

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](#).