

INLS 753 Syllabus (revised August 28, 2016)
Preservation of Library and Archive Materials
Mondays and Wednesdays, 3:35 pm – 4:50 pm
Manning Hall, room 014

Instructor:
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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 examine how diverse user needs and institutional contexts shape preservation decision-making and practice.

Syllabus

This syllabus may evolve a little during the semester, including some added readings. Any changes in the syllabus will be updated in Sakai and announced in class and via email.

Readings are listed under the date they should be completed. Readings assignments are not distributed evenly throughout the semester and some dates have no readings due, providing windows to catch up on reading and work on assignments and presentations.

“Questions and themes” listed under some dates are intended as food for thought. They may come up for discussion during class and students may find it useful to jot down ideas while reading or during class, but written answers will not be collected or graded.

Expectations:

- Attend all classes. Unexcused absences will affect a student’s grade.
- Ask questions and participate in class discussions.
- Seek and respect classmates’ perspectives.

- Complete assignments on time.

Grading:

- Attendance and participation (15%)
- Assignment 1: Environmental observations (10%) **Due September 21**
- Assignment 2: Decision-making factors (25%) **Due October 19**
- Presentation (30%)
- Final exam (20%)

Assignments

Detailed instructions will be given in class on September 12. 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.

Wednesday, August 24

Introduction

Questions and themes:

- Why is preservation important to you?
- How does preservation fit into your career goals?

Monday, August 29

The big picture

Questions and themes:

- Preservation in context.
- Is anything permanent?
- Who has a stake in preservation outcomes?
- What are memory institutions?

Dator, Jim. 1998. "The futures of universities." *Futures: the journal of policy, planning and futures studies* 30, no. 7:615-623.
<http://www.sciencedirect.com.libproxy.lib.unc.edu/science/article/pii/S001632879800069X>

Koncius, Jura. "Millennials Say No to Parents' Treasures" *Raleigh News & Observer*, 29 March 2015, p.14A. <https://ares.lib.unc.edu/ares.dll/plink?1402B081>

Nakamura, Lisa. 2015. "The Digital Afterlives of *This Bridge Called My Back*: Public Feminism and Open Access." Keynote address for iPres conference, Chapel Hill, NC. Accessed August 23. <https://vimeo.com/145196536>.

Petroski, Henry. 1999. *The book on the bookshelf*. New York: Alfred A. Knopf. Chapter two: "From scrolls to codices." <https://ares.lib.unc.edu/ares.dll/plink?1402B084>

Weisman, Alan. 2007. *The world without us*. New York: Thomas Dunne Books/St. Martin's Press. Chapter two: "Unbuilding our home."
<https://ares.lib.unc.edu/ares.dll/plink?1402B086>

Wednesday, August 31

Environment: temperature, relative humidity, and light

Questions and themes:

- What are the major factors for chemical degradation of materials?
- How can we prevent and slow degradation?

"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>

Monday, September 5

Labor Day – no class

Wednesday, September 7

Environment: pest control, security, handling practices

*******Instructions for Assignments 1 & 2*******

Questions and themes:

- What are the biological threats to collections and how do we mitigate them?
- Who would steal or vandalize library and archival materials and why?
- What factors influence decisions about security policy and practice?

“ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections.” (accessed August 21, 2016) http://www.ala.org/acrl/standards/security_theft

“Integrated Pest Management.” NEDCC Preservation Leaflets. (accessed August 21, 2016) <http://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.10-integrated-pest-management>

NEDCC Preservation Leaflets. (accessed August 21, 2016) 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>

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>

Monday, September 12

Disaster: planning

Questions and themes:

- What are the potential consequences of a library disaster?
- What are some typical non-preservation emergency procedures or contingency plans people encounter (e.g. what to do when you hear a fire alarm)?
- Which plans are most familiar or most effective? Why?

NEDCC Preservation Leaflets. (accessed August 21, 2016) <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

Wednesday, September 14

Examine materials in Wilson Library

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

Questions and themes:

- What can we observe while handling collections that will help inform preservation decisions? (Part of Assignment 2)
- How does your experience using materials in Special Collections resonate with what you have learned so far about preservation?

Monday, September 19

Disaster: risks

Questions and themes:

- Have you seen or heard of people who were effective in an emergency, whether as a leader or providing assistance?
- How were they effective?
- What will you need to know and do so you can be effective in a library disaster?

Silverman, Randy. 2006. The Seven Deadly Sins of Disaster Recovery. *Public Library Quarterly* 25, no. 3-4:31-46.

http://www.tandfonline.com.libproxy.lib.unc.edu/doi/abs/10.1300/J118v25n03_04

Wednesday, September 21

*****Assignment 1 due*****

Disaster: hands-on demonstrations

Monday, September 26

Conservation: special collections

Guest speaker:

Jan Paris, Conservator

Special Collections Conservation Lab

University of North Carolina at Chapel Hill

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

Questions and themes:

- How do you choose specialists for work outside of libraries (e.g. dentist) and how do you judge the quality of their work or decide to seek a second opinion?
- What questions could you ask, of yourself and others, to inform decisions about acceptable changes to an object, justifiable expense for treatment, or acceptable risk?

Nicholson, Catherine. "What Exhibits Can Do to Your Collection." *Restaurator*. 1992, v.13, pp.95-113. <https://ares.lib.unc.edu/ares.dll/plink?1402ACDC>

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%3AUI%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. <https://ares.lib.unc.edu/ares.dll/plink?1402ACDE>

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://www.tandfonline.com.libproxy.lib.unc.edu/doi/abs/10.1080/15332748.2013.871972>

Wednesday, September 28
Disaster: table top exercise

Monday, October 3
No class

Wednesday, October 5
Faculty perspective on artifacts and editions
Guest speaker:

Michelle Robinson, American Studies

Questions and themes:

- What kinds of differences among editions and reproductions are most important?
- How much does the experience of using an information object affect your understanding of what it means?

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.
<https://ares.lib.unc.edu/ares.dll/plink?1402B089>

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.htm>

Monday, October 10

Conservation: general collections, commercial library binding

Questions and themes:

- Some materials grow in value over time and migrate into special collections.
- Some materials turn out to be far less useful than expected at the time of acquisition.
- How do these opposing points shape care of general collections?

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. https://bomi.memberclicks.net/assets/lbc-documents/0838984840_lbiguide.pdf [skim this resource]

National Information Standards Organization (U.S.). *Library Binding: an American National Standard*. Bethesda, Md.: NISO Press, 2000.

<https://bomi.memberclicks.net/assets/lbc-documents/librarybindingstandard2.pdf>
[skim this resource]

Wednesday, October 12

No class

Monday, October 17

Commercial library binding, print retention

Questions and themes:

- How great is the risk of losing a significant amount of valuable information because too many libraries withdrew their print collections?
- How do print retention policies affect library users?

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.

<https://www.2cul.org/sites/www.2cul.org/files/2CULLOCKSSFinalReport.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>

Wednesday, October 19

*****Assignment 2 due*****

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

Questions and themes:

- How can individuals and institutions (libraries, archives, government agencies, professional associations...) contribute to preservation regardless of ownership for objects that have enduring value?
- How might preservation outside of a library or archive fit the library or archive's institutional mission?

UNC Chapel Hill mission statement

<http://www.unc.edu/about/mission/>

UNC Chapel Hill University Libraries mission statement

<http://library.unc.edu/about/mission/>

Monday, October 24

Audio and moving images

Guest speaker:

Erica Titkemeyer

Project Director, AV Conservator

Southern Folklife Collection

University of North Carolina at Chapel Hill

Questions and themes:

- Audio and moving image materials are among the most endangered in many collections. They can also be among the least familiar and most expensive formats to preserve.

Lewis, Alan F. "Risk Reduction through Preventive Care, Handling, and Storage." *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 21, 2016) <https://psap.library.illinois.edu/format-id-guide>

Wednesday, October 26

Photographic media (still images)

Questions and themes:

- Familiar images are often the tip of the iceberg for large and complex collections.
- If a photographer shot 24 nearly identical frames for a portrait, how might you make a case for preserving all of them? What are potential reasons for preserving only one or a few shots from the series?
- An image may be held as a camera negative, a photographic print made by the photographer, a photographic print made by someone else, reproduction in a printed book, and digital files produced from any of the above. Can you think of preservation implications for having multiple manifestations?

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

Monday, October 31

Preservation reformatting

Questions and themes:

- Revisit ideas raised during discussion with Michelle Robinson.
- How does the nature of anticipated use make a difference for reformatting method and specifications?
- Setting aside formal standards and published recommendations, what criteria could you use to set benchmarks for 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>

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>

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

Wednesday, November 2

Digital preservation

Questions and themes:

- Do you think libraries and archives have blind spots or areas where we are not collecting enough born-digital content? If so, what are some examples?

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.

https://auth-lib-unc-edu.libproxy.lib.unc.edu/ezproxy_auth.php?url=http://search.ebscohost.com/libproxy.lib.unc.edu/login.aspx?direct=true&db=lih&AN=86371925&site=ehost-live&scope=site

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.libproxy.lib.unc.edu/10.1108/07378831211266591>

Monday, November 7

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>

Wednesday, November 9

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 21, 2016) <http://ssrn.com/abstract=2466091>

Gilliland, Anne. Copyright Exceptions For Library And Archives Copying. Prepared for INLS-753, October 29, 2015. [see file "Section 108-1" under "Resources" on the course Sakai site.]

Monday, November 14

Preservation reformatting

Tour of Digital Production Center

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

Wednesday, November 16

Digital Preservation, self-assessment and external audit

Questions and themes:

- What are some reasons you would want to pursue a self-assessment rather than an external audit and vice versa?

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>

Monday, November 21

Digital preservation: cost, management

Guest speaker:

Tim Shearer

Director, Library & Information Technology

University of North Carolina at Chapel Hill

Questions and themes:

- If improving digital preservation is seen as important but rarely the most urgent need on any given day, what strategies could foster progress amid competing priorities?

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

Wednesday, November 23
Thanksgiving recess – no class

Monday, November 28

Continuing education, resources, and professional development

Guest Speaker:

Annie Peterson, LYRASIS

Questions and themes:

- What resources will you need to succeed with preservation roles in your career?
- How do you decide when to try your best on your own vs. seeking guidance, training, or services from a specialist?

Brown, Karen E. K. 2005. "Use of General Preservation Assessments: Process." Library Resources & Technical Services 49, no. 2: 90-106.

<http://search.proquest.com.libproxy.lib.unc.edu/docview/216885861?pg-origsite=summon>

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

Wednesday, November 30

Class presentations

Monday, December 5

Class presentations

Wednesday, December 7

Class presentations

Saturday, December 10

Final Exam due by 4:00 pm

