

Preservation
LSC647
Spring 2012
Mondays 4:30 pm – 7:00 pm
LC – Adams Building LA 154
Instructor: Vanessa Smith
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301-238-2089

Course objectives:

Introduction to the preservation of library and archival collection, including the nature of book and paper materials and how they deteriorate, options for dealing with deteriorated and vulnerable items, and management approaches to preservation, including disaster preparedness, preventive maintenance, and options for reformatting.

Course Structure:

The course includes lectures with assigned readings. Guest lecturers and site visits will be planned. The general text for the course is: Banks, Paul N and Roberta Pilette, eds., *Preservation: Issues and Planning* (Chicago: American Library Association, 2000). Additional assigned readings are listed in the course calendar.

Assignments:

Research paper – Due date March 12th .

1000-1500 words.

Topic:

Comment on the interacting roles of the decision makers, the librarian, and the conservator. How do these activities and cultural influences impact the practice of preservation?

Cite at least 6 sources drawn from professional literature (web resources from reliable agencies and authors are also acceptable). Submission of hard copy preferred.

Reference questions - submitted to class April 2nd .

Each student will receive an individual reference question, typical to the library preservation profession. Students have one week to respond – Answers reviewed during April 2nd class.

Final exam – April 30th.

There will be 3 essay questions to answer in which you are required to use examples from readings and citations to authors to support arguments.

Requirements:

Students are expected to prepare for each class by reading assigned materials. Grades will be based on a 100 point scale.

(1) Research Paper (40 points)

* Quality of writing and argument, as well as punctuality will be evaluated to determine grade.

(2) Final Exam (40 points)

(3) Class Attendance and Participation (20 points)

University grades:

The University grading system is available:

<http://policies.cua.edu/academicgrad//gradesfull.cfm#iii>

Expectations and policies

Academic honesty: Academic honesty is expected of all CUA students. Faculty are required to initiate the imposition of sanctions when they find violations of academic honesty, such as plagiarism, improper use of a student's own work, cheating, and fabrication.

The following sanctions are presented in the University procedures related to Student Academic Dishonesty (from <http://policies.cua.edu/academicundergrad/integrityprocedures.cfm>): "The presumed sanction for undergraduate students for academic dishonesty will be failure for the course. There may be circumstances, however, where, perhaps because of an undergraduate student's past record, a more serious sanction, such as suspension or expulsion, would be appropriate. In the context of graduate studies, the expectations for academic honesty are greater, and therefore the presumed sanction for dishonesty is likely to be more severe, e.g., expulsion. In the more unusual case, mitigating circumstances may exist that would warrant a lesser sanction than the presumed sanction."

Please review the complete texts of the University policy and procedures regarding Student Academic Dishonesty, including requirements for appeals, at

<http://policies.cua.edu/academicundergrad/integrity.cfm> and

<http://policies.cua.edu/academicundergrad/integrity.cfm>.

Course calendar:

Jan 9 – Class 1: Introduction

Introduction to the course, course requirements, and readings. Defining Preservation/ Restoration/Conservation and understanding our role for preserving cultural heritage. Discussing the core functions of a preservation department, with focus on influences that affect the long-term stewardship of research materials.

Readings:

- Morrow, Carolyn Clark, "Defining the Library Preservation Program", Preservation Issues and Planning. Ed. Paul N. Banks and Roberta Pilette. Chicago, IL; 2000.
- Heritage Preservation and the Institute of Museum and Library Services, "The Public Trust at Risk: The Heritage Health Index report on the State of America's Collections" (Washington, D.C.: Heritage Preservation, 2005)
<http://www.heritagepreservation.org/HHI/HHISummary.pdf>
- Doyle, Beth, "Careers in Preservation Librarianship", LISCareer.com (Feb 2005)
http://www.liscareer.com/doyle_preservation.htm

Jan 23 - Class 2: Introduction to the Book Structure

Brief overview of the history of the written and printed text. Introduction to the book structure, including methods of binding with discussion of their strengths/weaknesses.

Readings:

- Frost, Gary, “*Mobility and Function in the Codex*”, Oct 2007
<http://futureofthebook.com/mobility-and-function-in-the-codex/>

Jan 30 – Class 3: Deterioration of paper-based materials

Paper and paper manufacturing, permanence and durability. Some discussion of manufacture and preservation issues with leather and parchment.

Readings:

- Northeast Document Conservation Center. Preservation Leaflets, Section 7: “*Repairing Paper Artifacts*”
“*Conservation Treatment for Bound Materials of Value*”
<http://www.nedcc.org/resources/leaflets.list.php>
National Park Service, Conserv O Gram, June 2001, “*How to Preserve Acidic Wood Pulp Paper*” www.nps.gov/history/museum/publications/consveogram/19-24.pdf
- National Library of the Netherlands, “*Causes and Phenomena of Leather and Parchment Decay*”<http://www.kb.nl/cons/leather/chapter3-en.html>

Feb 6– Class 4: Non-print media

Structure and composition of photographs, sound recordings, audio and video tape, film and optical media. Special preservation challenges will be discussed.

Readings:

- Stewart, Eleanor & Paul Banks. “*Preservation of Information in Nonpaper Formats*”, Preservation Issues and Planning, ALA, 2000.
- Finch, Lorraine and John Webster. “*Caring for CDs and DVDs*”, National Preservation Office, Preservation in practice series (London: British Library, 2008)
www.bl.uk/blpac/pdf/cd.pdf
- Albright, Gary, “*Storage Enclosures for Photographic Materials*”, NEDCC, Preservation Leaflets, Section 4:
- Fischer, Monique, “*A Short Guide to Film Base Photographic Materials: Identification, Care, and Duplication*”, NEDCC Preservation Leaflets, Section 5
- Albright, Gary and Monique Fischer, “*Care of Photographs*”, NEDCC Preservation Leaflets, Section 5

Feb 13 – Class 5: Environment issues.

Discussion of light, temperature, relative humidity, pollutants and their effect on library materials. Monitoring the environment, integrated pest management, and safety concerns with mold will be covered.

Readings:

- Banks, Paul, “*Environment and Building Design*”, Preservation Issues and Planning, ALA, 2000.
- Ogden, Sherelyn, “*Temperature, Relative Humidity, Light and Air Quality; Basic Guidelines for Preservation*” NEDCC Preservation leaflets
http://www.nedcc.org/resources/leaflets/2The_Environment/01BasicGuidelines.php
- Patkus, Beth Lindblom, “*Integrated Pest Management*”, NEDCC Preservation Leaflets
http://www.nedcc.org/resources/leaflets/3Emergency_Management/10PestManagement.php
- Patkus, Beth Lindblom, “*Emergency Salvage of Moldy Books and Paper*”, NEDCC Preservation Leaflets
http://www.nedcc.org/resources/leaflets/3Emergency_Management/08SalvageMoldyBooks.php

Feb 27 – Class 6: Storage, handling, and exhibitions

Shelving, basic housing options, collections maintenance, and exhibition display standards and preparation will be discussed.

Readings:

- Ogden, Sherelyn, “*Storage Methods and Handling Practices*” NEDCC, Preservation Leaflets
http://www.nedcc.org/resources/leaflets/4Storage_and_Handling/01StorageMethods.php
- Watson, Duane, “*Collections and Stack Management*”, Preservation Issues and Planning, ALA, 2000.
- McIntyre, John, et al, “*Guidance for Exhibiting Library and Archive Material*” NPO, 2000
<http://www.collectionslink.org.uk/index.cfm?ct=assets.assetDisplay/title/Guidance%20for%20exhibiting%20archive%20and%20library%20materials/assetId/76>
- Smithsonian Institution Libraries, “*Library Do’s and Don’ts*”, available on YouTube
http://www.youtube.com/watch?v=mrt2P_fo_MA

March 12- Class 7: General Collections Care

***Mid-term papers due.**

Site visit to the Library of Congress Collections Care and Binding Unit

Readings:

- Merrill-Oldham, Jan and Nancy Carlson Schrock. “*The Conservation of General Collections*”, Preservation Issues and Planning, ALA, 2000.
- Dean, John F. “*Commercial Library Binding*”, Preservation Issues and Planning, ALA, 2000.
- NEDCC, Preservation Leaflets 4.4-4.6, <http://www.nedcc.org/resources/leaflets.list.php>
“*Storage Enclosures for Books and Artifacts on Paper*”
“*Protecting Books with Custom Fitted Boxes*”
“*Card Stock Enclosures for Small Books*”

March 19 – Class 8: Disaster response.

Overview of potential disasters to collections including drafting a disaster preparedness plan. Particular focus on the salvage of wet materials.

Readings:

- Buchanan, Sally, "Preservation Management: Emergency Preparedness", Preservation Issues and Planning, ALA, 2000.
- NEDCC Preservation Pamphlets, Section 3.1-3.7
<http://www.nedcc.org/resources/leaflets.list.php>
- Conservation Center for Art and Historic Artifacts (CCAHA), Technical Bulletins:
"Salvaging Art on Paper"
"Salvaging Photographs"
"Salvaging Books"
<http://ccaha.org/publications/technical-bulletins>

March 26 – Class 9: Reformatting options.

Guest speaker: Keri Thompson, Digital Projects Librarian

Readings:

- Marcum, Deanna & Amy Freidlander. "Keepers of the Crumbling Culture: What Digital Preservation Can Learn from Library History", *D-Lib Magazine*, May 2003
<http://www.dlib.org/dlib/may03/friedlander/05friedlander.html>
- Graham, Peter S., "Issues in Digital Archiving", Preservation Issues and Planning, ALA, 2000.

April 2 – Class 10: Special Collections Libraries

***Submission of student reference questions.**

Site visits to the Joseph F. Cullman 3rd Library of Natural History, National Museum of Natural History, and the Dibner Library of Science and Technology, National Museum of American History.

Readings:

- Stewart, Eleanore, "Special Collections Conservation". Preservation Issues and Planning, ALA, 2000.
- National Park Service, Conserve O gram 19, no. 1 & 2
"Care and Security of Rare Books"
"What Makes a Book Rare?"
www.cr.nps.gov/museum/publications/consveogram/19-01.pdf
www.cr.nps.gov/museum/publications/consveogram/19-02.pdf
- Finnegan, William, *The New Yorker*, "A Theft in the Library", October 2005. (This article will be provided by the instructor).

April 16 – Class 11: Review of Reference Questions

April 23 – Class 12: Site visit to the Conservation Lab, Folger Shakespeare Library, Washington, DC

April 30 – Class 13: Final Exam

Additional web resources:

- American Institute for Conservation (AIC): <http://www.conservation-us.org/>
- Association for Moving Image Archivists: <http://www.amianet.org/>
- Association for Recorded Sound Collections: <http://www.arsc-audio.org/>
- British Library: <http://www.bl.uk/>
- The Center for Book Arts: <http://www.centerforbookarts.org/>
- Conservation Center for Art and Historic Artifacts (CCAHA): <http://www.ccaha.org/>
- Conservation OnLine (CoOL): <http://cool.conservation-us.org/>
- Institute of Conservation (ICON): <http://www.icon.org.uk/>
- Institute of Museum and Library Services (IMLS): <http://www.ifla.org/en/pac>
- International Center for the Study of the Preservation and Restoration of Cultural Property (ICCROM): <http://www.iccrom.org/>
- International Federation of Library Associations and Institutions (IFLA): <http://www.ifla.org/en/pac>
- International Institute for Conservation of Historic and Artistic Works (IIC): <http://www.iiconservation.org/>
- Image Permanence Institute: <http://www.imagepermanenceinstitute.org/>
- Library of Congress: <http://www.loc.gov/preserv/>
- National Archives and Records Administration: <http://www.archives.gov/>
- National Park Service: <http://www.nps.gov/history/>
- National Trust for Historic Preservation: <http://www.preservationnation.org/>
- Smithsonian Museum Conservation Institute: <http://www.si.edu/mci/>