CLASS 9 LESSON PLAN

Preservation Reformatting

Learning Objectives

After this lesson, students will be able to:

• Demonstrate familiarity with the principles, history, and use of reformatting for preservation of library and archival materials.

• Understand how reformatting operations function within library and archives preservation programs, including reformatting management and work flow.

• Describe standards, guidelines, and best practices associated with preservation microfilming, photocopying, and digitization.