INF2120H Conservation and Preservation of Recorded Information

Winter 2016, Thursdays 1 -4pm BL507; Instructor Karen Turko
Office  BL 618 Office hours Thursdays 4 -5pm email karen.turko@utoronto.ca

An introductory course in preservation issues from a management perspective, covering both restoration of the artifact and preservation of content. Topics include organization, administration and funding of preservation efforts; principles and ethics of conservation; composition and manufacture of paper, brittle paper, permanent paper, deacidification of paper and mass deacidification; conservation methods; archival conservation practices; rare book conservation practices; preservation microfilming and reformatting; care, handling, storage and binding of materials, including environmental control and offsite storage facilities; emergency and disaster planning; integrated pest control; new document substrates and preservation in the digital age.

Learning Outcomes.

At the end of the course, through in class lectures, student presentations, discussions, research papers and class visits to a conservation laboratory and offsite storage facility, students will have gained an understanding of:

- Aspects of management and organization relating to preservation programs in research libraries and archives.
- The terminology and literature of the preservation / conservation of library / archive materials field.
- The various technical processes involved in the conservation / preservation of library and archival materials.
- The importance and place of preservation / conservation in libraries and archives.
- The relevance of these conservation/ preservation theories and practices to the wider cultural heritage memory institutions such as museums and historic houses.
- Future trends in the field.
- National and international trends in the field.

Relationship between Course Learning Outcomes and Program learning Outcomes
http://current.ischool.utoronto.ca/studies/learning-outcomes
Preservation of library and archival materials pervades all aspects of theory and practice in these institutions and this course will help students understand MISLO1. The knowledge and ethical values gained during the study of the course materials are appropriate to MISLO2. Through a condition survey and research paper students will achieve facility in MISL03. Through learning about the causes of deterioration of library and archive materials and solutions to this students learn the necessary conditions for the persistence of knowledge as pertaining to MISLO4. Through class lectures and visits to
a conservation laboratory and offsite storage facility students attain knowledge of MISL05. In learning where to find information on conservation and preservation, and how these theories and practices are applicable to not just libraries and archives but also to other cultural memory institutions, students attain MISL06

**Course requirements:** no prerequisites.

**Course schedule.**

January 14th
Introduction.
Course Outline and other business. Terminology and Framework.
Preservation Management / Organization of Preservation Activities.

January 21st.
Ethics of Preservation / Conservation. Papermaking history and techniques.

January 28th.
Condition surveys. Environmental control and HVAC.

February 4th.
Binding and conservation techniques. Storage, including off site storage facilities.
Care and handling of library materials.

February 11th.
Reformatting. Preservation photocopying, microfilming and digitization.
Preservation in the digital age.

February 18th.
Reading Week.

February 25th.
Class visit – Conservation lab. City of Toronto Archives.
1st assignment due.

March 3rd.
Disaster preparedness and planning. Integrated pest control.

March 10th.
Class visit – UTL Downsview. Offsite Storage facility.

March 17th.
Class presentations. 2nd assignment.

March 24th.
Class presentations. 2nd assignment.
March 31st.
Class presentations. 2\textsuperscript{nd} assignment.

April 7th.
Class presentations. 2\textsuperscript{nd} assignment.
3\textsuperscript{rd} assignment due.

Assignments

\textbf{Assignment 1. (40\% of final grade)}
\textbf{Due date: February 25th.}
Choose a library or archive, real or imaginary.
Briefly describe library or archive chosen – size, location, history, staffing, collections and any other pertinent information.
Outline problems and challenges, e.g., budgetary constraints, staffing, other.
Outline any favourable conditions.
Outline how you would carry out a condition survey (\textbf{Do not do a condition survey}).
Report your findings about the condition of the materials.
Taking into account findings and observations, outline \textbf{realistic} solutions for a preservation plan to deal with condition problems.
Approximately 12 pages.

\textbf{Assignments 2-3.}
Major paper and class report.
Choose one of the topics on the assignment sheet and write a paper on the topic. Only one student per topic. Students can suggest a topic other than those attached with permission of the instructor.

\textbf{Assignment 2} is a brief class report – no more than 15 minutes on your topic. \textbf{(20\% of final grade)}
\textbf{Assignment 3} is the completed paper, \textbf{due date April 7th. (40\% of final grade)}
Approximately 20 pages.

\textbf{Major paper assignment topics}

Additives in paper making: preservation concerns
Archival storage containers for library materials (NOT rare book boxes)
Building designs in relation to the preservation of library / archival materials
Care and preservation of CDs, DVDs and other disks
Care and preservation of leather bindings
Care and preservation of nineteenth century cloth bindings
Care and preservation of vellum bindings
Care and preservation of water colours and other art work in books
Collections security
Encapsulation and boxes for rare books
Exhibition guidelines for library and archival collections
Food in Libraries and Archives – Hazards, policies and practices
Hand bookbinding techniques and practices
Inks: description and preservation concerns
Integrated pest management for libraries and archives
International Organizations - preservation efforts of the last ten years (e.g. UNESCO, IFLA, other)
Matting and framing: description and preservation concerns
Mending paper materials, including paper tears and methods such as leaf casting
Molds and mildews in libraries and archives: causes, prevention and treatment
Offsite storage as a preservation means: advantages and disadvantages
Paper types, hand made and commercially made
Permanent paper: description and recycling concerns
Preservation funding sources in Canada, United States and United Kingdom
Preservation funding sources in Europe
Preservation in tropical climates
Preservation metadata
Preservation of colour photographs
Preservation of data files
Preservation of ephemera
Preservation of historical photographs and negatives
Preservation of magnetic tape
Preservation of maps
Preservation of microfilm
Preservation of movie film
Preservation of recorded sound
Recent developments in mass deacidification (last ten years): technical developments and practical applications and installations
Recent preservation efforts in Australia
Recent preservation efforts in Canada
Recent preservation efforts in the United Kingdom
Recent preservation efforts in Europe
Recent preservation efforts in (other country) – check with instructor
Shared print initiatives in North America: description and advantages and disadvantages

Reading List

Background Reading – Preservation Issues


**Preservation Management / Organization of Preservation Activities**
Bell, Steven, Dempsey, Lorcan, and Barbara Fister. (2014). *New Roles for the Road Ahead: Essays Commissioned for ACRL’s 75th Anniversary* [Available here]


**Ethics of Preservation / Conservation**


**Papermaking. Paper Problems and Solutions**


**Condition Surveys**


**Environmental Control and HVAC**


**Treatments, Care and Handling, Storage**


**Preservation Reformatting**


**Disaster Planning and Recovery. Integrated Pest Management**


**Other Substrates and Digital**


[Inforum: 778.58 F487F – Course Reserves – Check availability]


[Inforum: 025.00285 W628W – Course Reserves - Check availability]


Important Organizations for Publications/Sites and Periodicals

AIC  http://www.conservation-us.org/
ANSI / NISO (Permanent paper: NISO Z39.48)  
Abbey Newsletter  http://cool.conservation-us.org/byorg/abbey/an/
CLIR  http://www.clir.org/
Conservation Online (CoOL)  http://cool.conservation-us.org/
Conservation DistList Archives  http://cool.conservation-us.org/byform/mailing-lists/cdl/
DLib  http://www.dlib.org/
ECPA  http://itlaw.wikia.com/wiki/European_Commission_on_Preservation_and_Access
IFLA Journal  http://www.ifla.org/publications/ifla-journal
Image Permanence Institute  https://www.imagepermanenceinstitute.org/
International Journal of Digital Curation  http://www.ijdc.net/
International Preservation News  http://www.ifla.org/publications/international-preservation-news
Library and Archival Security  http://www.researchgate.net/journal/0196-0075_Library_Archival_Security
Microform and Imaging review  http://www.researchgate.net/journal/1865-8458_Microform_and_Imaging_Review
NEDCC  https://www.nedcc.org/
New Library Scene (Inforum Per)  http://go.utlib.ca/cat/4159598
Paper Conservator  http://go.utlib.ca/cat/7742761
Paper Conservation News  http://go.utlib.ca/cat/773764
PCAN  https://prescan.wordpress.com/
Preservation and Conservation Section IFLA  http://www.ifla.org/preservation-and-conservation
UNESCO  http://en.unesco.org/themes/information-preservation

[Reading List Service provided and links accessed by the Information Services Unit at the Inforum: Winter term, 2015-2016]

Required Course Text
There is a general reading list (above) arranged by class. Additional readings may be pointed out in class or on Blackboard.
**Blackboard**
Blackboard will be used in this course for the purposes of posting readings, posting lecture slides and announcements.

**Grading:** Please consult the iSchool’s Grade Interpretation Guidelines (http://current.ischool.utoronto.ca/grade-interpretation) and the University Assessment and Grading Practices Policy (http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/grading.pdf). These documents will form the basis for grading in the course.

**Writing Support:** As stated in the iSchool’s Grade Interpretation Guidelines, “work that is not well written and grammatically correct will not generally be considered eligible for a grade in the A range, regardless of its quality in other respects”. With this in mind, please make use of the writing support provided to graduate students by the SGS Office of English Language and Writing Support (http://www.sgs.utoronto.ca/currentstudents/Pages/English-Language-and-WritingSupport.aspx). The services are designed to target the needs of both native and non-native speakers and all programs are free. Please consult the current workshop schedule (http://www.sgs.utoronto.ca/currentstudents/Pages/Current-Years-Courses.aspx) for more information.

**Academic integrity:** Please consult the University’s site on Academic Integrity (http://academicintegrity.utoronto.ca/). The iSchool has a zero-tolerance policy on plagiarism as defined in section B.I.1.(d) of the University’s Code of Behaviour on Academic Matters (http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun011995.pdf). You should acquaint yourself with the Code. Please review the material in Cite it Right and if you require further clarification, consult the site How Not to Plagiarize (http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize).

**Accommodations:** Students with diverse learning styles and needs are welcome in this course. If you have a disability or a health consideration that may require accommodations, please feel free to approach me and/or the Accessibility Services Office (http://www.studentlife.utoronto.ca/as) as soon as possible. The Accessibility Services staff are available by appointment to assess needs, provide referrals and arrange appropriate accommodations. The sooner you let them and me know your needs, the quicker we can assist you in achieving your learning goals in this course.