

**Introduction to Preservation and Reformatting**  
**NYU Archives Program**  
**Course # G57.2013**  
**January 21, 2010 – April 29, 2010**

Instructor:  
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**Course Description**

This course provides an introduction to the preservation of archival collections and cultural heritage materials. Beginning with an overview of the history of and context for the preservation of cultural heritage, the course will include an examination of the composition of a variety of common archival materials, including paper, inks, photographs, magnetic media, and digital objects. The causes of damage and deterioration of these materials will be covered, as well as the current preservation methods employed to protect and conserve them. The course is designed to introduce the student to preservation issues, such as conservation, holdings maintenance programs, re-housing techniques, reformatting, digital migration and conversion methods, selection for preservation, condition and needs assessment, proper use, handling and storage methods, environmental control and disaster planning and salvage methods. Preservation management strategies and prioritizing preservation and conservation activities will shape class discussions. This course will strive to combine currently accepted preservation and conservation theory with the practical aspects of the work place.

Most course topics will be presented in a lecture/discussion format. Students will be expected to discuss weekly topics based on reading assignments. In addition, each week several students will present an assigned case study, either real, or hypothetical. Others in the class will assume the roles of director, archivist, preservation specialist, and researcher and discuss preservation and access issues related to the case study from that point of view. The case studies will form the basis of class discussions that focus on the weekly topic and readings.

**Grading**

Grades for the course will be based on class participation in the lecture portion of the course (30%), two in-class presentations (25%), and two 6 page written assignments (45%) during the semester.

**Class Readings**

Readings are on reserve at the Reserve Desk in the Bobst Library, Lower Level 2. Articles from *American Archivist* and other journals are available in Bobst Library stacks. Some reading assignments are also available on Blackboard.

The course will make use of two texts and a number of articles. Two copies of the Ritzenthaler text are on reserve in NYU's Bobst Library, LL2. *Note: a new edition of the Ritzenthaler book will be available through SAA in February 2010 and is highly recommended.* The Ogden text is available online at the link below.

Ritzenthaler, Mary Lynn. *Preserving Archives and Manuscripts*. SAA Basic Manual Series. 2<sup>nd</sup> edition. Chicago: Society of American Archivists, 2010.

*Preservation of Library & Archival Materials: A Manual*, 3<sup>rd</sup> Edition, by Sherelyn Ogden, ed. Andover, MA: Northeast Document Conservation Center (NEDCC), 1999. On reserve.

## Assignments

All students are expected to be prepared to discuss the readings for each class.

**Each week** one or two students will be assigned to lead a discussion relating a case study of his/her choice related to the class topic. Students will choose an archive or museum collection to use for the assignment. Current or previous experiences within a facility can be drawn upon as long as the content of the case study is accurate.

The case study should include two parts: (1) context: a brief description of the institution's mission and goals, size of the institution, the size of the staff, the audience or constituency served, how materials are used, insights regarding the institutional culture (is there a parent institution, outside influences, internal politics, reporting hierarchies, etc., that effect the workings of the institution?), and, if possible to discern, funding sources. (2) Then focus closely on a preservation or conservation problem as it pertains to the chosen archival collection that relates to the weekly topic. For example, February 4, 2010, the week's topic is paper. Thus, the case study should focus on a preservation problem involving a paper-based collection. Identify the collection (what is it, what cultural, historic, or research value does it have), indicate the preservation problem (e.g., paper embrittlement? Fading inks? Folded documents? Mold growth?). The student should be prepared to lead a discussion with the class on possible solutions.

All students are expected to participate in these discussions and be prepared to offer solutions to the preservation problem presented in the case study.

Write a 6 page critical essay presenting your understanding of the issues presented in the Benedict, Brichford, Ham, Greene, O'Toole and Rapport articles as they relate to

*preservation decisions*. (These articles are assigned for class reading on January 28, 2010).  
Critical essay due: 3/4/10.

Present your view of the methodology used in Columbia's "Special Collections Materials Survey Instrument (note: this is a written and in-class assignment): HYPERLINK "<http://www.columbia.edu/cu/lweb/services/preservation/surveyTools.html>" <http://www.columbia.edu/cu/lweb/services/preservation/surveyTools.html> and compare it with the California State survey instrument at: HYPERLINK "<http://sunsite.berkeley.edu/CALIPR/>" <http://sunsite.berkeley.edu/CALIPR/> Due: 4/15/10.

Write a six page essay presenting the challenges of condition surveys in archives, as well as the strengths and weaknesses of the condition and needs assessment survey methods assigned for class readings on March 4. Due: March 25, 2010.

### Schedule of Classes

#### January 21, 2010 Class 1 § Preserving Cultural Heritage: An Overview

Introductions, outline of the material to be covered, objectives of the course.  
*Discussion topics:* Preservation of what and for whom? What does the archivist need to know about preservation and why? A brief history of preservation programs in archives and libraries will be presented. Tour of the NYU Libraries' Barbara Goldsmith Preservation & Conservation Department,

#### January 28, 2010 Class 2 § Preservation Practices in Archives

Preservation activities in archives vary widely from repository to repository. Theory, practice, goals and objectives will be discussed. In addition, based on the assigned readings for this class, students should outline and be prepared to present their views on a reasonable approach to preservation efforts in archives.

Benedict, Karen and L. Rapport. "Invitation to a Bonfire: Reappraisal and Deaccessioning of Records as Collection Management Tools in an Archives-a Reply to Leonard Rapport." *American Archivist* 47, no. 1 (Winter, 1984): 43-49.

Brichford, Maynard J. "Seven Sinful Thoughts." *American Archivist* 43, no. 1 (Winter 1980): 12-16.

Greene, Mark A. and Dennis N. Meissner. "More Product, Less Process: Revamping Traditional Archival Processing." *American Archivist* 68, no. Fall/Winter (2005): 208-263.

Ham, F. Gerald. "Archival Choices: Managing the Historical Record in an Age of Abundance." *American Archivist* 47, no. 1 (Winter, 1984): 11-22.

O'Toole, James M. "On the Idea of Permanence." *American Archivist* 52, no. 1 (Winter, 1989): 10-25.

Rapport, Leonard. "No Grandfather Clause: Reappraising Accessioned Records." *American Archivist* 44(2), no. 2 (Spring, 1981): 143-150.

### **February 4, 2010 Class 3 § Structure and Material of Paper-based Collections**

This class introduces basic concepts about the physical nature of paper-based collections. Students will examine the variety of materials found in paper-based collections and consider how these materials are made, how their inherent characteristics contribute to their deterioration, and the role of external factors such as environmental conditions, in the deterioration process. Students will be encouraged to view materials not individually, but as parts of composite objects, understanding that it is not only the nature of paper that needs to be examined, but the interaction with other materials such as inks, colorants, leather, photographic imaging materials, and adhesives, as well as other types of objects found in paper-based document and manuscript collections, such as hair, pins, fabric, wax, plastics, etc. The lesson draws parallels between different types of materials, allowing students to discover similarities and differences between various types of objects. By learning to recognize patterns of deterioration and relating damage to types of materials, students should develop a frame of reference to evaluate materials beyond the specific information covered in class.

#### **Readings:**

Ritzenthaler, Mary Lynn, "Nature of Archival Materials," Chapter 4, in *Preserving Archives and Manuscripts*, Chap. 3, pp. 19-37.

Shelley, Marjorie. "Warning Signs: When Works on Paper Require Conservation." In *Conservation Concerns: A Guide for Collectors and Curators*, edited by Konstanze Bachmann. Washington, D.C.: Smithsonian Institution Press, 1992.

The American National Standard for permanent paper. Available in full text at [HYPERLINK "http://128.8.237.133/standards/resources/Z39-48.pdf"](http://128.8.237.133/standards/resources/Z39-48.pdf) <http://128.8.237.133/standards/resources/Z39-48.pdf>.

Dube, Liz. "The Copying Pencil: Composition, History and Conservation Implications."

[HYPERLINK "http://aic.stanford.edu/sg/bpg/annual/v17/bp17-05.html"](http://aic.stanford.edu/sg/bpg/annual/v17/bp17-05.html) <http://aic.stanford.edu/sg/bpg/annual/v17/bp17-05.html>

Ink Corrosion Web site. [HYPERLINK "http://www.kn/ecpa/ink/index.html"](http://www.kn/ecpa/ink/index.html) <http://www.kn/ecpa/ink/index.html>

Nadeau, Louis. "Office Copying and Printing Processes." From *Guide to the Identification of Prints and Photographs: Featuring a Chronological History of Reproduction Technologies*, 2002.

HYPERLINK "http://palimpsest.stanford.edu/byauth/nadeau/copyingprocesses.pdf" <http://palimpsest.stanford.edu/byauth/nadeau/copyingprocesses.pdf>

Fischer, Monique. "Creating Long-Lasting Inkjet Prints."

HYPERLINK "http://www.nedcc.org/resources/leaflets/5Photographs/04InkjetPrints.php" <http://www.nedcc.org/resources/leaflets/5Photographs/04InkjetPrints.php>

## **February 11, 2010 Class 4 § Structure and Deterioration of Multimedia Materials**

This class presents the basic structure and composition of photographic media, sound recordings, audio and video magnetic media, and optical media. Students will become familiar with component parts of these non-paper materials and appreciate their special preservation needs. Preventive and remedial preservation decisions for these materials should be rooted in an understanding of the production processes that produced them, as well as the stability of their component parts and how they deteriorate with use and age.

### **Readings:**

Ritzenthaler, Mary Lynn, "Nature of Archival Materials," in *Preserving Archives and Manuscripts*, Chap. 3, pp. 37-43.

#### *Audio Materials*

Brylawski, Samuel. "Preservation of Digitally Recorded Sound." In *Building a National Strategy for Preservation: Issues in Digital Media Archiving*. Washington, D.C.: Council on Library and Information Resources, April 2002.

HYPERLINK "http://www.clir.org/pubs/reports/pub106/sound.html" <http://www.clir.org/pubs/reports/pub106/sound.html>

Gibson, Gerald D. "Preservation and Conservation of Sound Recordings." In *Conserving and Preserving Materials in Non-book Formats*, edited by Kathryn L. Henderson and William T. Henderson. Papers presented at the Allerton Park Institute, Urbana-Champaign, Ill.: Board of Trustees, 1991, pp. 27-44.

Jewitt, Crispin, "Sound and Moving Images as a Record of Society: Patterns of Public Provision," *Archives: the Journal of the British Records Association* 41:114 (2006):44-48. (See Course Documents on

*Blackboard for link to full text).*

Schoenherr, Steven E. 2002. *Recording Technology History*. Available at: HYPERLINK "http://history.sandiego.edu/gen/recording/notes.html" <http://history.sandiego.edu/gen/recording/notes.html>.

Library of Congress. *Cylinder, Disc and Tape Care in a Nutshell*. Washington, D.C.: Library of Congress, 2002. HYPERLINK "http://www.loc.gov/preserv/care/record.html" <http://www.loc.gov/preserv/care/record.html>

### *Photographic Materials*

Albright, Gary. "Storage Enclosures for Photographic Materials." In *Preservation of Library and Archival Materials*. Andover, Mass.: Northeast Document Conservation Center, 2008. HYPERLINK "http://nedcc.org/resources/leaflets/4Storage\_and\_Handling/11StorageEnclosures.php" [http://nedcc.org/resources/leaflets/4Storage\\_and\\_Handling/11StorageEnclosures.php](http://nedcc.org/resources/leaflets/4Storage_and_Handling/11StorageEnclosures.php)

Reilly, James M., "The Component Materials of 19<sup>th</sup>-Century Prints and their Forms of Deterioration," in *Care and Identification of 19<sup>th</sup>-Century Photographic Prints*. Rochester, NY: Eastman Kodak Company, 1986. Pp. 14-32.

### *Motion Picture Film*

Dalton, Susan. "Moving Images: Conservation and Preservation." In *Conserving and Preserving Materials in Non-book Formats*, edited by Kathryn L. Henderson and William T. Henderson. Papers presented at the Allerton Park Institute, Urbana-Champaign, Ill.: Board of Trustees, 1991, pp. 61-72.

Melville, Annette, ed., "Understanding Film and How it Decays," in *The Film Preservation Guide: The Basics for Archives, Libraries, and Museums* (San Francisco, CA: The National Film Preservation Foundation, 2004). HYPERLINK "http://www.filmpreservation.org/preservation/fpg\_2.pdf" [http://www.filmpreservation.org/preservation/fpg\\_2.pdf](http://www.filmpreservation.org/preservation/fpg_2.pdf)

### *Magnetic Media and Optical Media*

Edmondson, Ray, HYPERLINK "http://www.ccaaa.org/news\_010504.htm" [http://www.ccaaa.org/news\\_010504.htm](http://www.ccaaa.org/news_010504.htm) [Audiovisual Archiving: Philosophy and Principles](http://www.ccaaa.org/news_010504.htm). Paris: UNESCO, April 30, 2004 June (CI/2004/WS/2) HYPERLINK "http://unesdoc.unesco.org/images/0013/001364/136477e.pdf" <http://unesdoc.unesco.org/images/0013/001364/136477e.pdf>

Iraci, Joe. "The Relative Stabilities of Optical Disc Formats." *Restaurator* 26 (2005): 134–50.

Messier, Paul, and Timothy Vitale. "Video Preservation Website."

HYPERLINK "<http://videopreservation.stanford.edu/index.html>"  
<http://videopreservation.stanford.edu/index.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.

HYPERLINK "<http://www.clir.org/pubs/reports/pub54/index.html>"  
<http://www.clir.org/pubs/reports/pub54/index.html>

### **Imaging of Laterally and Vertically Grooved Analog Audio Recordings**

Analog audio recordings of cylinders and phonograph disks are at risk for loss as they deteriorate, exfoliate, or break. In addition, standard playback techniques using stylus or other tactile systems can in themselves cause change. The Library of Congress, in collaboration with the Lawrence Berkeley National Laboratories, has pursued the development of imaging systems to use 2 and 3 dimensional scanning techniques to capture sound from laterally and vertically grooved analog sound recordings.

HYPERLINK "[http://www.loc.gov/preserv/rt/projects/imaging\\_audio.html](http://www.loc.gov/preserv/rt/projects/imaging_audio.html)"  
[http://www.loc.gov/preserv/rt/projects/imaging\\_audio.html](http://www.loc.gov/preserv/rt/projects/imaging_audio.html)

### **February 18, 2010 Class 5 § Building-wide Concerns**

This module introduces students to ways in which environmental factors (including temperature, humidity, light, and air quality) contribute to material deterioration. Methods and best practices for monitoring these environmental factors will be reviewed, and problems caused by pests and mold will be highlighted. HVAC systems and the relationship between good building design and preservation of materials will be discussed.

#### **Readings:**

Banks, Paul N., and Roberta Pilette, eds. *Preservation: Issues and Planning*. Chicago: American Library Association, 2000. Read Chapter 7, "Environment and Building Design," by Paul Banks; and Chapter 10, "Library and Archives Security," by Richard Strassberg.

Northeast Document Conservation Center. *Preservation of Library and Archival Materials*. Andover, Mass.: Northeast Document Conservation Center, 2008. Particularly HYPERLINK "<http://www.nedcc.org/resources/leaflets.list.php>" \t "\_blank" [Section 2, Leaflets 1–6, and Section 3, Leaflets 9–10](http://www.nedcc.org/resources/leaflets.list.php). <http://www.nedcc.org/resources/leaflets.list.php>

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.”

**Web Sites:**

HYPERLINK "<http://www.rbms.nd.edu/>" \t "\_blank" [Association of College and Research Libraries. Rare Books and Manuscripts Section.](http://www.rbms.info/) HYPERLINK "<http://www.rbms.info/>" <http://www.rbms.info/> (See “Standards and Guidelines” section.)

Particularly *Guidelines Regarding Security and Theft in Special Collections*.

This is a documented best practice/standard in a part of the field where few absolute guidelines have been established; it can serve as a model for policy development in cultural heritage institutions.

HYPERLINK "<http://www.imagepermanenceinstitute.org/>" \t "\_blank" [Image Permanence Institute.](http://www.imagepermanenceinstitute.org/) [www.imagepermanenceinstitute.org](http://www.imagepermanenceinstitute.org/)

IPI is the leading institution in environmental control research and development of tools and systems to test environmental levels in cultural heritage institutions. Each student should become familiar with the work of this organization.

## **February 25, 2010 Classes 6 § Collections Care**

Integrating and implementing reasonable and fundamental preservation principles in an archival institution may significantly extend the lifespan of a collection. The importance of staff and user education, holdings and stacks maintenance, preservation housing and storage, and proper exhibition practices will be examined. Students will learn careful selection principles for commercially produced protective enclosures, as well as when and how to custom-make protective enclosures. The use of archives materials for exhibits and loans will be discussed and proper conservation techniques for safely showing off collections will be demonstrated, including how to make and use mounts, supports, cradles, mats, frames, and display cases.

**Readings:**

Balloffet, Nelly, and Jenny Hille, “Simple Preservation Techniques: Rehousing Library and Archive Materials,” Sec. 3 in *Preservation and Conservation for Libraries and Archives*, pp. 54-74. And “Small Exhibitions,” Sec. 6, pp. 149-182. (*See Course Documents on Blackboard for link to full text*).

Ogden, Sherelyn, “Experience and Examples in the Preservation of Scrapbooks and Albums, in *Advances in Preservation and Access*, vol. 2, edited by Barbra Buckner Higginbotham (Medford, NJ: Learned Information, Inc., 1995):

339-352.

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, "Conservation Treatment", in *Preserving Archives and Manuscripts*, Chap. 7, pp. 77-88. (Review this chapter again).

### Websites:

National Park Service. HYPERLINK "[http://www.cr.nps.gov/museum/publications/consveogram/cons\\_toc.html](http://www.cr.nps.gov/museum/publications/consveogram/cons_toc.html)" \t "\_blank" [Conserve O Grams](#).  
HYPERLINK "[http://www.nps.gov/history/museum/publications/consveogram/cons\\_toc.html](http://www.nps.gov/history/museum/publications/consveogram/cons_toc.html)" [http://www.nps.gov/history/museum/publications/consveogram/cons\\_toc.html](http://www.nps.gov/history/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. HYPERLINK "<http://www.nedcc.org/resources/suppliers.php>" [Preservation Suppliers and Services](#). HYPERLINK "<http://www.nedcc.org/resources/suppliers.php>" <http://www.nedcc.org/resources/suppliers.php>

———. "HYPERLINK "<http://www.nedcc.org/resources/leaflets.list.php>" [Section 4: Storage & Handling](#)." In *Preservation of Library and Archival Materials*. Andover, Mass.: Northeast Document Conservation Center, 2008. HYPERLINK "<http://www.nedcc.org/resources/leaflets.list.php>" <http://www.nedcc.org/resources/leaflets.list.php>

The leaflets in this section provide guidelines to assist institutions in implementing cost-effective methods for suitable storage and handling of library and archival materials. The leaflets present techniques encouraging proper care for a variety of materials including books, unbound flat paper, oversized collections, newsprint, pamphlets, scrapbooks and ephemera, and photographs.

Ritzenthaler, Mary Lynn. "Preservation of Archival Records: Holdings Maintenance at the National Archives." Technical Information Paper Number 6, 1990. HYPERLINK "<http://www.archives.gov/preservation/holdings-maintenance/table-of-contents.html>" <http://www.archives.gov/preservation/holdings-maintenance/table-of-contents.html>

This Web site provides an excellent overview of the holdings maintenance program in place at the National Archives. The work describes preservation actions including rehousing and selection of proper storage methods such as boxes, file folders, and appropriate shelving practices that can prolong the life of records.

National Information Standards Organization (NISO). HYPERLINK "<http://128.8.237.133/standards/resources/Z39-79-2001.pdf>" \t "\_blank" *[Environmental Conditions for Exhibiting Library and Archival Materials](http://128.8.237.133/standards/resources/Z39-79-2001.pdf)*. ANSI/NISO Standard Z39.79-2001. Bethesda, Md.: NISO Press, 2001. <http://128.8.237.133/standards/resources/Z39-79-2001.pdf>

### **March 4, 2010 Class 7 § Condition Surveys and Needs Assessment**

Surveys and needs assessment are essential to setting goals, establishing priorities and responsibly directing preservation efforts and activities. This class will examine a selection of past and present survey and needs assessment tools and approaches and discuss their appropriate application and use in a variety of settings. **Critical essay due.**

#### **Readings:**

Bell, Nancy, "The Oxford preservation survey, 2: A method for surveying archives," *Paper Conservator* 17 (1993): 53-55.

Cox, Richard J., "Selecting Historical Records for Microfilming: Some Suggested Procedures for Repositories," *Library & Archival Security* 9:2 (1989): 21-40.

Boles, Frank, "Sampling in Archives," *American Archivist* 44:2 (Spring 1981): 125-130. (Revised and republished as "Mathematical Sampling Selection," in *Selecting and Appraising Archives and Manuscripts*. Archival Fundamental Series II. (Chicago: Society of American Archivists, 2005).

NEDCC, "Assessing Preservation Needs: A Self-Survey,"  
HYPERLINK "<http://www.nedcc.org/resources/downloads/apnssg.pdf>"  
<http://www.nedcc.org/resources/downloads/apnssg.pdf>

#### **Assignment:**

Present your view of the methodology used in Columbia's "Special Collections Materials Survey Instrument: HYPERLINK "<http://www.columbia.edu/cu/lweb/services/preservation/surveyTools.html>" <http://www.columbia.edu/cu/lweb/services/preservation/surveyTools.html> and compare it with the California State survey instrument at: HYPERLINK "<http://sunsite.berkeley.edu/CALIPR/>" <http://sunsite.berkeley.edu/CALIPR/>

## **March 11, 2010 Class 8 § Specialized Conservation Treatment**

This class introduces students to a range of conservation treatments for special collection materials performed by professional conservators. Principles of conservation will be outlined and illustrated. The need for conservation to function as an integral part of institutional activities is emphasized throughout the class. Because issues and information surrounding conservation are complex, they cannot be fully explored in one class. The goal instead is to provide students with a basic understanding of treatment goals and available approaches.

### **Readings:**

Ritzenthaler, Mary Lynn. "Conservation Treatment", in *Preserving Archives and Manuscripts*. Chapter 10, pp. 133 –154.

Bruckle, Irene. "The Practice of Looking in Paper Conservation," *The Paper Conservator* 25 (2001): 113-123.

Balloffet, Nelly and Jenny Hille, Sections 2, 3, and 4, pp. 32 – 93, in *Preservation and Conservation for Libraries and Archives*. (See "Course Documents" on Blackboard for link to full text).

Paris, Jan. "HYPERLINK "http://www.nedcc.org/resources/leaflets/7Conservation\_Procedures/07ChoosingAConservator.php" \t "\_blank" [Choosing and Working with a Conservator](http://www.nedcc.org/resources/leaflets/7Conservation_Procedures/07ChoosingAConservator.php)." In *Preservation of Library and Archival Materials*. Andover, Mass.: Northeast Document Conservation Center, 2008.

HYPERLINK "http://www.nedcc.org/resources/leaflets/7Conservation\_Procedures/07ChoosingAConservator.php" [http://www.nedcc.org/resources/leaflets/7Conservation\\_Procedures/07ChoosingAConservator.php](http://www.nedcc.org/resources/leaflets/7Conservation_Procedures/07ChoosingAConservator.php)

## **March 18, 2010 SPRING BREAK – NO CLASS**

## **March 25, 2010 Class 9 § Reformatting: Preservation Microfilming, Photocopying, Digitizing**

Reformatting of archival materials for preservation and/or surrogate use, including preservation microfilming, preservation photocopying and digitization; selection and collection development issues involved in reformatting decisions; contracting out with vendors for microfilm and photocopy services; shipping and handling processes for collections copied off-site; and quality control methods for

reformatting. The philosophy of duplicating images for preservation and/or surrogate use will be covered, as well as techniques of reformatting photographic materials, including a brief description of the process of digitization and its application preservation to preservation goals. **Critical essay due.**

### **Readings:**

Elkington, Nancy, ed. *RLG archives microfilming manual*. Mountain View, CA : Research Libraries Group, 1994. Chapters 1 – 5, and appendices 1 – 6.

Ritzenthaler, Mary Lynn, “Preservation Photocopying and Microfilming,” in *Preserving Archives and Manuscripts*, Chap. 9, pp. 125-132.

NISO Framework Advisory Group. HYPERLINK "<http://www.niso.org/framework/metadata/>" \t "\_blank" *A Framework of Guidance for Building Good Digital Collections*. 2nd ed. Bethesda, Md.: National Information Standards Organization, 2004. HYPERLINK "<http://www.niso.org/publications/rp/framework3.pdf>" <http://www.niso.org/publications/rp/framework3.pdf>

Rothenberg, Jeff. “Ensuring the Longevity of Digital Documents.” *Scientific American* 272 (January 1995): 42–47.

## **April 1, 2010 Class 10 § Creating Sustainable Digital Collections**

### **Part 1: Digital Issues**

Digital preservation is a constantly evolving field. Students will learn basic issues associated with the digital conversion of archival materials, its impact on preservation and learn the core issues involved in creating, maintaining, and preserving objects in digital environments. Students will consider the definitions of digital objects as well as address and analyze the various elements that must be considered in both digitization and digital preservation. Given the time constraints of the class, the emphasis should be on making students aware of these topics and pointing them toward resources and sites for further study. Some of these topics will be addressed in more detail in Class 11, “Creating Sustainable Digital Collections, Part 2: Digital Preservation.”

### **Readings:**

Baca, Murtha ed. HYPERLINK "<http://www.getty.edu/research/institute/standards/intrometadata/>" \t "\_blank" *Introduction to Metadata*. Getty Conservation Institute, 1998. HYPERLINK "[http://www.getty.edu/research/conducting\\_research/standards/intrometadata/](http://www.getty.edu/research/conducting_research/standards/intrometadata/)" [http://www.getty.edu/research/conducting\\_research/standards/intrometadata/](http://www.getty.edu/research/conducting_research/standards/intrometadata/)

Conway, Paul. HYPERLINK "<http://www.clir.org/pubs/reports/conway2/>" \t "\_blank" *Preservation in a Digital World*. HYPERLINK "<http://www.clir.org/pubs/reports/conway2/>" <http://www.clir.org/pubs/reports/conway2/>

Cook, Terry. "Electronic Records, Paper Minds: The Revolution in Information Management and Archives in the Post-custodial and Post-modern Era." In *Archives and Manuscripts* 22 (Nov. 1994): 300–329.

*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. HYPERLINK "<http://www.clir.org/pubs/abstract/pub103abst.html>" <http://www.clir.org/pubs/abstract/pub103abst.html>

Garret, John & Donald Waters. "Preserving Digital Information: Report of the Task Force on Archiving Digital Information." The Commission on Preservation and Access and RLG, 1996. HYPERLINK "<http://www.rlg.org/legacy/ftpd/pub/archtf/final-report.pdf>" <http://www.rlg.org/legacy/ftpd/pub/archtf/final-report.pdf>

Harvey, Ross. *So Where's the Black Hole in Our Collective Memory? A Provocative Position Paper*, 2008. HYPERLINK "[http://www.digitalpreservationeurope.eu/publications/position/Ross\\_Harvey\\_black\\_hole\\_PPP.pdf](http://www.digitalpreservationeurope.eu/publications/position/Ross_Harvey_black_hole_PPP.pdf)" [http://www.digitalpreservationeurope.eu/publications/position/Ross\\_Harvey\\_black\\_hole\\_PPP.pdf](http://www.digitalpreservationeurope.eu/publications/position/Ross_Harvey_black_hole_PPP.pdf)

Levine, Melissa Smith. "HYPERLINK "<http://www.nedcc.org/oldnedccsite/digital/dman.pdf>" \t "\_blank" *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. HYPERLINK "<http://www.nedcc.org/oldnedccsite/digital/dman.pdf>" <http://www.nedcc.org/oldnedccsite/digital/dman.pdf>

"Digital Preservation Management: Implementing Short-term Strategies for Long-Term Problems," a Digital Tutorial by Cornell University Libraries, winner of the SAA Preservation Publication Award HYPERLINK "<http://www.library.cornell.edu/iris/tutorial/dpm/index.html>" <http://www.library.cornell.edu/iris/tutorial/dpm/index.html>

**Note:** Students are expected to complete the tutorial.

National Institute of Standards and Technology (NIST), Information Access Division (IAD), HYPERLINK "<http://www.itl.nist.gov/div895/carefordisc/>" [Care and Handling Guide for the Preservation of CDs and DVDs - A Guide for Librarians and Archivists](http://www.itl.nist.gov/div895/carefordisc/). (24 June 2003).

Palm, Jonas, "The Digital Black Hole," HYPERLINK "[http://www.tape-online.net/docs/Palm\\_Black\\_Hole.pdf](http://www.tape-online.net/docs/Palm_Black_Hole.pdf)" [http://www.tape-online.net/docs/Palm\\_Black\\_Hole.pdf](http://www.tape-online.net/docs/Palm_Black_Hole.pdf)

## April 8, 2010 Class 11 § Creating Sustainable Digital Collections

### Part 2: Digital Preservation

This class follows up on Class 10, "Creating Sustainable Digital Collections, Part 1: Digital Issues," by providing more in-depth coverage of digital preservation as it relates to the sustainability of library and archival collections. The class will consider foundational work, current research and development, technical strategies for digital objects, and a discussion of standards and tools to help students better understand the development of trusted registries and repositories. Since the issues are complex and cannot be fully explored in this three-hour class, the class focuses on raising awareness within each of the components, as well as providing information to support further research and/or acting as an introduction to courses designed to provide more in-depth knowledge of digital preservation.

### Readings:

Baker, Mary, et al. HYPERLINK "<http://www.hpl.hp.com/techreports/2005/HPL-2005-120.pdf>" \t "\_blank" [Why Traditional Storage Systems Don't Help Us Save Stuff Forever](http://www.hpl.hp.com/techreports/2005/HPL-2005-120.pdf). <http://www.hpl.hp.com/techreports/2005/HPL-2005-120.pdf>

Lavoie, Brian. HYPERLINK "[http://www.dpconline.org/docs/lavoie\\_OAIS.pdf](http://www.dpconline.org/docs/lavoie_OAIS.pdf)" \t "\_blank" [The Open Archival Information System Reference Model: Introductory Guide](http://www.dpconline.org/docs/lavoie_OAIS.pdf). DPC Technology Watch Report 04-01. London: Digital Preservation Coalition, 2004. [http://www.dpconline.org/docs/lavoie\\_OAIS.pdf](http://www.dpconline.org/docs/lavoie_OAIS.pdf)

———, and Richard Gartner. HYPERLINK "<http://www.dpconline.org/docs/reports/dpctw05-01.pdf>" \t "\_blank" [Preservation Metadata](http://www.dpconline.org/docs/reports/dpctw05-01.pdf). DPC Technology Watch Report 05-01. London: Digital Preservation Coalition, 2005. <http://www.dpconline.org/docs/reports/dpctw05-01.pdf>

Thibodeau, Kenneth. "HYPERLINK "<http://www.clir.org/pubs/reports/pub107/thibodeau.html>" \t "\_blank" [Overview of Technological Approaches to Digital Preservation and the Challenges in Coming Years](http://www.clir.org/pubs/reports/pub107/thibodeau.html)." 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>

Tibbo, Helen. "On the Nature and Importance of Archiving in the Digital Age." In *Advances in Computing: Information Repositories* 57 Elsevier, 2003.

## April 15, 2010 Class 12 § Disaster Planning

This session explores disaster prevention, preparedness, response, and recovery. Students will be introduced to the basics of each of these topics, and they will learn how to prepare an institutional disaster plan. Brief discussions of the challenges of planning for local and regional disasters are incorporated into each section, and the importance of interacting with emergency responders before a disaster hits is emphasized.

### Readings:

Buchanan, Sally. "Preservation Management: Emergency Preparedness." In *Preservation: Issues and Planning*, edited by Paul Banks and Roberta Pilette. Chicago: American Library Association, 2000.

Patkus, Beth Lindblom. "HYPERLINK "http://www.nedcc.org/resources/leaflets/3Emergency\_Management/03DisasterPlanning.php" \t "\_blank" [Disaster Planning](http://www.nedcc.org/resources/leaflets/3Emergency_Management/03DisasterPlanning.php)." In *Preservation of Library and Archival Materials*. Andover, Mass.: Northeast Document Conservation Center, 2008. HYPERLINK "http://www.nedcc.org/resources/leaflets/3Emergency\_Management/03DisasterPlanning.php" [http://www.nedcc.org/resources/leaflets/3Emergency\\_Management/03DisasterPlanning.php](http://www.nedcc.org/resources/leaflets/3Emergency_Management/03DisasterPlanning.php)

Swanson, Marianne, et al. Contingency Planning for Information Technology Systems: Recommendations of the Nation Institute of Standards and Technology. NIST Special Publications No. 800-43. Washington, DC.: U.S. Department of Commerce, June 2002.

HYPERLINK "http://csrc.nist.gov/publications/nistpubs/800-34/sp800-34.pdf" <http://csrc.nist.gov/publications/nistpubs/800-34/sp800-34.pdf>

*dPlan: The Online Disaster Planning Tool for Cultural and Civic Institutions*, designed by NEDCC and the Massachusetts Board of Library Commissioners HYPERLINK "http://www.dplan.org/" <http://www.dplan.org/>

"HYPERLINK "http://www.mnhs.org/preserve/conservation/emergency.html" \t "\_blank" [Emergency Salvage Procedures for Wet Items](http://www.mnhs.org/preserve/conservation/emergency.html)." Minnesota Historical Society. <http://www.mnhs.org/preserve/conservation/emergency.html>

"Worksheet for Outlining a Disaster Plan." In *Preservation of Library and Archival Material*. Andover, Mass.: Northeast Document Conservation Center, 2008. HYPERLINK "http://www.nedcc.org/resources/leaflets/3Emergency\_Management/04DisasterPlanWorksheet.php" [http://www.nedcc.org/resources/leaflets/3Emergency\\_Management/04DisasterPlanWorksheet.php](http://www.nedcc.org/resources/leaflets/3Emergency_Management/04DisasterPlanWorksheet.php)

### **Library of Congress: General Collections Valuation**

Determining the value of library collections is a formidable task. Many library collections are in multiple buildings with extensive general collections. The total number of items involved is so great that individual pricing is not practical. The solution is to develop an average value for each category within each location. Generally, the better categorized the collection, the more accurate the values.

The breakdown of volumes by subject is important to determine the value of a general collection. Many book jobbers can provide average cost by subject and, in some cases, such values are provided free on Web sites and can help you establish a replacement value for most items. To arrive at an accurate estimate of value, however, the source figure must be used in conjunction with the number of volumes by subject and format in each library location.

HYPERLINK "<http://www.loc.gov/preserv/emergprep/insurancevaluation.html>"  
<http://www.loc.gov/preserv/emergprep/insurancevaluation.html>

### **April 22, 2010 § Class 13 Field Trip to WNYC & Tour with Andy Lanset**

### **April 29, 2010 Class 14 § Preservation Program Development**

Class will sum up basic preservation program development and strategies to resolve problems, use scarce resources wisely, and coordinate preservation efforts with other cultural institutions. Topics will also include outsourcing preservation services and working with vendors.

#### **Readings:**

Childs, Dr. Margaret. "Preservation Assessment and Planning," Preservation Leaflet no. 1.2 (Andover, MA: Northeast Conservation Center) . Accessed 4/29/2010 HYPERLINK "[http://www.nedcc.org/resources/leaflets/1Planning\\_and\\_Prioritizing/02PreservationAssessment.php](http://www.nedcc.org/resources/leaflets/1Planning_and_Prioritizing/02PreservationAssessment.php)" [http://www.nedcc.org/resources/leaflets/1Planning\\_and\\_Prioritizing/02PreservationAssessment.php](http://www.nedcc.org/resources/leaflets/1Planning_and_Prioritizing/02PreservationAssessment.php)

----- . "Collecting Policies and Preservation," Preservation Leaflet no. 1.5 (Andover, MA: Northeast Conservation Center). Access 4/29/2010. HYPERLINK "[http://www.nedcc.org/resources/leaflets/1Planning\\_and\\_Prioritizing/05CollectionsPolicies.php](http://www.nedcc.org/resources/leaflets/1Planning_and_Prioritizing/05CollectionsPolicies.php)" [http://www.nedcc.org/resources/leaflets/1Planning\\_and\\_Prioritizing/05CollectionsPolicies.php](http://www.nedcc.org/resources/leaflets/1Planning_and_Prioritizing/05CollectionsPolicies.php)

"Priority Actions for Preservation," Preservation Leaflet no. 1.6 (Andover, MA: NEDCC) Accessed 4/29/2010). HYPERLINK "[http://www.nedcc.org/resources/leaflets/1Planning\\_and\\_Prioritizing/06PriorityActions.php](http://www.nedcc.org/resources/leaflets/1Planning_and_Prioritizing/06PriorityActions.php)" [http://www.nedcc.org/resources/leaflets/1Planning\\_and\\_Prioritizing/06PriorityActions.php](http://www.nedcc.org/resources/leaflets/1Planning_and_Prioritizing/06PriorityActions.php)

[www.nedcc.org/resources/leaflets/1Planning\\_and\\_Prioritizing/06PriorityActions.php](http://www.nedcc.org/resources/leaflets/1Planning_and_Prioritizing/06PriorityActions.php)

Greene, Mark A. and Dennis N. Meissner. "More Product, Less Process: Revamping Traditional Archival Processing." *American Archivist* 68, no. Fall/Winter (2005): 208-263. Review.

Ritzenthaler, Mary Lynn, "Implementing a Preservation Program," Chapter 2 in *Preserving Archives and Manuscripts*, 2<sup>nd</sup> ed., pp. 9-42.

Ritzenthaler, Mary Lynn, "Integrating Preservation and Archival Management," Chap. 8, in *Preserving Archives and Manuscripts*, 2<sup>nd</sup> ed., pp. 224 – 299.

### Selected Periodicals and Websites

*American Institute for Conservation: Book and Paper Group Annual* <http://aic.stanford.edu/sg/bpg/annual/>

*International Preservation Issues*. HYPERLINK "<http://www.ifla.org/VI/4/ipi.html>" <http://www.ifla.org/VI/4/ipi.html>

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

American Library Association Preservation Policy. HYPERLINK "<http://www.archive.ala.org/alcts/publications/archives/preservation.html>" [www.archive.ala.org/alcts/publications/archives/preservation.html](http://www.archive.ala.org/alcts/publications/archives/preservation.html)

California Preservation Clearinghouse: HYPERLINK "<http://cpc.stanford.edu/>" <http://cpc.stanford.edu/>

Canadian Conservation Institute HYPERLINK "<http://www.cci-icc.gc.ca>" [www.cci-icc.gc.ca](http://www.cci-icc.gc.ca)

Colorado Digitization Program: HYPERLINK "<http://www.cdheritage.org>" [www.cdheritage.org](http://www.cdheritage.org)

Conservation OnLine. HYPERLINK "<http://www.palimpsest.Stanford.edu>" [www.palimpsest.Stanford.edu](http://www.palimpsest.Stanford.edu)

European Commission on Preservation and Access. HYPERLINK "<http://www.knaw.nl.ecpa>" [www.knaw.nl.ecpa](http://www.knaw.nl.ecpa)

Heritage Preservation. HYPERLINK "<http://www.heritagepreservation.org>" [www.heritagepreservation.org](http://www.heritagepreservation.org)

Image Permanence Institute. HYPERLINK "<http://www.imagepermanenceinstitute.org>" [www.imagepermanenceinstitute.org](http://www.imagepermanenceinstitute.org)

Library of Congress Preservation Research and Testing Division HYPERLINK "<http://www.loc.gov/preserv/resear.html>" [www.loc.gov/preserv/resear.html](http://www.loc.gov/preserv/resear.html)

National Information Standards Organization HYPERLINK "<http://www.niso.org>" [www.niso.org](http://www.niso.org)

National Initiative for A Networked Cultural Heritage (NINCH) HYPERLINK "<http://www.nyu.edu/its/humanities/ninchguide>" <http://www.nyu.edu/its/humanities/ninchguide>

National Institute of Standards and Technology [HYPERLINK "http://www.nist.org"](http://www.nist.org)  
[www.nist.org](http://www.nist.org)

Northeast Document Conservation Center [HYPERLINK "http://www.nedcc.org"](http://www.nedcc.org)  
[www.nedcc.org](http://www.nedcc.org)

Regional Alliance for Preservation: [HYPERLINK "http://www.rap-arcc.org"](http://www.rap-arcc.org) [www.rap-arcc.org](http://www.rap-arcc.org)

SOLINET: [HYPERLINK "http://www.solinet.net/preservation/leaflets/"](http://www.solinet.net/preservation/leaflets/) <http://www.solinet.net/preservation/leaflets/> Particularly “Funding Resources for Preservation” and “Preservation Budget Planning.”

University of Michigan, Division of Research, Development, and Administration.  
*Proposal Writing Guide*. <http://www.research.umich.edu/proposals/PWG/pwgcontents.html>

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