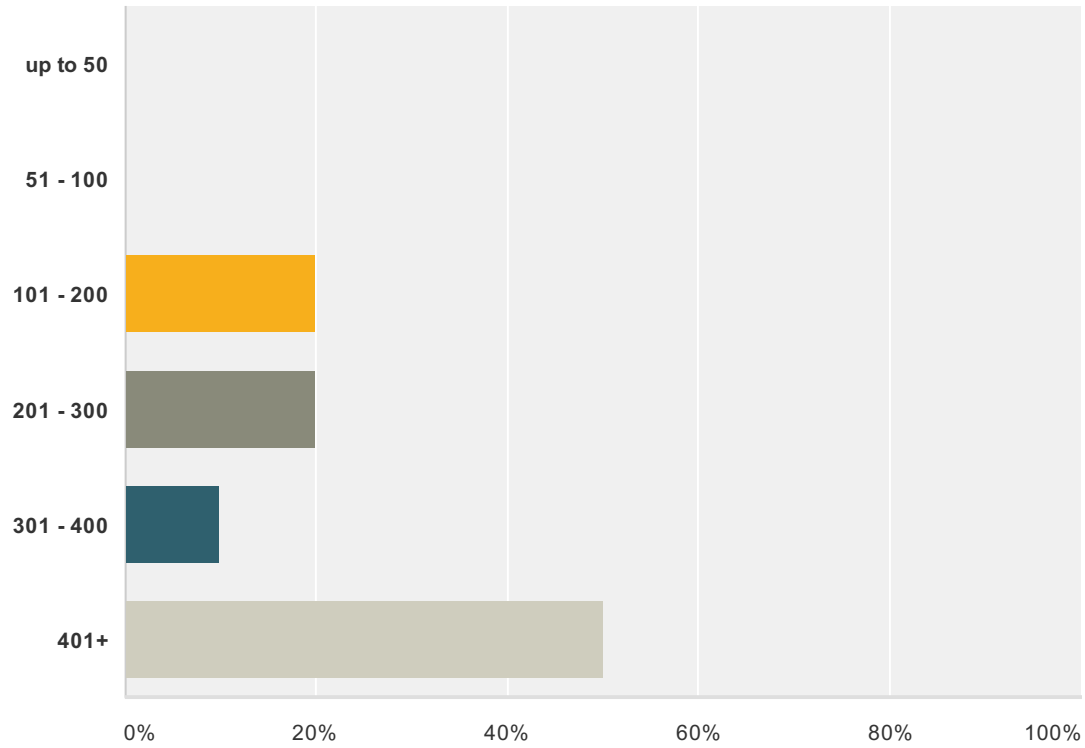


Q1 Name of institution

Answered: 9 Skipped: 1

Q2 How many staff does your institution employ?

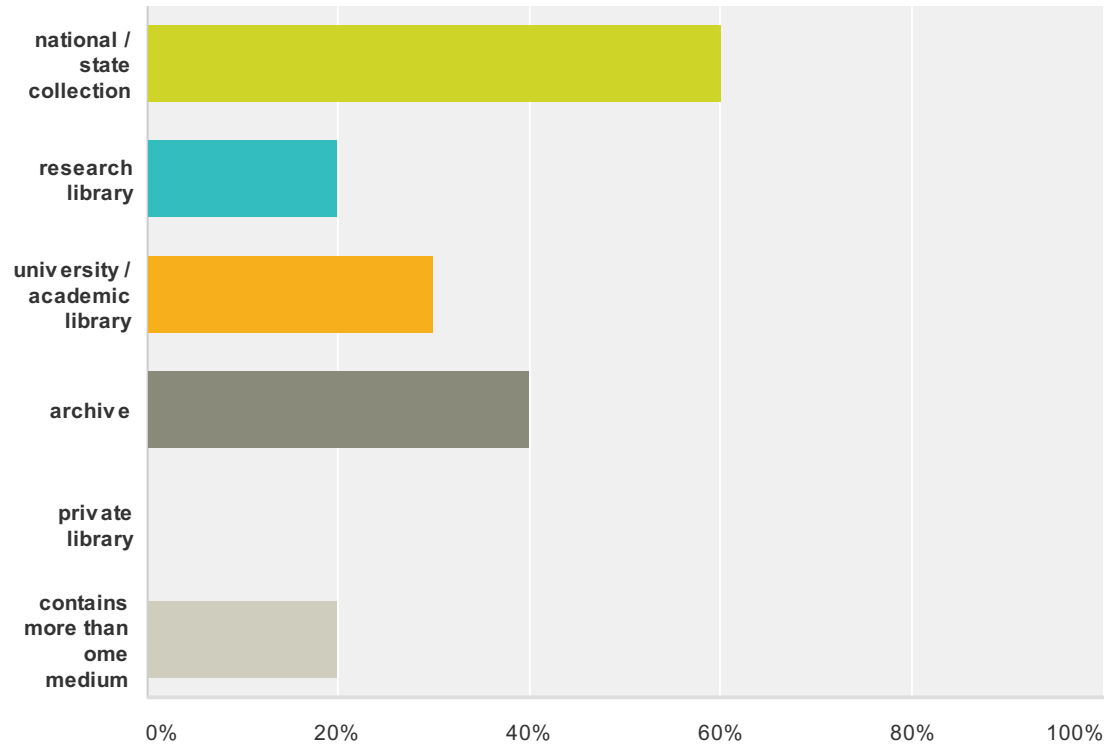
Answered: 10 Skipped: 0



Answer Choices	Responses	
up to 50	0%	0
51 - 100	0%	0
101 - 200	20%	2
201 - 300	20%	2
301 - 400	10%	1
401+	50%	5
Total		10

Q3 Your institution is best described as a:

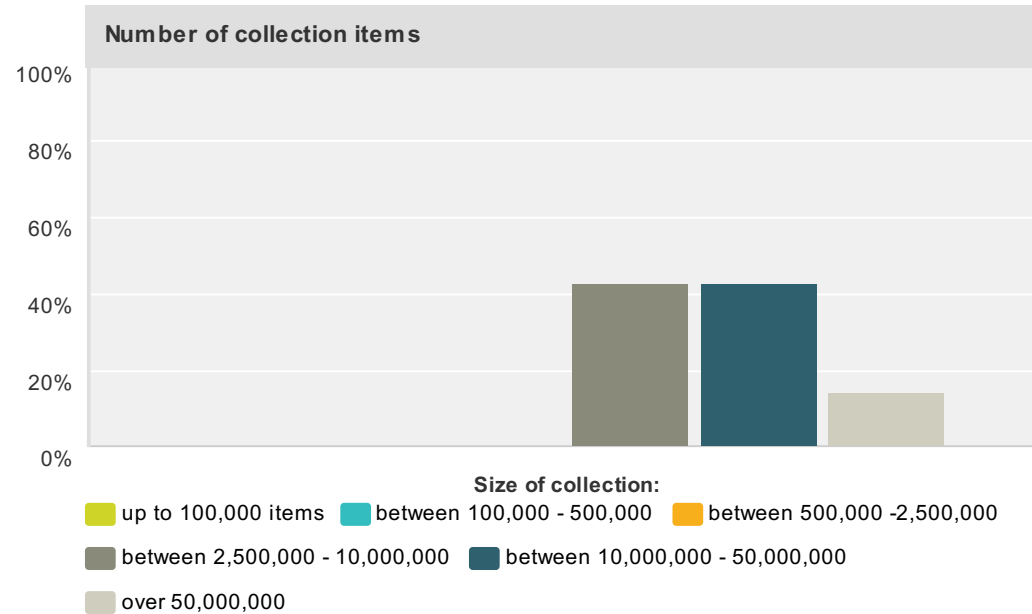
Answered: 10 Skipped: 0



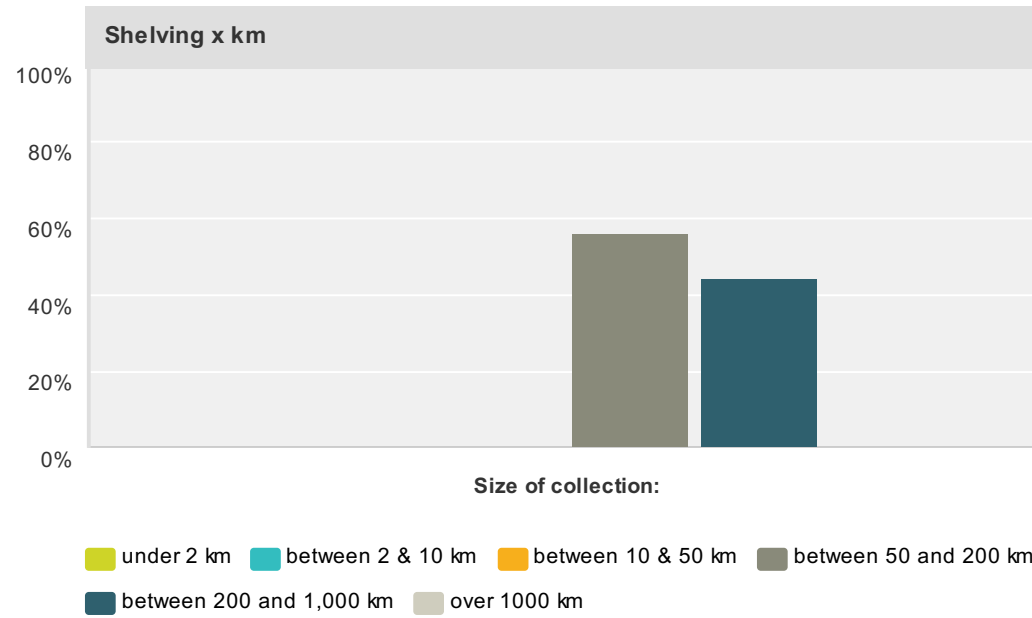
Answer Choices	Responses
national / state collection	60% 6
research library	20% 2
university / academic library	30% 3
archive	40% 4
private library	0% 0
contains more than one medium	20% 2
Total Respondents: 10	

Q4 Indicate the approximate size of your collection by either stating how many items you have, or how many kilometres of shelving you have

Answered: 10 Skipped: 0



Collection Security: benchmark questionnaire



Number of collection items							
	up to 100,000 items	between 100,000 - 500,000	between 500,000 - 2,500,000	between 2,500,000 - 10,000,000	between 10,000,000 - 50,000,000	over 50,000,000	Total
Size of collection:	0% 0	0% 0	0% 0	42.86% 3	42.86% 3	14.29% 1	7

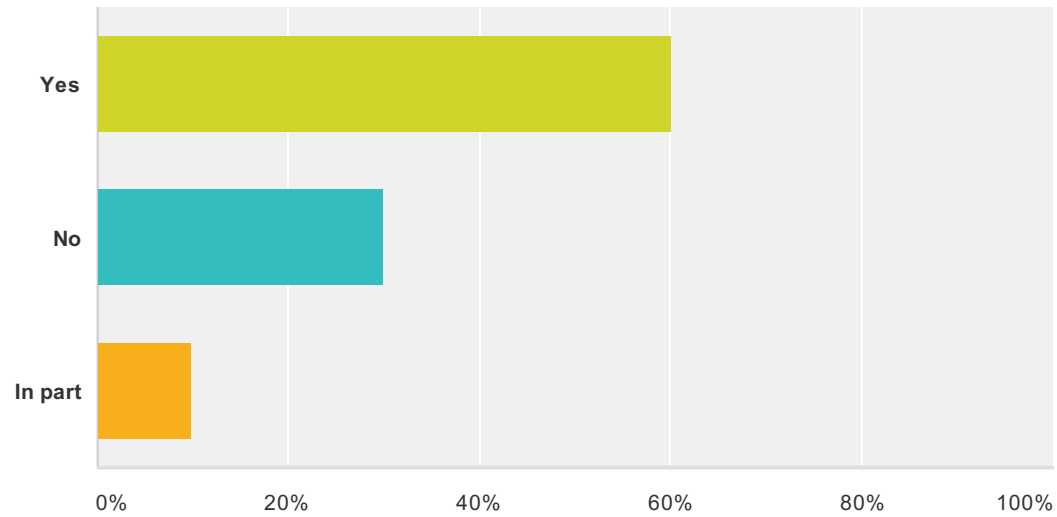
Shelving x km							
	under 2 km	between 2 & 10 km	between 10 & 50 km	between 50 and 200 km	between 200 and 1,000 km	over 1000 km	Total
Size of collection:	0% 0	0% 0	0% 0	55.56% 5	44.44% 4	0% 0	9

Q5 Your job title

Answered: 9 Skipped: 1

Q6 Your mission statement expresses a commitment to ensuring the security of your collection

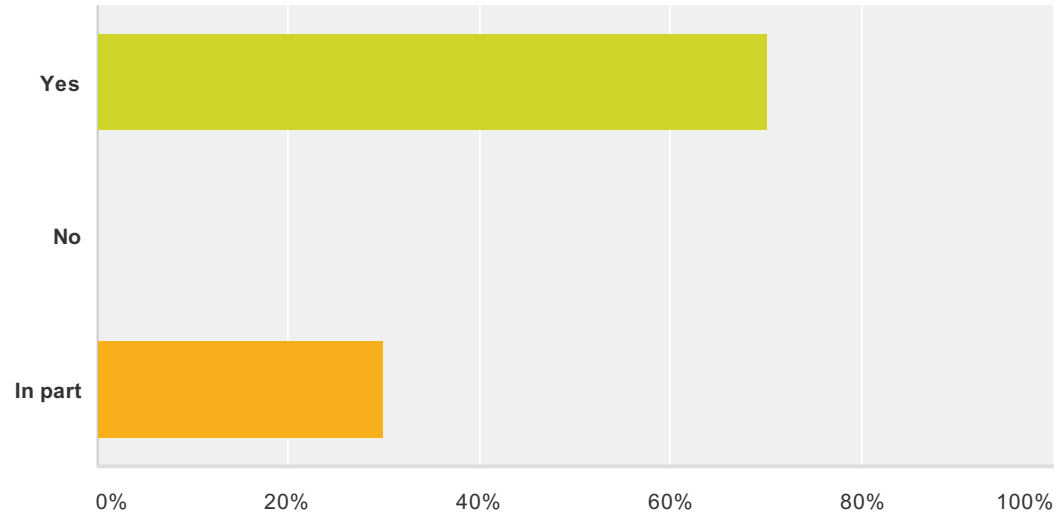
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	60% 6
No	30% 3
In part	10% 1
Total Respondents: 10	

Q7 Your most senior member of staff (e.g. Director, Chief Executive) has final accountability for the security of your collection

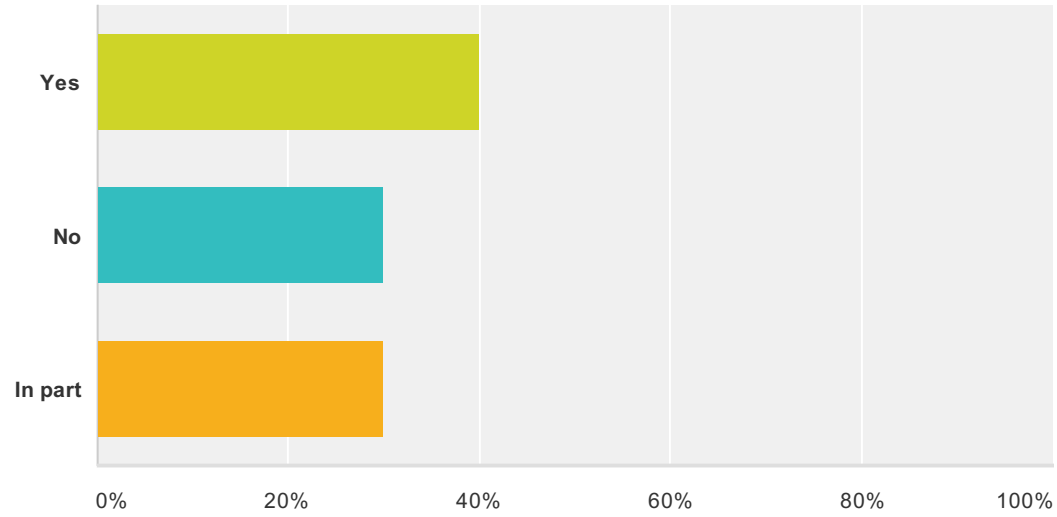
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	70%	7
No	0%	0
In part	30%	3
Total		10

Q8 An annual report on the security of your collection is presented to your governing body

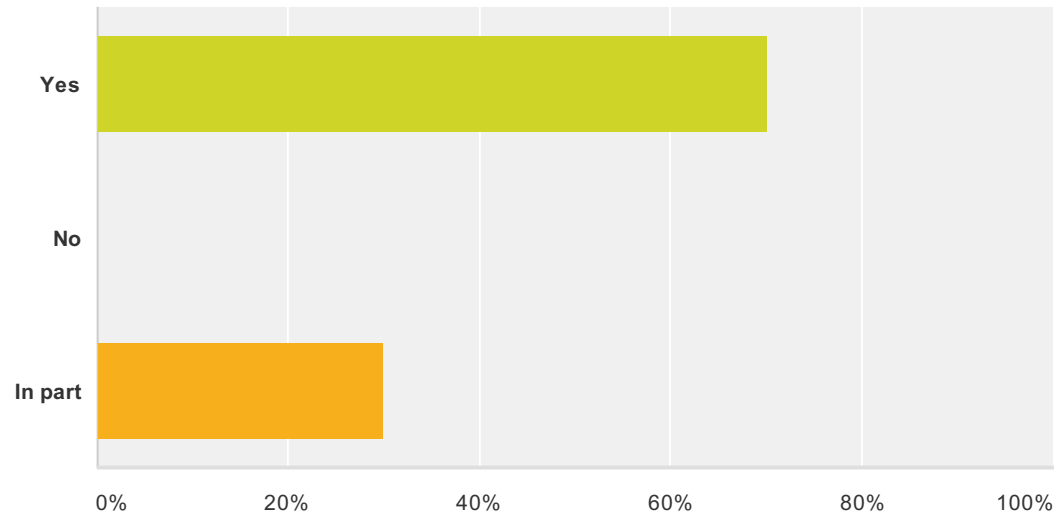
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	40%	4
No	30%	3
In part	30%	3
Total		10

Q9 You have a Collection Security Policy (or set of policies) that sets out how you protect your collection

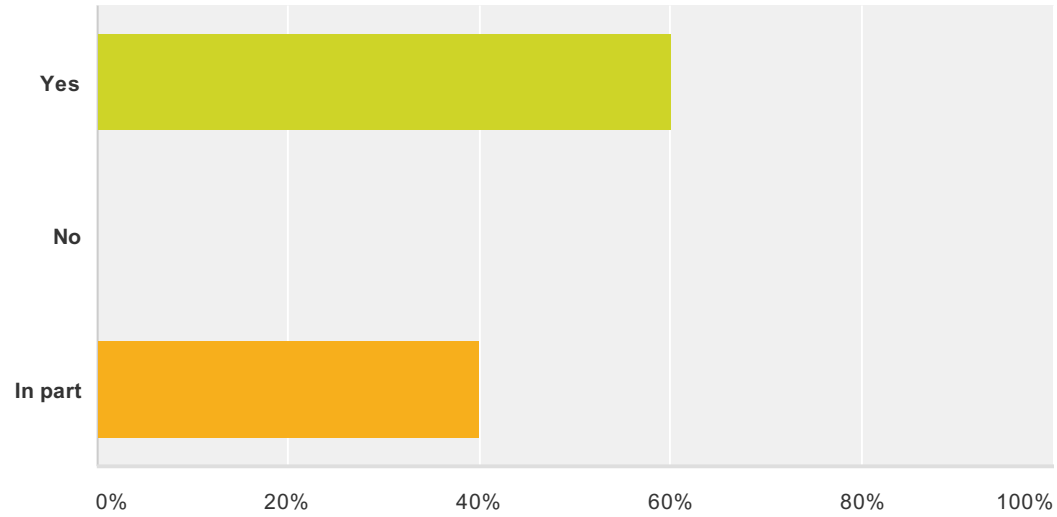
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	70% 7
No	0% 0
In part	30% 3
Total	10

Q10 You have an agreed set of measures to provide assurance on the security of your collection and to assess compliance with your Collection Security Policy

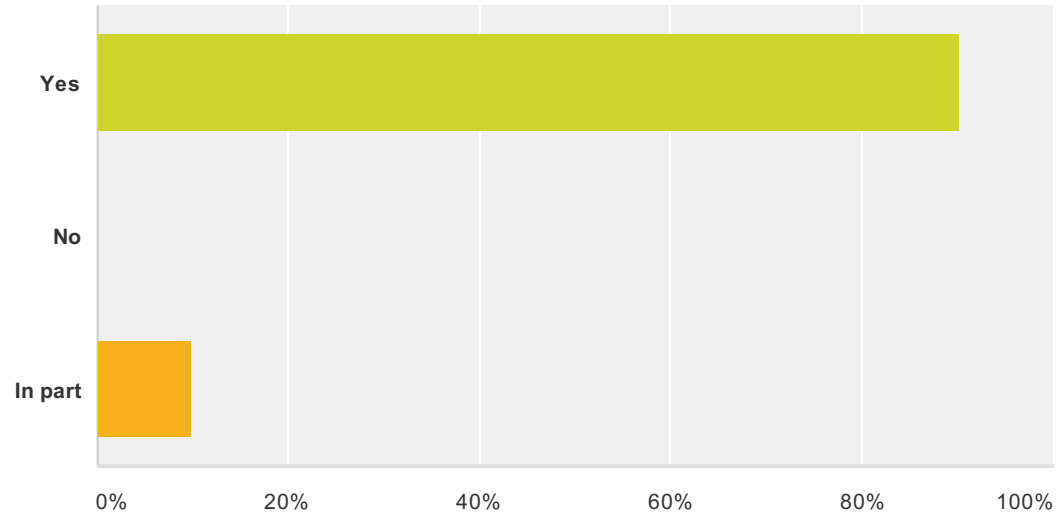
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	60%	6
No	0%	0
In part	40%	4
Total		10

Q11 Staff with authority for policies relating to the collection, including its management, storage, use, exhibition, conservation and transport, have input into the Collection Security Policy

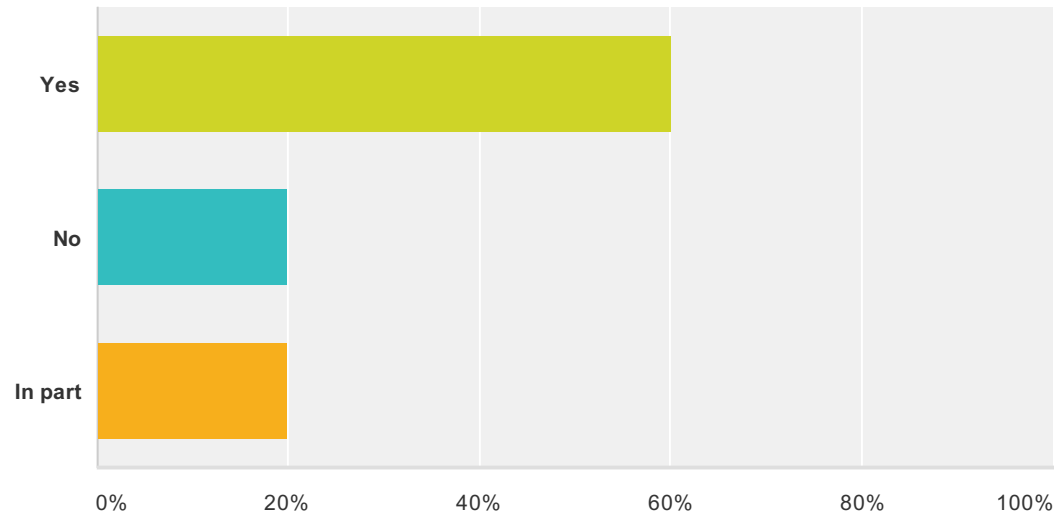
Answered: 10 Skipped: 0



Answer Choices	Responses	Count
Yes	90%	9
No	0%	0
In part	10%	1
Total		10

Q12 Your policies and written procedures, including any sanctions you apply, are legally compliant and enforceable

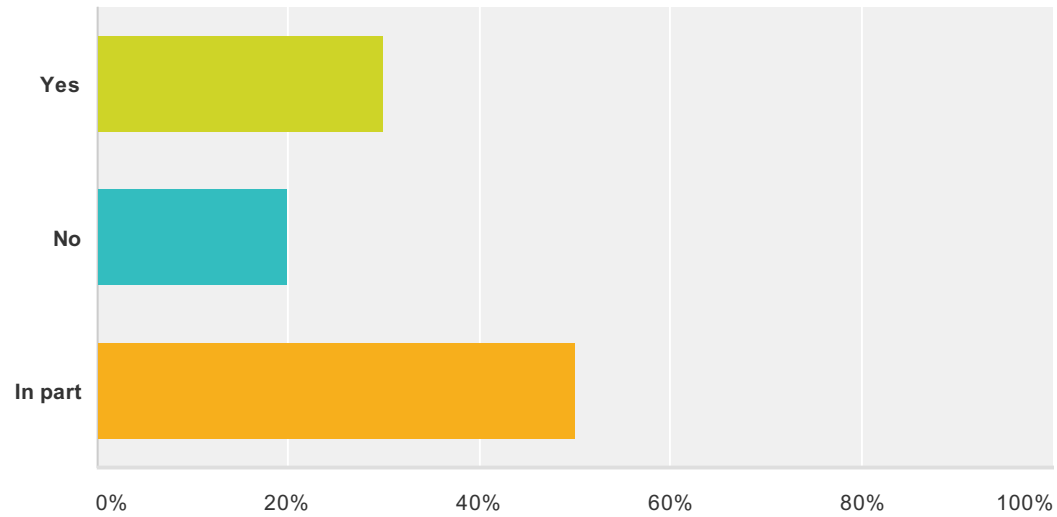
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	60%	6
No	20%	2
In part	20%	2
Total		10

Q13 You have an agreed written procedure for investigating, handling and documenting missing collection items

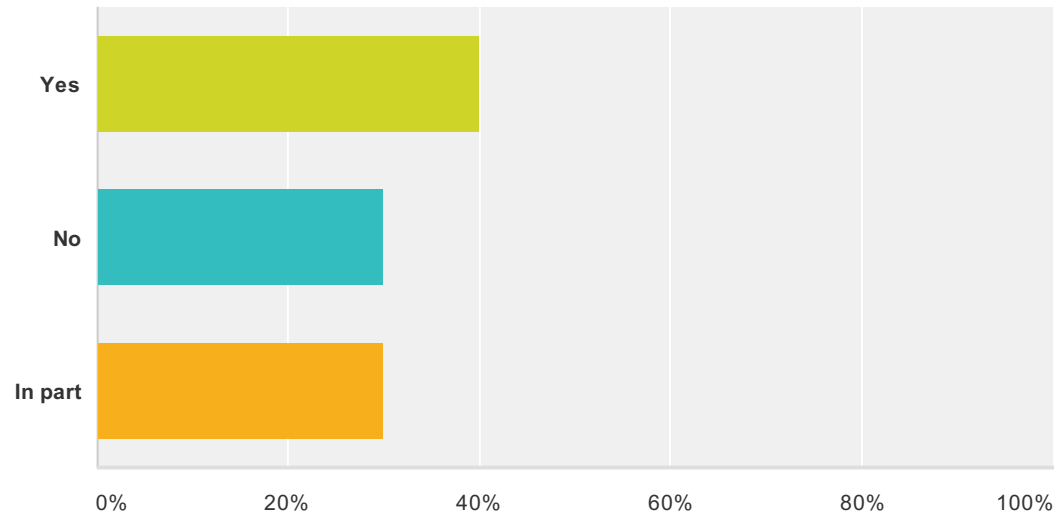
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	30% 3
No	20% 2
In part	50% 5
Total	10

Q14 You have an agreed written procedure that details how you respond to instances of theft and mutilation / vandalism

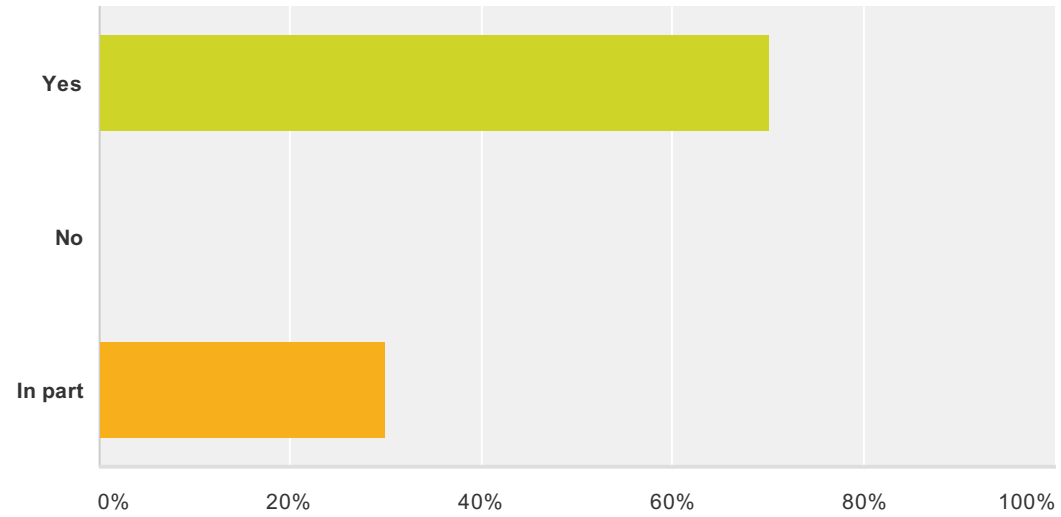
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	40%	4
No	30%	3
In part	30%	3
Total		10

Q15 You report proven instances of theft immediately to the police

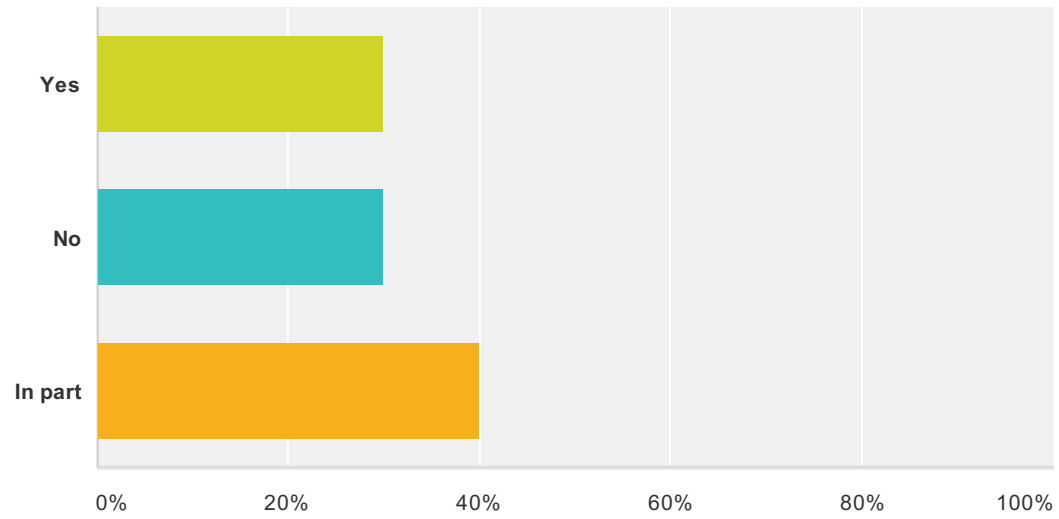
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	70%	7
No	0%	0
In part	30%	3
Total		10

Q16 You report proven instances of theft to the relevant trade / professional bodies - e.g. the book trade

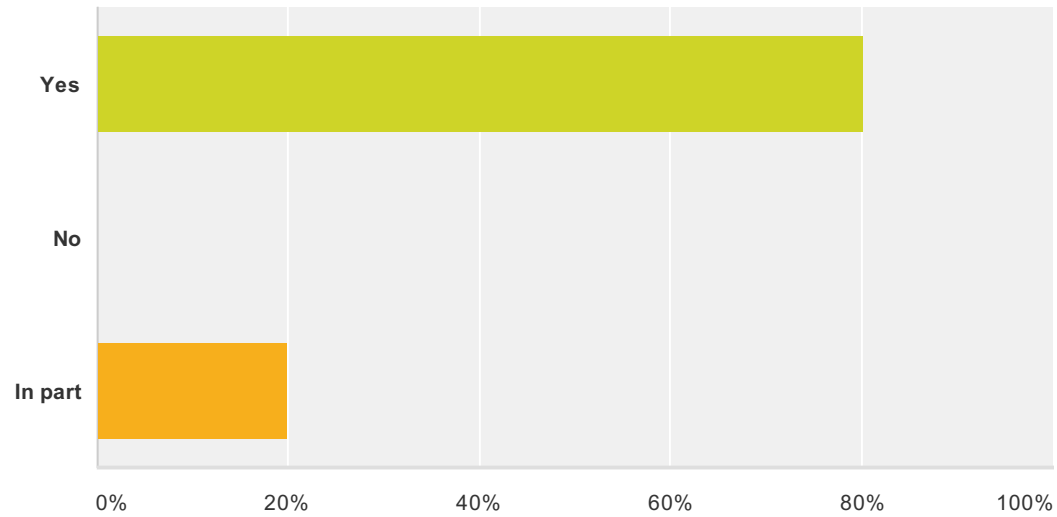
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	30% 3
No	30% 3
In part	40% 4
Total	10

Q17 You share information on known threats to collection security with other libraries/archives when appropriate

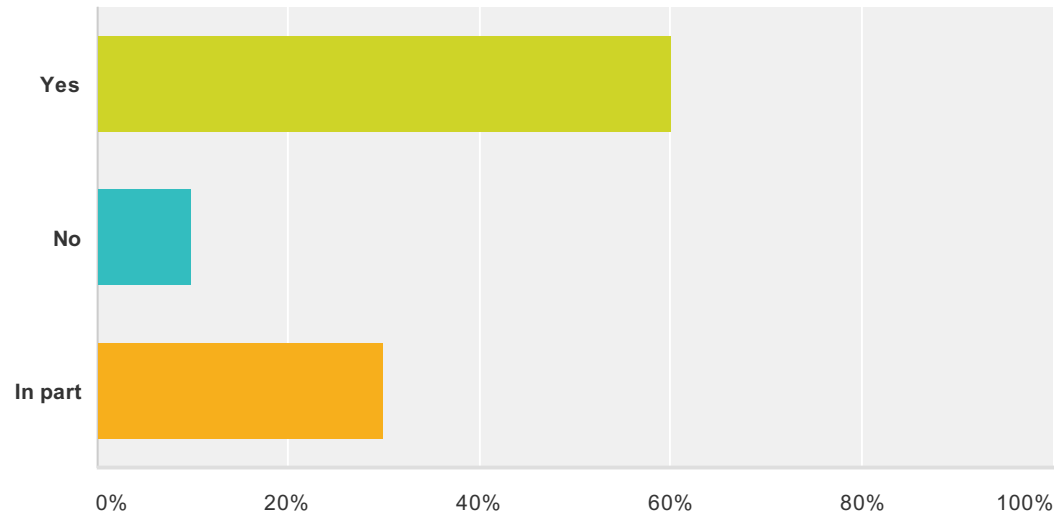
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	80%	8
No	0%	0
In part	20%	2
Total		10

Q18 You have procedures in place for crisis management, including crisis communication

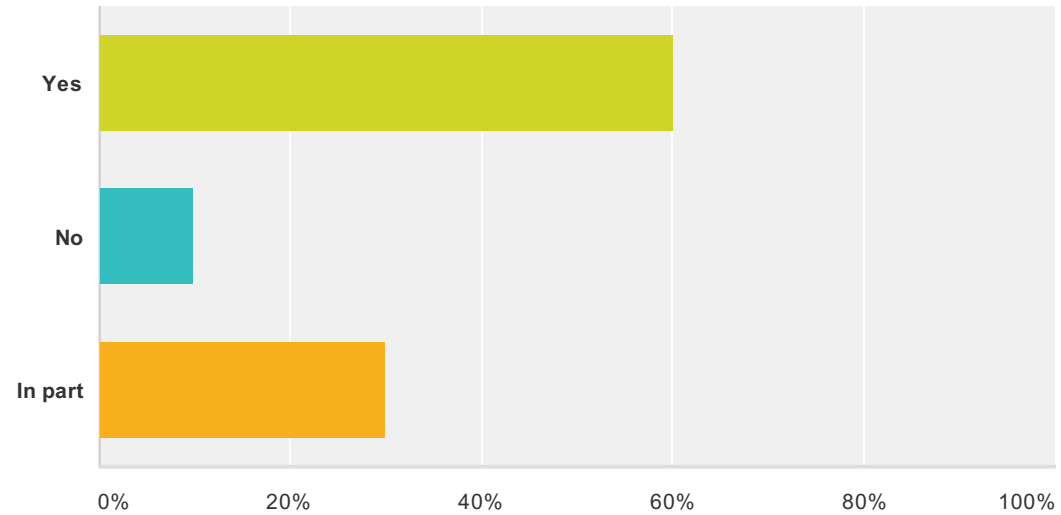
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	60%	6
No	10%	1
In part	30%	3
Total		10

Q19 Your collection security policies and procedures are kept under regular review

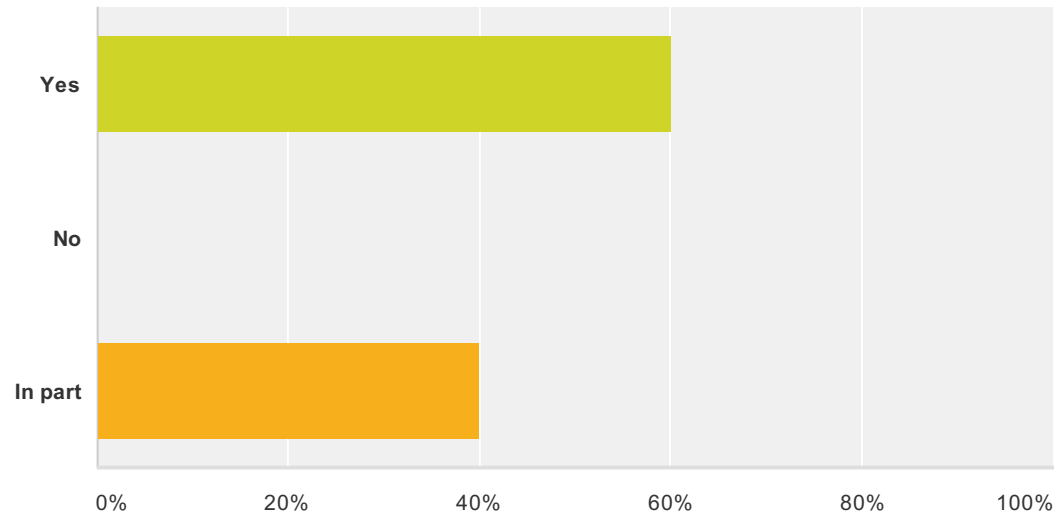
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	60%	6
No	10%	1
In part	30%	3
Total		10

Q20 Collection security is taken into consideration in all collection management procedures

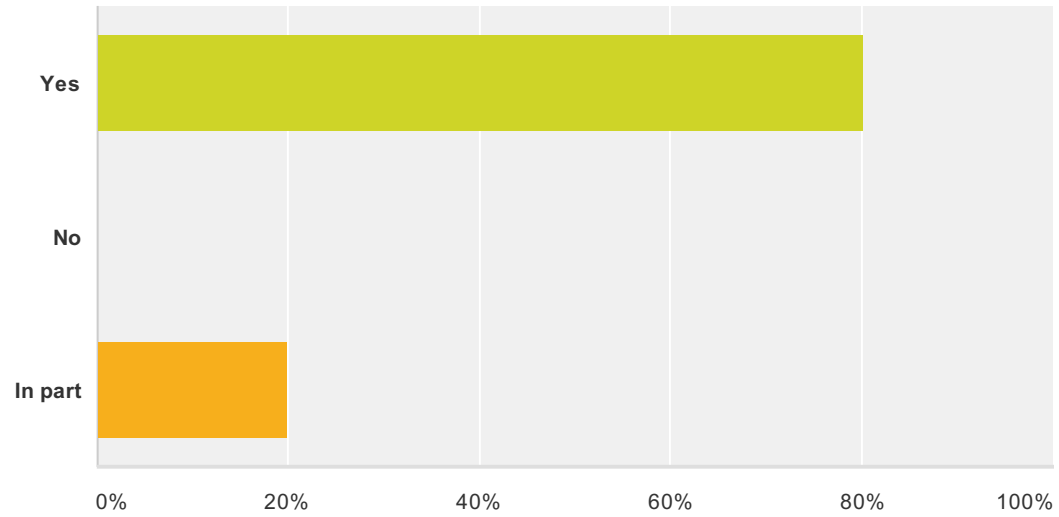
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	60%	6
No	0%	0
In part	40%	4
Total		10

Q21 You maintain catalogue records for your collection

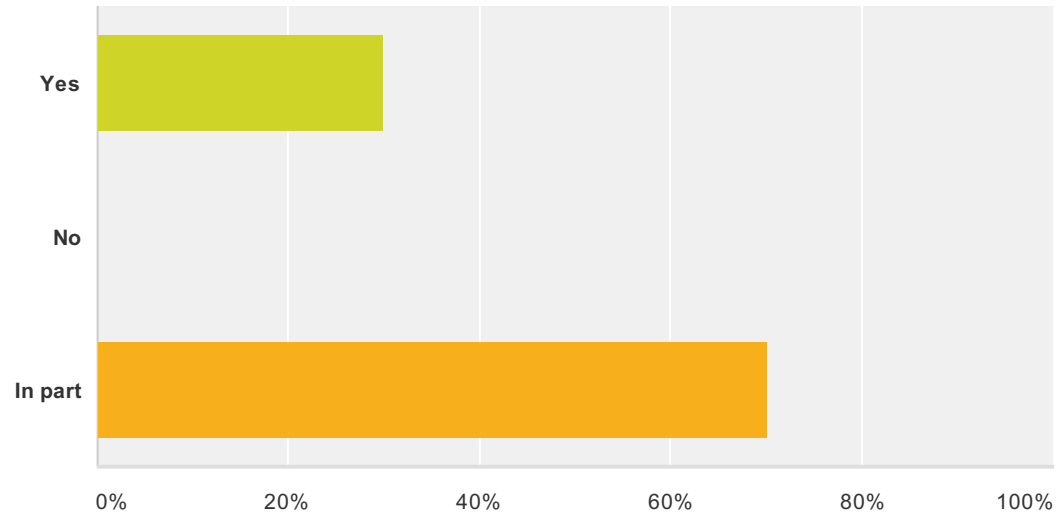
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	80%	8
No	0%	0
In part	20%	2
Total		10

Q22 You include copy specific information in the catalogue records

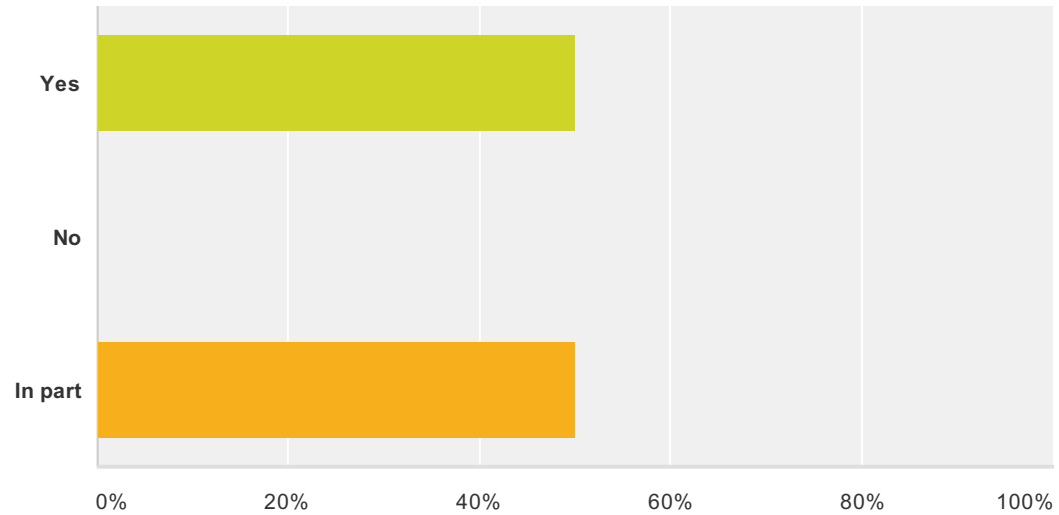
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	30%	3
No	0%	0
In part	70%	7
Total		10

Q23 You maintain and retain accession records

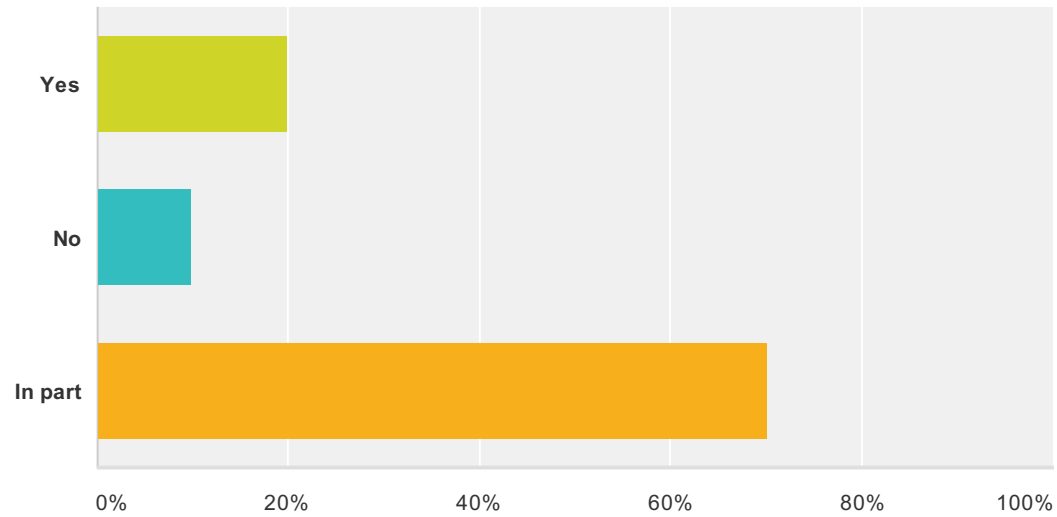
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	50%	5
No	0%	0
In part	50%	5
Total		10

Q24 You maintain information on distinguishing features in your collection (i.e. bindings, ownership stamps etc)

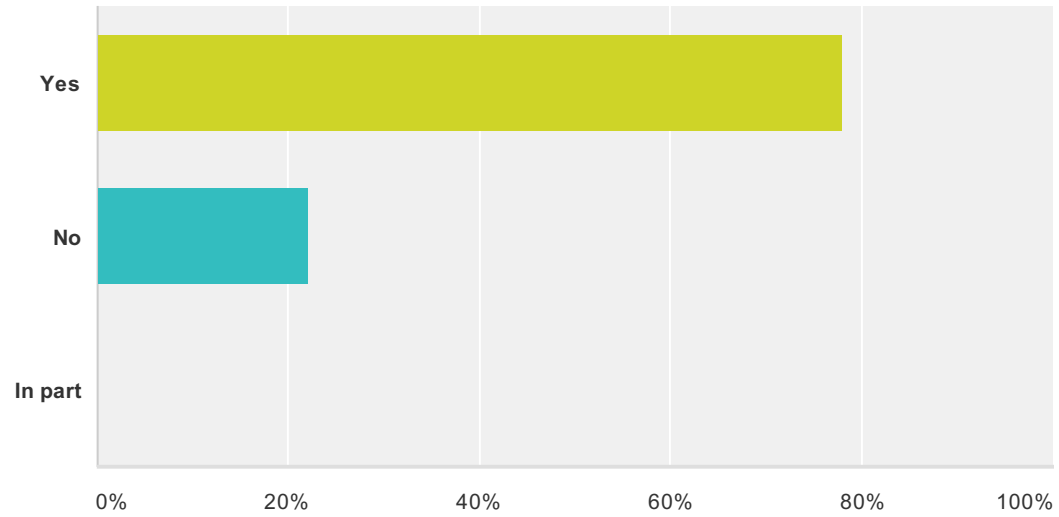
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	20%	2
No	10%	1
In part	70%	7
Total		10

Q25 You place ownership marks in your collection items

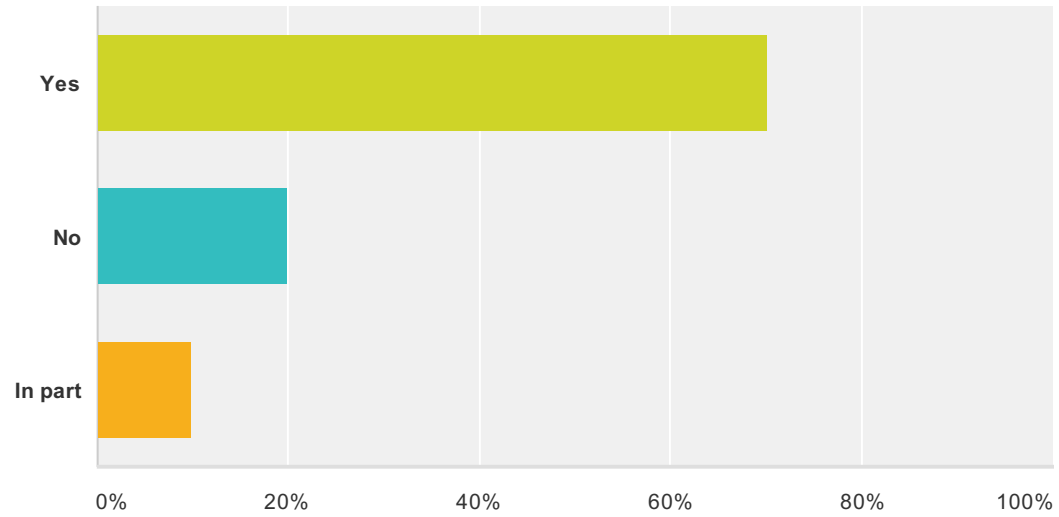
Answered: 9 Skipped: 1



Answer Choices	Responses
Yes	77.78% 7
No	22.22% 2
In part	0% 0
Total	9

Q26 You place shelf mark labels on your collection items where appropriate

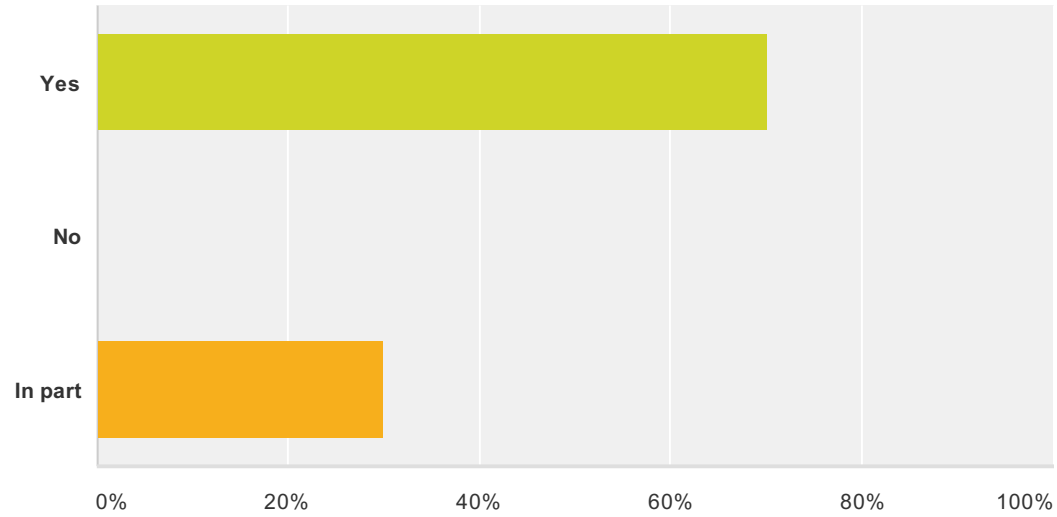
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	70% 7
No	20% 2
In part	10% 1
Total	10

Q27 You assess the security requirements of collection items, so that highly valuable/vulnerable items are identified and given increased protection

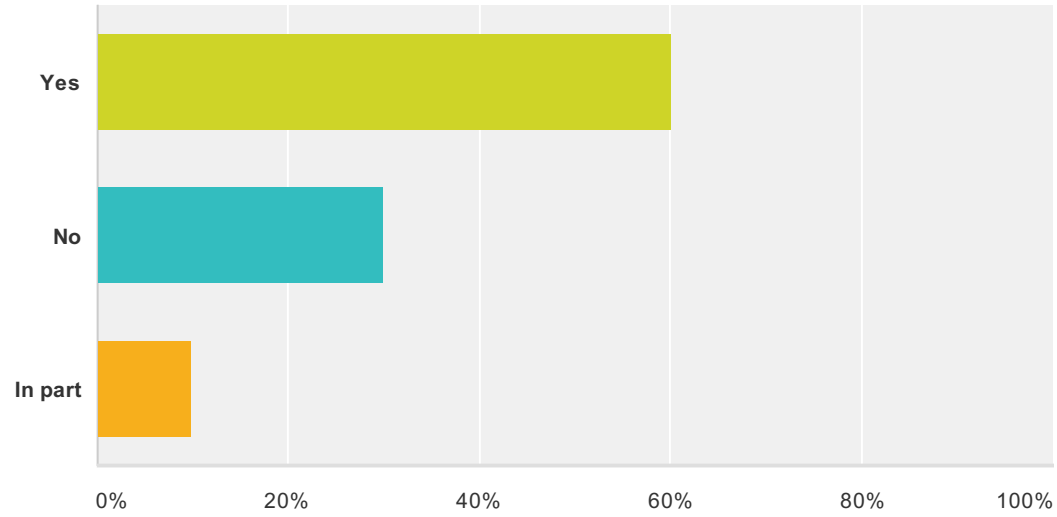
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	70% 7
No	0% 0
In part	30% 3
Total	10

Q28 You have an agreed and documented disposals policy: disposed items have a clear cancellation stamp in them

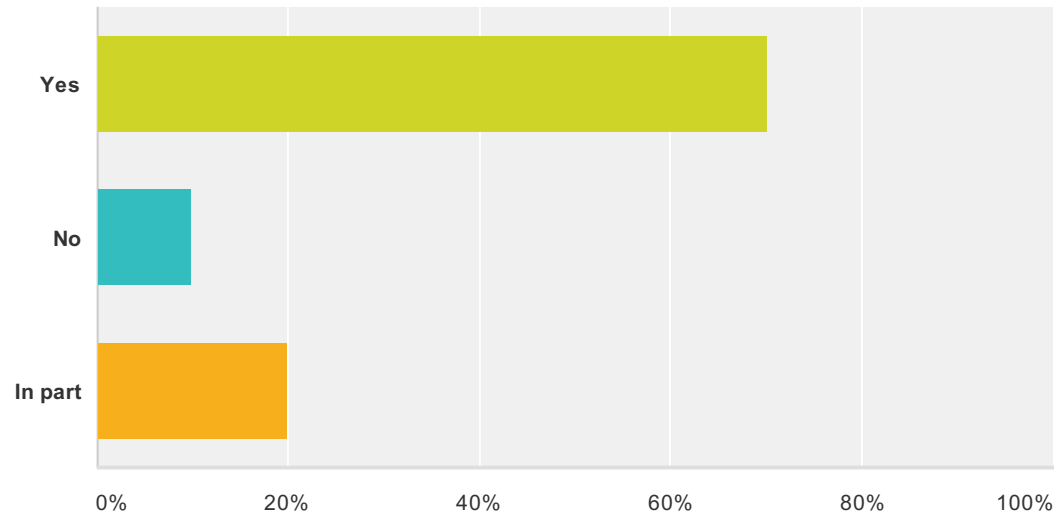
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	60% 6
No	30% 3
In part	10% 1
Total	10

Q29 You have measures in place to prevent unauthorised changes to your accession and catalogue records

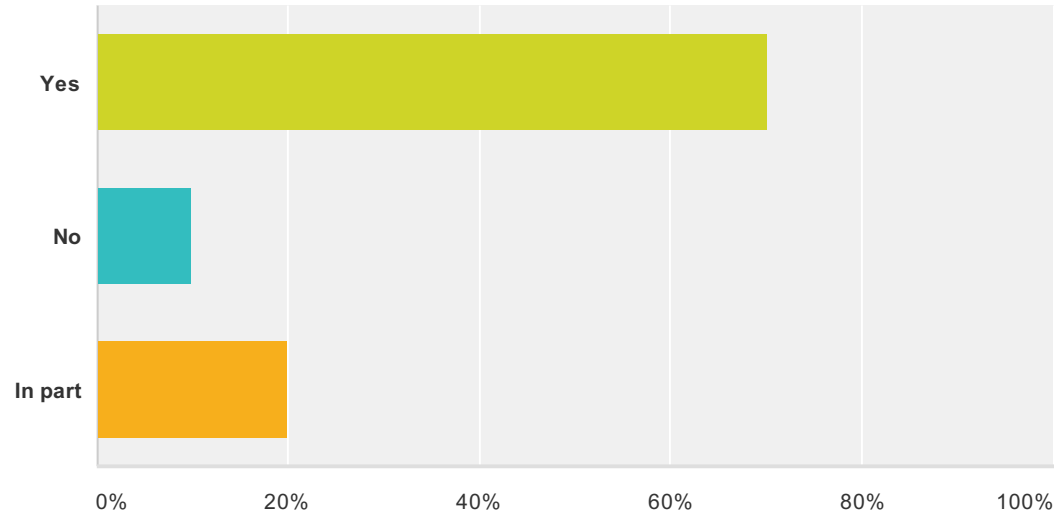
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	70% 7
No	10% 1
In part	20% 2
Total	10

Q30 Once surrogates (digital or microform) exist, Readers must use these, not the original collection item, unless there is an approved research reason to do so.

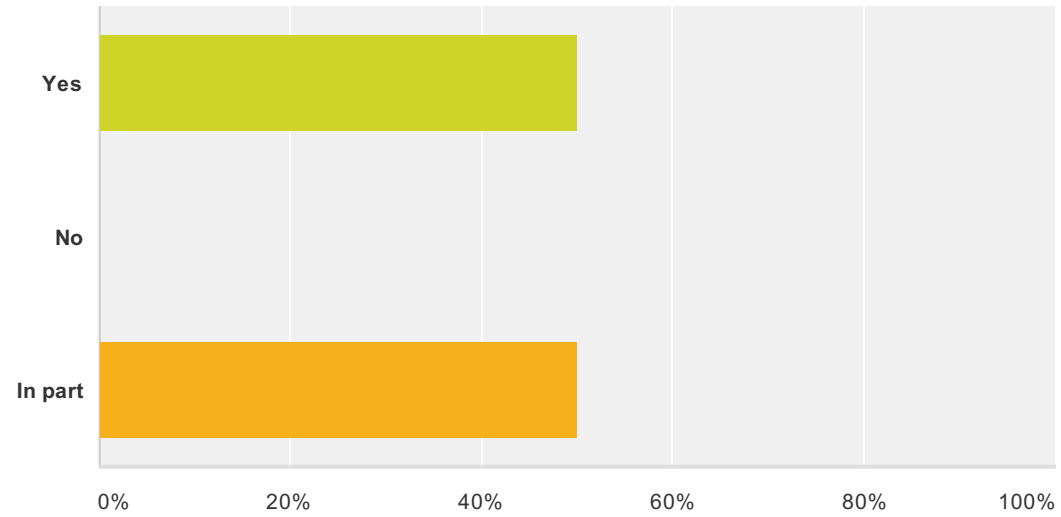
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	70%	7
No	10%	1
In part	20%	2
Total		10

Q31 You audit / check your collection in the stacks to provide assurance on its security

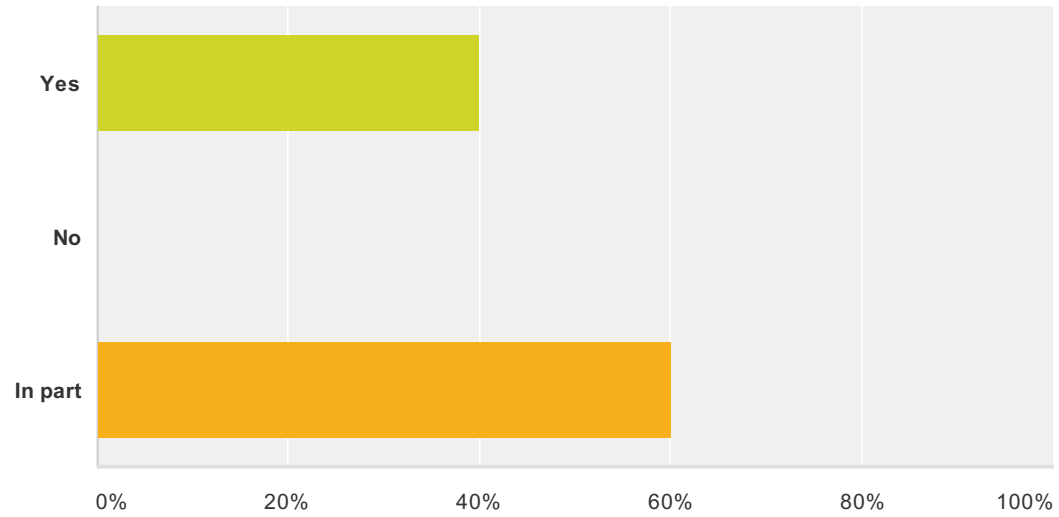
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	50%	5
No	0%	0
In part	50%	5
Total		10

Q32 You make and retain copies of high value items

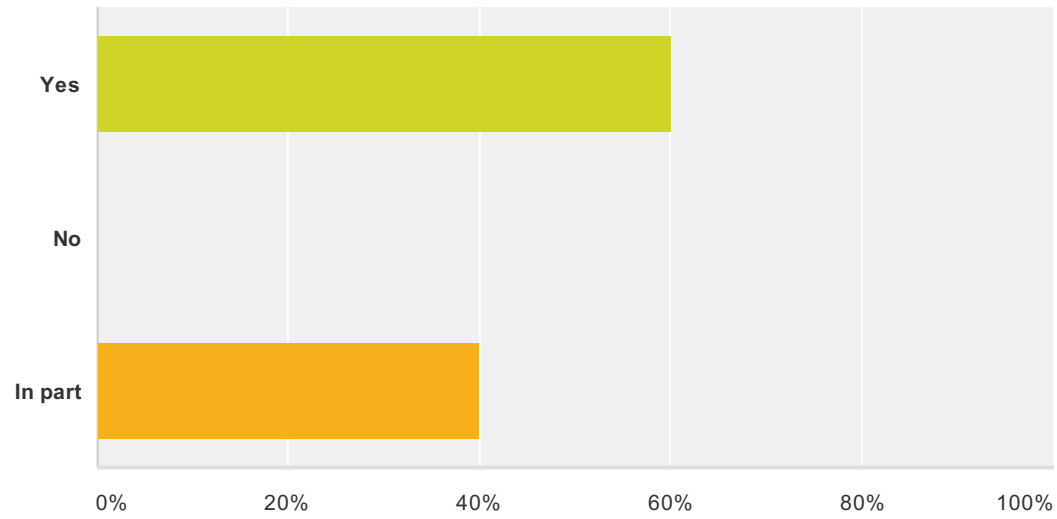
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	40% 4
No	0% 0
In part	60% 6
Total	10

Q33 Once a copy of a high value item has been made, the copy is used to produce further copies when needed

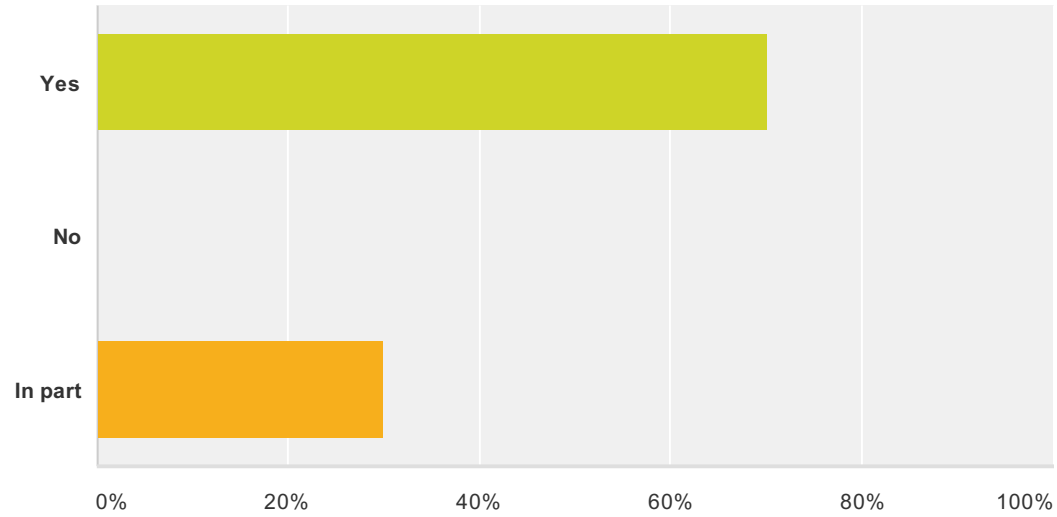
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	60%	6
No	0%	0
In part	40%	4
Total		10

Q34 Once surrogates (digital or microform) exist, Readers must use these, not the original collection item, unless there is an approved research reason to do so.

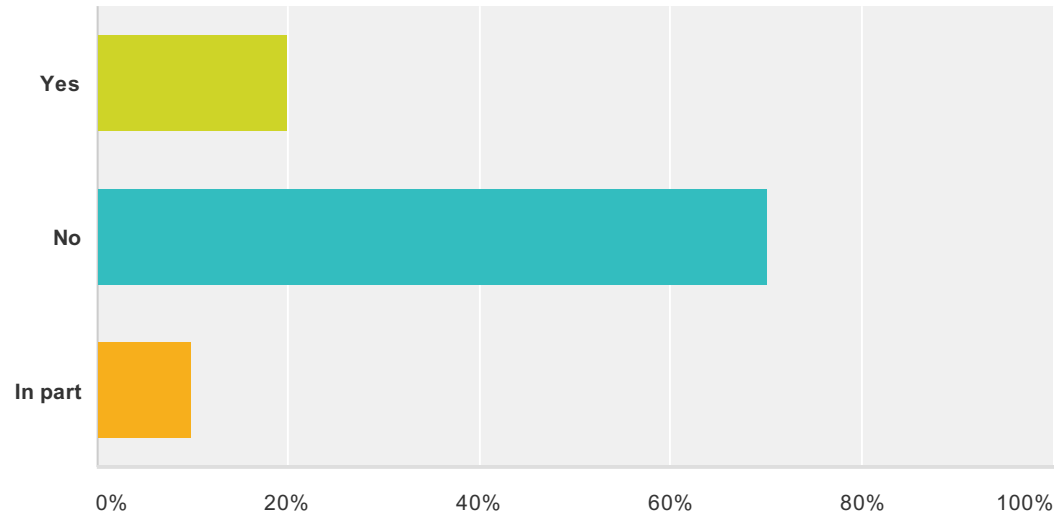
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	70% 7
No	0% 0
In part	30% 3
Total	10

Q35 Your collection is insured

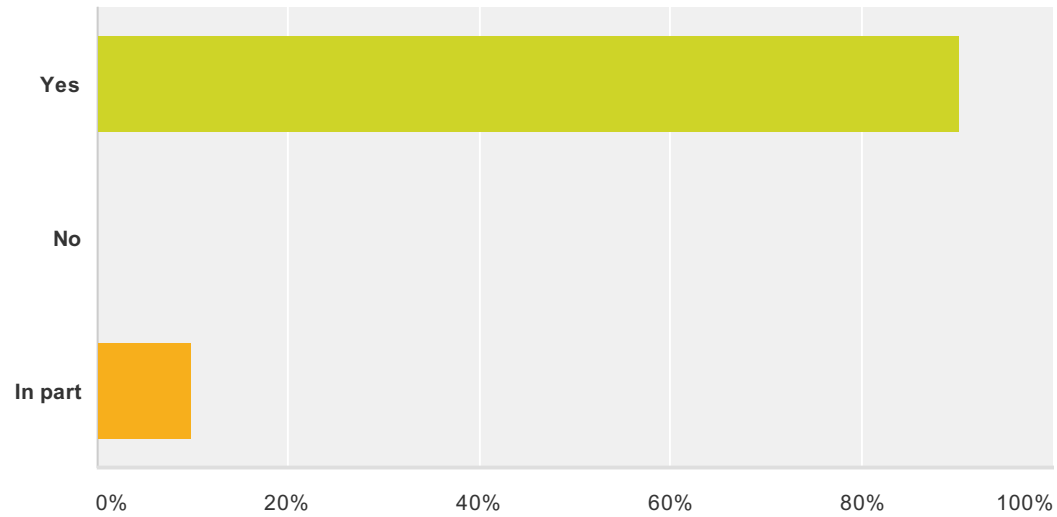
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	20% 2
No	70% 7
In part	10% 1
Total	10

Q36 Readers may only access your collection if they undertake to comply with your Reading Room rules and regulations

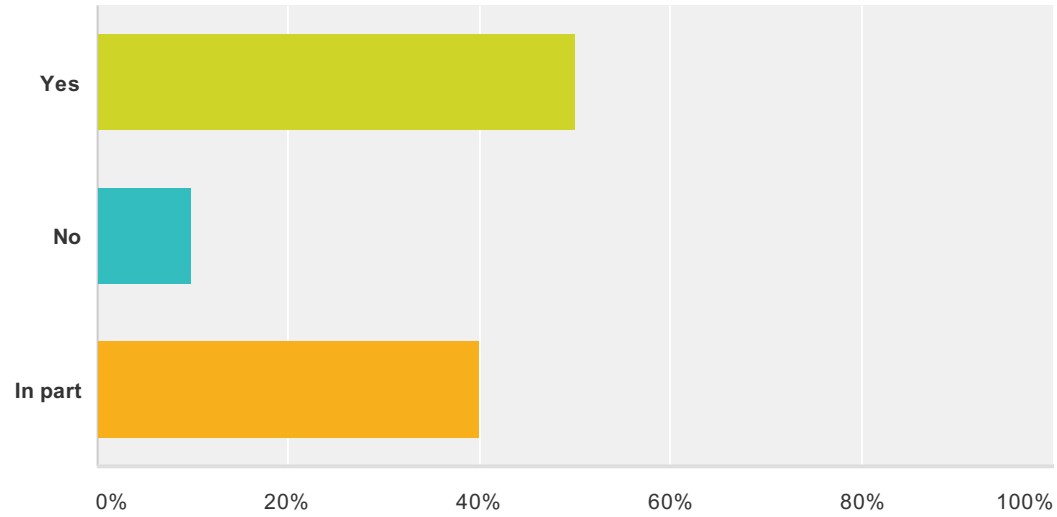
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	90% 9
No	0% 0
In part	10% 1
Total	10

Q37 Readers are required to provide documentary proof of their identity and address, and have their photograph taken, before using your collection

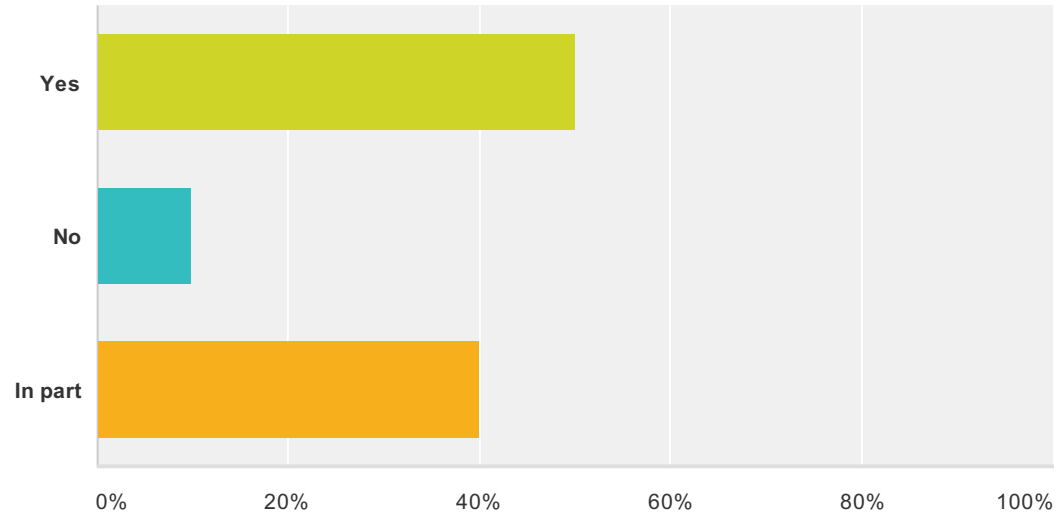
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	50% 5
No	10% 1
In part	40% 4
Total	10

Q38 You permanently retain information on the name, address and (where appropriate) institutional affiliation of every Reader, and a photograph of every Reader

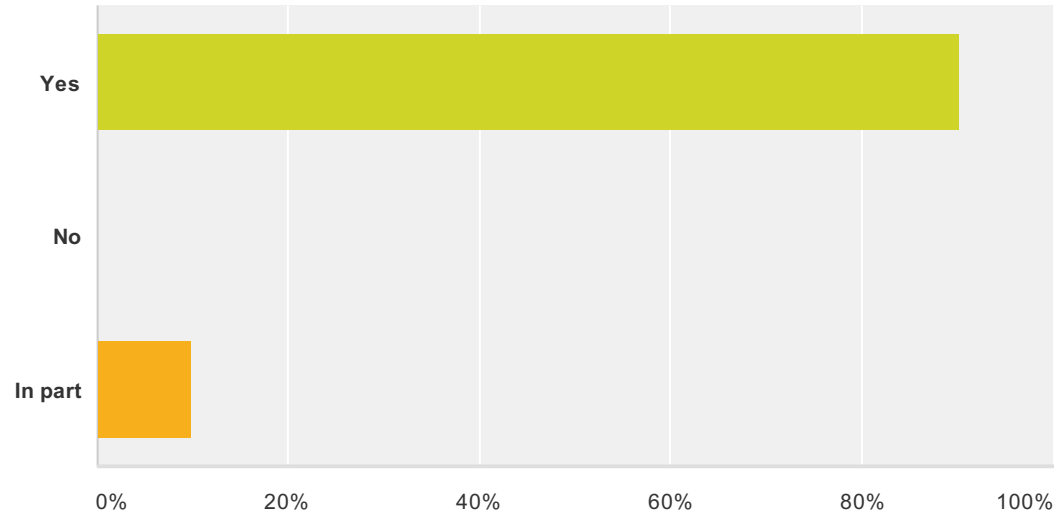
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	50%	5
No	10%	1
In part	40%	4
Total		10

Q39 Readers are not permitted to bring coats or large bags into your Reading Room, nor any object that might harm the collection (knives, blades, food, drink)

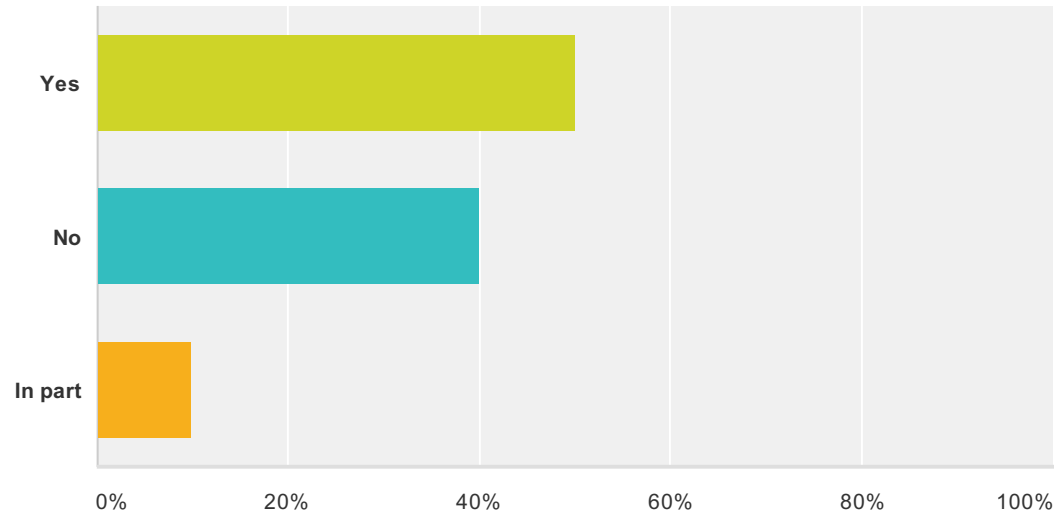
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	90%	9
No	0%	0
In part	10%	1
Total		10

Q40 Readers' belongings are searched as they exit the Reading Room

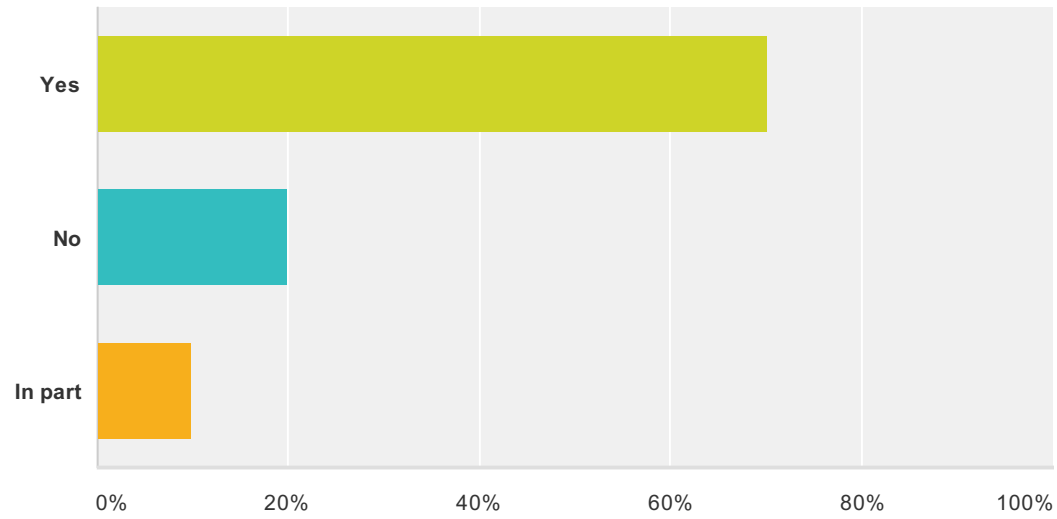
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	50%	5
No	40%	4
In part	10%	1
Total		10

Q41 You have agreed procedures for the use of uncatalogued items: this includes close invigilation by staff

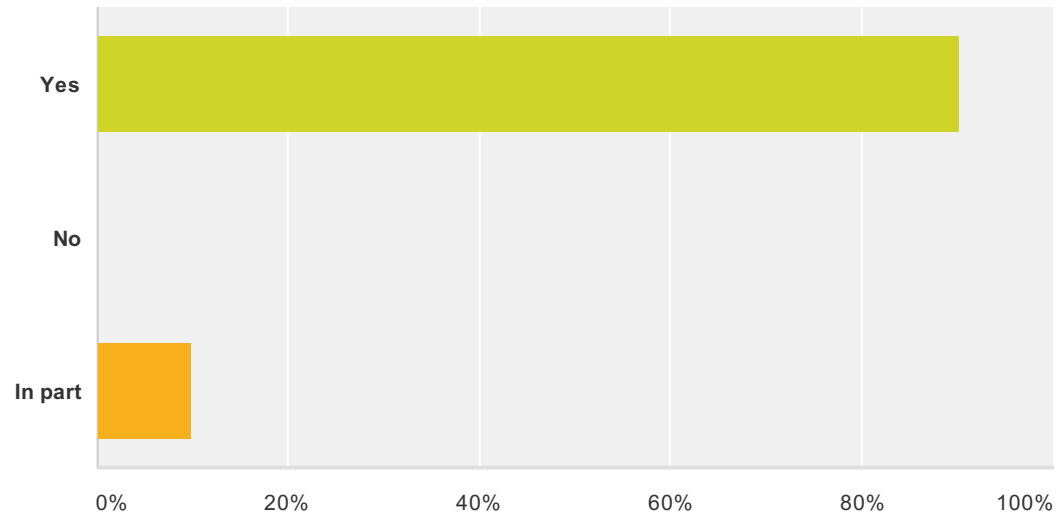
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	70%	7
No	20%	2
In part	10%	1
Total		10

Q42 Readers' use of highly valuable/vulnerable items is invigilated by staff

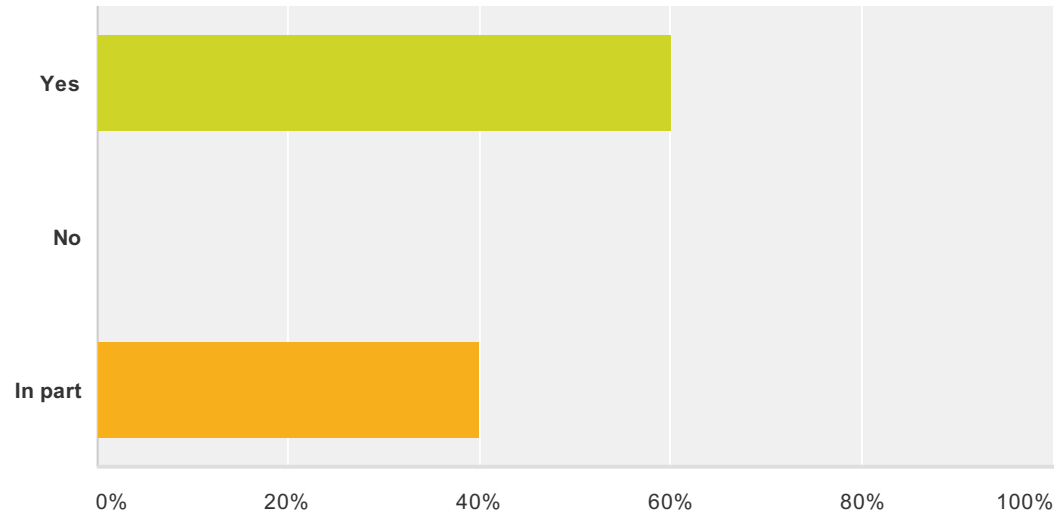
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	90% 9
No	0% 0
In part	10% 1
Total	10

Q43 You limit the number of items that may be seen at any one time by Readers

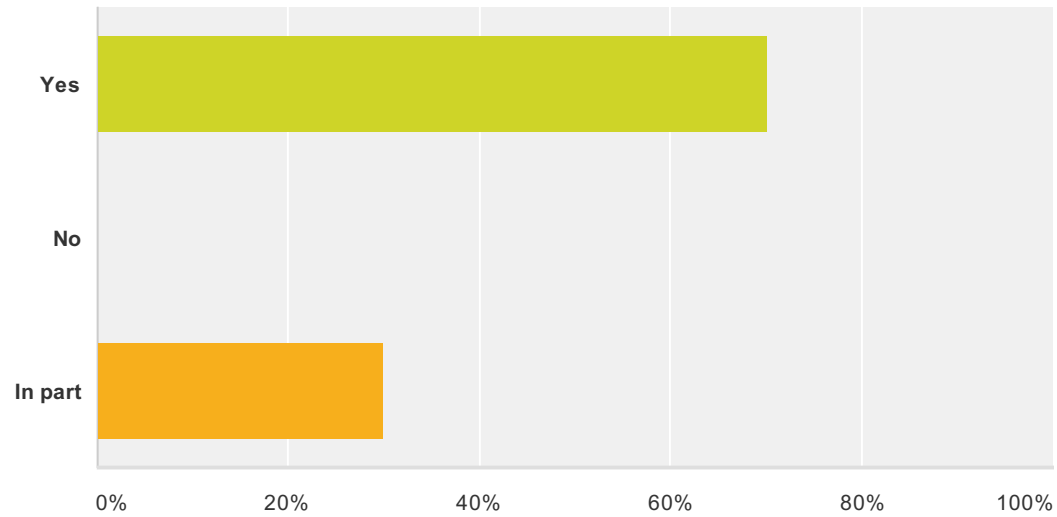
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	60%	6
No	0%	0
In part	40%	4
Total		10

Q44 Highly valuable/vulnerable collection items are inspected by staff before and after use

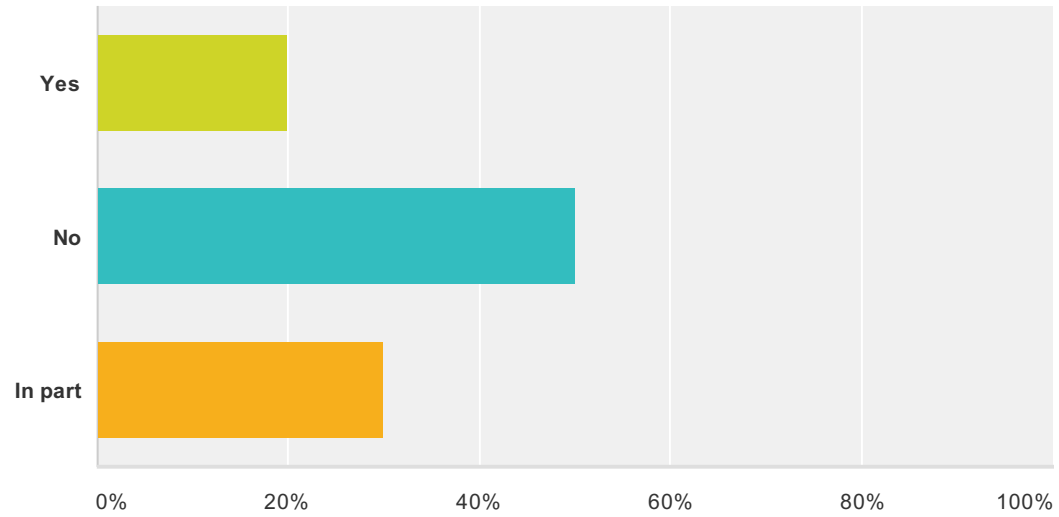
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	70% 7
No	0% 0
In part	30% 3
Total	10

Q45 Highly valuable / vulnerable items are weighed before and after use

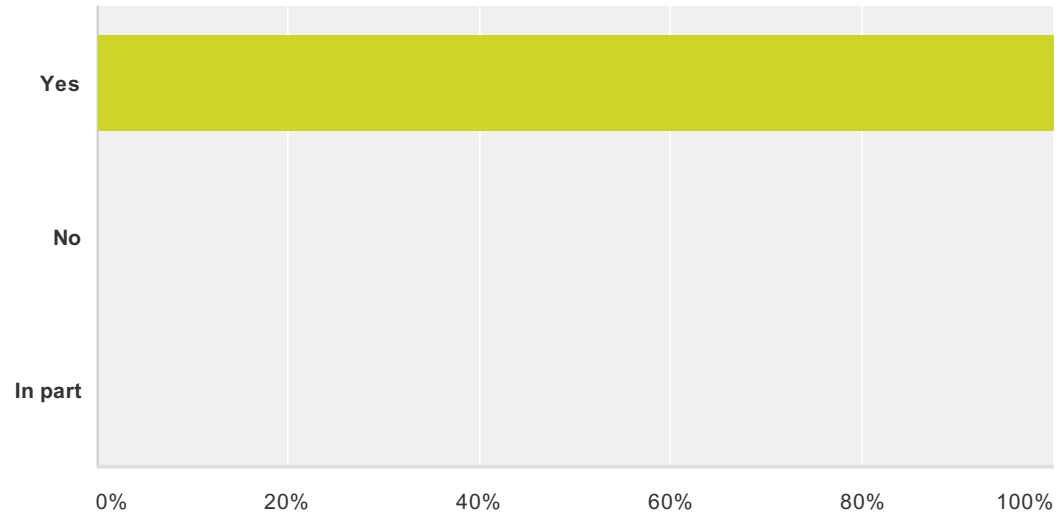
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	20% 2
No	50% 5
In part	30% 3
Total	10

Q46 You have procedures in place for the use of material with restricted access

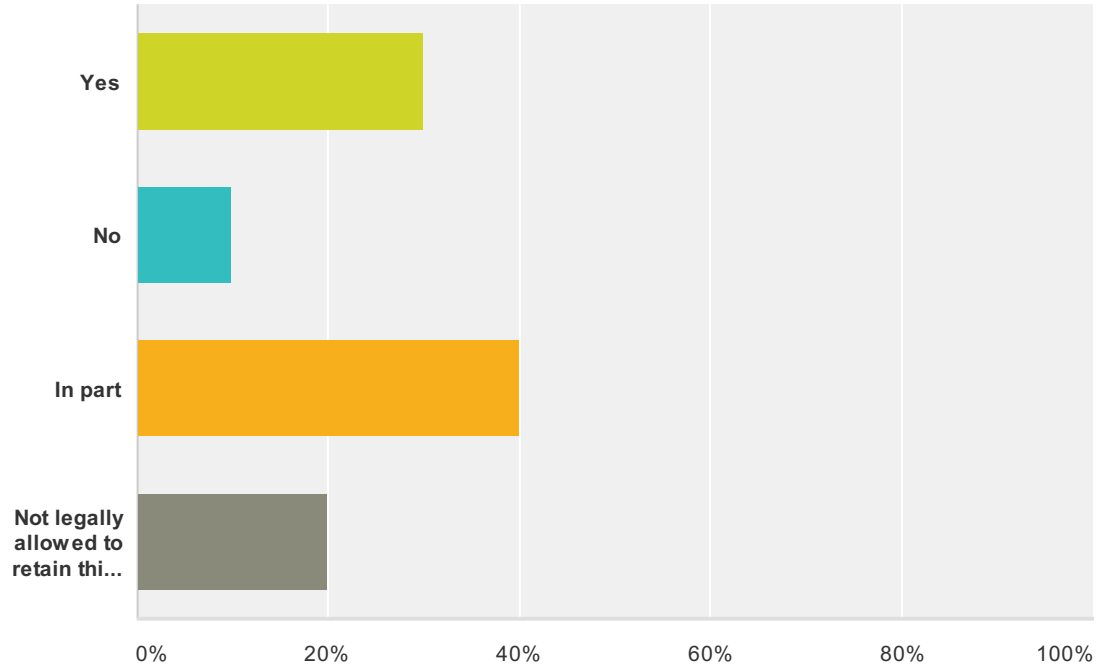
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	100% 10
No	0% 0
In part	0% 0
Total	10

Q47 If legally permitted to do so, you permanently retain a record of collection use allowing you to identify the items used by each Reader, and to list all users of a particular item.

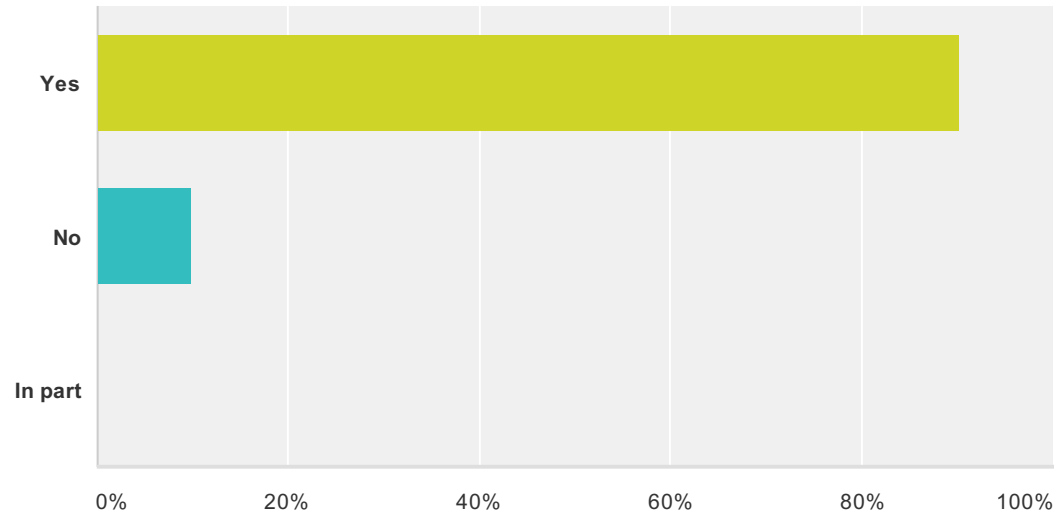
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	30% 3
No	10% 1
In part	40% 4
Not legally allowed to retain this information	20% 2
Total	10

Q48 Readers are not permitted access to collection storage areas

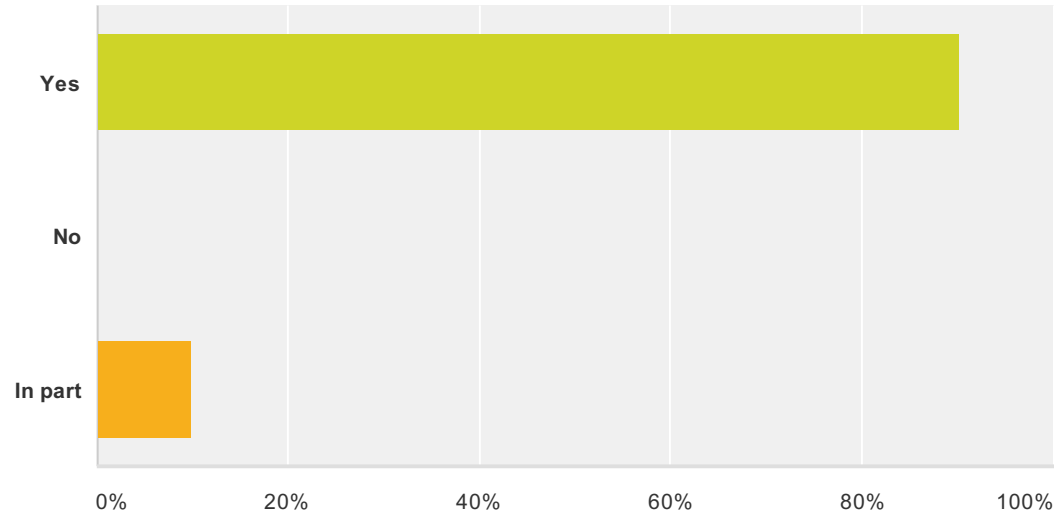
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	90%	9
No	10%	1
In part	0%	0
Total		10

Q49 Readers are not permitted access to departments where collection items are processed (for example conservation or reprographic departments)

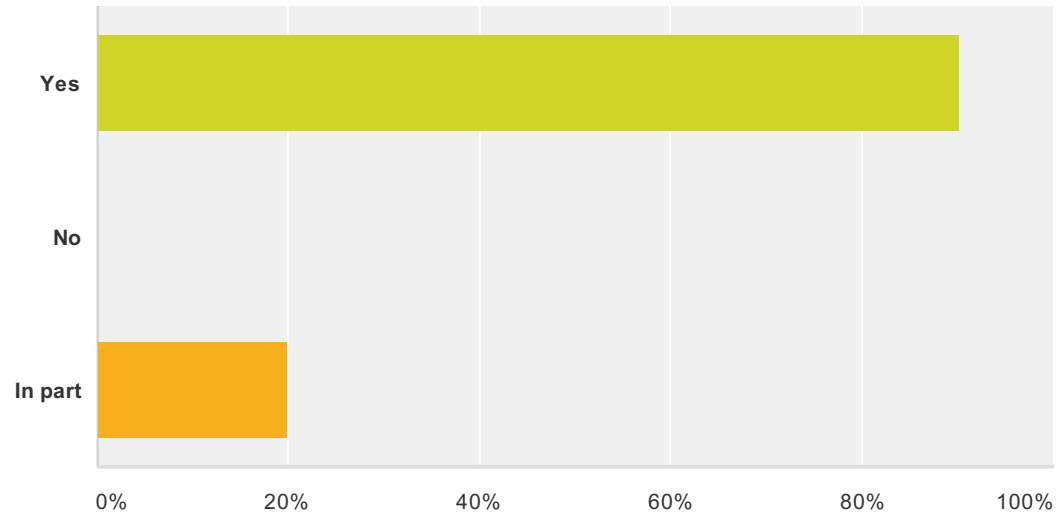
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	90%	9
No	0%	0
In part	10%	1
Total		10

Q50 Staff must be authorised to access collection storage areas

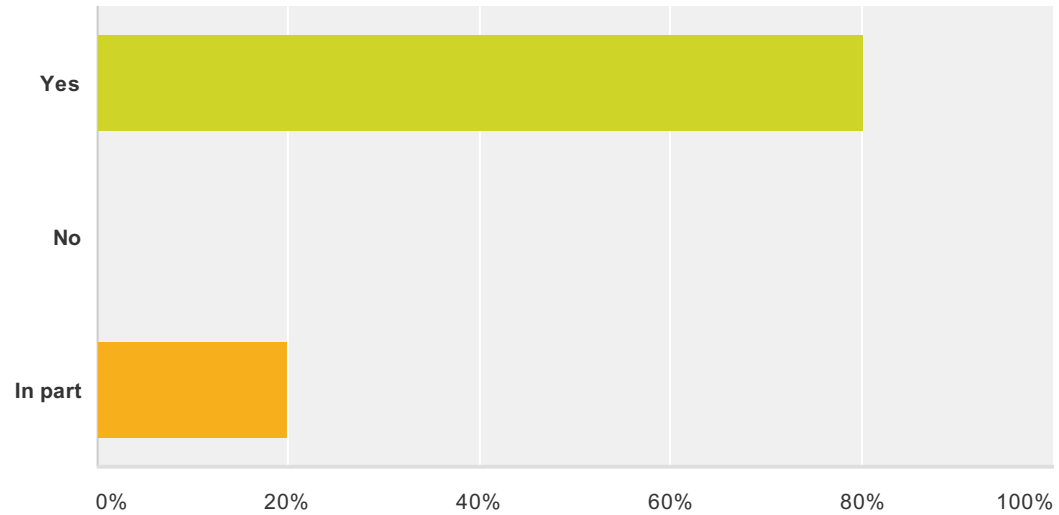
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	90% 9
No	0% 0
In part	20% 2
Total Respondents: 10	

Q51 Staff access to collection storage areas is restricted on the basis of need

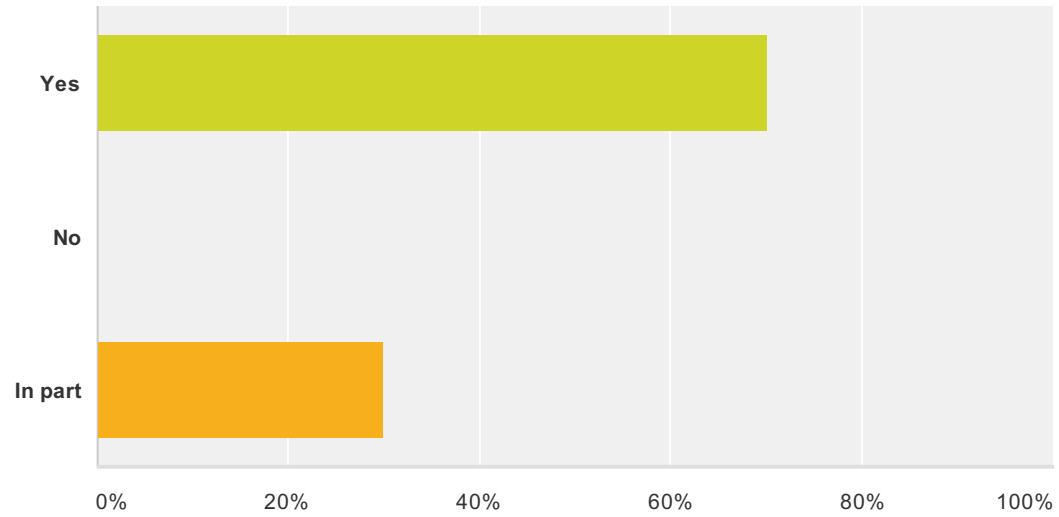
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	80%	8
No	0%	0
In part	20%	2
Total		10

Q52 Do you revise/audit authorized access to storage areas after a period of time

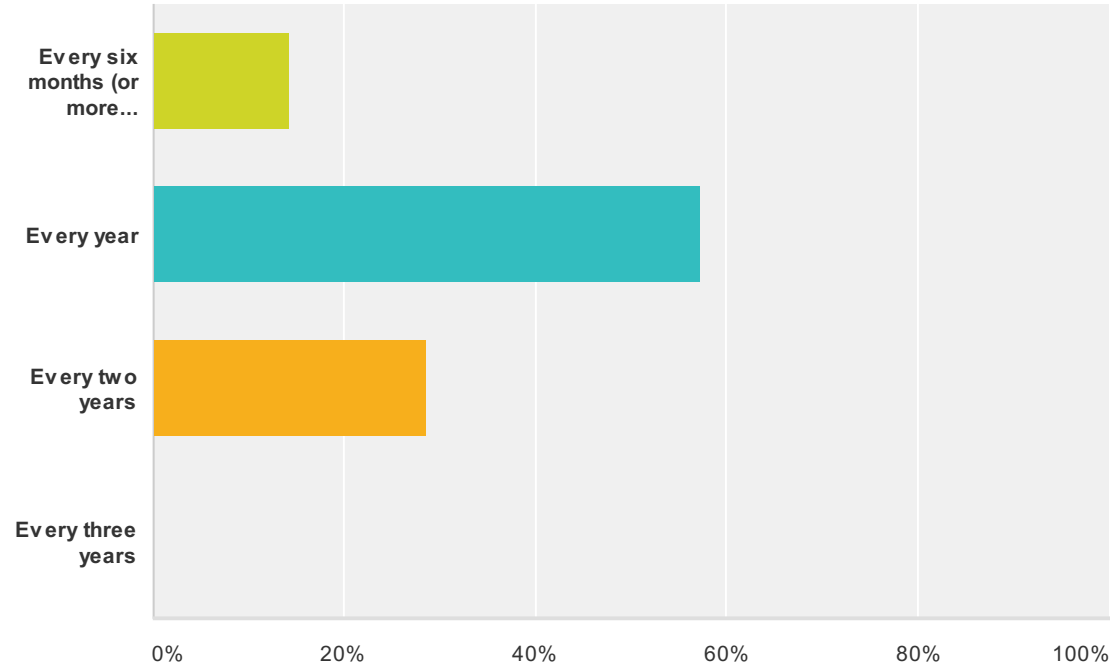
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	70%	7
No	0%	0
In part	30%	3
Total		10

Q53 Staff access to collection storage areas is reviewed:

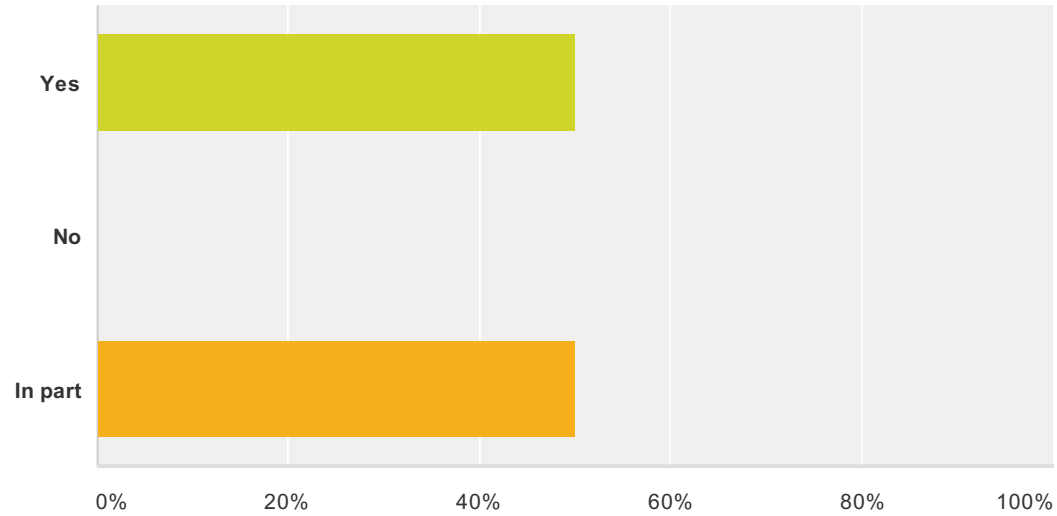
Answered: 7 Skipped: 3



Answer Choices	Responses
Every six months (or more frequently)	14.29% 1
Every year	57.14% 4
Every two years	28.57% 2
Every three years	0% 0
Total	7

Q54 Any person (e.g. contractors) who has not been fully security cleared, and who needs to access collection storage areas, is escorted at all times by a member of staff

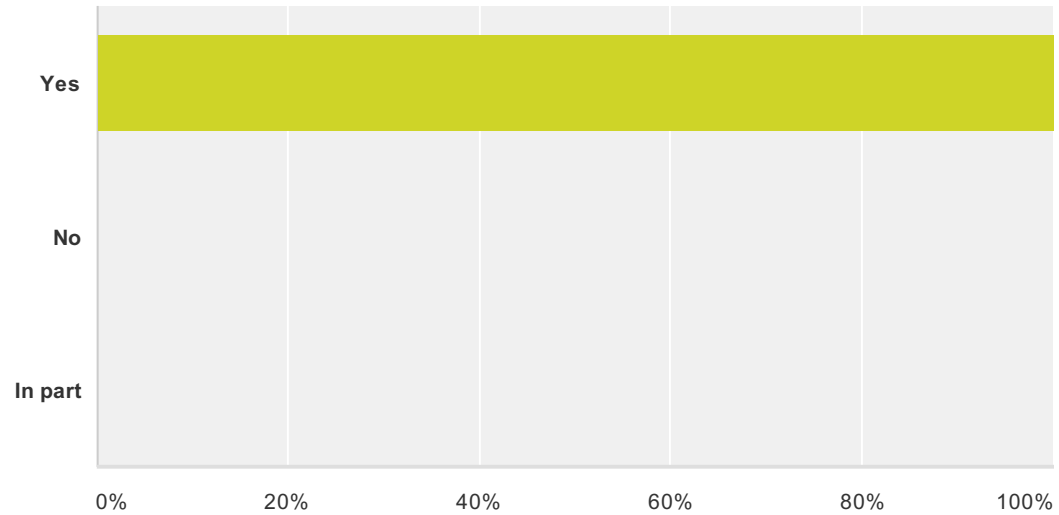
Answered: 10 Skipped: 0



Answer Choices	Responses	Count
Yes	50%	5
No	0%	0
In part	50%	5
Total		10

Q55 The number of staff able to access Strong Rooms is strictly controlled

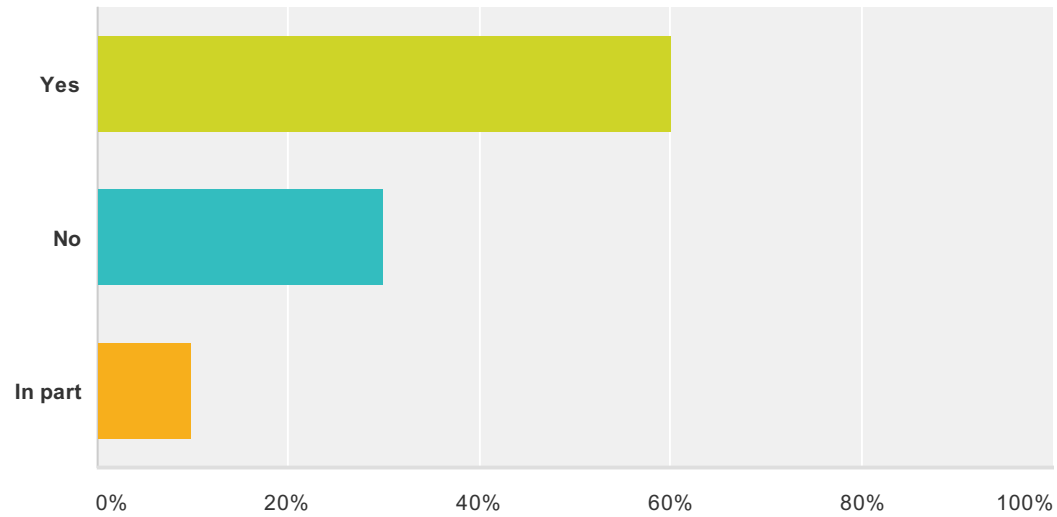
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	100% 10
No	0% 0
In part	0% 0
Total	10

Q56 You have an agreed policy on the maximum time staff that staff may retain collection items

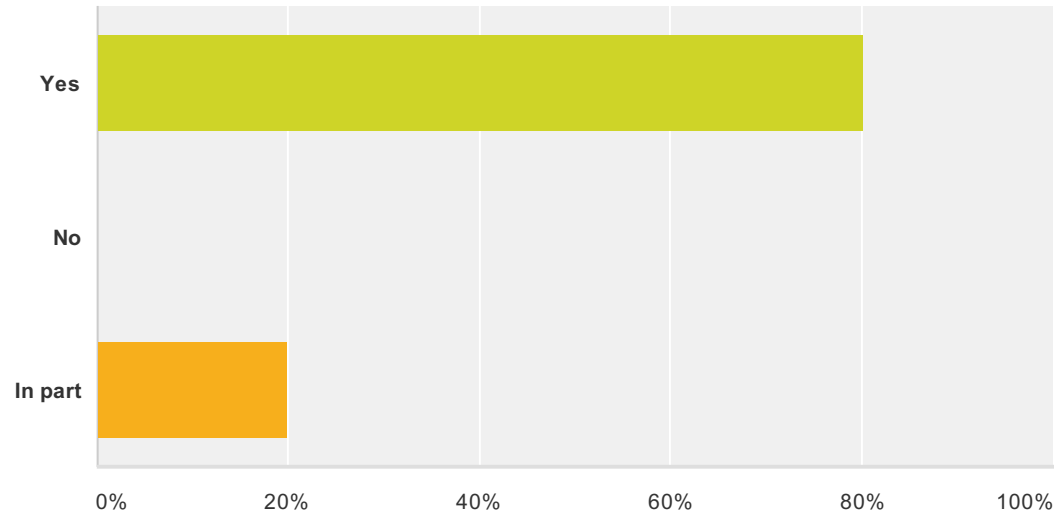
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	60%	6
No	30%	3
In part	10%	1
Total		10

Q57 Staff must return items to storage if they are needed by a user

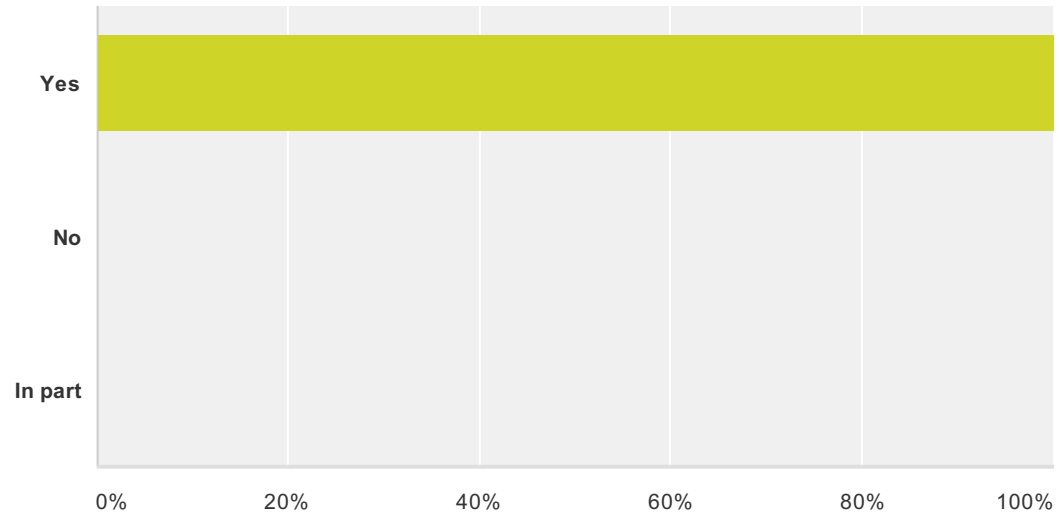
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	80%	8
No	0%	0
In part	20%	2
Total		10

Q58 All points of access to your building(s) can be secured

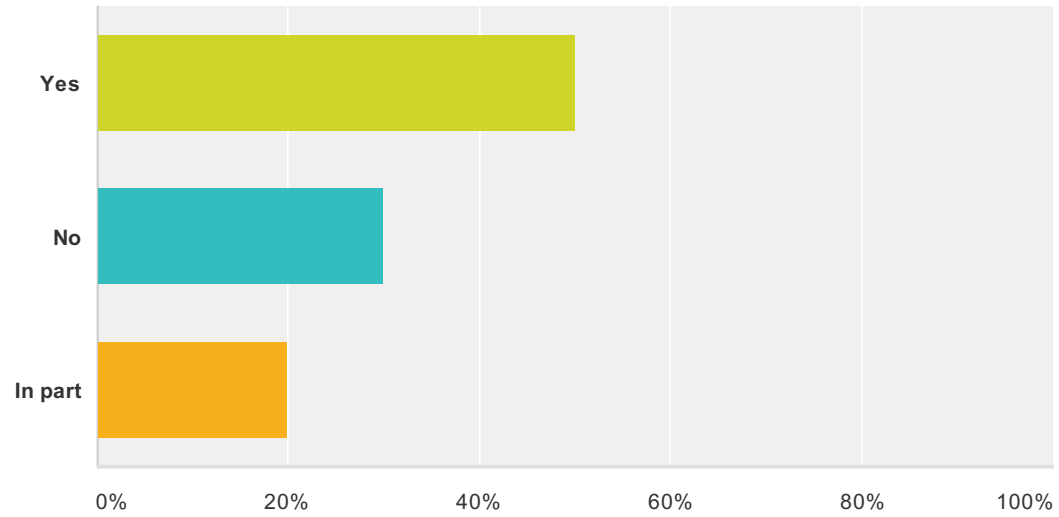
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	100% 10
No	0% 0
In part	0% 0
Total	10

Q59 You have a security presence in your building 24/7

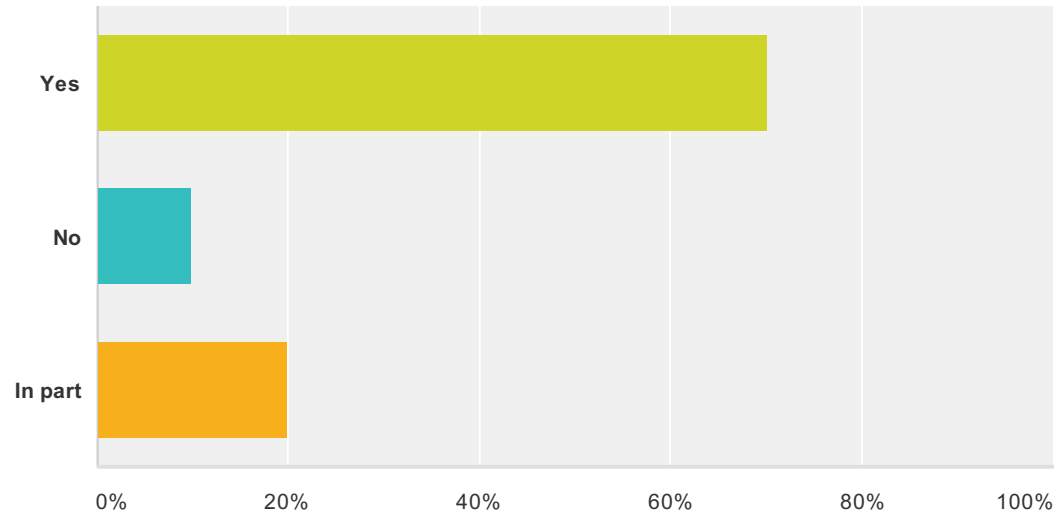
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	50%	5
No	30%	3
In part	20%	2
Total		10

Q60 Your security staff comply with nationally recognised professional codes

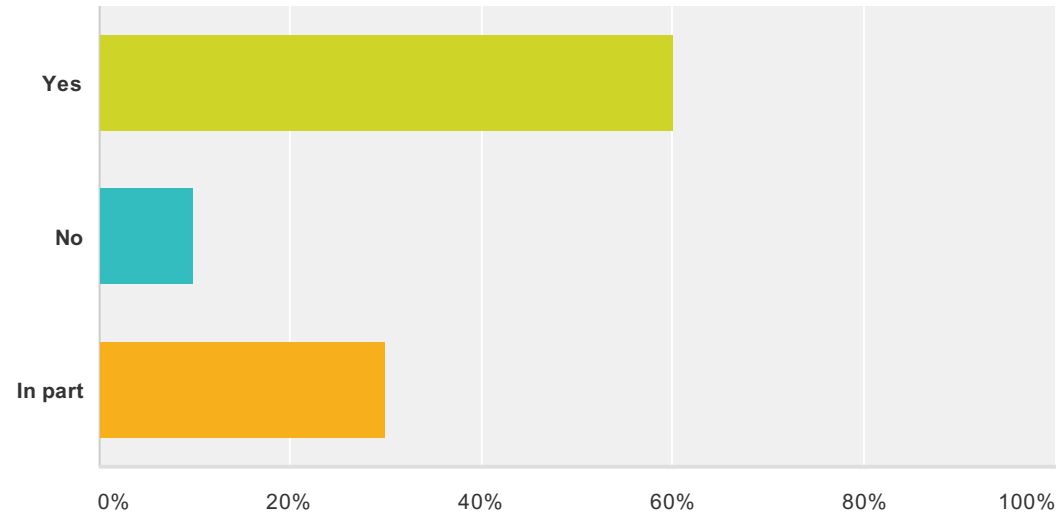
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	70% 7
No	10% 1
In part	20% 2
Total	10

Q61 Response to the activation of the alarm system is within 2 - 5 minutes

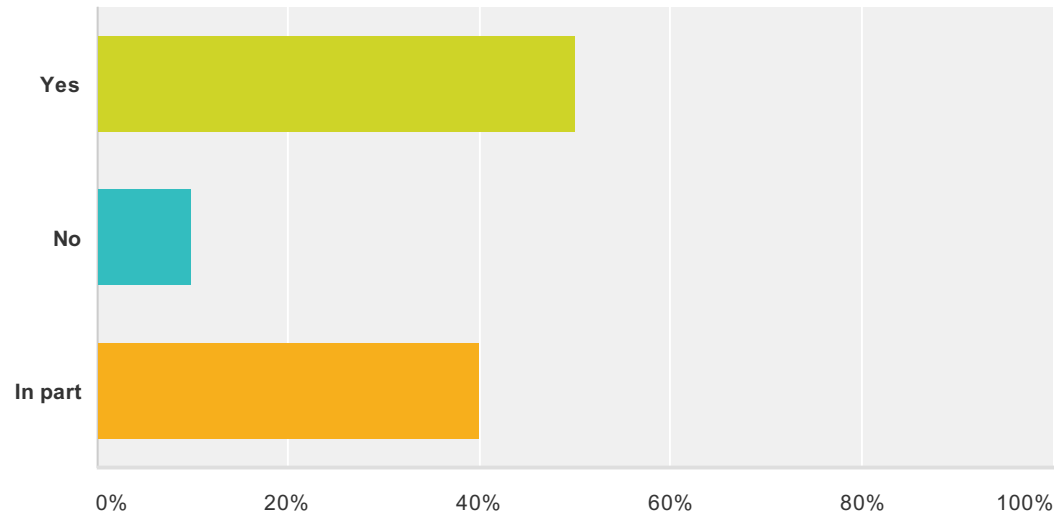
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	60%	6
No	10%	1
In part	30%	3
Total		10

Q62 There is CCTV coverage of the Reading Room areas where highly valuable/vulnerable items are used

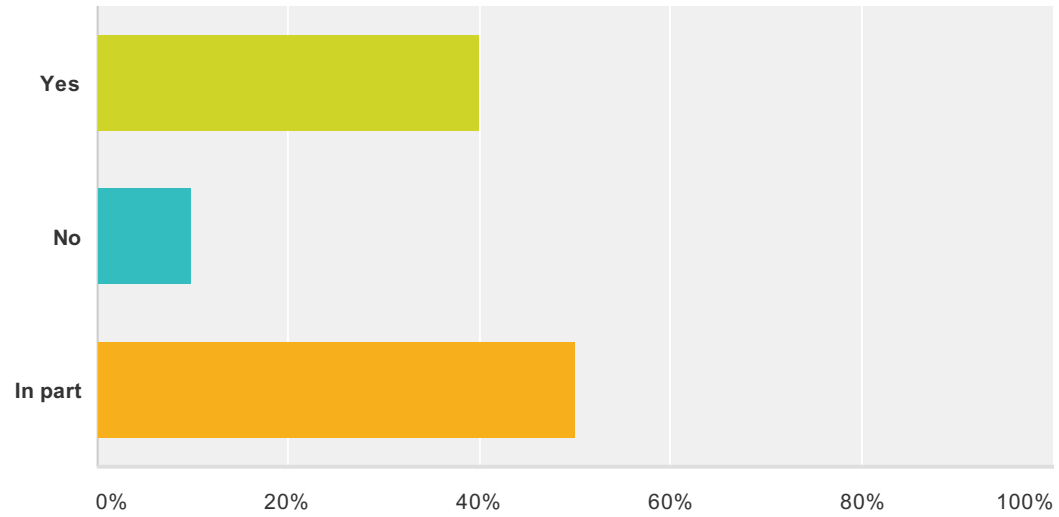
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	50% 5
No	10% 1
In part	40% 4
Total	10

Q63 There is CCTV coverage of entrance doors and logistical routes

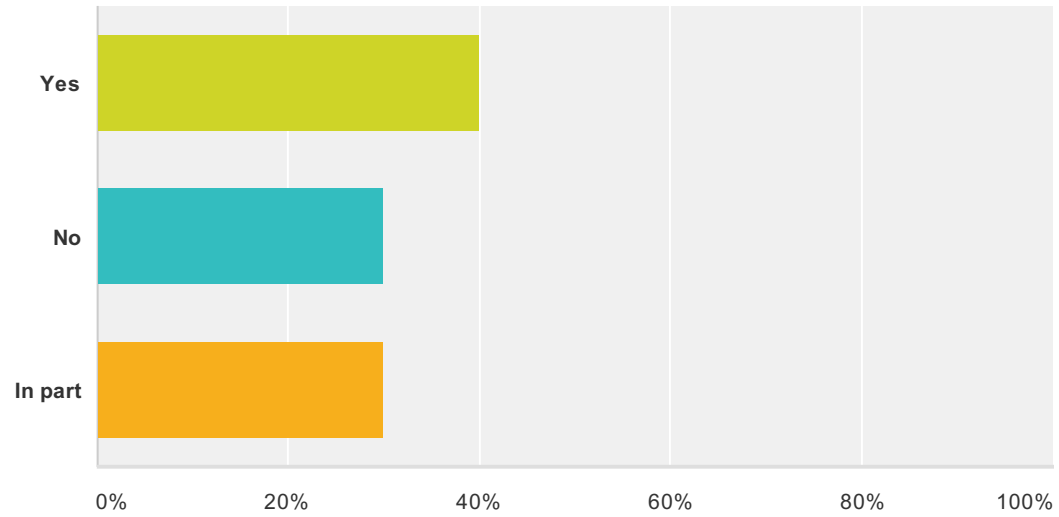
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	40%	4
No	10%	1
In part	50%	5
Total		10

Q64 CCTV footage is retained for a minimum of one month

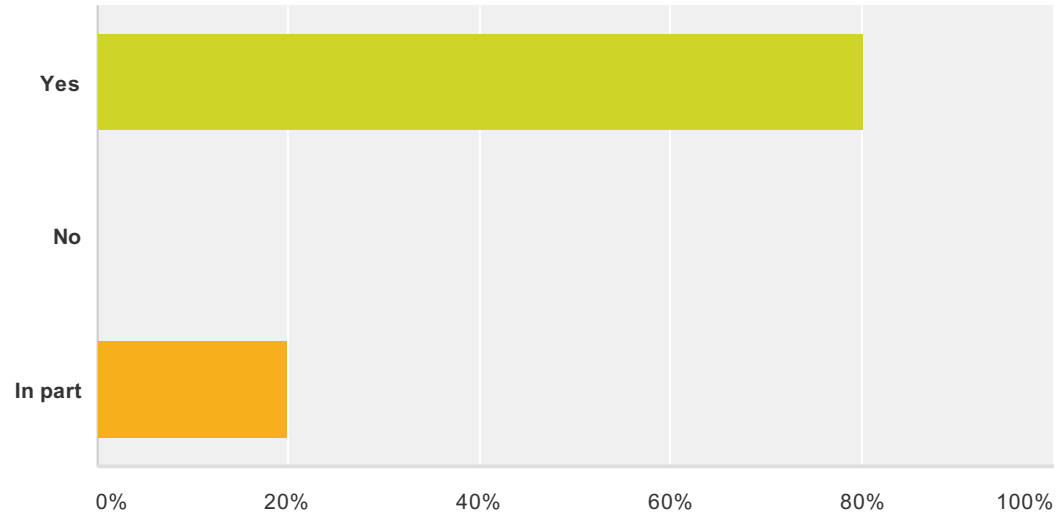
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	40% 4
No	30% 3
In part	30% 3
Total	10

Q65 There is an effective security barrier between the public parts of your building (s) and staff offices/storage areas, to prevent public access to staff areas

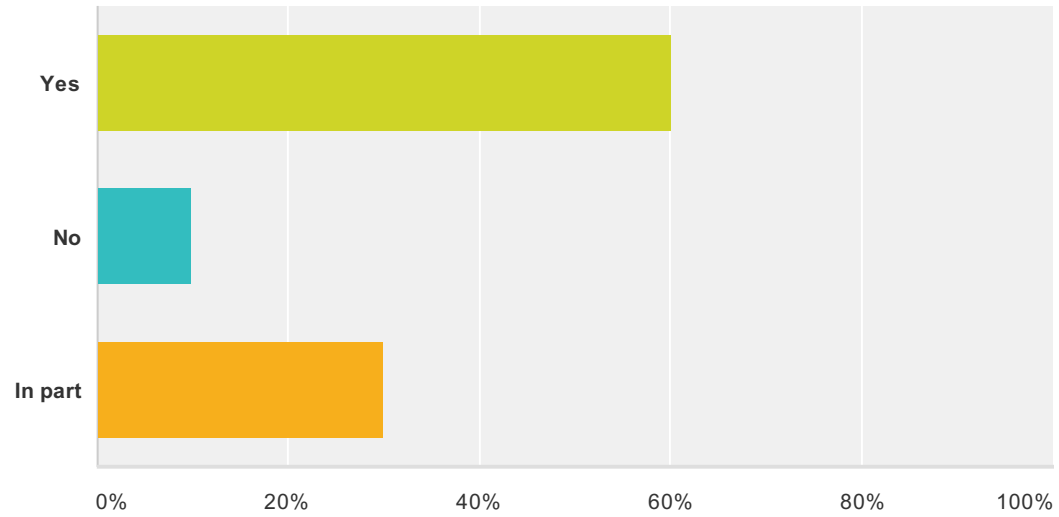
Answered: 10 Skipped: 0



Answer Choices	Responses	Count
Yes	80%	8
No	0%	0
In part	20%	2
Total		10

Q66 Security staff are consulted prior to any building alterations

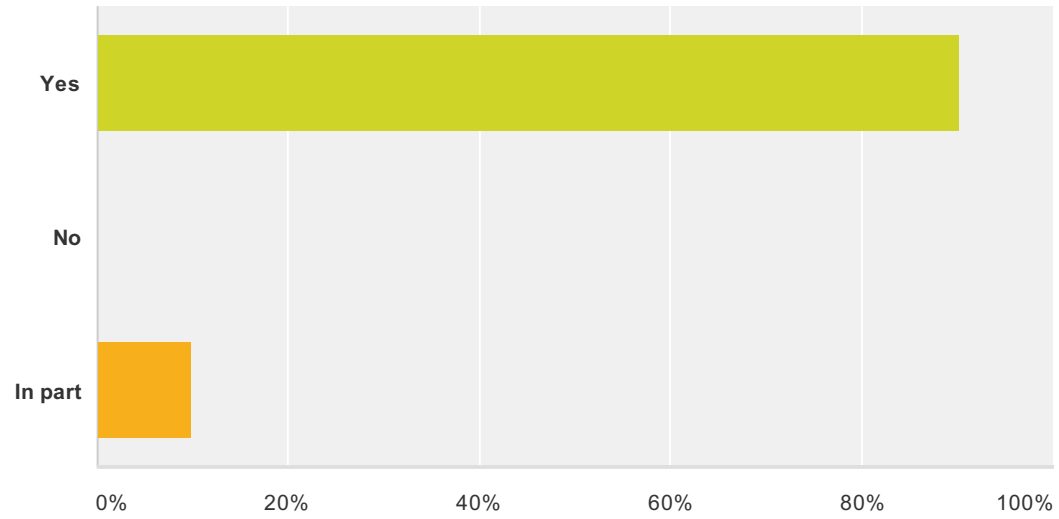
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	60%	6
No	10%	1
In part	30%	3
Total		10

Q67 Access to keys is strictly controlled

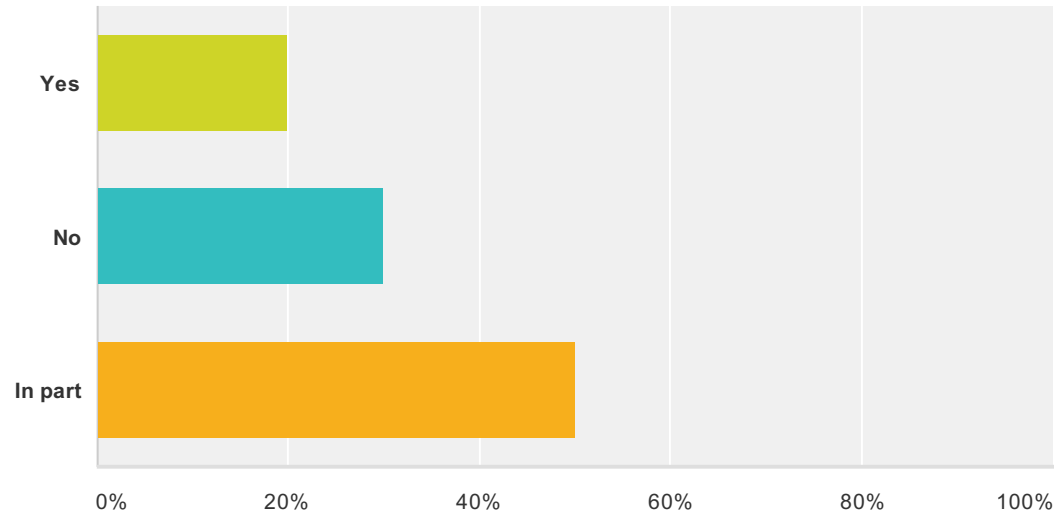
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	90%	9
No	0%	0
In part	10%	1
Total		10

Q68 All keys are returned to a central, secure location at the end of the day

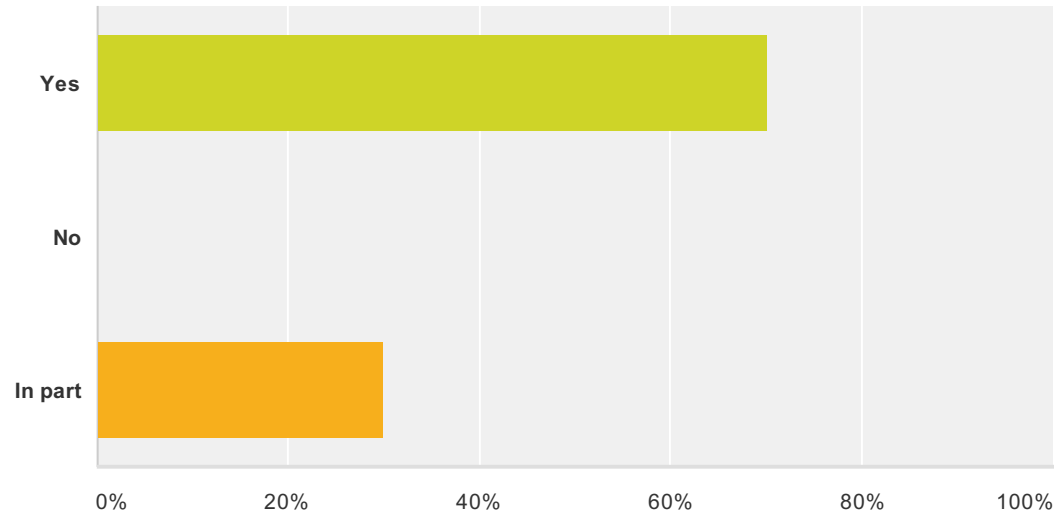
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	20%	2
No	30%	3
In part	50%	5
Total		10

Q69 Electronic access is used wherever possible

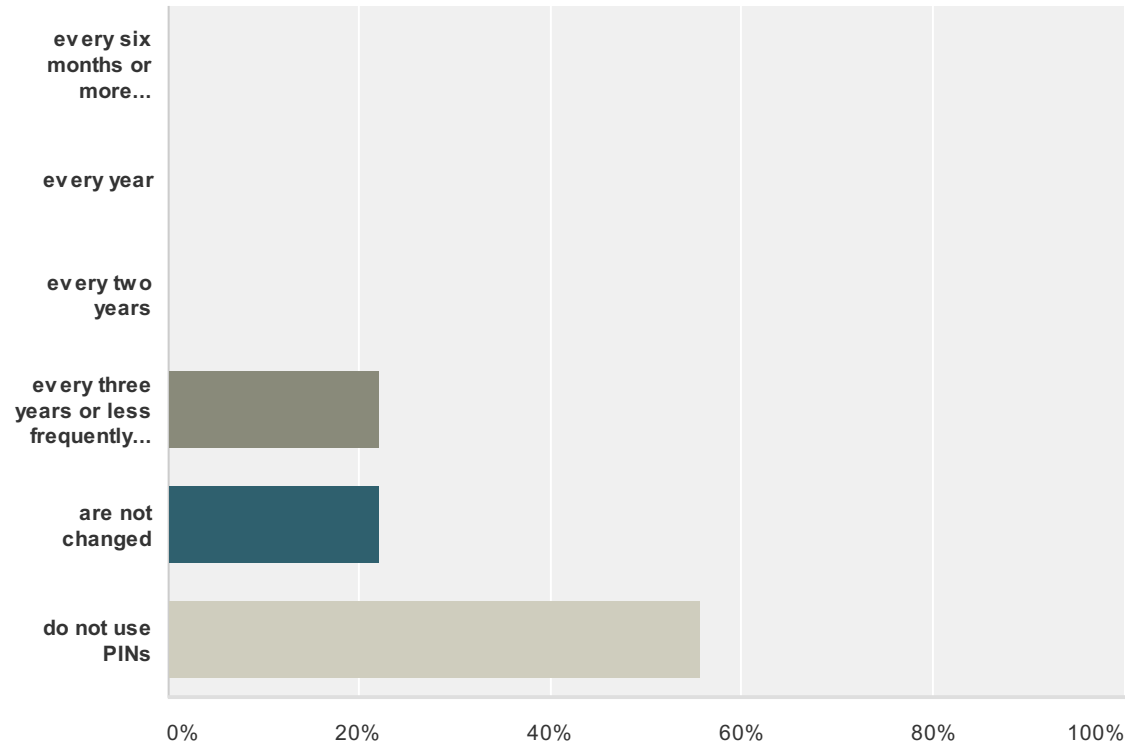
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	70%	7
No	0%	0
In part	30%	3
Total		10

Q70 If you use electronic access the PINs are changed:

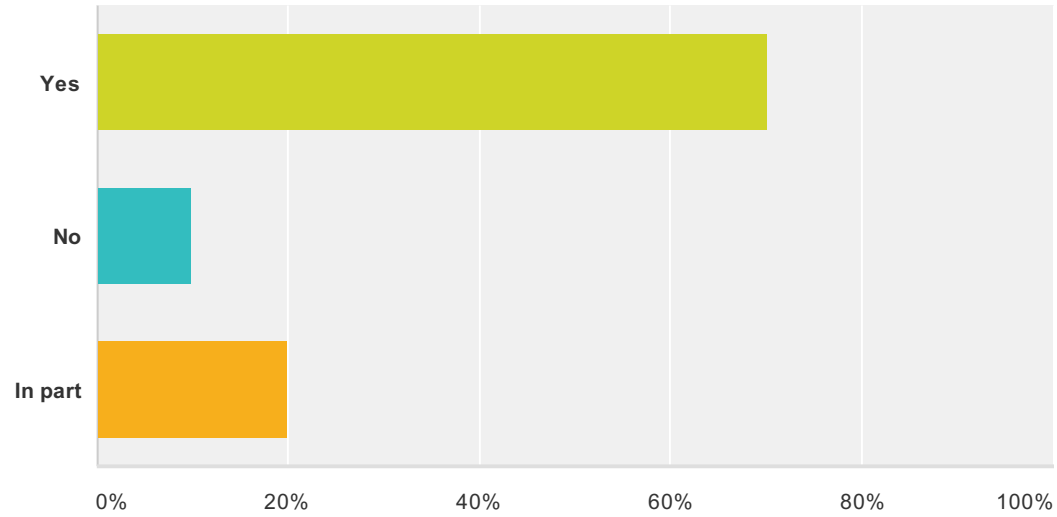
Answered: 9 Skipped: 1



Answer Choices	Responses
every six months or more frequently	0% 0
every year	0% 0
every two years	0% 0
every three years or less frequently than this	22.22% 2
are not changed	22.22% 2
do not use PINs	55.56% 5
Total	9

Q71 A designated member of staff is able to reach your institution within 20 minutes if there is a security incident when the building is closed.

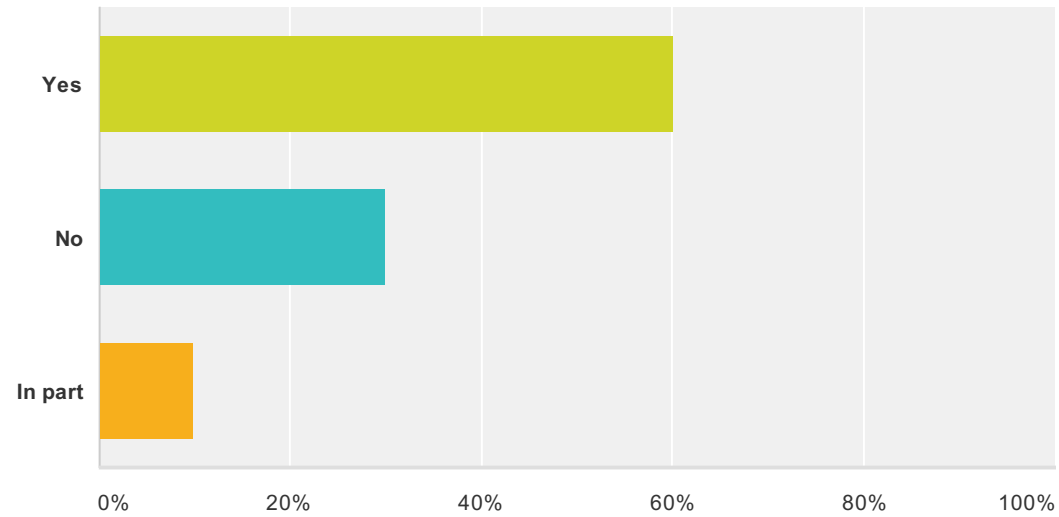
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	70% 7
No	10% 1
In part	20% 2
Total	10

Q72 All new staff and agency workers must undergo a police check prior to employment

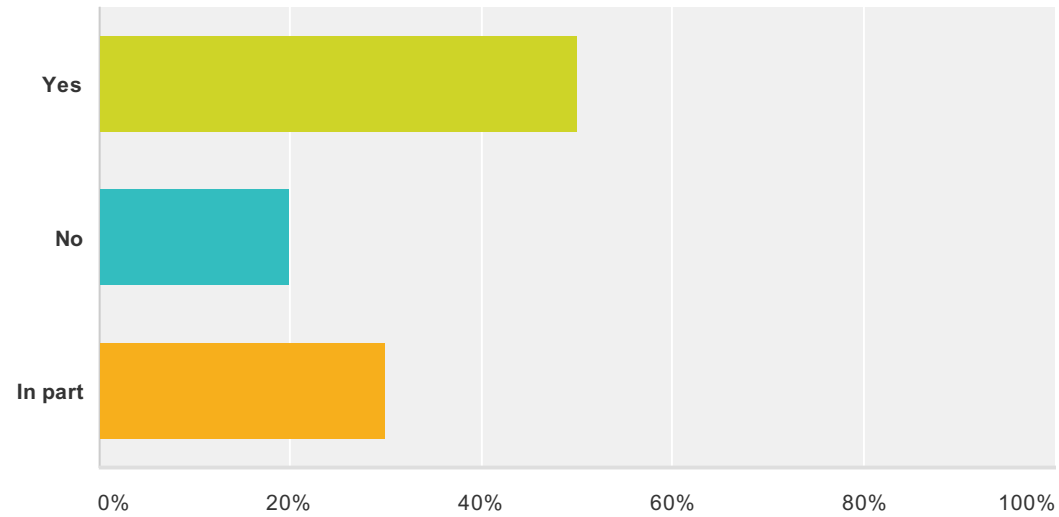
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	60% 6
No	30% 3
In part	10% 1
Total	10

Q73 Information on your Collection Security Policy is given to all new staff as part of their induction training

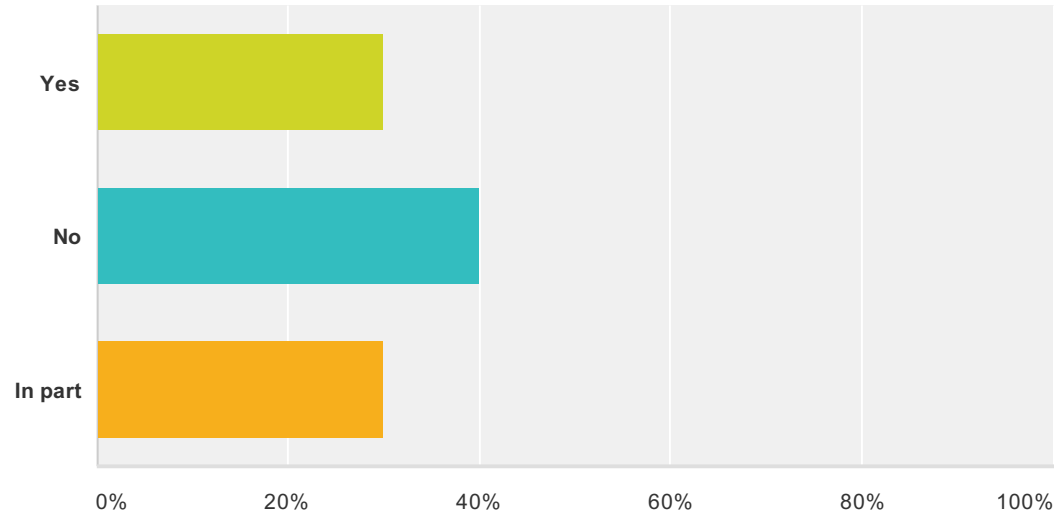
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	50% 5
No	20% 2
In part	30% 3
Total	10

Q74 Awareness training is delivered regularly to staff to ensure that they remain aware of their responsibility for collection security

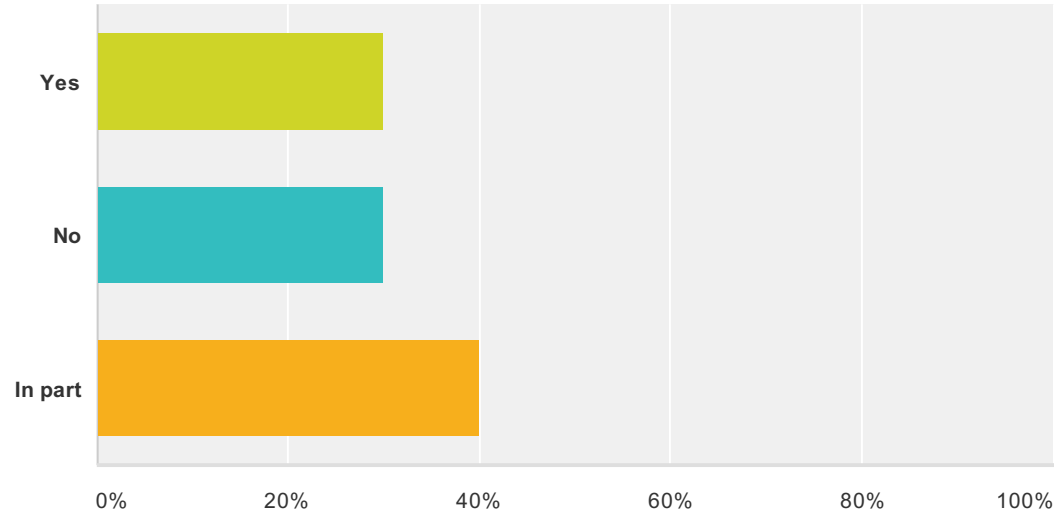
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	30% 3
No	40% 4
In part	30% 3
Total	10

Q75 If legally permitted to do so, you permanently keep a complete record allowing you to identify the items used by Individual members of staff, and staff who work in a processing department

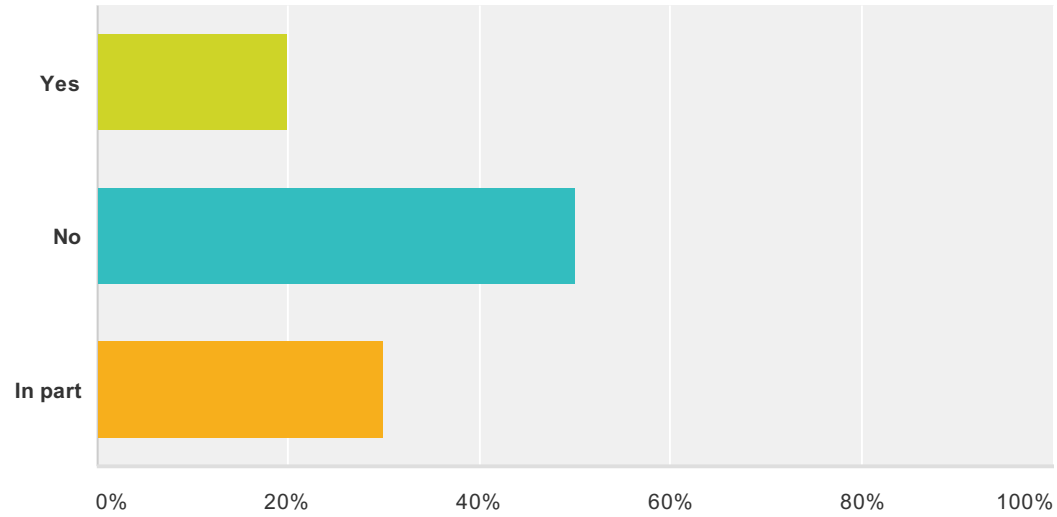
Answered: 10 Skipped: 0



Answer Choices	Responses	Count
Yes	30%	3
No	30%	3
In part	40%	4
Total		10

Q76 Staff and departments who use collection items are audited regularly to assess their compliance with your collection security policy

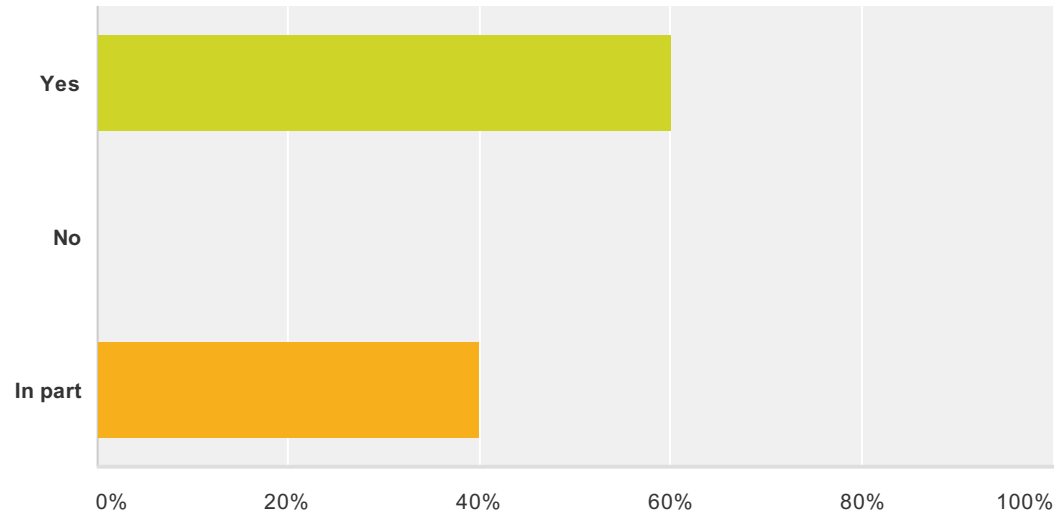
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	20%	2
No	50%	5
In part	30%	3
Total		10

Q77 Staff at all levels of your institution comply with your collection security policy

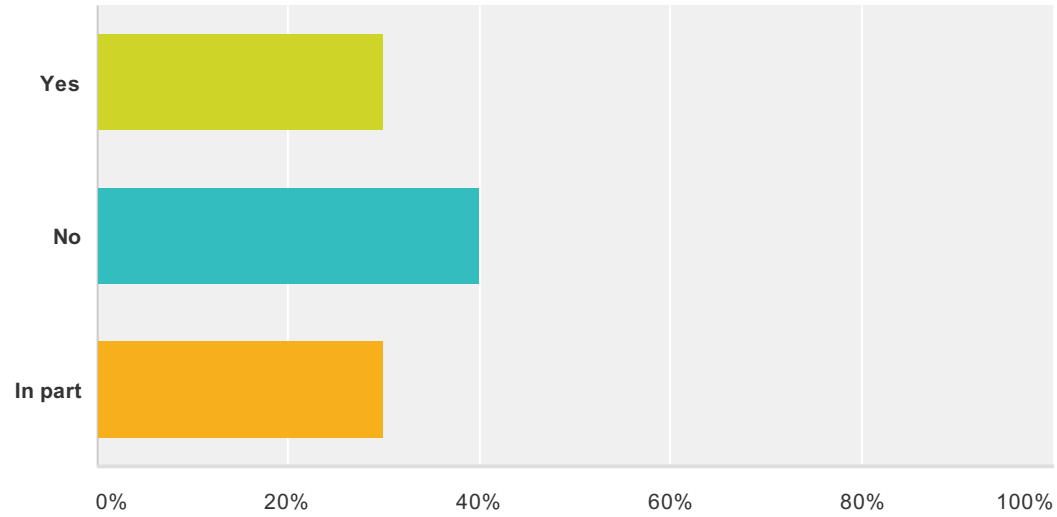
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	60%	6
No	0%	0
In part	40%	4
Total		10

Q78 Staff whose work involves contact with the collection have their collection security responsibilities included in their job descriptions / role profiles

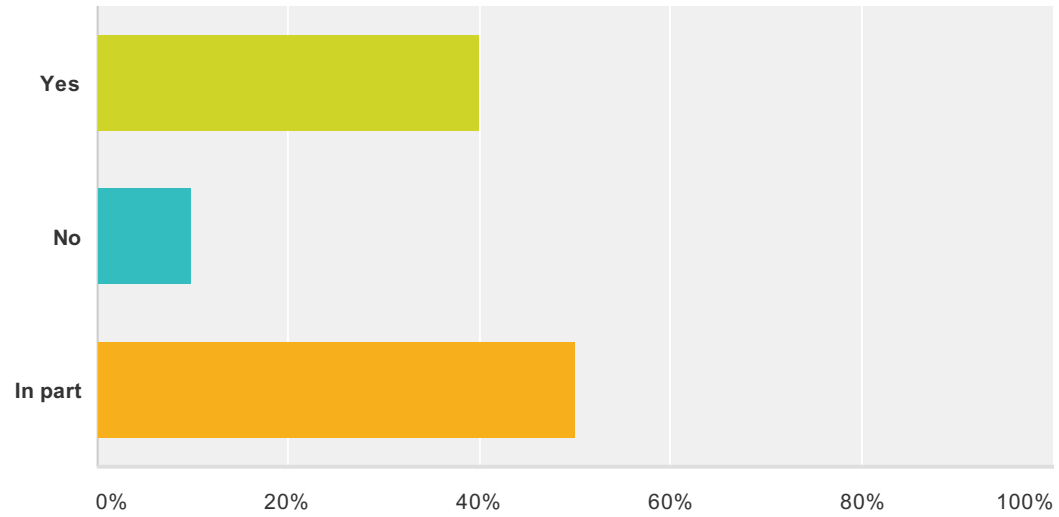
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	30% 3
No	40% 4
In part	30% 3
Total	10

Q79 Staff comply with recognised professional codes where appropriate

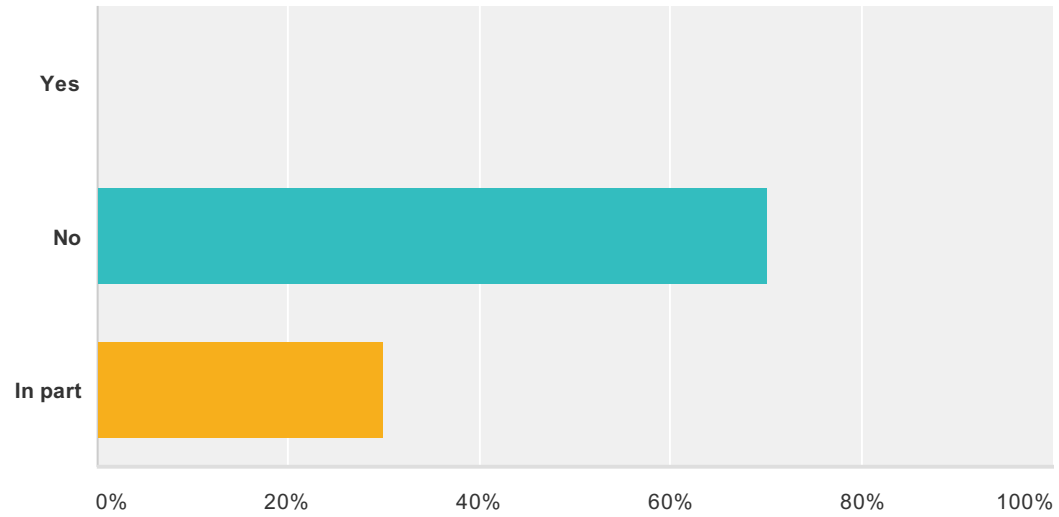
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	40%	4
No	10%	1
In part	50%	5
Total		10

Q80 Staff belongings are inspected as they leave your building(s)

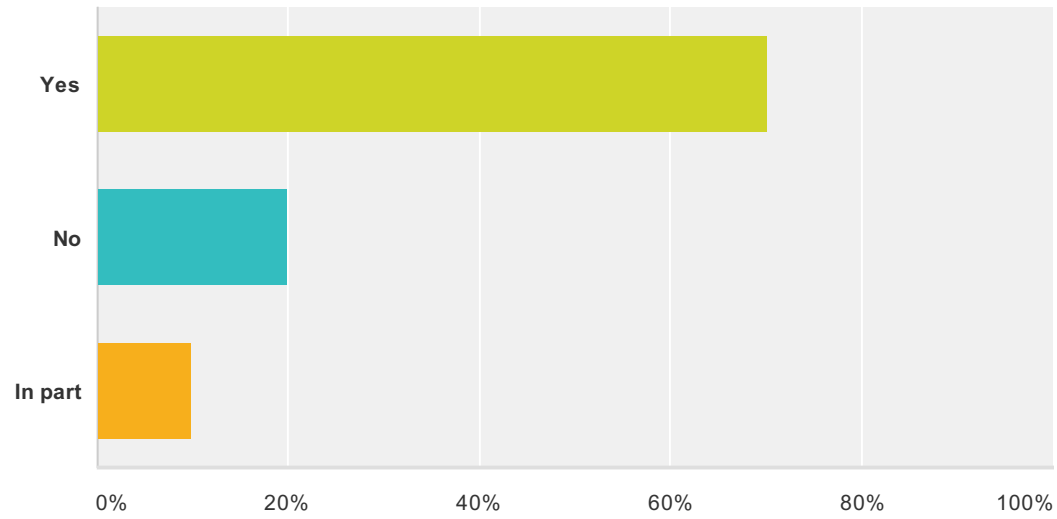
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	0% 0
No	70% 7
In part	30% 3
Total	10

Q81 Staff and visitors to offices and storage areas must be recognisable as such by wearing an ID card

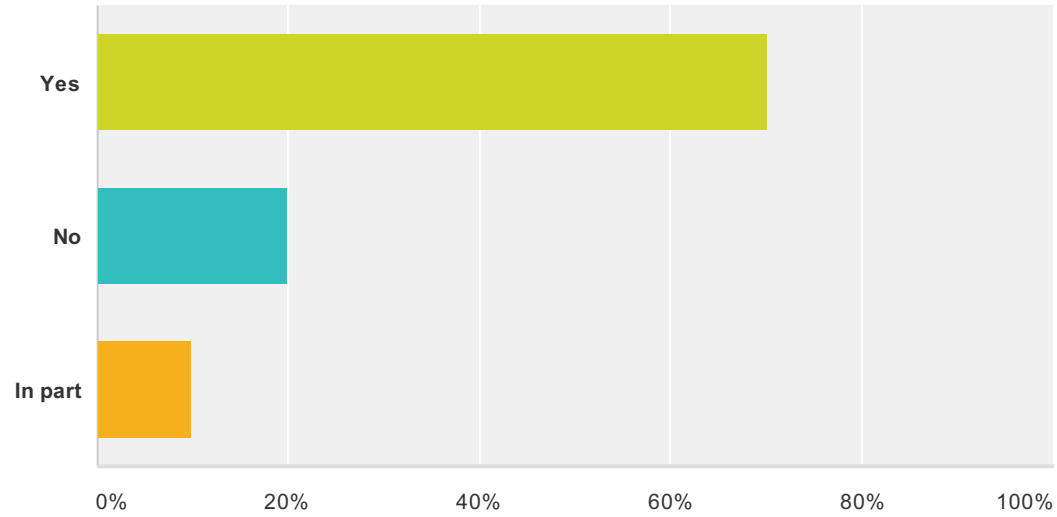
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	70% 7
No	20% 2
In part	10% 1
Total	10

Q82 Staff must use the agreed retrieval procedure when they need to use items (i.e. staff do not retrieve items for their own use)

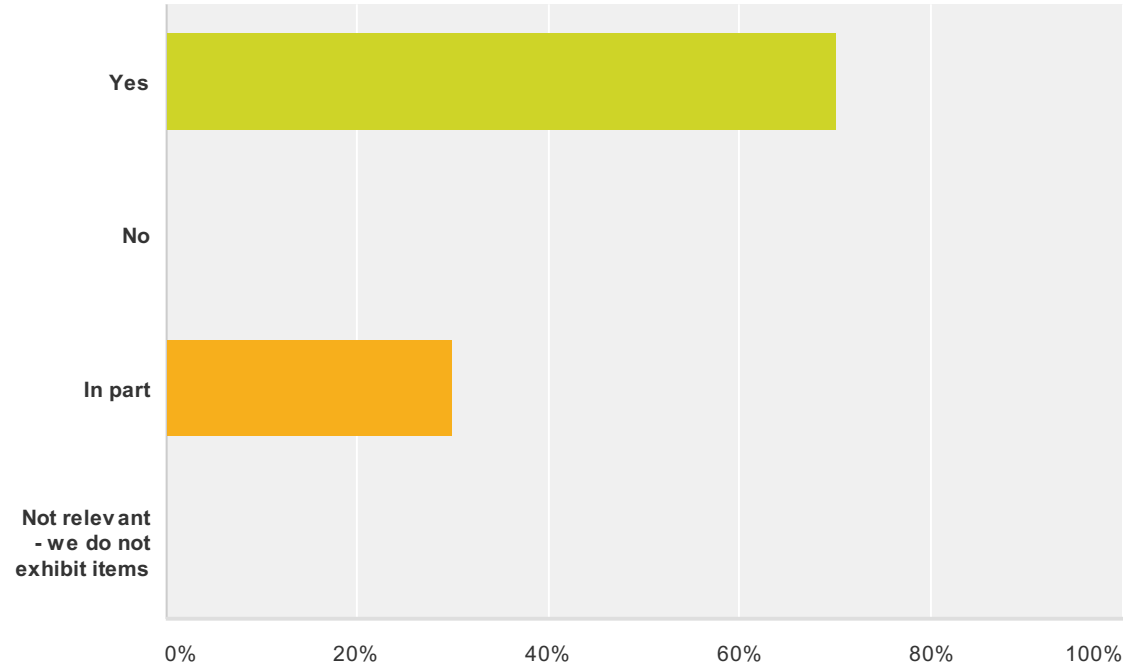
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	70% 7
No	20% 2
In part	10% 1
Total	10

Q83 You carry out condition reports on collection items before and after they are exhibited; this includes a photographic record for items loaned to other institutions.

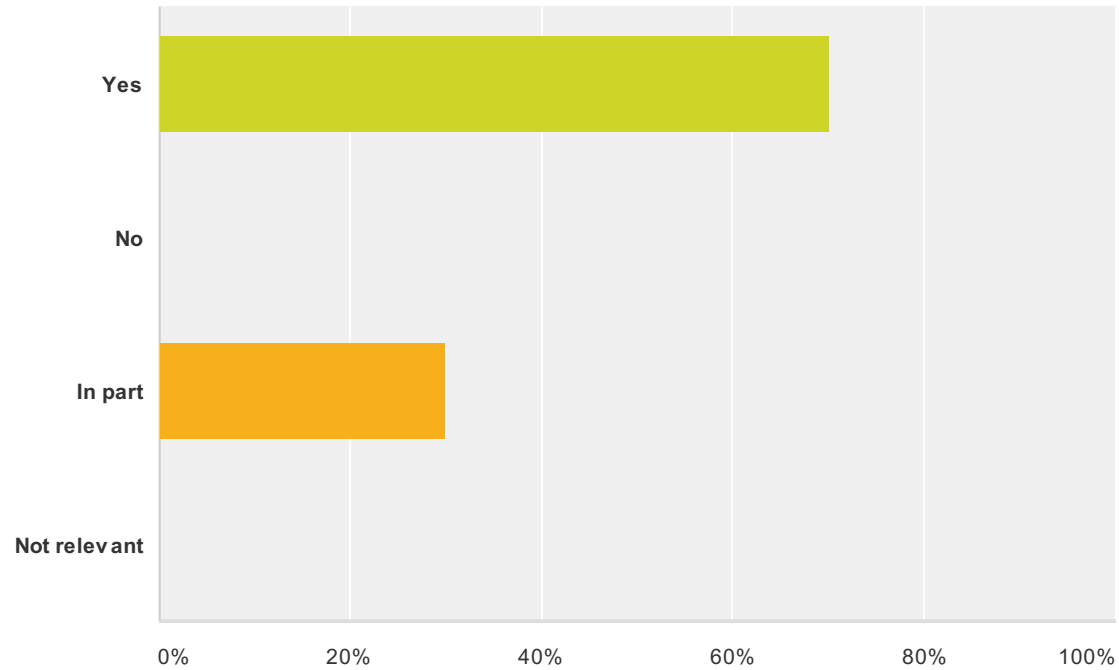
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	70% 7
No	0% 0
In part	30% 3
Not relevant - we do not exhibit items	0% 0
Total	10

Q84 You display collection items in secure, alarmed cases; glass should comply with your relevant national security standard

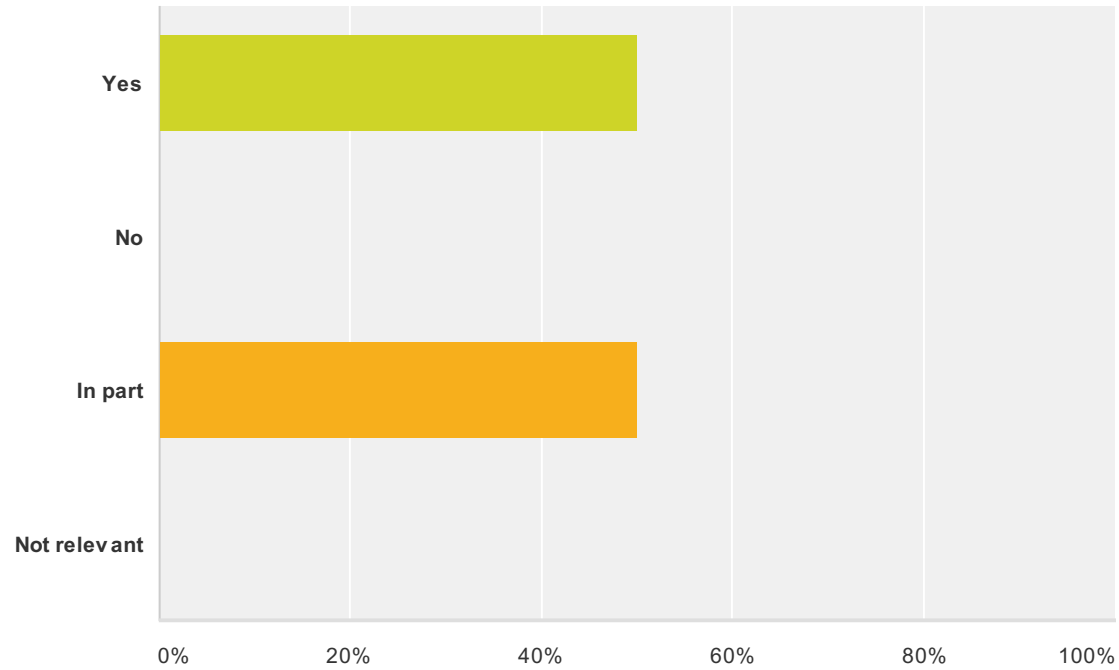
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	70% 7
No	0% 0
In part	30% 3
Not relevant	0% 0
Total	10

Q85 Exhibition areas are patrolled by staff during open hours

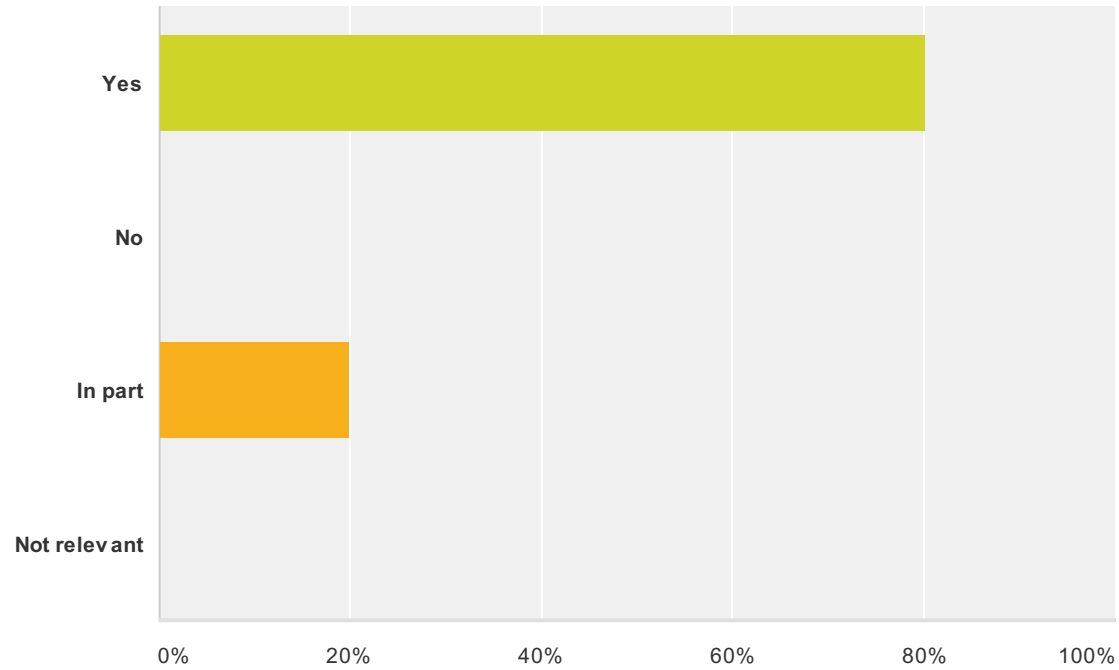
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	50%	5
No	0%	0
In part	50%	5
Not relevant	0%	0
Total		10

Q86 The condiion of displayed items are checked regularly while on display

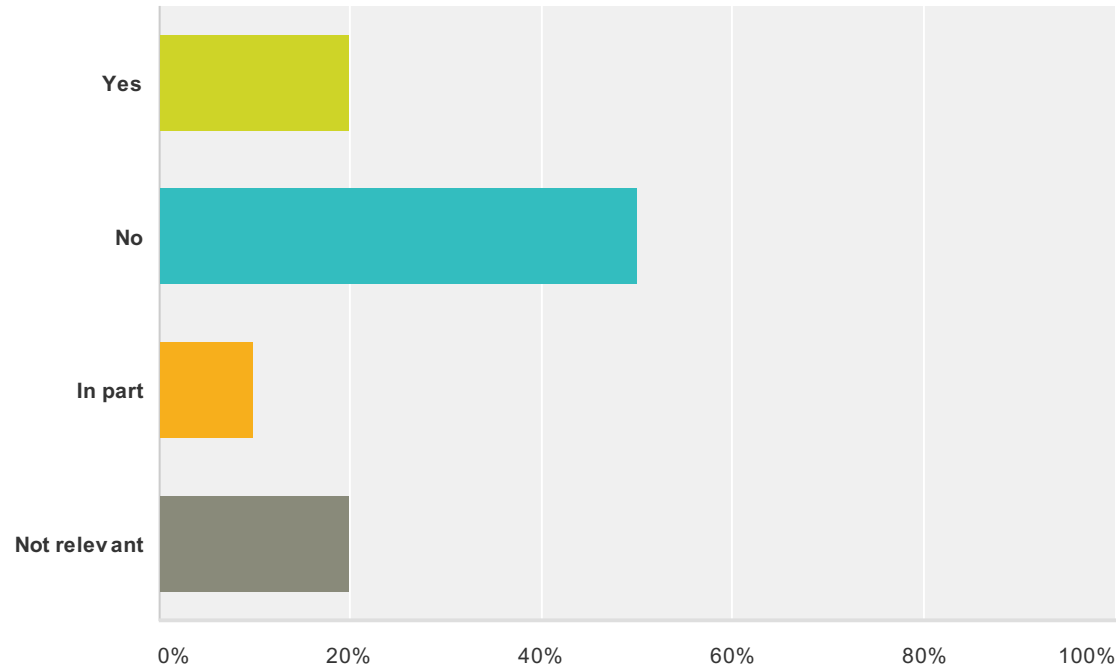
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	80% 8
No	0% 0
In part	20% 2
Not relevant	0% 0
Total	10

Q87 The condition of high level displayed items is checked daily

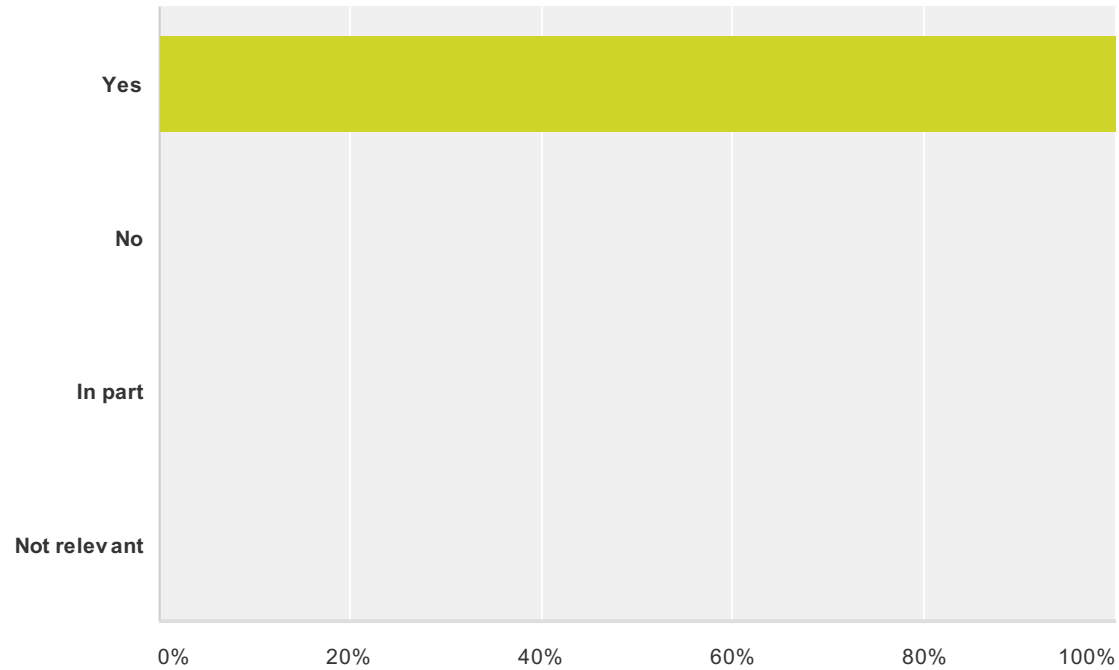
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	20% 2
No	50% 5
In part	10% 1
Not relevant	20% 2
Total	10

Q88 The condition of displayed items is checked before (during) and after exposure.

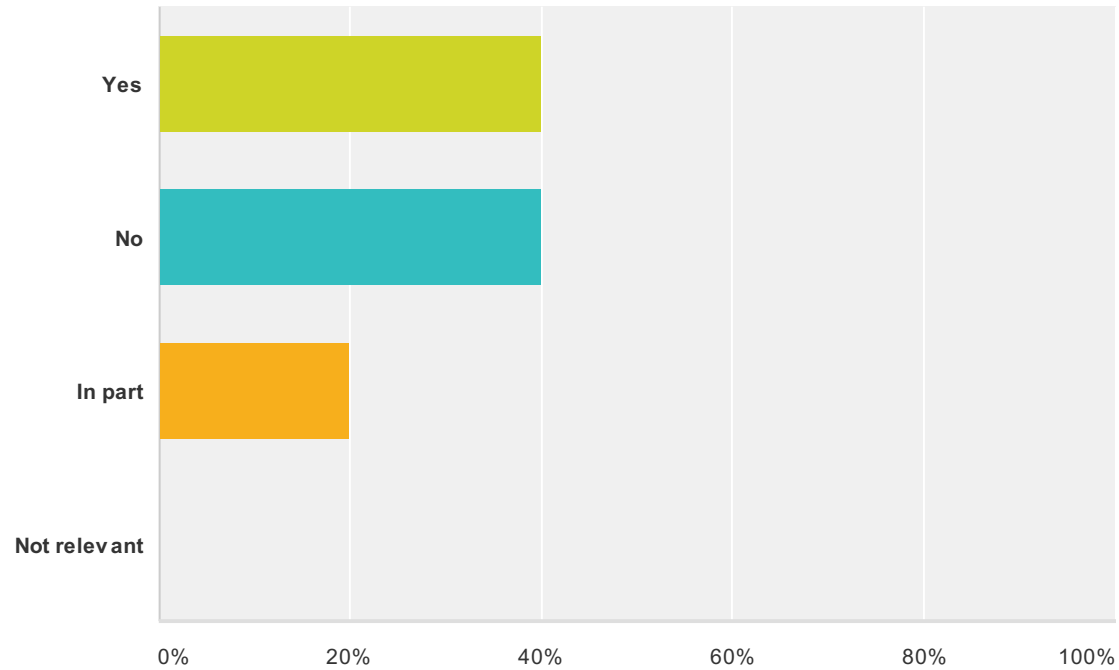
Answered: 10 Skipped: 0



Answer Choices	Responses	Count
Yes	100%	10
No	0%	0
In part	0%	0
Not relevant	0%	0
Total		10

Q89 You provide training to staff who act as couriers when taking items to other institutions

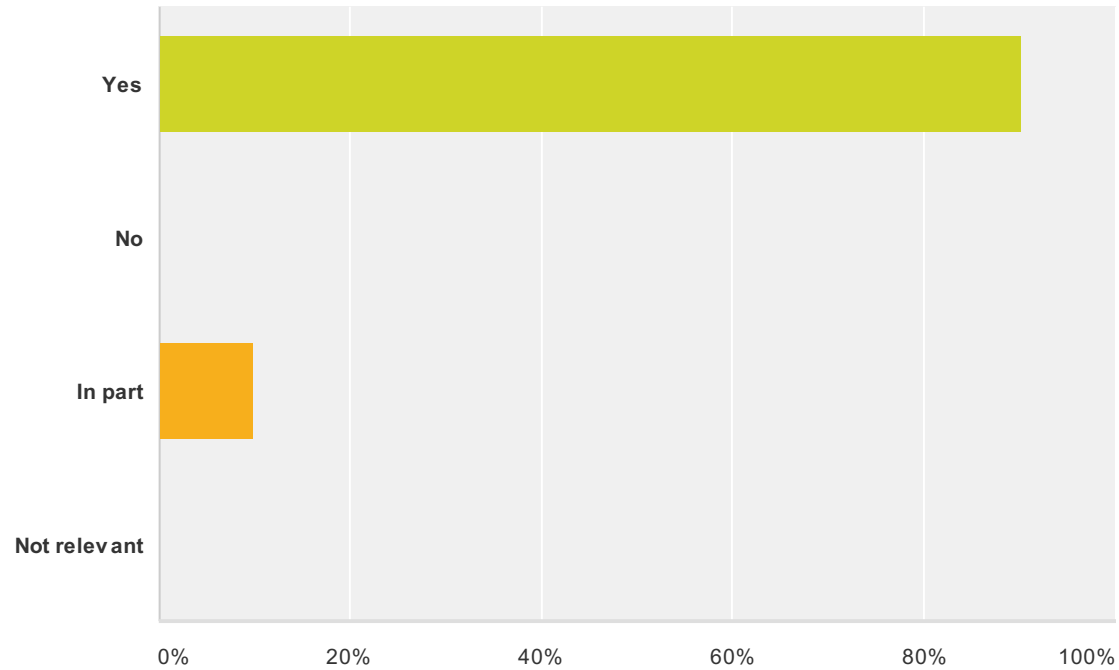
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	40%	4
No	40%	4
In part	20%	2
Not relevant	0%	0
Total		10

Q90 You require all request for loans to be accompanied by a facility report on the borrowing institution.

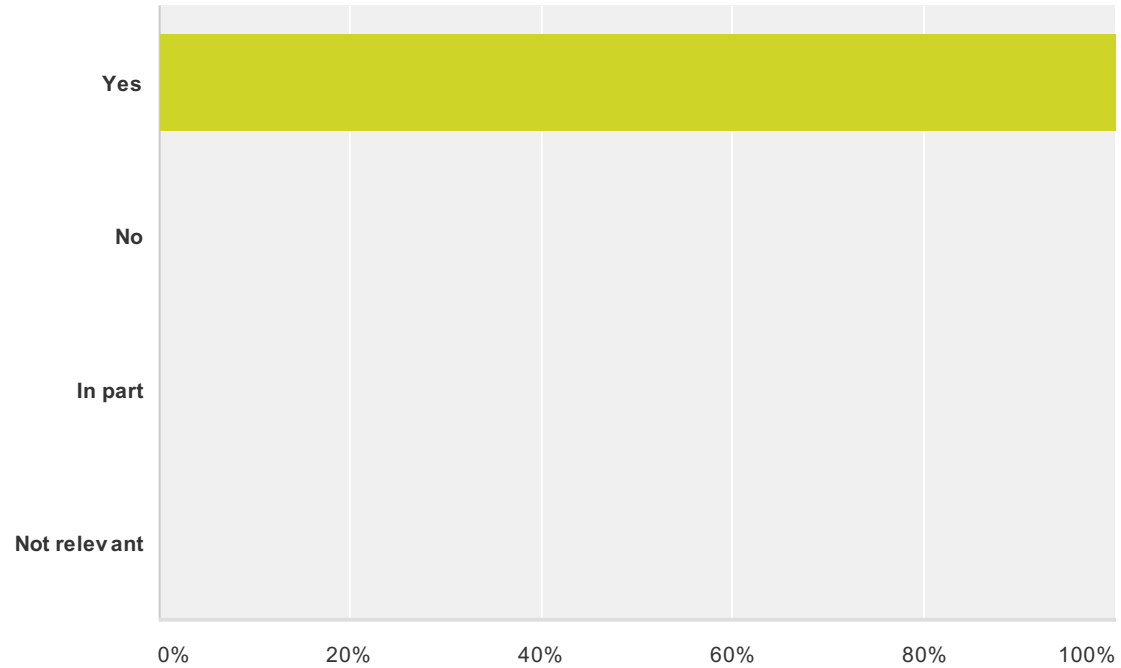
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	90% 9
No	0% 0
In part	10% 1
Not relevant	0% 0
Total	10

Q91 You agree formal, legally binding loan contracts with institutions to which you lend items; these specify the conditions under which the item will be lent and exhibited.

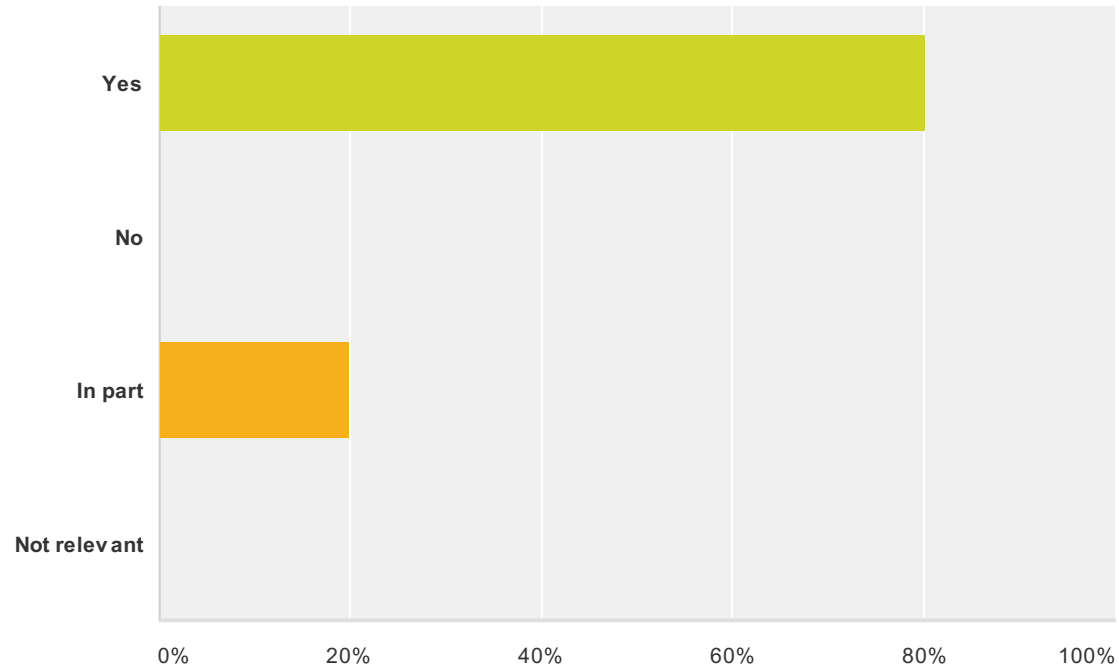
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	100% 10
No	0% 0
In part	0% 0
Not relevant	0% 0
Total	10

Q92 A financial valuation is prepared for all exhibited items

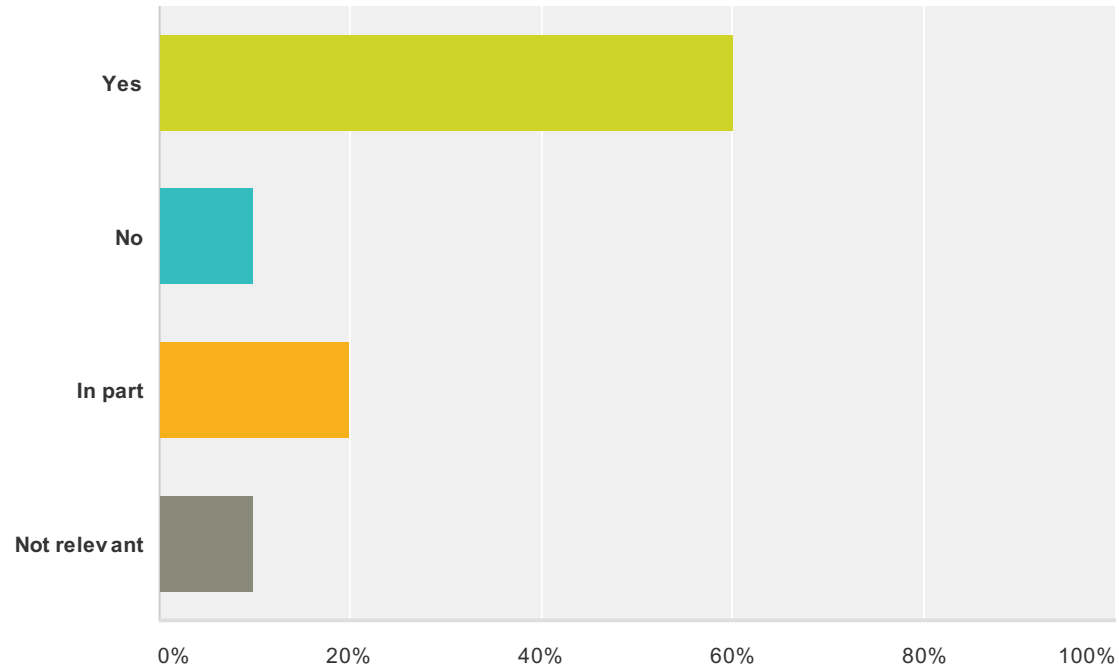
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	80% 8
No	0% 0
In part	20% 2
Not relevant	0% 0
Total	10

Q93 Items are insured when exhibited at another institution

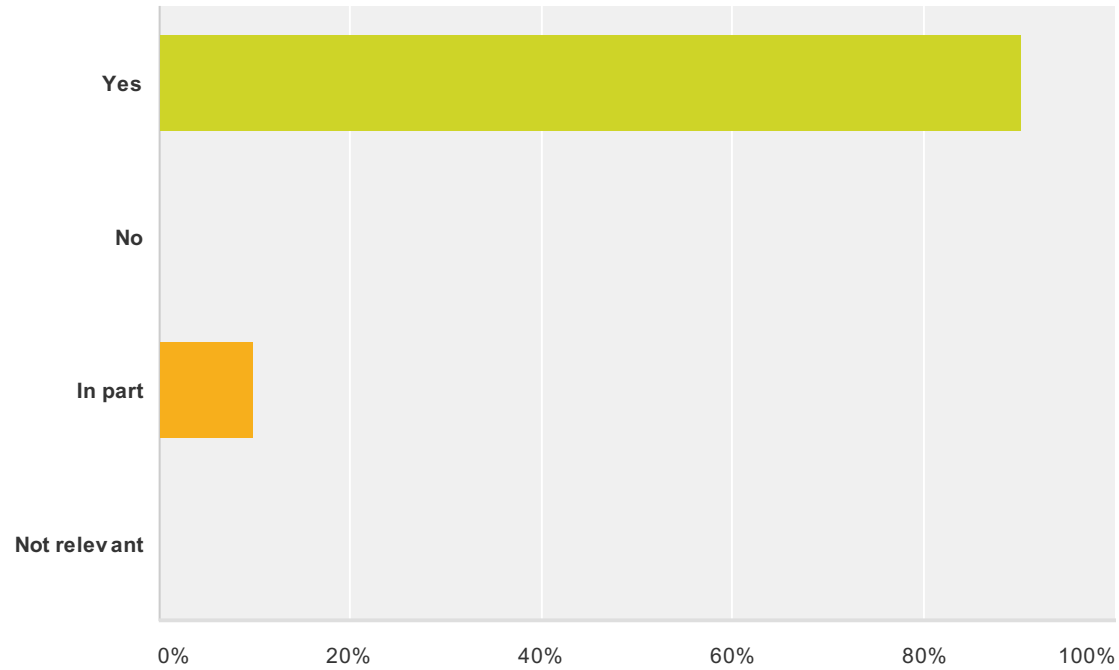
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	60% 6
No	10% 1
In part	20% 2
Not relevant	10% 1
Total	10

Q94 You have staff with specialist training in packing collection items

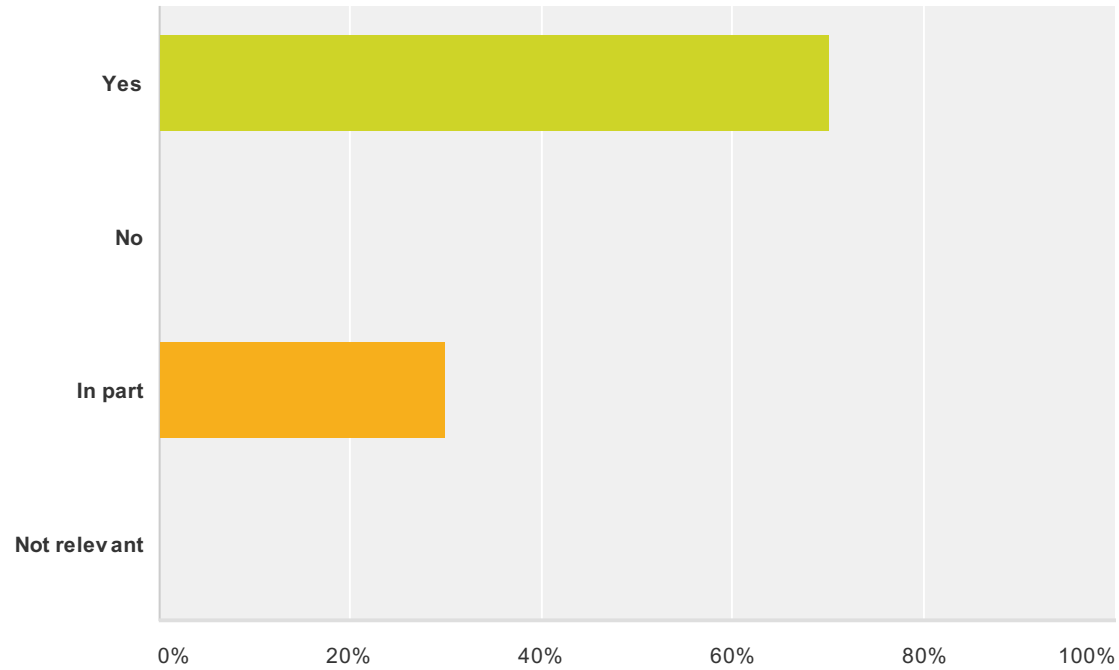
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	90% 9
No	0% 0
In part	10% 1
Not relevant	0% 0
Total	10

Q95 You use specialist removal contractors to transport items

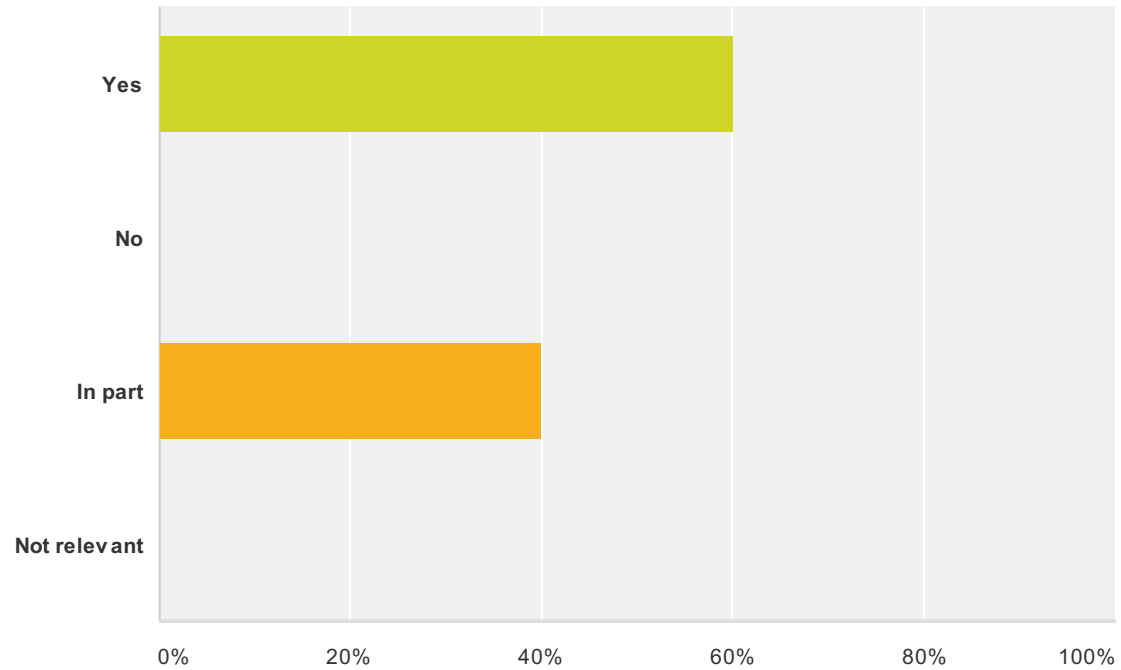
Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	70% 7
No	0% 0
In part	30% 3
Not relevant	0% 0
Total	10

Q96 Collection items transported to and from exhibitions are accompanied by a courier

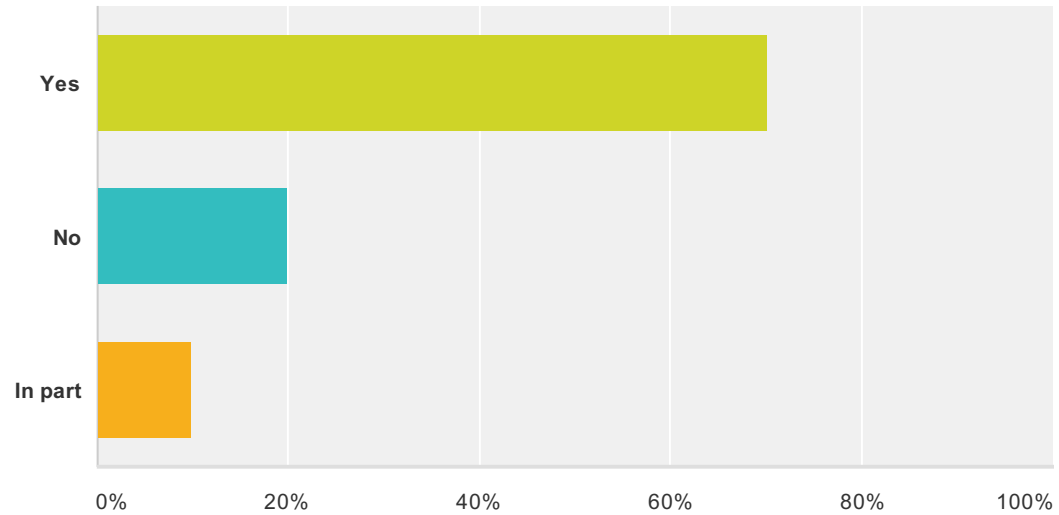
Answered: 10 Skipped: 0



Answer Choices	Responses	Count
Yes	60%	6
No	0%	0
In part	40%	4
Not relevant	0%	0
Total		10

Q97 You have an agreed procedure for the transport of items within your building

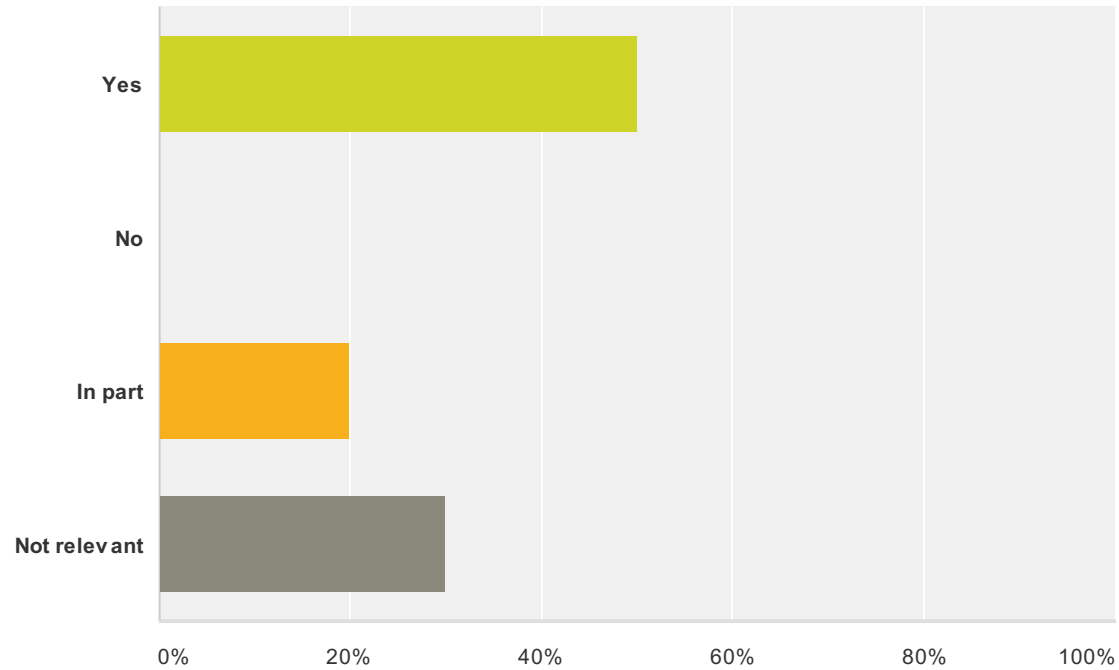
Answered: 10 Skipped: 0



Answer Choices	Responses	
Yes	70%	7
No	20%	2
In part	10%	1
Total		10

Q98 You have an agreed procedure for the transport of items between your buildings (if relevant)

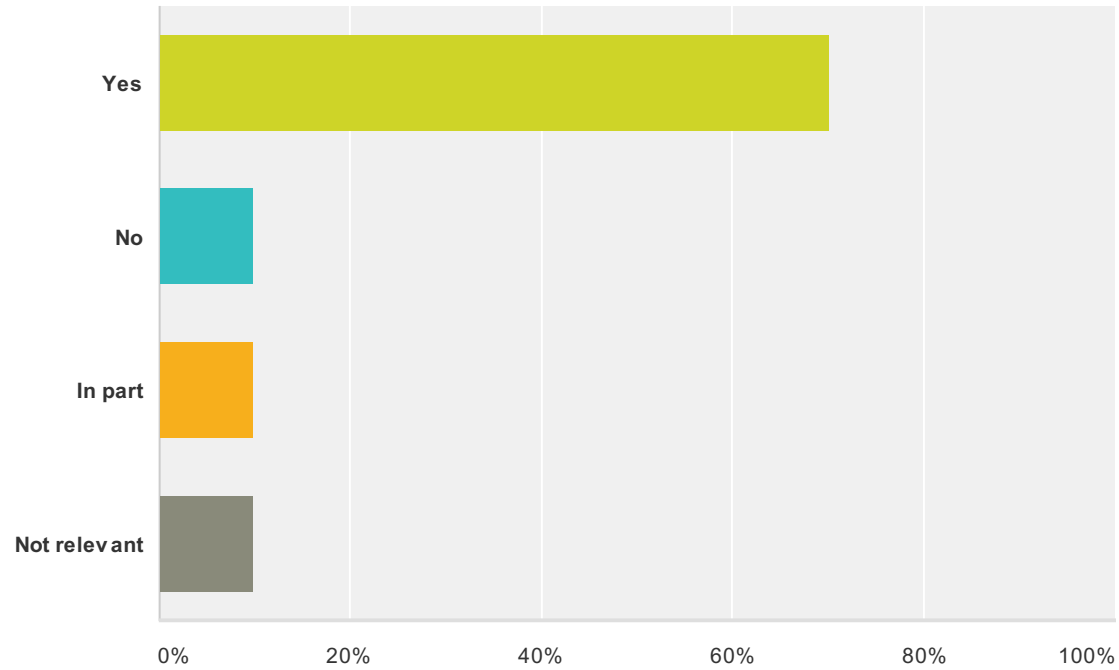
Answered: 10 Skipped: 0



Answer Choices	Responses	Count
Yes	50%	5
No	0%	0
In part	20%	2
Not relevant	30%	3
Total		10

Q99 You have an agreed procedure for carrying out large scale book moves

Answered: 10 Skipped: 0



Answer Choices	Responses
Yes	70% 7
No	10% 1
In part	10% 1
Not relevant	10% 1
Total	10