

# **Yale University Library Preservation Department**

**33rd Annual Report  
July 2003-June 2004**

**Submitted:  
Roberta Pilette  
November 29, 2004**

**Yale University Library  
Preservation Department  
33<sup>rd</sup> Annual Report  
July 2003-June 2004**

Roberta Pilette, Head of Preservation and Chief Preservation Officer

<b>Preservation Staffing:</b>	<b>July 1, 2003</b>	<b>June 30, 2004</b>
Positions budgeted:		
C&T	18.25	18.25
M&P	5.0	7.5
Positions filled:		
C&T	16.25	18.00
M&P	4.7	4.5

**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—Reformatting and Media Preservation (formerly 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.

This has been a very busy and productive year. The Preservation Department’s visibility has been increased through a number of activities. Near the beginning of the 03-04 school year the rainy day plastic bags were delivered to all the libraries on campus. These plastic book bags were the result of collaboration between a Graphic Arts class and the Preservation Department in Spring 2003. The bags have been a great success. The initial order of 10,000 was quickly used and a re-order of 25,000 was placed.

The department has hosted a number of tours over this year. Every member of the University Development Team responsible for the Library has been given an in depth tour of the department. We have given tours to new library staff and interns as well as the Library’s Technical Services staff, the Yale Conservation Group, those attending the American Library Association (ALA) Rare Book and Manuscript Section (RBMS) pre-conference in June 2004, and interested staff members through the Nooks & Crannies tour sponsored by the Library Staff Association (LiSA). We are hoping to arrange some sessions for preservation staff in the coming year to learn more about those departments that we interact with on a regular basis such as Acquisitions and Cataloging.

The department’s web page has been completely updated and is now active <http://www.library.yale.edu/preservation/>. This page is still under development with new information added regularly. Eventually this site will have information about all aspects of library preservation activities at Yale University Library including policies and procedures. Under the Care & Handling section there is a link to the video, *Murder in the Stacks*, as well as to a document that lists those materials that the Preservation Department has tested and/or investigated as to their permanence. This covers items used

in or on volumes either for temporary or permanent marking as well as material used to protect a volume or correct information on a volume.

Working with Access Services and Joe Chadwick, an architect with Contract Administration Construction & Renovation Facilities, a new book return was designed for the Wall Street entrance of Sterling Memorial Library. The current return does not fit into the space available. A new design was developed and commissioned from a metal fabricator. The new design will fit into the space available and allow the entrance door to open fully without damaging it. The funding for this came from the Library's equipment budget.

In March the head of the Preservation Department was approached by the University Librarian, Alice Prochaska, regarding a centralized conservation facility that was being discussed at the director's level. Pilette joined the committee made up of Jock Reynolds, Henry J. Heinz, II Director of the Yale University Art Gallery; Barbara Shailor, Deputy Provost for the Arts; Amy Meyers, Director for the Center for British Art; Julia Parker, Senior Architect; Kari Nordstrom, Senior Architect; Jack Meyers, Assistant to the Provost; Alice Prochaska, Yale University Librarian; Frank Turner, Director of the Beinecke Rare Book Library; and Michael Donoghue, Director of the Peabody Museum. The discussion is focused on how to combine the many conservation and, in the case of the library, preservation activities into a single space. Currently the proposed site is 149 York Street and the preservation activities would only be part of what the new building would contain. The new building was initially proposed to help the Art Gallery with its space problem. Discussions are ongoing with the final outcome of this still very much up in the air.

The Preservation Department, specifically the Conservation Lab, continued to get publicity as a result of the ongoing recovery of volumes damaged as a result of the Law School bombing in May 2003. In July 2003 a WNPR interview conducted by reporter Diane Orson with Gisela Noack and Bobbie Pilette was aired. In August, WSHU, three local TV news, the *New Haven Register* and *Yale Bulletin* all did stories on the recovery of the volumes.

In March we received notification that the National Endowment for the Humanities (NEH) grant, *Accessing and Preserving the Andrew St. George and David C. Stone Cuban Collection*, was not to be funded. In the comments from the reviewers the reason for the denial of funding had little to do with the quality or interest in the materials. The main reason for not recommending funding was: "this project did not seem to be as broadly significant to the humanities as other recommended proposals...". Private sources of funding are being sought to preserve this collection.

Undeterred by the failure of the above NEH proposal and working with the Near East curator, Simon Samoeil, the Preservation Department developed a new proposal for the NEH Preservation & Access program—*The Salisbury Collection in the Near East Collection*. The project is designed to preserve this core collection of approximately 16,000 volumes through repair, mass deacidification and reformatting.

The department, along with the whole university, was affected by the job action that took place from August 27<sup>th</sup> through September 19<sup>th</sup>. All Preservation managers assisted in other areas of the library during this time. Erika Heinen and Gisela Noack worked in Access Services, David Walls was in the Mailroom, and Bobbie Pilette worked in Circulation.

#### Preservation Committee

The committee is meeting regularly. The web site <http://www.library.yale.edu/CDC/public/subcommittees/Preservation/index.html> is active. There is a brief summary of the committee's activities over the last fiscal year in Appendix III.

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

Yale University Library's continues to support the attendance of staff to a variety of professional activities both within the university and the profession as a whole.

#### Meetings/Conferences/Travel

Bobbie Pilette attended the Audio Preservation Workshop in Austin, Texas, July 2003. The two-day workshop reviewed where the field is with audio preservation and where it needs to go. It was sponsored jointly by the Preservation & Conservation Studies program at the University of Texas-Austin and the Library of Congress. The papers from this conference are now posted at [http://www.arl.org/preserv/sound\\_savings\\_proceedings/index.html](http://www.arl.org/preserv/sound_savings_proceedings/index.html). In August 2003 Pilette delivered a paper, *Mass Deacidification: a Preservation Option for Libraries*, in Berlin at the International Federation of Library Associations (IFLA).

Cindy Ostroff from the Conservation Lab attended the annual Guild of Book Workers Standards of Excellence Seminar held in Denver, Colorado, October 2003.

Erika Heinen, Pilette and Walls attended the American Library Association's (ALA) Mid-Winter meeting in January 2004. Pilette and Walls followed their attendance at ALA in San Diego with a visit to Stanford University. There they spent most of two days learning about Stanford's media preservation program as well as seeing the page turning robot used in the scanning of bound volumes.

In March 2004, Pilette attended with Ann Okerson, Associate University Librarian, the International Roundtable for Microfilming at the Library of Congress. This meeting was to discuss with other major research institutions the preservation issues associated with early microfilm produced on cellulose acetate film base.

In April, Simmons Graduate School for Library and Information Science presented a one day seminar on *Preservation Education: New Directions, New Partners* which Pilette attended.

Walls, Pilette and Erika Heinen all attended the June ALA Annual Meeting held in Orlando, Florida.

Gisela Noack was the Library's sole representative at the American Institute for Conservation's Annual Meeting held in Portland, Oregon, June.

Committees The department is active on a wide variety of committees both internal to the Library and within the profession as a whole.

Bobbie Pilette: Preservation Committee, chair  
Communications Committee  
Measurements Task Force  
Budget Committee  
Collection Space Management Steering Committee  
Library Shelving Facility Advisory Group  
Library Management Council  
Collections Care (University wide)-Centralized Conservation Facility  
ALA—ALCTS Committee/PARS for Policy, Planning & Research

David Walls: Collection Development Committee  
Digital Collections Task Force  
Digital Media Implementation Group  
Catalog Coordination Committee  
Acquisitions Support Group  
Special Collections Committee  
ALA-PARS Committee/ Chair, Preservation Administration Discussion Group  
Board member of the Northeast Document Conservation Center

Erika Heinen: Microcosm Group  
ASTM D14.50.01 Task Force, Pressure Sensitive Labels for Libraries & Archives

Gisela Noack: Library Emergency Planning Task Force  
Lesley Santora: Preservation Committee  
Cynthia Ostroff: Performance Appraisal System  
Dawn Mankowski: SQIC assessment group  
Stephanie Sherry: STOD

### Training

Through the use of the Learning Plan many preservation staff members have attended workshops and classes. Most of the preservation staff did submit learning plans. Below are a few examples of how the preservation staff have made use of this opportunity.

Laura Miller	Leather rebacking workshop
Betsy Haugh	Web design
David Walls	Attend the IS&T Archiving Conference (The Society for Imaging Science & Technology) held in San Antonio, Texas, April 2004, that was focused on digital preservation issues.
Zena Lantuch	Advanced Bookbinding Course
Gisela Noack	Adhesives and Leather Workshop at the Library of Congress

## **PERSONNEL**

### ***Staff members who have left during FY03:***

Paul Civitelli, Collections Care, June 30, 2004

### ***New staff members to the department in FY03:***

Elizabeth Haugh, Preservation Administration, August 2003

Agnes Wnuk, RaMP, March 2004

### ***Changes within the department during FY03:***

Laura O'Brian Miller moved from Associate Conservator to Conservator for the Walpole Library, January 2004

Laura Johnson and Paul Civitelli; Binding Assistants I were upgraded to Conservation Assistants I as a result of the A-level survey

## **EMERGENCY RESPONSE**

The Seeley J. Mudd Library environment continued to be of concern. During the summer of 2003 fans were kept running on a 24/7 basis to avoid a reoccurrence of the mold problem. Near the end of this fiscal year it was learned that the project to upgrade the HVAC unit had been approved. This included humidity control as recommended by Elliot Croll, Senior Mechanical Engineer, giving the basement a 45%RH  $\pm$  5%. The project went out to bid and a contractor was chosen. A temporary de-humidifier was installed to control relative humidity until the project could be completed during FY 05.

While mold at Mudd Library was not an issue this year there were incidents within the Sterling Memorial Library. The Manuscripts and Archives, Room 69, had mold on the walls and collection materials. BMS-Cat, the company that cleaned the Mudd collection, was called in and cleaned the collection in five days.

Work areas in the Preservation Department and in fact all areas in the basement along the York Street side of the building had problems with mold due to the tremendous amount of rain in a short period during August and September. The university cleaned and painted these areas.

A chronic leak due to the HVAC unit on the roof in the Sterling Memorial Library Stacks 4<sup>th</sup> Floor Wing was repaired. In September this leak was responsible for the damage of approximately 67 volumes from the East Asian collection with 10 volumes needing to be withdrawn due to extensive water and mold damage. After many attempts to find the exact cause of the leak, it was identified and a successful repair was made to the roof by the end of the fiscal year.

Overall this year 100 Library wide staff hours were spent either responding to or repairing and recovering from an emergency usually associated with a water leak. This is considerably down from last fiscal year's 203+ hours. A table listing the incidents is in Appendix IV. What is not reflected in the table or in the amount of time expended are the numerous incidents of tiles falling in the Sterling Memorial Library Acquisitions and Cataloging areas. In April of 2003 Pete Le May from the Office of Risk Management toured the area but could not offer any suggestions other than to pursue requests for

repair. Facilities is aware of the problem but has not identified it as a priority. There are at least two other major projects ahead of this. Throughout this fiscal year we have had repeated incidents of tiles falling and/or wet ceiling with puddles of water. Each one is reported to John Vincenti for Facilities to repair the tile and clean up the mess. We have been fortunate that the falling materials have hurt no one and we have not lost equipment or library collections. However, it is only a matter of time for one or all of these events to occur.

## **Reformatting and Media Preservation (RaMP) [formerly Core]**

David Walls

Preservation Librarian

Staffing as of June 30, 2004:

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

### ***Overview***

Reformatting and Media Preservation (RaMP) under its former name of Core has focused on reformatting brittle library materials by either microfilming, creating a preservation facsimile photocopy or replacing the brittle item with a publisher's reprint or commercial microfilm copy. In response to the expanded mandate to address the preservation issues regarding media collections held by the Yale University Libraries, the focus of this unit has been broadened to address the preservation concerns of the variety of media held by the libraries. To reflect the broadening of this unit's mandate, in the summer of 2004, Core was renamed Reformatting and Media Preservation (RaMP).

RaMP will continue to receive from Collections Care volumes too brittle for repair; search these titles in Orbis, RLIN and or OCLC and provide to library selectors and curators information about rarity, and the availability of microfilm or a publisher's reprint. The majority of brittle titles reviewed by RaMP do not have copy available and must be reformatted to either microfilm or photocopy facsimile as appropriate to their information content and potential use by readers. In addition to maintaining its reformatting services for paper-based materials, RaMP will continue to be 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.

### ***Activities***

This year RaMP began the Pamphlet Preservation Project. In this pilot phase, boxes of pamphlets are being pulled from the Old Yale K class in the Sterling Stacks by RaMP staff. Many of the pamphlets have only minimal cataloging and many of the provisional records have only the box title and do not reflect the individual titles of the pamphlets at all. In this pilot phase of the project we are testing the previous assumptions about the pamphlets and tracking how long it will take to process, microfilm, update catalog records and rehouse the pamphlets. The first group of pamphlets has very minimal cataloging and may challenge our assumptions about the level of cataloging that can be expected in other classifications. Walls has met with the Catalog Management Unit to discuss the possibility of providing materials to house pamphlets in exchange for cataloging assistance.



In December of 2003, shelving was installed in room B6 and with help of the entire Preservation Department staff, over 3,000 volumes from the preservation backlog were charged and shelved in call number order. This new arrangement will allow RaMP staff to find items much more easily and eliminates the previous "Lost System Applied" status that many of these titles had in Orbis.

The most significant project for this fiscal year has been the reduction and eventual elimination of the microfilm-cataloging backlog. In March of 2004, Agnes Wnuk was hired as a C Level Catalog Assistant to work with D Level Acquisitions Assistant Stephanie Sherry in eliminating a large backlog of uncataloged microfilm. Agnes and Stephanie have worked together to create and update separate microfilm records in Orbis which has allowed the Library to send a large backlog of master negative microfilm to the Iron Mountain Storage Repository.

As part of RaMP's growth in becoming a unit responsible for cataloging replacement microfilm and photocopy facsimiles, Agnes Wnuk, Stephanie Sherry and David Walls have worked with Robert Killheffer and Patricia Thurston from the Catalog Department on a regular basis to fine tune cataloging skills and critique samples of new catalog records. This summer, RaMP also worked with the Catalog Department to implement the new procedures for "Bound With" and "Filmed With" titles. The new procedures allow each volume on a reel of microfilm to be independently located by searching Orbis.

As a first step in determining the preservation needs of the Library's media collections, Walls conducted a "first look" survey (Appendix V) in June 2004. This survey gave to the Preservation Department an overview of the types and size of media collections located throughout the Library. This will be used as a starting point to assess media collections and build an infrastructure for the regular care and reformatting of media collections.

In June of 2004, circulation triage was transferred from RaMP to Collections Care. This was done to eliminate the time consuming cross delivery of sending volumes back and forth between Collections Care and RaMP. This change now properly locates the decision making process for repair within the unit that does the work.

Ongoing efforts:

Mass deacidification continues to focus on volumes from the Burmese collection, the Near East Collection, Historic Texts, and beginning in FY04, volumes from the Historic Collection of American Sheet Music. Due to problems with Roadway Freight's tight schedule for shuttle pick up, which significantly delayed our ability to move the deacidification shipment out of the library, we have begun using Transportation Receiving and Stores to pick up the pallets at the library and take them to the main university shipping and receiving station for collection by Roadway.

Walls worked with Edith Fortes this year to eliminate the huge quantity of extremely brittle newspapers shelved in the basement stacks storage area. Over twenty titles of geographically diverse newspapers have been filmed and several titles of rare newspapers have been transferred to Beinecke Rare Book Library (BRBL).

### ***Technology***

Laser bar code scanners replaced the old light pen bar code readers. The mass deacidification shipments typically have more than a thousand volumes to be charged for shipment to the vendor and recharged upon return to the library. The new laser bar code scanners have significantly reduced the time required to charge and discharge these large batches of volumes.

Bar code duplicators were purchased to eliminate the need to use double bar codes or reassign a new bar code number in Orbis. These are typically used for pamphlets that have been removed from boxes and rehoused in individual folders.

### ***RaMP Staff***

Each member of the RaMP program filled out a Learning Plan for this fiscal year. Since no single training or development issues for staff were required, staff concentrated on developing personal skills. Some of the classes taken were *Navigating Eldercare Resources in the Community*, *Emotional Intelligence*, *Communication and Effective Listening*, and *PowerPoint*.

### ***Goals for FY05***

- Continue to eliminate more of the Preservation Backlog
- Dramatically increase the level of volumes reviewed by library selectors.
- Write and revise complete job descriptions for all RaMP program staff.
- Continue to have significant staff participation in Learning Plans.
- Work with the Head of the Department to find additional funding to make Agnes's position permanent.

## Collections Care

Erika Heinen

Collections Care Librarian

Staffing as of June 30, 2004:

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
Paul Civitelli	Conservation Assistant	Level B (last day June 30,2004)
Laura Johnson	Conservation Assistant	Level B
Ellen Ennever	Binding Assistant	Level A

### *Overview*

The Collections Care's mission is to see to the care and repair of the Library's circulating and reference collections. Collections Care activities encompass:

- Book repair including the review of circulating and reference library material that have been identified as damaged and repairing or rebinding material as appropriate. 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 commercial library bindery.
- Pamphlet binding using either custom-made commercial binders, or custom in-house binders to bind library materials that are 1/4" or thinner. This consists primarily of new acquisitions, but occasionally includes binding older materials.
- Commercial binding of monograph titles that have soft covers. Much of the work involves preparing item level binding instructions including title and author information and color choice, if appropriate, packing the shipment for and receiving back the volumes from the commercial binder.
- The Stacks Cleaning Project responsible for the cleaning of volumes 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 head of Collections Care.

### *Activities*

The focus of Collections Care for this fiscal year was pamphlets. A significant amount of the Collections Care staff time was used to address the increasingly large pamphlet backlog that exceeded 8,000 items at its peak. We were fortunate enough to be able to continue a term, 20-hour A-level, Binding Assistant until the end of June 2004 assigned exclusively to pamphlets. However, due to the continued large influx of cataloged pamphlets, it was not possible to lessen the backlog. Starting in the spring of 2004 a project to eliminate the major part of the backlog was begun. After identifying two vendors who could bind our pamphlets, Collections Care staff started identifying

pamphlets that qualified for the different bindings offered. Collections Care staff worked with Access Services to smooth workflows for titles that are frequently requested by readers, but which would be unavailable for up to a month and a half while being processed. By the end of June, staff had charged out nearly 6,000 pamphlets and had already received the first return shipment of 500. Collections Care staff can see the difference in the work space. Not only is the material becoming available to the readers, but also the work area feels more open and less oppressive.

In December Collections Care staff volunteered to help RaMP in their push to status track all the volumes in their control. This was a very successful project that continued the focus Collections Care pioneered in the Preservation Department to be more accountable for historic backlogs.

Collections Care staff collaborated with Kline Science Library to triage several hundred books in a preservation backlog that developed over a number of years. Three categories were identified: books that can go to the commercial bindery, books that need to be assessed by curators for historic or collection value, books that need in-house treatment.

### ***Collections Care Staff***

In July 2003 Erika Heinen and Dawn Mankowski attended the weeklong *Chemistry for Conservators* course sponsored by the Preservation Department and taught by David Dorning of West Dean College, UK.

Most of the Collections Care staff took advantage of the opportunities the Learning Plans offered throughout the year, though the job action interrupted some of the scheduled classes. In addition, Erika Heinen went with Gisela Noack and Laura Miller from the Conservation Lab to Harvard to learn how to use a board slotting machine identical to one owned by our Conservation Lab.

### ***Technology***

Bar code duplicators were purchased for use in the Monograph Binding and Repair operations. The duplicators produce a duplicate barcode either by scanning the original or by keying in the numbers of the original. This is useful when volumes are being rebound and the old cover and barcode are being discarded. Previously a new barcode would need to be assigned and the record modified to show the new number. This can also be used to generate a duplicate barcode when a volume is being put into a protective enclosure.

A new, faster way to produce book jackets became available to Collections Care with the purchase of a CoLibri machine. This machine allows the quick custom fitting of a polyethylene cover to any book. This is being used to protect powdery leather bindings, to do a quick fix when a spine is torn, or to help hold a board onto a textblock. This is a quick, easily reversible answer to some of the minor binding damage seen in a number of collections.

### *Challenges & Solutions*

In addition to the time lost due to the job action, at one point six of nine Collections Care staff qualified for intermittent Family and Medical Leave Act. These lost hours continue to undermine Collections Care's attempts to achieve optimum throughput. In fact, the term Binding Assistant's hours did not equal the hours lost to FMLA related absences. This negatively impacted the program's ability to meet its mandate.

Both the book repair and monograph binding spaces received attention this year. The book repair area had mold remediation work done, and the Preparations Program room, where monograph binding is located, was painted. In addition, monograph binding showed extreme flexibility in giving up space to Preparations, leading to a considerably smaller working area. To improve the feel of the space, monograph binding staff picked out panels to define their space and coordinating desks to replace the hand-me-down arrangements they had been coping with. These will arrive in FY05.

## Conservation Laboratory

Gisela Noack

Chief Conservator

Staffing as of June 30, 2004:

Laura O'Brien-Miller	Associate Conservator	(returned Oct '03) & January 2004
Deborah Kidd	Conservator for Walpole	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 Assistant Chief Conservator, the Conservation Laboratory's primary function is item level treatment and housing of rare and special collection 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 and emergency response and recovery. The Lab also provides information to the public on conservation practices at Yale University Library.

### **Activities**

This year started with an exciting event for all conservation staff. Yale University Library hosted a weeklong course: *Chemistry for Conservators*, which eight staff members attended. Twelve other participants came from across the United States and Canada. Daily lectures and laboratory sessions provided basic knowledge of chemistry, with special attention given to applications in the field of conservation of books and paper. In cooperation with the Chemistry Department lecture and laboratory spaces in the Sterling Chemistry Building were made available to the Preservation Department for this course.

The Conservation staff kept up a regular work-flow from Beinecke Rare Book Library (BRBL) and other Special Collections during a very busy fall and worked on three special projects:

- In preparation for the renovation of the BRBL Manuscript unit's workspace, the Conservation staff worked during the month of December almost exclusively on manuscript materials and spent 78 hours on their conservation.
- In the spring, the project concentrated on the restoration and conservation of vellum documents and vellum-bound books. The treatments included re-backings, re-casings, flattening of boards through humidification in a Gortex<sup>tm</sup> wet package, and minor repairs. We created permanent housing for nine 12<sup>th</sup> century land grants on vellum, with over-sized seals. The documents had been folded into very small packages. They were humidified and flattened and hinged into sink mats. The depth of the mat was determined by the thickness of the seal and created with an inert foam layer. The windows were backed with 2-mil polyester. The matted documents were fitted with clamshell boxes for permanent storage. All staff gained experience in the treatment and storage of vellum.

- In June, a full-time student continued the project constructing proper housing for bound newspapers with deteriorating bindings or leather red-rot.

Some noteworthy conservation treatments were completed during this year:

- Gertrude Stein, “Making of Americans” inscribed by the author to Carl Van Vechten. The paper-covered volume is wrapped in a chemise and housed in a box. Both are covered with an unusual art deco fabric. These enclosures had broken apart and the frayed fabric presented a special problem during restoration.
- Walke Henry, “Naval Portfolio, Naval scenes in the Mexican War”. The binding had completely broken down, the eight oversized color prints were stained and the glued, oversewn edges were broken off. The volume was disbound. The prints were washed, mended, matted and housed in a clamshell box, together with the original binding.
- Marston MS 119, “Prologue to Art”. Aegidius Beneventanus, Florigium, Northern Italy, s. XIII. This illuminated manuscript on vellum had been rebound in the late 19<sup>th</sup> century very tightly, with very stiff spine linings, which prevented it from opening fully. It was disbound in 2002 and returned to Conservation to be rebound in a non-adhesive conservation binding. It was re sewn on linen cords, using the original stations. The boards were laminated from 4- and 2-ply acid-free rag board and shaped appropriate for a period binding. The cords were laced in and covered with alum-tawed goat. Secondary endbands, stitched through the leather spine and primary end-bands create an additional connection between binding and book block.

Other activities and developments in the Conservation Program:

- Laura O’Brian Miller researched the possibility of outsourcing the production of clamshell boxes. Samples from different suppliers were collected. After a trial batch from one of the vendors was judged and found to be of very good quality, BRBL and Walpole Library started to outsource this type of enclosure.
- Conservation was heavily involved in Flood Emergency response and recovery, 60 hours overall. There were three minor floods in SML and one in the Forestry Library. Approximately half of that time is the continuing work of drying volumes damaged in the Law School bombing May 2003.
- The Law Library experienced a major flood, which was caused by the restoration of Beinecke Plaza. We continued to help the Law Library with drying the books that were water damaged during the bomb explosion.
- Exhibit Preparation continued to be a major part of our workload, spending 243 hours on it overall, 114 hours for BRBL, 129 for other collections in the Library.

### ***Conservation Lab Staff***

Over the last two years the Conservation Lab has lost three staff members. Before filling any of the vacant positions it was judged by the Head of the Preservation Department as an opportunity to review the organization of the Conservation Lab. In consultation with the Chief Conservator, Gisela Noack, the position of Assistant Chief Conservator was created and a job description developed. Two part-time Conservators, one a Paper Conservator, working for the Map Collection, the other a Book Conservator for special

collections across the Library, were added and job descriptions developed. These changes will provide the Conservation Lab with a good balance of professionals and technicians. As part of the reorganization, the job description for Chief Conservator was also revised. All the new positions were posted, Search Committees were appointed and candidates interviewed. Successful searches have resulted in all positions being filled by the start of the second quarter of FY05.

In October, Laura O'Brien Miller returned from a six-month maternity leave and worked a reduced schedule of 20 hours. She left her position in January 2004 to start a newly created position of conservator at the Walpole Library.

Vellum or parchment is a material not well known by the general public. The Conservation Lab chose "Vellum" as a theme for this year's Special Collections Fair. The fair held March 30<sup>th</sup> was coordinated by the Special Collections Committee and hosted by BRBL. The presentation consisted of three parts:

- Showing the production of vellum in the form of a poster;
- A PowerPoint slide show of conservation treatments completed in the Conservation Lab; and
- Samples of different types of vellum, mending techniques, objects before and after treatment, special tools and materials, and a demonstration of the humidification package for the flattening of vellum objects.

It became a true group project, to which everyone in the Lab contributed and was very well received by those attending the fair.

In addition to the tours mentioned above, the Conservation Lab has hosted tours for the New York City Garden Club, and several other interested people.

The Chief Conservator co-taught a workshop *Beyond the Eye: The Technical Examination of Rare Books, Maps and Manuscripts* with three colleagues from the British Art Center Elisabeth Fairman the Curator for Rare Books and Manuscripts and Theresa Fairbanks and Heather Hendry, Chief Conservator and Assistant Conservator respectively, for a group of participants attending the ALA RBMS pre-conference in June.

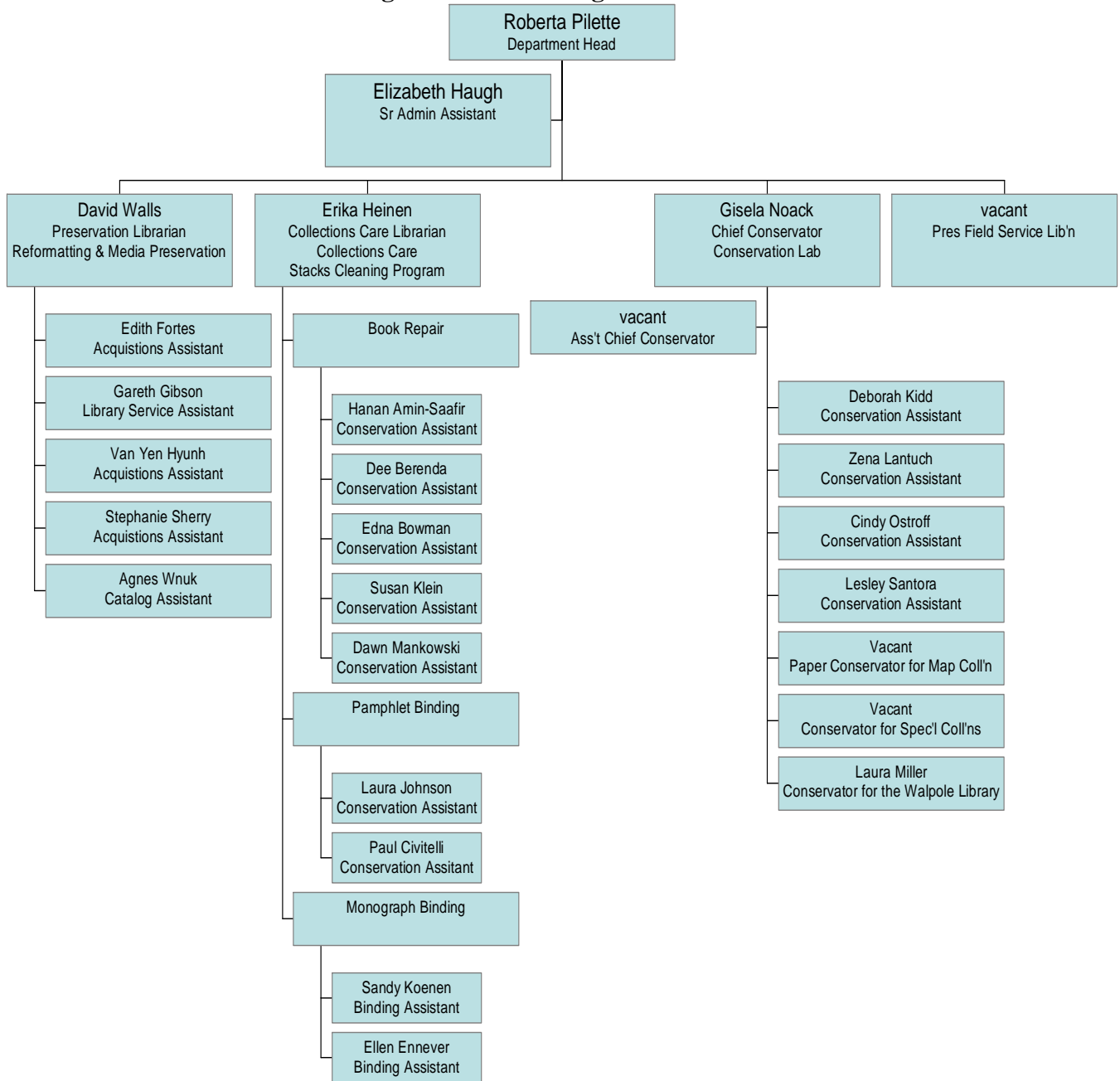
The Yale Conservation Group, an informal gathering of all conservators and technicians across the campus, met almost monthly and shared information and knowledge in their specialties. The highlight this past year was Catherine Sease, conservator for the Peabody Museum, sharing her experiences in Iraq. She had been sent by the State Department as part of a team to assess collection conditions for Baghdad museums.

### ***Facility Improvement***

The lab had some much needed electrical wiring done, which brought a 220 Volt line in to run the hydraulic press and the gluing machine. It also included safety outlets in the sink area and a new outlet close to the suction table.



**Appendix I**  
**Program and Staff Organization Chart**



## Appendix II

### Preservation Department Statistics Fiscal Years 2002 - 2004

Treatment	FY02	FY03	FY04
<i>Volumes treated</i>			
CCP	4,155	4,314	8,652
Conservation lab	1,384	2,716	831
<i>Unbound/flat items</i>			
CCP	0	0	
Conservation lab	3,593	505	173
Pamphlets/Pockets	9,685	6,301	5,623
Book jackets	7	0	402
Monograph binding total*	69,753	31,387	27,724
Phase boxes/wrappers	471	157	484
Clamshell/drop-spine boxes	151	65	37
Mats	230	260	251
Cradles/bookmounts	0	9	22
<i>Encapsulations</i>			
Flat/unbound items	1,215	545	464
Volumes	0	0	2
number of leaves			65
<i>Microfilm</i>			
Volumes	603	869	1,365
Titles	510	247	309
Frames	Not counted	122,750	341,725
<i>Preservation Photocopying</i>			
Volumes	481	418	252
Titles	387	287	198
<i>Mass Deacidification</i>			
Volumes	4,025	7,404	6,402
Unbound/flat items	0	740	848
<b>Total Vols/Items treated</b>	<b>95,753</b>	<b>55,690</b>	<b>53,532</b>

\*total for all monograph bindings library wide in FY03 & FY04 and total binding (serials & monographs) as reported ARL FY02.

**Appendix III**  
**Activities of the Preservation Committee**  
**2003-2004**

**Members:**

Toby Appel (Medical Library)  
Rolfe Gjellstad (Divinity Library)  
Katherine Haskins (Arts Library: Arts & Humanities representative)  
Carla Heister (Science)  
Dana Peterman (Social Science Libraries)  
Margaret Powell (Beinecke/Walpole) [resigned February 2004]  
Susanne Roberts (Research Services & Collections)  
Cesar Rodriguez (Latin American Collection: representing Area Studies)  
Lesley Santora (Preservation/Conservation Lab)  
E. C. Schroeder (Beinecke) [new member March 2004]  
Susan Walker (Walpole Library: representing Special Collections)  
Bobbie Pilette (Preservation Dept, Chair)

The committee met monthly from October to November. Meeting minutes are posted on the web site <http://www.library.yale.edu/CDC/public/subcommittees/Preservation/index.html> . The main activities this year were the development of a mission statement for the Preservation Department, raising preservation awareness throughout the libraries through a preservation slogan contest, assisting with the new food & drink policy through reviewing drafts, and the work of the Library Emergency Plan Task Force.

As the committee was new and some of the members were unclear as to the structure of the Preservation Department the first meeting of the new fiscal year consisted of an overview of the department and its units. Subsequent meetings began the work of the committee.

The Library Emergency Plan Task Force was chaired by Sue Walker. Contributing members of the task force were:

Preservation	Gisela Noack
CCL/SML Access Services	Hubert Berkeley
Beinecke	Regina Romero
SSL	Dana Peterman
Divinity	Rolfe Gjellstad
Medical	George Moore
Sciences	Carla Heister
Arts	Pam Jordan (Drama Library)

The task force really pulled information together from across the university and developed a document with all this information as well as the “what to do in case of...”. This document along with some one-page response instructions was presented to the committee. The further development of the plan will need to wait for the Preservation Field Service Librarian. In the meantime Carla Heister and Dana Peterman are working on getting the one-page information sheets ready for posting on the web.

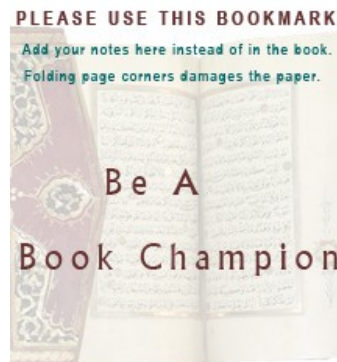
The committee completed a preservation mission statement:

The Yale University Library's Preservation Department is responsible for the long-term care of the rich and unique record of human thought and creativity contained in the Yale University Library collections.

Preservation activities include but are not restricted to: education, outreach, research, repair, conservation, and reformatting of collections in all media; e.g. paper, leather, parchment, audio-visual, electronic and magnetic media.

It is now posted on the Preservation Department's web page.

The other major effort for the year was raising general preservation awareness. This was done through a contest open to staff to develop a slogan that would be used on a bookmark. Marybeth Bean from Kline Sciences won the contest with *Preserve the Past for the Future*. Bonnie Turner designed the bookmark for the slogan and a second bookmark that instructs readers on the care & handling of library materials. Shown below. In addition the video, *Murder in the Stacks*, on the care and handling of library materials is now posted on the Library's web site. The committee has recommended that at the start of each semester this be highlighted in the "News" section of the Library Front Door. An independent task force formed by the head of Preservation developed a new Food & Drink Policy but the committee's input was requested and used.



Grasp books in the middle of the spine; don't tug at the top when removing from the shelf.

Shelve books straight and snug on the shelf.

Food + drink + books = pests who destroy pages, bindings, and book covers.

Pressing down on a book when making photocopies can crack the spine and the paper.

Paper clips leave permanent rust stains and tear pages.

Sticky-backed notes leave a residue that attracts dirt and can cause damage when removed.

Protect books from water, food, drinks, pen marks, and pets.

Yale University Library Preservation Department

**Appendix IV  
Events Requiring Emergency Response  
FY 04**

<b>Date</b>	<b>Where</b>	<b>Library Materials Affected</b>	<b>Staff hours used in response &amp; recovering materials</b>
9/2/03	SML Stack 4, Wing	67 East Asian volumes	10.75
9/26/03	Conservation Lab	Volumes being repaired—slightly damp	2.50
9/29/03	SML Stack 4, Wing	None—material already covered in plastic from previous leak	4.00
12/10/03	SML, Stack 6	None	.25
12/15/03	University Theater, Rm 305	27 volumes	2.00
1/5/04	SML, Room 179A, Coat Room	Pamphlets, duplicates of Art of Book exhibit info	10.50
1/12/04	SML, Basement cage	Newspapers	3.00
1/16-20/04	SML, B40, Preservation RaMP	No collection materials, office files	1.00
1/15/04	SML, Stack 2	None	1.50
1/26/04	SML, B67	Catalog cards—only outer boxes wet and were replaced	9.00
1/2004	Forestry Library	10 wet books	5.50
5/4/04	Beinecke Manuscript area (construction related)	4 parchment land records	7.00
5/27/04	Law Library (construction related)	410 volumes—air dried	13.00
Ongoing	Law Library	Volumes from bombing	30.00

**Total Staff hours      100.00**

## Appendix V

### Survey of Photographic and Machine Readable Collections In Yale University Libraries.

Using the list of campus libraries, special collections, and curatorial units as a guide, I contacted library and collection staff and asked about the existence of photographs, film, recorded sound, and compact disc materials in their collections. I also checked library and collection web sites and in some cases visited collections to look at specific items and collections. As might be expected, libraries and special collections at Yale have a vast quantity of this type of material. In some cases, collections are completely catalogued, and appropriate preservation practices are being followed with master copies housed in preservation appropriate storage containers either onsite or in the protective environment of the LSF, with use copies available to patrons. In other cases, collections have never been properly arranged and catalogued and the exact number of items in them is more of an educated guess. Items in these collections are not for the most part housed in appropriate containers, nor are they stored in an environment appropriate for their information medium.

Only libraries curatorial units, and special collections that reported having photographic, film, recorded sound, and compact disc media, whether used for sound, images, or computer programs are included in this survey. Print collections such as lithographs, engravings, or other types of art on paper are not included in this survey.

Due to a lack of storage space, nearly all of the curatorial units store their archival collections with Manuscripts and Archives, who count the holdings of the individual curatorial units in their own holdings statistics. For example, when the African Collection reports owning 5,200 VHS format videotapes, this number is included in the less than 10,000 VHS tapes owned by manuscripts and archives. However, since the actual owner is the African Collection, I discuss the collection specifics under the area collection rather than under Manuscripts and Archives.

As with all large collections that grow over decades of differing collecting policies and various bequests, some archival collections of the works of composers should seemingly belong to the Music Library or the Recorded Sound Collection rather than the Beinecke. The Art or the Drama Library rather than the Music Library should seemingly own various art and drama collections housed in Music. There are Anthropology collections in Manuscripts and Archives that do not belong to the Anthropology Library. This variation in ownership means that information format types can be found across all libraries and collections.

For the purpose of clarity, I discuss each library or collection under a separate heading and include the following information where possible:

- Library and or Collection name(s)
- Contact person(s)
- Type of media
- Approximate size of the collection

- Potential growth
- Storage Conditions
- Past grants or other preservation projects

## African Collection

Dorothy Woodson, Curator

No large photographic collections exist. However, photos are inter filed with archival papers stored in Manuscripts and Archives, specifically papers documenting mining and apartheid activities in South Africa. In all, there are probably not more than a hundred (100) photographs in the collection. Approximately 100 films on Africa or by African directors or documentary filmmakers are housed in the Film Studies Center. They are all commercially published films.

In 2003, the African Collection purchased two large video collections from Global Vision, producers of documentary films and television series. The first of the two collections consists of 2,600 VHS format videotapes of episodes of *South Africa Now*, a series which documented apartheid in South Africa from 1988 to 1991. The second collection consists of 2,600 VHS format videotapes of *Rights and Wrongs*, which also documented the South African apartheid from 1993 to 1996. The collection is stored in the LSF through Manuscripts and Archives.

## Astronomy Library

Kim Monocchi, Library Services Assistant

The collection contains approximately a dozen slide sets of constellations and star charts date approximately from the 1960s and 1970s. Approximately 25 VHS format videotapes and perhaps a dozen cd-rom programs

## Beinecke Rare Book and Manuscript Library

Ellen Cordes, Head of Public Services

Kathleen Burns, Historical Collections Archivist

The Beinecke has large collections of photographs and recorded sound media in both separate distinct collections such as the Alfred Stieglitz archives, and housed within collections of personal papers. No immediate count of media in the various collections seems to exist. The Beinecke has made excellent use of its resources and employed an active program of identifying, rehousing, and copying photographic and recorded media for nearly all of its collections. Use surrogates are regularly created and most original copies of media are stored in the LSF. Photographic conservators from NEDCC and private practice have been called to consult on both collections and individual items. The level of preservation awareness is high and compared with most collections, items are cared for and stored according to appropriate preservation practices.

## Divinity School Library

Martha Smalley, Research Services Librarian

The general collection at the Divinity Library contains approximately 2,000 VHS format videocassettes, and approximately 100 digital videodisks. The strength of the archival collections is the documentation of missionary life in China from the very beginning of the missionary movement in the mid 19<sup>th</sup> century to the communist era in the early 1950s. Photographs are dispersed throughout this collection and stored with other supporting archival materials. Included with these archives are individual family and personal photographs and papers of various missionaries. It is estimated that approximately 1,000 photographs exist in the various record series ranging in age from the 1870s to the 1950s. Both black and white and color photographs are known to exist. Most photographs are simply placed in the folder along with other papers. Some photographs are sleeved, but the exact sleeving material and when the photos were sleeved is unknown. In cases where a large number of photos exist in one collection of papers, the photos have been housed in folders placed in Holinger type boxes. The various archival record series are well described and the existence of photographs or photo albums is noted in all finding aids.

In addition to photographs, record series mention two (2) “phono discs” circa 1940, seventeen (17) “sound script” discs, and twelve (12) film strips. No use copies of the sound discs have ever been made.

The largest collection of film comes from the Archives of the United Board for Christian Higher Education. This collection contains 98 reels of 16 mm black and white movie film shot in China during the 1930s documenting people and cultures and the creation of schools and religious education facilities. The original copies of these films are stored in the LSF and VHS format video copies were made with grant funds provided by the United Board for Christian Higher Education.

## Drama Library

Pam Jordan, Library Services Assistant

There are approximately 80,000 prints and photographs in the collection. In talking with the Drama library staff member, it was difficult to separate figures for images that might be art on paper prints from actual photographs, so the 80,000 figure undoubtedly contains both prints and photos.

The Archives of the Yale Drama School Productions contains perhaps 10,000 photographs documenting performances and stage design by the Yale Drama School. Photographs are filed with clippings, drawings, playbills and other artifacts from the various plays put on by the drama school over many years.

The Rockefeller Theatrical Prints Collection contains approximately 1,000 actual mounted photographs. The bulk of the collection documents European theatre history and set design before 1930. The photos were taken during the summers of 1929 and 1930 by Yale Ph.D. students in theatre history. The prints were glue mounted onto acidic



boards, most of which are now brittle. The collection is highly indexed and frequently used.

The Crawford Collection of Scene Design contains approximately 100 photographs interfiled with newspaper clippings, and drawings of theatrical sets. It was donated to Yale in 1930.

The Robert Edmund Jones Collection of play and movie set design contains less than 100 photographs interfiled with set design sketches and papers.

### Film Study Center

Stephanie Andrew, Coordinator, Film Studies Center

Located in the Whitney Humanities Center on Wall Street, the Film Study Center provides commercial films to support classroom teaching at Yale. It is not considered a permanent research collection and videos and films are occasionally discarded when broken and worn out. The collection contains several hundred black and white and color films in both 16 and 35 mm formats; 4,300 VHS format videotapes, 4,200 digital videodiscs, and 600 laser discs.

### Forestry and Environmental Studies Library

Carla Heister, Forestry Librarian

George Shao, Library Services Assistant

The Forestry and Environmental Studies Library contains a small historic collection that contains approximately 25 glass plate slides, exact date unknown. The glass slides are housed in their original wooden box with separate partitions for each slide. In addition, the collection also contains two small scrapbooks of photographic prints documenting logging camps and forestry operations at the turn of the century.

### Fortunoff Video Archive for Holocaust Testimonies

Joanne Rudof, Curator

The Fortunoff Video Archive contains more than 3,000 videotapes of Holocaust testimonies. Like the Beinecke, the Fortunoff Video Archive has established preservation practices for all of its videotape materials. Original 2" "quad" format videotapes are being copied to archival quality ½ Sony Beta tape and the original tapes stored in the LSF. All tape copying is done by Vidipax which cleans all original tapes during the copying process. In addition, the work of the archive has been supported in two NEH grants, including the current grant, which is being modified to include tape copying by the Media Matters "SAMA" tape robot designed by Jim Lindner.

### Historic Sound Recordings

Richard Warren, Curator

The Historic Sound Collection is shelved in the Seeley G. Mudd Library. The entire staff consists of the curator and one part-time employee who largely work on cataloging and

indexing recordings. Access to recordings requires making an appointment with the curator who must walk to Mudd and search the shelves to find the item. When the collection was moved to Mudd during the mid 1990s, 78s and LPs were packed in large numbers into oversize boxes making them too heavy for one person to remove from the high shelves. If the item desired by the researcher is a 78 or LP, the curator must ask for help from Mudd staff or arrange for someone to help lower the heavy box and return it to the shelves. All of the material is considered too fragile to move through Eli Express, so collection staff must retrieve each requested item. The climate in Mudd is too warm and too humid for the appropriate preservation of the acetate tapes and early shellac type discs.

The Historic Sound collection is unique in its large number of early phonograph disc recordings. It contains approximately 150,000 phonograph discs ranging in age from the 1880s to the 1990s, containing both 78s and 33 1/3 rpm records. The majority of the disc collection dates from the 1950s through 1960s, though rare early examples of the first disc records exist in the collection. In addition to the commercial discs there are approximately 10,000 instantaneous recording discs from the 1930s through early 1940s. The collection also contains 1,000 "Edison" type wax cylinders containing some of the earliest commercial recordings ever produced. In addition to the phonograph discs, the collection contains approximately 10,000 seven-inch reel-to-reel tapes from early paper oxide tapes, circa 1949, to early acetate reel-to-reel tapes from the early 1950s to the 1980s when polyester Mylar tape was introduced. In addition to the tapes, there are also approximately 16,000 compact disks, circa 1980s to present.

The collection grows by about 3,000 to 5,000 items each year. However, the recent acquisition of the Spoken Arts Publishing archives has added more than 10,000 items this year alone, including approximately 1,000 cassettes, a format not normally collected by Historic Sound. Unprocessed collections are stored in the Music Library, and two storage lockers in North Haven.

Despite the shortages of staff and space, preservation efforts have resulted in the complete copying of the Edison cylinder collection onto compact disc through a contract with an audio republisher. The collection is about to receive word on whether a planning grant application will be funded by the Mellon Foundation. This grant, written in cooperation with Stanford University, and the New York Public Library at Lincoln Center will test the current cataloging level of the disc collection. The record for every 500<sup>th</sup> disc will be checked to see if a catalog record exists and if so, what cataloging level? Additional, funds will be provided to rehouse some of the disc collection into smaller boxes so that they can be more easily and safely managed by a single person when retrieving them from the shelves. If successful, data from the project will be used to write a new proposal to fund full level cataloging for the disc collection.

Another preservation concern is the instantaneous recording discs. One of the earliest types of self-recording, the plastic used to make the discs is unstable and plasticizers oozing from the discs are often a food source for mold in a humid environment. The curator has been slowly copying these discs and transferring the originals to the LSF, but there are many more still waiting to be copied.

## Manuscripts and Archives

Christine Weideman, Assistant Director

Tom Hyry, Archivist

The Manuscripts and Archives Department contains well over 300,000 photographs, less than 10,000 VHS format video cassettes, over 100 reels of motion picture film, and unknown quantity of recorded sound items such as phonograph discs and reel-to-reel audiotapes. Media items are largely interfiled with the collection material that they support, though in some record series, such as the "Cuban Collection" containing over 30 reels of black and white and color motion picture film the media collection itself is most of the archival series described in the finding aid. Other large media collections are the Stanley Milgram papers (record group number 1406), which contain over 25 reels of 16mm motion picture film and over a dozen audiotapes, and the Cyrus Vance Papers, (record group number 1664) containing six boxes of photographs, five reel-to-reel audio tapes as well as several videocassettes. Several large collections are acquired each year and many unprocessed collections exist, some stored in the LSF waiting for processing.

Media are noted in the description of the various record series listed in the Finding Aid Database, however, the descriptive notes are often very brief, in some cases, simply listing a sound recording, without referencing whether it is a tape or disc. A search of the Finding Aid Database for film also brings up collections that have been microfilmed, and searching for sound media requires one to go through the various words used to describe this media over time, such as record, sound recording, phono disc, audiotape, etc.

The size of the collections and staff limitations mean that very little time is available to assess the condition of the media. Manuscripts and Archives has a policy that no original recording will be made available to a user without first making a service copy. However, there is no systematic process of going through collections looking for audiotapes and discs to make copies of them. If a tape or disc is found in a collection and a reader wants to listen to it, the original is sent to a local private contractor in Hamden for condition assessment and copying. Film collections are a particular problem because no facilities or equipment exist within the library for viewing motion picture films and film may not be removed from M&A to be sent to the Film Study Center where the only on campus equipment exists.

Some nitrate negatives and motion picture film have been identified over the course of collections processing. The negatives were copied and frozen while the film has been frozen waiting for the funds to copy it. In some record series photographs are individually sleeved and housed in supporting boxes. In others, photographs are simply sitting against one another in a folder with correspondence and other material.

## Medical Historical Library

Toby Appel, Historical Medical Librarian

The exact size of the photographic and media collections at the Historical Medical Library is unknown. No formal survey has ever been done and the collection benefits from only minimal level cataloging or archival description. The collection is large

however, and storage consumes a wide variety of cabinets, boxes and other containers, including plastic tubs. What is of particular interest about the collection is the date range of media items. Photographs range from Daguerreotypes and other early cased photos to modern color photos taken as recently as the 1990s. The collection also contains approximately 200 glass lanternslides and 10 large file boxes of stereo slides. No motion picture film or video collections are known to exist.

A survey of the print and photographic collections was done in 2002 by Monique Fisher from NEDCC. She identified a variety of concerns largely focusing on how the collections are housed and stored. Of immediate concern she identified the existence of nitrate negatives in the Harvey Cushing Papers.

## Music Library

Suzanne Eggleston Lovejoy, Assistant Music Librarian for Public Services

The Music Library contains approximately 25,000 phonograph discs, 15,000 compact discs, 100 reel to reel tapes, 30 reels of 16mm black and white motion picture film, 500 VHS format video cassettes, and 100 digital video discs. The collection is considered a reference collection to support the curriculum of the School of Music. All historical or valuable recordings are transferred to the Historic Sound Collection. In addition to sound recordings, the various personal archives of composers and performers contain an estimated 50,000 photographs ranging in date from the mid 1800s to the 1970s.

All major collections and record series are described in the Finding Aid Database. The existence of other media is noted at the container or folder level. The collection grows by approximately 1,000 items annually and several large unprocessed collections exist stored in both the basement of SML and at the LSF. Use copies of popular recordings are made, especially those put on course reserve.

Particular preservation concerns surround the climate in the Special Collections Room in the basement of Sterling Library. Latent heat from steam pipes under the floor make the room too warm year round. In addition to archival papers and other media, musical archives collections also end up with large promotional posters, stage banners, and other oversized items. No appropriate storage space exists for this type of material.

## Oral History American Music

Debbie Bellmore, Music Library Secretary.

The Oral History American Music Collection consists largely of taped interviews made with influential personalities from American Music. The collection consists of 1,692 interviews made on reel-to-reel audiotape, with an additional 21 interviews on VHS format videotape. With the Charles Ives Project, OHAM became the first group to document the life of an American composer through an oral history interview format. An additional unique characteristic of the collection is that it contains separate interviews made over the course of a composer or performer's life, showing the growth of an individual's art and talent over time. All master copies of tapes and videos are stored in

the LSF and multiple use copies are made. Parts of the collection are being published by the Yale Press under the title, *Voices of American Musical History*.

## Slavic and East European Collection

Tanja Lorkovic, Collection Curator

The Slavic Collection contains twelve collections on compact disc such as Dictionaries, National Bibliographies, and Periodical Publication Lists. It also has the cd-rom version of the Comintern Archive, first published on more than 11,000 fiche. All are new compact discs purchased from commercial publishers.

## Sterling Memorial Library (Cross Campus Library)

Sue Crockford-Peters, Head of Access Services

Lisa Thomas, Access Services Assistant

The SML/Cross Campus media collection consists of more than 3,000 compact discs, and approximately 1,000 VHS format videocassettes. The collection is considered a reference collection to support the teaching work of the University. All discs and tapes were purchased from commercial publishers and no item is considered unique. The single location for this collection will be eliminated when media collections are shelved inside secure shells alongside books in the Sterling stacks.

## Visual Resources Collection

Helen Chillman, Visual Resources Librarian

The Visual Resources Collection of the Arts Library contains approximately 320,000 slides ranging from early glass type lanternslides to modern color photographic transparencies and approximately 200,000 mounted photographs. The material was collected between the 1920s to the present. Collections of this type represent the standard type of visual arts collection of great architecture, painting, and sculpture used to support the teaching of the university. Similar collections exist at other universities. Katherine Haskins, Head of the Arts Library has plans to scan some images to create a database of the most used images from the collection. A grant is being written to seek funding for the scanning project. The collection is overall felt to be in good condition, but there is some concern about storage and housing of some of the mounted photographs. Some early mounts may be acidic and photos were held onto mats using a variety of means including adhesive tape.

## Summary

The largest visual extreme in the housing of collections is between the Beinecke and Historic Medical Libraries. Historical Medical needs a large grant to provide better cataloging and housing for these collections. Across all collections, most media is simply housed together with the archival papers that they support. Few photographs are individually sleeved and few collections are stored in any sort of environment appropriate for photographic and audio media. The total number of items in all collections follows.

Phonodiscs	185,019
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Reel-toReel Tapes	11,792
Videocassettes	26,046
Slides/Transparencies	321,425
Motion picture film	225 reels
Digital Video Discs	4,400
Photographs	562,300 (Number doesn't include Beinecke holdings)
Compact Discs	34,020
Laser discs	600
Wax Cylinders	1,000
Audio Cassettes	10,000
Stereo slides	2,000

Submitted by: David Walls