Instructor
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Cell phone: (301) 873-3900

Dates and time: January 30 - May 15, 2018, Wednesday 6:00 to 8:45 pm.

Location: University of Maryland
Hornbake Library - south wing (room 2119)
Hornbake Library (room 3210)
McKeldin Library Preservation Lab (B217)
McKeldin Library Room (6103)

Course Overview
LBSC786 Library and Archives Preservation course provides an introduction to library and archives materials and media, the risks that affect their preservation and strategies used to enhance preservation of library and archives collections. The course reviews preservation knowledge and skills that archival and library staff uses when providing access, managing, processing and working with collections.

Course Objectives
As a result of this course students will be able to:
- Apply preservation principles in the course of planning and performing archival and library work
- Provide support for preservation as an integrated function in a collecting institution
- Utilize preservation strategies to support access and institutional mission
- Be an informed consumer of preservation materials and services

Course Structure
This is a lecture and discussion course with assigned readings from a variety of sources. Guest experts will provide perspectives on their areas of specialty. In addition to regular participation in class discussions and completing course readings, the course requirements include an individual assignment, participating in a team preservation
project that includes a written report and class presentation, and individual assessment of the team project and a take-home final exam.

Grades will be based on a 100-point scale as follows:

- Class participation 10 points
- Individual assignments 25 points
- Team preservation project includes the presentation, written report and individual assessment of team dynamic 25 points
- Final exam 40 points

Grading Scale

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<th>Grade</th>
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<tr>
<td>A+</td>
<td>97%-100%</td>
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<td>A</td>
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<td>B+</td>
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Late assignments will be accepted within 3 days of the due date for 30% off.
All students have two excused absences (with notification). Additional unapproved absences will result in a lower participation grade.

Course Readings

Required readings are assigned for each week; their location (e.g., e-reserve) is indicated in the syllabus. Access to e-reserves is through your ELMS account (www.elms.umd.edu). For further information, see [http://www.lib.umd.edu/PUBSERV/RESERVE/student.html](http://www.lib.umd.edu/PUBSERV/RESERVE/student.html). Additional readings and other materials may be distributed during the semester. Students are expected to read the assigned readings and participate in class discussions.

Attendance

Attendance in class and on tours is expected. If you are unable to attend class for reasons of illness, religious observance, participation in University activities at the request of University authorities, or compelling absences beyond the student’s control, please let the instructor know (prior to class for non-emergencies).

Academic Integrity

All students and participants in LBSC786 are responsible for adhering to the University of Maryland Code of Academic Integrity. [http://www.president.umd.edu/policies/docs/III-100A.pdf](http://www.president.umd.edu/policies/docs/III-100A.pdf)

“The University is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the University can function properly only if its members adhere to clearly established goals and values. Essential to the fundamental purpose of the University is the commitment to the principles of truth and academic honesty. Accordingly, the Code of Academic Integrity is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, the Code of Academic Integrity is designed so that special responsibility for upholding the principle of academic honesty lies with the students.” (Code of Academic Integrity)
Assignments - Key dates Spring 2019

January 30 First day of class; discussion of individual assignments
February 6 Discussion of team assignments
February 8 Submit order of preference for team assignments via ELMS
February 13 Assignment of team and topic given to students
February 27 Each team will show an outline of their project to the professor during class; a portion of class time will be allocated for each team to work together
March 6 (Back-up day) Each team will show an outline of their project to the professor during class; a portion of class time will be allocated for each team to work together
March 16 Submit individual written assignment online via ELMS
March 20 No class - SPRING BREAK
April 3 Time to work on group projects in class
April 10 Final exam distributed to class
April 17 All team presentations in class; submit project report, graphics/PowerPoints, handouts, etc. online via ELMS.
April 24 Submit individual assessment of team dynamic including a description of each members individual contribution.
May 8 Exam preparation time
May 15 Exam preparation time
May 22 No class - final date to Submit final exam via ELMS (NLT midnight)
January 30th - CLASS 1 – HB-SW/2119

INTRODUCTION AND OVERVIEW OF ARCHIVES AND LIBRARY PRESERVATION

Introductions
- Introductions - instructors and students
- Review course objectives and requirements, projects, and final exam
- Course readings

Overview of Archives and Library Preservation
- Terminology and definitions
- Preservation & access
- Institutional mission statement and collecting policy
- Preservation goals and priorities in institutional contexts
- Preservation risks in libraries and archives
- Scope of preservation challenges
- Resources

a. Guest Speaker: NONE

♦ Individual assignments given in class

□ DUE: Assigned Readings (in ELMS)
Holdings Maintenance & Collections Management in Archives and Libraries / Significance in Libraries and Archives

- Managing a program
- Goals
- Preservation actions
- Policies and procedures
- Training
- Setting priorities
- Tracking progress
- Holdings Maintenance
- Purchasing materials
- Security
- Tying volumes
- Overview of preservation supplies

a. Guest Speaker:

Marilyn Parr, Former Head of Public Services and Digital Reference, Library of Congress
Topic: Public Service at the Library of Congress

- Discuss team project assignments in class.


- DUE: Submit preferences for group project in ELMS by Friday, February 8th
- DUE: Assigned Readings (in ELMS)
February 13\textsuperscript{th} - CLASS 3 – HB-SW/2119

RISK MANAGEMENT and COLLECTIONS SECURITY

- Risk management models
- Elements to security in libraries and archives

a. Guest Speaker
   b. Doris Hamburg, former Director for Preservation, National Archives and Records Administration
      Topic: Safeguarding collections

Team Dynamics Discussion and Exercise
- Team Assignments provided to students
- Work Time for Team Projects

☐ DUE: Assigned Readings (in ELMS)
Buildings, Storage, and Environment

- Types of storage
- Materials for storage
- Lighting
- Integrated Pest Management (IPM)
- Environmental factors: temperature, relative humidity, air quality, light
- Selecting Appropriate Environmental Conditions as a Preservation Tool:
  - General storage conditions
  - Cool and cold storage
- Controlling and Monitoring the Environment
  - Energy savings & cost-effective approaches
  - Environment in libraries, archives and smaller institutions

a. Guest Speaker:

NONE

☐ DUE: Assigned Readings (in ELMS)
NATURE OF LIBRARY AND ARCHIVES MATERIALS: PAPER

Nature of Library and Archives Materials: Paper
Paper and Parchment
- How paper is made
- History of paper
- Chemical stability/different quality of paper
- Different types of ink
- Condition
- Overall preservation
- Handling
- Describing paper
- Identifying paper grain
- Japanese Paper

a. Guest Speaker
Eric Stoykovich - Historical Manuscripts Project Archivist, Special Collections, University of Maryland
Topic: Historical manuscript collection at UMD

❖ Work Time for Team Projects

☐ DUE: Assigned Readings (in ELMS)
March 6th - CLASS 6 – HB-SW/2119

Nature of Library and Archives Materials: Books

- History of books
- Type of bindings
- Condition
- Overall preservation
- Handling
- Using book cradles or bolsters

b. Guest Speaker: NONE

❖ VIDEO IN CLASS: Making Manuscripts (in ELMS):
https://www.khanacademy.org/partner-content/getty-museum/getty-manuscripts/v/making-manuscripts

❖ Work Time for Team Projects. Professor will meet with each team.
Be prepared to show an outline of the project for discussion.

❖ DUE: Assigned Readings (in ELMS)
March 13th - CLASS 7 – HB-SW/2119

NATURE OF LIBRARY AND ARCHIVES MATERIALS: PHOTOGRAPHIC MATERIALS & MICROFILM

Nature of Library and Archives Materials: Photographic Materials including Microfilm

- Materials and factors affecting use and long term retention
  - Physical condition
  - Chemical stability
  - Safe handling

a. Guest Speakers

Shannon Brogdon-Grantham - Photograph Conservator, Smithsonian Postgraduate Fellow
Topic: Photographic processes

☐ DUE: Submit individual Written Assignment/Essay in ELMS March 16th

☐ DUE: Assigned Readings (in ELMS)
March 20th – Spring Break (NO CLASS)
March 27th - CLASS 8 – HB/3210

NATURE OF LIBRARY AND ARCHIVES MATERIALS: AUDIO-VISUAL MATERIALS


Materials and factors affecting use and long term retention
- Physical Condition
- Chemical Stability
- Machine dependence, availability of playback or decoding equipment
- Obsolescence

Preservation strategies for Audio and Video
- Inspection
- Storage
- Access
- Reformatting - Analog and digital

♦ Tour and demonstration at the reformatting center

a. Guest Speakers and tour

Laura Schnitker, Acting Curator Mass Media & Culture, Special Collections & University Archives, University of Maryland
Robin Pike, Manager Digital Conservation and Media Reformatting

☐ DUE: Assigned Readings
NATURE OF LIBRARY AND ARCHIVES MATERIALS: DIGITAL PRESERVATION AND DIGITIZATION PROJECTS


Factors affecting use and long-term retention
- Physical Condition and chemical stability
- Machine dependence and obsolescence
- Strategies for Preservation
- Digitization Guidelines
- Born Digital
- Web Harvesting

Digitization project
- Selection and prioritization
- Collection assessment and condition evaluation
- Intellectual control, arrangement, and metadata
- Physical preparation: stabilization treatment
- Technical requirements
- Equipment review and selection
- Training
- Quality assurance
- Maintenance of digital files
- Handling

b. Guest Speaker

Alan Haley, Senior Preservation Specialist, Library of Congress
Topic: Preparing documents for digitization

_glyph Work Time for Team Projects

☑ DUE: Assigned Readings (in ELMS)
PRESERVATION NEEDS ASSESSMENT AND PRIORITIES

Preservation Needs Assessment and Priorities

- Preservation Planning
- Preservation Strategies: Environmental considerations; Storage and housing (Holdings Maintenance/Collections Care); Use and handling; Digitization and reformatting (Microfilm, Still Photography, Digitization, Hybrid approaches); Conservation treatment; Emergency planning and response; Policies, training, and documentation
- Preservation assessment approaches
- Funding a sustainable preservation program
- Grant writing
- Case Studies

a. Guest Speakers: NONE

- Final Exam distributed to class
  Brief overview of collections for the exam

☐ DUE: Assigned Readings (in ELMS)
April 17th - CLASS 11 – HB-SW/G-2119

GROUP PROJECTS PRESENTATION IN CLASS

- Assignment DUE: All Group Projects will be presented in Class

Submit Project report, graphics/PowerPoints, handouts, etc.
EMERGENCY PLANNING, PREPAREDENESS AND RESPONSE / EMERGENCY RESPONSE CASE STUDY

GROUP PROJECTS PRESENTATION IN CLASS – OPTION 2

Emergency Planning, Preparedness and Response
- Principles of emergency management
- The first 48 hours
- Fire protection, alarm and suppression

Emergency Response - Case Study & Drill

a. Guest Speakers:

Alan Haley, Senior Preservation Specialist, Library of Congress
Bryan Draper, Manager Conservation, University of Maryland
Topic: handling wet materials

♦ Lectures will be held at McKeldin Library – rooms B217 and 6103.

Pre-class video to watch:  http://www.loc.gov/preservation/emergprep/dry.html#airdry
Firefox doesn’t play this but IE does.
Also at:  https://www.youtube.com/watch?v=Mp4c8B371jg

Sources for salvage wet material
https://www.loc.gov/preservation/emergprep/dry.html#video

☑ Assignment DUE: Individual Assessment of Team Dynamics in ELMS

☑ DUE: Assigned Readings (in ELMS)
May 1st - CLASS 13 - HB-SW/2119

13A - BOOK AND PAPER CONSERVATION

Book Conservation / Archives Conservation / Paper Conservation
- Basic collections care and conservation procedures
- Finding a conservator

a. Guest Speakers: NONE

☐ DUE: Assigned Readings (in ELMS)

13B - PRINCIPLES OF LEADERSHIP FOR CULTURAL HERITAGE PROFESSIONALS

Basic Concepts of Leadership
- Core principles
- Leadership models
- Communication strategies

b. Guest Speakers: NONE

✧ Work Time for Exam assignment.

☐ DUE: Assigned Readings (in ELMS)
May 8th - CLASS 14

EXAM PREPARATION TIME

Exam preparation time / students on their own

♦ Students can research the collection selected for exam on site.

May 15th - CLASS 15

EXAM PREPARATION TIME

Exam preparation time / students on their own

♦ Students can research the collection selected for exam on site.

May 22th - NO CLASS

EXAMS - NO CLASS

⚠️ DUE: Post your final exam to ELMS by midnight.