**Collection Security: benchmark questionnaire**

1. Name of institution

2. How many staff does your institution employ?

* up to 50
* 51 - 100
* 101 - 200
* 201 - 300
* 301 - 400
* 401+

3. Your institution is best described as a:

* national / state collection
* research library
* university / academic library
* archive
* private library
* contains more than one medium

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

* 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
* 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

5. Your job title

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

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

10. 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

* Yes
* No
* In part

11. 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

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

15. You report proven instances of theft immediately to the police

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

18. You have procedures in place for crisis management, including crisis communication

* Yes
* No
* In part

19. Your collection security policies and procedures are kept under regular review

* Yes
* No
* In part

20. Collection security is taken into consideration in all collection management procedures

* Yes
* No
* In part

21. You maintain catalogue records for your collection

* Yes
* No
* In part

22. You include copy specific information in the catalogue records

* Yes
* No
* In part

23. You maintain and retain accession records

* Yes
* No
* In part

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

* Yes
* No
* In part

25. You place ownership marks in your collection items

* Yes
* No
* In part

26. You place shelf mark labels on your collection items where appropriate

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

30. 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.

* Yes
* No
* In part

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

* Yes
* No
* In part

32. You make and retain copies of high value items

* Yes
* No
* In part

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

* Yes
* No
* In part

34. 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.

* Yes
* No
* In part

35. Your collection is insured

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

39. 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)

* Yes
* No
* In part

40. Readers' belongings are searched as they exit the Reading Room

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

45. Highly valuable / vulnerable items are weighed before and after use

* Yes
* No
* In part

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

* Yes
* No
* In part

47. 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.

* Yes
* No
* In part
* Not legally allowed to retain this information

48. Readers are not permitted access to collection storage areas

* Yes
* No
* In part

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

* Yes
* No
* In part

50. Staff must be authorised to access collection storage areas

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

53. Staff access to collection storage areas is reviewed:

* Every six months (or more frequently)
* Every year
* Every two years
* Every three years

54. 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

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

59. You have a security presence in your building 24/7

* Yes
* No
* In part

60. Your security staff comply with nationally recognised professional codes

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

63. There is CCTV coverage of entrance doors and logistical routes

* Yes
* No
* In part

64. CCTV footage is retained for a minimum of one month

* Yes
* No
* In part

65. 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

* Yes
* No
* In part

66. Security staff are consulted prior to any building alterations

* Yes
* No
* In part

67. Access to keys is strictly controlled

* Yes
* No
* In part

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

* Yes
* No
* In part

69. Electronic access is used wherever possible

* Yes
* No
* In part

70. If you use electronic access the PINs are changed:

* every six months or more frequently
* every year
* every two years
* every three years or less frequently than this
* are not changed
* do not use PINs

71. 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.

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

75. 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

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

79. Staff comply with recognised professional codes where appropriate

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

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

* Yes
* No
* In part

83. 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.

* Yes
* No
* In part
* Not relevant - we do not exhibit items

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

* Yes
* No
* In part
* Not relevant

85. Exhibition areas are patrolled by staff during open hours

* Yes
* No
* In part
* Not relevant

86. The condition of displayed items are checked regularly while on display

* Yes
* No
* In part
* Not relevant

87. The condition of high level displayed items is checked daily

* Yes
* No
* In part
* Not relevant

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

* Yes
* No
* In part
* Not relevant

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

* Yes
* No
* In part
* Not relevant

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

* Yes
* No
* In part
* Not relevant

91. 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.

* Yes
* No
* In part
* Not relevant

92. A financial valuation is prepared for all exhibited items

* Yes
* No
* In part
* Not relevant

93. Items are insured when exhibited at another institution

* Yes
* No
* In part
* Not relevant

94. You have staff with specialist training in packing collection items

* Yes
* No
* In part
* Not relevant

95. You use specialist removal contractors to transport items

* Yes
* No
* In part
* Not relevant

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

* Yes
* No
* In part
* Not relevant

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

* Yes
* No
* In part

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

* Yes
* No
* In part
* Not relevant

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

* Yes
* No
* In part
* Not relevant