



# PRESERVATION EDUCATION CURRICULUM



NORTHEAST  
DOCUMENT  
CONSERVATION  
CENTER

CLASS 6 LESSON PLAN

## Collections Care

### Resources for the Teacher

#### Storage and Housing—General

Baird, Brian J. "A Look at Microenvironments for Books." In *New Library Scene* 13, no. 2 (April 1994): 8–12.

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.

Balloffet, Nelly, and Jenny Hille. *Preservation and Conservation for Libraries and Archives*. Chicago: American Library Association, 2005. See "Section 1: The Basics of Preservation" and "Section 3: Simple Preservation Techniques: Rehousing Library and Archive Materials."

Merrill-Oldham, Jan, and Jutta Reed-Scott, eds. *SPEC Kit: Library Storage Facilities, Management, and Services*. Washington, D.C.: Association of Research Libraries, 1999.

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.

National Park Service. *Conserve O Grams*.

[http://www.cr.nps.gov/museum/publications/consveogram/cons\\_toc.html](http://www.cr.nps.gov/museum/publications/consveogram/cons_toc.html)

- "Storing Archival Paper-Based Materials," 19/15, 1996.
- "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.

Northeast Document Conservation Center. Preservation Suppliers and Services.

<http://www.nedcc.org/resources/suppliers.php>

Northeast Document Conservation Center. "Section 4: Storage and Handling." In *Preservation of Library and Archival Materials*. Andover, Mass.: Northeast Document Conservation Center, 2008.

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

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, oversized collections, newsprint, pamphlets, scrapbooks and ephemera, and photographs.

### **Holdings and Stacks Maintenance**

Garlick, Karen. "Planning an Effective Holdings Maintenance Program." *American Archivist* 53, no. 2 (Spring 1990): 256–64.

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.

Greene, Mark A., and Dennis Meissner. "More Product, Less Process: Pragmatically Revamping Traditional Processing Approaches to Deal with Late 20th Century Collections." In *American Archivist* 68, no. 2 (Fall/Winter 2005): 208–63.

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.

Higginbotham, Barbara Buckner, and Judith W. Wild. "Circulation and Stack Maintenance." In *The Preservation Program Blueprint*. Chicago: American Library Association, 2001, pp.42–47.

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.

Ritzenthaler, Mary Lynn. "Preservation of Archival Records: Holdings Maintenance at the National Archives." Technical Information Paper Number 6, 1990.

<http://www.archives.gov/preservation/holdings-maintenance/table-of-contents.html>

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**

Drewes, Jeanne M., and Julie A. Page, eds. *Promoting Preservation Awareness in Libraries*. Westport, Conn.: Greenwood Press, 1997.

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.

Preservation Education and Awareness for Library Users Web site. <http://gort.ucsd.edu/preseduc/>

### **Exhibition**

Balloffet, Nelly, and Jenny Hille. "Section 6: Small Exhibitions." In *Preservation and Conservation for Libraries and Archives*. Chicago: American Library Association, 2005, pp. 149–82.

National Information Standards Organization (NISO). *Environmental Conditions for Exhibiting Library and Archival Materials*. ANSI/NISO Standard Z39.79-2001. Bethesda, Md.: NISO Press, 2001. <http://128.8.237.133/standards/resources/Z39-79-2001.pdf>

National Park Service. Museum Management Program Exhibits Web site. <http://www.nps.gov/history/museum/exhibits/index.html>

This Web site provides examples of virtual museum exhibits.

National Park Service. "Safe Plastics and Fabrics for Exhibit and Storage." *Conserve O Gram* 18/2, August 2004. <http://www.nps.gov/history/museum/publications/conserveogram/18-02.pdf>

Pilette, Roberta. "Exhibition Policy and Preparation." In *Preservation: Issues and Planning*, edited by Paul N. Banks and Roberta Pilette. Chicago: American Library Association, 2000, pp.185–205.

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**

Association of Moving Image Archivists. *The Home Film Preservation Guide*. See "Inspection, Cleaning, and Repair," "Projection," and "Storage Preparation." <http://www.filmforever.org/>

*The Film Preservation Guide: The Basics for Archives, Libraries, and Museums*. San Francisco: National Film Preservation Foundation, 2004. See "Chapter 3: Film Handling and Inspection" and "Chapter 6: Storage." <http://www.filmpreservation.org/>

Lavedrine, Bertrand. *A Guide to the Preventive Conservation of Photograph Collections*. Los Angeles: Getty Conservation Institute, 2003. See "Chapter 3: Enclosures" and "Chapter 7: Mounting and Exhibition."

National Park Service. *Conserve O Grams*. [http://www.nps.gov/history/museum/publications/conserveogram/cons\\_toc.html](http://www.nps.gov/history/museum/publications/conserveogram/cons_toc.html)

- "Caring for Photographs: General Guidelines," 14/4, 1997.
- "Caring for Photographs: Special Formats," 14/5, 1997.
- "Caring for Color Photographs," 14/6, 1998.
- "Caring for Photographs: Special Monochrome Processes," 14/7, 1998.
- "Caring for Cellulose Nitrate Film," 14/8, 2004.

Reilly, James M. *Care and Identification of 19th-Century Photographic Prints*. Rochester, N.Y.: Eastman Kodak Co., 1986. See "Chapter VI: Storage" and "Chapter VII: Handling, Display, and Care."

Ritzenthaler, Mary Lynn, and Diane Vogt O'Connor, with Helena Zinkham, Brett Carnell, and Kit A. Peterson. *Photographs: Archival Care and Management*. Chicago: Society of American Archivists, 2006.

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

Association of Moving Image Archivists (AMIA). *Videotape Preservation Fact Sheets*.  
[http://amianet.org/resources/guides/fact\\_sheets.pdf](http://amianet.org/resources/guides/fact_sheets.pdf)

Library of Congress. *Cylinder, Disc and Tape Care in a Nutshell*. Washington, D.C.: Library of Congress, 2002. <http://www.loc.gov/preserv/care/record.html>

National Park Service. *Conserve O Grams*.  
[http://www.nps.gov/history/museum/publications/consveogram/cons\\_toc.html](http://www.nps.gov/history/museum/publications/consveogram/cons_toc.html)

- "Care of Archival Compact Disks," 19/19, 1996.
- "Care of Archival Digital and Magnetic Media," 19/20, 1996.

St-Laurent, Gilles. *The Care and Handling of Recorded Sound Materials*. Washington, D.C.: Commission on Preservation and Access, 1991, revised 1996.  
<http://palimpsest.stanford.edu/byauth/st-laurent/care.html>