

LIS 620 Conservation of Library and Archival Materials

Spring 2009: January 10 – May 7

Thursday, 5:00-7:40 PM, Hamilton Addition, Preservation Dept., Room 552

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Course Description: This course is a survey of the structure and deterioration of paper-based and multimedia materials found in library, archives and museum collections. Conservation treatments for combating deterioration will be explored from the point of view of the librarian or archivist. A hands-on approach provides the students with an opportunity to analyze the condition of collection items, test practical treatments and rehousing options, and understand the role of conservation in a preservation plan. Students will practice levels of treatments and learn when to involve other trained professionals, including paper, book and object conservators.

Prerequisite: LIS 619 or permission of instructor.

Program Learning Objectives:

This course addresses the following objectives of the LIS Program, enabling students to:

- Demonstrate an understanding of the history, philosophy, principles, policies and ethics of library and information science and technology;
- Demonstrate an understanding of the development, organization, and communication of knowledge; Demonstrate the professional attitudes and the interpersonal and interdisciplinary skills needed to communicate and collaborate with colleagues and information users;
- Demonstrate an understanding of research techniques and methods of applying new knowledge as it becomes available;
- Demonstrate basic competencies required for program development in particular information environments.

Course Learning Objectives:

This class offers students the opportunity to:

- Become acquainted with preservation and conservation resources;
- Develop an understanding of the relationship between preservation management and appropriate conservation treatment;
- Develop capacity for evaluation and application of appropriate conservation treatments;
- Develop experience in basic repair applications for circulating library and archival collections;
- Explore preservation issues and understanding factors that cause materials to deteriorate;
- Problem solve to develop the most appropriate treatment for specific library and archival materials;
- Provide a different perspective about library, archives, and museum collections.

Teaching Method: lectures, class discussions, readings, student presentations, hands-on experience through practicum choices, two field trips.



Readings

The titles listed on the syllabus are required readings. Additional readings will enhance your understanding of the course content, but are not required. The instructor will distribute additional readings throughout the semester for class discussion. Copies of assigned articles not on the Web or under electronic reserve (ER) will be provided by instructor.

Browse the following online resources

Northeast Document Conservation Center, *Preservation Leaflets*, 2007.

<http://www.nedcc.org/resources/leaflets.introduction.php>

Conservation Online (CoOL). <http://palimpsest.stanford.edu/>

Conservation List Serve. The Conservation DistList is open to conservators, conservation scientists, curators, librarians, archivist, administrators, students and others whose work touches on the preservation of cultural property. Subscription information on Conservation Online (CoOL)

Roberts, Matt T. and Don Etherington, *Bookbinding and the Conservation of Books: A Dictionary of Descriptive Terminology*. <http://palimpsest.stanford.edu/don/don.html>

ScreenSound Australia, *Preservation*, 2007.

<http://www.nfsa.afc.gov.au/Screensound/Screenso.nsf/HeadingPagesDisplay/Preservation?OpenDocument>

Heritage Preservation. *A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections*. Washington, D.C.: Heritage Preservation, 2005.

A summary of results is available at <http://www.heritagepreservation.org/HHI/HHIsummary.pdf>.

Heritage Preservation, in partnership with the Institute of Museum and Library Services. *Capitalize on Collections Care*. Washington, D.C.: Heritage Preservation, 2007. Ordering and other information at www.heritagepreservation.org.

Zentrum Fur Bucherhaltung: Conservation for Libraries, Archives and Museums from one source. A company that offers disaster response services, such as freeze drying, paper splitting, and conservation services.

http://www.zfb.com/pages/company/sitemap_inc.php

Textbooks

The best textbooks for this course are catalogues that advertise archival quality materials and conservation equipment, tools and supplies. View the catalogs online at:

Archival Products Catalog www.archival.com/productcatalog/index.shtml

University Products <http://www.universityproducts.com/main2.html>

Assignments and Grading

The course provides a hands-on approach to evaluate conservation techniques and treatment. Assignments are designed to develop the students' skills to analyze the deterioration of library materials, problem solve, and to recommend preventative or conservation treatment.

Students will have an opportunity to apply knowledge of structure of materials in developing skills by doing basic conservation treatments. In order to participate in the class assignments it is essential that students come prepared, having read assigned readings.

Grades will be determined by points earned from a combination of journal, practicum and classroom participation. Absences without a valid reason will reflect in the final grade.

Conservation Treatment Reference Journal	25	May 11
Practicum and report (20 hours)	20	April 23
Conservation report	10	TBA
Attendance & participation	15	
Lab etiquette	10	
Final exam presentation	20	May 7

Total 100 points

If you miss class, there is no make up for any of the class projects; and you will have to do your own research to insure that your Conservation Treatment Journal is complete. Points for late assignments will be deducted two points per day.

Grade Points

100-97 points = A+
96-93 points = A
92-89 points = A-
88-86 points = B+
85-82 points = B
81-79 points = B-
78-76 points = C+
75-72 points = C
71-69 points = C-
68-66 points = D+
65-62 points = D
61-59 points = D-

Conservation Treatment Reference Journal (25 points)

Think of this assignment as constructing your own textbook that narrates the learning process. Students are expected to refer to class readings, as well as use the Web and Library resources to develop their knowledge of issues presented in the course. It is important to bring your journal to class and keep it current. Enter personal observations, questions and notes. Bring journal to class at mid-term and at end of semester.

The journal should be well organized with a Table of Contents, and include the following:

Structure of Library and Archival Materials

Paper
Adhesives and Fasteners
Books
Photographic Materials
Recorded Sound and Optical Materials
Format (e.g. circulating collection book, photo albums,)
Causes of Deterioration
Preventative Strategies
Exhibition issues
Proposed Treatments
What you can do
What you would hire a conservator to do
Supplies and Materials
Glossary (define twenty important words or phrases)
Final exam experience

Conservation Practicum (20 points)

Students need to sign up for practicum by January 29th. Preservation department staff will be advisors for projects. Students will prepare a work schedule for a minimum two hours a week; 20 hours total. Write a brief (2 page) report relating the practicum to the class content. Select one:

Map collection disaster recovery (Kyle Hamada T-F 10AM – 3:30 PM)

Book Conservation Lab. Additional time to work on standard conservation treatment in the lab. (Deborah Dunn, T-F 10AM- 4PM)

Conservation Report (10 points)

Select one from a list of topics provided by the instructor. Give a dynamic ten- minute presentation to the class about the topic. Report dates TBA.

Active Class Participation (10 points)

You will get out of this class what you put into it. Absences without a valid reason will reflect in the grade.

Lab Etiquette (10 points)

It is a privilege to have class in the preservation department. This is a working lab, and students need to respect all equipment, tools and materials in the lab. Do not touch without permission!

Before anyone can leave, the lab must be cleaner than you found it. Be prepared to clean tables and wash tools and dishes before the end of class.

Eating and drinking is not allowed in the Preservation department, except for bottled water.

Additional information about lab etiquette will be supplied in class.

Final Exam (20 points)

The final exam will test skills in problem solving, condition reporting and hands-on application of map recovery and/or repair techniques learned in class and throughout the practicum experience. Students will have part of the last two class sessions to complete the exam. Open evaluation will follow on May 7.

Session	Topics	Readings	Due dates
Jan 15 Session 1 Room 552	Review syllabus Defining Preservation, Conservation and Restoration Catalogs Tools, Equipment Sorting choices Hands-on	<i>"The preserver, restorer, conservator is the indispensable, the primary living link in the human chain that connects yesterday's accomplishments with tomorrow's possibilities."</i> James H. Billington, Librarian of Congress, <i>The Moral Imperative of Conservation</i> <i>Library collections are among the most valued of a research institution's intellectual and cultural assets—assets that form a crucial part of what might be called "public goods." Unfortunately, with library collections, as with other public goods, many of those who make claim to their use are not prepared to take responsibility for their well-being.</i> Council on Library and Information Resources. <i>The Evidence in Hand, report of the Task Force of the Artifact in Library collections, 2001</i>	
Jan 22 Session 2 Room 301	Sticky, stained, soiled and creased Supreme Directives	Baker, Whitney, "Striving for Success: Making a Hybrid Conservation Laboratory Work in the University of Kansas Libraries," and "Starting a Branch Repair Training Program," by Beth Doyle, in <i>Archival Products</i> newsletter, Vol. 11.no.2. http://www.archival.com/newsletters/apnewsvol11no2.pdf "Surface Cleaning of Paper," Edited by Sherelyn Ogden. <i>NEDCC Preservation Leaflet 7.2.</i> http://www.nedcc.org/resources/leaflets/7Conservation_Procedures/02SurfaceCleaning.php	
Jan 29 Session 3 Room 552	Paper I	Ogden, Sherelyn, "Repairing Paper Artifacts," <i>NEDCC Preservation Leaflet 7.3.</i> http://www.nedcc.org/resources/leaflets/7Conservation_Procedures/03RepairingPaperArtifacts.php "About Paper Grain," by Richard P. Grant, <i>Skin Deep</i> , Autumn	Sign up for Practicum

		<p>2000, Vol 12, p. 1-4. http://www.hewit.com/sd10-pape.htm</p> <p><i>Additional readings</i> Gerhard Banik, "Ink Corrosion." The Iron Gall website. http://www.knaw.nl/ecpa/ink/inkcorrosion.html</p> <p>National Archives of Australia, "Protecting and Handling Archival Volumes," <i>Archives Advice</i> 2, April 1999, revised June 2002. http://www.naa.gov.au/recordkeeping/rkpubs/advice/advice2.html</p>	
<p>Feb 5 Session 4</p> <p>Field trip</p> <p>Meet at Iolani Palace at 5:00</p>	<p>Artifacts, Archives, Information and Preservation</p> <p>Trip to Iolani Palace Guest stars: Stuart Ching and Malia Van Heukelem</p>	<p>Council on Library and Information Resources (CLIR), <i>The Evidence in Hand: Report of the Task Force on the Artifact in Library Collections</i>, 2001. (Sections 1, 2, 3, and 5). http://www.clir.org/pubs/reports/pub103/contents.html</p>	
<p>Feb 12 Session 5 Room 522</p>	<p>Paper II</p> <p><i>Guest Star: Kyle Hamada</i></p>	<p>Indiana Historical Society, "Document Conservation: Leaf Casting" http://www.indianahistory.org/conservation/leaf_casting.html</p> <p>Folger Shakespeare Library, "Light Bleaching a Romney Drawing," http://www.folger.edu/template.cfm?cid=892</p> <p>Folger Shakespeare Library, "Paper Splitting and the Trevelyon Manuscript" http://www.folger.edu/template.cfm?cid=888</p>	
<p>Feb 19 Session 6 Room 552</p>	<p>Protective enclosures I</p> <p>Hands-On</p> <p>Book covers</p> <p>Pam binders</p>	<p>Ogden, Sherelyn, "Selection of Suitable-Quality Storage Enclosures for Books and Artifacts on Paper," <i>NEDCC Preservation Leaflet 4.4</i>. http://www.nedcc.org/resources/leaflets/4Storage_and_Handling/04StorageEnclosures.php</p> <p>Horton, Richard, "Polyester Film Book Jacket," <i>NEDCC Preservation Leaflet 4.8</i>. http://www.nedcc.org/resources/leaflets/4Storage_and_Handling/08PolyesterBookJacket.php</p> <p>Dartmouth College Library, Preservation Services, "Binding a Single signature Pamphlet," <i>A Simple Book Repair Manual</i>, http://www.dartmouth.edu/~preserve/repair/html/sew.htm</p>	
<p>Feb 26 Session 7 Room 552</p>	<p>Protective enclosures II</p> <p><i>Slings</i></p> <p><i>Wraps</i></p> <p>Tuxedo boxes</p>	<p>Horton, Richard, "Protecting Books with Custom – Fitted Boxes," <i>NEDCC Preservation Leaflet 4.5</i>. http://www.nedcc.org/resources/leaflets/4Storage_and_Handling/05ProtectingBooks.php</p> <p>Guide to Hollinger Archival Products http://www.hollingercorp.com/Guide%20to%20Hollinger%20Archival%20Products.htm</p>	

<p>March 5 Session 8 Room 552</p>	<p>Structure of Books Part I</p> <p>Asian books</p> <p>Western binding</p> <p>Hands-on</p>	<p>Maylith, "How to open a new hardcover book." http://www.everything2.com/index.pl?node_id=1738297</p> <p>Ikegami, Kojiro, adapted by Barbara B. Stephan, <i>Japanese Bookbinding</i>, pp. 3-24. Electronic reserve</p> <p>Zimmern, Friederick, "Board Slotting: A Machine-Supported book Conservation Method." <i>The Book and Paper Book Annual</i>, Vol.19, 2000. American Institute for Conservation. http://aic.stanford.edu/sg/bpg/annual/v19/bp19-25.html</p>	
<p>March 12 Session 9 Room 552</p>	<p>Structure of Books Part II</p> <p>Hands-on</p>	<p>"Hand Bookbindings from Special Collections in the Princeton University Library: Plan and Simple to Grand and Glorious." Princeton University Library, 2004. http://libweb5.princeton.edu/visual_materials/hb/index.html</p> <p><i>Additional readings</i></p> <p>The American Institute for Conservation, "Preservation Options for Scrapbooks and Albums," <i>The Book and Paper Group Annual</i>, Vol. 10, 1999. http://aic.stanford.edu/sg/bpg/annual/v10/bp10-14.html</p> <p>Tiny Tomes: literature in miniature has a 500-year history, but what's the appeal of a volume too small to read? http://www.articlearchives.com/humanities-social-science/literature-literature/900690-1.html</p>	
<p>March 19 Session 10 Field trip</p>	<p>Bishop Museum conservation studio</p>	<p>Paris, Jan, "Choosing and Working with a Conservator," <i>NEDCC Preservation Leaflet 7.7</i>, http://www.nedcc.org/resources/leaflets/7Conservation_Procedures/07ChoosingAConservator.php</p> <p>AIC, American Instituted for Conservation of Historic and Artistic Works, "Defining the Conservator: Essential Competencies," http://aic.stanford.edu/about/coredocs/definingcon.pdf</p>	
<p>March 23-27</p>	<p>Spring Break</p>		
<p>April 2 Session 11 Room 552</p>	<p>Sound, Film and Photographs</p>	<p>Hall, Stephanie, "Preserving Sound Recordings." <i>Save Our Sounds: America's Recorded Sound Heritage Project</i>, Preserving Sound Recordings. Library of Congress http://www.loc.gov/folklife/sos/preserve1.html</p> <p>The American Institute for the Conservation of Artistic and Historic Works. <i>Caring for your Photographs</i>. http://aic.stanford.edu/library/online/brochures/photos.html</p> <p>Washington State Film Preservation Manual. http://www.lib.washington.edu/specialcoll/film/preservationmanual.pdf</p>	<p>DUE: Show Conservation Journal to instructor</p>

April 9 Session 12 Room 552	Exhibitions I Policies Selection	Standard Facilities Report. Registrar's Committee of the American Association of Museums, adopted 1998. http://sceti.library.upenn.edu/dreyfus/docs/Standard_Facility_Report.pdf Glaser, Mary Todd, "Protecting Paper and Book Collections During Exhibition," <i>NEDCC Preservation Leaflet</i> 2.5. http://www.nedcc.org/resources/leaflets/2The_Environment/05ProtectingCollections.php	
April 16 Session 13 Room 552	Exhibitions II	National Library of Australia Traveling Exhibitions Policy http://www.nla.gov.au/exhibitions/TravellingExhibitionsPolicy.pdf Shenton, Helen, Danny Norman and Simon Fleury, "Mounts for the Display of Books," <i>V&A Conservation Journal</i> . London:January 1997: Number 22. http://www.vam.ac.uk/res_cons/conservation/journal/issue22/mounts/index.html	Complete Practicum hours
April 23 Session 14 Room 552	Disaster recovery	UHM Library Preservation Department, http://libweb.hawaii.edu/libdept/preservation/disrecovery.htm <ul style="list-style-type: none"> • Disaster Recovery • Collection Disaster Response Procedures *Waters, Peter, "Procedures for Salvage of Water Damaged Library Materials," July 1993. http://palimpsest.stanford.edu/bytopic/disasters/primer/disasterprimer.part4of5	DUE Practicum report
April 30 Session 15 MEET IN ROOM 301	Course review Begin final exam in class	No readings	
May 7 Session 16 Room 552	Conclude final exam	No readings	
May 11			DUE Last day to turn in Conservation Journal