

<p style="text-align: center;"><b>LIS 507</b> <b>PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS</b> <b>Spring 2012</b></p>
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**SYLLABUS**

**Instructor:** Gary L. Menges  
**Office:** Before and after class  
**Phone:** (206) 325-1131  
**E-mail:** menges@u.washington.edu  
**Course Website:** <https://courses.washington.edu/lis507/sp12/>  
**Preservation Website:** [www.lib.washington.edu/preservation/](http://www.lib.washington.edu/preservation/)  
**Class Meets:** Monday, 9:30 am to 12:20 pm. in Mary Gates Hall Room 238 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.
- 6) To acquire a preservation vocabulary.

## 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. All of the readings in the syllabus are online.

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 readings noted in the syllabus are on electronic reserve.

URLs are current as of January 23, 2012

## 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** <http://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/sp12/>.

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\_sp12 - 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\\_sp12@u.washington.edu](mailto:lis507a_sp12@u.washington.edu) using your UW email account.

Conservation DistList (To subscribe send a message: subscribe consdist YourFirstName YourLastName to [request@cool.conservation-us.org](mailto:request@cool.conservation-us.org) and you will receive a brief questionnaire by return message.

PRESERVENW (To subscribe go to: <http://mailman2.u.washington.edu/mailman/listinfo/preservenw>

## ASSIGNMENTS:

### 1) **Format preservation fact sheet** **DUE April 16**

Each student will prepare a preservation fact sheet on a particular format, e.g., glass plate negative, map, scrapbook, videotape, etc. The fact sheet should be single-spaced, 12 point type, and a minimum of four 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. Summary: 5 key points about this format.
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. A pdf is at: <http://guides.lib.washington.edu/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 16. In addition, please post your fact sheet at: <https://catalyst.uw.edu/collectit/dropbox/lis507/20012> The fact sheets will be posted on the course website so everyone will have access to them.

### 2) **Class Projects** **DUE May 14 PowerPoint and Other Handouts** **May 21 Papers**

Students will select a topic to study in depth from a list provided by the instructor. Three students will work together on the project. I'll schedule a time to meet with each group to discuss their project. The May 14<sup>th</sup> class period has been reserved for brief class presentations. (A written report of up to ten pages single spaced **plus** an annotated bibliography is also required and is due May 21. (If appendices are appropriate, they are in addition to the ten pages.)

### 4) **EXAMS: There will NOT be a midterm or final exam.**

## GRADES:

Format:	40% Due April 16
Project:	40% Due May 14/21 (see above)
Other:	20% Class attendance, participation, two minute speeches: "Making the Case For Preservation Action to Save Collections," etc.

For information on Grading, Course Evaluation, and Academic Conduct see the course website: <https://courses.washington.edu/lis507/sp12/>

1. **CLASS SCHEDULE:**

**March 26: Introduction**

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

**March 26: Preservation Overview**

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

**DISCUSSION:**

American Library Association *Preservation Policy* 2008.

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

*Research Libraries Enduring Responsibility for Preservation*. Approved by ARL Board of Directors July 24, 2007 [http://www.arl.org/bm~doc/preservation\\_responsibility\\_24july07.pdf](http://www.arl.org/bm~doc/preservation_responsibility_24july07.pdf)

*MLA Statement on the Significance of Primary Records*

[http://www.mla.org/resources/documents/rep\\_primaryrecords/repview\\_records/primary\\_record\\_s1](http://www.mla.org/resources/documents/rep_primaryrecords/repview_records/primary_record_s1)

NARA Intrinsic Value in Archival Material

<http://www.archives.gov/research/alic/reference/archives-resources/archival-material-intrinsic-value.html#note>

**ADDITIONAL RESOURCES, BUT NOT REQUIRED READING:**

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

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

2. **April 2: 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).

The Permanent Paper Law, *ABBEEY NEWSLETTER* 8 (1990): 8  
<http://palimpsest.stanford.edu/byorg/abbey/an/an14/an14-8/an14-803.html>

## DISCUSSION:

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)**

### April 2: Deacidification/Paper Strengthening

Deacidification  
Paper strengthening

## READINGS:

*Saving the Written Word: Mass Deacidification at the Library of Congress*  
[http://www.loc.gov/preservation/scientists/projects/mass\\_deacid.html](http://www.loc.gov/preservation/scientists/projects/mass_deacid.html)

*Paper Strengthening Through Paper Splitting*  
[http://www.loc.gov/preservation/scientists/projects/paper\\_split.html](http://www.loc.gov/preservation/scientists/projects/paper_split.html)

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

### 3. April 9: Environment

Climate  
Temperature/Humidity  
Light  
Air Quality  
Building Design  
Micro Environments  
Discussion: Locating your collection

## 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/resources/leaflets/2The\\_Environment/01BasicGuidelines.php](http://www.nedcc.org/resources/leaflets/2The_Environment/01BasicGuidelines.php)

Leaflet 2: Patkus, Beth Lindblom. *MONITORING TEMPERATURE AND RELATIVE HUMIDITY.*

[http://www.nedcc.org/resources/leaflets/2The\\_Environment/02TemperatureAndHumidity.php](http://www.nedcc.org/resources/leaflets/2The_Environment/02TemperatureAndHumidity.php)

## 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/resources/leaflets/2The\\_Environment/03FunctionFromDesign.php](http://www.nedcc.org/resources/leaflets/2The_Environment/03FunctionFromDesign.php)

Leaflet 5: Glaser, Mary Todd. *PROTECTING PAPER AND BOOK COLLECTIONS DURING EXHIBITION.*

[http://www.nedcc.org/resources/leaflets/2The\\_Environment/05ProtectingCollections.php](http://www.nedcc.org/resources/leaflets/2The_Environment/05ProtectingCollections.php)

## April 9: 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/resources/leaflets/4Storage\\_and\\_Handling/01StorageMethods.php](http://www.nedcc.org/resources/leaflets/4Storage_and_Handling/01StorageMethods.php)

Leaflet 2: Ogden, Sherelyn *Storage Furniture: A Brief Review of Current Options*

[http://www.nedcc.org/resources/leaflets/4Storage\\_and\\_Handling/02StorageFurniture.php](http://www.nedcc.org/resources/leaflets/4Storage_and_Handling/02StorageFurniture.php)

Leaflet 3: Ogden, Sherelyn *Cleaning Books and Shelves*

[http://www.nedcc.org/resources/leaflets/4Storage\\_and\\_Handling/03CleaningBooksAndShelves.php](http://www.nedcc.org/resources/leaflets/4Storage_and_Handling/03CleaningBooksAndShelves.php)

Leaflet 4: *Storage Enclosures for Books and Artifacts on Paper.*

[http://www.nedcc.org/resources/leaflets/4Storage\\_and\\_Handling/04StorageEnclosures.php](http://www.nedcc.org/resources/leaflets/4Storage_and_Handling/04StorageEnclosures.php)

Leaflet 11: Albright, Gary *Storage Enclosures for Photographic Materials*

[http://www.nedcc.org/resources/leaflets/4Storage\\_and\\_Handling/11StorageEnclosures.php](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>

THIS IS AN EXAMPLE OF AN ONLINE PROGRAM 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>

4. **April 16: Disaster Planning**

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

Disasters  
Developing a plan  
Prevention/Preparedness/Response/Recovery  
Disaster exercise

READINGS:

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

NOT READINGS, BUT 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](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](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](http://www.nedcc.org/resources/leaflets/3Emergency_Management/08SalvageMoldyBooks.php)

Western Association for Art Conservation. *Salvage at a Glance*.

<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 FROM THE CLASS “TEXTBOOKS”. THEY ARE NOT REQUIRED READINGS:**

*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](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 ARE ESSENTIAL GUIDELINES ON SECURITY AND THEFT:

Association of College and Research Libraries. Rare Books and Manuscripts Section.  
ACRL/RBMS GUIDELINES REGARDING SECURITY AND THEFT IN SPECIAL  
COLLECTIONS 2009  
[http://www.ala.org/ala/mgrps/divs/acrl/standards/security\\_theft.cfm](http://www.ala.org/ala/mgrps/divs/acrl/standards/security_theft.cfm)

**April 16: Preservation Options: An Introduction**

Review of options

Discussion: Digitization as a Preservation Reformatting Method

READINGS:

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

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

*Preservation Microfilming: A Guide for Librarians and Archivists* edited by Nancy E. Gwinn.  
Chicago: American Library Association, 1996 Preservation Options p. 305-309 (on  
electronic reserve.)

*"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/>

DISCUSSION:

*Recognizing Digitization as a Preservation Reformatting Method*. Washington  
Association of Research Libraries, 2004. [http://www.arl.org/bm~doc/digi\\_preserv.pdf](http://www.arl.org/bm~doc/digi_preserv.pdf)

*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



## 5. April 23: Digital Preservation

Guest Speaker: Stephanie Lamson, Assistant Preservation Librarian, UW Libraries

NOTE: WE WILL MEET IN THE ALLEN LIBRARY AUDITORIUM GROUND FLOOR

READINGS:

Caplan, Priscilla "The Preservation of Digital Materials" In Library Technology Reports v.44 no. 2 (Chicago: ALA TechSource, c2008). 1-38. (On electronic reserve.)

Definitions of Digital Preservation

<http://www.ala.org/ala/mgrps/divs/alcts/resources/preserv/defdigpres0408.cfm>

ADDITIONAL RESOURCES, BUT NOT REQUIRED READING:

Digital Preservation Management Tutorial <http://www.icpsr.umich.edu/dpm/>

## April 23: Preservation Reformatting and Replacement

Guest Speaker: Stephanie Lamson, Assistant Preservation Librarian, UW Libraries

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>

DISCUSSION:

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.)

## 6. April 30: Books and Binding

Book preservation concerns

Parts of the book

Library Binding

Leaf attachment

READINGS:

Dean, John F. "Commercial Library Binding" In *Preservation: Issues and Planning*  
Chicago, London: American Library Association, 2000. p248-264. (On electronic reserve.)

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://www.niso.org/kst/reports/standards?step=2&gid=None&project\\_key=20b6444f170a5a8ced24d9a69d8f65151f9087ce](http://www.niso.org/kst/reports/standards?step=2&gid=None&project_key=20b6444f170a5a8ced24d9a69d8f65151f9087ce)

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)

**April 30: Hands On**

**NOTE: WE WILL MEET IN THE SUZZALLO LIBRARY 5<sup>TH</sup> FLOOR EAST CONFERENCE ROOM**

Preservation decision making – hands on. You'll use what you've learned in the earlier classes to make some treatment decisions.

READINGS:

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**

**7. May 7: Conservation Treatments: Books and Paper**

Guest Speaker: Kate Leonard, Head, Mendery, UW Libraries

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

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 (On electronic reserve.)

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

Leaflet 8: Ogden, Sherelyn. *Conservation Treatment for Bound Material of Value*.  
[http://www.nedcc.org/resources/leaflets/7Conservation\\_Procedures/06BoundMaterials.php](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](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>

**May 7: 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/specialcollections/collections/film-preservation-manual/>

8. **May 14: Student Presentations**

**\*\* CLASS PROJECTS HANDOUTS DUE\*\***

9. **May 21: Planning/Assessment and Advocacy**

**\*\* CLASS PROJECTS PAPERS DUE\*\***

Planning and Assessment  
Advocacy  
Audiences and techniques  
"Murder in the Stacks," Columbia University Libraries video  
Discussion: Washington C2C Advocacy Handout

**\*\*Making the Case for Preservation Action to Save Collections – 2 Minute Speeches\*\***

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/resources/leaflets/1Planning\\_and\\_Prioritizing/02PreservationAssessment.php](http://www.nedcc.org/resources/leaflets/1Planning_and_Prioritizing/02PreservationAssessment.php)

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

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>

## BROWSE

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) **BROWSE IN ORDER TO GET AN IDEA OF WHAT IS COVERED IN A COLLECTION SURVEY.**

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 AN ASSESSMENT SURVEY.** (On reserve in OUGL) Also in the Preservation Collection Z 701 P38 2003  
<http://www.nedcc.org/resources/downloads/apnssg.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.**

## May 21: Strategies for Preservation in a Digital World/Course Evaluation

Implementation

Future

Making the Case for Preservation Action to Save Collections: Two minutes speeches

Course evaluation

## 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/resources/leaflets/1Planning\\_and\\_Prioritizing/04ConsiderationsForPrioritizing.php](http://www.nedcc.org/resources/leaflets/1Planning_and_Prioritizing/04ConsiderationsForPrioritizing.php)

## BACKGROUND READINGS: FUTURE OF BOOKS, PUBLISHING, AND PRESERVATION

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

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