

Valdosta State University  
Master of Library and Information Science  
MLIS 7999: Preservation  
Syllabus—Spring 2010  
Three Credit Hours

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**Description**

An introduction to the fundamental principles of libraries and archives preservation. It covers the nature and deterioration of library and materials, collections care, analog and digital reformatting, conservation considerations, disaster planning, and issues in digital preservation. Prerequisite or Corequisite: MLIS 7000 or consent of the instructor.

**Learning Outcomes**

Students will be able to

1. Explain the issues underlying the preservation of analog and digital objects
2. Apply a preservation survey used to determine needs
3. Prepare a preservation plan proposal
4. Define the key terminology in library and archives preservation
5. Explain the handling of fragile material and collections
6. Name the leading organizations setting the standards associated with preservation of library and archives material
7. Interpret the key library and archives preservation professional literature

**Required Materials**

Banks, Paul N. and Roberta Pilette, eds. *Preservation: Issues and Planning*. Chicago: American Library Association, 2000.



A headset with attached microphone for use with Live Classroom software.

**Additional Readings**

AbeBooks Online Glossary of Book-related Terms

<http://www.abebooks.com/docs/HelpCentral/Glossary/sellerIndex.shtml#general>

Nicholson Baker. "Discards." *The New Yorker*, April 4, 1994: 64-86. Available on course reserves.

Nicholas A. Basbanes. "The Blumberg Collection." In *A Gentle Madness*, pp. 465-519. Available on course reserves.

Nicholas A. Basbanes. "In the Stacks" and "Deep Sleep." Chapters 10 & 11 in *Patience & Fortitude*. Available on course reserves

Rebecca Buck and Jean A. Gilmore. "Condition Reporting Glossary: Paper Terms." Washington, DC: American Association of Museums, 1998: 57-64. Available on course reserves

Derek Cash. "Moving a Library Collection." *Public Library Quarterly* 20(4), 17-28. Available in LISTA with full text

Michele Valerie Cloonan. W(h)ither Preservation? *The Library Quarterly* vol. 71, No. 2 (April 2001): 231-242. Available in LISTA with full text

Frank B. Evans, Donald F. Harrison, and Edwin A. Thompson. William L. Rofes, Ed. "A Basic Glossary for Archivists, Manuscripts Curators, and Record Managers." *The American Archivist* July 1974: 415-433. Available on course reserves

Carl Fleischhauer. "Audio and Video Preservation Reformatting: A Library of Congress Perspective." Paper delivered at the Preservation Conference: Digital Technology vs. Analog Technology National Archives at College Park March 27, 2003.  
<http://www.archives.gov/preservation/conferences/papers-2003/fleischhauer.html>

Anthony Grafton. "Future Reading: Digitization and Its Discontents." *The New Yorker*, November 5, 2007. Available in several databases in Odum Library.

Ted Ling. "Shifting the Sands of Time: Moving an Archive." *Journal of the Society of Archivists*, October 2000, 21(2), 169-181. Available in LISTA with full text

Marie C. Malero. "The Care of Collections." In *A Legal Primer on Managing Museum Collections*, 2<sup>nd</sup> edition, by Marie C. Malero. Washington, D.C.: Smithsonian Institution Press, 1998, pp. 406-417. Available on course reserves

Sandra Powers. "Why Exhibit? The Risks Versus the Benefits." *The American Archivist* Vol. 41, No. 3 (July 1978), pp. 297-306. Available on course reserves

Oya Y. Reiger. Appendix in "Preservation in the Age of Large-Scale Digitization: A White Paper." Washington, D.C.: Council on Library and Information Sources, 2008. Available at <http://www.clir.org/pubs/reports/pub141/contents.html>

G. Thomas Tanselle. "Statement on the Role of Books and Manuscripts in the Electronic Age." In *Literature and Artifacts* by G. Thomas Tanselle. Charlottesville: The Bibliographical Society of the University of Virginia, 1998, pp. 331-334. Available on course reserves

G. Thomas Tanselle, et. al. "Statement on the Significance of Primary Records." In *Literature and Artifacts* by G. Thomas Tanselle. Charlottesville: The Bibliographical Society of the University of Virginia, 1998, pp. 335-337. Available on course reserves

### **Preservation Resources**

The Library of Congress Preservation (multiple areas to look at) <http://www.loc.gov/preserv/>

Guide to Hollinger Archival Products

<http://www.hollingermetaledge.com/product-guide.html>

Hollinger Resources

- The Five Best Hollinger Archival Products for the Private Collector or Family Archivist  
<http://www.hollingermetaledge.com/modules/cms/index.html?pageID=2>
- Document Storage  
<http://www.hollingermetaledge.com/modules/cms/index.html?pageID=3>
- Photographic Storage  
<http://www.hollingermetaledge.com/modules/cms/index.html?pageID=4>

The Storage Environment: Georgia Department of Archives and History  
<http://palimpsest.stanford.edu/byorg/georgia/envir.html>

ACRL Guidelines for the Security of Rare Books, Manuscripts, and Other Special Collections  
<http://www.ala.org/ala/acrl/acrlstandards/securityrarebooks.cfm>

RBMS Security Committee: Theft Reports

[http://www.rbms.info/committees/security/theft\\_reports/index.shtml](http://www.rbms.info/committees/security/theft_reports/index.shtml)

Harvard Preservation <http://preserve.harvard.edu/care/index.htm>

### **Optional Field Trips**

Three optional, ungraded trips are scheduled on the following dates:

- January 22 9:00 a.m. Georgia Archives
- January 22 1:00 p.m. Emory University
- April TBD University of Georgia

The entire class is invited to the Georgia Archives. The Emory trip is limited to 10 students. The UGA trip date, time, and class limit are TBD.

## Assignments

The following assignments are graded. The percentage of the final grade and due date are provided.

Vocabulary Test I	10%	Due: February 15
Vocabulary Test II	10%	Due: March 8
Instructional Presentation	10%	Due: TBD
Preservation Survey	25%	Due: March 24
Preservation Plan Proposal	40%	Due: April 26
Resource Summary	5%	Due: April 29

## Assignment Synopses

- **Preservation Vocabulary Test I and II:** Identification and definition of key terms in preservation and conservation
- **Preservation Survey:** A group condition report of items in the general collection of an approved library
- **Instructional Presentation:** A group presentation on an assigned chapter in Banks and Pilette or a required additional reading
- **Preservation Plan Proposal:** A document that explains the importance of preservation, cites LIS literature, and outlines a preservation plan
- **Resource Summary:** A summation of a preservation resource listed above

## Schedule

Week 1

Jan 11-15

TH 14

Live Classroom: Introductory to course and preservation  
Read Banks and Pilette Chapter 1

F15

Due: Optional self-introductions in BlazeVIEW  
Start reading Evans et al., "Paper Terms" only in Buck and Gilmore, and selected terms in AbeBooks Online Glossary

Week 2

Jan 18-22

Preparations

Week 3

Jan 25-29

Preparations

Week 4

Feb 1-5

M1

Live Classroom Presentations: Chapters 2, 4, 5, 13

Week 5 Feb 8-12 M8	Live Classroom Presentations: Chapters 3, 8, 14, 16
Week 6 Feb 15-19 M15	Due: Vocabulary Test I: Selected terms
Week 7 Feb 22-26 M22	Live Classroom Presentations: Chapters 7, 9, 10, 11, 12
Week 8 Mar 1-5 M1	Live Classroom Presentations: Chapters 6, 15, 17, 18
Week 9 Mar 8-12 M8	Due: Vocabulary Test II: Selected terms
Week 10 Mar 15-19	Spring Break
Week 11 Mar 22-26 M24	Due: Preservation Survey
Week 12 Mar 29-Apr 2 M29	Live Classroom Presentations: Malaro; Powers; Digital v Analog
Week 13 Apr 5-9 M5	Live Classroom Presentations: Basbanes
Week 14 Apr 12-16	Live Classroom Presentations: Baker and Tanselle (2)
Week 15 Apr 19-23	Work on Preservation Plan Proposal
Week 16 Apr 26-30 M26	Due: Preservation Plan Proposal
TH29	Due: Resource Summary

Week 17

May 3-7

M3

Last day of classes

### **Attendance**

This is a Web-delivered course, with no required face-to-face meetings. However, attendance at scheduled Live Classrooms on BlazeVIEW is required.

### **Grading Scale**

Assignments based on point grades will follow this scale.

A = 93-100 points

B = 85-92 points

C = 77-84 points

D = 69-76 points

F = below 69 points

Assignments based on letter grades will follow the General Grade Scale

A = excellent work, among the best work seen at the graduate level

B = satisfactory work, better than average work at the graduate level

C = honest attempt, needs moderate to major revisions to be satisfactory

D = perfunctory or missing work

Course final grades will follow the scale

A = always satisfactory, often excellent

B = mostly satisfactory, occasionally excellent

C = sometimes satisfactory, often needs revisions

D = rarely satisfactory, often perfunctory, late or missing

F = lacking even an attempt to learn or do, dishonesty, plagiarism

### **Academic Honesty**

Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgement of external sources. Specific regulations related to student conduct and behavior are contained in the Student Handbook, Student Code of Ethics.

### **Equal Opportunity Statement**

VSU is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, disability, or sexual orientation of the individual. It is the intent of the institution to comply with the Civil Rights Act of 1964 and subsequent Executive Orders as well as Title IX, Equal Pay Act of 1963, Vietnam Era Veterans

Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973.

### **Accommodations Statement**

Valdosta State University complies fully with the requirements of the Americans with Disabilities Act (ADA). The Access Office for Students with Disabilities (Access Office) serves students who have documented disabilities, have met the Valdosta State University (VSU) admission criteria, and are otherwise qualified. Students requesting accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in the Farber Hall. The phone numbers are 229/245-2498 (V/VP) and 229/219-1348 (TTY).

### **Student Conduct**

Behavior, which includes emails and discussion postings, is to be respectful and professional. Guidelines are specified in the Student Handbook, Student Code of Ethics.

[http://www.valdosta.edu/studentaffairs/documents/SAF\\_Student\\_Handbook2009-050809.pdf](http://www.valdosta.edu/studentaffairs/documents/SAF_Student_Handbook2009-050809.pdf)

***Note:** The instructor may adapt or change this syllabus and/or the assignments according to circumstances that might arise during the semester.*

LAST UPDATED DECEMBER 18, 2009