

**Yale University Library  
Preservation Department**

**34<sup>th</sup> Annual Report  
July 2004-June 2005**

**Submitted:  
Roberta Pilette  
December 14,2005**

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Preservation Department  
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Roberta Pilette, Head of Preservation and Chief Preservation Officer

<b>Preservation Staffing:</b>	<b>July 1, 2004</b>	<b>June 30, 2005</b>
Positions budgeted:		
C&T	18.25	18.00
M&P	7.50	8.00
Positions filled:		
C&T	18.00	17.00
M&P	4.50	6.00

**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 (RaMP), 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 department participated in goal setting for FY06. The goals for FY06 can be found in Appendix III.

This year has seen an increase in the professional staff positions within the department. The addition of the Field Service Librarian will allow the department to begin to meet the needs of all libraries by having a person who can coordinate educational outreach, surveys and monitoring of environments to name just a few of this position’s responsibilities. However, before we could have Tara Kennedy, our new Field Service Librarian, take up her position full-time, she served as interim Head of Collections Care. In spite of her only addressing the field service responsibilities part-time, Tara has made an impressive start as noted in her report found on page 8. The Conservation Lab has two new conservators to address the needs of our special collections. One position is focused on the map collection and the other deals with bound materials found in other special collections outside the Beinecke. Both positions are contributing greatly to the expansion of services the Preservation Department is committed to. However, we should note that of the new professional positions discussed here, all are term positions and two of these will need to have money found within the preservation budget FY07 in order to be continued. The third position is funded by the Map Collection with which we will need to discuss the continued funding of the position.

The Preservation Department recognized that there is a need for Library staff to understand what it is we can do for them. We are focusing our efforts on informing Library staff as to what the Preservation Department is, where we are located and what we do. This is done with regular presentations at the Library Orientation for new staff. We hope that these presentations, along with the Field Service Librarian working with the various library collections will make staff more aware of preservation and what we can

do for the collection. In the coming years we will be expanding this consciousness raising. Meanwhile, we continue to give tours both to potential donors, current donors and visiting professionals.

Part of raising staff and user awareness in preserving library materials was the instituting of a policy with regards to food and drink in the library. Toward the end of the last fiscal year a task force was formed and a policy written. Fall semester 2004 the policy was rolled out. All incoming students received a library mug along with a copy of the policy. [http://www.library.yale.edu/about/pres\\_policy.html](http://www.library.yale.edu/about/pres_policy.html). At the same time staff were receiving their mugs and an explanation of the policy as it applied to them. [http://www.library.yale.edu/about/staff\\_policy.html](http://www.library.yale.edu/about/staff_policy.html). Signage was made available to all library collections and the Sterling Library guards were informed of the new policy and how they could help enforce it. Within six months the custodial staff reported that there was a noticeable decline in garbage found in the stacks and reading rooms, a major help with regards to pest control and staining of floors and furniture.

A new book return was designed and installed at the Wall Street entrance of Sterling Memorial Library. The old return interfered with the opening of the door and was damaging the wooden door. A brief article in the *Library Links* announced the installation of the new return.

<http://www.library.yale.edu/lhr/librarylinks/January2005/index.html#library>

The Preservation Department also took on the writing and editing of an issue of *The Abbey Newsletter*. Volume 27, number 4 was edited by Roberta Pilette with an article contributed by Laura O'Brian-Miller. David Walls contributed to a report on the American Library Association Annual meeting and Gisela Noack contributed to a report on the American Institute for Conservation's annual meeting.

A committee under the direction of Barbara Shailor, Deputy Provost for the Arts, and made up of Jock Reynolds, Henry J. Heinz II Director of the Yale University Art Gallery; 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, continued to develop a plan to centralize preservation activities across the campus at Site II, 149 York Street. A subcommittee of curators and conservators along with a task force of conservators submitted a report to the committee at large in November 2004 making recommendations as to space and staffing requirements of such a facility. No decisions have been made and discussions are ongoing.

Fall of 2004 the Preservation Department was notified that a private funding source was found for the Cuban project that had failed as a National Endowment for the Humanities (NEH) application. The Seaver Institute agreed to fund *Visions of Power, Nation and Revolution in Cuba, 1959-1999*. This research project included the stabilization and preservation of materials in the Andrew St. George & David C. Stone collections.

A second NEH application for *The Salisbury Collection in the Near East Collection* designed to preserve this core collection of approximately 16,000 volumes through repair, mass deacidification and reformatting was successful. This project began June 2005.

Since 2003 Pilette has been working with the Medical Library to help identify preservation issues within the Medical Historical Collection. Surveys by NEDCC were completed of this collection in the fall of 2003. An environmental survey of Historical Collections storage areas was completed in June 2005. After reviewing the reports in the Spring 2005, Kenny Marone, Director of the Medical Library, Toby Appel, Historical Medical Librarian, and Pilette decided that the best way to move forward on the recommendations was to create a position responsible for carrying out the activities. A Preservation Coordinator position was created and posted.

The Sterling Memorial Library stack HVAC conditions have been reviewed by the University Facilities. Jerry Hill, Director of Systems Engineering, and Elliot Croll, Senior Mechanical Engineer, have raised questions as to the cost effectiveness of the HVAC system. John Vincenti and Pilette have met with them to go over the specifications and stress the importance of maintaining the temperature and relative humidity as stipulated.

#### Department Space Planning

Space for the department has been a concern for many years. Working on the proposal for the centralized preservation facility helped focus long-term needs. However, the realization that the plan may be years in the development or may never happen brought forth some interim planning.

RaMP has two additional staff and the mass deacidification program is expanding. These concerns in an already cramped space as well as the general expansion of the reformatting program into multi-media called out for some planning. In addition, a soon-to-be fully staffed Conservation Lab and expanding treatment demands required a re-thinking of how space is used.

Initially the brainstorming was how to use the space we have to the best advantage. At the most basic it called for a re-shuffling of RaMP, Collections Care, Rooms 5&6 and a re-thinking of supply storage. However, even at its most basic, this plan was estimated to cost over \$200,000, well over available funds.

Reorganizing the department's workspace is still a priority but will have to be done without shifting units around.

#### Preservation Committee

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 IV. The main tasks for the committee this year were assisting the Food &

Drink Policy Task Force in rolling out the new policy to both library patrons and staff, drafting a new emergency response plan, and working on a preservation policy.

## **CONFERENCES, COMMITTEES & TRAINING**

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

### Meetings/Conferences/Travel

American Library Association Meetings

Mid-Winter, Boston, January 05 & Annual, Chicago, June 05

Roberta Pilette and Tara Kennedy

American Institute for Conservation

Annual Meeting, Minneapolis, MN, June 8 – 13, 2005

Paula Zyats, Jean Baldwin and Sarah Dove.

Guild of Book Workers Standard Seminar, Providence, RI, November 11 – 13, 2004

Gisela Noack, Cynthia Ostroff and Lesley Santora.

Tour of Preservation Technologies, Cranberry Twp, Pennsylvania, Bookkeeper Mass Deacidification, May 2005

From Preservation Dept: Roberta Pilette, Gisela Noack, David Walls, Tara Kennedy

From Library: E.C. Schroeder, Tim Young, Kate Ganski, Mary LaFogg, Ann-Marie Menta

David Walls is our representative at digital and audio related conferences. He has attended the Imaging Science & Technology Conference in Washington D.C.; the Association for Recorded Sound Collections meeting in Austin, Texas; and the ACRL, New England Chapter's Information Technology Interest Group Meeting on Models of Digital Archiving.

### Committees

The department is active on a wide variety of committees at the Library, University and national level.

Roberta Pilette: Preservation Committee, chair  
Digital Preservation Committee, co-chair  
Collection Space Management Steering Committee  
Library Management Council, chair Jan-June 2005  
Collections Care (University wide)-Centralized Conservation Facility  
ALA—ALCTS Committee/PARS for Policy, Planning & Research

Tara Kennedy: LiSA

David Walls: Collection Development Committee  
Digital Collections Task Force  
Digital Media Implementation Group  
Special Collections Committee

Catalog Coordination Committee  
 Acquisitions Support Group  
 ALA-PARS Committee/ Chair, Preservation Administration  
 Discussion Group  
 Board member of the Northeast Document Conservation Center  
 Gisela Noack: Conservator Task Force, Collections Care (University wide)-  
 Centralized Conservation Facility  
 Lesley Santora: Preservation Committee  
 Cynthia Ostroff: Performance Appraisal System  
 Dawn Mankowski: JDC  
 Stephanie Sherry: STOD

### Training

Roberta Pilette

Presentation Pro, Media Training Worldwide, 1-day workshop, July 2004  
 Digital Preservation Management: Implementing Short-Term Strategies for  
 Long-Term Problems, 5-day course, Cornell University, July 2004

Gisela Noack

Tape Removal Workshop, Smithsonian Center for Materials Research and  
 Education, Suitland, MD, October 25 – 29, 2004

Tara Kennedy

IPI Advanced Training for Climate Notebook, 2-day workshop, University of  
 Maryland, May 2005  
 CCAHA Where Artifact Meets Exhibition: Advances in Preservation Planning  
 and Design, Baltimore Museum of Art, Baltimore MD, April 4-6, 2005

Risk Assessment, Peabody Museum, New Haven, CT, April 26&27, 2005

Gisela Noack, Paula Zyats, Roberta Pilette and Tara Kennedy

The following staff have used the Learning Plan to take courses:

Dawn Mankowski

Leather Inlay & Onlay, Creative Arts Workshop, April 2005  
 Inlay, Onlay and Gold Tooling Workshop, Creative Arts Workshop, New Haven,  
 CT, April 8 – 9, 2005

Numerous staff have taken advantage of the Learning Center offerings. Examples of a few such courses are: Eudora, Excel, Stress Management and Time Management.

### **PERSONNEL**

#### ***Staff members who have left during FY05:***

Deborah Kidd, Conservation Lab, Conservation Assistant, August 2004  
 Cindy Ostroff, Conservation Lab, Conservation Assistant, January 7, 2005  
 Erika Heinen, Collections Care, December 31, 2004

#### ***New staff members to the department in FY05:***

Jean Baldwin, Conservation Lab, September 27, 2004, two year term

Sarah Dove, Conservation Lab, December 6, 2004, three year term  
Tara Kennedy, Field Services, January 3, 2005, two year term  
Paula Zyats, Conservation Lab, January 3, 2005  
Abdelwhab Mustafa, RaMP, June 2005, NEH Near East Grant, two year grant

### **EMERGENCY RESPONSE**

The Seeley J. Mudd Library environment is of perennial concern. The upgraded HVAC unit for the basement and first floor was installed. However, according to the data logger record for the summer months of May and June, the relative humidity showed very little control. In July, it leveled out but was still high and the freestanding dehumidifier was still operating. Attempts to get a response from Facilities as to what the status of this system came to naught. Close monitoring of this space will continue.

Overall this year library staff spent 99.5 hours dealing with emergencies and the aftermath. The Conservation Lab staff are usually the first to be contacted and over half of the staff time is conservation staff time. A table listing the incidents is located in Appendix V. The largest amount of time had to do with the Beinecke Library's leak. The leak was a direct result of construction—incomplete sealing of the area being worked on and then heavy rains. The Cataloging and Preparations areas continue to have problems with ceiling tiles and the occasional leak. Staff time associated with these incidents is not included in the overall total unless library materials are damaged and need the attention of the Preservation Department. However, John Vincenti is made aware of incidents in these areas and the immediate incident is addressed.

## **PRESERVATION FIELD SERVICE**

Tara Kennedy

Preservation Field Service Librarian

### ***Overview***

The Preservation Field Service Librarian's primary goal is integral to fulfilling the Preservation Department's mission: to service the preservation needs of ALL the collections within the Yale University Library system. Most of this fiscal year was spent acquainting the Field Services Librarian with the libraries, collections and its staff on campus to assess the needs of the libraries and collections.

### ***Activities***

- Environmental monitoring of the following areas: SML Stacks, Art and Architecture Birren collection/ vault, Mudd Library basement stacks, Forestry Library, MSSA Reading Room, SML exhibit case
- Environmental reports of the following collections: Manuscripts and Archives Room 69
- Collections Condition Survey for the Yale Memorabilia collection (MSSA Room 69) that was two-fold: to assess the condition of the collection and to assess what stabilization was necessary before items were moved to LSF for the renovation
- Implementation of IPM program with Non-Tox, pest control company for the University
- Visiting branch libraries
- Started Risk Assessment of Forestry Library in preparation of its relocating to a new building

### ***Challenges***

For this fiscal year, Field Services was only performed part time, as the Field Service Librarian was Interim Head, Collections Care from January 2005-June 2005.



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

David Walls

Preservation Librarian

Staffing as of June 30, 2005:

Stephanie Sherry	Acquisitions Assistant	Level D
Van-Yen Huynh	Acquisitions Assistant	Level C
Agnes Wnuk	Cataloging Assistant	Level C (term ends 6/06)
Edith Fortes	Acquisitions Assistant	Level B
Gareth Gibson	Library Service Ass't	Level B
Abdelwhab Mustafa	Cataloging Assistant	Level C (NEH grant; start 6/05)

### ***Overview***

The Reformatting and Media Preservation Program (RaMP) is responsible for working with collection curators, bibliographers, and selectors to reformat brittle books and media. Reformatting generally results in a surrogate. The coordination and overseeing of the production or purchase of an appropriate surrogate is a key operation for this unit. Surrogates may be microfilm, preservation photocopy, or digital for text based items; multi-media surrogates are generally digital.

RaMP also coordinates the library's mass deacidification program.

### ***Activities:***

RaMP began FY05 with a large number of titles for microfilming and photocopying projects due to the large number of selector decisions made in FY04. In addition, we completed the microfilming and photocopying of some large serial and monographic sets that previously had only small portions of them reformatted.

The Cuban Film Project, funded by a grant from the Seaver Institute, gave us our first true media preservation project and met one of our goals to expand reformatting beyond books and papers. This project involved the cleaning, rehousing, and copying of film from the Cuban Collection. Vidipax successfully completed the work in June of 2005. The conservation portion of this project will be completed by the Conservation Lab in FY06.

The first NEH microfilming grant in five years began on June 1<sup>st</sup>; RaMP hired an additional staff member, Abdelwhab Mustafa, with Arabic Language and cataloging skills necessary for the reformatting of books from the Near Collection. The Near East Preservation Project will continue for the next two years.

With the help of Access Services, new pseudopatron id cards were created to better reflect current work routines. The new cards were also renamed to respond to the way that Orbis lists patron id records. When the new cards were created, RaMP staff and a few volunteers from Collections Care recharged each volume to the appropriate new card. The volumes were also reshelfed in a single A-Z call number order sequence that makes it easier for staff to find items. In addition, RaMP staff used the opportunity to clean up extraneous notes and outdated temporary locations. This portion of the project continued into FY06.

During this year Walls worked with Catalog Department staff to develop procedures for entering the Iron Mountain inventory barcode for master negative film into the Orbis record. This greatly increases the level of secure bibliographic control over the master negative reel of microfilm.

The expansion of digital technology has allowed RaMP to take advantage of some expanded vendor services and plan for the potential restructuring of what is typically meant by reformatting. Now that all of our photocopy vendors have moved from copy machines to scanners, the scanned digital content of a volume can be stored as bits and bytes on a server or printed and bound into a conventional book if needed. As further security against the crash of secure servers and the sudden lack of future funds to migrate digital collections, the digital bit stream of a volume can also be recorded on E-beam microfilm and stored at Iron Mountain. Expanding into media preservation has allowed us to take advantage of vendor technology for reformatting conventional motion picture film as well as a wide range of analog and digital audio and video. This new set of tools in the preservation toolbox will take us from dreaming to realistic planning for a variety of media collections.

We are continuing to mass deacidify the Near East, Burmese Literature, Historic Texts, and American Sheet Music collections.

RaMP staff actively worked with staff from the Catalog Department to develop and implement the “Bound with” procedures for the cataloging of multiple titles on a reel of microfilm. These new procedures make it easier for researchers to search in Orbis and find titles on a reel of microfilm. We have worked with Access Services to improve the response time to automate recalls and other reader requests for titles either in the preservation backlog or away at the vendor being reformatted.

Additional projects either begun or completed in FY05:

- The Sabin Bibliography Project. Now in it’s second year, RaMP staff are requesting, reviewing, and packing volumes found on the Sabin Bibliography to Primary Source Media (PSM) for scanning and the creation of E-beam microfilm. Now that PSM has outsourced the scanning to Image Graphics, the project is now running on a regular schedule.
- The remaining portion of the Connecticut Newspaper Project was completed in conjunction with the State Library of Connecticut. A portion of Yale’s contribution to the project was left unfiled at the State Library when NEH and CT State Library funds ran out. Reformatting funds from RaMP were used to fund the remaining microfilming of the New Haven Daily News. CT State Library staff prepared the newspaper for microfilming and contracted with a microfilm vendor for the filming.
- The Yiddish Preservation Project is underway now that a Yiddish Cataloger has been hired. We are mass deacidifying and reformatting a collection of Yiddish volumes.

## COLLECTIONS CARE

Tara Kennedy

Collections Care Librarian, Interim

Staffing as of June 30, 2005:

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 (Medical leave 3/1/05)
Dolores Berenda	Conservation Assistant	Level B
Edna Bowman	Conservation Assistant	Level B
Laura Johnson	Conservation Assistant	Level B
Ellen Ennever	Binding Assistant	Level A

### *Overview*

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 materials 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.

### *Activities*

With an interim head, the focus this fiscal year in Collections Care was reorganization and reimplementation. The workspace was cleaned and reorganized, improving appearance and efficiency. Collection materials of unknown status that had been set aside for a later decision, were targeted, reviewed and placed in the workflow. Many workflows and treatment procedures were reviewed and revised. Redundant repairs were eliminated. Flowcharts for deciding repairs for volumes in Collections Care were developed to help the E Level Technicians make decisions quickly and efficiently. Improvements were made in Book Repair statistic keeping, so that the count for ARL statistics would be more accurate, and easier to track.

Customer service was improved by the addition of shelves and development of a form for patrons to fill out when dropping off material for repair/review by Collections Care. The shelves and form allow for better bibliographic control over material in Collections Care and better customer service.

Bibliographic Control was improved by the creation of new pseudo patrons in a standardized format, in conjunction with Cindy Greenspun, Access Services: Standardization of the patron names makes it clearer which Preservation Unit holds an item, and makes finding items for recall simpler.

Collections Care began a project in conjunction with RaMP and the Near East collection in the repair and reformatting of volumes from this collection. Books are reviewed by the Head of Collections Care who decides if they are to be repaired, deacidified and/or microfilmed. If items are to be repaired the work is completed by E Level technicians in Collections Care. The funding for this project came from an NEH grant.

#### *Staff Related Activities*

- B Level staff have been trained in particular book repair techniques that were unfamiliar to them, and some have had review of such techniques.
- A Collections Care Manual has been started.
- Goal setting was performed for the unit and for each individual within the unit.

#### ***Equipment and Technology***

- New barcode guns were added to CCP, which make scanning barcodes and looking up bibliographic information easier.
- New printer that has a manual feed that is operational, accommodating acid-free paper for making labels more readily.
- Ergonomic computer table for second computer
- Maintenance of existing equipment including the guillotine. A service order is in the process of being put in place to have regular maintenance of all guillotines and board shears in Preservation.

#### ***Challenges***

There is a continuing need in Collections Care for improvement in attendance and training. Three of four Level B Technicians are on Intermittent FMLA and have either 16 and/or 12 weeks unpaid leave available for their use and have used the entire allotted time this past year. The other Level B Technician is on extended medical leave. It is unknown at this stage when she will return to work. Her position will be held until February 28, 2006.

## CONSERVATION LABORATORY

Gisela Noack  
Chief Conservator

Paula Zyats  
Assistant Chief Conservator (1/3/05)

### Staffing as of June 30, 2005:

Jean Baldwin	Book Conservator	M&P (9/27/04; 2yr term)
Sarah Dove	Map Conservator	M&P (12/6/04; 3yr term)
Laura O'Brien-Miller	Conservator for Walpole	M&P
Deborah Kidd	Conservation Assistant	Level D (left 8/04)
Zenaida Lantuch	Conservation Assistant	Level B
Cynthia Ostroff	Conservation Assistant	Level D (last day 1/7/05)
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. While Beinecke Rare Book Library (BRBL) is the major client, the lab treats material from the Art and Architecture Library, Map Collection, Art of the Book, Manuscript and Archives and Music Library. 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*

The Conservation Lab continues to look for new and useful treatment techniques. Added this year to the standard repair portfolio is a technique that allows the repair of broken or damaged joints with minimal interference to the original structure of the binding.

The Conservation Lab continued the conservation and restoration of vellum bound books during the summer, utilizing the more humid environmental conditions.

The project of housing oversized newspaper at BRBL continued throughout the year. A major matting project of photographs by David Plowden and paper-based objects by other artists resumed during the summer months. Two students worked on these projects under the supervision of conservation staff.

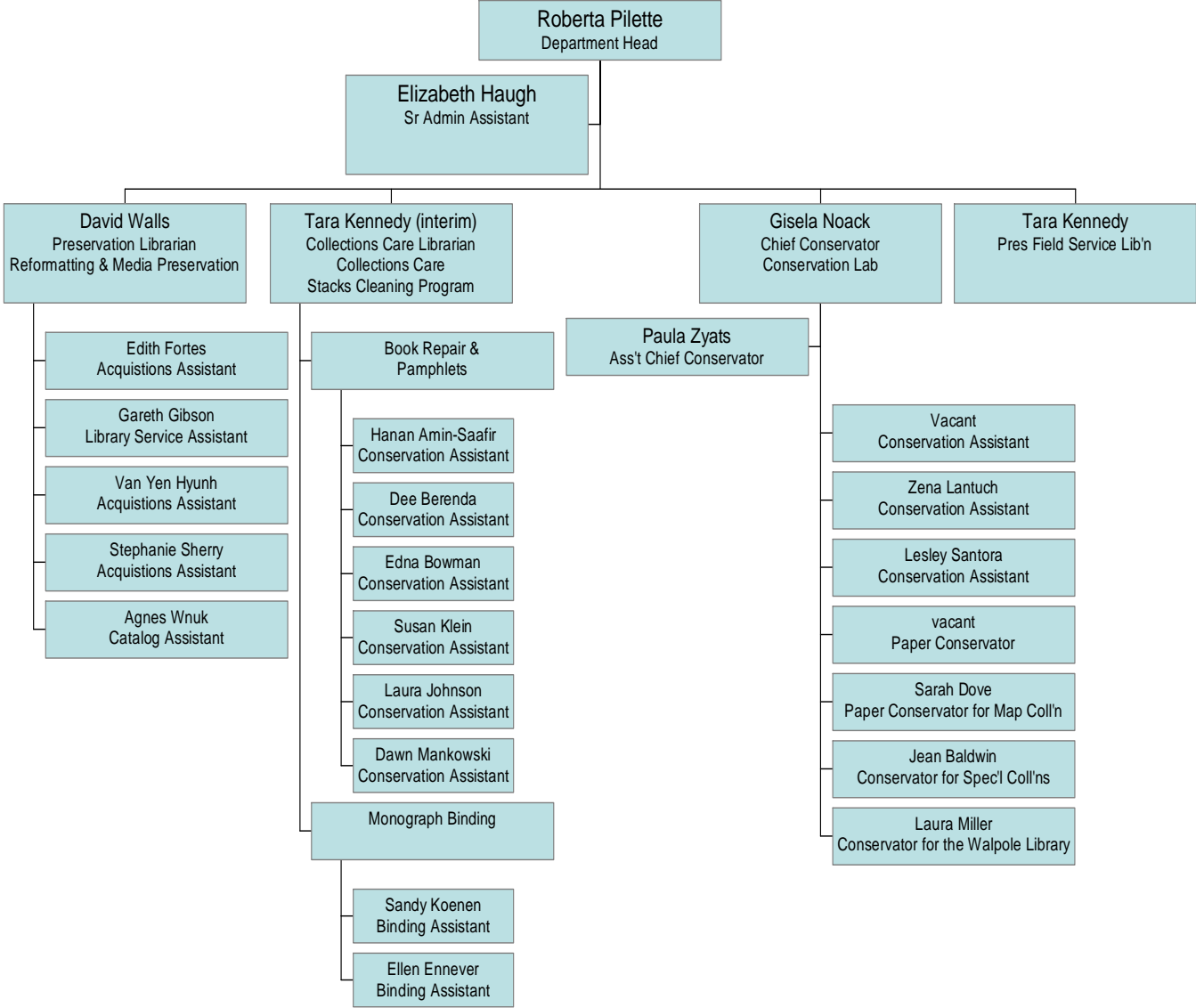
All books that were water-damaged in the Law School Bombing in 2003 have been dried and have been returned to their shelves. Only 40 books were sent out for freeze-drying, the remaining 360 volumes were treated in-house.

Exhibition preparation was a large part of the work done this year. Conservation staff spent 472 hours assisting with the preparation of numerous exhibitions throughout Sterling and Beinecke.

Conservation took part in the Special Collections Fair by presenting a program on vellum-bound books and vellum documents. It focused on the production of vellum and

simple conservation treatments, including flattening, mending and proper housing methods.

# Appendix I Program and Staff Organization Chart



## Appendix II

### Preservation Department Statistics Fiscal Years 2003 - 2005

Treatment	FY03	FY04	FY05
<i>Volumes treated</i>			
CCP	4,314	8,652	3,908
Conservation lab	2,716	831	310
<i>Unbound/flat items</i>			
CCP	0	0	0
Conservation lab	505	173	324
Pamphlets/Pockets	6,301	5,623	12,669*
Book jackets	0	402	579
Monograph binding total	31,387	27,724	44,694
Phase boxes/wrappers	157	484	1,163
Clamshell/drop-spine boxes	65	37	23
Mats	260	251	263
Cradles/bookmounts	9	22	77
<i>Encapsulations</i>			
Flat/unbound items	545	464	316
Volumes	0	2	1
number of leaves		65	48
<i>Microfilm</i>			
Volumes	869	1,365	641
Titles	247	309	151
Frames	122,750	341,725	160,739
<i>Reformatting Multi Media</i>			
Film/video	0	0	52
Audio	0	0	2
<i>Preservation Photocopying</i>			
Volumes	418	252	248
Titles	287	198	196
<i>Mass Deacidification</i>			
Volumes	7,404	6,402	3,630
Unbound/flat items	740	848	331
<b>Total Vols/Items treated</b>	<b>55,690</b>	<b>53,532</b>	<b>69,154</b>

\*7,470 pamphlets bound in-house  
5,199 pamphlets bound by commercial binders



Appendix III  
Yale University Library  
Preservation Department

Goals

2005-6

*Department level*

1. Determine the present profile of the Preservation Department among library staff.
  - Conduct a survey by January 1, 2006
  - Tabulate results by February 28, 2006
  - Use results in formulating department goals for 2006-07
  
2. Increase the department visibility in the Library by:
  - Mounting one exhibit in fiscal year 2005/06
  - Producing one article for *Note Bene* in Spring 2005 & one in Summer 2005
  - Produce one article for *Working at Yale*
  - Producing one article for *Library Links*
  - Participating in the Special Collections Fair in October 2005
  - Becoming part of the Library orientation tours for students and staff
  - Ask to have department tour added to the Sterling 75<sup>th</sup> anniversary celebration
  - In addition, we will maintain the timeliness of our web site
  
3. Improve workflow throughout the department.
  - Each unit will submit by July 1, 2005 one SMART goal focused on workflow.

*Collections Care*

Book Repair

1. Interim Head, Collections Care and E Level Technicians will train all Book Repair staff to be able to do all repairs listed in their job descriptions by 1/1/2006.
  - This will be completed through regular training sessions, followed by focused treatments to reinforce learned techniques.
  - When all Book Repair staff can do any type of treatment that enters Collections Care, the goal has been met.
  
2. Interim Head, Collections Care and E Level Technicians will complete treatment and procedures manual for Collections Care by 1/1/2006.
  - This will be completed through documenting training sessions, and writing down the treatments with photographs.
  - When the manual is complete and can be readily used by Book Repair staff, the goal has been met.
  
3. Set up and continue a schedule for preparing treatment materials, such as precutting endsheets, spine pieces and linings, to expedite the repair process, implemented by 9/1/2005.

- This will be performed through sign up sheets, and weekly and monthly maintenance days where all staff will prepare materials whenever necessary.
- When the schedule is solid for 3 months following implementation, the goal has been met.

### Monograph Binding

1. Staff will complete shelf preparation of outsourced pamphlet backlog by 1/1/2006.
  - Staff during “down” time between monograph binding tasks will complete this goal.
  - When the backlog is eliminated, the goal has been met.
2. Staff will institute call number labeling for bound monographs by 1/1/2006.
  - This will be completed by the addition of call number information in an additional LARS field.
  - Once call numbers are accurately applied to the spine of bound monographs, the goal has been met.

### **Conservation Lab**

#### 1. Improve Workflow

- New Condition/Treatment Report forms by July 1, 2005
- Choose appropriate computer program/database (input from AIC meeting)
- Forms computerized for use by Sept. 2005.  
*Hire someone to do it correctly?*
- “Tweak” the program as necessary by Nov. 2005
  1. Research possibility to integrate new software for condition/treatment report forms with the Beinecke database.
  2. *Begin re-designing the treatment sign-out forms in Ms Unit and Technical Services.*

#### 2. Establish average treatment times by March 2006

- Track individual treatment times for a period (September-December 2005)
- Collect and average treatment times (by February 2006)

#### 3. Improve Inter-Departmental Relations

- Supervisor contact with RAMP by October 2005:  
*Discussion: Talk about mutual interests  
Trade projects?*
- Supervisor contact with Collections Care by October 2005  
Discussion: Workshop
  - a. *remoistenable adhesive coated tissue*
  - b. *Japanese paper hinge repair (Harvard)*
  - c. *basic tape removal*
- Finalize approach with RAMP by December 2005
- Workshops with Collections Care by end of Feb 2006
- Plan agreed action with RAMP by end of Feb 2006

### ***Reformatting & Media Preservation (RaMP)***

1. Inventory, charge, and shelve in call number order all volumes held in the Reformatting and Media Preservation Program by July 1<sup>st</sup>, 2005.
  - *Stephanie and David will go through the original backlog and prepare titles for charging to new RaMP cards.*
  - RaMP staff will devote up to four hours each day to charge titles to new cards until the project is completed.
  - RaMP staff will also be responsible for shelving the volumes that they have charged in call number order in room 6 or on carts designated for backlog shelving.
  
2. Over a period of three months beginning July 1st, 2005, RaMP staff will individually track the time required to search, reformat, and catalog volumes through the Reformatting and Media Preservation Program.
  - RaMP staff will work with David to set up reasonably accurate methods of tracking individual work process time.
  - Staff data from individual work time process studies will be tracked by a spreadsheet to be designed during an upcoming RaMP staff meeting.
  
3. Reduce the time required to process volumes through RaMP by 20% by the end of FY06 through improved work routines, procedures, and processes.
  - After completing the work time process study, RaMP staff will work to reduce processing time to meet the new goal.
  - Progress will be charted weekly through discussion in brief staff meetings.
  
4. To improve our understanding of the various vendor processes RaMP staff will visit and tour the Bridgeport National Bindery and ACME Bindery book scanning and binding operations by December 2005.
  - David will contact Bridgeport about a tour by June 30<sup>th</sup>, 2005.
  - David will contact ACME about a tour by August 30<sup>th</sup>, 2005.
  - Funds for travel to Cambridge, MA will be charged to staff learning plans.

**Appendix IV**  
**Activities of the Preservation Committee**  
**2004-2005**

**Members:**

Toby Appel (Medical Library)  
Nisa Bakkalbasi (Science) [new member, January 2005]  
Susan Brady (Arts Library) [new member, February 2005]  
Rolfe Gjellstad (Divinity Library)  
Katherine Haskins (Arts Library: Arts & Humanities representative) [resigned February 2005]  
Carla Heister (Science) [resigned January 2005]  
Tara Kennedy (Preservation) [new member, January 2005]  
Dana Peterman (Social Science Libraries)  
Susanne Roberts (Research Services & Collections)  
Cesar Rodriguez (Latin American Collection: representing Area Studies)  
Lesley Santora (Preservation/Conservation Lab)  
E. C. Schroeder (Beinecke)  
Susan Walker (Walpole Library: representing Special Collections)  
Bobbie Pilette (Preservation Dept, Chair)

The committee met irregularly throughout the year. Meeting minutes are posted on the web site <http://www.library.yale.edu/CDC/public/subcommittees/Preservation/index.html>

Working with the independent Food & Drink Task Force the Preservation Committee assisted in the development of the new Food & Drink Policy. Proposed mugs and signage were reviewed. The Library's policy can be viewed at [http://www.library.yale.edu/about/pres\\_policy.html](http://www.library.yale.edu/about/pres_policy.html)

The committee reviewed and helped identify the priorities of the newly created position of Preservation Field Service Librarian.

The committee accepted the draft of a completely revised emergency plan. The Emergency Planning Task Force led by Susan Walker with contributions by Gisela Noack, Dana Peterman, and Carla Heister did an outstanding job. The implementation of the plan in full is a priority for the Preservation Field Service Librarian. Certain parts were immediately adopted such as the 24hour/7day a week emergency phone (203-530-5414). Also, a basic emergency response plan was posted on the Preservation Department's web site.

The committee also drafted a preservation policy. The final version is under review and the goal is to roll out the policy to the Library in FY 06.

**Appendix V  
Events Requiring Emergency Response  
FY 05**

<b>Date</b>	<b>Where</b>	<b>Library Materials Affected</b>	<b>Staff hours used in response &amp; recovering materials</b>
8/21/04	Beinecke Library Wall Street stacks (construction related)	320 wet items; printed & manuscript/archival	59.25
9/18/04	Catalog Department	1 wet volume due to leaking ceiling	1.00
11/7/04	Sterling, Machine City, B78, B67	67 volumes being processed for LSF	30.25
12/1/04	Mudd Library, entrance/lobby & penthouse	None	0
12/1/04	Sterling, Periodical Reading Room entrance	None	0
12/21/04	Franklin Collection	Statute & Framed print; due to old picture wire breaking	1.00
1/05	Hall of Graduate Studies	16 wet volumes due to a broken pipe	6.00
2/05	Document Delivery	2 wet volumes received from ILL	1.00
2/05	Document Delivery	1 wet volume received from UPS	1.00

**Total Staff hours    99.50**