

**University of Pittsburgh  
School of Information Science  
Spring Term 2009**

**LIS 2214: Library & Archival Preservation  
Thursday, 6:00 PM - 8:50 PM, IS, Room # 404**

**Instructor:** Miriam Meislik  
miriam@pitt.edu  
Office Hours: By appointment only.

**Course Description:**

The purpose of this course is to introduce students to the concepts, issues, and challenges of preservation administration for library and archival environments. The course will provide a broad foundation in the historical, theoretical, managerial, analytical, and practical aspects of preservation. Students can expect to explore the field with the understanding that preservation awareness will broaden and enhance the service to their library and archives collections and better prepare them to communicate preservation concerns effectively.

There is no prerequisite for this course; however, it is required for students enrolled in the Archive and Preservation programs.

By the completion of this course:

1. Students will understand the issues surrounding the long-term retention of varying formats such as paper, books, film, and photographs.
2. Students will be able to evaluate different preservation principles and implement the most appropriate preservation techniques in a library or archival environment.
3. Students will be able to understand and learn how to develop cooperative preservation programming.
4. Students will gain an understanding of preservation theory and learn how to develop solutions to various challenges in library and archival environments.

The course is designed to introduce the concepts, issues, and challenges in the preservation world. To this end, we will have in-class lectures, online discussions, and guest speakers working in the preservation field to help students gain a more clear understanding of preservation issues. A broad foundation in the historical, theoretical, and analytical aspects of preservation will be established through a series of readings and discussions of work published by well-known scholars. Practical experiences through demonstrations and other projects will be undertaken to enable students to see firsthand how preservation influences the fields of libraries, archives, museums, and other cultural heritage institutions.

Our main textbooks for this course will be:

Banks, Paul N. and Pilette, Roberta. 2000. *Preservation: Issues and Planning*. Chicago: American Library Association. The book may be purchased from the campus bookstore or through Amazon at <http://www.amazon.com>.

Ritzenthaler, Mary Lynn. 2010. *Preserving Archives & Manuscripts*. Chicago: Society of American Archivists. This book is best purchased from the Society of American Archivists.

Additional readings are available via CourseWeb. Students will be notified in-class and/or by email should readings be changed.

Grading is based on the following:

1. Preparation of three writing assignments. Submission dates: January 27<sup>th</sup>, February 17<sup>th</sup>, and March 25<sup>th</sup>.
2. Preparation of one research paper. Submission date: April 7.
3. Participation of in-class exercises.
4. Participation in-class discussion/discussion board.

Late Assignments – late written assignments and final projects will be lowered by a total of one letter grade except in cases of extreme circumstances, previously discussed with the instructor.

Grading will be based on 100 points as follows:

Assignment #1: Format Paper DUE: January 26	15 points
Assignment #2: Current Topics in Preservation. DUE: February 16	10 points
Assignment #3: Exhibit Assessment DUE: March 23	15 points
Assignment #4: Digitization as a Preservation Reformatting Technique Position Paper DUE: April 5	25 points
Assignment #5: Research Project and Paper DUE: April 19	25 points
In-class exercises and class participation (includes discussion board)	20 points
Total:	110 points

Grades	
100	A+
93-99	A
90-92	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C

**Academic Integrity:**

Students in this course will be expected to comply with the [University of Pittsburgh's Policy on Academic Integrity](#). Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity. This may include, but is not limited to, the confiscation of the examination of any individual suspected of violating University Policy. Furthermore, no student may bring any unauthorized materials to an exam, including dictionaries and programmable calculators.

**Disabilities:**

If you have a disability that requires special testing accommodations or other classroom modifications, you need to notify both the instructor and the [Disability Resources and Services](#) no later than the 2nd week of the term. You may be asked to provide documentation of your disability to determine the appropriateness of accommodations. To notify Disability Resources and Services, call 648-7890 (Voice or TTD) to schedule an appointment. The Office is located in 216 William Pitt Union.

**Attendance Policy:**

Regular and punctual attendance at class is required. Regular attendance is defined as attendance and preparation at not less than 80% of the classes (12 classes) for the semester. Tardiness and leaving class prior to dismissal in excess of 30 minutes will be counted as absenteeism. Failure to satisfy this requirement will result in the student being certified out of the course with either a grade of “U” (Unsatisfactory – No Credit) or “F” (Failure).

**Schedule:**

## **January 5th Introduction to Library and Archival Preservation**

- Overview and class logistics for LIS 2214
- Historic overview of the preservation field.
- Concepts and basic definitions.
- Major players in the field.
- View “Modern Marvels: The Real National Treasure”
- **Discuss Assignment #1.**

### **Required Readings:**

Croft, Jeanann. “The Preservation Evolution: A Review of Preservation Literature, 1999-2001.” *Library Resources and Technical Services* 47(2): 59-70. Available via Courseweb.

Ritzenthaler, Mary Lynn. 2010. *Preserving Archives & Manuscripts*. Chicago: Society of American Archivists. Chapter 1.

## **January 12<sup>th</sup> Paper**

- Deterioration of Paper.
- Different replacement options.
- Advantages and disadvantages of microfilm and preservation facsimiles.
- National and international implications.

### **Required Readings:**

Banks, Paul N. and Pilette, Roberta. 2000. *Preservation: Issues and Planning*. Chicago: American Library Association Chapter 15: “Preservation Microfilming and Photocopying.

*Preservation of Library and Archival Materials: A Manual*. Andover, MA: Northeast Document Conservation Center, 1999. Section 6, Leaflet 1-2.  
<http://www.nedcc.org/resources/leaflets.list.php>

Hoel, Ivar A.L. *Standards for Permanent Paper*. 64th IFLA General Conference August 16-August 21, 1998. <http://www.ifla.org/IV/ifla64/115-114e.htm>

### ***Recommended Readings:***

Berger, Barbara. “Lessons Learned in the Trenches: Preservation Microfilming After Thirteen Years.” *Microform & Imaging Review* 28(3): 91-93. Available via Courseweb.

Cybulski, Walter. “You Say You Want a Resolution? Technical Inspection and the Evaluation of Quality in Preservation Microfilming.” *Microform & Imaging Review* 28(2): 56-67. Available via Courseweb.

Baker, Nicholson. *Double Fold: Libraries and the Assault on Paper*. New York, NY: Random House, 2001. Chapters 1-4.

ANSI/NISO Z39.48 -19992(2002) Permanence of Paper for Publications and Documents in Libraries and Archives. [http://www.niso.org/standards/std\\_preserv\\_stor.html](http://www.niso.org/standards/std_preserv_stor.html).

## **January 19<sup>th</sup> Commercial Library Binding**

- National Standards
- Binding Contracts
- Terminology
- Binding Styles and Types

### **Required Readings:**

Banks, Paul N. and Pilette, Roberta. 2000. *Preservation: Issues and Planning*. Chicago: American Library Association Chapter 14: Commercial Library Binding.

*Preservation of Library and Archival Materials: A Manual*. Andover, MA: Northeast Document Conservation Center, 1999. Section 7, Leaflet 1.

<http://www.nedcc.org/resources/leaflets.list.php>

ANSI/NISO Z39.78 – 2000 Library Binding.

[http://www.niso.org/standards/std\\_preserv\\_store.html](http://www.niso.org/standards/std_preserv_store.html)

### **Recommended Readings:**

Anderson, Iris W. “To Bind or Not to Bind.” *Information Outlook* 3(11) 1999: 24-28. Available via Courseweb.

Buchanan, Sally A. “The Ties that Bind.” *Wilson Library Bulletin* 69(February 1994): 52-53. Available via Courseweb.

## **January 26<sup>th</sup> Collections Conservation**

### **Guest Speaker: Miranda Nixon, ULS Preservation Lab**

- Collections Conservation
- Mass De-acidification
- **Assignment #1 Due**

### **Required Readings**

Banks, Paul N. and Pilette, Roberta. 2000. *Preservation: Issues and Planning*. Chicago: American Library Association. Chapter 13: Conservation of General Collections.

*Preservation of Library and Archival Materials: A Manual*. Andover, MA: Northeast Document Conservation Center, 1999. Section 7, Leaflet 2-5.

<http://www.nedcc.org/resources/leaflets.list.php>

AIC Code of Ethics. <http://palimpsest.stanford.edu/aic/pubs/ethics.html>

Harris, Kenneth E. "Saving the Written Word: Mass Deacidification at the Library of Congress," Preservation Doctorate, Library of Congress, Washington, DC, 2000. Available via Courseweb.

Ritzenthaler, Mary Lynn. 2010. Preserving archives & manuscripts. Chicago: Society of American Archivists. Chapter 10.

### **Recommended Readings**

Buchanan, Sally A. "We All Do It, Why Not Do it Right?" *Wilson Library Bulletin* 68. April 1994. Available via courseweb.

Grandinette, Maria and Randy Silverman. "The Library Collections Conservation Discussion Group: Taking a Comprehensive Look at Book Repair." *Library Resources and Technical Services*, July 1994, pp. 281-287. Available via Courseweb.

### **Suggested Reading**

Baker, Nicholson. *Double Fold: Libraries and the Assault on Paper*. New York, NY: Random House, 2001. Chapters 12-13 (pp. 111-135).

## **February 2<sup>nd</sup> Archives and Manuscripts**

- How archival and manuscript collections differ from books.
- Organization of materials, nature of use, variety of formats
- Preservation challenges

### **Required Readings**

Banks, Paul N. and Pilette, Roberta. 2000. Preservation: Issues and Planning. Chicago: American Library Association Chapter 5: Preservation Program Planning for Archives and Historical Records Repositories.

Ritzenthaler, Mary Lynn. 2010. Preserving Archives & Manuscripts. Chicago: Society of American Archivists. Chapter 6.

ConserveOgrams. National Park Service: Washington D.C. Archival and Manuscript Collections and Rare Books:

19/15 *Storing Archival Paper-Based Materials*

19/16 *Housing Archival Paper-Based Materials*

19/17 *Handling Archival Documents and Manuscripts*

19/18 *How to Care for Bound Archival Materials*

[http://www.cr.nps.gov/museum/publications/conservogram/cons\\_toc.html](http://www.cr.nps.gov/museum/publications/conservogram/cons_toc.html)

### **Recommended Readings:**

Conway, Paul. "Archival Preservation Practice in a Nationwide Context." *American Archivist* 53 (Spring 1990): 204 – 222. Available via Courseweb.

## **February 9<sup>th</sup> Rare Books and Special Collections**

**Guest Speaker:** Jeanann Croft Haas, head, Special Collections and Preservation.

**Meet in Special Collections, 363 Hillman Library 6:30 PM. Class will be recorded for online students.**

- Conservation for Archival, Museum, and Specialized Collections
- Importance of the Artifact
- Descriptive Bibliography

### **Required Readings:**

Banks, Paul N. and Pilette, Roberta. 2000. *Preservation: Issues and Planning*. Chicago: American Library Association. Chapter 16: Special Collections Conservation.

Belanger, Terry. "Descriptive Bibliography." *Book Collecting: A Modern Guide*. Ed by Jean Peters. New York: R.R. Bowker, 1977: 97-115. Available via Courseweb.

Ritzenthaler, Mary Lynn. 2010. *Preserving Archives & Manuscripts*. Chicago: Society of American Archivists. Chapter 3.

*Preservation of Library and Archival Materials: A Manual*. Andover, MA: Northeast Document Conservation Center, 1999. Section 7, Leaflet 6-8.

<http://www.nedcc.org/resources/leaflets.list.php>

ConserveOgrams. National Park Service: Washington D.C. Archival and Manuscript Collections and Rare Books.

*19/1 What Makes a Book Rare?*

*19/2 Care and Security of Rare Books*

*19/3 Use and Handling of Rare Books*

[http://www.cr.nps.gov/museum/publications/consveogram/cons\\_toc.html](http://www.cr.nps.gov/museum/publications/consveogram/cons_toc.html)

### **Recommended Readings:**

Drewes, Jeanne M. and Julie A. Page. *Promoting Preservation Awareness in Libraries*. Westport, CT: Greenwood, 1997. 13-32 and 40-44. Available via Courseweb.

## February 16<sup>th</sup> Non-Paper Media

- Understand the complexity of multi-media library and archive collection.
- Recognize and distinguish multiple formats.
- Understand handling, storage, use, and playback requirements for these materials
- **Assignment #2 Due**

Banks, Paul N. and Pilette, Roberta. 2000. *Preservation: Issues and Planning*. Chicago: American Library Association. Chapter 18: Preservation of Information in Non-paper Formats.

Bogart, John Van. "Magnetic Tape Storage and Handling: A Guide for Librarians and Archivists." Washington DC: Council on Library and Information Resources, June 1995. Pub54. <http://www.clir.org/pubs/reports/pub54/>

Byers, Fred R. "Care and Handling of CDs and DVDs: A Guide for Librarians and Archivists." Washington DC: Council on Library and Information Resources, October 2003. Pub 121. <http://www.clir.org/pubs/reports/pub121/contents.html>

National Film Preservation Foundation (U.S.) "The film preservation guide : the basics for archives, libraries, and museums." San Francisco, Calif. : National Film Preservation Foundation, c2004. **Please read, section 1 "Why Preserve Film?" section 4.3 "Recognizing Value in the Commonplace"**

## February 23<sup>rd</sup> Photographic Media

- Physical Characteristics
- Care and Handling
- Storage and Preservation

### Required Readings:

Banks, Paul N. and Pilette, Roberta. 2000. *Preservation: Issues and Planning*. Chicago: American Library Association Chapter 18: Preservation of Information in Non-paper Formats.

Poole, Francis C. "Basic Strategies for Film Preservation in Libraries." *Technical Services Quarterly* 16(4) 1999: 1-10. Available via Courseweb.

*Preservation of Library and Archival Materials: A Manual*. Andover, MA: Northeast Document Conservation Center, 1999. Section 5, leaflets 1-4. <http://www.nedcc.org/resources/leaflets.list.php>

### Recommended Readings:

ACRL Media Resources Committee. "Guidelines for Media Resources in Academic Libraries: A Draft." *C&RL News*, May 1998: 357-364. <http://www.ala.org/acrl/guides/medresg.html>

Reilly, James M. *Care and Identification of 19<sup>th</sup> Century Photographic Prints*. Kodak Publications No. G-25. Rochester, NY: Eastman Kodak Company, 1986.



## March 1<sup>st</sup> Digital Collections

**Confirmed Guest Speaker: Mike Bolam, Metadata Librarian, Digital Research Library, University of Pittsburgh.**

- Hybrid Systems
- Digital Reformatting for Preservation
- Institutional Commitment
- Technological Obsolescence

### Required Readings:

Pub54. <http://www.clir.org/pubs/reports.htm>.

Byers, Fred R. "Care and Handling of CDs and DVDs: A Guide for Librarians and Archivists." Washington DC: Council on Library and Information Resources, October 2003. Pub 121. <http://www.clir.org/pubs/reports.html>

Lavoie, Brian. *The Open Archival Information System Reference Model: Introductory Guide*. DPC Technology Watch Report 04-01. London: Digital Preservation Coalition, 2004. [http://www.dpconline.org/docs/lavoie\\_OAIS.pdf](http://www.dpconline.org/docs/lavoie_OAIS.pdf)

Murtha Baca, D. *Introduction to Metadata*, Getty, 1998. Available URL: <http://www.getty.edu/research/institute/standards/intrometadata/>

*A Framework of Guidance for Building Good Digital Collections*. 2<sup>nd</sup> Edition. Bethesda, MD: National Information Standards Organization, 2004. <http://www.niso.org/framework/Framework2.html#metadata>

### Recommended Readings:

Smith, Abby. "Why Digitize?" Washington, DC: Council on Library and Information Resources, February 1999. <http://www.clir.org/pubs/reports/reports.html> Pub80.

For digital audio, please see

[http://www.digitalpreservation.gov/news/2011/20110104\\_news\\_alysa.html](http://www.digitalpreservation.gov/news/2011/20110104_news_alysa.html)

Digital Preservation Policies: Guidance for Archives

<http://www.nationalarchives.gov.uk/documents/digital-preservation-policies-guidance-draft-v4.2.pdf>="http:>

Information Standards Quarterly, Spring 2010 Volume 22, Issue

2 <http://www.niso.org/publications/isq/2010/v22no2>. The entire issue is not available digitally, but the SIS library does have physical copies. For those not local, I am sure a university library near you should have it. You can also see if you can interlibrary loan the issue. The only digital article online is [How Do You Know What You Don't Know? Digital Preservation Education](#)

[http://www.niso.org/publications/isq/free/OP\\_Molinero\\_Education\\_isqv22no2.pdf](http://www.niso.org/publications/isq/free/OP_Molinero_Education_isqv22no2.pdf),

The National Mission for Manuscripts -

India [http://www.ted.com.vn/TED/2007/Download/Guidelines\\_for\\_digitization\\_of\\_manuscripts.pdf](http://www.ted.com.vn/TED/2007/Download/Guidelines_for_digitization_of_manuscripts.pdf)

March 8<sup>th</sup>      Spring Break!



**March 15<sup>th</sup> Environmental Control and IPM**

- Monitoring the Environment
- Temperature and Humidity Control
- Integrated Pest Management
- Security Measures
- Exhibition work

**Required Readings:**

Banks, Paul N. and Pilette, Roberta. *Preservation: Issues and Planning*. Chicago: ALA 2000. Chapter 7: Environment and Building Design; Chapter 10: Library and Archives Security; and Chapter 11: Exhibition Policy and Preparation.

*Preservation of Library and Archival Materials: A Manual*. Andover, MA: Northeast Document Conservation Center, 1999. Section 2, Leaflet 1-6.

<http://www.nedcc.org/resources/leaflets.list.php>

Section 3, Leaflets 1, 2, 10, 11.

<http://www.nedcc.org/resources/leaflets.list.php>

Ritzenthaler, Mary Lynn. 2010. *Preserving Archives & Manuscripts*. Chicago: Society of American Archivists. Chapter 4 and Chapter 5.

**Recommended Readings:**

ANSI/NISO Z39.79 -2001 Environmental Conditions for Exhibiting Library and Archival Materials. [http://www.niso.org/standard/std\\_preserv\\_store.html](http://www.niso.org/standard/std_preserv_store.html)

Druzik, James R. and Paul N. Banks. “Appropriate Standards for the Indoor Environment.” *Conservation Administration News* 62-63. Summer/Fall 1995. Available via Courseweb.

Pearson, Colin and King, Steve. “Passive Environmental Control for Small Cultural Institutions in Australia.” *Australian Academic and Research Libraries*. 31(June 2000): 69-78. Available via Courseweb

March 23<sup>rd</sup> \*\*\*\*\*New Class Day: Friday 6-9pm

### Fast Track Weekend

#### Disaster Response and Recovery

- Planning for Disasters
- Potential for loss in Libraries, Archives, and Museums
- Recovery Techniques
- **Assignment #3 Due – Digitization Position Paper – 25 Points**
- **Discuss Assignment #4**

#### Required Readings:

Banks, Paul N. and Pilette, Roberta. 2000. *Preservation: Issues and Planning*. Chicago: American Library Association. Chapter 9: Preservation Management: Emergency Preparedness.

*Preservation of Library and Archival Materials: A Manual*. ndove, MA: Northeast Document Conservation Center, 1999. Section 3, Leaflets 3-9.  
<http://www.nedcc.org/resources/leaflets.list.php>

Nyberg, Sandra. "The Invasion of the Giant Spore." SOLINET Preservation Leaflet no. 5. Atlanta, GA: Solinet, 1987. <http://www.palimpsest.stanford.edu/byauth/nyberg/spore.html>

Ritzenthaler, Mary Lynn. 2010. *Preserving Archives & Manuscripts*. Chicago: Society of American Archivists. Review pp. 144-151; and read Chapter 8, pp. 252-299.

#### Recommended Readings:

Buchanan, Sally A. "Disasters: Prevention, Preparedness and Action." *Library Trends*, Fall 1981: 241-253. Available via Courseweb.

DiMattia, Susan S. "Planning for Continuity." *Library Journal*, November 15, 2001: 32-34. Available via Courseweb.

Johnson, Steve. *Library Disaster Recovery: The Fine Art of Gift Raising*. *Library Collections, Acquisitions, and Technical Services* 23: 1 (1999): 32-34. Available online via PittCat.

Kenney, Brian J. "Central Libraries in Uncertain Times." *Library Journal*, November 15, 2001: 36-39. Available via Courseweb.

## March 29<sup>th</sup> Preservation Planning

- Short and Long-Term Preservation Planning
- Grant Writing
- Surveys

### Required Readings:

California Needs Assessment.

<http://calpreservation.org/management/needs-assessment.html>

Conserve O Gram 2/12 (September 2000), *Safe Techniques for Archival Surveying and Assessment*. <http://www.cr.nps.gov/museum/publications/consveogram/02-12.pdf>

SOLINET

Please read the “Funding Resources for Preservation” and “Preservation Budget Planning,” leaflets located under the *Administration* section.

[http://www.solinet.net/preservation/preservation\\_templ.cfm?doc-id=115](http://www.solinet.net/preservation/preservation_templ.cfm?doc-id=115)

Ritzenthaler, Mary Lynn. 2010. *Preserving Archives & Manuscripts*. Chicago: Society of American Archivists. Chapter 2, pp. 225-252.

### Recommended Readings:

Smith, Abby. “The Future of the Past: Preservation in American Research Libraries.” Washington DC: Council on Library and Information Resources, April 1999.

<http://www.clir.org/pubs/reports/reports.html>

pub82 –Available in PDF or full text

## April 5<sup>th</sup> Education Outreach/ Care, Handling, and Storage

- Training Needs and Ideas for Staff and Users
- Public Relations and Education for Preservation Activities and Programs
- Continuing Education for Professional Librarians and Archivists
- Care, Handling, and Storage for Library and Archival Materials
- **Assignment #4 Due**

### Required Readings:

Banks, Paul N. and Pilette, Roberta. 2000. *Preservation: Issues and Planning*. Chicago: American Library Association. Chapter 8: Collections and Stack Management.

Buchanan, Sally A. and Mia Esserman. “Staff and User Education.” *Wilson Library Bulletin*. 68(October 1994): 63-64. Available via Courseweb.

Intner, Sheila S. "Preservation Training for Library Users." *Technicalities* 14(September 1994): 7-10. Available via Courseweb.

Kaufman, Diane. "Building Preservation Awareness." *College and Research Libraries News* 10(November 1995): 707 – 708. Available via Courseweb.

*Preservation of Library and Archival Materials: A Manual*. Andover, MA: Northeast Document Conservation Center, 1999. Section 4, Leaflets 1-9.  
<http://www.nedcc.org/resources/leaflets.list.php>

#### **April 12<sup>th</sup>      Preservation Management**

- Collection Development Policies
- Planning Preservation Activities
- Managing Full or Part-Time Programs
- Identification of National Standards
- Collaboration

#### **Required Readings:**

Atkinson, Ross. "Selection for Preservation: A Materialistic Approach." *Library Resources and Technical Services* 30 (October 1986): 341-353. Available via Courseweb.

Banks, Paul N. and Pilette, Roberta. 2000. *Preservation: Issues and Planning*. Chicago: American Library Association. . Chapter 5: Planning for Preservation in Libraries.

Child, Margaret S. "Further Thoughts on "Selection for Preservation: A Materialistic Approach." *Library Resources and Technical Services* 30 (October 1986): 352-362. Available via Courseweb.

Cloonan, Michel Valerie. "W(h)ither Preservation?" *Library Quarterly* 71(2) 2001: 231-242. Available via Courseweb.

*Preservation of Library and Archival Materials: A Manual*. Andover, MA: Northeast Document Conservation Center, 1999. Section 1, Leaflets 1-6.  
<http://www.nedcc.org/resources/leaflets.list.php>

#### **April 19<sup>th</sup>      Looking Ahead- The Future of Preservation Current State of Need and Looking Ahead, Part II**

**Assignment #5 Due**