



Knowledge is Power: Assessing Collections for Preservation Planning.



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U.S. Government Publishing Office
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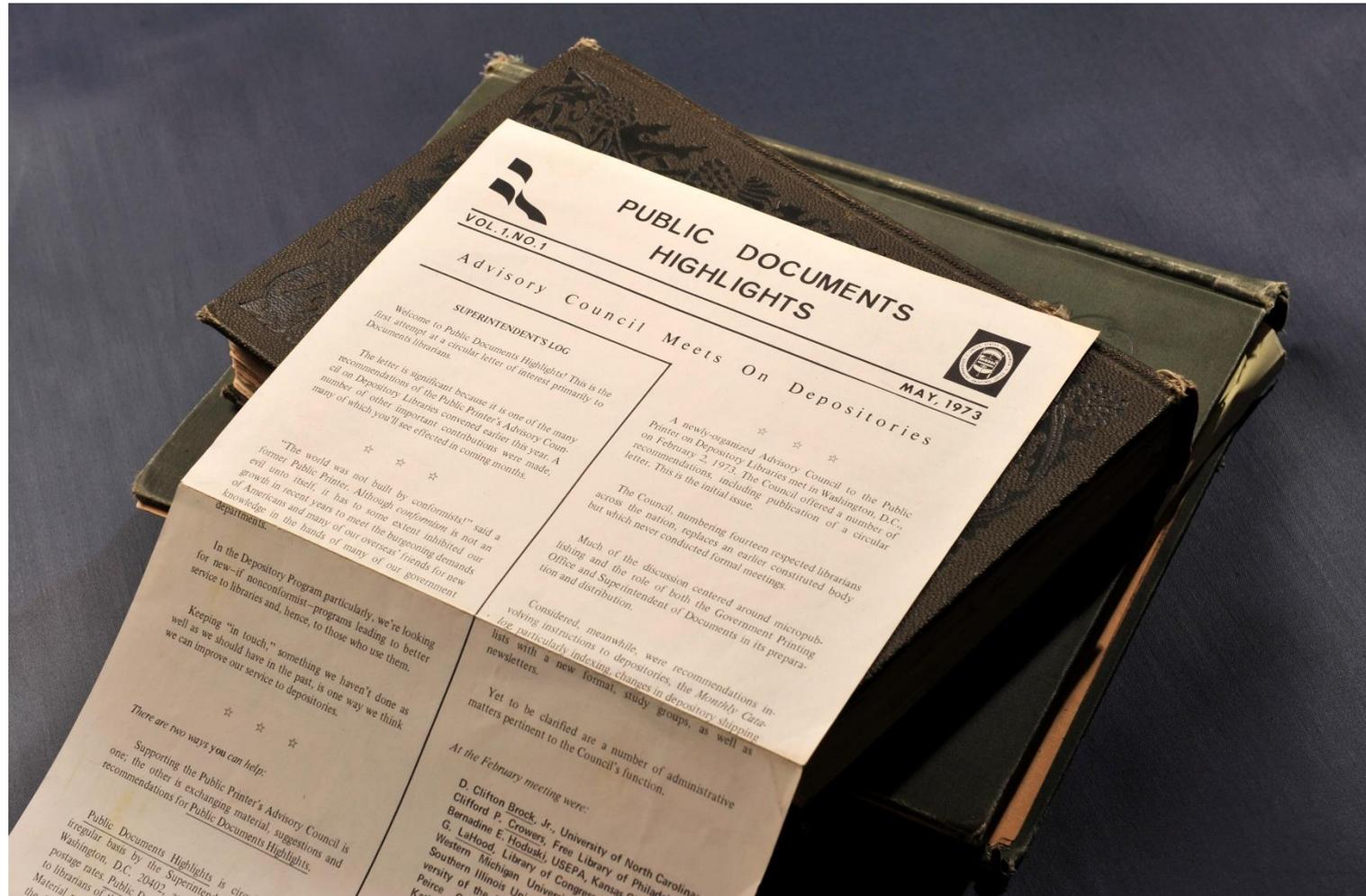


Assessing collections

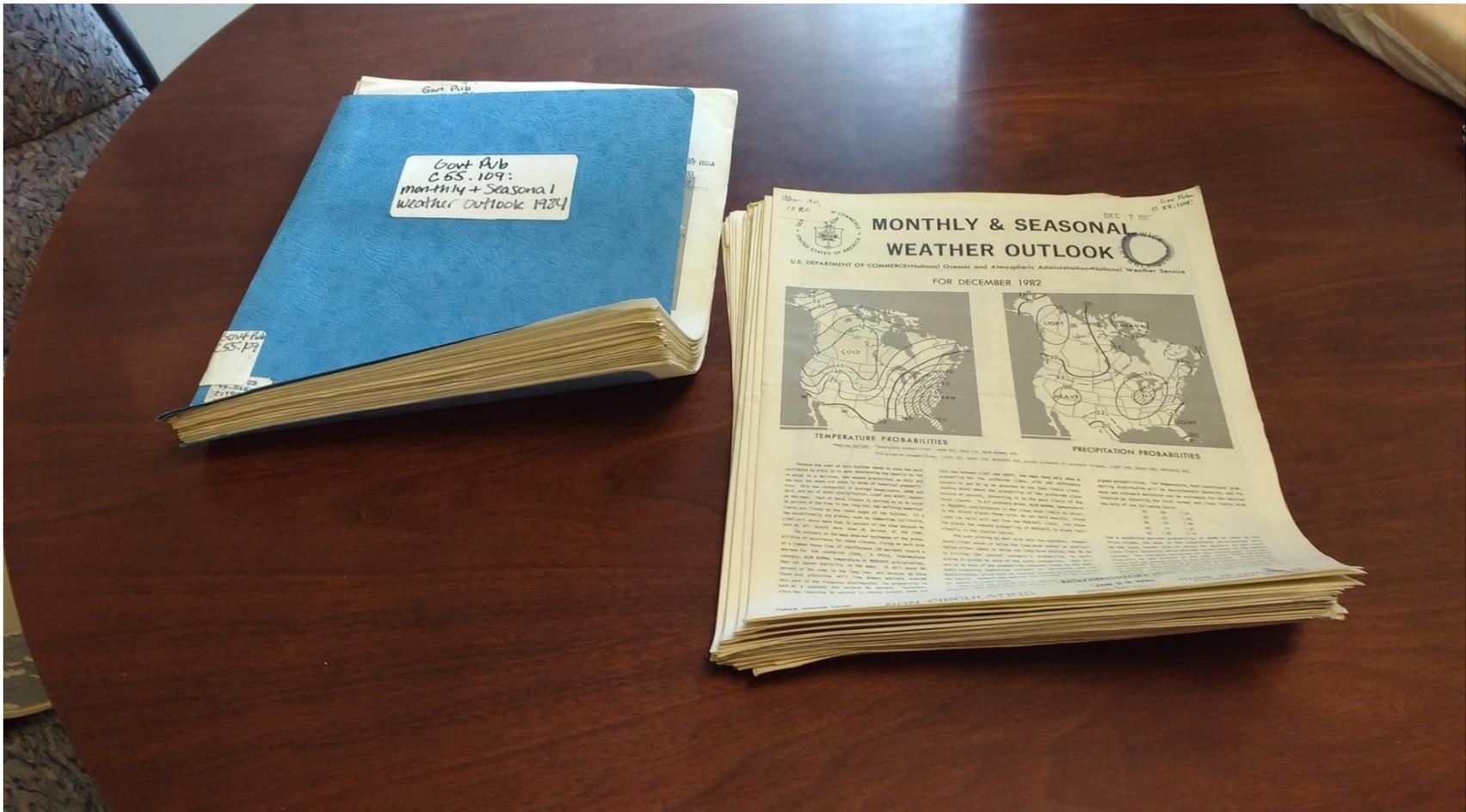




Assessing collections



Assessing collections



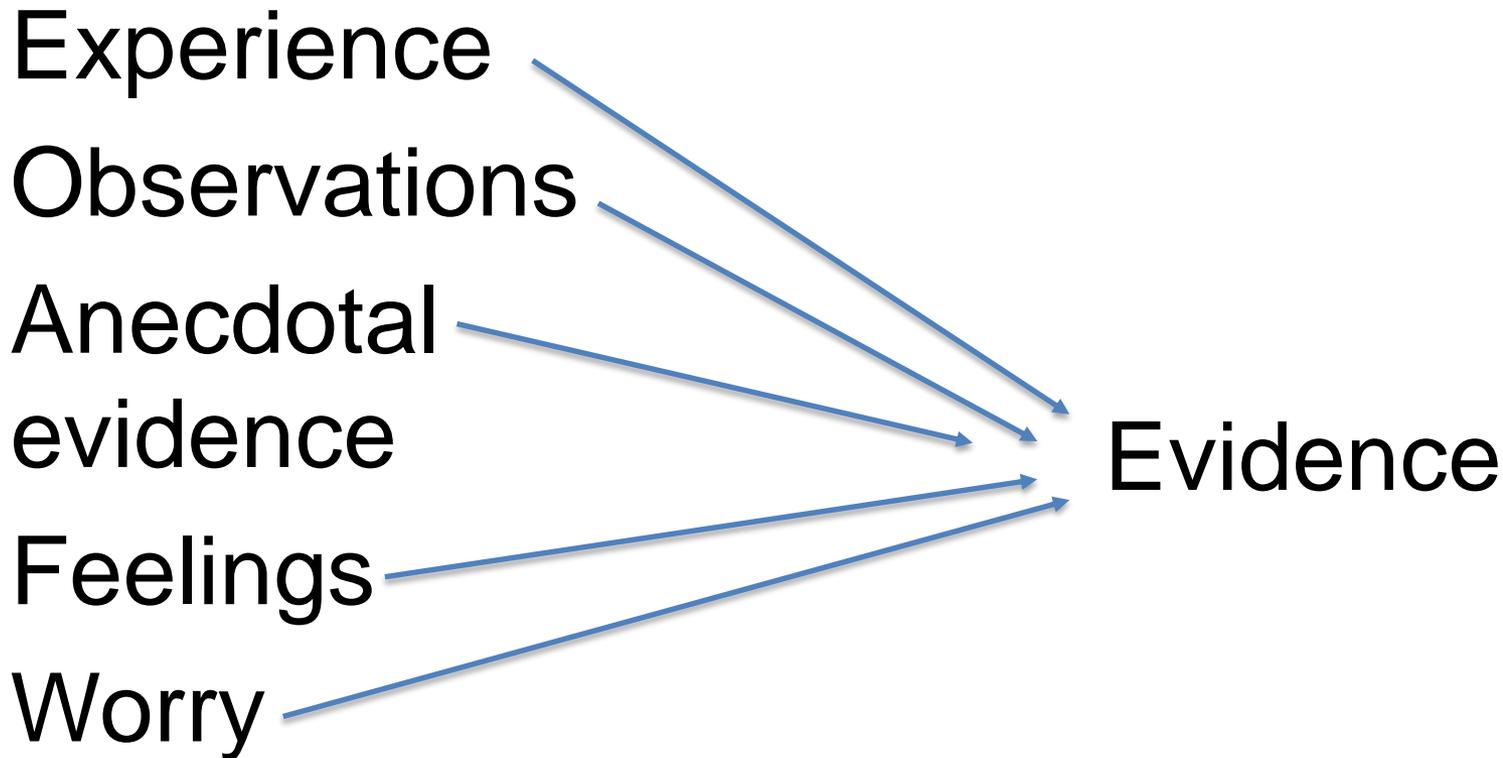
Assessing collections



Assessing collections



Collection assessment





What a survey can tell you

- Collection Care, Binding
- Conservation Treatment
- Box
- Brittle paper
- Digitize
- Collection Environment



Outcomes

- Accurate definition of condition categories
- A ranking of condition categories
- Number of items/books in each category
- Percentage of total items surveyed within each category: = 100 % total sample
- Projected numbers within each category in the total collection

Designing the survey instrument

Condition Category

Fine 1

Good 2

Fair 3

Poor 4

Ranking

No Action

Low Priority

Moderate Priority

High Priority



Designing the survey instrument

1: Fine. No Action Required

The publication looks new. The binding is tight without any sign of wear. The pages show no signs of dirt or mold. All maps and foldouts are present without any tears.

Supplementary material is present, without any sign of wear and housed in the original pockets or enclosures.



Designing the survey instrument

2: Good: Low Priority

The binding shows signs of use, but all pages are tightly bound. Binding board corners may be bent but no other damage is present. Maps and foldouts may show wear, but are not torn. All supplementary material is present, but has been used and may have been misfolded when returned to pockets or enclosures.



Designing the survey instrument

3: Fair: Moderate Priority

Cover boards and the spine may be loose, but are still attached. End pages may be loose or missing. The cover boards and pages may show signs of dirt or other stains. The spine may be pulled away from the text block at the top. Pages, maps and foldouts may be torn, but all information is present. Unbound material is stored folded or unbound materials are bent from sagging on the shelf or in boxes.



Designing the survey instrument

4: Poor: High Priority

The binding shows evidence of severe wear such as loose or missing cover boards or spine piece. The text block is loose within the cover boards. Many pages are torn, or are pages are brittle and cannot maintain an attachment in the binding. Maps, foldouts and supplementary material are torn or missing.



Designing the survey instrument

Recording Shelving Conditions

- Moderate dust
- Thick dust
- Evidence of pests
- Clumps of dust and mold
- Unsupported items
- Items packed too tight

Designing the survey instrument

Use

- Low
- Moderate
- High

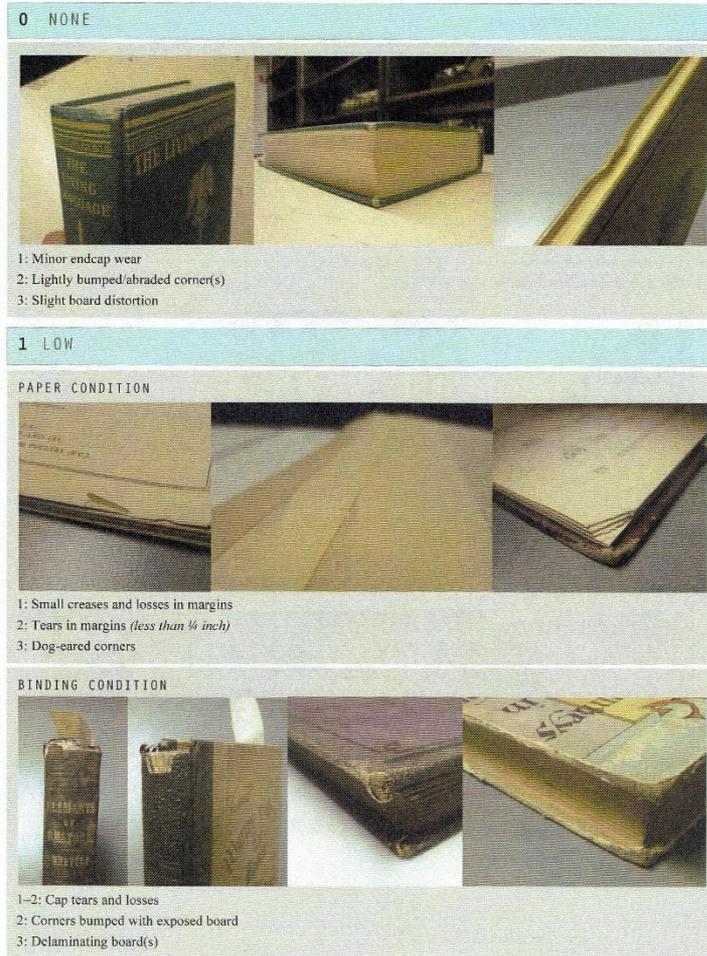
Condition

Fine, Good, Fair, Poor

Fine, Good, Fair, Poor

Fine, Good, Fair, Poor

Designing the survey instrument



A visual dictionary of condition types and their definitions avoids desensitization and increases survey accuracy



Sampling Methods

Accidental or Grab Sample: Samples conveniently drawn from a population. Not representative, but useful for testing the category ranking and condition type definitions.

Systematic Sample: Elements selected from an ordered sampling framework (book shelves)

Simple Random Sample: A sample where each element has the same probability of being chosen.



Sampling Methods

Cluster Sampling: Random samples within a systematic sampling framework.

The intent is to be as random/neutral as possible to avoid selection bias, while still covering all possible physical locations in a non-random fashion to avoid the accidental skewing of data.



Sampling Methods

Two Stage Cluster Sampling: Two-stage cluster sampling, is obtained by selecting cluster samples in the first stage and then selecting sample of elements from every sampled cluster.

Determining the sample size

- Total population size
(How many books)
- Specific margin of error
+/- 1-5%
- Desired Confidence
level - usually 95%, 99%

Required Sample Size†

Population Size	Confidence = 95%				Confidence = 99%			
	Margin of Error				Margin of Error			
	5.0%	3.5%	2.5%	1.0%	5.0%	3.5%	2.5%	1.0%
10	10	10	10	10	10	10	10	10
20	19	20	20	20	19	20	20	20
30	28	29	29	30	29	29	30	30
50	44	47	48	50	47	48	49	50
75	63	69	72	74	67	71	73	75
100	80	89	94	99	87	93	96	99
150	108	126	137	148	122	135	142	149
200	132	160	177	196	154	174	186	198
250	152	190	215	244	182	211	229	246
300	169	217	251	291	207	246	270	295
400	196	265	318	384	250	309	348	391
500	217	306	377	475	285	365	421	485
600	234	340	432	565	315	416	490	579
700	248	370	481	653	341	462	554	672
800	260	396	526	739	363	503	615	763
1,000	278	440	606	906	399	575	727	943
1,200	291	474	674	1067	427	636	827	1119
1,500	306	515	759	1297	460	712	959	1376
2,000	322	563	869	1655	498	808	1141	1785
2,500	333	597	952	1984	524	879	1288	2173
3,500	346	641	1068	2565	558	977	1510	2890
5,000	357	678	1176	3288	586	1066	1734	3842
7,500	365	710	1275	4211	610	1147	1960	5165
10,000	370	727	1332	4899	622	1193	2098	6239
25,000	378	760	1448	6939	646	1285	2399	9972
50,000	381	772	1491	8056	655	1318	2520	12455
75,000	382	776	1506	8514	658	1330	2563	13583
100,000	383	778	1513	8762	659	1336	2585	14227
250,000	384	782	1527	9248	662	1347	2626	15555
500,000	384	783	1532	9423	663	1350	2640	16055
1,000,000	384	783	1534	9512	663	1352	2647	16317
2,500,000	384	784	1536	9567	663	1353	2651	16478
10,000,000	384	784	1536	9594	663	1354	2653	16560
100,000,000	384	784	1537	9603	663	1354	2654	16584
300,000,000	384	784	1537	9603	663	1354	2654	16586

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Performing the survey

- Form a survey team
- Create a visual dictionary of condition types
- Create survey forms with a space to record the cluster/shelf and the item call number info for the selected volume or use laptops or tablets.
- Random number generator essential for selecting cluster and items
- Begin surveying in pairs to compare judgement
- Fatigue is a factor in skewing results



Reporting the results

- Produce a formal report of your findings
- Begin with a description of the collection you surveyed and its significance to the library
- Include a summary of your total findings and a summary of your recommendations or priorities
- Describe your survey design and implementation
- Describe and illustrate your complete findings and recommendations in a separate section
- Use tables, charts, graphs to illustrate your results
- Include your visual dictionary and other source material
- Photograph issues you discover as you survey



Outsourcing



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Additional information:

- Northeast Document Conservation Center
www.nedcc.org
- Conservation Center for Art and Historic Artifacts
www.ccaha.org
- American Institute of Conservation
www.aic.org



Additional information

Sample size table calculators and random numbers

<http://www.research-advisors.com/tools/SampleSize.htm>

http://www.promesa.co.nz/Help/EP_ss_two_stage_sample.htm

<http://www.nss.gov.au/nss/home.nsf/pages/Sample+size+calculator>

<https://www.surveysystem.com/sscalc.htm>

<https://www.random.org/sequences/>



Additional Information

The ABCs of Bookbinding, an illustrated glossary of terms for collectors and conservators

<https://www.amazon.com/ABC-Bookbinding-Illustrated-Collectors-Conservators/dp/1884718418>



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