

ON THE ROAD TO PRESERVATION

A state-wide preservation action plan for Colorado

The report of the Colorado Preservation Alliance To The Library, Archives, Public Records, and Governmental Communities And The Citizens of Colorado

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PREFACE

The Colorado Preservation Alliance (CPA) is a non-profit consortium of libraries, archives, museums, historical and genealogical societies, government agencies, and other interested organizations and individuals committed to preserving cultural and historical resources in the State of Colorado to insure their availability for present and future generations. Part of its mandate was to produce a plan to coordinate and focus the many individual efforts in the state. In 1992, the CPA applied for and received a Library Services and Construction Act (LSCA) grant from the Colorado State Library to hire a consultant and produce such a plan. Margaret Child, who had consulted on similar plans for Maine, Rhode Island, and Massachusetts helped the Alliance to focus its objectives and assess possible responses and solutions.

This plan is the result of three years of discussion within the state and with preservationists in other states. Their examples and encouragement were invaluable. The members of the Alliance worked long hours but none contributed more than Myra Jo Moon, the project director. She died after completing the plan but before she could see the finished project. Our loss is tremendous and this plan is dedicated to her memory.

Special thanks are due to the Colorado State Library for the federal funding to produce a working document. The Alliance invites all the citizens and institutions in the state to make use of this document in their own efforts but to remember that a coordinated and unified response will be of most value in preserving the myriad documentary resources of our state. The next step is to begin the work.

BACKGROUND

Over the past decade, the commitment to preservation on the part of Colorado librarians, archivists and other custodians of documentary materials has been commendable and their accomplishments significant. In 1980, the Colorado State Library contracted with Howard Lowell, from the Northeast Document Conservation Center (NEDCC), to do a preservation survey of selected Colorado libraries and to make recommendations. The documents produced called for a systematic, state-wide preservation plan. Implementation was not possible at that time due to a variety of complex local and external reasons. (A detailed history of Colorado's

preservation efforts may be found in the June 1990 issue of Colorado Libraries, v.16, no.2). Thus, the progress that has been made has been due to volunteer efforts, without centralized planning, direction or on-going funding support. As a result, it has been sporadic and unsystematic and has had less impact than might have been expected from the amount of effort expended.

In May of 1989, over a hundred librarians, archivists and interested individuals attended a meeting to express concern and to focus on the future of Colorado preservation. The Colorado Preservation Alliance was created as a result of this meeting. The purpose of the Alliance is to coordinate preservation efforts on a statewide level and to develop a comprehensive statewide plan for the preservation of books, manuscripts, archival records, photographs, works of art on paper, audio-visual materials, and other media. Since its inception, the CPA has published a quarterly newsletter, the Colorado Preservation Alert, helped found a Preservation Roundtable in the Colorado Library Association, forged alliances with the Society of Rocky Mountain Archivists, the Colorado-Wyoming Association of Museums and the Colorado Genealogical Society and held annual workshops on various preservation topics.

Colorado repositories have expended a substantial amount of expertise, energy and funding to create a system to ensure access to information resources for all Colorado citizens. This increased access will, however, accelerate the deterioration of the collections. As a result of growing concern about keeping Colorado collections usable, the Colorado State Library awarded a grant in 1992 to CPA to create a state preservation plan.

NEED

Leave a newspaper in the sun and see it turn yellow and become brittle within days. Read to your grandchildren from a book you have saved from your childhood and have the pages come away in your hand or crumble at the edges. Check the color photographs from your wedding and see how pale you look. Play an audio cassette you bought when they first came on the market and watch it snap or clog your player as the magnetic particles fly off. All these problems and others affect the collections in Colorado's libraries, archives, historical societies and other repositories.

There is irrefutable evidence that much of the documentation, both published and unpublished, that has been created during the past 130 years is physically unstable and therefore in imminent danger of destruction. Moreover, the new media on which the data of the on-going "information explosion" has been recorded are even more ephemeral. As a result, most paper produced since the mid-19th century as well as photographs and film, sound recordings, and magnetic media such as computer tapes, audio cassettes and videotapes are at risk. The life expectancies of these various media range from seven to ten years for magnetic media to 50 to 100 years for paper, depending on how each has been manufactured, stored and handled. If they were improperly processed, housed in conditions of high or frequency fluctuating temperature and humidity, exposed to excessive light levels, dirt and dust or air pollution, heavily or roughly used, their life expectancies have been substantially shortened.

A problem of such dimensions cannot be solved without a carefully planned, well-organized, and sustained effort on the part of many institutions, organizations and individuals. In addition, such a program must have access to complex and rapidly changing information about both the nature of the deterioration occurring in various media and optimum ways to deal with it. Custodians of these resources must be convinced to take action now to prevent even more dramatic deterioration in the future.

More than continued access to Colorado's written, spoken and visual record of its past or the availability of current information is at stake. The investment that has been made in time, expertise, and (in most cases public) money to assemble, catalog and describe the collections housed in Colorado's repositories is enormous. Together, these collections constitute a capital asset that belongs to the people of the state. It is therefore a public responsibility to insure that this asset is passed to the next and future generations without having been diminished through neglect or carelessness.

ACTION PLAN

The following goals, strategies and tactics have been structured in terms of on-going activity that can be undertaken by volunteers. The expectation is that by coordinating, focusing and enhancing these efforts, Colorado will be able to move systematically toward achievable preservation goals during the next five years.

These goals are:

I. To raise public awareness of preservation issues in order to create widespread support for the establishment of a preservation coordinator's office and funding for advanced preservation measures and programs;

II. To coordinate and structure existing preservation and conservation activities so that they comprise a systematic, on-going program;

III. To educate librarians, archivists and curators on optimal housing and care of collections in order to prevent deterioration and damage; and

IV. To identify, set priorities for, and preserve materials of enduring value unique to Colorado.

Goal I: Build Public Support

A broad base of support will be needed to make preservation a priority for Colorado, not only among librarians, archivists and other custodians of the materials at risk, but among its citizenry as a whole. A public education campaign is needed to persuade voters that public funds should be used to underwrite preservation programs. In addition, decision-makers within institutions of

higher learning, other organizations holding significant documentary resources, and local and state government must be convinced to make preservation a line item in their budgets.

Strategy I.1 Distribute a brochure to administrators, legislators, government officials, leaders in the business community, journalists and others to explain how and why deterioration threatens documentary resources and make them aware of the importance of preservation measures.

Strategy I.2 Develop a format for presentations to target audiences on the general themes outlined above. One possibility is to adapt the "Materials at Risk" video developed at the Library of Congress by inserting information and pictures relevant to the situation in Colorado. It could be used in presentations to the public and professional organizations, civic groups, government officials, library boards and legislators. It could also be shown on public access cable.

These presentations can be used repeatedly by CPA leaders by making minor adjustments to fit the local situation. Focus will be on CPA's positive accomplishments to date, on preservation as an integral part of sound resource (collection) management, basic preservation issues, and low or no-cost solutions. Develop a list of all possible target audiences and a schedule for reaching them systematically. When possible use existing state-wide networks such as Colorado Extension Service to deliver preservation information to individuals.

Strategy I.3 Develop a small, portable exhibit aimed at an adult audience to illustrate common preservation problems and simple preventive actions or remedies. Make the exhibit available for the cost of shipping to all repositories or institutions of higher education throughout the state. When feasible, display it at local library, archival and historical society meetings.

Strategy I.4 Lobby both local and state governments on behalf of preservation goals.

Work with allied organizations such as the Center for the Book, the Colorado Endowment for the Humanities and professional associations such as the Colorado Library Association to form a coalition on behalf of preservation. Develop a specific plan in conjunction with those allies to educate government officials and legislators about preservation over the next five years.

To support these lobbying efforts, collect statistics and other hard data about the real costs of deterioration in terms of capital investment, replacement costs, and the hidden costs of not having access to certain kinds of information (for example, the location of sewer lines, the plans for and photographs of buildings being renovated, land and water records, etc.) as well as the cultural cost.

Look for models of the kind of preservation legislation that should be implemented in Colorado.

Keep the cost calculations for various types of preservation programming up to date.

Strategy I.5 Introduce the preservation message in the K- 12 educational system as well as in higher education, especially in courses related specifically to the use or care of documentary resources. Particular attention should be paid to including preservation in the training of archivists, librarians, and other custodians of such resources.

Work with the Department of Education, State Library, and Center for the Book to teach school children that books, photographs, sound recordings, and films are not always disposable items to be used up and thrown away.

Encourage use of primary source materials at all levels of education.

Encourage students in elementary, middle and high schools to develop small exhibits using materials from local repositories.

Strategy I.6 Continue to present the CPA Annual Award for contributions to Colorado's preservation efforts. Increase publicity for this award.

Goal II: Coordinate Preservation Activities

Much can be done to organize current preservation activities in a structured program. The particular skills possessed by the volunteers available to the CPA should be assessed and a plan developed to make maximum use of them in a systematic program to be carried out during the coming three to five year period. Particular attention should be paid to enlisting the support and talents of persons not now active in CPA but who are active in other organizations whose interests and goals relate to those of CPA. External resources should also be considered, especially speakers, workshops, and other programs that might be used by the CPA at little or no cost.

Strategy II.1 In order to broaden its base of support and create forums in which to deliver the preservation message, the CPA should continue to build alliances with other organizations with related missions. A number of organizations have been identified by CPA for forging relationships in the preservation of the state's historical and cultural records. Among them are the Bibliographic Center for Research (BCR), Society of Rocky Mountain Archivists (SRMA), Colorado/Wyoming Association of Museums (CWAM), Colorado Historical Records Advisory Board (CHRAB), Colorado Council of Medical Librarians (CCML), Office of Archaeology and Historic Preservation (OAHP), Colorado Alliance of Research Libraries (CARL), Colorado Genealogical Society (CGS), Colorado History Group, Colorado Library Association (CLA), Association of Records Managers and Administrators (ARMA), Colorado Center for the Book, Colorado Educational Media Association (CEMA), Colorado Council of Academic Librarians (CCAL), and Special Libraries Association/Rocky Mountain Chapter.

Continue to make the CPA Board as representative as possible of key organizations and associations; encourage CPA leaders to become active in other organizations and, where possible, set up preservation sections in them. For example, the CPA should represent preservation interests in state-wide programs such as "Access Colorado".

Encourage other organizations to accomplish specific tasks endorsed by the state plan. For example, the Colorado Library Association might lobby the state legislature for preservation issues and the State Archives is currently providing disaster-preparedness training for librarians and other custodial staff as well as archivists.

Continue to demonstrate to allied organizations and programs that preservation of documentary resources is essential to the accomplishment of their missions. There are many positive illustrations of this. In 1990 Senator Harold McCormick successfully introduced SB 90-78, permanent paper legislation for government publications. The Colorado State Library (CSL) includes preservation in its "Guidelines for Public Libraries in Colorado," April 1990. In addition, the CSL Resource Sharing Strategic Plan now being drafted will incorporate this statewide preservation plan (Goal 2, Obj. 2.4). Statements like this demonstrate the linkage between the preservation of documentary resources and access to them.

Strategy II.2 Make CPA the recognized focus for and organizer of all preservation-related presentations and activities in the state, year at which a program, exhibit, demonstration or other preservation-related event could be presented. Similarly, create a roster of possible events that are within the present capability of CPA to deliver. Coordinate the two so that over a five year period the CPA explains the basic issues of preventive preservation in structured increments to the widest possible audience.

Strategy II.3 Make CPA the primary channel for the dissemination of preservation information in the state. The quarterly Colorado Preservation Alert can provide this channel. Rather than using volunteers' time and energy to write original material, to the greatest extent possible republish material from elsewhere in the Colorado Preservation Alert with a brief cover article or introduction noting the relevance to specific collections, problems, or conditions in Colorado. Tie the contents of the newsletter to the issues being covered by other current CPA programming.

Encourage the republication of Alert materials in the publications of allied organizations or, as resources permit, write articles explaining the importance of the CPA program to their activities.

Make the CPA a recognized and reliable source of information on particular preservation issues by publicizing the expertise of specific members and their willingness to answer questions in their area of specialization. This will help to lay the foundation for CPA to serve as a watchdog on compliance with preservation standards.

Strategy II.4 Drawing on the Action Plan, develop a prioritized "wish list" of potential projects and programs suitable for LSCA or similar funding and assign responsibility for submitting at least one grant proposal a year over the next five years.

Strategy II.5 Plan and carry out a campaign to seek both in-kind donations and financial support from all available non-governmental sources to support CPA activities.

Explore the possibility of setting up a private foundation to receive gifts, donations, grants, any surplus from workshop fees, etc. or make a formal agreement with the Colorado Center for the Book to act in that capacity for the CPA.

Identify projects and programs appropriate for support by external funding other than local, state or federal government.

Identify projects or activities appropriate for support with in-kind contributions (e.g. polyester for encapsulation or disaster recovery, acid-free board for boxes, air-conditioners, humidifiers).

Begin a campaign to educate the business community and private foundations in the state or region about preservation issues and the program of the CPA.

Encourage Friends groups to raise funds for preservation in their institutions.

Consider ways to solicit financial support from the community at large through a direct-mail campaign, an "Adopt-a-Book" program, etc.

Goal III: Improve Housing and Care of Collections

Much can be done to prevent the deterioration of collections of all types in Colorado repositories. They must be stored in stable environments, protected from light, dust and pollution, provided appropriate storage containers or bound to meet national standards. Staff and users must be trained to handle materials properly, and non-damaging supplies and techniques must be used to make minor repairs. By integrating sound preservation practice into overall collection management, libraries and other repositories can both extend the usability of general collections and lay the foundation for more complex programs to reformat or conserve materials of long-term value. Such preservation management is cost-effective because it keeps materials accessible to users and reduces library replacement costs.

Strategy III.1 Develop a workshop sequence which will, over a period of five years, introduce all Colorado librarians, archivists and other custodians of documentary material to the concept of "responsible custody" and train them to perform on-going functions in ways that will preserve rather than damage their collections or accelerate deterioration.

Draw on existing knowledge and skills within the state to develop workshop syllabi on the topics listed below. Capitalize on the knowledge gained by members of the coalition from current activities such as the preservation aspects of the construction of a new Denver Public Library or the revision of the binding program at the University of Colorado.

To the greatest extent possible, use syllabi and handouts already prepared by in-state personnel or regional field service programs such as those at NEDCC (the Northeast Document Conservation Center), SOLINET (South-eastern Online Network) and AMIGOS or by other state programs rather than reinventing the wheel.

Offer workshops in conjunction with state-wide professional meetings that attract a large number of attendees in order to minimize the need to take them to remote areas of the state. Consider trying to obtain grant support to pay the costs for participants of an extra day before or after such a meeting.

Possible workshop topics include:

- commercial binding - options available, current standards, managing a binding unit, finding the right binder, negotiating a contract, etc.
- care and handling of all types of collections -for both staff and users
- holdings maintenance - based on the work of Karen Garlick at the National Archives but also applicable to non-print special collection material
- preservation for circulating collections - can include minor repair, i.e. tipping in, mending tears, tightening hinges, reattaching spines, etc., stressing the use of non-damaging supplies
- environmental control systems - the importance of a stable environment and how to get as close to one as possible without major renovation or construction
- how to survey buildings to identify potential sources of damage to collections from heat, humidity, light, pollution, poor storage equipment or containers, poor handling practices, etc.
- disaster preparedness (Disaster Kit Manual available from CPA) - including security
- exhibits - protection of materials exhibited and construction of benign exhibit cases
- pest management - how to prevent insects, rodents and mold from destroying collections
- integrating preservation into collection management and other repository operations (policies, procedures, budgets) preservation aspects of new facility planning.

Strategy III.3 Collaborate with neighboring states, such as Nebraska, Kansas and Wyoming, to develop an externally funded project to present preservation workshops via interactive educational cable networks or other "distance learning" systems.

Strategy III.4 Expand the range of preservation expertise available to Colorado institutions by exploring possibilities for providing Colorado librarians, archivists and other custodians of documentary resources with access to professional preservation and conservation training, and to publications and information services elsewhere in the country.

Encourage library schools in the area to include preservation in their curriculum.

Negotiate with the Bibliographic Center for Research (BCR) to contract with AMIGOS to allow BCR members to attend AMIGOS preservation workshops and programs at member rates and to bring such programs to Colorado in conjunction with local professional meetings once or twice a year. Access to the AMIGOS preservation information service and preservation news bulletins should be included in such a package.

A more limited agreement might be made with NEDCC to provide complex preservation or conservation information and advice by telephone and to present one or two workshops a year in Colorado. Similar negotiations should be undertaken with SOLINET if the RONDAC National Preservation Program goes forward and is based there.

Look for funding to support such contractual services as might be obtained through LSCA grants from the state library.

Strategy III.5 Work with the State Library to insure that all library building and renovation projects in Colorado meet current national standards for control of temperature, humidity, light, and pollution.

Explore the possibility of including environmental standards in state legislation or regulations concerned with the construction of libraries, archives and other repositories and in the regulations governing the disbursement of LSCA funds for construction or renovation.

Goal IV: Identify Materials of Enduring Value

Although virtually any publication, document, manuscript, photographs, videotape, sound recording, electronic tape or digital disk may have value to someone, resources are not now and never will be available to preserve all documents forever. Even if they were, the volume of preserved information would very soon be too great to store or to manage effectively. Therefore, librarians, archivists and other custodians must consider how to select from the existing universe of documentation those collections that most warrant transmission forward in time to the users of the future.

They must also consider carefully the optimum way to preserve a particular item or collection for as long as possible. At the present time, available options include either transferring the information contained in deteriorating or damaged material to another format such as microform or digital disk or providing for the periodic "refreshment" of information already digitized when necessitated by the obsolescence of hardware and software.

If an item or collection must be kept in its original format because of intrinsic value, there are a number of options for extending its life expectancy by means of low temperature and humidity storage, deacidification, paper strengthening, or conservation treatment combined with carefully controlled storage and handling. Conservation treatment can only be done by highly trained professionals and is very time-consuming. It is costly and therefore is usually undertaken for items of exceptional value.

Strategy IV.1 In order to identify unique items or collections of exceptional intellectual value and set priorities for their preservation, survey the collections in all Colorado repositories.

Use a survey instrument such as CALIPR for print collections or the survey developed for the Commission on Preservation and Access to determine preservation priorities for archival materials.

Encourage the use of standard cataloging practices by all repositories and the entry of descriptive records into the state-wide bibliographic network. It is particularly important to have records for collections of non-print materials in the MARC AMC and other appropriate formats in the database so that repositories can compare their holdings of certain kinds of records or on particular topics.

Develop a mechanism within the statewide bibliographic network for identifying on an on-going basis the last copy of materials about Colorado or with Colorado authors or imprints.

Develop documentation strategies to identify, collect, preserve and make accessible materials for all significant aspects of Colorado history, including current records, publications, videos, photographs, oral histories, etc.

Provide assistance to corporations, organizations and institutions to manage their records and transmit the most significant to the future.

Strategy IV.2 Provide funding to help preserve materials of the highest priority to Colorado which are at the greatest risk.

Organize an on-going effort to make documentary resources eligible for support by the State Historical Fund. Work toward the establishment of a line item in the state budget for a grant program administered by the state preservation coordinator to make awards to institutions and organizations for preservation projects. The features and experience of the New York, New Jersey and Maine preservation grant programs (the last has just gone out of existence because of state funding crises) should be reviewed to learn from their successes and mistakes.

Consider whether or not it is feasible to secure legislation imposing a surtax on the registration of real estate transactions as has been done in New York, Virginia, Kentucky etc. in order to create a fund dedicated to the preservation of local government records.

Strategy IV.3 Continue to develop and publicize the availability of central services that are currently being provided on a fee-for-service basis.

The microfilming program operated by the Colorado State Archives for local government records could be expanded to other types of material.

If the State Archives develops the capability to refresh electronic data, it might also offer that as a fee-based service to the state. The same could be done for the deacidification and paper drying programs at Colorado State University. All these services need to be presented as distributed components of the overall preservation program (see Goal II). Individual book-binders, paper conservators, repair technicians and so forth could also be integrated into the program.

Consideration should be given to making a centralized repair capability part of "Access Colorado" as suggested above.

Publicize the fact that the NEDCC provides professional conservation treatment for books, paper, maps, architectural drawings and other paper documents as well as photographs from all over the country.

Explore the expansion of local capabilities for developing a western equivalent of NEDCC.

SUMMARY

In May of 1989, over a hundred librarians, archivists and interested individuals attended a meeting to express concern and to focus on the future of Colorado preservation. The Colorado Preservation Alliance was created as a result of this meeting. The purpose of the Alliance is to coordinate preservation efforts on a statewide level and to develop a comprehensive statewide plan for the preservation of books, manuscripts, archival records, photographs, works of art on paper, audio-visual materials, and other media. Since its inception, the CPA has published a quarterly newsletter, the Colorado Preservation Alert, helped found a Preservation Roundtable in the Colorado Library Association, forged alliances with the Society of Rocky Mountain Archivists, the Colorado-Wyoming Association of Museums and the Colorado Genealogical Society and held annual workshops on various preservation topics.

As a response to growing concern about keeping Colorado collections usable, the Colorado State Library awarded a grant in 1992 to CPA to produce a "Statewide Preservation Plan for Action". The purpose of this plan is to focus and coordinate the various preservation efforts taking place in Colorado to address the urgent problem of our crumbling documentary heritage. Four primary goals were recognized as necessary to solve this problem. Each goal has several concrete strategies designed to help achieve an on-going, viable preservation program capable of saving most of the historic and current records unique to Colorado. Each strategy is structured in terms of continuing activity, dependent on both volunteer and professional efforts by many of Colorado's citizens. These goals are:

I To raise public awareness of preservation issues in order to create widespread support for the establishment of a preservation coordinators office and funding for advanced preservation measures and programs;

II To coordinate and structure existing preservation and conservation activities so that they comprise a systematic, on-going program;

III. To educate librarians, archivists and curators on optimal housing and care of collections in order to prevent deterioration and damage; and

IV. To identify, set priorities for, and preserve materials of enduring value unique to Colorado.

Because this is the Centennial State, Colorado's history is richly documented by the parallel development of photographic and print technology, technologies not available to many older states at the time of their founding. This record has been treasured by our citizens and must be guarded for the future citizens. Colorado's libraries, archives, museums and historical societies are an investment by the people of the state in order to make accessible the information they need when they need it, now and in the future. That investment merits protection now.

BASIC READINGS IN PRESERVATION

Recommended by the Colorado Preservation Alliance, Education and Public Relations Committee

SERIALS

The Abbey Newsletter. Bimonthly. Focuses on latest developments in book and paper preservation and conservation workshop announcements, book reviews, and supply sources. Abbey Publications, 7105 Geneva Dr., Austin, TX 78723. \$35/year

Conservation Administration News. Quarterly. Focuses on preservation administration, including descriptive articles about program development, workshop announcements, book reviews and practical advice. University of Tulsa, 600 S. College, Tulsa, OK 74104. \$18/year

New Library Scene. Bimonthly. Excellent information on library binding and its relationship to other preservation concerns. Library Binding Institute, 7401 Metro Blvd., Suite 325, Edina, MN 55439. \$18/year

BOOKS

Clapp, Anne E. Curatorial Care of Works of Art on Paper. 4th ed., rev., New York: Nick Lyons Books, 1987. 256 p.
A clear description of procedures for repair and protection of works of art on paper. Nick Lyons Books, 31 W. 21 St., NYC, NY 10010.

Lull, William. P. Conservation Environment Guidelines for Libraries and Archives. Albany: The New York State Program for the Conservation and Preservation of Library Research Materials, 1990. 87 p.
Addresses environmental concerns in non-technical language; discusses general collection environment criteria, assessment, monitoring, and goals for an improved environment
The University of the State of New York. State Education Dept., New York State Library, Div. of Library Development, Albany, NY 12230. \$10.

Morris, John. The Library Disaster Preparedness handbook Chicago, IL: American Library Association, 1986. 129 p.
This single source for a vast variety of information is written by an expert on fire prevention. It includes security, building design, and pest control, as well as preservation, conservation and the more traditional disasters. Note the excellent bibliographies.
American Library Association, Publishing Services, 50 E. Huron St., Chicago, L 60611. \$20.

MORROW, Carolyn Clark, and Carole Dyal. Conservation Treatment Procedures: A Manual of Step-By-Step Procedures for the Maintenance and Repair of Library Materials. 2nd ed. Littleton, CO: Libraries Unlimited, 1986. 225 p.
"If an institution can afford only one repair manual, it should purchase this one. Describes practical techniques (with illustrated instructions) for a variety of book repair procedures,

pamphlet binding, paperback reinforcement, flat-paper repair, and protective enclosures. Includes helpful discussion of treatment options and offers guidance on organizing and operating a conservation unit." --Lisa Fox

Libraries Unlimited, P.O. Box 263, Littleton, CO 80160. \$30.

National Institute for the Conservation of Cultural Property. Collections Care: A Selected Bibliography. NIC, 1991. 118 p.

Comprehensive bibliography; one of a series of publications put out by this organization. NIC, 3299 K St., NW, Suite 403, Washington, DC 20007. \$15 plus shipping.

Parisi, Paul A., and Jan Merrill-Oldham, eds. Library Binding Institute Standard for Library Binding. 8th ed. Rochester, NY: Library Binding Institute, 1986. 17 p.

Specifications for various commercial bindings. Know what to expect and how to judge the quality of a binding.

Library Binding Institute, 150 Allens Creek Road, Rochester, NY 14618. \$5.

Ritzenthaler, Mary Lynn, Gerald J. Munoff, Margery S. Long. Archives & Manuscripts: Administration of Photographic Collections. SAA Basic Manual Series. Chicago Society of American Archivists, 1984. 173 p.

One of a series of very useful manuals published by SAA. Addresses all aspects of managing photographic collections.

SAA, 600 S. Federal, Ste. 504, Chicago, IL 60605. \$19, plus shipping

Swartzburg, Susan G., ed. Conservation in the Library: A Handbook on Use and Care of Traditional and Nontraditional Materials. Westport, CT: Greenwood Press, 1983. 234 p.

Essays on the care and handling of a wide range of materials; addresses photographs, slides, microforms, film, videotape, etc.

Greenwood Press, P.O. Box 5007, Westport CT 06881.

COLORADO PRESERVATION ALLIANCE

Executive Board and Special Appointees (April 1993)

President --Eleanor Gehres, Manager, Western History Dept., Denver Public Library

Vice President/President-elect -- Karen Jones, Preservation Officer, Jefferson County Public Library

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Northeast Colorado Representative -- Myra Jo Moon, Preservation Librarian, Colorado State
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Southwest Colorado Representative -- John Crowder, Librarian, Ft. Lewis College

Northwest Colorado Representative -- Judy Prosser-Armstrong, Curator, Museum of Western
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