

# NYU MIAP

Fall 2010

## Conservation & Preservation: Principles H72.1802

Instructor: Evelyn Frangakis

Class Schedule: Fridays, 2:00 – 4:00 p.m.

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 sessions on still photography will be scheduled at the Metropolitan Museum with photographic conservator Nora Kennedy on Tuesday November 30<sup>th</sup> and Friday December 10<sup>th</sup>. One Tuesday class will be scheduled at NYPL, on October 19 from 0:00 a.m – 12:00 p.m. (Directions and details to be provided) Other site visits and guests may be arranged.

### *Course 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.
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.
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.

**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. General preservation survey report (30% of grade)
2. Comparative review of two disaster plans assigned by instructor (25% of grade)
3. 1-2 page review of any class taught by guest speakers (10% of grade)
4. 1-2 page review of each site visit (10% of grade)
5. Attendance and class participation (25% of grade), including:
  - Readings and essays as assigned
  - Hands-on preservation activities in class

Survey Assignment: Due November 1, 2010

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 will be provided in class.

Disaster Preparedness Assignment: Due December 3, 2010 class

Students will complete an assignment related to disaster planning and recovery, resulting in a report. Details of the assignment will be provided in class.

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

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

**Texts:** There is no text book for the class. A variety of readings will be assigned.

### **Resources:**

- Adelstein, Peter Z. *IPI Media Storage Quick Reference*. Rochester, NY: Image Permanence Institute, 2004.
- American Institute for Conservation (AIC), <http://www.conservation-us.org/>
  - Code of Ethics and Guidelines for Practice, <http://www.conservation-us.org/index.cfm?fuseaction=page.viewPage&PageID=858&d:\CFusionMX7\verity\Data\dummy.txt>
  - Disaster Response and Recovery, <http://www.conservation-us.org/index.cfm?fuseaction=page.viewpage&pageid=593>
  - How to Select a Conservator, <http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&pageId=916&parentID=472>
  - How to Care for Your Treasures, <http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&pageId=497&parentID=472>
- American Library Association Preservation Policy, <http://www.ala.org/ala/mgrps/divs/alacts/resources/preserv/01alaprespolicy.cfm>
- ANSI/NISO. *Permanence of Paper for Publications and Documents in Libraries and Archives: Standard Z39.48-1992*. Bethesda, MD: ANSI/NISO, 1992 (Rev 2002). Available at [http://www.glatfelter.com/files/products/book\\_publishing/ANSI\\_NISO\\_Standards.pdf](http://www.glatfelter.com/files/products/book_publishing/ANSI_NISO_Standards.pdf)
- Association of Research Libraries, <http://www.arl.org/>
  - Preservation, <http://www.arl.org/preserv/>
  - *Safeguarding Collections at the Dawn of the 21<sup>st</sup> Century: Describing Roles and & Measuring Contemporary Preservation Activities*, by Lars Meyer for ARL, May 2009. Available at <http://www.arl.org/bm~doc/safeguarding-collections.pdf>
  - Strategic Directions, <http://www.arl.org/strategic/index.shtml>
- 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: American Library Association, 2000.
- Canadian Conservation Institute, <http://www.preservation.gc.ca/index-eng.asp>
- Conservation OnLine (CoOL) <http://cool.conservation-us.org/>
  - Conservation/Preservation Organizations, <http://cool.conservation-us.org/byorg/orgs.html>
  - Disaster Preparedness and Response, <http://cool.conservation-us.org/bytopic/disasters/>
  - Mold, <http://cool.conservation-us.org/bytopic/mold/>

- Museum, Library and Archives Conservation/Preservation Departments, <http://cool.conservation-us.org/byorg/deptpg.html>
  - Pest Management, <http://cool.conservation-us.org/bytopic/pest/>
- CCAHA Technical Bulletins <http://www.ccaha.org/publications/technical-bulletins> (Include: Salvaging Art on Paper, Salvaging Photographs, Salvaging Books)
- Council on Library and Information Resources, <http://www.clir.org/>
  - Reports, <http://www.clir.org/pubs/reports/reports.html>
  - *Managing Cultural Assets from a Business Perspective*, by Laura Price and Abby Smith. <http://www.clir.org/pubs/reports/pub90/pub90.pdf>
  - *The Idea of Order: Transforming Research Collections for 21st Century Scholarship*, June 2010. <http://www.clir.org/pubs/abstract/pub147abst.html>
  - *No Brief Candle: Reconceiving Research Libraries for the 21st Century*, August 2008. <http://www.clir.org/pubs/abstract/pub142abst.html>
- 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.
- *Field Guide Response to Emergency Response* (with Emergency Response and Salvage Wheel). Washington, DC: Heritage Preservation, 2006.
- Foundation Center, <http://foundationcenter.org/>
- Greene, Mark A. and Dennis Meissner. 2005. "More Product, Less Process: Pragmatically Revamping Traditional Processing Approaches to Deal with Late 20th-Century Collection," in *American Archivist*, 63.2 (Fall/Winter). Pre-print available online at: <http://ahc.uwyo.edu/documents/faculty/greene/papers/Greene-Meissner.pdf>
- Heritage Preservation. *Heritage Health Index*. Available at <http://www.heritagepreservation.org/hhi/index.html>
- Image Permanence Institute (IPI): <http://www.imagepermanenceinstitute.org/index.shtml>
- IPI related sites:
  - Climate Notebook, <http://www.climatenotebook.org/>
  - Dew Point Calculator: <http://www.dpcalc.org/>
- Institute for Museum and Library Services, <http://imls.gov/>
- Kenney, Anne and Deirdre Stam. *The State of Preservation Programs in American College and Research Libraries: Building a Common Understanding and Action Agenda*. Washington: CLIR, 2002. Available at <http://www.clir.org/pubs/abstract/pub111abst.html>
- Library Binding Institute (now Hardcover Binders International and Library Binding Institute), <http://www.lbibinders.org/mc/page.do;jsessionid=27D6F160D5BD0F5511E36FF78BCEF5D4.mc0?sitePageId=119129>

- Library of Congress (LOC) Preservation Directorate  
<http://www.loc.gov/preserv/>
- 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
- National Archives and Records Administration (NARA),  
<http://www.archives.gov/> and  
<http://www.archives.gov/preservation/internal/index.html>
  - *Using Technology to Safeguard Archival Records*, Technical Information Paper 13, 1997. <http://www.archives.gov/preservation/technical/tip13.pdf>
  - NARA Directive 1571, *Archival Storage Standards*, 2002.  
<http://www.archives.gov/foia/directives/nara1571.pdf>
  - Holdings Maintenance, <http://www.archives.gov/preservation/holdings-maintenance/>
- National Endowment for the Humanities, <http://www.neh.gov/>
- National Park Service,
  - Museum Handbook Part I, Museum Collections,  
<http://www.nps.gov/history/museum/publications/MHI/mushbkI.html>
  - Conserve O Grams,  
[http://www.nps.gov/history/museum/publications/consveogram/cons\\_to\\_c.html](http://www.nps.gov/history/museum/publications/consveogram/cons_to_c.html)
- New York State Library, Education Department, “Some Hints on Basic Grantwriting” <http://www.nysl.nysed.gov/libdev/cp/workbook/hints.htm>
- Nichols, Stephen G. and Abby Smith. *The Evidence in Hand: Report of the Task Force on the Artifact in Library Collections*. Washington: CLIR, 2001. Available at <http://www.clir.org/pubs/reports/pub103/pub103.pdf>. Includes selection for preservation section, <http://www.clir.org/pubs/reports/pub103/appendix3.html>
- 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. (1987/2003 updated) “*Invasion of the Giant Mold Spore*,” (SOLINET and Lyrasis)  
<http://www.lyrasis.org/Preservation/Resources%20and%20Publications/Invasion%20of%20the%20Giant%20Mold%20Spore.aspx>
- Ogden, Sherelyn (ed.) *Preservation of Library & Archival Materials: A Manual*,. Third edition. Andover, Mass.: Northeast Document Conservation Center, 1999. The updated version of this manual is available online via leaflets at:  
<http://www.nedcc.org/resources/leaflets.list.php>
- O’Toole, James M. “On the Idea of Uniqueness,” *American Archivist* 57:4 (Fall 1994): 632-658.
- Paris, Jan, “Choosing and Working with a Conservator,” Andover MA: NEDCC, 2010,  
[http://www.nedcc.org/resources/leaflets/7Conservation\\_Procedures/07ChoosingAConservator.php](http://www.nedcc.org/resources/leaflets/7Conservation_Procedures/07ChoosingAConservator.php)

- Patkus, Beth. *Assessing Preservation Needs: A Self-Survey Guide*. Andover, MA: NEDCC, 2003. Available at <http://www.nedcc.org/resources/downloads/apnssg.pdf>
- Permanence Matters, <http://www.permanencematters.com/>
- Reilly, James. *Care and Identification of 19<sup>th</sup> Century Photographic Prints*. Rochester, NY: Eastman Kodak Company, 1986. [Back in print and available at <http://www.imagepermanenceinstitute.org/shopping/shopexd.asp?id=34.>]
- 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.
- Rieger, Oya. Preservation in the Age of Large-Scale Digitization. Washington: CLIR, 2008. Available at <http://www.clir.org/pubs/abstract/pub141abst.html>
- Ritzenthaler, Mary Lynn. *Preserving Archives and Manuscripts*. Chicago, SAA, 1993 and 2009. Chapters available online (1993 version):
  - Nature of Archival Materials, <http://www2.hawaii.edu/~lsaeki/620/readings/ritzenthaler.pdf>
  - Causes of Deterioration: <http://ereserves.simmons.edu/gslis/lis439-20/ritzenthaler-causes.pdf>
  - Creating a Sympathetic Environment: <http://ereserves.simmons.edu/gslis/lis439-20/ritzenthaler-creating.pdf>
- *RLG DigiNews* archives available at <http://www.oclc.org/research/publications/newsletters/diginews.htm>
- Seales, W. Brent, James Griffioen, & Kevin Kiernan. *The Digital Atheneum - Restoring Damaged Manuscripts* (available at <http://portal.acm.org/citation.cfm?id=379437.379759>)
- Society of American Archivists, <http://www2.archivists.org/>
  - ALA/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries, <http://www.archivists.org/statements/ALA-SAA-Access09.asp>
  - Code of Ethics for Archivists, [http://www.archivists.org/governance/handbook/app\\_ethics.asp](http://www.archivists.org/governance/handbook/app_ethics.asp)
  - Draft of "Core Values of Archivists," <http://www2.archivists.org/news/2010/comment-on-draft-values>
  - Responses to Nicholson Baker's *Double Fold*, (Council: <http://www.archivists.org/statements/council-doublefold.asp>) and Richard Cox: <http://www.archivists.org/news/doublefold.asp>)
- Walsh, Betty, "Salvage at a Glance," *WAAC Newsletter*, vol. 19, no. 2, May 1997, <http://cool.conservation-us.org/waac/wn/wn19/wn19-2/wn19-207.html>
- Walsh, Betty, "Salvage Operations for Water Damaged Archival Collections: A Second Glance," *WAAC Newsletter*, vol. 19, no. 2, May 1997, <http://cool.conservation-us.org/waac/wn/wn19/wn19-2/wn19-206.html>

- 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 available by individual chapter or in its entirety ([http://www.wilhelm-research.com/book\\_toc.html](http://www.wilhelm-research.com/book_toc.html)).

## CLASS SCHEDULE AND ASSIGNMENTS

### Class # 01 – September 10

Introductions

Review syllabus, reading list and assignments

Overview of history of preservation activities

Current preservation issues in libraries, archives, museums and heritage institutions.

Readings:

Meyer, Lars. *Safeguarding Collections at the Dawn of the 21<sup>st</sup> Century: Describing Roles and & Measuring Contemporary Preservation Activities*.

Washington DC: ARL, May 2009. Available at

<http://www.arl.org/bm~doc/safeguarding-collections.pdf>

ARL Strategic Directions, <http://www.arl.org/strategic/index.shtml>

Writing assignment related *Safeguarding Collections* . **Due in class on or before October 8.**

### Class # 02 – September 17

Introduction of Preservation of Library and Archival Materials

In class discussion of the “Enemies” of collections

Discussion of preservation surveys

Reading:

- Patkus, Beth. *Assessing Preservation Needs: A Self-Survey Guide*.

Andover, MA: NEDCC, 2003. Available at

<http://www.nedcc.org/resources/downloads/apnssg.pdf>

### Class # 03 – September 24

Continue discussion of nature 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 [substitute for October 1]**

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

Readings:

To be assigned from syllabus reading list.

**Reading Assignment:**

Introduction and Chapters 1 – 5, *Preserving Archives and Manuscripts*. (pp. 1-66)

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

**Class # 05 – October 8**

**Essay due.**

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. (Available at  
<http://ahc.uwyo.edu/documents/faculty/greene/papers/Greene-Meissner.pdf>.)

**Class # 06 – October 15**

Class discussion and exercise on managing collections  
The role of preservation in the context of the larger organization

**Assignment:**

Read *Managing Cultural Assets from a Business Perspective*” by Laura Price and  
Abby Smith. (Available at <http://www.clir.org/pubs/reports/pub90/pub90.pdf>.)



**Class # 07 – October 19 (Tuesday)**

Site Visit to NYPL 10a.m. – 2:00 p.m.  
Photography Division  
Preservation Division

**Readings:** CLIR readings to be assigned from syllabus list

**Class #08 – October 22**

Preservation Planning exercises in class.

**Readings:** to be assigned from syllabus list

**Class # 08 – October 29**

- Storage
- Environment
- Disaster recovery

**Class # 09 – November 05**

No class, AMIA, IASA conference

**Class # 10 – November 12**

NYPL Library Services Center, Queens, 3:00 – 5:00 p.m.  
Archives and Manuscripts Division  
Special Formats Processing  
Preservation Division Labs  
Discussion: “More Product, Less Process”

**Class # 11 – November 19**

Preservation of special formats:  
Oversized and Mixed Media; Photography; Photo Albums and Scrapbooks;  
Posters and Flat Paper collections; Heritage materials

**Readings:** to be assigned from syllabus list

**Class # 12 – November 30 (Tuesday) 1:00 – 4:00 p.m.**

**Still Photography – Nora Kennedy, 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,” in *Archival Outlook*, January/February 2007. Chicago, IL.: Society of American Archivists. Pp. 6-7, 28. Available at [http://www.archivists.org/periodicals/ao\\_backissues/AO-Jan07.pdf](http://www.archivists.org/periodicals/ao_backissues/AO-Jan07.pdf)

**Class #13 – December 3 – Disaster Plan Assignment Due.**

Preservation review session: putting it all together  
Student favorites

**Class #14 – December 10, 3:00 – 6:00 p.m.**

**Last Class –**

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

- Handling and storing photographs
- Cleaning and Mending