

**Yale University Library  
Preservation Department**

**39<sup>th</sup> Annual Report  
July 2009-June 2010**

**Submitted:  
Roberta Pilette  
October 4, 2010**

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Roberta Pilette, Director of Preservation and Chief Preservation Officer  
Elizabeth Haugh, Senior Administrative Assistant

<b>Preservation Staffing:</b>	<b>July 1, 2009</b>	<b>June 30, 2010</b>
Positions budgeted:		
C&T	14.00	10.00
M&P	7.00	6.50
Positions filled:		
C&T	13.00	10.00
M&P	6.5	6.50

**OVERVIEW OF THE DEPARTMENT**

The Yale University Library Preservation Department is responsible for the long-term preservation of all library materials. The Department consists of four units—Field Services, Reformatting and Media Preservation (RaMP), General Collections Conservation (GCC) and Special Collections Conservation (SCC). The Department organizational chart can be found in Appendix I, the annual statistics for the Department can be found in Appendix II. The statistics show an overall decline in number of items treated. A contributing factor is the disruption in work throughout the Department due to the space renovation. Each unit in turn was restricted as to what work could be accomplished during the approximately six months of the renovation. While each unit had only 4-6 weeks of total disruption as their space was renovated, overall productivity was affected for the duration of the renovation. The Department goals for 2009-10 are found in Appendix III.

**Impact of Budget Cuts**

The economic realities of fiscal year 2010 resulted in a complete analysis of current Department funding and where expenses could be reduced. From January to April there were many discussions at all levels within the Department and the Library as a whole. After several Department-wide employee participation meetings and analysis of the Department budget, the decision to lay-off two GCC staff members was made. The lay-offs affected Department morale and also contributed to the lower productivity this year.

**PROJECTS**

Department Renovations

The Department underwent a modest renovation of all its spaces from approximately November 2009 through April 2010. The projects in the individual units ranged from an

upgrade in lighting and painting in the administrative offices to major plumbing and electrical work in the conservation lab on 1MB. The project, once begun, proceeded steadily and systematically. All preservation staff were affected and had to move at least once to temporary quarters within the Department's spaces. However, carefully choreographed moves resulted in disruption kept within acceptable limits. This was also an opportunity to re-organize the physical spaces of the units. Much work was done to identify the best use of the spaces.

The most extensive changes were in SCC's primary spaces. These were upgraded to improve efficiency and maximize the available space. Exhibition preparation, custom housings, and photo documentation operations were moved to B-18 to take advantage of this room's layout that allowed the creation of dedicated areas for each of these functions. Work in the treatment lab on 1-MB included adding a 4' x 6" paper treatment sink, creating a larger cage space for secure storage for objects, installing new lab cabinetry in the wet treatment area, and adding new countertops and mobile workbenches to expand the available work surfaces area.

#### Photo survey

At the beginning of FY10 Yale was awarded an Andrew W. Mellon Foundation grant to survey Yale's photograph collections across the University. Pilette, along with Ian McClure the Chief Conservator at the Yale Art Gallery, coordinated the execution of the survey. The survey tool was developed by Paul Messier, Private Photographic Conservator, who along with Melissa Banta, Program Officer for Photographs, Weissman Preservation Center, Harvard University, served as consultants on the project. The committee overseeing the project was chaired by Barbara Shailor, Deputy Provost of the Arts, with the members coming from across the University: Tim White, Assistant Director, Collections & Operations, Peabody Museum; Meg Bellinger, Director ODAI; Carol DeNatale, Director, Collections & Technological Initiatives, Yale Art Gallery; Elisabeth Fairman, Senior Curator, Rare Books & Manuscripts, Center for British Art; and Josh Chuang, Assistant Curator, Photographs, Yale Art Gallery.

The surveys were sent out in the fall of 2009 to over 120 collections resulting in identifying 82 separate photograph collections holding in excess of 3.8 million photographs. Nine teams each made up of a conservator and a curator followed up with site visits to each of the collections in order to gather further information. Tara Kennedy, Field Service Librarian and Marie-France Lemay, Paper Conservator, from the Preservation Department assisted in the surveys and the site visits. Kennedy also provided administrative support for the Sharepoint site that was used to collect and manage the incoming documentation.

The information gathered from the survey will be used in strategic planning for the preservation of these collections. Additionally, information regarding the contents of the collections will be used to create a photograph collection directory to help researchers.

### Institute of Museum & Library Services' Laura Bush 21<sup>st</sup> Century Librarian Program

At the start of FY10 Yale was notified that the joint grant with New York Public Library for preservation administration fellowships was approved. During the first quarter of this fiscal year the fellowship was posted, candidates interviewed, and the successful candidate hired. On January 11, 2010 Kimberly Peach, a Rutgers Preservation Management Institute graduate, began the first nine-month fellowship in the Yale Preservation Department. Her chief project was an audiovisual condition survey for the Beinecke Rare Book and Manuscript Library (BRBL). She also spent time in each of the units in the Preservation Department working on specific projects. For example, in GCC she worked on a cost analysis to see if searching all incoming general collection titles is worthwhile prior to treatment. Preliminary results point to a benefit in searching all titles.

### FM Global

Pilette continues to be involved in the project with FM Global to develop fire suppression systems specifically for high-density storage facilities. FM Global is one of the largest commercial and industrial property insurance and risk management companies in the world; as such, they are a leader in property loss prevention through their own ongoing research and development departments. They have taken this on and are in the final year of a three year project. Their recommendations are usually stricter than building code standards and frequently become defacto standards. Testing is now complete.

Their project engineer is analyzing results and in the process of writing the final report and recommendations. These should be released by the end of calendar year 2010. However, preliminary reports show that the cardboard trays used in many of the high-density facilities can contribute to damage of books and hinder recovery. This is due to the cardboard failing when wet and allowing books to spill off the shelves. Damp or wet books falling from heights of 10, 20 and 30 feet are further damaged and the pile of books in the aisles inhibits firefighting and recovery once the fire is out. Exploring alternatives to cardboard trays is currently underway.

### **EMERGENCY RESPONSES**

The Preservation Department is able to respond 24/7 to any Library emergency involving collection materials. Over the past year 39 staff hours were spent in responding to emergencies as well as dealing with materials affected by these incidents. A table listing all the incidents can be found in Appendix IV.

### **CONFERENCES, COMMITTEES & TRAINING**

Yale University Library supports attendance of staff to a variety of professional activities, both within the University and the profession as a whole. It also encourages all staff through the Learning Plan to continue to learn new things and develop their skills.

## Meetings/Conferences/Travel

### *American Library Association Meetings*

Mid-winter, Boston, MA, January 2010

Roberta Pilette, Tara Kennedy & Ian Bogus

Annual meeting, Washington D.C., June 2010

Roberta Pilette, Tara Kennedy & Ian Bogus

*Education & Health Forum*, FMGlobal Research Campus, Rhode Island, March 2010

Roberta Pilette & Kim Peach

## Committees

Department members are active on a wide variety of committees at the Library, University and national level.

The Preservation Department has representatives on the following Library committees over the past year:

- Library Management Council (LMC)
- Arts Area Advisory Council
- West Campus Centralized Preservation/Conservation sub-committee of Arts Advisory Council
- West Campus Steering Committee for the Library
- Green Team
- JDC

Preservation Department members were also involved in the following professional organizations:

- American Library Association, Preservation and Reformatting Section
- American Institute for Conservation
- Northeast Document Conservation Center (NEDCC)
- Guild of Book Workers

## Training

The Department makes extensive use of the Library's Learning Plan funds. These funds enable field trips for staff to see similar operations and talk with colleagues in their 'home' operation as well as take a variety of classes, either at the Learning Center or off campus, or cover registration for a conference. In addition, the Department has contributed funds towards classes. Below is a selection of some of the training activities.

### *Field trips*

All of SCC staff and the IMLS Fellow – Cambridge, MA for a visit to the Harvard Library Conservation Labs, April 2010

*Garage Annex School* courses, Easthampton, MA  
Dawn Mankowski – bookbinding III

*My Time*

All department staff

*Medieval Manuscript and Literary Forms*, History of the Book Lecture

Christine McCarthy  
Laura O'Brien-Miller  
Mare-France Lemay  
Paula Zyats

*The History of European Bookbinding 1500-1800*, York Minster Library, York, UK

Karen Jutzi

**PERSONNEL**

***Promotions in FY10:***

Ronel Namde was upgraded from a Conservation Assistant I to much deserved Conservation Assistant II.

***New staff members to the department in FY10:***

Kerri Sancomb, Exhibits Preparator    March 30, 2010  
Kimberly Peach, IMLS Fellow            January 11, 2010

***Staff members who have left during FY10:***

Sarah Dove, Map Conservator	January 11, 2010
Margot Curran, Exhibits Preparator	August 2009
Lesley Santori, Conservation Assistant	died October 2009
Edna Bowman, Conservation Assistant	Laid Off June 29, 2010
Laura Johnson, Conservation Assistant	Laid Off June 29, 2010

## **PRESERVATION FIELD SERVICES OFFICE (FSO)**

Tara D. Kennedy, Preservation Field Services Librarian

### ***Overview***

The Field Service Office's primary goal is to assist with fulfilling the mission of the Yale University Library Preservation Department: to service the preservation needs of all of the libraries on campus. The majority of this fiscal year was spent on environmental monitoring and reporting, HVAC consulting/ liaison, Integrated Pest Management (IPM), condition surveys, Library construction and renovation-related projects, emergency preparedness planning and disaster assistance, and preservation outreach and education.

### ***Services***

#### Environmental Monitoring and Reporting

The Preservation Department's Field Services Unit continues to work with the Image Permanence Institute's (IPI) "My Climate Data" web-based application. Technically, the program is still in "pilot" form, but Field Services continues to use it as its main environmental analysis tool. Currently there are 161 data summaries (82 more than last year) available on Yale University Library's My Climate Data site, which displays temperature and relative humidity in these library spaces, including exhibit cases. This fiscal year saw the addition of Beinecke Rare Book and Manuscript Library (BRBL), Lewis Walpole Library in Farmington, and Oral History American Music's storage spaces.

There were two environmental reports written this year, covering the following spaces: Engineering Library and the Preservation Department spaces B18 and B5. The spreadsheet of the exhibit areas in the library system continues to grow; currently there are 11 spaces/exhibit cases in the document. In conjunction with the Chief Conservator, Kennedy is adding temperature, relative humidity and light level information to the spreadsheet as the data is gathered.

Yale University Library successfully secured itself as a host site for two Image Permanence Institute (IPI) grant projects concerning environmental control for libraries. The first project consists of an experiment with HVAC systems in the SML stacks tower to save energy while maintaining a preservation-sound environment for collections. Working with the University's Facilities a schedule has been established that entails the complete shutdown of HVAC units that control the temperature and relative humidity in the stacks tower during unoccupied hours. It is hoped that the temperature and relative humidity will remain mostly steady so as to not affect collections. The data from strategically-placed data loggers will be collected and compiled by Kennedy during this coming year, with a report by IPI staff available in the spring of 2012.

The second project involves being a host site for a two-day regional workshop for 100 people on the topic of creating sustainable preservation environments for cultural

institutions. This workshop is to take place on October 28-29, 2010 in the SML Lecture Hall.

#### HVAC/Facilities Consulting/Liaison

As a result of the IPI project with the Sterling Memorial Library (SML) stacks tower, Kennedy now has access to Johnson Controls/ Metasys online HVAC management systems. She is now able to see problems with the HVAC system in SML as well as the Divinity Library, Lewis Walpole Library, Library Shelving Facility, Mudd Library, and the Beinecke's archival processing unit at 121 Whitney. Having access to the units in these areas will help in diagnosing problems more quickly and easily.

#### Integrated Pest Management (IPM)

Kennedy and the Library continue to build on its relationship with Ecolab. Ecolab has been responsive and helpful with a number of issues, including a pill bug problem in the Manuscripts and Archives unit. Investigation and treatment for the problem included installing better door sweeps, removal and cleaning away of debris in a drain area, and chemical treatment on the outside perimeter of the building.

#### Condition Surveys

A major survey project this year was the A-D strip survey of the BRBL cold storage film collections. BRBL had purchased a cold storage unit back in 2000 that never worked properly. As a result, the film materials had been exposed to less than ideal environmental conditions. BRBL was preparing to purchase a new freezer and Kennedy suggested a survey to determine the condition of the films by using A-D strips. Kennedy performed the survey with assistance from IMLS Fellow, Kim Peach. The report not only informed BRBL staff of the overall deterioration level of the films, but also housing problems and the type of film stock. As a result of this survey, BRBL has a better understanding of the overall conditions of BRBL film collections. It has also instigated a rehousing project for all of the film collections, which will set a standard for all incoming collections, resulting in uniform housings for films collections at BRBL.

An audiovisual survey project is being conducted by the Preservation Department's first IMLS Preservation Administration Fellow, Kim Peach. Using the AVdb tool developed by Columbia University, she is surveying a sample of collections to determine the condition of the audiovisual collections at the Beinecke Library. Kennedy conceived and has been supervising this project, which will continue for the next two years with the new IMLS fellows.

#### Emergency Response/Preparedness

Emergency Preparation planning was a continuing major focus this fiscal year. The Library Emergency Preparation and Response Training Guide is in its final form and ready for distribution.

Kennedy created worksheets and checklists for customizing the Emergency Plan for each library/ unit. She also created a collection priority spreadsheet that is used to assist determining the order in which collections are to be salvaged in a large-scale or catastrophic disaster. Kennedy tested out the worksheets on the Divinity Library and adjusted the worksheets as necessary. They also received emergency supplies and new Flip Guides for all staff. Once information was collected, Kennedy created maps for staff evacuation routes and a map to show collection “zones” for disaster recovery purposes. Kennedy went on to carry out several more successful emergency plans for Cataloging and Metadata Services and Document Delivery, and is working on the emergency plan for Historic Sound Recordings and Beinecke Library.

As the lead person on the Continuing of Operations Plan (COOP) for Sterling and Bass Libraries Kennedy has started planning with a core group of Library personnel to build the COOP, using tools created by the Yale Emergency Management department.

Kennedy was asked to join and assist in developing COSTEP-CT (Cooperative Statewide Emergency Preparedness), a statewide group of cultural professionals focused on emergency preparedness for cultural institutions throughout the state of Connecticut. This group will work with FEMA to ensure resources and support is available to museums, archives, libraries and historical societies in the state of Connecticut. This is from a model developed by the Northeast Document Conservation Center, and has been successfully formulated in the Massachusetts.

Mudd Library was subject to another mold episode - this time in the Tibetan collection on the third floor. It is suspected that this mold was left over from the original outbreak back in September 2008 and was overlooked. The collections needs to be cataloged and processed so that it can be used for the upcoming fall semester. Kennedy wrote an RFP to locate a vendor that would remove the mold from this collection *in situ*. Kennedy gave walkthroughs for two companies, reviewed the responses and chose a vendor. The work is to begin the first week of August and should be completely far ahead of time before the start of the fall semester.

#### Library Construction/ Renovation-Related Projects

The lighting problem in the Arts Library exhibit cases was resolved this fiscal year after thoroughly documenting the problems. Smallcorp, an exhibits consulting company, proposed a solution and subsequently installed LED lighting that is at safe light levels for displaying artifacts.

Work continues on the exhibit case renovations at the Beinecke. Working with Van Wood of Smallcorp, the company performing the renovations, Kennedy assisted with troubleshooting problems with the environment in the cases. She also assisted with coordinating the rotation of the silica gel tiles and pouches to maintain passive relative humidity levels in the newly-renovated cases.

Additional work was performed on the potential Mudd Library demolition. The Preservation Department did a pilot project on rehousing the Mudd collections. Using Preservation support staff to complete the work, 2,934 volumes were boxed and 1,719 pamphlets were rehoused or approximately 2% of the items needing rehousing was done in this 4-month project. In addition to the Mudd general collections, the Arts Library moved its folio collection out of Mudd. The Mudd Rehousing Team measured and boxed, in two weeks, 103 of the art folios in the worst condition before the move.

While the pilot project was successful, it would be very costly to house over 240,000 objects in the span of 12 to 18 months. The less expensive alternative of shrink wrapping is being considered as a method of containerizing fragile and damaged materials. Kennedy gathered data for the estimates for shrinking wrapping and different scenarios so that the costs may be compared.

#### Education and Outreach

Kennedy gave a presentation concerning the Food and Drink Policy to Library staff in order to increase awareness about how food and drink attract pests in the library. She also conducted two care and handling sessions for staff in the Arts Library Special Collections.

The Geology Library had a staff member that was having asthma trouble due to the amount of dust and dirt on the books in the Library. It was recommended by OEHS that the dirtiest books be cleaned. Kennedy contacted and made all the arrangements with an appropriate vendor to clean the books, a company that Preservation has worked with on several occasions to clean books in general and special collections.

Kennedy worked with Sara Burge, the Preservation Coordinator Librarian at the Medical Library, on some environmental issues concerning the new Cushing Center, which features a large exhibition space. Kennedy consulted with the lighting designers and provided HVAC information to the Preservation Coordinator for the collection exhibit and storage space.

## GENERAL COLLECTIONS CONSERVATION (GCC)

Ian Bogus      Head, General Collections Conservation

Staffing as of June 30, 2010:

Dawn Mankowski	Conservation Assistant III	Level E
Lisa Carol Gregory	Conservation Assistant III	Level E
Ronel Namde	Conservation Assistant II	Level D
Ellen Zemina	Materials Assistant	Level B

### **Overview**

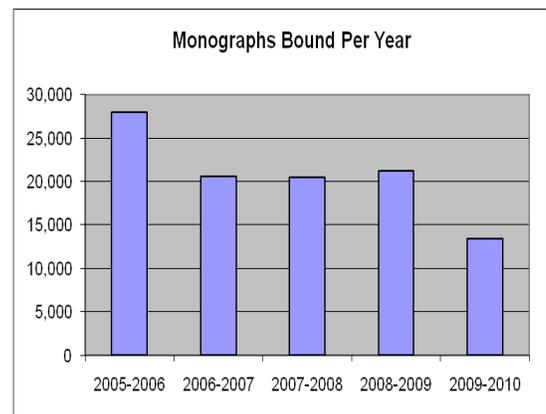
General Collections Conservation's (GCC) mission is to ensure the longest possible life of the Library's circulating and reference collections through physically maintenance.

Collections Care activities encompass:

- Book repair, housings, or reinforcing weakened structures.
- Pamphlet binding
- Commercial binding of new soft-cover, monograph titles and damaged monographs that would benefit from commercial rebinding.
- Mass deacidification of various paper-based library materials.

### Commercial Binding

The Binding Policy has been in effect for a full year and we can see its full impact. Monographic binding has dropped almost 37% this year as compared to last fiscal year. Binding is expected to stay level in relation to monograph purchasing from this point on. The Arts Library has seen the highest growth in binding over the past few years. This fiscal year a full quarter of the monographic binding came from the Arts Library.



### New Service

A new service was started. A mobile boxing measuring service was begun. Preservation staff travel to other libraries and departments to measure books for custom commercial boxes. This means that fragile books do not need to be shipped to Preservation. Ronel Namde has taken the lead on this service. To date the Arts Library's special and general collections and Manuscripts and Archives are taking regular advantage of this service.

### Interdepartmental activities

GCC receives items for repair or boxing that contain multiple pieces under a single barcode. There have been questions on what is the best way to handle these items. An interdepartmental task force was convened to create a process for multiple pieces under a single barcode. The intent was not to change how items were processed but to formalize an accepted practice for items made up of multiple pieces that should remain

together; for example a book with a map in the back. Those on the Task Force were: Ian Bogus, Rick Sarcia, Rebecca Hamilton, Pat Simon, Brad Warren, & Chris Killheffer. The procedure has been vetted and implemented.

GCC has been working closer with Cataloging and Metadata Services (CMS). Bogus has started attending the CMS Team Leaders Meeting which has been a great venue for interdepartmental communications. CMS periodically has projects that increase the amount of books being cataloged, which in turn increases the flow to GCC. We are now working together when pilot projects are run to anticipate the impact on Preservation.

### ***Projects***

The Yiddish Project is continuing and with the hiring of a dedicated cataloger there is an increase in titles coming through Preservation. CMS is searching for other copies and providing the information with the books. It is estimated that there are about 1,000 books left to catalog. The goal was to complete the work by the end of FY10. However, it has been extended into FY11.

### ***Statistics***

There has been a significant drop in repairs this year which is to be expected with the renovation and time lost due to significant staff absences associated with health issues. As part of the renovation and space re-organization, GCC moved from B18 across the hall to B5. This followed careful planning and has resulted in better use of space.

## **SPECIAL COLLECTIONS CONSERVATION**

Christine McCarthy                      Chief Conservator  
Paula Zyats                                Assistant Chief Conservator

Staffing as of June 30, 2010:

Marie-France Lemay	Paper Conservator	M&P
Laura O'Brien-Miller	Conservator for Walpole	M&P
Kerri Sancomb	Exhibition Preparator	M&P .5 FTE (3-yr appointment)
Karen Jutzi	Conservation Assistant III	Level E
Zenaida Lantuch	Conservation Assistant II	Level D

### ***Overview***

Under the direction of the Chief Conservator and the Assistant Chief Conservator, Special Collection Conservation's (SCC) primary function is item level treatment and the production of custom housing for rare and special collection materials. While Beinecke Rare Book Library (BRBL) is the major client, SCC treats material from all the special collections across the Library. In addition to treatment, SCC provides support for exhibits/loans and consults with curators and other specialists.

In concert with the Preservation Field Services Librarian, SCC staff provides expertise and assistance Library-wide on a variety of conservation issues, including the safe care and handling of non-circulating collections and emergency response and recovery. SCC also provides information to the public on conservation practices at the Yale University Library.

### ***Treatment Activities***

The focus of much of the treatment work in the last half of the year was to return as many items as possible to their collections in preparation for the Department's renovation project. All outstanding projects from various collections such as the Ben Franklin Collection, East Asian Library (EAL), MSSA, and the BRBL were researched, discussed with curators, treated, and returned to clear the lab of objects before work began.

### **Book Treatments**

In FY 2009-2010, SCC treated a total of 233 bound volumes from the Library's special collections. Treatments included board reattachments, rebackings, text block consolidation or re-sewing, dust jacket repairs, media consolidation, and complete rebinding for materials as diverse as early printed books, bound manuscripts, 19<sup>th</sup> c. children's literature, modern literary works, and artists' books. The Assistant Chief Conservator and two/three fulltime conservation technicians carried out this work.

### **Paper and Other Non-Book Treatments**

In FY 2009-2010, SCC treated a total of 274 unbound objects from the Library's special collections. These objects included manuscript documents on paper and parchment, art

on paper, printed and hand-drawn maps, and photographic prints and negatives. Paper and Photograph Conservator, Lemay, carried out the majority of this work.

### Protective Enclosures and Housings

SCC staff created protective enclosures and permanent storage mats for 771 collection items. These enclosures included simple wrap-construction boxes, cloth-covered drop spine boxes, window or sink mats, and portfolios.

- SCC staff created 604 corrugated phase boxes for oversized and vellum-bound materials, 23 portfolios for gallery proofs and panoramic photographs, 87 permanent window mats for prints, drawings, and photographs, 4 cloth-covered drop-spine boxes, and seven book shoes. All of these enclosures were created for materials at the BRBL.
- SCC staff used lab down time during the renovation project to construct over 300 specially designed boxes to hold cased images from the BRBL's Palmquist Collection.
- Paper Conservator, Lemay completed treatment for a full plate ambrotype by Cutting, the inventor of the ambrotype process. The photograph had a broken brass preserver and no protective case. As part of the treatment, Lemay created a custom conservation enclosure that simulated the style and function of the cases historically used to house ambrotypes, daguerreotypes and tintypes.

### ***Department Initiatives and Special Projects***

SCC collaborated with curators, collection managers, archivists and others throughout the year on a number of special projects. Staff also contributed to a number of Department and University-wide initiatives. These projects included the Mellon-funded photo survey, West Campus planning, and Library emergency planning. Many of these activities were undertaken while the lab spaces were inaccessible during the renovation project. These projects contributed to the well-being and continued use of several thousand items from the Library's collections.

- MS Voynich Manuscript Documentary, October 2-9, 2009, BRBL. SCC staff participated in planning and filming of a documentary about the analytical testing completed for the Voynich Manuscript. A film crew of eight and the two scientists who carried out the tests shot several sequences in the lab over the course of two days during which time lab operations were suspended to accommodate the crews, equipment, and special lighting. McCarthy and Zyats participated in several sequences. The documentary (in German) aired on Austrian television in December of 2009.
- Gutenberg Bible and Audubon Permanent Displays, BRBL. SCC staff worked closely with outside vendor, Small Corp, to design new custom book cradles for these high profile volumes as part of final stages of the exhibit cases retrofit project at the BRBL.

- Jewish Marriage Contracts, BRBL/Judaica. Staff took advantage of lab down time to work on site at the BRBL to re-house a large group of ketubot (77 highly decorated paper and parchment documents) that had been digitized and cataloged.
- Conservation Treatment Research for Byobu, YAJ 1.12 and 1.13, BRBL/EAL. SCC conservators and EAL staff hosted a visit by Mr. Akihiko Takashima from University of Tokyo Historiographical Institute. Mr. Takashima came to the US to review the YAJ screens and explore a joint conservation project to remove the mounted documents and manuscript lining materials used to construct the screen panels. SCC reviewed the formal treatment proposal and investigated the costs to ship the screens to Japan for treatment. Initial investigation for treatment for these objects was begun in 2007.
- Tom Feelings Collection, YCAL, BRBL. SCC staff surveyed this recently acquired collection of approximately 300 prints, original drawings, and other works of art on paper to determine basic stabilization needs and develop a housing project plan.
- George Washington Atlas Project, Maps Department. During the final stages of treatment work on the individual maps, SCC staff worked with the Maps Department and the staff of the BRBL's Digital Studio to accommodate photography for an upcoming publication.
- Todd Bingham Picture Collections, MSSA, SCC staff worked with I. Bogus, GCC head, to reconstruct a group of 16 glass-plate negatives shattered when their box dropped from a considerable height at LSF. Staff conducted testing to determine the viability of in-house treatment and imaging. They also contributed to the evaluation of the outside vendor services that were ultimately selected for the project. After reviewing the options, it was decided to send the shards to Chicago Albumen Works who would digitally reconstruct the images and create film surrogates. The final results were stunning and all but one image was recovered.

### ***Exhibition Support Services***

In FY 2009-2010, SCC staff continued to review and treat material for exhibits, mount and support objects, and to help plan and install exhibits at the BRBL, SML, MSSA's Memorabilia Room, and the Hass Family Arts Library. SCC provided assistance for over forty exhibitions in nine separate venues over the course of the year. In addition to supporting the work of curators promoting collections, SCC's involvement in exhibitions facilitated teaching, development and donor relations, and community outreach efforts.

- *Erica Van Horn: The Book Remembers Everything*, BRBL. SCC staff assisted curator, Kuhl with creating a multi-tiered display platform in the case normally reserved for the two Audubon volumes. The platform allowed for several of Van Horn's long accordion books to be fully extended for exhibition.

- *Elements of Style: Fashion and Form at the Beinecke*, BRBL. SCC staff assisted curator, Bernard, with the display of many unique format items for her exhibition highlighting the interplay of fashion and literary culture. Staff created special mounts for life-sized paper dresses, hats, paper dolls, and artists' books.
- *Futurism*, BBRL. SCC staff assisted curator, Repp, with an exhibit involving the loan of works of from the YUAG. Staff served as a liaison to the conservation staff at the YUAG. Staff worked closely with BRBL staff to complete an AAM facilities report and to answer questions from the YUAG conservators as part of the loan approval process. McCarthy supervised the delivery of the works on-site at the BRBL and assisted the YUAG courier with installation.
- *Whiffenpoof Centennial*, SML and MSSA. SCC staff assisted Whiffenpoof alum, Barry McMurtrey, with the design and installation of an exhibit celebrated the 100 year history of Yale's most well-known singing group. The exhibit drew from MSSA collections, Historic Sound Recordings and the Music Library, and from the personal collections of former members of the group.
- *Co-Education at Yale*, MSSA. SCC staff assisted Dean, Mary Miller, and librarian, Kelly Barrick, with preparation and installation of an exhibit commemorating the admittance of women to Yale's campus in 1969.
- *By Draught or Design*, Haas Family Library. SCC staff assisted special collections post-doctoral fellow, Mia Reinoso Genoni, with the planning and installation of her exhibition drawing materials from collections of Haas, the BRBL and SML. SCC staff reviewed items for loan to Haas, carried out minor stabilization treatments, and created custom supports for a number of large, heavy early architecture books.

### ***Loan Support Services***

Every year the Library receives requests to borrow items from its collections for the purpose of exhibition. Many of these loan requests come from major museums in the US and abroad. In addition, collection curators, faculty and other guest curators from the Peabody Museum, the Yale Center for British Art, and the Yale University Art Gallery, draw from the Library's rich special collections for their temporary exhibitions and traveling shows.

In FY 2009-2010, SCC staff assisted curators and other Library staff with 20 loan requests involving over 69 individual items. These statistics only reflect those loans in which SCC participated in the process by providing pre and post-loan condition reporting, evaluating facilities reports, treating and/or preparing materials for display and transport.

- *Picasso and the Allure of Language*, Nasher Museum of Art, NC. SCC prepared rush condition reports for 5 fine bindings at the request of curator, Young, when it became prohibitively expensive for the YUAG's curator to borrow copies from other institutions as originally planned for the traveling portion of her exhibition.

- *Helios: Eadweard Muybridge in a Time of Change*, Corcoran, Washington, D.C. SCC staff provided condition reports, environmental display recommendations, and treated photographs and a bound album at the request of curator, Miles.
- *America's Mayor: John V. Lindsay and the Reinvention of NY, 1966-1973*, City Museum of New York. SCC staff reviewed facilitates reports, documented condition, and prepared mats and mounts for the 13 items requested for loan. At the request of MSSA, SCC also coordinated the packing, pick-up and transport with the museum's registrar.
- *Opening Exhibition*, Cushing Brain Research Center, Medical Library. SCC staff, including the new preparator, Sancomb, fabricated mounts for this rush loan request. Sancomb delivered the objects and helped install them on site for the Center's grand opening event.

### ***Consultations, Education, and Outreach***

Throughout the year, Conservation staff consulted with members of the campus community and general public, providing information on the care and conservation of collections.

- SCC hosted a class session and tour for student in ENG 442, "Medieval Manuscripts to New Media." Conservators and students discussed traditional pigments and other materials used in the production of medieval manuscripts.
- SCC participated in a Department tour for the students in HSAR 403a, "Aspects of Connoisseurship and Conservation."
- SCC hosted a lab visit by the conservator from Historiographical Institute of the University of Tokyo. Staff shared current projects and gave the visitor a tour of the lab spaces. SCC staff also looked at a number of EAL special collections materials at BRBL with Mr. Takashima to compare treatment ideas.
- SCC hosted a visit for librarians and architects designing a new library and exhibition space for a prestigious institution in Japan. Staff discussed current exhibition practices, toured recently renovated spaces, and provided the visiting delegation with information on American library exhibition standards.
- SCC hosted a tour of the lab for the CT Society of American Appraisers, in November 2009.
- SCC reviewed the condition of several groups of special collections and rare materials slated for imaging. Staff reviewed ten Islamic manuscripts (Medical Library) slated for digitization as part of an AMEEL grant project. They also reviewed pre and post imaging condition for a group of treatises from the Music Library and reviewed and treated a group of North African Jewish manuscripts from the Judaica special collections in MSSA.

- McCarthy reviewed materials selected for the Medical Library's Adopt-a-Book program and provided time/cost estimates to use as a guide for fundraising targets for each item to be conserved.
- McCarthy and Zyats submitted a SCOPA grant proposal to develop the K-12 outreach project they have been working on together. The proposal was not funded but the feedback from SCOPA will be used for possible resubmission in the future.

### ***Challenges, Needs and Problems***

#### Productivity - Statistics

The treatment statistics for this year showed a substantial decrease from FY 2008-2009. Overall, SCC's output for single item treatment and custom housings was 32.74% less than that of the previous year. In addition to staffing changes, these lower than usual statistics reflect the impact of the Department's renovation project. From the end of December through the middle of May various aspects of SCC's regular operations had to be suspended or severely limited as a result of the renovation work in the unit's spaces or while areas were utilized as swing space for other units in the Department.

#### Staffing Changes

SCC experienced major challenges as a result of staffing changes and Library-wide budget reductions. Staff illnesses, the reduction of BRBL student hours, non-renewal of term positions, and voluntary staff resignations created significant obstacles to productivity and the unit's ability to meet the Library's treatment and exhibition support needs. The second and third quarters saw the largest reduction, close to 25%, in available staff time for ongoing work and special requests or projects. This reduction reflects permanent staff positions, and does not include term-appointments.

- Exhibits Preparator, Curran, resigned her half-time M&P position at the end of August 2010. All of the remaining SCC staff took on exhibits support activities to maintain the Library's intensive exhibition schedule.
- Conservation Assistant, Santora took a full medical leave starting in September after several months of intermittent leave. She passed away in October and her E-level conservation assistant position was not reposted or filled.
- With the elimination of student hours for the BRBL custom boxing workflow, approximately 20% of the D-level conservation assistant's time was redirected keep up with ongoing needs for custom enclosures and additional needs from LSF transfer staging projects.
- BRBL On-Site or Quick Repair workflow had to be indefinitely suspended (as a result of vacancies and intermittent leave) to help with coverage of the lab on a daily basis, meet exhibition support demands, and work related to the renovation of the lab spaces.

- Map Conservator, Dove's term appointment was not renewed and she ended her employment in early January.
- This year marked the first full year of a newly clarified, more direct reporting relationship between the Conservator at Walpole and the Chief Conservator.
- Following a successful search, Kerri Sancomb began work as the Exhibits Preparator on March 29, 2010.

## **REFORMATING and MEDIA PRESERVATION (RaMP)**

Ian Bogus, acting supervisory team  
Roberta Pilette

Staffing as of June 30, 2010:

Stephanie Sherry	Acquisitions Assistant	Level D
Agnes Wnuk	Cataloging Assistant	Level C
Edith Fortes	Acquisitions Assistant	Level B
Gareth Gibson	Library Service Ass't	Level B

### ***Overview***

The mission of the Reformatting and Media Preservation Program (RaMP) is to preserve and maintain access to the information content of both paper and media based library resources through the creation of paper and digital surrogates. RaMP is responsible for working with collection curators, bibliographers, and selectors in the format conversion of brittle books and media. The resulting conversion format may be microfilm, paper, or digital for text-based items; multi-media surrogates are generally digital. The coordination and overseeing of the production or purchase of an appropriate surrogate is a key operation for this unit.

For the interim RaMP is being supervised by a team. Bogus took on the oversight of the digital projects with Pilette working with staff on various aspects of the microfilming operation. In addition, Pilette took over the coordination of the Islamic digital conversion project. Bogus joined the DPIP/Preservation Team, AMEEL Team, and Cataloging Coordination Committee as part of taking on the digital projects.

### ***Activities***

After the completion of the Mass Scanning Project, Kirtas donated three book scanning robots to Office of Digital Asset Infrastructure (ODAI). Bogus attended a three-day training session on using the robots at West Campus as ODAI does not currently have personnel to operate them. After the training Bogus served on an ODAI committee to lead the digitization operations on West Campus.

As an expansion and regularization of workflows, Ian Bogus and Stephanie Sherry were trained on ingesting into CONTENTdm. RaMP now has the capability when digitizing text material to see it through from beginning to end. Books are prepared, sent to vendors, quality controlled, ingested into the Rescue Repository, and then into CONTENTdm for access.

Pilette and Karen Kupiec, Director of Library Access Integration Services, convened the Digital Best Practices Group. This group took a pulse on digitization needs throughout the libraries and started setting some goals to accomplish. Bogus took the lead of a

group (including Chris Edwards, Beth Beaudin, Kevin Glick, Matt Wilcox, & Stacey Maples) to discuss technical standards for digitization and has a set of standards for the most commonly digitized materials throughout the library.

RaMP has started taking on audiovisual digitization for the BRBL. This started with a pilot project of six tapes from the Brodsky Collection and worked smoothly. More projects have followed. One example is the collection of wax cylinders in the Geoffrey O'Hara Collection. During processing it was discovered that the cylinders were moldy and became a priority for preservation work. Bogus was called in to assess them. It was decided to digitize the collection and then pass the cylinders to Special Collections Conservation for housing.

### **Projects**

Bogus has been working with Rebecca Hatcher on a project with the Scroll and Key Society. The Scroll & Key approached the Library with a project to digitize a large portion of their records. Preservation has set up a vendor and will quality control the deliverables on a cost recovery basis. The records have been sent out and are expected to return in the first quarter of FY 2010-11.

The Lewis Walpole Library has gotten frequent requests for the Anne Seymour Damer Notebooks & James Barry Papers and Letters. Both sets were microfilmed some time ago. The Walpole was interested in getting a digital copy to better serve their patrons. Bogus worked with them to perform the project and they were very happy with the results.

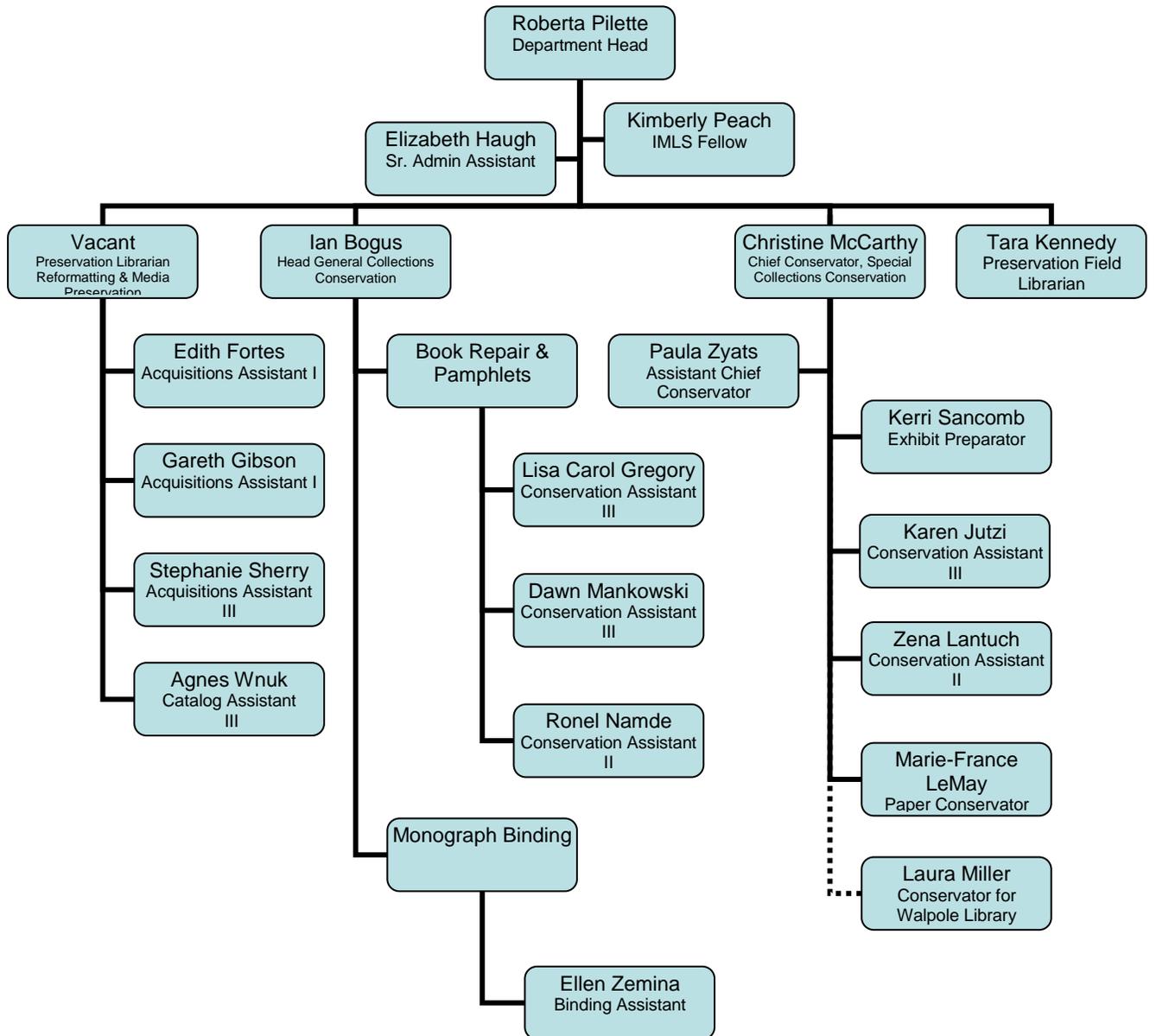
The *Yale Daily News* 2008-09 contract with Digital Divide Data was completed on time and within budget. The Preservation Department prepared, sent out, and quality controlled 24,000 pages of materials in that contract. A new contract was signed in the Spring extending the pricing for another year. Because funding is limited to donations we could not commit to a specified quantity this year.

Ian Bogus worked with the Music Library to scan sixteen volumes of rare music treatises that are used every year for classes. Christine McCarthy worked with him to evaluate the materials and to propose treatment priorities for the Music Library post digitization. Preservation is also uploading the images to CONTENTdm as part of the process. The entire project will be completed in the first quarter of FY 2010-11

RaMP has been working hard on various aspects of the Arcadia Grant. We have spearheaded the digitization of the Niane Tapes, which were recorded in Guinea between 1969 and 1971 just after they gained their independence. We also lead the digitization of the Cuban Tapes which are a series of radio programs created by Cuban Refugees Carlos Franqui and Alfredo Melero. Both projects will be completed in the first quarter of FY 2010-11.

Rich Richie, the Southeast Asian Collection curator, contacted RaMP about a request from the South Asian Studies Council. The Council had an 8mm film of Indira Ghandi's wedding they wanted to donate to the Library, but also needed a digital copy. logus arranged for the digital copy to be made.

**Appendix I**  
**Program and Staff Organization Chart**  
**June 30, 2010**



**Appendix II**  
**Preservation Department Statistics**  
**Fiscal Years 2008 - 2010**

<b>Treatment</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>
<b><i>Volumes treated</i></b>			
GCC	1,530	1,277	961
SCC	361	417	233
Quick Repair	277	224	8
<b><i>Unbound/flat items</i></b>			
GCC	0	0	0
SCC	497	384	319
Pamphlets/Pockets	5,064 <sup>1</sup>	3,579 <sup>2</sup>	2,248 <sup>3</sup>
Book jackets	590	328	274
Commercial Monograph binding total	21,634	21,960	13,407
Enclosures	2,193	1,309	2,413
Volumes tied and/or wrapped		3,486	31
Mats	513	223	138
Cradles/bookmounts	129	565	324
<b><i>Special Project [Mudd]</i></b>			
Boxes	0	0	2,934
Pamphlets in envelopes	0	0	1,719
<b><i>Encapsulations</i></b>			
Flat/unbound items	49	132	46
Volumes	0	0	0
number of leaves	0	0	0
<b><i>Microfilm</i></b>			
Volumes	1,693	686	735
Titles	766	738	134
Frames	167,185	242,256	33,589
<b><i>Reformatting Multi Media</i></b>			
Film/video	0	0	0
Audio	0	0	6
<b><i>Preservation Photocopying</i></b>			
Volumes	155	134	259
Titles	124	114	244
<b><i>Mass Deacidification</i></b>			
Volumes	2,533	2890	1,245
Unbound/flat items	859	573	172
<b>Total Vols/Items treated</b>	<b>38,077</b>	<b>39,167</b>	<b>27,472</b>

<sup>1</sup> 2,547 pamphlets bound in house  
2,517 pamphlets bound by commercial binder

<sup>2</sup> 1,963 pamphlets bound in house  
1,616 pamphlets bound by commercial binder

<sup>3</sup> 351 pamphlets bound in house  
1,897 pamphlets bound by commercial binder

**Appendix III  
Yale University Library  
Preservation Department Goals  
2009-10**

**Department wide**

**Goal 1:**

Successfully complete department renovation and physical re-organization.

Actions:

- Remain flexible to changes in renovation schedule.
- Maintain good communication within the unit/department and with external departments to ensure continuity of service, plan alternative workflows during relocations, and anticipate any necessary work stoppages

Success Measure: Each unit has maintained reasonable productivity throughout the construction and each unit upon completion of the renovation has spaces that more effectively meet their needs.

**Goal 2:**

Prepare for transition to SharePoint.

Actions:

- Review Preservation jasper drive content and clean up. Each unit reviews their files for currency and eliminates information no longer needed
- Review web site content. Create cross-unit task force to propose what is to be on a revised department web site and how the site 'works'.

Success Measure: Up-to-date shared drive and department web site that are easier to use and find information.

**Preservation Field Services**

**Goal 1:**

Implement the Emergency Plan

Action(s):

- Create a checklist as a guideline for Preservation Managers to customize each Plan.
- Create guidelines/ script for Preservation Managers for emergency response orientation and supply kit.

Success Measure: Successfully-created tools that function well to assist with emergency planning.

**Goal 2:**

Complete the Map Special Collections Condition Survey

Action(s):

- Refine survey tool
- Create sampling methodology
- Perform survey
- Write report

Success Measure: The survey is completed and the condition survey report is written.

**Goal 3:**

Using tactics learned in Project Management class, produce a moving plan for RaMP in conjunction with the physical reorganization and renovation of the Department.

Action(s):

- Create WPS and timeline with input from RaMP staff

Success Measure: The plan is used to execute the move successfully.

### **Special Collections Conservation (SCC) Goals**

**Goal 1:**

Plan for conversion of photo documentation practice to digital photography.

Action(s):

- Identify equipment needs.
- Consult with Ian Bogus and others regarding equipment and archiving plans
- Anticipate training needs for staff and workflow changes
- Incorporate conversion into plans for room B18 renovations

Success Measure: Submission of a proposal with cost estimates and workflow plans

**Goal 2:**

Revise statistical reporting procedures in light of new treatment log database use to collect most relevant data and provide a foundation for unit and individual time management analysis as well as improved communication with curators and other customers.

Action(s):

- Design and implement use of new individual time/project worksheets

- Create necessary reports and tables in new treatment log database to eliminate redundant reporting and generate ARL and other statistics
- Evaluate new tools and procedures at end of year

Success Measure: Documentation of final protocols and tools.

### **General Collections Conservation (GCC) Goals**

**Goal 1:**

Assess processes and workflows

Action(s):

- Systematically review regular workflows for potential improvements. Individual workflows include:
  - i. Triage
  - ii. Charging
  - iii. Sorting
  - iv. Repair
  - v. Quality Control
  - vi. Discharge
  - vii. Preparation supplies
  - viii. Maintain equipment
  - ix. Commercial processes
    1. Binding
    2. CMI Boxes
    3. Deacidification
- Recommend adjustments where opportunities are found
- Further steps to be looked at next year or later
  - x. Implement adjustments
  - xi. Review and adjust again
  - xii. Document

Success Measure: Submission of recommendations for improvements in workflows.

**Goal 2:**

Implement use of Outlook Calendar for all GCC staff

Action(s):

- All GCC members attend an offered class on how to use Outlook
- GCC holds a question and answer session to work out issues individuals are having
- Officially implement use of the Calendar for all staff
  - xiii. Put schedules in calendar
  - xiv. Use for appointments, meetings, etc.

Success Measure: All GCC members have and use personal Outlook Calendars to record their schedules. Meetings and appointments are scheduled through Outlook Calendar.

### **Reformatting and Media Preservation (RaMP) Goals**

#### **Goal 1:**

Gain control of reformatting backlog

#### Actions:

- Organize backlog; includes charging & putting in call number order

#### Success measures:

- Know the number of items in the backlog
- Can find any title in a timely manner
- Can articulate what is being pulled from the backlog at what rate

#### **Goal 2:**

Address Workflow

#### Actions:

- Review current workflow and reconsider
- Propose and implement changes
- Review/assess/tweak new workflows

Success measures: Work is sent out on a regular schedule that allows for pre & post work in an organized manner.

**Appendix IV  
Events Requiring Emergency Response and Recovery  
FY 2009-2010**

<b>Date</b>	<b>Where</b>	<b>Library Materials Affected</b>	<b>Library Staff hours used in response &amp; recovering materials (hours)</b>
10/17/09	SHM L Wing - Medical Library	3 books	5
10/22/09	SML, Room 3	None	.5
10/23/09	SML, Room 3	10 Near East Books (duplicates), boxes	1.5
3/30/10	SML stacks tower, all floors but 1, 1M, 1MB	100 books	5.75
4/13/10	SML, Room 3	122 books	18.5
01/07/10	Off-Campus – Readers’ Apartment	Over 200 books	6
01/07/10	SML Cataloging	1 book, desks	2
		<b>Total Staff hours:</b>	39