

CONSERVATION UNIT
ANNUAL REPORT, JULY 1, 2007 – JUNE 30, 2008
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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.

a) Disaster Response: The conservation unit has responded to several large disasters in the 07/08 reporting year:

- i) Rare Book Room Mold Remediation:** Found in the Fall of 2007, a major outbreak of Aspergillus mold was identified on a significant proportion of RBML materials throughout the vault space. Conservation was directly involved with the following steps in the planning and remediation:
 - Identification and quantification of outbreak, including scope and planning for remediation tactics (in-house vs. outsourced cleaning, budgeting, etc.) requiring approximately 293 hours of staff time.
 - Assisted Media Preservation Coordinator with cursory assessment of AV media in RBML stacks.
 - Supervision of commercial cleaning crew in vault for a total of 325 hours of staff time.
 - In depth examination and cleaning of 466 framed and bound items, including pick up and transfer of materials to and from Conservation as well as reframing of many of the framed items, requiring over 100 hours of staff time and still ongoing for 08/09.

- ii) Press Building Basement:** A steam pipe break in the Press Building Basement in the summer of 2007, has resulted in a large-scale mold bloom in that space discovered in the spring of 2008. Conservation has again been directly involved with the identification and quantification of scope of necessary remediation, including:
 - Identification and quantification of outbreak, including scope and planning for remediation tactics, requiring approximately 40 hours of staff time.
 - Attendance at scheduled meetings to help determine better distribution of materials stored in the Press Basement

- iii) Minor flooding in the Main Library and responses to other water disasters:** Conservation also responded to one late-night flooding of the Main Library basement level in July of 2008, as well as the drying and mold cleaning of various small collections and individual items identified throughout the year by Library units.

b) Special Collections Conservation: Our new special collections conservator, Laura Larkin, began work in July of 2007, and in November of 2007 and January of 2008 we transitioned two 25% FTE graduate assistants from general collections repair to support special collections repairs, which increased our total staff support for special collections to 1.5 FTE. In addition, the unit oversaw two conservation interns, one of which worked almost exclusively on special collections materials on flat paper. Due to leadership of the new conservator, there have been many improvements made in our services and planning for special collections conservation, including:

- i) **Treatment:** This year the Unit completed 291 level three conservation treatments – almost double the number of advanced repairs from 06/07.
- ii) **Exhibit Support:** Conservation supported the preparation for display (cradles, mylar straps, etc), undertook any necessary repairs and construction of enclosures, documentation, packing and transport of materials in support of three major exhibits for the RBML:
 - Spanish Civil War poster and magazines (International Center for Photography, NYC)
 - English In Print (Grolier Club, NYC)
 - Love Thy Neighbor (UIUC/RBML)Additionally, the unit oversaw the construction of 5 re-usable highly durable and secure shipping crates for use in transporting special collections materials for outsourced conservation and exhibits.
- iii) **Education and Training:** through Conservation’s involvement with the mold remediation project, much more ongoing education about preservation and conservation topics has occurred by necessity
- iv) **Liaisonhip:** the new special collections conservator serves as a formal liaison to the Special Collections Division, attending their division meetings and participating in many larger, division-wide discussions with them.
- v) **Development:** see *1.f) Research, Grants & Development*
- vi) **Public Engagement:** see *3.c) Public Engagement & Outreach*

c) 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 2,270 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 the addition of a reversibility layer on many of our repairs to increase the future reversibility of our repairs, thus more closely align our practices with current conservation standards.

Although our overall number of book repairs has decreased from last year, we have strived to increase our services and maintain a regular workflow despite decreasing numbers of items being sent for repair (just over 66% of last year’s workflow). In the fall of 2007 the unit provided large collection condition assessments to any interested library to help address repair needs for long serial runs and other large collections. The assessments were performed for the following libraries in the fall and quotas for the ongoing repair of identified materials began in February of 2008.

History 5 books/mo for 12 months
Biology 3 books/mo for 12 months
English 9 books/mo for 12 months
ESSL 11 kits/mo for 12 months
Slavic 13 books/mo for 12 months
Grainger 22 books/mo for 3 years

d) Oak Street Stabilization: As a continuation of previous services, stabilization of fragile/broken materials destined for Oak Street from all departmental libraries is undertaken by the Conservation Unit. This year the Unit completed stabilization and simple repairs on 1,577 items before they were transferred into HD Storage – a decrease from 2,826 last year, or 45%.

f) Research, Grants & Development:

The Conservation Unit oversaw the first full year of managing the successful IMLS National Leadership Grant, and continued to pursue grants and other development projects to promote the Conservation program at the University of Illinois. Among the unit's undertakings in 07/08 included:

- 1) **Current Grant Oversight:** The successful IMLS National Leadership Grant *The Audiovisual Self Assessment Program*: ran for its first full year of the three year project, including:
 - Organized and funded a presentation by Alan Lewis, audiovisual preservation specialist, at the Spurlock Museum.
 - Hired a 50% graduate assistant in August of 2007, and a programmer in June of 2008.
 - The Project Coordinator attended conference including the Association of Moving Image Archivists and the Association of Recorded Sound Collections.
 - The Project Director and Project Coordinator presented about the AvSAP project to the American Institution for Conservation Annual Conference in Denver in April, 2008.
 - Coordinated with Chris Prom and Scott Schwartz, to successfully determine that the AvSAP will utilize existing Archon code and retrofit the existing Archon program to serve as the spine of the AvSAP.
 - The Project Coordinator wrote an article called “Audiovisual Preservation on a Shoestring Budget: A Bag of Tricks for the Underfunded Collections Manager.” The article was published as two technical inserts for the March-April, 2008 and May-June, 2008 issues of the *Illinois Heritage Association Newsletter*.
- 2) **Pursuing External Grants:** The Conservation Unit participated in the development of two external grants and began participation as a test site for new environmental monitoring hardware and software.
 - i) Connecting to Collections, State-Wide Planning Grants, funded by the IMLS. The Conservation Unit has taken a leadership role for the State of Illinois in drafting the grant application for development of a state-wide preservation program.

- ii) NEH Preservation and Access Grant. Conservation provided estimates for in-house conservation treatment and cost-share for a proposal to preserve the Avery Brundage scrapbooks in the University Archives.
 - iii) Image Permanence Institute/IMLS funded WebERA Project. Through a competitive selection process was chosen as a test site for new WebERA environmental monitoring software and acquired 5 state-of-the-art PEM environmental dataloggers, valued at \$350 each.
- 2) **Pursuing Internal Grants:** The Conservation Unit also cooperated on four successful internal NEH Challenge grants:
- i) “Cleaning of the Map and Geography Library Book Collections”, \$2,796. Co-submitted with Karen Hogenboom
 - ii) “Maps of Africa Conservation and Digitization”, \$14,177. Co-submitted with Betsy Kruger.
 - iii) “Access, Evaluation and Stabilization of Uncataloged Map and Geography Rare Materials Backlog”, \$1,753. Co-Submitted with Karen Hogenboom.
 - iv) “Frank Skinner Film Scores” \$1,492. Co-submitted with Mark Puente.
 - v) “Conservation of two Collins’ Scrapbooks” \$1,850. Co-submitted with Alvan Bregman.
- 3) **Tours:** Seven organized tours of the lab, requested by the Office of Advancement were held at the Conservation Lab, as well as a Lab Open House on September 27, 2007 over Foundation Weekend.

2) Significant Changes to Unit

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

- a) **Addition and development of the Special Collections Conservation program to the lab.** (See above)
- b) **Hosting two full time conservation interns during 07/08.** Two graduate-level conservator students, from the University of Texas at Austin and Queen’s University in Kingston Ontario selected the University of Illinois as their final conservation internship site. This arrangement not only benefited the library by introducing young, creative conservators with varied skills and strengths to the lab, but also speaks highly of the Conservation Unit’s status in the field of book and paper conservation.

3) Contributions to Library-Wide Programs

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

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

Title	Date	Audience	# attendees
Preservation Management of Legacy	7/18	Campus & Public	50+

Machine-based Audiovisual Media.			
Photographic Identification and Preservation	12/4	GSLIS	10
Simple Book Repairs	2/11 & 2/19	Library Staff	20
Special Collections on a Shoestring	3/11 & 3/19	CARLI	35

Additionally, the lab hosted six tours for GSLIS classes, the Library, and the Mortenson Center.

b) Campus Engagement & Outreach: Several exhibits and campus events were undertaken by the Unit this year including:

- 1) *Special Collections Certificate at the Graduate School of Library and Information Science*, Main Hallway, June 1-30, 2008
- 2) Conservation staff fielded numerous site visits, phone calls, and e-mails from the other campus organizations seeking preservation and conservation advice on their own materials, including queries from the Dad's Association, Mortenson Center Associates, Engineering Honor Society, and the IL Geological Survey.

c) Public Engagement & Outreach: Additionally, members of the Conservation Unit participated and/or helped organize several public outreach activities during this reporting year including:

- 1) Participated in *Home Movie Day*, hosted at WILL AM/FM/TV, Saturday August 11, 2007.
- 2) Led one class session for the OLLI program: *The things we keep: Capturing and preserving our cultural heritage*. September 10, 2007.
- 3) Participated in the *Library Book Sale*, October 18, 2007.
- 4) Participated and helped organize the *Edible Books Festival*, April 1, 2008.
- 5) Organized and participated in *Heirlooms, Artifacts and Family Treasures: A Preservation Emporium*, hosted at the Spurlock Museum, Saturday April 5, 2008
- 6) Organized and led three tours to public groups such as Girl Scout troupes.
- 7) Hosted four community volunteers in the lab, additionally becoming an official RSVP (Retired and Senior Volunteer Program) volunteer site, for a total of 460 volunteer hours.
- 8) Conservation staff fielded numerous phone calls and e-mails from the public seeking conservation lab construction advice including the University of Virginia and Penn State University.

d) Exhibits Support: The Conservation Unit has continued to build its exhibit support for all units, most notably the RBML, as outlined above in section **1.b.ii. Exhibit Support**.

e) Digitization: The Conservation Unit became even more intimately involved with digitization through their involvement in planning for the CIC/Google initiative, repairing items identified for digitization through the Open Content Alliance, and through the support of smaller projects, such as the NEH-funded "Maps of Africa" project.

4) Goals

a) Status of goals from 2007-2008

Area	Goal	Status
<u>Book Repair</u>	Streamline/document training for undergraduates and volunteers	completed
	Create formal supply inventory and ordering system	started
<u>Conservation</u>	Develop point-of-contact for each special collections unit and establish ongoing meetings to facilitate discussion and make conservation accessible.	completed
	Identify materials in units for conservation treatment	ongoing
	Institute "Quick Repair" sessions on location in special collections sites	started
	Develop formal procedures for shipping, photo-documentation, and workflow	started
	Order supplies and equipment necessary for range of treatment options	completed
	Train graduate assistants to assist with conservation work	completed
	Introduce new treatment approaches, particularly solvent set tissue repairs and facing techniques for leather spine removal	completed (and ongoing)
	Integrate special collections conservation into preservation education program	not started
<u>Audio-Visual</u>	Complete research phase of project, including the development of a database structure for research compilation and retrieval	completed
	Design a functionality model of assessment tool in preparation for programming	completed
	Hire hourly programmer	completed
	Meet with outside individuals, including off-campus test beds and professionals through AMIA and ARSC	completed
	Plan for Home Movie Day at Urbana Free Library for Fall 2008	completed
<u>Education and Training</u>	Introduce new workshops for Library staff (and possibly GSLIS) including an introduction to 'audio-visual preservation' and 'mold, insects and integrated pest management'	not started
	Prepare more formal workshop on disaster recovery techniques	not started

b) New Goals for 2008-2009

Area	Goal
<u>Book Repair</u>	Continue work on formal supply inventory and ordering system
	Increase productivity and output in general collections repair
<u>Conservation</u>	Establish treatment queue for items identified for treatment
	Establish procedures & guidelines for storage of various materials types
	Continue to refine workflow of special collections materials through lab, including integrating medium rare materials
	Set up lab maintenance protocols, including improving press boards, blotter and reemay storage, etc.
	Increase number of treatments, as well as record more thoroughly the types of treatments, etc.
<u>Audio-Visual</u>	Complete first programming phase of project

	Test preliminary programmed tool on test bed locations
	Plan for Home Movie Day 2009
<i>Education and Training</i>	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

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) Assistantship duties for General Collections Support (0.5 FTE):

(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) Assist with the administration of the building's Integrated Pest Management System

(h) Perform Environmental Monitoring for the conservation lab

(i) Collect departmental repair statistics

(j) Triage incoming materials for collection conservation/book repair.

(2) Assistant's accomplishments beyond general duties for general collections:

(a) Provided assistance in drafting Google large scale digitization selection criteria handbook

(b) Led two workshops on simple repairs for circulating library materials

(c) Assisted in mold remediation duties in conservation lab related to the RBML outbreak

(3) Assistantship duties for Special Collections Support (0.5 FTE):

(a) Gain familiarity with all basic special collections repairs and assist with additional repairs 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) Show increasing skill in bench repairs through undertaking progressively more advanced repairs.

(f) Assist with research and development of recommended procedures and guidelines for the storage of various materials types as well as quarantine room.

(g) 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

- (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.
- (4) Assistant's accomplishments beyond general duties for special collections:
- (a) Assisted in preparing materials for Grolier Club exhibit
 - (b) Assisted in mold remediation duties in conservation lab related to the RBML outbreak
- (5) 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%) (Full reporting year)

(2) Laura Larkin (Academic Professional) (100%) (Full reporting year)

C) Civil Service Staff

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

(2) Jody Waitzman (Library Specialist) (100%) (Full reporting year)

D) Academic Hourlies (Interns)

(a) Melissa Straw (100%) (January 2008-July 2008) (833 hours)

E) Graduate Assistants

(1) Sherri Berger (25%, assistant) (August 2007-June 2008)

(2) Ariel Neff (25%, assistant) (August 2007-June 2008)

(3) Gail Rein (25%, assistant) (August 2007-June 2008)

(4) Brigid Renny McBride (25%, assistant) (August 2007-June 2008)

F) Graduate Hourlies

(1) 4 NEH funded positions at 10 hrs/wk (655 hours)

G) Undergraduate Hourlies

(1) 6.5 state-funded positions at 10hrs/wk (2,925 hours)

(2) 1 NEH funded position at 10 hrs/wk (135 hours)

H) Volunteers

(1) 12 volunteers (some seasonal, some regular)

(2) total donated hours for FY0708 = 697 (approximately 14 hrs/wk)

3) User Services

A) Independent Studies/Practica

(1) One practicum student, Leo Dion, for Fall 2007. Final project: *Conservation Needs Assessment of Uncataloged Map Special Collections Materials*

B) Credit Courses

(1) 1 full semester LEEP course: LIS582LE *Preserving Information Resources*, January 2007 – May 2007.

4) Collection Management

NA

5) Preservation

A) Personnel

(1) Academic 3 FTE

(2) Civil Service Staff 2 FTE

(3) Graduate Assistants 1 FTE

(4) Hourly Graduate Students 0.32 FTE

(5) Undergrads 1.53 FTE

(6) Volunteers 0.34 FTE

(7) TOTAL PRESERVATION FTE = 8.19

B) Expenditures

- (1) None outside standard preservation budget for supplies
- (2) \$29,507.93 in equipment for new lab/media preservation per Banner report.

C) In-house Conservation and Book Repair

(1) Books

- (a) Level I – 533
- (b) Level II – 1,325
- (c) Level III - 270

(2) Flat Paper - 433

(3) Photographs and Non-Paper - 50

(4) Number of Custom Fitted Enclosures – 964

D) Out-Sourced Conservation Treatments – none that our budgets directly paid for, though we oversaw the shipment and treatment of 6 items. (more information can be given on this, if necessary)

E) Reformatting – 0