General Instructions – all Survey Forms

Purpose: To collect data about the nature and condition of the items included in the assessment samples and types of possible preservation action that might be needed.

Procedure:

1) Each item to be assessed should be checked out already.
2) When possible, do direct data entry.
3) If no computer is available, complete a paper form.
   a. Use the barcode machine to duplicate each item’s barcode. If the book has OCR (#s) instead of a barcode, give it to technician for conversion to barcode.
   b. Attach the duplicate barcode to the top of page 1 of the applicable Survey Form.
   c. Insert the form in the item or secure it with a grip-tite.
4) General information:
   a. Refer to the Manual or other training material as needed for definitions, detailed explanations, or examples.
   b. Please use a pencil to make notes or to complete the paper form in order to avoid accidentally marking the book or item with ink.
5) Complete Survey Forms as instructed in “Data Entry,” SF1: Paper Based Items (Overview) or SF1: Detailed Instructions.
6) Distribute items according to instructions in Collecting and Managing Samples from Collections.