

PRESERVATION DEPARTMENT
ANNUAL REPORT, JULY 1, 2003 – JUNE 30, 2004

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I. Narrative Summary of the Year's Activities

I.A. Core Processes

After nearly three years of operation, the Preservation Department continues experiencing significant change and development. Much of last year's effort focused on building upon progress made during the previous two years.

As in previous years, the unit's greatest tasks revolve around planning for the program's long-term development and its current operation within the Library system. This includes specific operational and workflow planning such as the development of procedures and the more general work of developing Library-wide policies. Key programmatic developments included:

- The Bindery Preparations Unit continued adapting itself to significant changes. Despite a cut in serial acquisitions, the number of volumes bound increased by 11%. This indicates success in four areas: (1) increased commercial binding and re-binding materials previously peg-bound, (2) increased support for binding paperbacks across the Library system, (3) increased support to the Conservation Department in terms of general repair, and (4) increased binding of backlogged Central Stacks materials. The unit continued adjusting every serial title in its database to comply with national standards adopted by Serials Cataloging and completed its first year of a regular quality control program.
- The Preservation Department continued its move toward out-sourced filming operations necessitated by the proposed renovation of Noyes. The Microfilming Unit ceased operations, and film storage and duplication was out-sourced to Preservation Resources. While some filming activities continue through grant-funded projects or at patron request, this is accomplished through vendor provided services. The personnel supporting the in-house operation are now supporting the Brittle Books Program part-time and supporting the Oak Street Project in their remaining time.
- The Brittle Books Program ended its first full fiscal year of operations. In addition to revising workflows, the unit ramped up production. Over the course of the last fiscal year, this program processed several hundred brittle volumes and reformatted 159 pieces (in addition to 32 other volumes reformatted throughout the library in this manner). Additionally, the unit procured 618 replacement pages for damaged volumes and stabilizing enclosures for almost every item processed by the Conservation Lab in need of such protection.

I.A.1. Services and Access

FY 02-03's implementation of a binding quota decreased the turn-around time significantly for many materials sent for binding. It also provided the type of steady workflow that permitted the Bindery Preparations Unit to expand the quantity of materials it processed. Despite cuts in acquisitions, the unit experienced an 11% increase in the total volume of materials processed during FY 03-04 (28% monographs, 36% enclosures, 30% serials, and 4% other materials).

Cuts in the student wage budget also provided an opportunity to further improve efficiency by outsourcing some work previously completed by students. For minimal cost, the unit outsourced the insertion of security strips in each volume. It provided the institution with the ability to both cut student wage expenditures, meet the demands of quality inspection, and increase the turn around time for materials processed.

The other significant change in this unit included the assumption of bar-coding for monographs sent for commercial binding. This activity was surrendered to individual units during the conversion from DRA to Voyager. Last year's budget cuts impacted every unit, and Bindery Preparations took this on as a means of assisting other units deal with this change.

I.A.2. Collection Development

N/A

I.A.3. Support/Ancillary Activities

The Bindery Preparations Unit's budget continued 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 Law Library completed a project that centered on cleaning and cataloging its rare book collection. The Preservation and Conservation Departments provided a limited amount of training and support. However, Kevin Butterfield and his GA deserve almost all credit for this project.
- The Preservation Department and the Library Facilities Office began working more closely to improve environmental conditions and respond to collection needs throughout the Library.
- Working with the Head of Preservation, the Music Library completed a collection assessment for their scores that led to a successful NEH Challenge Fund request to security strip and stabilize damaged materials.
- The Preservation Department provided financial and administrative support for the outsourced mass deacidification of key materials in the Classics Library, monumental works in the Music Library, and manuscript materials from the University Archives.

- The Preservation Department provided financial and administrative support for the outsourced conservation of materials from the University Archives, Rare Book and Special Collections Library, and the Law Library.
- The Preservation Department provided administrative support for: the Classics Library's completion of the CIC-6 Preservation Microfilming Project, and the Rare Book and Special Collections Library's effort to microfilm the Cavagna Collection.
- Working with the Head of Preservation, the Undergraduate Library completed a collection assessment of their monograph collection.

While FY02-03 was plagued with disasters (twelve in all), the Preservation Department received notice of only a handful in the past fiscal year. These ranged from small leaks to minor mold outbreaks. Only a few required direct intervention on the part of Preservation personnel; in addition to a healthy dose of good fortune, it is my believe that efforts on the part of the Preservation Department and the Library Facilities Office to improve regular maintenance have made a difference in several cases.

I.B. Training and Staff Development

Various personnel from the Preservation Department attended the following professional development events in the past year:

- Field Trip to Twin Rocker, the last hand-made papermaker in the United States.
- "Sound Savings: Preserving America's Audio Collections" at the Harry Ransom Center at the University of Texas at Austin
- "Preserving America's Printed Resources" at the Center for Research Libraries
- "Alliance for Response" at Cincinnati Art Museum
- "Conference on the Future of the Library" at UIUC
- "Achieving Tenure: Policies and Procedures of the UIUC"
- "Managing Work Series" at UIUC
- "ALCTS Workshop: Acquisitions Processing" in Chicago, IL
- "School for Scanning" in Chicago, IL
- "Faculty/Staff Assistance Program for Managers" at UIUC
- "USAIN Grant Training" in Orlando, FL

The Head of Preservation presented the following to students and library personnel:

- The "Preservation Orientation" session a total of eight times to seventy (70) individuals.
- The "Library Binding as a Preservation Strategy" workshop once to two (2) individuals.
- The "National Endowment for the Humanities Grant Programs" forum for approximately seventeen (17) members of the Library faculty.
- Additionally, the Head of Preservation and the Conservation Librarian presented a session to the LIS 380 class entitled "An Introduction to Preservation" to sixty (60) individuals.

I.C. Innovative Ideas, New Initiatives

N/A

II. Measurement, Evaluation, and Assessment Activities

The Preservation Department continues its effort to more adequately track internal and external comparative data about the Library's preservation and conservation program. Although only a short-lived initiative, this process is developing more accurate data for annual reporting of preservation activities to the Association of Research Libraries and formulating a better understanding of where UIUC's preservation efforts stand in comparison to peer institutions. Indeed, it is the most precise benchmarking information we hold on the Library's current preservation efforts. For example, the Library expended \$0.11 per volume on preservation activities in FY2001-02 (the most recent period in which comparative data is available). By comparison, the CIC institutions' median expenditure was \$0.18 per volume, and the median expenditure of the top twenty institutions as ranked by the ARL equaled \$0.20 per volume. In order for UIUC to match this level of care expended per volume, the institution needs between \$880,000 and \$900,000 in additional annual spending on preservation activities.

Locally, efforts at gathering improved data focused on various processes. The Brittle Books Unit is gathering increasingly precise data as is the Bindery Preparations Unit. Quality control activities designed to assess the products and services that we purchase are also continuing to develop. Additionally, an assessment was conducted on all incoming repairs seeking to determine what proportion of items required what types of treatment. However, full data analysis on this project is not yet complete.

III. Public Relations and Promotional Activities

Members of the Preservation Department have done the following:

- Continued sporadic production of the *Preservation and Conservation Services Newsletter* for internal distribution.
- Begun work with the Library's Development Office and a local graphic artist to develop a Preservation and Conservation flyer for development purposes. Expected completion in August 2004.

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.

In addition to involvement with the CIC and the campus's Cultural Engagement Council, the Preservation Department completed (or is providing support for) four grant applications over the past year. These included:

- Save America's Treasures: Carl Sandburg Preservation Project.
- NEH CIC-8 Grant Application: Microfilming of Railroading Serials.
- NEH USNP Application: Microfilming Illinois Newspapers.
- NEH USAIN V Application: Microfilming Agricultural Publications.
- IMLS Leadership Grant: Mortenson Center Grant.

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

Assessment

Although last year's goals identified regular funding for assessment activities as desirable, this did not occur. However, the Preservation Department managed to complete two assessments by working with the Music and Undergraduate Libraries.

Commercial Binding

Plans (all completed) from last year's report included:

- Redefining what constitutes a "Standard" and a "Custom" periodical binding.
- 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 binder.
- Reassuming the responsibility to bar-code monographs that are commercially bound before returning these items to holding libraries.

Deacidification

The development of a standing operational budget for mass deacidification did not occur. Deacidification activities remain dependent upon endowed accounts, grants, and other sources of funding.

Disaster Preparedness & Security

At the writing of this report, the Library's disaster plan is nearing completion. The Emergency Response and Security Tasks Force (ERSTF) and the Head of Preservation completed the Employee Emergency Procedures (EEP!), and they have also worked with the Library Facilities Office and local first-responders to improve upon some of the life-safety issues identified as wanting in past years.

Education

Although no disaster response training program was offered, the Preservation Department continued established training activities. Progress on preservation graphics has been slower than desired.

Facilities

An outstanding goal from FY 01-02 and 02-03 focused on increasing the program's involvement with Library facilities needs in an effort to address the needs outlined in the Trinkley Report. Fortunately, FY 03-04 saw significant improvement in this regard. Recommendations for preventative maintenance and care recommended by the Head of Preservation from previous years were taken, and numerous situations that previously resulted in leaks and floods were averted.

Grants

Goals for the previous year included completing the CIC-6 Preservation Microfilming Project, beginning the CIC-8 and Save America's Treasures grants (if application was successful), and assisting the ACES Library with the USAIN V grant application. At the time of writing, the CIC-6 project is complete, the CIC-8 grant was received and begins in October, the Save America's Treasures grant was re-submitted, and the USAIN grant was received by ACES.

Reformatting

- *Brittle Books* – The primary administrative goal for this program centered on establishing a permanent operating budget for this program. To date, this budget is not yet established. However, funds have been identified to support the unit's operations for FY03-04, and efforts continue to secure permanent funds for FY04-05.
- *Microfilming* – The Microfilm Center's closure proceeded in March 2003. All microfilm negatives are now at Preservation Resources, and work on establishing a contract for storage and duplication services continues.

VI.B Next Year's Plans and Goals

Administration

The primary administrative tasks over the course of the next year center on two items: the preservation and conservation program's budget and planning. Planning will largely focus on the development of a program of library site assessments that seek to identify global problems with collections and the facilities that house them. The final administrative initiative will involve planning on changes to the operation with the anticipated construction of the Library's Conservation Lab.

The primary concerns about the budget focus on the establishment of permanent funding to support a number of operations that are almost exclusively dependent upon either end-of-year funding or endowments.

Assessment

After several years of working on many of the Library's basic preservation needs, the Preservation Department is actually starting to look at one of the more interesting long-term preservation planning issues – priority setting. Due to the lack of a preservation and conservation program, the Rare Book and Special Collections Library's collections have

been neglected to the point that for progress to be truly visible, the evaluation of the library's holdings on a collection-level is necessary not only to establish priorities but also to direct resources in a more meaningful manner.

Commercial Binding

Initiatives in this area focus on the increased support for binding and processing of backlogged binding from Central Stacks, the investigation of binding analytics upon receipt, and increased support for procurement of protective enclosures.

Deacidification

The primary goal in this area centers on completing the existing project of deacidifying the Music Library's monumental works.

Disaster Planning & Security

Completing the disaster plan remains a major goal. Following the completion of this activity, the Head of Preservation anticipates developing, training, and equipping disaster response teams 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.

Life safety issues continue being a significant concern for many within the institution. The Emergency Response & Security Task Force (ERSTF) has been addressing some of these issues. While many must depend upon the renovation of facilities, etc... there are a significant number of lower-cost steps that may be taken, including training, the installation of exit signage, increasing compliance with local fire codes, the improvement of overall library preparedness.

Education and Training

Prevention through education remains a significant interest. The Preservation Department plans to continue offering existing training operations: *Preservation Orientation, Library Binding*, etc.... However, there is still a desire to have these educational activities more normalized within the institutional context.

A second educational initiative involves the development of more effective, comprehensive preservation outreach materials, including bookmarks, posters, and general outreach flyers.

Facilities

Of primary interest in this area is the general improvement of facilities for the care and management of library materials. Long-standing deferred maintenance issues result in significant damage. Yet, the development of a regular, evaluative survey that would identify needs on a wide-scale basis would support the improvement of conditions on a larger scale. Likewise, the establishment of standards for collection storage and maintenance that would govern the procurement of appropriate library storage furniture is a desired outcome.

Grants

The primary goals for the next year involve the management of the CIC-8 Microfilming Grant and support for the USAIN and USNP grants. Should it be received, the successful execution of the Save America's Treasures grant is of top priority.

Reformatting

In the realm of the Brittle Books Unit, primary goals for the next year include: continuing existing processing of brittle books, the development of unit documentation, improving monthly statistical reporting, and processing outstanding backlogs of brittle materials.

VII. Other

N/A