

INLS 753
Preservation of Library and Archive Materials
Thursdays, 6:00pm – 8:45pm
Manning 208

Instructor:
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Course description:

Preservation is how libraries and archives sustain access to information resources, all of which are by nature impermanent. This course is an introduction to the guiding concepts and tools of the trade for preservation. In addition to learning about the characteristics of resources and the current range of technologies and methods in the field, students will be encouraged to think critically about how diverse user needs and institutional contexts shape preservation decision-making and practice.

Expectations:

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

Grading:

- Attendance and participation (15%)
- Environmental observations (15%)
- Researching availability of cited resources (20%)
- Presentation (30%)
- Final exam (20%)

August 21

Introduction

Review syllabus and course objectives
Introduce core concepts

August 28

Environmental factors

Chemical degradation, mold, pests and other environmental threats.
Environmental monitoring, mitigating risks, and pest management.

Assignment 1: For next class, walk through any library, on campus or elsewhere, and describe 3 things that are signs of a risk and 3 things that are examples of mitigating risks. No more than 3 each. Keep it short, as close to one page as possible.

“ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections.” (accessed August 16, 2014) http://www.ala.org/acrl/standards/security_theft

“The Deterioration and Preservation of Paper: Some Essential Facts” Library of Congress (accessed August 16, 2014) <http://www.loc.gov/preservation/care/deterioratebrochure.html>

“Integrated Pest Management.” NEDCC Preservation Leaflets. <http://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.10-integrated-pest-management>

Trinkaus-Randall, Gregor, James Reilly, and Patricia Ford. "The Massachusetts Experiment: The Role of the Environment in Collection Preservation." *American Archivist* 77, no. 1 (Summer 2014): 133-150. *Library Literature & Information Science Full Text (H.W. Wilson)*, EBSCOhost (accessed August 9, 2014). <http://bit.ly/1yhleXq>

optional reading:

Weiss, Philip. "The book thief. (cover story)." *Harper's Magazine* 288, no. 1724 (January 1994): 37. *MasterFILE Complete*, EBSCOhost (accessed August 9, 2014). <http://bit.ly/1syHKdJ>

September 4

Disaster Preparedness and Response

Assignment 1 is due today.

Discussion and hands-on introduction to prevention, planning, and response.

Silverman, Randy. 2006. The Seven Deadly Sins of Disaster Recovery. *Public Library Quarterly* 25, no. 3-4:31-46. http://dx.doi.org.libproxy.lib.unc.edu/10.1300/J118v25n03_04

NEDCC Preservation Leaflets. <http://www.nedcc.org/free-resources/preservation-leaflets/overview>

Read the following leaflets under “3. Emergency Management”

- 3.3 Disaster Planning
- 3.6 Emergency Salvage of Wet Books and Records
- 3.7 Emergency Salvage of Wet Photographs
- 3.8 Emergency Salvage of Moldy Books and Paper
- 3.12 Freezing and Drying Wet Books and Records

September 11

Conservation

Visit Special Collections Conservation Lab in Wilson Library

Guest speakers: Jan Paris, Conservator, and Andrea Knowlton, Assistant Conservator

Nicholson, Catherine. "What Exhibits Can Do to Your Collection." *Restaurator* . 1992, v.13, pp.95-113.

<http://eres.lib.unc.edu.libproxy.lib.unc.edu/eres/coursepage.aspx?cid=3767>

Paris, J. 2008. Asking the Right Questions: The Role of the Conservator in Digital Projects. *LIBER Quarterly* 18, no. 2. (accessed August 16, 2014)

<http://liber.library.uu.nl/index.php/lq/article/view/URN%3ANBN%3ANL%3AUI%3A10-1-113535>

Paris, Jan. "Choosing and Working With a Conservator." Northeast Document Conservation Center (accessed August 12, 2014) <http://nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.7-choosing-and-working-with-a-conservator>

Pickwood, Nicholas. "Distinguishing Between the Good and Bad Repair of Books." *Conservation and Preservation in Small Libraries*. Edited by Nicholas Hadgraft and Katherine Swift. Cambridge: Parker Library Publication, Corpus Christi College, 1994. p. 141-149.

<http://eres.lib.unc.edu.libproxy.lib.unc.edu/eres/coursepage.aspx?cid=3767>

September 18

Print retention, journals, library binding

Trends in print retention and what they mean for preservation.

Models for long-term access to journals and subscriptions to electronic resources.

Library binding

Assignment 2 [instructions to be provided in class]

Burnhill, Peter. 2013. Tales from The Keepers Registry: Serial Issues About Archiving & the Web. *Serials Review* 39, no. 1:3-20. <http://dx.doi.org.libproxy.lib.unc.edu/10.1080/00987913.2013.10765481>

"Final Report of the 2CUL LOCKSS Assessment Team," Cornell University Library & Columbia University Library, March 2011. <http://2cul.org/sites/default/files/2CULLOCKSSFinalReport.pdf>

Merrill-Oldham, Jan, et al. 2008. Guide to the ANSI/NISO/LBI library binding standard. Chicago: Association for Library Collections & Technical Services, Preservation and Reformatting Section.

http://www.lbibinders.org/assets/documents/0838984840_LBIguide.pdf

Schonfeld, Roger C. 2011. What to Withdraw? Print Collection Management in the Wake of Digitization. *The Serials Librarian* 60, no. 1-4:141-145.

<http://dx.doi.org.libproxy.lib.unc.edu/10.1080/0361526X.2011.556453>

September 25 -- no class session

October 2

Copyright issues in preservation

Guest speaker: Anne Gilliland, Scholarly Communications Officer

Non-Print Collections

Assignment 2 is due today

Introduction to copyright considerations for preservation practice.

Overview of preservation for photographic, audio, and moving image collections.

Presentation assignment [instructions to be provided in class]

Adelstein, Peter Z. IPI Media Storage Quick Reference, *2nd Edition* Image Permanence Institute (2010).

http://www.imagepermanenceinstitute.org/webfm_send/301

Burge, Daniel. IPI Guide to Preservation of Digitally-Printed Photographs. Image Permanence Institute

(2014). http://www.dp3project.org/webfm_send/739

Hansen, David R., Copyright Reform Principles for Libraries, Archives, and Other Memory Institutions (July 14, 2014). Berkeley Technology Law Journal, Forthcoming, Vol. 29, 2014. Available at SSRN:

<http://ssrn.com/abstract=2466091>

Lewis, Alan F. "Risk Reduction through Preventive Care, Handling, and Storage" Association of Research Libraries. |. Sound Savings : Preserving Audio Collections : Proceedings of a Symposium, Austin, Texas, July 24-26, 2003. Washington, D.C.: Association of Research Libraries, 2004. pp.61-70.

<http://www.arl.org/storage/documents/publications/sound-savings.pdf>

National Film Preservation Foundation (U.S.). 2004. The film preservation guide the basics for archives, libraries, and museums. San Francisco, Calif: National Film Preservation Foundation. Chapter 2 "Understanding Film and How It Decays" and chapter 6 "Storage."

<http://www.filmpreservation.org/preservation-basics/the-film-preservation-guide-download>

October 16 -- no class (fall break)

October 9

Digital Preservation, part 1

Media stability, obsolescence, metadata, audit, migration and emulation.

Caplan, Priscilla, and OCLC. 2009. Understanding PREMIS. Washington, DC: Library of Congress.

<http://www.loc.gov/standards/premis/understanding-premis.pdf> (For more information about PREMIS, also see: <http://www.loc.gov/standards/premis/>)

Center for Research Libraries (U.S.), and OCLC. 2007. Trustworthy repositories audit & certification (TRAC) criteria and checklist. Chicago: Center for Research Libraries.
http://www.crl.edu/sites/default/files/attachments/pages/trac_0.pdf

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

Schottlaender, Brian E. C.1. 2014. "The Digital Preservation Imperative: An Ecosystem View." *Library Resources & Technical Services*, January. 2-3. https://auth-lib-unc-edu.libproxy.lib.unc.edu/ezproxy_auth.php?url=http://search.ebscohost.com.libproxy.lib.unc.edu/login.aspx?direct=true&db=llf&AN=94426681&site=ehost-live&scope=site

October 23

Digital Preservation, part 2

Guest speaker: Will Owen, AUL for Technical Services and Systems

Besser, Howard. 2013. "Archiving Aggregates of Individually Created Digital Content: Lessons from Archiving the Occupy Movement." *Preservation, Digital Technology & Culture* 42, no. 1: 31-37.
https://auth-lib-unc-edu.libproxy.lib.unc.edu/ezproxy_auth.php?url=http://search.ebscohost.com.libproxy.lib.unc.edu/login.aspx?direct=true&db=llf&AN=86371925&site=ehost-live&scope=site

Jacobs, James and Victoria Reich. "Preservation for all: LOCKSS: USDOCS and our digital future" Documents to the People (DttP) Volume 38:3 (Fall 2010) [www.freegovinfo.info/files/lockssusdocs-dttp38\(3\).pdf](http://www.freegovinfo.info/files/lockssusdocs-dttp38(3).pdf)

LeFurgy, William G. "NDIIPP Partner Perspectives on Economic Sustainability." *Library Trends* 57, no. 3 (2009): 413-426. http://muse.jhu.edu/journals/library_trends/v057/57.3.lefurgy.pdf

Rudersdorf, Amy. 2012. Digital preservation ingest can be a "CINCH". *Library Hi Tech* 30, no. 3:449-456.
<http://dx.doi.org/10.1108/07378831211266591>

University of North Carolina at Chapel Hill. Provost's Taskforce on the Stewardship of Digital Research Data. "Research Data Stewardship at UNC: Recommendations for Scholarly Practice and Leadership." Chapel Hill: UNC, February 15, 2012.
http://sils.unc.edu/sites/default/files/general/research/UNC_Research_Data_Stewardship_Report.pdf

October 30

Digitization

Visit Digital Production Center in Wilson Library

ARL Preservation of Research Library Materials Committee. "Recognizing Digitization as a Preservation Reformatting Method" (June 2004). <http://www.arl.org/storage/documents/publications/digitization-preservation-reformatting-2004.pdf>

Dale, Robin L. "Outsourcing and Vendor Relations." NEDCC Preservation Leaflets. <http://nedcc.org/free-resources/preservation-leaflets/6.-reformatting/6.7-outsourcing-and-vendor-relations>

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

November 6

Selection for preservation

Guest speaker: Janet Gertz, Director for Preservation, Columbia University Libraries

Gertz, Janet. "Preservation and Selection for Digitization." NEDCC Preservation Leaflets. <http://nedcc.org/free-resources/preservation-leaflets/6.-reformatting/6.6-preservation-and-selection-for-digitization>

Task Force on the Artifact in Library Collections. *The Evidence in Hand : Report of the Task Force on the Artifact in Library Collections*. Washington, D.C.: Council on Library and Information Resources, 2001. Chapter 2, "The Artifact in Question."
<http://www.clir.org/libproxy.lib.unc.edu/pubs/reports/pub103/section2.html>

November 13

Needs assessment

Roles throughout the organization

Brown, Karen E. K. 2005. "Use of General Preservation Assessments: Process." *Library Resources & Technical Services* 49, no. 2: 90-106. (accessed August 21, 2014)
https://auth.lib.unc.edu/ezproxy_auth.php?url=http://search.ebscohost.com/login.aspx?direct=true&db=llf&AN=502951030&site=ehost-live&scope=site

"The Needs Assessment Survey." NEDCC Preservation Leaflets. <http://nedcc.org/free-resources/preservation-leaflets/1.-planning-and-prioritizing/1.3-the-needs-assessment-survey>

NDSA Standards and Practices Working Group. 2013. *Staffing for effective digital preservation: an NDSA report : results of a survey of organizations preserving digital content*.
<http://hdl.loc.gov/loc.gdc/lcpub.2013655113.1>

November 20

Class presentations

November 27 -- no class (Thanksgiving)

December 4 -- no class (reading day)

December 11 -- final exam