

**CONSERVATION UNIT**  
**Annual Report, July 1, 2008 – June 30, 2009**  
Prepared by: Jennifer Hain Teper

Unit Narrative

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**I. 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 and Planning:** The conservation unit has responded to several large disasters in the 08/09 reporting year:

**1) Press Basement Mold Remediation:** In June of 2008 a second mold outbreak was identified in the basement of the University Press Building, where large collection of children's books are stored for the ESSL. Cleaning of the collection began in February of 2009 and involved the following:

- Establishing a working budget for in-house mold remediation, as well as hiring, training, supplying and supervising a team of a team of 18-20 students to clean a collection of 113,802 volumes, kits, or sealed boxes;
- Removal of all plastic dust jackets from materials that had them to reduce the likelihood of future mold outbreaks, and the rebarcoding approximately 5,000 items for which the only existing barcode was on the plastic book jacket;
- Packing and managing the transfer of all books to either the OSLF for storage or to ESSL for cataloging.

**2) Disaster Planning and Research:** One of the biggest administrative initiatives in FY09 is work on our disaster planning. Three separate projects have taken place in the past year that support the development and updates to our disaster planning:

- During the Spring 2008/09 term, the Preservation and Conservation Units collaborated with a Senior Design team from the Department of Industrial and Enterprise Systems Engineering (IESE) on the development of a disaster recovery plan for the Library's Oak Street High Density Storage Facility. This project encompassed a thorough analysis of the facility's current monitoring systems (environmental, security, fire, etc.); identification and analysis of potential risks to both the building and the materials housed within; testing of the effects of full sprinkler deployment within the facility; and an analysis of the facility's current "first in" shelving practice as it relates to the extraction of high priority items in the event of an emergency. Recommendations for modifications to the current facility as well as any future construction were also outlined.

Through this project, the team interacted with many diverse departments organizations on the library, campus and community level, such as Risk Management, the University of Illinois Fire Services Institute (IFSI) and Parkland College's Academy of Fire Sprinkler Technology.

The work that the team has conducted to date is already in high demand by other institutions with similar storage facilities and issues. The University of Illinois is at the forefront of this issue and the work that is being generated by our team will reverberate throughout the academic library community for years to come.

- Additionally, in May 2009, training was given to seven volunteers from the Library Staff who wished to act as recover team members in the event of a Library Disaster.

#### **B. Establishment of Library Site Visits**

The Conservation Unit, in collaboration with the Preservation Unit, began the practice of Library Site Visits this fiscal year. Although only seven visits have been performed thus far, staff from the two units plan to visit every library on an annual basis. The visits consist of at least two members of the preservation and conservation staff meeting with all available staff from a specific library and reviewing disaster planning procedures, alerting them of new preservation initiatives and policies, answering any questions the staff may have about our services, and offering help in assessing and planning for preservation and conservation.

#### **C. Physical Treatments:**

The Conservation Unit 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:

- 1) General collections books, pamphlets, and flat paper: Repaired or recovered 2,359 items from the general collections, constructed enclosures for 844 items, and fitted items with purchased enclosures for 35 items. This is a 4% increase from last year's reported 2,270 items. Enclosure production, however, is down 13% – much of which is related to incoming materials for Oak Street storage.
- 2) Special Collections Conservation: Repair and/or rehousing of 338 items as well as exhibit support for an additional 120 items, consulting on three conservation projects, and disaster recovery of 65 items from special collections. This is a 14% increase from the 291 items repaired last year. Major projects, among others, included the oversight of the preparations and transfer of the Lincoln Ox-yoke from the IHLC to the Lincoln Presidential Museum for a tear-long exhibit, and treatment, rehousing, tours and lectures related to the Audubon exhibit at the Krannert Art Museum;
- 3) Oak Street Stabilization: As a continuation of previous services, stabilization of fragile/broken materials destined for Oak Street from all departmental libraries and more complex stabilization from STX is undertaken by the Conservation Unit. This year the Unit completed stabilization and simple repairs on 3,956 items before they were transferred into HD Storage – an increase of 250% from the 1,577 for FY08.

#### **D. Research, Grants & Development:**

The Conservation Unit oversaw the second 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 08/09 included:

##### **1. Current Grant Oversight:**

- a. Connecting to Collections, State-Wide Planning Grants, funded by the IMLS in February 2009 for \$40,000. The Conservation Unit has taken a leadership role for the State of Illinois in organizing the development of a state-wide preservation program. Participation in this grant for FY09 has included:
    - Four meetings of the grant's Advisory Committee
    - Design of a state-wide preservation assessment tool (launched in late July 2009)
    - Scheduling of four topic specific preservation planning meetings around the state to be held in the Fall of 2009
  - b) Image Permanence Institute Web ERA interface testing, through a competitive selection process was chosen as a test site for new WebERA environmental monitoring software. Involvement in the grant for FY09 included:
    - Ongoing monitoring, downloading of data and manipulation of data in the new environmental monitoring interface
    - Participation in a wrap-up meeting in Rochester NY in May 2009.
  - c) The successful IMLS National Leadership Grant *The Audiovisual Self Assessment Program*: ran for its second full year of the three year project, including:
    - Reworked ARCHON programming framework to use as AvSAP framework
    - Mounted "History of the Preservation of Audiovisual Materials" exhibit (July 1 – 31, 2008)
    - Managed oversight of "Home Movie Day" (October 18, 2008)
    - Worked on text for AvSAP, including development of questions, pop-up information kiosks, and manual
    - Evaluated and developed a scoring matrix for development of final preservation score
    - Hired hourly copy-editor for final AvSAP text
- 2) **Pursuing External Grants:** The Conservation Unit participated in the development of one external grant:
- a) NEH Preservation and Access Grant. Conservation staff contributed in the re-drafting of the submission of a grant to support the preservation and access to the Avery Brundage collection in the University Archives. \*Grant under review\*
- 3) **Pursuing Internal Grants:** The Conservation Unit also completed work in FY09 on two internal NEH Challenge grants (awarded in FY08), and received on RPC grant for research support:
- a) "Maps of Africa Conservation and Digitization", \$14,177. Co-submitted with Betsy Kruger.
  - b) "Conservation of two Collins' Scrapbooks" \$1,850. Co-submitted with Alvan Bregman.
  - c) "Assessment of Changes in Physical Condition of Materials Scanned in LSDIs", \$2,363.50
- 4) **Tours:** Six organized tours of the lab, requested by the Office of Advancement were held at the Conservation Lab.
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## II. Significant Changes to Unit

For the first time in several years, there have been no significant changes to the Conservation Unit – all staffing and workflows have remained relatively steady for FY0809.

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## III. 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:

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

Title	Date	Audience	# attendees
IL Fire Services Institute Burn Simulation and Recovery including Disaster Planning Workshop	6/9 & 6/11	CARLI	40
Tours for University Groups	1 tour		~5
Tours for Mortenson Associates	2 tours		~30

### B. 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 October 18, 2008;
- 2) Participated in the first annual *Youth Literacy Festival*, bookbinding activity tent visited by over 250 participants, October, 2008;
- 3) Co-presented a session on preservation of family heirlooms for Focus 580 call in talk show on WILL AM, Feb. 6, 2009;
- 4) Participated and helped organize the *Edible Books Festival*, March 31, 2009;
- 5) Organized and participated in *Heirlooms, Artifacts and Family Treasures: A Preservation Emporium*, hosted at the Spurlock Museum, Saturday February 21st, 2009;
- 6) Presented a brief talk on conservation training to the 44 Society, March, 2009;
- 7) Organized and led three tours to public groups such as Girl Scout troupes and other institution's conservation professionals;
- 8) Hosted four community volunteers in the lab through a partnership with the RSVP Program (Retired and Senior Volunteer Program) for a total of 349 volunteer hours;
- 9) Conservation staff fielded numerous phone calls and e-mails from the public seeking information on the preservation and conservation of family heirlooms;
- 10) Conservation staff worked to salvage six bankers boxes of wet research papers for an emeritus faculty member (with approval from Administration);
- 11) Consulted and trained Illinois Fire Services Institute staff to humidify and flatten their panoramic photo collection.

### C. Digitization:

The Conservation Unit has continued to be involved in the planning and preparations for UIUC's participation in the CIC/Google initiative, including attendance at the

August CIC Google Partners meeting in Chicago, and discussions with the CIC preservation officers, as well as 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.

**IV. Graduate Assistants**

- A. Number of GAs employed:
  - 1) 1.5 FTE
  - 2) 4 positions
- B. Funding Sources:
  - 1) 0.5 FTE IMLS grant funded
  - 2) 0.5 FTE state operating funds
  - 3) 0.5 FTE endowment funded
- C. Major responsibilities (see Appendix One: Job Description)
- D. Overview of Significant Contributions/Projects, outside of regular duties
  - 1) Full conservation treatment of one Collins Scrapbook of Irish political cartoons (RBML, 75 hours as GA in addition to NEH Challenge Grant funding of 115 hours), the Edmund James diaries (11 volumes, Univ. Archives, 80 hours), and 2 County atlases (IHLC, 120 hours)
  - 2) Tested repair variants for application to Google repair workflow
  - 3) Co-authored research paper on preservation needs of general collections in preparation for large scale digitization (currently in draft form)
  - 4) Assisted in the review and updating of the Lab Procedures Manual
  - 5) Assisted, and participated in the implementation of Library Site Visits

**V. Facilities & Information Technology**

- NA

**VI. Goals**

**a) Status of goals from 2008-2009**

Area	Goal	Status
<u>Book Repair</u>	Continue work on formal supply inventory and ordering system	No progress
	Increase productivity and output in general collections repair	Some increase noted, but not substantial
<u>Conservation</u>	Establish treatment queue for items identified for treatment	In progress
	Establish procedures & guidelines for storage of various materials types	Grant proposal written for housing oversize rolled materials
	Continue to refine workflow of special collections materials through lab, including integrating medium rare materials	<b>Completed</b>
	Set up lab maintenance protocols, including improving press boards, blotter and reemay storage, etc.	Blotter and Reemay storage improved

	Increase number of treatments, as well as record more thoroughly the types of treatments , etc.	Photodocumentation protocols developed and written documentation procedures improved.
<u>Audio-Visual</u>	Complete first programming phase of project	<b>Completed</b>
	Test preliminary programmed tool on test bed locations	Scheduled for Fall 2009
	Plan for Home Movie Day 2009	HMD 2009 not planned, instead hold in 2010.
<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'	No progress
	Prepare more formal workshop on disaster recovery techniques	<b>Completed</b>

**b) New Goals for 2009-2010**

<b>Area</b>	<b>Goal</b>
<u>Book Repair</u>	Complete general collections assessments for prioritized repair as identified through Library Site Visits
	Complete updates and additions to Procedures Manual
	Standardize training procedures for undergrads and GAs
<u>Conservation</u>	Establish treatment queue for items identified for treatment (continue)
	Establish procedures for storage and transport of oversized documents
	Set up lab maintenance protocols, including improving press boards, board shear, etc.
	Increase number of treatments, as well as record more thoroughly the types of treatments , etc.
<u>AvSAP</u>	Test preliminary programmed tool on test bed locations
	Write short article for peer reviewed journal about the AvSAP
	Develop promotional information
	Hold regional training workshops on using the AvSAP
<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'
<u>Other</u>	Investigate preservation transfer of 5¼ and 3½ inch floppy disks
	Complete site visits to all departmental libraries and train interested parties on how to implement IPM and environmental monitoring programs
	Update Pres Cons website

**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

(a) Melissa Tedone (100%, conservation intern) (August 18, 2009-June 30, 2009) (1,635 hours)

(b) Melissa Straw (50%, Press Basement project supervisor) (January 25, 2009-June 30, 2009) (473 hours)

E) Graduate Assistants

(1) Sherri Berger (25%, assistant, endowment-funded) (July 1, 2008 – Feb 20, 2009)

(2) Ariel Neff (50%, assistant, state-funded) (July 1, 2008 – May 16, 2009)

(3) Gail Rein (25%, assistant, endowment-funded) (July 1, 2008 – June 30, 2009)

(4) Tracy Popp (50%, assistant, grant-funded) (July 1, 2008 – June 30, 2009)

F) Graduate Hourlies

(1) Emily Shaw (Nugent scrapbook project, gift-funded) 10 hrs/wk (121 hours)

(2) Emily Shaw (fill for empty GA position, endowment-funded) 10 hrs/wk (173 hours)

(3) Ariel Neff (transfer of assistantship to hourly after graduation) 20 hrs/wk (74 hours)

(4) Karri Fischer (Exhibits and Media treatment support, state-funded) 10 hrs/wk (136 hours)

(5) Hannah Lee (editor for AvSAP grant, grant-funded) 2-5 hrs/wk (33 hours)

(6) Leo Dion (NEH challenge grant-funded) 10 hrs/wk (115 hours)

G) Undergraduate Hourlies

(1) 7.0 state-funded positions at 10hrs/wk (3,577 hours)

(2) 1.0 gift-funded positions at 10 hours/wk (270 hours)

(3) 1 NEH challenge grant-funded position at 10-20 hrs/wk (434 hours)

(4) 18-20 NEH Challenge grant-funded positions for Press Basement Mold Cleanup at 10 hrs/wk (3,136 hours)

H) Volunteers

(1) 6 volunteers (some seasonal, some regular)

(2) total donated hours for FY0809 = 594 (approximately 12 hrs/wk)

**3) User Services**

A) Independent Studies/Practica

(1) Teper, Jennifer Hain (LIS 592: Practicum), 2 students, Fall 2008.

B) Credit Courses

(1) 2 full semester GSLIS courses:

(a) Teper, Jennifer Hain (LIS590PC: *Preservation and Conservation for Collection Managers*) Fall 2008, 10 students

(b) Teper, Jennifer Hain (LIS582LE *Preserving Information Resources*) Spring 2009, 22 students

- (2) Number of presentations to groups
  - (a) Five tours of the lab given for GSLIS classes (see above for other tour audiences)
- (3) Number of participants in group presentations
  - (a) Estimated total attendees in tours, approximately 50-75

**4) Collection Management**

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

**5) Preservation**

A) Personnel

Name	FTE	Position
Jennifer Hain Teper	1.0	faculty
Laura Larkin	1.0	AP
Jimi Jones	1.0	AP
Jody Waitzman	1.0	Civil Service
C. Jane Gammon	1.0	Civil Service
Ariel Neff	0.5	GA
Sherri Berger	0.25	GA
Gail Rein	0.25	GA
Tracy Popp	0.5	GA
Var. Hourly Graduate Students	0.35	Grad Hourly
Var. Undergrads	4.0	UG Hourly
Var. Volunteers	0.32	Volunteer
<b><u>TOTAL PRESERVATION FTE</u></b>	<b><u>11.14</u></b>	

B) Expenditures

- (1) None outside standard preservation budget for supplies
- (2) \$5,795.11 in equipment for new lab/media preservation per FY09 Banner report.

C) In-house Conservation and Book Repair

- (1) Books
  - (a) Level I – 1,027
  - (b) Level II – 1,333
  - (c) Level III - 297
- (2) Flat Paper - 240
- (3) Photographs and Non-Paper - 143
- (4) Number of Custom Fitted Enclosures – 844



D) Out-Sourced Conservation Treatments – 0

E) Reformatting – 0

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

### **CONSERVATION UNIT HALF-TIME GRADUATE ASSISTANTSHIP**

#### **POSITION & TITLE**

Graduate Assistant, Conservation Unit

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

#### **ORGANIZATIONAL RELATIONSHIP**

This position reports to the Head of Conservation

#### **MAJOR DUTIES & RESPONSIBILITIES**

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

Major duties will include:

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

Other duties may include, but are not limited to:

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

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

#### **Position & Title**

Graduate Assistant, Conservation Unit

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

#### **Organizational Relationship**

This position reports to the Special Collections Conservator.

### **Major Duties & Responsibilities**

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

- Perform basic repairs on special collections materials,
- Assist with basic lab management, organization, and cleaning, including:
  - Making adhesives (wheat starch paste, PVA/mc mix), poultices (methyl cellulose), and consolidants (Klucel-G, Red Rot Cocktail) as needed,
  - Clearing board shear and organizing board, cloth, and paper scrap as needed,
  - Cleaning and maintaining press boards, book presses, board shears, wet room,
  - Ordering supplies and materials,
- Assist with large-scale projects as needed (ie, 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.