CLASS 13 LESSON PLAN
Building a Preservation Program

Resources for the Teacher


Specifically: “Defining the Library Preservation Program: Policies and Organization,” by Carolyn Clark Morrow (pp. 1–27); “Planning for Preservation in Libraries,” by Jutta Reed-Scott (pp. 82–96); “Preservation Program Planning for Archives and Historical Records Repositories,” by Christine Ward (pp. 43–62); “Preservation Programs in High-Use Library Collections,” by Sara R. Williams (pp. 28–42); and “Programs, Priorities, and Funding,” by Margaret Child with Laura Word (pp. 63–81).

This is the key text for this lesson and the overall course. Reed-Scott and Ward are well-known authors and speakers in the field, and Child and Word both speak from the perspective of working for a funding organization and securing funds for preservation projects.


A recent publication by institutional preservation managers examining the development of preservation work plans, budgets, and cost analysis methods.


Neal-Schuman publishes excellent works for brief and useful information in library practices. This book is the revision of an earlier volume, which many consider to be a classic in the field. The chapters highlighted deal specifically with Innovation and Change, Decision Making, and The Planning Process. They lay the groundwork for preservation planning—specific readings.


An in-depth look at library budgeting, which includes outsourcing, contracts, and fund-raising and grants.

A text often used in library school programs, this book has a strong planning perspective and offers an international view of preservation planning.


This text, which reports on quantitative and qualitative surveys completed by Kenney and Stam, includes a “snapshot” of current preservation program practices and specific recommendations for funding, collaborative activity, and digital preservation, all topics touched on in this lesson or the overall course.


Marcum’s brief report on funding strategies from a symposium and publication that featured many of the leading speakers and authors in the field.


A 1988–89 snapshot of preservation practices among academic research libraries that lists the components of a comprehensive preservation program, organizational models for preservation programs, and case histories of specific programs. The publication is brief but very informative.


These leaflets can be used as assigned readings or in-class handouts. The highlighted publications deal with preservation planning, assessment, and collection policies and preservation; the last focuses on working with conservators, which many preservation managers do as part of staff management or outsourcing activities.


This publication includes forms and other resources that can be used by an institution to develop its own preservation plan.


A brief but excellent paper on the past, present, and future of preservation planning and programs in the academic library environment.

Practical, sound advice on fund-raising, whether for preservation or other library programs, by two of the most important authors and speakers in the library development field.


An article on the key problems facing preservation programs in libraries and archives from one of the new leaders in the field.

**Periodicals, Serials, and Web Sites**

The instructor should be familiar with the following Web sites, which represent leading associations, organizations, collaborative efforts, and research efforts.


California Preservation Clearinghouse. [http://calpreservation.org](http://calpreservation.org)


Colorado Digitization Program. [http://www.bcr.org/cdp/](http://www.bcr.org/cdp/)


Heritage Preservation. [http://www.heritagepreservation.org](http://www.heritagepreservation.org)


National Information Standards Organization. [http://www.niso.org](http://www.niso.org)


Regional Alliance for Preservation. [http://www.preservecollections.org](http://www.preservecollections.org)

SOLINET. [http://www.solinet.net/Preservation.aspx](http://www.solinet.net/Preservation.aspx). Particularly “Funding Resources for Preservation” and “Preservation Budget Planning.”