

**PRESERVATION SERVICES UNIT
ANNUAL REPORT FY22 (JULY 1, 2021 – JUNE 30, 2022)
PREPARED BY JENNIFER HAIN TEPER, UNIT HEAD**

Unit Narrative

The Preservation Services Unit serves the University Library through the provision and coordination of preservation, conservation, and imaging services, including: Bindery Preparations, Pamphlet Binding, Preservation Reformatting, Book Repair and Conservation, Audiovisual Media Preservation, Digital Preservation Management, Born Digital Preservation, Digital Imaging, Disaster Planning and Recovery, and other contracted preservation services (conservation, deacidification, protective enclosures, mold remediation, and reformatting, etc.). Other activities include: education and training of all topics related to preservation, grant writing and administration to further preservation efforts, participation in facilities management and improvement as related to preservation, and consultation on unit-based preservation activities.

Major Activities and Accomplishments of the Unit in FY22:

I. Advancement & Grants:

The Preservation Services Unit has continued its involvement in fundraising through both federal and state grant writing and management as well as active partnerships and support of advancement activities with donors and organizations.

- A. National Digital Newspaper program Grant (\$250,000 to co-P.I.s Kyle Rimkus and Celestina Savonius-Wroth). Finalizing completion of materials left over from the fifth grant cycle. With the digital reformatting coordinator and NDNP GA documentation was developed, and a framework for applying for a sixth round of funding (anticipated 2022-2024) to digitize approximately 100,000 pages of newspapers from microfilm. Focus for the proposal is on revamping the dormant title section committee and placing more emphasis on the need for humanities scholars to assist with selection.
- B. National Digital Newspaper Program Grant Awarded \$299,977 to co-P.I.s Celestina Savonius-Wroth and William Schlaack (6th grant cycle)
- C. Continued participation in Phase II of “Educational Materials Made Accessible” (EMMA) grant led by John Unsworth at the University of Virginia. Sub-award of \$4,000 to Stephen Downie (partnering with Kyle Rimkus). Partnership with the goal of making digitized materials more accessible to patrons with print disabilities (<https://news.illinois.edu/view/6367/753830>). FY22 activities: Kyle Rimkus advised on the project’s metadata schema and user interface, and worked with DRES to provide data about what it would take to sustain metadata deposits of books to the repository over time. Outreach activities included a webinar taught: Burgess, Bill, Kristin Jensen, and Kyle Rimkus. “Working Together for Accessible Texts: FRAME, Libraries, and Disability Services.” Webinar for the Library Accessibility Alliance, 1 June 2022.

- D. Doris Duke Foundation Grant: Continued collaboration with University Archives on grant to preserve Native American oral histories. FY22 accomplishments include: 90 Native American oral histories digitized; Highest priority tapes supervised onsite at vendor; Collection ingested into Medusa repository.
- E. Save America's Treasures Grant, administered by the National Park Service and the IMLS "In Her Words: Saving the Papers of Gwendoyne Brooks" Awarded \$115,235 to PI Jennifer H Teper and co-PI Ferris. FY22 Activities: Completed majority of conservation work and completed nearly one year of digitization work towards project goals.
- F. NHPRC grant "Woodward Collection of Historic Advertisements" Awarded \$170,200 to PI Jennifer H Teper. FY22 Activities, continued deduplication, rehousing, and metadata creation of collection both with grant-funded hourly staff until funded project ended on June 30, 2022. (*Note some project work remains to be completed in FY23 using library gift funds).

II. Individual Programs' Significant Accomplishments within the Unit

A. Administration

- Successfully request for new Resident Librarian position, the Preservation Education and Outreach Librarian, starting Oct 1, 2022
- Continued partnership with Fresh Press, re-invigorating project in late spring 2022 with support of Dean Kevin Hamilton (in partnership with Conservation)

B. Collections Care

- Revised Collections Disaster Plan and facilitated a tabletop disaster response exercise for Library Disaster Team (first in-person meeting of the disaster team since the pandemic).

C. Conservation

- Completed Council of Administrative Records project for University Archives.
 - This project has been ongoing since its inception in 2009. This project encompasses 32 volumes of leatherbound scrapbooks and 2 volumes of index.
 - Each volume requires at least 80-100 work hours, nearly half of the project was completed since summer of 2020
 - Last volume completed June 2022
- Hired conservator and undertook nine months of conservation treatment on Gwendolyn Brook's materials (grant funded conservator will depart 9/2022)
- Supplied significant input on ongoing Special Collections Research Center construction relative to conservation, exhibition, and dirty room spaces.
- Began pilot phase of CDDL project (Conservation Documentation in the Digital Library)

D. Digital Preservation

- Co-managed of a team of three graduate assistants hired by the AUL for Digital Strategies with work focused on web-archiving efforts and University Archives born-digital collections backlog processing

- Working with senior admin and department staff, continued to develop policies and procedures for managing digital special collections content, and advocated to have policies and procedures implemented and respected

E. Digitization Services

Digitization Services piloted a Restricted Access Digitization program. The service was in response to continued COVID-19 impacts on students to accommodate patron requests for digitization from the library catalog. The program was discontinued by January 2022. Criteria for requests was developed for patrons still requiring digital access to library materials not already digitized. That program began in January 2022 and received 2 requests. These were digitized in-house by Digitization Services and made available to requesting patrons in our own local Digital Collections for a limited loan period with eventual limited access in HathiTrust Digital Library.

- From July 1, 2021 to December 15, 2021 we received 747 patron-requested items in Preservation Services.
- We digitized 271 items for online access (36% of all requests). Of those all were protected by copyright. These were digitized in-house by Digitization Services and made available to requesting patrons in our own local Digital Collections platform for a limited loan period with eventual limited access in HathiTrust Digital Library.
- 209 (28%) of items were available electronically in Internet Archive and already freely available.
- Of the 747 items requested, 154 (21%) were purchased in GOBI through Library Collection budget.
- Of the items requested 38 were available for students to purchase in Redshelf.
- Of the items requested 4 were available in HathiTrust Digital Library.

F. Media Preservation

- *Rare Book & Manuscript Library / Media Preservation Graduate Assistant Partnership* (50% FTE, Year 1 of 2), focus on Perry Miller Adato Collection: advised and coordinated authoring of new finding aid; began phase two and 389 films received repair, cleaning, rehousing, and physical conservation.
- *National Center for Supercomputing Applications/Advanced Visualization Laboratory (NCS/AVL) videotape collection*: Ongoing project. In FY22 started the first phase of digitization.
- *University Bands Audio Recordings, Sousa (donor funded)* 759 out of 1,412 audio recordings digitized. In arrangement with the Sousa Archives and Center for American Music, the remaining 653 recordings to be digitized in FY23
- *Chemistry Department Videotapes* 318 videotapes digitized, 14TB total
- *Bruce D. Nesbitt Recordings and Videotapes* Triage of moldy and highly degraded materials from Archives Research Center. Mold remediation underway; Performed assessment of 678 analog video and audio recordings
- *Harry Partch Oral Histories* Assessment of 110 audio recordings
- *Nikhil Banerjee 1968 KQED Broadcast Master 2"* Quad transfer of extremely rare recording, directly supervised at vendor

- *Music & Performing Arts Library Disc Shipping* Consulted on 440-disc donation project to the University of Texas (UNT)

G. Preservation, Access, and Repositories

- *CARLI partnership*: Advanced discussions with CARLI about initiating a statewide institutional repository service based upon our locally managed Medusa/IR platform. In particular, established a Technology Advisory group and a Policy Advisory group, each consisting of stakeholders from the Library and CARLI, and led monthly meetings for each. This has been critical in building familiarity between our organizations and coming to shared decisions. With Anne Craig, led meetings with a Pilot Group of librarians from institutions throughout the state interested in testing the software when it is made available. In addition, explored funding options with CARLI and Library administration, and plans to finalize a sustainability plan for the initiative in 2022.

H. Reformatting

- Completed fifth round of the Illinois NDNP grant cycle (2018-2020, no cost extension through 2021 to utilize remaining funds)
- Established workflow for new IA ingest procedures with IHLC and MPAL to use as models for future unique IA collection digitization projects
- Expanded patron request work to include referrals from RIS requests
- Utilize newly purchased microfilm scanner for patron digitization requests
- Began discussion with replacement vendor for general collections reformatting

Major Challenges Faced by the Unit During FY22:

As with other units within the Library, Preservation Services fully transitioned to the “new normal” of post COVID, now balancing many of our staff with partial work from home schedules and changing service provisions, particularly in Digitization Services.

Otherwise, our staff have continued the recurring pressures, largely from special collections units, to provide broader, faster, and more massive services to support growing special collections needs in conservation, exhibitions, collections care, digitization, digitization, and reformatting.

Significant Changes to Unit Operations, Personnel, Service Profile, or Service Programs:

I. New Staff in the Unit

A. none

II. Staff Departures

A. none

Contributions to Library-Wide Programs:

- I. Reference/Research Consultations – N/A
- II. Instructional Services (all ISchool instruction)
 - A. Guest lectures and/or tours by Preservation Services staff:
 1. IS505 (1 guest session) Information Organization and Access
 2. IS523 (6 guest sessions) Preserving Information Resources
 3. IS562 (3 guest session) Administration and Use of Archival Materials
 4. IS593AV (1 guest sessions) AV Materials
 - B. Full semester courses taught by Preservation Services staff:
 1. IS523 (Fall 2021) Preserving Information Resources
 2. IS573CHO (Fall 2021) Introduction to Cultural Heritage Collections
 3. IS593PC (Spring 2022) Preservation and Conservation for Collections Care
 - C. IS Practica supervised: None
- III. Scholarly Communications and Publishing – N/A
- IV. Assessment – None this year
- V. Collection Management – This is a huge component of what Preservation Services does: conservation, collections care, commercial binding, and various aspects of digital reformatting, media preservation and digital preservation are all part of the cradle-to-grave management of our library’s assets.
- VI. Digital Content Creation - This is also a huge component of Preservation Services and the key role of all staff in Digitization Services, as well output of our digital reformatting coordinator and media preservation coordinator. See stats, goals, and accomplishments for those areas throughout report.
- VII. Organizational Development and Training
 - A. Several of our staff served as ambassadors to new staff and faculty, as well as Mortenson fellows.
 - B. Coordinated attendance of online seminars relevant to born-digital collections management including personally identifiable information and web archiving
- VIII. Diversity, Equity, Inclusion, and Accessibility
 - A. The EMMA grant project, serves to “handle authentication, search, selection, and download, while also providing an upload path for texts produced or remediated on the campuses of the seven participating universities. EMMA will connect university librarians or disability service officers operating on behalf of students (or faculty) with disabilities at any of the seven participating universities to materials created on any of their campuses or by any of the three repositories.”
- IX. Outreach and Engagement
 - A. Ramped up social media campaigns and presence to encourage traffic to both conservation and the digital collections and increase engagement with other units on campus.
 - B. DS organized a digital exhibit to promote the Library’s work on the Save America’s Treasures grant digitizing the Gwendolyn Brooks archive in the Rare Book &

Manuscript Library. The DS GA was responsible for editing the Website.
<https://omeka-s.library.illinois.edu/omeka/s/illinois-digitization/page/digitizing-brooks>

- C. Hosted an in-person bookbinding event with Residence Hall Libraries, approximately 75 attendees
- D. Preservation Week 2022:
 - Drop-in Bookbinding Workshop at the Main Library, approximately 35 people attended
 - Environmental Monitoring and Integrated Pest Management webinar
 - Collections Care students wrote two guest posts on Conservation blog, Bunsen and Bronte
 - Worked with Preservation Reformatting to create a series of social media posts highlighting supplies and best practices for disaster response
- E. Participated in World Digital Preservation Day, Nov 2021
- X. Other
 - A. Building renovation planning: Preservation Services staff have served as both working group members, and advisors on the planning stages for the special collections building project.

Review progress made on Unit Annual Goals for FY22:

Area	Goal	Goal Status
<i>Administration</i>	Administer NHPRC grant to anticipated completion in August 2022	Grant completed, full project completion FY23
	Administer SAT grant starting in Fall 2021 with hire of visiting conservator	Progress made, ongoing with one-year no cost extension
	Continue work to evaluate administrative responsibilities of unit head and senior staffing to provide clearer and most consistent supervision and feedback.	Progress made, ongoing especially relative to staffing changes in FY23
	Revisit public access to conservation photodocumentation from Digital Library.	Medusa file review completed, lexicon completed, pilot underway
	Revisit and complete work on unit-wide 5-year plan begun and then tabled at beginning of pandemic	Ugh. Not started
<i>Preservation, Access, and Repositories</i>	Initiate pilot phase of CARLI Statewide Institutional Repository with small group of CARLI members. Finalize cost model. Publicize effort throughout state.	ongoing
<i>Conservation</i>	Onboard and document integration of grant-funded project conservator position.	Completed.
	Investigate developing a more archives-friendly platform in the conservation database.	Ongoing; an interface has been created and is in successful use, but still needs testing and improvements.
	Consolidate lab safety training onto the Library wiki.	Completed.
	Investment in lab-owned professional film equipment and basic editing software to enable the	Started—awaiting the start of the resident Preservation Education and Outreach librarian to ramp up social media and explore filmed content.

	creation of shareable educational/promotional content	
	Acquisition of supplies to continue expanding into eastern conservation practices, including a Karibari board for lining and drying.	Not completed due to availability. Will investigate ways to make our own.
	Continue development of periodic skill-building workshops taught by staff for student cohort interested in Conservation.	Ongoing.
	Cultivate professional development opportunities to expand knowledge in the areas of tape removal and photo conservation.	Ongoing; we have reached out to IPI to coordinate a photo id and treatment workshop for our colloquium series.
	Work with the staff members of the special collection libraries to analyze the fiscal requirements, organization, vision, and mission for the future exhibit areas in the new building space.	Ongoing.
	Last year, due to a pandemic, the conservation lab worked with the facilities department to build and install acrylic shields to protect public service areas on different departments around the campus. Keep assisting the facilities department on this project.	Completed
	Work with Ana Rodriguez, the Registrar and Digitization Coordinator, to implement standard documentation for archival material loans for other institutions.	Completed.
	Coordinate with RBML staff members a time to clean and organize the RBML's vault exhibit area.	Completed.
	Complete treatment of Council of Administration volumes for University Archives.	Completed!

	Conceptualize, interview and hire a resident Preservation Education and Outreach Librarian (POEL).	Completed.
	With students, investigate the necessary tools and infrastructure for expanding our social media content into TikTok, YouTube and other video-based platforms.	Completed; we have a good sense of what it will take to expand this way—next steps on hold until POEL Resident starts.
<i>Digitization Services</i>	Increase special collections digitization and contributions to digital collections	Completed. Monthly projects are scheduled, and DS project schedules was fully booked Fall 2021, Spring and Summer 2022.
	Continue to support Restricted Access digitization program and refine workflows during the pilot period in Fall 2021 to provide patrons with efficient access to digitized books	Restricted Access Digitization (RAD) concluded in December 2021. The library and DS proposed using specific criteria for special requests Spring 2022. Only 2 requests were received.
	Streamline special collections patron request process through Aeon integration.	Aeon training and workflow is designed. Fully implementation with special collections set for September 2022
	Digitize materials for Brooks Grant project in RBML	Ongoing with 1 year extension.
	Complete the RBML Repackaging Project	Completed Summer 2022.
	Streamline special collections patron request process through Aeon integration.	Ongoing – new workflows are being established with Teams since Jira has been discontinued. Documentation is being migrated to Special Collections Teams and current documentation is updated.
	Update unit documentation for special collections workflow and equipment	Completed.
	Inventory DS equipment. Determine cost to update old equipment. Collaborate with IT to establish replacement schedules and pursue funding.	Completed

	Pursue Fadgi compliance testing and confirm via testing image quality with these guidelines	On hold till new equipment is installed.
	Resume Social Media campaigns and presence to encourage traffic to the Digital Collections.	Completed.
	Share Speedwagon packaging tool with other units and libraries to support efficient creation of digitized content	Shared Speedwagon with Digital Preservation.
Reformatting	Seek out new grant and workflow opportunities (e.g. in-house microfilm scanning) for continued newspaper reformatting efforts	In progress
	Establish workflow with new brittle book digitization vendor (Crowley), due to NMT going out of business.	In progress (first batch delivery anticipated in FY23)
	Develop workflow procedures for in-house microfilm scanning	complete
	Devise a better plan for in-copyright brittle books content by exploring the possibility of using the Digital Library to host content behind a UIUC login	In progress
	Development and implementation of patron fulfillment workflow of print materials	In progress
	Expansion of Internet Archive scanning services to accommodate new types of materials (e.g. archival collections)	Complete
	Digitize UIUC theses and dissertations with ProQuest	In progress
	Continue to develop and implement newspapers.com ingest workflow	In progress

<i>Digital Preservation</i>	Continue to work closely with special collections units to develop, review and redesign digital collections processing and management guides.	Ongoing.
	Work closely with faculty and staff in Sousa to establish procedures for curating and preserving born-digital collections content and bringing workflows in alignment with other special collection units.	Ongoing. Dependent upon Sousa staffing which has been inconsistent due to mostly relying on graduate assistants to complete this work.
	Expand “Digital Curation Office Hours” to include RBML and IHLC dependent upon staff availability	On hold due to digital preservation and special collections staffing. Will revisit in the future as staffing levels allow.
	Continue to evaluate and/or build tools to assist curators with born-digital content stewardship and access with focus on priority areas identified through IDCAP work	Ongoing.
	Working collaborative with other BTAA Digital Preservation professionals create guidance on digital content transfer and acquisition scenarios	On hold. Staffing levels across BTAA institutions have not allowed for further development.
	Within the highly-collaborative File Format Working Group continue work focused on developing local file format profiles and policies for preservation and access.	On hold. Lack of staffing in digital preservation and time-intensive work in other priority areas have prevented further work. May revisit in the future if need be.
	Continue engagement with Library Admin on next steps as recommended in the IDCAP report.	Ongoing
<i>Collections Care</i>	Facilitate a disaster response training session or tabletop exercise for the Library Disaster Team	Complete April 8, 2022
	Continue to expand outreach and engagement efforts to iSchool, campus, and community	Ongoing – on-campus and virtual outreach events during Reading Day fall semester 2021 and Preservation Week in April 2022 as described

		above; working with Conservation on department-wide social media outreach efforts
	Finalize workflow for capturing IPM data and uploading to Databank	In progress
	Review and update Binding Preparation workflow documentation	In progress – continuing to revise and update all binding and collections care documentation
	Implement staff cross-training and job shadowing between Collections Care and General Collections Conservation to expand understanding of workflows and treatments across units	In progress – scheduled for August 2022
	Finalize mold treatment workflow procedures and documentation	In progress, working with vendor to finalize freight shipping procedures
	Revise collections freezing protocol procedures and documentation	In progress
<i>Media Preservation</i>	As a result of the instability caused by the lengthy pandemic period, the focus and goal for FY22 will be solely on the practice of media preservation, with a specific focus on the reformatting of moving images held on magnetic video tape and the physical conservation of the Perry Miller Adato film collection held by RBML. Projects will continue with outside vendors as usual, with a specific focus on increasing output from onsite labs.	Ongoing

Unit Annual Goals for FY23

Administration	Complete five year unit plan!
	In light of Kyle Rimkus' departure from unit, re-align leadership and staffing for vacated digital preservation oversight as well as program growth
	Complete processing Woodward Collection and clear out of 17D
	Continue SAT grant administration (completion by 9/2023)
	Conservation documentation (CDDL) pilot completion
	Revisit/restart campus-level preservation collaboration efforts and possibly preservation emporium event
Collections Care	Facilitate another disaster response training session or tabletop exercise for the Library Disaster Team
	Continue to expand outreach and engagement efforts to iSchool, campus, and community, including identifying ways to collaborate with new Preservation Outreach and Engagement Librarian
	Review and update Binding Preparation workflow documentation
	Implement staff cross-training and job shadowing between Collections Care and General Collections Conservation to expand understanding of workflows and treatments across units
	Finalize mold treatment workflow procedures and documentation
	Revise collections freezing protocol procedures and documentation
Conservation	Continue working with new archives-focused platform in the conservation database.
	Investment in lab-owned professional film equipment and basic editing software to enable the creation of shareable educational/promotional content
	Continue development of periodic skill-building workshops taught by staff for student cohort interested in Conservation.
	Cultivate professional development opportunities to expand knowledge in the areas of tape removal.
	Onboard New PEOL Resident Librarian; work on centralizing departmental social media accounts under their supervision.
	Reprise Conservation colloquium offering to broader local/Midwest conservation community through teamed offerings with the Image Permanence Institute (IPI).

	Focus student hourly time on special collections mold workflow to move items along that have been stuck in limbo for sometime.
	Continue using Calcium Phytate treatment for Iron Gall Ink. Offer opportunities to train additional lab personnel to normalize the procedure and make it a common offering for collection materials.
	Expand stats sheet to track the number of hours that are being spent in different collections; use this metric as a way to determine where to prioritize attention in the future.
	Special Collections Conservators to resume Main Library Office Hours—offer support, contact and services outside of the physical lab location.
	Execute different experiments to expand our knowledge in the area of leather consolidation.
	Write instructions about developing new procedures for exhibit production and conservation treatments.
Digital Preservation	Pilot Archivematica and gauge its use in improving digital collections processing outcomes.
	Engage in improving workflows for email acquisition and processing. Coordinating a two-day email processing training event taught by Chris Prom and Ruby Martinez with a focus on practical application using local collections materials.
	Prepare for hosting iPres 2023 – a major international conference on digital preservation – in Champaign-Urbana in September 2023.
	Continue engagement with Preservation and Library Admin on advocating for additional digital preservation staff and/or change in roles to better support born-digital collections curation and digital preservation.
	Continued engagement with special collections units on developing policies, procedures, and workflows for digital content.
Digitization Services	Fully implement Aeon for managing patron requests and tracking of material from special collections as well as processing requests from patron for publication.
	Continue digitizing materials for Brooks Grant project in RBML and document processes to use this work as a model for digitizing complex archival collections.
	Grow social media account through storying, collaborating and cross posting with all of Preservation. This includes working with the Outreach Resident.
	Collaborate with Metadata Librarian to create step by step, comprehensive guides for training those working with Digital Collections Platform. Document workflows and best practices to create

	transparency about process across the library for the digitization program. This includes best practices for creating metadata for archival collection in the Digital Library.
	Install new equipment once it arrives and certify FADGI compliance
	Improve documentation of digitization methods for special collections materials.
	Strategically digitize remaining theses and dissertations in Archives. Currently these are digitized as they are requested by patrons.
Education and Outreach	Preservation Week programming that encompasses all areas of the department.
	Develop curricular materials for teaching K-12 Preservation and Conservation concepts, as well as hands on activities that introduce patrons to preservation basics.
	Create media content, including video in collaboration with Advancement team, to promote and highlight Preservation Services.
Media Preservation	Continuation of the practice of media preservation. Projects will continue with outside vendors as usual, with a specific focus on increasing output from onsite labs.
	Engage graduate student in first time practicum experience in the media preservation labs.
	Collaborate with MPAL on Library Innovation Grant to build a simple digitization station for use by Library patrons to access MPAL disc and cassette collections.
	Pursue grant opportunities for the NCSA Advanced Visualization Laboratory (AVL) videotape collection. Engage an NCSA funded graduate hourly to assist with tasks related to previously digitized materials and pilot workflows for future grant possibilities.
	Complete multi-year University Bands Audio Recordings (Sousa) project.
	Complete assessment and preservation analysis for the Chuck Olin collection (HPNL) in preparation for possible donor funding.
	Complete Phase 2 of Perry Miller Adato collection (RBML)
	Complete audio and video lab upgrades
	Collaborate with Outreach & Engagement Resident to promote media preservation services and awareness within and outside the UIUC Library/campus communities
Reformatting	Seek out new grant opportunities for continued newspaper reformatting efforts
	Devise a better plan for in-copyright brittle books content by exploring the possibility of using the Digital Library to host content behind a UIUC login

	Devise and implement better donor relation policies to encourage donation for newspaper reformatting efforts
	Restructure newspapers.com digitized content for ingest into Medusa and IDNC (after three-year embargo period)
	Develop social media presence to highlight digitized content
	Revise workflow to ensure in-house digitized microfilm meets Digital Library ingest requirements
	Re-establish brittle book general collections digitization with new vendor

Graduate Assistants:

I. Number of GAs (FTE and Head Count) employed during FY22:

Collections care – 1 @ 30%
Conservation – 1 @ 38%
Digital Preservation – 1 @ 45%
Digitization Services – 1 @ 30%
Media Preservation – 1 @ 45%, 1 @ 50%
NDNP – 1 @ 50%

II. Funding source for the unit's GAs:

Four (30% & 45% FTE) on state funds, one (0.5 FTE) endowed (Mildred Jassuph fund), one (0.5 FTE) grant funded. One 0.5 FTE gift funded (Chattergee fund, RBML)

III. Major responsibilities assigned to the GAs in the unit, and an overview of the contributions made (or projects completed) by GAs during the fiscal year

Preservation has many sub-specializations, each of which operates with a small team, all GA positions within preservation are critical to maintaining our specialized services in media & digital preservation, collections care, conservation, digitization and supporting our NDNP grant participation. As this work is ongoing, the need for our GA positions does not diminish over the summer.

The DS graduate assistant serves to support the daily operations of the Library's in-house digital production workflows in all ways. The position assists the digital project manager to manage incoming projects, as well as digitally photographs materials from both the special and general collections of the University Library in accordance with imaging standards and best practice using the unit's digital reprographic camera and book capture systems. The position also undertakes post-processing and quality assurance of derivative access and preservation master files using tools such as Capture One, Adobe Photoshop and Adobe Bridge as well as the creation of searchable text files from digital images using optical character recognition software, ABBYY Finereader, Adobe Acrobat Pro for access.

The Digital Preservation graduate assistant works with content producers and the Medusa technical team to plan and manage digital preservation actions such as file packaging, staging, and ingest into Medusa. The GA also works with producers of born digital records to provide preservation services within archival appraisal, arrangement, and description workflows. This position is critical as it is the only staff support for processing files for ingest into Medusa.

The Collections Care graduate assistant position's day-to-day responsibilities include searching for available digital surrogates and OCLC holdings to help inform repair options

for general collections materials and logging them into our new tracking database; performing minor repairs on all ranges of general collections materials, ordering commercial custom enclosures; labeling, quality control and checkout of completed unit repairs; leading or assisting with workshops and tours; disaster recovery; primarily leadership and supervision of the units? environmental monitoring and integrated pest management programs; collection of departmental repair statistics; and oversight of triage of incoming materials for repair.

The Media (AV) Preservation graduate assistant's day-to-day responsibilities include: tracking of incoming audiovisual materials for preservation for various library units (predominantly special collections); assisting with in-house reformatting functions, coordinating preparations for outsourced media reformatting, consulting with units within the Library and across campus and working on a variety of special projects. This position is critical staff support for our rapidly growing media preservation program and serves as 0.5 of the unit's total 2.0 FTE.

The NDNP graduate assistant is responsible for the daily project workflow of the National Digital Newspaper Program, a grant done in partnership with the Library of Congress and NEH. The GA, in concert with the Digital Reformatting Coordinator as project manager, assists with project planning and material selection, collates microfilmed materials, liaises with microfilm storage and digitization vendors, and performs quality control of digital images and metadata returned from vendor. In addition, they also conduct a number of administrative tasks such as: assist with grant reporting, conduct research to write and submit title essays for each submitted newspaper title, attend the NDNP awardee meeting as part of the Illinois awardee group, and help with social media efforts. This position is essential for the timely completion of the NDNP grant.

The Conservation graduate assistant assists in the day-to-day operations of the conservation lab in support of the Library's special collections, through both administrative tasks, hands-on conservation repair, and general lab support, including: Laboratory maintenance and weekly lab preparations; Preservation of library materials via rehousing of special collections materials, assisting the moving of at-risk collection materials, and conservation assessments and condition surveys; Documentation for the conservation of library materials in written and digital photographic form; Hands-on repair and stabilization of book and paper materials via repairs and creation of custom enclosures and; Assisting with unit administrative responsibilities, such as: collecting conservation statistics, assisting with budget planning and oversight, and grant writing.

Statistical Profile

I. Facilities - Not Applicable

II. Personnel

A. *Faculty (2.0 FTE)*

1. Jennifer Hain Teper (100%) Full reporting year, state with endowment funded stipend
2. Kyle Rimkus (100%) Full reporting year, state funded

B. *Academic Professionals (9.83 FTE)*

1. Joshua Harris (100%) Full reporting year, state funded
2. Tracy Popp (100%) Full reporting year, state funded
3. Quinn Ferris (100%) Full reporting year, endowment funded
4. Angela Waarala (100%) Full reporting year, state funded
5. Henry Borchers (100%) Full reporting year, state funded
6. William Schlaack (100%) Full reporting year, state funded
7. Marco Valladares Perez (100%) Full reporting year, state funded
8. Jody Waitzman (100%) Full reporting year, endowment funded
9. Shelby Strommer (100%) Full reporting year, state funded
10. Yungjin Shin (100%) started Sept 1, 2021, grant funded (.83 FTE)

C. *Civil Service Staff (6.0 FTE)*

1. Lincoln Machula, Library Specialist (100%) Full reporting year, state funded
2. Rachel Johns, Digital Imaging Specialist II (100%) Full reporting year, state funded
3. Tabby Garbutt, Digital Imaging Specialist I (100%) began December 2020, state funded
4. Johna Von Behrens, Library Specialist (100%) Full reporting year, state funded
5. Cristina Kuhn, Library Specialist (100%) Full reporting year, state funded
6. Kara Hagen, Library Operations Associate (100%) Full reporting year, state funded

D. *Graduate Assistants (2.88 FTE)*

1. Katie Poland (50%, 12 mo appointment, grant funded)
2. Victoria Schmitz (30%, 9 mo appointment, state funded)
3. Jenna Courtade (30%, 9 mo appointment, state funded)
4. Daniel Green (45%, 9 mo appointment, state funded)
5. Nalani Hodges (38%, 9 mo appointment, endowment funded)
6. Bridgette Hammond (45%, 9 mo appointment, state funded)
7. Ari Negovschi (50%, 9 mo appointment, gift funded RBML)

E. *Extra Help (0.45 FTE)*

1. Christine Willson: 900 hours (completed December 2021)

F. *Volunteer hours*

1. none

G. *Hourly Wages*

1. State Account \$81,999 resulting 4,984 hours (2.5 FTE) worked (this does not include summer graduate hourlies) with support in all areas of unit
2. Friends gifts \$18,199 resulting in approximately 1,200 hours (0.61 FTE) *much of this went to additional Woodward project labor after grant funds were expended and support of the Gwendolyn Brooks SAT grant project hourly.
3. Liable gift \$2,257.50 resulting in 161 hours (0.08 FTE)
4. Woodward (NHPRC grant) \$55,492 resulting in approx. 4,200 hours of work (2.1 FTE)

III. User Services

N/A

III. Other statistics (optional). Note Covid-19's continued influence on all production due to substantial challenges with vendor capacity and costs.

- A. Conservation and Book Repair: We have continued to serve the University Library System by offering simple through complex book and enclosure treatments for special, circulating and reference collections. Repairs and rehousing done as part of the Save America's Treasures Grant on the Gwendolyn Brooks Papers is noted separately, after more general library conservation work. Over the past year, the unit has undertaken the following:
1. *Pamphlet Binding*: bound 289 General Collections items into customized pamphlet binders
 2. *General Collections Conservation*: Overall, general collections conservation repaired 209 books. Repairs predominantly took under 2 hours, but 30.6% took 2-4 hours and 8.1% took 4-8 hours.
 3. *Medium Rare Conservation*: As noted above, the term "Medium Rare" describes a workflow that blurs some lines between general and special collections, in use since the late spring of 2016. Treatments are typically more time-consuming and involved than standard general collections, but ideally briefer than typical special collections approaches. In FY22 conservation repaired 42 books and 228 pieces of flat paper in the medium rare workflow, for a total of 270 items
 4. *Special Collections Conservation*: 178 items repaired, and 422 items prepared for exhibits. Total materials included 2 pamphlet/music sheet, 57 books, 16 pieces of flat paper, 2 photographs, 3 kits, and 98 objects. 47.7 % of items were treated in under 2 hours, 23% took between 2-4 hours, 12.8% took between 4-8 hours, 12.5% took 8-16 hours, 1.5% took 16-40 hours, and 2.5% took more than 40 hours to complete.
 5. *Oak Street Stabilization*: In FY22 this process was transferred to Collection Management Services
 6. *Enclosures/Rehousing/Encapsulation*: 2269 items received custom enclosures, encapsulation, or rehousing, predominantly these took less than 15 minutes
 7. *Cleaning/Disaster Recovery*: 1 item was cleaned, dried, or both

Brooks Conservation (note this work actually went through August 1, 2022, but stats were not kept by FY)

1. *Rehousing*: (5,167 total) 3,033 mylar sleeves for brittle/fragile materials, 2,074 oversized materials rehoused, 60 items interleaved, 212 four flap enclosures, 105 3D objects rehoused.
2. *Medium Rare Treatments*: (201 total) 102 tears mended, 206 items cleaned of mold, 206 items flattened, 7 items for tape removal, 13 sealed envelopes opened, 2 stuck photos released, 174 items surface cleaned.
3. *Special Collections Conservation*: (3 items total) scrapbook and photo album conservation/reconstruction

A. Preservation Reformatting:

1. Collections care referrals to brittle books: 311
2. Google Rejects referrals to brittle books: 136
3. Bound volumes reformatted from book to digital (vendor): 0 (vendor out of business)
4. Newspaper titles reformatted to microfilm: 15
5. Replacement page requests fulfilled: 30
6. Microfilm reels repaired: 1
7. Total items digitized by IA: 3,115 (1,133,365 images and 1,832 foldouts)
8. Total microfilm frames digitized in house: 56,400 (HPNL, IHLC, MPAL, University Archives)

B. Commercial Binding Preparations

1. Serials Binding: 3,707
2. Monograph Binding: 3,388

D. Collections Care

1. Quick Repairs: 446
2. Custom Enclosures: 874

E. Digital Preservation:

1. Continued downward trend in requests for transferring collections materials from physical media. Approximately five requests for reformatting with 21 discreet media items transferred. This decrease is in part likely attributed to COVID-19 as well as a technological shift away from using removable media storage.
2. Continued upward trend in born-digital content curation requests. Increase in requests for born-digital content stewardship at each archival processing step from appraisal through ingest. Most time spent on identifying file types and providing expert curation guidance and complex troubleshooting due in part to increased GA staffing, processing born-digital collection backlogs, and increase in acquisition of born-digital materials.
3. Upward trend of resource-intensive requests in managing digital collections appraisal and acquisition. Co-managed at least three digital content transfer requests for Sousa and have consulted on others for other Special Collections units.
4. Increased holdings to 220.52 TB in Medusa long-term storage

F. Digitization Services:

1. Special Collections:

RBML

- 1178 items repackaged and ingested into the Digital Library
- 28 new items digitized for the Digital Rare Book Collections
- 22 Items for RBML Rare Periodicals Collection
- 2 Items for the Digital Manuscript Collection
- 205 Items processed and ingested for the Charles Mudie Papers (items scanned in RBML but DS handled the processing, quality assurance and ingest)

- 1 Photo Album, 1 Scrapbook, 1135 photos, 503 negatives and 216 pieces of ephemera to include envelopes and clippings) and 3 slides digitized for the Gwendolyn Brooks

Map Library

- 233 items for Railroad Maps Collection
- 171 items for River Maps Collection
- 36 items WWI Maps Collection
- 1351 items for Sanborn Fire Insurance Maps Collection

University Archives - 19 Theses/Dissertations Collection (Ingested into IDEALS)

Student Life and Culture Archives

- 235 Issues (1005 images) Hillel Post, Bulletin and Magazine

Illinois History and Lincoln Collection

- 36 items Frederick Wainwright Perkins Papers
- 284 items Henry W. Funk Letters Collection
- 1 item John McClelland Letter Collection
- 270 items Jonathan Balwin Turner Papers
- 2 Items Pope Country Survey Plat Books
- 3 items Sara Tanner Journal and Photographs

2. Restricted Access Digitization workflow:

- 747 patron-requested items
- 271 items for online access (36% of all requests).
- 209 (28%) of items were available in Internet Archive
- 154 (21%) were purchased in GOBI through Library Collection budget.
- 38 were available for students to purchase in Redshelf.
- 4 were available in HathiTrust Digital Library

3. Reproduction Requests

- 58 items requested from external patrons
- 46 requests from libraries

G. Media Preservation/Time-based media reformatting:

1. Total # of distinct Media Projects 56

- Audio Transfers: 494 (32 in-house, 462 outsourced)
- Videotape Transfers: 360 (33 in-house, 327 outsourced)
- Film Transfers: 3 (outsourced)
- Total transfers: 857
- Approximately 1,426 items received repair, cleaning, rehousing, physical conservation, or mold remediation

- Listening and Viewing requests: The program received and served several requests from various sources to analyze media items.