



Introduction to Preservation and Reformatting
NYU Archives Program
Course # HIST-GA 2013.001.SP12
January 25, 2012 – May 2, 2012

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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 several written assignments (45%) during the semester.

Class Readings

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. The Ogden text is available online at the link below.

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

Preservation of Library & Archival Materials: A Manual, 3rd Edition, by Shereilyn Ogden, ed. Andover, MA: Northeast Document Conservation Center (NEDCC), 1999. The online version of this book is entitled, "Preservation Leaflets," and can be found at: <http://www.nedcc.org/resources/leaflets.list.php>

The Rizenthaler text is available at the NYU Book Store and the Reserve Desk in the Bobst Library, Lower Level 2. Many of the course readings are linked to the syllabus on Blackboard. Articles from *American Archivist* and other journals are available in Bobst Library stacks and online through the Library catalog.

Assignments

- 1) All students are expected to be prepared to discuss the readings for each class.
- 2) **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 9, 2012, 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 preservation problems (e.g., paper embrittlement? Fading inks? Folded documents? Mold growth?), as well as relevant storage and handling measures to be followed. 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.

- 3) Prepare a 3 page memo addressed to me, as a hypothetical library director, and make an argument for the purchase of dataloggers for environmental monitoring for one of the special or archival collections in Bobst Library (or another of your choosing), including costs and benefits. **Due Feb. 29, 2011.**
- 4) Write a 6 page critical essay presenting your understanding of the issues presented in the Benedict, Ham, O'Toole and Rapport articles as they relate to preservation decisions. (These articles are assigned for class reading on February 1, 2012, with the written critical essay due: **March 7, 2012**).
- 5) Construct a list of criteria against which you can judge whether digitized objects have been adequately preserved. Find one website of an archival collection that meets those criteria and one that does not. Present your list and findings in a 3-4 page paper. **Due: April 25, 2011.**

Schedule of Classes

January 25, 2012 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.

February 1, 2012 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 Archives -- a Reply to Leonard Rapport." *American Archivist* 47, no. 1 (Winter, 1984): 43-49.

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 8, 2012 Class 3 § Structure and Material of Composite 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 class 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, "Archival Materials as Physical Objects," Chapter 3, in *Preserving Archives and Manuscripts, 2nd ed.*, 2010, pp. 43-93.

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. (See Course Documents on Blackboard for link to full text).

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

Dube, Liz. "The Copying Pencil: Composition, History and Conservation Implications." <http://aic.stanford.edu/sg/bpg/annual/v17/bp17-05.html>

Ink Corrosion Web site. <http://ink-corrosion.org/>

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

<http://cool.conservation-us.org/byauth/nadeau/copyingprocesses.pdf>

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

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

February 16, 2012 Class 4 § Structure and Deterioration of Composite 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:

Audio Materials

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. On reserve in Bobst Library.

Schoenherr, Steven E. 2002. *Recording Technology History*, available online at: http://en.wikipedia.org/wiki/History_of_sound_recording There's also David Morton's, "Recording History: The History of Recording Technology," available at: <http://www.recording-history.org/>

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

Photographic Materials

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

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

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. (See *Course Documents on Blackboard* for link to full text).

McLaughlin, Mark. *Keepers of the Frame* [videorecording]. NYU Bobst Avery Fisher Center Main Collection (VCA 9531) This 70 min. documentary covers the need for motion picture preservation. <http://video.google.com/videoplay?docid=7851705567600658577#>

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).

http://www.filmpreservation.org/preservation/fpg_2.pdf

Magnetic Media and Optical Media

Edmondson, Ray, "Preservation: Exploring Nature and Concept," in *Audiovisual Archiving: Philosophy and Principles*. Paris: UNESCO, April 30, 2004 June (CI/2004/WS/2): pp. 44-52.
<http://unesdoc.unesco.org/images/0013/001364/136477e.pdf>

Messier, Paul, and Timothy Vitale. "Video Preservation Website," available at:
<http://videopreservation.stanford.edu/index.html>

Stauderman, S and Messier, P, "Video Format Identification Guide," available at:
http://videopreservation.conservation-us.org/vid_id/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.
<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 develop imaging systems to use 2 and 3 dimensional scanning techniques to capture sound from laterally and vertically grooved analog sound recordings.

http://www.loc.gov/preserv/rt/projects/imaging_audio.html

February 22, 2012 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. (See *Course Documents on Blackboard for link to full text*).

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

Ritzenthaler, Mary Lynn. *Preserving Archives and Manuscripts*. 2nd Ed. Society of American Archivists Basic Manual Series. Chicago: Society of American Archivists, 2010. Read Chapters 4 and 5, "Causes of Deterioration" and "Creating a Sympathetic Environment."

Association of College and Research Libraries. Rare Books and Manuscripts Section. *Guidelines Regarding Security and Theft in Special Collections*, available at the ACRL/RBMS website:
http://www.ala.org/ala/mgrps/divs/acrl/guidelines/standards/security_theft.cfm

This is a documented best practices standard for security of collections and it can serve as a model for policy development in cultural heritage institutions.

[Image Permanence Institute](http://www.imagepermanenceinstitute.org). 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 29, 2012 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 archival 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: Re-housing 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. On reserve in Bobst Library.

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. (See *Course Documents on Blackboard* for link to full text).

Websites:

National Park Service. [Conserve O Grams](http://www.nps.gov/history/museum/publications/conservedgrams/cons_toc.html).
http://www.nps.gov/history/museum/publications/conservedgrams/cons_toc.html

- "Storing Archival Paper-Based Materials," 19/15, 1996.
- "Housing Archival Paper-Based Materials," 19/16, 1996.
- "Handling Archival Documents and Manuscripts," 19/17, 1996.
- "How to Care for Bound Archival Materials," 19/18, 1996.

Northeast Document Conservation Center. [Preservation Suppliers and Services](http://www.nedcc.org/resources/suppliers.php).
<http://www.nedcc.org/resources/suppliers.php>

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

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. <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 re-housing 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). *Environmental Conditions for Exhibiting Library and Archival Materials*. ANSI/NISO Standard Z39.79-2001. Bethesda, Md.: NISO Press, 2001.
<http://128.8.237.133/standards/resources/Z39-79-2001.pdf>

March 7, 2012 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 of February 1 readings is due.**

Readings:

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).

Columbia University Libraries, Special Collections Survey Tool, used to survey unprocessed collections. <http://library.columbia.edu/services/preservation.html> This tool was adapted from the PACSCL Consortial Survey Initiative. See that survey guide and compare it to Columbia's <http://www.pacsclsurvey.org/documents/guide.pdf>

Conway, Martha O'Hara and Merrilee Proffitt. *Taking Stock and Making Hay: Archival Collections Assessment*. Dublin, Ohio: OCLC Research, 2011. 26 pgs. <http://www.oclc.org/research/publications/library/2011/2011-07.pdf>

Gunselman, Cheryl. "Assessing Preservation Needs of Manuscript Collections with a Comprehensive Survey," *American Archivist*. Chicago: SAA, 70 (Spring/Summer 2007), pp. 151-169.

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

Waxman, Jennifer, "Is that Box Overstuffed? Implementing a Cross-Repository Condition Survey," *Archival Outlook*. Chicago: SAA, January/February 2012, pp. 8-9. (Forthcoming)

Assignment:

Present your view of the methodology used in Columbia's Special Collections Materials Survey Tool: <http://www.columbia.edu/cu/lweb/services/preservation/surveyTools.html> and how it might be used for processed collections.

March 14, 2012 SPRING BREAK – NO CLASS

March 21, 2012 Class 8 § Specialized Conservation Treatment: Class meets in Bobst Library, Pres. Dept.

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*, 2nd ed., 2010, Chapter 10, pp. 331-369.

Balloffet, Nelly and Jenny Hille, Sections 2, 3, and 4, pp. 32 – 93, in *Preservation and Conservation for Libraries and Archives*. On reserve in Bobst Library.

Paris, Jan. "Choosing and Working with a Conservator." In *Preservation of Library and Archival Materials*. Andover, Mass.: Northeast Document Conservation Center, 2008.

http://www.nedcc.org/resources/leaflets/7Conservation_Procedures/07ChoosingAConservator.php

March 28, 2012 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:

Kirschenbaum, Ovenden, and Redwine. *Digital Forensics and Born-Digital Content in Cultural Heritage Collections* (CLIR 2010). Familiarize yourself. <http://www.clir.org/pubs/abstract/pub149abst.html>

Paradigm project, Workbook on Digital Private Papers, 2005-7. Familiarize yourself. <http://www.paradigm.ac.uk/workbook/>

Ritzenthaler, Mary Lynn, "Preservation Photocopying and Microfilming," in *Preserving Archives and Manuscripts*, Chap. 9, pp. 301-330.

Rothenberg, Jeff. "Ensuring the Longevity of Digital Documents." *Scientific American* 272 (January 1995): 42-47. <http://www.clir.org/pubs/archives/ensuring.pdf>

------. "Renewing The Erl King," (2006) <http://www.bampfa.berkeley.edu/about/ErlKingReport.pdf>

April 4, 2012 Class 10 § Creating Sustainable Digital Collections

Part 1: Digital Preservation Issues

Digital preservation is a constantly evolving field. Students will learn about basic issues associated with the digital conversion of archival materials, its impact on preservation and learn the core principles 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 their creation and preservation. Given the time constraints of the class, the emphasis will 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. *Introduction to Metadata*. Getty Conservation Institute, 1998.

http://www.getty.edu/research/conducting_research/standards/intrometadata/

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

Harvey, Ross. *So Where's the Black Hole in Our Collective Memory? A Provocative Position Paper*, 2008.
http://www.digitalpreservationeurope.eu/publications/position/Ross_Harvey_black_hole_PPP.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
<http://www.library.cornell.edu/iris/tutorial/dpm/index.html>

Note: Students are expected to complete the Cornell tutorial.

Byers, Fred R. *Care and Handling of CDs and DVDs: A Guide for Librarians and Archivists*. (Washington, DC: Council on Library and Information Resources and National Institute of Standards and Technology, October 2003. <http://www.clir.org/pubs/reports/pub121/pub121.pdf>

April 11, 2012 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 discussion of digital preservation as it relates to the sustainability of digital library and archival collections. The class will consider foundational work, current research and development, technical strategies for digital collections, 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 one class, the class focuses on raising awareness within each of the components, as well as providing information to support further research.

Readings:

A Guide to Distributed Digital Preservation. Edited by Katherine Skinner and Matt Schultz. Atlanta, GA: Educopia Institute, 2010. http://www.metaarchive.org/sites/default/files/GDDP_Educopia.pdf

Baker, Mary, et al. *Why Traditional Storage Systems Don't Help Us Save Stuff Forever*. Yokohama, Japan: The First IEEE Workshop on Hot Topics in System Dependability, 30 June 2005.
<http://www.hpl.hp.com/techreports/2005/HPL-2005-120.pdf>

Lavoie, Brian. *The Open Archival Information System Reference Model: Introductory Guide*. DPC Technology Watch Report 04-01. London: Digital Preservation Coalition, 2004.
http://www.dpconline.org/docs/lavoie_OAIS.pdf

———, and Richard Gartner. *Preservation Metadata*. DPC Technology Watch Report 05-01. London: Digital Preservation Coalition, 2005. <http://www.dpconline.org/docs/reports/dpctw05-01.pdf>

Thibodeau, Kenneth. "Overview of Technological Approaches to Digital Preservation and the Challenges in Coming Years." In *The State of Digital Preservation: An International Perspective*. Washington, D.C.: Council on Library and Information Resources, 2002.
<http://www.clir.org/pubs/reports/pub107/thibodeau.html>

Walters, Tyler and Katherine Skinner. *New Roles for New Times: Digital Curation for Preservation*. Washington, DC: Association for Research Libraries, 2011. Read pp. 31-55.
http://www.arl.org/bm~doc/nrnt_digital_curation17mar11.pdf

April 18, 2012 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. Pp. 159-184. On reserve in Bobst Library.

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

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.
<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 <http://www.dplan.org/>

"[Emergency Salvage Procedures for Wet Items](#)." 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.
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.

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

April 25, 2012 § Class 13 Field Trip – Full Tour of NYU’s Preservation Department

May 2, 2012 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

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.

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).

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*, 2nd ed., pp. 9-42.

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

Ward, Christine. "Preservation Program Planning for Archives and Historical Records Repositories." In *Preservation: Issues and Planning*, edited by Paul Banks and Roberta Pilette. Chicago: American Library Association, 2000. Pp. 43 - 62. On reserve in Bobst Library.

Web Resources

For a comprehensive list of web resources for preservation and conservation go to the NEDCC Web Resources page at: <http://www.nedcc.org/resources/web.php>