

**PRESERVATION DEPARTMENT**  
**ANNUAL REPORT, JULY 1, 2004 – JUNE 30, 2005**

*Prepared by: Thomas Teper*

**I. Narrative Summary of the Year's Activities**

**I.A. Core Processes**

After nearly four 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 continued cuts in serial acquisitions, the number of serial volumes bound remained fairly static. This indicates continued impact in four areas: (1) continued commercial binding and re-binding materials previously peg-bound, (2) continued support for binding paperbacks across the Library system, (3) continued support to the Conservation Department in terms of general repair, and (4) continued binding of backlogged Central Stacks materials. The unit continued adjusting serial titles in its database to comply with national standards adopted by Serials Cataloging, began barcoding serials after binding in order to provide more complete service, and began providing retrospective binding services for gifted serial runs. Additionally, per discussions with the Graduate College, billing for theses and dissertation binding was directed to a separate account at the Graduate College – saving the Library \$4,284.75 for the first third of a year under this model.
- The Brittle Books Program ended its second 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 605 brittle volumes, reformatting 279 items (in addition to 32 other volumes reformatted throughout the library in this manner) and ordering replacements for the difference. Additionally, the unit procured 3,366 replacement pages for damaged volumes and stabilizing enclosures for 1,665 items 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 processed and the attention paid to individual items. Despite cuts in

acquisitions, the unit's volume remained consistent during FY 04-05 and broke down to about 29% monographs, 5% enclosures, 61% serials, and 4% other materials.

The other significant change in this unit included the assumption of barcoding for most serials sent for commercial binding. While not possible for those serials not processed through the Serials Cataloging, it has resulted in more complete service for most units in the library.

The most significant change in binding involves the serials check-in module of Voyager. While this will not replace the binding database in any way, it does provide us the opportunity to both speed bindery preparations activities in the units and provide our patrons with much more up-to-date information about our holdings and their status. Previously, any note in the catalog about a serial at binding did not appear until after the item left the building, creating a two to four week delay in updating the OPAC. Recognizing the problem, an ad hoc committee examined the module and developed documentation for its use. Now, staff in three libraries have been trained in using this module, and one reports a 33 – 50% decrease in the time dedicated to this activity. Plans are in the works for more extensive implementation in the early fall.

#### **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 English Library began a project focused on cleaning and cataloging its rare book collections. The Preservation and Conservation Departments provided a limited amount of training and support. However, Kathleen Klugel and her personnel 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.
- The Preservation Department provided financial and administrative support for the outsourced mass deacidification of monumental works in the Music Library, manuscripts and monographs from the University Archives, and monographs from the Communications Library.
- The Preservation Department provided financial and administrative support for the outsourced conservation of materials from the University Archives and the Rare Book and Special Collections Library.
- The Preservation Department provided administrative support for the Rare Book and Special Collections Library's effort to complete the microfilming

Cavagna Collection manuscripts paid for by a consortium of Italian libraries, and assistance with getting the USAIN V grant off the starting blocks.

The Preservation Department received notice of only a handful of disasters 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 belief 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 visit Indiana University's Conservation Lab.
- Field Trip to Mid-Atlantic Bindery in Petersburg, VA
- ALA Midwinter Conference in Boston, MA
- Imaging Science and Technology Conference in Washington, DC
- "Dreamweaver Workshop" at UIUC
- CRL Annual Meeting in Chicago, IL
- "Supervisor, Know Thyself" Training at UIUC
- "Webtools Training" at UIUC
- "Culture of Assessment" Meetings at UIUC
- ALA Annual Meeting in Chicago, IL

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

- The "Preservation Orientation" session four times to thirty (30) individuals.
- Led a discussion on the Google Digitization Projects for approximately 36 individuals.
- Participated in two GSLIS panel discussions.
- Additionally, the Head of Preservation and the Conservation Librarian presented a session to the LIS 501 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.

### **III. Public Relations and Promotional Activities**

Members of the Preservation Department have done the following:

- Developed a *Preservation and Conservation Program* flyer for development purposes.
- Developed preservation and conservation bookmarks that are currently being distributed at the Main Circulation Desk and Undergraduate Library.
- Continued sporadic production of the *Preservation and Conservation Services Newsletter* for internal distribution.
- Developed an outreach activity for children at the First Book Market at the Square
- Participated in the planning and manned two booths at the Library's first Fall Festival

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

In addition to involvement with the CIC and the campus's Cultural Engagement Council, the Preservation Department is directly managing or providing support for the following grant projects:

- Save America's Treasures: Carl Sandburg Preservation Project.
- NEH CIC-8 Grant Application: Microfilming of Railroading Serials.
- LSTA Statewide Preservation Needs Assessment Grant
- NEH USNP Application: Microfilming Illinois Newspapers (currently under re-evaluation).
- NEH USAIN V Application: Microfilming Agricultural Publications.
- IMLS Leadership Grant: Mortenson Center Grant.

The department also provided support for an application for training funding from the ICCMP (received in July of 2005) and has begun discussions with the Education and Social Sciences Library about a potential NEH Preservation and Access Grant for the summer of 2006.

### **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**

### Administration

Planning for anticipated changes and budgeting for preservation were identified as the primary administrative goals for the previous year. The Head of Preservation and the Conservation Librarian completed a plan for reorganizing once the conservation lab opens. Stable funding for Brittle Books operations were identified, and additional stable resources for Conservation Services were identified. Stable funding for assessment activities was not identified.

### Assessment

Priority-setting in the Rare Book Room began but faltered as the absence of a head within that unit reduced the willingness of personnel within that unit to commit to priorities.

### Commercial Binding

Initiatives in this area focused on increased support for binding and processing of backlogged Stacks material, investigating the binding analytics upon receipt, and increased support for procurement of protective enclosures. Staffing demands of Oak Street made the Stacks project impossible. Protective enclosure support increased.

### Deacidification

Progress was made on the goal of completing the existing project of deacidification of the Music Library's monumental works. We are currently about 60% of the way through the collection.

### Disaster Planning & Security

Completing the disaster plan remained a major goal and was, finally, completed this year. The Head of Preservation and Preservation Committee developed training in conjunction with the Illinois Fire Services Institute that will be held in mid-July.

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 offered several training options.

A second educational initiative involves the development of more effective, comprehensive preservation outreach materials, including bookmarks, posters, and general outreach flyers. The outreach flyers and bookmarks were completed in the last year.

### 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. The Sandburg Grant and CIC-8 Microfilming Grant are started and running. Effort has been made to jump-start the USAIN grant and discussions are underway to jumpstart the UNSP Grant.

#### Reformatting

In the realm of the Brittle Books Unit, primary goals included: continuing existing processing of brittle books, the development of unit documentation, improving monthly statistical reporting, and processing outstanding backlogs of brittle materials. Ongoing processing was completed and statistical reporting was improved. One backlog was finished. Documentation remains the major outstanding activity in this area.

### **VI.B Next Year's Plans and Goals**

#### Administration

The primary administrative tasks over the course of the next year focus on three items:

- Completing construction of the conservation lab
- Implementing inter-unit (Preservation and Conservation) re-organizational activities outlined elsewhere
- Improving cooperation with the DSD as the Preservation Department develops a broader litany of reformatting options for the preservation of library collections.

Primary concerns about the budget focus on the establishment of adequate 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 more interesting long-term preservation planning issues – priority setting. Discussions have begun with the AUL for Collections about setting priorities for salvage that can be easily communicated to first responders in the event of a disaster.

Continued interest in setting preservation and conservation priorities for the Rare Books and Special Collections Library exists in 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

The primary goals for binding involve broader implementation of the Bindery Preparations module of Voyager as a time-savings and access improvement initiative. Relocating and partially reorganizing the unit upon completion of the conservation lab is a major interest and a significant step toward providing better services and increased support for departmental libraries.

### Conservation (Out-Sourced)

The primary goal in this area is to define set priorities within the Rare Book and Special Collections Library and begin significant progress on conserving those collections.

### Deacidification

The primary goal in this area centers on completing the existing project of deacidifying the Music Library's monumental works and beginning the deacidification of materials as part of the Sandburg Grant Project.

### Disaster Planning & Security

With the disaster plan complete, training stands out as a primary goal. The Preservation Committee has already identified a model for broader training over the next year.

Another potential area of interest in this is developing a table-top walk-through with the IT units to discuss current systems for disaster planning and resumption of services.

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. Implementation of the ID Card Policy is a priority.

### 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.... Developing a regular disaster-training program is a goal for this upcoming year.

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

### Facilities

The primary goal is completing the conservation lab.

Additional items of interest include 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 continued management of the Carl Sandburg Preservation Project and the ongoing management of the CIC-8 Microfilming Grant. Support for the USAIN and USNP grants shall continue, as shall work on a NEH Preservation and Access Grant for the Education and Social Sciences Library. Plans for contacting the Getty about conservation of art works in the library also remain an interest.

### Reformatting

The overall priority in reformatting centers on expanding the Preservation Department's Reformatting Program. Improved support for access through the hiring of a Preservation Cataloger is a necessity for further development in both the print and digital reformatting realms. Significant concern from the University Archives and others within the library about the preservation needs of our non-print media and the complexities of such reformatting made apparent by the Sandburg Preservation Grant have sharply increased our need/interest in expanding the program through the retention of a dedicated Non-print Reformatting Specialist.

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. Beginning to explore digital reformatting options is also an interest both of the personnel within this area and the management.

As this program developed and DSD expands, it is hoped that increased cooperative development is on the horizon.

## **VII. Other** N/A