

Simmons College Graduate School of Library and Information Science
LIS 439 PRESERVATION MANAGEMENT IN LIBRARIES AND ARCHIVES
FALL 2008 Instructor: Ross Harvey

READINGS

RECOMMENDED READINGS

There is currently no up-to-date textbook that is relevant for this course. I will refer to these two publications frequently:

- Adcock, Edward P. (ed). *IFLA Principles for the Care and Handling of Library Material*. Paris, IFLA PAC, 1998 <http://www.ifla.org/VI/4/news/pchlm.pdf>
- Banks, Paul N. and Pilette, Roberta (eds). *Preservation: Issues and Planning*. Chicago: American Library Association, 2000.

I recommend that you investigate some of the following – but be aware that they are all out of date in some respect:

- Forde, Helen. *Preserving Archives*. London: Facet, 2007.
- Gorman, G.E. and Shep, Sydney (eds). *Preservation Management for Libraries, Archives and Museums*. London: Facet, 2006.
- Harvey, Ross. *Preservation in Libraries: Principles, Strategies and Practices for Librarians*. London: Bowker-Saur, 1993
- Ritzenthaler, Mary Lynn. *Preserving Archives and Manuscripts*. Chicago: Society of American Archivists, 1993. Those of you who have a particular interest in preservation in the context of archives may want to seek out this book.
- Swartzburg, Susan G. *Preserving Library Materials: A Manual*. 2nd ed. Metuchen, N.J.: Scarecrow Press, 1995.

REQUIRED READINGS

Required readings are listed below under each week. Please note that further required readings may be advised during the course.

September 4 Introduction to the Course; Introduction to Preservation; Context for the Cultural Record

You may not have a lot of time to read retrospectively, but if you do, dip into some of the following.

- Adcock, Edward P. (ed.). *IFLA Principles for the Care and Handling of Library Material*. Paris: IFLA, 1998, Introduction: pp. 8-12 <http://www.ifla.org/VI/4/news/pchlm.pdf>
- Cloonan, Michèle V. “W(h)ither Preservation?” *Library Quarterly* 71 (April 2001): 231–42.
- Morrow, Carolyn Clark. “Defining the Library Preservation Program: Policies and Organization.” In *Preservation: Issues and Planning*, edited by Paul N. Banks and Roberta Pilette. Chicago: American Library Association, 2000.
- Lukesh, Susan S. “E-Mail and Potential Loss to Future Archives and Scholarship, or the Dog that Barked.” *First Monday* 4, no. 9 (September 6, 1999). http://www.firstmonday.org/issues/issue4_9/lukesh/

September 11 Structure and Deterioration of Paper-based Materials

Required

- The American National Standard for permanent paper. Available in full text. <http://128.8.237.133/standards/resources/Z39-48.pdf>

- Dube, Liz. ‘The Copying Pencil: Composition, History, and Conservation Implications’, *The Book and Paper Group* v.17 (1998): 45-52 <http://www.pencilpages.com/articles/bp17-05.html>
- *The Ink Corrosion Website* <http://www.knaw.nl/ecpa/ink/index.html>
- Hoel, Ivar A. L. ‘Standards for Permanent Paper’, 64th IFLA General Conference August 16 - August 21, 1998 <http://www.ifla.org/IV/ifla64/115-114e.htm>
- ‘Overview of Leather and Parchment Manufacture’, <http://www.kb.nl/cons/leather/chapter1-en.html>

Recommended

- Ritzenthaler, Mary Lynn. “Chapter 3: Nature of Archival Materials” and “Chapter 4: Causes of Deterioration.” In *Preserving Archives and Manuscripts*. Chicago: Society of American Archivists, 1993.

September 18 Structure and Deterioration of Multimedia Materials

Required

- Albright, Gary. “Storage Enclosures for Photographic Materials.” In *Preservation of Library and Archival Materials*. Andover, Mass.: Northeast Document Conservation Center, 2008.
- http://www.nedcc.org/resources/leaflets/4Storage_and_Handling/11StorageEnclosures.php
- Library of Congress. Cylinder, Disc and Tape Care in a Nutshell. Washington, D.C.: Library of Congress, 2002. <http://www.loc.gov/preserv/care/record.html>
- Van Bogart, Dr. John W. C. *Magnetic Tape Storage and Handling: A Guide for Libraries and Archives*. Washington, D.C.: Commission on Preservation and Access, June 1995, 34 pp. <http://www.clir.org/pubs/reports/pub54/index.html>
- Videotape Identification and Assessment Guide, sponsored by the Texas Commission on the Arts. <http://www.arts.state.tx.us/video/>

Recommended

- Edmondson, Ray. *Audiovisual Archiving: Philosophy and Principles*. Paris: UNESCO, April 30, 2004 (CI/2004/WS/2). <http://unesdoc.unesco.org/images/0013/001364/136477e.pdf>
- Gracy, Karen F., and Michèle Valerie Cloonan. “The Preservation of Moving Images.” In *Advances in Librarianship* 27 (2004): 49–95.
- Stewart, Eleanore, and Paul N. Banks. “Preservation of Information in Nonpaper Formats.” In *Preservation: Issues and Planning*, edited by Paul N. Banks and Roberta Pilette. Chicago: American Library Association, 2000, pp. 323–41.

September 25 Collections Care I: Building-wide Concerns

Required

- Adcock, Edward P. (ed.). *IFLA Principles for the Care and Handling of Library Material*. Paris: IFLA, 1998, Environment: pp. 21-34 <http://www.ifla.org/VI/4/news/pchlm.pdf>
- Hioki, Kazuko. ‘Environmental Monitoring: A Library Case Study’. *Archival News* v14no1 2007: 1-5 <http://www.archival.com/newsletters/index.shtml>
- Image Permanence Institute. <http://www.imagepermanenceinstitute.org/>
- Northeast Document Conservation Center. Preservation of Library and Archival Materials. Andover, Mass.: Northeast Document Conservation Center, 2008. Particularly Section 2, Leaflets 1–6, and Section 3, Leaflets 9–10. <http://www.nedcc.org/resources/leaflets.list.php>
- SOLINET, *Environmental Specifications for the Storage of Library & Archival Materials* http://www.solinet.net/preservation/preservation_templ.cfm?doc_id=115
- Wilson, William K. Environmental Guidelines for the Storage of Paper Records. NISO Technical Report (NISO-TR01-1995). Bethesda, Md.: NISO Press, 1995. <http://www.niso.org/publications/tr/tr01.pdf>

Recommended

- Banks, Paul N., and Roberta Pilette, eds. *Preservation: Issues and Planning*. Chicago: American Library Association, 2000. Chapters 7 by Banks and 10 by Strassberg.
- *The Home Film Preservation Guide*. <http://www.filmforever.org/>
- National Film and Sound Archive (Australia). *Film Preservation Handbook*. http://www.nfsa.afc.gov.au/preservation/film_handbook/

- Ritzenthaler, Mary Lynn. *Preserving Archives and Manuscripts*. Society of American Archivists Basic Manual Series. Chicago: Society of American Archivists, 1993. Particularly Chapters 4 and 5, “Causes of Deterioration” and “Creating a Sympathetic Environment.”
- Vidipax. <http://www.vidipax.com> See especially the ‘Technical Information’ section.

October 2 Collections Care II: Collection-level Concerns

Required

- Adcock, Edward P. (ed.). *IFLA Principles for the Care and Handling of Library Material*. Paris: IFLA, 1998, Traditional Library Material : pp. 21-34 <http://www.ifla.org/VI/4/news/pchlm.pdf>
- NARA. *Holdings Maintenance*. <http://www.archives.gov/preservation/holdings-maintenance/>
- National Park Service. Conserve O Grams.
http://www.cr.nps.gov/museum/publications/consveogram/cons_toc.html
 - "Storing Archival Paper-Based Materials," 19/15, 1996.
 - "Housing Archival Paper-Based Materials," 19/16, 1996.
 - "Handling Archival Documents and Manuscripts," 19/17, 1996.
 - "How to Care for Bound Archival Materials," 19/18, 1996.
- Northeast Document Conservation Center. Preservation Suppliers and Services.
<http://www.nedcc.org/resources/suppliers.php>
- Northeast Document Conservation Center. “Section 4: Storage & Handling.” In *Preservation of Library and Archival Materials*. Andover, Mass.: Northeast Document Conservation Center, 2008.
<http://www.nedcc.org/resources/leaflets.list.php>
- Preservation Education and Awareness for Library Users Web site,
<http://gort.ucsd.edu/preseduc/>

Recommended

- American Institute of Conservators. *Code of Ethics and Guidelines for Practice*. 1994.
<http://aic.stanford.edu/pubs/ethics.html>
- Library of Congress. *Cylinder, Disc and Tape Care in a Nutsell*. Washington DC: Library of Congress, 2002. <http://www.loc.gov/preserv/care/record.html>
- National Information Standards Organization (NISO). Environmental Conditions for Exhibiting Library and Archival Materials. ANSI/NISO Standard Z39.79-2001. Bethesda, Md.: NISO Press, 2001. <http://128.8.237.133/standards/resources/Z39-79-2001.pdf>
- Pilette, Roberta. “Exhibition Policy and Preparation.” In *Preservation: Issues and Planning*, edited by Paul N. Banks and Roberta Pilette. Chicago: American Library Association, 2000, pp. 185–205.
- Ritzenthaler, Mary Lynn. “Preservation of Archival Records: Holdings Maintenance at the National Archives.” Technical Information Paper Number 6, 1990.
<http://www.archives.gov/preservation/holdings-maintenance/table-of-contents.html>
- SOLINET, Publications listed under ‘Collections Care’
http://www.solinet.net/preservation/preservation_templ.cfm?doc_id=115

October 9 Surveys and Assessments

Required

- California Preservation Program. Preservation Needs Assessment.
<http://calpreservation.org/management/needs-assessment.html>
- Frost, Hannah. Survey of Sound Recordings. In *Proceedings from the Sound Savings: Preserving Audio Collections Symposium*. Association of Research Libraries, July 24–26, 2003.
http://www.arl.org/preserv/sound_savings_proceedings/Surveying_sound-2.shtml
- National Park Service. “Safe Techniques for Archival Surveying and Assessment.” Conserve O Gram 2/12, September 2000.
<http://www.nps.gov/history/museum/publications/consveogram/02-12.pdf>
- Patkus, Beth. Assessing Preservation Needs: A Self-Survey Guide. Andover, Mass.: Northeast Document Conservation Center, 2003. <http://www.nedcc.org/resources/downloads/apnssg.pdf>

Recommended

- Chrzastowski, Tina, David Cobb, Nancy Davis, Jean Geil, and Betsy Kruger. "Library Collection Deterioration: A Study at the University of Illinois at Urbana-Champaign." *College & Research Libraries* 50, no. 5 (September): 558–77.
- SOLINET Disaster Prevention and Protection Checklist.
<http://www.solinet.net/Preservation/Resources%20and%20Publications/Disaster%20Prevention%20Checklist.aspx>
- Teper, Thomas H., and Stephanie S. Atkins. "Building Preservation: The University of Illinois at Urbana-Champaign's Stacks Assessment." *College & Research Libraries* 64, no. 3 (May 2003): 211–27.

October 16 Treatment Options

Required

- Bioletti, Susie. 'Collection Preservation at Trinity College Library Dublin', *NPO e-Journal* March 2007). <http://www.bl.uk/services/npj/journal/5/trinity.html>
- National Information Standards Organization and the Library Binding Institute. Library Binding Standard, ANSI/NISO/LBI Z39.78-2000. Bethesda, Md.: NISO Press, 2000.
<http://download.www.techstreet.com/cgi-bin/pdf/free/234511/Z39-78.pdf>
- Paris, Jan. "Choosing and Working with a Conservator." In *Preservation of Library and Archival Materials*. Andover, Mass.: Northeast Document Conservation Center, 2008.
http://www.nedcc.org/resources/leaflets/7Conservation_Procedures/07ChoosingAConservator.php

Recommended

- Merrill-Oldham, Jan, and Nancy Carlson Schrock. "The Conservation of General Collections." In *Preservation: Issues and Planning*, edited by Paul N. Banks and Roberta Pilette. Chicago: American Library Association, 2000.
- Stewart, Eleanore. "Special Collections Conservation." In *Preservation: Issues and Planning*, edited by Paul N. Banks and Roberta Pilette. Chicago: American Library Association, 2000.

October 23 Preservation Reformatting

Required

- Adcock, Edward P. (ed.). *IFLA Principles for the Care and Handling of Library Material*. Paris: IFLA, 1998, Reformatting: pp. 60-65 <http://www.ifla.org/VI/4/news/pchlm.pdf>
- ARL Preservation of Research Library Materials Committee. "Recognizing Digitization as a Preservation Reformatting Method," May 2004. http://www.arl.org/bm~doc/digi_preserv.pdf
- Cox, Richard. "The Great Newspaper Caper: Backlash in the Digital Age", *First Monday* v.5 no.12 (December 2000): http://firstmonday.org/issues/issue5_12/cox/index.html
- Smith, Abby. Why Digitize? Washington, D.C.: Council on Library and Information Resources, February 1999. <http://www.clir.org/pubs/abstract/pub80.html>
- Weissman Preservation Center, Harvard University Library. Principles for Reformatting Collections, September 2002. <http://preserve.harvard.edu/guidelines/reformattingprinciples.html>

Recommended

- Elkington, Nancy E., ed. *RLG Preservation Microfilming Handbook*. Mountain View, Calif.: Research Libraries Group, Inc., March 1992. "Overview" and "Terms" sections.
- NEDCC *Preservation Leaflets*, Section 6: Reformatting
<http://www.nedcc.org/resources/leaflets.list.php>
- SOLINET, Publications listed under 'Reformatting and Digital'
http://www.solinet.net/preservation/preservation_templ.cfm?doc_id=115

October 30 Creating Sustainable Digital Collections, Part 1: Digital Issues

Required

- Baca, Murtha ed. Introduction to Metadata. Getty Conservation Institute, 1998.
<http://www.getty.edu/research/institute/standards/intrometadata/>
- Conway, Paul. Preservation in a Digital World. <http://www.clir.org/pubs/reports/conway2/>

- Levine, Melissa Smith. "Overview of Copyright Issues." In *Handbook for Digital Projects: A Management Tool for Preservation and Access*, edited by Maxine K. Sitts. Andover, Mass.: Northeast Document Conservation Center, 2000. <http://www.nedcc.org/oldnedccsite/digital/dman.pdf>
- Marcum, Deanna and Amy Friedlander. 'Keepers of the Crumbling Culture: What Digital Preservation Can Learn from Library History'. *D-Lib Magazine* v.9 no.5 (2003): <http://www.dlib.org/dlib/may03/friedlander/05friedlander.html>

Recommended

- *The Evidence in Hand: Report of the Task Force on the Artifacts in Library Collections*. Washington, D.C.: Council on Library and Information Resources, November 2001. <http://www.clir.org/pubs/abstract/pub103abst.html>
- Lavoie, Brian F. *The Incentives to Preserve Digital Materials: Roles, Scenarios, and Economic Decision-Making*. OCLC Online Computer Library Center, Inc., Office of Research, 2003. <http://www.oclc.org/research/projects/digipres/incentives-dp.pdf>

November 6 Creating Sustainable Digital Collections, Part 2: Digital Preservation

Required

- Baker, Mary, et al. Why Traditional Storage Systems Don't Help Us Save Stuff Forever. <http://www.hpl.hp.com/techreports/2005/HPL-2005-120.pdf>
- McGovern, Nancy Y. 'A Digital Decade: Where Have We Been and Where Are We Going in Digital Preservation?', *RLG DigiNews* v.11 no.1 (2007). <http://www.oclc.org/programs/publications/newsletters/diginews.htm>
- Rothenberg, Jeff. *Ensuring the Longevity of Digital Information*. Santa Monica, CA: RAND, 1999. <http://www.clir.org/pubs/archives/ensuring.pdf>
- Rusbridge, Chris. "'Excuse Me... Some Digital Preservation Fallacies?'," *Ariadne* Issue 46 (2006): <http://www.ariadne.ac.uk/issue46/rusbridge/intro.html>

Recommended

- Digital Curation Centre. Briefing Papers: <http://www.dcc.ac.uk/resource/briefing-papers/>
- Lavoie, Brian. *The Open Archival Information System Reference Model: Introductory Guide*. DPC Technology Watch Report 04-01. London: Digital Preservation Coalition, 2004. http://www.dpconline.org/docs/lavoie_OAIS.pdf
- Lavoie, Brian, and Richard Gartner. *Preservation Metadata*. DPC Technology Watch Report 05-01. London: Digital Preservation Coalition, 2005. <http://www.dpconline.org/docs/reports/dpctw05-01.pdf>
- Thibodeau, Kenneth. "Overview of Technological Approaches to Digital Preservation and the Challenges in Coming Years." In *The State of Digital Preservation: An International Perspective*. Washington, D.C.: Council on Library and Information Resources, 2002. <http://www.clir.org/pubs/reports/pub107/thibodeau.html>

November 13 Disaster Planning

Required

- CalPreservation.org *Emergency Preparedness & Response*. Contains a generic disaster plan workbook and a disaster plan template. <http://calpreservation.org/disasters/index.html>
- "Emergency Salvage Procedures for Wet Items." Minnesota Historical Society. <http://www.mnhs.org/preserve/conservation/emergency.html>
- Lyall, Jan. *Disaster Planning for Libraries and Archives: Understanding the Essential Issues*. 1993. <http://www.nla.gov.au/nla/staffpaper/lyall1.html>
- Patkus, Beth Lindblom. "Disaster Planning." In *Preservation of Library and Archival Materials*. Andover, Mass.: Northeast Document Conservation Center, 2008. http://www.nedcc.org/resources/leaflets/3Emergency_Management/03DisasterPlanning.php
- "Worksheet for Outlining a Disaster Plan." In *Preservation of Library and Archival Material*. Andover, Mass.: Northeast Document Conservation Center, 2008. http://www.nedcc.org/resources/leaflets/3Emergency_Management/04DisasterPlanWorksheet.php

Recommended

- Buchanan, Sally. "Preservation Management: Emergency Preparedness." In *Preservation: Issues and Planning*, edited by Paul Banks and Roberta Pilette. Chicago: American Library Association, 2000.
- Case studies of disasters. A search of the library and archives literature will readily identify many of these. Some are available at: Special Libraries Association. *Disaster Planning and Recovery*. <http://www.sla.org/content/resources/infoportals/disaster.cfm>
- Disaster plans. Many are available at the CoOL website: <http://palimpsest.stanford.edu/bytopic/disasters/plans/>
- Kahn, Miriam. *Disaster Prevention and Response for Special Libraries: An SLA Information Kit*. Washington, DC: Special Libraries Association, 1995. <http://www.sla.org/content/resources/inforesour/sept11help/disip/infokit.cfm>
- SOLINET, Publications listed under "Disaster Planning" http://www.solinet.net/preservation/preservation_templ.cfm?doc_id=115

November 20 Building a Preservation Program; Wrap-up

Required

- Northeast Document Conservation Center. *Preservation of Library and Archival Materials*. Andover, Mass.: Northeast Document Conservation Center, 2008. Particularly Section 1, Leaflets 1, 2, and 5; Section 7, Leaflet 7. <http://www.nedcc.org/resources/leaflets.list.php>
- *Preservation101*: 8. Preparing a Preservation Program. http://preservation101.com/session8/prac_prep.asp
- SOLINET. Particularly "Funding Resources for Preservation" <http://www.solinet.net/Preservation.aspx> and "Preservation Budget Planning." <http://www.solinet.net/Preservation.aspx>
- Teper, Thomas. "The Future of Preservation in ARL Libraries," *ARL* no.251 (2007): 9-11. www.arl.org/bm~doc/arlbr251preserv.pdf

Recommended

- Banks, Paul N., and Roberta Pilette, eds. *Preservation: Issues and Planning*. Chicago: American Library Association, 2000. Specifically the chapters by Morrow (pp. 1–27), Reed-Scott (pp. 82–96), Ward (pp. 43–62), Williams (pp. 28–42), Child and Word (pp. 63–81).

November 27 No class; December 4, 11 Presentations

OTHER USEFUL RESOURCES

Website

- CoOL (Conservation Online) Web page: <http://palimpsest.stanford.edu>.

Glossaries

- National Library of Australia. Library Preservation Glossary. <http://www.nla.gov.au/chg/gloss.html>
- Pearce-Moses, Richard. A Glossary of Archival and Records Terminology. <http://www.archivists.org/glossary/>

Online journal

- *International Preservation News*. <http://www.ifla.org/VI/4/ipn.html>

Online tutorial

- *Preservation 101*. <http://www.preservation101.org>