

## PRESERVATION AND CONSERVATION UNITS

Annual Report, July 1, 2011 – June 30, 2013

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### I. Unit Narrative: Unit Overview, Activities and Accomplishments

The Preservation and Conservation Program serves the University Library through the provision and coordination of preservation and conservation services, including: Bindery Preparations, Pamphlet Binding, Preservation Reformatting, Book Repair and Conservation, Media Preservation, Digital Preservation Management, Born Digital Preservation, Disaster Planning and Recovery, and other contracted preservation services (conservation, deacidification, protective enclosures, mold remediation, and reformatting). Other activities include: education and training, provision of guidance and tools for proper handling, storage and care of collections, participation in facilities management and improvement as related to preservation, and consultation on unit-based preservation activities.

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#### A. Major Accomplishments and Services:

##### 1) Disaster Response and Facilities Issues and Planning:

As usual, the Preservation and Conservation Program has worked closely with the Office of Facilities to protect our collections in a variety of ways.

###### a) Disaster Planning and Training

- Moved the EEP (Employee Emergency Procedures) to the Library Wiki platform to aid in access.
- We have nearly completed the Campus' BEAPs (Building Emergency Action Plan) for the Main Library, Undergraduate Library, Funk ACES Library, and Grainger Library – anticipated completion by end of Summer 2013.
- Trained new disaster response volunteers and provided them with an overview of the current disaster plans and their roles within it.
- Created a “quick reference” for collections disasters involving water for general use at circulation desks.
- Ordered supplies for and assembled 12 “red tote” disaster kits for collections disaster response. A library-wide survey was conducted and the red totes were distributed to units found to be previously lacking emergency supplies.

###### b) Disaster Response

- Oversaw team of undergraduates to clean 7 pallets of materials from the Communications library that required cleaning after HVAC construction in Gregory Hall, June/July 2012.
- Responded to a cooling system leak in the Communications Library that displaced hundreds and directly wetted approximately 50 books with glycol, April 2013.
- Responded to “backsplash” of dirty water from cleaning out condensate pans in Math Library’s HVAC system onto over 500 books, September/October 2012.
- Responded to multiple incidences of mold found in collections:
  - Managed the commercial mold remediation of 27 boxes of books and archival materials from RBML, SACAM, Student Life and Culture Archives, the University Archives and various general collections, over four separate shipments.
  - Responded to multiple mold cleaning requests on special collections, particularly from Student Life and Culture Archives.

##### 2) Conservation and Book Repair:

FY13 still marked a year with staff vacancies in our special collections conservation program, with our final vacancy of Rare Book Conservator being filled in January of 2013. With that position filled, however, services were provided including:

- a) Completion of two-year project with University Archives on the stabilization, conservation, and digitization of original Joseph Royer architectural drawings
  - b) Undertook two remodeling projects in the conservation lab (special collections storage vault and photo-documentation space)
  - c) Completed treatment and rehousing of all prioritized RBML maps
  - d) Began blog for special collection conservation treatments, including treatment of the *New York Herald* from April 15, 1865 – the first publication of Lincoln’s assassination
  - e) In cooperation with Archives and DCC (Digital Content Creation), performed treatment and rehousing of Avery Brundage and College of Engineering scrapbook collections
  - f) Additionally, priority lists for treatment of bound items were re-established in several collections (RBML, Ricker Library of Architecture and Art, Illinois History and Lincoln Collection, Archives) to move forward with back-logs.
- 3) Preservation Reformatting:**
- a) Broadened focus of program from its previous incarnation as “Brittle Books”
  - b) Began to take on responsibility for newspaper reformatting workflows and shipped 2 titles to vendor for preservation microfilming
  - c) Initiated project to integrate HathiTrust more tightly into Brittle Books workflows
  - d) Completed work to digitally reformat brittle Classics collection in Book Stacks and continued work to digitally reformat brittle materials in Classics Library, including Dittenberg-Vahlen pamphlet collection.
  - e) Initiated work to digitally reformat Travel literature collection in Book Stacks, previously identified as a “Collection of Distinction”
- 4) Digital Preservation:**
- a) Medusa: the Preservation Librarian continues to lead the Library in the management aspects of the Medusa Digital Repository.
  - b) Upgraded the University of Illinois’ LOCKSS box to a modern virtual machine, increasing reliability and compatibility with the LOCKSS system.
  - c) Digital Storage Infrastructure: through the continued work of the Media Preservation, Digital Preservation, and Preservation Reformatting positions, much more digitized content is being created through the Preservation Program and preservation staff have been actively involved with Library IT in developing a medium-term storage plan and solution for the preservation storage of files before they are transferred to Medusa.
  - d) Expanded in-house storage media reformatting capabilities to include SCSI devices
  - e) Completed the first phase of establishing policies, procedures and workflows for stewarding born digital content.
- 5) Audiovisual Media Preservation:**
- a) Campus Media Census: Managed University Library/CME Campus Media Census to collect data on the existence and preservation status of analog media collections across UIUC campus. Supervised one full time staff in support of this project. Project is near completion pending finish of final report.
  - b) Completed first phase of establishing policies, procedures and workflows for the management of media preservation services.
  - c) Collaborated with Sousa Archives for the donor funded preservation of 4 Rose Bowl motion picture films from the University Bands Collections. Project included in-house clip editing and remastering for highlight reel shown at alumni event.
  - d) Collaborated with Sousa Archives for the in-house preservation and mastering of John Barry recordings for public display at the exhibition: “*The James Bond Theme: Music to Live, Die, and Love Another Day*.”
  - e) Medusa: Completed (with significant assistance from GA Ryan Edge) basic ingest and metadata schema for digitized audio collections.

- f) Managed preservation migration of an additional 995 lacquer transcription disks from the ongoing WILL Broadcast Transcription Disk Project.

**6) Grants & Advancement:**

The Preservation and Conservation Program managed the oversight of two federal grants, submitted applications for an additional three federal grants, and participated in various other advancement projects to promote the Preservation program at the University of Illinois. Among the programs' undertakings in FY12 were:

a) Grant Applications Submitted

- NSF Chemistry and Materials Research in Cultural Heritage Science grant titled: *Book and Paper Conservation Aided by Optical Spectroscopic Imaging* requesting \$295,215 was submitted in February of 2012 in collaboration with the Beckman Institute (Dr. Rohit Bhargava PI). If funded (decision on this grant is *still* pending) this grant will help utilize new breakthroughs in spectral analysis in application to analyzing degradation mechanisms and long-term stability of conservation treatments on a molecular level.
- ISHRAB Historical Records Preservation grant titled: *Joseph T. Tykociner Preservation Project*, requesting \$4,994, was submitted in May of 2013 in collaboration with the University Archives (Bill Maher, PI). If funded, this grant will rehouse and deacidify and selectively digitize the Joseph T. Tykociner collection.

b) Funded Grants:

- Connecting to Collections, State-Wide Implementation Grant (Jennifer Hain Teper, co-PI with Bonnie Styles, Director of the State Museum), funded by the IMLS in The Preservation and Conservation Units wrapped up the second phase of its leadership role for the State of Illinois in organizing the development of a state-wide preservation program. Participation in this grant for FY13 included:
  - Led two day-long workshops in collaboration with the Illinois Fire Service Institute on recovery of cultural heritage collections after a fire.
  - Presented two webinars to preservation community
- NEH Sustaining Cultural Heritage Implementation Grant titled: *Implementing an Energy Efficient and Sustainable HVAC System at the University of Illinois, Archives Research Center* was Funded at \$50,000 under the total request of \$350,000. A new budget and project scope will be submitted before August 20<sup>th</sup>, 2013, official award notification is pending this submission.
- IMLS National Leadership Grant (demonstration grant) titled: Extending Preservation Self-Assessment Option for Libraries, Archives and Museums was funded in the full amount of \$213,932. This two year grant, involving partnerships between the Library and the Spurlock Museum, the McLean County Museum of History, Heritage Preservation, Inc., the Chicago History Museum, and the Illinois Heritage Association will develop an online assessment tool for standard archival materials, building on the framework developed from the AvSAP tool. Activities undertaken in FY13 include:
  - Hired a visiting AP as project manager (Ryan Edge)
  - Began regular meetings with Advisory Board
  - Partnered with Tom Habing to collaborate on hiring research programmer position
  - Began research phase of grant and outlining technical specifications for program development.

c) Advancement Activities

The Conservation Unit participated in the following activities:

- Tours and Donor Relations: Seven organized tours of the lab, requested by the Office of Advancement were held at the Conservation Lab for development purposes for 14 total attendees (not including Library Advancement staff).
  - Alumni Outreach: Staff presented to the St. Louis Illini alumni group about the preservation and conservation program in St. Louis in collaboration with the Advancement Office and the Alumni Association. April 2013.
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### B. Major Challenges to Program

The biggest hurdle to progress with the preservation and conservation program has been “space” in all of its iterations. While we are building increasing services in media and digital preservation, we lack both the physical space to offer the in-house services we deem valuable, and we lack the server space to preserve the derivative files of our in-house and vendor-produced reformatting projects. While both of these situations have plans in place for improvements, none yet have come to fruition. Preservation has plans underway to move to the south side of the fourth floor of the main library, alleviating at least many of our space issues, and the Preservation Librarian has been working with Library IT to coordinate the purchase of a “mezzanine level” server for transfer and temporary storage of preservation files until they can be permanently transferred to preservation storage on Medusa. While conservation has not suffered as greatly as preservation on this front, the lab which once seemed expansive is now filled to capacity and leaves little room for flexibility to undertake additional projects or workflows or staff. In the near future, space concerns for conservation will also need to be addressed.

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### C. Significant Changes to Unit

Unlike previous years, there have been few significant changes to the preservation and conservation units, which is refreshingly different. The only staff change has been the hiring of our rare book conservator, Henry Hébert, who started in January of 2013. While preservation *hoped* to be able to be moved from our current location by this time, that move is still pending for FY14. Overall, services which have been traditionally supported, or more recently developed of the past two years have continued to grow in scope and impact.

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### D. Contributions to Library-Wide Programs

As preservation is a library-wide service, everything that we undertake serves the library as a whole. However, the Preservation and Conservation Program has participated in several Library-wide efforts:

- 1) Staff Education & Training: The Preservation and Conservation Units offered several training opportunities for library staff
  - Performed individual consultation with two units (Math and Communications) to begin an environmental monitoring programs.
  - Care and handling instructions are given to individual libraries to update staff and student workers annually.
- 2) Campus, Public, and Professional Engagement: Additionally, members of the Preservation and Conservation Program participated and/or helped organize several campus, public, and professional outreach activities during this reporting year including:
  - a) GSLIS and other Academic tours and lectures
    - Tour for Mortenson Center Associates
    - Three tours for LEEP students
    - One tour for LIS590HB (History of the Book)
    - Four lectures for LIS 501 (Information Organization and Access), Professors Smith and Efron
    - Three lecture for LIS586 (Digital Preservation), Professor McDonough
    - Two lectures for LIS 590EX (Library and Museum Exhibitions), Professor Hotchkiss

- Led full semester LIS 582 (Preservation of Information Resources)
  - Led full semester LIS 590GN (Conservation of General Collections) co-taught with Professor Andrew Huot.
  - Two guest lectures for LIS582le, Preserving Information Resources, Professor Huot
  - One guest lecture of (Rare Book and Special Collections Librarianship), Professor Stromberg
- b) Public tours/lectures:
- Workshop on newspaper preservation for the Piatt County Historical Society
  - Workshop on photographic preservation for Lewis University and surrounding community
  - Workshop on Enclosures: creating clamshell and four flap boxes for the 44 Society
- c) Professional Presentations and Posters:
- Eight presentations including: Society for American Archivists Conference, Indian Media Preservation Conference, CARLI Preservation Working Group Forum, iPres2012, American Institute for Conservation, Association for Recorded Sound Collections Annual Conference, and contributing author to an additional paper presented at the Council of Educators in Landscape Architecture Annual Conference
  - Workshop on the preservation of scrapbooks held at the Campbell Center for Historic Preservation, September, 2012.
  - Three webinars for the Illinois Collections Preservation Network and the North American Coordinating Council on Japanese Library Resources.
  - Three poster presentations at International Digital Curation Conference, ACRL, and the Midwest Archives Conference.
- d) Other
- Hosted two community volunteers in the lab through a partnership with the RSVP Program (Retired and Senior Volunteer Program) and an additional two volunteers from GSLIS and the community for a total of 210 volunteer hours.
  - Led a “lunch and learn” session on media and born-digital content preservation for library staff and GSLIS students
  - Conservation and Preservation staff fielded numerous phone calls and e-mails from the public seeking information on the preservation and conservation of family heirlooms.
- 3) Assistance with other Library Initiatives (outside those mentioned above)
- a) University Archives Nitrate Film Assessment: With funding from the University Librarian, a graduate student completed the process of the identification of cellulose nitrate negatives from the University Archives photo series.
  - b) Collaborated with the History, Philosophy and Newspaper Library to coordinate the transfer of oversight of newspaper reformatting to the Preservation Unit.
  - c) Google: support wrapped up for the conservation treatment of materials being processed through the Google project.
  - d) Digital Content Creation: In collaboration with the RBML and IDEALS, conservation led a condition survey of the pre-1830 dissertations to anticipate their ability to be digitized by DCC and/or the Internet Archives scanning center.
  - c) Developed a plan and trained three Undergraduate Library graduate students to construct protective enclosures for the vintage gaming collection held in Undergrad.
  - d) HathiTrust: Initiated a project with DCC, CMS, and IT to revise digital image management workflows to increase contribution of locally digitized content into HathiTrust

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## E. Contributions to Campus-Wide Programs

- 1) Preservation Working Group: Preservation and Conservation staff participated in the campus' Preservation Working Group, lending leadership with activities including:
  - a) Continued to serve as a member of the team overseeing the conservation of the Alma Mater statue, removed from campus August, 2012, involving several visits to the Chicago area conservation firm for progress meetings.
- 2) Center for Multimedia Excellence: Preservation staff served on the steering committee of the campus' Center for Multimedia Excellence, with activities including:
  - a. Managed Campus-wide Media Census (see above)
  - b. Presented to CME campus-wide meetings on topics including the campus media census and general media preservation.
  - c. Contributed to draft RFP proposal for campus-wide media access service.
  - d. Other campus outreach : included assistance, consultation and limited preservation work at special request of following departments: Animal Science, Psychology, African-American Studies, Anthropology, Landscape Architecture.

#### F. Status of Unit Goals from FY13

Area	Goal	
<u>Administration</u>	Compose updated 5 year plan (previous one ended in 2006)	Draft nearly complete. Anticipated final draft for new dean, fall 2013.
	Continue to integrate preservation program more closely with existing digitization and institutional repository efforts	Progress continues
	Formalize prospective internship guidelines and set up correspondence with preservation and conservation training programs	Internship in conservation formalized and advertised to all programs.
	Complete investigation of availability of surrogates and multiple holdings and how those may influence preservation and conservation decision making	Ongoing. Final phase before library-wide implementation, Fall 2013.
	Resubmit NEH Sustaining Cultural Heritage Collections implementation grant	Successfully funded.
<u>Book Repair</u>	Procure treatment examples for tours	No progress
	Review format of recording conservation treatment statistics	Stats collection simplified
<u>SC Conservation</u>	Hire Rare Book Conservator	Successful
	Lab safety training for all Conservation staff in conjunction with Division of Research Safety	No progress
	Complete design of treatment queue for items identified for treatment and implement at least with RBML and possibly other SC units	Some progress made, but awaiting new treatment database release by IT's software development team
	Continue to provide support for digitization of special collections materials – experiment with UG student funded specifically to support digitization conservation needs	Support continued, but UG support needed more for exhibit preparations at this time.
	Institute training on care & handling for GA's and staff in units holding SC materials	No progress
	Plan for biennial conservation conference/workshop to be held in 2013	Planning underway
<u>Google</u>	Wrap up conservation support of Google project	Project completed

<u><i>Preservation Reformatting</i></u>	Change title of program and coordinator from “brittle books” to “preservation reformatting” and broaden scope of program	Completed
	Provide input and guidance to integration of BB content into Medusa repository	Completed
	Investigate role of brittle books in future participation with shared print repositories	Planning underway
	Identify other caches of brittle materials, focusing on “Collections of Distinction”	Ongoing
<u><i>Education and Training</i></u>	Introduce new or revisit previous workshops for Library staff (and possibly GSLIS) including an introduction to ‘audio-visual preservation’, ‘exhibit preparation and planning’, and revisiting ‘Booksnares’, ‘Simple Repairs’ ‘mold, insects and integrated pest management’, ‘GA training on care and handling’, and work with the Office of Facilities on programs on disaster response (personnel as well as collections)	Little to no progress
<u><i>Media Preservation</i></u>	Wrap up campus media census and create report and goals for future of media preservation and access on campus at it relates to the Library	Census complete and report nearing completion. Anticipated publication, Fall 2013.
	Continue transcription disk project	Ongoing
	Participate in CME media preservation efforts	Ongoing
	Establish better digital media storage framework and working file management	Ongoing
<u><i>Digital Preservation</i></u>	Complete library-wide survey of digital collections to assess local digital preservation risks and prepare collections for ingest into Medusa	Complete (available at <a href="https://medusa.library.illinois.edu/">https://medusa.library.illinois.edu/</a> )
	Establish policies and procedures to certify Medusa as a Trusted Digital Repository (TDR) for digital preservation based on the Open Archival Information System (OAIS) model	Ongoing
	Formalize services and establish new lab spaces for the preservation of time-based media and born-digital materials at the Oak Street facility (on the 4 <sup>th</sup> Floor Main Library)	Move still pending, but planning well underway. We HOPE to move in 2014.
	Introduce a Web Archiving Service to enable the long-term preservation of web sites and other web-born materials	Piloted
	Migrate Lots of Copies Keeps Stuff Safe (LOCKSS) electronic-journal digital preservation service to new server and reactivate UIUC participation in it	Completed
	Establish workflows for the preservation of born digital materials to enable digital preservation as well as archival arrangement and description.	First iteration complete; establishing born digital content stewardship group to implement, broaden and further develop procedures, policies and workflows
<u><i>Other</i></u>	Finalize BEAP and EEP documentation and update website and unit documentation appropriately	EEP complete, BEAPs nearing completion, goal to complete by Fall 2013.
	Broaden participating in social media and web presence	Added twitter news feed

	(Facebook, unit web page, twitter feed, etc).	and continued Facebook posts.
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#### G. New and Continuing Unit Goals for FY14

Area	Goal
<u>Administration</u>	Complete Five Year Plan for program, share with Library Administration, and post to website
	Continue to integrate preservation program more closely with existing digitization and institutional repository efforts
	Complete investigation of availability of surrogates and multiple holdings and how those may influence preservation and conservation decision making
	Complete transition of treatment database to custom SQL with web interface
	Move the Preservation Unit to the fourth floor of the Main Library and establish plan for execution of a media reformatting lab.
<u>Book Repair</u>	Procure treatment examples for tours
	Increase productivity of hourly workers through more clear output expectations and closer supervisory input on repair quantities/types
<u>Oak Street Stabilization</u>	Investigate further transfer of Oak Street stabilization efforts to OSLF staff (possible transfer of UG funds)
	Institute training on care & handling for GA's and staff in units holding SC materials
	Plan for biennial conservation conference/workshop to be held in 2014
<u>Preservation Reformatting</u>	Provide input and guidance to integration of BB content into Medusa repository
	Investigate role of brittle books in future participation with shared print repositories
	Identify other caches of brittle materials, focusing on "Collections of Distinction"
<u>Education and Training</u>	Document workflow and procedures for newspaper reformatting
	Introduce new or revisit previous workshops for Library staff (and possibly GSLIS) including an introduction to 'audio-visual preservation', 'exhibit preparation and planning', and revisiting 'Booksnares', 'Simple Repairs' 'mold, insects and integrated pest management', 'GA training on care and handling', and work with the Office of Facilities on programs on disaster response (personnel as well as collections)
	Publish Media Census white paper.
	Continue transcription disk project
	Establish better digital media storage framework and working file management
<u>Digital Preservation</u>	Formalize services and workflows for preservation of analog media collections
	Continue research and design for future media preservation studio and lab spaces
	Integrate Medusa digital preservation repository into digital content management workflows library-wide
	Attain Trusted Digital Repository Status for Medusa
	Formalize services and establish new lab spaces for the preservation of time-based media and born-digital materials at the Oak Street facility
<u>Collections Care</u>	Establish workflows for the preservation of born digital materials to enable digital preservation as well as archival arrangement and description.
	Work with the office of Library Facilities to increase integrated pest management approaches
	Increase awareness of loanable equipment for collections care
	Work with administration and grant staff to consider new selection of treatment selection

	protocols based off preservation metrics
<u>PSAP/IMLS project</u>	Hire programmer and migrate AvSAP component to new programming platform
	Complete research and general approach to photographic assessment module
<u>Other</u>	Finalize BEAPs for Main Library, Undergrad, Grainger, Funk-ACES, OSLF, and the Horticultural Field Lab.

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#### H. Graduate Assistants

- 1) Number of GAs employed in FY13:
    - 1) 1.5 FTE
    - 2) 3 positions
  - 2) Funding Sources:
    - 1) .5 FTE (12 mo appointment) funded from Mellon Endowment
    - 2) 1.0 FTE (9 mo appointments) funded from state operating funds
  - 3) Major Responsibilities (see *Appendix One: Job Descriptions*)
  - 4) Overview of Significant Contributions/Projects, outside of regular duties
    - 1) Preservation Administration Graduate Assistant
      - a) Contributed significantly to the completion of the EEP and ongoing work on the campus BEAPs as well as other disaster response documentation and supplies
      - b) Contributed to research and writing of re-submittal (significant new content) of NEH Sustaining Cultural Heritage grant.
      - c) Streamlined binding and boxing procedures and updated procedural documentation, and supervised hourly student in preparations of commercial enclosure orders.
    - 2) Media Preservation Graduate Assistant
      - a) Performed significant research and development of metadata schema for ingest of digitized audio collections into the Medusa digital repository.
    - 3) Special Collections Conservation Graduate Assistant
      - a) 26 hour treatment of “Vegetation Map of Southern Florida” from the Map Library
      - b) Multiple custom enclosures for oversized or cumbersome three dimensional objects
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## II. Statistical Profile

### A. Facilities

- 1) Total User Seating (NA)

### B. Personnel

- 1) Faculty
  - a) Jennifer Hain Teper (100%) (Full reporting year, state and endowment funded)
  - b) Kyle Rimkus (100%) (Full reporting year, state funded)
- 2) Academic Professionals
  - a) Joshua Harris (100%) (Full reporting year, state funded)
  - b) Annette Morris (100%) (Full reporting year, state funded)
  - c) Tracy Popp (100%) (Full reporting year, state funded)
  - d) Cher Schneider (100%) (Full reporting year, endowment funded)
  - e) Henry Hébert (100%) (January 2012-present, endowment funded)
  - f) Ryan Edge (100%, visiting) (May 28 – present, grant funded)
- 3) Civil Service Staff

- a) Erich Burkhardt (Library Assistant) (100%) (Full reporting year, state funded)
  - b) C. Jane Gammon (Conservation and Preservation Assistant) (100%) (Full reporting year, state funded)
  - c) Jody Waitzman (Sr. Library Specialist) (100%) (Full reporting year, endowment funded)
- 4) Graduate Assistants
- a) Ryan Edge (50%) (August 16, 2012-May 15, 2013, state funded)
  - b) William Schlaack (50%) (August 16, 2012-May 15, 2013, state funded)
  - c) Jessica Bogue (50%) (August 16, 2012-July 31, 2013, endowment funded)
- 5) Hourly wages
- a) State Account: \$68,288 (4,842 hours = 2.4 FTE)
  - b) Laible gift: \$3,145 (530 hours = 0.25 FTE)
  - c) Velde Endowment: \$8,047 (398 hours = 0.19 FTE)
  - d) Friends gift: \$18,525 (1,129 hours = 0.54 FTE)
  - e) NEH Challenge Endowment: \$34,143 (1,602 hours = 0.77 FTE)
  - f) Dean's discretionary funded projects: \$10,023 (800 hours = 0.38 FTE)
  - g) Digitization Support (IT Fee): \$690 (69 hours = 0.03 FTE)
  - h) RPC: \$4,283 (220 hours = 0.11 FTE)
  - i) Google: \$2,822 (202 hours = 0.10 FTE)
- 6) Volunteers
- a) 4 volunteers (some seasonal, some regular)
  - b) total donated hours for FY13 = 210 (approximately 4 hrs/wk)

### C. User Services

- 1) Independent Studies/Practica
  - a) Teper, Jennifer Hain (LIS 592: Practicum), Faculty Advisor, 2 students, Spring 2013
- 2) Credit Courses
  - a) 2 full semester GSLIS courses:
    - a. Teper, Jennifer Hain and Andrew Huot (LIS590GN *Conservation of General Collections*) Fall 2012, 12 students
    - b. Teper, Jennifer Hain (LIS582LE *Preserving Information Resources*) Spring 2013, 28 students
  - b) Guest Lectures
    - a. Four lectures for GSLIS 501 (Information Organization and Access), Professors Smith and Efron
    - b. Three lectures for LIS586 (Digital Preservation), Professor McDonough
    - c. Once lecture for GSLIS 590EX (Library and Museum Exhibitions), Professor Hotchkiss
    - d. Two lectures for LIS582le, Preserving Information Resources, Professor Huot
    - e. One guest lecture of (Rare Book and Special Collections Librarianship), Professor Stromberg

### D. Other Statistics

- 1) Conservation and Book Repair: We have continued to serve the University Library System by offering simple through complex book and enclosure treatments for special, circulating and reference collections. Over the past year, the unit has undertaken the following:
  - a) Statistics reported for General Collections include materials repaired of pamphlet bound through the conservation lab, as well as satellite repair units for the Geology map cataloging project, and a limited number of simple book repairs undertaking in the Preservation Unit. Overall, staff repaired 3,482 items from the general collections, and pamphlet bound 2,595 items. For general collections, most repairs are under 2 hours each (72% under 15 minutes and nearly 20% between 16 minutes and 2 hours). The remaining 8% took between 2 and 16 hours to complete, with less than 1% taking more than 16 hours.
  - b) Special Collections Conservation: FY13 still marked a year with staff vacancies in our special collections conservation program, with our final vacancy of Rare Book

- Conservator being filled in January of 2013. In FY13 special collections conservation repaired 346 items as well as provided exhibit support for an additional 188 items (including cradles, temporary window mats, temporary encapsulation, etc. – up from only 66 last fiscal year). More importantly, not only did the number of treatments in special collections go up, but the complexity of those repairs has also increased. Treatments ranged from only 13% taking less than 15 minutes, to the majority (64%) taking under 4 hours. However, a significant portion of repairs took up to 8 (14%), 16 (3%), and 40 (5%) hours, with just over 1% taking over 40 hours to complete.
- c) Oak Street Stabilization: Stabilization of fragile/broken materials destined for Oak Street from all departmental libraries and more complex stabilization from STX is undertaken by Conservation. This year the Unit completed stabilization and simple repairs on 4,191 items before they were transferred into HD Storage.
  - d) Enclosures: for both general and special collections, 562 items received custom boxes, encapsulation, or other protective enclosures
  - e) Cleaning: 131 items from both general and special collections were hand-cleaned of mold, dirt, and/or insects.
- 2) Preservation Reformatting:
    - a) Brittle Books: Over the past year, the Preservation Reformatting Coordinator and her staff have reformatted 646 brittle book (an almost 170% increase from last year's 384), ordered 87 replacement pages, and repaired 20 reels of microfilm.
  - 3) Commercial Binding Preparations  
Commercial binding preparations continued to decrease over previous years in serial binding, but increased in monographic and enclosures processing. Staff processed 5,186 monographs (up from 4,593) and 9,546 serials for commercial binding (down from 11,519), ordered 1,542 custom protective enclosures (a significant increase from 701).
  - 4) Digital Preservation:  
In FY13, 149 discreet media items reformatted representing about 4TB of content, representing over 150,000 files. Although the discreet item number fell, the storage the amount of content retrieved grew significantly, in part to recovering and reformatting data from larger –capacity storage devices including recovery from several newer-model laptop computers and large-capacity external hard disk drives.
  - 5) Audiovisual Media Preservation:  
Over FY13, the Preservation Unit has overseen both in-house and outsourced time-based media reformatting. The program transferred audiovisual assets from 1060 analog sources, including audio transcription disks, various video tape formats, motion picture films, grooved audio disks and various audio tape formats.

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## Appendix One: Graduate Student Job Descriptions:

### Conservation Unit Half-time GA

#### Position & Title

Pre-Professional Graduate Assistant, Conservation Unit  
50% Appointment (20 hours/week) available August 16, 2013 – August 15, 2014

#### MAJOR DUTIES & RESPONSIBILITIES

Under the direction of the Sr. Special Collections Conservator, this position assists in the day to day operations of the conservation unit in support of the Library's special collections.

Major duties will include:

- Documentation of library materials in written and digital photograph form;
- Hands on repair and stabilization of book and paper materials (such as surface cleaning, tear repair, encapsulation, etc.)
- Tracking of incoming materials for repair;
- Collaboration and support of conservation related projects (such as rehousing complicated objects, proposing improvements in storage environments, assisting the moving of at risk collection materials, etc.);
- Assisting with preparations for exhibits;
- Assisting with preparations for outsourced conservation treatments;
- Assist with lab management including: weekly supply preparation and inventory, organization of material and tools, as well as general upkeep of the laboratory.
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Other duties may include, but are not limited to:

- Support of integrated pest management;
- Environmental monitoring;
- Disaster planning and response;
- Leading or assisting with training workshops;
- Training interns;
- Leading or participating with Conservation Laboratory tours;
- Liaison for Conservation to Special Collections Libraries;
- Design and implementation of preservation assessments and condition surveys;
- Project development and grant preparations.

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**Preservation Unit**  
**50% GA**

**Position & Title**

Graduate Assistant, Preservation Unit

50% Appointment (20 hours/week) available August 16, 2012- May 15, 2013

**Organizational Relationship**

This position reports to the Head of Preservation.

**Major Duties and Responsibilities:**

Under the direction of the Head of Preservation, this position assists in the day to day operations of the Preservation Unit in support of the environmental monitoring, integrated pest management, and disaster planning programs, and other significant preservation projects.

Major duties will include:

- Collaboration and support of general preservation related projects;
- Disaster planning and response;
- Integrated pest management;
- Environmental monitoring;
- Project development and grant preparations.

Other duties may include, but are not limited to:

- Assisting with preparations for exhibits;
- Assisting with updates to the unit website and wikis;
- Leading or assisting with training workshops;
- Leading or assisting with tours of the preservation program;
- Design and implementation of preservation assessments and condition surveys.

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**Media Preservation**  
**50% GA**

**Position & Title**

Graduate Assistant, Media Preservation

50% Appointment (20 hours/week) available August 16, 2012- May 15, 2013

**Organizational Relationship**

This position reports to Media Preservation Coordinator.

**Major duties and Responsibilities:**

- Tracking of incoming materials for preservation;
- Collaboration and support of media preservation related projects;
- Assisting with preparations for outsourced media reformatting.

Other duties may include, but are not limited to:

- Assisting with preparations for exhibits;
- Leading or assisting with training workshops;
- Leading or assisting with tours of the media preservation program;
- Design and implementation of media preservation assessments and condition surveys;
- Project development and grant preparations.