

# 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](mailto: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.

Course Outline and other business. Terminology and Framework. Preservation Management / Organization of Preservation Activities.

January 19th.

Ethics of Preservation / Conservation. Papermaking history and techniques.

Brittle paper. Permanent Paper. Deacidification and Mass Deacidification 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 16<sup>th</sup>.

Class visit – Conservation lab. City of Toronto Archives.

**1<sup>st</sup> assignment due.**

**February 23rd.**

**Reading Week.**

March 2nd.

Disaster preparedness and planning. Integrated pest control.

March 9th.  
Class presentations. **2<sup>nd</sup> assignment.**

March 16<sup>th</sup>.  
Class visit – UTL Downsview. Offsite Storage facility.

March 23rd.  
Class presentations. **2<sup>nd</sup> assignment.**

March 30th.  
Class presentations. **2<sup>nd</sup> assignment.**

April 6th.  
Class presentations. **2<sup>nd</sup> assignment.**  
**3<sup>rd</sup> assignment due.**

### **Assignments**

#### **Assignment 1. (40% of final grade)**

**Due date: February 16<sup>th</sup>.**

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 9<sup>th</sup>, or March 23<sup>rd</sup>, or March 30<sup>th</sup> or April 6<sup>th</sup>.**

**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)

- English Heritage
- IFLA (International Federation of Library Associations)
- IPI (Image Permanence Institute)
- FIAF (International Federation of Film Archives)
- UNESCO
- Other (in consultation with KT)

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

Banks, P. & Pilette, R. (Eds.). (2000). *Preservation: Issues and planning*. Chicago: American Library Association. [Inforum: Z701 .P74 2000 – Course Reserves - [Check availability](#);

Harvey, D. R., Mahard, M. R. (Eds.). (2014). *The preservation management handbook: A 21st-century guide for libraries, archives, and museums*. Lanham: Rowman & Littlefield. [Inforum: Z701 .P7445 2014– Course Reserves – [Check availability](#)]

Morrow, C. (1983). *The Preservation challenge: A guide to conserving library materials*. White Plains, N.Y.: Knowledge Industries Publication.

[Inforum: Z701 .M67 1983 – Course Reserves – [Check availability](#)]

Murray, D. & Suzuki, D. T. (1990). Turning to dust. In *The Nature of Things*. Toronto: CBC.

[Inforum: 30059 – Audio Visual / Course Reserves - [Check availability](#)]

Ogden, B. W. (1989). *On the preservation of books and documents in original form*. Washington, D.C.: Commission on Preservation and Access. [Inforum: Z701 .O33 1989 – Course Reserves – [Check availability](#)]

Ritzenthaler, M. L. (2010). *Preserving archives & manuscripts*. (2nd ed.). Chicago: Society of American Archivists. [Inforum: Z110 .C7 R58 2010 - Course Reserves – [Check availability](#)]

Saunders, T. (1987). *Slow fires: On the preservation of the human record*. Santa Monica, CA: American Film Foundation. [Media Commons: VideoDVD 763609 – [Check availability](#); and Inforum: 30034 – Audio Visual / Course Reserves - [Check availability](#)]

Turko, K. (1996). *Preservation activities in Canada: A unifying theme in a decentralised country*. Washington, DC: Commission on Preservation and Access. [Downsview: Z701.4 .C2 T87 1996X – May be requested - [Check availability](#)]

### **Preservation Management / Organization of Preservation Activities**

Bell, S., Dempsey, L., & Fister, B. (2014). *New Roles for the Road Ahead: Essays Commissioned for ACRL's 75<sup>th</sup> Anniversary*. [Available [here](#)]

Cloonan, M. (1993). *Organizing preservation activities*. Washington, D.C.: Association of Research Libraries. [Inforum: Z701 .C56 1993 – Course Reserves - [Check availability](#); and ROM: Z701 .C56 1993]

Cloonan, M. V. (2001). W(H)ITHER preservation? *The Library Quarterly: Information, Community, Policy*, 71(2): 231-242. [e-article: <http://www.jstor.org.myaccess.library.utoronto.ca/stable/4309507>]

Malpas, Constance. (2011). *Cloud Sourcing Research Collections: Managing print in the Mass – digitized Library Environment*. Dublin, OH: OCLC. [Available [here](#)]



Merrill-Oldham, J., Morrow, C. C., & Roosa, M. (1991). *Preservation program models: A study project and report*. Washington, D.C.: Association of Research Libraries. [Robarts & Downsview: Z701.3 .R48 M47 1991 - [Check availability](#)]

Merrill-Oldham, J. & Smith, M. (1985). *The library preservation program: Models, priorities, possibilities: Proceedings of a conference, April 29, 1983, Washington, D.C.* Chicago: ALA. [ROM: Z701 .L55 1985 - [Check availability](#)]

Meyer, Lars. (2009). *Safeguarding Collections at the Dawn of the Twenty First Century*. [Available [here](#)]

### **Ethics of Preservation / Conservation**

Baker, N. (2001). *Double fold: Libraries and the assault on paper* (1st ed.). New York: Random House. [Inforum: Z695.655 .B35 2001 – Course Reserves – [Check availability](#); and other libraries]

Battin, P. & Sitts, M. (Spring 1989). Institutions have moral responsibility to preserve great book collections. *Educational Record* (Spring 1989): 54. [e-article: <http://search.proquest.com/docview/225295557?accountid=14771> ]

Baynes Cope, A. (1988). Thoughts on ethics in archival conservation. *Restaurator*, 9(3): 136- 146. [Thomas Fisher Rare Book: Z701 .R48 – Reference - [Check availability](#)]

Berger, S. (2009). The evolving ethics of preservation: Redefining practices and responsibilities in the 21st century. *The Serials Librarian*, 57(1-2): 57-68. [e-article: [http://resolver.scholarsportal.info.myaccess.library.utoronto.ca/resolve/0361526x/v57i1-2/57\\_teeoprarit2c.xml](http://resolver.scholarsportal.info.myaccess.library.utoronto.ca/resolve/0361526x/v57i1-2/57_teeoprarit2c.xml)]

Billington, James. (1988). The moral imperative of conservation. *Design for Arts in Education*, 89(3): 41–47. [e-article: <http://dx.doi.org/10.1080/07320973.1988.9938149>]

Smith, Abby. (2007). Valuing preservation. *Library Trends*, 56(1): 4-25. [e-article:

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

Tanselle, G. T. (1992). *Introduction to bibliography: Seminar syllabus*. (13th revision, 1991.)

Charlottesville, VA: Book Arts Press. [Downsview: 010 AT168I13 - May be requested – [Check](#)

[availability](#); and St. Michael's College (John M. Kelly) & Downsview (2002, 19<sup>th</sup> rev. ed.):

Z1001 .T25 2002 SMC - [Check availability](#)]

### **Papermaking. Paper Problems and Solutions**

American National Standards Institute. (2010). *American National Standard for Permanence of Paper*

*for Publications and Documents in Libraries and Archives (R2009)*. Baltimore: National

Information Standards Organization (NISO). [Available [here](#)]

Area, M. C. and Popa, V. I. (2014). *Wood Fibres for Papermaking*. Shawbury, UK: Smithers

Rapra Technology Ltd. [Engineering & Comp. Science: TS1109 .A74 2014Y –

[Check availability](#)]

Biermann, C. J. (1996). *Handbook of pulping and papermaking*. San Diego: Academic Press.

[[e-book](#), and Engineering & Computer Science: TS1175 .B54 1996X - [Check availability](#)]

Buchanan, S., et al. (1994). *An evaluation of the bookkeeper mass deacidification process: Technical*

*evaluation team report for the Preservation Directorate, Library of Congress*. Washington, D.C.:

Preservation Directorate, Library of Congress. [Inforum: Z110 .C7 B834 1994 – Course Reserves

- [Check availability](#)]

Burgess, H. D. (1995). *Evaluation of commercial mass deacidification processes (Phase I, II, III)*.

Ottawa: Canadian Conservation Institute. [Inforum: Z701 .E93 1992 Phase 1, Phase II, Phase

III – Course Reserves - [Check availability](#)]

Hagiopol, C. and Johnston, J. W. (2012). *Chemistry of modern papermaking*. Boca Raton:

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

Hunter, D. (1978, reprint of 1947). *Papermaking: The history and technique of an ancient craft*. New York: Dover Publications. [Inforum & other libraries: TS1090 .H86 1978 – Course Reserves - [Check availability](#)]

Porck, H. J. (1996). Commission on preservation and access. *Mass Deacidification: An Update on Possibilities and Limitations*. Washington, D.C.: The Commission on Preservation and Access. [Inforum: Z701.3 .D4 P67 1996– Course Reserves - [Check availability](#)]

Turko, K. (1990). *Mass deacidification systems: Planning and managerial decision making*. Washington, D.C.: Association of Research Libraries. [Inforum: Z701.3 .D4 T87 1990 – Course Reserves - [Check availability](#)]

### **Condition Surveys**

Jorgensen, C., Marty, P. F., & Braun, K. (October 2012). Connecting to collections in Florida: Current conditions and critical needs in libraries, archives and museums. *The Library Quarterly*. 82(4): 453-476. [e-article: <http://simplelink.library.utoronto.ca/url.cfm/507456>]

Darling, P. W. (1982). *Preservation planning program: An assisted self-study manual for libraries*. Washington, D.C.: Association of Research Libraries. [Inforum: Z701 .D37 1982 – Course Reserves - [Check availability](#)]

Darling, P. W. (1987). *Preservation planning program: An assisted self-study manual for libraries* (Expanded 1987 ed.). Washington, D.C.: Association of Research Libraries. [Inforum: Z701 .D37 1987 – Course Reserves - [Check availability](#); and ROM: Z701 .D37 1987 – [Check availability](#)]

Darling, P. W., Merrill-Oldham, J., Reed-Scott, J., & Webster, D. W. (1993). *Preservation planning program: An assisted self-study manual for libraries* (Rev. 1993 ed.). Washington, D.C.: Association of Research Libraries. [Inforum: Z701 .D37 1993 – Course Reserves - [Check availability](#)]

Darling, P. W. (1982). *Preservation planning program resource notebook*. Washington, D.C.:

Association of Research Libraries. [Inforum: Z701 .D37 1982b – Course Reserves - [Check availability](#)]

Darling, P. W. (1987). *Preservation planning program resource notebook*. (Rev. ed. /by Wesley L.

Boomgaarden). Washington, D.C.: Association of Research Libraries. [Inforum: Z701 .D37 1987b – Course Reserves - [Check availability](#); and ROM: Z701.3 .R48 P74 1987]

Drott, M. Carl. (March 1969). Random sampling: A tool for library research. *College & Research Libraries*, 30(2): 119-125. [e-article: <http://crl.acrl.org/content/30/2/119.full.pdf+html>]

Peach, C. & Foster, J. (2013). *Knowing the Need: Optimizing Preservation for Library and Archive Collections*. London: British Library Preservation Advisory Centre. [Available [here](#)]

Institute of Museum and Library Services. (2005). *A public trust at risk: The Heritage Health Index Report on the state of America's collections*. Washington, DC: Heritage Preservation. [Available [here](#), and Downsview: 025.84 P976P – May be requested – [Check availability](#)]

University of Toronto. Library. Collection Preservation Committee. (1984). *Preservation of library material: A report of the Collection Preservation Committee*. Toronto: UTL. [ROM, et al.: Z701 .U55 1984 – Pamphlet – [Check availability](#)]

Walker, G., Greenfield, J., Fox, J., & Simonoff, J. S. (1985). The Yale Survey: A large scale study of book deterioration in the Yale University library. *College & Research Libraries*, 46(2): 111-132. [e-article: <http://crl.acrl.org/content/46/2/111.full.pdf+html> ]

## **Environmental Control and HVAC**

Banks, P. & Pilette, R. (Eds.). (2000). *Preservation: Issues and planning*. Chicago: American Library Association. [Inforum: Z701 .P74 2000 – Course Reserves - [Check availability](#); and other libraries]

Harvey, D. R., Mahard, M. R. (Eds.). (2014). *The preservation management handbook: A 21st-century guide for libraries, archives, and museums*. Lanham: Rowman & Littlefield. [Inforum: Z701 .P7445 2014– Course Reserves – [Check availability](#)]

Lull, William. (1995). *Conservation environment guidelines for libraries and archives*. Ottawa: Canadian Council of Archives. [Inforum: Z701 .L85 1995 – Course Reserves – [Check availability](#)]

Sebera, D. K. (1994). *Isoperms: An environmental management tool*. Washington, D.C.: Commission on Preservation and Access. [Inforum: Z701 .S43 1994– Course Reserves - [Check availability](#)]

### **Treatments, Care and Handling, Storage**

Baynes-Cope, A. D. (1989). *Caring for books and documents*. (2<sup>nd</sup> ed.). New York: New Amsterdam Books. [Inforum: Z701 .B39 1989 – Course Reserves – [Check availability](#)]

Greenfield, Jane. (2014). *The Care of fine books*. (2<sup>nd</sup> ed.). New York: Skyhorse. [Inforum: On order, and Inforum (2007): Z701.3 .F53 G74 2007 – Course Reserves – [Check availability](#)]

Horton, Carolyn. (1969). *Cleaning and preserving bindings and related materials*. Chicago: ALA. [Inforum: Z701 .H67 1969– Course Reserves – [Check availability](#)]

Merrill-Oldham, J. (1993). *Managing a library binding program*. Washington, D.C.: Association of Research Libraries. [Inforum: Z701 .M47 1993 – Course Reserves - [Check availability](#)]

Merrill-Oldham, J. & Parisi, P. A. (eds.). (1985). *Library binding institute standard for library binding* (8<sup>th</sup> ed.). Rochester, N.Y.: Library Binding Institute. [Inforum: Z701 .L53 1985 – Course Reserves - [Check availability](#)]

Merrill-Oldham, J. & Parisi, P. (2008). *Guide to the ANSI/NISO/LBI library binding standard*. Chicago: Association for Library Collections & Technical Services, Preservation and Reformatting Section. [Inforum: Z701 .M47 2008 – Course Reserves – [Check availability](#)]

Middleton, B. C. (1972). *The restoration of leather bindings*. Chicago: American Library Association.  
[Robarts (1972): Z271 .M53 – [Check availability](#); and (2004) Inforum: Z269.3 .L43 M53 2004 –  
Course Reserves - [Check availability](#)]

Middleton, B. C. (1996). *A history of English craft bookbinding technique* (4th rev. ed.). London, U.K.:  
British Library. [Trinity, et al: Z270 .G7 M53 1996 – [Check availability](#)]

Parisi, P. A. (1984). Methods of affixing leaves: Options and implications. *New Library Scene*, 3(5): 9-  
12. [Available in Blackboard – Library Online Course Reserves Page]

### **Off Site Storage**

Ackerson, L. G. (2002). Is age an appropriate criterion for moving journals to storage? *Collection  
Management*, 26(3): 63-76. [e-article:  
[http://resolver.scholarsportal.info.myaccess.library.utoronto.ca/resolve/01462679/v26i0003/63\\_i  
aaacfmjts.xml](http://resolver.scholarsportal.info.myaccess.library.utoronto.ca/resolve/01462679/v26i0003/63_i<br/>aaacfmjts.xml)]

Austin, B. (2003). Establishing materials selection goals for remote storage. *Collection Management*,  
27(3-4): 57-68. [e-article:  
[http://resolver.scholarsportal.info.myaccess.library.utoronto.ca/resolve/01462679/v27i3-  
4/57\\_emsgfrs.xml](http://resolver.scholarsportal.info.myaccess.library.utoronto.ca/resolve/01462679/v27i3-<br/>4/57_emsgfrs.xml)]

Banks, Paul N. (1999). Overview of alternative space options for libraries and archives. *U.S. National  
Archives and Records Administration*, March. 1-6. [Available [here](#)]

Fineberg, Gail. (2002, December). Old wine in a new bottle: Library opens new storage facility at Ft.  
Meade. *Library of Congress Information Bulletin*, 61(12): 268-9. [e-article:  
<http://www.loc.gov/loc/lcib/0212/meade.html>]

Hill, J. B., Madarash-Hill, C., & Hayes, N. (2000). Remote storage of serials: Its impact on use. *Serials  
Librarian*, 39(1): 29-39. [e-article:  
[http://resolver.scholarsportal.info.myaccess.library.utoronto.ca/resolve/0361526x/v39i0001/29\\_r  
sos.xml](http://resolver.scholarsportal.info.myaccess.library.utoronto.ca/resolve/0361526x/v39i0001/29_r<br/>sos.xml)]

Nitecki, D. A. & Kendrick, C. L. (Eds.). (2002). Library off-site shelving: Guide for high-density facilities. *Journal of Academic Librarianship*, 28(5): 337-338. [e-article: [http://resolver.scholarsportal.info.myaccess.library.utoronto.ca/resolve/00991333/v28i0005/337\\_logsfhf.xml](http://resolver.scholarsportal.info.myaccess.library.utoronto.ca/resolve/00991333/v28i0005/337_logsfhf.xml)]

Weeks, D., & Chepesiuk, R. (2003). The Harvard model and the rise of shared storage facilities. *Resource Sharing & Information Networks*, 16(2): 159-168. [e-article: [http://resolver.scholarsportal.info.myaccess.library.utoronto.ca/resolve/07377797/v16i0002/159\\_thmatrossf.xml](http://resolver.scholarsportal.info.myaccess.library.utoronto.ca/resolve/07377797/v16i0002/159_thmatrossf.xml)]

### **Preservation Reformatting - Microfilming**

Association of Research Libraries. (June 2004). *Recognizing Digitization as a Preservation Reformatting Method*. [Available [here](#)]

Canadian Cooperative Preservation Project. (1993). *Guidelines for preservation microfilming in Canadian libraries*. Ottawa: Canadian Cooperative Preservation Project. [Robarts: Z681.3 .M53 G85 1993 – [Check availability](#)]

Brown, H., Baker, J., Cybulski, W., Fenton, A., Glover, J., Negus, P., & Palm, J. (April 2011). The role of microfilm in digital preservation. In *Curation Reference Manual* (Digital Curation Centre, DCC). International Microfilm Collaboration working group. [Available [here](#)]

Elkington, N. E., (Ed.). (1994). *RLG archives microfilming manual*. Mountain View, Calif.: Research Libraries Group. [Inforum: Z701.3 .M53 R54 1994 – Course Reserves – [Check availability](#)]

Gwinn, N. E. & Fox, L. (1996). *Preservation microfilming: A Guide for librarians and archivists* (2<sup>nd</sup> ed.). Chicago: American Library Association. [Inforum & Robarts: Z681.3 .M53 P74 1996 – Course Reserves - [Check availability](#)]

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

- Florence Flood. (2013). Website: <http://www.florence-flood.com/>
- Fortson, J. (1992). *Disaster planning and recovery: A how-to-do-it manual for librarians and archivists*. New York: Neal-Schuman Publishers. [Inforum & ROM: Z679.7 .F67 1992 – Course Reserves - [Check availability](#)]
- NEDCC. dPlan™: The Online Disaster Planning Tool. [Available [online](#)]
- NEDCC. COSTEP: Coordinated Statewide Emergency Preparedness. [Available [online](#)]
- Parker, T. (1991). How to recognise and eliminate silverfish, beetles, cockroaches, moths, termites, rats and mildew in libraries and archives. Upland, PA: Diane Publishing Co. [Inforum: Z701.3 .P47 P375 1991 - Course Reserves – [Check availability](#)]
- Pinniger, David. (2010). Saving our heritage - Pest management in museums, archives and historic houses. *Outlooks on Pest Management*, 21(5): 239–241. [e-article: <http://dx.doi.org/10.1564/21oct12>]
- Querner, P. (2013). IPM in museums, archives and historic buildings. *International Pest Control*, 55(4): 206-207. [e-article: <http://search.proquest.com/docview/1436099316?accountid=14771>]
- Spande, H. (ed). (2009). Conservation Legacies of the Florence Flood of 1966. Proceedings of the Symposium commemorating the 40<sup>th</sup> Anniversary. London: Archtype. [Robarts: DG738.792 .C66 2009 - [Check availability](#)]
- Waters, P. (1979). *Procedures for salvage of water-damaged library materials* (2<sup>nd</sup> ed.). Washington, DC: Library of Congress. [Inforum: Z701 .W37 1979 – Course Reserves - [Check availability](#)]
- Waters, S. (2016). *Waters Rising: Letters from Florence: Peter Waters and book conservation at the Biblioteca nazionale centrale di Firenze after the 1966 flood*. Ann Arbor, MI: Legacy Press. [Inforum: Z701.4 .I8 W3 2016 - [Check availability](#)]
- Wellheiser, J. G. (1992). *Nonchemical treatment processes for disinfestation of insects and fungi in library collections*. München: K.G. Saur. [ROM, et al.: Z701.3 .P47 W45 1992 - [Check availability](#)]



Wellheiser, J. G. & Barton, J. P. (1985). *An ounce of prevention: A handbook on disaster contingency planning for archives, libraries and record centres*. Toronto, ON: Toronto Archivists Group.

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

Wellheiser, J. G., Barton, J. P., & Scott, J. (2002). *An ounce of prevention: Integrated disaster planning for archives, libraries, and record centers*. (2<sup>nd</sup> ed.). Lanham, MD: Scarecrow.

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

### **Other Substrates and Digital**

Brylawski, S., Lerman, M., Pike, R., & Smith, K. (eds.). (2015). *ARSC guide to audio*

*preservation*. Washington, DC: copublished by Council on Library & Information Resources,

National Recording Preservation Board of the Library of Congress. [Robarts: Z701.3 .S68 A77

2015 - Storage - [Check availability](#)]

Redwine, G., Barnard, M., Donovan, K., Farr, E., Forstrom, M., Hansen, W., John, J. L., Kuhl,

N., Shaw, S., & Thomas, S. (2013). *Born Digital: Guidance for Donors, Dealers, and Archival*

*Repositories*. Washington, DC: CLIR. [Available [here](#)]

Byers, F. (2003). *Care and handling guide for the preservation of CDs and DVDs: A guide for librarians and archivists*. Washington, DC: Council on Library and Information Resources; Gaithersburg, MD:

National Institute of Standards & Technology. [e-book:

<http://www.clir.org/pubs/reports/pub121/pub121.pdf>; and Inforum: Z681.3 .O67 B94 2003 –

Course Reserves - [Check availability](#)]

Digital Preservation Coalition. *Digital Preservation Handbook*. 2<sup>nd</sup> rev, ed.

<http://handbook.dpconline.org/>

Norris, D. H. & Gutierrez, J. J. (ed.). (2010). *Issues in the conservation of photographs*. Los Angeles: Getty Conservation Institute. [Inforum: TR465.R4 - Course Reserves – [Check availability](#)]

Lavédrine, B., Gandolfo, J-P., & Monod, S. (2003). *A guide to the preventative conservation of photograph collections*. Los Angeles: Getty Conservation Institute. [Inforum: TR465 .L39 2003 - Course Reserves – [Check availability](#)]

Library and Archives Canada. (2012). *Audit report: Nitrate film preservation facility*. Ottawa: Library and Archives Canada. [e-article: <http://publications.gc.ca/site/eng/421658/publication.html>]

Mattock, L. K. (2010). From film restoration to digital emulation: The archival code of ethics in the age of digital reproduction. *Journal of Information Ethics*, 19(1): 74-85. [Available in Blackboard – Library Online Course Reserves Page]

National Film Preservation Foundation (U.S.) (Ed.). (2004). *The film preservation guide: The basics for archives, libraries, and museums*. San Francisco, Calif.: National Film Preservation Foundation. [Inforum: TR886.3 .F55 2004 – Course Reserves – [Check availability](#)]

NEDCC. Preservation leaflets 5. Photographs. [Available [online](#)]

Nelson-Strauss, B., et al (Eds.). (2012). *The library of congress national recording preservation plan*. Washington, D.C.: Council on Library and Information Resources. [e-document: <http://go.utlib.ca/cat/9355481>]

Bigourdan, J-L., Reilly, J. M., Santoro, K., & Salesin, G. (2006). *The Preservation of Magnetic Tape Collections: A Perspective*. Rochester, NY: Image Permanence Institute, Rochester Institute of Technology. [Available [online](#)]

Ritchie, D. A. (2015). *Doing oral history* (3rd ed.). Oxford: Oxford University Press. [Inforum: D16.14 .R58 2015 – Course Reserves – [Check availability](#)]

Commissioned for and sponsored by the National Recording Preservation Board, Library of Congress.

(2010). *The State of Recorded Sound Preservation in the United States: A National Legacy at Risk in the Digital Age*. Washington, DC: CLIR. [Available [online](#)]

National Archives and Records Administration. (February, 2007). TRAC: Trusted Repositories Audit and Certification: Criteria and Checklist, toolkit for auditing a digital repository. Version 1.0. Chicago, Ill: Center for Research Libraries. [Available [online](#)]

Van Bogart, J. W. C. (1995). In Commission on Preservation and Access. National Media Laboratory. (Eds.), *Magnetic tape storage and handling: A guide for libraries and archives*. St. Paul, MN: National Media Laboratory. [Inforum: QA76.9 .H35 V36 1995 – Course Reserves – [Check availability](#)]

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

AIC <http://www.conservation-us.org/>

ANSI / NISO (Permanent paper: NISO Z39.48)

[http://www.niso.org/apps/group\\_public/download.php/13464/Z39-48-1992\\_r2009.pdf](http://www.niso.org/apps/group_public/download.php/13464/Z39-48-1992_r2009.pdf)

Abbey Newsletter <http://cool.conservation-us.org/byorg/abbey/an/>

CCI <http://www.cci-icc.gc.ca/index-eng.aspx>

CLIR <http://www.clir.org/>

Commission on Preservation and Access <http://www.clir.org/pubs/archives/cpanews>

Conservation Online (CoOL) <http://cool.conservation-us.org?>

Conservation DistList Archives <http://cool.conservation-us.org/byform/mailling-lists/cdl/>

The Conservator

DLib <http://www.dlib.org/>

ECPA [http://itlaw.wikia.com/wiki/European Commission on Preservation and Access](http://itlaw.wikia.com/wiki/European_Commission_on_Preservation_and_Access)

Getty Conservation Institute. Publications.

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>

Journal of conservation and museum studies

Library and Archival Security [http://www.researchgate.net/journal/0196-0075\\_Library\\_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](http://www.researchgate.net/journal/1865-8458_Microform_and_Imaging_Review)  
NEDCC Preservation Pamphlets <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>  
Restaurator (Inforum Per) <http://go.utlib.ca/cat/765773> and [e-journal] <http://go.utlib.ca/cat/7749969>  
UNESCO <http://en.unesco.org/themes/information-preservation>

[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.

**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>).

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>) 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>

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