

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

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# 1 BACKGROUND

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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 Wellem's - 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

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### 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.

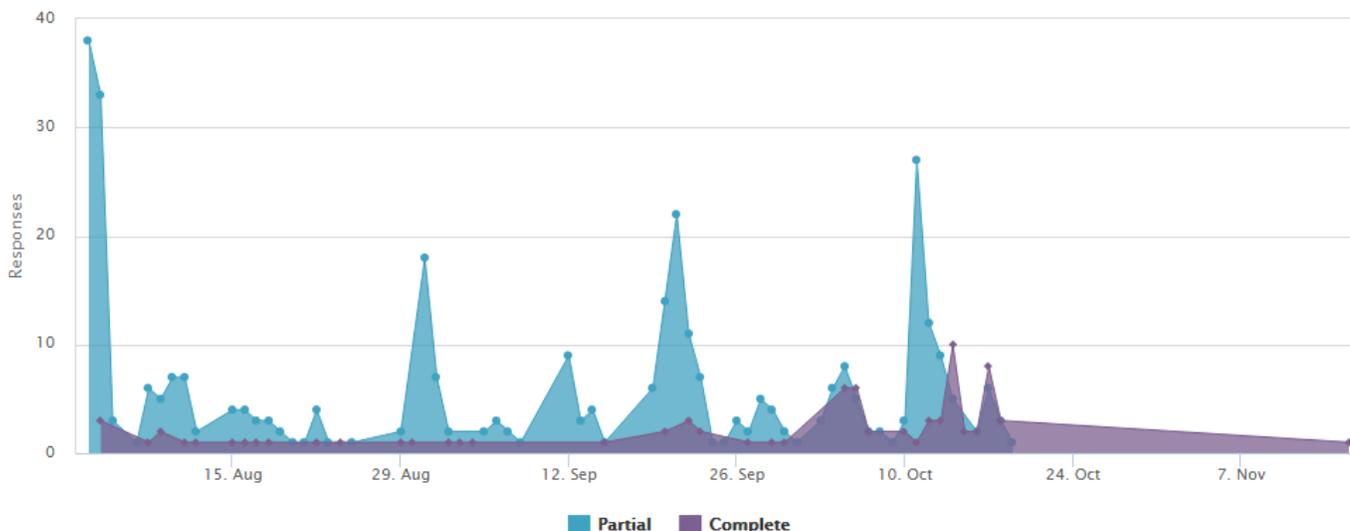
*Disqualified* means pages, to a complete or partial extent, were filled with invalid data (such as only an “a” or other symbols). Presumably this is because someone wanted to see the content of the whole survey (it consisted of four pages, and each page had to be completed before moving on to the next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

	Count	Percent
Complete	82	18.6
Partial	354	80.5
Disqualified	4	0.9
Total	440	

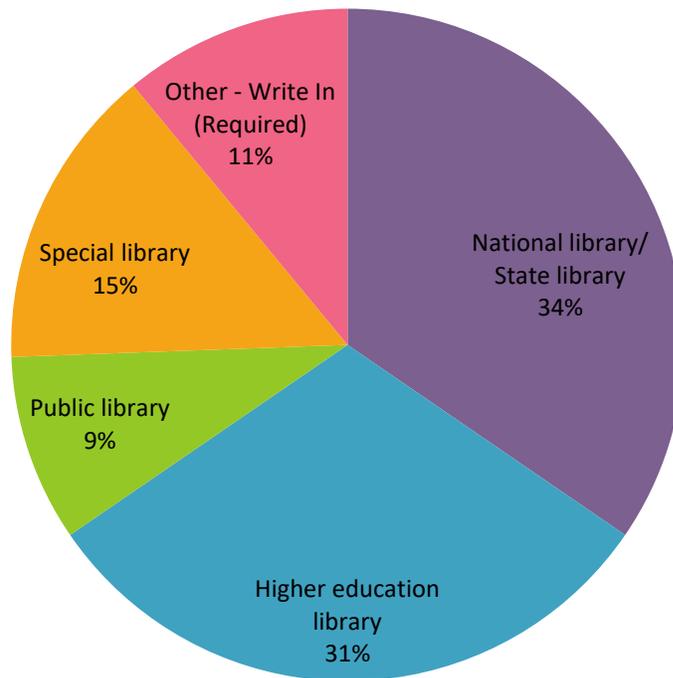
#### 2.1.2 Response timeline

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.)



### 2.1.3 Type / Domain of institution / organisation

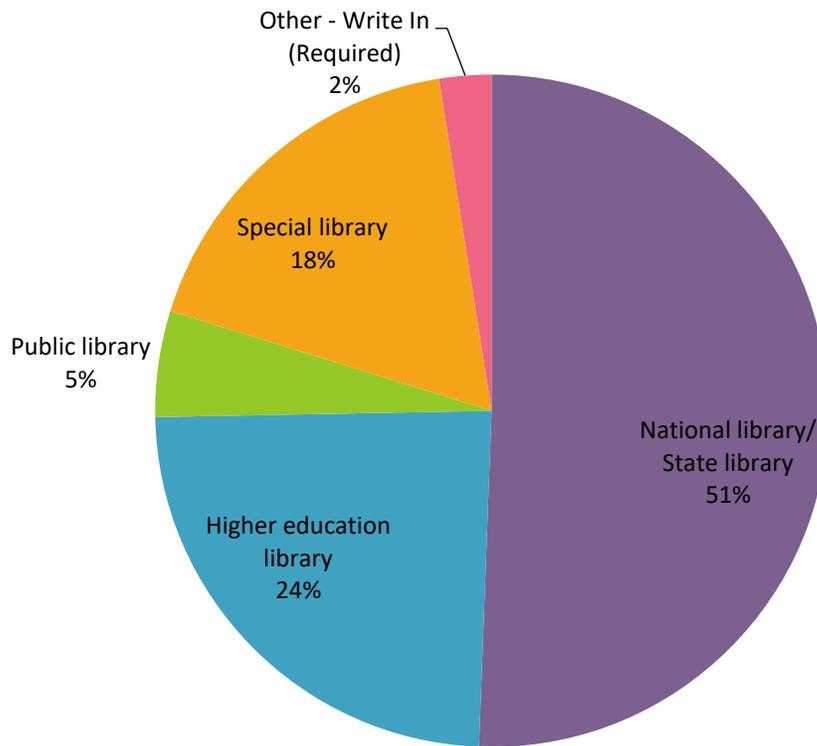


Value	Percent	Count
National library/ State library	34.6%	104
Higher education library	30.9%	93
Public library	9.0%	27
Special library	14.6%	44
Other	11.0%	33
	Total	301

#### 2.1.4 Response count (complete responses)

	Count	Percent
Complete	79	100
Partial	0	0
Disqualified	0	0
Total	79	

### 2.1.5 Type / Domain of institution / organisation



Value	Percent	Count
National library/ State library	50.6%	40
Higher education library	24.1%	19
Public library	5.1%	4
Special library	17.7%	14
Other	2.5%	2
	Total	79

### 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

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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

- Guidelines for the conservation of leather and parchment bookbindings. KB.  
<https://www.kb.nl/en/organisation/research-expertise/preservation/guidelines-for-the-conservation-of-leather-and-parchment-bookbindings>

##### Classification

- AACR2 DDC
- ISO 2709 Information and documentation -- Format for information exchange  
(<https://www.iso.org/standard/41319.html>)
- 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
  - ISO 16245:2009 Boxes, file covers and other enclosures, made from cellulosic materials, for storage of paper and parchment documents  
[http://www.iso.org/iso/catalogue\\_detail.htm?csnumber=45988](http://www.iso.org/iso/catalogue_detail.htm?csnumber=45988) - North America, Japan
  - BS PD 5454:2016 - Europe, North America, Asia, Australia
  - Recommendations from Northeast Document Conservation Centre.  
<https://www.nedcc.org/>
  - 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 Trust <http://collectionstrust.org.uk/resource/benchmarks-in-collections-care-2-0/>
  - Basic preservation for library and archive collections. British Library. 2013. [https://www.bl.uk/aboutus/stratpolprog/collectioncare/publications/booklets/basic\\_preservation.pdf](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. [http://www.loc.gov/preservation/care/ccs\\_manual.html](http://www.loc.gov/preservation/care/ccs_manual.html)
  - Dry cleaning: brush dust off (Japanese) [http://www.ndl.go.jp/jp/aboutus/preservation/manual\\_cleaning.html](http://www.ndl.go.jp/jp/aboutus/preservation/manual_cleaning.html)
- Dry cleaning: dust off with granules of eraser (Japanese) <http://www.ndl.go.jp/jp/about>
- Libraries collection protection regulations: [http://www3.lrs.lt/pls/inter3/dokpaieska.showdoc\\_l?p\\_id=382842](http://www3.lrs.lt/pls/inter3/dokpaieska.showdoc_l?p_id=382842)

### 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) [http://ecoinfo.cnrs.fr/IMG/pdf/ashrae\\_2011\\_thermal\\_guidelines\\_data\\_center.pdf](http://ecoinfo.cnrs.fr/IMG/pdf/ashrae_2011_thermal_guidelines_data_center.pdf)
- 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](http://www.iso.org/iso/catalogue_detail.htm?csnumber=63810)
- NISO-TR01-1995
- PAS 198:2012 Specification for managing environmental conditions for cultural collections. British Standard Institution. <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](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.) <http://www.alppp.ru/law/obrazovanie--nauka--kultura/kultura/2/prikaz-minkultury-sssr-ot-17-07-1985--290.pdf>

### 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](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](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](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

- NARA 1571 (2002) <https://www.archives.gov/files/foia/directives/nara1571.pdf>
- 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  
[https://www.nlib.ee/public/documents/RRdocs/kogude\\_tegevuskava-3.pdf](https://www.nlib.ee/public/documents/RRdocs/kogude_tegevuskava-3.pdf)
- Lithuania: The Strategy for the Digitization of the Lithuanian Cultural Heritage, Digital Content Preservation and Access and its Implementation Framework:  
[http://www3.lrs.lt/pls/inter2/dokpaieska.showdoc\\_l?p\\_id=260975&p\\_query=](http://www3.lrs.lt/pls/inter2/dokpaieska.showdoc_l?p_id=260975&p_query=)

### 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

- FADGI Federal Agency Digitization Guidelines Initiative:  
<http://www.digitizationguidelines.gov/guidelines/digitize-technical.html>
- Library of Congress Resources. <http://www.digitalpreservation.gov/>, specifically:
  - Digital formats: a work in progress  
(<http://www.digitalpreservation.gov/formats/intro/intro.shtml>)
  - CLIR National Recording Preservation Plan  
<http://www.loc.gov/programs/static/national-recording-preservation-plan/publications-and-reports/documents/NRPPLANCLIRpdfpub156.pdf>

### 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.
- A Checklist for Museum Collections Management Policy. Maija Ekosaari; Sari Jantunen; Leena Paaskoski. Helsinki: 2014. <http://www.nba.fi/fi/File/2404/museum-collections-management-policy.pdf>
- From Theory to Action: “Good Enough” Digital Preservation Solutions for Under-Resourced Cultural Heritage Institutions. A Digital POWRR White Paper for the Institute of Museum and Library Services. Jaime Schumacher; Lynne M. Thomas; Drew VandeCreek. IMLS: 2014.[http://powrr-wiki.lib.niu.edu/images/a/a5/FromTheoryToAction\\_POWRR\\_WhitePaper.pdf](http://powrr-wiki.lib.niu.edu/images/a/a5/FromTheoryToAction_POWRR_WhitePaper.pdf)
- CODE OF ETHICS AND CODE OF PRACTICE. Australian Institute for Conservation of Cultural Material. 2002. [Link](#).

### Legal deposit related

- Catalunya: The Reial Decret 635/2015 of 10 juliol, regulating the legal deposit of online publications ([https://www.boe.es/diario\\_boe/txt.php?id=BOE-A-2015-8338](https://www.boe.es/diario_boe/txt.php?id=BOE-A-2015-8338))

### 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 practises 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>)

### **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>

We received some storage of digital material information:

### **Storage**

- Description of British Library long term repository:  
[http://www.alliancepermanentaccess.org/wp-content/uploads/sites/7/downloads/2014/06/APARSEN-REP-D23\\_1-01-1\\_0\\_incURN.pdf](http://www.alliancepermanentaccess.org/wp-content/uploads/sites/7/downloads/2014/06/APARSEN-REP-D23_1-01-1_0_incURN.pdf)

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

We received the following answers:

### **Audio**

- BWF
- Wav/Wave
- IASA-TC 04: Guidelines on the Production and Preservation of Digital Audio Objects  
<http://www.iasa-web.org/tc04/audio-preservation>

## Audiovisual

- IASA-TC 05: Handling and Storage of Audio and Video Carriers <http://www.iasa-web.org/handling-storage-tc05>
- Guggenheim preservation model:
  - High definition video: <https://www.guggenheim.org/wp-content/uploads/2015/11/guggenheim-time-based-media-preservation-model-for-high-definition-video-2012.pdf>
  - Analog Standard Definition Video: <https://www.guggenheim.org/wp-content/uploads/2015/11/guggenheim-time-based-media-preservation-model-for-analog-standard-definition-video-2012.pdf>
  - Digital Standard Definition Video: <https://www.guggenheim.org/wp-content/uploads/2015/11/guggenheim-time-based-media-preservation-model-for-digital-standard-definition-video-2012.pdf>
- 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
- National Library Australia Image Capture Standard (<http://www.nla.gov.au/standards/image-capture>)
- Digital practice: guidelines for digitising images in NSW public libraries (<http://www.sl.nsw.gov.au/public-library-services/content/digital-practice-guidelines-public-libraries>)
- Metamorfoze Preservation Imaging Guidelines: <https://www.metamorfoze.nl/english/digitization>

## Metadata

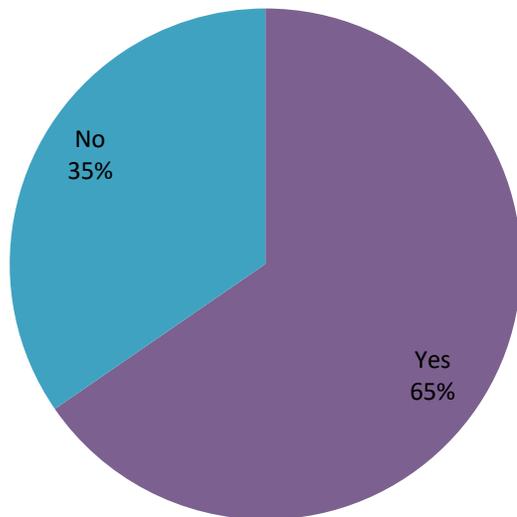
- Dublin Core
- METS; METS-based format; METS ALTO
- MODS
- PREMIS; BC XML model based on PREMIS
- Metadata Standards Framework / Metadata Implementation Schema of the National Library of New Zealand (July 2003)
- Data and metadata: formats and implementation choices at the BnF [http://www.bnf.fr/en/professionals/digital\\_preservation\\_data\\_metadata\\_bnf.html](http://www.bnf.fr/en/professionals/digital_preservation_data_metadata_bnf.html)
- German National Library: Technical metadata set for born digital objects: [https://wiki.dnb.de/download/attachments/31524273/Kernset-techMd\\_v1.1.pdf](https://wiki.dnb.de/download/attachments/31524273/Kernset-techMd_v1.1.pdf)

### 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.

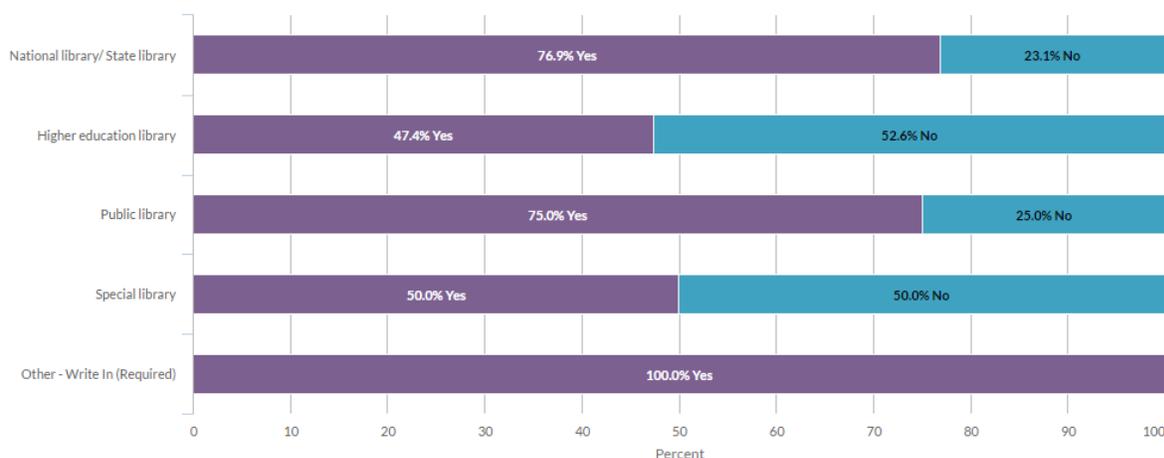
#### 3.3.1 Preservation strategies for analogue/physical materials

Does your institution have a preservation strategy for physical/analogue collections?



Value	Percent	Count
Yes	65.4%	51
No	34.6%	27
	Total	78

## By library type



## National Libraries

- Australia: part of the Library's Corporate Plan: <https://www.nla.gov.au/corporate-documents/corporate-plan-2016-2020>
- Brazil: <http://www.bn.br/en/heritage-conservation>
- Estonia: Action plan for collection development and preservation 2015-2018 [https://www.nlib.ee/public/documents/RRdocs/kogude\\_tegevuskava-3.pdf](https://www.nlib.ee/public/documents/RRdocs/kogude_tegevuskava-3.pdf)
- Estonia: Collection Development Policy for Estonian Web Archive <https://www.nlib.ee/valikupohimotted/>
- Finland: Preservation Policy [www.doria.fi/handle/10024/88786](http://www.doria.fi/handle/10024/88786)
- France: Conservation Charter: [http://www.bnf.fr/documents/charte\\_conservation.pdf](http://www.bnf.fr/documents/charte_conservation.pdf)
- France: Preservation Policy Summary: [http://www.bnf.fr/en/professionals/digital\\_preservation.html](http://www.bnf.fr/en/professionals/digital_preservation.html)
- Lithuania: Strategy for the Digitization of the Lithuanian Cultural Heritage, Digital Content Preservation and Access [http://www3.lrs.lt/pls/inter2/dokpaieska.showdoc\\_l?p\\_id=260975&p\\_query=](http://www3.lrs.lt/pls/inter2/dokpaieska.showdoc_l?p_id=260975&p_query=)
- Malaysia: Pelan Strategik PNM (2014-2018) (Malay Language) <http://www.pnm.gov.my/index.php/pages/view/150>
- Malaysia: Dasar Pemuliharaan Sumber Perpustakaan (Malay Language) <http://tinyurl.com/kqt4pjb>
- Netherlands: Collection care plan: <https://www.kb.nl/organisatie/organisatie-en-beleid/collectiebehoudsplan-2010-2013>
- Russia: Strategy for preservation of the collections <http://www.nbchr.ru/PDF/bibl6.pdf>
- Russia: National Programme for preservation of library collections of the Russian Federation: [http://mcbs.ru/files/conserv\\_napr.pdf](http://mcbs.ru/files/conserv_napr.pdf)
- Scotland: National Library of Scotland Moving Image Preservation Strategy: <http://www.nls.uk/media/1094682/2013-moving-image-preservation-strategy-scottish-screen-archive.pdf>

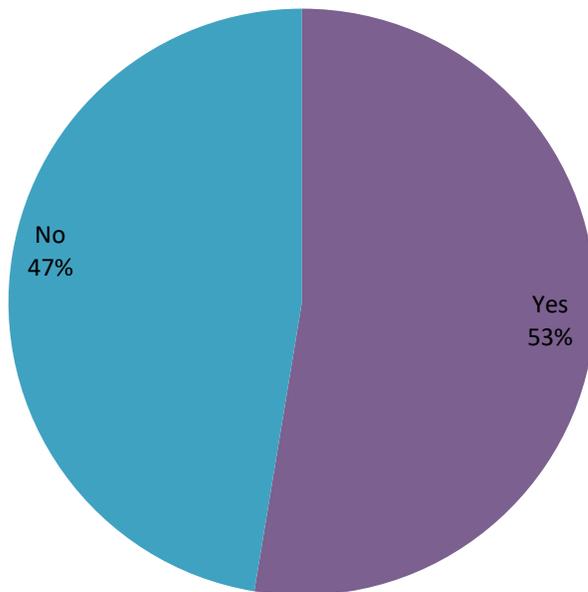
- Spain: Plan de Preservación y Acceso al Documento 2011-2015: [http://www.bne.es/webdocs/LaBNE/plan\\_preservacion\\_acceso\\_20150225\\_Resumen.pdf](http://www.bne.es/webdocs/LaBNE/plan_preservacion_acceso_20150225_Resumen.pdf)
- USA: <http://www.loc.gov/preservation/>

**Other**

- Empresa Brasileira de Pesquisa Agropecuária: <https://www.embrapa.br/seb/normas-e-manuais>
- Biblioteca de Catalunya: <http://www.bnc.cat/Professionals/Preservacio-i-conservacio>
- Milner Library, Illinois State University: <http://library.illinoisstate.edu/library-information/about/departments/preservation/>
- National Diet Library: Preservation of the National Diet Library's Collections [http://www.ndl.go.jp/en/iflapac/collectioncare\\_scheme.html](http://www.ndl.go.jp/en/iflapac/collectioncare_scheme.html)
- Smithsonian Libraries: Directive 600: <https://www.si.edu/content/pdf/about/sd/SD600andAppendix.pdf>
- Stanford University Libraries: <http://library.stanford.edu/department/preservation-department>

**3.3.2 Digitisation strategies**

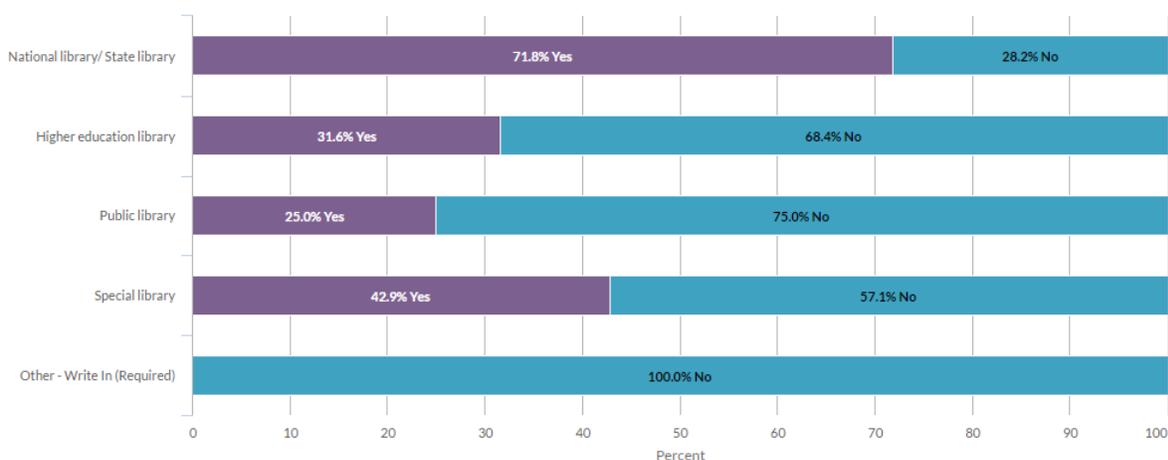
Does your institution have a written digitisation strategy, endorsed by the management of your organisation?



Value	Percent	Count
Yes	52.6%	41

No	47.4%	37
	Total	78

### By library type



### National libraries

- Australia: National Library's Collection Digitisation Policy (<http://www.nla.gov.au/policy-and-planning/collection-digitisation-policy>)
- Brazil: [http://objdigital.bn.br/objdigital2/acervo\\_digital/div\\_obrasgerais/drg1431511/drg1431511.pdf](http://objdigital.bn.br/objdigital2/acervo_digital/div_obrasgerais/drg1431511/drg1431511.pdf)
- Canada: <http://www.bac-lac.gc.ca/eng/about-us/Pages/national-heritage-digitization-strategy.aspx>
- Czechia: Digital documents registration and treatment process monitoring: <http://www.registrdigitalizace.cz/rdcz/?language=en>
- Estonia: Strategy of National Library of Estonia includes a perspective to digitize all Estonian publications: [https://www.nlib.ee/public/documents/RRdocs/Strateegia\\_2014-2018.pdf](https://www.nlib.ee/public/documents/RRdocs/Strateegia_2014-2018.pdf)
- Estonia: Yearly digitization strategy is described in the Annual Reproduction Programme: <http://www.nlib.ee/index.php?id=11813>
- Finland: Digitisation policy: [www.doria.fi/handle/10024/88786](http://www.doria.fi/handle/10024/88786)
- France: Global digital strategy: [http://www.bnf.fr/documents/bnf\\_schema\\_numerique.pdf](http://www.bnf.fr/documents/bnf_schema_numerique.pdf)
- Germany: Data Policy of the National Library: <http://d-nb.info/1027296343/34>
- Germany: Digitisation Strategy of the German National Library 2014–2016: <http://www.dnb.de/EN/Service/DigitaleDienste/Digitalisierung/digitalisierung>
- Malaysia: Garis Panduan Pendigitalan Koleksi Perpustakaan (Malay Language) <http://tinyurl.com/psdfpaz>
- Malaysia: Dasar Pendigitalan Koleksi Perpustakaan (Malay Language) <http://tinyurl.com/kqsc826>

- Netherlands: <https://www.kb.nl/organisatie/onderzoek-expertise/digitaliseringsprojecten-in-de-kb/beleid-documentatie-en-techniek-van-digitalisering/beleid-digitalisering>
- Peru: <http://www.bnp.gob.pe/documents/transparencia/2016/rdn-032-2016-bnp.pdf>
- Poland: The digitization strategy is based on the Chapter 4 of "Digitalization of library materials", the publication of the National Library of Poland  
<http://www.bn.org.pl/download/document/1342175805.pdf>
- Spain: <http://www.bne.es/webdocs/Catalogos/ProcesoDigitalizacionBNE.pdf>
- Spain: <http://www.bne.webdocs/LaBNE/Lineas digitalización 2015-2016.pdf>
- Spain: <http://www.bne.es/webdocs/LaBNE/Transparencia/Institucional/Actuaciones 2016.pdf>
- Switzerland:  
[http://www.nb.admin.ch/themen/02074/02076/index.html?lang=en&download=NHZLpZeg7t,lnp6l0NTU042l2Z6ln1ad1lZn4Z2qZpnO2Yuq2Z6gpJCDfHt6g2ym162epYbg2c\\_JkKbNoKSn6A--](http://www.nb.admin.ch/themen/02074/02076/index.html?lang=en&download=NHZLpZeg7t,lnp6l0NTU042l2Z6ln1ad1lZn4Z2qZpnO2Yuq2Z6gpJCDfHt6g2ym162epYbg2c_JkKbNoKSn6A--)

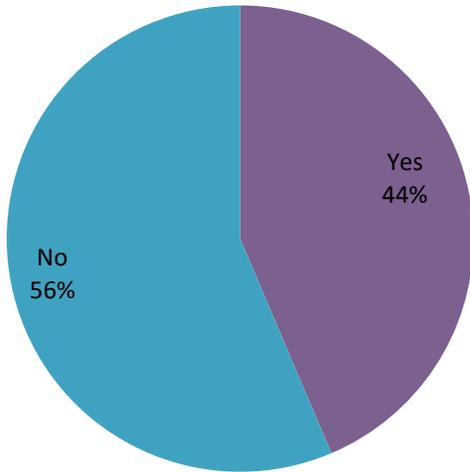
### Other institutions

- Tokyo Institute of Technology: [http://www.math.titech.ac.jp/page\\_17.html](http://www.math.titech.ac.jp/page_17.html)
- State Library of Queensland, Australia: <http://www.slq.qld.gov.au/about-us/corporate/policies/digitisation-policy>
- National Diet Library: Basic Plan for Digitization of National Diet Library's Collections 2016–2020 (Japanese) [http://www.ndl.go.jp/jp/aboutus/digitization/digitization\\_plan2016.pdf](http://www.ndl.go.jp/jp/aboutus/digitization/digitization_plan2016.pdf)
- Smithsonian Libraries: Smithsonian Directive 609:  
<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-services/services>

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

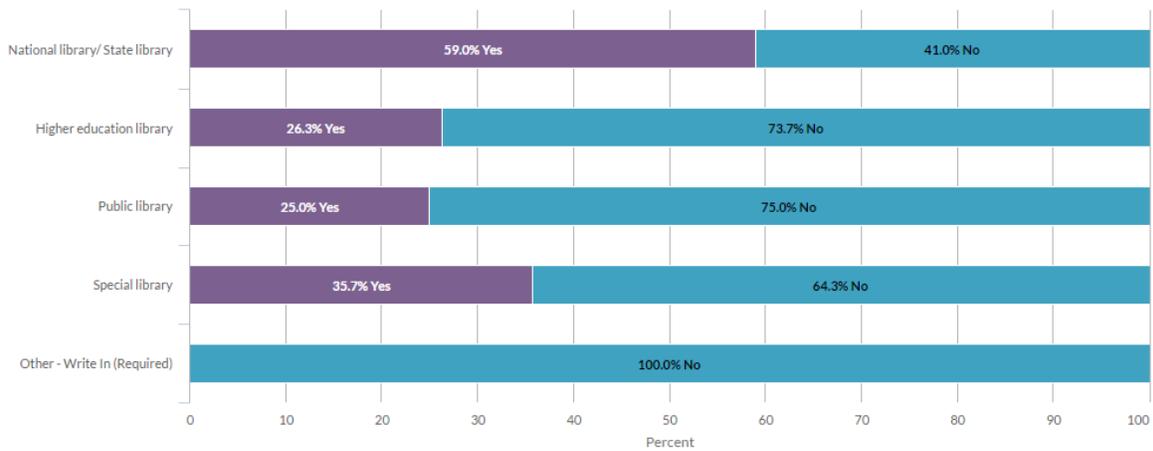
### 3.3.3 Digital preservation strategies

Does your institution have a digital preservation strategy?



Value	Percent	Count
Yes	43.6%	34
No	56.4%	44
	Total	78

#### By library type



## National Libraries

- Bibliothèque nationale de France  
[http://www.bnf.fr/fr/professionnels/spar\\_systeme\\_preservation\\_numerique.html](http://www.bnf.fr/fr/professionnels/spar_systeme_preservation_numerique.html)
- National Library of Brazil  
[http://objdigital.bn.br/objdigital2/acervo\\_digital/div\\_obrasgerais/drg1431511/drg1431511.pdf](http://objdigital.bn.br/objdigital2/acervo_digital/div_obrasgerais/drg1431511/drg1431511.pdf)
- Bibliothèque nationale de France [http://www.bnf.fr/documents/charte\\_conservation\\_en.pdf](http://www.bnf.fr/documents/charte_conservation_en.pdf)  
[http://www.bnf.fr/fr/professionnels/spar\\_systeme\\_preservation\\_numerique/a.spar\\_presentati  
on.html](http://www.bnf.fr/fr/professionnels/spar_systeme_preservation_numerique/a.spar_presentati<br/>on.html)
- The National Library of Finland <http://www.kdk.fi/en>
- National Library of Australia, Digital Preservation Policy <http://www.nla.gov.au/policy-and-planning/digital-preservation-policy> Digital Preservation Strategic Plan 2015 – 2019 – [INTERNAL ACCESS ONLY - AVAILABLE ON REQUEST] [http://ourweb.nla.gov.au/cgi-bin/trim-  
ws/trim/trim.cgi/get?id=R15/49297](http://ourweb.nla.gov.au/cgi-bin/trim-<br/>ws/trim/trim.cgi/get?id=R15/49297)
- 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](https://wiki.dnb.de/download/attachments/31524273/Erhaltungsplanung.pdf?version=1&modi<br/>ficationDate=1404310948000&api=v2)
- National Diet Library, Basic Plan for Long-Term Preservation of Digital Materials at the National Diet Library (Japanese)  
<http://www.ndl.go.jp/jp/aboutus/dlib/preservation/pdf/basicplan2016.pdf>
- National Library of Poland (Polish) <http://www.bn.org.pl/download/document/1342175805.pdf>
- National Library of Estonia Digital preservation strategy for Estonian Digital Archive DIGAR  
[https://www.nlib.ee/public/documents/RRdocs/Digari\\_arengukava\\_veebi.pdf](https://www.nlib.ee/public/documents/RRdocs/Digari_arengukava_veebi.pdf)
- 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/psdfpaz>
- National Library of Spain <http://www.bne.es/webdocs/Catalogos/ProcesoDigitalizacionBNE.pdf>  
[http://www.bne.es/webdocs/Catalogos/LaBNE/Transparencia/Institucional/Actuaciones  
2016.pdf](http://www.bne.es/webdocs/Catalogos/LaBNE/Transparencia/Institucional/Actuaciones<br/>2016.pdf)
- British Library  
[http://www.bl.uk/aboutus/stratpolprog/collectioncare/digitalpreservation/strategy/BL\\_DigitalP  
reservationStrategy\\_2013-16-external.pdf](http://www.bl.uk/aboutus/stratpolprog/collectioncare/digitalpreservation/strategy/BL_DigitalP<br/>reservationStrategy_2013-16-external.pdf).
- 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>

- State Library of Queensland, Australia <http://www.slq.qld.gov.au/about-us/corporate/policies/digital-preservation-policy>
- CERDOTOLA <https://alora.cerdotola.com/>

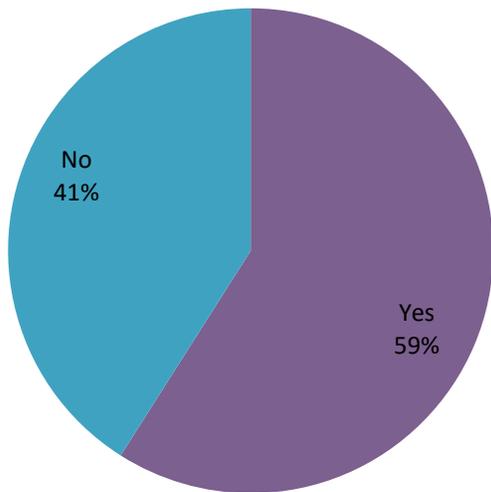
**Related projects**

- Project under development in Oxbridge Polonsky Programme see: <http://www.dpoc.ac.uk/>

A further 9 libraries mentioned that they do have a digital preservation strategies but that these are not publicly available.

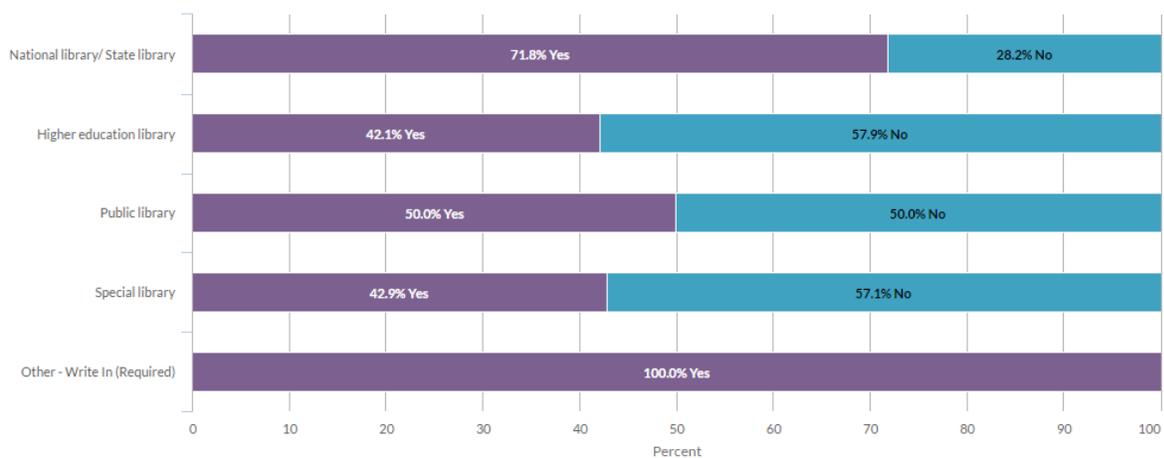
**3.3.4 Disaster risk preparedness plans**

Does your institution have a disaster risk preparedness plan?



Value	Percent	Count
Yes	59.0%	46
No	41.0%	32
	Total	78

## 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  
[http://www.nlsa.ac.za/downloads/NLSA\\_DISASTER\\_RECOVERY\\_PLAN\\_2010.pdf](http://www.nlsa.ac.za/downloads/NLSA_DISASTER_RECOVERY_PLAN_2010.pdf)
- Swiss National Library  
[http://www.nb.admin.ch/nb\\_professionnel/erhalten/00702/index.html?lang=en&download=NHzLpZeg7t,lnp6lONTU042l2Z6ln1ad1lZn4Z2qZpnO2Yuq2Z6gpJCEdIF5gmym162epYbg2c\\_JjKbNoKSn6A--](http://www.nb.admin.ch/nb_professionnel/erhalten/00702/index.html?lang=en&download=NHzLpZeg7t,lnp6lONTU042l2Z6ln1ad1lZn4Z2qZpnO2Yuq2Z6gpJCEdIF5gmym162epYbg2c_JjKbNoKSn6A--)
- National Library of Brazil  
[http://objdigital.bn.br/acervo\\_digital/div\\_obrasgerais/drg\\_plano\\_risco\\_eng/drg\\_plano\\_risco\\_eng.pdf](http://objdigital.bn.br/acervo_digital/div_obrasgerais/drg_plano_risco_eng/drg_plano_risco_eng.pdf)
- National Library of Australia <https://www.nla.gov.au/policy-and-planning/collection-disaster-plan>
- National Diet Library, National Diet Library Disaster Preparedness Guideline  
[http://www.ndl.go.jp/en/iflapac/preparedness\\_gl.html](http://www.ndl.go.jp/en/iflapac/preparedness_gl.html)

### Other institutions:

- Smithsonian Libraries <http://www.archives.gov/preservation/emergency-prep/disaster-prep-procedures.html>
- Institute of Museum and Library Services [www.archives.gov/preservation/records-emergency/federal.html](http://www.archives.gov/preservation/records-emergency/federal.html) <https://www.fema.gov/media-library/assets/documents/27066>
- Research Library of Tomsk State University <https://tinyurl.com/jf64gsn>
- State Library of Queensland, Australia Counter disaster plan (DOC 1.3 MB)  
[http://www.slq.qld.gov.au/resources/preserving-collections/salvage\\_damaged\\_collections](http://www.slq.qld.gov.au/resources/preserving-collections/salvage_damaged_collections)

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/>  
National Library of Brazil <http://www.bn.br/en/production/documents>
- The National Library of Scotland  
<http://www.bl.uk/aboutus/stratpolprog/collectioncare/publications/booklets/>
- Belize National Library Service and Information System/National Heritage Library  
<http://www.connectingtocollections.org/archives/>
- Bibliothèque nationale de France  
[http://www.bnf.fr/en/professionals/preservation\\_training/s.preservation\\_training\\_courses.html?first\\_Art=non](http://www.bnf.fr/en/professionals/preservation_training/s.preservation_training_courses.html?first_Art=non)
- National library of Thailand <http://164.115.27.97/digital/items/browse?collection=3>
- The Federal State Budget Institution "the National Library of Russia" 1. Velikova, T.D., Mamaeva N.Yu., Trepova E.S. Dedusting and Mass Disinfection of Documents at the National Library of Russia//Revista Romana de Conservare si Restaurare a Cartii, National Library of Romania, Bucharest. 2011, N.4.P.11-16. [http://www.bibnat.ro/dyn-doc/publicatii/Revista%20Romana%20de%20Conservare%20si%20Restaurare%20a%20Cartii\\_2011\\_cover\\_2.pdf](http://www.bibnat.ro/dyn-doc/publicatii/Revista%20Romana%20de%20Conservare%20si%20Restaurare%20a%20Cartii_2011_cover_2.pdf) S.Dobrusina, T.Velikova. Mass disinfection of documents affected by Microorganisms: one practical experience//65th IFLA Council and General conference, August 20-28 1999.Bangkok, 1999. <http://www.ifla.org/files/assets/preservation-and-conservation/newsletters/s19-newsletter-2000-0> 2. Dobroussina S.A., Velikova T.D. Biocidal evaluation on efficacy of document treatment// La Conservation: Une Science en évolution. Bilans et Perspectives/Actes des Troisièmes Journées Internationales d'études de l'ARSAG. Paris – 21AU 25AVRIL 1997. P. 339. 3. Mamaeva N.Yu, Velikova T.D. Monitoring of emergency situations in the regional
- 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.ala.org/rusa/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/>

#### Other institutions:

- University of South Africa,  
<http://www.national.archives.gov.za/> [http://www.nlsa.ac.za/index.php?option=com\\_content&view=article&id=97&Itemid=224](http://www.nlsa.ac.za/index.php?option=com_content&view=article&id=97&Itemid=224)  
[http://brochure.unisa.ac.za/slp/showprev.aspx?d=1\\_2\\_714\\_94&f=p\\_72419](http://brochure.unisa.ac.za/slp/showprev.aspx?d=1_2_714_94&f=p_72419) <http://www.unisa.a>

- [c.za/contents/faculties/humanities/docs/CAIC\\_2016\\_revised.pdf](http://c.za/contents/faculties/humanities/docs/CAIC_2016_revised.pdf)  
Northwestern University Libraries <http://www.library.northwestern.edu/>
- The Urban Unit <http://uu.urbanunit.gov.pk/UU-Publications>  
Milner Library, Illinois State University, analog preservation AIC: <http://www.conservation-us.org/> Canadian Conservation Institute: <http://canada.pch.gc.ca/eng/1454704828075>  
Preservation Self-Assessment Tool Format ID: <https://psap.library.illinois.edu/format-id-guide>  
Image Permanence Institute (IPI): <https://www.imagepermanenceinstitute.org/> Digital preservation, have presented to faculty and staff on DPOE-related modules (DPOE) Digital Preservation Outreach & Education  
Research Library of Tomsk State University 1. Реставрация и стабилизация листовых документов и графических произведений <http://dpo.tsu.ru/program.php?n=2254> 2. Сохранение документов в библиотеках <http://dpo.tsu.ru/program.php?n=2213>
  - National Diet Library IFLA Disaster Preparedness and Planning: a Brief Manual <http://www.ifla.org/files/assets/pac/ipi/ipi6-en.pdf> Recommendations for cleaning and restoring damaged photos and albums  
[http://www.fujifilm.com/support/photo\\_cleaning/](http://www.fujifilm.com/support/photo_cleaning/) Small-scale water damage manual (Japanese) [http://www.ndl.go.jp/jp/aboutus/preservation/pdf/manual\\_flood.pdf](http://www.ndl.go.jp/jp/aboutus/preservation/pdf/manual_flood.pdf) Drying wet materials [http://www.ndl.go.jp/en/iflapac/pdf/Drying\\_wet\\_materials.pdf](http://www.ndl.go.jp/en/iflapac/pdf/Drying_wet_materials.pdf) Cleaning mold-damaged materials [http://www.ndl.go.jp/en/iflapac/pdf/Cleaning\\_mold-damaged\\_materials.pdf](http://www.ndl.go.jp/en/iflapac/pdf/Cleaning_mold-damaged_materials.pdf)

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.

## 4 RECOMMENDATIONS/ CONCLUSIONS

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The survey was a very useful resource to gain an overview of currently used standards, guidelines, and best practises 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 practises
- The Professional Committee to work with the Professional Units on ways of addressing the identified gaps

## 5 ANNEX 1 – THE SURVEY TEXT

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### **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.