

CONSERVATION UNIT
ANNUAL REPORT, JULY 1, 2006 – JUNE 30, 2007
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I Unit Narrative

1) Unit Overview, Activities and Accomplishments

The Conservation Unit serves the entire Library system by providing book repair and conservation services for new and existing collection materials, as well as guidance and tools for proper handling, storage and care of their collections. The main service functions in the unit are: Book Repair; Conservation; and Oak Street Stabilization.

a) Book Repair The Conservation Unit has continued to serve the University Library System by offering simple through complex book repair for circulating and reference collections. Over the past year, the unit has undertaken the repair of 3,427 books and pamphlets categorized as a “level I or II” treatment, or repairs that take less than two hours to complete. Additionally, the Unit integrated several new repair approaches better suited for “medium rare” collections (i.e. late 19th and early 20th century materials which are often fragile and have high aesthetic value) such as molded cave paper spine replacements to replace lost leather tight-back spines, and “Princeton 305” style rebacks for tight-hinge spine repairs.

b) Conservation Treatment With the addition of new facilities and additional staff, the Unit was able to increase our number of conservation treatments (complicated repairs that take over two hours to complete). This year the Unit completed 158 conservation treatments. This number of higher-level repairs has reduced our conservation backlog to only six books and four maps still awaiting treatment.

c) Oak Street Stabilization With the move of the Conservation Unit out of the Main Library, oversight of the stabilization of Stacks materials has remained in the Main Library under the oversight of Central Circulation staff. However stabilization of materials from all departmental libraries has continued as a role of the Conservation Unit. This year the Unit completed stabilization and simple repairs on 2,826 items before they were transferred into HD Storage.

d) Education & Training The Conservation Unit offered several training opportunities for library staff, the public, and the state.

Title	Date	Audience	# attendees
Introduction to Preservation	11/16	Library Staff	7
Simple Book Repairs	12/08 & 12/19	Library Staff	22
Simple Book Repairs	04/25 & 05/01	CARLI	50
Intro to Disaster Recovery	05/07	Library Staff	8
Book Snakes	05/17	Library Staff	24
Disaster Recovery (part of IFSI training)	05/18	Library Staff and Lincoln Trails	24
Preservation for Circ. Staff	05/22	Library Staff	2

Simple Book Repairs	06/09	GSLIS	11
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e) Grants & Development

The conservation Unit led two successful grant applications and collaborated on a third successful application. The largest was an IMLS National Leadership Grant titled “Building a Framework for Preservation and Access Decision Making for Audio-Visual Collections at the University of Illinois at Urbana-Champaign” for \$249,983 in federal funding (total grant budget \$421,321). The grant was put forward by the Library in cooperation with WILL, the Spurlock Museum, the Department of Dance, and the Krannert Center for the Performing Arts, public relations regarding this grant included a front page article in the *News-Gazette*, on September 28th, 2006 p. A1, A6 and an interview by WILL for their local news segment. The Conservation Unit also cooperated on two successful internal NEH Challenge grants: 1) “Basic Conservation Treatment and Creation of Handling and Processing Guidelines for Scrapbooks in the Student Life and Culture Archives”, in collaboration with Ellen Swain, \$6,961; and 2) “*Musical America* Conservation Project”, John Wagstaff in collaboration with the Conservation Unit, \$2,000.

With the new conservation facility came many new opportunities for development. The largest was the open house and dedication of the John “Bud” Velde Library Conservation Laboratory on Sept. 14th, 2006. This event, which fell over Foundation Weekend, drew over 100 people to the lab to see live demonstrations of conservation work and hear comments library and campus administration. Since that time, the conservation staff has led six tours for the development office (as well as nine additional tours for other library and campus groups).

f) Campus Outreach

Several exhibits and campus events were undertaken by the Unit this year including:

- 1) *Conservation at the University of Illinois Library*, Main Hallway, September 1-30, 2006
- 2) *Miniature Artists Books*, Main Hallway, November 1-30, 2006, including an article in the Living section of the *News Gazette*, November 10, 2006, p. C1, C3
- 3) Participation in an open *Campus Preservation Forum* on the importance of the preservation of historical artifacts and documents, hosted by the Spurlock Museum on November 9, 2006.
- 4) Organized two activity tables for the *Library Fall Festival*, Sept. 07, 2006
- 5) Presented on preservation and conservation activities for the Alumni Association to the Palm Springs Illini, January 25th, 2006.

g) Public Outreach

Additionally, the Conservation Unit participated in several public outreach activities during this reporting year including:

- 1) Organized a children’s activity table for the *Book Market on the Square*, Saturday Aug 26, 2006.
- 2) Organized and participated in *Heirlooms, Artifacts and Family Treasures: A Preservation Emporium*, hosted at the Spurlock Museum, Saturday March 3, 2007
- 3) Conservation staff fielded numerous phone calls, e-mails and letters from the public seeking preservation and conservation advised on their own materials.

2) Significant Changes to Unit

Many significant changes to the unit have been highlighted in sections above, but three items stand out as particularly significant:

- a) **Relocation of the Unit and opening of the John “Bud” Velde Library Conservation Laboratory.** With the new lab, the unit has been able to undertake many treatments not possible before due to equipment and space limitations.
- b) **Meeting the Andrew Mellon Foundation matching goals to establish a conservation personnel endowment.** With major support from the Library’s administration, the Development Office and the Preservation Unit, this endowment has allowed us to open two full-time permanent positions in the unit, one Library Specialist position and one Academic Professional, as well as two quarter-time graduate assistants. All positions have been filled.
- c) **Being awarded an IMLS National Leadership Grant.** With the announcement of the award for “Building a Framework for Preservation and Access Decision Making for Audio-Visual Collections at the University of Illinois at Urbana-Champaign”, the unit has hired a temporary academic professional and has since gotten much more intimately involved with the issues surrounding the preservation and access to audio-visual materials.

3) Contributions to Library-Wide Programs

As conservation is a library-wide service, everything that we undertake serves the library as a whole. However, two efforts that Conservation has focused any new support efforts on are:

- a) **Exhibits Support** The Conservation Unit has continued to build its exhibit support by constructing custom-fitted Plexiglas cradles for 6 exhibits (one of which was an RBML installation involving 8 complex cradles), as well as encapsulating and repairing items for several displays.
- b) **Digitization** This year the Conservation Unit began to support the Library’s digitization efforts through repair, cleaning, and stabilization/encapsulation of materials selected for digitization. Including in this year’s work were a collection of 35 aerial photographs that were marked with various colors of grease pencil which was removed with solvent treatment before scanning as part of the Illinois Harvest Project, creating polyester sleeves for large-format poster and map scanning through DSD and the RBML, and minor repairs to books identified as damaged through the Open Content Alliance scanning project.

4) Goals

a) Status of goals from 2006-2007

Area	Goal	Status
<i>Book Repair</i>	Add new repair types (tissue hinge repairs, internal hinge repairs, etc) into procedures manual	accomplished
	Continue to increase turn-around time for general repairs. Goal – 3 months for all but sewing/guarding	Turn-around reduced to 1 month for all but complex repairs
	Hire general collections care technician	Accomplished – started March 12, 2007

<u>Conservation</u>	Continue to reduce backlog of conservation repairs (currently 60 items remaining)	Backlog reduced to 10 items
	Continue learning leather repairs and begin finishing and tooling work	Minimal progress
	Continue to increase number and level of conservation repairs, especially from Rare Books and Special Collections, and scrapbooks in Student Life and Culture Archive (as result of completed assessment)	Level three treatments increased from 71 to 158 items
	Hire Special Collections Conservator	Accomplished – started July 15 th 2007
	Integrate new repair options available with new lab into regular treatments	Many accomplished, though other new repairs still possible
	Create formal procedures for transfer of RBML and other special collections materials to and from lab	Temporary procedures begun, permanent will be developed by SC Conservator
<u>Education and Training</u>	Evaluate success rate of previous repair workshops to better serve library staff.	Not begun
	Continue to increase staff training in areas of computer literacy for specific programs (specifically MS Access and Voyager) for ALL staff	ongoing
	Continue to hone bench skills of ALL staff	ongoing
	Continue to increase interaction with GSLIS through workshops, lectures, volunteers, and practica.	ongoing
	Participate in campus-wide programs to raise awareness of conservation on campus.	ongoing
<u>Administrative</u>	Assess success of Conservation Unit's services throughout the library	Not really begun
	Complete move and set up of new lab, including any final charges to the Mellon Gift.	Almost complete – still finalizing last purchases
	Change all students and most staff to electronic time reporting.	accomplished

b) New Goals for 2007-2008

Area	Goal
<u>Book Repair</u>	Streamline/document training for undergraduates and volunteers
	Create formal supply inventory and ordering system
<u>Conservation</u>	Develop point-of-contact for each special collections unit and establish ongoing meetings to facilitate discussion and make conservation accessible.
	Identify materials in units for conservation treatment
	Institute "Quick Repair" sessions on location in special collections sites
	Develop formal procedures for shipping, photo-documentation, and workflow
	Order supplies and equipment necessary for range of treatment options
	Train graduate assistants to assist with conservation work
	Introduce new treatment approaches, particularly solvent set tissue repairs and facing techniques for leather spine removal
	Integrate special collections conservation into preservation education program
<u>Audio-Visual</u>	Complete research phase of project, including the development of a database structure for research compilation and retrieval
	Design a functionality model of assessment tool in preparation for programming
	Hire hourly programmer
	Meet with outside individuals, including off-campus test beds and professionals through AMIA and ARSC

	Plan for Home Movie Day at Urbana Free Library for Fall 2008
<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'
	Prepare more formal workshop on disaster recovery techniques
	Further cooperation between Conservation and the Book Arts program by possibly implementing tours
	Develop exhibit on audio-visual materials and preservation
<u>Administrative</u>	Hone repair tracking database to accurately produce annual repair statistics
	Integrate conservation into gifts processing procedures
	Formalize policies for exhibit and loan of materials in relation to conservation treatment, exhibition preparations, and appropriate shipping

5) Graduate Assistants

A) Number of GAs

(1) Four(4) @ 25%

B) Funding Sources for GAs

(1) Two funded through state funds, two funded through endowment funds

C) Major Responsibilities of GAs and their contributions to the Unit.

(1) Currently, all Graduate Assistants in the Conservation Unit are hired with the following job duties, however as the special collections conservation program grows, some graduate assistants (likely 20 hrs/wk) will shift to support this program

(2) Assistantship duties:

- (a) Gain familiarity with all basic repairs and assist with any level repair when needed
- (b) Assist with labeling and check-out of materials, when needed
- (c) Attend staff meetings if schedule allows
- (d) Assist with the teaching of library staff, volunteers and undergraduate workers through day to day activities and workshop
- (e) After training in general repairs, undertake more complex repairs that require creative approaches highly skilled techniques
- (f) Be familiar with the Library Disaster Plan and act as a first responder to library disasters when collections are damaged or at risk of damage
- (g) Complete a final semester project, not to exceed 50% of final semester's total hours that must benefit the Conservation Unit or the University Library's conservation needs.
- (h) Assist with the administration of the building's Integrated Pest Management System
- (i) Perform Environmental Monitoring for the conservation lab
- (j) Collect departmental repair statistics
- (k) Triage incoming materials for collection conservation/book repair.

(3) Assistantship Reviews:

- (a) Each graduate assistant will meet with their supervisor for a review of their assistantships progress and bench work skills every four months. At the end of one year, should the GA wish to be reappointed, a formal performance review will also take place before the reappointment year begins.

II Statistical Profile

1) Facilities

- A) Total User Seating (NA)

2) Personnel

A) Faculty

- (1) Jennifer Hain Teper (Faculty) (100%) (Full reporting year)

B) Academic Professionals

- (1) Jimi Jones (Visiting Academic Professional) (100%) (May-June 2007)

C) Civil Service Staff

- (1) C. Jane Gammon (Conservation and Preservation Assistant) (100%) (Full reporting year)

- (2) Jody Waitzman (Library Specialist) (100%) (March-June 2007)

D) Graduate Assistants/Hourlies

- (1) Josh Finnell (25%, assistant) (August 2006-June 2007)
- (2) Sonya Green (25%, assistant) (August-December 2006)
- (3) Elizabeth Berfield (25%, assistant) (August-December 2006)
- (4) Brandy Parris (25%, assistant) (August-December 2006)
- (5) Gail Rein (25%, assistant) (January-June 2007)
- (6) Jessica Leming (25%, hourly) (January-June 2007)
- (7) Brigid Renny McBride (25%, hourly) (January-June 2007)
- (8) Emily Shaw (25%, hourly NEH funds) (January-June 2007)

E) Undergraduate Hourlies

- (1) 7 state-funded positions at 10hrs/wk
- (2) 1 NEH funded position at 10 hrs/wk

F) Volunteers

- (1) 12 volunteers (some seasonal, some regular)
- (2) total donated hours for FY0607 = 860.5 (16.5 hrs/wk)

3) User Services

A) Independent Studies/Practica

- (1) One practicum student, Laurie Chipps, for Spring 2007. Final project:
*Conservation Repairs of the University of Illinois at Urbana-Champaign
Theatrical Print Collections: A Time/Cost Assessment*

B) Credit Courses

- (1) 1 hr tour and introduction to conservation treatments: LIS 582 *Preserving Information Resources*, Profs. Henderson, Sept. 26, 2006
- (2) 1 hr tour and introduction to conservation treatments: LIS 582LE *Preserving Information Resources*, Prof. Claeson, March 5, 2007
- (3) 2 hr LEEP lecture on physical treatment of library and archives materials: LIS LIS 582LE *Preserving Information Resources*, Prof. Claeson, April 4, 2007.
- (4) 3 hr (multi-presenter) lecture on various aspects of technical services in libraries: LIS578LE *Technical Services*, Prof. Vondruska, June 11, 2007.

4) Collection Management

- A) Cataloged volumes = 59 new books ordered for small reference collection in the Conservation Lab 43 have are currently shelved at the lab.

5) Preservation

A) Personnel

- (1) Full year

- (a) Academic 1 FTE
- (b) Civil Service Staff 1 FTE
- (c) GA 1 FTE
- (d) Undergrads 1.75 FTE
- (e) Volunteers 0.4 FTE
- (f) *Total = 5.15*
- (2) Weighted/Partial Year
 - (a) Academic 1 FTE May-June = 0.16
 - (b) Civil Service Staff 1 FTE March-June = 0.33
 - (c) Grad Hourly .25 FTE January-June = 0.125
 - (d) Undergrads .25 FTE January-June = 0.125
 - (e) *Total = 0.74*
- (3) TOTAL PRESERVATION FTE = 5.89
- B) Expenditures
 - (1) None outside standard preservation budget for supplies
 - (2) \$154,618.63 in equipment for new lab per Banner report dated July 2007.
- C) In-house Conservation and Book Repair
 - (1) Books
 - (a) Level I – 1,643
 - (b) Level II – 1,767
 - (c) Level III - 155
 - (2) Flat Paper - 290
 - (3) Photographs and Non-Paper - 36
 - (4) Number of Custom Fitted Enclosures - 825
- D) Out-Sourced Conservation Treatments - none
- E) Reformatting – 1 in house digital (use copy)