

LIS 507
PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS
Spring 2009

SYLLABUS

Instructor: Gary L. Menges
Office: Suzzallo Library 516A (by appointment)
Phone: (206) 685-1589
E-mail: menges@u.washington.edu
Course Website: <https://courses.washington.edu/lis507/sp09/>
Preservation Website: www.lib.washington.edu/preservation/
Class Meets: Wednesday and Friday, 9:00 am to 10:20 am. in Mary Gates Hall Room 288 and in other locations as noted in the syllabus or announced.

COURSE DESCRIPTION:

Consideration of the many factors contributing to the physical vulnerability of library materials of all kinds and overview of resources and strategies for those who determine preservation policy or manage the application of such policy. No technical background required.

OBJECTIVES:

- 1) To develop an understanding of the major causes of deterioration of library and archival materials.
- 2) To identify the major components of a preservation program.
- 3) To build an understanding of the options and strategies for preserving library and archival collections.
- 4) To become familiar with information resources on library and archival preservation.
- 5) To be able to apply your knowledge of preservation issues to practical situations in libraries, archives, and/or museums.

READINGS:

Readings will supplement class lectures. Readings are listed for each class. Most of the readings are from the two titles listed below. Many of the other readings are available on the web. I've indicated when copies are available on the web, on reserve in OUGL, on electronic reserve, or in the Preservation Collection.

Preservation of Library and Archival Materials: A Manual "edited by Sherelyn Ogden, 3rd edition, revised and expanded (Andover, MA: Northeast Documents Conservation Center: 1999. NEDCC is maintaining the Manual as "Preservation Leaflets" (<http://nedcc.org/resources/leaflets.list.php>). There are some differences between the two versions, but the printed and online versions are very similar. Some leaflets in the printed version aren't online and some new leaflets have been added online. The numbering of some of the leaflets has also changed. The numbers in the syllabus are the numbers in the printed version, but the URLs will get you to the online version.

Banks, Paul N. and Roberta Pilette, *Preservation: Issues and Planning*. Chicago: American Library Association, 2000. The NEDCC Manual emphasizes the more technical aspects of preservation. This book emphasizes the programmatic aspects.

The first day of classes, April 1, you will have an opportunity to order hardcopies of both of these books. The cost will depend upon the number of copies ordered since shipping costs will impact the final cost, but the NEDCC Manual should be about \$47.50 each and the ALA member's price for Banks and Pilette is \$49.50 plus shipping. By doing a group order we can get a lower price per book.

URLs are current as of March 4, 2009

PRINT RESOURCES:

The Preservation Collection in the Special Collections Division is a valuable source of information about preservation.

WEB RESOURCES:

Links to some useful sites with preservation information and links to some of the readings are on the **Preservation Web Page** (www.lib.washington.edu/preservation). See especially the section called "Web Resources." Here are some other resources:

The class web site is at <https://courses.washington.edu/lis507/sp09/>.

Preservation Education Opportunities: <http://www.lib.washington.edu/Preservation/education.html>

Abstracting and indexing services which index preservation information:

<http://www.lib.washington.edu/preservation/databases.html>.

LISTSERVS:

Please subscribe to these listservs:

lis507a_sp09 - the class listserv. (You have automatically been subscribed to the class listserv when you registered for the class unless you don't have UW NetID. If you don't have a UW account you should try to get one. <https://uwnetid.washington.edu/newid/>) Send messages to distribute (post) to: lis507a_sp09@u.washington.edu using your UW email account.

Consdist (To subscribe send an e-mail message to consdist-request@lindy.stanford.edu with the message "Subscribe consdist and your first and last name.")

PRESERVENW (To subscribe go to:

<http://mailman1.u.washington.edu/mailman/listinfo/preservenw>.)

ASSIGNMENTS:

1) Format preservation fact sheet

DUE April 22

Each student will prepare a concise preservation fact sheet on a particular format, e.g., color photograph, map, videotape, etc. The fact sheet should be single-spaced, 12 point type, and a minimum of two to three pages **in addition** to the bibliography organized as follows:

1. Format name(s)
2. Brief history of format.
3. Life expectancy of the format (including why it degrades – the “inherent” reasons).
4. Storage requirements.
5. Other preservation and access issues relevant to the format.
6. Strategies to preserve (other than storage requirements).
7. Annotated bibliography (2-3 sentence annotations)

Use the above subheadings and additional headings or bullets as appropriate. A brief bibliography with a two to three sentence annotation for each item should accompany the fact sheet. Use the Chicago Style Guide (Lib. Guide 45) for bibliographic citations. Please note sources in the text of your fact sheet by citing the author’s name and page number. Provide the full citation in the bibliography. When citing web sites give the URL and the date accessed. (Note: If you rely entirely on web sources you may miss relevant sources.) Please give your instructor a hardcopy of the fact sheet by April 22. In addition, please post your fact sheet at:

<https://catalysttools.washington.edu/collectit/dropbox/manage/lis507/5173>

It will be added to the course website so everyone will have access to them.

2) Class Projects

DUE May 27

Students will select a topic to study in depth from a list provided by the instructor. Three students will work together on the project. Two class periods at the end of the quarter (May 27 and May 29) have been reserved for brief class presentations with three projects scheduled each class day. (A written report of up to ten pages single spaced **plus** an annotated bibliography is also required and is due May27. (If appendices are appropriate, they are in addition to the ten pages.)

MIDTERM EXAM: May 1

The midterm exam will consist of brief essays based on readings and lectures for classes 1-9.

GRADES:

Format:	30% Due April 22
Midterm:	20% May 1
Project:	40% Due May 27
Other:	10% Class attendance, participation, quizzes, etc.

There will **NOT** be a final exam.

1. **CLASS SCHEDULE:**

April 1: Introduction

Course logistics/requirements
Resources for preservation
Definitions
Discussion: "Slow Fires" video

2. **April 3: Preservation Overview**

History of library/archival preservation
Material formats
The preservation challenge
Components of a preservation program
Discussion: ALA and ARL policy statements

Readings:

Higginbotham, Barbara Buckner. "To Preserve the Best and Noblest Thoughts of Man":
American Beginnings, in *Advances in Preservation and Access Volume 1*. (Westport,
London: Meckler, 1992), 2-17 (On electronic reserve.)
Z 700.9 A38 v.1

American Library Association *Preservation Policy* 2008.

<http://www.ala.org/ala/mgrps/divs/alcts/resources/preserv/08alaprespolicy.cfm>

HANDOUT

Research Libraries Enduring Responsibility for Preservation. Approved by ARL Board of
Directors July 24, 2007 **HANDOUT**

http://www.arl.org/bm~doc/preservation_responsibility_24july07.pdf

Reed-Scott, Jutta. "Planning for Preservation in Libraries" In *Preservation: Issues
and Planning*. (Chicago, London: American Library Association, 2000), 82-96.
(On electronic reserve.)

ADDITIONAL RESOURCES, BUT NOT REQUIRED READING:

Darling, Pamela W. and Sherelyn Ogden. "From Problems Perceived to Programs in
Practice: The Preservation of Library Resources in the U.S.A., 1956-1980." *Library
Resources and Technical Services* 25 (1981): 9-29. A good source on the
development of preservation programs in the U.S. This is NOT on reserve.

Merrill-Oldham, Jan, Carolyn Clark Morrow, and Mark Roosa. *Preservation Program
Models: A Study Project and Report*. Washington D.C.: Association of Research
Libraries, 1991. (On reserve.) Also available in the Preservation
Collection Z 701.3 R48 M47 1991.

3. **April 8: Materials: Paper**

History
The Brittle Book problem
Response to the problem
Permanent paper
Paper conservation

Readings:

DePew, John N. "Paper and Papermaking," In *A LIBRARY, MEDIA, AND ARCHIVAL PRESERVATION HANDBOOK*. (Santa Barbara: ABC-CLIO, 1991), 3-44. (On electronic reserve.) Also available in the Preservation Collection (Z 701 D45 1991).

Shelley, Marjorie. "Warning Signs: When Works on Paper Require Conservation," In Bachmann, Kostanze, editor. *CONSERVATION CONCERNS: A GUIDE FOR COLLECTORS AND CURATORS*. (Washington: Smithsonian Institution Press, 1992), 35-38. (On reserve in OUGL.) Also available in the Preservation Collection (AM 141 C65 1992). **HANDOUT**

Permanence of Paper for Publications and Documents in Libraries and Archives/approved October 26, 1992 by the American National Standards Institute; developed by the National Information Standards Organization. Bethesda, MD: NISO Press, 1993 ANSI/NISO Z39.48-1992 (R2002). Copies also in the Preservation Collection and Suzzallo Reference (Z701 A56 1993.) **HANDOUT (TEXT ONLY)**

The Permanent Paper Law, *ABBAY NEWSLETTER* 8 (1990): 8
<http://palimpsest.stanford.edu/byorg/abbey/an/an14/an14-8/an14-803.html> or
http://www.loc.gov/preserv/pub/perm/pp_x1.html

4. **April 10: Deacidification/Paper Strengthening**

Deacidification
Paper strengthening

Readings:

Saving the Written Word: Mass Deacidification at the Library of Congress
<http://lcweb.loc.gov/preserv/deacid/massdeac.html> **HANDOUT**

MDEP Paper Strengthening Pilot Program 2003-2005
<http://www.loc.gov/preserv/papertreng.html> **HANDOUT**

Bruckle, Irene and Jana Dambrogio "Paper Splitting: History and Modern Technology."
JOURNAL OF THE AMERICAN INSITITUTE FOR CONSERVATION
39 (2000): 295-325 <http://aic.stanford.edu/jaic/articles/jaic39-03-001.html>

5-8 **COLLECTION WIDE STRATEGIES**

5. **April 15: Environment**

Climate
Temperature/Humidity
Light
Air Quality
Building Design
Micro Environments

Readings:

Banks, Paul N. "Environment and Building Design." In *Preservation: Issues and Planning*. (Chicago, London: American Library Association, 2000), 114-144. (On electronic reserve.)

Preservation of Library and Archival Materials: A Manual

Section 2: The Environment

Leaflet 1: Ogden, Sherelyn. *TEMPERATURE, RELATIVE HUMIDITY, LIGHT AND AIR QUALITY: BASIC GUIDELINES FOR PRESERVATION*.
<http://www.nedcc.org/plam3/tleaf21.htm>

Leaflet 2: Patkus, Beth Lindblom. *MONITORING TEMPERATURE AND RELATIVE HUMIDITY*. <http://www.nedcc.org/plam3/tleaf22.htm>

ADDITIONAL RESOURCES, BUT NOT REQUIRED READING:

Section 2: The Environment

Leaflet 3: Ellis, Rebecca Thatcher. *GETTING FUNCTIONS FROM DESIGN: MAKING SYSTEMS WORK*. <http://www.nedcc.org/plam3/tleaf23.htm>

Leaflet 5: Glaser, Mary Todd. *PROTECTING PAPER AND BOOK COLLECTIONS DURING EXHIBITION*. <http://www.nedcc.org/plam3/tleaf25.htm>

Section 1: Planning and Prioritizing

Leaflet 7: Brown, Karen E. *PRESERVATION CONCERNS IN BUILDING DESIGN: SELECT BIBLIOGRAPHY*. Not a "reading" but, as it says, a bibliography.
http://nedcc.org/resources/leaflets/1Planning_and_Prioritizing/08PreservationConcerns.php

6. **April 17: Storage and Handling**

Storage equipment
Special storage facilities
Protective enclosures
Storage and handling methods
Cleaning
Discussion: Vendor catalogs

Readings:

Preservation of Library and Archival Materials: A Manual

Section 4: Storage and Handling

Leaflet 1: Ogden, Sherelyn *Storage Methods and Handling Practices*
<http://www.nedcc.org/plam3/tleaf41.htm>

Leaflet 2: Ogden, Sherelyn *Storage Furniture: A Brief of Current Options*
<http://www.nedcc.org/plam3/tleaf42.htm>

Leaflet 3: Ogden, Sherelyn *Cleaning Books and Shelves*
<http://www.nedcc.org/plam3/tleaf43.htm>

Leaflet 4: Ogden, Sherelyn *Selection of Suitable-Quality Storage Enclosures for Books and Artifacts on Paper*. <http://www.nedcc.org/plam3/tleaf44.htm>

Leaflet 11: Albright, Gary *Storage Enclosures for Photographic Materials*
http://www.nedcc.org/resources/leaflets/4Storage_and_Handling/11StorageEnclosures.php

ADDITIONAL RESOURCES, BUT NOT REQUIRED READING:

University of Washington Libraries Preservation. *Stack Cleaning Procedures*.
<http://www.lib.washington.edu/Preservation/clean.html>

THESE ARE GOOD EXAMPLES OF ONLINE PROGRAMS ON CARING FOR LIBRARY MATERIALS:

The University of Illinois at Urbana-Champaign Library Preservation and Conservation
“*Proper Shelving Habits*” <http://www.library.uiuc.edu/prescons/preserve/shelf1.html>

The Northwestern University Library Preservation Department “*Care of Library Materials*”
<http://staffweb.library.northwestern.edu/preservation/chlm/index.html>

7. **April 22: Disaster Preparedness**

***** FORMAT PRESERVATION FACT SHEET DUE****

Disasters
Developing a plan
Prevention/Preparedness/Response/Recovery

Readings:

Buchanan, Sally A. “Preservation Management: Emergency Preparedness,” In
Preservation: Issues and Planning. (Chicago, London: American Library
Association, 2000), 159-165. (On electronic reserve.)

NOTE: These are good resources on salvage techniques.

Preservation of Library and Archival Materials: A Manual

Section 3: Emergency Management

Leaflet 7: Buchanan, Sally. *Emergency Salvage of Wet Books and Records*

http://www.nedcc.org/resources/leaflets/3Emergency_Management/06SalvageWetBooks.php

Leaflet 8: Albright, Gary. *Emergency Salvage of Wet Photographs*.

http://www.nedcc.org/resources/leaflets/3Emergency_Management/07SalvageWetPhotos.php

Leaflet 9: Patkus, Beth Lindblom. *Emergency Salvage of Moldy Books and Paper*.

http://www.nedcc.org/resources/leaflets/3Emergency_Management/08SalvageMoldyBooks.php

Western Association for Art Conservation. *Salvage at a Glance*. **HANDOUT**
<http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-207.html>

THERE WON'T BE TIME TO COVER SECURITY IN CLASS, BUT I'LL GIVE YOU A HANDOUT ON SECURITY. HERE ARE SOME GOOD RESOURCES ON SECURITY. THEY ARE NOT REQUIRED READINGS:

These are two sources from the class “textbooks”:

Preservation of Library and Archival Materials: A Manual

Section 3: Emergency Management

Leaflet 12: Brown, Karen E., *COLLECTIONS SECURITY: PLANNING AND PREVENTION FOR LIBRARIES AND ARCHIVES*

http://www.nedcc.org/resources/leaflets/3Emergency_Management/11CollectionsSecurity.php

Strassberg, Richard. "Library and Archival Security," In *Preservation: Issues and Planning* (Chicago, London: American Library Association, 2000), 166-184.

THESE IS AN ESSENTIAL GUIDELINE ON SECURITY AND THEFT:

Association of College and Research Libraries. Rare Books and Manuscripts Section. ACRL/RBMS GUIDELINES REGARDING SECURITY AND THEFT IN SPECIAL COLLECIONS Final Version 2/17/09
<http://www.rbms.info/committees/security/securitydraftfinal5.pdf>

8. **April 24: Planning/Assessment and Advocacy**

Planning and Assessment

Advocacy

Audiences and techniques

"Murder in the Stacks," Columbia University Libraries video

Discussion: Washington C2C Advocacy Handout

Readings:

Child, Margaret. "Preservation Assessment and Planning" In *Preservation of Library and Archival Materials: A Manual*. Section I, Leaflet 2. Andover, MA: NEDCC, 1999.
<http://www.nedcc.org/plam3/leaf12.htm>

Walker, Gay, Jane Greenfield, John Fox, and Jeffrey S. Simonoff. "The Yale Survey: A Large Scale Study of The Book Deterioration in the Yale University Library." *COLLEGE AND RESEARCH LIBRARIES* 46 (1985): 111-132. (On electronic reserve)

Patkus, Beth. *Assessing Preservation Needs: A Self-Survey Guide*. Andover, MA: Northeast Documents Conservation Center, 2003 **BROWSE IN ORDER TO GET AN IDEA OF WHAT IS COVERED IN A SURVEY.** (On reserve in OUGL) Also in the Preservation Collection Z 701 P38 2003
<http://www.nedcc.org/resources/downloads/apnssg.pdf>

Carignan, Yvonne. "Planning to Market Preservation: Converting Staff and Researchers to Preservation Practices." *Archival Products News* 11, no.3 (200_): 1-5
<http://www.archival.com/newsletters/apnewsvol11no3.pdf>

Drewes, Jeanne M. and Julie A. Page (editors) *Promoting Preservation Awareness in Libraries: A Sourcebook for Academic, Public, school and Special Collections*. Westport, CT: Greenwood Press, 1997 (On reserve in OUGL.) Also in the Preservation Collection. Z 701.3 E38 P75 1997 **BROWSE THE SELECTED (SHORT) CHAPTERS THAT ARE ON ELECTRONIC RESERVE.**

9, 11-14 **PRESERVATION OPTIONS AND STRATEGIES**

9. **April 29: Preservation Options: An Introduction
Digitization as a Preservation Reformatting Method – Discussion**

Readings:

Harris, Carolyn. "Selection for Preservation" In *Preservation: Issues and Planning* Chicago, London: American Library Association, 2000. p.206-224

Reformatting for Preservation and Access: Prioritizing Materials for Duplication. National Park Service Conserve O Gram Number 19/10 July 1995. **HANDOUT**
<http://www.cr.nps.gov/museum/publications/consveogram/19-10.pdf>

"*Bach to Baseball Cards: Preserving the Nation's Heritage at the Library of Congress*"
This online exhibit features items from LC's collection with brief notes on their conservation. I've listed this website as it provides a good illustration of the wide range of preservation options available for individual items.
<http://lcweb.loc.gov/preserv/bachbase/>

Recognizing Digitization as a Preservation Reformatting Method. Washington Association of Research Libraries, 2004.
http://chnm.gmu.edu/digitalhistory/links/cached/preserving/8_34a_reformatting.htm

Microform and Imaging Review: v.33 no.4, Fall 2004 This issue has several articles reacting to the ARL statement. These articles representing different viewpoints are on electronic reserve in OUGL:

McAlister, Sheila A. and Gregor Trinkaus-Randall. "Wouldn't be prudent: Digitization as a preservation method, 181-183

Hart, Andrew, A critique of "Recognizing digitization as a preservation method." 184-187

Nadal, Jacob. "It's time to recognize the technologies that are in place. p. 198-200

Merrill-Oldham and Stephen Chapman. "Why the preservation community should support ARL's call for acceptance of digitization as a preservation reformatting method. 204-206

10. **May 1: Midterm**

11. **May 6: Preservation Reformatting and Replacement**

Preservation microfilming
Preservation replacement/photocopy
Discussion: Nicholson Baker New Yorker article: "*Deadline: The Author's Desperate Attempt to Save America's Past.*"

Readings:

Preservation of Library and Archival Materials: A Manual
Section 5: Reformatting

Leaflet I: Dalton, Steve *Microfilm and Microfiche*
<http://www.nedcc.org/resources/leaflets/6Reformatting/01MicrofilmAndMicrofiche.php>

Baker, Nicholson. "Deadline: The Author's Desperate Attempt to Save America's Past." *New Yorker*, July 24, 2000, 42-61. (On electronic reserve in OUGL.) Also Suzzallo Periodicals and OUGL Periodicals. 051 NYO

Menges, Gary "Nicholson Baker and Preservation" May 7, 2001
<http://www.lib.washington.edu/Preservation/nicbaker.html>

ADDITIONAL RESOURCES, BUT NOT REQUIRED READING:

Baker, Nicholson. *Double Fold: Libraries and the Assault on Paper*. New York: Random House, 2002 (On reserve in OUGL) Z695.655 B35 2001

Fox, Lisa L. ed. "Selection for Preservation" in *Preservation Microfilming: A Guide for Librarians and Archivists*. Second edition. Chicago: American Library Association, 1996. 73-108. (On electronic reserve.)

12. **May 8: Books and Binding**

Book preservation concerns
Parts of the book
Library Binding
Leaf attachment

Readings:

Durable Hardcover Binding for Books: American National Standard for Durable Hardcover Binding for Books. Approved February 28, by the American National Standards Institute, developed by the National Information Standards Organization. New Brunswick, N.J.: Transaction Publishers, 1992. ANSI/NISO Z39.66-1992 (R1998) SUZ REF STACKS. Z269.3 D87 N38 1992
<http://download.www.techstreet.com/cgi-bin/pdf/free/152635/z39-66.pdf>

Dean, John F. "Commercial Library Binding" In *Preservation: Issues and Planning* Chicago, London: American Library Association, 2000. 248-264.

Parisi, Paul E. "Methods of Affixing Leaves: Options and Implications." *New Library Scene*, 13, no.1 (1994): 8-11,15 (Z671 N432) Suzzallo Periodicals **HANDOUT**

TWO ESSENTIAL RESOURCES FOR LIBRARY BINDING, BUT NOT REQUIRED READING:

ANSI/NISO Standard for Library Binding (ANSI/NISO/LBI Z39.78-2000) Approved December 14, 1999
<http://download.www.techstreet.com/cgi-bin/pdf/free/234511/Z39-78.pdf>

Merrill-Oldham, Jan and Paul Parisi *Guide to the ANSI/NISO/LBI Library Binding Standard*. Chicago: American Library Association, 2008. (On reserve in OUGL.)

ADDITIONAL RESOURCES, BUT NOT REQUIRED READING:

Gaskell, Philip. "Book Production: The Hand-Press Period 1500-1800, Binding," 146-153, "Book Production: The Machine-Press Period 1800-1950, Edition Binding," 231-250 in *A New Introduction to Bibliography*. New York, Oxford: Oxford University Press, 1972. (On electronic reserve in OUGL.) Reprint in Special Collections Reference (Z116 A2 G27 1995)

Lee, Marshall. "Binding" In *Bookmaking: Editing, Design, Production*. Third Edition. (New York: W.W. Norton, 2004), 220-244. (On electronic reserve in OUGL.) Z 116 A2 L44 2004 SUZ. This provides additional information on modern publishers' binding.

Library Binding: A Shared Responsibility, A Collaborative Process [Washington, D.C.] Library of Congress, National Preservation Program [1990?]
OUGL Media (Videorecord LIB CONG 005)

13. **May 13: Conservation Treatments: Books and Paper**

Guest Speaker: Kate Leonard, Mendery, UW Libraries

NOTE: WE WILL MEET IN THE SUZZALLO LIBRARY 5TH FLOOR EAST CONFERENCE ROOM

Readings:

Merrill-Oldham, Jan and Nancy Carlson Schrock. "The Conservation of General Collections. In *Preservation: Issues and Planning*. Chicago, London: American Library Association, 2000 p.225-247

Preservation of Library and Archival Materials: A Manual
Section 6: Conservation Procedures

Leaflet 8: Ogden, Shereilyn. *Conservation Treatment for Bound Material of Value*.
http://www.nedcc.org/resources/leaflets/7Conservation_Procedures/06BoundMaterials.php

Leaflet 9: Paris, Jan. *Choosing and Working with a Conservator*.
http://www.nedcc.org/resources/leaflets/7Conservation_Procedures/07ChoosingAConservator.php

Leonard, Kathryn. "Shelter and Sanctuary: Customizing Protective Enclosures." *Archival Products News* 13, no. 3 (2006): 1-4
<http://www.archival.com/newsletters/apnewsvol13no3.pdf>

14. **May 15: Hands On**

NOTE: WE WILL MEET IN THE SUZZALLO LIBRARY 5TH FLOOR EAST CONFERENCE ROOM

Preservation decision making – hands on. You'll use what you've learned in the "Preservation Options" classes (9, 11-13) to make some treatment decisions. Salvaging wet books.

Readings:

Preservation of Library and Archival Materials: A Manual

Section 3: Emergency Management

Leaflet 7: Buchanan, Sally. *Emergency Salvage of Wet Books and Records*
http://www.nedcc.org/resources/leaflets/3Emergency_Management/06SalvageWetBooks.php

15. **May 20: Sound Preservation**

Guest Speaker: John Gibbs, Special Projects Librarian, Music Library

Readings:

Fred R. Byers. *Guide for the Preservation of CDs and DVDs - A Guide for Librarians and Archivists* www.clir.org/pubs/reports/pub121/contents.html

John W.C. Van Bogart. *Magnetic Tape Storage and Handling: A Guide for Libraries and Archives* <http://www.clir.org/pubs/reports/pub54/index.html>

Library of Congress *Cylinder, Disc and Tape Care in a Nutshell*
www.loc.gov/preserv/care/record.html

Stewart, Eleanore and Paul N. Banks. "Preservation of Information in Nonpaper Formats." In *Preservation: Issues and Planning*. Chicago, London: American Library Association, 2000 p.323-342

16. **May 22: Moving Image Preservation: A Collaboration**

Guest Speaker: Nicolette Bromberg, Visual Materials Curator, UW Libraries

NOTE: WE WILL MEET IN THE SPECIAL COLLECTIONS CLASSROOM, SUZZALLO BASEMENT

Readings:

Bromberg, Nicolette and Hannah Palin with Libby Burke. *Washington State Film Preservation Manual: Low-cost and No-cost Suggestions to Care for Your Film*.
<http://www.lib.washington.edu/specialcoll/film/preservationmanual.pdf>

17-18 **STUDENT PRESENTATIONS**

17. **May 27: Student Presentations**
**** CLASS PROJECTS DUE****

18. **May 29: Student Presentations**

19. **June 3: Seattle Art Museum Conservation Visit – Meet Staff Entrance on 2nd Avenue**

Readings:

Eskenazi, Stuart. "Look but Don't Touch: Assessing the Toll Weather and Touchy Visitors Have Taken on the Art at Olympic Sculpture Park." (Note: The online article has the title " Art at Sculpture Park is a touchy subject:") *Seattle Times* January 10, 2008
http://seattletimes.nwsourc.com/cgi-bin/PrintStory.pl?document_id=2004116768&slug=sculpture10&date=20080110

Vinh, Tan. "The artists behind SAM's art: Plexiglas supports priceless porcelain" *Seattle Times* April 24, 2007
http://seattletimes.nwsourc.com/cgi-bin/PrintStory.pl?document_id=2003677768&slug=porcelain24&date=20070424

20. **June 5: Strategies for Preservation in a Digital World/Course Evaluation**

Implementation
Future

Readings: Planning

Preservation of Library and Archival Materials: A Manual.

Section 1: Planning & Prioritizing

Leaflet 4: Ogden, Sherelyn. *Considerations for Prioritizing*.
<http://www.nedcc.org/plam3/leaf14.htm>

Readings: Future

Lewis, David W. *A Model for Academic Libraries 2005 to 2025* Paper presented at "Visions of Change," California State University at Sacramento, January 26, 2007

<https://idea.iupui.edu/dspace/bitstream/1805/665/6/A%20Model%20Academic%20Libraries%202005%20to%202025.pdf>

Readings: Google

Darnton, Robert "Google & the Future of Books" *The New York Review of Books* February 12, 2009. <http://www.nybooks.com/articles/22281>

ADDITIONAL RESOURCES, BUT NOT REQUIRED READING:

Grafton, Anthony "Future Reading: Digitization and Its Discontents." *New Yorker* November 5, 2007.

http://www.newyorker.com/reporting/2007/11/05/071105fa_fact_grafton

Students with Disabilities

To request academic accommodations due to a disability, please contact Disabled Student Services: 448 Schmitz, 206-543-8924 (V/TTY). If you have a letter from DSS indicating that you have a disability which requires academic accommodations, please present the letter to me so we can discuss the accommodations you might need in the class.

Academic accommodations due to disability will not be made unless the student has a letter from DSS specifying the type and nature of accommodations needed.

Grading Criteria

General grading information for the University of Washington is available at:

http://www.washington.edu/students/gencaf/front/Grading_Sys.html

The iSchool has adopted its own criteria for grading graduate courses. The grading criteria used by the iSchool is available at: <http://www.ischool.washington.edu/resources/academic/grading.aspx>

Academic Conduct:

The following paragraphs discussing matters governing academic conduct in the iSchool and the University of Washington.

Academic Integrity:

The essence of academic life revolves around respect not only for the ideas of others, but also their rights to those ideas and their promulgation. It is therefore essential that all of us engaged in the life of the mind take the utmost care that the ideas and expressions of ideas of other people always be appropriately handled, and, where necessary, cited. For writing assignments, when ideas or materials of others are used, they must be cited. The format is not that important—as long as the source material can be located and the citation verified, it's OK. What is important is that the material be cited. In any situation, if you have a question, please feel free to ask. Such attention to ideas and acknowledgment of their sources is central not only to academic life, but life in general.

Please acquaint yourself with the University of Washington's resources on [academic honesty](http://depts.washington.edu/grading/issue1/honesty.htm) (<http://depts.washington.edu/grading/issue1/honesty.htm>).

Students are encouraged to take drafts of their writing assignments to a UW writing center for assistance with using citations ethically and effectively. Information on the English Department Writing Center can be found at <http://depts.washington.edu/wcenter/> or visit the Odegaard Writing & Research Center at <http://depts.washington.edu/owrc/>

Copyright:

All of the expressions of ideas in this class that are fixed in any tangible medium such as digital and physical documents are protected by copyright law as embodied in title 17 of the United States Code. These expressions include the work product of both: (1) your student colleagues (e.g., any assignments published here in the course environment or statements committed to text in a discussion forum); and, (2) your instructors (e.g., the syllabus, assignments, reading lists, and lectures). Within the constraints of "fair use", you may copy these copyrighted expressions for your personal intellectual use in support of your education here in the iSchool. Such fair use by you does not include further distribution by any means of copying, performance or presentation beyond the circle of your close acquaintances, student colleagues in this class and your family. If you have any questions regarding whether a use to which you wish to put one of these expressions violates the creator's copyright interests, please feel free to ask the instructor for guidance.

Privacy:

To support an academic environment of rigorous discussion and open expression of personal thoughts and feelings, we, as members of the academic community, must be committed to the inviolate right of privacy of our student and instructor colleagues. As a result, we must forego sharing personally identifiable information about any member of our community including information about the ideas they express, their families, life styles and their political and social affiliations. If you have any questions regarding whether a disclosure you wish to make regarding anyone in this course or in the iSchool community violates that person's privacy interests, please feel free to ask the instructor for guidance.

Knowing violations of these principles of academic conduct, privacy or copyright may result in University disciplinary action under the Student Code of Conduct.

Student Code of Conduct:

Good student conduct is important for maintaining a healthy course environment. Please familiarize yourself with the University of Washington's Student Code of Conduct at:

<http://www.washington.edu/students/handbook/conduct.html>