

FACT SHEET

Preservation Survey

BACKGROUND

Goal Five of the statewide preservation plan (*Preserved to Serve: the Massachusetts Preservation Agenda*) is “to identify and preserve critical collections to the greatest extent possible.” To stimulate the analysis of collections in libraries that may have local, state, regional or national significance and that may be in need of preservation, this year's LSTA grant round makes available grants of \$2,500 to fund institutional preservation surveys.

Library staffs realize there are preservation problems with their collections, but they may have little idea where to start or what their options might be. By contracting for a preservation survey to be performed by a preservation consultant, the library staff will be able to determine how to proceed in rectifying the problems:

- The survey will focus attention on those items that need specific conservation work and will identify the types of work that this might entail, including actual treatment as well as storage, handling, and security suggestions.
- The survey will help the library staff determine the treatment priorities of those items in need of work and the steps necessary to accomplish it.
- The preservation consultant will examine the library building and make suggestions as to steps to be taken to prolong the life of the materials.

Once the survey has been completed, it will be up to the library to pursue the recommendations of the consultant. Actions may involve low cost/no cost steps or using locally appropriated or private funds to address more significant issues, such as the installation of environmental controls and/or item by item conservation treatment. **A five-year Preservation Long Range Plan based on the recommendations of the consultant is required as an outcome of this grant. This plan should include Goals, Objectives, and Activities with a timeline.** The Preservation Long Range plan should address:

- building concerns;
- storage, enclosures, and handling practices;
- environmental issues;
- emergency preparedness;
- preservation policy and planning;
- in-house repairs;
- reformatting needs.

The Preservation Long Range Plan and a copy of the survey report must be filed with the MBLC at the completion of the project. An update to the library's Critical Collections Questionnaire should also be filed with the preservation long range plan, to provide more accurate information for access. Finally, libraries may wish to apply for future LSTA funds to address the

recommendations put forth in the survey report.

MASSACHUSETTS LONG-RANGE PLAN GOAL

Goal 1: Massachusetts residents, no matter where they live, will find and obtain the resources they need using an improved technological infrastructure that links all types of libraries and provides and coordinates shared electronic resources. Residents will have access to digitized images of unique and valuable resources, improved access tools, and properly preserved physical and electronic materials.

ELIGIBILITY

Any library or cooperating group that meets standard eligibility requirements for Direct Grant programs is eligible to apply. A cooperating group may apply on behalf of one or more of its members. To apply for the funds to conduct a preservation survey, a library must:

- Have completed a “Critical Collections Questionnaire” as it relates to the library’s “special collections” and have it on file at the MBLC.
- Pay a minimum of \$500 toward the cost of the survey from local or private funds.

There are a number of conservators and institutions in the New England area that are qualified to conduct library preservation surveys. The MBLC has information on these individuals and institutions and will be happy to share it with anyone interested in having a preservation survey of their collections and building carried out.

INTERESTED?

Applicants must submit a **Letter of Intent** form with the "Preservation Survey" option checked off under **TYPE**. If you need more information about this program, please call Gregor Trinkaus-Randall at the MBLC, 800-952-7403 ext 236 or e-mail gregor.trinkaus-randall@state.ma.us.