

**Yale University Library
Preservation Department**

**32nd Annual Report
July 2002-June 2003**

**Submitted:
Roberta Pilette
November 26, 2003**

**Yale University Library
Preservation Department
32nd Annual Report
July 2002-June 2003**

Roberta Pilette, Head of Preservation and Chief Preservation Officer

Preservation Staffing:	July 1, 2002	June 30, 2003
Positions budgeted:		
C&T	17.75	18.25
M&P	5.0	5.0
Positions filled:		
C&T	17.75	16.25
M&P	4.7	4.7

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—Core, Collections Care and the Conservation Laboratory, the department organizational chart can be found in Appendix I. The annual statistics for the department can be found in Appendix II.

The first quarter of this year the department was still under Richard Frieder, interim head of preservation. Roberta Pilette arrived on September 30, 2002. The next nine months were a time of assessment and learning. Pilette has gone out to many of the library collections to hear what their concerns and needs are.

Upon arrival there was concern over the condition of the collections stored in the Seeley G. Mudd Library. The library has had a history of environmental problems and resulting mold outbreaks, especially in the basement. Mold had been seen on a good portion of the material stored in the basement. Once the size of the problem was identified—approximately 158,750 volumes were affected—an RFP was drafted and sent out to vendors familiar with mold remediation. The provost identified funds to pay for the remediation and the contract was awarded to BMS-Cat. They began cleaning on March 13th and finished on May 9th. From the first the preservation department has been working with the university facilities department and John Vincenti, Library Buildings Manager, in getting the Mudd Library environment improved. After discussions with Elliot Croll, Senior Mechanical Engineer, it was agreed that humidity control for the basement area was critical. Croll submitted a design for approval that would give the basement a 45%RH \pm 5%. However, the budgetary implications have caused this critical upgrade to stall. Robert Culver, then Vice President for Finance and Administration, toured the facility to take a look at the condition, but left the university prior to a decision being made. We still hope to get the HVAC upgraded. In the meantime, fans ran 24/7 during the summer months in order to keep the air moving and avoid a new outbreak of mold.

In the process of dealing with the Mudd mold outbreak, Pilette identified the Office of Risk Management and established a relationship with them. The library now reports all leaks or similar problems that put the collection or people at risk to this Office. See Appendix III for a listing of all events reported to this office in fiscal year 2003. On May 21st after the bombing of the Law School the Preservation Department was notified that a broken pipe had caused water to flow into the rare book storage area of the Law Library. We were notified because the Office of Risk Management had been called in at the time of the incident and they recommended preservation be notified. Because of that quick notification and our ability to get the volumes into the Beinecke Library's flash freezer, we believe no volumes will be lost of the over 400 volumes that were wet.

During the last few years the Preservation Department has not had any grant-funded projects. In December a brainstorming session on preservation grants was held for any interested curators. There were a few projects discussed and out of that session a National Endowment for the Humanities (NEH) Preservation and Access grant was developed. *Accessing and Preserving the Andrew St. George & David C. Stone Cuban Collection* was submitted in July. The project is to improve and expand the finding aid, preserve the motion pictures, audio tapes, still photographs and negatives as well as the paper-based materials associated with both photographers. NEH will announce award decisions in the Spring '04.

In addition Pilette advised the American Music Oral History collection on an application for the Save America's Treasures grant program. The project is to preserve the many tapes of oral histories, which they have in their collection. It has been learned that they have been awarded the grant

The Medical Library had expressed strong interest in addressing their preservation needs in the Medical Historical Library. It was decided to do an environmental survey and a collection assessment survey. James Riley at Image Permanence Institute (IPI) will do a one-year survey using the Preservation Environmental Monitor (PEM) datalogger that he developed. Seven PEMs were installed in various locations throughout the historical collection, including one at the Nursing School Library's archives. At the end of 12 months a written report will be submitted to us detailing the conditions and where there may be problem areas. For the collection assessment the Northeast Document Conservation Center came in and did a three-day survey of the collections. The written report will be arriving shortly. The NEDCC report will be used to plan the preservation and conservation of the historical collections.

The Beinecke had asked Pilette to be involved with the interviews for selecting a vendor to conduct a conservation collection survey for all the collections. In the course of this Pilette became involved in other preservation issues including environmental monitoring at the Beinecke and the Lewis Walpole Library's preservation and conservation discussions.

A Preservation Committee has been formed but unfortunately has only had one meeting this fiscal year. The committee's charge and membership can be found in Appendix IV.

Prior to Pilette's arrival some initial planning had been done in connection with the production of plastic book bags that would be provided to library patrons on days of inclement weather. The Conservation Lab's Laura Miller and Gisela Noack pursued this with one of the Graphic Arts classes. The design became a class assignment for the students. We had a number of wonderful ideas to choose from. One was chosen and, working with RIS, produced.

Preliminary planning was done to offer a five-day conservation chemistry course for paper-based collections. Laura Miller, Assistant Conservator, handled much of the planning for this course. The course taught by David Dorning, Coordinator of Conservation Studies at West Dean College, England, was offered at Johns Hopkins the previous year and was well received. The course was held July 21-25 in the Sterling Labs with the cooperation of the Chemistry Dept.

MEETINGS & TRAINING

Yale University Library's continues to support the attendance of staff to a variety of meetings. During this fiscal year David Walls attended the July 2002 American Library Association (ALA) Annual Meeting in Atlanta, Georgia. In September 2002 Gisela Noack, Laura Miller-O'Brien, Cynthia Ostroff and Roberta Pilette attended the International Institute for Conservation Congress: *Works of Art on paper, Books, Documents & Photographs* held in Baltimore, Maryland. Laura Miller O'Brian did attend the Guild of Book Workers Standards meeting in Minneapolis, Minnesota, October 2002. For the ALA Mid-winter meeting in Philadelphia, Pennsylvania, January 2003, David Walls and Roberta Pilette represented the preservation department. The last professional meeting of the fiscal year was the American Institute for Conservation's annual meeting in Arlington, Virginia in June. Gisela Noack and Roberta Pilette attended.

PERSONNEL

The entire department worked on developing a set of guidelines for setting and keeping schedules, requesting time off, and other related activities. This took a number of meetings and several versions before the current *Preservation Department Practices* document emerged. A copy of this is found in Appendix V.

The interviews for the Senior Administrative Assistant position were quite numerous with many good candidates. However, it proved difficult to fill and required a second round of interviews resulting in filling the position after the start of FY04. However, it was worth the wait with Elizabeth Haugh joining the department in August.

There have been a number of personnel changes in the past year.

Promotions:

David Wall was promoted from Librarian II to III.

Staff members who have left during FY03 are:

Conservation Lab

Anthony White, part-time, - D Level, map and music collection treatment

Sarah Provoncha, D Level, Beinecke and Walpole collection treatment
Paulette Rosen, part-time D level, map collection treatment

Collections Care Project

Roseann Massarelli, B Level, monograph binding

New staff members to the department in FY03:

Collections Care Project

Ellen Ennever, B Level, monograph binding

CORE

David Walls

Preservation Librarian

Staffing as of July 30, 2003:

Stephanie Sherry	Acquisitions Assistant	Level D
Van-Yen Huynh	Acquisitions Assistant	Level C
Edith Fortes	Acquisitions Assistant	Level B
Gareth Gibson	Library Service Ass't	Level B

Overview

The Core Program is responsible for the daily condition triage of damaged library materials set aside by Access Services. Items with repairable damage or in need of rehousing are sent to Collections Care. Items with missing or damaged property stamping or call number labels are sent to Preparations. Items with brittle paper and damaged bindings are kept within the Core Program for reformatting or replacement. Each brittle and damaged title is searched in Orbis, RLIN and/or OCLC to provide library selectors and curators with information about rarity, and the availability of microfilm or a publisher's reprint. The majority of brittle items reviewed by the Core Program do not have replacement copies available. These items are reformatted by creating either a microfilm or a photocopy facsimile as appropriate to their information content and potential use by readers. In addition to reformatting, the Core Program is also responsible for the library's mass deacidification program. The focus of this program is the treatment of new or recently acquired volumes, printed on acidic paper.

Core Program Staff

The Core Program staff represents more than 75 years of combined work experience within the Yale library community. For FY04, a one-year term C Level Catalog position has been developed to help eliminate the microfilm cataloging backlog. The backlog was created during the development of new microfilm cataloging procedures and the implementation of Voyager.

Activities

The primary project for this year was the reduction of the microfilm backlog through the implementation of new streamlined procedures for creating and cataloging microfilm replacements. Also helping to streamline the process is the fact that the microfilm vendor assumed responsibility for the creation of all bibliographic targets, part of the film inspection, and the creation of labels for the microfilm boxes.

In cooperation with Catalog Department Staff and members of the Catalog Coordinating Committee, new procedures for Cataloging Preservation Replacements were written to agree with the format of the new Voyager/Orbis system. The Preservation Librarian also worked with members of the Catalog Coordinating Committee to include microfilm in the "Bound With" procedures being developed. These procedures are expected to be completed early in FY04 and will allow the Core Program to take responsibility for cataloging of its own products.

One of the benefits of a biweekly discussion with members of preservation, access services and acquisitions departments is the ability to discuss mutual concerns and address workflow issues that affect all these departments. An example of this is the trouble ticket. It was created to accompany books placed on the Preservation cart in room B2. This ticket specifies why a volume was placed on the cart for review and eliminates the need to reassess a volume's condition thereby saving staff time.

Core has worked to ensure that all items in the unit were appropriately and clearly charged to the correct pseudopatron card and worked to eliminate "temp location" codes remaining on the Orbis records of titles previously reviewed by the Preservation Department. A "charge on charge" procedure was implemented for returning items to Access Services thereby eliminating the lengthy report that was generated when large numbers of volumes are discharged and returned to Access Services. And in a continuing effort for full tracking of items there are plans for the recharging of all volumes in the preservation backlog to a new pseudo-patron i.d. to eliminate the confusing and incorrect "missing status" created when titles charged to indefinite cards were transferred to Voyager. With new procedures and a new charge in place, the recharging volumes from the backlog will begin in FY04.

Core continues to coordinate the program of deacidifying new and recent acquisitions from developing nations. This year volumes from the Near East and Southeast Asian collection of Burmese literature were treated. A small portion of the American Sheet Music Collection from Historic Sound was treated to see how the process worked on this material and whether our existing procedures for bibliographic control and shipping were appropriate. Everything worked well.

Equipment and Technology

All staff received ergonomic desk chairs this year. While the request for existing light pen readers to be replaced with laser bar code scanners was not met, we expect this to happen in FY04. These new scanners will significantly reduce the time required to charge large numbers of volumes, such as the nearly 1000 volumes charged out for deacidification at a time.

Needs and Problems

The major project for this next fiscal year is to design a triage and selector review system that uses Orbis as the database of record for condition information and returns the volume to the stacks while it waits to be sent for reformatting. With the completion of the retrospective conversion of the catalog and the final implementation of new Orbis, readers have subject access to more titles in the collection. Many of these titles now in the catalog are older, brittle, and fragile volumes. The use of this material has resulted in

abnormally high numbers coming to Core immediately after circulation creating a flood of volumes that remain in Core after they are triaged.

COLLECTIONS CARE

Erika Heinen

Collections Care Librarian

Staffing as of July 30, 2003:

Dawn Mankowski	Conservation Assistant	Level D
Susan Klein	Conservation Assistant	Level D
Sandra Koenen	Library Service Ass't	Level C
Hanan Amin-Saafir	Conservation Assistant	Level B
Dolores Berenda	Conservation Assistant	Level B
Edna Bowman	Conservation Assistant	Level B
Laura Johnson	Binding Assistant	Level A
Ellen Ennever	Binding Assistant	Level A
Paul Civitelli	Binding Assistant	Level A (term//20hrs/wk)

Overview

The Collection Care Program's (CCP) mission is to keep Yale University Library's circulating collections in acceptable physical shape. The CCP is headed by the Collections Care Librarian, and consists of three units and the Stacks Cleaning Program:

- The Book Repair Unit reviews the condition of circulating library material, as well as some reference material that has been identified as damaged by a variety of sources. Treatable material is repaired or rebound. Other choices include boxing or returning the material to the stacks as it is. Material that would benefit from commercial rebinding is prepared for the bindery. Brittle or incomplete material is forwarded to the Core Program for further review.
- The Pamphlet Binding Unit, using either custom-made commercial binders, or custom in-house binders, houses library materials that are 1/4" or thinner. This consists primarily of new acquisitions, but occasionally includes binding older materials.
- The Monograph Binding Unit sends material to, and receives bound material from the commercial bindery. Much of the work involves preparing item level binding instructions including title and author information and color choice, if appropriate.
- The Stacks Cleaning Program is to clean the books and shelving in the circulating stacks of Sterling Memorial Library. The labor is outsourced to the Catholic Family Services, but the work direction, quality control, methodology and supply ordering are under the control of the Collections Care Librarian.

Active participation in the Preservation/Acquisitions/Access Services committee has fostered greater understanding and cooperation among numerous programs within those departments, as well as Cataloging. This committee has resolved numerous ongoing workflow issues. In addition to CCP serving as a pilot project for the status tracking improvements needed by Access Services, the Collections Care Librarian researched, provided specifications for, and served as initial liaison for a new date due slip pocket

which has been enthusiastically embraced by circulation and security staff at SML and CCL. Other libraries are considering this.

CCP Staff

During Fall 2002 an empty position in Monograph Binding was filled with a very good candidate, leaving CCP fully staffed at this time. In addition, the 20 hr/wk position in Pamphlet Binding was extended to the end of FY04, filled by the same individual as before.

Activities

Book Repair and Pamphlet Binding completed a major project, in collaboration with Access Services staff, in accounting for all library material in these two areas of CCP. Access Services provided a wide variety of pseudo patrons for CCP, customizing them to our requirements. Material in CCP is now charged to a specific shelf. The pseudo patron used tells CCP staff whether the item is a pamphlet or a book repair candidate. If it is an item in Book Repair, the pseudo patron also indicates what treatment has been determined based on seven broad categories. The results of this project are most obvious when a patron requests an item that is in our control and CCP staff are able to locate the item within less than a minute, despite a backlog of over 7,000 items, mostly unbound pamphlets. Previously, it was not uncommon for a search to take as long as an hour. In addition, all material that had been declared lost by the Voyager implementation has now been "found."

Technology

Monograph Binding switched from dot-matrix printers using pre-printed multiple-part binding tickets to laser printers using pre-printed plain paper binding tickets. This change required the purchase of two laser printers and brings a variety of benefits. The plain paper forms, provided by the commercial bindery, as were the previous forms, are significantly cheaper, and will thus help the bindery keep its costs down. It is vastly easier to adjust formatting for the laser printers, which will make them more adaptable as upgrades to various computer programs change printing parameters. Previously, Monograph Binding spent a day or two every time there was a major software upgrade figuring out how to get the dot-matrix printers to provide the same product they had prior to the upgrade, and finally, it was no longer possible. In addition, Monograph Binding staff, located in a different room from the remainder of Collections Care staff, is now able to print email, timesheets, etc., without having to walk down the hall to pick up their printouts.

Space

The most obvious change in CCP's physical space this year was the purchase of new, ergonomically-correct adjustable seating to replace the outdated and damaged chairs that were being used. Together with the purchase of adjustable footrests for those staff working at taller tables, these new chairs allow each staff member to customize his or her seating to provide the best support and ease of use. In addition, an ergonomically-correct, easily adjustable chair replaced the damaged chair that was shared amongst as many as eight people at the staff workstation. Staff have been observed appropriately adjusting this new chair before spending time at the computer. Everyone is very happy

with his or her new seating, and several have shared that the change goes beyond mere comfort to a decrease in stiffness or awkwardness during work.

Needs & Problems

The most significant barrier CCP faces in eliminating the pamphlet binding backlog consists of staffing issues. The program, as a whole, is again short approximately a whole position due to four staff members with intermittent Family and Medical Leave (FMLA) granted for chronic health problems unrelated to work conditions. This impacts the quantity and, to some extent, the quality of work overall.

Pamphlet Binding only has one permanent full-time position, filled by an incredibly competent, hard working individual, who is unable to be at work more than about 2/3^{rds} of her scheduled time. CCP is fortunate enough to have a 20 hr/wk term position that was originally intended to whittle away at the nearly 7,000 item pamphlet backlog. However, that position is mostly filling in for the approved absences of the permanent position. Therefore, the backlog has shifted by date, but not by volume.

Training in Book Repair continues to be a major need, as there is an extraordinary discrepancy in the training level of similar staff. The biggest problem is that there is no local training available that can be taken advantage of. In-house training is time-consuming, especially for the Collections Care Librarian, and for a variety of reasons has been given a lower priority than other initiatives. This will take a higher priority next year.

CONSERVATION LABORATORY

Gisela Noack

Chief Conservator

Staffing as of July 30, 2003:

Laura O'Brien-Miller	Associate Conservator	(maternity leave March-Oct '03)
Deborah Kidd	Conservation Assistant	Level D
Zenaida Lantuch	Conservation Assistant	Level B
Cynthia Ostroff	Conservation Assistant	Level D (26hr/wk)
Lesley Santora	Conservation Assistant	Level D

Overview

Under the direction of the Chief Conservator and the Associate Conservator, the Conservation Laboratory's primary function is item level treatment and housing of rare and special materials. In addition to treatment, the lab provides support for exhibits and consults and provides leadership Library-wide on conservation issues such as the safe care and handling of non-circulating collections, emergency response and recovery, and provides information to the public on conservation practices at Yale University Library.

Conservation Lab Staff

The past year has been a fairly irregular year in Conservation in that the Chief Conservator was out for a lengthy medical leave and then upon her return the Associate Conservator began maternity leave in March. The Conservation Assistants funded by the

Maps Collection and the Music Library left. The funding by the Music Library is no longer available. The Maps Collection funding is available but it was decided not to move forward on a replacement until the Associate Conservator had returned.

The Conservation staff identified training opportunities in the field of conservation, which became the basis for identifying training needs for individuals or all staff and were used in the Learning Plan.

The conservation staff continues to have monthly meetings with Conservation Professionals at Yale University and share experiences in the different fields of conservation.

Activities

Besides the regular workflow of materials, the Conservation staff worked on several special projects.

- Rehousing of the Franz R. and Kathryn M. Stenzel Collection: Art Work by James Swan (157 items). This involved taking the works of art out of their acidic mats, removing old hinges, old mends and adhesive residues. After some minor repairs, the objects were rehinged into archival quality window mats and housed in acid-free boxes.
- Restoration and refurbishing of Beinecke's Reference Collection. 96 volumes were treated. This included rebackings and rebindings, minor repairs and mending of tears within the text block.
- Full conservation treatment of tracts in Beinecke's Collection. This involved washing, de-acidifying, resizing where necessary, mending and sewing into protective covers.

The Chief Conservator performed some unusual treatments:

- Conservation of Walter White's Money Belt. 33 bills were edged with pressure sensitive tape and interconnected with additional tape. The tape was deteriorating, oozing sticky stuff and becoming extremely discolored and brittle. The tape carrier was removed successfully. The residual sticky adhesive had to be removed mechanically, since the all colors were sensitive to solvents traditionally used for adhesive removal.
- Restoration of a Persian Manuscript.
The book block needed extensive page repair mainly due to insect damage. It necessitated special mending techniques for the highly polished paper and especially over manuscript areas, since the inks were not fast.
The book was also rebacked with leather.

The conservation staff is very involved in emergency response and recovery. Of the over 200 hours spent within the library on such activities the conservation staff spent 134 hours which involved approximately 2,237 volumes. Most unusual and difficult was the recovery of rare books in the Law Library, after a bomb explosion. The blast burst a water pipe and the leaking water caused damage to approximately 400 volumes in the rare book stacks. These materials were wrapped and frozen in the Beinecke's blast freezer. They are then being defrosted and dried in small batches.

Exhibition preparation is also an activity within the lab. Staff spent a total of 196.5 hours doing preparation for a wide range of exhibits. This included exhibits within Sterling Library for collections like Maps, Near East & Latin America. And the Beinecke Rare Book Library (BRBL) exhibits such as the matting of 74 photographs for the exhibition "Extravagant Crowd", Van Vechten's Portraits of Women, construction of special cradles for bound manuscripts in the exhibition "Samples of Arabic and Persian Calligraphy". The BRBL exhibits were responsible for 74.5 hours of the total time.

Technology

Through the generosity of the Beinecke the Conservation Lab was able to purchase a number of major pieces of equipment this past year.

- Non-aqueous spray deacidification system used to deacidify materials non-aqueously.
- Board-slotter used in the repair of volumes that have detached cover boards. Training for the use of this equipment is being arranged. It is anticipated that this will be used by both the conservation lab and collections care.
- Gluing machine and hydraulic press will be used for paper-splitting. The press will also be used for general pressing. At the moment, this is not operational as some electrical work needs to be done.

Other equipment that was also acquired during this year:

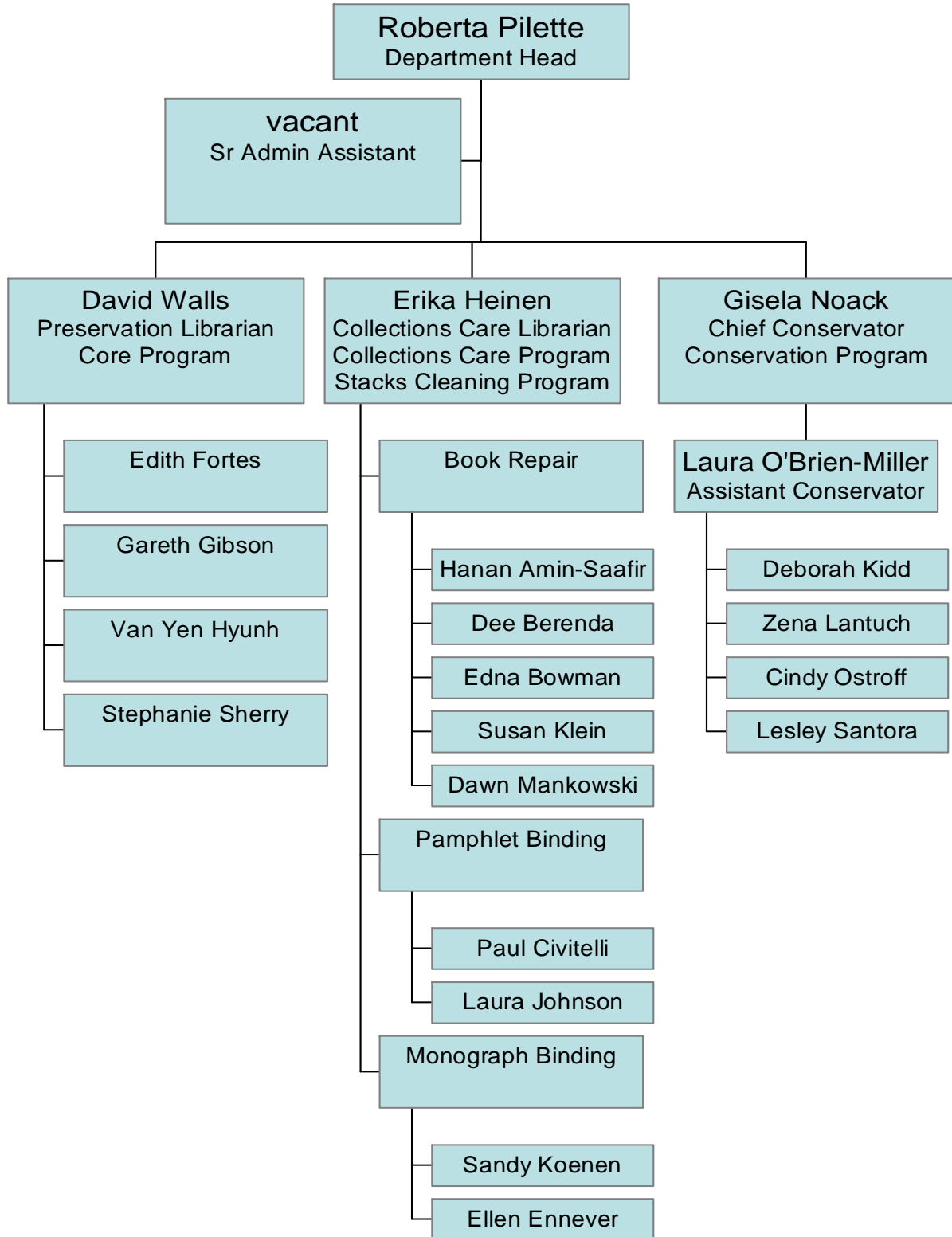
- Ultrasonic mister designed to produce an extremely fine water mist without heat. It has been used for separation of pages stuck together in an original music manuscript.
- Sewing frame used when sewing a text block.
- Heat spatula used for tape removal. The heat softens the adhesive allowing the tape to be removed without solvents.

Needs & Problems

As with many other areas of the preservation department and the library as a whole, space is very tight in the conservation lab. The planning of treatments for certain types of materials such as maps or large volumes must not only take into consideration what the item requires but what other items are in the lab and whether there is physically room to conduct the treatment.

The environment of the lab is also problematic. There is no control of the humidity. In the summer there is a need to run extra dehumidifiers in order to keep the relative humidity under control. In the winter it is very dry and certain treatments, such as work on velum or parchment, is avoided unless absolutely necessary as the material tends to shrink and lose flexibility under dry conditions. The lack of such control is not acceptable for a lab that is designated to handle special collection materials. It is of special concern in that in most instances, as with Beinecke materials, these materials are housed under more consistent RH control. To put these RH sensitive materials at risk in the process of trying to do repairs makes no sense.

**Appendix I
Program and Staff Organization
Chart**



Appendix II

Preservation Department Statistics Fiscal Years 2002 & 2003

Treatment	FY02	FY03
<i>Volumes treated</i>		
CCP	4,155	4,314
Conservation lab	1,384	2,716
<i>Unbound/flat items</i>		
CCP	0	0
Conservation lab	3,593	505
Pamphlets/Pockets	9,685	6,301
Book jackets	7	0
Monograph binding total*	69,753	31,387
Phase boxes/wrappers	471	157
Clamshell/drop-spine boxes	151	65
Mats	230	260
Cradles/bookmounts	0	9
<i>Encapsulations</i>		
Flat/unbound items	1,215	545
Volumes	0	0
number of leaves		
<i>Microfilm</i>		
Volumes	603	869
Titles	510	247
Frames	Not counted	122,750
<i>Preservation Photocopying</i>		
Volumes	481	418
Titles	387	287
<i>Mass Deacidification</i>		
Volumes	4,025	7,404
Unbound/flat items	0	740
Total Vols/Items treated	95,753	55,690

*total for all monograph bindings library wide in FY03 and total binding (serials & monographs) as reported ARL FY02.

Appendix III

**Events Reported to the Office of Risk Management
FY 03**

Date	Where	Library Materials Affected	Staff hours used in recovering materials
January '03	SML stacks/janitor's closet	Books	66.5
April '03	SML/Acquisitions area/ceiling tiles falling	NA	0
April '03	Beinecke/broken pipe	Archival	8.0
May '03	Astronomy Library/lab equipment failure on floor above	Books	59.5
May '03	Law School bombing	Books	(ongoing +) 66.5
May '03	Ann Okerson's office	NA	1.0
May '03	Medical 310 Cedar St	NA	2.0

Total Staff hours

203.5+

Almost five and half weeks of one FTE worth of work time.

Appendix IV

Yale University Library *Preservation Department Practices*

Department Hours

Preservation Department hours are 7:30 a.m. to 6 p.m., Monday through Friday. The availability to set a schedule using the extremes of this time span; that is, starting work before 9 a.m. and/or working beyond 4 p.m., is dependent upon a supervisor being available within the department. Other demands, such as security and staff safety, may result in more restricted hours within individual units; for example, the Conservation unit hours of 8:30 a.m. to 5:00 p.m. The Preservation Department as a whole, in order to meet the needs of the library, recognizes that during standard workdays, each unit will be staffed between the hours of 9 a.m. and 4 p.m.

Setting individual schedules

Work hours must be completed during the 7:30 a.m. to 6 p.m. time frame stated above, keeping in mind the following parameters:

Maximum number of hours worked per day is 10.

Maximum number of hours worked per week is 40 when the following and preceding number of hours in the workweek is 35 for a total of 75 hours per pay period.

Minimum number of hours worked per day should not be less than 3.5 hours.

This is in order to maximize productivity and to allow for optimum staffing of the department during the core department hours as stated above.

Each staff member will establish a work schedule in consultation with his or her immediate supervisor and adhere to it, barring emergencies.

Schedules may be a “Standard Schedule” 8:30-5:00 with a one-hour lunch, M-F. In this type of schedule the staff member works 37.5 hours per week and the same schedule every day.

Staff in consultation with their supervisor may opt for a “Set or Fixed Flex” schedule. Such a schedule is also a 37.5 hour week but varies over the week, such as M, W, F 7:30-4:00 and T&Th 8:00 to 4:30.

A third option is to work a “Flex Schedule”, which is based on a two-week pay period where one week is a 40-hour, five-day workweek and the other week is a 35-hour, four-day workweek. Example:

Week 1: M-F 8:00-5:00 with 1-hour lunch or 8:00-4:30 with 30-minute lunch

Week 2: M&T 8:00-5:00 with 30 minutes lunch and W&Th, 8:00-5:30 with 30 minute lunch. Friday is the flex day and the staff member is off.

Other variants are possible. The staff member needs to work out this type of schedule with his or her supervisor ahead of time.

Regardless, once a schedule is established, any changes that are made need to be done in consultation with the supervisor. If changes are approved as a one-time occurrence,

nothing further needs to be done to the staff member's standard schedule. If the change is an ongoing adjustment, then this may be considered a permanent change in the schedule. A discussion with your supervisor will determine whether a schedule modification is called for and, if so, your supervisor will work out with you your new schedule.

Lunch

This break can either be 30 minutes or one hour. The time for lunch break will be set in consultation with the immediate supervisor. According to Yale University policy for those working a full time schedule, meal breaks can be taken no earlier than two hours after the start of work and no later than five and half hours after the start of work. For those working less than full time, meal breaks may be required. This will be dependent upon the individual's schedule and should be discussed with his or her supervisor.

Breaks

For every 3.75 hours worked there is one 15-minute break. A full time staff member will therefore have a break in the morning and one in the afternoon. The time will be set in consultation with the supervisor at the time that the work and lunch schedules are established. Breaks may not be saved up or combined in order to shorten the workday nor can a break be used to extend the lunch hour.

Requesting Time Off

Requests for vacation, personal or scheduled sick leave; such as, time needed for doctors' appointments or out patient procedures, must be scheduled ahead of time whenever possible using the "Preservation Department Request for Time Off" form. Personal days, scheduled sick time and vacation days of two days or less must be requested in writing whenever possible using the form at least two days prior to the days requested. Vacation days of more than two days require a minimum of two weeks notice or as soon as possible, in writing using the form. Vacation will be granted based upon departmental needs and/or timing of the request. It will not be denied arbitrarily.

The supervisor will review time off requests within one workday. If a request is approved, the form will not be returned, but the entry made upon the unit's calendar by the supervisor. In the case where a request is denied, the form will be returned to the staff member with an explanation.

Calling in

All staff will call their immediate supervisor no later than 30 minutes past their regular starting time on the day they will be out. Example: If a staff member starts work at 7:30 a.m. he or she needs to call in no later than 8:00 a.m. However, if a staff member starts work at 9:00 a.m. he or she must call in by 9:30 a.m. It is acceptable to leave a voice mail message. The caller must state his or her name clearly and the reason for being out, such as sick or personal time. Further explanation is not necessary.

Lateness

It is expected that staff members will be at the work area and prepared to work at the scheduled starting time. However, it is recognized that on occasion things happen which prevent a staff member from arriving on time.

If the arrival time is less than 15 minutes late from the scheduled start time, the staff member does not need to call in and the time can be made up. Upon arrival at work the staff member needs to discuss with the supervisor how and when the time will be made up.

If the arrival time is more than 15 minutes late from the scheduled start time, the staff member must make every reasonable effort to call the unit and notify the supervisor that he or she will be late. Upon arrival to work the staff member needs to let the supervisor know how much time is lost and how and when the time will be made up or whether personal or vacation time will be used.

Phone Use

Outgoing personal telephone calls should be made whenever possible during break or lunchtime and all calls, whether incoming or outgoing, must be kept brief (for example, less than five minutes). Emergencies are the exception in all cases.

Out of the department/unit/office

All staff when leaving their work area for break, lunch, meetings, or out for the rest of the day will indicate so by a sign at their work area. This can be a simple folded card with the reason written on it so as to be visible from a distance.

Examples: Break
 Lunch
 Meeting
 Out for the Day

Time away from work for training or lectures

Yale is an exciting work place rich in many opportunities to learn about a wide variety of topics. However, we need to balance those opportunities with the needs of the department's mission.

Regardless of the topic, if the activity falls within the staff member's normal work schedule, he or she must ask a supervisor for permission to attend.

Staff members wishing to attend a training opportunity, lecture or some other activity covering topics that are related to the department's mission, the unit's tasks or the individual's job will be granted work time to attend after having cleared it with his or her supervisor. If the activity is something that the entire unit wants to attend, it is up to the supervisor's discretion whether all or a representative will attend. If a representative(s) is sent, it is expected that he or she will bring information back to the unit.

Those topics that are of interest to the staff member but that the supervisor determines are outside the scope of the department require that the staff member work out with his or her supervisor how the time will be covered prior to attending the activity.

Reviewed by LHR

Appendix V

Yale University Library Preservation Committee

Charge

The Preservation Committee supports the Preservation Department by sharing information, ideas, and priorities with the Department, the Yale University Library, and the Library Administration regarding the long-term preservation of all collections—paper, film, electronic, magnetic and artifactual collections.

The Preservation Committee advises the Head of Preservation and, indirectly, the Library Administration about preservation-related needs and priorities by:

- sharing information about preservation issues and concerns arising in the members' departments, units or Library at large,
- airing concerns and discussing implications of preservation/conservation treatment and technological developments,
- discussing preservation issues with various Library groups, including the Collection Development Council, the Library Management Council, and other forums; and
- assisting with the development of policies, procedures and recommendations (e.g. Preservation Mission Statement, Disaster Plan).

The Preservation Committee assists the Preservation Department in raising preservation awareness within the library and campus-wide as an essential component of collection management and customer service through activities such as:

- sponsoring training activities and informal lectures
- presenting preservation awareness events
- developing and disseminating documents and publications, e.g., flyers, brochures, articles, Web resources

Committee Membership

Bobbie Pilette	Preservation Dept., Chair
Toby Appel	Medical Library
Rolfe Gjellstad	Divinity Library
Katherine Haskins	Arts Library
Dana Peterman	Social Science Libraries
Susanne Roberts	Research Services & Collections
Cesar Rodriguez	Latin American Collection (representing Area Studies)
Lesley Santora	Preservation Dept/Conservation Lab
Maggie Powell	Walpole Library (representing Beinecke)
Susan Walker	Walpole Library (representing Special Collections)
TBA	Science Libraries