

**Preservation Services**  
**Annual Report FY17 (July 1, 2016 – June 30, 2017)**  
**Prepared by Jennifer Hain Teper, Unit Head**

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1) **Unit Narrative**

The Preservation Services Unit serves the University Library through the provision and coordination of preservation, conservation, and imaging services, including: Bindery Preparations, Pamphlet Binding, Preservation Reformatting, Book Repair and Conservation, Media Preservation, Digital Preservation Management, Born Digital Preservation, Digital Imaging, Disaster Planning and Recovery, and other contracted preservation services (conservation, deacidification, protective enclosures, mold remediation, and reformatting). Other activities include: education and training of all topics related to preservation, participation in facilities management and improvement as related to preservation, and consultation on unit-based preservation activities.

2) **Major activities and accomplishments of the Unit in FY17 (July 1, 2016 to June 30, 2017):**

a) **Advancement & Grants:**

The Preservation Services Unit has continued its involvement in fundraising through both federal and state grant writing and management as well as active partnerships and support of advancement activities with donors and organizations.

i) Grant Applications Submitted

- (1) *Digitizing Cavagna: Italian Imprints from the Sixteenth through the Nineteenth Centuries* CLIR Hidden Collections grant. (RESUBMITTED \$222,465 requested, 1/01/2018-12/28/2019, PI: Kyle Rimkus). Status: accepted to go into final round with strong positive feedback from reviewers
- (2) *Creating a Universal Preservation Assessment Tool for Museums, Libraries and Archives* IMLS National Leadership for Museums grant (\$95,642 requested, 12/1/17-11/30/18, PI: Christa Deacy-Quinn, co-PI Jennifer Hain Teper)
- (3) *Counting Diversity in Preservation* Library RPC grant. (\$4,704 requested, 8/1/2017-5/31/2018, co-PIs Jennifer Hain Teper and Miriam Centeno)

ii) New Grant Applications Funded in FY17

- (1) *Creation of Preservation Book Marks*, Library Marketing Grant (\$500 awarded, PI Miriam Centeno) – 6/15/17

iii) Grant Applications Declined in FY17

- (1) *Counting Diversity in Preservation* ALA diversity grant. (\$2,500 requested, 7/1/2017-6/30/2018, co-PIs Jennifer Hain Teper and Miriam Centeno)
- (2) *Preservation and Access for Rare and Unique Spanish Plays at the University of Illinois* an NEH Humanities Collections and Reference Resources grant (\$247,490 requested, 7/1/2017 – 6/30/2020, PI Mary Laskowski, Co-PIs Jennifer Hain Teper, and Paula Carns)
- (3) *Digitizing Cavagna: Italian Imprints from the Sixteenth through the Nineteenth Centuries* CLIR Hidden Collections grant. (\$222,531 requested, 1/01/2018-12/28/2019, PI: Kyle Rimkus).

iv) Current Grant Oversight

- (1) *NEH National Digital Newspaper Program grant, phase IV* (\$200,000, 9/01/2016-8/31/2018, PI: Kyle Rimkus). Status: funded. Digitization of Illinois newspapers will focus in this phase on foreign-language content, with some film sourced from the Center for Research Libraries
  - (2) *Illinois State Library Newspaper Reformatting Grant*. (\$250,000, 1/1/2015-12/31/2016, PI: Kyle Rimkus). The Illinois State Library awarded UIUC a two-year grant to digitize public domain Illinois newspapers, to enrich its Illinois Digital Newspaper Collections site
  - (3) *AIC Workshop Development Grant* (\$1,000, 5/1/2016-12/31/2016, P.I.: Cher Schneider). In support of the second Conservation Symposium focusing on Iron Gall Ink treatment to be held in December of 2016
  - (4) *Evaluating Preservation Risk in Born Digital Electronic Records* grant. (\$4,934.40, 5/23/2016-5/23/2017, PI: Kyle Rimkus, CoPIs Bethany Anderson, Christopher Prom). The UIUC Library Research and Publication Committee (RPC) is funding this collaboration between Preservation Services and the University Archives to establish file format policy for born digital electronic records
  - (5) *Implementing an Energy Efficient and Sustainable HVAC System at the University of Illinois, Archives Research Center* an NEH Sustaining Cultural Heritage Implementation Grant (\$300,000, 10/2013 – 9/2017, Jennifer Hain Teper, PI). Although this project will require a one year no cost extension 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. This reporting year finalized construction, balancing and testing
  - (6) *Extending Preservation Self-Assessment Option for Libraries, Archives and Museums* an IMLS National Leadership Grant: demonstration grant program. (\$213,932, 12/2013 – 11/2015, no cost extension 11/2016, Jennifer Hain Teper, PI) Approved no cost extension in FY17 with final project end date of 11/2017 due to remaining project balance. Activities undertaken in FY17 included: Completed the addition of assessment modules for glass, ceramics, stone and metals, thus firmly bridging to the next proposed module of the tool in museum objects
  - (7) NFFP Basic Preservation Grant titled *Joseph T. Tykociner Film Preservation Project* (\$12,386, 12/2013 – 12/2015, Josh Harris PI). Grant fully completed and brought to a successful conclusion. Final report submitted to NFFP, October 2016
  - (8) Library Innovation Grant (in progress) titled *Audiovisual Documentation of Joseph Tykociner Sound on Film Preservation Project*. Funding to audio-visually document the preservation, experimentation and restoration related to the Tykociner NFFP grant. FY17 activities include: hiring of hourly employee to log, assemble and begin editing of short-form piece on the Tykociner preservation project. Work to continue in early FY18
- v) Advancement Activities
- (1) Tours: Four organized tours of the conservation lab (Clark Linsey Residents, 1 potential donor, Foundation “newbies”, and Regional Directors of the

Foundation), 1 tour of preservation services, and tour organized by the Office of Advancement were held within the Preservation Services Unit for fund raising and outreach purposes

- (2) Many preservation services staff attended the Foundation Weekend donor reception, displaying and discussion our preservation program with Library Friends (11/11/16)

**b) Audiovisual Preservation.**

**i) Media Preservation Labs:**

- (1) Audio Preservation Lab (425A): Completed testing phases and began full utilization of audio lab for in-house preservation transfers
  - (2) Video Preservation Lab (425B): Completed testing phases and began full utilization of audio lab for in-house preservation transfers
  - (3) "Dirty Room" lab (439): Completed full set-up and began full utilization for multiple projects across the Preservation Services unit
  - (4) Continued the collection and assessment of various analog A/V equipment and worked with trusted vendors on repair, maintenance and restoration of numerous pieces
- ii) Worked in partnership with University Archives on the assessment and transfer of several large A/V collections from across campus (this is a direct outcome of Media Census). Collections include: ACES-ICTS (over 5000 items), Chemistry (~800 items), Center for Advanced Studies (~500 items), DRES. Currently conducting pilot project for Chemistry Department collection
  - iii) Worked in partnership with Sousa Archives on the assessment and transfer on the highly significant collection from The School of Music's Electronic Music Studios (over 1000 items). In addition, worked with Sousa and Professor Scott Wyatt, long-time director of EMS on the transfer of his personal collection
  - iv) Sousa Marching Band Film Project: Continuation of multi-year, donor funded project to preserve and digitize Marching Band film collection
  - v) Coordinated audio and video playback equipment donated from multiple campus sources, including: ACES -ICTS, School of Music, Campus Recreation
  - vi) Completed full assessment and cleanup of multitude of hard drives and disparate files across various workstations. Ingested needed files into Medusa digital repository.
  - vii) WILL transcription disc phase 2: With funding assistance from University Archives, completed major assessment, organization and cleanup of digital files created through the digitization project
  - viii) Student Life and Culture Archives Oral History Project (in progress): Continued the planning and project design, began digitization of audio reels
  - ix) Completed preservation and digitization of the LIS/GSLIS A/V Collection (~450 items)
  - x) Formation of new, general procedural and workflow documentation
  - xi) Development of new educational/training standards and program for graduate assistants
  - xii) Project consulting & planning: Both within and outside of Library. Examples from campus units include: Krannert Art Museum, Spurlock Museum, Alumni Association (new Welcome Center project), Krannert Center, Asian American Studies, English

Department, Champaign County Historical Museum, NCSA Advanced Visualization Laboratory (AVL)

- xiii) Coordinated the discovery, preservation and restoration of motion picture film elements for Big Ten Network's documentary, "Tim Nugent: The Game Changer." Film has been nominated for 2 Mid-American Emmy Awards

c) **Conservation.**

- i) Medium rare workflow completely integrated into standard procedures, including new database interface
- ii) Found funding and completed conservation of Conde de Montemar project (10 Cu Ft): Made accessible an important collection of eighteenth century Peruvian letters and developed a research portal to support further research on the Andean region. This project consists of two interrelated digitization works, one to create and provide digital access to a collection of Spanish-American letters, and the other the development of comprehensive virtual research reference portal to extend the library's International Reference Service to Latin America. Conservation was brought on very late in the game of this project, we had two weeks to pilot a conservation of one box to prepare for digitization. After complete was able to secure grant money from Dean and complete the rest of the conservation of the collection over the summer to prepare for digitization. All items were surface cleaned, humidified and flattened, tear repair, L sleeved and then boxed
- iii) Completed Campus Map Project: Organized and conserved dozens of campus maps in flat and bound formats to be digitized for a grant funded project of campus maps. Again a project that was completed at the start of last school year. Completed by a Grad hourly and a GA
- iv) Conservation of oversized Ireland maps to be digitized: These again was the stabilization and conservation of oversized Ireland Maps to be digitized. About 2 dozen maps in total. Created and implemented online conservation priority setting and intake form
- v) Continuing Medium rare bath treatments of maps: Conservation treats and stabilizes batch treatments of maps (about 50 maps) supported and completed by a graduate hourly hired specifically for this project. It is an ongoing project since the continuing need is there
- vi) Created in implemented centralized photodocumentation support and workflows
- vii) Via Center for Children's Books volunteers in both fall and spring semesters; completed treatment on 79 CCB items (not standardly treated as part of the Library's collection)
- viii) Through our volunteer program overall had 5 individuals complete 197 hours of volunteer work in the lab
- ix) Along with Collections Care, started and have made significant progress in clearing out any collection materials of enduring value from the University Press Building's basement storage areas (piano rolls, University Bands DAT tapes, labor and industrial relations related newspapers and periodicals gift materials from Labor Canada, and the Woodward Adverting collection)
- x) Exhibition support (includes conservation treatments, mount creation, extensive meetings and coordination, and assistance during most installations and de-installations from one or both conservators)

- (1) **Coveting Nature** AUGUST 2017-DECEMBER 2017 *Krannert Art Museum*, Main level, Contemporary Gallery, Champaign, IL
  - (2) **University of Illinois Sesquicentennial Exhibit** SEPTEMBER 2017-DECEMBER 2018 *Spurlock Museum*, Campbell Gallery, Champaign, IL
  - (3) **Centennial Celebration of Gwendolyn Brooks** JUNE 2017-AUGUST 2017 *Poetry Foundation*, Main Gallery, Chicago, IL
  - (4) **Time Machines: the past, the future, and how stories take us there** MAY-SEPTEMBER 2017 *University of Durham*, Palace Green Library, Durham, UK
  - (5) **Land Grant** JANUARY-JULY 2017 *Krannert Art Museum*, Main Level, Contemporary Gallery, Champaign, IL
  - (6) **Medieval Irish Masterpieces in Modern Reproduction** SEPTEMBER 2016-APRIL 2017 *Spurlock Museum*, Campbell Gallery Champaign, IL
  - (7) **Making and Breaking Medieval Manuscripts** NOVEMBER 2016-FEBRUARY 2017 *Krannert Art Museum*, Main level, West Gallery, Champaign, IL
- d) **Collections Care & Library Binding.**
- i) Coordinated with Conservation to do two Care & Handling Sessions for RBML, IHLC & HPNL
  - ii) Completed bid process and review with University Purchasing and State Procurement resulting in new 10 year (if all renewals are awarded) contract with HF Group.
  - iii) Along with Library Facilities, led pilot trial of environmental shutbacks on HVAC system in vault two of the Oak Street Library Facility
  - iv) Along with Conservation, started and have made significant progress in clearing out any collection materials of enduring value from the University Press Building's basement storage areas (piano rolls – including vacuuming and rehousing, University Bands DAT tapes, labor and industrial relations related newspapers and periodicals gift materials from Labor Canada, and the Woodward Advertising collection)
- e) **Digital Preservation.**
- i) Repository work
    - (1) Led migration of collections from ContentDM to locally built Digital Collections platform at <https://digital.library.illinois.edu/>
    - (2) Led creation of electronic records viewer for archival collections in the new Digital Collections platform
    - (3) Led the integration of IDEALS institutional repository with Medusa digital preservation repository, so that all newly submitted IDEALS content is automatically deposited into Medusa
    - (4) Developed and led Medusa searching training sessions for Rare Book and Manuscript Library, University Archives, Conservation, and Sousa
    - (5) Oversaw the successful introduction of two new professional staff members (Henry Borchers and William Schlaack) into Preservation Services unit.
    - (6) Digital Preservation Coordinator assumed managing Medusa daily operations duties
    - (7) Medusa presently houses 102 TB (43,000,000 files) of content.
  - ii) Born Digital Preservation

- (1) Working in partnership with the University Archives, completed a technical assessment and implemented migration strategies for the International Registry of Reproductive Pathology Database, part of pioneering work done by Dr. Kenneth McEntee to comprehensively document thousands of disease cases studies. The extensive curation serves to increase access to and usability of the data
  - (2) Born-Digital Content Recovery in support of:
    - (a) Two Illinois History and Lincoln Collections collections
    - (b) Three International and Area Studies Library collections
    - (c) One Scholarly Commons dataset
    - (d) Two Sousa Archives collections
    - (e) Nineteen University Archives collections
  - (3) Assumed leadership of the developing “Research Rescue” initiative, which is intended to improve communication and workflow for acquiring digital content of enduring value, and develop procedures and workflows for intensive curation of select datasets
  - (4) Applied for and received support for one Resident Librarian position to assist with file format policy development, and more intensive digital curation activities with the goal of improving digital content access and usability
  - (5) Working in partnership with University Archives and Library IT developed procedures for handling virus or malware – infected content
- f) **Digitization.**
- i) Advertised and hired full time civil service support position (first full time, permanent studio employee)
  - ii) Changed name from Digital Content Creation (DCC) to Digitization Services (DS) to better represent services offered
  - iii) Piloted in-house digitization of extremely brittle and rare materials from the general collections
  - iv) Digitization in support of five RBML exhibitions
  - v) Continued support for access to materials in conjunction with library providers, including special collections IHLC, Library Archives and RBML, for Digitization of patron requests. Began work on the Nitrate Negatives digital surrogate project with Library Archives using a high resolution system, including acquiring a high quality negative cradle and light table, consistent output testing and workflow training, to ensure preservation of this unstable format. Continued work on long term projects with RBML, including Conde de Montemar and Cavagna Collection
- g) **Digital Reformatting.**
- i) Hired William Schlaack as the digital reformatting coordinator. Position began on August 16, 2016. Prior to this the position was partially filled by a 50% FTE graduate assistant. As a result most of FY16/17 was spent getting the program reorganized, restarting previously neglected projects, and building documentation and workflow for procedures
  - ii) Oversaw the move of the Internet Archive scanning center from the Oak Street Library Facility to the 4<sup>th</sup> floor of the Main Library, thus better coordinating the Library’s digitization efforts, also prepared for move of the National Digital

Newspaper Project Staff from HPNL to an adjacent space on the 4<sup>th</sup> floor (actual move not completed until FY18)

iii) Piloted efforts utilizing the Internet Archive to fast-track high-quality digitization of texts requested through DRES for disabled student access

3) **Major challenges faced by the unit during that period (July 2016 - June 2017):**

a) To be honest, we've been pretty lucky this year and have no really significant challenges – fingers crossed that next year is the same!

4) **Significant changes to unit operations, personnel, service profile, or service programs (July 2016 - June 2017):**

a) New staff in the unit: Digital Reformatting Coordinator (William Schlaack, started August 2016), Digital Imaging Specialist I (Rachel Johns, started March 2017)

b) Retirements: C. Jane Gammon retired from the unit in the fall of 2016 after a medical leave

New Program Name: Digital Content Creation changed its program name to Digitization Services to better encompass its services

5) **Contributions to Library-Wide Programs:**

a) BTAA-SPR – preservation has continued to serve on the group managing the selection and preparations of Illinois contributions to the repository project

b) HathiTrust Shared Print Retention – preservation has served on the review and first stages of the establishment of the HathiTrust Monographic Shared Print Retention project, including review of basic guidelines for selection of titles for possible retention commitments

c) Google – preservation continued to serve on the Google project committee and oversee both repair of materials feeding into the Google digitization project (see “other statistics” section) as well as managing the “waterfall” of materials rejected through the Google project into potential digitization pathways with the Internet Archive and Brittle Books program

6) **review progress made on Unit Annual Goals for FY16 (as enumerated in the FY15 Unit Annual Report):**

Area	Goal	Status
<u>Administration</u>	Complete full integration of DCC into Preservation Services Administrative structure (mostly electronic files and forms)	Complete with current web migration
	Organize preservation services open house	Completed
	Increase advancement opportunities for preservation services <i>outside</i> of conservation lab	Progress made, several advancement tours and activities in FY17
	Continue and ideally complete movement of documentation and internal procedures guidelines and move existing (scattered) materials to follow new guidelines	Pending web migration

	Move all disaster response web content to independent webpage	Pending web migration
	Assist with planning for preservation related concerns for Share Print Retention participation	In progress
	Implement testing of strategic system shut backs of HVAC in vault 2 of Oak Street	In progress
	Analyze value of Google waterfall through IA as well as tools to otherwise strategize for general collections digitization.	Discussions started, pending OCLC GreenGlass implantation or not
<b><u>Conservation</u></b>	Fully integrate medium rare repair workflow with skilled book repair staff	Completed
	Hold 2 <sup>nd</sup> conservation colloquium	Completed
	Re-consider staffing in support of General Collections, Special Collections, and Collections Care support needs	Completed
	Look for opportunities for professional development for conservation staff to continue to develop skill sets and broaden abilities in lab	Ongoing, several opportunities undertaken in FY17
	Delegate more responsibility for non-bench operations to skilled hourly staff	Significant improvement
	Complete edits to procedures annual and upload to wiki. Hire and supervise student to help manage edits and move to wiki format	Completed
<b><u>Digitization</u></b>	Continue to improve turnaround time and throughput to meet deadlines	In progress – Work continues with units to schedule and projects realistic deadlines.
	Hire civil service position	Completed
	Propose renaming Digital Content Creation to Digital Library Services.	Renamed: Digitization Services
	Complete Libguide on digital project development providing better documentation for content providers and prospective stakeholders about steps in creating a successful digital project (with support from new GA and other units involved in digital projects)	In Migration to Wordpress platform
	Create a guide for digitizing special collections. DCC proposes working with Conservation for portions of this guide. Will address best practices for handling content safely with the equipment we use and strategies for creating the best digital surrogates for different types of material	Complete in conjunction with staff training
	Address staging and physical queue of materials sent to DCC for digitalization through purchase of flat files or other storage	COMPLETE In lieu of purchasing expensive, large flat files, DS opted to move

	furniture. The staging area for oversized material is inadequate. Will seek out funding through <i>Friendscript</i> and other sources to purchase furniture to provide a safe queue for content delivered and waiting for digitization	processing workstations from the digitization lab to office 413 space. The lab obtained a large work table to safety store and stage materials.
	Work with Preservation Services on the web presence of all units upon launch of new CMS. Consider how DCC is integrated into the unit's web presence so there is visual and organizational congruence	Underway
	Fully merge DCC and Preservation unit server files, including personnel and budget information	Completed
<b><u>Preservation Reformatting</u></b>	Develop clear(er) guidelines in collaboration with HPNL for newspaper reformatting and prioritization/identification	Completed
	Simplify the process for proposing, vetting, planning, implementing, and maintaining projects across all of Preservation Services' reformatting activities	In progress
	Organize and streamline internal workflow documentation	In progress
	Identify and hire support staff to ensure better turnaround for various reformatting workflows	Completed
<b><u>Education and Training</u></b>	Continue in-house outreach efforts in FY17 including "care and handling", "and possible new workshops on mold and print and photographic format identification and care	Completed
	Continue to develop public outreach efforts, including possible public event for Preservation Week, and investigate new potential venues	Ongoing, but much progress in FY17
<b><u>Media Preservation</u></b>	Establish a budget strategy for sustaining the media preservation program. Looking beyond its initial "startup" phase, what are its ongoing costs for hardware, supplies, software, and staff? How will we sustain this as a service when we cannot expect new money to come to us from the state in the near term?	In progress
	Client focused workflow: Enhance policies and procedures to accurately reflect new changes in services in conjunction with in-house lab capabilities. Disseminate throughout Library and meet with key stake-holders	In progress
	Internal unit focus workflow: Begin creation of structured workflow documentation to assist in day-to-day activities and decision making. This may be in conjunction with, or associated to, the development of new tracking database	Ongoing, but much progress in FY17

	Begin to compile and organize structured internal documentation relating to preservation and conservation techniques. This will include "how-to" guides, reference manuals and equipment, hardware and software training guides. This may also include the compilation of an organized, in-house library of literature, manuals and associated articles	In progress
	In association with the CME, develop a strategy and potential service model for providing media preservation services to the UIUC campus community	On hold
	Develop a plan, strategy and model for enhanced tracking database for media preservation services workflow	On hold
<b><u>Digital Preservation</u></b>	Migrate all image collections in CONTENTdm, the Archon digital library, and other locations to the new Digital Library ( <a href="https://digital.library.illinois.edu/">https://digital.library.illinois.edu/</a> )	Complete
	Fully implement rightsstatements.org access categories on all collections and items in the Digital Library to establish consistent rights management categories	Technical work complete; rights review work still underway
	Implement rich audiovisual preservation and access capabilities in Medusa and the Digital Library	Partially complete
	Integrate Medusa preservation services into the library's nascent publishing efforts	On hold
	Enhance Medusa-IDEALS integration for ongoing syncing of new content from IDEALS to Medusa	Complete
	Fully implement comprehensive evidence-based file format policy for Medusa and related services (IDEALS, Illinois Data Bank, Digital Library, publishing, electronic records)	Underway
	Re-explore possibility of expanding Medusa services to other institutions	Underway
<b><u>Collections Care</u></b>	Disaster Planning Training in FY 2017 - Coordinate a table top training drill to the Library's Disaster Training team, gathering all of the stakeholders and updating information on the Disaster wiki	Complete
	Archives Move & Rehousing Projects <ul style="list-style-type: none"> <li>• Continue rehousing of oversize materials</li> <li>• Assist in the planning &amp; implementation of the storage space review to be undertaken by the University Archives</li> </ul>	On hold

	Review of Collections Care Workflow documentation - Given recent staffing changes- there's a need to review the current workflows	Completed
	Environmental Monitoring procedures <ul style="list-style-type: none"> <li>• Monitor Program edits to evaluate for efficiencies/problems</li> <li>• Continue Library Staff Preservation Training</li> <li>• Submit IPM data to the Illinois Data Bank and investigate usefulness of data to department and outside researchers</li> </ul>	Significant progress, working further on regularizing submission of IPM Data Bank
	Feasibility study on the centralization of marking procedures in the Library. Begin discussions with stakeholders on the potential cost & time saving opportunities of centralizing labeling of barcodes & call numbers on General Collections or Special Collections Library materials	On hold
	Coordinated with Conservation to do 2 Care & Handling Sessions for RBML, IHLC & HPNL	Completed
	University Press Mold Remediation Project	Help to coordinate & participate in recovery efforts
	Preservation Bookmarks – Grant Marketing Award- design and submission of bookmarks requested by CAS to help instruct patrons on proper care & handling of borrowed books	Awarded, redesign in progress
	Assisted in the submission to ALA Diversity Research Grant	Not Awarded
	Assisted in the submission to of University Library's RPC grant	Resubmission in progress
<b><u>PSAP/IMLS Project</u></b>	Finish no cost extension focusing on metal, glass, ceramic and stone objects. Launch program	Completed
	File final report and financials to IMLS	Completed
	Consider application and PI possibilities for next module of PSAP development (possibly ethnographic and natural history materials focus)	Completed

7) **Unit Annual Goals for FY18.**

<b>Area</b>	<b>Goal</b>
<b><u>Administration</u></b>	Complete site visits planned for FY18 (2 years for all libraries)
	Completed website migration and review/update of content
	Complete research on diversity in pres/cons and submit NEH E&T grant
	Complete pay disparity review for all hourly positions in Preservation Services and prepare more equitable pay scale for diverse and often demanding hourly positions

	Clean up any errantly marked items in tracking database showing as “open” but actually completed treatments
	Complete RFP draft for conservation treatment of Hemispheres murals
	Lead new procedures/workflow/documentation storage protocol relative to use of new staff website, box, google drive, wiki, and server options and move documents appropriately
	Implement project management software internally between Preservation Services stakeholders and with outward facing communication to curators and bibliographers
<b><i>Conservation</i></b>	Create new set of risers and cradles for RBMLs new exhibit space
	Continue work on Council of Administration record series. Hire & train a new Special collections hourly, who will be working specifically on this project. Looking to complete 2-4 volumes per academic year
	Move oversized items from IHLC, university Archives and Maps to OSLF HD storage in Rolled storage. Identify any other collections that may need moving.
	Continue working on documentation for Photodocumentation and special collections manual. Finalize policies for exhibits and loans of special collection materials
	Continue unframing and stabilizing items in IHLC
	Finalize topic for 3rd biennial conference for fall 2018
	Conservation and possible digitization of architectural drawing and Blair-Stiffler family collections in IHLC. Possible outsourcing project
	Gather another few sets of groupings from Map Library to send to Graphics Conservation
	Update wiki and website to house for policies, procedures and forms for curators
	Update SC database, and conservation queue including identifying regular maintenance
	Complete rehousing and training for RBML WWI French photographs.
	Start rehousing project of 3D artifacts in Student Life and Culture Archives but identify and rid of possible pest infestation of wooden object(s) first
	Continue to utilize volunteers to perform conservation treatment on Center for Children’s Books (CCB)
	Hire a practicum student to work with Conservation and the CCB to develop and perform a preservation assessment of the CCB collection and recommend future preservation actions based on the assessment results
<b><i>Digitization Services</i></b>	Work to implement project management software to track various shipments (microfilm orders, brittle book orders, etc.) and in turn better inform future project planning and organization
	Design and implement policy for the Internet Archive and Brittle Books (i.e. vendor) workflow cross-over to ensure economical use of resources and increase turn-around time for items needing to be digitized
	Update brittle books policy and establish a new web presence
	Complete NDNP submissions and seek a no-cost extension, if possible
	Explore and develop digital preservation policies for NDNP materials
	Devise a better plan for in-copyright brittle books content by exploring the possibility of using the Digital Library to host content behind a UIUC login
	Devise and implement better donor relation policies to encourage donation for newspaper reformatting efforts
	Seek out new grant opportunities for continued newspaper reformatting

	efforts
	Work together with DRES, IA, and HathiTrust on possible means to create and host content for visually impaired patrons
	Restructure student assistant positions and fill vacancies
	Explore the possibility of establishing a working, equitable relationship with Newspapers.com/Ancestry that allows UIUC to utilize digitized content on agreeable terms, i.e. patron access during any “embargo period”
	Work with new HPNL staff to better inform preservation decisions made for microfilm collections, and devise a implementable plan for future preservation efforts
	Work with IT and the Head of Preservation to come up with a replacement plan for studio cameras for RCAM and BC100
	Transfer equipment maintenance and supply tracking to Rachael Johns (Digital Imaging Specialist) to allow for more efficient resolution and regular upkeep in the studio
	Complete projects closer to target deadline using JIRA and soon to be adopted project management planner and calendar which will be transparent to other units and lab staff
	Coordinate workflow solutions with Conservation in a more systematic and documented manner to include guides for digitating specific types of materials, create better tutorial for training staff on digitizing rare and fragile materials, facilitate more communication about tools and unique solutions in the lab
	Streamline HathiTrust workflows and documentation further with Henry Borchers and Will Schlaack so training and processing takes less time by developing quality assurance scripts and streamline interface for prepping content for HathiTrust
	Work closely with Archives to improve our naming conventions and workflows for complex Archive Collections. Complications arise in the lab during digitation stemming from archival arrangement of collections. With better communication and creating thorough documentation Archives will be better equipped to prepare materials for digitation with the lab workflows in mind
<b><u>Reformatting</u></b>	Work to implement project management software to track various shipments (microfilm orders, brittle book orders, etc.) and in turn better inform future project planning and organization
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<b><u>Education and Training</u></b>	Review site visit notes and plan repeat/new workshop content (repeat photo/print ID for sure)
	Review HD disaster plan with response team
<b><u>Media Preservation</u></b>	Establish a budget strategy for sustaining the media preservation program. Looking beyond its initial “startup” phase, what are its ongoing costs for hardware, supplies, software, and staff? How will we sustain this as a service when we cannot expect new money to come to us from the state in the near term?
	Revision of in-house and out-sourced workflows. Standardization of all aspects of the workflows across all vendors and in-house facilities
	Review and revise all rates, both internal and with outside vendors
	Develop a strategy and potential service model for providing media preservation services to the UIUC campus community. Propose cost-recovery model
	Collaborate with stakeholders to develop longer term plans for strategic preservation of media collections
<b><u>Digital Preservation</u></b>	Review and revise born-digital reformatting procedures and workflows which may include: new tool implementation, reassessment of reporting and technical appraisal steps completed by Born-Digital Reformatting Lab staff
	Reviewing project management software use. Implement centralized project tracking communication for both Medusa content management and born-digital reformatting projects
	Review current Medusa procedural documentation. Create or edit documentation as necessary
	Review current born-digital reformatting procedures and workflow documentation. Supplement or edit as necessary
	Continue to work with stakeholders to identify collections of enduring value for further curation intervention with the intent of improving access and usability
<b><u>Collections Care</u></b>	Disaster Training Planning for FY2018 – after success of tabletop in 2017, plan for hands-on or other activity for disaster responders in 2018
	Complete move of collections materials from the University Press basement
	Wrap up Oversized University Archives move and & Oversized IHLC rehousing projects
	Formalize submissions to the IL databank for both environmental monitoring data as well as IPM data
	Review of Collections Care Workflow documentation (Recurring after FY17 completion)

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For units employing Graduate Assistants (GAs), the Unit Narrative should also include the following:

- 1) Number of GAs (FTE and Head Count) employed during FY15:
    1. four 37.5% and one 50% graduate assistants (2.0 FTE, 9 mo appointments)
  - 2) Funding source for the unit's GAs:
    1. four (1.5 FTE) on state funds, one (0.5 FTE) endowed (Andrew W. Mellon Endowment)
  - 3) Major responsibilities assigned to the GAs in the unit, and an overview of the contributions made (or projects completed) by GAs during the fiscal year
    1. See job descriptions attached in Appendices.
    2. Special projects or contributions made by GAs outside of standard job description:
      1. Collections Care – (Jon S-L) – Acted in the role of Monitor for the Library Emergency Disaster Team - Library Collections Emergency Table Top Drill held on January 31, 2017
      2. Digital Preservation - Outreach and education on preparing and transferring files to Medusa storage
    3. Significant projects completed by GAs
      1. Digital Reformatting (Anna, Jeannette for spring) – Anna completed significant work with our newspaper reformatting and digitization workflow through planning, collecting, and revising workflows for microfilm digitization efforts. Anna streamlined and restructured vendor communications and helped to better coordinate workflows for NDNP. In addition, Anna gave a presentation to the iSchool on NDNP and newspaper reformatting efforts
      2. Collections Care – (Jon S-L) press basement- packing of the Labor Journals 7 Woodward Collections
- 

## II. Statistical Profile

### 1. Facilities - Not Applicable

### 2. Personnel

#### a) Faculty

- Jennifer Hain Teper (100%) (Full reporting year, state and endowment funded)
- Kyle Rimkus (100%) (Full reporting year, state funded)

#### b) Academic Professionals

- Joshua Harris (100%) (Full reporting year, state funded)
- Tracy Popp (100%) (Full reporting year, state funded)
- Cher Schneider (100%) (Full reporting year, endowment funded)
- Quinn Ferris (100%) (Full reporting year, endowment funded)
- Miriam Centeno (100%) (Full reporting year, state funded)
- Angela Waarala (100%) (Full reporting year, state funded)
- Henry Borchers (100%) (Full reporting year, state funded)
- William Schlaack (100%) (Full reporting year, state funded)

#### c) Civil Service Staff

- Erich Burkhardt (Library Assistant) (100%) (Full reporting year, state funded)
- Jody Waitzman (LOA) (100%) (Full reporting year, endowment funded)
- Rachel Johns (Digital Imaging Specialist I) (100%) (March 16, 2017, state funded)

**d) Graduate Assistants**

- Alexandra Jones (50%) (August 15, 2016-May 16, 2017, endowment funded)
- Cristina Kuhn (37.5%) (August 15, 2016-May 16, 2017, state funded)
- Jesus Espinoza (37.5%) (August 15, 2016-May 16, 2017, state funded)
- Jon Sweitzer-Lamme (50%) (July 1, 2016-June 30, 2017, state funded)
- Anna Oates (50%) (July 1, 2016 – June 30, 2017, grant funded)
- Stephanie Holding (25%) (January 15, 2017 – May 16, 2017, state funded)
- Jeanette Wallace (25%) (January 15, 2017 – May 16, 2017, state funded)

**e) Hourly Wages**

- Preservation Unit Funds
  1. State Account \$83,519 resulting in 5,667 hours (2.9 FTE) worked (includes summer graduate hourly wages) with support in all areas of unit
  2. Laible gift \$1,725 resulting in 173 hours (0.09 FTE) worked in support of special collections support
  3. Friends gift \$5,061 resulting in 518 hours (0.26 FTE) worked in support of University Archives move, RBML “bits” project, and digitization support
  4. IMLS PSAP grant \$7,405 resulting in 295 hours (0.2 FTE) in support of grant project
- Non-Preservation Unit Funds
  1. Google \$20,359 resulting in 1555 hours (0.8 FTE) in support of outsourced digitization
  2. NEH Challenge Grant Endowment \$9,280 resulting in 728 hours (0.4 FTE) in support of general and medium rare conservation, with an additional \$2,844 resulting in 237 hours in support of the unit’s Spanish Letter Project
  3. Backfill coverage with dean’s discretionary ICR funding \$4,904 for 239 hours (0.12 FTE) total

**3. User Services (used loosely, as we are not a public service unit)**

1. Independent Studies/Practica
  - A. Jody Waitzman - Kezhen Zhang working on medium rare pamphlets
2. Full Semester Credit Courses
  - A. IS 582, Fall 2016
3. Guest Lectures for Credit Courses
  - A. 2 lectures for IS 501, Professors Dubin, Schneider
  - B. 1 lecture for IS 580 Professor Chen
  - C. 5 lectures for IS 582 Professors Teper, Huot
  - D. 1 lecture for IS 590AV Professor Jones
4. Public Engagement (all events open to the public)
  - a) “Gallery Conversations: Making and Breaking Medieval Manuscripts” Guest Lecture at Krannert Art Museum (Ferris)
  - b) Spurlock Book Binding Activity – educational program (Sweitzer-Lamme (GA))
  - c) Iron Gall Ink Colloquium – free conservation colloquium hosted by Conservation Program (Schneider)
5. Educational Programming (Lectures, workshops, etc).
  - A. Tours
    - Tour for Graduate School of Information Science

- i. IS 582
  - ii. IS 590HB
- Mortenson Center
- Lab tours to visiting researchers, donors, and staff:
  - i. Myanmar visitors
  - ii. University of Notre Dame Preservation and Administration
  - iii. University of Michigan
- B. Education/Training (Library events)
  - Intro to Book and Paper Manufacture and Preservation (Teper)
  - Mold in Libraries (Teper)
  - Photographic and Printing Processes Identification and Preservation (Teper, Schneider)
  - Exhibitions 101 (Centeno, Ferris)
  - Library Emergency Disaster Team - Library Collections Emergency Table Top Drill held on January 31, 2017
- C. Exhibitions
  - Designed and installed exhibit in Marshall Gallery (November 2016 – January 2017)
  - Along with Library facilities, led design and installation of new display case for Audubon Prints outside of room 200
  - See “Conservation” in section 2.C.x) for conservation exhibition support
- D. Outside the Library
  - Professional Organizations
    - Posters
      1. American Institute for Conservation (Chicago), Jennifer Hain Teper
    - Presentations
      1. American Institute for Conservation (Chicago), Quinn Ferris
      2. American Library Association, ALCTS (Atlanta), Miriam Centeno
      3. National Library and Archives of Togo Presentation at American Embassy in Togo, Lomé, Togo; Preservation Workshop taught by Kyle Rimkus
      4. IASA Conference (Washington, D.C.), Joshua Harris
      5. SEAPAVAA Conference (Manila, Philippines), Joshua Harris
      6. ALA- ALCTS President Symposium – “Diversity & Inclusion in Preservation” ALA Midwinter Jan 2017 & Preservation Week, Co-presented by Miriam Centeno
    - Workshops
      1. National Library and Archives of Togo Presentation at American Embassy in Togo, Lomé, Togo; Preservation Workshop taught by Kyle Rimkus
      2. “Managing Audiovisual Collections in Libraries” 2-day workshop at the Cinematheque Centre Manila and National Film Archives of the Philippines; Media Preservation Workshop taught by Joshua Harris
      3. “Community Archiving Workshop” in Manila, University of the Philippines School of Library and Information Studies; Workshop assisted by Joshua Harris

4. ALA, Preservation In Action (PIA) - Rebuild Foundation's Stony Island Arts Bank in Chicago, IL, Workshop assisted by Miriam Centeno & Siobhan McKissic
- 

## 6. Other statistics (optional)

- 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 **305** General Collections items into customized pamphlet binders (FY16 1,054)
  - b) *General Collections Conservation and Quick Repairs*: Overall, general collections conservation (inclusive of the Google project, which largely stopped in March of 2016 due to a change in materials being selected for Google) and Collections Care (quick repairs) repaired **875** items consisting of 832 books and 43 pieces of flat paper. Repairs predominantly took under 2 hours, but 12% took 2-4 hours and 2% took 4-16 hours. (FY15 2,961). Of that total, 12 items were part of the Google Project (FY16 1,064), and 54 were simple repairs taken on by Collections Care (FY16 0)
  - c) *Medium Rare Conservation*: As noted above, this is a new workflow that blurs some lines between general and special collections which was begun in the late spring of 2016. Treatments are typically more time consuming and involved the standard general collections, but ideally briefer than typical special collections approaches. In FY17 conservation repaired 212 books and 248 pieces of flat paper in the medium rare workflow, for a total of **460** items
  - d) *Special Collections Conservation*: **378** items repaired and **82** items prepared for exhibits (FY16 188 items repaired and 37 items prepared for exhibits) consisting of 23 pamphlets, 11 books, 233 pieces of flat paper, 110 photographs, and 1 object. Treatment times were predominantly under 2 hours, but 8% took between 2-4 hours, 11% took 4-8 hours, 3% took 8-16 hours, 1% took 16-40 hours and 1% took over 40 hours to complete
  - e) *Oak Street Stabilization*: In FY17 7 items were stabilized, 130 received enclosures and 4 items was repaired for a total of **141** items. (FY16 771 total)
  - f) *Enclosures/Rehousing*: **168** items received custom enclosures, encapsulation, or rehousing in FY17 (FY16 982)
  - g) *Cleaning/Disaster Recovery*: **32** items were cleaned, dried, or both (FY16 1,561)
- 2) Preservation Reformatting:
  - a) *Brittle Books to Digital*: **347** items were reformatted to digital format and **35** items were reproduced as preservation-quality physical facsimiles (FY16 434/1)
  - b) *Microfilm*: produced **105** reels of preservation quality microfilm for embrittled newspaper content and repaired an additional **175** rolls of microfilm (FY16 produced 104 repaired 0)
  - c) *Replacement Pages*: **175** pages for missing content were replaced, all of which were reformatted digitally (Statistics on the number of replacement pages for missing content was not accurately kept for FY16)

- 3) Commercial Binding Preparations
  - a) *Monographs*: bound **3,190** monographic titles (FY16 4,428).
  - b) *Serials*: bound **6,027** serial volumes (FY16 6,560)
  - c) *Other*: bound **9** thesis or “other” formats.(FY16 0)
  - d) *Custom Protective Enclosures*: measured and ordered **1,492** custom boxes (FY16 1,342)
- 4) Digital Preservation:
  - a) “Evaluating Preservation Risk in Born Digital Electronic Records” project funded for **\$4,934**
  - b) Transferred **379** discreet media items (607,856 files, or 5 TB of data). (FY16 175 discreet media items)
  - c) Ingested over **5TB** and **600,000** master files into Medusa long-term storage (FY15 23.5TB and 9,100,00 master files)
- 5) Time-based media reformatting: The program transferred audiovisual assets from **674** analog sources, including various video tape formats (169 items), motion picture films (70 items), and grooved audio disks and various audio tape formats (435 items). (FY15 transferred 681 discreet items)

In addition to reformatting, all media items receive a condition assessment. A large subset of the above transferred items received general preservation or more intensive conservation treatment. In addition, **181** items received conservation/mold remediation treatment

- 6) DCC
  - **Exhibition Reproduction**
    - a. RBML exhibits, 231 items
  - **Digitization Projects**
    - Ongoing Projects
      - Cavagna (505 items)
      - Project Unica (8 items)
      - Digital Rare Books (2 items)
      - Digital Manuscripts (1 items)
      - Illinois Alumni News (2 boxes)
      - Nitrate Negatives Preservation Project (790 items)
      - Cybernetics Thought Collective (471 items)
    - Completed Projects
      - Clarendon Van Norman, Jr. Collection IHLC (370 items)
      - Musical Theses/Diss (Scores and Appendices) (1 volume)
      - Additional Theses/Diss from Geology/Geography (147 foldouts)
      - National Highway Association Maps (3 volumes)
      - Maps of Africa (15 maps)
      - Conde de Montomar (3,375 items)
      - Mapping History (2020 images)
      - BB in house (2 items)
      - LGBT at UIUC (670 items)
  - **HathiTrust Ingest**

- RBML collection materials ingested: 596 volumes

7) Internet Archive

Preservation has oversight for the partnership with the Internet Archive. For FY16, IA digitized **9,527** items consisting of **2,578,291** images (FY16: 3,828 books and 2,249,867 images)

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### **III Appendices (optional)**

Units may append additional material that illustrates the year's accomplishments, such as program flyers or assessment results; cite relevant Web pages, reports, or other documents that provide a richer description of the year's activities.

#### **Graduate Assistant Posted Job Descriptions (2016-2017 school year)**

##### **University of Illinois at Urbana-Champaign Collections Care Graduate Hourly Student Worker**

**Employee Name:**

**UIN:**

**Degree Program:** GSLIS

**University Job Title:** Collections Care Graduate Hourly Student Worker

**Unit Name:** Preservation

**Position Number:**

**Percent of PGA Appointment:** 50%

**Primary Position Function/Summary:**

This graduate hourly position's day-to-day responsibilities include searching for available digital surrogates and OCLC holdings to help inform repair options for general collections materials and logging them into our new tracking database; performing minor repairs on all ranges of general collections materials, ordering commercial custom enclosures; labeling, quality control and checkout of completed unit repairs; leading or assisting with workshops and tours; disaster recovery; primary leadership and supervision of the units' environmental monitoring and integrated pest management programs; collection of departmental repair statistics; and oversight of triage of incoming materials for repair.

**Major Duties and Responsibilities:**

- Triage and workflow distribution of incoming materials
- Quick repairs and rehousing of general collections materials
- Library binding support and ordering of custom protective enclosures
- General preservation administration support as needed
- Integrated pest management and Environmental monitoring

**Organizational Chart:**

- Provost
- Dean of Libraries and University Librarian
- Head of Preservation and Conservation
- Collections Care Coordinator
- Collections Care Graduate Hourly Student Worker

**Position Requirements and Qualifications**

**Education:** Enrolled as a full-time Graduate Student at the University of Illinois at Urbana-Champaign (preference given to students in the Graduate School of Library and Information Science)

**Experience:** Some knowledge of preservation services in libraries from course work or from previous jobs

**Training:** None beyond education and experience

**Knowledge**

**Required:**

- Experience handling fragile library materials
- Knowledge of preservation principles
- Project management experience
- Attention to detail

**Preferred:**

- Knowledge of bookbinding & simple book repair
- Familiarity with library cataloging systems

**Supervisory Control:**

**Supervisor:** Miriam Centeno

	<b>List Job Duties</b>	<b>Estimated % of Employees Time Spent Performing Each Duty</b>	<b>Does this duty contribute to helping the student gain experience, practice or guidance significantly connected to his or her field</b>

			<b>of study and career preparation? Y/N</b>
<b>Duty 1</b>	Collections Care Triage Workflow Assistance: Assist in the triage of treatment workflows, documenting workflows, assist in triage training, other tasks as-needed	<b>35%</b>	<b>Y</b>
<b>Duty 2</b>	Assist in the day to day Preservation support of other Library Units: performing minor repairs on all ranges of general collections materials, ordering commercial custom enclosures; labeling, quality control and checkout of completed unit repairs; leading or assisting with workshops and tours; disaster recovery;	<b>30%</b>	<b>Y</b>
<b>Duty 3</b>	Primary leadership and supervision of the units' environmental monitoring and integrated pest management programs; collection of departmental repair statistics; and oversight of triage of incoming materials for repair	<b>35%</b>	<b>Y</b>
<b>Total should add up to 100%.</b>		<b>100%</b>	

**List all job duties for this PGA appointment: In this format, list as many duties as are appropriate**

1. Training & Supervision of academic hourly workers
2. Triage
3. Environmental monitoring/ Integrated Pest Management (IPM)
4. Boxing

5. Quick repairs
  6. Disaster response
  7. Supplies & Equipment Inventory
  8. Assessment of the physical condition of collections
- 

## **CONSERVATION UNIT**

### **HALF-TIME GRADUATE ASSISTANTSHIP**

#### **POSITION & TITLE**

Graduate Assistant, Conservation Unit

50% Appointment (20 hours/week) available August 16, 2016 – May 15, 2017

#### **ORGANIZATIONAL RELATIONSHIP**

This position reports to the Juanita J. and Robert E. Simpson Senior Conservator

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

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.

For information on the Preservation and Conservation Program, see:  
<http://www.library.illinois.edu/prescons/>

#### **REQUIRED QUALIFICATIONS**

Ability to work a set schedule of 20 hours between the operating hours of 9 am and 5 pm; experience or interest in the field of preservation and/or conservation of library materials; ability to work independently, initiative on projects, and is well-organized; proven ability to perform fine detail handwork; good written and oral communication; computer literacy including Microsoft Office and web-based applications; basic working knowledge of digital photography.

#### **PREFERRED QUALIFICATIONS**

Experience with bookbinding or other related arts and crafts; experience working with artists materials along with tools, matting, and framing; knowledge of printmaking processes and papermaking; general understanding of Chemistry and Lab safety; significant experience with databases including Microsoft Access and Voyager; working knowledge of Photoshop.

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## **PRESERVATION UNIT MEDIA PRESERVATION GRADUATE ASSISTANT**

#### **POSITION & TITLE**

Pre-professional Graduate Assistant, Preservation Unit  
50% Appointment (20 hours/week), available August 16, 2016 – May 15, 2017

#### **ORGANIZATIONAL RELATIONSHIP**

This position reports to the Media Preservation Coordinator

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

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 and management of collection materials through preservation workflow  
Collaboration and support of media preservation related projects  
Assisting with preparations for outsourced and in-house media reformatting

Working collaboratively with Digital Preservation Graduate Assistant for ingest of digital media into in-house digital repository.

Other duties may include, but are not limited to:

Hands-on conservation of media collection assets

Digital transfer and reformatting of analog media assets

Design and implementation of media preservation assessments and condition surveys

Managing relationships with Library and University staff and outside vendors

Project development and grant preparations.

Assisting with preparations for exhibitions utilizing media elements

Assisting researchers in the access of specialized media

Leading or assisting with training workshops

For information on the Media Preservation Program, see:

[http://www.library.illinois.edu/prescons/services/media\\_preservation/media\\_preservation.html](http://www.library.illinois.edu/prescons/services/media_preservation/media_preservation.html)

### **REQUIRED QUALIFICATIONS**

Ability to work a set schedule of 20 hours between the operating hours of 8 am and 5 pm.

Experience or interest in the field of preservation and/or conservation of library materials, specifically media. Basic computing skills. Ability to work independently.

### **PREFERRED QUALIFICATIONS**

Experience with audiovisual media production, post-production or preservation. Experience with digital media, digital preservation frameworks, metadata and collection management best practices.

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**University of Illinois at Urbana-Champaign  
Pre-Professional Graduate Assistant in Digital Preservation  
Duty Analysis**

**Employee Name:**

**UIN:**

**Degree Program:** GSLIS

**University Job Title:** Pre-Professional Graduate Assistant

**Unit Name:** Preservation

**Position Number:**

**Percent of PGA Appointment: 45%**

**Primary Position Function/Summary:** Working in the Preservation Unit, the Graduate Assistant in Digital Preservation supports a 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.

**Organizational Chart:**

- Provost
  - Dean of Libraries and University Librarian
    - Head of Preservation and Conservation
      - Preservation Librarian
        - Digital Preservation Coordinator
          - Graduate Assistant in Digital Preservation

**Position Requirements and Qualifications**

**Education:** Enrolled as a full-time Graduate Student at the University of Illinois at Urbana-Champaign (preference given to students in the Graduate School of Library and Information Science)

**Experience:** Some knowledge of preservation services in libraries from course work or from previous jobs

**Training:** None beyond education and experience

**Knowledge**

**Required:**

- Ability to work a set schedule of 18 hours between the operating hours of 8 am and 5 pm.
- Knowledge of digital preservation management concepts
- Attention to detail and strong organizational skill
- Ability to work independently and collaboratively
- Strong written and verbal ability

**Preferred:**

- Experience using a programming language such as Ruby, Python, XSLT, or other for manipulating batches of files
- Knowledge of digital preservation best practices in libraries
- Comfort working with computer hardware and software
- Ability to identify and troubleshoot technology issues

To support the Preservation Unit’s growing responsibilities for managing digital preservation services, the Graduate Assistant will gain valuable hands-on experience in a field of crucial importance to the future of library and information science. The practical skills acquired in this position are in high demand on the LIS job market. Specific duties include:

	<b>List Job Duties</b>	<b>Estimated % of Employees Time</b>	<b>Does this duty contribute to helping the student gain</b>
--	------------------------	--------------------------------------	--------------------------------------------------------------

		<b>Spent Performing Each Duty</b>	<b>experience, practice or guidance significantly connected to his or her field of study and career preparation? Y/N</b>
<b>Duty 1</b>	<i>Medusa management:</i> Maintain metadata about locally produced digital collections in the Medusa collection registry, identify and organize digital content for ingest into Medusa, track the status of all files and file packages ingested into Medusa, attend Medusa development meetings	<b>40%</b>	<b>Y</b>
<b>Duty 2</b>	<i>Media Migration:</i> Transfer data from obsolete computer media on an as-needed basis	<b>40%</b>	<b>Y</b>
<b>Duty 3</b>	<i>Project Management:</i> Document Medusa content ingests and media migration projects using project management software and other tracking methods	<b>10%</b>	<b>Y</b>
<b>Duty 4</b>	<i>Documentation:</i> Documenting in writing all newly developed workflows or procedures; managing and editing existing documentation to reflect current processes	<b>5%</b>	<b>Y</b>
<b>Duty 5:</b>	<i>Training:</i> Create Medusa and other digital preservation related training materials including written tutorials and presentations	<b>5%</b>	<b>Y</b>
<b>Total should add up to 100%.</b>		<b>100%</b>	

**Supervisory Control:**

**Supervisor:** Tracy Popp

## University of Illinois Urbana Champaign Graduate Assistant in Newspaper Digitization – NDNP Project Description

University Job Title: Graduate Assistant in Newspaper Digitization – NDNP Project

Unit Name: Preservation

Employee Name:

Position Number:

**Primary Position Function/Summary:** Working under the Digital Reformatting Coordinator, the Graduate Assistant in Newspaper Digitization supports the National Digital Newspaper Program (NDNP). This phase of the project seeks to select, digitize, and make freely available 100,000 pages of historically significant, non-English-language newsprint with a special focus on Polish, Czech, and Lithuanian publications published from 1836 and later. The graduate assistant will contribute to the project in all its aspects, assisting Preservation and History, Philosophy, and Newspaper Library (HPNL) staff with inspection, collation, tracking shipments, performing quality control, and validating digital assets to ensure production targets are met.

This is a 50% (20 hours/week) 12-month Assistantship funded from the beginning of September 2016 to the end of September 2017, located in the Main Library.

**Major Duties and Responsibilities** Duties include: • sourcing microfilm for digitization • coordinating microfilm reformatting with vendors • collating titles and preparing condition reports • creating and updating cataloging records for each title • performing quality control on digitized images and metadata • assisting HPNL staff to promote the National Digital Newspaper Project goals    **Organizational Chart:**

The Graduate Assistant in Newspaper Digitization reports to:

William Schlaack, Digital Reformatting Coordinator, who reports to:

Kyle Rimkus, Preservation Librarian, who reports to:

Jennifer Hain Teper, Head of Preservation and Conservation, who reports to:

John P. Wilkin, Juanita J. and Robert E. Simpson Dean of Libraries and University Librarian

### Position Requirements and Qualifications

**Education:** Enrolled as a full-time Graduate Student at the University of Illinois at UrbanaChampaign

**Experience:** None beyond education.

Training: None beyond education and experience

Knowledge: Required: • Strong attention to detail

Preferred: • Knowledge of best practices in newspaper digitization • Familiarity with microfilm and newspapers in general • Strong understanding of XML and OCR • Reading knowledge of Central European and/or Baltic languages

Supervisor: William Schlaack, Digital Reformatting Coordinator – Preservation Unit

Supervisor Control:

N/A

To apply: send a CV and Letter of Interest to William Schlaack (schlaac2@illinois.edu) by August 26th for full consideration