Course Objectives
The basic objective of this course is to develop awareness and understanding in the following areas:
- preservation terminology and online preservation resources
- factors that extend or diminish the useful life of materials in library and archive collections, including both analog and digital content
- collection assessment and evaluation strategies
- selection of materials for analog and/or digital preservation
- fundamental components of preservation programs, including:
  - institutional commitment & support; cooperative effort
  - optimal storage conditions; onsite storage options
  - environmental monitoring;
  - disaster preparedness; security
  - digitization projects and the concept of a digital repository
- current options for the stabilization, replacement, repair or reformatting of paper and non-paper media
- relevant standards and recommended library and archive practice
- local, state, national and international preservation efforts
- recent developments & key issues (touched on throughout the semester)

Course Structure
This is a lecture course with assigned readings. Guest experts may be invited to discuss current preservation issues. Field trips may be scheduled. The general texts to be used for this course are:

2. Online sources (listed in course outline)

Supplemental readings will be assigned from print and online sources, including material available online from the Northeast Document Conservation Center and the U.S. Park Service “Conserve O Gram” series. Additional readings may also be assigned. In addition to readings, the course requirement includes:

- Take-home test distributed Feb. 26, due back March 12.
- Final take-home exam distributed Apr. 23, due back Apr. 30.
  Test responses are due on the specified dates.
  Test responses can be submitted in class or via e-mail.

Itinerary
This course is intended to provide the student with an introduction to preservation fundamentals. To help students visualize how libraries organize preservation projects and workspaces, one or more field trips may be arranged. Since the field trips serve to illustrate some of the concepts and techniques discussed in class, they take the place of regularly scheduled sessions.

Field trip locations will depend on whether or not enough class members can participate. They would need to be planned in full compliance with the host site’s security policies and will be subject to cancellation due to security concerns that may restrict access by tour groups.

Requirements

Students are expected to prepare for each class by reading assigned materials. Grades will be based on (1) take-home mid-term exam; (2) final take-home exam, and (3) classroom participation. Grades will be based on a 100 point scale:

1. Take-home test distributed Feb. 26, due back March 12. (45 points)
2. Final take-home exam distributed Apr. 23, due back Apr. 30. (45 points)
3. Classroom participation: relevant comments and questions that reflect study and knowledge of assigned topics. (10 points)

Note: Responses on exams are expected to reflect a graduate level understanding of the subject, including references to assigned readings. Technical content (e.g. recommended collection storage temperature and humidity ranges) must be supported by references.