

**PRESERVATION UNIT**  
**ANNUAL REPORT, JULY 1, 2008 – JUNE 30, 2009**  
*Prepared by: Jennifer Hain Teper*

## Unit Narrative

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### **I. Unit Overview, Activities and Accomplishments**

The Preservation Unit serves the University Library through the provision and coordination of preservation services, including: Bindery Preparations, Pamphlet Binding, 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.

Major Accomplishments for FY0809:

#### **A. Disaster Planning and Response:** One of the biggest administrative initiatives in FY09 is work on our disaster planning and wrapping up with recovery from the RBML mold outbreak.

During the Spring 2008/09 term, the Preservation and Conservation Units collaborated with a Senior Design team from the Department of Industrial and Enterprise Systems Engineering (IESE) on the development of a disaster recovery plan for the Library's Oak Street High Density Storage Facility. This project encompassed a thorough analysis of the facility's current monitoring systems (environmental, security, fire, etc.); identification and analysis of potential risks to both the building and the materials housed within; testing of the effects of full sprinkler deployment within the facility; and an analysis of the facility's current "first in" shelving practice as it relates to the extraction of high priority items in the event of an emergency. Recommendations for modifications to the current facility as well as any future construction were also outlined.

Through this project, the team interacted with many diverse departments organizations on the library, campus and community level, such as Risk Management, the University of Illinois Fire Services Institute (IFSI) and Parkland College's Academy of Fire Sprinkler Technology.

The work that the team has conducted to date is already in high demand by other institutions with similar storage facilities and issues. The University of Illinois is at the forefront of this issue and the work that is being generated by our team will reverberate throughout the academic library community for years to come.

Additionally, Preservation worked with RBML to box the last of the items that were damaged in the mold outbreak. The office facilitated the sending and receiving of orders with the bindery and resolved invoices and corrections for the project.

#### **B. Establishment of Library Site Visits**

The Preservation Unit, in collaboration with the Conservation Unit, began the practice of Library Site Visits this fiscal year. Although only seven visits have been performed thus far, staff from the two units plan to visit every library on an annual basis. The visits consist of at least two

members of the preservation and conservation staff meeting with all available staff from a specific library and reviewing disaster planning procedures, alerting them of new preservation initiatives and policies, answering any questions the staff may have about our services, and offering help in assessing and planning for preservation and conservation.

#### **C. Media Preservation**

Perhaps one of the biggest areas of growth in our services is the development of our Media Preservation Program. Headed up by Emma Lincoln, this service was begun in September 2007 and by the FY0809 reporting year had developed into an increasingly robust program. Over the past year, the Media Preservation Coordinator and her assistants have completed two media preservation grant applications and assisted with two other larger applications (detailed under I. F. Development); Cleaned, reformatted and rehoused 81 films and videos for the Division of Rehabilitation- Education Services (DRES); Developed a protocol for identification, evaluation and transfer of endangered media in our Library's collections, preserving 223 items identified through patrons and standard processing; Established a basic media reformatting lab in room 452 of the Main Library, allowing for in-house transfer and digitization of moving image and sound materials; and Oversaw the cleaning and digitization of a dozen Roger Ebert videotapes for the Chancellor's Office. Since the departure of Ms. Lincoln in April of 2009, Annette Morris has been coordinating outsourced media reformatting.

#### **D. Pamphlet Binding and Commercial Binding**

Dependent for work upon receiving materials from departmental libraries, the Physical Treatment operation triaged 3,022 volumes, repaired 135 books, processed 26,904 monographs and serials for commercial binding (of which 17,098 were serials and 6,392 were monographs), ordered 2,050 protective enclosures, and pamphlet bound 7,202 items.

This year we accomplished the cross training of pambinding students to work in binding when we need extra help in that area. Binding students have not been fully trained in pambinding, however we have trained individuals in one or two pambinding tasks and the boxing work.

Additionally, gift collections were a focus for FY09. In reaction to an increased need for pamphlet binding of a discrete gift collection from the Funk/ACES library, a collaborative arrangement was negotiated whereby ACES paid for the labor and Preservation supplied the supervision, equipment and supplies. This allowed us to complete the large project in a much more timely fashion. Also, binding prep staff processed a large number of serials that were gifted to the library during June, July and August of 2008. These were bound and then sent to Oak Street.

#### **E. Brittle Books**

Over the past year, the Brittle Books Coordinator and her student assistant have evaluated 205 brittle books, reformatted 65 brittle books, ordered 805 replacement pages, facilitated the purchase of replacement volumes or microfilm for 29 volumes, and repaired 17 reels of microfilm. Additionally, 987 titles were processed to make them accessible through IL Harvest and to populate a database from which catalogers could get the persistent URL for the PDF. Once completed, this URL is then transferred to the voyager record for display in the OPAC.

Working with new vendor, Northern Micrographics, to provide digital files for scanned brittle books. These files include bundled searchable PDF, OCR'd text files, jp2 files with embedded

Dublin Core metadata, and jpg files. Getting these files supplied by the vendor reduces the amount of work done by BB staff and matches the type of digital product that is being ingested in IL Harvest.

Working with old vendor Acme Bookbinding to change the digital product from tiff image files to jp2 with embedded metadata and jpg, etc.

## **F. Grants and Development**

### *a. Pursuing External Grants:*

The Preservation Unit participated in the development of three external grants:

- a) ARSC Preservation Grant submitted, lead by Preservation staff in cooperation with the Music Library, 2008 (unsuccessful)
- b) Grammy Foundation Preservation Implementation Grant submitted, lead by Preservation staff in cooperation with SACAM, 2008 (unsuccessful)
- c) NEH Preservation and Access Grant  
Preservation staff contributed in the re-drafting of the submission of a grant to support the preservation and access to the Avery Brundage collection in the University Archives.  
\*Grant under review\*

### *b. Distributing and Managing Internal Grants*

- a) All internal grant/project funds diverted to support mold remediation and datalogging efforts.

## **G. Other**

During the past year, the Unit's personnel have also:

- Converted the Preservation and Conservation Unit's websites to comply with CMS standards, including updates and modifications to information;
- Continued environmental monitoring programs at nine standard locations, which can be viewed at [http://www.library.illinois.edu/prescons/services/environment\\_monitoring.html](http://www.library.illinois.edu/prescons/services/environment_monitoring.html).
- Broadened our integrated pest management program to include insect activity monitoring in the RBML, University Archives, Horticultural Field Laboratory, and Sousa Archives and Center for American Music.

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## **II. Significant Changes to Unit**

The two biggest changes to the preservation unit have been the development of the Media Preservation Program, described above, and the absence of a full-time head of preservation (vacated by Tom Teper in 2007). Although both of these changes officially started in 2007 and not 2008, neither reached full effect on the preservation program until well into 2008.

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## **III. Contributions to Library-Wide Programs**

### **A. Public Engagement & Outreach:**

- Participated in *Home Movie Day*, hosted at WILL AM/FM/TV, Saturday October 18, 2008

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## **IV. Graduate Assistants**

### **A. Number of GAs employed:**

- 1) 0.25 FTE
- 2) 1 position

### **B. Funding Sources:**

- 1) 0.25 FTE state operating funds
- C. Major responsibilities (see Appendix One: Job Description)
- D. Overview of Significant Contributions/Projects, outside of regular duties
  - Spearheaded, along with Conservation Unit Staff member, the planning and testing for disasters in high-density storage (described in section I. A.)

## V. Facilities & Information Technology

- Although there has been an agreement to pursue it, no movement has been made to transfer office-scaping into room 44 for permanent staff
- Shelves along the west wall need to be braced to the wall. This is something on the Office of Facilities list, but has yet to be completed.

## VI. Goals

### a) Status of goals from 2008-2009

There were no goals set for FY0809, goals listed are from FY0708

Area	Objective	FY0708 Goals	Status
Administration	<u>Strengthen the capacity of existing preservation services</u>	Reorganize Unit Operations	completed
		Consolidate Operations in 44 Main Library	completed
		Develop RFP/Contracts for Media Preservation Services	Not begun
		Identify Funding to "Permanently" Support Physical Treatment	Not completed
		Identify Add'l Funding to Support Media Preservation Services	Not completed
		Complete proposal for new in-house reformatting services model.	Not completed
Admin/Others		Complete two grants for preservation services	completed
Brittle Books		Double Reformatting Capacity for Monographs	Not completed due to insufficient incoming work
		Develop Reformatting Services for Brittle Serials, including securing requisite student labor (w/ Admin. Support)	Begun, but not fully implemented. Temporarily on hold
Media Preservation		Begin Evaluating Collections of Non-Print Media for Preservation Treatments	Completed
		Operationalize Media Reformatting Services	completed
		Develop outsourced photo reformatting and conservation services	Not begun
		Assist IDEALS Initiative and Media Center with Preservation Issues Associated with Media	completed
Physical Treatment		Coordinate mgmt. of student labor	completed

		Oversee enclosure production svcs.	completed
		As Binding decreases, begin shifting labor and resources to deacidification and other services	Completed
		Begin developing more effective training and outreach materials	Tabled for time being
Administration	<u>Build the Library's capacity to preserve acquired and born digital content through the Development of a DPM Program and TDR</u>	Complete Digital Preservation Management TF Report, with recommendations to Library Admin. regarding next steps	Tabled
		Complete Gap Analysis for Library DPM Program	tabled
		Begin developing DPM program	Replaced by Repository Planning and Implementation Team
		Complete participation in Portico, CLOCKSS and other preservation services	completed
		Continue developing preservation capacity of the IDEALS initiative	completed
Admin/Physical Treatment	<u>Develop conservation services that meet the needs of our unique special collections while supporting conservation needs that arise in the digitization of such materials</u>	Expand outsourced conservation services for RBML & University Archives	Pursued, but not implemented
		Begin developing more active conservation services for digital imaging projects	Pursued, but not implemented
Administration	<u>Improve safety, security, and environmental conditions of library facilities</u>	Contribute to Library Sprinkler Project	completed
		Complete grant for RB fire suppression	tabled
		Complete environmental engineer's visit	Completed
		Begin discussing grant for RB Environmental Improvements	tabled
		Assist Facilities Office in implementing ID Cards	Implemented
		Continue environmental monitoring program & expand to additional units	completed
		Advocate for improved RBML facilities	completed
Administration	<u>Strengthen Library's role as a center for education and training in preservation through collaboration with GSLIS</u>	Pursue "occasional" series of speakers	Not begun
		Support practicum needs	None identified

**b) New Goals for 2009-2010**

<b>Area</b>	<b>Goal</b>
<u>Administration</u>	Fully transition oversight of preservation from Tom Teper to Jennifer Hain Teper
	Fill open Media Preservation Coordinator position
	Compose updated 5 year plan (previous one ended in 2006)
	Integrate preservation program more closely with existing digitization and institutional repository efforts
<u>Brittle Books</u>	Complete processing of remaining 215 digital brittle book titles
	Complete processing of problematic digital files (script running problems, poor cataloging records and vendor image problems) with cooperation from IL Harvest and CAM
	Investigate assessments or other methods to increase stream of incoming materials for evaluation, including ACES and music scores
	Investigate reformatting needs and options for brittle serials
	Investigate cooperation with Google project for identification and reformatting of brittle materials identified through Google rejection.
	Pursue more permanent and streamlined support in CAM and/or IL Harvest for support of processing of both physical and digital output
<u>Physical Treatments</u>	Implement "Box and Bind" through commercial binder as option for binding preparations
	Investigate revision to the duties binding pre staff in support of serials processes to include boxing, as time permits
	Complete last of photographic journal binding project in concert with necessary record updates through CAM
	Further develop Library GA training opportunities
<u>Education and Training</u>	Implement training in IPM and environmental monitoring in interested subject libraries

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**I Statistical Profile**

**1) Facilities**

- A) Total User Seating  
NA

**2) Personnel**

- A) Faculty  
(1) None (Thomas Teper providing administrative support, but no official appointment)
- B) Academic Professionals  
(1) Emma Saito Lincoln (Academic Professional) (100%) (July 2008 – April 2009, state funded)  
(2) Annette Morris (Academic Professional) (100%) (Full Reporting Year, state funded)  
(3) Josie Petry (Visiting Academic Prof.) (80%) (Full Reporting Year, state funded)
- C) Civil Service Staff  
(1) Erich Burkhardt (Library Assistant) (100%) (Full reporting year, state funded)  
(2) Karen Huffman (Library Specialist) (100%) (Full Reporting Year, state funded)
- D) Graduate Assistants/Hourlies  
(1) Heather Tennison (25%, assistant) (August 2008-June 2009, state funded)  
(2) Junko Kaneko (hourly) (Full reporting year, NEH funded) 312 hours

- E) Undergraduate Hourlies  
(1) 7.5 state funded student workers (2,571 hours)
- F) Volunteers  
(1) None

**3) User Services**

- A) Independent Studies/Practica  
NA
- B) Credit Courses  
NA
- C) Number of presentations to groups  
NA
- D) Number of participants in group presentations  
NA

**4) Collection Management**

NA

**5) Preservation**

A) Personnel

<b>Name</b>	<b>FTE</b>	<b>Position</b>
Annette Morris	1.0	AP
Josie Petry	0.80	AP
Emma Saito Lincoln	0.84	AP
Erich Burkhardt	1.0	Civil Service
Karen Huffman	1.0	Civil Service
Heather Tennison	0.25	GA
Junko Kaneko	0.17	Grad Hourly
Var. Undergrads	1.37	UG Hourly
<u>TOTAL PRESERVATION FTE</u>	<u>6.43</u>	

B) Expenditures

- (1) See Banner and Voyager reports for full accounting of preservation expenditures.

C) In-house Conservation and Book Repair

- (1) Books
  - (a) Level 1 - 6,133
  - (b) Level 2 - 1,204
  - (c) Level 3 - 0
- (2) Total Unbound Sheets Treated - 0
- (3) Photographs and Non-Paper - 0

D) Mass-Deacidification

- (1) Bound Volumes -0
- (2) Pamphlets -0
- (3) Linear Ft of Unbound Materials -0

- E) Non-paper Items Treated – 440 [32 of which may have also been reported by SACAM]
- F) Protect. Enclosures - 2,050 (custom through binder)
- G) Entire Bound Volumes
  - (1) Volumes Bound - 26,904
  - (2) Photocopy – 65
  - (3) Microfilm - 0
  - (4) Digital – 65
- H) Single Unbound Sheets
  - (1) Photocopy - 805
  - (2) Microfilm - 0
  - (3) Digital - 0
- I) Non-Paper Items
  - (1) Using Analog Means – 1
  - (2) Using Digital Means – 125
- J) Out-Sourced Conservation Treatments -0

## **Appendix One: Graduate Student Job Description:**

### **Preservation Unit**

Graduate Assistantship (25%)

University of Illinois at Urbana-Champaign

**Position Available:** A .25 Graduate Assistant position is open in the University Library's Preservation Unit. This assistantship is available from August 16, 2009 through May 15, 2010 (with a possibility of continuation as an annual appointment). In addition to a salary, the position carries an In-State Tuition Waiver for the Fall, Spring, and Summer Semesters.

**Duties:** Reporting to the Head of Preservation, the incumbent supports the Preservation Unit's operations. Likely projects shall focus on providing support for grant applications and preservation projects; developing, running trials, and implementing new programs in the Preservation Unit (previous examples include our environmental monitoring program); and supporting the operations for members of the Library's Preservation Unit, including Brittle Books, Media Preservation, and Physical Treatment.

**Qualifications:** The successful candidate shall engage in research related to the preservation and conservation of the Library's collections, management and oversight of preservation operations, the development of policies and procedures, and the development of documentation. The graduate assistant may be called upon to attend meetings of librarians and staff, work with librarians throughout the system, and present findings to members of the Library's faculty at meetings.

**Required:** The ability to communicate effectively, both orally and in writing. Applicants should have demonstrated ability to be flexible and work independently as well as cooperatively with others in a team environment. Strong skills and/or experience in statistics, accounting, or financial administration as well as an understanding of budget cycles. Demonstrated facility with Microsoft Excel and comfort with its application.

**Desired:** Familiarity with web editing applications and social computing technologies (wikis).