

**Preservation and Conservation Units**  
**Annual Report FY14 (July 1, 2013 – June 30, 2014)**  
**Prepared by Jennifer Hain Teper, Unit Head**

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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, Born Digital Preservation, Disaster Planning and Recovery, and other contracted preservation services (conservation, deacidification, protective enclosures, mold remediation, 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 activities and accomplishments of the Preservation and Conservation in FY14:**

The following listings are short notes of exceptional accomplishments in particular areas of the Preservation and Conservation Program. Regularized activities are listed in “Statistics” section of the report.

- 1) Five Year Planning. Preservation and Conservation had been without a five year plan since 2006. A new plan was drafted over the fall 2013 and implemented in January 2014, once reviewed and approved by the Dean. This plan now acts as the guiding document for all sub-programs within the Preservation and Conservation Units.
- 2) Moved Preservation. After several years of planning, the Preservation Unit moved to 425 Main Library in the spring of 2014. All staff and most activities now operate from 425, however the specialized lab spaces (425 A, B, C for media preservation, 429 for digital preservation, and 439 for cleaning and treatment spaces) still require furniture and/or facilities upgrades, which will continue into fall of 2014. Until that time, media preservation will continue to operate from room 452 and other functions will not be fully available until the spaces are completed.
- 3) Emergency Planning and Disaster Response. The Preservation and Conservation Units continued, as usual, to offer leadership to the Library in the area of emergency planning and respond to disasters around the library system in order to reduce loss to collection materials damaged by water or other forces.
  - *Building Emergency Action Plans*. 2014 finally marked the completion of six Building Emergency Action Plans (BEAPS) as required by campus. Preservation, in collaboration with the Office of Library Facilities and Campus’ Division of Public Safety, completed the required plans for the Main Library, Undergraduate Library, Grainger Engineering Library, Funk-ACES Library, the Horticulture Field Laboratory, and the Oak Street Library Facility. The plans, once approved were mounted to the Library’s wiki space and have been updated regularly with staffing changes. Preservation staff currently coordinate all edits to the BEAPs, organized and coordinated library-wide training of the plans and facilitated training documentation as required by campus and OSHA.
  - *Disaster Response*. Thankfully, FY14 was not a particularly disaster-prone fiscal year compared to some, however, the units did respond to three major water disasters and assist with a leak outside of the library system.
    - 25 cubic foot boxes of archival materials stored in the basement of the Child Development Lab that were water damaged by a broken steam valve on the floor above. Although some materials were significantly water damaged and mold remediation was required on the archival materials (likely due to previously unnoticed water leaks), no materials were lost in these recoveries (February 2014).

- Two leaks in the same study carrel affecting hundreds of uncatalogued copies of *The Advocate*. Thankfully, SSHEL faculty will be undertaking getting these materials catalogued and out of the leak-prone carrel (November 2013, July 2014).
  - Disaster response, recovery assistance, and general provision of advice to staff in the School of Literatures, Cultures and Linguistics University of Illinois at Urbana-Champaign Foreign Languages Building after a significant glycol leak in a departmental reading room (November 2013).
  - Mold remediation of AV items from SACAM, including new acquisition from Pogo Studios.
- 4) Digital Preservation. Kyle Rimkus led a collaboration with Bill Ingram and Sarah Shreeves to draft the *Digital Preservation Repository Management Team Report*. This document firmly outlines the purpose and scope of the development of digital preservation efforts, most notably the development of the Medusa digital repository, within the University Library. Additionally in FY14, Rimkus led successful efforts to partner with NCSA for large-scale digital storage and began fruitful discussions with the Digital POWRR grant management team at Northern Illinois University regarding a possible grant initiative to develop a consortial digital repository, managed by the University of Illinois and NIU, for smaller Illinois libraries and archives. Additionally, after a two year pilot the Web Archiving Service went live in early 2014. The service is now available to library faculty and staff and managed by Tracy Popp in coordination with various collection managers. Lastly, Tracy Popp established and chairs a Born Digital Special Collections working group to “Work to develop and implement policies, procedures, workflows and "good practice" for legacy and incoming Born Digital Special Collections in a collective and coordinated manner, and share knowledge for ingest, processing and other life-cycle steps in Born Digital Content Stewardship.”
- 5) Preservation Reformatting & Digitization. Preservation reformatting of brittle books shifted away from a locally developed access and preservation system to the HathiTrust Digital Library. Kyle Rimkus led the policy effort to adopt the HathiTrust as a trusted storage and access venue for digitized general collections. Once this policy was adopted, a concerted effort was made to package the Library’s Brittle Books corpus for submission into HathiTrust. In addition to these preservation reformatting efforts, Preservation additionally took over management of the Digital Content Creation (DCC) Unit and the Internet Archive Scanning Center during Betsy Kruger’s absence. This temporary oversight, managed primarily by Kyle Rimkus, developed stronger ties between DCC and Preservation and illuminated several workflow efficiencies that benefitted from the partnership. Additionally, Jennifer Hain Teper began work on a proposal for the future of the DCC unit at the request of the Dean, which will be completed in FY2015. Additionally, with the retirement of Mary Stuart, all newspaper reformatting efforts are now undertaken in the Preservation Unit.
- 6) Google: Both preservation and conservation served as major partner in new Google Books digitization workflow which was revived at the request of the dean starting in the spring of 2014. Staff participated on the advisory committee, hired hourly staff who undertake physical repairs and sorting, of materials, including an hourly supervisor (Eva Chertow) who oversees the sorting and routing of damaged materials to either Conservation, Google, the Internet Archive, Preservation Reformatting or external vendors (digitization and metadata output expectations from two additional vendors (HF Group and Trigonix) to begin scanning in FY15).
- 7) Audiovisual Media Preservation: The audiovisual media preservation program continued not only its core reformatting responsibilities, but also undertook a large number of other projects related to improving the library’s and campus’ media preservation efforts, including:
- Continuing research, planning, purchasing and consultation with contractors, consultants and F&S on design and construction of dedicated preservation lab spaces for audio, video and conservation of media materials.
  - *Campus Media Census*: Continued ongoing work and research for final report of campus-wide study of legacy media collections. Report slated for completion in early October 2014.

- Continued work with individual collecting units to establish media preservation policies, procedures and workflows. An example includes collaboration with SACAM for new mold remediation workflow as well as structure, workflow and pricing structure for in-house and vended reformatting projects.
  - *Medusa*: embarked on a project to prepare and stage digitized assets for ingest into the Medusa content repository; this process involved heavily restructuring content organization, location and file naming schemas.
  - Provided consultation and project design assistance to units seeking large scale collection preservation. Examples include: Motion picture films held by Prairie Research Institute Libraries and potential donor-funded preservation of Marching Illini films held by SACAM.
  - Coordinated with Kartemequin Films (Chicago) for usage of Library and campus historical material for inclusion in Roger Ebert documentary, "Life Itself.", with RBML to coordinate usage of select Carl Sandburg recordings for exhibit in Chicago and select Gwendolen Brooks recordings for opening event at Lincoln Hall
  - Assisted International and Area Studies Library with initial assessment and acquisition of the BOSTEL television archive
  - Nitrate certification: Completed training and exam for Nitrate handling and shipping certification
- 8) Collections Care. With the hiring of Miriam Centeno in October of 2013, the Preservation Unit launched a formal collections care program, bringing together integrated pest management, disaster planning and response, physical materials triage and large scale assessment and rehousing projects under the supervision of one professional position. In addition to the significant work on the BEAPs, mentioned above, the collections care program also undertook several other projects including mapping of all of the University Library locations currently under environmental & IPM monitoring and made them available to the library curators electronically via the eClimate Notebook web software. Additionally, two large assessments were undertaken, including an assessment of the condition and rehousing needs of the large-format materials held within the Illinois History and Lincoln Collection (coordinating with Conservation staff to undertake the most immediate rehousing and repair needs identified) as well as managed an assessment of the rehousing and treatment needs of all oversized materials held by the University Archives as part of the University Archives New Service Model. The actions outlined by the assessment will take place in fall of 2014, including large scale humidification and flattening, mending, and rehousing of oversized archival documents, plans, and photographs.
- 9) Triage. With funding through a Library "innovation grant", undertook an eight month study looking at the value of integrating national print holdings and available digital content into preservation decision making process.
- 10) Conservation.
- *Special Collections Conservation.* FY14 was largely driven by exhibition support for special collections, with ten exhibits in the RBML, Archives, Sousa Archives, Krannert Art Museum, and Spurlock. A great deal of progress was made towards eventual conservation treatment of the SalMar installation at the Sousa Archives and Center for American Music and a conservator has been selected for extensive treatment to begin in FY15. Treatment of 350 moldy Gwendolyn Brooks items for the RBML was conducted prior to cataloging. Archival materials were conserved to digitize for the Alma Mater time capsule. FY14 also saw us continue with young conservator training, teaching two pre-program conservation interns.
  - *Art Conservation.* Preservation and Conservation staff significantly aided in the conservation of sculptural art on campus in several ways:
    - Served as a project team member for the conservation of the Alma Mater statue

- Cleaned the two plaster statues in the Main Library north/south corridor and coordinated minor repair and in-painting with experts from the Spurlock Museum
- Cleaned a damaged bronze tablet
- Participated on a newly formed campus working group looking at future preservation prioritization and action for art on campus

#### 11) 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:

- AIP Archival Grant titled *Preserving the Papers of Joseph T. Tykociner: A Grant Proposal to the American Institute of Physics* (\$9,918, William Maher, PI) Funding declined.
- NSF Chemistry and Materials Research in Cultural Heritage Science Grant titled: *Book and Paper Conservation Aided by Optical Spectroscopic Imaging* (\$295,215 submitted in February of 2012 in collaboration with the Beckman Institute, Dr. Rohit Bhargava PI). Funding finally officially declined.

##### b) Newly Funded Grants:

- NFPE Basic Preservation Grant titled *Joseph T. Tykociner Film Preservation Project* (\$12,386, 12/2013 – 12/2014, Josh Harris PI). Funding will pay for professional film to film transfer and audio analysis and recreation from unique, nitrate based experimental sound on film technology.

##### c) Current Grant Administration (previously funded):

- NEH Sustaining Cultural Heritage Implementation Grant titled: *Implementing an Energy Efficient and Sustainable HVAC System at the University of Illinois, Archives Research Center* (\$300,000, 10/2013 – 9/2016, Jennifer Hain Teper, PI). Although this project is behind schedule due to adjustments to the approach for one space being renovated, the resulting project plan meets all desired outcomes and gives greater flexibility for future renovations to the HVAC system.
- IMLS National Leadership Grant (demonstration grant) titled *Extending Preservation Self-Assessment Option for Libraries, Archives and Museums* (\$213,932, 12/2013 – 11/2015, Jennifer Hain Teper, PI) Activities undertaken in FY14 include:
  - Hire research programmer/developer, Alex Dolski
  - Completed first year's research phase
  - Created working template and scoring infrastructure and intellectual content for assessment modules.

##### d) Other Advancement Activities

The Conservation Unit participated in the following activities:

- Tours and Donor Relations: Five organized tours of the lab, requested by the Office of Advancement were held at the Conservation Lab for development purposes for 13 total attendees (not including Library Advancement staff).
- At the invitation of Advancement staff, led presentation on the preservation and conservation program to the Kiwanis organization.

#### **B. Major challenges faced by the Preservation and Conservation Units during FY2014**

- 1) Although the move of the Preservation Unit has been a great improvement for the staff working space, facilities improvements are still pending for all of the specialized spaces in the Main Library for audio and visual reformatting and treatment, digital forensics, and material cleaning spaces.
- 2) Conservation has also hit limitations to the space offered in the conservation lab and are investigating the feasibility of additional fume extraction systems in the lab to allow for broader

conservation treatment options (modifying existing equipment to accommodate oversized items).

**C. Significant changes to unit operations, personnel, service profile, or service programs;**

- 1) Miriam Centeno, Visiting Collections Care Coordinator, was hired in October of 2013 to lead the collections care program in the Preservation Unit.

**D. Preservation and Conservation contributions to Library-wide programs**

As preservation and conservation are library-wide services, everything that we undertake serves the library as a whole. However, the Preservation and Conservation Program has participated in several Library-wide efforts:

- a) Library Staff Education & Training: The Units offered several training opportunities for library staff:
  - Preservation staff provided training to ILL staff to respond to sporadic instances of wet books that occurred during transport of library materials.
  - Conservation staff provided training on the care and handling of special collections materials to RBML staff.
  - Preservation staff hosted a series of SAA digital archives workshops to further educate those within the library about born digital appraisal, arrangement and description and copyright. A number of colleagues from various regional institutions such as Purdue also attended.
  - Preservation staff organized a one-day BitCurator workshop with BitCurator community lead Porter Olsen on the BitCurator digital forensics software suite.
- b) Campus, Public, and Professional Engagement: Additionally, members of the Preservation and Conservation Program participated and/or helped organize several campus, public, and professional outreach activities during this reporting year including:
  - Campus tours and lectures
    - Led an hour-long CITES Caffeine Break session; discussed digital forensics use and reformatting practices. Q&A with members of the campus IT professionals.
    - Participated in multiple interviews and presentations related to the conservation and reinstallation of the Alma Mater statue.
    - Conservation Lab tour for 24 Mortenson Center Associates
    - Conservation Lab tour for University Librarian Student Advisory Council
  - Public tours/lectures:
    - Lecture on book conservation for the No. 44 Society (40 attendees)
    - Hosted the Preservation Emporium at the Spurlock Museum, offering professional advice on book, paper, photographic, digital, and moving image/sound materials to the general public (over 100 attendees).
    - Presented a scrapbook workshop for Greek Affairs titled "Preserving Memories through Archival Scrapbooks, Born-Digital Records, and the University Archives" (20 attendees).
  - Professional Presentations and Posters:
    - Ten presentations including: Society for American Archivists Conference (Edge), Wayne State University "Converge and Ingest: Building a Toolbox" colloquium (Popp), American Institute for Conservation (Schneider), American Library Association (Teper and Schlaack), Joint Conference on Digital Libraries (Rimkus), Guild of Book Workers (Hébert) and internationally at the South East Asia Pacific Audiovisual Archives Association in Vientiane, Laos (2 presentations, Harris), MEMORY! Film Festival in Phnom Penh, Cambodia (Harris), and the Electronic Literature Organization Conference in Paris (Rimkus)
    - One webinar for CARLI on integrated pest management in libraries (Centeno and Schlaack)

- Workshop on the preservation of scrapbooks held at the Campbell Center for Historic Preservation (Teper)
- Workshop on AV archival preservation (with National Film and Sound Archive of Australia) at National Archives of Cambodia, Phnom Penh (Harris).
- Two poster presentation at the American Institute for Conservation (Teper) and the American Alliance of Museums (Edge)
- Presented in two panel discussions (CNI, Washington DC Nov.2013 and DPN Membership Meeting, St.Louis April 2014) as coordinator of DPN AV Interest Group (Harris)
- Other
  - Hosted two community volunteers in the lab through a partnership with the RSVP Program (Retired and Senior Volunteer Program) and an additional three volunteers from GSLIS and the community for a total of 151 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.
- c) Assistance with other Library Initiatives (outside those mentioned above)
  - University Archives Acetate Negative Reformatting: Led outsourced reformatting of highly deteriorated cellulose diacetate film negatives.
  - Google: As noted above, preservation and conservation served as major partner in new Google Books digitization workflow, including serving on advisory committee, undertaking considerable additional conservation treatments, and managing workflows for materials not digitizable through Google to the Internet Archive, Brittle Books and established expectations for digital output from two additional vendors (HF Group and Trigonix) to begin scanning in FY15.
  - Digital Content Creation: In addition to interim leadership mentioned above, Conservation also worked closely with DCC and RBML to establish better handling guidelines.
  - HathiTrust: worked closely with RBML to come to agreement and transfer many DCC-scanned files of RBML content into the HathiTrust.

E. review progress made on Unit Annual Goals for FY14 (as enumerated in the FY13 Unit Annual Report);

Area	Goal	Status
<u>Administration</u>	Complete Five Year Plan for program, share with Library Administration, and post to website	Completed
	Continue to integrate preservation program more closely with existing digitization and institutional repository efforts	Significant progress
	Complete investigation of availability of surrogates and multiple holdings and how those may influence preservation and conservation decision making	Completed
	Complete transition of treatment database to custom SQL with web interface	Ongoing – slow progress, but continual
	Move the Preservation Unit to the fourth floor of the Main Library and establish plan for execution of a media reformatting lab.	Completed
<u>Book Repair</u>	Procure treatment examples for tours	Not started
	Increase productivity of hourly workers through more clear output expectations and closer supervisory input on repair quantities/types	completed
<u>Oak Street Stabilization</u>	Investigate further transfer of Oak Street stabilization efforts to OSLF staff (possible transfer of UG funds)	Not completed due to overwhelming effects of Google

		workflow
<u>Conservation</u>	Institute training on care & handling for GA's and staff in units holding SC materials	Partially completed
	Plan for biennial conservation conference/workshop to be held in 2014	underway
<u>Preservation Reformatting</u>	Provide input and guidance to integration of BB content into Medusa repository	completed
	Investigate role of brittle books in future participation with shared print repositories	Not started
	Identify other caches of brittle materials, focusing on "Collections of Distinction"	Not started (due to Google influence)
	Document workflow and procedures for newspaper reformatting	Completed
<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)	Partially completed, some new topics offered
<u>Media Preservation</u>	Publish Media Census white paper.	Nearly completed
	Continue transcription disk project	underway
	Establish better digital media storage framework and working file management	underway
	Formalize services and workflows for preservation of analog media collections	underway (pending new lab space)
	Continue research and design for future media preservation studio and lab spaces	underway
<u>Digital Preservation</u>	Integrate Medusa digital preservation repository into digital content management workflows library-wide	ongoing
	Attain Trusted Digital Repository Status for Medusa	No longer a goal
	Formalize services and establish new lab spaces for the preservation of time-based media and born-digital materials	underway
	Establish workflows for the preservation of born digital materials to enable digital preservation as well as archival arrangement and description.	ongoing
<u>Collections Care</u>	Work with the office of Library Facilities to increase integrated pest management approaches	completed
	Increase awareness of loanable equipment for collections care	underway
	Work with administration and grant staff to consider new selection of treatment selection protocols based off preservation metrics	completed
<u>PSAP/IMLS project</u>	Hire programmer and migrate AvSAP component to new programming platform	completed
	Complete research and general approach to photographic assessment module	completed
<u>Other</u>	Finalize BEAPs for Main Library, Undergrad, Grainger, Funk-ACES, OSLF, and the Horticultural Field Lab.	completed

## F. Unit Annual Goals for FY15.

<b>Area</b>	<b>Goal</b>
<u>Administration</u>	Complete proposal for future of programmatic digitization in the Library
	Complete transition of treatment database to custom SQL with web interface
	Complete renovation of specialized spaces in main library for preservation treatments
<u>Book Repair</u>	Procure treatment examples for tours
<u>Oak Street Stabilization</u>	Investigate further transfer of Oak Street stabilization efforts to OSLF staff (possible transfer of UG funds)
<u>Conservation</u>	Institute training on care & handling for GA's and staff in units holding SC materials
	Host biennial conservation conference/workshop
	Make broader impact on preservation of collections by providing preventative conservation on large collections
<u>Preservation Reformatting</u>	Provide input and guidance to integration of BB content into Medusa repository
	Investigate role of brittle books in future participation with shared print repositories
	Support the Google Book Search digitization project by undertaking digitization of severely brittle materials
	Document workflow and procedures for newspaper reformatting
<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)
	Participate in an outreach effort in collaboration with the Urbana Free Library during the celebration of Preservation Week, April 6 to May 2, 2015
<u>Media Preservation</u>	Publish Media Census white paper and begin to investigate action on Census recommendations.
	Continue transcription disk project
	Continue to establish better digital media storage framework and working file management
	Formalize services and workflows for preservation of analog media collections
	Installation, testing, and implementation of media preservation student and lab spaces
<u>Digital Preservation</u>	Integrate Medusa digital preservation repository into digital content management workflows library-wide, to include research management service.
	Complete new lab spaces for the preservation of time-based media and born-digital materials
	Establish workflows for the preservation of born digital materials to enable digital preservation as well as archival arrangement and description.
	Explore feasibility of a sustainable statewide digital preservation service, possibly with startup support from the IMLS
<u>Collections Care</u>	Increase awareness of loanable equipment for collections care
<u>PSAP/IMLS project</u>	Complete final year of grant including testing, launch and promotion

## B. Graduate Assistants

- 1) Number of GAs employed in FY14:
  - a) 2 FTE
  - b) 4 positions
- 2) Funding Sources:
  - a) .5 FTE (12 mo appointment) funded from Mellon Endowment

- b) 1.5 FTE (9 mo appointments) funded from state operating funds
  - 3) Major Responsibilities (see *Appendix One: Job Descriptions*)
  - 4) Overview of Significant Contributions/Projects, outside of regular duties
    - a) Digital Preservation Graduate Assistant
      - Digital Preservation GA Sarah Yarrito created training materials and offered several Medusa workshops to Medusa users in the University Archives and Sousa Archive and Center for American Music
    - b) Media Preservation Graduate Assistant
      - Contributed significant research in audiovisual and laboratory equipment needed for design of audio, and video preservation studios and media conservation labs. Additionally, worked closely with Medusa Digital Repository team and University Archives team in order to prepare and stage digitized assets for ingest into the Medusa content repository.
    - c) Preservation Reformatting Graduate Assistant
      - With announcement of pending retirement of Preservation Reformatting Coordinator, Annette Morris, worked to complete documentation of preservation reformatting processes.
    - d) Special Collections Conservation Graduate Assistant
      - Sousa: A. Doyle Moore Papers & Music, William Brooks Papers, and Brown Collection
      - Finished conservation of last of the backlogged items prior to 2012
      - Treated 48 International Areas Studies Caribbean posters to go into RBML
      - Treated 12 maps, many taking over 40+ work hours
      - H G Slottow Plasma Panel rehousing
      - Conserved 52 photostat reproductions of maps
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## II. Statistical Profile

### A. Facilities

- a. Total User Seating (NA)

### B. Personnel

- i. Faculty
  - 1. Jennifer Hain Teper (100%) (Full reporting year, state and endowment funded)
  - 2. Kyle Rimkus (100%) (Full reporting year, state funded)
- ii. Academic Professionals
  - 1. Joshua Harris (100%) (Full reporting year, state funded)
  - 2. Annette Morris (100%) (Full reporting year, state funded)
  - 3. Tracy Popp (100%) (Full reporting year, state funded)
  - 4. Cher Schneider (100%) (Full reporting year, endowment funded)
  - 5. Henry Hébert (100%) (Full reporting year, endowment funded)
  - 6. Miriam Centeno (100%) (October 2013 – present, gift funded)
  - 7. Ryan Edge (100%, visiting) (Full reporting year, grant funded)
- iii. Civil Service Staff
  - 1. Erich Burkhardt (Library Assistant) (100%) (Full reporting year, state funded)
  - 2. C. Jane Gammon (LOA, Conservator Specialization) (100%) (Full reporting year, state funded)
  - 3. Jody Waitzman (LOA) (100%) (Full reporting year, endowment funded)
- iv. Graduate Assistants
  - 1. Andrew Crook (50%) (August 16, 2013-May 15, 2014, state funded)
  - 2. William Schlaack (50%) (August 16, 2013-May 15, 2014, state funded)
  - 3. Sarah Yarrito (50%) (August 16, 2013-May 15, 2014, state funded)
  - 4. Jessica Bogue (50%) (July 1, 2013-June 30, 2014, endowment funded)

- v. Hourly wages \$83,747 (6,897 hours = 3.45 FTE)
  - 1. Preservation Administered funds:
    - a. State Account: \$51,006 (4,647 hours = 2.3 FTE)
    - b. Laible gift: \$2,437 (285 hours = 0.15 FTE)
    - c. Friends gift: \$15,703 (972 hours = 0.49 FTE)
    - d. Velde Endowment: \$876 (45 hours = 0.02 FTE)
  - 2. Non Preservation Administered Funds:
    - a. Google: \$5,656 (404 hours = 0.20 FTE)
    - b. Geology Map Conservation (Discretionary Funding): \$453 (55 hours = 0.02 FTE)
    - c. Innovation Grant: \$2,939 (151 hours = 0.08 FTE)
    - d. Seed Funding Grant: \$1,709 (88 hours = 0.04 FTE)
    - e. Digitization of Dissertations and Theses: \$1,087 (109 hours = 0.05 FTE)
    - f. Archives NSM Assessment: \$1,298 (83 hours = 0.04 FTE)
    - g. Environmental Monitoring Updates: \$583 (58 hours = 0.03 FTE)
- vi. Volunteers
  - 1. 5 volunteers (some seasonal, some regular)
  - 2. total donated hours for FY14 = 151 (approximately 3 hrs/wk)

### C. User Services

- 1) Independent Studies/Practica
  - a) Teper, Jennifer Hain (LIS 592: Practicum), Faculty Advisor, 1 students, Spring 2014
- 2) Credit Courses
  - a) 2 full semester GSLIS courses:
    - a. Teper, Jennifer Hain and Andrew Huot (LIS590GN *Conservation of General Collections*) Spring 2014, 16 students
    - b. Teper, Jennifer Hain (LIS582LE *Preserving Information Resources*) Fall 2013, 26 students
  - b) Guest Lectures
    - Conservation Lab tour for LIS590HB (History of the Book), Professor Mak
    - Four lectures for LIS 501 (Information Organization and Access), Professors Smith and LaBarre
    - Two lectures for LIS 590EX (Library and Museum Exhibitions), Professor Hotchkiss
    - Led full semester LIS 582 (Preservation of Information Resources), with preservation and conservation staff serving as additional guest speakers for 3 sessions.
    - Led full semester LIS 590GN (Conservation of General Collections) co-taught with Professor Andrew Huot.
    - One lecture for LIS582le, *Preserving Information Resources*, Professor Huot
    - One lecture for LIS530 (Music Librarianship and Bibliography), Professor Dougan
- 3) Alternative Spring Break
  - a) Worked with two alternative spring break students from the GSLIS program for the full week of spring break (one rotating through many areas, and one focusing on media preservation)

### D. Other Statistics

- 1) Conservation and Book Repair: We have continued to serve the University Library System by offering simple through complex book and enclosure treatments for special, circulating and reference collections. Over the past year, the unit has undertaken the following:
  - a) *Pamphlet Binding*: bound 3,891 items into customized pamphlet binders (FY13 2,595)
  - b) *General Collections Conservation*: overall, general collections conservation repaired 2,879 items consisting of 2,465 books, 405 pieces of flat paper, and 9 teaching kits. Repairs predominantly took under 2 hours, but 12% took 2-4 hours, 1% took 4-8 hours and just under 1% took 8-16 hours to repair. (FY13 3,482 total)
  - c) *Special Collections Conservation*: 1,089 items repaired and 162 items prepared for exhibits (FY13 346 items repaired, 188 exhibit support) consisting of 78 pamphlets, 144 books, 761 pieces of

flat paper, 104 photographs, and 2 objects. Treatment times were predominantly under 2 hours, but 7% took between 2-4 hours, 4% took 4-8 hours, 1% took 8-16 hours, 3% took 16-40 hours and just under 1% took over 40 hours to complete.

- d) *Oak Street Stabilization*: There was a dramatic decrease in incoming workflow for Oak Street Stabilization with the final completion of the newspaper backlog. In FY14 991 items were stabilized, 400 received enclosures and 59 items were repaired for a total of 1,450 items. (FY13 4,191)
  - e) *Enclosures*: 389 custom enclosures were created in FY14 (FY13 562)
  - f) *Cleaning/Disaster Recovery*: 1,057 items were cleaned or dried (or both) (FY13 131 items)
- 2) Preservation Reformatting:
- a) *Brittle Books to Digital*: 325 items were reformatted to digital format and 14 items were reproduced as preservation quality physical facsimiles (FY13 646 books reformatted to digital)
  - b) *Microfilm*: produced 23 reels of preservation quality microfilm for embrittled newspaper content and repaired an additional 5 rolls of microfilm (FY13 repaired 20 reels of film)
  - c) *Replacement Pages*: Produced 223 replacement pages for missing content to local volumes (FY13 87 pages)
- 3) Commercial Binding Preparations
- a) *Monographs*: bound 5,341 monographic titles (FY13 5,186)
  - b) *Serials*: bound 7,413 serial volumes (FY13 9,546)
  - c) *Custom Protective Enclosures*: measured and ordered 1,110 (FY13 1,542)
- 4) Digital Preservation:  
 Transferred over 1,000 discreet media items (predominantly 5 ¼ inch floppy disks). (FY13, 149 discreet media items reformatted representing about 4TB of content, representing over 150,000 files.)  
 Ingested over 17TB and 4,000,000 master files into Medusa longterm storage.
- 5) Audiovisual Media Preservation:
- a) Over FY14, the Preservation Unit has overseen both in-house and outsourced time-based media reformatting. The program transferred audiovisual assets from 620 analog sources, including audio transcription disks, various video tape formats, motion picture films, grooved audio disks and various audio tape formats, including the migration of an additional 518 lacquer transcription disks from the ongoing WILL Broadcast Transcription Disk Project. (FY13 transferred 1,060 discreet items)

### III Appendices (optional)

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#### Appendix One: Graduate Student Job Descriptions

##### Pre-Professional Graduate Assistant in Media Preservation

###### **Primary Position Function/Summary:**

Under the direction of the Media Preservation Coordinator, this position assists in the day to day operations of the media preservation program in support of the Library's analog and digital sound, still image and moving image collections.

Major duties will include:

- Tracking of incoming materials for preservation
- Collaboration and support of media preservation related projects
- Assisting with preparations for outsourced and in-house media reformatting

Other duties may include, but are not limited to:

- Hands-on conservation of media collection assets
- Digital transfer and reformatting of analog media assets
- 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.
- Assisting with preparations for exhibits
- Assisting researchers in the access of specialized media
- Leading or assisting with training workshops

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##### Pre-Professional Graduate Assistant in Special Collections Conservation

###### **Primary Position Function/Summary:**

Under the direction of the Sr. Special Collections Conservator, this position assists in the day to day operations of the conservation unit in support of the Library's special collections.

Major duties will include:

- Head lab management including: laboratory maintenance, weekly lab preparations, monthly statistics, and supply inventory and ordering;
- Liaison for Conservation to Special Collections Libraries;
- Preservation of Library Materials: rehousing special collections materials, assisting the moving of at risk collection materials, and conservation assessments and condition surveys for special collections;
- Tracking incoming library materials in conservation database;
- Documentation for the conservation of library materials in written and digital photographic form;
- Hands-on repair and stabilization of book and paper materials: surface cleaning, tear repair, humidifying, flattening, and encapsulation;
- Assisting with preparations for exhibits: making mats and cradles, photographing exhibits, maintaining supplies, and assisting with installation/deinstallation.

Other duties may include, but are not limited to:

- Support of integrated pest management;
- Environmental monitoring;

- Disaster planning and response;
- Leading and/or assisting with training workshops;
- Training interns and undergraduates;
- Leading or participating with Conservation Laboratory tours;
- Project development and grant preparations;
- Assisting with preparations for outsourced conservation treatments.

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#### Pre-Professional Graduate Assistant in Digital Preservation

##### **Primary Position Function/Summary:**

Working under the Preservation Librarian, the Graduate Assistant in Digital Preservation supports the Preservation Unit's growing role in managing the library's digital preservation activities. This GA works with content producers and the Medusa digital preservation repository technical team to plan and manage actions such as file packaging, staging, and ingest into the repository. Duties include:

- Maintaining metadata about locally produced digital collections in the Medusa collection registry (<https://medusa.library.illinois.edu/>)
- Identifying and packaging digital content for ingest into Medusa
- Tracking the status of all files and file packages ingested into Medusa
- Developing file package profiles specific to collection and content types (<https://wiki.cites.uiuc.edu/wiki/display/LibraryDigitalPreservation/OAIS+Packages>)
- Documenting in writing all newly developed workflows or procedures
- Transferring data off of obsolete computer media on an as-needed basis

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#### Pre-Professional Graduate Assistant in Digital Reformatting

**Primary Position Function/Summary:** Working in the Preservation Unit and Digital Content Creation, the Graduate Assistant in Preservation Reformatting supports a growing role in managing the library's digital preservation activities. This GA works with digitization and content management workflows related to the digitization of monographic collections reformatted in-house and by vendors, and takes a key role in file packaging and image quality assurance workflows.