

## PRESERVATION UNIT (INCLUSIVE OF CONSERVATION)

Annual Report, July 1, 2010 – June 30, 2011

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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, Disaster Planning and Recovery, and other contracted preservation services (conservation, deacidification, protective enclosures, 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.

#### 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) Disaster recovery from leaks related to the RBML HVAC renovation (January, February, March, and April of 2011): Starting in January of 2011 the Preservation and Conservation Units responded to four leaks related to the installation of the RBML HVAC renovation – the worst of which occurred on deck 9 of the west stacks. In the end, over 132 hours of staff time were devoted to response to the leaks, approximately 1,200 books were air dried, and 304 books required rebinding or repair after they had been dried.
- b) RBML HVAC renovation and concomitant collections moves (completed spring 2011): Staff continued to sit on committee to oversee the planning, replacement and relocation of the RBML HVAC system throughout FY11, and provide support (through staffing, equipment and expertise) on the transfer of materials during phases 1 & 2 of the move.
- c) Silverfish Infestation, Geography (Spring 2010 – present): 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, developing a long-term plan to eradicate the silverfish and monitoring the environment to reduce infestation numbers.
- d) Mold outbreak in Map and Geography Library (spring 2011): dormant mold was found in the “Y” range of flat files in room 408 of Map and Geography. Conservation staff reviewed all drawers in the space to determine the scope of the project and provided training and funding for M&G student staff to clean the affected 20 drawers.
- e) Completed work on the OSLE/HDS disaster (completed May 2011): Although the bulk of this project was completed in FY10, the finalization of the plan and mounting of it to a wiki site was completed in FY11 which was still a great deal of editing, writing, and compiling.
- f) Other disaster planning efforts (ongoing): FY11 also involved a full review of our standard disaster plan and mounting of the plan to a CITES wiki space, training new disaster team volunteers, organizing our first table top exercise for all members of the disaster team, and working on a revamping of the Employee Emergency Procedures Manual (EEP), to be completed in FY12.
- g) Implemented distributed environmental monitoring and integrated pest management programs (Fall 2010 – Spring 2011): Fall 2010 began a project to broaden our environmental

monitoring and integrated pest management programs beyond the six sites (RBML, UA, SACAM, Hort, OSLE, M&G) currently administered by preservation and conservation staff. Through this project, staff at branch libraries were equipped with the necessary supplies, tools, and training to oversee basic environmental monitoring and/or integrated pest management at their library. Implementation of these satellite programs included: Art & Architecture Library, Classics, Grainger Engineering Library, History Philosophy and Newspaper, Illinois History and Lincoln Collections, Undergrad, ACES and the Vet Med Library.

## 2) 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 2,424 items from the general collections, constructed custom enclosures for 1,992 items, and fitted items with purchased enclosures for 71 items. This is a reasonably stable quantity from last year's reported 2,528 items repairs, and 65 purchased enclosures, and a 40% increase from 1,244 custom enclosures.
- b) Special Collections Conservation: Repair and/or rehousing of 289 (down from 706 items in FY10, but many other no-repair projects were undertaken as listed, below) as well as exhibit support for an additional 252 (up from 171 items). This is a 48% increase from the 338 items repaired last year. Additionally, special collections staff oversaw the following projects:
  - a. In addition to the 252 items repaired related to exhibits, the conservation unit created many, many cradles, exhibit labels, supports, and window matting for internal exhibits and assisted with packing materials for external exhibits.
  - b. Supervision of a 50% graduate student in the University Archives (Elizabeth Sullivan) who worked all of FY11 on rehousing and basic stabilization of the Avery Brundage Collection.
  - c. Supervision of a University of Texas at Austin intern, whose work included the disbinding and stabilization of a trial run of the bound Spanish Plays collection in anticipation of an NEH grant submission, the full treatment of an issue of the Vicksburg civil war era newspaper, and construction of 6 drop spine boxes for the Fishes of Illinois series from the INHS.
  - d. The continued work on the disbinding, washing, and mending of a 228 leaf scrapbook from the UA's Council of Administration. (This is the third completed volume to date).
  - e. Cleaning of 2,261 items from the Aron Collection in the RBML
  - f. Assessment of Illinois Atlases in the IHLC for DCC. A general assessment of 43 atlases in good repair was undertaken to assess their general condition and ability to be scanned. An additional 10 items were assessed in-depth to more concretely estimate treatment time necessary for digitization of the entire collection, resulting in an estimate of 85 hours per item of treatment for those most damaged.
  - g. Completed design and transfer of Ox Yoke to permanent storage and transport container constructed by the Mill Shop with preservation funds.
- c) Commercial Binding and Pamphlet Binding: Dependent for work upon receiving materials from departmental libraries, the Physical Treatment operation triaged 5,495 (reasonably stable from 5,283 of FY10) volumes, repaired 93 books (stable from 90 books in FY10), processed 7,065 monographs and 11,755 serials for commercial binding (inclusive of the Google Project, but a 12% decrease from a total of 21,193 in FY10), ordered 1,115 protective enclosures (also inclusive of Google and a 13% decrease from 1,219), and pamphlet bound 3,764 items (a 50% decrease from 5,956 due to completed projects in ACES and Gov Docs).

- d) Google Repairs: January 2011 kicked off our participation in the Google Books Project. Although total statistics for repairs and binding have been incorporated into the reported totals for general collection repairs and binding, it should be noted that the staff for this project repaired 592 items in house and sent out 1,186 items for commercial binding and 44 items for commercially produced boxes.
- e) 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 7,728 items before they were transferred into HD Storage – a stable work load from 7,467 in FY10. Despite our hopes that this workflow would decrease this year with the completion of newspaper backlog transfers overseen by HPNL in FY11, this project has continued to deliver pallets of unbound newspapers for stabilization over all of the fiscal year, though appears to be nearing completion at this date.

**3) Preservation Reformatting:**

- a) Brittle Books: Over the past year, the Brittle Books Coordinator and her hourly assistant have reformatted 264 brittle books (an 89% increase), ordered 368 replacement pages (a 53% decrease), facilitated the purchase of replacement volumes or microfilm for 22 volumes (approximately stable from last year), and repaired 6 reels of microfilm (approximately stable from last year).
- b) Media Preservation: Since the media preservation coordinator position has been vacant for all of FY11, media preservation efforts have been limited to outsourced reformatting only, however a major initiative was begun with the University Archives to comprehensively reformat their collection of WILL instantaneous disks, in addition to ongoing patron reformatting requests. In FY11 825 transcription disks and an additional 127 items identified through patron requests and smaller projects (Undergrad Library laserdisks and CEDs being the largest number of these) were digitally reformatted from analog and/or obsolete originals.
- c) Digital Reformatting: Although only in its nascent stages, the preservation Unit has begun to undertake the reformatting of obsolete digital media. In FY11, a pilot project was undertaken to transfer 5 ¼ and 3 ½ inch floppy disks in house using Catweasel hardware. In all 479 disks were successfully transferred and an additional 21 were attempted but found to be corrupted. For less commonplace digital storage devices, vendor services were used and in FY11 5 IBM mainframe tapes and 1 optical cassette disk were successfully converted.

**4) Grants & Advancement:**

The Preservation and Conservation Program oversaw the final year of managing the successful IMLS National Leadership Grant, began participation in an NEH Sustaining Cultural Heritage Grant was successfully awarded an Andrew W. Mellon Foundation Endowment/Challenge Grant as well as an IMLS Connecting to Collections Statewide Implementation Grant, and continued to pursue grants and other advancement projects to promote the Preservation program at the University of Illinois. Among the unit's undertakings in FY11 were:

- a) New Grants Received in FY11
  - Andrew W. Mellon Foundation Endowment/Challenge Grant. After an unsuccessful application in early 2010, we were solicited for reapplication for this endowment in the fall of 2010. The proposal was again completed with the University Librarian, Advancement Office and the Foundation, and requested \$1 million to endow a senior conservator position in the Conservation Unit. This application was successful and fundraising activities began in early 2011.

- Received notice of successful award of \$141,441 for the further development of the Illinois Collections Preservation Network through an IMLS Connecting to Collections State-Wide Implementation Grant funded by the IMLS in April 2011 (Jennifer Hain Teper co-PI with Bonnie Styles, Director of the State Museum).
- Received \$4,000 in December of 2010 from the Chancellor's Public Engagement Grant competition to hold four public workshops on the topic of preservation at the Urbana Free Library (E. Annie Peterson and Jennifer Hain Teper, co-PIs)
- Received \$500 award in January of 2011 through the Library's Marketing Grant competition to aid in the promotion of the public engagement workshops (above) (E. Annie Peterson, PI)

b) Major Grant Oversight:

- The successful IMLS National Leadership Grant *The Audiovisual Self Assessment Program* (Jennifer Hain Teper, PI): was fiscally closed in Sept. 2010, and all work on the project was completed in FY11, including:
  - Public Release of the AvSAP tool in August 2010
  - Completion of promotional videos in February 2011  
(see [http://www.library.illinois.edu/prescons/projgrants/grants/avsap/AvSAP\\_Promotionalmaterials.html](http://www.library.illinois.edu/prescons/projgrants/grants/avsap/AvSAP_Promotionalmaterials.html))
  - Completion of a mass mailing of nearly 8,000 mailers to professional organizations completed in June 2011.
- NEH Sustaining Cultural Heritage Collections Planning Grant titled: *Planning for an Energy Efficient and Sustainable HVAC System at the Archives Research Center*, funded by the NEH in June of 2010 for \$13,720 (Jennifer Hain Teper, PI). The Preservation Unit serves a leadership role to develop a plan for the renovation of the current HVAC unit serving the vault of the Horticultural Field Lab, as well as the development of an auxiliary storage space for historic instruments and the installation of fire suppression. This planning grant is being developed with the anticipation of submitting an implementation grant in December of 2011. Participation has been through multiple meetings and review of planning documentation (through schematic design) provided by the contracted engineering firm.
- 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 began 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 FY11 included:
  - One advisory board meeting thus far and participation in 3 working groups

c) Advancement Activities

The Conservation Unit participated in the development of one endowment application (mentioned above) and the following activities:

- Advancement Video: In support of the (above) Andrew W. Mellon Foundation Endowment, the Conservation Unit worked with Heather Murphy of the Advancement Office to develop a short promotional video highlighting the need for advanced conservation treatment in the University Library. See [http://illinois.edu/here\\_now/videos.html?destinationID=mbPAkSfY5U6szjNeqq6ZFw&contentID=RPwLb2pOU0eeY5DkRGo-Dg](http://illinois.edu/here_now/videos.html?destinationID=mbPAkSfY5U6szjNeqq6ZFw&contentID=RPwLb2pOU0eeY5DkRGo-Dg)

- Tours: Six organized tours of the lab, requested by the Office of Advancement were held at the Conservation Lab for development purposes for 26 total attendees (not including Advancement staff).

## **B. Significant Changes to Unit**

Staffing changes have again forced some reorganization in the Preservation Program.

- Jennifer Hain Teper has continued to serve as acting head of Preservation since July 1, 2009 and split her time supervising both preservation and conservation. Although a search was run for a permanent head, the search was unsuccessful and the position is being reconceptualized for opening sometime in FY12.
- The position of Media Preservation Coordinator has remained empty for all of FY11 (a successful search was just completed and the position will be filled in October of 2011).
- Karen Huffman, our senior bindery prep coordinator, retired on July 30, 2010 leaving our binder prep operations managed by only one full time staff person and necessitating the move of monographic rebinding to a “box and bind” approach to reduce necessary staff handling and data entry.
- Josie Petry, the Physical Treatments Coordinator, also retired in late April of 2011. Her position was reconceptualized to fund the newly proposed position of “Digital Preservation Coordinator”, whose search should be wrapping up shortly. In the interim, a temporary academic hourly position was approved by the Budget Group to hire Nicolle Rivera to continue to manage many of the workflows previously overseen by Josie (pam binding and triage) until such as time as either the Preservation Unit moves to the 3<sup>rd</sup> floor of OSLF or the new Preservation Librarian is hired, whichever comes first (both probably late spring or summer of 2012).
- Although barely affecting FY11, Laura Larkin, the Special Collections Conservator, also announced her resignation and departed the Library in July of 2011.

## **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) Staff Education & Training:**

The Preservation and Conservation Units offered several training opportunities for library staff

- a) Presented two two-hour staff development workshops on *Simple Book Repairs*
- b) Presented one two-hour staff development workshop on *Environmental Monitoring, Integrated Pest Management and Mold Remediation*.
- c) Performed individual consultation with eight units to begin environmental monitoring and integrated pest management programs in departmental libraries not already managed through the Preservation Unit.

### **2) Campus and Public Engagement:**

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

- a) GSLIS and other Academic tours
  - Tour for Eastern Illinois University class in *Historic Preservation*
  - Tour for Bonnie Mack’s *History of the Book* (LIS 590HB)
  - Three tours for LEEP boot camp attendees
  - Tour for LEEP weekend attendees

- Tour for OLLI participants
- b) Public tours:
  - Open House: The Conservation Unit organized a public open house on September 10, 2010 of the conservation lab which drew 53 attendees.
  - Public lectures and workshops:
    - a. “Preservation of Family Documents” 2 hour presentation to the Edgar County Genealogical Association
    - b. “Basic Book Repair for Public Library Employees” two four-hour workshops held at Urbana Free Library for public library employees
    - c. “Caring for Historical Collections” one four-hour workshop held at Urbana Free Library for the general public
    - d. “Caring for Photographic Collections” one four-hour workshop held at Urbana Free Library for the general public
  - Other
    - a. Created Facebook and Flickr pages for Conservation Unit available at: <http://www.flickr.com/photos/53536703@N05> and <http://www.facebook.com/groups/148149271863095/>
    - b. Assisted in the development of an interactive letterpress demonstration for the Youth Literature Festival
    - c. Assisted in the 3<sup>rd</sup> instance of *Home Movie Day* at the Urbana Free Library
    - d. Hosted two community volunteers in the lab through a partnership with the RSVP Program (Retired and Senior Volunteer Program) for a total of 241 volunteer hours.
    - e. 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) 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 assess damage on materials being returned from attempted scanning through the Google Books Project
  - Performed simple and intermediate-level conservation treatments on materials selected for scanning
  - Prepared materials for commercial binding prior to digitization by Google and ordered boxes for materials identified through the Google Project that were extremely brittle or damaged (and thus unable to be scanned)
  - Conducted multiple training session on condition and format assessment for team retrieving and processing materials for Google Books scanning
  - Participated in “field trip” to one of the Google Scanning centers to discuss workflow and project management with Google staff.

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

- a) University Archives Nitrate Film Assessment (Fall 2010):

With labor from a GSLIS practicum student, an assessment was performed of the photographic negative collections held by the UA to determine how much cellulose nitrate based film stock was still held in the Archives, its condition, and develop a project plan including cost projections to reformat and dispose of the original negatives due to their inherent flammability.

#### **D. Contributions to Campus-Wide Programs**

##### **1) Preservation Working Group**

- a) Preservation and Conservation staff participated in the campus' Preservation Working Group, lending leadership to several initiatives including:
  - Publicity of campus preservation needs assessment
  - Campaign for the conservation of the Alma Mater statue

##### **2) Center for Multimedia Excellence**

- a) Preservation staff participated in the campus' new Center for Multimedia Excellence, particularly in the area of media preservation, including:
  - Planning and implementation of phase one of a campus census for multimedia holdings and preservation needs (identification of population)
  - Oversight of one practicum student working on the Campus Census

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## **II. Unit Narrative: Graduate Assistants**

### **E. Number of GAs employed:**

- 1) 1.75 FTE
- 2) 4 positions hired

### **F. Funding Sources:**

- 1) 0.5 FTE GSLIS targeted recruiting program
- 2) 0.75 FTE state operating funds (2 @ 32.5%)
- 3) 0.5 FTE endowment funded

### **G. Major responsibilities (see Appendix One: Job Description)**

### **H. Overview of Significant Contributions/Projects, outside of regular duties (all projects are mentioned in various categories, above)**

- 1) Led implementation of departmental integrated pest management and environmental monitoring programs
- 2) Successfully composed two grants (Chancellor's Public Engagement Grant and Library's Marketing Grant ) to fund four public engagement workshops held at the Urbana Free Library and led the organization, publicity, supply ordering and presentation of those workshops
- 3) Assessed the "cage" materials in the ACES Library for conservation needs
- 4) Significantly contributed to completion of HDS Disaster Plan
- 5) Oversaw editing of new version of Employee Emergency Procedures (EEP) manual
- 6) Significantly contributed to completion of health and safety protocols in Conservation Unit
- 7) Led overhaul of Preservation and Conservation Units website at: <http://www.library.illinois.edu/prescons/>
- 8) 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 in 2009 and will significantly aid in project planning.
- 9) Completed rehousing and basic preservation and stabilization efforts for about 75% of the Avery Brundage Collection in the University Archives (project continues in FY12).

### **I. 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 grants
- 2) Communication with branch libraries as well as implementation and quality control of services
- 3) Composition and planning for disaster planning as well as on-the-ground experience responding to multiple library disasters and the decision making necessary therein
- 4) Keeping and reporting of ARL statistics (reported currently to the CIC preservation officers and campus)
- 5) Conforming to campus regulations and procedures (health and safety)
- 6) Managing an academic unit budget

### III. Unit Narrative: Facilities & Information Technology

The Preservation Unit is slated to move to a new location on the third floor of the Oak Street Library Facility sometime in late FY12 or possibly early FY13. Facilities needs related to the planning for that move are in process and have been documented with the Office of Facilities. Additionally, the fire vault in the Conservation Unit will need to be retro-fitted with actual fire proofing structure in fall 2011, necessitating the move of all materials from the vault to a temporary, secure location, likely w/in the Conservation Unit. Lastly, a re-thinking of the photodocumentation setup necessitates a reevaluation of the space dedicated to this operation and a possible move to the SE corner of the Conservation Unit space. Plans for this proposed move are currently being developed, but action may not be completed this fiscal year. There are no major IT needs in either preservation or conservation at this time beyond those related to moving IT equipment and new networking needs related to the move.

### IV. Unit Narrative: Goals

- Status of goals from 2010-11

Area	Goal	Status
<u>Administration</u>	Hire Preservation Administrator	Search failed. New search beginning FY12
	Hire full-time, permanent Media Preservation Coordinator	Position hired, but not in place til Oct. 2011
	Compose updated 5 year plan (previous one ended in 2006)	Put on hold pending future of new preservation librarian, but should be resumed, given failed search
	Integrate preservation program more closely with existing digitization and institutional repository efforts	ongoing
	Formalize prospective internship guidelines and set up correspondence with preservation and conservation training programs	Not started
<u>Book Repair</u>	Formalize volunteer program and forms	Completed
	Complete revisions of general collections procedures manual	Almost completed
	Procure treatment examples for tours	Started, but not all acquired



<u>SC Conservation</u>	Finish OSLF/HDS Disaster Plan	Completed
	Complete SC Conservation treatment procedures manual – to include: <ul style="list-style-type: none"> <li>o Documentation – written &amp; photographic – at various levels of detail</li> <li>o Photodoc setup – cameras, lights, copy stand, white balance, file naming , and standard conservation shots</li> <li>o Mending decision making for SC materials</li> <li>o Enclosures for SC – mini clamshells, four-flap pam binders for RBML, map encapsulation specifications (size limitations, etc)</li> <li>o Exhibition protocols – labels, cradles, support boards, hinging options, use of spreadsheet</li> </ul>	Partially complete
	Establish treatment queue for items identified for treatment	Prototype completed
	Establish procedures for storage and transport of oversized documents	Completed for RBML only
	Set up lab maintenance protocols	Lab safety and chemical storage completed
	Increase number of treatments	Partially complete, but many more in exhibit prep and stabilization than full treatment
	Lab safety training for all Conservation staff in conjunction with Division of Research Safety	In process, some staff trained
	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.	Partially complete
	Continue to provide support for digitization of special collections materials – quantifying damage, troubleshooting processes to limit damage, etc.	Completed (ongoing)
	Institute training on care & handling for GA's and staff in units holding SC materials	Partially complete
	Institute training on exhibitions practices for all library staff	Incomplete
	Assist with providing images and project details for social networking sites hosted by Conservation	Completed
<u>AvSAP</u>	Complete promotional pieces and distribute	Completed
	Complete project and close budget	Completed
<u>Google</u>	Complete survey of C-collection	Tabled
	Complete updates to retrieval manual	Completed
	Establish quota system and workflow for repair of items being scanned and returned to the Library	Found unnecessary, tabled

<u>Brittle Books</u>	More formally integrate Brittle Books and the Preservation Department with the Library's digital program(s)	Partially complete
	Support reformatting of brittle materials identified through the beginning of the Google Book Scanning Project	In process
	Identify other caches of brittle materials, focusing on "Collections of Distinction"	Begun, but not formally integrated into program at this point
<u>Physical Treatments</u>	Implementation of electronic bookplating in Voyager records	Complete
	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.	Complete
<u>Education and Training</u>	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'	Partially complete, some workshops completed in FY11
<u>Other</u>	Update unit website	Completed
	Generate presence for conservation lab on Facebook and Flickr	Completed
	Finalize getting disaster plans up on web behind bluestem authentication	Completed, but wiki access needs to be finalized

• **New Goals for 2010-2011**

<b>Area</b>	<b>Goal</b>
<u>Administration</u>	Hire Preservation Administrator
	Complete hiring of Digital Preservation Coordinator (no goals set for FY11 at this point)
	Compose updated 5 year plan (previous one ended in 2006)
	Continue to 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
	Begin investigation of availability of surrogates and multiple holdings and how those may influence preservation and conservation decision making
<u>Book Repair</u>	Complete revisions of general collections procedures manual
	Procure treatment examples for tours
<u>SC Conservation</u>	Hire Sr. Special Collections Conservator
	Begin search for Special Collections Conservator
	Complete SC Conservation treatment procedures manual – to include: <ul style="list-style-type: none"> <li>o Documentation – written &amp; photographic – at various levels of detail</li> <li>o Photodoc setup – cameras, lights, copy stand, white balance, file naming, and standard conservation shots</li> <li>o Mending decision making for SC materials</li> </ul>

	<ul style="list-style-type: none"> <li>○ Enclosures for SC – mini clamshells, four-flap pam binders for RBML, map encapsulation specifications (size limitations, etc)</li> </ul> <p>Exhibition protocols – labels, cradles, support boards, hinging options, use of spreadsheet</p>
	Complete design of treatment queue for items identified for treatment and implement at least with RBML and possibly other SC units
	Establish procedures for storage and transport of oversized documents for non RBML units
	Set up lab maintenance protocols
	Establish departmental priorities for special collections treatments based on point system (test phase for this year)
	Lab safety training for all Conservation staff in conjunction with Division of Research Safety
	Continue to provide support for digitization of special collections materials – experiment with UG student funded specifically to support digitization conservation needs
	Institute training on care & handling for GA's and staff in units holding SC materials
<u>Google</u>	<i>None</i>
<u>Brittle Books</u>	Continue to 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"
	Provide input and guidance to integration of BB content into Medusa repository
<u>Physical Treatments</u>	<i>None</i>
<u>Education and Training</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 'Booksnakes', 'Simple Repairs' 'mold, insects and integrated pest management', and 'GA training on care and handling'
<u>Media Preservation</u>	Orient new Media Preservation Coordinator and establish goals and workflows
	Continue transcription disk project
	Participate in CME media preservation efforts and census
	Other goals for FY11 TBD as new staff gets settled
<u>Other</u>	Finalize getting disaster plans up on wiki and linked off website

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## 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) Laura Larkin (100%) (Full reporting year, endowment funded)
  - b) Annette Morris (100%) (Full reporting year, state funded)
  - c) Josie Petry (80%) (July 1, 2010 to April 30, 2011, 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%) (July 1, 2010 – July 30, 2010, state funded)
- d) Jody Waitzman (Sr. Library Specialist) (100%) (Full reporting year, endowment funded)
- 4) Academic Hourlies
  - a) Jennifer Evers (Conservation Intern, gift funded) 35 hrs/wk (1,107 hours)
  - b) Kara Hagen (Google Preservation Staff, IT Fee funded) 40 hrs/wk (875 hours)
  - c) Amy Lukas (Pre-Program Intern, gift funded and state funded) 15 hrs/wk (558 hours)
  - d) Nicolle Rivera (temporary Physical Treatments Coordinator, state funded) 40 hrs/wk (517 hours)
  - e) Veronika Seidle (Google Preservation Staff, IT Fee funded) 40 hrs/wk (804 hours)
- 5) Graduate Assistants
  - a) Benjamin Harvey (37.5%) (August 16, 2010-May 15, 2011, state funded)
  - b) E. Annie Peterson (37.5%) (August 16, 2010-May 15, 2011, state funded)
  - c) Yasmeen Shorish (50%) (August 16, 2010-July 21, 2011, endowment funded)
  - d) Elizabeth Sullivan (50%) (August 16, 2010-May 15, 2011, GSLIS funded)
- 6) Graduate Hourlies
  - a) Ellen Dennis (Google Preservation Staff, IT Fee funded) 10 hrs/wk (501 hours)
  - b) Lilly Burcica (Microfilm master catalog update project, NEH funded) 10 hrs/wk (64 hours)
  - c) Karri Fisher
    - (Exhibit Preparations Assistant, state funded) 10 hrs/wk (453 hours)
    - (Geology Map Stabilization, NEH funded) 10 hrs/wk (60 hours)
  - d) Benjamin Harvey
    - (Transfer to hourly after 9 mo. Apt, state funded) 10 hrs/wk (55 hours)
    - (Google survey project, state funded) 5 hrs/wk (32 hours)
  - e) Junko Kaneko (Brittle Books support, state and gift funded): 20 hrs/wk (1,120 hours)
  - f) E. Annie Peterson
    - (Transfer to hourly after 9 mo. appt.) 30 hrs/wk (215 hours)
    - (Google survey project, state funded) 10 hrs/wk (53 hours)
  - g) Tracy Popp (Interim Media Preservation Coordinator, state funded) 20 hrs/wk (302 hours)
  - h) Emily Shaw (Google Preservation Staff) 35 hrs/wk (1,661 hours)
  - i) Elizabeth Sullivan (transfer to hourly after 9 mo appt) 20 hrs/wk (124 hours)
- 7) Undergraduate Hourlies
  - a) 2.0 FTE (9 positions filled by 20 various appointments) state-funded positions at approx 10hrs/wk each (3,553 hours total)
  - b) 0.2 FTE (2 position filled by two appointments) gift-funded position at 10-15hrs/wk (406 hours total)
- 8) Volunteers
  - a) 9 volunteers (some seasonal, some regular)
  - b) total donated hours for FY11 = 500 (approximately 10 hrs/wk)P

### C. User Services

- 1) Independent Studies/Practica
  - a) Teper, Jennifer Hain (LIS 591: Practicum), Site Supervisor, 1 student, Fall 2010
  - b) Teper, Jennifer Hain (LIS 591: Practicum), Faculty Advisor, 1 student, Spring 2011
  - c) Teper, Jennifer Hain (LIS 591: Practicum), Site Supervisor, 1 student, Spring 2011
  - d) Larkin, Laura (LIS 591: Practicum), Site Supervisor, 1 students, Spring 2011
- 2) Credit Courses
  - a) 1 full semester GSLIS courses:
    - a. Teper, Jennifer Hain (LIS582LE *Preserving Information Resources*) Spring 2011, 23 students

- b) Guest Lectures
  - a. “Preservation of Comic Collections”: LIS 590CL *Comics in Libraries* Professor Tilley
  - b. “Introduction to Preservation”: four sections of LIS501 (LE and on-campus), professors LaBarre, Dousa and Smith.
  - c. “Conservation and Exhibits”: two semesters of LIS590EX, *Library and Museum Exhibitions*, Professor Hotchkiss
  - d. “Conservation of Early Books”: ARCH 513 *Graduate Seminar in Baroque and Renaissance Architecture*, Professor Minor
- c)

**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

<b>Name</b>	<b>FTE</b>	<b>Position</b>
Erich Burkhardt	1.0	Civil Service
C. Jane Gammon	1.0	Civil Service
Benjamin Harvey	0.28	GA
Karen Huffman	0.1	Civil Service
Laura Larkin	1.0	AP
Annette Morris	1.0	AP
Josie Petry	0.67	AP
E. Annie Peterson	0.28	GA
Yasmeen Shorish	0.5	GA
Elizabeth Sullivan	0.375	GA
Jennifer Hain Teper	1.0	Faculty
Jody Waitzman	1.0	Civil Service
Var. Academic Hourlies	1.9	Ac. Hourly
Var. Graduate Hourlies	2.3	Grad Hourly
Var. Undergrads	2.0	UG Hourly
Var. Volunteers	0.25	Volunteer
<b>TOTAL PRES/CONS FTE</b>	<b>15.16</b>	

B. Expenditures

- 1) None outside standard preservation budget for supplies, collections funds, and Google binding budget

C) In-house Conservation and Book Repair

- 1) Books
  - a. Level 1 – 2,968
  - b. Level 2 - 1,486
  - c. Level 3 - 464
- 2) Total Unbound Sheets Treated - 562
- 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 – 6
- F) Protect. Enclosures (in house and custom through binder) – 3,778
- G) Entire Bound Volumes (Commercial Vendors)
  - 1) Volumes Bound – 18,820
  - 2) Photocopy – 86
  - 3) Microfilm - 0
  - 4) Digital – 264
- H) Single Unbound Sheets
  - 1) Photocopy - 368
  - 2) Microfilm - 0
  - 3) Digital - 0
- I) Non-Paper Items
  - 1) Using Analog Means – 0
  - 2) Using Digital Means – 1,437
- J) Out-Sourced Conservation Treatments - 6

**Appendix One: Graduate Student Job Descriptions:**

**CONSERVATION UNIT  
37.5% GRADUATE ASSISTANTSHIP**

**POSITION & TITLE**

Graduate Assistant, Conservation Unit  
37.5% Appointment (20 hours/week) available August 16, 2010 – May 15, 2011

**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.

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**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.

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**Preservation Unit  
37.5% GA**

**Position & Title**

Graduate Assistant, Preservation Unit  
37.5% Appointment (20 hours/week) available August 16, 2010- May 15, 2011

### **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.