

**PRESERVATION AND CONSERVATION UNITS**  
**Annual Report, July 1, 2011 – June 30, 2012**  
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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 Planning and Training
  - Preservation staff continued to work on updates to the Employee Emergency Procedures (EEP) completed summer 2012 and in agreement with Campus' Emergency Response Guide (ERG)
  - Significant work towards completing the Campus' BEAP (Building Emergency Action Plan) for the Main Library, Undergraduate Library, Funk ACES Library, and Grainger Library
  - Assisted in preparations for staff fire extinguisher training, June 26, 2012.
- b) Disaster Response
  - Responded to incident where over 100 items were sprayed with floor stripping compound in Math Library, April 2012.
  - Responded to incidence of increase efflorescence in RBML vault (371 pieces identified and mapped, and follow up with F&S), April/May 2012
  - Completed response to silverfish infestation in Geology map collection, by helping to organize rental of freezer truck through BMS-Cat to freeze all map materials before being moved to Oak Street Library Facility for cataloging, October 2011.
  - 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 two library leaks and advised on one campus leak:
    - Music Library, 28 boxes of manuscript materials, water and mold damage, July 2011
    - Undergraduate Library, approximately 200 water damaged books, June 2012
    - Linguistics Department leak, consulting only, July 2011.
  - Responded to multiple incidences of mold found in collections:
    - Archival holdings in Oak Street (inactive mold in 5 boxes), Feb. 2012
    - Ongoing planning for commercial mold remediation for Merwin Collection purchase, RBML.

**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: Statistics reported for general collections include materials repaired through the conservation lab, as well as satellite repair units for the Google project and the Geology map cataloging project (both operating all of FY12). Overall, conservation staff repaired or recovered 4,142 items from the general collections, constructed custom enclosures for 81 items, and fitted items with purchased enclosures for 61 items. This is up significantly from last year's reported 2,424 items repaired (due mostly to the Google and Geology Map projects), up slightly from 71 purchased enclosures, and down considerably from 1,992 custom enclosures<sup>1</sup>.
- b) Special Collections Conservation: It was a transition year for special collections conservation, with the departure of Laura Larkin (Rare Book Conservator), and the temporary and then permanent hire of Cher Schneider, specializing in flat paper conservation – an area unrepresented previously in the Conservation Unit. In FY12 special collections conservation repaired 119 items and rehoused 162 (a total of 281 treatments, fairly steady from a combined 289 items in FY11, and representing less than full staffing in FY12) as well as exhibit support for an additional 66 items (including cradles, temporary window mats, temporary encapsulation, etc.), and cleaning or disaster recovery of 614 pieces<sup>2</sup>. Additionally, special collections staff oversaw many planning and assessment projects, noted below in section B. 1) c).
- c) Commercial Binding and Pamphlet Binding: Dependent for work upon receiving materials from departmental libraries, the Physical Treatment operation in which staffing has been considerably scaled down, triaged in 4,801 volumes (down from 5,495 of FY11), repaired 140 books (up from 94 books in FY11), processed 4,593 monographs (down from 7,065) and 11,519 serials for commercial binding (down from 11,755), ordered 701 protective enclosures (a decrease from 1,115), and pamphlet bound 3,284 items (reasonably stable from 3,764 last year).
- 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 7,198 items before they were transferred into HD Storage – only slightly down from 7,728 in FY11. However, the materials were somewhat different in that FY12 marked the much anticipated wrap up of pallets of unbound newspapers being sent to HD Storage by the History, Philosophy and Newspaper Library, and the increase of materials being stabilized for Oak Street from the Google Project.
- e) Media Preservation: Since the hire of our full time media preservation coordinator, Joshua Harris, in October of 2011, the Preservation Unit has not only reformatted analog media to digital (below in section 3)), but also completed conservation repairs and triage as requested for either general collection preservation or reformatting purposes. Extensive repairs to motion picture film (20), reel to reel audio tape (10), cassette tapes (10) and audio discs (5) have been completed in house.

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<sup>1</sup> n.b. for the life of me, I cannot recall, nor can last year's files remind me WHY we did such an extreme number of custom enclosures in FY11. This number is not typical.

<sup>2</sup> Some of the items cleaned may also be counted as repairs, which should not have occurred, but will be corrected in statics for FY13

### 3) Preservation Reformatting:

- a) Brittle Books: Over the past year, the Brittle Books Coordinator and her hourly assistant have reformatted 384 brittle books (an increase from 264 in FY11), ordered 436 replacement pages (an increase from 368), facilitated the purchase of replacement volumes or microfilm for 9 volumes (down from 22 volumes), and repaired 9 reels of microfilm (approximately stable from last year).
- b) Media Preservation: Over FY12, the Preservation Unit has overseen both in-house and outsourced time-based media reformatting. The program produced 3574 digital media files from 893 analog sources, including audio transcription disks, various video tape formats, motion picture films, LPs, and various audio tape formats.
- c) Digital Reformatting: With the hire of our full time digital preservation coordinator, Tracy Popp in October of 2011, the Preservation Unit has begun to undertake a significant role in digital preservation. In FY12, over 44,234 files were converted from obsolete media (approximately 12 GB, from 532 physical pieces of storage media including 5.25" floppy disks, 3.5" floppy disks, obsolete hard drives, magnetic data tape, and punched cards.)

### 4) 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
  - NEH Sustaining Cultural Heritage Implementation Grant titled: *Implementing an Energy Efficient and Sustainable HVAC System at the University of Illinois, Archives Research Center* was submitted to the NEH in December of 2011. The application, requesting just under \$350,000 was rejected, but received high rankings by the review panel and will be resubmitted for 2012.
  - 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.
  - 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 (announcement due out late 2012) 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.
- b) Major Grant Oversight:
  - 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). This grant was completed in later summer/fall 2011, and closed out and reports submitted in spring 2012. Findings from the planning grant were used to direct the proposal submitted, above, for the Implementation Grant.
  - 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 FY12 included:

- o Presentation at regional disaster planning and response workshop (April 14, Tuscola, IL)
  - o Presented three webinars to preservation community
- 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 28 total attendees (not including Library Advancement staff). Additionally, conservation staff attended two advancement luncheons with potential or current donors.

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

Staffing changes have continued to affect the Preservation Program, but with one exception FY12 has been a year of building, not losing staff.

1) The following programs had significant development or new staffing in FY12:

- a) Media/Audiovisual: With the hire of our full time media preservation coordinator, Joshua Harris, in October of 2011, and the transfer of a 50% graduate assistant position to support the media preservation program (formerly a Conservation GA) the Preservation Unit has once again been able to address many of the most pressing media preservation needs. Work completed in FY12 involved visiting and consulting with repositories with media collections throughout the library system, performing condition assessments, highlights of which include the J.T. Tykociner Collection (1<sup>st</sup> sound on film), Perry Miller Adato Papers (production archive held in RBML) and University Bands Archive CD Project (with Sousa Archives and Director of Bands); Triage of moldy media collections including the Robert Brown Collection (Music Library) and selection of music discs from Sousa Archives; Developing new condition assessment forms for multiple A/V asset types; planning for the construction of a media preservation lab and updating current equipment in room 452; Participating in library discussions on digital storage and infrastructure for multimedia collections; development of preservation/conservation tracking database and Medusa Digital Repository; and managing beginning a campus-wide media census focusing on preservation and access needs to analog media holdings. Additionally, the Media Preservation Coordinator participated, along with the head of CMS in a pilot trial for media curation service with ProQuest.
- b) Digital Preservation: With the hire of our full time digital preservation coordinator, Tracy Popp in October of 2011, the Preservation Unit has begun to undertake a significant role in digital preservation, including reformatting a wide range of obsolete formats utilizing digital forensics approaches, planning a digital forensics lab in the new preservation space planned for the Oak Street Building, laying groundwork for a pilot web archiving program, beginning a more formal partnership with IT for dealing with digital preservation needs, researching common file formats to guide future digital preservation efforts, and offering strong participation in the development of the Medusa Repository.
- c) Special Collections Conservation: Our new position of Senior Special Collections Conservator was filled by Cher Schneider, who started January 2012. This is a new position, funded largely through an A. W. Mellon Foundation challenge grant, which focusses predominantly on the conservation of flat paper. Since the start of that position, special collections conservation work, especially in the area of flat paper, has

significantly increased. Work in this area has included consulting on the construction of exhibit cases; oversight of the completion of the basic stabilization and rehousing of the Avery Brundage Collection in the University Archives; repeated consulting, assessment and treatment related to moldy materials in many locations(OSLF, SLCA, RBML, Music special collections, Map Library, and SACAM); condition assessments of the Merwin Collection and Combat Papers Collection (RBML), wall maps and railroad maps (IHLC), and the a gift of significant blueprints (UA); and significant updates to the digital photodocumentation guidelines, in addition to many treatments and public/university engagement efforts, listed above.

- d) Digital Preservation Administration – the new position of a Preservation Librarian focusing predominantly on digital preservation and digitization was filled by Kyle Rimkus, who started in June of 2012. Since this position started at the very end of the fiscal year, there is not much to report in this area for FY12, but significant work is underway in FY13.
- 2) Other staffing/program changes
  - a) A civil service staff transfer into both units was attempted in the spring of 2012 and although a great deal of training and effort was put into the prospect, the transfer was eventually considered unsatisfactory.
  - b) The position of Special Collections Conservator was vacated by Laura Larkin in July 2011. This position was temporarily filled by Cher Schneider until her reappointment as Senior Special Collections Conservator in January. The position, since reconceived as Rare Book Conservator, is currently open and a search is underway.
  - c) With the shift of many physical treatments from out of the Preservation Unit and into the Conservation Unit, pamphlet binding was transferred to conservation in May, 2012.

### **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 tour for library staff of the conservation lab and answered questions about collection repairs
- c) Performed individual consultation with two 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 campus and public outreach activities during this reporting year including:

- a) GSLIS and other Academic tours and lectures
  - Tour for Eastern Illinois University class in Historic Preservation
  - Two tours for LEEP boot camp attendees
  - Three lectures for GSLIS 501 (Information Organization and Access), Professors Smith and Efron
  - One lecture for English 482 (Writing Technologies), Professor Smith
  - Once lecture for GSLIS 590EX (Library and Museum Exhibitions), Professor Hotchkiss

- b) Public tours/lectures:
  - Tour of the conservation lab for the Social Sciences Club
  - One lecture on media preservation as well as hands-on workshop for National Archives Conference for Fraternities and Sororities
  - One presentation on 90<sup>th</sup> Anniversary of First Sound on Film invention of J.T. Tykociner at the New Art Film Festival.
- c) Other
  - Worked with GSLIS staff to draft proposal for certificate program in preservation. Currently under evaluation at Graduate College.
  - Hosted two community volunteers in the lab through a partnership with the RSVP Program (Retired and Senior Volunteer Program) and an additional six volunteers from GSLIS and the community for a total of 397.5 volunteer hours.
  - 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) Digital Preservation and Digitization:

The Preservation and Conservation Program has added a great deal of focus to their support and creation of digital content in the Library in the past year.

- a) Medusa: the Digital Preservation Coordinator and Preservation Librarian have been actively involved in the planning and documentation of the Medusa Repository.
- b) Reformatting: through the filling of the Media Preservation Coordinator and Digital Preservation Coordinator positions, and the scaling up of the brittle books reformatting workflow, much more digitized content is being created through the Preservation Program and preservation staff are actively involved in planning for the long-term access needs of these products. In addition, through undertaking a full RFP process this year, preservation has secured substantially better pricing for digitized content of brittle materials through our regular vendor, Northern Micrographics.
- c) Google: support continued for the conservation treatment of materials being processed through the Google project. In addition, a pilot project finding and assessing materials rejected due to condition from the Google project that are part of larger, partially scanned serial runs was undertaken and completed in summer 2012.

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

- a) University Archives Nitrate Film Assessment (Summer 2012): With additional funding from the University Librarian, a graduate student was hired to begin the process of the identification of cellulose nitrate negatives from the University Archives photo series. This will be an ongoing project for some time, involving not only the identification and removal of materials, but also the digitization of the images and subsequent disposal of the original, hazardous, negative materials.
- b) C-Collection (Summer 2012): preservation staff led a general condition and publication date assessment was done of all domestic materials in the c-collection in anticipation of a cataloging and digitization effort.
- c) Woodard Collection (Spring 2012): preservation staff helped plan and train staff who are gradually rehousing and addressing basic preservation needs of the Woodard advertising collection.

## 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:
    - Participated in the Preservation Working Group's *Preservation Emporium*, April 2012
    - Participated in Focus call in talk show (WILL AM) on preserving family heirlooms, April 2012
    - Sat on campus group to draft and evaluate the RFP for the conservation treatment of the Alma Mater statue, and subsequent press interest in the project.
  - 2) **Center for Multimedia Excellence**
    - a) Preservation staff served on the steering committee of the campus' Center for Multimedia Excellence, with activities including:
      - Assisted in presentation and panel discussion sponsored by CME at campus IT Pro Forum
      - Co-authored and assisted editing of proposal for campus-wide media service (including operational proposal and organizational model) submitted to Office of CIO.
      - Coordinated two campus guest speakers on media and digital preservation sponsored by CME and University Library.
      - Managed University Library/CME Campus Media Census (see above).
      - Consulted and advised various collection holders across campus on preservation topics.
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## II. Unit Narrative: Graduate Assistants

- E. Number of GAs employed:
  - 1) 1.5 FTE
  - 2) 4 positions
- F. Funding Sources:
  - 1) 0.25 FTE GSLIS targeted recruiting program (extension of previous appointment)
  - 2) 0.75 FTE state operating funds (2 @ 32.5%)
  - 3) 0.5 FTE endowment funded
- G. Major responsibilities (see Appendix One: Job Descriptions)
- H. Overview of Significant Contributions/Projects, outside of regular duties (all projects are mentioned in various categories, above)
  - 1) Significant assistance in the submission of two federal grants (NEH Sustaining Cultural Heritage Grant and IMLS National Leadership Grant)
  - 2) Led C-collection assessment
  - 3) Significantly contributed to completion of EEP and ongoing work on campus BEAPs for Library managed buildings
  - 4) Completed rehousing and basic preservation and stabilization efforts for remaining 25% of the Avery Brundage Collection in the University Archives.
  - 5) Completed background research and assisted in collections assessment in support of presentation given to New Art Film Festival entitled, "JT Tykociner's Sound on Film: A Preservation History."
- 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) On-the-ground experience responding to multiple library disasters and the decision making necessary therein
- 4) Conforming to campus regulations and procedures (BEAP)
- 5) Managing an academic unit budget
- 6) Physical material assessments and creation of preservation action plans
- 7) Hands-on experience using the tools and equipment necessary to perform successful preservation and conservation treatments
- 8) Learning about the value of safe handling and treatment of library and archival materials
- 9) Ability to teach interns or workshops
- 10) Learning exhibit preparation and installation

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

The Preservation Unit is (still) slated to move to a new location on the third floor of the Oak Street Library Facility sometime in FY13 or possibly FY14. 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 (work pending since 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 in process. There are no major IT needs in either preservation or conservation at this time beyond those related to the establishment of new media and digital preservation labs in the new preservation space planned for 3<sup>rd</sup> Floor of Oak Street.

### IV. Unit Narrative: Goals

- **Status of goals from 2011-2012**

Area	Goal	
<u>Administration</u>	Hire Preservation Administrator	Completed
	Complete hiring of Digital Preservation Coordinator (no goals set for FY11 at this point)	Completed
	Compose updated 5 year plan (previous one ended in 2006)	In progress, complete in FY13
	Continue to integrate preservation program more closely with existing digitization and institutional repository efforts	Ongoing with significant success in this area
	Formalize prospective internship guidelines and set up correspondence with preservation and conservation training programs	Not begun
	Begin investigation of availability of surrogates and multiple holdings and how those may influence preservation and conservation decision making	In progress, complete in FY13
<u>Book Repair</u>	Complete revisions of general collections procedures manual	Nearly completed
	Procure treatment examples for tours	Some examples purchased



<u>SC Conservation</u>	Hire Sr. Special Collections Conservator	Completed
	Begin search for Special Collections Conservator	In progress (now formally Rare Book Conservator)
	Complete SC Conservation treatment procedures manual – to include: <ul style="list-style-type: none"> <li>○ Documentation – written &amp; photographic – at various levels of detail</li> <li>○ Photodoc setup – cameras, lights, copy stand, white balance, file naming, and standard conservation shots</li> <li>○ Mending decision making for SC materials</li> <li>○ Enclosures for SC – mini clamshells, four-flap pam binders for RBML, map encapsulation specifications (size limitations, etc)</li> </ul> Exhibition protocols – labels, cradles, support boards, hinging options, use of spreadsheet	In progress, for formal documentation pending hiring of Rare Book Conservator
	Complete design of treatment queue for items identified for treatment and implement at least with RBML and possibly other SC units	Some progress, but pending more extensive work on preservation and conservation database
	Establish procedures for storage and transport of oversized documents for non RBML units	Implemented
	Set up lab maintenance protocols	Not begun
	Establish departmental priorities for special collections treatments based on point system (test phase for this year)	Tested implementation, but unsuccessful
	Lab safety training for all Conservation staff in conjunction with Division of Research Safety	Not begun
	Continue to provide support for digitization of special collections materials – experiment with UG student funded specifically to support digitization conservation needs	Tested implementation, but unsuccessful
	Institute training on care & handling for GA's and staff in units holding SC materials	Not begun
<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)	Underway
	Support reformatting of brittle materials identified through the beginning of the Google Book Scanning Project	Some progress, but no good workflow for this identified
	Identify other caches of brittle materials, focusing on "Collections of Distinction"	Investigated, but no major leads with collection manager support
	Provide input and guidance to integration of BB content into Medusa repository	Underway
<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	Previous workshops continued, but no new topics introduced in FY12

	introduction to 'audio-visual preservation', 'exhibit preparation and planning', and revisiting 'Booksnares', '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	Completed
	Continue transcription disk project	Ongoing
	Participate in CME media preservation efforts and census	Ongoing
	Other goals for FY11 TBD as new staff gets settled	...
<u>Other</u>	Finalize getting disaster plans up on wiki and linked off website	Completed

• **New Goals for 2012-2013**

<b>Area</b>	<b>Goal</b>
<u>Administration</u>	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
	Complete investigation of availability of surrogates and multiple holdings and how those may influence preservation and conservation decision making
	Resubmit NEH Sustaining Cultural Heritage Collections implementation grant
<u>Book Repair</u>	Procure treatment examples for tours
	Review format of recording conservation treatment statistics
<u>SC Conservation</u>	Hire Rare Book Conservator
	Lab safety training for all Conservation staff in conjunction with Division of Research Safety
	Complete design of treatment queue for items identified for treatment and implement at least with RBML and possibly other SC units
	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
	Plan for biennial conservation conference/workshop to be held in 2013
<u>Google</u>	Wrap up conservation support of Google project
<u>Preservation Reformatting</u>	Change title of program and coordinator from "brittle books" to "preservation reformatting" and broaden scope of program
	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>	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’, ‘GA training on care and handling’, and work with the Office of Facilities on programs on disaster response (personnel as well as collections)
<u>Media Preservation</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
	Continue transcription disk project
	Participate in CME media preservation efforts
	Establish better digital media storage framework and working file management
<u>Digital Preservation</u>	Complete library-wide survey of digital collections to assess local digital preservation risks and prepare collections for ingest into Medusa
	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
	Formalize services and establish new lab spaces for the preservation of time-based media and born-digital materials at the Oak Street facility
	Introduce a Web Archiving Service to enable the long-term preservation of web sites and other web-born materials
	Migrate Lots of Copies Keeps Stuff Safe (LOCKSS) electronic-journal digital preservation service to new server and reactivate UIUC participation in it
	Establish workflows for the preservation of born digital materials to enable digital preservation as well as archival arrangement and description.
<u>Other</u>	Finalize BEAP and EEP documentation and update website and unit documentation appropriately
	Broaden participating in social media and web presence (Facebook, unit web page, twitter feed, etc).

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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)
  - b) Kyle Rimkus (100%) (June 2011, state funded)
- 2) Academic Professionals
  - a) Joshua Harris (100%) (Oct 2011-present, state funded)
  - b) Annette Morris (100%) (Full reporting year, state funded)
  - c) Tracy Popp (100%) (Oct 2011-present, state funded)
  - d) Cher Schneider (100%) (Full reporting year (visiting AP July-Dec, permanent from Jan. forward, endowment 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) Academic Hourlies
  - a) Zachary Boerger (Media Census state NEH challenge grant funded) 40 hrs/wk (251 hours)
  - b) Kara Hagen (Google Preservation Staff, IT Fee funded, shifted under CMS 1/1/12) 40 hrs/wk (955 hours)
  - c) Amy Lukas (Pre-Program Intern, gift funded and state funded) 20 hrs/wk (1130 hours)
  - d) Hiromi Morikawa (Brittle Books Processing, state funded) 10 hrs/wk (212 hours)
  - e) Hiromi Morikawa (Microfilm record updates, NEH challenge grant funded) 10 hrs/wk (54 hours)
  - f) Nicolle Rivera (State funded) 20 hrs/wk (992 hours)
  - g) Seth Robbins (Brittle Books Processing, state funded) 10 hrs/wk (164 hours)
  - h) Veronika Seidle (Google Preservation Staff, IT Fee funded, shifted under CMS 1/1/12)) 40 hrs/wk (863 hours)
- 5) Graduate Assistants
  - a) Zachary Boerger (37.5%) (August 16, 2011-May 15, 2012, state funded)
  - b) Ryan Edge (37.5%) (August 16, 2011-May 15, 2012, state funded)
  - c) Jina Park (50%) (August 16, 2011-July 31, 2012, endowment funded)
  - d) Elizabeth Sullivan (25%) (August 16, 2011-May 15 2012, GSLIS funded)
- 6) Graduate Hourlies
  - a) Aisha Conner-Gaten (state funded) 15 hrs/week (54 hours)
  - b) Ryan Edge
    - (Transfer to hourly after 9 mo. Apt, state funded) 20 hrs/wk (70 hours)
    - (C-Collection pre-digitization assessment supervision, Library IT fee funded) 10 hrs/wk (140 hours)
  - c) Greer Martin
    - (Google Conservation Staff, IT Fee funded) 8 hrs/wk (836 hours)
    - (Merrick funded project) 10 hrs/wk (74 hours)
    - (summer hourly support, state funded) 10 hrs/wk (42 hours)
  - d) E. Annie Peterson (transfer to hourly after 9 mo apt, state funded) 30 hrs/wk (52 hours)
  - e) Nicolle Rivera (transfer to hourly after 9 mo apt, state funded) 10 hrs/wk (50 hours)
  - f) Sylvie Rollason-Cass (research project, gift funded) 10 hours/week (280 hours)
  - g) Emily Shaw (Google Conservation Staff, IT Fee funded) 35 hrs/wk (877 hours)
  - h) Elizabeth Sullivan (transfer to hourly after 9 mo apt, gift funded) 20 hrs/wk (125 hours)
- 7) Undergraduate Hourlies
  - a) 1.6 FTE (7 positions filled by 21 various appointments) state-funded positions at approx 10hrs/wk each (2,846 hours total)
  - b) (gift-funded)10 hrs/wk (578 hours total)
  - c) C-Collection survey, Library IT fee funded) (5 positions at 20 hrs/week) 348 hours total
- 8) Volunteers
  - a) 9 volunteers (some seasonal, some regular)
  - b) total donated hours for FY11 = 397 (approximately 8 hrs/wk)

### C. User Services

- 1) Independent Studies/Practica
  - a) Teper, Jennifer Hain (LIS 592: Practicum), Faculty Advisor, 1 student, Spring 2012
- 2) Credit Courses
  - a) 2 full semester GSLIS courses:
    - a. Teper, Jennifer Hain and Andrew Huot (LIS590GN *Conservation of General Collections*)  
Fall 2011, 12 students

- b. Teper, Jennifer Hain (LIS582LE *Preserving Information Resources*) Spring 2012, 28 students
- b) Guest Lectures
  - a. Three lectures for GSLIS 501 (Information Organization and Access), Professors Smith and Efron
  - b. One lecture for English 482 (Writing Technologies), Professor Smith
  - c. Once lecture for GSLIS 590EX (Library and Museum Exhibitions), Professor Hotchkiss

#### **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.

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

#### **Conservation Unit Half-time GA**

##### **Position & Title**

Graduate Assistant, Conservation Unit  
50% Appointment (20 hours/week) available August 16, 2011- August 15, 2012

##### **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 (Kluwel-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 (15 hours/week) available August 16, 2011- May 15, 2012

**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.

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**Media Preservation**  
**37.5% GA**

**Position & Title**

Graduate Assistant, Media Preservation  
37.5% Appointment (15 hours/week) available August 16, 2011- May 15, 2012

**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:

- Disaster planning and response;
- Integrated pest management;
- Environmental monitoring;
- 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.