

PRESERVATION UNIT (INCLUSIVE OF CONSERVATION)

Annual Report, July 1, 2009 – June 30, 2010

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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, and other contracted preservation services (conservation, deacidification, disaster recovery, protective enclosures, and reformatting). Other activities include: education and training, disaster response and preparedness, 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.

a) Major Accomplishments:

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) Mold on Mounted Architectural and Art Photos, Fall 2009: Managed hourly project staff to clean and transfer mounted photographs from mold-infested filing cabinets to a total of 232 archival record center boxes and approximately 150 oversize photos were prepared for flat folders. Preservation staff worked with two hourly students to vacuum photos, check call nos. and put in call no. order, and box/folder all materials as well as record item level information in a spreadsheet.
- b) Stacks Fluorescent Lighting Retrofit, Winter 09/10: staff advised Facilities and F&X staff on preservation issues related to the relamping of the 6th addition of the stacks.
- c) Steam Pipe Leak, RBML, December 2009: Provided basic support to RBML staff when steam pipe leak affected display case and globe. Served primarily as consultant regarding the ongoing leak and ultimate remediation of the affected area.
- d) Oak Street Construction Planning, Spring 2010: Staff sat on planning committee to address preservation concerns for the construction planning of the third module of the Oak Street Library Facility.
- e) Horticultural Field Lab Roof Replacement, Spring 2010: staff sat on committee to oversee the replacement of the slate roof on the Horticultural Field Lab building.
- f) Silverfish Infestation, Geography, Spring-Summer 2010: Assisted in remediation of silverfish infestation at Geography Library through consulting and freezing collection materials as they were transferred to other buildings for processing and storage.
- g) Stacks Leak, April 10, 2010: Provided disaster response for water leak in stacks resulting from chilled water valve replacement work. The leak originated in the penthouse and extended through level 5 of the book stacks. Conservation staff assessed each affected level for water damage, which resulted in transferring 1,000 wet items from shelves and patron carrels to the lab for air and freeze drying. In total, our staff devoted 80 hours to the recovery effort.
- h) RBML HVAC replacement project, all FY10: Staff sat on committee to oversee the planning, replacement and relocation of the RBML HVAC system.
- i) RBML mold assessment, all FY10: Staff reviewed over 75% of RBML stacks item by item for signs of mold (either missed during cleaning project or for potential reblooms).

- j) Work on the OSLF/HDS disaster plan has continued, all FY10: The bulk of the work of this year consisted of a formal presentation of the plan to all named Coordinators as well as individual meetings and discussions with each set of Coordinators about their roles and responsibilities. The individual meetings have been incredibly productive in determining proper lines of communication, both internally for the library staff as well as to the larger campus units who would need to be notified of an event. The bulk of the plan is written and we are currently collecting appendix information specific to each Coordinator, which each Coordinator is responsible for producing. Additionally, plans are underway to present the result of this work in a panel along with representatives from 4 other institutions at ALA Annual in 2011.
1. Worked with summer intern on two components of planning and preparation for salvage and recovery post-disaster. The first component of her work focused on arranging site visits to individual library locations and meeting with collection managers to set and describe priorities for salvage. These prioritized areas of the collection were noted and compiled into spreadsheets as well as physically marked with reflective tape on the storage furniture. I assisted her in initiating this project through focusing on special collections and their managers for her first several visits. The second component of her project focused on compiling a salvage recovery guide for AV media. Finally, she was also very useful in outlining the triage salvage stations required in a salvage effort in HDS.
 2. Completed a second sprinkler test at IFSI to test the strength of acrylic coated special collections storage trays, a modification suggested by the manufacturer and supplier. The test showed the acrylic coating to be ineffective in adding strength and resiliency to the trays.

2) **Library Site Visits Completed:**

Seventeen unit libraries were visited as part of our site visit program begun in FY09. All libraries were contacted at least twice about setting up a visit. Topics of discussion included disaster planning and recovery, preservation workshop planning, book repairs, routing, and other available preservation services.

3) **Physical Treatments:**

The Preservation and Conservation Program has continued to serve the University Library System by offering simple through complex book treatments for special, circulating and reference collections. Over the past year, the unit has undertaken the following:

- a) General collections books, pamphlets, and flat paper: Repaired or recovered 2,528 items from the general collections, constructed custom enclosures for 1,244 items, and fitted items with purchased enclosures for 65 items. This is a 9% increase from last year's reported repair of 2,359 items and 67% increase in enclosures from last year's 879 items.
- b) Special Collections Conservation: Repair and/or rehousing of 706 items as well as exhibit support for an additional 171 items. This is a 48% increase from the 338 items repaired last year. Additionally, special collections staff supported digitization through item level assessment of 327 Illinois County atlases for completeness and basic condition issues, as well as approximately 40 Emblem books for suitability for scanning due to condition issues. Special Collections also spearheaded a chemical safety program for the lab including two visits from Division of Research Safety and a complete chemical inventory and MSDS library.
- c) Commercial Binding and Pamphlet Binding: Dependent for work upon receiving materials from departmental libraries, the Physical Treatment operation triaged 5,283 (a 57% increase from FY09) volumes, repaired 90 books (a 50% decrease), processed 21,193 monographs and serials for commercial binding (a 21% decrease), ordered 1,219 protective enclosures(a

41% decrease, mostly due to the stop of the massive RBML enclosure replacement after the mold outbreak), and pamphlet bound 5,956 items (a 17% decrease). Of particular note is pamphlet binding's support of backlog projects from both ACES and UN Docs, the latter ongoing until August 2010, and boxing in support of the Slavic Backlog shirt and the last of the RBML boxing needs identified during the mold remediation. In addition, some commercial binding was taken on as part of preparations for our participation in the Google Book Scanning project. As part of the Google project, 252 items were commercially bound and 235 items were pamphlet bound by our contracted binder.

- d) 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 7,467 items before they were transferred into HD Storage – an increase of 180% from the 3,956 recorded for FY09. It is project for FY11 that these treatments will finally stop increasing with the upcoming completion of newspaper backlog transfers overseen by HPNL.

4) **Preservation Reformatting:**

- a) Brittle Books: Over the past year, the Brittle Books Coordinator and her student assistant have evaluated 388 brittle books (an 89% increase), reformatted 139 brittle books (a 113% increase), ordered 692 replacement pages (a 16% decrease), facilitated the purchase of replacement volumes or microfilm for 20 volumes (a 30% decrease), and repaired 9 reels of microfilm (a 50% decrease).
- b) Media Preservation: Since the media preservation coordinator position has been vacant for all of FY10, media preservation efforts have been limited to outsourced reformatting only. In FY10 17 items were digitally reformatted from analog originals. Several other large preservation reformatting projects were begun in FY10, but will not be completed and charged until FY11.

5) **Research, Grants & Development:**

The Preservation and Conservation Program oversaw the third full year of managing the successful IMLS National Leadership Grant, completed participation in an IMLS statewide planning grant, was successfully awarded an NEH Sustaining Cultural Heritage Planning Grant, and continued to pursue grants and other development projects to promote the Preservation program at the University of Illinois. Among the unit's undertakings in FY 2009/10 included:

- a) Current Grant Oversight:
- Connecting to Collections, State-Wide Planning Grants, funded by the IMLS in February 2009 for \$40,000. The Conservation Unit completed a leadership role for the State of Illinois in organizing the development of a state-wide preservation program. Participation in this grant for FY10 included:
 - Attendance at five meetings of the grant's Advisory Committee
 - Attendance at four open topical meetings at various locations around the state
 - Synthesis of information gathered through the FY09 survey and the FY10 meetings to form a draft preservation plan for the state
 - Completion of a final report to IMLS
 - The successful IMLS National Leadership Grant *The Audiovisual Self Assessment Program* ran for its third full year, to be completed in Sept. 2010, including:
 - Completed programming of AvSAP tool and integrated tool into Archon software as well as installed a web-hosted instantiation
 - Completed substantial work on website and user manual

- Received notice of successful award of \$13,720 for an National Endowment for the Humanities ‘Sustaining Cultural Heritage Planning Grant’ titled: *Planning for an Energy Efficient and Sustainable HVAC System at the Archives Research Center*
- b) Pursuing External Grants:
The Conservation Unit participated in the development of one external grant application and one endowment application.
- Save America’s Treasures Grant Application. This grant application was completed with the University Archives and requested \$221,548 for the preservation and reformatting of the Ad Council Archives. Notice of review of this application will not occur until the end of 2010.
 - Andrew W. Mellon Foundation Endowment Application. This application was completed with the University Librarian and requested \$1 million to endow a position in the conservation unit. This application was unsuccessful.
- c) Tours:
Six organized tours of the lab, requested by the Office of Advancement were held at the Conservation Lab for development purposes.

B. Significant Changes to Unit

Several staffing changes have forced some reorganization in the Preservation Program. Jennifer Hain Teper started as interim head of preservation starting July 1, 2009 and split her time supervising both preservation and conservation. The position of Media Preservation Coordinator was remained empty for all of FY10 (a search was started, but cancelled due to budget constraints from campus), and ongoing media preservation work was overseen by both Jennifer Hain Teper and Annette Morris. Jimi Jones left the AvSAP project 3 months before the end of his contract (March 2010), leaving final administration of the AvSAP project under the unit head.

C. 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) Education & Training:

The Conservation Unit offered several training opportunities for library staff, the public, and the state.

Title	Date	Audience	# attendees
LAMP student site interview	9/25/09	GSLIS/Library	1
Tours for University Groups	5 tours	Varied campus faculty/staff	20
Campus Honors Talk	10/09/09	Undergraduate campus honors students	~15
Know Your University Talk	11/10/09	Campus	~15
Simple Repairs Workshop	3/5/10	GSLIS	12

2) Public Engagement & Outreach:

Additionally, members of the Preservation and Conservation Program participated and/or helped organize several public outreach activities during this reporting year including:

- a) Recovery of various library materials from apartment fire (July - Oct 2009) – assisted members of public affected by an apartment fire in the recovery of book materials, including some personal items and books held by other libraries.
- b) Spoke to the Bedford County Genealogical Association August 11, 2009.
- c) Participated in *Home Movie Day*, hosted at WILL AM/FM/TV, Saturday October 17, 2009
- d) Co-presented a session on preservation of family heirlooms for Focus 580 call in talk show on WILL AM, Feb 18, 2010.
- e) Organized and participated in *Heirlooms, Artifacts and Family Treasures: A Preservation Emporium*, hosted at the Spurlock Museum, Saturday February 20th, 2010.
- f) With approval of the Library Dean, 11 documents for the City of Champaign were treated in the Conservation Lab. These documents, which had been stored in a time capsule in the cornerstone of the City Building, experienced significant water and mold damage. All were vacuumed and the City Planner was updated on the condition of each piece. The most critical piece consisted of 8-10 pages documenting the First Trustees of the Town of West Urbana. Each of these leaves was encapsulated. Five newspapers were humidified and flattened. The majority of these items were exhibited in a city-wide exhibition celebrating the sesquicentennial celebration of Champaign (March-April 2010).
- g) Participated in and helped to organize the *Edible Books Festival*, April 6, 2010. This year's event included a corollary children's event on April 11, 2010 at Urbana Free Library which was a collaborative effort between Library staff, Urbana Free Library and the Center for Children's Books.
- h) Organized and led four tours to public groups such as Eastern Illinois University Graduate Historic Preservation Class, Illinois State University Library staff, a high schooler, and a Russian Bookbinder.
- i) Hosted two community volunteers in the lab through a partnership with the RSVP Program (Retired and Senior Volunteer Program) for a total of 373 volunteer hours.
- j) Conservation staff fielded numerous phone calls and e-mails from the public seeking information on the preservation and conservation of family heirlooms.

3) Digitization:

The Conservation Unit has continued to be involved in the planning and preparations for various digitization efforts within the Library

- a) Google

Many of the statistics for our support of the Google project (commercial binding and physical repairs) are already included, above, however, we feel it is important to outline our support specific to this project.

 - Trained and supervised two grad hourly employees to conduct condition and format assessments and route highly likely candidates for Google Books scanning to Conservation, Cataloging, Commercial Binding, or Brittle Books.
 - Trained and supervised two grad hourly employees and one volunteer in simple and intermediate book repair procedures to address condition of materials likely to be included in Google Books scanning.
 - Performed simple and intermediate-level conservation treatments on highly likely candidates for Google Books scanning.
 - Conducted a multi-site shelf survey to assess the readiness of the Library's Government Documents collection for sheet-fed scanning in partnership with Google.
 - Conducted preliminary training session on condition and format assessment for team retrieving and processing materials for Google Books scanning.

- b) Open Content Alliance Projects (all FY10):
Expanded role as consultant to large scale digitization projects involving special collections materials through both the RBML Emblem and Triple Decker digitization projects (total number of books assessed & scanned – approximately 650). Through our role as consultant, we focused on trying to assist RBML staff in selecting/rejecting items for scanning, understanding what damage has occurred and where (transport v. scanning), as well as troubleshoot how to limit damage to items during transfer & scanning process. Our work specifically included creating a checklist for staff to use, multiple training sessions on how to understand and use the form, directing several meetings which included Conservation, RBML staff, and Internet Archive staff to facilitate discussion & understanding of various viewpoints. While no firm conclusions were reached, the discussions were beneficial and have opened lines of communication in regards to this issue.
- c) Digital Content Creation Projects (all FY10):
Through our own staffing and some additional financial assistance from DCC, conservation staff worked to reinsert maps removed from their original bindings by DCC for scanning.

4) Assistance with other Library Initiatives (outside those mentioned above)

- a) Slavic Backlog (Fall 2009):
With labor from a graduate assistant and additional money approved by the Office of Collections from the NEH Challenge Grant, the Slavic cataloguing backlog was review for condition concerns and materials were boxed or otherwise stabilized as needed and shifted to room 1 of the Main Library.
- b) Wholer’s Hall (Fall 2009, Spring 2010):
A Conservation GA and an undergraduate hourly employee from Preservation worked in the attic of Wholer’s Hall to assist the University Archives in preparations to move a considerable collection of record books to the OSLF or the UA. Preparations consisted mainly of standard Oak Street stabilization procedures.

II. Unit Narrative: Graduate Assistants

- A. Number of GAs employed:
 - 1) 2.0 FTE maximum (see below)
 - 2) 5 positions hired
- B. Funding Sources:
 - 1) 0.5 FTE IMLS grant funded (changed to 0.25 FTE for spring 10 and 0 FTE for summer)
 - 2) 1.0 FTE state operating funds (2 @ 50%)
 - 3) 0.5 FTE endowment funded
- C. Major responsibilities (see Appendix One: Job Description)
- D. Overview of Significant Contributions/Projects, outside of regular duties (all projects are mentioned in various categories, above)
 - 1) Participated in the completion of Library Site Visits
 - 2) Completed all work in association with Wholer’s Hall Project
 - 3) Completed all work in association with Maps of Africa (DCC) project
 - 4) Significantly contributed to composition of HDS Disaster Plan
 - 5) Led implementation of increased IPM and environmental monitoring program
 - 6) Assisted with research and writing of three federal grants (two submitted, as mentioned, above, one to be submitted in FY11)

- 7) Completed treatment of one volume of Council of Administration scrapbooks held in the University Archives. This project builds on the assessment of the entire collection of CoA volumes completed last year and will significantly aid in project planning. The entire volume was disbound and individual leaves were separated to allow storage in archival folders and storage boxes, greatly facilitating future access and appropriate long-term storage.

E. Summary of the Value of the GA Pre-Professional Experience

Graduate Assistants in the Preservation and Conservation Unit gained valuable pre-professional experience in the follow areas, both from their regular duties, as well as their participation in the projects outlined, above.

- 1) Research and writing of federal grants
- 2) Supervision of hourly employees
- 3) Communication with branch libraries as well as implementation and quality control of services
- 4) Composition and planning for major preservation documentation and workflow
- 5) Keeping and reporting of ARL statistics
- 6) Managing an academic unit budget

III. Unit Narrative: Facilities & Information Technology

Although there has been an agreement to pursue it, no movement has been made to transfer office-scaping into room 44 for permanent staff. No known IT needs have been identified at this date.

IV. Unit Narrative: Goals

A. Status of goals from 2009-2010

Area	Goal	Status
<u>Administration</u>	Fully transition oversight of preservation from Tom Teper to Jennifer Hain Teper	Completed
	Fill open Media Preservation Coordinator position	Position frozen, possibly reposted for FY11
	Compose updated 5 year plan (previous one ended in 2006)	In progress, but put on hold for new PA search
	Integrate preservation program more closely with existing digitization and institutional repository efforts	ongoing
<u>Book Repair</u>	Complete general collections assessments for prioritized repair as identified through Library Site Visits	None identified
	Complete updates and additions to Procedures Manual	Ongoing – complete by FY11
	Standardize training procedures for undergrads and GAs	Ongoing
<u>Conservation</u>	Establish treatment queue for items identified for treatment	In progress
	Establish procedures for storage and transport of oversized documents	Seeking funding resources
	Set up lab maintenance protocols, including	Lab safety and chemical storage

	improving press boards, board shear, etc.	portion nearly complete
	Increase number of treatments, as well as record more thoroughly the types of treatments , etc.	In progress
<u>AvSAP</u>	Test preliminary programmed tool on test bed locations	Completed
	Write short article for peer reviewed journal about the AvSAP	In progress
	Develop promotional information	In progress
	Hold regional training workshops on using the AvSAP	Completed
<u>Brittle Books</u>	Complete processing of remaining 215 digital brittle book titles	Completed
	Complete processing of problematic digital files (script running problems, poor cataloging records and vendor image problems) with cooperation from IL Harvest and CAM	Ongoing
	Investigate assessments or other methods to increase stream of incoming materials for evaluation, including ACES and music scores	Some pilots begun
	Investigate reformatting needs and options for brittle serials	Not started
	Investigate cooperation with Google project for identification and reformatting of brittle materials identified through Google rejection.	Pilot completed
	Pursue more permanent and streamlined support in CAM and/or IL Harvest for support of processing of both physical and digital output	Some progress, but on hold with loss of staff
<u>Physical Treatments</u>	Implement “Box and Bind” through commercial binder as option for binding preparations	completed
	Investigate revision to the duties binding pre staff in support of serials processes to include boxing, as time permits	completed
	Complete last of photographic journal binding project in concert with necessary record updates through CAM	completed
	Further develop Library GA training opportunities	Not begun
<u>Education and Training</u>	Introduce new workshops for Library staff (and possibly GSLIS) including an introduction to ‘audio-visual preservation’ and ‘mold, insects and integrated pest management’	Not started, but some IPM training done through distribution of monitoring program as mentioned above.
<u>Other</u>	Investigate preservation transfer of 5¼ and 3½ inch floppy disks	Pilot completed
	Complete site visits to all departmental libraries and train interested parties on how to implement IPM and environmental	Completed for all interested libraries.

	monitoring programs	
	Update Pres Cons website	Some progress, complete by FY2011

B. New Goals for 2010-2011

Area	Goal
<u>Administration</u>	Hire Preservation Administrator
	Hire full-time, permanent Media Preservation Coordinator
	Compose updated 5 year plan (previous one ended in 2006)
	Integrate preservation program more closely with existing digitization and institutional repository efforts
	Formalize prospective internship guidelines and set up correspondence with preservation and conservation training programs
<u>Book Repair</u>	Formalize volunteer program and forms
	Complete revisions of general collections procedures manual
	Procure treatment examples for tours
<u>Conservation</u>	Finish OSLF/HDS Disaster Plan
	Complete SC Conservation treatment procedures manual – to include: <ul style="list-style-type: none"> o Documentation – written & photographic – at various levels of detail o Photodoc setup – cameras, lights, copy stand, white balance, file naming , and standard conservation shots o Mending decision making for SC materials o Enclosures for SC – mini clamshells, four-flap pam binders for RBML, map encapsulation specifications (size limitations, etc) o Exhibition protocols – labels, cradles, support boards, hinging options, use of spreadsheet
	Lab safety training for all Conservation staff in conjunction with Division of Research Safety
	Establish weekly meetings w/RBML staff and monthly meetings w/University Archives staff to keep them apprised of treatment progress as well as to stay current with their conservation concerns.
	Continue to provide support for digitization of special collections materials – quantifying damage, troubleshooting processes to limit damage, etc.
	Institute training on care & handling for GA’s and staff in units holding SC materials
	Institute training on exhibitions practices for all library staff
	Assist with providing images and project details for social networking sites hosted by Conservation
<u>AvSAP</u>	Complete promotional pieces and distribute
	Complete project and close budget
<u>Google</u>	Complete survey of C-collection
	Complete updates to retrieval manual
	Establish quota system and workflow for repair of items being scanned and returned to the Library
<u>Brittle Books</u>	More formally integrate Brittle Books and the Preservation Department with the Library’s digital program(s)
	Support reformatting of brittle materials identified through the beginning of the Google Book Scanning Project
	Identify other caches of brittle materials, focusing on “Collections of Distinction”

<i>Physical Treatments</i>	Implementation of electronic bookplating in Voyager records
	Establish new work patterns that are conducive to good productivity and service to the library (relative to dropping binding workflows and staff losses). To that aim, provide back-up for triage and back-up for box and bind.
<i>Education and Training</i>	Introduce new or revisit previous workshops for Library staff (and possibly GSLIS) including an introduction to ‘audio-visual preservation’, ‘mold, insects and integrated pest management’, ‘exhibit preparation and planning’, and revisiting ‘Booksnakes’, ‘Simple Repairs’ and ‘GA training on care and handling’
<i>Other</i>	Update unit website
	Generate presence for conservation lab on Facebook and Flickr
	Finalize getting disaster plans up on web behind bluestem authentication

V. 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)
- 2) Academic Professionals
 - a) Jimi Jones (100%) (July 1, 2009 – March 12, 2010, grant funded)
 - b) Laura Larkin (100%) (Full reporting year, endowment funded)
 - c) Annette Morris (100%) (Full reporting year, state funded)
 - d) Josie Petry (80%) (Full reporting year, state 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) Karen Huffman (Library Specialist) (100%) (Full reporting year, state funded)
 - d) Jody Waitzman (Sr. Library Specialist) (100%) (Full reporting year, endowment funded)
- 4) Academic Hourlies
 - a) Jennifer Evers (Conservation Intern, Annual Fund) 35 hrs/wk (200 hours)
 - b) Amy Lukas (Pre-Program Intern, Annual Fund) 15 hrs/wk (510 hours)
 - c) Melissa Tedone (Conservation Intern, Mellon Endowment) 37.5 hrs/wk (25 hours)
- 5) Graduate Assistants
 - a) Benjamin Harvey (50%) (August 16, 2009-May 15, 2010, state funded)
 - b) Tracy Popp (50%) (July 1, 2009 - December 31, 2009, grant-funded)
 - c) Ashley Sheriff (25%) (January 1, 2010 – May 15, 2010, grant funded)
 - d) Yasmeen Shorish (50%) (August 16, 2009-Aug 15, 2010, endowment funded)
 - e) Heather Tennison (50%) (August 16, 2009-May 15, 2010, state funded)
- 6) Graduate Hourlies¹
 - a) Ellen Dennis (Google Books Project) 20 hrs/wk (440 hours)
 - b) Karri Fisher (Geology Map Conservation, NEH Challenge Grant) 10 hrs/wk (130 hours)
 - c) Benjamin Harvey

¹ In addition, Conservation oversaw funds from the IMLS grant that paid for three hourly programmers managed by the University Archives. Exact figures of their FY10 payroll should be listed by the University Archives.

- (Transfer to hourly after 9 mo. appt.) 13 hrs/wk (86 hours)
- (DCC Support, Annual Fund) 3 hrs/wk (17 hours)
- d) Junko Kaneko (Brittle Books support, NEH Challenge Grant): 20 hrs/wk (334 hours)
- e) Hannah Lee (AvSAP Grant Editing, IMLS Grant) varied hours as needed (66 hours)
- f) Annie Peterson
 - (Slavic Rehousing Project, NEH Challenge Grant) (39 hours)
 - (Google Books Project) 20 hrs/wk (481 hours)
- g) Tracy Popp
 - (AvSAP Grant support, IMLS Grant) varied hours as needed (72 hours)
 - (Legacy Computer Disk Conversion, Annual Fund) 15 hrs/wk (132 hours)
- h) Emily Shaw
 - (Google Books project) 35 hrs/wk (914 hours)
 - (completion of vacated GA position, Mellon Endowment) 20 hrs/wk (83 hours)
- i) Heather Tennison (Transfer to hourly after 9 mo. appt.) 20 hrs/wk (112 hours)
- j) Megan Toups (DCC project support, Annual Fund) 10 hrs/wk (46 hours)
- 7) Undergraduate Hourlies
 - a) 3.0 FTE (11 positions filled by 25 various appointments) state-funded positions at approx 10hrs/wk each (5,470 hours total)
 - b) 1.0 FTE (1 position filled by one appointment) gift-funded position at 6hrs/wk (304 hours total)
- 8) Volunteers
 - a) 10 volunteers (some seasonal, some regular)
 - b) total donated hours for FY0809 = 670 (approximately 13.5 hrs/wk)

C. User Services

- 1) Independent Studies/Practica
 - a) Teper, Jennifer Hain (LIS 592: Independent Study, 4 hrs), 1 student, Spring 2010
 - b) Teper, Jennifer Hain (LIS 591: Practicum), Faculty Advisor, 1 students, Summer 2010
- 2) Credit Courses
 - a) 2 full semester GSLIS courses:
 - Teper, Jennifer Hain (LIS590PC: *Preservation and Conservation for Collection Managers*) Fall 2009, 8 students
 - Teper, Jennifer Hain (LIS582LE *Preserving Information Resources*) Spring 2010, 27 students
 - b) Guest Lectures
 - Jennifer Hain Teper (LIS501LE) *Information Organization and Access* Oct 17, 2009, ~90 students
 - Shaw, Emily F. (LIS578) *Technical Services Functions* June 15, 2010, ~20 students

D. Collection Management

Conservation has a small reference library that is part of OSLF circulation, so we do not have separate collection Management statistics from OSLF.

VI. Preservation

A. Personnel

Name	FTE	Position
Erich Burkhardt	1.0	Civil Service
C. Jane Gammon	1.0	Civil Service
Benjamin Harvey	0.375	GA

Karen Huffman	1.0	Civil Service
Jimi Jones	1.0	AP
Laura Larkin	1.0	AP
Annette Morris	1.0	AP
Josie Petry	0.8	AP
Tracy Popp	0.21	GA
Ashley Sheriff	0.10	GA
Yasmeen Shorish	0.5	GA
Heather Tennison	0.375	GA
Jennifer Hain Teper	1.0	Faculty
Jody Waitzman	1.0	Civil Service
Var. Hourly Graduate Students	1.5	Grad Hourly
Var. Undergrads	3.0	UG Hourly
Var. Volunteers	0.3	Volunteer
TOTAL PRES/CONS FTE	15.16	

B. Expenditures

- 1) None outside standard preservation budget for supplies

C) In-house Conservation and Book Repair

- 1) Books
 - a. Level 1 – 7,721
 - b. Level 2 - 1,973
 - c. Level 3 - 357
- 2) Total Unbound Sheets Treated - 368
- 3) Photographs and Non-Paper - 0

D) Mass-Deacidification

- 1) Bound Volumes - 0
- 2) Pamphlets - 0
- 3) Linear Ft of Unbound Materials - 0

E) Non-paper Items Treated – 9

F) Protect. Enclosures (in house and custom through binder) – 2,373

G) Entire Bound Volumes (Commercial Vendors)

- 1) Volumes Bound – 21,680
- 2) Photocopy – 139
- 3) Microfilm - 0
- 4) Digital – 139

H) Single Unbound Sheets

- 1) Photocopy - 632
- 2) Microfilm - 0
- 3) Digital - 0

I) Non-Paper Items

- 1) Using Analog Means – 0
- 2) Using Digital Means – 17

J) Out-Sourced Conservation Treatments - 25

Appendix One: Graduate Student Job Descriptions:

CONSERVATION UNIT HALF-TIME GRADUATE ASSISTANTSHIP

POSITION & TITLE

Graduate Assistant, Conservation Unit
50% Appointment (20 hours/week) available August 16, 2009 – May 15, 2010

ORGANIZATIONAL RELATIONSHIP

This position reports to the Head of Conservation

MAJOR DUTIES & RESPONSIBILITIES

Under the direction of the Conservation Librarian, this position assists in the day to day operations of the conservation unit in support of the Library's general/circulating collections.

Major duties will include:

- Hands on repair and stabilization of book and paper materials;
- Triage of incoming materials for repair;
- Quality control and check out of completed repairs;
- Training of undergraduate and volunteer employees in basic book repair;
- Collaboration and support of conservation related projects.

Other duties may include, but are not limited to:

- Disaster planning and response;
- Integrated pest management;
- Environmental monitoring;
- Keeping unit statistics for ARL reporting;
- Leading or assisting with training workshops;
- Leading or assisting with tours of the Conservation Program;
- Design and implementation of preservation assessments and condition surveys;
- Project development and grant preparations.

Conservation Unit Half-time GA

Position & Title

Graduate Assistant, Conservation Unit
50% Appointment (20 hours/week) available August 16, 2009- August 15, 2010

Organizational Relationship

This position reports to the Special Collections Conservator.

Major Duties & Responsibilities

Under the direction of the Special Collections Conservator, this position assists in the day to day operations of the conservation unit. Responsibilities may include:

- Perform basic repairs on special collections materials,

- Assist with basic lab management, organization, and cleaning, including:
 - Making adhesives (wheat starch paste, PVA/mc mix), poultices (methyl cellulose), and consolidants (Klucel-G, Red Rot Cocktail) as needed,
 - Clearing board shear and organizing board, cloth, and paper scrap as needed,
 - Cleaning and maintaining press boards, book presses, board shears, wet room,
 - Ordering supplies and materials,
- Assist with large-scale projects as needed (i.e., disaster recovery, vacuuming mold affected items),
- Assist with management of materials in and through lab (database entry, treatment reports, periodic reports to collection managers),
- Assist with written and photographic documentation of before and after-treatment condition of individual items, including bibliographic collation as necessary,
- Be familiar with Library Disaster Plan and act as a first responder to library disasters when collections are damaged or at risk of damage,
- Assist with exhibition preparation as needed,
- Assist with planning of long-term projects per collection as appropriate (assessments, grant proposals, project planning)
- Assist in assessing items and planning for digitization projects,
- Assist in development and presentation of care & handling tutorials for library staff in special collections units,
- Assist with development and presentation of exhibition preparation guidelines for library staff,
- Assist with environmental monitoring of collection storage areas.

**Preservation Unit
Half-time GA**

Position & Title

Graduate Assistant, Preservation Unit
50% Appointment (20 hours/week) available August 16, 2009- May 15, 2010

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's operations.

Major duties will include:

- Oversight of departmental environmental monitoring;
- Oversight of departmental integrated pest management program;
- Website management and updates for preservation and conservation program.

Other duties may include, but are not limited to:

- Disaster planning and response;
- Leading or assisting with training workshops;
- Grant writing and research;
- Design and implementation of preservation assessments and condition surveys;

- Assistance with other preservation unit activities including brittle books, pamphlet binding, commercial binding, and triage.

AVSAP Grant Project
Half-Time GA (Fall 2009), Quarter-Time GA (Spring 2010)

Position & Title

Graduate Assistant, Conservation Unit, AvSAP Project
50% Appointment (20 hours/week) available August 16, 2009 through December 31, 2009.
25% Appointment (10 hours/week) available January 1, 2010 – May 15, 2010.

Organizational Relationship

This position reports to the AvSAP Project Director.

The University Library, in association with WILL, the Krannert Center for Performing Arts, the Spurlock Museum of World Culture, the U of I Department of Dance, and the Illinois Heritage Association has received a grant from the Institute of Museum and Library Services to create an “Audiovisual Preservation Self-Assessment Program” (AVSAP) for use by collections managers with audiovisual media in their collections. The graduate assistant will work closely with the Project Coordinator and will be based in the Conservation Lab in the Oak Street Library Facility.

Major Duties and Responsibilities will include but are not limited to:

- Extensive research into audiovisual preservation issues such as reformatting, digitization, stabilization, needs assessment, metadata production, copyright, and disaster recovery
- Helping to maintain the website devoted to the project
- Working with collections managers on-site to determine the needs of their audiovisual media
- Attending, where possible, meetings with the Advisory Committee for this project
- Assisting in writing regular reports for the project
- Testing the AVSAP and collating information about the effectiveness of the program
- Monitoring and participating in relevant listserv discussions (AMIA, ARSC, SAA, and so on)
- Other duties as assigned