

Preservation Planning Survey - Collections Overview

1. Describe the collection(s) being surveyed. For each category of material, estimate and use the unit of measurement that is most convenient. (Exact counts are not necessary.)

Type of Material	Quantity	Unit of Measurement (Check one, specify)
Books (general)	<input type="text"/>	Titles / Volumes
Rare books	<input type="text"/>	Titles / Volumes
Archives	<input type="text"/>	Items / Linear feet
Manuscripts	<input type="text"/>	Items / Linear feet
Scrapbooks	<input type="text"/>	Volumes / Linear feet
Serials	<input type="text"/>	Volumes / Titles / Subscriptions
Newspapers	<input type="text"/>	Volumes / Titles / Subscriptions
Microfilm/microfiche	<input type="text"/>	Reels / Fiche / Titles
Photographic prints	<input type="text"/>	Items / Linear feet
Photographic negatives	<input type="text"/>	Items / Linear feet
Slides	<input type="text"/>	Items / Linear feet
Audio recordings	<input type="text"/>	Items / Linear feet
Video recordings	<input type="text"/>	Items / Linear feet
Film	<input type="text"/>	Reels / Linear feet
Maps	<input type="text"/>	Items
Posters	<input type="text"/>	Items
Art on paper	<input type="text"/>	Items
Other	<input type="text"/>	Items / Linear feet