

Course Number & Name: LIS 447 - Collection Maintenance

Description: This course in preservation management deals with the planning, implementation, and management of an effective collections maintenance program, including an effective repair program for a small/medium general collection. Topics include developing criteria for the selection of items in need of repair, binding, or replacement; learning the proper repair and housing techniques for bound and unbound materials in order to be able to administer an in-house repair program; selecting and processing materials for remote storage facilities; the cost factors involved in developing a collections maintenance program for general collections; and selecting and managing staff, space, equipment, and supplies for such a program.

- **Prerequisites:** None
- **Audience (level, environment/setting):** Introductory; Public, School, Academic
- **Student Learning Outcomes [by number]:** 4, 5, 7, 8
- **Topics/List of Lectures:**
 - Planning and management of an in-house repair unit for general collections
 - Basic components of an in-house repair unit
 - Role of in-house repair unit in a preservation program
 - Analyzing and selecting permanent durable materials for use in an in-house repair unit
 - Selecting materials for repair in-house
 - Repair options and how to choose the proper repair for individual books
 - Housing and enclosure options
 - Assessing the quality of library bindings
 - Preparations of general collection materials for remote storage and depositories
 - Care, handling, and storage of materials
 - Decision-making practicum of over 25 types of library materials for their preservation options and requirements
- **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. This expanded and updated edition is available online on their web site:
<http://www.nedcc.org/plam3/manhome.htm>

- *Preservation: Issues and Planning*, edited by Paul N. Banks and Roberta Pilette. Chicago: American Library Association, 2000.
- Roberts, Matt T., and Don Etherington. *Bookbinding and the Conservation of Books: A Dictionary of Descriptive Terminology*. Washington, DC: Preservation Office, Library of Congress, 1982
- Swartzburg, Susan G., ed. *Conservation in the Library*. Westport, CT: Greenwood Press, 1983.
- Swartzburg, Susan G. *Preserving Library Materials: A Manual*. 2nd ed. Metuchen, NJ: Scarecrow Press, 1995.

- **Course History:**
 - February 1997:** Moved into the permanent curriculum (formerly 530V)
 - January 2005:** discussed at curriculum retreat; move from two- to three-credits and name change from "Basic Materials Repair" (LIS 520U) to "Collection Maintenance" (voted in at March 2005 Faculty Meeting)
 - October 2005:** Prerequisite of LIS 439 removed.

- **Document prepared by:** Pat Oyler, 1/05