

**MIAP 2009  
Fall**

**Conservation & Preservation: Principles  
H72.1802**

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Tuesdays, 10:00 – 12:00 Noon

Office Hours: Tuesday, 12:30 – 2:30 and 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 and the preservation and responsibility for cultural heritage. Two three hour sessions on still photography will be scheduled at the Metropolitan Museum with photographic conservator Nora Kennedy on November 10 & 17. One Saturday class will be scheduled at the New-York Historical Society on October 17. **This is a 6 hour class: 10:00 AM – 4:30 PM] (Directions and details to be provided)** Alan Balicki, Senior Conservator – Host

Other site visits and guests may be arranged.

***Course Objectives:***

**To introduce students to:**

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.
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 problems, 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

### **Professional Tools**

Students are expected to become familiar with preservation and conservation journals, Internet lists and websites.

### **Evaluation of Student Performance will be based on:**

1. Readings as assigned
2. 5 - 8 page essay on *The Ongoing Moment* by Geoff Dyer
3. 1-2 page review of any class taught by guest speakers
4. 1-2 page review of each site visit
5. Attendance and class participation.
6. Review of book chosen from reading list. See pages 6 & 7.
7. Case study of a mixed media collection
8. Hands-on preservation activities in class

**All written assignments to be submitted by email as Word attachments and in class in paper copy.**

### **Outline of Course Content and Readings:**

**Texts:** There is no textbook for the class. A variety of readings will be provided.

- ***Field Guide Response to Emergency Response*** (with Emergency Response and Salvage Wheel). [Washington, DC]: Heritage Preservation, 2006.
- Patkus, Beth. ***Assessing Preservation Needs: A Self-Survey Guide***. Andover, MA: NEDCC, 2003.  
This manual is available online at: <<http://nedcc.org/welcome/pubs.htm>> and in print at the Study Center.

## Other resources:

- Adelstein, Peter Z. *IPI Media Storage Quick Reference*. Rochester, NY: Image Permanence Institute, 2004.
- Ballofet, Nelly & Jenny Hille. Preservation and Conservation for Libraries and Archives. Chicago, IL: American Library Association, 2005.
- Banks, Paul N. and Roberta Pilette, eds. Preservation: Issues and Planning. Chicago & London: American Library Association, 2000.
- Conservation Online (CoOI) [www.palimpsest@stanford.edu](http://www.palimpsest@stanford.edu)
- Eaton, George T. (1987) "History of Processing and Image Stability" in Pioneers of Photography: Their Achievements in Science and Technology. Springfield, VA: SPSE--The Society for Imaging Science and Technology, pp. 87-93.
- Eaton, George T. (1987) Photographic Chemistry in Black-and-White and Color Photography. Dobbs Ferry, NY: Morgan & Morgan, Inc. Third edition. Frey, Franziska.
- Mustardo, Peter and Nora Kennedy. (1994) Photograph Preservation: Basic Methods of Safeguarding Your Collections. Mid-Atlantic Regional Archives Conference (MARAC), Technical Leaflet Series, Number 9.
- Norris, D. (1992) "The Conservation Treatment of Deteriorating Photographic Print Materials," Postprints from The Imperfect Image: Photographs Past, Present and Future, The Centre for Photographic Conservation, London, United Kingdom, pp. 301-367.
- Nyberg, Sandra. (1987 updated) "Invasion of the Giant Mold Spore," <http://palimpsest.stanford.edu/byauth/nyberg/spore.html>
- Ogden, Sherelyn (ed.) *Preservation of Library & Archival Materials: A Manual*,. Third edition. Andover, Mass.: Northeast Document Conservation Center, 1999. This manual is available online at: <http://nedcc.org/welcome/pubs.htm> and in print at the Study Center.
- Reilly, James. *Care and Identification of 19<sup>th</sup> Century Photographic Prints*. Rochester, NY: Eastman Kodak Company, 1986. [Currently out of print.]
- Reilly, James. *IPI Storage Guide for Acetate Film*. Rochester, NY: Image Permanence Institute, 2004.
- Reilly, James M. (2003) "Measuring Environmental Quality in Preservation." in The Strategic Stewardship of Cultural Resources: To Preserve and Protect, pp. 135-140.
- Reilly, James. *Storage Guide for Color Photographic Materials*. Rochester, NY: Image Permanence Institute, 2004.
- [RLG DigiNews](#)
- Seales, W. Brent, James Griffioen, & Kevin Kiernan. [The Digital Atheneum - Restoring Damaged Manuscripts](#)
- Wilhelm, Henry and Carol Brower. *The Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures*. Grinnell, IA: Preservation Publishing Company. 1993.

This seminal publication on photographic materials preservation is [now available in PDF form](#) by individual chapter or in its entirety.

## **CLASS SCHEDULE AND ASSIGNMENTS**

### **Class # 01 - September 08**

Introductions  
Review syllabus, reading list and assignments  
Overview of history of preservation activities  
Current preservation issues in libraries, archives, museums and heritage institutions.

#### **\*Assignment**

Reading: **The Ongoing Moment**. Dyer, Geoff. London. Little, Brown 2007 / Vintage Books 2007.

Writing assignment related to book provided by email. **Due in class on or before October 6.**

### **Class # 02 – September 15**

Introduction of Preservation of Library and Archival Materials  
In class discussion of the “Enemies” of collections.

### **Class # 03 – September 22**

Continue discussion of preservation paper-based collections  
Collections: Materials and formats in research and heritage collections.

Class exercise: Identifying Preservation Needs and Options

### **Class # 04 – September 29**

Class exercise: Photograph identification, cataloging & storage.

### **Class # 05 – October 6**

#### **Essay due.**

Class discussion and exercise on Storage, Handling and Education issues.  
Choosing appropriate materials.

#### **Reading Assignment: Co**

Introduction and Chapters 1 – 5 Preserving Archives and Manuscripts. (pp. 1-66)  
Copy provided.

- Archives Preservation: Definitions and Context
- Implementing a Preservation Program
- Nature of Archival Materials
- Causes of Deterioration
- Creating a Sympathetic Environment

**Class # 06 – October 13**

Discussion: Preserving Archives and Manuscripts

In class exercise: Outline for a Preservation Plan

**Assignment: Read “More Product, Less Process: Revamping Traditional Archival Processing” by Mark A. Greene and Dennis Meissner. (A copy of the essay will be provided.)**

**Class # 07 – October 20**

Discussion: “More Product, Less Process”

**Assignment: Read “Managing Cultural Assets from a Business Perspective” by Laura Price and Abby Smith. (A copy of the essay will be provided.)**

**Class # 08 – October 27**

Class discussion and exercise on managing collections

**Class # 09 – November 03**

Preservation Planning exercises in class.

**Title of book for final essay. The essay (see list of books and expectations at the end of this syllabus) is Due on or before December 01.**

**Assignment:** Readings to be provided.

**Class # 10 – November 10**

**Class # 11 – November 17**

- Storage
- Environment
- Disaster recovery

## **Class # 12 – November 24**

Preservation of special formats:

Oversized and Mixed Media; Photography; Photo Albums and Scrapbooks;  
Posters and Flat Paper collections; Heritage materials

## **Class #13 – December 01 - Final Essay due.**

### **Still Photography – Nora Kennedy, The Metropolitan Museum of Art**

- History of Photography
- Chemistry of Photography
- Identifying processes and time periods

### **Reading Assignment:**

- Kennedy, Nora. “The Coming of Age of Photograph Conservation. ICOM Committee for Conservation. 11<sup>th</sup> Triennial Meeting Edinburgh, Scotland. 1-6 September 1996. Preprints Volume II.
- Zinkham, Helena. “Reading and Researching Photographs.” *Archival Outlook*. January/February 2007. Chicago, IL.: Society of American Archivists. Pp. 6-7, 28.

## **Class #14 – December 08**

### **Last Class –**

### **Still Photography – Nora Kennedy, The Metropolitan Museum of Art**

- Handling and storing photographs
- Cleaning and Mending

## **Final Essay**

Each of the books on the list below has a relationship to library and archival preservation. In some cases, that relationship is very clear; in others, it may be more of a challenge to identify the connection. The purpose of the assignment is to stretch your thinking about preservation and archives, to move it beyond the daily routine of providing users with useable materials to thinking about the stewardship of collections today and their availability in the future. Your response to the book will be subjective, but your comments should be substantiated by evidence supporting your thesis, evidence from the book itself and other resources that you might wish to use. Your paper should resemble one of the in depth book reviews in the *New York Times* or *The New York Review of Books*. That is, it should go beyond the book to include your supported comments, your reactions based on your own experience or knowledge and the preservation and access to library, archive and heritage collections which form the basis of this course.

**Format:** Double space, 12 point type, no fewer than 5 pages (plus bibliographic sources, cover sheet – not necessary but ok – and any other attachments) and no more than 10 pages. Quality of writing and thinking surpass numbers of pages in the reviewer’s assessment. This assignment will be due in class on **December 01**.

Additional Titles will be added to the list below before the end of September 2009.

**Bibliography: Select One**

- Barrett, Timothy. *Japanese Papermaking: Traditions, Tools, and Techniques*. New York: Weatherhill, Inc., 1983.
- Basbanes, Nicholas A. *Among the Gently Mad*. New York: Henry Holt and Company, 2002.
- Basbanes, Nicholas A. *A Gentle Madness*. New York: Henry Holt and Company, 2002.
- Birkerts, Sven. *The Gutenberg Elegies*. New York: Fawcett Columbine, 1994.
- Carlebach, Michael L. *Working Stiffs*. Washington and London: Smithsonian Institution Press, 2002.
- Goldstone, Lawrence and Nancy. *Warmly Inscribed*. New York: St. Martin’s Press, 2001.
- Hughes, Thomas P. *Human-Built World*. Chicago: University of Chicago Press, 2004.
- Man, John. *Gutenberg: How One Man Remade the World with Words*. New York: John Wiley & Sons, Inc., 2002.
- Misa, Thomas J. *Leonardo to the Internet*. Baltimore, Maryland: The Johns Hopkins University Press, 2004.
- Shorto, Russell. *The Island at the Center of the World*. New York: Doubleday, 2004.
- Sontag, Susan. *On Photography*. New York: Farrar, Straus and Giroux, 1973, 1974, 1977.
- Sontag, Susan. *Regarding the Pain of Others*. New York: Farrar, Straus and Giroux, 2003.
- Tenner, Edward. *Why Things Bite Back*. New York: Vintage Books, 1997.
- Tsien, Tsuen-Hsui. *Written on Bamboo and Silk*. Chicago: University of Chicago Press, 1962.
- Winchester, Simon. *The Map That Changed the World*. New York: HarperCollins, 2001.
- Winchester, Simon. *The Meaning of Everything*. New York: HarperCollins, 2004.
- Winchester, Simon. *The Professor and the Madman*. New York: HarperCollins, 1998.