Wkst

### B. The Building Environment

1. Climate Control
2. Control of Pollutants
3. Control of Light
4. Pest Control &  
Housekeeping

Building Environment Wkst

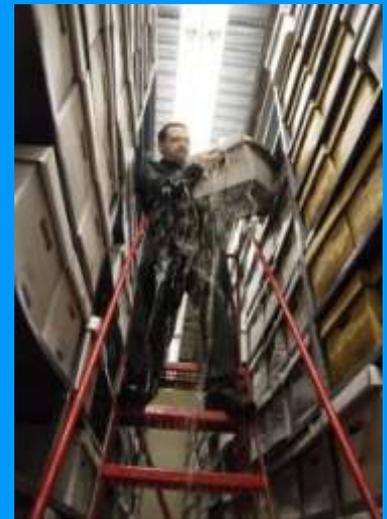


# Preservation Survey

## C. Protecting Collections from Loss

1. External Threats
2. Water Protection
3. Fire Protection
4. Disaster Planning
5. Building Security
6. Controlling Access to Collections

Ext Threats & Water Protection Wkst  
Fire Protection Wkst  
Disaster Planning Wkst  
Security & Access Wkst



## D. Individual Storage & Exhibition Areas

Individual Storage/Exhibition Areas Wkst

# Contents Continued

## IV. SURVEYING THE COLLECTIONS

### A. General Storage & Handling Practices

1. Storage Furniture
2. Archival Enclosures
3. Handling & Processing of Collections
4. Cleaning Collections

General Storage Wkst  
General Handling Wkst



# Contents Continued

## B. Storage & Condition of Specific Collections

1. Documents, Books & Pamphlets
2. Manuscripts
3. Photographs & Negatives
4. Oversized/Framed Materials
5. Newsprint & Scrapbooks
6. Audiovisual Materials

Wkst For Mixed Collections

Wkst for Specific Formats:

Bound Volumes & Pamphlets  
Documents & Manuscripts  
Photographs & Negatives  
Oversized/Framed Materials  
Newsprint  
Specific Collections



# Contents Continued

## C. Exhibition of Collections

Exhibition Wkst

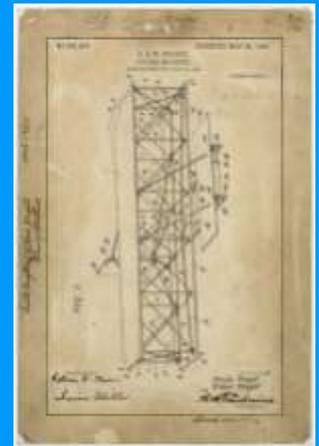
## D. Reformatting

1. Preservation Microfilming
2. Preservation Photocopying
3. Reformatting Photos & Audiovisual Materials
4. Digital Imaging

Pres Microfilming & Photocopying Wkst  
Reformatting Photos & A/V Materials Wkst  
Digital Imaging Wkst

## E. Library Binding

Library Binding Wkst



# General Building Worksheet

1. In what year was the bldg constructed? Is its an historic structure?
2. Have additions or renovations been made to the bldg?
3. Are future renovations planned for the bldg?
4. What are the predominant construction materials used?
5. What is the overall condition of the bldg? Has it been well maintained?
6. What is the condition of the roof & drains?



# Building Worksheet Continued

7. What is the condition of the exterior of the bldg?
8. What is the condition of the interior of the bldg?
9. Does anyone else occupy the bldg in addition to the repository being surveyed? If yes, what activities take place & could they be hazardous to collections?
10. Provide a gen description of the bldg layout (eg, # of flrs, #/type of rooms on each flr).  
*[It is helpful to acquire or draw a plan of the building].*
11. Is there a shortage of collections storage space in the bldg?  
If yes, what has been done to address this problem?





## Whom to contact for further information:

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