

Preservation

LSC647

Spring 2010

Instructor: Walter Cybulski

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301-570-3363 (leave message)

Tuesday evenings, 5:10 p.m. – 7:40 p.m.

Location to be determined

Course Objectives

The basic objective of this course is to develop awareness and understanding in the following areas:

- preservation terminology and online preservation resources
- factors that extend or diminish the useful life of materials in library and archive collections, including both analog and digital content
- collection assessment and evaluation strategies
- selection of materials for analog and/or digital preservation
- fundamental components of preservation programs, including:
 - institutional commitment & support; cooperative effort
 - optimal storage conditions; offsite storage options
 - environmental monitoring;
 - disaster preparedness; security
 - digitization projects and digital repositories
- options for the stabilization, replacement, repair or reformatting of paper and non-paper media
- relevant standards and recommended library and archive practice
- recent developments & key issues (touched on throughout the semester)

Course Structure

This is a lecture course with assigned readings. Guest experts may be invited to discuss current preservation issues. Field trips may be scheduled. A basic framework of assigned readings is provided. The general texts to be used for this course are:

(1) Banks, Paul N. and Roberta Pilette, eds., *Preservation: Issues and Planning* (Chicago: American Library Association, 2000).

(2) North East Document Conservation Center (NEDCC) preservation leaflets (<http://www.nedcc.org/resources/leaflets.list.php>).

(3) Supplemental readings will also be assigned from the U.S. Park Service "Conserve O Gram" series

(http://www.nps.gov/history/museum/publications/conserveogram/cons_toc.html)

(4)

Itinerary

This course is intended to provide the student with an introduction to preservation fundamentals. To help students visualize how libraries organize preservation projects and workspaces, field trips may be arranged. Since the field trips serve to illustrate some of the concepts and techniques discussed in class, they take the place of

regularly scheduled sessions. Typically, a field trip would be scheduled for the same day and time as the regularly scheduled class.

Field trips and locations depend on the ability of class members to participate. They would need to be planned in full compliance with the host site's security policies and will be subject to cancellation due to security concerns that may restrict access by tour groups.

Requirements

Students are expected to prepare for each class by reading assigned materials. Grades will be based on (1) take-home mid-term exam; (2) final take-home exam, and (3) classroom participation. Grades will be based on a 100 point scale:

1. Take-home test distributed Feb. 23, due back March 2. (45 points)
2. Final take-home exam distributed Apr. 13, due back Apr. 20. (45 points)
3. Classroom participation: relevant comments and questions that reflect study and knowledge of assigned topics. (10 points)

Test responses are due on the specified dates.

Test responses can be submitted in class or via e-mail.

Note: Responses on exams are expected to reflect a graduate level understanding of the subject, including references to assigned readings. If you recommend the use of a specific practice or procedure or provide information from a standard, guidance document or other resource (e.g. specific repair or reformatting practices; binding method; imaging metric; metadata requirement; range of collection storage temperature and humidity, etc.) your recommendations **must be supported by references.**