Preservation Management in Archives and Libraries

I IST 654  3 Credits  Spring 2011

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Prerequisites: None

Course Description:

An introductory survey of preservation management in libraries and archives, covering such topics as the historical evolution of the preservation dilemma, programs for academic and public libraries, collections maintenance and environmental controls, commercial binding and rebinding, selecting for preservation and microfilming, security, archival preservation, paper conservation, disaster planning and recovery, and preservation of non-print materials (including electronic media).

Course Objectives:

1. To introduce students to the nature of the preservation problem facing libraries and archives, to its underlying causes, and to the various attempts to deal with it.

2. To introduce students to the principles of managing a preservation program in a library or archives.

3. To introduce students to the issues surrounding preservation reformatting and the selection of materials for preservation.

4. To demonstrate how security consciousness and disaster preparedness are essential elements in a preservation program.

Student Exit Competencies:

Students completing this course should

1. Understand and be able to discuss the nature of the preservation problem and the current efforts and resources available to deal with it.
2. Understand the fundamental steps involved in implementing and administering a preservation program.

3. Be able to evaluate the preservation and conservation needs of libraries and archival repositories and suggest viable solutions to the problems observed.

This course addresses five of the objectives the department has identified for students in the M.S. in Information Science program:

1. Demonstrate a sense of professional identity by applying the concepts and principles of the information sciences and related disciplines.
2. Know the history and evolving roles of the information professional in the changing global society.
3. Create, select, acquire, organize, manage, preserve, retrieve, evaluate, and disseminate information using relevant theories and practices.
9. Understand, implement, and use appropriate technologies in the delivery of information content and services.
10. Apply management principles to the creation, administration, and promotion of information organizations and systems.

Course Requirements:

1. Required readings.


3. Digital Preservation paper. A paper of 8–10 pages analyzing some aspect of the broad area of digital preservation. More details and suggested topics will be handed out in class. Due April 12.

4. Term paper. An analysis of the preservation and conservation needs of a library or an archival repository. Further details will be given in class. Due May 3.

Evaluation of Student Performance will be based on:

1. Nicholson Baker paper 25%

2. Literature review 25%

3. Term paper 50%
Teaching Methodologies:

1. Lectures
2. Audio-visual presentations
3. Discussion of case problems

Statement on Academic Dishonesty:

The Department of Information Studies takes academic dishonesty very seriously. Before taking classes within the Department of Information Studies, you should familiarize yourself with the department’s “Penalties and Procedures for Violations of Academic Integrity,” available online at <http://www.albany.edu/informationstudies/ist_resources.php>

Professors reserve the right to add to the department’s policy as they see appropriate.

Outline of Course Content and Required Readings:

The university bookstore has copies of one of the required books for this class:


The second book recommended for purchase will be available on February 1, 2010. Advance orders can be placed at www.archivists.org.


Other general readings are found in these basic texts:

The basic readings for this course are a series of preservation leaflets prepared by the Northeast Document Conservation Center. They are available online from NEDCC at http://www.nedcc.org/resources/leaflets_list.php. These leaflets were included in the NEDCC publication *Preservation of Library & Archival Materials: A Manual*, edited by Sherelyn Ogden. (3rd edition, 1999). This manual was formerly available online, but is no longer available directly online. In order to access its contents now, you need to go directly to the list of preservation leaflets, which are currently being updated according to the NEDCC website.


These books and other books on the syllabus are on reserve in Dewey Library. Articles are available through the library’s electronic reserves services. (The ERes password is: preservation. Many readings are accessible directly on the Web through the URLs provided in the syllabus.

Students should familiarize themselves with the resources available through the COOL web site (Conservation OnLine) at [http://cool.conservation-us.org/](http://cool.conservation-us.org/).

**January 25**


**February 1**


NEDCC Preservation Leaflets: Section 2 (The Environment), Leaflets 1, 2, & 4; Section 3 (Emergency Management), Leaflet 1; Section 4 (Storage and Handling), Leaflets 1-6.


**February 8**

Elements of a Preservation Program. Preservation Surveys and Program Planning.


NEDCC Preservation Leaflets: Section 1 (Planning and Prioritizing), Leaflets 1–5.


**February 22**

Winter Break — NO CLASS.

**February 15**

Preservation Reformatting: Photocopying, Microfilming, and Digitization.


NEDCC Preservation Leaflets: Section 6 (Reformatting), Leaflets 1, 3–6.


*Digital Preservation Management: Implementing Short-term Strategies for Long-term Problems.* (Online tutorial from Cornell University Library, 2003)
<http://www.library.cornell.edu/iris/tutorial/dpm/index.html>


**March 1**

Selection for Preservation.


**March 8**

Preserving the Artifact: The Great Debate over Preserving Original Materials.

<http://cool.conservation-us.org/byorg/mla/mlaprim.html>


**March 15**


Ritzenhalter, *Preserving Archives & Manuscripts*, chapters 1, 6–8.


**March 22**
Visit to the Preservation Office of the University at Albany Libraries. Staff and User Education. Karen E. Brown (Preservation Librarian, University at Albany Libraries)


**March 29**

Disaster Planning and Recovery.


NEDCC Preservation Leaflets: Section 3 (Emergency Management), Leaflets 2–10.


**April 5**

Security in Libraries and Archives. Richard Strassberg (Former Director and Archivist, Labor-Management Documentation Center, Martin P. Catherwood Library, New York State School of Industrial and Labor Relations, Cornell University)


NEDCC Preservation Leaflets: Section 3 (Emergency Management), Leaflet 11.


April 12


NEDCC Preservation Leaflets: Section 7 (Conservation Procedures), Leaflet 1.


April 19

Spring Break — NO CLASS.

April 26

Paper Conservation in Libraries and Archives. Maria S. Holden (Chief, Archival Services, New York State Archives)


NEDCC Preservation Leaflets: Section 7 (Conservation Procedures), Leaflets 2–8.


“From Bach to Baseball Cards: Preserving the Nation's Heritage at the Library of Congress.” <http://www.loc.gov/preserv/bachbase/> Review this online exhibit of conservation work done on items at the Library of Congress.

May 3

Funding for Preservation Activities. Preservation of film and photographic materials.


New York State Library Conservation/Preservation Program <http://www.nysl.nysed.gov/libdev/cp/>


NEDCC Preservation Leaflets: Section 5 (Photographs), Leaflets 1–5; Section 6 (Reformatting), Leaflet 2.


