

Preservation Planning

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On the agenda

Getting started
Identifying preservation concerns
Collections care
Assessing preservation needs /
Selection for preservation
Good Intentions Public Library
exercise

What **IS** Preservation?

And how is it different from
Conservation?

Getting Started Definitions

Preservation:

The global activities associated with maintaining library and archival materials for use, whether it s in their original format or in some other usable format. Primary goal: Prolong the existence of cultural materials.

Getting Started Definitions

Conservation:

Techniques and procedures that are used in the treatment of individual items, usually after some damage has occurred.

Preventive conservation

Preventing the need for conservation by implementation of preservation policies.

Needs Assessment Survey

An evaluation of the policies, practices, and conditions in an institution that have an impact on the preservation of the institutions collections

Source: *Preservation Planning: Guidelines for Writing a Long-Range Plan* by Roxana Adams.

Preservation Plan

A document that defines and charts a course of action to meet an institution s overall preservation needs for its collections.

Source: *Preservation Planning: Guidelines for Writing a Long-Range Plan* by Roxana Adams.

What is preservation planning?

A process that entails:
Identifying the general and specific needs of collections
Establishing priorities
Locating resources for implementation

The end result: a preservation program

Components of a Preservation Program

- Environmental control
- Disaster preparedness
- Security
- Storage & handling
- Reformatting
- Binding & repair
- Conservation treatment

Purpose of assessment and planning

Explicit goals:

- ✦ Establish institutional context for preservation activities
- ✦ Determine priorities and goals
- ✦ Establish authority and responsibility
- ✦ Integrate preservation activities across departmental lines
- ✦ Codify preservation practice

Purpose of assessment and planning

Implicit goals:

- ✦ Create environment conducive to phased institutional change
- ✦ Involve influential staff
- ✦ (Strengthen and) demonstrate administrative support for preservation
- ✦ Educate staff and gain their support
- ✦ Establish credibility of preservation staff

Mission statement

A statement about an organization, which usually outlines its vision or purpose.

Do you know yours?

Policies they are there for a reason

Collection policy:

Define intended scope & content of collection

Provide guidelines to reduce personal biases

Allows us to gracefully turn down donations that we can't care for

Why do collections deteriorate?

Inherent agents:

Weaknesses introduced during the object's manufacture.

External agents:

Heat, light, & humidity; pollution; pests; disasters; poor storage materials & furnishings; rough handling, etc.

Agents of Deterioration

The Culprits:

- High temperature
- High relative humidity (RH)
- Fluctuations in temperature and RH
- Light (especially UV light)
- Pollutants

Agents of Deterioration

Temperature:

Generally, the higher the temperature, the more rapidly materials will deteriorate
The lower the temperature, the longer the life of the object

Ideal conditions:

- + Combined stack & user areas: 70°F ±2°F
- + Dedicated storage: 35-65°F ±2°F
- + Maximum monthly drift: 3°F

Agents of Deterioration

Relative Humidity:

RH: the amount of water vapor in the air at a given temperature and pressure

High humidity + high temperature = accelerated aging of materials

Ideal conditions:

- + Combined stack & user areas: 30-50% ±3%
- + Dedicated storage: 30-50% ±3%
- + Maximum monthly drift: 3%

Controlling Temp. and RH

Maintain a stable environment

Monitoring produces data that:

- + Document existing environmental conditions
- + Support requests to install environmental controls
- + Indicate whether existing climate-control equipment is operating properly

Mold prevention and pest control

Low-cost/no-cost improvements in climate control

Light Damage

All wavelengths of light are damaging

UV radiation is especially harmful

The effects of light are cumulative and irreversible

The best solution: keep items in the dark!

- + Keep materials boxes or covered when not in use
- + Provide the minimum amount of illumination necessary

Light Damage what you can do

Cover windows with drapes, shades, blinds, or shutters

Cover skylights permanently

Install timed switches in storage areas

Purchase and use low-UV fluorescent tubes

Place UV-filtering sleeves on fluorescent tubes

Install UV-filtering film on windows

Store records in containers and folders

Place UV-filtering Plexiglas on your photocopying machine

Air quality

Gaseous contaminants

Particulate contaminants

Improve air quality by controlling:

Intake of outdoor pollutants

Sources of indoor pollutants

Pest Control

Seal routes of entry

Control water sources

Control food sources

Clean collections storage rooms and
look for signs of insects

Isolate and examine incoming
collections

Conduct routine monitoring

Air quality

Gaseous contaminants

Particulate contaminants

Improve air quality by controlling:

Intake of outdoor pollutants

Sources of indoor pollutants

Salvage Residues:
Mold and Mud

Mold First steps

1. Stabilize the environment
RH should be around 60%
2. Prioritize
3. Wet objects should be removed and frozen or air dried
4. Isolate vs. circulate

How to Deal with Mold: *No quick fix*

Do not turn up the heat
Isolate affected items boxes are better than bags
Freezing items renders mold dormant
UV kills mold, but beware of light damage!
Vacuum
Use HEPA filter
In lieu of HEPA, use regular vacuum outside.
Wear proper gear!

Mold

Should have it identified by a mycologist:

Local hospitals or university biology departments may be able to help you locate one in your area.

Mud

Beware of toxic materials in mud. Wear protective clothing, gloves, mask.

Rinse in clean water, don't wipe
Clay mud let dry then peel off.

Collections Care

Mechanical damage:

Poor storage and handling techniques can be another agent of deterioration.

Storage area

Allow for easy access and safe movement of collections
Allow air to circulate around shelving
Have a reasonable shelf height for safe retrieval

Storage area

Keep collections at least 4 inches off floor
Protect collections from physical and mechanical damage
Provide overall support
Meet preservation needs of special formats
Not be in basements or attics

Handling guidelines

Establish written policies for use, and make researchers and staff comply with these rules
Train staff and users
Supervise users
Reduce handling whenever possible
Provide copies (microfilm, photocopies, photographic copies, digital surrogates) for use and exhibition

Emergency preparedness

- Disaster planning
 - + Prevention and protection
 - + Response and recovery
- Likelihood of emergencies happening
- Protection of collections
- Continuity of institution s mission
- Professional responsibility

Assessing Your Preservation Needs

- Methods to assess deterioration:
1. General Preservation Assessment
 2. Collection Condition Survey
 3. Item-by-Item Survey

General Preservation Assessment

- Should consider:
- Current conditions
 - Policies
 - Collections
 - Storage & handling

Who should conduct the survey?

Consultant

- Objective
- Preservation professional
- Credibility
- Provides written report
- Short-term investment
- Can be costly

Staff member

- Subjective
- Questionable preservation training
- Credibility problem
- May not provide a written report
- Long-term investment
- Cost = staff time

After the survey . . .

The surveyor should:

- Identify potential hazards to collections
- Prioritize collections for preservation action
- Identify actions needed to keep collections in best possible condition for longest time
- Prioritize collection needs
- Identify steps needed to achieve preservation goals

Levels of care

Level 1 preventive measures:

- + Facilities maintenance
- + Control of environment
- + Emergency preparedness
- + Security / fire protection
- + Storage and handling
- + Housekeeping
- + Commercial library binding

Levels of care

Level 2:

- + Reformatting
 - Preservation microfilming
 - Preservation photocopying
 - Digital imaging??
- + Basic repairs
 - Mending tears
 - Repairing bindings
 - Rehousing materials

Levels of care

Level 3:

- + Professional conservation treatment

Setting preservation priorities requires . . .

- A long-term view of the process
- A preservation planning survey
- A clearly defined mission statement and collecting policy

Factors to consider

Collection-specific

- + Use
- + Storage
- + Condition
- + Value
- + Format

Factors to consider

Overall

- + Impact
- + Feasibility
- + Urgency
