

**Yale University Library  
Preservation Department**

**35<sup>th</sup> Annual Report  
July 2005-June 2006**

**Submitted:  
Roberta Pilette  
December 14, 2006**

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Roberta Pilette, Head of Preservation and Chief Preservation Officer

	<b>Preservation Staffing:</b>	<b>July 1, 2005</b>	<b>June 30, 2006</b>
	Positions budgeted:		
C&T		18.00	17.00
M&P		8.00	9.00
	Positions filled:		
C&T		17.00	16.00
M&P		6.00	8.00

**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 four units—Field Services, 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, and the department level goals for 2006-07 are found in Appendix III.

Our main goal this year was to raise general awareness of preservation activities throughout the library system. We did this through a series of activities as well as having Tara Kennedy take up her responsibilities of Preservation Field Service Librarian full time as of October 1, 2005.

An exhibit depicting the development of preservation activities within the Yale Library by means of a timeline was set up from October 2005 through January 2006. In addition there was an exhibit regarding the Food and Drink Policy from January to April 2006. Articles written by David Walls appeared in *Note Bene's* Spring and Fall 2005 issues discussing our National Endowment for the Humanities' (NEH) preservation grant for the Near East Salisbury Collection and the Seaver Foundation grant to preserve materials from the Cuban collection in order to aid research by faculty. We participated in the Special Collections Fair held in October 2005 with samples, demonstrations and hand-outs. The focus was on "Basic Flood Recovery: Low-Tech Rescue of Water Damaged Books and Documents". For the 75<sup>th</sup> Anniversary of Sterling Library we conducted tours of the department. We continue to work on the department web site located at: <http://www.library.yale.edu/preservation/> .

Also in October 2005 we presented an information session to all interested library staff regarding mass deacidification done by the Preservation Technologies LLP Bookkeeper process. Robert Strauss, from Preservation Technologies, came and spoke about the process and working with Yale. Tim Young, David Walls and other spoke about the materials that are currently being sent for deacidification. This not only informed library

staff of preservation department activities but also brought new technologies to the awareness of staff. The goal of raising awareness among Library staff is ongoing for 2007 with additional exhibits and information sessions planned.

As noted in last year's annual report, the Medical Library funded a position for a Preservation Coordinator as a means of addressing their preservation needs. Sarah Burge started in October 2005 as the Medical Library's Preservation Coordinator reporting to the curator of the Historical Medical Collection. However, she is very involved in preservation issues for the entire Medical Library and works closely with the Preservation Department. She is an important liaison and is critical in identifying and coordinating work that can be done in the Preservation Department as well as what can be done by the Medical Library. We would welcome similar positions in other key collections throughout the Library.

The Preservation Policy (Appendix VI), written by the Preservation Committee, was completed and approved by the Collection Development Council. While the policy is in effect, the rollout to the Library Management Committee and the Library staff as a whole will take place during FY 2007. The Preservation Committee has gone into hiatus for the time. For the moment the Preservation Department is using task forces for specific activities such as finalizing the updated emergency plan and working on establishing a standard price and procedure for readers ordering microfilm.

Preservation of digital objects is becoming an increasing concern. A Digital Preservation Committee (<http://www.library.yale.edu/iac/dpc.html>) was formed two years ago under the aegis of the Integrated Access Council and sponsored by the AUL for Integrated Library Systems & Technical Services. It is currently co-chaired by Audrey Novak & Roberta Pilette. Over the past year the committee has produced a Digital Preservation Policy (<http://www.library.yale.edu/iac/DPC/final1.html>) and is in the process of creating Best Practices and other related documents.

Pilette has been working on a project with a number of other research libraries regarding fire suppression systems for high density storage facilities. The project began with an informal meeting of preservation administrators from Columbia, Chicago, Library of Congress, Michigan and Harvard at ALA Annual in June 2005. The project was spurred on by viewing a film produced by a major insurer showing a test burn of a warehouse storage system. The representative then related this to the high density facilities that many institutions now have. Over the past year the group has:

- Established a goal of putting together a proposal to do a test burn of a 'typical' library high density facility
- Conducted a survey to determine what a 'typical' library high density facility looks like.

Pilette along with Janet Gertz, Columbia University Library, drafted a survey. The survey was then reviewed by the group and working with a representative of FMGlobal, the premier highly protected risk insurance company in the world today, finalized and mounted online via SurveyMonkey. The survey was filled out by over 50% of the 51 institutions that have or are in the process of planning such facilities.

### Department Space Planning

Space continues to be an issue for the department both in terms of storage and for staff. With limited storage space for large materials such as mat board and binders board we must order in fairly small quantities and frequently. Thus it affects are budget in two ways: no bulk discounts and the time it takes staff to order, monitor and process deliveries. In addition, we are limited to the number of staff that can work in areas. Beinecke is especially interested in hiring additional conservators but we just do not have room in the Conservation Lab for any more staff. In the area of RaMP we have increased the amount of volumes being sent for mass deacidification which means two pallets of materials are either coming or going from the room at all times; thereby creating a very crowded work area.

Even without additional or new space, the department lacks the funds to renovate the current spaces into a more efficient lay out. We will continue to explore our options and re-arrange work areas in order to make the best use possible with our limited resources.

### **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

University of Iowa, The Changing Book Conference July 05

Roberta Pilette, presented a paper, *Book Conservation within Library Preservation*

American Library Association Meetings

Mid-Winter, San Antonio, January 06

Roberta Pilette and Tara Kennedy

Annual, New Orleans, June 06

Tara Kennedy

American Institute for Conservation

Annual Meeting, Providence, RI, June 17-20, 2006

Roberta Pilette, Paula Zyats, Sarah Dove, & Marie-France Lemay.

David Walls has been our representative at digital and audio related conferences this year: Persistence of Memory, Stewardship of Digital Assets, Boston, MA, November 1&2, 2005 and Imaging Science and Technology, Ottawa Canada, May 23-26, 2006.

#### Committees

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

Roberta Pilette: Library Collections Security Group, chair  
Digital Preservation Committee (DPC), co-chair  
Collection Space Management Steering Committee  
Library Management Council (LMC)

ALA

ALCTS Committee/PARS for Policy, Planning & Research  
IFLA-Preservation & Conservation, North American Network  
*Preservation Education for the 21<sup>st</sup> Century Librarian*, Advisory  
committee member in developing curriculum, IMLS Grant  
sponsored by NEDCC

Tara Kennedy: Library Staff Association (LiSA)

ALA

ALCTS/PARS Preservation Administration Discussion Group, co-  
chair  
ALCTS/PARS Preservation & Reformatting Section, Recording &  
Photographic Media Discussion Group, co-chair

David Walls: Collection Development Committee

Special Collections Committee

Catalog Coordinating Committee

Collections Collaborative WWI Task Force

Digital Collections Task Force

Digital Production & Integration Program (DPIP)

DPIP-Core

Digital Media Implementation Group

Acquisitions Support Group

ALA-PARS Committee/ Chair, Preservation Administration

Discussion Group

Northeast Document Conservation Center, board member

Paula Zyats: Special Collections Committee

Communications Committee

Dawn Mankowski: Joint Departmental Committee (JDC)

Gareth Gibson: Library Staff Association (LiSA)

Stephanie Sherry: Cross Training Committee

Training

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

Roberta Pilette attended NELINET's one day workshop, *Staying Alive: Long-Term Preservation of Digital Files*, September 2005.

Lesley Santora attended a Coptic Binding workshop at the Garage Annex School in Easthampton, MA, August 23 - 24 2005

Gisela Noack completed Pathway I in October 2005.

Marie-France Lemay attended the Mellon Workshop on Photographs and Preventive Conservation: Theory, Practice & Implementation, Washington D.C. Feb 27-March 1, 2006

The entire staff of RaMP pooled their Learning Plan monies for a visit to Bridgeport Bindery, Agawam, MA, to see the scanning and preservation photocopy operation.

Numerous staff have taken advantage of the Learning Center offerings including:  
Marie-France Lemay, Sarah Dove, Paula Zyats, and Zena Lantuch for Access training.

Zena Lantuch and Jungohk Chen attended *Expressing Yourself: The Art of Being Understood*.

In addition all department staff have attended workshops offered by the Library in connection with the Supervisory Assessment and the new performance appraisal system.

## **PERSONNEL**

For a brief period at the beginning of the calendar year the Preservation Department was fully staffed. We are working towards that goal again.

The Field Service Librarian has been made a permanent position.

Agnes Wnuk, Cataloging Assistant II in RaMP, has had her term extended until June 2007.

### ***New staff members to the department in FY06:***

Jungohk Cho, Conservation Assistant, Conservation Lab, October 2005

Marie-France Lemay, Paper & Photographic Conservator for the Beinecke, January 3, 2006

William Elia, Supervisor for Collections Care, January 17, 2006

### ***Staff members who have left during FY06:***

Susan Klein, Conservation Assistant, Collections Care, May 12, 2006

Dolores Berenda, Conservation Assistant, Collections Care, retired June 9, 2006

William Elia, Supervisor for Collections Care, April 31, 2006

## **EMERGENCY RESPONSE**

With the exception of the Trumbull steam pipe break in January 2006, six of the ten incidents (Appendix IV) were a result of poor maintenance; such as, leaking air condition units, poor drainage, or lack of follow through on repairs. The Trumbull steam pipe break was truly a rare event. Therefore, it seems appropriate to not consider the staff time associated with that event (100 hours) and to look at what poor maintenance and lack of follow through on repairs has cost the library in staff time. That total is 86 hours or 11.5 work days of 1 FTE.

This time does not cover the minor and continuing problems that have not resulted in damage to library materials but are nevertheless disruptive of work, affect staff morale, and cut down on efficiency. The ongoing ceiling problem in Acquisitions and Cataloging is such an example. John Vincenti continues to be informed of incidents and repairs are made as needed.

And while not an emergency, the environmental conditions of the Seeley J. Mudd Library have not shown significant improvement in spite of a major upgrade to the HVAC system. Attached (Appendix V) is a copy of a memo sent by Tara Kennedy, our Field

Service Librarian, outlining the last year's worth of environmental monitoring for the Mudd basement space.

As to the Trumbull steam pipe break, we can be rightly proud of the Preservation Department's and the whole Library's response to that event. While many library materials were involved, no manuscript or archival materials were permanently damaged and less than 60 volumes were damaged beyond recovery and have been found to be available for replacement out of over 4,500 volumes affected.

## **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. The majority of this fiscal year was spent on environmental monitoring, staff training, Stacks Cleaning Project, Stacks Stabilization Project, emergency preparedness, planning and disaster assistance, preservation outreach, exhibits, Integrated Pest Management, the Preservation Department Profile Survey, and working on developing a collection survey tool.

### ***Activities***

#### Environmental Monitoring and Reporting

The Field Service Librarian monitored the following collections for temperature and relative humidity (RH) and completed reports: Art and Architecture's Birren Collection, Forestry and Environmental Sciences Library, Manuscripts and Archives Reading Room, and the Social Science Library third floor. Monitoring has begun in the following spaces: Geology Rare Book Room, Mathematics Library staff area, Kline Science Library, Beinecke exhibits areas. After a full year a report will be written and submitted to the librarian in charge of the collection. Reports are similar to the one completed for the Seeley J. Mudd Library (Appendix V).

Monitoring of light levels in the Beinecke Library exhibit cases is currently under way in preparation for renovating the exhibit cases.

#### Staff Training

Staff in Collections Care have been trained to perform the following treatments: tip ins, paper repair, hinge tightening, Japanese recase old, hinge repair, rebacks, and recase new. The two E level Conservation Assistants and the Field Service Librarian created a treatment manual for ongoing reference in Collections Care that will be made available online in January 2007 at the Preservation Department website.

In addition, staff in the Science Libraries, Arts & Architecture, and Mudd Library have been trained to complete minor repairs and recognize materials to send to Collections Care. As part of this training, Book Repair Kits were provided with all the basic tools and materials. Also developed and mounted on the Preservation website was a guideline to help access services staff identify items that need preservation, "Identifying Items Needing Preservation Attention" found at:

<http://www.library.yale.edu/preservation/Materials%20Needing%20Pres.pdf> . ILL has recently received preservation training on recognizing material needing better protection before sending out on ILL (for all ILL systems in the Library).

At this time Steve Jones, Beinecke Rare Books Library, and STOD and Tara Kennedy have drafted an outline to create a "care and handling" video; though the project is still in its infant stages.



### Emergency Preparedness, Disasters, and Planning

The Preservation Committee completely overhauled the Emergency Response Plan in FY05; however, there had been no attempt to implement the changes except on a most basic level—establishing a 24/7 staffed emergency contact number and an Emergency Response Contact List for easy access to all pertinent Library staff. Kennedy has taken the information gathered by the Preservation Committee and with an Emergency Plan Task Force is creating a simplified document for Library wide use by all staff. Part of this new plan is an emergency “flip chart”. It is in the process of being made, with hope of distribution early next fiscal year.

While the 24/7 emergency cell phone rotates among all the Preservation Department managers, Kennedy is frequently the coordinator in emergency response during the work day regardless of who gets the call. For a complete list of emergencies responded to this past fiscal year see Appendix IV.

### Preservation Outreach

A primary responsibility of the Field Service Librarian is to see that school and department libraries and collections receive preservation assistance. As a result of this, the Science Libraries, Arts & Architecture and Mudd Libraries are now sending volumes for preservation review in Collections Care, in order to receive repair, rebinding or reformatting of their collection materials. In addition, Document Delivery/ Interlibrary Loan (at SML and Mudd to begin with) will send items to be stabilized before sending them out on ILL; Document Delivery/ ILL at SML will be changing the automatic loan cutoff imprint date from 1750 to 1850.

Kennedy has answered many preservation questions from various collections and departments, from information about materials for the move at Lewis Walpole Library in Farmington to rehousing items in the Art of the Book collection. She has also helped collections outside of the Library’s immediate scope: giving advice on the preservation, housing and scanning of the Trumbull College scrapbook collection and participating in “Library Open House Day” by providing preservation assistance and advice to library patrons for their own library materials with Steve Jones (BRBL) and Diane Kaplan (MssA).

### Exhibits

Kennedy created and installed the “History of Preservation – a Timeline” exhibit, outlining the history of Preservation at Yale University Libraries. The timeline (mounted to foam board) can now be used as two triptychs for future display for the department. She also created and installed “Food and Drink: More Harmful Than You Think” exhibit. This exhibit was re-mounted for one day during the Yale Access Services Symposium, held at the Divinity Library. She has also become the Department’s exhibit coordinator.

### Preservation Profile Survey

In order to determine the profile of the Preservation Department and provide better service to all of the Library system, a survey was created for Library staff to fill out via SurveyMonkey on the web. The data was compiled with the following results:

- there was a response rate of 23% (139 persons),
- 93% of respondents indicated that they believed the Preservation Department serves the entire library system and most knew that we do reformatting, conservation, and work on circulating and special collections.
- Despite knowing what Preservation does, 53% of respondents did not have a clear idea of the Preservation Department's mission and
- 59% of the staff have not had a tour of the Preservation Department in the last three years.

These results helped inform the Department's decisions on where to put efforts in raising general awareness of preservation services. Kennedy saw that the Preservation Department was added to the "Nooks and Crannies" tour for the summer/ fall. More articles discussing projects and activities are appearing in Library publications and more exhibits are in the works.

### Collections Survey Tool

A collections survey tool is being developed using Filemaker Pro, a database computer program. A single-item conservation survey tool was created and forwarded to the conservators on staff for their comments. In development is a tool to use for a random sample collections condition survey, based on the CALIPR program, using Filemaker Pro.

### Projects

#### *Stacks Cleaning Project*

The Stacks Cleaning Project had been going on since 1998. However, the previous contract was terminated due to performance failure. A fresh look at the project resulted in a new RFP written by Kennedy and a new vendor, Bibliotech, with a much compressed time frame to complete the project—three months. This project was extremely time consuming requiring close supervision of the vendor in order to assure that they had met the specifications. The project begun in October was completed in December 2005—on time and within budget. As a result of the Stacks Cleaning Projects, nearly all the books in Sterling Memorial Library's stacks have been cleaned within the last eight years. Staff in SML have reported that they have noticed a difference in the cleanliness of the volumes.

#### *Stacks Stabilization Project*

Stack materials were being shifted as a result of the Cross Campus Library (CCL) collection being moved into the SML stacks during the CCL renovation which began June 2006. The stabilization project is designed to offer protection to damaged materials during the series of shifts related to the CCL project.

The first part of the stacks shift stabilization project was to stabilize the folios so that they could be moved to their new location safely. This began with 10 teams of two Preservation Department staff working to clean and wrap folios in preparation for shifting to other floors. Kennedy coordinated the project and trained staff to perform the tasks. The project was completed successfully in December 2005 and in the desired time frame. Kennedy is also responsible for organizing the second part of this workflow (measuring folios for commercially produced protective boxes, and then putting the completed boxes on those folios), which was again completed on time. The next part of the stacks stabilization project—stabilizing the regular and oversized books—began May 2006. The goal is to complete this part of the project by May 07.

#### *Near East Project*

The Near East project is a National Endowment for the Humanities (NEH) grant to preserve and improve access to the Salisbury Collection in the Near East collection. FY06 is the first year of a two year project. During this time the workflow for review of materials was smoothed out and the number of items for review and ultimately repair has increased. Kennedy is responsible for reviewing materials in need of repair.

## COLLECTIONS CARE

William Elia

Supervisor Collections Care (1/17/06-4/31/06)

Staffing as of June 30, 2006:

Dawn Mankowski	Conservation Assistant	Level D
Susan Klein	Conservation Assistant	Level D (left 4/28/06)
Sandra Koenen	Library Service Ass't	Level C
Hanan Amin-Saafir	Conservation Assistant	Level B (rtnd from Med 2/20/06)
Dolores Berenda	Conservation Assistant	Level B (retired 6/9/06)
Edna Bowman	Conservation Assistant	Level B
Laura Johnson	Conservation Assistant	Level B
Ellen Zemina	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*

The Collections Care staff in spite of the changing of supervisors over the past year—starting with the interim head of Tara Kennedy and then having Roberta Pilette taking over in September—continued to learn new skills and work hard. Under Tara Kennedy's guidance the work area was cleaned and slightly re-organized with a general overall upgrade of small equipment. This greatly improved staff morale.

The move to a deposit account and a renegotiating of the binding contract for commercial binding resulted in significant cost reductions. It also resulted in having the binder add, at no extra charge, call numbers to all monograph volumes. This saved work for the shelf preparation staff and resulted in more easily read call numbers.

By the end of the fiscal year the pamphlet backlog had been totally eliminated and processed for the shelf. This involved sending some materials to the commercial binder and having the monograph binding team do some shelf processing of the commercial

pamphlet binders. The hiring of student workers has also helped keep the pamphlet backlog under control. In general, the turn around time for general repairs was reduced to 4-6 weeks.

Working with the Catalog Management Team who is sending materials to the Library Shelving Facility (LSF) various guidelines and workflows were established regarding protective enclosures for fragile items. Items of less than ¼ inch receive envelopes with wrappers and stiffeners. Thicker items receive custom made protective enclosures either made in-house or by a commercial vendor depending on overall size and weight.

Collections Care continues to implement the goal of caring for all collections throughout the Library system. With this in mind, Seeley J. Mudd Library and Arts Library are now sending materials on a weekly basis for review and repair.

### Projects

#### *Yiddish Project*

The Judaica collection had funding to process the Yiddish collection backlog. It was decided that as the materials were processed for the shelf they would receive preservation review for reformatting, repair and mass deacidification. A work flow was established and materials have started to come through.

#### *Anime Books*

The East Asian collection received 400 Anime books. It was anticipated that these soft cover volumes would be heavily used. The appearance of the book is important and, therefore, commercial binding was not an option. A means of protecting and reinforcing the cover was devised using board and the book jacket system. All Collections Care staff took part in processing 400 volumes in approximately one month.

#### *Stacks Stabilization*

The Collections Care staff have been involved in the stacks stabilization projects. All members have participated in the cleaning and wrapping of the folios prior to the shift. They are involved in the current project of stabilizing standard volumes in the stacks.

### ***Staffing***

This has been a difficult year for the Collection Care staff. They have had three supervisors:

Tara Kennedy from July 1-August 31, 2005

Roberta Pilette from September 1, 2005 to January 16, 2006

William Elia from January 17 to April 31, 2006

Roberta Pilette from May 1 – present.

In addition, some long term conservation assistants have left. Dolores (Dee) Berenda retired and Susan Klein accepted a new position at the Beinecke Library. With the Head of Collections Care position vacant, these positions have been left open so that the new Head of Collections Care may hire his/her own staff.

## CONSERVATION LABORATORY

Gisela Noack  
Chief Conservator

Paula Zyats  
Assistant Chief Conservator

### Staffing as of June 30, 2006:

Jean Baldwin	Book Conservator	M&P (9/27/04; 2yr term)
Sarah Dove	Map Conservator	M&P (12/6/04; 3yr term)
Marie-France Lemay	Paper Conservator	M&P (start 1/3/06)
Laura O'Brien-Miller	Conservator for Walpole	M&P
Jungohk Cho	Conservation Assistant	Level D (start 10/3/05)
Zenaida Lantuch	Conservation Assistant	Level B
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. The Field Service Librarian and Lab staff work together in providing assistance 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 is exploring the possibility of moving to an online treatment documentation system. An Access based program "Conservation Data System" Documentation was purchased towards that end. The hope was to have an out-of-the-box program that could be easily adapted to the Conservation Lab needs. However, after much work on the part of the Lab staff and talking with the program's designer/programmer, there are serious doubts as to its adaptability to book conservation documentation. A decision on whether or not to continue with this program is pending.

Through the generosity of the Law Library, the Conservation Lab purchased a vacuum packing system, a Vacudyne unit, which is used to accelerate the drying of wet books and archival materials.

### Projects

#### *Quick Repair*

In July 2005 the Conservation Lab implemented a "Quick Repair Program" at Beinecke Rare Book Library (BRBL). It is a joint effort with Technical Services at BRBL to reduce administrative paper work and physical handling of books, which need only minor repair. To qualify for this, the repair time is less than one hour and requires simple tools and conservation materials. A utility cart has been equipped with tools and materials and

serves as small mobile conservation lab. A small workspace in Technical Services serves as workbench. Appropriate materials are identified by Beinecke staff and shelved in a dedicated location. The repairs are done by a Conservation Assistant two days per month and supervised by the Assistant Chief Conservator.

#### *Bound Newspapers & Photos*

Two ongoing projects, matting of photographs and housing of bound newspapers at Beinecke, continued throughout the year with the help of two students. Bound newspapers are having protective boxes constructed. The photographs are new acquisitions being properly housed as they are brought into the collection.

#### *Leather bindings*

Jean Baldwin concentrated on the treatment of leather-bound books from the Divinity Library Special Collection, in need of conservation. Some materials were treated in house but a good number of them were sent to Etherington Conservation. The cost of this work was covered by the Davis Fund which funds repair of leather bound books.

#### *Stack Stabilization*

The Conservation Lab staff have been active participants in the stack shifting stabilization project of cleaning and wrapping folios, measuring for folio boxes and currently stabilizing standard volumes. Each team of two dedicates one hour per week to the project.

The most important activity in the Conservation Lab this year was the reorganization of the conservation workspaces—the Lab and Room 5. Under the leadership of the Assistant Chief Conservator all staff contributed ideas, agreed on a master plan and implemented it. It has greatly improved the efficiency of the spaces, made them more pleasant to work in and uplifted the spirits of all staff.

The Conservation Lab had a very productive year. Limited space remains the major problem. Short of a new and larger space for Conservation, additional upgrading of the existing spaces is a priority.

#### *Staffing*

The Conservation Lab has two conservator positions that are term, Special Collections Book Conservator and Map Conservator. Both of these positions are important to the care of special collection materials in the Library yet permanent funding is difficult to come by to support the positions. Expanding the reach of conservation treatment into all special collections is a priority and important to the Department's and Library's mission of preserving its collections. Making these positions permanent is a priority as it is an important step in being able to fulfill our mission.

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

David Walls

Preservation Librarian

Staffing as of June 30, 2006:

Stephanie Sherry	Acquisitions Assistant	Level D
Van-Yen Huynh	Acquisitions Assistant	Level C
Agnes Wnuk	Cataloging Assistant	Level C (term ends 6/07)
Edith Fortes	Acquisitions Assistant	Level B
Gareth Gibson	Library Service Ass't	Level B
Abdelwhab Mustafa	Cataloging Assistant	Level C (NEH grant; ends 6/07)

### ***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:***

#### **Overall**

FY06 was a year of growth, increased efficiency, and coordination. One of our goals for this year was to streamline workflow and increase the number of reformatting decisions made by bibliographers and curators. These efficiencies allowed us to use up the majority of our reformatting budget by April 2006.

#### **Projects**

##### ***Stack Stabilization Project***

RaMP staff participated in the first phase of the stack shift stabilization project which was the cleaning and wrapping of the folios.

Another part of this project was the rehousing of pamphlets; that is, the replacing of damaged pamphlet boxes. RaMP staff took responsibility for this part of the project which included:

- Establishing the number of boxes in SML stacks needing replacement
- Identifying an appropriate size box and acquiring them
- Transferring contents from old, damaged boxes to new boxes
- Correctly labeling boxes and adding call numbers. This last was done in Preparations with RaMP staff.

##### ***The Cuban Film Project***

This project cleaned, rehousing, and scanned 62 black and white and color films shot in Cuba by two journalists from the late 1950s to the late 1960s. The project collaboratively



involved Cesar Rodriguez, Latin American Collection Curator, Tom Hyry, from Manuscripts and Archives, and Professor Lillian Guerra who is using the films as research material for a book that she is writing. Copies of the films were also shared with the Cuban National Archives.

*The "Yale Daily News" digital conversion project*

This project will scan 8,000 pages of the *Yale Daily News* and provide a means of full access searching and printing using advanced OCR and article segmentation. To date Walls has worked on creating the RFP and working with DPIP selecting a vendor for the project. The full project will begin in FY07.

*The Islamic Fundamentalist Cassette tapes*

This project will clean and scan 1,449 cassette tapes of Islamic fundamentalist sermons. Recordings of sample tapes were used to write an RFP and get an estimate from a vendor of the final cost of the project.

*Philippine Ethnographic Films*

This project cleaned, rehoused, and scanned six color films shot in the Philippines during the late 1950s and early 1960s. The project was brought to the RaMP program by Professors Karen Nakamura and Hal Conklin of the Department of Anthropology. The films will be shown at the upcoming Margaret Mead Festival in October 2006.

*Near East*

The NEH preservation grant for the Salisbury Collection began June 2005. The project is to do complete preservation on this core collection of the oldest Arabic studies program in the United States. At the end of the first year of the grant we have filmed 935 volumes, repaired 48 volumes and sent 413 for mass deacidification. This project is also an opportunity to clean up any bibliographic records.

Bibliographic Control

RaMP continues to catalog all of its own photocopy and microfilm reproductions. After building formal arrangements for additional Catalog Department staff support, a more formal relationship with the Catalog Management Team (CMT) was developed. CMT has provided Sherry and Wnuk with valuable advice on creating microfilm records for several difficult analyzed series and has helped resolve a number of similar issues with microfilm from the backlog.

Walls serves on the Catalog Coordinating Council as a means of keeping RaMP's cataloging procedures up to date. This year Sherry, Wnuk, and Steven Arakawa from Cataloging updated cataloging procedures for microfilm "bound withs" and photocopy. Sherry, Wnuk and Walls also reviewed new procedures for creating bibliographic records for film, video, and other media.

The revised Discard Procedure was formally adopted this year. An arrangement has been made with Catalog Management to delete and suppress records for items discarded after reformatting.

The work with Catalog Management and the Near East Curatorial Unit has also been beneficial to our Mass Deacidification Program. Frequently volumes to be deacidified do not have item records. When this situation occurs the volumes can not be charged in the circulation system. However, it is now simple to ask Near East or Catalog Management, if needed, to create an item record so the volume can be charged.

Abdelwhab Mustafa has been working closely with staff from the Near East Curatorial Unit to create bibliographic records for titles scheduled for microfilming for the Near East Grant Project.

### ***New Technologies***

This year stands out as the year when digital capture technology matured to such a level of reliability that nearly all of our vendors now offer it as standard fare. The digitization of information; whether print, film, or sound now offers an array of options for reformatting brittle books and migrating decaying or obsolete media formats and a means of creating an unprecedented level of access to information. We now have the means of reliably digitizing any information object and using the digital files to create web-based collections of items grouped around a subject rather than the type of object, or curatorial area. The real issue of course is how to make all of this work efficiently and reliably. Part of the goal for FY07 will be to explore ways to take advantage of this new technology and work with DPIIP to develop preservation repositories and workflows for the scanning/reformatting of brittle paper, and media.

### ***Space and Environment***

The Mass Deacidification Program began eight years ago with an annual budget of \$25,000 and the labor of 1 FTE who devoted about two weeks each fiscal year to selecting, charging, and packing a single pallet of books to be shipped to Preservation Technologies. In FY06, the annual budget was increased to \$187,000. Managing the movement and tracking of the now more than 10,000 volumes in and out the door of the RaMP office and coordinating the packing and movement of more than 16,000 pounds of books each year is becoming more than a single staff member with supervisory assistance can handle. If the current level of funding continues into the near future, a creative and more efficient means of managing the success of our mass deacidification program will be needed.

### ***Staffing***

Agnes Wnuk has been extended to the end of June 2007. The additional year-long extension of this term position will be used to begin to transfer the backlog of duplicate negative microfilm in the Preservation Department and the approximately 7,500 reels of duplicate negative microfilm in the basement of the Mudd Library to the LSF.

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

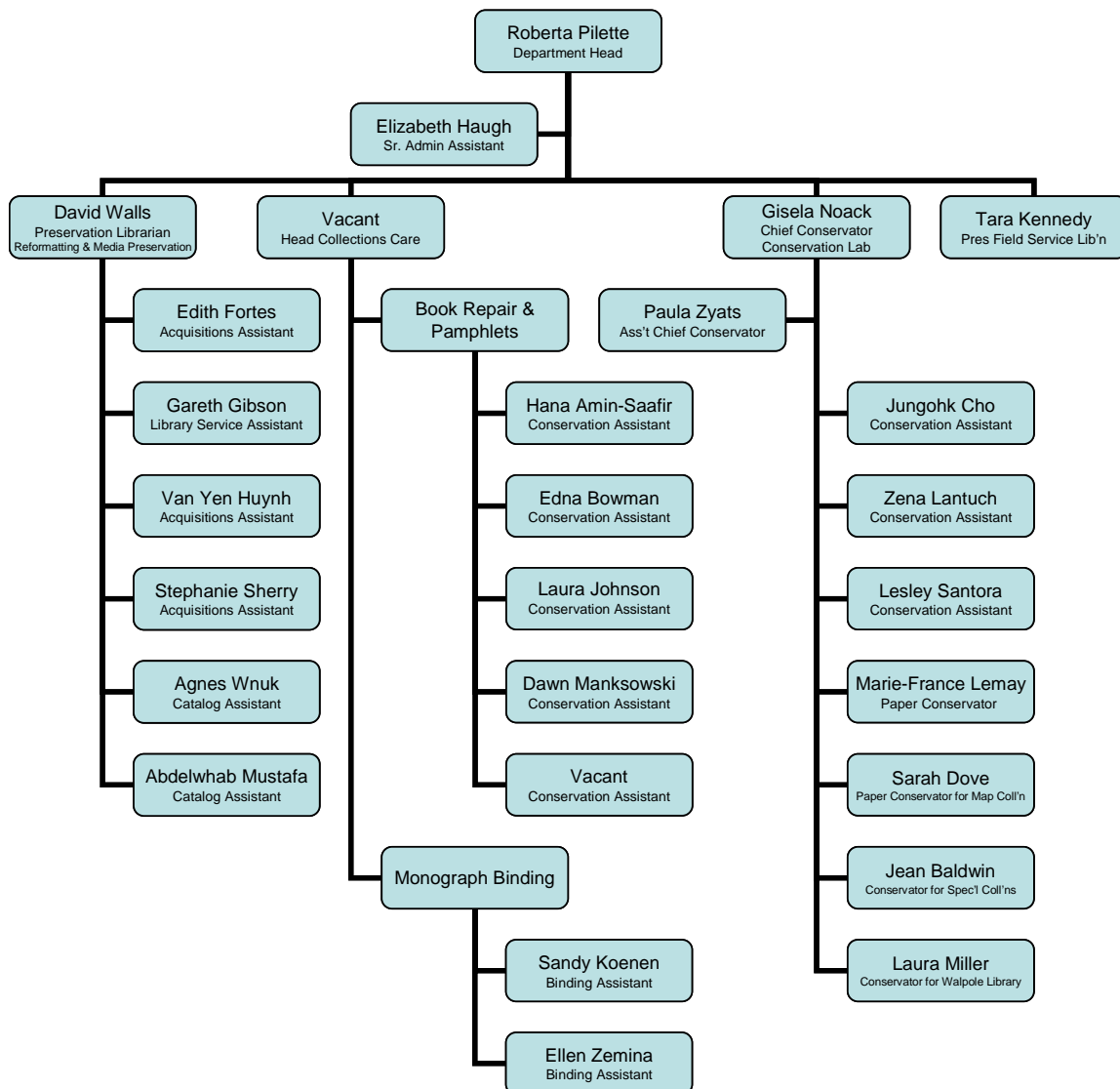
Experience with the Cuban Film Project has revealed the need to have the equipment on hand to view movie film in both 35mm and 16mm formats. Building on the existing equipment for viewing 35mm microfilm, a request was submitted for 16mm film spindles

for the hand crank film winders and 35mm and 16mm film reels. This equipment will enable the safe handling, viewing, and repacking of movie film.

***Needs and Problems***

The acoustical tile ceiling in the RaMP office continues to fall in bits and pieces onto staff members' heads. The condition of the ceiling has been noted by the Physical Plant, who on at least three occasions has sent over men to stare earnestly up at the ceiling and commiserate with the staff. Time and the force of gravity are in many ways solving the problem. However, a little thing like this has a creeping negative effect on staff morale. The falling ceiling tiles are becoming for RaMP staff a perceived symbol of a lack of concern for them and the Preservation Department. I hope that this year the loose tiles and glue spots can be removed and the ceiling painted.

## Appendix I Program and Staff Organization Chart



## Appendix II

### Preservation Department Statistics Fiscal Years 2004 - 2006

<b>Treatment</b>	<b>FY04</b>	<b>FY05</b>	<b>FY06</b>
<i>Volumes treated</i>			
CCP	8,652	3,908	1,459
Conservation lab	831	310	563
<i>Unbound/flat items</i>			
CCP	0	0	0
Conservation lab	173	324	666
Pamphlets/Pockets	5,623	12,669 <sup>1</sup>	8,916 <sup>2</sup>
Book jackets	402	579	602
Monograph binding total	27,724	44,694	27,928
Phase boxes/wrappers	484	1,163	1,168
Clamshell/drop-spine boxes	37	23	3,533 <sup>3</sup>
Mats	251	263	260
Cradles/bookmounts	22	77	158
<i>Encapsulations</i>			
Flat/unbound items	464	316	216
Volumes	2	1	0
number of leaves	65	48	0
<i>Microfilm</i>			
Volumes	1,365	641	1,483
Titles	309	151	353
Frames	341,725	160,739	343,921
<i>Reformatting Multi Media</i>			
Film/video	0	52	9
Audio	0	2	0
<i>Preservation Photocopying</i>			
Volumes	252	248	494
Titles	198	196	256
<i>Mass Deacidification</i>			
Volumes	6,402	3,630	6,650
Unbound/flat items	848	331	425
<b>Total Vols/Items treated</b>	<b>53,532</b>	<b>69,154</b>	<b>54,521</b>

<sup>1</sup>Increase reflects processing of pamphlet backlog by commercial bindery  
7,470 pamphlets bound in-house  
5,199 pamphlets bound by commercial binders

<sup>2</sup>5,143 pamphlets bound in-house  
3,773 pamphlets bound by commercial binder

<sup>3</sup> Increase in boxes reflects one time project to stabilize items in SML for moving.

**Appendix III**  
**Yale University Library**  
**Preservation Department**  
**2006-07**  
**Goals**

*Department Level*

1. To develop tours to reach a variety of audiences within the library.  
*To develop a department handout that can be used for tour participants and guests*
2. To develop a Learning Center type course on Preservation issues.
3. To present the idea of an ongoing Preservation column in *Note Bene* to the editor and to develop the column.

**Appendix IV  
Events Requiring Emergency Response  
FY 006**

<b>Date</b>	<b>Where</b>	<b>Library Materials Affected</b>	<b>Cause</b>	<b>Staff hours used in response &amp; recovering materials</b>
July 2005	Mathematics Library	36 volumes	Leaking ac unit	11.25
Aug 2005	Mudd Library	0	Poor drainage	1.00
Sep 2005	SML, Preparations	50 pamphlets and maps	Leaking sprinkler head	5.00
Sep 2005	Drama School	8 volumes	Leak in air handler system	1.50
Oct 2005	SML, Acquisitions	5 volumes	Vols left out in rain during shipping	.50
Oct 2005	Art and Architecture	35 volumes	Leak	14.00
Nov 2005	SML, Frontlog	350 volumes	Steam pipe leak	29.50
Jan 2006	SML, Steam Pipe Leak, Basement	4000 volumes + architectural drawings	Broken steam pipe in Trumbull	100.00
Jan 2006	SML, Map Collection	0	Preventive	5.00
Jan 2006	CCL	0	preventive	1.00
April 2006	SML, Stacks 7M, 7, 6M	68 volumes	Water line gate valve	17.25
<b>Total Staff hours</b>				<b>186.00</b>

Appendix V

# Yale University Library Preservation Department

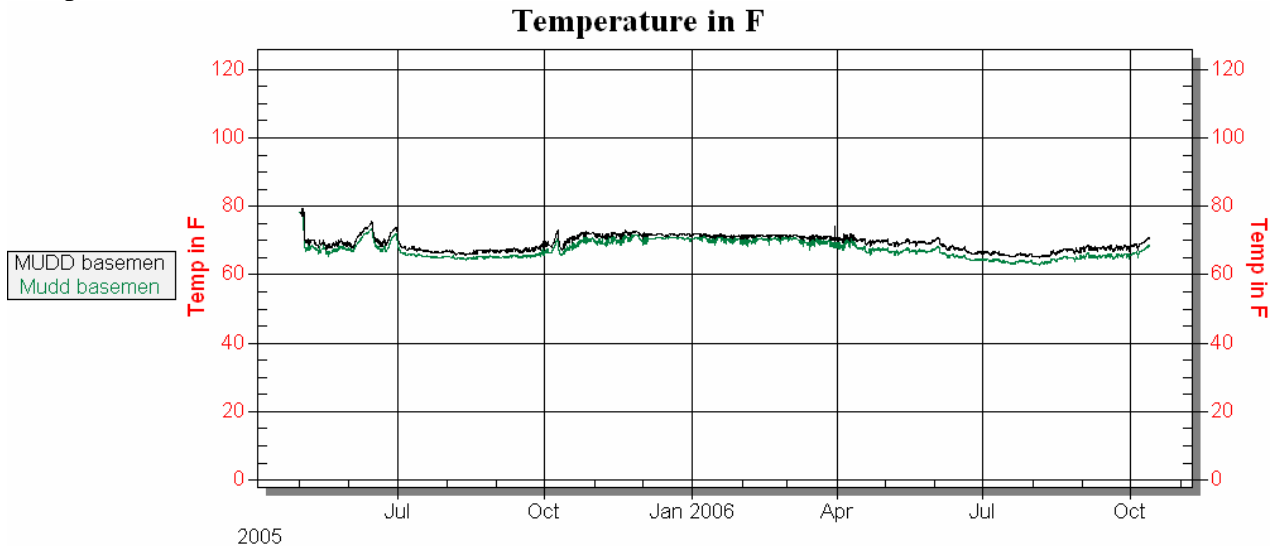
**Date:** 10/24/2006  
**To:** Sandy Peterson  
**From:** Tara Kennedy  
**RE:** Environmental Report: Mudd Library basement stacks  
**CC:** Dana Peterman, Bobbie Pilette, Richard Warren, John Vincenti

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Dear Sandy-

I have downloaded and analyzed the data from the dataloggers that are kept in the Mudd basement stacks from May 2005-October 2006. The findings confirm what we already knew: the relative humidity (RH) fluctuates widely. These fluctuations increase the deterioration of organic materials.

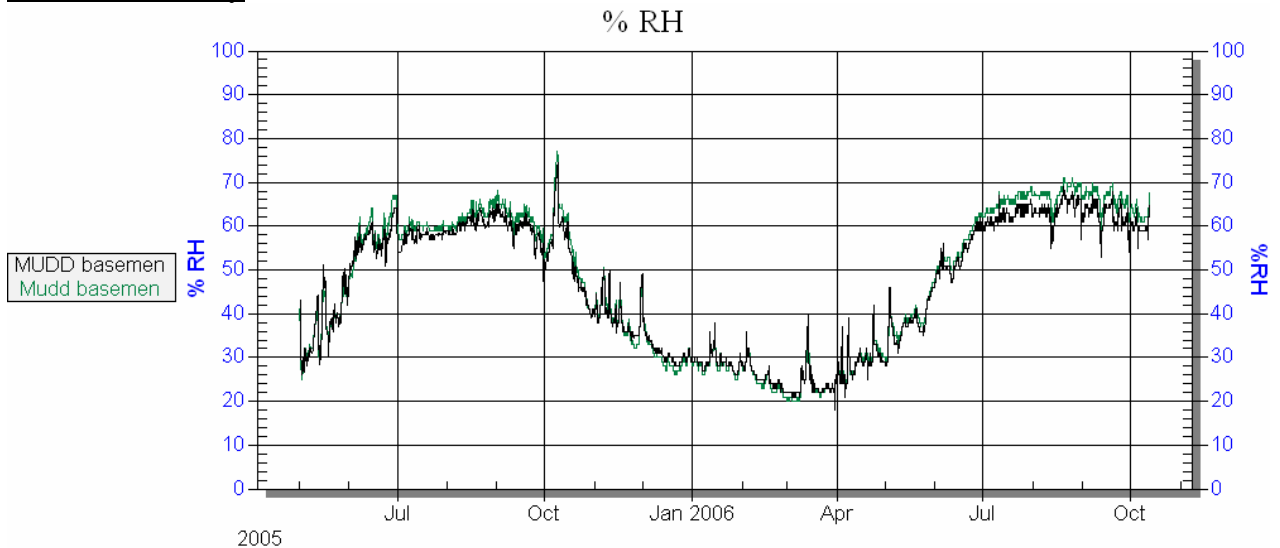
Temperature



The overall average temperature for the year is 68°F (room temperature), with a fluctuation of +/- 5°F. This is a good target temperature for collections storage with no humidity controls. It is highly recommended that target temperatures be set for summer and winter to ameliorate the extreme relative humidity fluctuations. Recommended setpoints for temperature will be addressed later in this document.

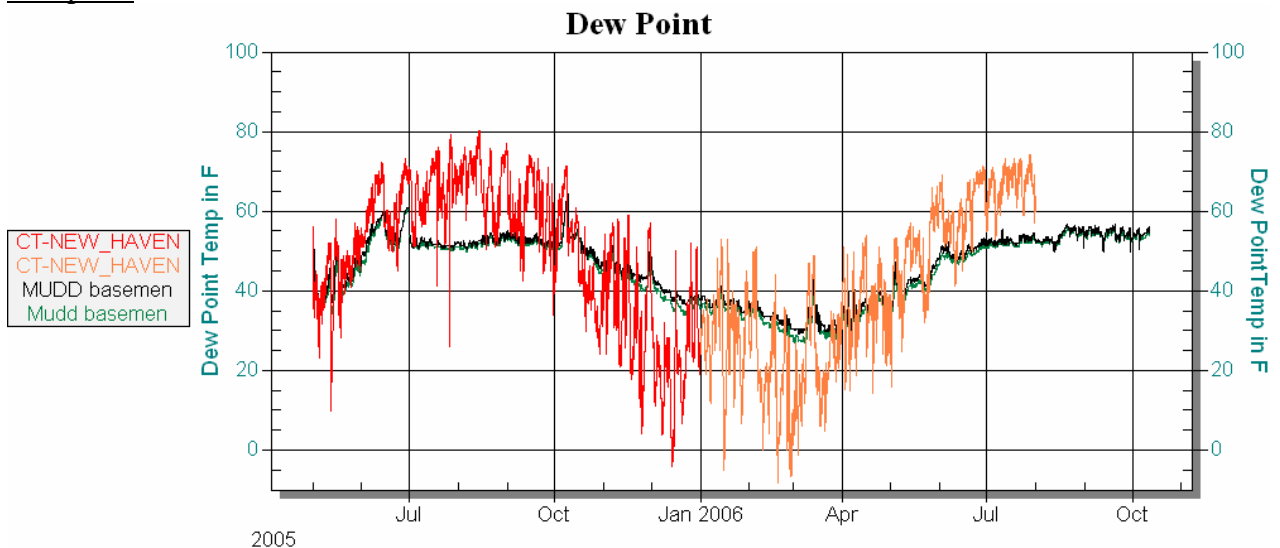


## Relative Humidity



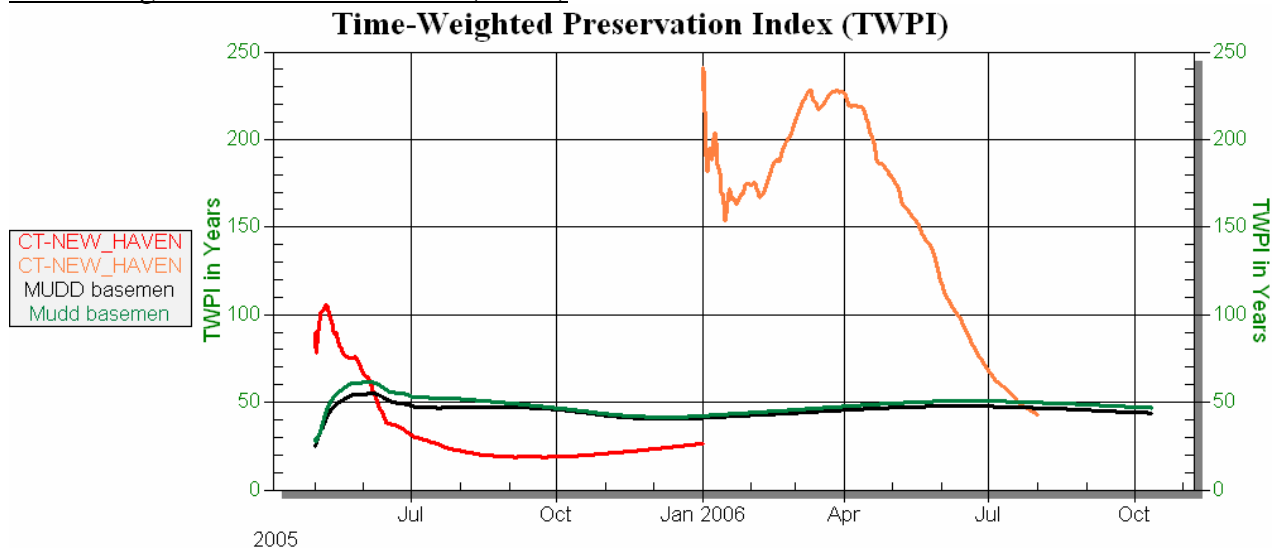
The overall average relative humidity percentage is 47%. This is an acceptable average relative humidity *level*, but the relative humidity fluctuations are extremely wide - +/- 35% RH, which is problematic for collections, especially for any audio, film and photographic collections. An acceptable fluctuation range would be +/- 15% RH. Wide swings in relative humidity cause extreme dimensional change in organics (paper, leather, gelatin in photographic and film emulsions) and organic polymers (acetate film, tape, and discs), causing distortion, warping, and other physical problems. Due to the wide humidity fluctuations, and the history of mold problems in this space, it is highly recommended that any audio, film, and photographic collections be moved to a location with more stable environmental conditions, such as the Library Shelving Facility, until the environmental conditions can be resolved in this space. Establishing temperature setpoints during the summer and winter months may alleviate some of the humidity issues, especially the RH levels approaching 70% RH in July/ August and then dipping RH levels (below 30% RH) between December and early April.

## Dewpoint



The dewpoint – the level of moisture in the air – follows the moisture levels outside, although not exactly, as the soil surrounding the basement level acts as insulation from the outside conditions.

### Time-Weighted Preservation Index (TWPI)



Time-Weighted Preservation Index is a calculation of the environmental conditions and their effect on chemical changes over time in organic materials. The Preservation Index (PI) is the number of years that will pass before chemical deterioration will occur in organic materials, if these environmental conditions remain consistent. The graph above shows that it will be approximately 47 years before chemical changes will occur in the collection if these conditions continue. Currently the conditions are similar to having the objects residing outside in a tent. Earlier in the season, it would have actually have been preferable to have the collections outside in a tent than in the Mudd Library stacks basement.

### Recommendations

- Move audio, film, and photographic collections to an environment with more stable relative humidity, such as the Library Shelving Facility, until relative humidity conditions can be controlled more effectively.
- Establish summer and winter setpoints for temperature in the Mudd Library. Having these temperatures established will reduce relative humidity in the summer, and increase it in the winter, when conditions are drier. The Local Buildings Operator Manager should be contacted to ensure that this is done to help alleviate some of the humidity issues. Recommended temperatures for the Mudd Library: Summer: 70-72°F; Winter: 66-68°F
- Monitors will remain in the Mudd Library to monitor progress

In addition, please find attached a summary of the environmental findings in the Mudd Library basement stacks. Red and Yellow alerts indicate that the current conditions are harmful for these particular materials.

If you have any further questions or concerns, please do not hesitate to contact me.  
Thanks!

Tara

## Appendix VI

Yale University Library  
Preservation Department  
Preservation Policy

### **Preservation Mission Statement**

The Yale University Library's Preservation Department is responsible for the immediate and 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.

### **Introduction**

The collections of the Yale University Library support the teaching and research mission of Yale University and scholarly communities worldwide. The Yale University Library is a collection of over 12 million items in both general and special collections that offer holdings of great depth and diversity. These collections range in format from cuneiform clay tablets to digital books. Constituting by far the bulk of Yale's holdings, the general collections in the open stack and reference locations throughout the 22 libraries in the Yale system comprise monographs and serials, newspapers and pamphlets, and microforms; many of these titles are valuable and rare. The special collections include, but are not limited to, books, manuscripts, music scores, photographs, artist's books, surgical instruments, ephemera, coins, maps, commonplace books, sound recordings, film and video. As the steward of these rich resources, the Library is committed to providing a comprehensive preservation program consistent with the mission of the Library as one of the world's leading research libraries.

### **Policy Statement**

A comprehensive preservation program includes a system of plans, policies, procedures, and resources required to care properly for and prolong the life of the Library's collections. An active preservation program conserves collections through the application of preventive and corrective measures and promotes respect for the Library and its holdings.

The Preservation Department leads the preservation program by establishing and implementing relevant policies and procedures. Decisions related to preservation treatment for library materials are made in consultation with the relevant preservation experts, selectors, curators, and bibliographers.

The department is a leader in outreach and education to all staff regarding preservation of library materials. The success of the Library preservation program depends to a large extent on all Library staff understanding, observing, and promoting good preservation practices. The Preservation Department guides this effort, but all departments should consider the benefits of a sound preservation philosophy when developing their

operational policies and procedures. Key areas in which preservation planning should be incorporated include:

- collection development and management,
- construction or renovation of collection environments or storage,
- cataloging and processing,
- public and staff procedures for handling materials at all stages—acquisition, cataloging, shelf preparation, shelving, retrieval, scanning and use (including photocopying).

### **Program Objectives**

In the administration of the preservation program, the Preservation Department will:

- **Consult** and provide expertise throughout the Library on the full range of preservation issues and projects.
- **Advocate** for the maintenance of optimal conditions in which library collections are housed and maintain appropriate documentation and records with regards to the following:
  - Relative Humidity & Temperature
  - Shelving & Storage Furniture
  - Lighting
    - collection storage areas
    - exhibit areas
  - Housekeeping & Pest Control
  - Security Systems
- **Train** all Library staff directly involved in preservation activities.
- Set and maintain **standards and guidelines** for Library materials including, but not restricted to, the following areas:
  - Proper handling of library materials by patrons and staff
  - Protective enclosures and supports
  - Commercial Binding
  - Reformatting
  - Transporting
  - Exhibiting
- **Coordinate and direct** library emergency preparedness initiatives, training and response.
  - Respond to Library emergencies and University emergencies as needed.
  - Maintain the emergency preparedness plan, including a contact directory that is updated regularly
  - Maintain emergency preparedness supplies
- Maintain department units, such as the Conservation Laboratory, Collections Care and Reformatting & Media Preservation, dedicated to the immediate and long-term life of library collections through treatment or reformatting and preventative processes.

Preservation Department staff will:

- Communicate regularly with stakeholders and each other and provide consultation/assistance for preservation related issues and activities throughout the Yale Library system, the University community and the wider community.
- Follow all appropriate codes of ethics, standards and best practices.
- Maintain affiliations in appropriate organizations and keep abreast of the latest developments in conservation principles, techniques, and procedures.
- Consult with peers in the wider preservation/conservation field.

### ***Financial***

This Preservation Policy is administered centrally through the Preservation Department and as such the department is responsible for allocating its resources for preservation of all library materials. Such activities require substantial, ongoing financial commitments over time and encompassing a wide variety of ongoing costs.

Normal preservation activities may include several different ongoing costs:

- Staffing (hiring, ongoing staff training (both general and specialized))
- Financial planning (seeking project grants, securing ongoing budget commitments)
- Outsourcing (preservation methods undertaken by outside vendors)
- Technical infrastructure (conservation lab, media preservation and digital)

The administration of this policy through the Preservation Department of all Library preservation activities can result in overall cost reductions by integrating and reducing redundancy of activities and/or facilities. All Yale University staff are stakeholders in preservation and should be aware of the financial implications their activities have on the costs of preserving the collections. It is important for stakeholders to follow the policies and procedures related to preservation in an effort to help contain preservation costs.<sup>1</sup>

### **Review**

This policy will be reviewed and updated (as needed) each September by the Preservation Department. Such updates will be announced on the Department web site.

### **Definitions**

Preservation is the process of managing resources to ensure the protection of historical and cultural materials. Preservation encompasses a host of policies, procedures, and processes that together prevent further deterioration or sustain access to the materials we choose to save. Preservation encompasses such things as: good housekeeping, controlling temperature and relative humidity, instructions on care and handling, emergency response planning, and collection security; as well as the more traditional activities of reformatting, repairing and binding.

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<sup>1</sup> Stakeholders might mitigate preservation costs through a number of measures; such as, understanding the financial implications of acquiring materials that are in fragile conditions or non-standard formats, whether paper or electronic, and better preparation of any digital resource for which long term preservation is desired.

Conservation is the physical treatment of collection materials. It frequently refers to treatment or repair activities such as those that occur in Collections Care or Conservation Lab.

Reformatting involves moving information from one medium to another—e.g. paper to microfilm, audio or video analog to digital.

Surrogates are copies made to be used in place of the original. They may repeat the look, feel and function of the original as a preservation photocopy does for a book. Or the surrogate may be a different format from the original; such as a book may have a microfilm or digital version or an 8-track tape's surrogate may be a digital audio file.