

INLS753 syllabus fall 2015

INLS 753

Preservation of Library and Archive Materials

Tuesdays and Thursdays, 11:00 am – 12:15 pm

Murphey Hall, room 0118

Instructor:

Andrew Hart

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Course description:

Preservation is how libraries and archives sustain access to information resources, all of which are by nature impermanent. This course is an introduction to the guiding concepts and tools of the trade for preservation. In addition to learning about the characteristics of resources and the current range of technologies and methods in the field, students will be encouraged to think critically about how diverse user needs and institutional contexts shape preservation decision-making and practice.

Expectations:

- Attend all classes. Unexcused absences will affect a student's grade.
- Ask questions and participate in class discussions
- Complete assignments on time.

Grading:

- Attendance and participation (15%)
- Assignment 1: Environmental observations (10%) Due September 3.
- Assignment 2: Decision-making factors (25%) Due November 3
- Presentation (30%)
- Final exam (20%)

Assignments

Detailed instructions will be given in class. Assignment 1 will require visiting a library and writing a brief summary of

observations of risks and risk mitigation related to the preservation environment. Assignment 2 will include examination of a variety materials, gathering background information for each item, and writing about factors for preservation decision-making.

Presentation

Students will independently research and present on a specialized area of preservation. Presentations will be challengingly brief but will reflect a depth of research expected for a term paper. In addition to making a presentation, students will prepare a bibliography and some accompanying documentation for the presentation (e.g. slides, a handout, a poster). Students will also write brief comments with constructive feedback for peers and comments about what they learned or found especially interesting in each other's presentations.

Final exam

The class will have a take-home exam with essay questions.

August 18

No Class

August 20

Introduction

August 25

The big picture

Dator, Jim. 1998. "The futures of universities." *Futures : the journal of policy, planning and futures studies* 30, no. 7:615-623.
[http://libproxy.lib.unc.edu/login?url=http://dx.doi.org.libproxy.lib.unc.edu/10.1016/S0016-3287\(98\)00069-X](http://libproxy.lib.unc.edu/login?url=http://dx.doi.org.libproxy.lib.unc.edu/10.1016/S0016-3287(98)00069-X)

Koncius, Jura. "Millennials Say No to Parents' Treasures" *Raleigh News & Observer*, 29 March 2015, p.14A.

<http://eres.lib.unc.edu.libproxy.lib.unc.edu/eres/coursepage.aspx?cid=3767&page=docs>

Petroski, Henry. 1999. *The book on the bookshelf*. New York: Alfred A. Knopf. Chapter two: "From scrolls to codices."

<http://eres.lib.unc.edu.libproxy.lib.unc.edu/eres/coursepage.aspx?cid=3767&page=docs>

Weisman, Alan. 2007. *The world without us*. New York: Thomas Dunne Books/St. Martin's Press. Chapter two: "Unbuilding our home."

<http://eres.lib.unc.edu.libproxy.lib.unc.edu/eres/coursepage.aspx?cid=3767&page=docs>

August 27

Environment: temperature, relative humidity, and light

“The Deterioration and Preservation of Paper: Some Essential Facts” Library of Congress (accessed August 8, 2015) <http://www.loc.gov/preservation/care/deterioratebrochure.html>

Trinkaus-Randall, Gregor, James Reilly, and Patricia Ford. "The Massachusetts Experiment: The Role of the Environment in Collection Preservation." *American Archivist* 77, no. 1 (Spring/Summer 2014): 133-150. <http://libproxy.lib.unc.edu/login?url=http://americanarchivist.org.libproxy.lib.unc.edu/doi/pdf/10.17723/aarc.77.1.kk006ng47132715j>

September 1

Environment: pest control, security

Instructions for Assignment 1

“ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections.” (accessed August 8, 2015) http://www.ala.org/acrl/standards/security_theft

“Integrated Pest Management.” NEDCC Preservation Leaflets. (accessed August 8, 2015) <http://www.nedcc.org/free-resources/preservation-leaflets/3-emergency-management/3.10-integrated-pest-management>

optional reading:

Weiss, Philip. "The book thief. (cover story)." *Harper's Magazine* 288, no. 1724 (January 1994): 37. *MasterFILE Complete*, EBSCOhost. <http://libproxy.lib.unc.edu/login?url=http://libproxy.lib.unc.edu/login?url=http://search.proquest.com.libproxy.lib.unc.edu/docview/233490286?accountid=14244>

September 3

Environment: handling practices

Instructions for Assignment 2

NEDCC Preservation Leaflets. (accessed August 17, 2015) 4.1 Storage Methods and Handling Practices

<https://www.nedcc.org/free-resources/preservation-leaflets/4-storage-and-handling/4.1-storage-methods-and-handling-practices>

September 8

Disaster: risks

Silverman, Randy. 2006. The Seven Deadly Sins of Disaster Recovery. *Public Library Quarterly* 25, no. 3-4:31-46.
http://dx.doi.org.libproxy.lib.unc.edu/10.1300/J118v25n03_04

September 10

Disaster: planning

NEDCC Preservation Leaflets. (accessed August 8, 2015) <http://www.nedcc.org/free-resources/preservation-leaflets/overview>

Read the following leaflets under "3. Emergency Management"

- 3.3 Disaster Planning
- 3.6 Emergency Salvage of Wet Books and Records
- 3.7 Emergency Salvage of Wet Photographs
- 3.8 Emergency Salvage of Moldy Books and Paper
- 3.12 Freezing and Drying Wet Books and Records

September 15

Examine materials in Wilson Library

*****Meet in room 504 Wilson Library (up the front steps, first room on your right in the main lobby)*****

September 17

Disaster: response, hands-on demonstrations

September 22

Conservation: special collections

Guest speakers:

Jan Paris, Conservator

Andrea Knowlton, Assistant Conservator

Special Collections Conservation Lab

University of North Carolina at Chapel Hill

******Meet in lobby of Wilson Library******

Nicholson, Catherine. "What Exhibits Can Do to Your Collection." *Restaurator* . 1992, v.13, pp.95-113.
<http://eres.lib.unc.edu.libproxy.lib.unc.edu/eres/coursepage.aspx?cid=3767>

Paris, J. 2008. "Asking the Right Questions: The Role of the Conservator in Digital Projects." *LIBER Quarterly* 18, no. 2.
<http://liber.library.uu.nl/index.php/lq/article/view/URN%3ANBN%3ANL%3AU!%3A10-1-113535>

Paris, Jan. "Choosing and Working With a Conservator." Northeast Document Conservation Center (accessed August 8, 2015)
<http://nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.7-choosing-and-working-with-a-conservator>

Pickwood, Nicholas. "Distinguishing Between the Good and Bad Repair of Books." *Conservation and Preservation in Small Libraries*. Edited by Nicholas Hadgraft and Katherine Swift. Cambridge: Parker Library Publication, Corpus Christi College, 1994. p. 141-149. <http://eres.lib.unc.edu.libproxy.lib.unc.edu/eres/coursepage.aspx?cid=3767>

McCann, Laura. 2013. Preservation as Obstacle or Opportunity? Rethinking the Preservation-Access Model in the Age of MPLP. *Journal of Archival Organization* 11, no. 1-2:23-48.

<http://libproxy.lib.unc.edu/login?url=http://dx.doi.org/10.1080/15332748.2013.871972>

September 24

Conservation: general collections

September 29

Commercial library binding, print retention

Burnhill, Peter. 2013. Tales from The Keepers Registry: Serial Issues About Archiving & the Web. *Serials Review* 39, no. 1:3-20.
<http://dx.doi.org.libproxy.lib.unc.edu/10.1080/00987913.2013.10765481>

"Final Report of the 2CUL LOCKSS Assessment Team," Cornell University Library & Columbia University Library, March 2011.
<http://2cul.org/sites/default/files/2CULLOCKSSFinalReport.pdf>

Merrill-Oldham, Jan, et al. 2008. Guide to the ANSI/NISO/LBI library binding standard. Chicago: Association for Library Collections & Technical Services, Preservation and Reformatting Section. http://www.lbibinders.org/assets/documents/0838984840_LBIguide.pdf

Schonfeld, Roger C. 2011. What to Withdraw? Print Collection Management in the Wake of Digitization. *The Serials Librarian* 60, no. 1-4:141-145. <http://dx.doi.org.libproxy.lib.unc.edu/10.1080/0361526X.2011.556453>

October 1

Preservation reformatting

ARL Preservation of Research Library Materials Committee. "Recognizing Digitization as a Preservation Reformatting Method" (June 2004). <http://www.arl.org/storage/documents/publications/digitization-preservation-reformatting-2004.pdf>

Dale, Robin L. "Outsourcing and Vendor Relations." NEDCC Preservation Leaflets. <http://nedcc.org/free-resources/preservation-leaflets/6.-reformatting/6.7-outsourcing-and-vendor-relations>

October 6

No Class

October 8

Preservation reformatting

Tour of Digital Production Center

******Meet in lobby of Wilson Library******

"Minimum Digitization Capture Recommendations", American Library Association, June 1, 2013. <http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations>

October 13

Photographic media (still images)

Adelstein, Peter Z. IPI Media Storage Quick Reference, *2nd Edition* Image Permanence Institute (2010). http://www.imagepermanenceinstitute.org/webfm_send/301

Burge, Daniel. IPI Guide to Preservation of Digitally-Printed Photographs. Image Permanence Institute (2014). http://www.dp3project.org/webfm_send/739

October 15

Fall Break -- No Class

October 20

Digital preservation

Besser, Howard. 2013. "Archiving Aggregates of Individually Created Digital Content: Lessons from Archiving the Occupy Movement." *Preservation, Digital Technology & Culture* 42, no. 1: 31-37. <http://libproxy.lib.unc.edu/login?url=http://web.b.ebscohost.com/libproxy.lib.unc.edu/ehost/pdfviewer/pdfviewer?vid=2&sid=fa1a349c-baa3-4e46-9868-c1e58fc80063%40sessionmgr115&hid=105>

Jacobs, James and Victoria Reich. "Preservation for all: LOCKSS: USDOCS and our digital future" Documents to the People (DttP) Volume 38:3 (Fall 2010) [www.freegovinfo.info/files/lockssusdocs-dttp38\(3\).pdf](http://www.freegovinfo.info/files/lockssusdocs-dttp38(3).pdf)

Rudersdorf, Amy. 2012. Digital preservation ingest can be a "CINCH". *Library Hi Tech* 30, no. 3:449-456. <http://dx.doi.org/10.1108/07378831211266591>

October 22

Audio and moving images

Guest speaker:

Erica Titkemeyer

Project Director, AV Conservator

Southern Folklife Collection

University of North Carolina at Chapel Hill

Lewis, Alan F. "Risk Reduction through Preventive Care, Handling, and Storage" Association of Research Libraries. | . Sound Savings : Preserving Audio Collections : Proceedings of a Symposium, Austin, Texas, July 24-26, 2003. Washington, D.C.: Association of Research Libraries, 2004. pp.61-70. <http://www.arl.org/storage/documents/publications/sound-savings.pdf>

National Film Preservation Foundation (U.S.). 2004. The film preservation guide the basics for archives, libraries, and museums. San Francisco, Calif: National Film Preservation Foundation. Chapter 2 "Understanding Film and How It Decays" and chapter 6 "Storage." <http://www.filmpreservation.org/preservation-basics/the-film-preservation-guide-download>

Wheeler, Jim. Videotape preservation handbook. Hollywood, CA: AMIA, 2002.

<http://www.amianet.org/sites/all/files/WheelerVideo.pdf>

Resource to browse and note for future reference:

Format ID Guide. Preservation Self-Assessment Program (PSAP), University of Illinois Libraries (accessed August 14, 2015) <https://psap.library.illinois.edu/format-id-guide>

October 27

Digital preservation

Caplan, Priscilla, and OCLC. 2009. Understanding PREMIS. Washington, DC: Library of Congress. <http://www.loc.gov/standards>

[/premis/understanding-premis.pdf](#) (For more information about PREMIS, also see: <http://www.loc.gov/standards/premis/>)

Lavoie, Brian. "Meeting the challenges of digital preservation: The OAIS reference model." OCLC Research. <http://oclc.org/research/publications/library/2000/lavoie-oais.html>

Schottlaender, Brian E. C.1. 2014. "The Digital Preservation Imperative: An Ecosystem View." *Library Resources & Technical Services*, January. 2-3. <http://libproxy.lib.unc.edu/login?url=http://search.proquest.com.libproxy.lib.unc.edu/docview/1503784953?pq-origsite=summon>

October 29

Copyright issues for preservation

Guest speaker:

Anne Gilliland JD, MLS

Scholarly Communications Officer

University Libraries

Associate Law Librarian

University of North Carolina at Chapel Hill

Hansen, David R., Copyright Reform Principles for Libraries, Archives, and Other Memory Institutions (July 14, 2014). Berkeley Technology Law Journal, Forthcoming, Vol. 29, 2014. (accessed August 8, 2015) <http://ssrn.com/abstract=2466091>

[add link to document from Anne after adding her name and date]

November 3

Archival preservation through outreach and community partnerships

Guest Speaker:

Chaitra Powell

African American Collections and Outreach Archivist

Southern Historical Collection

University of North Carolina at Chapel Hill

November 5

Digital Preservation, self-assessment and external audit

Center for Research Libraries (U.S.). 2015. *Certification Report on the Canadiana.org Digital Repository*

http://www.crl.edu/sites/default/files/reports/CANADIANA_AUDIT%20REPORT_2015.pdf

Center for Research Libraries (U.S.), and OCLC. 2007. *Trustworthy repositories audit & certification (TRAC) criteria and checklist*. Chicago: Center for Research Libraries. http://www.crl.edu/sites/default/files/attachments/pages/trac_0.pdf

Dillo, Ingrid, and Lisa De Leeuw. Ten Years Back, Five Years Forward: The Data Seal of Approval. *International Journal of Digital Curation* 10, no. 1.

<http://libproxy.lib.unc.edu/login?url=http://dx.doi.org/10.2218/ijdc.v10i1.363>

November 10

Digital preservation: cost, management

Guest speaker:

Will Owen

Associate University Librarian for Technical Services and Systems

University of North Carolina at Chapel Hill

LeFurgy, William G. "NDIIPP Partner Perspectives on Economic Sustainability." *Library Trends* 57, no. 3 (2009): 413-426.

http://muse.jhu.edu/journals/library_trends/v057/57.3.lefurgy.pdf

NDSA Standards and Practices Working Group. 2013. *Staffing for effective digital preservation: an NDSA report : results of a survey of organizations preserving digital content*. <http://hdl.loc.gov/loc/gdc/lcpub.2013655113.1>

University of North Carolina at Chapel Hill. Provost's Taskforce on the Stewardship of Digital Research Data. "Research Data Stewardship at UNC: Recommendations for Scholarly Practice and Leadership." Chapel Hill: UNC, February 15, 2012.

http://sil.unc.edu/sites/default/files/general/research/UNC_Research_Data_Stewardship_Report.pdf

November 12

Two faculty perspectives on artifacts and editions

Guest speakers:

Heidi Kim, English and Comparative Literature

Michelle Robinson, American Studies

Stille, Alexander. 2002. "The Culture of the Copy and the Disappearance of China's Past." *The Future of the Past*. New York: Farrar, Straus and Giroux. Pp. 40-70.

<http://eres.lib.unc.edu.libproxy.lib.unc.edu/eres/coursepage.aspx?cid=3767&page=docs>

Task Force on the Artifact in Library Collections. *The Evidence in Hand : Report of the Task Force on the Artifact in Library Collections*. Washington, D.C.: Council on Library and Information Resources, 2001. Chapter 2, "The Artifact in Question." <http://www.clir.org.libproxy.lib.unc.edu/pubs/reports/pub103/section2.html>

November 17

Selection, decision-making

Gertz, Janet. "Preservation and Selection for Digitization." NEDCC Preservation Leaflets. <http://nedcc.org/free-resources/preservation-leaflets/6.-reformatting/6.6-preservation-and-selection-for-digitization>

November 19

Needs assessment

Brown, Karen E. K. 2005. "Use of General Preservation Assessments: Process." *Library Resources & Technical Services* 49, no. 2: 90-106. https://auth.lib.unc.edu/ezproxy_auth.php?url=http://search.ebscohost.com/login.aspx?direct=true&db=llf&AN=502951030&site=ehost-live&scope=site

"The Needs Assessment Survey." NEDCC Preservation Leaflets. <http://nedcc.org/free-resources/preservation-leaflets/1.-planning-and-prioritizing/1.3-the-needs-assessment-survey>

November 24

Presentations

November 26

Thanksgiving -- No Class

December 1

presentations

December 10 – final exam due