

**Preservation Planning Survey – Film-Based and Electronic Media Collections**

1. Provide a general description of what is included in your film-based and electronic media collections for each category of material. Include specific formats to the extent that you are able to identify them (e.g., 16mm film, reel-to-reel tapes, CD-R, VHS videotape).

Photographic Negatives and Transparencies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Picture Film: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Microforms: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sound Recordings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Videotapes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Magnetic disks, CDs, and DVDs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Within each category, what portions of your film-based and electronic media do you feel are most deteriorated, and what types of deterioration are the most common?

Photographic Negatives and Transparencies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Picture Film: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Microforms: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sound Recordings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Videotapes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Magnetic disks, CDs, and DVDs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are there portions of your film-based and electronic media collections that may require a more detailed collection condition survey (e.g., photographic negatives, reel-to-reel tapes)? If so, which? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Thinking back to the discussion in Session 1 about those collections that are most important to your institution, which at-risk collections do you feel might be your highest priority for preservation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_