



James L. & Dorothy H. Dewar  
COLLEGE of EDUCATION  
& HUMAN SERVICES  
VALDOSTA STATE UNIVERSITY

**Department of Library and Information Studies**  
**MLIS 7730 - Preservation Management**  
**Fall Semester 2021**  
**Three Credit Hours**

**INSTRUCTOR INFORMATION**

Name: Tamara Livingston, Ph.D.

Phone: 470-578-6989

Email: [telivingston@valdosta.edu](mailto:telivingston@valdosta.edu)

Office hours: By appointment for online chat, or via telephone (I am employed at Kennesaw State University and have an office there).

**COURSE DESCRIPTION**

***Course Prerequisite or Co-requisite: MLIS 7000 or consent of instructor.***

This course introduces the student to preservation management within a variety of contexts, including libraries (academic and public), museums, and archival and special collection repositories. The goal of preservation management is to ensure the enduring viability of collections, regardless of their nature and format, through preservation programming and activities. This course, therefore, will consider the preservation needs of collection materials most likely found in each of these environments and the role preservation plays in the overall institutional mission. Students will gain a broad knowledge of the varied aspects of a preservation management program, including assessment, selection, disaster planning and recover, preservation strategies, digital preservation, and preservation advocacy and outreach.

**TEXTBOOKS / RESOURCE MATERIALS**

- There are **no** required textbooks for this class.
- Assigned and optional supplemental readings from professional and research literature and online sources will be provided on the BlazeView site.

**COURSE OBJECTIVES**

**Preservation Student Learning Outcomes (SLO):**

Upon completion of this course, the student will be able to:

**SLO1.** Review the issues underlying the preservation of analog and digital objects  
(PO 2, PO 3)

**SLO2.** Apply condition and environmental surveys (PO 2)

- SLO3.** Develop preservation and disaster plan (PO 1, PO 2)
- SLO4.** Identify key preservation concepts and terminology (PO 1, PO 4)
- SLO5.** Explain the handling of fragile material and collections (PO2, PO 3)
- SLO6.** Interpret key library and archives preservation professional literature (PO3, PO 4)

## COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS

Course activities include readings, assignments (e.g., disaster plan, research paper, preservation plan), and online discussions (graded and non-graded). The course is organized by weekly modules; modules are to be completed before the start of the next module. Details for each week are posted in the appropriate folder on course Blazeview site. It is the student's responsibility to check the course calendar, the weekly content folders, and assignment folders for DUE DATES for all class work and required readings.

### Assignments:

The following list is an overview of the assignments included in this course. Complete instructions for each assignment along with grading criteria will be posted on the BlazeView course site in advance of that assignment's due date. Generally, assignments are due before midnight (11:59 p.m.) on the indicated day.

**1-Disaster Plan Assignment:** Create a disaster response plan that addresses three general areas: risk identification through a facilities and risk audit; preventive action and readiness to lessen disaster impact; and disaster and salvage response to rescue and recover damaged materials in a timely manner.

**Value: 20 points. DUE MONDAY 9/27 BY MIDNIGHT.**

**2-Research Paper:** Write a research paper (8-10 pages) on one of the following preservation management topics or a topic of your choice approved by the instructor:

- *THE ROLE OF PRESERVATION IN TODAY'S LIBRARIES. Is preservation still a primary concern in today's libraries? Why or why not? If not, should it be? Provide a convincing argument, backed by substantive evidence in the form of scholarly literature and/or data.*
- *PRESERVATION ADVOCACY. Preservation programs require an ongoing commitment of resources, including supplies, staff time, and expertise. Write a paper outlining an advocacy strategy for a typical institution of your choice based on case studies and scholarly writings.*
- *DIGITIZATION AS A PRESERVATION STRATEGY. Using case studies and scholarly writings, assess the benefits and drawbacks of adopting digitization as a preservation strategy. Include in your analysis a consideration of the preservation requirements of digital files.*
- *PRESERVATION TOPIC OF YOUR CHOICE (with instructor approval).*

**Value: 30 points. ABSTRACT DUE MONDAY 10/18; PAPER DUE MONDAY 10/25 BY MIDNIGHT.**

**3-Preservation Plan Assignment:** Develop a preservation plan for a specific collection or for an entire repository to mitigate impending and immediate threats posed by environmental and

handling hazards and/or by vices inherent in unstable media such as audiovisual materials and digital asset collections.

**Value: 20 points. DUE TUESDAY 11/30 BY MIDNIGHT.**

**Graded Discussions: (20 points total)** There will four graded discussions (GD), each worth 5 points. You will be required to post an initial substantive response to the discussion topic (worth 3 points), and then post focused and amplifying commentaries to two of your classmates' substantive responses to the discussion topic (each worth 1 point).

**Value: Total of 20 points (5 points each). DUE AS ASSIGNED.**

**Participation:** Students are expected to complete ALL course content by working through assigned weekly tasks and clicking through all modules, units, and course materials (as indicated by Blazeview). Participation is monitored and forms part of your participation grade. Students are expected to participate in all discussion board activities, whether specifically graded or not.

**Value: 10 points.**

### Graded Deliverables:

Item	Points	Due Date
1-Disaster Plan	20	MON 9/27 by midnight
2-Research Paper	30	MON 10/18 Abstract MON 10/25 Paper
3-Preservation Plan	20	TUES 11/23 by midnight
Graded Discussions (4)	20 (5 pts each)	As assigned
Participation	10	Weekly

### Grading Scale

The grading scale will be based on percentage of total available points. Course grades will be assigned based on the following percentage breakdown:

A = 90-100 % = exceptional work, exceeds expected graduate level work

B = 80-89 % = consistently good work, meets expected graduate level work

C = 70-79 % = consistently poor work, fails to meet expected graduate level work

D = 60-69 % = perfunctory, incomplete work, fails to meet expected graduate level work

F = ≤ 60 % = missing, incomplete work, fails to meet expected graduate level work

No grade below a C will be credited toward a VSU graduate degree. Students must complete every assignment to be awarded an A in this course.

### ATTENDANCE POLICY

VSU requires that you attend class in the first week. Student must use the General Discussion Board to introduce themselves to their classmates (no post by the end of the first week will result in the student being dropped for the class). All course activities will be conducted through BlazeVIEW. Course content is delivered asynchronously according to the course calendar. It is your responsibility to participate in all course activities and submit assignments on time. It is in your best interest to log into the course at least several times each week (daily is best) to check announcements, discussion board posts, and emails

## COMMUNICATION

Communication will be conducted through BlazeVIEW email, postings and replies in the discussion board, and/or BlazeVIEW announcements. Check these areas at least several times per week (daily is recommended) as you are responsible for knowing all information communicated through these channels. VSU requires that all correspondence between the student and the instructor be conducted through official university channels. To that end, all email correspondence related to this course is to be sent using the email client built into the BlazeVIEW course website. For other correspondence with any VSU faculty members or administrative offices, please use your VSU email account.

For questions regarding the course, please communicate with me through the BlazeView site for this course. If your question is personal, please use the BlazeView course mail feature. If you have a general question that may be of interest to your classmates, please post it to the “Questions” topic on the discussion boards.

## PROFESSIONALISM

The Department of Library and Information Studies expects you to pursue your academic endeavors and conduct yourself in a professional and ethical manner. All work submitted in the course must represent your own efforts. Cite sources and include reference information. You should communicate in a professional manner in both speech and writing and maintain a professional attitude, being respectful to others and their viewpoints. Exercise an awareness of the pervasiveness of the online environment and strive to maintain a professional online presence.

## ACADEMIC INTEGRITY

You are responsible for knowing and abiding by the [Academic Integrity Policy as set forth in the Student Code of Conduct](#) and the [COEHS Policy Statement of Plagiarism](#). All students are expected to do their own work and to uphold a high standard of academic ethics. Consequences for acts of academic dishonesty are detailed in the COEHS Policy Statement of Plagiarism. For more information, visit [Academic Honesty at VSU](#).

## STUDENT OPINION OF INSTRUCTION SURVEY (SOI)

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available through SmartEvals. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous to instructors and administrators, and they will be able to access results only after they have submitted final grades. Before final grade submission, instructors will not be able to see any responses, but they can see the percentage of students who have or have not completed their SOIs. While instructors will not be able to see student names, an automated system will send a reminder email to those who have yet to complete their SOIs. Students who withdraw or drop a course will also be sent invitations

to complete the Dropped Course Survey. Complete information about the SOIs, including how to access the survey, is available on the [SOI Procedures webpage](#).

### TITLE IX STATEMENT

Valdosta State University (VSU) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. VSU is dedicated to creating an environment where all campus community members feel valued, respected, and included. Valdosta State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, disability, genetic information, or veteran status, in the University's programs and activities as required by applicable laws and regulations such as Title IX. The individual designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: Dr. Sherolyn Hopkins, [titleix@valdosta.edu](mailto:titleix@valdosta.edu), Student Union, Suite 3106, Valdosta State University, Valdosta, Georgia 31698, 229-333-5941. To file a Sexual Misconduct report (not make an inquiry) please click [here](#).

### ACCOMMODATION STATEMENT

Students with disabilities who are experiencing barriers in this course may contact the [Access Office](#) or email [access@valdosta.edu](mailto:access@valdosta.edu) for assistance in determining and implementing reasonable accommodations.

### HELPFUL LINKS

Technical Support (IT Help Desk)	<a href="#">Solutions Center</a>
Blazeview Support	<a href="#">Center for eLearning</a>
Academic Support	<a href="#">Academic Support Center</a>
Mental Health Services	<a href="#">Hope Connect</a>