INF2120H Conservation and Preservation of Recorded Information

Winter 2017, Thursdays 1 -4pm BL507; Instructor Karen Turko

Office BL 625  Office hours Thursdays 4 -5pm email karen.turko@utoronto.ca

Statement of Acknowledgement of Traditional Land

We wish to acknowledge this land on which the University of Toronto operates.

For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and most recently, the Mississaugas of the Credit River.

Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

Course Overview / Objectives

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.

Course 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 MISLO3. 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 MISLO5. 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 MISLO6

**Course requirements:** no prerequisites.

**Course schedule**

January 12th
Introduction.

January 19th.
Ethics of Preservation / Conservation. Papermaking history and techniques.

January 26th.
Condition surveys. Environmental control and HVAC.

February 2nd.
Binding and conservation techniques. Storage, including off site storage facilities.
Care and handling of library materials.

February 9th.
Reformatting. Preservation photocopying, microfilming and digitization.
Preservation in the digital age.

February 16th.
Class visit – Conservation lab. City of Toronto Archives.
*1st assignment due.*

February 23rd.
Reading Week.

March 2nd.
Disaster preparedness and planning. Integrated pest control.
March 9th.
Class presentations. 2nd assignment.

March 16th.
Class visit – UTL Downsview. Offsite Storage facility.

March 23rd.
Class presentations. 2nd assignment.

March 30th.
Class presentations. 2nd assignment.

April 6th.
Class presentations. 2nd assignment.
3rd assignment due.

Assignments

Assignment 1. (40% of final grade)
Due date: February 16th.
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 (Do not do a condition survey).
Report your findings about the condition of the materials.
Taking into account findings and observations, outline realistic solutions for a preservation plan to deal with condition problems.
Approximately 12 pages.

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.

Assignment 2 is a brief class report (including visuals) on your topic – no more than 20 minutes. (20% of final grade)
Due date March 9th, or March 23rd, or March 30th or April 6th.

Assignment 3 is the completed paper, due date April 6th. (40% of final grade)
Approximately 20 pages.

Major paper assignment topics
Building designs in relation to the preservation of library / archival materials. When is design a help and when a hindrance?
Care and Preservation of: (CHOOSE ONE)

- administrative records (electronic)
- architectural drawings
- CDs, DVDs and other discs
- data files
- ephemera
- historical photographs and negatives (CHOOSE ONE SET)
  - daguerrotypes, ambrotypes, tintypes, cyanotypes, paper negatives, glass plate negatives, albumen prints
  - cabinet cards, carbon prints, gelatin silver developed out prints, salted paper prints, platinum prints, crayon portraits, chromogenic colour prints
- leather bindings
- magnetic tape
- maps (including globes)
- movie film
- music scores
- newspapers
- nineteenth century cloth bindings
- modern photographs since 1950, including digital
- oral history
- social media
- vellum bindings
• water colours and other art work in books
• web sites
• Other (Must be discussed with KT first)

Collections security – various systems used and preservation of materials concerns (NOT building design, storage or environment, etc)

Boxes for rare books

Exhibition guidelines for preservation of library and archival collections

Food in Libraries and Archives – Hazards, policies and practices

Foxing: Preservation concern or benign occurrence? History, description, where found, causes and latest research and findings

Hand bookbinding techniques and practices as they apply to preservation of the materials

Inks: types, description and preservation concerns

International and other Organizations - preservation activities of the last ten years. (CHOOSE ONE).

• AICCM (Australian Institute for the Conservation of Cultural Material)
• CCI (Canadian Conservation Institute)
• Digital Preservation Coalition
• ECPA (European Commission on Preservation and Access)
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

Hand made paper: production methods and how these papers stand up to long term preservation

Preservation funding sources in Canada, United States and United Kingdom; a comparison

Preservation funding sources in Europe (excluding UK)

Preservation in tropical climates

Preservation metadata
Recent preservation developments in Australia (other than organizations mentioned above; role of National Library and Archives, roles of research and public libraries, etc)

Recent preservation developments in Canada (other than organizations mentioned above; role of National Library and Archives, roles of research and public libraries, etc)

Recent preservation developments in the United Kingdom (other than organizations mentioned above; role of National Library and Archives, roles of research and public libraries, etc)

Recent preservation developments in Europe (other than organizations mentioned above; role of National Library and Archives, roles of research and public libraries, etc)

Recent preservation developments in (other country) – check with instructor

Shared print initiatives in North America: description, advantages and disadvantages

Reading List

Background Reading – Preservation Issues


**Preservation Management / Organization of Preservation Activities**


**Ethics of Preservation / Conservation**


http://search.proquest.com/docview/220465502?accountid=14771]


**Papermaking. Paper Problems and Solutions**


CRC Press.  [Engineering & Computer Science: TS1120 .H34 2012X - Check availability]


**Condition Surveys**


**Environmental Control and HVAC**


**Treatments, Care and Handling, Storage**


**Off Site Storage**


**Preservation Reformatting - Microfilming**


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


NEDCC. dPlan™: The Online Disaster Planning Tool. [Available online]
NEDCC. COSTEP: Coordinated Statewide Emergency Preparedness. [Available online]


[Inforum: Z679.7 .O96 1985 – Course Reserves - Check availability]


[Inforum: Z679.7 .O96 2002 – Course Reserves - Check availability]

**Other Substrates and Digital**


http://handbook.dpconline.org/


NEDCC. Preservation leaflets 5. Photographs. [Available online]


**Important Organizations for Publications/Sites and Periodicals**

Conservation Online (CoOL) [http://cool.conservation-us.org](http://cool.conservation-us.org)
The Conservator
DLib [http://www.dlib.org/](http://www.dlib.org/)
Image Permanence Institute [https://www.imagepermanenceinstitute.org/](https://www.imagepermanenceinstitute.org/)
Journal of conservation and museum studies
NEDCC Preservation Pamphlets [https://www.nedcc.org/](https://www.nedcc.org/)
New Library Scene (Inforum Per) [http://go.utlib.ca/cat/4159598](http://go.utlib.ca/cat/4159598)
Paper Conservator [http://go.utlib.ca/cat/7742761](http://go.utlib.ca/cat/7742761)
Paper Conservation News [http://go.utlib.ca/cat/773764](http://go.utlib.ca/cat/773764)
PCAN [https://prescan.wordpress.com/](https://prescan.wordpress.com/)
Restaurator (Inforum Per) [http://go.utlib.ca/cat/765773](http://go.utlib.ca/cat/765773) and [e-journal] [http://go.utlib.ca/cat/7749969](http://go.utlib.ca/cat/7749969)

[Reading List Service provided and links accessed by the Inforum: Winter term, 2016-2017]

**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.


**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](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](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/](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](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](http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize)).
Cite it Right covers relevant parts of the U of T *Code of Behaviour on Academic Matters (1995)*. It is expected that all iSchool students take the Cite it Right workshop and the online quiz. Completion of the online Cite it Right quiz should be made prior to the second week of classes. To review and complete the workshop, visit the orientation portion of the iSkills site: [uoft.me/iskills](http://uoft.me/iskills)

**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](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.

**Academic Dates:** [http://current.ischool.utoronto.ca/studies/academic-dates](http://current.ischool.utoronto.ca/studies/academic-dates)

- Final date to drop full-year and winter session half (S) courses without academic penalty: Feb. 27, 2017