

PRESERVATION UNIT
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Prepared by: Thomas Teper

I. Narrative Summary of the Year's Activities

I.A. Core Processes

The Preservation Unit serves the University Library through the provision and coordination of preservation services, including: Bindery Preparations, Brittle Books, and other contracted preservation services (conservation, deacidification, disaster recovery, protective enclosures, and reformatting). Other activities include: education and training, disaster response and preparedness, digital preservation management activities, participation in facilities management and improvement as related to preservation, and consultation on unit-based preservation activities.

I.A.1. Services and Access

Through FY06, the Preservation Unit maintained three primary operational areas focused on performing services and promoting continued access to library materials:

- *Bindery Preparations* provides services related to the commercial binding of serials and damaged monographic materials. Dependent upon receiving materials from departmental libraries, the Bindery Preparations Unit processed approximately 29,719 monographs and serials of which about 6,551 were monographs. While the processing work was completed by several units, the binding contract also covers the production of protective enclosures. The Library procured 4,685 protective enclosures as part of this contract.
- *Brittle Books Reformatting* processes monographs and serials too damaged for repair, orders replacement copies and facsimile reproductions, procures replacement pages for items missing pages, and orders protective enclosures for those requiring stabilization. Over the past year, the Brittle Books Coordinator and her student assistants have ordered 4,362 protective enclosures, reformatted 317 brittle books, and ordered 694 replacement pages. Among other activities, this unit provided direct oversight for the CIC-8 microfilming grant and produced disaster kits for the Stacks and several departmental libraries.
- *Contracted Preservation Services* include additional preservation work for which there are no permanent personnel. These activities include contract conservation, deacidification, disaster recovery, and reformatting of audio-visual materials. Over the past year, the unit coordinated deacidifying 4,402 monographs and 343,500 pages of manuscripts, contracted conservation of 297 monographs and other items, and reformatting of 2,787 photographs and 61 other AV items.

I.A.2. Support/Ancillary Activities

The Preservation Unit fulfills many roles outside of the core processes listed above. While many are production-oriented, the bulk of these activities are administrative in nature. Among others, these activities included: environmental

monitoring, education and training, disaster response and preparedness, digital preservation management (DPM), work with IDEALS, grant management, participation in facilities management as related to preservation, and consultation on unit-based preservation activities.

- The unit managed the CIC-8 microfilming grant and the Save America’s Treasures grant dedicated to preserving the Sandburg Collection. Also, it assumed a coordinating role for the USAIN V microfilming grant.
- Completed one year’s environmental monitoring for the RBML and began monitoring programs for the University Archives, Student Life and Culture Archives, Sousa, and the Stacks.
- Participated in preservation planning for the Library/CITES Institutional Repository program (IDEALS).
- Began work toward developing a DPM program through the development of and contribution toward a white paper and a DPM Task Force.
- Worked with the Facilities Office and others on Stacks Sprinkler Project.
- Contributed to an ESSL coordinated grant project.

I.B. Expansion of Mission and/or Facilities

The last year witnessed the Preservation Unit’s first foray into new technologies. With the development of the IDEALS initiative, the Preservation Unit began actively participating in the development of a digital preservation management program. Although in its nascent stages (as it is at most institutions), this program will help lay the groundwork for preserving locally developed and purchased digital content. The year’s highlight focused on holding a two-day workshop with Anne Kenney and Nancy McGovern focused on building Digital Preservation Management activities.

The imminent opening of the Conservation Lab and the planned retirement of Connie Jasper-Pearson also led to some rethinking of current staffing and organization for preservation functions. Current thought proposed to reorganize the Preservation Unit’s operational areas into Physical Treatment, Brittle Books and Serials, Media Preservation - the Media Preservation Coordinator’s position being approved shortly before the end of the fiscal year.

II. Progress on Last Year’s Goals & Goals for the Coming Year

II.A Progress on Last Year’s Goals (FY0506)

Area	Goal	Status
<i>Administration</i>	Complete Conservation Lab	Done
	Implement Reorganization once lab opened	Reorg documents complete. Pamphlet binding transferred to Preservation. Further work dependent upon resolving staffing issues, etc...

	Establish permanent budgets to support initiatives currently paid for by end-of-year monies	Permanent brittle books budget established; improved support for other preservation services established.
<u>Assessment</u>	Establish Library-wide Salvage Priorities	Incomplete – about 50% response rate from unit heads to efforts
<u>Bindery Preparations</u>	Broaden Implementation of Voyager Binding Module	Implemented for most of units with materials coming through Acquisitions Check-in
	Relocate Operations to 44	Incomplete
<u>Conservation (Out-sourced)</u>	Define set priorities within RBML and begin progress	RBML defined priorities
<u>Deacidification</u>	Complete Music's Monumental Works	To be completed in fall 2006
	Begin Sandburg Deacidification	Monographs complete; Manuscripts 60% complete
<u>Disaster Planning & Security</u>	Pres. Cmte. Training	Done.
	Table-top Disaster Exercise for IT Resources	Incomplete
	Facilities Improvements	Exit pathways marked in Stacks.
	ID Card Policy	Preservation Activities Completed; Passed to Facilities
<u>Education & Training</u>	Continued Orientation Training	Done
	Disaster Preparedness Training	Done
	Outreach Materials	Website revised
<u>Facilities</u>	Facilities Needs Survey	Incomplete
	Coll. Storage Standards	Incomplete
<u>Grants</u>	Progress on Sandburg Grant	Done
	Progress on CIC-8 Grant	Done
	Support for USNP and USAIN V grants	Support provided for USNP; Increased Coordination activity for USAIN taken on.
	Assist with ESSL NEH Grant Prep.	Complete
<u>Reformatting</u>	Expand Reformatting Program – Preservation Cataloger	Position Request Developed with Head of CAM and submitted

	Expand Reformatting Program – Non-Print Reformatting Specialist	Position request developed, revised to be Media Preservation Coordinator and approved.
	Brittle Books – Continued Processing	Done
	Brittle Books – Complete Documentation	Incomplete
	Brittle Books – Improved Statistical Reporting	Done
	Brittle Books – Process Backlog	Done
	Brittle Books – Increase Cooperation with DSD	Incomplete

II.B Goals for the Coming Year (FY0607 –based upon Strategic Plan)

Objective	Area	Goal
<i>Strengthen the capacity of existing preservation services</i>	Administration	Reorganize Unit Operations
		Consolidate Operations in 44 Main Library
		Improve Statistics
		Fill Media Preservation Coordinator Position
		Develop RFP/Contracts for Media Preservation Services
		Identify Funding to “Permanently” Support Physical Treatment
		Identify Funding to Support Media Preservation Services
	Admin/Others	Complete grants for preservation services
		Complete current grants (SAT, CIC, USAIN, etc...)
	Brittle Books	Double Reformatting Capacity for Monographs
		Develop Process for Mounting Reformatted Monographs Online
		Develop Reformatting Services for Brittle Serials, including securing requisite student labor (w/ Admin. Support)
	Media Preservation	Begin Evaluating Collections of Non-Print Media for Preservation Treatments

		Operationalize Media Reformatting Services
		Develop outsourced photo reformatting and conservation services
		Assist IDEALS Initiative and Media Center with Preservation Issues Associated with Media
	Physical Treatment	Reorganize physical treatment operations under single individual
		Coordinate mgmt. of student labor
		Oversee enclosure production svcs.
		Complete new binding RFP (with Admin).
		As Binding decreases, begin shifting labor and resources to deacidification and other services
		Begin developing more effective training and outreach materials
<u><i>Build the Library's capacity to preserve acquired and born digital content through the Development of a DPM Program and TDR</i></u>	Administration	Complete Digital Preservation Management TF Report, with recommendations to Library Admin. regarding next steps
		Complete Gap Analysis for Library DPM Program
		Begin developing DPM program
		Complete participation in Portico, CLOCKSS and other preservation services
		Continue developing preservation capacity of the IDEALS initiative
<u><i>Develop conservation services that meet the needs of our unique special collections while supporting conservation needs that arise in the digitization of such materials</i></u>	Admin/Physical Treatment	Expand outsourced conservation services for RBML & University Archives
		Develop cons. services for "minor" rare book collection (Law, etc...)
		Begin developing more active conservation services for digital imaging projects

<u>Improve safety, security, and environmental conditions of library facilities</u>	Administration	Contribute to Library Sprinkler Project
		Complete grant for RB fire suppression
		Assist Facilities Office in implementing ID Cards
		Assist Facilities Office as needed in improving Library Facilities
		Continue environmental monitoring program & expand to additional units
		Advocate for improved RBML facilities
<u>Strengthen Library's role as a center for education and training in preservation through collaboration with GSLIS</u>	Administration	Pursue "occasional" series of speakers
		Support practicum needs
	Admin/Other	Develop resources for post-grad program in preservation

III.SWOT Exercise with Regard to the Past Year

III.A. Strengths:

- ❖ Strong administrative support
- ❖ Ability to centralize preservation unit in 44 Main Library
- ❖ Ability to reorganize operations to better meet needs

III.B. Weaknesses:

- ❖ Continued uncertainty regarding Physical Treatment Coordinator position
- ❖ Expansive needs (print, non-print, digital) with limited ability to meet all needs
- ❖ Education and training needs for personnel to meet needs of changing collections
- ❖ Special Collections reformatting ability is limited

III.C. Opportunities:

- ❖ New Media Preservation Coordinator
- ❖ Grants and foundation funding
- ❖ Ability to expand mission in coming year to better meet reformatting needs

III.D. Threats:

- ❖ Upcoming loss of AUL for Collections
- ❖ Changes in library collecting require both continuing services and re-tooling