

Course Number & Name: LIS 439 - Preservation Management in Libraries and Archives

Description: This course covers the fundamentals of planning and managing programs of prevention and remedial treatment for the preservation of information resources in libraries and archives. The study of the nature of all types of materials and the factors contributing to their deterioration serves as background. Preservation planning topics, such as environmental control and light, security, risk management, fire prevention, housekeeping and storage, general collections maintenance and testing methods, are covered. Additional topics include: emergency planning in the areas of preparedness, mitigation and response; selection of materials for basic repair, conservation or reformatting; budgeting for preservation activities; preservation training for staff and users; digital preservation; and cooperative programs. Course includes readings, guest lectures, media presentations, field trips, demonstrations, and individual projects. Team taught with members of the Northeast Document Conservation Center staff.

- **Prerequisites:** None
- **Audience (level, environment/setting):** Introductory; Academic, Archives, Public, Technical Services
- **Student Learning Outcomes** [by number]: 1, 4,5, 7, 8, 10
- **Topics/List of Lectures:**
 - Definitions and information sources in preservation
 - Deterioration processes affecting all types of materials
 - Preservation planning
 - Surveying institutions for preservation needs
 - Emergency preparedness and recovery
 - Library binding standards and commercial binding
 - Collections maintenance for general collections
 - Selecting and working with a conservator
 - Selecting library/archival materials for conservation and repair
 - Reformatting including preservation microfilming and digitizing
 - Security for archives and libraries
 - Role of Preservation Administrator
 - Preservation initiatives: Development and implementation of national, regional and state preservation programs
- **Suggested Textbooks/Readings**

- *Preservation of Library & Archival Materials: A Manual*. 3rd edition, revised & expanded, edited by Sherelyn Ogden. Andover, Mass.: Northeast Document Conservation Center (NEDCC), 1999.
 - *Preservation: Issues and Planning*, edited by Paul N. Banks and Robert Pilette. Chicago: American Library Association, 2000.
 - *Preservation Planning: Guidelines for Writing a Long-Range Plan*, by Sherelyn Ogden. American Association of Museums (AAM) and Northeast Document Conservation Center (NEDCC), 1997.
 - *Advances in Preservation and Access*, edited by Barbra H. Higginbotham, vol. 2. Westport, CT: Learned Information, 1995.
 - *Preserving Library Materials: A Manual*, by Susan G. Swatzburg, 2nd ed. Metuchen, NJ: Scarecrow Press, 1995.
- **Course History:**
 - January 2005: discussed at curriculum retreat; no vote needed
 - **Document prepared by:** Pat Oyler, 1/05