

**Yale University Library
Preservation Department**

**42nd Annual Report
July 2012-June 2013**

Roberta Pilette
October 1, 2013

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

	Preservation Staffing:	July 1, 2012	June 30, 2013
	Positions budgeted:		
C&T		10.00	10.00
M&P		8.50	9.50
	Positions filled:		
C&T		9.00	10.00
M&P		7.50	7.50

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 three units—Preservation Services; Digital Reformatting & Microfilming Services (DRMS); and Conservation & Exhibition Services (CES) including Collections Conservation & Housing (CCH), Special Collections Conservation (SCC) and Exhibit Preparation. The Department organizational chart can be found in Appendix I, the annual statistics for the Department can be found in Appendix II.

Strategic Planning

Library wide

As the University Librarian moved forward on the Library’s strategic plan, the Preservation Department took on the responsibility of identifying “critical environmental threats to YUL facilities” an action associated with the goal of improving Library facilities. Tara Kennedy, Preservation Services Librarian, was able to pull together a complete analysis of all the buildings housing library collections which was submitted. This information is being used in setting priorities for improvements and repairs.

Department

The updated and revised Department strategic plan for 2012-15 can be found on the Preservation web site http://www.library.yale.edu/about/departments/preservation/administration/strat_plan.html. The Department had identified five key objectives to work on through FY 2015:

- Increase the Department’s effectiveness across the Library
- Continue to leverage the knowledge and expertise of its staff to provide the most effective and efficient services to meet the Library’s preservation and conservation needs
- Advocate and work to bring the physical infrastructure (space & technology) to a level that enables it to begin to meet its mission

- Advocate for budget structures and prioritization systems that recognize and provide for a more equitable distribution of resources to meet the Department's mission to serve all of the Library's collections
- Renew its commitment to professional development by investing in its most critical resources—its current staff and future professionals.

For FY13 the emphasis was on “leveraging staff knowledge and expertise to provide effective and efficient services” and “improving the physical infrastructure of the Department.” The Department went through a space planning exercise with Sterling Memorial Library as a whole but ultimately was able to argue for and successfully get a programmatic planning project focused on preservation activities. Sam Anderson Architects (SAA) was hired in May to complete an analysis of space needs with the final report submitted August 30, 2013. The timeline was accelerated as an opportunity to join the Beinecke Rare Book & Manuscript Library (BRBL) at 344 Winchester, Science Park, was available and the time frame for decisions was tight. BRBL is moving technical services and other ‘back room’ operations to 344 Winchester. Completion of BRBL build out of 344 Winchester for their staff is May 2015. The space available beyond what BRBL needed was thought to meet the needs of a consolidated, purpose-built preservation facility. Happily upon completion of the programmatic planning analysis for the Preservation Department, it was determined that Preservation would ‘fit’ into 344 Winchester with BRBL. To make this a reality University approval is needed, fund raising needs to be done, and BRBL must complete the renovation of their original building on Wall Street and build out 344 Winchester. Therefore, a Preservation Department located at 344 Winchester is, at best, several years in the future.

The Department continued to focus on delivering preservation services to our customers. In an effort to make it easier for our customers to understand which unit to contact for specific preservation services unit names were changed. In addition minor reorganization and reassignment of responsibilities were done in this effort to clarify to our customers who to contact for specific services. The individual changes are addressed in the unit reports that follow. (The organizational chart is in Appendix I.)

As a means of raising awareness of preservation services and activities, Tara Kennedy, Preservation Librarian, met with Library Communications to discuss the creation of a Preservation Department e-newsletter. This is now an on-going newsletter that the Department takes on as time and projects allot. An example of the newsletter may be found at <http://enews.library.yale.edu/preservation/april.html>

In terms of the budget, the Director of Preservation did present the state of the Preservation budget to Library Executive Council (LEC); however, given the current state of the Library's budget this presentation could do no more than make the administration aware of the Department's needs. The Library is entering an extremely tight fiscal time and all budgets will be flat at best and expansion of staff will be difficult for the foreseeable future.

PROJECTS/ACTIVITIES

Tours

The Department instituted an orientation tour for new staff members starting in June 2012. These tours are offered on an as needed basis—whenever there are 4-7 new staff members. The tours have also included long-time staff who have moved to new positions within the Library. This year 35 staff members over eleven individual tours toured the Department. The tour is an opportunity for new staff to meet preservation staff, see the work spaces and learn about the range of preservation services available. We have found that it has raised library staff awareness of preservation services.

Space Planning

The space planning associated with the 344 Winchester project was only the final of three space planning exercises that the Department was engaged in over the past year. BRBL engaged Pfeiffer Partners Architects to do programmatic planning for the renovation of the Beinecke library building. As Preservation, particularly CES and DRMS, interact extensively with the collections and staff at BRBL we were included in the planning exercises. When Susan Gibbons, University Librarian, also hired Pfeiffer Partners Architects to do space analysis/planning for the Sterling Memorial Library, Preservation staff were once again engaged in extensive meetings regarding Department space needs and how the Department functions.

Historical Sound Recordings (HSR), Music Library

The HSR collections have been housed at the Seeley G. Mudd Library. With the closing of the Mudd Library in preparation of the building of new colleges this collection of LPs, CDs, magnetic tape and a variety of historic media needed to be re-located. The decision was to build a temporary (five plus years) shelving facility with appropriate environmental and security controls at 344 Winchester that would allow the collection to be processed. Once fully processed the collection is expected to be moved to the Library Shelving Facility (LSF).

Pilette and Kennedy served on the advisory committee that worked on the construction requirements for the space. Planning began in the early fall of 2012 and the collection moved into the space March 2013. Kennedy helped extensively with the environmental and fire suppression specifications as well as assistance with the move itself.

Project planning guidelines

In the spring of 2012 Pilette was a member of the grant management working group formed to compile a guide for those in the Library who were interested in pursuing grant funding for projects. The working group compiled recommendations and a checklist to guide a staff member from inception to completion of a grant funded project. As the checklist was reviewed, it was decided to expand this into project planning guidelines that would be used for a wide variety of projects throughout the Library regardless of funding source. Through the fall of 2012 Beth Beaudin, Director of Digital Initiatives, and Pilette along with input from a variety of library staff tweaked the initial checklist. The resulting documents became the current guidelines and can be found at <http://guides.library.yale.edu/projectplanning>.

Through a series of brown bag presentations fall of 2012 Beaudin and Pilette explained how to use the guidelines. The University Librarian announced that all proposals for fourth year Arcadia¹ funded projects were required to follow the guidelines. The guidelines proved to be useful and have now been adopted for all future projects regardless of funding source.

Preservation of Audio Visual (AV) collections

In January 2013 the AV Advocates Group (Molly Wheeler, Kevin Glick, Rebecca Hatcher, Robert Klingenberger, and Jef Wilson) proposed the hiring of a consultant group, Audio Visual Preservation Services (AVPS), to review our AV needs. The Library Executive Council (LEC) agreed to the hiring and in April AVPS started their assessment. Robert Klingenberger coordinated visits of all the collections identified as having AV material. The visits took place over three days. AVPS submitted their final report on July 26th. The review of the AV collections and work with AVPS continue into FY14.

WEST CAMPUS – Institute for Preservation of Cultural Heritage (IPCH)

Pilette and McCarthy were invited to participate in the interviewing process for the new Director of the Institute for Preservation of Cultural Heritage. Three candidates were brought in. Stefan Simon began as Director IPCH in the spring. He came from the KDC Konservierung & Denkmalpflieg Conservation in Olching Germany.

McCarthy continues to be a part of the working group developing the conservation treatment facilities part of the Center for Conservation and Preservation (CCAP) and IPCH at West Campus.

EMERGENCY RESPONSES

The Preservation Department is able to respond 24/7 to any Library emergency involving collection materials. Over the past year, 130.75 staff hours were spent in responding to emergencies as well as dealing with materials affected by these incidents. Appendix III shows a table and two graphs. The table lists the FY13 incident, the graphs are a yearly depiction of the number of incidents and staff time required to handle the incidents from FY2004 to FY2013.

CONFERENCES, PRESENTATIONS, COMMITTEES & TRAINING

Yale University Library encourages staff participation in professional activities, both within the University and library profession. Staff are encouraged to enhance their knowledge base by learning a new activity or building on their current skill set.

Meetings/Conferences/Travel

American Library Association Meetings

Mid-Winter – Seattle, WA – January 2013, Robert Klingenberger

American Institute for Conservation, Indianapolis, IN – May 2013

Christine McCarthy

¹ The Library received a five-year grant from the Arcadia Foundation. The Arcadia funding year runs from Sept 1st to August 30th. FY13 is the fourth year where the Library has called for projects that are then funded from this grant.

Laura O'Brian-Miller
Archiving 2013 – Washington, D.C. – April 2013

Roberta Pilette
14th Annual Conference on the Care & Conservation of Manuscripts, University of Copenhagen, Copenhagen, Denmark – October 2012

Paula Zyats
Understanding & Preserving Audio Collections, British Library Conference, London, England – October 2012

Robert Klingenberg

Committees/Task Forces/Working Groups

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

The following list is a selection of Library committees on which Preservation staff have served over the past year:

- Library Executive Council (LEC)BRBL Loan Process Task Force
- BRBL Space planning
- Local 34 Best Practices committee
- Local 34 Job Advancement Team
- Nave Programming Committee
- Library Shelving Facility (LSF) Working Group
- Digitization Task Force
- Map Task Force
- RFID Viability Working Group
- Grant Management-Program Planning
- Librarian job summary working group
- Search committees for:
 - AUL for Administrative Services
 - Research Scientist for CCAP, IPCH

Preservation Department members are also involved in a number of professional organizations. Below is a partial list:

- ConservationSpace, Mellon funded initiative
- American Library Association (ALA), Preservation and Reformatting Section (PARS)
- American Institute for Conservation (AIC)
 - AIC-CERT (Conservation Emergency Response Team)
 - Book & Paper Group (BPG) Education Committee
 - BPG Archives Discussion Group
 - Paper Conservation Catalog WIKI
- Northeast Document Conservation Center (NEDCC)
- Guild of Book Workers (GBW)
 - GBW Journal, Editorial Board
- COSTEP-CT (Coordinated Statewide Emergency Preparedness – CT)

Presentations

Staff contribute to the profession through webinars and lectures. Below is a list of some of those activities:

- ALA Webinar for ALCTS - *Technical Services Librarians Matter at Your Library: Finding a Career in Technical Services* – Roberta Pilette, part of a panel, April 2013
- Bristol Historical Society, Bristol CT - *Preserving Your Personal Papers and Collections*, presentation– Christine McCarthy, May 2013
- YUL SCOPA - exhibition planning in the Library, panel member – Kerri Sancomb, Spring 2013
- Rare Book School New Haven, CT - *Advanced Manuscript Studies*, lecturers – Marie-France Lemay & Karen Jutzi, June 2013
- Yale University, *Advanced Latin Paleography* class, class lecture on bindings – Karen Jutzi, March 2013
- Heritage Preservation’s “Connecting to Collections” webinar series
 - “Adventures with Odors in Collections” – Tara Kennedy, Number of attendees: 120 virtual attendees
 - “Mold and Mold Remediation” – Tara Kennedy, Number of attendees: 211 virtual attendees

Training

All managers encourage staff development. This is done through a variety of sources—the University Learning Center offerings and scholarships or awards granted by professional organizations. Below is a selection of some of the training activities.

University/Library courses & workshops

Leading Through Change, Coaching, Extraordinary Leaders – Roberta Pilette
Great Managers – Robert Klingenberger
C&T Performance Management – Christine McCarthy, Paula Zyats
Public Speaking for Librarians workshop – Marie-France Lemay

Other courses

Rare Book School, New Haven, CT, *Medieval & Early Renaissance Bookbinding Structures*, June 2013 – Karen Jutzi

PERSONNEL

At the start of FY13, Paula Zyats’ and Marie-France Lemay’s positions were re-classified from the ‘conservator’ track to the ‘librarian’ track where they are now classified as ‘conservator librarian’. This was part of the University’s review of all job classifications.

A successful search to fill the new position of Digital Preservation Manager was conducted with the position filled as of September 3, 2013.

New staff members to the department in FY13:

Ansley Joe,	Conservation Assistant	September 17, 2012
Fionnuala Gerrity	Conservation Assistant	April 8, 2013
Lawrence Martins	Technical Assistant	June 3, 2013 [project term]

Andrew Hungaski Technical Assistant April 8, 2013 [project term]

Staff members who have left during FY13:

Ronel Namde Conservation Assistant July 6, 2012

Andrew Hungaski Technical Assistant June 28, 2013 [project temp]

PRESERVATION SERVICES OFFICE

Tara D. Kennedy, Preservation Services Librarian

Staffing as of June 30, 2013:

C&T Staff

Ellen Zemina

Binding Assistant

Level B

Overview

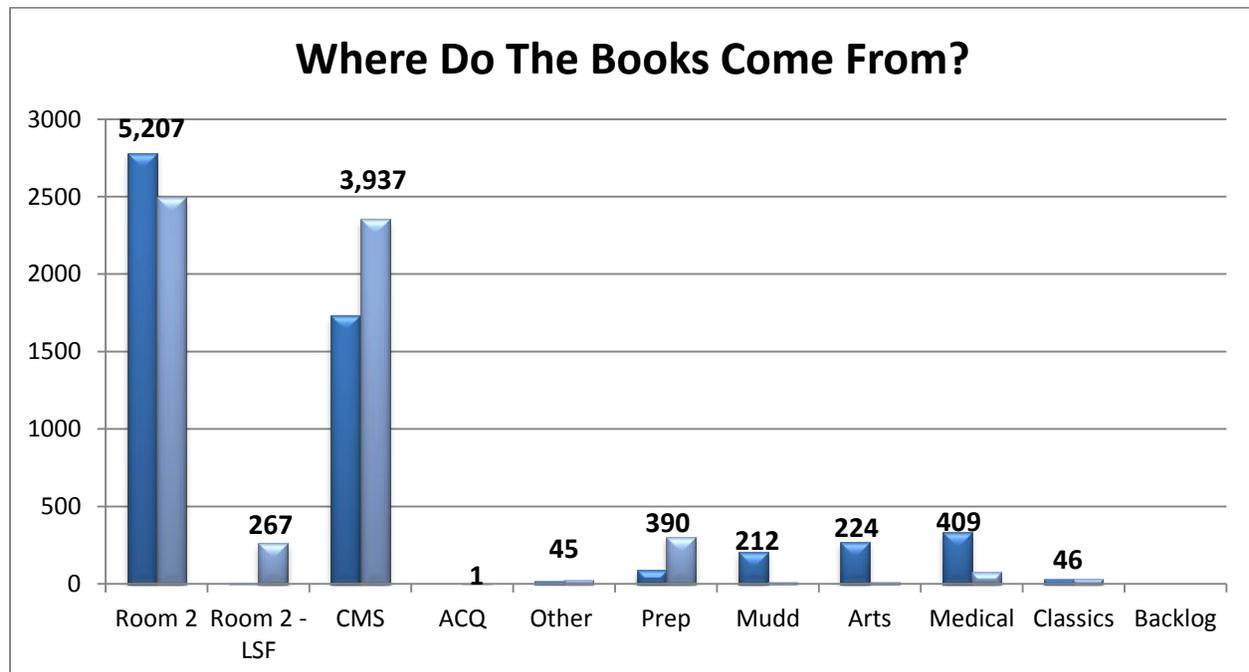
Preservation Services (formerly Preservation Field Services) primary activities consist of preservation review of circulating and reference collections; monograph binding; mass deacidification; and commercial boxing. The name was changed from Field Services to Preservation Services to more clearly identify the unit's activities. Other preservation-related activities include environmental monitoring and reporting; HVAC consulting; emergency preparation and response; collection surveys; and preservation education and outreach across the Yale Library system, other institutions, and the general public.

Activities

Preservation Review

Kennedy reviewed **11,035 books** from circulating and cataloging backlog collections this fiscal year, with an average of **237 volumes per week**. That is an increase of almost double the amount of materials from last fiscal year (5,362 books). The total number of books from last year is less than the total amount received this year from Access Services (SML/Bass) alone! Below is a table demonstrating where the volumes originated before coming to the Preservation Department for review.

The boldface at the top of both blue columns is the total number of volumes from each location:



Notable statistics:

- Fifty percent (50%) of the reviewed items come from SML Access Services and Bass Library
 - Preservation Services saw a 59% increase in damaged circulated materials, which is most likely due to the training performed by Kennedy reminding Access Services staff to put damaged items onto the Preservation Review truck.
- Thirty-six percent (36%) of the reviewed items come from CMS
 - Preservation Services saw a 32% increase in recently-cataloged materials coming to Preservation, due to the push to process all cataloging backlogs.
- Monograph binding is the most frequently designated treatment for materials (6,537 books; 59%)
- Collections Conservation is the second most frequent treatment designation at 21% (2,340 items); most of these materials are for rehousing
- Searching titles due to condition (brittle, damaged) is 14% (1,544 items)
- Preservation Student Assistant, Annie Schweikert, searched 1,320 titles during the academic year
- Kennedy made preservation reformatting decisions on 1,598 titles that were previously searched
- International Collections & Research Services (ICRS) was added as a review point to assist with backlog processing

Monograph Binding, Mass Deacidification, and Commercial Boxing

About midway through the FY13 these services moved to Preservation Services Digital Reformatting & Microfilming Services (DRMS) to allow that unit to focus on reformatting. With the added services Preservation Services also gained a staff member, Ellen Zemina, binding assistant.

The most notable activity was the Request for Quote (RFQ) for book binding services. The process resulted in changing commercial binderies. Acme-HF Group Bindery was chosen as the new bindery for YUL for the following reasons:

1. New computer binding software (ABLE) to replace the outdated LARS program: ABLE is browser-supported, allows for electronic transfer of binding data to the bindery, and all of our binding data will be backed up by the bindery in one location instead of spread out in multiple locations.
2. Simplicity and clarity of invoicing; this was especially important to the Business Office and the auditors for tracking deposit accounts.
3. Monograph and serial binding samples were of great quality at a more competitive price. For example, we will be saving over \$1 per bound serial volume compared to our previous binder.

More improvements and changes will be made in the new fiscal year as we adjust to the new system, vendor, and procedures. This fiscal year, Binding Assistant, Ellen Zemina, had 12,713 volumes bound, including pamphlets and graduate student theses.

Mass deacidification will be re-examined in terms of guidelines and procedures in the coming year. FY13 the Preservation Department spent \$19,647 on mass deacidification. There were 956 volumes and 26 pounds of music scores treated. This is a about a 25% decline from FY12 in material deacidified.

Commercial boxing is handled by two outside vendors: Custom Manufacturing Inc (CMI) and Talas. The Preservation Student Assistant performed the measuring and assembly of 1,173 archival boxes for fragile collection material.

Environmental Monitoring and Reporting

Kennedy has completed her work with the Image Permanence Institute (IPI) on *Research on Energy Saving Opportunities in Libraries* project that began in 2009, sponsored by the Institute for Museum and Library Services (IMLS). Initial projections anticipate that this initiative will result in a 30% savings on electricity alone; the HVAC shutdowns will continue for the foreseeable future. A final report by IPI staff will be available in the spring/ summer of 2014. For more information on this project, please see www.ipienergysavings.org.

Kennedy reviewed the environmental data that had been collected for a number of years at the Medical Library. It was a useful exercise: in her review of the data, she uncovered a malfunction in the new air handler dehumidification system that was conditioning the new Rare Book Reading Room in the Medical Historical Library. The malfunction was resolved quickly due to Kennedy spotting the problem in the environmental data and being able to interpret the problem. Additional issues were discovered that are in the process of being examined with Yale Facilities.

She also reviewed the exhibit cases in the front part of the Medical Library, the Rotunda, and the Medical Historical Library, in terms of their lighting and potential offgassing from inferior materials used to construct the cases. She coordinated a visit from SmallCorp to review the cases and propose upgrades to the cases that would improve the light levels, reduce the heat gain from the ballasts in the old lighting system, and reduce offgassing from inferior materials in the older cases. Proposals have been made by SmallCorp and the Medical Library will be fundraising in order to make the necessary improvements for the exhibit cases.

Kennedy also worked with the Walpole Library on some of their preservation needs including the new environmental monitoring online data collecting software (eClimate Notebook); and provided suggestions to solve with the dampness problem in Muniment Room, which consisted of replacing the older dehumidifier in the space. She also assisted with HVAC designs and review for the HSR collections storage space at 344 Winchester.

Emergency Preparedness and Response

Kennedy coordinated the walkthrough and decision on a vendor in regards to the disaster response RFP this past winter. This resulted in the hiring of Belfor as the disaster response company for emergencies involving collections across the Library system. Kennedy also completed the collections prioritization emergency maps for the Classics Library and the

Beinecke. In addition, she met with Beth Morris and Mark Aronson about emergency planning needs for the British Art Center and its Library.

Collection Surveys

Two large-scale collection surveys were completed this fiscal year: the Manuscripts and Archives Reading Room housing survey and the Historical Text collections survey. She also participated as a surveyor for the Cushing Office collections for the Medical Historical Library.

Manuscripts and Archives Reading Room survey

Nancy Lyon, Archivist, for the Manuscript and Archives (MSSA) Department, requested a survey of the collections that reside in the main reading room in an effort to assess what preservation needs were necessary in order to relocate some of the collections to the Library Shelving Facility (LSF). The majority of the survey was conducted by Conservation Technician, Ansley Joe, and the analysis and report written by Kennedy. A survey based on sampling of the collection was conducted. During the survey visits, Kennedy and Joe examined 370 paper-based objects from the MSSA Reading Room, consisting of monographs, serials, pamphlets, photo albums, yearbooks, and other bound items.

As a result of the survey, following preservation needs were identified as needing to be addressed before the collection is sent to LSF:

- commercial pamphlet binder (87 items)
- commercially produced box (2,955 items)
- commercial binding (869 items)
- envelope (1,043 items)
- 4-flap binder (1,304 items)
- no housing or treatment (2,432 items)

Historical Text Survey

Lidia Uziel, Librarian for Western European Humanities in Humanities Collection & Research Education (HCRE), requested a Preservation Needs survey of the Historical Text Collection that resides in the Linonia and Brothers (L&B) Reading Room. Over the last 13 years, efforts have been made to preserve the collection, but no comprehensive survey has been conducted of the overall Collection to determine its preservation needs.

Kennedy examined 2,212 bound volumes from the Historical Text Collection in a span of 41 hours, consisting of monographs, serials, and pamphlets. Because of the various preservation treatments that were implemented over the years, each volume had to be examined to get an accurate picture of the preservation needs of the Collection. Therefore, the survey results are within 99% accuracy, with 1% accounting for human error.

During the survey, it was determined that there are some activities that need to take place before a preservation project can begin on the Historical Text Collection:

- Decisions need to be made to determine the eventual treatment of volumes in poor condition for which the Library already has reprint copies available

- Volumes need to have corrected catalog records, individual item records, and barcodes
- Environmental issues in the L&B Room need to be addressed, including the lack of screens in the windows (pest infestation evidence) and the active leaks (water and mold damage evidence)
 - If these issues cannot be addressed, another option is to relocate the Collection to another space

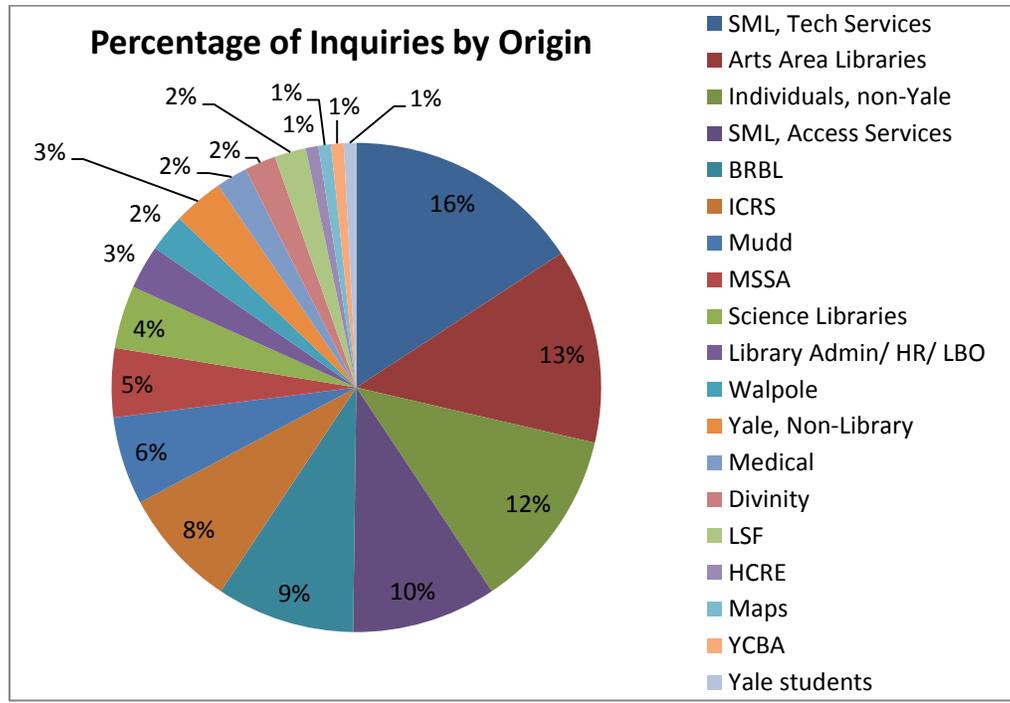
Once those issues have been addressed, the percentages of the Collection that need preservation attention and vendor costs associated with that work are the following:

- Mass deacidification: 32% of the Collection
- Commercial Binding: 21% of the Collection
- Replacement Copies: 7% of the Collection
- Fifty-eight percent (58%) of the Collection needs no preservation attention at this time.

Please note: It was thought that the survey included the entire collection, but additional volumes have been added to the collections since the survey. The numbers originally determined are now out of date as of the writing of this report.

Education and Outreach

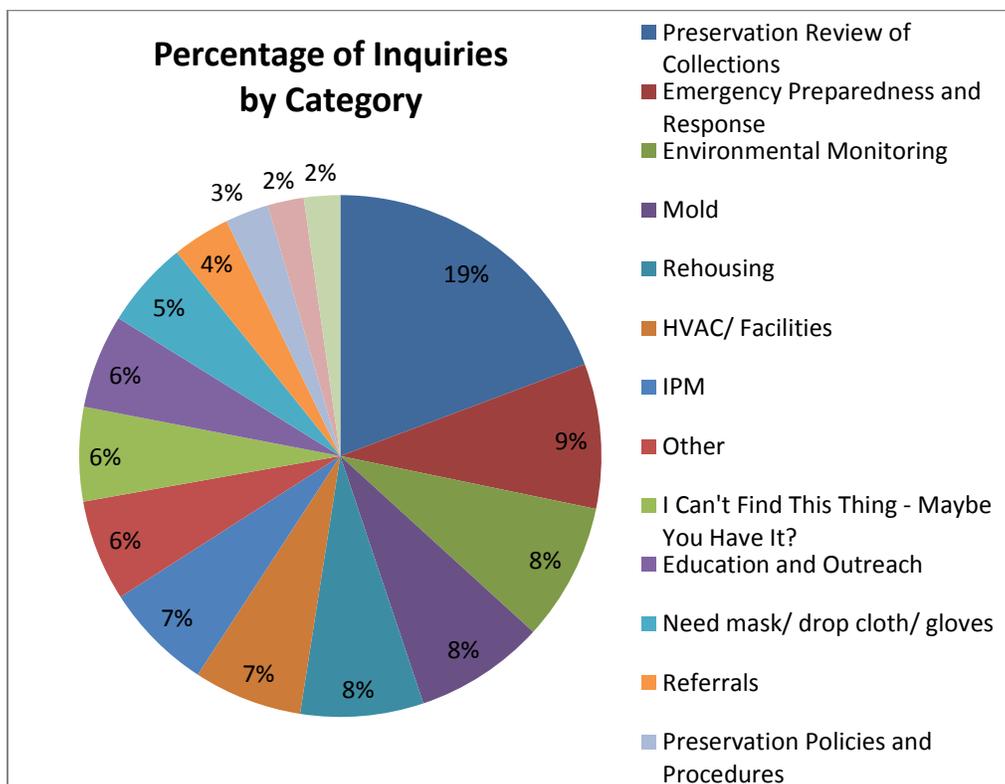
Preservation Services received and responded to 239 inquiries this fiscal year. Below is a pie chart demonstrating the division of the inquiries by collection/ library:



The top one-quarter of the inquiries come from **SML Technical Services (16%)** and **Arts Area Libraries (13%)** combined. **Individuals from outside of Yale** makes up the third largest

percentage (12%) and SML Access Services staff inquiries make up the fourth largest percentage (10%).

In terms of categories of the inquiries, below is a pie chart of that division:



Nineteen percent of inquiries involve the **preservation review** of circulating, reference, (and sometimes special) collections for library colleagues. The second largest category is **emergency preparedness and response (9%)**. The next three largest categories are each at 8%: **environmental monitoring and reporting, inquiries about mold, and questions about rehousing collections.**

For the first time, the Preservation Department is participating in Library-wide statistics gathering with the new online tool, LibAnalytics. Inquiries that came from outside of the Library were tracked in the new tool, resulting in 32 reference questions, which is 0.13% of all of the reference questions tracked in LibAnalytics for this fiscal year.

Specific education and outreach services from this fiscal year include:

- Preservation Outreach and Education Sessions:
 - Scan and Deliver care and handling training sessions: performed care and handling sessions for new “Scan and Deliver” service to all participating libraries; created weight kits and handouts for all participating libraries and departments; posted handout on department web site
 - Number of attendees: 27 Library staff

- Preservation for Access Services Staff: Worked with Access Services (especially Tom Bruno) to train all Access Services staff on putting damaged material on the Preservation Truck
 - Number of attendees: 37 Library staff
- Care and Handling Training for Medical Historical Library student assistants
 - Number of attendees: 3 students
- Care and Handling/ Housing Training for Music Library student assistants
 - Number of attendees: 8 student assistants
- Reviewed films in MSSA staff freezer to confirm film type; assisted in moving films to newly acquired storage freezer in MSSA basement, which is a more appropriate storage option than the refrigerator used by MSSA staff.
- Wrote proposal and coordinated cleaning of items in Zeta cage by Clancy-Cullen, Inc so that the items could be cataloged and integrated into the SML collections. In coordination with that project, Kennedy and Schweikert counted and organized the newspapers in the same area in preparation for decision-making and reformatting. Schweikert performed bibliographic searching on all titles so that selectors had appropriate information to make decisions on the materials. The materials will be processed in the coming fiscal year.
- Advised Math Library staff concerning moldy books in basement of Leet Oliver Hall; provided respirators and other protective equipment for staff to discard of moldy material; made sure masks fit staff properly
- Assisted Kissinger Paper processing team with mold remediation issues, including advise on vendors to copy and destroy original records

Department-Related Projects

- Worked on revising the collection and presentation of preservation statistics with Christine McCarthy, Chief Conservator, and Robert Klingenberg, Digital Reformatting & Microfilming Services head
- Spearheaded revising pseudo patrons for entire department, including changing notification to Access Services staff so that ILL or Borrow Direct can be used to get the item to the patron more quickly

CONSERVATION & EXHIBITION SERVICES (CES) – *Special Collections Conservation (SCC), Collections Conservation & Housing (CCH) & Exhibit Preparation (EXS)*
Christine McCarthy, Chief Conservator

Staffing as of June 30, 2013:

M&P Staff

Paula Zyats	Assistant Chief Conservator	(SCC)
Marie-France Lemay	Paper Conservator	(SCC)
Laura O'Brien-Miller	Conservator Lewis Walpole Lib	(SCC) .5 FTE
Kerri Sancomb	Exhibition Preparator	(EXS) (term exp3/28/14)

C&T Staff

Karen Jutzi	Conservation Assistant	Level E	(SCC)
Zenaida Lantuch	Conservation Assistant	Level D	(CCH)
Ansley Joe	Conservation Assistant	Level D	(CCH)
Fionnuala Gerrity	Conservation Assistant	Level D	(SCC)

Overview

Under the direction of the Chief Conservator and the Assistant Chief Conservator, Conservation & Exhibition Services (CES) preserves access to collections through single-item and collection-level conservation treatments and the creation of custom housings for books, works on paper, photographs, and other objects from both the Library's general and special collections. In addition, the unit carries out a program preventative activities and services to protect collections from the risks associated with loans and in-house display. The work of CES is driven by the use of the collections by individual students, faculty, and researchers; and by the cataloging and processing of newly and previously acquired collections.

In concert with the Preservation Services Librarian and the Beinecke Rare Book Library's Preservation Coordinator, CES staff provide 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. Conservation & Exhibition Services also provides information to the public on conservation practices at the Yale University Library and best practices for preserving personal collections.

Treatment and Protective Housing Activities

In FY 2013, CES treated and/or housed a total of 3,849 items from the Yale University Library's various circulating collections, libraries, reference collections, archives, and special collections. This work was carried out in three main laboratories in Sterling Memorial Library. Additional activities took place on-site at the Beinecke Rare Book Library (BRBL), the Lewis Walpole Library (LWL), and the Cushing Medical Library (MED).

In 2012-2013, CES completed the following:

- 1,171 conservation treatments for bound volumes (printed books, scrapbooks, bound manuscripts, and pamphlets/tracts)

- 90 conservation treatments for flat paper or parchment works (drawings, prints, parchment documents, papyri, and manuscripts)
- 24 conservation treatments for photographic works (photographic prints, glass slides or negatives, and cased images)
- 36 conservation treatments for objects or “other” (children’s toys, textiles, regalia, and other 3-D objects)
- 2,678 custom-fitted or designed housings for collection objects

Detailed statistics can be found in Appendix IV. (*The BRBL and LWL annual reports include statistics on housings, some treatment (LWL) and outsourced treatment not reflected in CES statistics.*)

Significant Programmatic Accomplishment(s) or Change(s) in Conservation Treatment/Housing 2011-2012:

- *Gen Mss 151 Jonathan Edwards Family Paper (BRBL)* – Jutzi began a major condition assessment and treatment project for the sermons and other papers of Jonathan Edwards. This work was undertaken as part of an NEH grant awarded to Yale’s Jonathan Edwards Center to digitize the entire collection of handwritten sermons and other works. Jutzi evaluated the condition of each item in the collection and carried out treatment and rehousing as necessary to stabilize the materials for the imaging process. In 2012-13, Jutzi assessed 1209 items, mostly handwritten sermons, and carried out treatments for 142 items.
- *Arcadia Year 4 Project, Old Yale Persian Texts (South Asia, ICRS)* – McCarthy, Joe, and Lantuch executed treatments and housings for 19 titles selected by South Asia Librarian, Sarah Calhoun, for improved access, cataloging, and digitization. Although the titles were from the circulating stacks, they presented atypical treatment needs due to their publication origins and non-Western binding styles. Washing, usually reserved for special collections treatment, was carried out for a number of volumes to improve paper flexibility and remove damaging previous repairs that covered areas of text.
- *Papyri Collection (BRBL)* –With the hiring of a papyrologist by the BRBL to reinitiate processing of the Library’s papyri collection, Zyats researched treatment and housing protocols for papyri. Initially archivists thought that the conservation needs would only be housing, but once the papyrologist began working with the collection, it became apparent that much of what was to be processing also needed treatment to separate papyri text adhered together and reused as mummification wrappings. In addition, some of the earlier housing efforts did not address some basic stabilization issues, such as flattening creases and folds or removing old repairs that compromised the legibility of the text . After consulting with specialists in the US and abroad, Zyats redefined the approaches to physical care and housing for the materials. She also undertook treatment trials to separate the mummy wrappings. Zyats identified a graduate student with some conservation experience and a background in ancient languages who could carry out housing of the papyri fragments under her careful supervision.

Research and Other Special Projects

CES 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, Library and University-wide initiatives.

Significant Programmatic Accomplishment(s) or Change(s) 2011-2012:

- *MS 828 (BRBL)* - Lemay worked with graduate student Liz Hebbard, to examine the pigments used in an initial in the text of MS 828, a 12th century manuscript. Lemay provided an examination of the initial under magnification to shed light on characteristics of the pigment not visible to the naked eye in the reading room. The observations made through microscopy proved useful to Ms. Hebbard's study of the origins of the manuscript and possible subsequent corrections. Ms. Hebbard used several photographs by Lemay taken with a USB microscope and other conservation information in a paper that Hubbard presented at Ohio State University in October of 2012.
- Conservators continued to engage with Yale's West Campus centers for preservation, conservation, and scientific research. Conservators served as conduits between scientists and curators interested in understanding the scientific testing and research capabilities and to frame a number of potential projects. Conservators also contributed to laboratory planning and design for the conservation facilities to be built at West Campus.

Exhibition Support Services

In FY2013, Conservation & Exhibition Services staff continued to review and treat material for exhibits, to mount and support objects, and to help plan and install exhibits at the BRBL, SML, Manuscripts and Archives' Memorabilia Room, the Hass Family Arts Library, and the Lewis Walpole Library. Exhibits Production Coordinator, Kerri Sancomb, provided expertise and assistance to individuals or groups (Library staff, students, alumni, and student organizations) working on 33 exhibitions over the course of the year. Sancomb coordinated and established production schedules for all exhibits planned through 2014 for all supported venues except the BRBL. This year the Library's exhibition spaces showcased approximately 1300 items from the Library's collections. Exhibition and loan statistics are found in Appendix V.

Significant Programmatic Accomplishment(s) or Change(s) in 2012-2013:

- Sancomb participated in the interviews for the new BRBL curatorial assistant, Olivia Hillmer. Sancomb oriented Hillmer to existing production workflows and procedures. She also initiated a meeting between Hillmer and Bill Landis, MssA, to talk about how MssA uses Aeon for item level tracking of exhibit objects.
- Sancomb and conservators, Lemay and Zyats, coordinated treatment workflows for items selected for display in the BRBL's exhibitions celebrating the 50th anniversary of the collection. Because these exhibits were designed to showcase the treasures of the collection, more treatment was needed than typically is done for exhibitions. In addition, the items selected for the three major building shows presented new mounting and display challenges. Sancomb and the conservators worked around

unusually tight deadlines to make sure that the collections were in the best condition possible for these important shows.

- The BRBL 50th exhibitions also created a need for an in-house matting and framing service to facilitate curators ambitious plans to display flat paper and parchment objects in and around the tower. Sancomb and Lemay worked out a system for reusable standard sized frames. They worked with Hillmer to build an initial stock of frames and carried out the on-site installations. This new system improves the preservation of materials on display, cuts out the need for coordination through a middleman (frame shop), and will ultimately create some cost savings and greater flexibility over time.
- Lemay and McCarthy installed an exhibit at the BRBL of four Tibetan thangkas. The exhibit was in conjunction with *Himalayan Connections: Disciplines, Geographies, Trajectories*, an interdisciplinary workshop held on campus March 9-10, 2013.
- Conservators prepared items for display for *The Tale of the Japanese Folding Screens: A Journey from Japan to Yale*, an event organized by the East Asia Library to celebrate completion of a multi-year conservation project. Lemay, who had served as the consulting conservator for these outsourced treatments, provided translation assistance to Haruko Nakamura for sections in her lecture dealing with Japanese materials, tools and techniques of conservation.
- Sancomb and other staff provided essential support and expertise to a number of high-profile Memorabilia Room exhibits tied to donor cultivation and/or University events. Most notable were *Richard C. Levin President of Yale, 1993 - 2013: An Exhibit of Documents Highlighting His Accomplishments and Aviators, Authors, and Environmentalists: Exploring the Lindberg Papers and Photographs in Manuscripts and Archives.*
- Sancomb worked closely with Amanda Patrick and University Printer's office on standardizing YUL exhibit text graphics. Sancomb provided examples and descriptions of current/past label guidelines and offered insights into the production workflow for YUL.

Loan Services

SCC's conservators worked on 26 loans for exhibition involving 83 items from YUL collections and an additional 217 items from a private collector. Services included: condition assessment, review of facilities reports, condition reporting, treatment, mount recommendations, and packing assistance. Staff also assisted with transport and insurance arrangements for those collections that do have assigned staff in the role of a registrar.

Significant Programmatic Accomplishment(s) or Change(s) in 2012-2013:

- Sancomb and McCarthy served on a BRBL task force charged with examining the loaning of materials for exhibition by the BRBL. The task force recommended creating and following stricter timetables for loans, maintaining a clear communication path, articulating policies in greater detail to borrowers upfront in the process, and giving the Preservation Coordinator, who serves as the registrar for loans, the primary responsibility for loans once curatorial approval is in place.

- Sancomb coordinated the loan of BRBL, Divinity, and EAL materials to the Himalayan exhibit installed in the table cases in the Memorabilia Room. This exhibit was curated by faculty. Non-Library staff curators (especially students and student groups) were more inclined toward cross-collection borrowing as they tended to see all of the campus' collections as a more seamless collective.
- Zyats evaluated the condition of 16 items (13 from the BRBL and 3 from MssA) and oversaw their installation at the Yale Peabody Museum for *Echoes of Egypt*, which opened in April 2013. Zyats collaborated with the exhibition's curator and the Peabody's exhibition production staff to design safe lighting for the papyri and special cradles for oversized bound volumes. Zyats worked on-site at the Peabody to carry out necessary page turns and assisted with the installation of bound items loaned by the library at the YCBA.

Development, Education, and Outreach

Throughout the year, CES staff consulted with members of the campus community and general public, providing information on the care and conservation of collections. Staff also lent their expertise in materials science and historical production methods to research projects, campus teaching, and outreach efforts. A statistical breakdown of consultations and item reviews by collections, topics, and requestors can be found in Appendix VI.

- *Traveling Scriptorium Medieval Material Culture Teaching Kit* – The *Traveling Scriptorium Kit* was used in 11 class sessions in 2012-2013. Nine of those class included conservation staff as instructors or guest lecturers. The kit's impact now extends beyond the English Department faculty who were initially interested in the kit. Elana Herzog from the School of Art used the kit for her class on paper and Theresa-Fairbanks-Harris from the Yale Center for British Art incorporated the kit into a Mellon workshop she hosted in the summer of 2012. Staff and the *Traveling Scriptorium* were part of class sessions for two Rare Book School courses hosted at the BRBL and a seminar on color held at the YCBA. Lemay and Jutzi created two new printed booklets or study guides in response to specific course needs for undergraduates. O'Brien-Miller created a true-to-life sized model of a parchment skin stretched on a wooden frame. The blog continues to receive attention world-wide – there were 10,058 visits to the site's content pages in 2012-2013. Several sites now link to the blog including YUL's Technical Art History and Conservation Research guides, Syracuse University's book arts library subject guide, and Wikipedia's pages for iron gall ink. Conservation staff added three new posts this year on iron gall ink, verdigris, and binding structure. Statistics regarding blog views and topics searched are in Appendix VII.
- In FY 2012-2013 Conservation & Exhibition Services responded to 100 requests for consultation, information, and treatment/housing work separate from the unit's standing workflows. The standing review meetings, which were established with the Medical Library and MssA helped to reduce the number of individual consultation requests.

Changes and Challenges:

Staffing

- Staffing levels were inconsistent throughout the year. CCH operated with only one of the two conservation assistant positions in place from July through mid-September. SCC also functioned with only one of its two conservation assistant positions in place from July 2012 through April 2013.
- Conservation & Exhibition Services conducted three searches to fill vacancies. Two conservation assistants, Joe and Gerrity, were hired to address serious understaffing in both general and special collections conservation. An unsuccessful search for an entry-level conservator for special collections resulted in a rethinking of the position and a reposting at the end of the year for a managerial conservator position to oversee CCH operations.
- Sancomb took a 3-month maternity leave between February and April of 2013. Other staff in CES took on additional work assignments to execute exhibits work while Sancomb was away. Sancomb's efforts to advance the planning for all exhibits and her proactive organization of the work made it possible for other staff to step in, supervise her student assistant, and keep everything on schedule.
- In September of 2013 the Medical Library began routinely utilizing the services of the Department. McCarthy set up biweekly and then monthly consultations with Melissa Grafe, the John R. Bumstead Librarian for Medical History, to address the Medical Library's conservation needs. Ongoing large-scale digitization projects required additional time for item condition reviews so other conservation staff also contributed time to this project. The annual allocations of staff time for libraries and collections other than the BRBL is relatively small, so other collections were not served as well while this arrangement with Medical was established.

Exhibition & Loans

- Exhibition workflows were affected by staffing and other changes that occurred at the BRBL and MssA. The BRBL appointed a curator to lead their exhibition program and hired a curatorial exhibitions assistant. These changes required Sancomb to renegotiate roles and responsibilities and to begin adjusting the workflows. The appointment of Rebecca Hatcher as the BRBL Preservation Coordinator full-time beginning in November 2012 left a void in MssA in the workflow that was ultimately filled by Bill Landis. Sancomb worked closely with Landis on Memorabilia Room exhibits so that Landis could become oriented to the process. Sancomb and Landis began discussing possible changes to the approach to the Memorabilia Room exhibition program. These discussions are ongoing and will continue with a broader group in 2013-2014.
- Instituting a more consistent or standard graphics presence into the existing exhibition program's workflows proved to be quite challenging. Marrying the design goals of the University Printer's office with the available human and monetary resources allocated to exhibits was no small feat and work is ongoing to test templates and create a sustainable model.
- There were recurring problems this year with identifying the correct items for loan requests. There were a number of errors in item lists submitted for *Echoes of Egypt*,

which resulted in conservators reviewing the wrong items and in one instance a major mount had to redone as it was based on the wrong book. On several occasions the wrong items sent to SCC for condition reporting because lists did not have correct call numbers or several items in the collection had similar call numbers. All of these issues created time delays and redoing of work, but prompted more careful scrutiny of requests and confirmation of selections by the BRBL Preservation Coordinator.

DIGITAL REFORMATTING & MICROFILMING SERVICES (DRMS)

Robert Klingenberger, Head

Staffing as of June 30, 2012:

Stephanie Sherry	Acquisitions Assistant	Level D
Agnes Wnuk	Cataloging Assistant	Level C
Edith Fortes	Acquisitions Assistant	Level B
Jef Wilson	Technical Assistant	Level B
Andrew Hungaski	Technical Assistant	Level B [project term]
Lawrence Martins	Technical Assistant	Level B [project term]

Overview

Digital Reformatting and Microfilming Services (DRMS) provides a spectrum of services with regards to the preservation of information content from printed volumes and on obsolete audio-visual media. Working with a wide variety of vendors and numerous other departments from across the library system, DRMS preserves and provides access to the intellectual content of both the written word and audio visual media.

Services are provided in the following areas:

- Microfilming: used predominately on serials and newspapers
- Digital conversion of text and audiovisual materials
- Technical Quality Control (QC) of all files resulting from digitization activities in Yale University Library including those generated from grant-funded projects and patron requests for access to AV formats
- Catalog updates of preservation actions and creation of catalog records for print, digital, and microfilm replacements and surrogates
- Digitization workflow planning

Activities

Reformatting: Microfilming

Microfilming continues for multi-volume sets and serial runs especially in cases where earlier portions of a run have already been microfilmed. During the past year 548 volumes representing 204,764 pages were microfilmed at a cost of \$62,604.80 (\$0.54 per image)

Reformatting: Digitization

Digitization continues increasingly to become the method of choice for reformatting of damaged and embrittled print materials. During the past year 165 titles representing 54,181 images were digitized through our commercial vendor at a cost of \$30,968. (\$0.43 per image)

YUL IT infrastructure has not yet reached the point where the results of preservation digital reformatting can be viewed by patrons in electronic form. Progress toward building a Fedora/Hydra repository with a Blacklight search and delivery layer has focused on the Arcadia projects and has not yet turned attention toward the 165 titles digitized as part of Preservation's ongoing operational workflow, or the hundreds of volumes digitized in past

years. No progress was made in the inter-departmental effort toward achieving a capacity to ingest ACCESS copies of our digitized materials into the HathiTrust.

324 damaged and brittle titles otherwise requiring digitization were found to have a digitized version already in HathiTrust. For these titles, e-variant records were created by DRMS staff and a link to the HathiTrust copy provided. Thus, Yale avoided the expense of digitization because another academic institution had already done so at a level which meets the Library's standards. At an average of 300 pages each per volume, this saved the Library \$31,104.

The absence of access to a digital copy necessitates that all material which is digitized must also be printed and bound into a physical reprint to allow access. This resulted in an additional \$7,670 to cover the cost of printing and binding each of the 165 books digitized. That amount could have allowed for the digitization of an additional 17,836 pages of materials or approximately 59 more books. The ability to access the digital version of a title without incurring the cost of printing and binding each volume would also allow for more materials to be digitized rather than microfilmed.

Reformatting: Digitization of Audio-Visual (AV) Materials

As analog formats become threatened and then obsolete, meeting researchers' needs to access content stored on analog AV formats becomes increasingly common. During FY 2012-2013, DRMS handled twenty-one requests for digitization of AV consisting of 240 items containing 294 digital files on behalf of Beinecke and Manuscripts & Archives.

In addition, after all inventory and ingestion was completed for the Arcadia Year 3: *South Africa Now* digitization project was completed, it was determined that the vendor had failed to send digital files for thirty-nine (39) of the 2,355 tapes sent to them. DRMS contacted the vendor, confirmed their oversight and managed the digitization of the remaining tapes including QC.

Catalog Updates

DRMS is responsible for creating new catalog records for microfilm or digital surrogates which we create as well as adding Preservation Action Notes (583 fields) to indicate that the original item has been digitized, boxed, withdrawn, microfilmed, etc. During FY 2012-13, DRMS created or modified a total of 2,022 catalog records including 891 new Bib records for microfilmed, digitized, or reprinted volumes; 99 for linking records to HathiTrust or Internet Archives digital surrogates, and 147 for post-digitization reprints.

957 books were identified for withdrawal either post-reformatting or because YUL has other functioning copies of the same edition of that title.

Operational Changes

The tasks of commercial binding and mass deacidification were transferred to the newly redefined Preservation Services unit under Tara Kennedy. This move completed a process which had begun the year before where Tara continued to be responsible for the assessment of the best preservation action for damaged materials from Circulation and Cataloging.

The primary focus of efforts in DRMS has been to keep up with the demands of digitization projects. Other activities, including the digitization of the Department's "operational workflow" which comes to us through Circulation and Cataloging had to take a back seat to Arcadia projects approved for year four as well as the unexpected addition in January of the Joel Sumner Smith materials from both Sterling and Beinecke. In addition, a large increase was noted from Cataloging. This was the result of backlog clean-out project to facilitate repairs and remodeling of their departmental offices.

The workflow management tool for Item Condition Evaluation (ICE) was defined and preliminary database design was coordinated with Library IT Enterprise Systems who took over the development of the tool in June 2012. Because of its potential value to Digital Initiatives, development of this tool as an independent solution for use by DRMS was canceled pending further consideration. The pending needs of the Kissinger Project resulted in the offer to use money from that project to fund the creation of the tool as it is required for efficient management of the materials to be digitized and reprinted as part of the Kissinger project.

The sources of damaged materials continued to be materials identified by Circulation staff upon check-in and print and audio-visual (A/V) materials for digitization from projects and/or user requests made to Beinecke or Manuscripts and Archives.

To update our processes, workflow for materials from Circulation and Cataloging has been transitioned from paper to a series of inter-connected Excel spreadsheets. This step was initiated both to increase efficiency of work and statistical reporting as well as to transition away from paper towards a solution similar to what the ICE workflow tool will do. Staff have now acclimated to use of an on-line platform for the management of daily work tasks and most have gained sufficient understanding of the implications to be able to suggest adjustments to the on-line tools to increase efficiency and reduce error.

The secondary focus has been on the library-wide efforts to develop a Fedora/Hydra repository with a Blacklight search and delivery layer which involves participation in a half-dozen library-wide committees and task forces.

Projects

Arcadia Year 4: Persian Medical

DRMS performed QC for digital images created by Yale Photo & Design which were stored on a server at Yale School of Medicine. When the server failed, DRMS switched to doing QC from hard drives to continue the process on schedule while repairs were made on the server. In total, QC was done for 57 volumes containing a total of 25,881 image files. All materials were completed during FY 2012-13.

Arcadia Year 4: Durand Collection Han Nom Materials

The Durand Collection consists of materials in two manuscript series.

Series 1 consists of traditional East-Asian bindings. Some volumes required disbinding prior to digitization and so were sent to the Northeast Document Conservation Center where they could be disbound as needed and digitized. During FY 2012-13, a total of 34 volumes consisting of 3,379 images were prepared for digitization, shipped and QC'd. Remaining volumes were digitized during the first quarter of FY 2013-14.

Series 2 consists of hand-written and wood block text in both Han-Nom and modern Vietnamese orthographies. These texts are in western-style composition books. The paper is not brittle or damaged and the materials did not require disbinding. These materials were sent to the vendor HF Group's Document Conversion Solutions (HF-DCS) facility. During FY 2012-13, a total of 105 volumes consisting of 10,452 images were prepared for digitization, shipped and QC'd. Remaining volumes were digitized during the first quarter of FY 2013-14.

Arcadia Year 4: Old Yale Persian Philology

DRMS worked with Sarah Calhoun, Curator for South Asia to assess the physical condition of materials for digitization and to prepare the materials for shipment. Files resulting from digitization had not returned from the vendor, HF-DCS, by June 30, 2013.

Arcadia Year 2: Joel Sumner Smith-Sterling

In January 2013, DRMS was asked to complete the digitization of the remaining materials from the Joel Sumner Smith collection residing in Sterling. An RFP was written and awarded to The Crowley Company. The remaining 820 volumes consisting of 156,148 pages were prepared for digitization and shipped to Crowley for digitization. QC will be conducted during FY 2013-14.

Arcadia Year 2: Joel Sumner Smith-Beinecke

In January 2013, DRMS was asked to conduct the digitization of the materials from the Joel Sumner Smith collection residing in the Beinecke Rare Books Library. An RFP was written and awarded to The Crowley Company. The 179 volumes consisting of 39,712 pages were prepared for digitization and shipped to Crowley for digitization. QC will be conducted during FY 2013-14.

Mudd Microfilm Relocation

An initial inventory of the microfilm holdings located in Mudd in November and December of 2011 resulted in identification of 18,000+ reels of film. Catalog updates to change the storage location to LSF and clean-up some technical abnormalities in the records (including the 1,800+ reels belonging to the Divinity School Library) have been completed. All microfilm material was removed from Mudd well before the April 2013 target date. Cataloging for all reels has now been completed with the exception of those titles where the initial catalog record was inaccurate and/or incomplete. These "problem reels" will be completed during FY 2013-14.

Kissinger Collection Digitization Project

Preparations for the digitization of the combined holding of Yale University Library Department of manuscripts and Archives and the Library of Congress included the mapping of a potential workflow and the creation of an RFP. The Crowley Company was selected to do Phase I

(digitization) of the materials. The Bridgeport Bindery was selected to do Phase II (reprinting) of the materials.

Jonathan Edwards Project

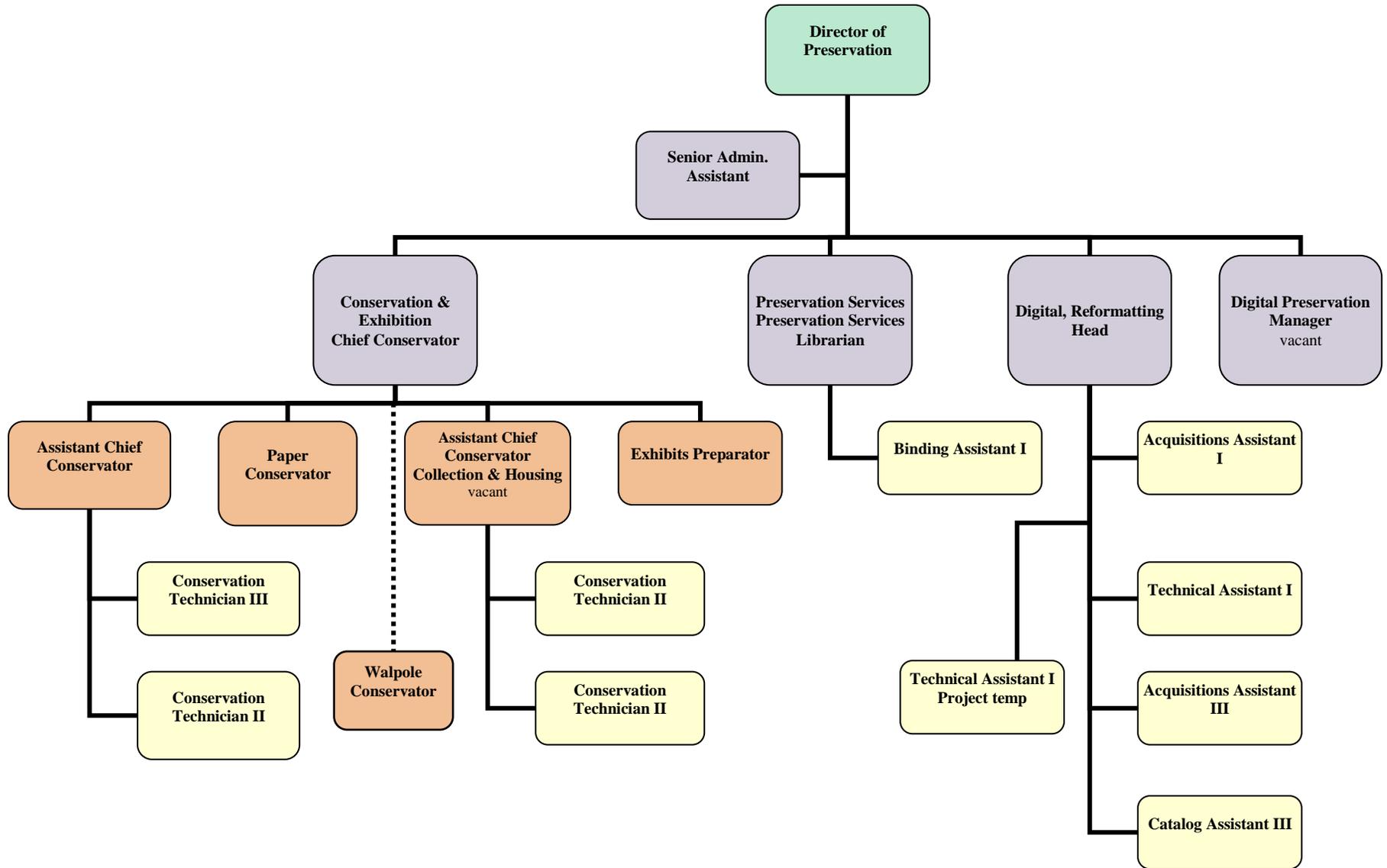
At the request of the Beinecke, an RFP was written for the digitization portion of the Jonathan Edwards Project. The Beinecke determined that it would decide which vendor would be awarded the work, so the involvement of DRMS was limited to creation and distribution of the digitization RFP.

Benny Goodman Film Collection Assessment Project

In preparation for submitting a grant for the preservation and/or digitization of the Benny Goodman Film collection held in the YUL Music Library, DRMS conducted a condition assessment of 144 items in the collection. The collection was selected to be part of the Arcadia Year 5 grant award.

Collaborative projects with other institutions or departments included consultation with Cataloging, Acquisitions, Collections, Circulation in anticipation of ICE database tool's potential to be modular and include interfaces for those departments.

Appendix I
Program and Staff Organization Chart
 June 30, 2013



**Appendix II
Preservation Department Statistics
Fiscal Years 2012-2013**

NEEDS IDENTIFIED	Total # Items from all Library Collections	
Reviewed for Preservation Action(s)	FY 2012	FY 2013
<i>Total Items Reviewed:</i>	8,924	25,762
<i>Percentage Change Previous Yr (+/-)</i>		35%
<i>% of overall Library Collection</i>	0.064%	0.184%

NEEDS ADDRESSED	Total # Items from all Library Collections	
Preservation Action(s) Completed	FY 2012	FY 2013
<i>Conserved/Rebound</i>	890	13,934
<i>Housed</i>	2,350	3,851
<i>Digitized</i>	2,307	304
<i>Total Items Work Completed:</i>	5,547	18,089
<i>Percentage Change Previous Yr (+/-)</i>		31%
<i>% of overall Library Collection:</i>		0.129%
<i>% of Items identified:</i>		70%

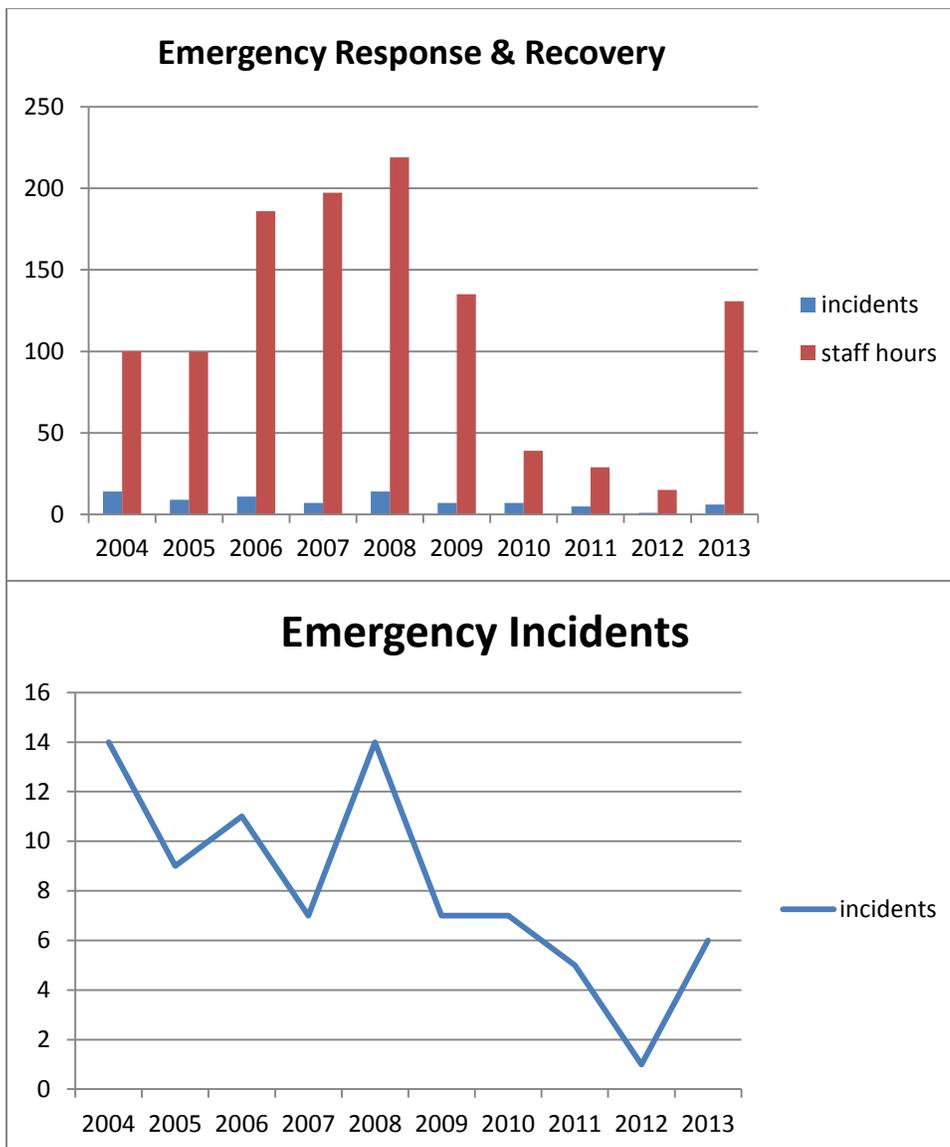
	Total for all Library Collections	
Preservation Exhibition & Loan Support	FY 2012	FY 2013
Exhibitions supported	40	33
Items exhibited	0	1,312
Loans supported	20	26
Items loaned	150	83
<i>Percentage Change Previous Yr (+/-)</i>		14%

	Total # for Library, Campus, and General Public	
Preservation Outreach & Education	FY 2012	FY 2013
Consultations & Inquiries	373	341
Outreach/Teaching Sessions	7	24
Number of attendees	47	508
Tours	8	11
Number of Visitors	8	35

**Appendix III
Events Requiring Emergency Response and Recovery
FY 2012-2013**

Date	Where	Library Materials Affected	Library Staff hours used in response & recovering materials (hours)
08/10/2012	SML Frontlog Leak	306 volumes	16.5
08/10/2012	Law Library	5 volumes	59.5
08/10/2012	Divinity Library	Unknown	22.25
09/11/2012	Arts Library	None	24
03/28/2013	L&B Room	193 volumes	5
6/27/2013	SML Basement caged area adjacent to Microtext	151 volumes	3.5
		Total Library Staff Hours:	130.75

It appeared the dramatic drop in incidents last year was an anomaly. We hope it will occur again.



Appendix IV
Conservation & Exhibition Services Statistics
Treatment & Housing Statistics FY 2012-2013

Conservation Treatments Completed:

<i>Treatments, Bound Volumes</i>	<i>CCH</i>	<i>SCC</i>	<i>Exhibits/Loans</i>
Minor Treatments	293	38	n/a
Major Treatments	214	476	n/a
Items Treated Total:	507	514	n/a
<i>Treatments, Flat Paper/Parchment</i>	<i>CCH</i>	<i>SCC</i>	<i>Exhibits/Loans</i>
Minor Treatments	0	63	n/a
Major Treatments	1	26	n/a
Items Treated Total:	1	89	n/a
<i>Treatments, Photographs</i>	<i>CCH</i>	<i>SCC</i>	<i>Exhibits/Loans</i>
Minor Treatments	0	3	n/a
Major Treatments	0	21	n/a
Items Treated Total:	0	24	n/a
<i>Treatments, Other Formats</i>	<i>CCH</i>	<i>SCC</i>	<i>Exhibits/Loans</i>
Minor Treatments	0	9	n/a
Major Treatments	0	27	n/a
Items Treated Total:	0	36	n/a
<i>Treatments, All Formats</i>	<i>CCH</i>	<i>SCC</i>	<i>Exhibits/Loans</i>
Minor Treatments	293	113	n/a
Major Treatments	215	550	n/a
Items Treated Total:	508	663	n/a

<i>Treatments, Bound Volumes</i>	<i>Haas</i>	<i>BRBL</i>	<i>Mssa</i>	<i>Divinity</i>	<i>Med</i>	<i>EAL</i>	<i>Judaic a</i>	<i>Music</i>
Minor Treatments	0	37	0	0	0	1	0	0
Major Treatments	0	469	0	4	2	0	1	0
Items Treated Total:	0	506	0	4	2	1	1	0
<i>Treatments, Flat Paper/Parchment</i>	<i>Haas</i>	<i>BRBL</i>	<i>Mssa</i>	<i>Divinity</i>	<i>Med</i>	<i>EAL</i>	<i>Judaic a</i>	<i>Music</i>
Minor Treatments	10	24	0	0	1	0	28	0
Major Treatments	0	25	1	0	0	0	0	0
Items Treated Total:	10	49	1	0	1	0	28	0
<i>Treatments, Photographs</i>	<i>Haas</i>	<i>BRBL</i>	<i>Mssa</i>	<i>Divinity</i>	<i>Med</i>	<i>EAL</i>	<i>Judaic a</i>	<i>Music</i>
Minor Treatments	0	3	0	0	0	0	0	0
Major Treatments	0	20	0	0	0	0	0	1

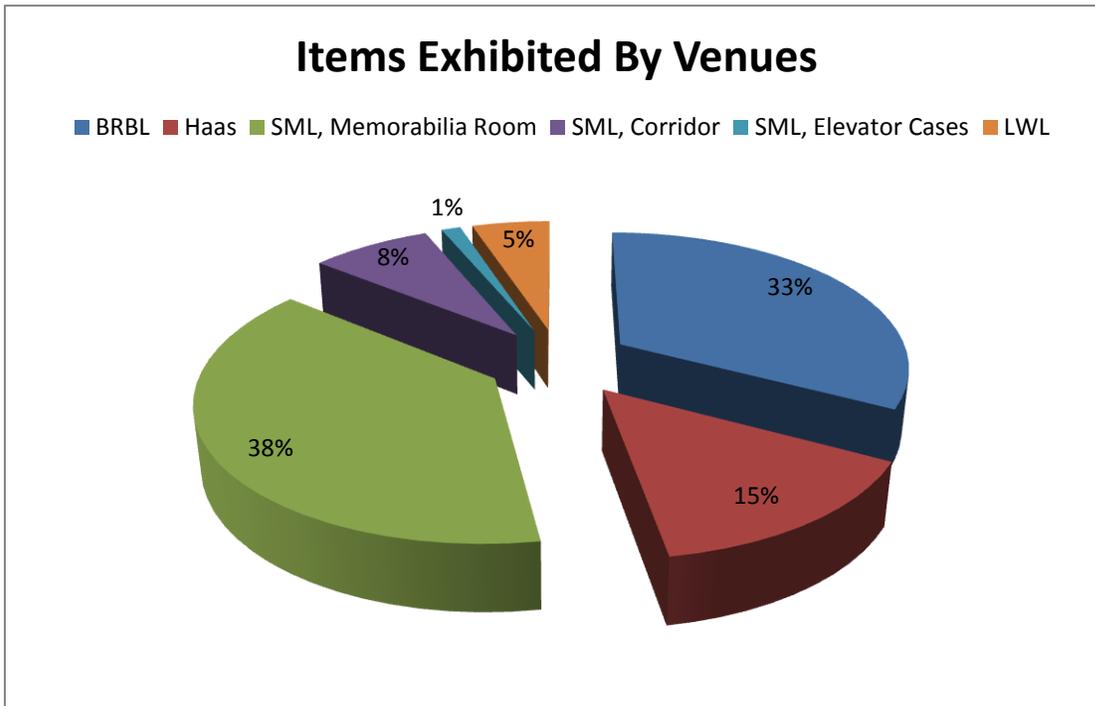
Items Treated Total:	0	23	0	0	0	0	0	1
Treatments, Other Formats	Haas	BRBL	MssA	Divinity	Med	EAL	Judaica	Music
Minor Treatments	0	9	0	0	0	0	0	0
Major Treatments	0	27	0	0	0	0	0	0
Items Treated Total:	0	36	0	0	0	0	0	0
Treatments, All Formats	Haas	BRBL	MssA	Divinity	Med	EAL	Judaica	Music
Minor Treatments	0	614	0	0	1	1	28	0
Major Treatments	0	541	1	0	2	0	1	0
Items Treated Total:	0	1155	1	0	3	1	29	0

Conservation Housing Completed:

Housings (Enclosures)	CCH	SCC	Exhibits/Loans
In-house Standard (blue boxes, tux boxes)	44	709	n/a
Custom In-House	72	17	n/a
Cased Image Enclosure	0	27	n/a
Outsourced (CMI)	0	0	n/a
Book Jackets	271	0	n/a
Pamphlets/Pockets/Envelopes	1348	32	n/a
Storage Mat (Window & Sink)	0	3	n/a
Storage Mylboard (photographs)	0	145	n/a
Encapsulations, Unbound	4	0	n/a
Other	1	6	n/a
Items Housed Total:	1739	939	n/a

Housings (Enclosures)	Haas	BRBL	MssA	Divinity	Med	EAL	Judaica	Music
In-house Standard (blue boxes, tux boxes)	0	701	2	0	0	0	6	0
Custom In-House	0	5	12	0	0	0	0	0
Cased Image Enclosure	0	27	0	0	0	0	0	0
Outsourced (CMI)	0		0	0	0	0	0	0
Book Jackets	0	0	0	0	0	0	0	0
Pamphlets/Pockets (Standard – prefab 4-flap pamphlet binders, envelope/slings)	0	0	32	0	0	0	0	0
Storage Mat (Window & Sink)	0	1	0	0	2	0	0	0
Storage Mylboard (photographs)	0	144	0	0	1	0	0	0
Encapsulations, Unbound	0		0	0	0	0	0	0
Other	5	1	0	0	0	0	0	0
Items Housed Total:	5	879	46	0	3	0	6	0

**Appendix V
Conservation & Exhibition Services Statistics
Exhibition Production**



Loans for Exhibition

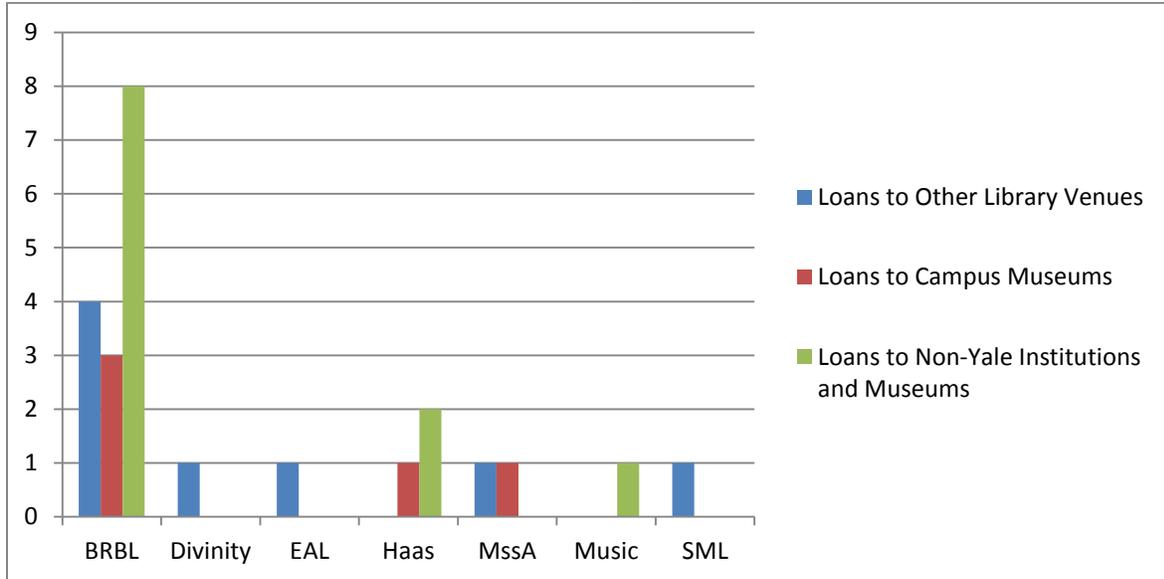
	Number of Active Loans*	Number of Items Involved in Loans
2011-2012	20	150
2012-2013	26	**300

*"active loans" includes any outgoing, incoming, and/or under consideration loans to which staff time was committed in FY 2012-13; **includes two loans to the Library for exhibition from one campus organization and a private collector

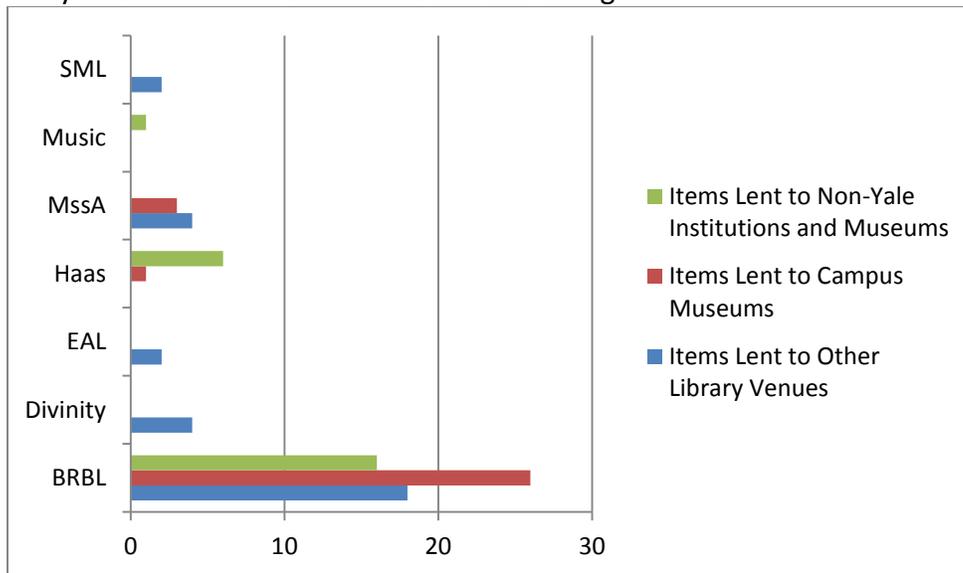
Loans from Library Collections for the Purpose of Exhibition:

	Loans to Other Library Venues	Items	Loans to Campus Museums	Items	Loans to Non-Yale Institutions and Museums	Items	Total Loans	Items
BRBL	4	18	3	26	8	16	15	60
Divinity	1	4	0	0	0	0	1	4
EAL	1	2	0	0	0	0	1	2
Haas	0	0	1	1	2	6	3	7
MssA	1	4	1	3	0	0	2	7
Music	0	0	0	0	1	1	1	1
SML	1	2	0	0	0	0	1	2
Totals:	8	30	5	30	11	23	24	83

Loans from YUL Collections Based on Borrower Categories



Items Loaned by YUL Collections Based on Borrower Categories



Appendix VI
Conservation & Exhibition Services Statistics
Consultations & Item Review Statistics FY 2012-2013

Consultation Requestors	# requests
Library Staff	82
Staff, Non-Library	1
Students	4
Faculty	2
Individuals, Non-Yale	3
Individuals, Yale Alum	4
Other Pres/Cons Professionals	4
Total:	100

Requests by YUL Collections	# of requests	Requests by YUL Collections	# of requests
Beinecke Lib	36	Divinity	1
Manuscripts & Archives	9	East Asia Library	1
Haas Arts	5	Latin American	1
Judaica	4	Near East	1
Maps	3	Slavic & East European	1
Music	3	South Asia	1
Cushing/Whitney Medical	2	LSF, General	1
Southeast Asia	2	Mudd	1

Request Topics	# of requests	Request Topics	# of requests
single item treatment	14	student project	2
housing	12	supply recommendation or evaluation	2
lab tour or teaching session	11	environmental control	2
development and/or publicity	9	archival processing	1
exhibition	8	careers in conservation	1
preserving personal collections	8	collection transport	1
loans for exhibition	7	host conservation internship	1
digitization or reformatting	3	referral for private conservation services	1
material analysis/research	3	disaster response or preparedness	1
outsourced conservation treatment	3		

Consultations & Item Review Statistics FY 2012-2013

Items Reviewed for Conservation, Housing, Exhibitions, and Loans

Collection Source and Work Stream	
<i>BRBL</i>	
	# items
BRBL Standing Review, Technical Services	266
BRBL Jonathan Edwards Papers NEH Digitization Project	1199
BRBL, Exhibitions	640
BRBL, Loans	60
BRBL, Examined (Entered Labs in 2012-13 for treatment and housing)	685
Total Items Assessed:	2850
<i>Divinity</i>	
	# items
Divinity, Loans	4
Divinity, Digitization Projects	4
Total Items Assessed:	8
<i>Haas</i>	
	# items
Haas Library, Treatment Examinations (entered Labs in 2012-13)	7
Haas, Standing Review	0
Haas, Press Room Project	70
Haas, Exhibitions	267
Haas, Loans	7
Total Items Assessed:	351
<i>ICRS</i>	
	# items
ICRS, Judaica North African Jewish Manuscripts	6
ICRS, Judaica Special Collections	4
ICRS, EAL	1
ICRS, EAL Loans	2
Total Items Assessed:	13
<i>Medical</i>	
	# items
Medical Library, Standing Review	10
Medical Library, NEH Digitization Project	515
Cushing Office Survey	154
Total Items Assessed:	679
<i>MssA and Fortunoff Archives</i>	
	# items
MssA, Standing Review	74
MssA Library, Examined (entered Labs in 2012-13)	311
MssA, Exhibitions	402
MssA, Loans	7
Total Items Assessed:	794

<i>Music</i>	
	# items
Music Library, Examined (entered Labs in 2012-13)	2
Music Library, Exhibitions	1
Music Library Loans	2
Total Items Assessed:	5

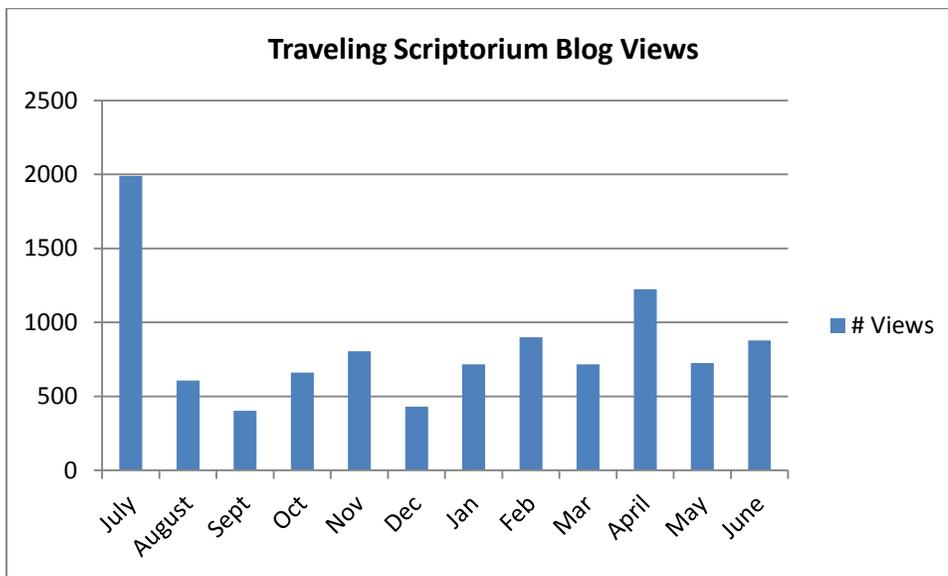
<i>SML General Collections</i>	
SML, Examined (entered labs for treatment or housing in 2012-13)	1942
SML, Exhibition	2
SML, Loans	0
Total Items Assessed:	1944
Total Items Handled:	13288

**Appendix VII
Conservation & Exhibition Services Statistics**

Traveling Scriptorium Statistics FY 2012-2013

Instruction/Class Sessions	
Classes Taught by Conservation Staff	9
Kit Borrowed and Used in Classes	2

Traveling Scriptorium Blog	
New posts	3
Views	10,058
Followers	29



Top 10 Search Terms	Views
traveling scriptorium	41
medieval ink recipes	40
medieval ink	37
scriptorium	29
iron gall ink	22
gothic binding	20
medieval ink recipe	18
medieval pigments	16
how to make verdigris	16
binding	15