CLASS 6 LESSON PLAN

Collections Care

Resources for the Teacher

Storage and Housing—General


Baird discusses the value and proper use of protective enclosures for safeguarding library collections. This article discusses protective enclosures in relation to environmental conditions, highlights the specifications of proper protective housing, and evaluates various types of enclosures.


The authors surveyed 58 Association of Research Libraries (ARL) members to compile information about building design, environmental conditions, fiscal and personnel management, materials handling, and document delivery. This survey reveals the severity of the space problem and discusses the benefits of remote storage.


• "Housing Archival Paper-Based Materials," 19/16, 1996.
• "Handling Archival Documents and Manuscripts," 19/17, 1996.
• "How to Care for Bound Archival Materials," 19/18, 1996.


The leaflets in this section provide guidelines to assist institutions in implementing cost-effective methods for suitable storage and handling of library and archival materials. The leaflets present techniques encouraging proper care for a variety of materials including books, unbound flat paper, oversize collections, newsprint, pamphlets, scrapbooks and ephemera, and photographs.

**Holdings and Stacks Maintenance**


This article, devoted to the preservation of archival materials, focuses on preservation microfilming, holdings maintenance, and planning and educational initiatives. The author provides a succinct overview and suggests reasonable procedures to assist an archivist in establishing an effective holdings maintenance program to prolong the life of collections.


The authors recognize the challenges of working with backlogged and uncataloged manuscript collections and urge archivists to reconsider the methods employed in processing collections. The paper presents arguments questioning the significance of preservation within processing, arrangement, and description activities. The authors discuss the impact of traditional approaches to processing collections on cost, time, and access to the collection.


This chapter provides an overview about integrating collection care into circulation and stacks maintenance. Discussing how to examine materials and identify those that require preservation attention, this section introduces a proposed workflow for preservation and techniques to prolong the circulation life of collections.


This Web site provides an excellent overview of the holdings maintenance program in place at the National Archives. The work describes preservation actions including rehousing and selection of proper storage methods such as boxes, file folders, and appropriate shelving practices that can prolong the life of records.

**Staff and User Education**


This book presents a complete approach to educating library patrons and staff in the preservation of library materials. Including several case studies, the manual illustrates original programming and
discusses various methods for incorporating and implementing preservation education throughout the library.


**Exhibition**


This Web site provides examples of virtual museum exhibits.


Pilette explains the preservation issues involved in planning and mounting an exhibition. This chapter discusses creating and implementing exhibition and loan policies, designing exhibit space, preparing the exhibition, environmental conditions, case design, and display methods.

**Storage and Use—Photographs and Film**


**Storage and Use—Sound Recordings/Magnetic Media/Optical Media**


- "Care of Archival Compact Disks," 19/19, 1996.