

**Yale University Library  
Preservation Department**

**40<sup>th</sup> Annual Report  
July 2010-June 2011**

**Submitted:**  
**Roberta Pilette**  
November 11, 2011

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40<sup>th</sup> Annual Report  
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Roberta Pilette, Director of Preservation and Chief Preservation Officer  
Elizabeth Haugh, Senior Administrative Assistant

<b>Preservation Staffing:</b>	<b>July 1, 2010</b>	<b>June 30, 2011</b>
Positions budgeted:		
C&T	11.00	10.00
M&P	6.50	6.50
Positions filled:		
C&T	11.00	9.00
M&P	6.50	5.50

**OVERVIEW OF THE DEPARTMENT**

The Yale University Library Preservation Department is responsible for the long-term preservation of all library materials. The Department consists of three units—Field Services, Digital, Reformatting & Vendor Services (DRVS), Conservation Services that includes General Collections Conservation (GCC), Special Collections Conservation (SCC) and Exhibit Preparation. The Department organizational chart can be found in Appendix I, the annual statistics for the Department can be found in Appendix II.

Department re-organization

As a result of the analysis conducted in FY2010 and spurred on by the tight budget situation, the Department was re-organized. The new structure reflects the loss of one managerial position, Head of General Collections Conservation. As a result, all conservation and conservation-related activities, including exhibit preparation, were placed under the direction of the Chief Conservator Christine McCarthy. This change was implemented in August of 2010.

All format conversion and other outsourced services, such as commercial binding and mass deacidification, were placed under the direction of the Head of Digital, Reformatting, & Vendor Services. Complete consolidation of all vendor services and staff redeployment took place in phases over a period of nine months due to the resignation in August 2010 of Ian Bogus, who was slated to assume leadership of the DRVS unit. The approval to fill the Head of Digital Reformatting and Vendor Services position was received in March 2011.

The Field Services operation remains within the Administrative unit as it has overarching responsibilities interacting with all operations.

## **PROJECTS/ACTIVITIES**

### Institute of Museum & Library Services' Laura Bush 21<sup>st</sup> Century Librarian Program

This was the second year of a joint grant with New York Public Library for preservation administration fellowships. We have to date hosted two IMLS Preservation Administration fellows. On January 11, 2010 Kimberly Peach, a Rutgers Preservation Management Institute graduate, began the first nine-month fellowship in the Yale Preservation Department. She completed her fellowship in October 2010 and began working for George Blood Audio, Inc. Kim was quickly followed by Kevin O'Sullivan, a graduate of the University of Texas at Austin's Kilgarlin Center. Kevin began his fellowship November 2010 and finished July 30, 2011. His major project was to complete the audiovisual condition survey for the Beinecke Rare Book and Manuscript Library (BRBL) which he did successfully. As Kim did, Kevin spent time in each of the units in the Preservation Department working on specific projects. Both of their reports can be found in Appendix III.

During the last few months of the fiscal year we posted, interviewed and selected the third and final Preservation Administration Fellow. Annie Peterson joined us in September 2011.

### Sustainable Preservation Practices for Managing Storage Environments

On October 28 and 29, 2010, Yale Library hosted the workshop, *Sustainable Preservation Practices for Managing Storage Environments*, the first in a series of regional environmental management workshops, sponsored by the National Endowment of the Humanities. These workshops were for libraries, archives, and museums that are interested in maintaining preservation environments while saving energy. In addition to the in-person workshops, webinars were also available for specific regions of the country and on environmental management topics. For more information on these workshops and webinars, please see [ipisustainability.org](http://ipisustainability.org)

### Preservation Week

This year the Department participated in the American Library Association's Preservation Week, April 24-30, 2011. Activities were open to the public in the instance of lectures given at the New Haven Public Library and to all Yale affiliates for the stack 'installation'. A copy of the press release may be found in Appendix IV.

In addition the Department rolled out the new web site:

<http://www.library.yale.edu/about/departments/preservation>

The new web site was organized and built by Tara Kennedy, Preservation Field Services Librarian. With the new content management system (Cascade), Kennedy collected and created content for the web site, converted documents, uploaded them to the Preservation SharePoint site, and created links on the web site to the SharePoint documents. Content and updates are being continually added.

### Preservation Lecture Series

The Preservation Lecture Series which was begun in April 2010 with Jim Reilly's successful talk on sustainability continued this year with two very successful talks given by:

- Helen Shenton, November 11, 2010 *Paradoxes of Preservation—a personal & strategic perspective on crossing the pond*
- Abby Smith Rumsey, March 17, 2011 *But Storage is Cheap...Digital Preservation in the Age of Abundance.*

All three of the talks were taped and are available in their entirety through the Preservation Department's web site:

[http://www.library.yale.edu/about/departments/preservation/pres\\_lect\\_series.html](http://www.library.yale.edu/about/departments/preservation/pres_lect_series.html)

The series was initially supported through the generosity of Paul Stevens '74. Our next round of lectures, generously sponsored by Jack '47 and Betsy O'Neill, will be an annual spring lecture.

### Monthly Department Tours

With the Department renovation completed, monthly tours were reinstated this fiscal year. Tours were conducted in July-September 2010 and April-June 2011 with a total of 20 participants.

### FM Global

Pilette continues to be involved in the project with FM Global to develop fire suppression systems specifically for high-density storage facilities. FM Global is one of the largest commercial and industrial property insurance and risk management companies in the world; as such, they are a leader in property loss prevention through their own ongoing research and development departments. They have completed their tests and the report was released to the consortium in June 2011. Their recommendations are usually stricter than building code standards and frequently become de facto standards.

One of the recommendations is to explore alternative materials for the storage trays that many facilities use. This is due to the cardboard failing when wet and allowing books to spill off the shelves. Damp or wet books falling from heights of 10, 20 and 30 feet are further damaged and the piles of books in the aisles inhibit firefighting and recovery once the fire is out. Pilette - along with members of the consortium - drafted an RFI to explore alternatives to cardboard trays. The response was disappointing and further work needs to be done in this area.

### **WEST CAMPUS**

The Institute for the Preservation of Cultural Heritage located on West Campus is made up of the digital core and the conservation core consisting of various conservation treatment labs—Yale University Art Gallery and Peabody Museum already have spaces there—and a 'swing' lab that will be used by all of the University's cultural institutions on campus for treatment or training. Christine McCarthy, Chief Conservator, has

contributed to the planning of the swing paper/book lab space. Also part of the conservation core will be the conservation scientific research lab. The Mellon awarded a \$1.5M challenge grant to establish an endowment for the Director of Scientific Research position. Pilette is part of the search committee formed to fill the position. That search is currently underway. In addition a generous gift of \$25M from Rausing & Baldwin was received as a result of the University Development's request for support of the Institute.

Pilette continues to be involved with planning and coordinating University-wide conservation activities, comprising a conservation "core". While collaboration with the other University conservation departments is expected as part of the core, there are no plans to move any portion of the Library Preservation Department to West Campus. Pilette continues to work with Ian McClure, Chief Conservator at YUAG, on the development of the Scientific Research laboratory for conservation.

### **EMERGENCY RESPONSES**

The Preservation Department is able to respond 24/7 to any Library emergency involving collection materials. Over the past year, 29 staff hours were spent in responding to emergencies as well as dealing with materials affected by these incidents. Appendix V shows a table and two graphs. The table lists FY11 incidents, the graphs are a yearly depiction of the number of incidents and staff time required to handle the incidents from FY2003 to FY2011.

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

Yale University Library encourages staff participation in professional activities, both within the University and library profession. Through the Learning Plan, staff can enhance their knowledge base by learning a new activity or building own their current skill set.

#### Meetings/Conferences/Travel

##### *American Library Association Meetings*

Mid-winter, San Diego, CA, January 2011

Roberta Pilette, Tara Kennedy, Kevin O'Sullivan

Annual meeting, New Orleans LA, June 2011

Roberta Pilette, Tara Kennedy, Kevin O'Sullivan

##### *American Institute for Conservation, Philadelphia, PA, June 2011*

Roberta Pilette, Tara Kennedy, Christine McCarthy, Kevin O'Sullivan, Paula Zyats, Ronel Namde, Marie-France Lemay

#### Committees

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

The Preservation Department had representatives on the following Library committees over the past year:

- Library Management Council (LMC)
- Managerial Promotion Review Committee
- HathiTrust Working Group
- YUL's Diversity Council
- Staff Training & Development Committee (STOD)
- Mellon Photo Survey

Preservation Department members are also involved in the following professional organizations:

- American Library Association, Preservation and Reformatting Section
- American Institute for Conservation (AIC)
- Northeast Document Conservation Center (NEDCC)
- Guild of Book Workers (GBW)

### Training

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

#### *University/Library courses & workshops*

Great Managers training

Roberta Pilette, Christine McCarthy, Tara Kennedy

Understanding and Managing Generations in the Workplace for Supervisors workshop

Roberta Pilette, Christine McCarthy, Tara Kennedy

Cascade – Web Content Management System for web site creation and updating

Tara Kennedy

Training the Adult Learner

Christine McCarthy, Paula Zyats

#### *Other courses*

Paper Case Structures, Columbia College, Chicago Center for Book & Paper Arts, Chicago, IL

Karen Jutzi

Material Cultures of the Bibliosphere, BRBL

Karen Jutzi, Kerri Sancomb, Paula Zyats, Christine McCarthy

Uses of portable XRF (x-ray fluorescence) equipment for materials characterization and identification, YCBA

Marie-France Lemay

### **PERSONNEL**

After over two years, permission was received in March to post the head position for the newly renamed reformatting unit, Digital, Reformatting & Vendor Services. While it was approved only as a three-year term position, it can be extended. The position was

posted and candidates interviewed in July. The successful candidate, Robert Klingenberg, will start October 31, 2011.

***New staff members to the department in FY11:***

Kimberly Peach, IMLS Fellow	October 11, 2010
Kevin O'Sullivan, IMLS Fellow	November 1, 2010

***Staff members who have left during FY11:***

Dawn Mankowski, Conservation Ass't	July 19, 2010
Ian Bogus, Head, GCC	August 20, 2010
Kimberly Peach, IMLS Fellow	October 11, 2010
Gareth Gibson, Acquisitions Ass't	April 15, 2011
Kevin O'Sullivan, IMLS Fellow	July 30, 2011

## **PRESERVATION FIELD SERVICES OFFICE (FSO)**

Tara D. Kennedy, Preservation Field Services Librarian

### ***Overview***

Field Services provides preservation consulting services for all Yale libraries including basic preservation training, work arrangements for the other Preservation units, and addresses preservation inquiries across the Yale Library system, other institutions, and the general public.

The majority of this fiscal year was spent on environmental monitoring and reporting, HVAC consulting/ liaison, Integrated Pest Management (IPM), condition surveys, , emergency preparedness planning and disaster assistance, and preservation outreach and education. This year, Field Services assumed the responsibility of preservation review for incoming materials needing preservation attention.

### ***Activities***

#### **Environmental Monitoring and Reporting**

The Preservation Department's Field Services Unit continues to work with the Image Permanence Institute's (IPI) "My Climate Data" web-based application. IPI is working on a new web-based application – tentatively called "eClimate Notebook" – that will be replacing My Climate Data with cost options on a variety of features. Field Services hopes to purchase this new application to continue to manage environmental data across the library system. One collection was added to the environmental monitoring list: Oral History American Music Archives added a datalogger to one of its storage spaces to monitor temperature and relative humidity.

There were two environmental reports written this year, covering the following spaces: the Beinecke Rare Book & Manuscript Library (BRBL) storage spaces and the Arts Library Special Collections (ALSC) compact storage space, the former being written by the Institute for Museum and Library Services (IMLS) Preservation Fellow, Kevin O'Sullivan. The BRBL report will inform engineers of the current environmental conditions as part of a HVAC system renovation that is to begin in the next several years. Kennedy will work with the BRBL staff and Yale and project engineers to advise on preservation environmental conditions for the Beinecke.

Kennedy continues to work with IPI on the *Research on Energy Saving Opportunities in Libraries* project started last fiscal year, sponsored by IMLS. IPI staff member Jeremy Linden visited the Library to check on the progress of the project and was pleased with the excellent partnership between the Preservation Department and Yale Facilities. Because of this successful partnership, Preservation might work with IPI on additional methodologies of energy savings and preservation through other grant projects. Data collection and analysis will continue until the end of November 2011, with a final report by IPI staff available in the spring of 2012. For more information on this project, please see [www.ipienergysavings.org](http://www.ipienergysavings.org).



### Integrated Pest Management (IPM)

Yale's contract with their current pest control vendor had expired and the University chose to go out for bid again for pest control. Kennedy created the IPM portion of the RFP that the contractors were to bid on and assisted with the review of potential contractors for new pest control services. Two new pest control vendors were chosen to work on the Yale Campus: Yale Pest for Central Campus and Connecticut Pest Elimination for the Medical and West Campuses.

Kennedy attended her fourth annual meeting of the Integrated Pest Management Working Group in February at the American Museum of Natural History in New York City. Her contributions during this meeting included general editing of documents for the museumpest.net web site

### **Services**

#### HVAC/ Facilities Consulting/ Liaison

Kennedy assisted the Beinecke Library with the renovation of their film storage freezer. The original freezer was installed around 2000 and never worked properly. Kennedy wrote the specifications for the freezer, recommended which collection items should go into the freezer, suggested housings for the collection items going into the freezer, and assisted with choosing the vendor for the renovation. The renovation is to begin sometime this coming fall.

#### Condition Surveys

The Beinecke audiovisual collection condition survey was started last fiscal year by Kim Peach, the Department's first IMLS preservation fellow, and completed this fiscal year by the Preservation Department's second IMLS Preservation Administration Fellow, Kevin O'Sullivan. O'Sullivan wrote the final report which now provides the Beinecke Library with preservation priorities for their audiovisual collections. Kennedy supervised this project.

In preparation for a possible digitization project, Kennedy and O'Sullivan also surveyed the Divinity Library's Day Missions collection. They both checked for preservation issues – such as brittle paper and openability – to ensure that the collection could be digitized without damage to the originals.

#### Emergency Preparedness and Response

Kennedy continued to work with libraries and collections to prioritize their collections as part of emergency preparation. This fiscal year, she continued to work on prioritizing collections for Historic Sound Recordings and the Beinecke Library.

Kennedy continued to update the University's COOP (Continuity of Operations Plan) for Sterling and Bass Libraries. At the request of the University's Head of Emergency Management, she updated the list of emergency recovery vendors which will serve as the University's list for all cultural properties. Kennedy also assisted the Walpole Library with the development of their COOP.

Last year's renovation of the Department allowed for development of a dedicated space for emergency supplies. This new space is secure and can only be accessed by Preservation Department staff. Plastic bins with labels were purchased to protect and organize the supplies – now one can tell at a quick glance where supplies are located in the room. With the plastic bins, it is easier to see if a supply is running low. Stainless steel carts were purchased as additional, mobile shelving.

Mudd Library was subject to another mold episode - this time in the Tibetan collection on the third floor. It is suspected that this mold was left over from the original outbreak back in September 2008 and was overlooked. The collections needed to be cataloged and processed so that faculty could use the collections for the 2010 fall semester. Kennedy wrote an RFP to locate a vendor that would remove the mold from this collection *in situ*. Kennedy gave walkthroughs for two companies, reviewed the responses and chose a vendor. The work was completed in August 2010.

### Education and Outreach

At the request of the Director of the Beinecke, Kennedy gave a presentation to Beinecke curators and staff about the transport of photographic collections to and from the LSF. There were some concerns about the effects of the environment on the photographic materials as they left one environment to go into another. Kennedy provided data and information to support the fact that photographic material on paper in proper archival housing should not suffer ill effects from the environment in the short transportation time between leaving the Beinecke and arriving at the LSF. Photographic material on paper is now being sent to the LSF for long-term shelving.

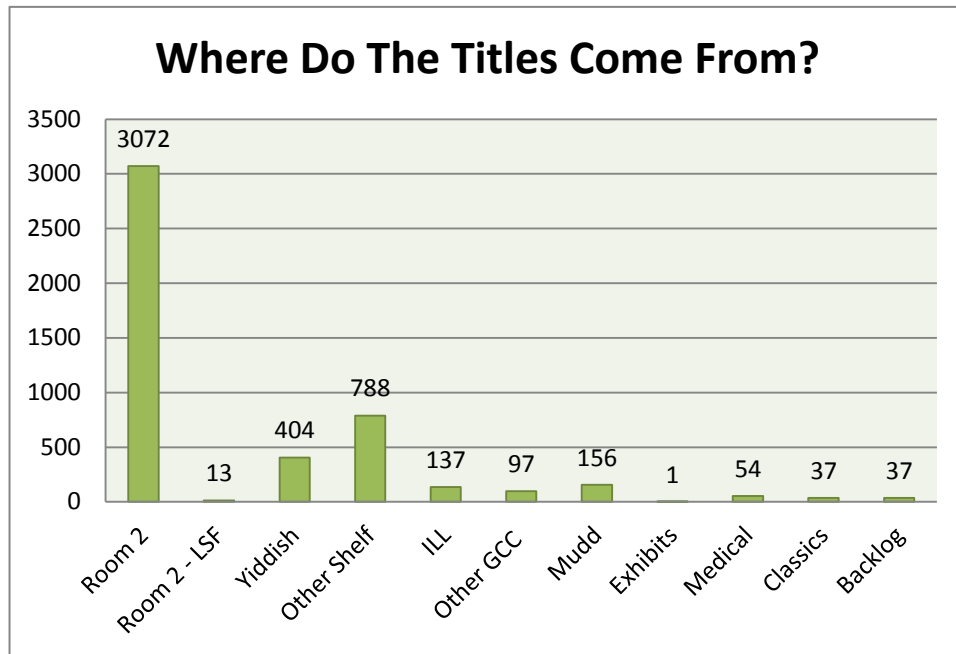
Other outreach and education activities include:

- Teaching proper shelving techniques to Social Science and Mudd Access Services staff.
- Training Music Library student employees on special collections handling and shelving.
- Assisting BRBL archivists with rehousing issues including audiovisual materials and museum objects;
- Assisting the Music Library with rehousing a collection of objects;
- Assisting Arts Special Collections with rehousing audio tapes for a collection to be sent to the LSF
- Assisted Kline Science staff with fragile materials needing housing for transport to the LSF.
- Helping Manuscripts and Archives identify nitrate photo negatives and informing them on how to safely dispose the film.
- Coordinated training of shrink wrapping machine as part of the Mudd processing project
- Provided instruction and materials for protecting collections in the East Asia Cataloging area during painting and minor renovation.

### Preservation Review

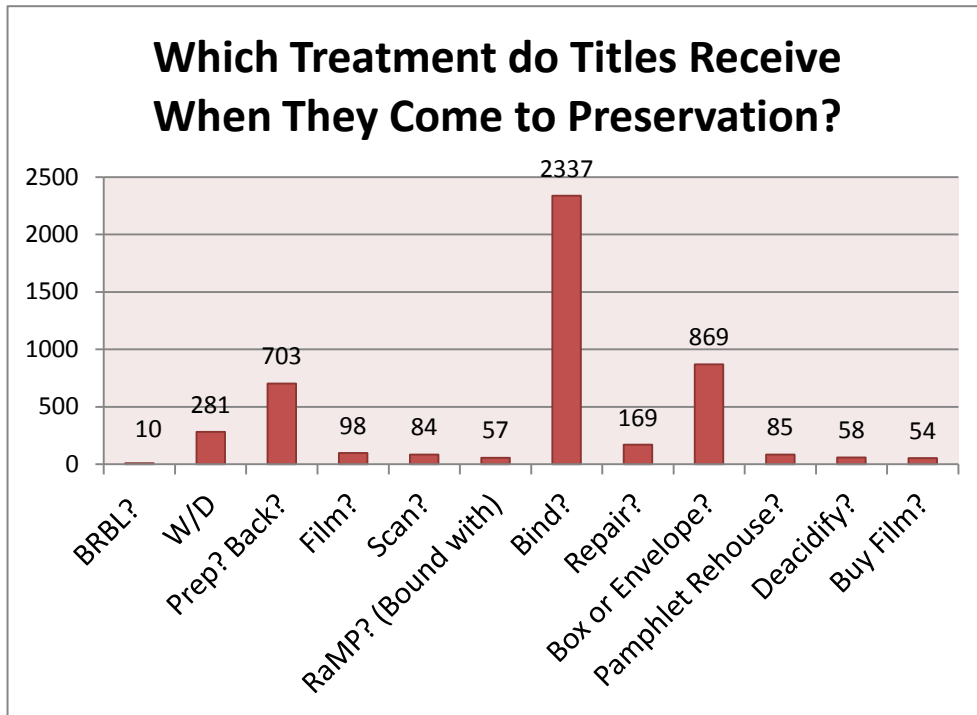
Kennedy took on an additional responsibility to assist Conservation Services and DRVS: preservation review of materials coming into Preservation. For the first time, materials coming into Preservation were analyzed in terms of locations where materials are coming from and the types of treatments materials receive after review. Materials were counted by title only, so multiple copies and numbers of volumes were not counted.

Below is a chart demonstrating where most of the materials for review come from. The “Other Shelf” is primarily materials from Cataloging & Metadata Services (CMS):



The majority of our materials come from Access Services in SML: over 3,000 items were handled by Kennedy from August 2010 to August 2011. These materials come primarily from the SML stacks and Bass Library. CMS is a far second, with the Yiddish collection coming in third. On average, 100 titles per week come to the Preservation Department for review due to damage or other problems.

Below is a table demonstrating the types of treatments titles receive once they have been reviewed by Field Services:



Monograph binding is the most frequently designated treatment for materials, with rehousing second. Many of our collections cannot be repaired, but do not necessarily need to be reformatted, so they are rehouse in a custom-made archival box.

Tracking the materials that are reviewed in Preservation has given a better picture of the amount of collection items coming into the Department. It also illuminated the amount of materials that Yale Library holds that cannot be repaired due to its condition: a little over 20% of reviewed items had to be rehouse or reformatted due to their brittle condition.

**CONSERVATION SERVICES – Special Collections Conservation (SCC), General Collections Conservation (GCC) & Exhibit Prep (EXS)**

Christine McCarthy, Chief Conservator

Staffing as of June 30, 2011:

**M&P Staff**

Paula Zyats	Assistant Chief Conservator	(SCC)
Marie-France Lemay	Paper Conservator	(SCC)
Laura O’Brien-Miller	Conservator Lewis Walpole Lib	(SCC) .5 FTE
Kerri Sancomb	Exhibition Preparator	(EXS) .5 FTE (term exp3/28/13)

**C&T Staff**

Karen Jutzi	Conservation Assistant	Level E	(SCC)
Lisa Carol Gregory	Conservation Assistant	Level E	(GCC)
Zenaida Lantuch	Conservation Assistant	Level D	(SCC)
Ronel Namde	Conservation Assistant	Level D	(GCC)

**Overview**

Under the direction of the Chief Conservator and the Assistant Chief Conservator, Conservation Services primary functions are to facilitate access to collections through single-item and collection-level conservation treatments, and to create custom housings for books, works on paper, photographs, and other objects from both the Library’s general and special collections. In addition, Conservation Services carries out a program of exhibition-related activities to protect collections from the risks associated with loans and in-house display. Much of Conservation Services’ work is driven by the use of the collections by individual students, faculty, and researchers.

In concert with the Preservation Field Services Librarian, Conservation Services staff provides expertise and assistance Library-wide on a variety of conservation issues, including the safe care and handling of non-circulating collections and emergency response and recovery. Conservation Services also provides information to the public on conservation practices at the Yale University Library.

**Treatment Activities**

Book Treatments

In FY 2009-2010, Conservation Services treated a total of 779 bound volumes from the Yale University Library’s various circulating collections, libraries, reference collections, archives, and special collections. This work was carried out in two laboratories, General Collections Conservation and Special Collections Conservation. Both laboratories are located in Sterling Memorial Library.

- General Collections Conservation treated a total of 477 bound volumes from the Yale University Library’s various circulating collection, libraries, reading rooms, and reference collections.
- Special Collections Conservation treated a total of 233 bound volumes from the Beinecke Library and other special collections. These treatment were executed for both printed and manuscript materials.

Notable treatments in 2010-11 for books included:

- *Student Diaries*, MssA – Jutzi completed treatments to repair and improve access to several important dairies kept by Yale students, including the Diary of Albert Dodd, 1836 July 29 - 1837 October 14.
- *The Whale*, BRBL (Za M497 851 Vols I-III) – This three-volume set of the first British edition of Melville's famous work was treated by Zyats for the YCAL Anniversary exhibition at the BRBL that opened for the summer of 2011. The rarity and fragility of these 19<sup>th</sup> c. publisher's cloth binding required skillful and delicate repairs that would address the condition issues and be virtually invisible.
- 19<sup>th</sup> c. *American Tracts*, BRBL – SCC's Lantuch carried out full treatment for 107 pamphlets as part of an ongoing effort to treat materials from the BRBL's American and British tract collections.

#### Paper and Other Non-Book Treatments

- In FY 2010-2011, SCC treated a total of 413 unbound objects from the Library's special collections. These objects included manuscript documents on paper and parchment, art on paper, printed and hand-drawn maps, and photographic prints and negatives.

Notable treatments in 2010-11 for paper and photographs included:

- *Yale Masterplan Sketch by Eero Saarinen*, MssA (Saarinen MSRG 593 Box 687) – Lemay removed the drawing from an exhibition mat to which it had been directly stuck. She removed the adhesive residue left behind on the drawing from the double-side tape used to hold the drawing into the mat.
- *Original manuscript leaf of "Jack and Jill"* by Louisa May Alcott, BRBL (Gen Mss Misc 3153 Folder 1) – Lemay removed this handwritten manuscript from an old damaging mat. She also removed old repairs done with pressure-sensitive tapes and mended tears.

#### Digitization-Related Treatments

- *North African Jewish Manuscripts*, Judaica/MssA – SCC's conservators prepared condition assessments, and carried out necessary treatments on a group of 36 manuscripts for full imaging of the collection. Staff also arranged for rehousing of the materials post-imaging at Media Services to protect these unique originals. The imaging project was undertaken to facilitate off-site researcher use.
- *Jewish Satirical Newspapers* Judaica/MssA –GCC and SCC Conservation Assistants Namde and Lantuch worked together to treat a group of 96 newspapers being outsourced for imaging by the Preservation Department's Digital Reformatting and Vendor Services (DRVS) unit. Staff removed tapes and old mends to reveal obscured areas of text. They also washed discolored newspapers and did extensive mending to repair tears, fill losses, and reattach those newspapers that had separated into multiple pieces.

- *Yale Daily News*– GCC staff disbound and separated individual issues of 10 volumes of the *Yale Daily News* to prepare them for vendor imaging coordinated through DRVS as part of the ongoing effort to digitize all past issues of the YDN.

#### Outsourced Conservation Treatments

- *Yale Association of Japan Ko mon-zho hari-maze byo-bu [28 original documents between 1192-1747, pasted upon screens.]*, BRBL/EAL - Conservation Services completed preparations, packing and crating of the East Asia Library's YAJ screens for travel to Japan for treatment by the Historiographical Institute of the University of Tokyo. Conservators met with staff from the Institute to review the progress of the ongoing treatment and advise EAL staff with the final treatment decisions before the manuscript leaves return to Yale.
- *Library Gazette Parody*, MssA – Conservation Services arranged for conservation treatment and digitization of this unique object – apparently a handmade parody of the *Library Gazette* created to commemorate the opening of the Sterling Memorial Library.
- *Portrait, Carl Van Vecten* by Susan Baker (YCAL 1973.953) BRBL – Conservation Services arranged for treatment of this oil painting by a local paintings conservator. Zyats vetted proposals and advised curators, Nancy Kuhl and Louise Bernard, who requested and authorized the work.

#### Protective Enclosures and Housings, 2010-2011

Conservation Services staff created protective enclosures and permanent storage mats for 2426 collection items in 2010-2011. These enclosures included simple wrap-construction boxes, cloth-covered drop spine boxes, book jackets, window or sink mats, and portfolios.

Special enclosure projects in 2010-2011 included:

- *Papyrus roll*, BRBL (P.CtYBR inv. 2753) – Jutzi reattached loose fragments from this Egyptian papyrus roll with intact clay seal. The treatment protocol was developed based on consultations with papyri conservation specialists at the British Museum. Since the roll is often used in presentation and classroom teaching, Jutzi and Zyats designed a custom housing to serve as both protective storage and display.
- *Peter Palmquist Cased Photographs Collection*, BRBL (WPA Photos 402) – Lemay continued to complete the rehousing of this collection cased images (daguerreotypes, ambrotypes, tintypes). This phase of the project involved customizing the enclosures to fit each of the images and making minor repairs to some of the cases. Approximately two-thirds of the collection was rehoused in 2010-2011 by Lemay and the project should conclude early in 2011-12.
- *Matting Alternative for Photographic Prints*, BRBL – SCC's Lemay and Zyats, in consultation with the BRBL, developed an alternative to window mats for photographic prints. This solution, called "mylboard," significantly reduces the materials costs per print and cuts the staff time in half.

- *Cushing Family Images, Whitney Family Papers, MssA (Ms 1938)* – GCC’s Namde surveyed the condition of 35 cased images and created customized housings. These images and other photographs from this collection were identified for treatment as the Whitney Collection was being processed by MssA archivists.
- *Kugleburg, Hohenzollern, and Helpern Collections, BRBL (Print Acquisitions)* – Lemay and Lantuch unframed and removed prints from backing boards so that each of these large collections of prints could be more easily stored and processed by the BRBL’s Print Acquisition unit. Much of the work was done on-site and on-demand.

### ***Research and Other Special Projects***

Conservation Services collaborated with curators, collection managers, archivists and others throughout the year on a number of special projects. Staff also contributed to a number of Department and University-wide initiatives. These projects included:

- *Confessio amantis, BRBL (Osborn fa1)* – Conservators advised curator Kathryn James on pigment identification for several of the inks to facilitate research being carried out by medievalist, Barbara Shailor. Lemay assisted Computer Science Chair, Holly Rushmeier, and Researcher, Min H. Kim, with UV and IR imaging to help enhance areas of illegible text caused by water and mold damage.
- *Matellus Map, BRBL* - Lemay assisted curator George Miles with UV and IR imaging of the Martellus map by the YUAG photography department. Following this project, conservators began working with the BRBL’s Digital Studio to develop in-house capabilities for UV and IR imaging to meet both treatment and researcher needs.
- *ConservationSpace* – McCarthy joined the YUAG’s Ian McClure and ODAI’s Meg Bellinger, to represent Yale in a Mellon-funded initiative to develop conservation documentation software application. The Yale University Library is currently the only member of the working team representing conservation for libraries and archives collections.
- *Yale University Green Laboratory Certification Program, Office of Environmental Health and Safety (OEHS)* - Conservation Services successfully completed the University’s Green Lab certification program.

### ***Exhibition Support Services***

In FY2010-2011, Conservation Services staff continued to review and treat material for exhibits, to mount and support objects, and to help plan and install exhibits at the BRBL, SML, MSSA’s Memorabilia Room, the Hass Family Library, and the Lewis Walpole Library.

- Exhibits Preparator, Sancomb, provided assistance for 35 exhibitions in 9 separate venues over the course of the year.
- Sancomb took over maintenance of the SML exhibition calendar. Sancomb stream-lined the exhibit calendars for the supported venues to avoid overlapping work flow/dates.



- Sancomb worked on two student-curated exhibits this year. Since the students were new to exhibit planning and not Library staff, Sancomb created timetables and guidelines to help the students understand the process and their role/responsibilities.
- Sancomb began supporting exhibits and loans at the Lewis Walpole Library (LWL). The LWL provided supplemental funding to Preservation to make this extension of services possible.
- SCC's conservators worked on 22 exhibition loans involving 117 items from 5 of the YUL collections. Borrowers included the YCBA, YUAG, the Getty Museum, the Corcoran Gallery, the National Portrait Gallery, the Contemporary Jewish Museum, the New-York Historical Society, and museums at Duke University and Vassar College.

### ***Development, Education, and Outreach***

Throughout the year, Conservation staff consulted with members of the campus community and general public, providing information on the care and conservation of collections. Staff also lent their expertise in materials science and historical production methods to research projects, campus teaching, and outreach efforts.

- SCC conservators and conservation assistants organized teaching sessions and lab visits on January 31, 2011 and February 2, 2011 for students from Jessica Brantley's *Study of Medieval Manuscripts* courses.
- *"Traveling Scriptorium"* (SCOPA) – Conservators partnered with BRBL curator, James, to develop a proposal to create a hands-on teaching kit to be used by faculty and students, examining the physical evidence and materials aspects of medieval manuscripts. The proposal was funded by SCOPA and the kit is slated for rollout in the late winter of 2012.
- *"Make Your Own Medieval Manuscript,"* Hooker School, New Haven, June 9, 2011 – McCarthy, Zyats and Namde taught 5<sup>th</sup> grade students how to make their own illuminated medieval manuscript. Students learned about historical methods for producing inks and pigments and they had the chance to try to write on parchment with iron gall ink and quills.
- *"Make Your Own Pop-Up Treasure Map,"* New Haven Public Library, April 28, 2011 and Hooker School, New Haven, June 14, 2011 – Conservation Services taught two sessions for children 5-12 in making treasure maps using a basic pop-up book structure as part of the Department's Preservation Week celebration and K-12 outreach.
- *Conserving the George Washington Atlas*, spring 2011, SML Memorabilia Room - McCarthy created an exhibit focused on the conservation treatment of the maps from the George Washington Atlas. This exhibit complemented the Maps Department's spring exhibition about the Atlas and showcased a treatment project that was only possible with generous funding from an interested private donor.

## **DIGITAL, REFORMATTING, & VENDOR SERVICES (DRVS)**

Roberta Pilette                      interim head

Staffing as of June 30, 2011:

Stephanie Sherry	Acquisitions Assistant	Level D
Agnes Wnuk	Cataloging Assistant	Level C
Edith Fortes	Acquisitions Assistant	Level B
Ellen Zemina	Binding Assistant	Level B

### ***Overview***

Digital, Reformatting, and Vendor Services (DRVS) provides a spectrum of services with regards to the preservation of information in volumes and on obsolete media. Through working with a wide variety of vendors DRVS preserves and provides access to the intellectual content of both the written word and audio & visual media.

Services are provided in the following areas:

- Microfilm; used predominately on serials and newspapers
- Digital conversion of text and audiovisual materials
- Commercial binding of new soft-cover, monograph titles and damaged monographs that would benefit from commercial rebinding.
- Mass deacidification of various paper-based library materials.

### ***Activities***

#### Commercial Binding

Monograph binding continues to decline as was expected with the establishment of a clear binding policy which was instituted in 2010. The decline in monograph binding from 2010 to 2011 was slightly more than 8%. The larger decline in monograph binding was from 2009 to 2010 where a drop off of 38% was seen in volumes sent.

#### Mass Deacidification

We continue to deacidify Near East materials, Burmese and Khmer materials upon receipt. We are also working with the Historic Sound Collections to deacidify the American Sheet Music collection.

There has been a minor increase of volumes deacidified over the last year, but it is still at 50% of what was done in 2009. However, the number of unbound flat items deacidified this year (608) is comparable to 2009 after a low the previous year. The increase in unbound materials is due to the continued deacidification of the Historic Sound Collection's American Music sheet music.

#### Format Conversion

DRVS worked with CMS and Library IT to develop handles (permanent URLs) for the digitized books. The handle would be put into the bibliographic record and be visible in the online catalog. A patron could go directly from the catalog to the digital copy of the book. This came about just as YUL joined HathiTrust and the question is now whether

these handles will be needed or not. This will be worked out as the Library decides how the HathiTrust information will be displayed in the catalog.

Digitized text is becoming a bigger part of the operation with 292 volumes representing 259 titles scanned this year. This represents about 30% of the total volumes reformatted FY2011. In 2009, scanning represented about 10% and last year it represented 25% of total volumes reformatted. At this time, microfilm is used for serials and newspapers but there are exceptions. If the periodical run is particularly short, scanning is considered.

A few special digitization projects have been done for Judaica, Divinity and the Medical Library collections. In the case of Medical and Divinity, the scanning of microfilm was done to facilitate access. For Divinity's Hong Kong Baptist University Project, computer output microfilm was produced after scanning to ensure long-term preservation of the information.

DRVS is slowly expanding its capacity to handle audiovisual materials. This is being done well below demand as the capacity to serve up and ensure the long-term storage of the digital files is not fully developed. This year, DRVS handled a number of researcher and curatorial digitization requests from the BRBL audiovisual collections.

The completion of the BRBL audiovisual survey and the development of the Office of Digital Asset & Infrastructure's (ODAI) review of digital asset management (DAM) gives hope that in the coming year the formulation of a digitization program for AV materials will begin.

### **Projects**

DRVS has been involved at various levels with four projects funded by Arcadia, the charitable foundation of Lisbet Rausing and Peter Baldwin. The Niane tapes, recorded in Guinea between 1969 and 1971 just after their independence was gained, were digitized. In addition, a series of radio programs created by Cuban Refugees Carlos Franqui and Alfredo Melero were also digitized. The digitization of both projects was completed in the first quarter of FY2011. The Manuscripts and Archives staff along with the respective area curators then went to work on the creation of the finding aids and making the audio files available to researchers. The digitization of the Islamic fundamentalist tapes is near completion, with the finding aid due to be completed FY2012.

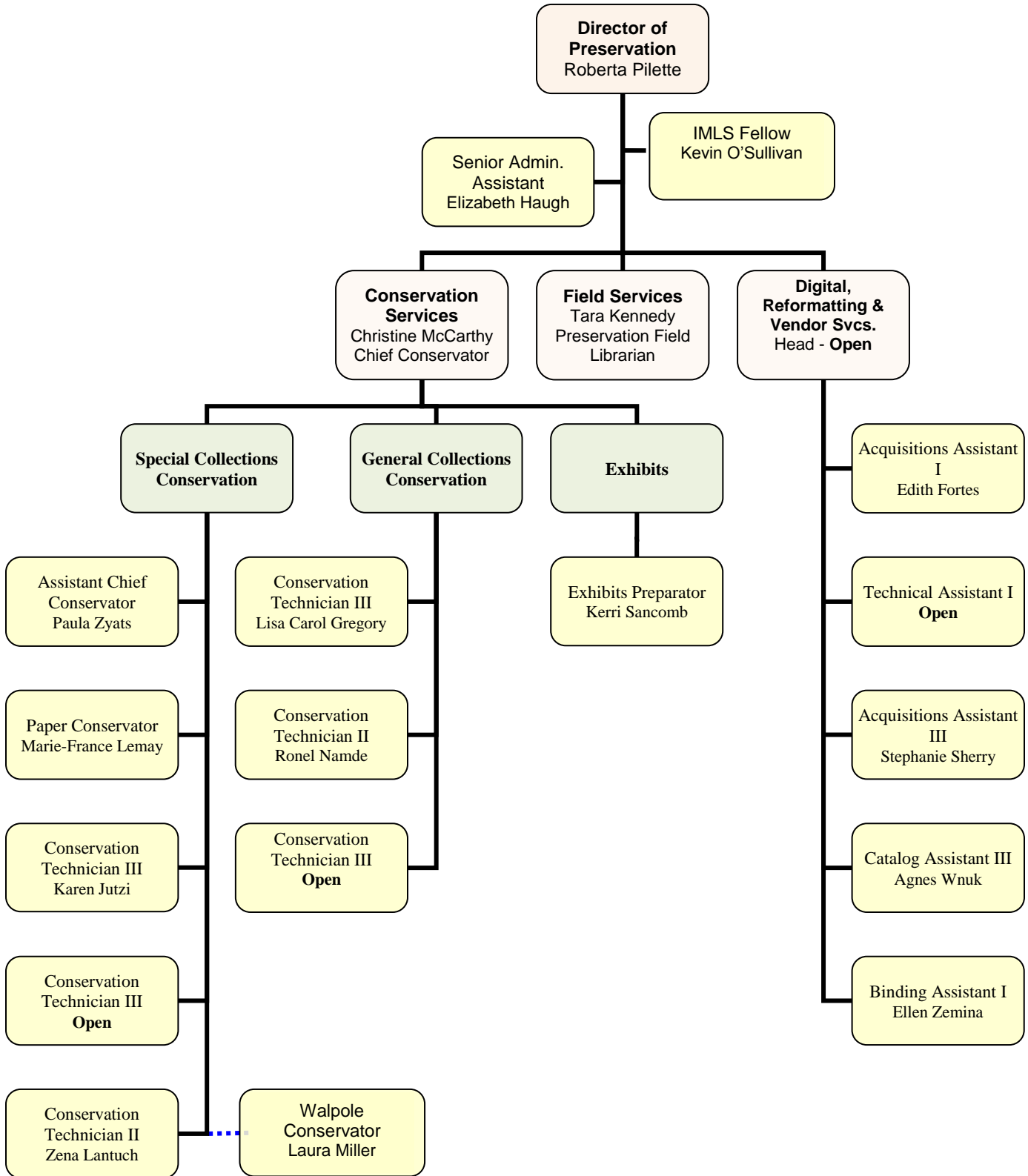
The Joel Sumner Smith (JSS) Collection of Slavic Literature has commanded the most staff time of all of the Arcadia projects this year. DRVS staff were responsible for reviewing all volumes for suitability for scanning by the vendor, packing and shipping the volumes to the vendor, and all tracking and processing of the volumes. This has been a team effort working with members of the International Digital Projects team. The 589 preservation staff hours devoted to this project over the past year represents a

significant amount of time. The Preservation Department's portion of the project will be concluding the first quarter of FY2012.

The *Yale Daily News* project has progressed irregularly this year. Ernie Marinko, from Workstation and Technology Services (now Library IT), and Katie Bauer from Usability and Assessment, along with DRVS staff have moved this project slowly along. A number of volumes were digitized successfully, but due to technical problems with ContentDM, the issues cannot be released for public use. While additional volumes were sent for scanning in January and April 2011 it became obvious that with the loss of the DRVS staff member responsible for preparing the volumes for scanning, subsequent shipments would have to wait. This staff vacancy, coupled with the problems associated with the digital files, resulted in all Yale parties agreeing to discontinue sending out additional volumes until the vendor completed digitization of the volumes in hand, with the resulting digital files passing the Yale Library quality control process. Unfortunately, this means that the project will not be completed until FY2012.

The Preservation Department portion of a special cataloging project concerning a collection of Yiddish material has concluded. Brittle titles were sent for microfilming. All volumes were retained regardless of condition due to title scarcity and therefore, volumes were frequently boxed as well as filmed. All volumes were also tested for paper acidity. If the paper was strong but acidic, the volumes were sent for mass deacidification. The project, begun in FY2004, has resulted in close to 300 titles being filmed and approximately 800 titles deacidified.

## Appendix I Program and Staff Organization Chart



**Appendix II  
Preservation Department Statistics  
Fiscal Years 2009 - 2011**

<b>Treatment</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>
<b><i>Volumes treated</i></b>			
GCC	1,277	961	477
SCC	417	233	302
Quick Repair	224	8	0
<b><i>Unbound/flat items</i></b>			
GCC	0	0	0
SCC	384	319	413
Pamphlets/Pockets	3,579 <sup>1</sup>	2,248 <sup>2</sup>	0
Pamphlets – Commercially Bound			1,738
Book jackets	328	274	0
Commercial Monograph binding total	21,960	13,407	12,240
Enclosures	1,309	2,413	0
Commercial Boxes			1,278
Volumes tied and/or wrapped	3,486	31	0
Mats	223	138	765
Cradles/bookmounts	565	324	670
<b><i>Special Projects</i></b>			
Commercial Boxes	0	2,934	537
Pamphlets in envelopes	0	1,719	0
<b><i>Encapsulations</i></b>			
Flat/unbound items	132	46	56
Volumes	0	0	0
number of leaves	0	0	0
<b><i>Microfilm</i></b>			
Volumes	686	735	725
Titles	738	134	33
Frames	242,256	33,589*	233,377
<b><i>Reformatting Multi Media</i></b>			
Film/video reels	0	0	249
Audio reels	0	6	751
<b><i>Preservation Photocopying</i></b>			
Volumes	134	259	292
Titles	114	244	259
<b><i>Mass Deacidification</i></b>			
Volumes	2890	1,245	1,433
Unbound/flat items	573	172	608
<b>Total Vols/Items treated</b>	<b>39,167</b>	<b>27,472</b>	<b>32,099</b>

\*incomplete count of frames

<sup>1</sup> 1,963 pamphlets bound in house  
1,616 pamphlets bound by commercial binder

<sup>2</sup> 351 pamphlets bound in house  
1,897 pamphlets bound by commercial binder

## Appendix III

### Kim Peach

2010 IMLS Preservation Administration Fellow (Jan 2010-Oct210)  
Report

This spring and summer have been fully packed with new and enriching professional experiences and intense learning. I have continually paid close attention to managing my time in order to take advantage of the numerous opportunities that have come my way while monitoring the progress of my various projects. I have continued to meet with Roberta Pilette, Director of Preservation, on a weekly basis to ensure that my projects and other activities stay on schedule and address questions as they arise.

### Conferences

I found attendance at conferences, most for the first time, to be very rewarding. Topics covered everything from digital to analog, paper-based collections to audiovisual media, and preservation to access management. I found the networking opportunities to be as beneficial as the conference sessions themselves. I have made a number of professional contacts with whom I continue to keep in touch. I averaged almost a conference a month with attendance at the National Archives' 24th Annual Preservation Conference (March), Association of Recorded Sound Collections (May), American Library Association's Annual Conference (June), and The Society of American Archivists Annual Conference (August).

### Tours and Visits

I have worked many tours and visits into my schedule. I joined the Special Collections Conservation Unit in an invitation to tour Harvard's Weissman Preservation Center (April) and just recently hosted, here at Yale, Elizabeth Walters, Program Officer for Audiovisual Materials at Harvard, to discuss our similar audiovisual survey projects.

I was also able meet with Marcos Sueiro (July), creator of the AVDb survey tool I'm using for my main fellowship project. We discussed best practices in using the tool and I was able to tap into his knowledge with some questions about more unusual AV media formats. Emily Vinson, 2010 IMLS Preservation Administration Fellow at NYPL, was able to join us for this meeting as well bringing her experience with similar AV surveys.

Ian Bogus, Head of General Collection Conservation, and I visited Save Sound Archive (July) where we received an in depth tour of their audiovisual reformatting facility.

While at the University of Connecticut (see more below) I visited Bridgeport National Bindery, the vendor that Yale uses for library binding.

I have had many more tours of Yale facilities over the summer including a tour of the offsite Library Storage Facility where the approach to shelving is very different from that in the library stacks. High density shelving with material shelved by size is key to maximizing the storage space.

Additionally, I took advantage of general lunchtime tours for library staff to tour the Center for British Art and the Haas Family Arts Library.

I will be touring the Preservation Departments at New York University and Columbia University later in September.

### **IMLS Fellow Exchanges**

It has been wonderful to get to know my counterpart at NYPL and talk with her on various occasions. Most significant were the days we hosted each other at our institutions. Emily Vinson visited the Preservation Department at Yale July 26-27. I gave her an overview of the department and its policies and took her through each unit discussing its functions and my related projects.

Emily hosted me at NYPL August 9-11. We had in-depth discussions with all the departmental staff. It was particularly interesting to talk with the registrars and the audiovisual preservation staff. It was also fascinating to learn about the many challenges the department has overcome after moving from the main building to an annex several miles away.

### **University of Connecticut Storrs**

My two weeks spent at the University of Connecticut Storrs (April 26-May 7) were extremely beneficial by providing me with a different context in which to view preservation and to see a smaller department function with less professional staff and more student workers.

A detailed tour of the department was given by Carol Dyal, Head of Conservation, and I gained an in-depth understanding of the workflows of the Conservation Lab which handles both general and special collections materials. I was trained in the use of a mat cutter and in making cloth covered boxes by hand. I made two during my stay.

I also benefited from the unique talents and knowledge of the staff. I spent a week with David Lowe, Digital Preservation Librarian, learning about digitization standards and the department's workflow for submitting material to be digitized by the Internet Archive. This included learning how to determine copyright status. Lowe shared his extensive background in reformatting projects which evolved from microfilm to digital and related many important lessons learned by the industry over the years. I also observed their in-house digitization process.

Additionally, I assisted Lowe and Dyal in the early stages of developing a grant proposal.

### **Training**

I have continually kept an eye out on listservs as well as on Yale's Learning Center website for training opportunities related to preservation and management. Preservation-related webinars I've taken include "Digital Photograph Collections" and "Understanding Digital Photography", offered by Lyris (August). I also took the ALCTS webinar, "Continuity of Operations After a Disaster", presented by Nancy Kraft (August).

While in Washington, DC for the American Library Association Annual Conference, I took the "Materials Science Refresher Course", offered by Dr. Sheila Seigler at the Library of



Congress (July). This focused on types of adhesives and the preservation implications of their use, as well as, the chemistry and production processes of modern paper.

I attended a lecture at Yale's Center for British Art on the use of x-ray fluorescence in analyzing the chemical make-up of traditional cultural heritage objects (July).

At the Yale Learning Center I took a very using class on interview skills (June) and a class on problem solving titled "How to Think Like a Genius: Creative Approaches to Problem Solving" (August).

I am currently registered for "Management 101", offered by Lyrrasis in October.

### **Rotations through Preservation Department Units**

#### *General Collections Conservation*

The month of June was dedicated to work in the General Collections Conservation Unit. My project, which I had already begun to develop with Ian Bogus, Head of GCC, earlier in the spring, was to do a cost-benefit analysis of searching bibliographic information when making treatment decisions for general collections materials. The goal was to determine if the results of the searches (i.e. numerous other copies exist, electronic copies exist,...) would change a treatment decision and ultimately save time and money while continuing to address the preservation needs of the collections.

In addition to working on this project I spent time with GCC staff learning the processes of sorting material for treatment and making treatment decisions, as well as, the practices of quality review and statistics gathering.

Furthermore, I sat in with Bogus while he prepared audio tapes to be shipped to reformatting vendors and while he did quality review of the digital surrogates they produced.

Also, I had the opportunity to accompany Bogus to a meeting about a new digitization project about to be undertaken in another division. It was a valuable experience to see the dynamic involved in negotiating a digitization workflow that includes preservation standards and practices.

#### *Special Collections Conservation*

The month of July was dedicated to working in the Special Collections Conservation Unit (SCC).

Along with a tour and detailed discussion of the various responsibilities of this unit, I was able to accompany SCC staff while they carried out a number of tasks. These included triage and treatment decision-making, tracking of materials in and out of the lab, exhibit installation and silica tile desiccant replacement, loan preparation, and I attended some staff meetings. In preparation for one meeting, I was given a selection of articles to read and discuss with staff at that meeting. This was a lively and very informative exchange which benefitted from everyone's wide range of experiences.

My SCC project was a survey of housings used in the Beinecke Rare Book and Manuscript Library. Through interviews with processing staff regarding types of

housings used or needed, I have presented 8 recommendations to Christine McCarthy, Head of Special Collections Conservation. We will be presenting these recommendations to the Head of Technical Services in Beinecke shortly.

### *Reformatting and Media Preservation*

Although I had been working on some projects throughout the spring and summer in the Reformatting and Media Preservation Unit (RaMP), I especially focused on the unit for the month of August. I deepened my understanding of the overall operations of the unit by sitting in on several staff meetings as well as with individuals to learn what their various tasks entail. For example, duties carried out in this unit include bibliographic searching, sorting material to be reformatted, tracking shipments for microfilming and digital reformatting, quality control of vendor produced surrogates, and microfilm cataloging.

My project in RaMP had begun earlier in the spring with analysis of the unit's budget. Additionally, finding the microfilm shipment tracking procedure to be a bottleneck in budget reconciliation, I analyzed the microfilm shipment workflow and suggested revisions to the tracking sheet as well as the packing slip format.

### *Field Services*

My time spent with Tara Kennedy, Preservation Field Services Librarian has spanned the entire duration of my fellowship. From involvement in the Integrated Pest Management Program at my arrival to shadowing during meetings and projects throughout the year, I have been invited to regularly join Kennedy as she carries out her numerous duties.

Many such meetings have been related to emergency preparedness. I've sat in on meetings chaired by Kennedy to create a Continuity of Operations Plan for the Library which required coordination of representatives from all the major Library departments and instruction on creating the plan.

Also, I shadowed Kennedy on meetings with the Historic Sound Recordings Division to prioritize their valuable collections in preparation for salvage operations following an emergency. I will be completing a similar prioritization and risk assessment on my own later this month for the Slavic Department.

In an effort to gain real life emergency response experience, I was responsible for the emergency phone for the month of August. As part of this responsibility I familiarized myself with the procedures to be followed if I should receive a call regarding effected collections. Fortunately, no emergencies occurred while I had the emergency phone.

In a very useful exercise in which I learned about vendor relations as well as emergency response, I shadowed Kennedy in her analysis of a mold outbreak and subsequent distribution of Requests for Proposals to several vendors to collect bids for the job of remediation. I also visited the site while it was in the midst of being cleaned and observed Kennedy's oversight of the quality of the work done.

During the summer, one full week was dedicated to the implementation of an IMLS funded research project in conjunction with the Image Permanence Institute (IPI). The

project entailed setting up preservation Environmental Monitors (PEMs) in strategic places throughout the library stacks and HVAC system. The resulting data will be used to determine if energy efficiencies can be realized without detriment to the collections. As an active participant in the implementation phase of the project, I spent the week with Kennedy and IPI staff touring HVAC systems and gaining invaluable knowledge about controlling library environments.

I am currently in the process of conducting an environmental analysis of two spaces in the Library and writing a report of my findings. Through site visits and data collection from My Climate Data software as well as the Library's Johnson Controls HVAC monitoring system, I am collecting the data to inform my analysis.

My main project all year has been conducting a preservation condition survey of the audiovisual holdings in the Beinecke Rare Book and Manuscript Library. As of the end of August I have ended the survey portion of the project and am now beginning to analyze the data and compile a report. I have completed one-third of the sample size to be surveyed and intend to leave the next IMLS Preservation Administration Fellow extensive notes and a bibliography to assist him in maintaining consistency and to minimize duplication of effort as he continues the survey.

This survey has been a great learning experience for me not only in gaining an intimate understanding of audiovisual formats and characteristics, but in time management, data management and database usage, data analysis, and the theories that support creating a trusted and sound research method.

### **Department-wide Activities**

I continue to be a part of the bi-weekly Preservation Managers Team meetings at which current topics relevant to the Department are discussed. In consultation with the unit managers, I developed a series of screensavers displaying messages about care and handling of library materials and the library's food and drink policy. Also included in the series are screensavers inviting staff and student to join monthly tours of the Preservation Department. These screensavers are being displayed on public computers throughout the main library from September through November. I also have distributed Preservation Department bookmarks to the circulation desks to accompany the screensavers.

I joined the unit managers on the selection committee for the next 2011 IMLS Preservation Administration Fellow. It was an extremely valuable experience to review the applicants' qualification with the other more experienced managers and to be the interviewer rather than the interviewee. I gained a great deal of perspective and understanding regarding what goes into the selection of candidate for employment.

At the most recent Preservation Department Meeting, attended by all departmental staff, I gave a presentation on my visits to NYPL, Bridgeport Bindery, Harvard, the Northeast Document Center, and Safe Sound Archive. I will be giving another presentation at the next department meeting in which I will sum up my overall experience during the fellowship, including the two weeks I spent at the University of Connecticut Storrs. After the first presentation I asked for feedback from my supervisor

which was most valuable and I look forward to practicing these suggested improvements in my next presentation.

**Kevin O'Sullivan**

2011 IMLS Preservation Administration Fellow (Nov2010-July2011)

Final Report

The second half of my fellowship built strongly upon the foundation set in place during my first months at Yale University Library. I continued my work on the survey of audiovisual materials at the Beinecke Rare Book Library, ultimately completing the effort in July 2011. In addition, I continued my work in each of the department's three units: Digital, Reformatting & Vendor Services (formerly Reformatting and Media Preservation); Conservation Services; and Field Services. This work was richly supplemented by several professional conferences, workshops, and site visits to libraries in the area. These activities, which are detailed below, have provided a challenging and rewarding experience that I have no doubt will prove invaluable as my career continues to progress.

Although my rotation in the Digital, Reformatting & Vendor Services (DRVS) unit of the department was technically completed in March, there were several ongoing efforts that I continued to work on throughout the fellowship. One of these was oversight of the DRVS budget, which I managed through the end of the fiscal year. This was important practical experience and involved tracking the unit's spending and directing the microfilming and preservation photocopying work to ensure that we spent the proper amount. A second ongoing effort with which I aided was a project to digitize bound volumes of the *Yale Daily News*. In assisting with the project, I assessed the condition of the papers, which were often very brittle, determining whether or not they could be scanned. A third project that I continued to work on throughout my fellowship was the planning of a large video digitization project. To this end, I surveyed some 2400 videotapes and participated in meetings to discuss the workflow of the project and the evaluation of vendors.

Beginning in March, I worked under the direction of Chief Conservator, Christine McCarthy, in each of the three areas comprising Conservation Services: General Collections Conservation (GCC), Special Collections Conservation (SCC), and Exhibits Preparation. Prior to my coming to Yale, I did not have any significant experience in the repair of book and paper materials. Owing to this, it was a priority of mine to take full advantage of the opportunity to fill these gaps in my knowledge. This began with my training by the staff of GCC, who thoroughly instructed me in rudimentary book and paper repair and provided me with the opportunity to put these new skills to practice, working under their direction. As I am not trained as a conservator, my participation in the activities of SCC was of a more administrative nature. By shadowing Christine McCarthy and Assistant Chief Conservator, Paula Zyats, I became informed on the review and assessment of special collections materials that precedes any conservation treatment. I assisted in one such assessment and, using this experience, developed a standardized form to be filled out with the information garnered in this process and kept as additional documentation of conservation efforts. In addition to these projects, I also designed an exhibit that provided information on practical steps one can take to

preserve one's personal collections, which was installed before the Alumni Weekend at Yale. Working with Exhibits Preparator, Kerri Sancomb, I learned much about the considerations that must be taken into account when designing and installing an exhibit. One of my greatest challenges in this effort was distilling the text into kernels that can be digested by an audience in the approximately 20 seconds they would devote to viewing it. The exhibit, which was designed with the ability to be reinstalled in the future, also contains physical examples illustrating preservation concerns, such as those common to pressure-sensitive adhesive tapes, brittle paper, photographs, audiovisual materials, and the like. Lastly, in collaboration with Christine McCarthy, I developed a blog for the department, drafting a manual to guide the composition and publishing of postings and creating an online "mock-up". This blog, which will go live in the coming months, will act as an additional outlet for the department's continuing outreach efforts.

My rotation working with Preservation Field Services Librarian, Tara Kennedy, afforded me a range of valuable experience. In addition to our previous work together on collection surveys, Tara and I assessed the condition of circulating items, making decisions as to whether to repair, discard, or send them to the bindery. Under her direction, I also conducted an environmental conditions assessment of a compact storage area, the temperature and relative humidity of which was suspected to be inadequately controlled for the materials housed therein. This was an interesting and fruitful project, which allowed me to collect and analyze years' worth of environmental readings and then report upon my findings to the librarian in charge of that space. Working with Tara, I was also trained in disaster response and was entrusted with the Preservation Emergency phone for the month of June.

In addition to the smaller surveys I conducted, I also continued my work in the survey of audiovisual materials at the Beinecke Rare Book Library. Over the course of these nine months I have surveyed 111 collections, examining a wide range of AV items and generating what I hope will be very useful information for the Library regarding what materials are held in the collections, what bulk they constitute, and what condition they are in. In July 2011 I completed the work of surveying and began to examine the resulting data. I have drafted a report outlining the findings of my predecessor, Kim Peach, and myself, which has been submitted to the members of the Preservation Department and the Beinecke Library.

I have been fortunate in this fellowship to have had the opportunity to attend a number of professional conferences and workshops as well as visit colleagues working at libraries in the area. Over the past nine months I have attended both the Midwinter and Annual meetings of the American Library Association (ALA), the annual meeting of the American Institute for Conservation, a Northeast Regional Computing Program workshop, and a workshop on digital preservation for video that was hosted jointly by the METRO Library Council and Independent Media Arts Preservation (IMAP). Through these events I have extended my professional network, learned much about current trends in the field, and become more professionally engaged.

In addition to these conferences, I also traveled to visit with colleagues at nearby institutions. I spent two days with my counterparts at NYPL, during which I learned

about their host institution and the work that they have carried out in their fellowships. My two weeks of working in the Babbidge Library at the University of Connecticut – Storrs provided me with an opportunity to experience the inner-workings of a smaller preservation department. Under the direction of their Head of Conservation, Carole Dyal, I continued to develop my skills in mending book and paper items, building upon what I had learned while working in GCC at Yale. In working with Preservation Librarian, David Lowe, I became acquainted with the digital projects team at UConn and the variety of their work, as well as participated in discussions regarding data management plans. I have also visited a number of libraries throughout the fellowship, including those at Dartmouth, NYU, and Columbia University, all of which broadened my understanding of the field and the work that my colleagues perform.

The IMLS Preservation Administration Fellowship has been a singular professional development experience. As an applicant I envisioned it to be a method by which I, as a freshly educated young professional who lacked much practical knowledge, could close the gap between theory and practice and hone my preservation skill set. As an outgoing fellow I can say with certainty that it has been this and much more. Over the past nine months I have completed many challenging projects, extended my knowledge base significantly, and built much confidence as a preservation administrator. In addition, I have had the pleasure of working under the direction of some of the leading professionals in the field, learning much from their advice and example.

I am very grateful to The Institute of Museum and Library Services, and to the staff members of the Yale University Library, the New York Public Library, and the University of Connecticut – Storrs Library, for their generous contributions towards this truly formative experience.

## Appendix IV



190 million artifacts in the United States are in urgent need of treatment or attention by a skilled, professional conservator if they are to remain available for exhibition and research.

Source: *A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections*, 2005 Heritage Preservation, Inc. More information at [www.heritagehealthindex.org](http://www.heritagehealthindex.org)

Yale University Library Preservation Department celebrates Preservation Week April 24 – April 30, 2011. This year's theme is "Pass It On @ Your Library".

Preservation activities specific to the week are:

In Sterling Memorial Library:

April 24<sup>th</sup> – April 30<sup>th</sup>, during normal Library hours – **Will It Be There When You Need It?**

Description: Located on stack levels 7, 5 and 1MB of the Sterling Memorial Library are three different areas where the books have been banded in green or orange. Many of our collections materials would be unavailable to readers if not for the staff of the Yale University Library Preservation Department. This installation is a visual demonstration of the current and future efforts of the Yale Preservation Department: those books that have benefited from preservation attention (in green) and those books that are still at risk (in orange).

At New Haven Free Public Library located at 133 Elm Street, New Haven:

April 27<sup>th</sup>, 6PM – **"Preserving Your Family Papers"**

Description: Christine McCarthy, Chief Conservator for the Yale University Library will provide information and tips for preserving and caring for personal collections of papers, photographs and other materials

April 28<sup>th</sup>, 4PM – **"Pop-Up Treasure Map"**

Description: Come learn about how paper is made and practice some paper-folding. See examples of maps, old and new. We'll learn about map-making terms: legend, scale, key—and then make pop-up treasure maps in their own covers to take home.

We are also pleased to announce the newly revised and updated web page for the YUL Preservation Department <http://www.library.yale.edu/about/departments/preservation>

"No one can have access to a document that no longer exists." – Paul Banks

**Appendix V**  
**Events Requiring Emergency Response and Recovery**  
**FY 2010-2011**

<b>Date</b>	<b>Where</b>	<b>Library Materials Affected</b>	<b>Library Staff hours used in response &amp; recovering materials (hours)</b>
10/15/2010	Dir of Tech Svs Office	2 volumes	6.75
1/21/2011	CMS near Rare Book Team area	None	3.00
1/27/2011	Preservation B40, DRVS	542 microfilm reels and additional paperwork	4.00
5/10/2011	SML stacks	95 volumes	4.50
5/30/2011	Bass Library	None	10.75
		<b>Total Staff hours:</b>	<b>29.00</b>

Over the last nine years we have seen an overall decline in the amount of time needed to recover from incidents as well as a general decline in incidents.

