

PRESERVATION DEPARTMENT
ANNUAL REPORT, JULY 1, 2002 – JUNE 30, 2003

Prepared by: Thomas Teper

I. Narrative Summary of the Year's Activities

I.A. Core Processes

As part of a new and developing program, the Preservation Department continues seeing significant change and development. Much effort over the course of the past year focused on building a sustainable program that meets the library's collection maintenance needs.

As reported in last year's annual report, the unit's greatest tasks still revolve around planning for the Preservation and Conservation Program's long-term development and operations within the Library system. This planning includes specific operational and workflow planning such as the development of procedures and the more general work of planning Library-wide policies that impact our notion of stewardship and provide better service.

- The Bindery Preparations Unit continued its operations in spite of several significant changes. Despite a cut in serial acquisitions last year, the unit's output of materials processed remained stable. This indicates success in three areas: an increase in the commercial binding and re-binding materials that had previously been peg-bound, the unit's increased support for binding paperbacks across the Library system, and providing support to the Conservation Department. Over the past year, the unit also changed bindery automation systems, began adjusting every serial title in its database to comply with national standards being adopted by Serials Cataloging, and developed and implemented a quality control program.
- The Microfilming Unit continued its operations, duplicating microfilm service copies for the Slavic Reference Service, IRRC, and numerous "walk-in" patrons. During the course of the last year, the Preservation Department received notice that the unit's space in the Noyes Chemistry Laboratory is slated for renovation as chemistry laboratories beginning in the next fiscal year. Discussions began about securing contracted service for storage and duplication for the microfilm negatives once this event occurs.
- The Library's first Brittle Books Coordinator, Annette Morris, began her employment in January 2002. Over the first six months of her tenure, she began working with the Head of Preservation to develop a Brittle Books Replacement and Reformatting Program. As the fiscal year ended, ACME Bindery began processing the first shipment of materials from UIUC.

Finally, as the Head of Preservation and the Assistant Circulation and Bookstacks Librarian completed their assessment of the Main Library Stacks, the Music Library began working with the Head of Preservation on designing and completing an assessment of their music scores.

I.A.1. Services and Access

The implementation of a binding quota decreased the turn-around time significantly for many materials sent for binding. Unfortunately, there is no suitable means of enforcing the system. The Preservation Department possesses little recourse beyond contacting unit heads and discussing the impact of exceeding one's quota.

As reported last year, the Bindery Preparations Unit continued working on improving its service ethic. While Binding personnel still return improperly prepared materials to the sending libraries (much to the chagrin of those units that regularly receive returned materials), the unit worked at providing some other services. For example, Binding personnel now help unit libraries retrieve materials previously packed for shipment to make copies of articles when patrons request them. Although it is not always possible to locate every item, this small effort is a 180° change from the previous policy of refusing nearly all such requests. The staff also worked with the Head of Preservation and developed some criteria for processing "Rush" materials for binding.

Concerning access issues, the Bindery Preparations Unit also began the process of changing the information printed on the spines of all library bound serial volumes to correspond with the national standards adopted by the Serials Cataloging Unit.

The Microfilm Unit continued dutifully working on catching up with the duplicating backlog that accumulated in the Slavic Reference Service during the time when the unit was not in operation.

In terms of general services and access issues, the Preservation and Conservation Departments developed a joint website to better communicate information about the units' operations to the Library at large. Procedures, policies, and general informational materials are posted at this site.

I.A.2. Collection Development

N/A

I.A.3. Support/Ancillary Activities

The Bindery Preparations Unit's budget continues supporting the purchase of all marking supplies for the Library.

Other support and ancillary activities include the Preservation Department's support and training for various unit-directed preservation activities. Examples include:

- The Biology Library began and completed a project that cleaned and stabilized its rare book collections. Preservation and Conservation personnel provided training. The Biology Library provided Labor, and the Preservation and Conservation Departments provided stabilizing enclosures.
- The Law Library began a project that centered on cleaning and cataloging its rare book collection. A limited amount of training was provided by the Preservation

and Conservation Departments. However, Kevin Butterfield deserves almost all credit for this project.

- The History and Philosophy Library completed a project that cleaned and stabilized materials in one portion of the Stacks. The Friends Preservation Fund supported this project by providing student wages and materials; however, the History and Philosophy Library's personnel provided managerial oversight for the cleaning and stabilization.
- The Rare Book Room and the Stacks continued their microfilm rehousing projects. At present, credit for furtherance of these projects rests with the unit project managers – Jane Somera and Stephanie Atkins, respectively. This year the project expanded to include the Newspaper Library and marked the near-completion of the Rare Book Room's portion of the project.

Finally, the Preservation Department received notice of twelve disasters involving collections materials. These ranged from small leaks to large-scale mold outbreaks. Only eight of these required any direct intervention on the part of Preservation personnel; however, the number of leaks, humidity problems, and facilities' maintenance oversights that caused this many incidents (almost exclusively within the Main Library Building) provides a wake-up call to larger problems long ignored by the campus.

I.B. Training and Staff Development

Over the past year, the Head of Preservation continued training the Binding staff. This training's goal includes developing a better understanding of the materials they work with and the appropriateness of various bindings.

All personnel within the Preservation Department attended the campus' training program entitled "The Changing Workplace." Additionally, both the Head of Preservation and the Brittle Books Coordinator attended campus training on the Academic Professional Evaluation Process.

In terms of outreach and training, the Preservation Department continued its work with the Conservation Department by conducting training and outreach throughout the library. The Head of Preservation presented the "Preservation Orientation" session in four general sessions and one special session for incoming Social Sciences GAs. A new program on "Preservation Decisions for Collection Managers" was held twice. Additionally, the Head of Preservation and the Conservation Librarian presented a session to the LIS 380 class entitled "An Introduction to Preservation."

I.C. Innovative Ideas, New Initiatives

In preparation for the Brittle Books Coordinator, the Preservation Librarian worked extensively with the University's Graphic Services operation in Undergraduate Library to develop facsimile production capabilities. However, this work did not arrive at a completely successful conclusion. Issues with the product and the relocation of Graphic Services from the Undergraduate Library interfered with this localized service. While Graphic Services may complete limited work, the Brittle Books Program will outsource most brittle book reformatting with external vendors.

During the previous fiscal year, the Preservation Department commenced another initiative by beginning a mass deacidification project in the University Library. Working with Bruce Swann and Alvan Bregman of the Rare Book Library and employing the services of Preservation Technologies, LP, the Preservation Department deacidified the Meine Collection of American Wit and Humor. Funds from the Friends Preservation Fund supported the bulk of this project, and the Rare Book Room provided some funds to complete the project.

II. Measurement, Evaluation, and Assessment Activities

The Preservation Department continues its effort at tracking data about the Library's Binding Preparations activities. Begun during the last fiscal year, this data will provide good long-term information about trends within the Library's binding program. For example, trends within the binding industry show that monies spent by research libraries for monograph and periodical binding traditionally equal a 1:3 ratio, with one-third of spending on monograph binding. Presently, the industry is experiencing a shift that brings that ratio closer to 1:1. In FY01-02, UIUC fit within the 1:3 mold. However, within one year, we already see a shift 5% shift in expenditures toward the binding of monographs. While this does not include items processed as part of the approval plan, the impact of the Preservation Program's changes can already be seen. This measurement also permits the Library to look at spending trends within units, divisions, and even types of binding styles and quantify how the money is being spent.

An additional measurement activity involves the establishment of a quality control inspection program for the Bindery Preparations Unit. In the past, the Library reported binding errors on a catch as catch can basis. The Library now provides quantifiable data about the Bindery's error rate, a very important aspect of improving the quality of the binding we receive and ensuring contract compliance.

In addition to internal tracking, the Preservation Department continues accumulating data for reporting to the ARL. This proves valuable for not only comparison within the ARL statistics, but also yields interesting information when compared with other investigations. For example, the Council on Library and Information Resources recently published *The State of Preservation Programs in American College and Research Libraries* (2002). Comparing this document and UIUC's reported ARL Preservation Statistics provides a valuable means of benchmarking the Preservation and Conservation program's development. According to the Council on Library and Information Resources report, the average Association of Research Libraries' Group One Institution employs 6.2 professionals, 14.4 support staff, and 4.0 FTE students wholly dedicated to preservation activities. In comparison, UIUC currently supports 3.0 professionals, 5.0 staff, and 2.5 FTE student employees.

III. Public Relations and Promotional Activities

Members of the Preservation Department have done the following:

- Continued producing the *Preservation and Conservation Services Newsletter* for internal distribution.
- Worked with a class of senior Graphics Design students to develop preservation education materials for public consumption. To date, a preservation screensaver

designed by these students has been installed on public machines and posters are in the proofing stage before wide-scale production.

- The Brittle Books Program's development required meeting with divisions about the program's operations. The implementation of the Library's Binding Policy required similar meetings.

IV. Involvement with Other Units in the Library and on Campus or Beyond

Please see: I.A, I.A.1, I.C, II, and III above and V below.

The Preservation Librarian continues working with the Classics Librarian to complete the Library's commitment to microfilming as a part of the CIC-6 microfilming grant. Begun in 2000, this project became sidetracked in roughly June – July 2001. The unfortunate discovery of some rather significant discrepancies between the approved budget (as written in the grant application) and the actual expenses further complicated this project's completion. At present, the Head of Preservation and the Project Manager at Pennsylvania State University are revising the plan of work so that the project can be completed successfully.

Additionally, the Preservation Department completed (or assist in completing) three other applications over the past year. These included:

- Authoring a grant with the Conservation Department and the Rare Book Room for the physical processing and mass deacidification of the Carl Sandburg collections.
- Authoring UIUC's portion of a cooperative Committee for Institutional Cooperation application to the National Endowment for the Humanities' Division of Preservation and Access for preservation microfilming of materials related to the history of American railroads.
- Assisting Sharon Clark in authoring UIUC's portion of a cooperative grant application for preservation microfilming of agriculture literature as part of the on-going United States Agricultural Information Network's Preservation Initiative.

To conclude this section, it is important to know that preservation is a programmatic operation. Consequently, virtually every general activity carried out is undertaken in an environment that influences other units. Much effort is made to accommodate other units. Inevitably, some decisions meet resistance.

V. Additional Topics Deemed Unique to the Unit in Question

The Preservation Department is in a unique position in many ways. Although many pieces of the program existed for years, the vast bulk of the program's operations, while certainly not new to academic libraries, are new to the local environment.

Moreover, the Preservation and Conservation program requires a significant degree of centralization. In an institution that prides itself on its highly decentralized organizational structure, this continues to be a challenge.

VI. Goals and Planning

VI.A. Last Year's Plans

Last year's plans and goals were significant. In terms of Bindery Preparations, the Preservation Department outlined the following activities as priorities:

- Decentralizing some preparations activities,
- A cessation of peg-binding,
- Developing and implementing a binding policy,
- Systematically binding new acquisitions earmarked for reserve,
- Develop a significant quality control program.

In the whole, these goals were largely achieved. Although the Preservation Department did not decentralization bindery preparations activities, the future necessity for this largely depends upon other issues.

In terms of development, the department suggested forming a grant-planning group. While this did not initially receive the desired reception, the shift of grant management responsibilities to Beth Sandore and the Preservation Committee's recent investigation into holding a Grant Forum led to a possible cooperative effort to better disseminate and assist the library on planning and implementing grant activities on a wider scale.

The completion of a new disaster plan and emergency response book were significant goals for the past year. Both of these were held up by the virtual dissolution of the Emergency Response and Security Task Force with the announced retirement of Bart Clark. It is hoped that these will be completed in the coming fiscal year.

The final major goal for the past year was preservation education. Although not a formalized part of the Library's operations, the Preservation and Conservation Departments created a series of educational and instructional programs aimed at educating the Library's personnel about their role within the preservation program. The beginning of outreach efforts to the campus and Graduate School of Library and Information Science supplemented this training by introducing new graduate students and many students.

VI.B Next Year's Plans and Goals

Assessment

Assessing collections for the purposes of preservation planning is important for any preservation program and is viewed as essential by almost any Federal agency that provides grants. Up to the present, these activities have been supported through funding secured on a case-by-case basis – Research and Publication Committee and other opportunistic funding for the Stacks and Rare Book Backlog assessments, and Law, Music, and Biology using their own student wages for more limited assessments. Over the next year, the Preservation Department desires the development of some means of supporting this as a regular operational expense, as a means of planning projects and assessing needs and as a means of supporting further grant opportunities.

Commercial Binding

Although the Bindery Preparations Unit saw significant change in the past year, we anticipate some limited changes to continue. These changes focus on the following:

- Redefining what constitutes a “Standard” and a “Custom” periodical binding. This may result in some, limited cost savings.
- Continuing staff education to ensure that properly informed decisions about binding styles for monographs are made.
- Increasing the number of monographs that are commercially bound and the number of protective enclosures secured through the library’s commercial binder.

Deacidification

A goal of the program of developing a standing operational budget for mass deacidification remains a goal for the coming year. Thus far, projects have been funded only when funds were available. Developing a standing budget permits planning on a systematic basis.

Developing a second operational fund would also permit the library to begin the deacidification of materials as they are repaired via the in-house book repair and conservation program. Although it would not ensure that specific collections were treated, it would permit the Library to treat materials that were actually being used by our patrons.

Disaster Preparedness & Security

Completing the disaster plan remains a major goal. Following the completion of this activity, the Head of Preservation anticipates developing, training, and equipping a disaster response team at the Library. This process would also include conducting an administrative drill, to ensure that individuals within the institution were familiar with their roles within the response and recovery effort.

As illustrated by Michael Trinkley, life-safety issues are also concerns that need addressing.

Education

The Department of Preservation will become increasingly involved in training on campus in the coming year. Developing additional library workshops (disaster response) and sustaining existing workshops (orientation, library binding, etc...) are high on the list of goals.

In terms of users, the Preservation Department hopes continuing the educational initiatives begun by the project run with the University’s Art and Design Program by printing and distributing some of the posters and other materials developed by the students.

Regionally, there is a significant need for preservation education. A possible grant opportunity includes developing a regional preservation education and field service initiative.

Facilities

A major outstanding goal from FY 01-02 was that the Preservation Librarian should be involved in addressing the needs outlined in the Trinkley Report – most of which were facilities-related. Some progress had been made in this arena. However, both the Library/O&M Working Group and the Emergency Response and Security Task Force both, essentially, ceased meeting.

Over the next year, we hope that the Library will support the activities of both of these groups and encourage them to begin systematically addressing some of the needs outlined in the Trinkley Report. The Library's hesitance to plan for the systematic resolution of many of these needs was even cited as a reason for rejecting a 2002 National Endowment for the Humanities Grant Application by one reviewer.

In addition to addressing the Trinkley Report, the Head of Preservation desires an increased involvement with the Library's facilities, especially as they pertain to the collections and the environment that surrounds them.

Grants

- Complete CIC-6 Preservation Microfilming Project.
- Begin CIC-8 Preservation Microfilming Project (if application successful).
- Begin Save America's Treasures (Sandburg) Project (if application successful).
- Assist ACES with beginning the United States Agricultural Information Network V Preservation Microfilming Project (if application successful).

Reformatting

- *Brittle Books* – The Library reached a milestone in developing the its Brittle Books Program with the start of the Library's first Brittle Books Coordinator in January 2002. However, while the operations are generally established, much work remains. A great deal of material requires treatment, and the Preservation Department hope that this program will blossom into a means of securing both replacements and facsimiles of out-of-print materials.

However, this requires on-going development and the establishment of budgets commensurate with the need. It also requires significant investment in terms of personal time by collection managers.

- *Microfilming* – The Microfilm Center's projected closure in March 2003 will be a significant change in the Library. It requires developing a completely different means of providing service, and it means that the Library will likely end up contracting with Preservation Resources for storage and duplication services.

Microfilm continues playing a role in preservation, and microfilm will continue playing a role in the Library's Preservation Program. Both the United States Agricultural Information Network and CIC-8 grant applications grants focus on preservation microfilming. Additionally, the Illinois Newspaper Project will soon move into the filming phase. Consequently, the need for preparation and quality control operations will increase in the coming years.

VII. Other
N/A