

INLS 753 Syllabus
Preservation of Library and Archive Materials
Mondays, 6:00 - 8:45
Manning Hall, room 014

Instructor: Annie Peterson

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Office hours: by appointment

The instructor reserves the right to make changes to the syllabus, including due dates. These changes will be announced as early as possible. Any changes in the syllabus will be announced in class and via email.

Readings are listed under the date they should be completed.

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.

Course Goals and Key Learning Objectives

By the end of the semester, students will be able to...

- Understand and articulate basic concepts of preserving library and archive collections
- Understand and articulate the importance of preservation in libraries, archives, and other cultural heritage institutions
- Identify formats of collections materials commonly held in libraries and archives
- Determine why and how collections deteriorate and identify ways to how to prevent further deterioration
- Identify appropriate methods for preservation decision making, including how user needs and institutional contexts shape preservation decision-making
- Advocate for preserving collections in whatever library, archive, or other institution they work in now or in the future

Expectations

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

Grading

- Attendance and participation: 15%
- Assignment 1: Environmental observations: 10% **Due October 9**
- Assignment 2: Decision-making factors: 25% **Due November 6**
- Presentation: 30% **Presented November 27 or December 1, material due November 27**
- Final exam: 20%

August 28th

Topics

- Introductions
- Syllabus review
- Context for preservation

Readings

none

September 11

Topics

- Book and paper deterioration
- Photograph deterioration

Readings

Preservation Context Readings

Teper, Thomas H. "Current and Emerging Challenges for the Future of Library and Archival Preservation." *Library Resources & Technical Services*, vol. 49, no. 1 (January 2005). pp. 32-48.

Michèle Valerie Cloonan. "W(H)ITHER Preservation?" *The Library Quarterly: Information, Community, Policy*, vol. 71, no. 2, 2001, pp. 231–242. *JSTOR*, www.jstor.org/stable/4309507.

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>.

Material History and Deterioration Readings

Baker, Nicholson. *Double Fold*, Chapter 6, "Virgin Mummies"

Hunter, Dard. *Early Papermaking Processes*, Chapter 6, "Papermaking: The History and Technique of an Ancient Craft."

Dirksen, Vicki. "The Degradation and Conservation of Leather," *Conservation Online*. <http://cool.conservation-us.org/jcms/issue3/dirksen.html>

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

Graphics Atlas Identification <http://www.graphicsatlas.org/identification/>

Choose 2 photographic or printing processes to read about

Optional Further Readings

Corrosion. The Iron Gall Ink Website
https://irongallink.org/igi_index24a5.html

How parchment is made
<https://www.youtube.com/watch?v=2-SpLPFaRd0>

The Beating of Papermaking Materials, Chapter 5 *Papermaking: The History and Technique of an Ancient Craft*, Dard Hunter

National Information Standards Organization/American National Standards Institute. "Permanence of Paper for Publications and Documents in Libraries and Archives," Z39.48 (R2009). 1992.
http://www.niso.org/apps/group_public/download.php/13464/Z39-48-1992_r2009.pdf

European Papermaking Techniques 1300 - 1800, Timothy Barrett
<http://paper.lib.uiowa.edu/european.php>

September 18th

Topics

- Preventive care
 - Temperature
 - Relative humidity
 - Light
 - Housings
 - Care and handling
 - Security
 - Pests

Readings

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>

Library of Congress Preservation, "The Deterioration and Preservation of Paper: Some Essential Facts"
<https://www.loc.gov/preservation/care/deterioratebrochure.html>

Ten Surprising Things about HVAC and Sustainable Environmental Management. Climate Notes, Image

Permanence Institute.

<https://www.imagepermanenceinstitute.org/resources/newsletter-archive/v23/surprising-hvac-facts>

“Environmental Quick Reference” and Mechanical System Quick Reference,” Image Permanence Institute, 2014. https://www.imagepermanenceinstitute.org/webfm_send/712

Ritzenthaler, Mary Lynn. Preserving Archives And Manuscripts. Chicago: Society of American Archivists, 1993. Chapter 5: “Creating a Sympathetic Environment.”

<https://babel.hathitrust.org/cgi/pt?id=mdp.39015032925144;view=1up;seq=7>

note: please ignore the temperature and humidity guidelines given in the Ritzenthaler reading

Misperceptions about White Gloves, Dr. Cathleen A. Baker and Randy Silverman, International Preservation News, 2005, no. 37

<https://www.ifla.org/files/assets/pac/ipn/ipnn37.pdf>

“ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections.” (accessed August 21, 2016)

http://www.ala.org/acrl/standards/security_theft

September 25th *NO CLASS*

- Use time regained to visit a library for Assignment 1
- Sign up for times to visit Wilson for Assignment 2

Readings - note - it will be helpful to complete these readings before completing assignment 1

Ritzenthaler, Mary Lynn. Preserving Archives And Manuscripts. Chicago: Society of American Archivists, 1993. Chapter 7: “Storing and Housing Archival Materials.”

<https://babel.hathitrust.org/cgi/pt?id=mdp.39015032925144;view=1up;seq=7>

Museumpests.net: Prevention <http://museumpests.net/prevention-introduction/>

Identifying Museum Insect Pest Damage, Conserve O Gram, National Park Service. August 2008, No. 3 / 11. <https://www.nps.gov/museum/publications/conservoogram/03-11.pdf>

October 2

Topics

Presentation topics due - submit through Sakai

Deadline for signing up for time to visit Wilson

- Preservation decision making
- Policies, procedures, and documentation
- Review / discuss Assignment 2
- Respond to the readings by posting 1 question for class discussion on Sakai before 9pm on Sunday, October 1

Readings

“Selection for Preservation: A Survey of Current Practices in the Field of Preservation” Jennifer Hain

Teper, LRTS 58(4), 220 - 232 <https://journals.ala.org/index.php/lrts/article/view/5412/6645>

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>

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://dx.doi.org.libproxy.lib.unc.edu/10.1080/15332748.2013.871972>

Harris, V. "The archival Sliver: Power, memory, and archives in South Africa," *Archival Science* (2002) 2: 63. <https://doi-org.libproxy.lib.unc.edu/10.1007/BF02435631>

Sample Preservation Policies

University of Texas at Austin, University of Texas Library "Preservation Policy"

https://www.lib.utexas.edu/vprovost/policies/pres_policy.html

Preservation Policy: Milner Library, Illinois State University

<http://library.illinoisstate.edu/library-information/about/policies/preservation.php>

Yale University Library, Preservation Department, Preservation Policy

<http://web.library.yale.edu/sites/default/files/files/Pres%20Policy%202014%20update.pdf>

Review at least 3 of the additional policies, procedures, and guidelines from Yale University at:

<http://web.library.yale.edu/departments/preservation/policies-procedures-guidelines>

Optional

Reilly, Bernard F., Jr. "Developing Print Repositories: Models for Shared Preservation and Access," June 2003, Council on Library and Information Resources.

<https://www.clir.org/pubs/reports/reports/pub117/pub117.pdf>

October 9 *NO CLASS*

Assignment 1 due - submit through Sakai

- Use time regained to visit Wilson Library for Assignment 2

Readings

None - look ahead to next week's, or finish / review the previous week's readings

October 16

Topics

- AV and electronic media deterioration
- Presentations from Assignment 1

Readings

ARSC Guide to Audio Preservation: Chapter 1 Preserving Audio and Chapter 2 Audio Formats: Characteristics and Deterioration <https://www.clir.org/pubs/reports/pub164/pub164.pdf>

The Film Preservation Guide Chapter 2: Understanding Film and How it Decays
https://www.filmpreservation.org/userfiles/image/PDFs/fpg_2.pdf

Wheeler, Jim. Videotape preservation handbook. Hollywood, CA: AMIA, 2002.
<http://www.amianet.org/sites/all/files/WheelerVideo.pdf>

Format ID Guide. Preservation Self-Assessment Program (PSAP), University of Illinois Libraries (accessed August 21, 2016) <https://psap.library.illinois.edu/format-id-guide> - browse through this resource, choose 3 formats to read all the info about

Resources to browse and note for future reference:

XFR Collective Info Sheets

<https://xfrcollective.wordpress.com/resources/>

Videotape Identification Guide, Texas Commission on the Arts, 2004.

<http://www.arts.texas.gov/wp-content/uploads/2012/04/video.pdf>

AV Compass, Bay Area Video Coalition <http://www.avcompass.bavc.org/learn>

October 23

Topics

- Visit Wilson Library for tours of Conservation and Audiovisual Digitization
- Conservation - book, paper, audiovisual

Readings

Paris, Jan. "Conservation and the Politics of Use and Value in Research Libraries," Book and Paper Group Annual, Volume 19, 2000. <http://cool.conservation-us.org/coolaic/sg/bpg/annual/v19/bp19-16.html>

Paris, Jan. "Choosing and Working with a Conservator." Northeast Document Conservation Center Preservation Leaflet.

<http://nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.7-choosing-and-working-with-a-conservator>

"How to Find a Conservator," American Institute for Conservation

<http://www.conservation-us.org/membership/find-a-conservator/guide-to-finding-a-conservator>

"Identifying Standard Practices in Research Library Book Conservation," Whitney Baker and Liz Dube, LRTS 54(1), 21 - 39, <https://journals.ala.org/index.php/lrts/article/viewFile/5053/6120>

ARSC Guide to Audio Preservation, Chapters 3 and 6, "Appraisals and Priorities" and "Preservation Reformatting" <https://www.clir.org/pubs/reports/pub164/pub164.pdf>

October 30

Topics

- Visit Davis Library for tour of general collections repair - meet at the end of the atrium in Davis Library
- General collections conservation / repair
- Reformatting / Digitization

Readings

Abby Smith Rumsey, "How Digital Memory is Shaping Our Future," lecture, the Long Now
<https://theinterval.org/salon-talks/02016/mar/30/how-digital-memory-shaping-our-future>

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>

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>

Copyright and Cultural Heritage Institutions: Guidelines for Digitization, chapter 2, Copyright Fundamentals
https://ecommons.cornell.edu/bitstream/handle/1813/14142/Hirtle-Copyright_final_RGB_lowres-cover_1.pdf?sequence=2&isAllowed=y

Optional

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>

Baker, Nicholson. "Deadline" *The New Yorker*, July 24, 2000 P. 42
<http://www.newyorker.com/magazine/2000/07/24/deadline-3>

Digitization Guidelines and other Resources to Skim and save for future reference

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

Federal Agencies Digitization Guidelines Initiatives, "Technical Guidelines for Digitizing Cultural Heritage Materials: Creation of Raster Image Files," 2016.
http://www.digitizationguidelines.gov:8081/guidelines/FADGI%20Federal%20%20Agencies%20Digital%20Guidelines%20Initiative-2016%20Final_rev1.pdf

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>

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

November 6

Assignment 2 due

Topics

- Disaster preparedness
- Hands-on disaster response exercise

Readings

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

Building an Emergency Plan: A Guide for Museums and other Cultural Institutions , Chapter 1, “An Introduction to Emergency Preparedness and Response Planning”

http://www.getty.edu/conservation/publications_resources/pdf_publications/pdf/emergency_plan.pdf

Creating a PReP for State Archives and Records Management Programs

https://www.statearchivists.org/files/1714/4985/8581/Creating_Pocket_Response_Plans_for_State_ARMs_-_PReP.pdf

PReP Template

<https://www.statearchivists.org/programs/emergency-preparedness/emergency-preparedness-resources/pocket-response-plantm-prep-tm-english-template/>

“Salvage at a Glance, Part 1, Paper-based Collections,” National Park Service Conserve O Gram. January 2002, Number 21/4. <https://www.nps.gov/museum/publications/conserveogram/21-04.pdf>

“Salvage at a Glance Part 2, Non-paper based Archival Collections,” National Park Service Conserve O Gram. January 2002, Number 21/5.

<https://www.nps.gov/museum/publications/conserveogram/21-05.pdf>

“Salvage Procedures for Wet Items,” Minnesota Historical Society.

<http://www.mnhs.org/preserve/conservation/emergency.php> *Choose one of the formats listed to read further details about.*

November 13

Topics

- Digital Preservation
- Bring your laptop to class, and download Fixity <https://www.avpreserve.com/tools/fixity/> beforehand

Readings

Phillips, Megan, Jefferson Bailey, Andrea Goethals, Trevor Owens. "The NDSA Levels of Digital Preservation: An Explanation and Uses"

http://www.digitalpreservation.gov/documents/NDSA_Levels_Archiving_2013.pdf

Definitions of Digital Preservation, Prepared by the ALCTS Preservation and Reformatting Section, Working Group on Defining Digital Preservation, ALA Annual Conference, Washington, D.C., June 24, 2007. <http://www.ala.org/alcts/resources/preserv/defdigpres0408>

"From Theory to Action: Good Enough Digital Preservation for Under-Resourced Cultural Heritage Institutions,"

Schumacher, Jaime; Thomas, Lynne M.; VandeCreek, Drew; Erdman, Stacey; Hancks, Jeff; Haykal, Aaisha; Miner, Meg; Prud'homme, Patrice-Andre; Spalenka, Danielle.

<http://commons.lib.niu.edu/handle/10843/13610>

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

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

skim this resource

Optional

Lepore, Jill. "Can the Internet be Archived?" January 26, 2015

<http://www.newyorker.com/magazine/2015/01/26/cobweb>

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

November 20

Topics

- Collections assessments
- Preservation funding
- Planning for preservation

Readings

Collections Assessments

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?pq-origsite=summon>

The Yale Survey: A Large-Scale Study of Book Deterioration in the Yale University Library, Gay Walker, Jane Greenfield, John Fox, and Jeffrey S. Simonoff

https://www.ideals.illinois.edu/bitstream/handle/2142/40786/crl_46_02_111_opt.pdf?sequence=2

Patkus, Beth. "Assessing Preservation Needs: A Self-Survey Guide," Northeast Document Conservation Center, 2003. <https://www.nedcc.org/assets/media/documents/apnssg.pdf>

Preservation Funding

Preservation Assistance Grants for Smaller Institutions, Guidelines, National Endowment for the Humanities, 2017. <https://www.neh.gov/files/grants/pres-assist-grants-may-2-2017.pdf>

Antiochian Village, Narrative of a Successful Application for a Preservation Assistance Grant for Small Institutions.

https://www.neh.gov/files/grants/antiochian_village_assessment_of_museum_and_library_collections.pdf

National Film Preservation Foundation, Basic Preservation Grants. "How to Apply."

<https://www.filmpreservation.org/nfpf-grants/basic-preservation-grants#How-to-Apply>

Minnesota Historical Society, Sample Grant Application for the National Film Preservation Foundation Basic Preservation Grant. 2002.

https://www.filmpreservation.org/userfiles/image/PDFs/sample_application_1.pdf

November 27

Presentations

December 4

Presentations