NYU Cinema Studies MIAP  
Fall 2015

Conservation and Preservation: Principles  
H72.1802

Ver. 1.3: 2015 September 13 (DRAFT in progress, for class discussion)

Instructor: Evelyn Frangakis  
evelynfrangakis@nypl.org  
Twitter: @EvelynFrangakis  
V: 212-930-0644

Class Schedule: Mondays, 2:00 – 4:00 p.m., with some additional alternate scheduling

Office Hours: by appointment

COURSE DESCRIPTION

An introduction to the basic principles and methods of conserving and preserving the wide range of materials found in libraries, archives, special and heritage collections. Topics include the history of preservation, collections care, maintenance and environmental issues, commercial preservation options, selection for preservation, security, issues in paper and photographic preservation and conservation, disaster planning and recovery, issues relating to non-print materials, preservation reformatting, digital imaging, the preservation and responsibility for cultural heritage, and public policy for preservation.

*** Two three hour mandatory class sessions on still photography have been scheduled at the Metropolitan Museum of Art with Nora Kennedy, Sherman Fairchild Conservator in Charge, Photograph Conservation Department, and Katherine Sanderson, Assistant Conservator of Photographs. The first session will take place on Monday September 28th from 2-5 pm and the second session is on Monday October 5th from 2-5 pm.

*** Two Monday or Tuesday classes/site visits will be scheduled, one at the NYPL Manhattan central building and one at the NYPL Library Services Center in Queens.

Other site visits and guests may be arranged as student/class interests arise.

Directions and details for all site visits will be provided by email prior to the visits.
COURSE INSTRUCTIONAL AND LEARNING OBJECTIVES

To introduce students to the:

1. Issues and options for the preservation of collections in all formats
2. Causes of collection deterioration and options for prolonging useful longevity
3. Roles of collection stewards in the conservation and preservation of collections to ensure enduring access
4. Tools available in the conservation and preservation field
5. Need for networking, staff and user education and training.

Students completing this course should:

1. understand the nature of current preservation challenges, their origins and the resources and possible solutions to address them.
2. understand and be able to identify preservation needs and the issues to be addressed in implementing and administering a preservation program.
3. have necessary skills to evaluate technological options and strategies as they relate to specific collections and types of materials
4. understand issues related to fund raising and grant writing for preservation projects and collection needs.
5. be able to see the role of collection care and preservation within the larger institutional environment.
6. understand the role of preservation in the larger context of organizational administration, academic and research support, cultural heritage, and the broader context of societal communication, interaction and inquiry.

GRADING

Evaluation of Student Performance will be based on:

- General preservation survey report (30% of grade)
- Comparative review of two disaster plans assigned by instructor (25% of grade)
• 1-2 page review of each site visit and any class taught by guest speakers (20% of grade)

• Attendance and class participation (25% of grade), including:
  o Readings, films, and essays as assigned and discussed
  o Hands-on preservation activities in class

Description of Assignments and Deadlines:

Each written assignment should include the course title, assignment title, student’s name, date, and page number. There is no specific required writing style, but citations are required.

Grades will be assessed on adherence to instruction, clarity of presented information and level of its organization, and appropriateness/relevance to the assignment.

Comparative Disaster Preparedness Assignment: Due Friday November 6th
Students will complete an assignment related to disaster planning and recovery, resulting in a written report/assessment. Details of the assignment will be provided in class.

Survey Assignment: Due Monday December 14 (last class)
Students will conduct an overview preservation survey of a small library collection and produce a final report of findings and recommendations. Details of the assignment, including a required survey format, will be provided in class.

All written assignments must be submitted by either email (as PDF or Word attachments) or in hard copy in class.

Assignments are due by 4:00 pm on the date(s) listed in this syllabus in order to receive full possible credit. Students with reasonable cause for delayed work need to negotiate an alternate arrangement with the instructor in advance, if at all possible. Otherwise late work will be dropped two points if submitted in the first 24-hour period past the due date and an additional two points for each 24-hour period thereafter.

No incompletes are accepted for this course.

OUTLINE OF COURSE CONTENT AND LIST OF RESOURCES

Professional Tools:
Students are expected to become familiar with preservation and conservation journals, Internet lists and websites. Class conversation will depend on this familiarity.

The readings in the syllabus may change or be added to during the course of the semester. Students are responsible for following these changes. Resources listed below support the themes and content of the syllabus and also support course assignments and students are encouraged to explore them.
Texts: There is no text book for the class. A variety of required readings will be assigned and are noted under each class session section (by class date and number).

Broad Resources for Your Exploration (optional, not required):

General Preservation and Collection Stewardship
- American Library Association, Preservation and Reformatting Section (PARS), http://www.ala.org/alcts/mgrps/pars
  - Preservation, http://www.arl.org/preserv/
- Connecting to Collections, http://www.connectingtocollections.org/
- Conservation Center for Art and Historic Artifacts, http://www.ccaha.org/
  - Heritage Health Index. Available at http://www.heritagepreservation.org/hhi/index.html


• National Archives and Records Administration (NARA), http://www.archives.gov/ and http://www.archives.gov/preservation/internal/index.html

• National Park Service,


• Regional Alliance for Preservation, http://www.rap-arcc.org/


**Conservation and Collections Care**

• American Institute for Conservation (AIC), http://www.conservation-us.org/
  o Conservation OnLine (CoOL), http://cool.conservation-us.org/
  o ConsDistList Archives, cool.conservation-us.org/byform/mailing-lists/cdl/


• Conservation OnLine (CoOL) http://cool.conservation-us.org/
  o Disaster Preparedness and Response, http://cool.conservation-us.org/bytopic/disasters/
o Mold, http://cool.conservation-us.org/bytopic/mold/
  o Pest Management, http://cool.conservation-us.org/bytopic/pest/
• Getty Conservation Institute, http://www.getty.edu/conservation/
• National Archives and Records Administration (NARA), http://www.archives.gov/ and http://www.archives.gov/preservation/internal/index.html
• PBS, Saving the National Treasures, http://www.pbs.org/wgbh/nova/charters/

Disaster Preparedness and Recovery
• CCAHA Technical Bulletins http://www.ccaha.org/publications/technical-bulletins
  (Include: Salvaging Art on Paper, Salvaging Photographs, Salvaging Books, Managing a Mold Invasion)

Environment, Facilities and Security Concerns
• “ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections,”
• IPI related sites:
  o eClimate Notebook, https://www.eclimatenoetbook.com/
  o Dew Point Calculator: http://www.dpcalc.org/
• National Archives and Records Administration (NARA), http://www.archives.gov/ and http://www.archives.gov/preservation/internal/index.html


**Fundraising**

• Foundation Center, [http://foundationcenter.org/](http://foundationcenter.org/)

• Grantsmanship Center, [http://www.tgci.com/](http://www.tgci.com/)


• Institute of Museum and Library Services. IMLS Guide to Programs and Opportunities, [http://www.imls.gov/resources/publications.aspx](http://www.imls.gov/resources/publications.aspx)


  o Division of Preservation and Access, [http://www.neh.gov/divisions/preservation](http://www.neh.gov/divisions/preservation)
  o NEH policies, forms, and other information for organizations with a grant from NEH. [http://www.neh.gov/grants/manage/organizations](http://www.neh.gov/grants/manage/organizations)


**Photography**


• Mustardo, Peter and Nora Kennedy. (1994) *Photograph Preservation: Basic Methods of Safeguarding Your Collections*. Mid-Atlantic Regional Archives Conference (MARAC), Technical Leaflet Series, No. 9


Films to be viewed as part of class assignments and discussion:

• *Art of the Steal*, MAJ Production in association with 9.14 Pictures; produced by Sheena M. Joyce; directed and photographed by Don Argott, 2009.

• *Expert Series – Preserving the Charters of Freedom*, (National Archives and Records Administration) http://www.youtube.com/watch?v=gH1Or9GjVXU


• *Saving the National Treasures*, NOVA, 2005.

• *Slow Fires: On the Preservation of the Human Record*, American Film Foundation; produced and directed by Terry Sanders; written by Ben Maddow and Terry Sanders, 1987.

CLASS SCHEDULE AND ASSIGNMENTS

**September 14 – Class #1**

Introductions

Review syllabus, reading list, expectations and assignments

Overview and history of preservation activities, terminology, organizations associated with preservation and conservation of cultural property
September 21 – Class #2

The class preparatory assignment is to view the two films below and to review the web sites listed. Each student is required to post to the entire class an original comment on each item watched and reviewed and groups of three will report out during class.

View before class:

- *Slow Fires: On the Preservation of the Human Record*, American Film Foundation; produced and directed by Terry Sanders; written by Ben Maddow and Terry Sanders, 1987.
- *Glatfelter Interactive Mill Tour*,

Before class review websites of these organizations:

- American Library Association, Preservation and Reformatting Section (PARS), http://www.ala.org/alcts/mgrps/pars

We will discuss the preservation landscape current preservation issues in libraries, archives, museums and heritage institutions

September 28 – Class #3  NOTE CHANGE IN MEETING TIME AND PLACE BELOW

Class will be held 2:00 – 5:00 pm at the Metropolitan Museum of Art, Photography Conservation Lab

Students should group inside the Education kiosk inside the main entrance, to the left of the central information desk. We will sign in and be escorted to the labs, as they are not open to the public.

TOPIC: Still Photography Session One (Hands-on Session)

- History of photography
- Chemistry of photography
- Identifying processes and time periods
- Hands-on exercises

Reading:

October 5 – Class #4  NOTE CHANGE IN MEETING TIME AND PLACE BELOW

This hands-on class session will be held 2:00 – 5:00 pm at the Metropolitan Museum of Art, Photography Conservation Lab

The class should group inside the Education kiosk inside the main entrance, to the left of the central information desk. We will sign in and be escorted to the labs, as they are not open to the public.

TOPIC: Still Photography Session Two
  • Handling and storing photographs
  • Cleaning and mending
  • Hands-on exercises

October 13 – Class # 5

TOPICS:
  • Environmental issues that affect collection longevity
  • Institutional readiness for disaster preparedness and recovery

Readings:
  • CCAHA Technical Bulletins http://www.ccaha.org/publications/technical-bulletins
    (Include: Salvaging Art on Paper, Salvaging Photographs, Salvaging Books, Managing a Mold Invasion)
  • Conservation OnLine (CoOL) http://cool.conservation-us.org/
    o Disaster Preparedness and Response, http://cool.conservation-us.org/bytopic/disasters/
    o Mold, http://cool.conservation-us.org/bytopic/mold/
    o Pest Management, http://cool.conservation-us.org/bytopic/pest/
  • IPI related sites:
    o eClimate Notebook, https://www.eclimatenotebook.com/
    o Dew Point Calculator: http://www.dpcalc.org/

October 19 – Class # 6  NOTE CHANGE IN MEETING TIME AND PLACE BELOW

This session will be held from 1:00 - 4:00 pm at the NYPL central building on Fifth Ave and 42nd St. Please enter through the 40th St. entrance and we will meet at the guard’s desk inside that entrance.

TOPICS:
• Tour of Preservation Division

• NYPL Photography Division session

  Introduction to preservation of library and archival collection materials

  Discussion of the range of materials and formats contained in research and heritage Collections and the challenges they pose

  In class discussion of the challenges of stewardship and the “enemies” of collections

October 26 – Class # 7

TOPICS:
Class discussion and exercise on conservation treatment, collection care, holdings maintenance, storage, handling and education issues

Choosing appropriate housing options and materials

Readings:
• American Institute for Conservation (AIC), http://www.conservation-us.org/
  o Conservation OnLine (CoOL), http://cool.conservation-us.org/
  o ConsDistList Archives, cool.conservation-us.org/byform/mailing-lists/cdl/
• Getty Conservation Institute, http://www.getty.edu/conservation/
• National Archives and Records Administration (NARA), http://www.archives.gov/ and http://www.archives.gov/preservation/internal/index.html
• Saving the National Treasures, http://www.pbs.org/wgbh/nova/charters/
November 2 — Class #8  WE WILL MEET AT BOBST LIBRARY FOR THIS SESSION

TOPIC:
The broad range of topics and concerns that embody the concept of “preservation” in cultural institutions and how they are addressed through preservation surveys/assessments

Conduct a sample survey walk-through (of Bobst facility and collections)

Reading:

November 6 - Disaster Plan Assignment Due

November 9 – Class #9

TOPICS:
- Managing collections
- The role of preservation in the context of the larger organization
- Organizing for preservation
- The role of vendor services

Class exercise: Identifying preservation needs and options

Class exercise: Outline for a Preservation Plan

Reading:

November 16 – Class #10

We will review the state of preservation programs in cultural institutions today

Conversation about the concept of cultural property and the future of stewardship in society
Reading:
- Additional articles to be assigned from major publications of current events and trends

Viewing:

**November 23 – Class #11**

Preserving Archives and Manuscripts

Discussion: “More Product, Less Process”

Reading:

Viewing:
- Expert Series – Preserving the Charters of Freedom, (National Archives and Records Administration) http://www.youtube.com/watch?v=gHlQr9Gj VXU
- Saving the National Treasures, NOVA, 2005.

**November 30 – Class #12**

TOPICS:
- Preservation selection
- Fundraising

Reading:
- Foundation Center, http://foundationcenter.org/
- Grantsmanship Center, http://www.tgci.com/
- NEH policies, forms, and other information for organizations with a grant from NEH. [http://www.neh.gov/grants/manage/organizations](http://www.neh.gov/grants/manage/organizations)
- New York State Library, Education Department, “Some Hints or Basic Grant writing” [http://www.nysl.nysed.gov/libdev/cp/workbook/hints.htm](http://www.nysl.nysed.gov/libdev/cp/workbook/hints.htm)

**December 7 — Class #13**

TOPICS: Preservation of Special Formats
- Oversized and Mixed Media
- Photo Albums and Scrapbooks
- Posters and Flat Paper collections
- Other Heritage Materials

Readings:
- CCAHA leaflets
- NEDCC leaflets
- See also sections of the syllabus related to General Preservation and Collection
- Stewardship as well as Conservation and Collections Care

**December 14 — Class #14**

Course wrap-up
Student requests (topics)

**Survey Assignment Due**