

**Yale University Library
Preservation Department**

**38th Annual Report
July 2008-June 2009**

Submitted:
Roberta Pilette
September 30, 2009

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Roberta Pilette, Head of Preservation and Chief Preservation Officer
 Elizabeth Haugh, Senior Administrative Assistant

	Preservation Staffing:	July 1, 2008	June 30, 2009
Positions budgeted:			
C&T		15.00	14.00
M&P		8.00	7.00
Positions filled:			
C&T		15.00	14.00
M&P		8.00	7.00

EXECUTIVE SUMMARY

The Preservation Department, headed by Roberta Pilette, is responsible for the long-term preservation of all library material. A highlight of this year was the completion of the strategic plan for the next 3-5 years. The plan resulted in the renaming of two units: Collections Care became General Collections Conservation (GCC) and the Conservation Lab was renamed Special Collections Conservation (SCC). This reflects the similar purpose of the work done in both units. The plan also addressed the need for upgraded work spaces and a department renovation is planned. It is scheduled to be carried out in FY 2009-2010.

Some other projects:

- As part of a Mellon Foundation project lead by New York University Library with Columbia University Library as a partner we participated in a survey of modern book paper by pulling materials from the collection, having students test and record the results and submitting the raw data to NYU. The findings were more optimistic than expected.
- Preservation managers worked with the Library Development Office to conduct presentations and tours for prospective donors.
- The Department hosted its first Preservation Administration Intern who worked on a six-week summer practicum on a project involving the Map Department's special collections.
- We continued to promote Preservation Department services within the Library through tours and a column in *Note Bene* and a presentation to the Library Green Team and reached beyond the Library through a presentation to the New Haven Public School system's Media Specialists by the Field Services Librarian.
- In conjunction with the Center for British Art we participated in a three-day workshop, *The Conservation of Iron Gall on Paper*.

- A total of 135 staff hours were spent responding to seven Library emergencies. These included a mold outbreak in the Mudd Library basement and leaks in Sterling Library.

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), General Collections Conservation (GCC) and Special Collections Conservation (SCC). 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 2008-09 are found in Appendix III.

As part of meeting our goals for FY09 we continued to promote Preservation Department services through a variety of activities. Our monthly tours of the Department¹ have been a success and we encourage all new or visiting staff to take the tour. Over the past year we had a total of 27 tour participants on our monthly tours. We continue to offer individual tours on an ad hoc basis though the need has dropped with the establishment of the monthly tours. Our ‘column’ in *Note Bene* over the past year has highlighted the hosting of a summer intern in preservation administration from the University of Texas at Austin preservation program and a workshop on new treatment approach to the problem of oxidation of iron gall in historical documents. This workshop was jointly sponsored by the Library’s Preservation Department and the Center for British Arts’ Conservation Department. The *Note Bene* column and the monthly tours are now considered ongoing activities which we anticipate continuing indefinitely.

We also take opportunities to speak about preservation issues with a variety of groups. Our Preservation Field Services Librarian, Tara Kennedy, gave two such presentations. One presentation was for Media Specialists from the New Haven Public School system on the basics of preservation for collections titled, “Preventing Fahrenheit 451: Preservation Basics”. In addition, she gave a presentation to the Library Green Team about some of the initiatives that preservation (at the Yale Library and in the field in general) has been focusing on in the last couple of years. Some of the highlights include the “Gray Areas to Green Areas” conference on preservation environments and sustainability, a possible grant with IPI and IMLS concerning energy saving, and the *My Climate Data* web site.

Another goal from FY09 was to work on the improvement of workflows within the individual units and across the Department as well as a planning for infrastructure improvements and a general assessment of how spaces are used throughout the Department. This built on the strategic planning and analysis of workflow begun in FY08.

¹ https://medapps13.med.yale.edu/tms/tmscourses.get_course_details?p_crs_id=1065

STRATEGIC PLANNING

In August 2008 the Department's strategic plan for the next 3-5 years was completed². The plan called for a renaming of two units: Collections Care became General Collections Conservation (GCC) and the Conservation Lab was re-named Special Collections Conservation (SCC). This reflects the type and similar purpose of work that is done in both units—the repair of paper-based collection materials spanning everything from circulating and reference to special collections across the Library system.

As workflows were analyzed and considerations given to make the best use of the current space in Sterling, it became obvious to the Preservation Department administration that the Department's physical organization needed to be addressed. While the development of a joint Preservation/Conservation facility at West Campus was being discussed, it was stated in the summer of 2008 that such a facility was at least five years away. This projection changed as FY09 has progressed and the economic situation in the University has unfolded, the plans for the merging of all preservation and conservation activities into a single, purpose-built facility at West Campus is now estimated to be ten years off. Therefore, even early on in FY09 as we began discussions with Facilities on the upgrading of the Department's infrastructure we knew we would be occupying the spaces at Sterling Library for sometime. The discussions with Facilities have proceeded with many stops and starts along the way. At this time, fall 2009, we are on the schedule for the renovation. The funding in the end is to come from Facilities' Repair & Renovation funds and the Deputy Provost for Undergraduate & Graduate Programs' funds.

DEVELOPMENT

We have had an active year with the Library Development Office—preparing information and presentations for a variety of events. SCC staff created a PowerPoint presentation showcasing the work being done on the George Washington Atlas for a donor event in Boston. All the Preservation managers contributed content to and edited descriptions for preservation and conservation funding opportunities for the *Library Tomorrow* campaign. With other Preservation managers assisting, Christine McCarthy, Chief Conservator, created an interactive “puzzle” themed-tour for members of the Library Development Council (LDC). As LDC members toured the Department, they were asked to open an envelope containing a puzzle piece and read aloud the information on their piece. Each individual puzzle piece highlighted a particular aspect of program growth related to development needs. At the end of the tour, LDC members assembled a “picture” of the preservation department of the future by fitting their pieces together to reveal a central image.

PROJECTS

Pilette continues to be involved in the project 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

² <http://www.library.yale.edu/preservation/Strategic%20Plan%202008.pdf>

research and development departments. They have taken this on and are in the second year of a three year project. Their recommendations are usually stricter than building code standards and frequently become defacto standards. FM Global has proceeded with the testing plan as they proposed in FY08. In February 2009 representatives from the institutions making up the informal consortium—Harvard, Yale, Columbia, University of Chicago, Library of Congress and University of Michigan, as well as consultant Reese Dill and representatives from FM Global—came together at the FM Global Research Campus in Rhode Island. The full day meeting was an opportunity to review fire test results to date. FM Global is still anticipating the release of all test results and recommendations sometime in 2010.

In the early summer of 2008 the University Librarian agreed that Yale University Library would participate in a survey of modern book paper funded by the Mellon Foundation. The project lead by New York University also included Columbia University as a partner. Each participating library surveyed a total of 1,200 volumes from a given year. Yale surveyed 400 books each published in three areas of the world—North America, Western Europe and the rest of the world for the year 2007. Each book was tested for the presence of lignin and for acidity. Working with Library's Information Technology Office we were able to generate random sample of volumes from each of the three categories for 2007. With the cooperation of a number of library departments we pulled the materials from the collections and hired students to test and record the results. The project ran from September until November 2008. The raw data was submitted to the head of NYU's Preservation Department and after combining the data of all three institutions a final report of the findings was submitted to Mellon. In brief, the report stated:

“The findings of the Modern Book Paper Survey are, on the whole, more optimistic than expected. Modern book papers used by North American publishers are largely alkaline and Western European publications, as well as publications from other countries are less acidic than was feared.”

However, given the number of volumes each institution acquires each year there are still significant numbers of volumes entering the collections with acidic paper. The survey was followed by a one day Deacidification Planning Meeting, April 16, 2009, at Columbia to discuss the next steps for deacidification. The meeting was funded by Mellon and brought together vendors, scientists, directors of libraries and heads of preservation from the U.S. and Europe.

The Preservation Department hosted its first Preservation Administration Intern. Katie Risseuw, a University of Texas at Austin graduate student from the Kilgarlin Center, was chosen to work for a six-week summer practicum on a project involving the Map Department's special collections. Her efforts—in conjunction with the SCC's conservators and the Field Services Librarian—standardized categories and “scores” for quantifying the condition of the artifact in question.

Pilette, working with Evelyn Frangkis, Preservation Director at New York Public Library submitted a successful proposal to the Institute of Museum & Library Services' Laura Bush 21st Century Librarian Program Grant. With NYPL as the lead institution, the grant

is to fund a series of fellowships in preservation administration over three years. Yale will host one fellow for nine months each year over the next three years starting January 2010 for a total of three fellows. The grant is focusing on librarians new to the field of preservation. It is an opportunity to give them 'real world' experiences in research libraries.

EMERGENCY RESPONSES

The Preservation Department is able to respond 24/7 to any Library emergency involving collection materials. Over the past year 135 staff hours were spent in responding to emergencies as well as dealing with materials affected by these incidents. A table listing all the incidents can be found in Appendix IV.

One of the major collections emergencies that occurred this fiscal year was the mold outbreak at the Mudd Library. This is the second mold outbreak to occur in the Mudd Library basement in the last six years. This mold outbreak occurred in part of the W class in the basement (in the northeast quadrant of the basement) and a small section on the second floor in the folio "O" class. Once the areas were identified, Tara Kennedy, Field Services Librarian, prepared an RFP to have the collections cleaned and performed walkthroughs with two potential vendors for cleaning collections and chose the vendor to do the work, BMS Cat.

In an attempt to prevent further outbreaks in the future, Kennedy did a walkthrough with Yale Facilities to identify and remedy the moisture problems with the HVAC system. This walkthrough resulted in ductwork cleaning by Steamatic (paid by Facilities) and the installation of humidity sensors in the basement northern quadrant. Kennedy worked with Risk Management to provide information to set in motion an insurance claim by Facilities. The mold abatement at Mudd Library started on February 9, 2009 and was completed on April 13, 2009.

The other major emergencies had to do with leaks in Sterling Library; one affecting the Frontlog located in stacks' basement was the result of heavy rains overwhelming the storm drains causing a janitor's sink on the first floor to overflow. The other in the stack floors 7M down through 5M was a result of a malfunctioning HVAC unit on the roof. These two emergencies alone required a total of 52 staff hours.

CONFERENCES, COMMITTEES & TRAINING

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

Meetings/Conferences/Travel

American Library Association Meetings

Mid-winter, Denver, Colorado, January 2009

Roberta Pilette, Tara Kennedy & Ian Bogus

Annual meeting, Chicago, Illinois, July 2009

Roberta Pilette

American Institute for Conservation

Annual meeting, Los Angeles, CA, May 2009

Christine McCarthy, Karen Jutzi

Integrated Pest Management Working Group meeting, NYC, February 2009

Tara Kennedy

Fire Suppression test update, FMGlobal Research Campus, Rhode Island, February 2009

Roberta Pilette

Deacidification Planning Meeting, Columbia University, NYC, April 2009

Roberta Pilette

Committees

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

Roberta Pilette: Library Management Council (LMC)
West Campus Centralized Preservation/Conservation sub-committee
of Arts Advisory Council
West Campus Steering Committee for the Library
Mass Deacidification Planning Meeting, Mellon funded, Columbia
University, NYC, April 2009
ALA
PARS Policy, Planning & Research, chair, ends July 2009
ALCTS Planning Committee member, 2006-10
IFLA-Preservation & Conservation, North American Network

Tara Kennedy: ALA
PARS Executive Board; Chair-Elect
Northeast Document Conservation Center (NEDCC) Advisory Board

Christine McCarthy:
Arts Area Advisory Group Sub-Committee on Storage at West
Campus, member
Staff Training and Organizational Development (STOD) committee,
member

BRBL Preservation Coordinator interviews, member of search committee
Yale Conservation Interest Group, organizer
American Institute for Conservation Bylaws Committee, member and incoming chair for 2009-2011
Institute of Museum & Library Services Conservation Project Support Grants, 2009 reviewer

Ian Bogus Arts Area Advisory Group Sub-Committee ODAI West Campus Digitization
Cataloging Coordinating Council
Digital Production & Integration Program (DPIP)/Preservation Team
Binding Policy Task Force, chair
Arabic & Middle Eastern Electronic Library (AMEEL) Team
Standing Committee on Professional Awareness (SCOPA)
Library Binding Institute's Library Binding Tool Kit

Paula Zyats: Exhibition Task Force, chair
M&P Promotion Review Committee, new member as of June 2009
BRBL Preservation Coordinator interviews, participant
American Institute for Conservation (AIC) Professional Associate, application accepted and status conferred fall 2008

Marie-France Lemay:
Green Team
BRBL Preservation Coordinator interviews, participant
American Institute for Conservation Professional Associate, application accepted and status conferred spring 2009

Lesley Santora: Best Practices Communication Committee

Karen Jutzi: Expert Users Group

Ronel Namde Green Team
Joint Departmental Committee (JDC), Diversity Working Group

Gareth Gibson: LiSA (Library Staff Association), chair

Stephanie Sherry: Cross Training Committee

Training

The Department makes extensive use of the Library's Learning Plan funds. These funds enable field trips for staff to see similar operations and talk with colleagues in their 'home' operation as well as take a variety of classes or cover registration for a conference. In addition, the Department has contributed funds towards classes.

Conservation of Iron Gall Ink on Paper, December 16, 17 and 18th. The workshop, taught by Julie Biggs from the Library of Congress, was co-sponsored with the YCBA Conservation Department, which hosted the event.

All SCC staff members

ESI's *Managing Projects*, August 2008; followed by the Learning Centers *Microsoft Project Management* application.

Roberta Pilette, Christine McCarthy, Paula Zyats, Tara Kennedy, Ian Bogus

Emotionally Intelligent Manager, July 2008

Roberta Pilette, Tara Kennedy

Field trips

Sarah Dove – Harvard University Map Collection

All of GCC staff – NYC, Columbia University Libraries Preservation Division & New York University Library Preservation Department

Garage Annex School courses, Easthampton, MA

Christine McCarthy - *Visual Poetry*,

Lesley Santora – *Nag Hammadi Codex*

Margot Curran - *History of the Book for Book Artists*

Dawn Mankowski – *Edge Guilding*

Chemistry courses

Karen Jutzi, Lesley Santora

Exhibit Supports, sponsored by the Book Conservators of NYC, Morgan Library & Museum, October 2008

Paula Zyats

Margot Curran

Marie-France Lemay – *Japanese Paper Conservation*, ICCOM, Japan

Sarah Dove – *Use of Bleaching in Paper Conservation*, Museum of Fine Arts, San Francisco, May 11-15, 2009; “Conservation of Tracing Paper,” August 4-5, 2008, Williamstown Art Conservation Center, Williamstown, MA;

Margot Curran – *Exhibition Practices*, CCAHA

Ronel Namde – *Girdle Books*, North Bennet Street School, Boston, MA, November 2008

Gareth Gibson – *Introduction to Media Preservation*, Independent Media Arts Preservation, NYC, June 2009.

In addition, staff have been given time to attend workshops and lectures that they have covered with their own funds:

Ronel Namde – *Leather Binding Workshop* – School for Formal Bookbinding, Pennsylvania, June 2009

Natural Dyeing of Japanese Paper, Guild of Book Workers, NYC, September 2008

Lisa Carol Gregory
Ronel Namde

The staff has made extensive use of the Yale Learning Center taking a wide variety of classes having to do with quality of life—*Clear Your Clutter* and *Healthy Meals*—to personal development as well as professional development. All of General Collections Conservation (GCC) took *Appreciating Each Other's Differences*.

PERSONNEL

Sarah Dove, Maps Conservator, Conservation Lab, term extended to November 2009.
Margot Curran, Exhibition Preparator, term extended to June 2010

Promotions in FY09:

Ian Bogus, head of GCC, was promoted to Librarian II
Roberta Pilette, head of preservation, was promoted to Librarian V

New staff members to the department in FY09:

No new hires

Staff members who have left during FY09:

David Walls, Preservation Librarian, November, 2008
Sandra Koenen, Library Service Assistant, retired March 2009

Due to budget constraints the Department has lost the positions of Preservation Librarian and Library Service Assistant.

PRESERVATION FIELD SERVICES OFFICE (FSO)

Tara D. Kennedy, Preservation Field Services Librarian

Overview

The Field Service Office's primary goal is to assist with fulfilling the mission of the Yale University Library Preservation Department: to service the preservation needs of all of the libraries on campus. The majority of this fiscal year was spent on environmental monitoring and reporting, HVAC consulting/ liaison, Integrated Pest Management (IPM), condition surveys, Library construction and renovation-related projects, emergency preparedness planning and disaster assistance, and preservation outreach and education.

Services

Environmental Monitoring and Reporting

The Preservation Department's FSO continues to work with the Image Permanence Institute's (IPI) *My Climate Data* web-based application pilot project. Kennedy provided input to IPI concerning the features of the software and contributed to the monthly blog on the project. Kennedy also trained some library staff to upload the data onto the web site so they can immediately see the temperature and relative humidity of certain spaces. Currently there are 79 data summaries available on Yale University Library's *My Climate Data* site, which displays the temperature and relative humidity in these library spaces. As a result of this pilot project, the Preservation Department has formed a true environmental monitoring program for the Library for the first time in the Department's history.

There were numerous environmental reports written this fiscal year, due to the number of spaces that had temperature and relative humidity data. These reports covered the following spaces: Music Library: Room 4 and Basement stacks; Geology: Map Room; Law: Rare Book Room, Staff Shelving Area, LES cage area; Classics Library; SML, CMS, Room 3, Microfilm Reading Room. Another advantage of this new environmental monitor program is the development of a spreadsheet to record the environmental conditions in all of the exhibit areas in the library system. In conjunction with the Chief Conservator, Kennedy is adding temperature, relative humidity and light level information to the spreadsheet as the data is gathered.

This fiscal year saw the beginning of the SML HVAC "test" with Facilities, officially on August 18, 2008. Preservation and Facilities agreed to a systematic shut down of certain HVAC units on a revolving basis in the stacks tower for one year in an attempt to save energy and money. Preservation would monitor the conditions in the SML stacks to ensure that preservation standards are still being met. Kennedy contacted IPI about this experiment and received several extra dataloggers to help monitor the stacks tower. This project also spurred a grant proposal written by IPI to create experiments similar to Yale Library's project, but on a more controlled level and with assistance from HVAC engineers. Preservation wrote a letter of support for this grant and hopes to be one of the chosen host sites for the experiment pending approval of the grant. Yale University Library is participating in another IPI grant concerning sustainability practices and

preservation environments. The Library has offered to be a host site for a two-day regional workshop for 100 persons concerning the topic of creating sustainable preservation environments for cultural institutions. The Preservation Department is very excited about the possibility of participating in these two IPI grants.

HVAC/ Facilities Consulting/ Liaison

As a result of the environmental reports written for some of the Library spaces, there have been some positive improvements concerning HVAC systems. One example of reports being of assistance is with the Microtext Reading Room. The analysis of the environmental data showed that there were problems with the temperature cycling and the RH fluctuating significantly. When the report was brought to the attention of Facilities, it was determined that the HVAC systems for that space had not been included on the preventive maintenance schedule for the HVAC system in SML: the filters had not been changed for several years. Now these two air handling units are included in the maintenance schedule as a result of the report.

Integrated Pest Management (IPM)

Previously Yale had been coordinating with a single Ecolab technician and the collaboration had been highly effective. Unfortunately, that technician is no longer with the company and there are now a number of technicians from Ecolab with which the Library has been working. While their expertise does not match the previous technician's level, the relationship continues to be a positive one.

Kennedy once again attended the annual meeting of the Integrated Pest Management Working Group in February at the Museum of Natural History in New York City. Her contributions during this meeting include:

- Yale documentation in regard to pest control, including the Library Food and Drink Policy and the IPM contractor RFP
- General editing of documents for the museumpest.net web site

Kennedy and Chief Conservator, Christine McCarthy, met with other Yale cultural property staff concerning pest control and IPM for the A-21 Building at West Campus. At this time, the Peabody Museum has moved collections to this building and found that there were many pest problems, including booklice and termites. Once the pest problems were treated by an outside pest control vendor, the Peabody's conservator, Cap Sease, set up IPM policies and procedures in order to prevent collections from being infested. Once other collections and staff from other parts of Yale move into Building A-21, this policy will need to be instituted throughout these areas to prevent additional pest infestations.

Condition Surveys

This fiscal year, a grant opportunity with the Mellon Foundation was presented to the Preservation Department to conduct a library-wide audiovisual collections survey. After several preliminary prospectuses and one proposal, Mellon asked the Library to re-submit its application and to include a thorough inventory of the audiovisual collections holdings. At that point it was decided to include the museums. Kennedy spent several months creating a comprehensive inventory of the audiovisual holdings around the

Library and museums. The number of audiovisual holdings was found to be over 400,000 items. The inventory was created using the following methods:

- Physically counting uncataloged audiovisual materials in various areas of storage
- Using the Collections Analysis Tool to search MARC record holdings in Yale Library's on-line catalog
- Working with librarians, archivists and IT personnel to generate electronic spreadsheets of cataloged audiovisual holdings
- Talking with other cultural property professionals on campus and asking them to collect their audiovisual material numbers
- Going through on-line and paper finding aids and databases and counting audiovisual material

As of June 8, 2009, the 412,545 inventoried items at Yale consist of the following formats:

- Phonodiscs: 229,401
- Reel-to-Reel Tapes: 34,267
- Videocassette Tapes: 30,939
- Motion Picture Film Reels: 10,979
- Digital Video Discs (DVDs): 20,385
- Compact Discs (CDs): 55,591
- Wax Cylinders: 750
- Audio Cassette Tapes: 20,555

Unfortunately, the proposal was not accepted. It is hoped that a pilot survey focusing on a particular collection will take place during the next fiscal year.

Other survey projects that have taken place during this fiscal year include the collections condition survey tool that was built by the Department's six-week Preservation Intern, Katie Risseuw.

Emergency Preparedness and Response

Emergency Preparation planning was a continuing major focus this fiscal year. The Library Emergency Preparation and Response Training Guide final draft was written by the Library Emergency Plan Task Force, reviewed by LMC, and printed. Once this occurred, an LMC Plus meeting was held and the Library Emergency Task Force introduced the *Yale University Library's Emergency Preparation and Response Training Guide* to managerial and professional staff.

In order to customize the *Emergency Preparation and Response Training Guide* for each collection, the Preservation Department needs each individual department to identify one person as a Preservation Emergency Plan Contact. A preservation manager has been assigned to each collection to work with the Emergency Plan Contact and pertinent curator(s) to customize the Plan. After the Preservation Emergency Plan Contact has been identified, the assigned preservation manager will meet with each contact and curator.

Kennedy is responsible for creating the worksheets and checklists for each preservation manager to work from when customizing each Department's emergency plan. A rough draft has been completed and a pilot Department chosen to see if the worksheets are useful and if they need any revisions. In addition, the new edition of the Emergency Flip Guide has been printed and will be distributed as each Department customizes its Emergency Plan.

Library Construction/ Renovation-Related Projects

Several of the projects performed this fiscal year pertained to the new Arts Library. As the construction was finalized, there were issues that needed to be resolved in order to render the renovation complete.

In the Special Collections storage room, the walls were not finished to specification. Kennedy drafted a memo for the Head of Preservation indicating that the drywall should be applied via mechanical attachment to cover the rough concrete walls rather than the contractor-proposed adhesive attachment method. This same space also required cleaning due to the construction dust and debris that got on collections materials during relocation. Clancy-Cullen was the chosen vendor to perform the cleaning of the collections and shelving.

An ongoing issue with the new Arts Library is the lighting in the new exhibit cases. Both the overhead lights and the fiber optic lighting emitted visible light levels that were too high for safe exhibition of paper-based materials. Kennedy, along with the Head of Preservation, has been working with the Director of the Arts Library and the Assistant Director of Arts Special Collections in order to get this problem corrected. Several memos have been composed with findings and recommendations for the lighting designer and construction company. The problem is not resolved to date, but it is hoped the issue will be corrected in the next fiscal year.

This fiscal year Kennedy also assisted with exhibit case renovations at the Beinecke Rare Book Library (BRBL). Working with Van Wood of Smallcorp, the company performing the renovations, Kennedy reviewed specifications for materials for the cases, advised on lighting selection, and consulted on the cleaning of the interior bronze of the Audubon and Gutenberg cases. The exhibit case renovation is expected to be completed this coming fall.

West Campus-Related Activities

Much of the first half of this fiscal year was spent on planning for collection moves and preservation housing activities at West Campus. Kennedy was on the Core Team for the Mudd Library Relocation Project, which included updating the RFP for moving the collections at Mudd, assisting with the writing of an RFP for a shelving consultant for the Mudd collections with Marcia Romanansky, and liaison for the Mudd mold abatement project.

In addition to the above activities, Kennedy and Ian Bogus were involved with the Mudd rehousing project, which consisted of purchasing a boxmaking machine and interviewing personnel to operate the machine. The first half of the fiscal year was spent on interviewing and making reference calls for the 2 B-level and 1 E-level box making

positions. Due to the drastic economic changes, the projects associated with the Mudd Library were put on hold. As a result the positions were cancelled, and Kennedy is coordinating delivery of the boxmaking machine to a safe storage location until a permanent site can be found for the machine.

Outreach

Outside the jurisdiction of the Library, Kennedy assisted the *Yale Daily News (YDN)* headquarters with a mold remediation project. Construction in the adjacent Arts Library caused water to leak into the top floor of 200 York Street. The leaking water and high humidity caused mold to grow on 65 volumes of the *Yale Daily News*. Kennedy coordinated the mold recovery process between Munters and the Controller of the *YDN*, Emad Haerizadeh, to have the books removed and cleaned.

GENERAL COLLECTIONS CONSERVATION (GCC)

Ian Bogus

Head, General Collections Conservation

Staffing as of June 30, 2009:

Dawn Mankowski	Conservation Assistant	Level E
Carol Greogry	Conservation Assistant	Level E
Ronel Namde	Conservation Assistant	Level B
Edna Bowman	Conservation Assistant	Level B
Laura Johnson	Conservation Assistant	Level B
Ellen Zemina	Binding Assistant	Level B

Overview

General Collections Conservation's (GCC) mission is to ensure the longest possible life of the Library's circulating and reference collections through physical maintenance of those materials. GCC 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 housings, such as boxing or pocketing, or reinforcing weakened structures.
- 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 new monograph titles that have soft covers, and damaged monographs that would benefit from commercial rebinding. Much of the work involves preparing item level binding instructions including title and author information and color choice, if appropriate, and packing the shipment for and receiving back the volumes from the commercial binder
- Mass deacidification of various library materials. Wood pulp paper produced from approximately 1830 to 1980 is most likely produced through processes resulting in acidic paper. The acid breaks down the cellulose fibers causing it to become brittle over time. Mass deacidification counteracts the acid and leaves a buffer that significantly extends the useful life of deacidified volumes. Materials are chosen in consultation with library curators.

Activities

This year GCC concentrated on analysis, growth, and direction. First, General Collections Conservation is a new name and is meant to more clearly reflect the work being performed. Along with the new name has been a self evaluation process. The fiscal year started with an overview of what West Campus would offer us but as we moved later into the year, and the University's financial downturn, we focused on positioning ourselves to provide fundamental and essential services in a new economic environment where funding and personnel are in short supply.

After 30 years of service Sandra Koenen retired from Yale. During her entire tenure at Yale she worked with the commercial binding operation. She will be greatly missed.

GCC has lost this position due to the University's financial situation. Staff members have pitched in to redistribute some of the workload to keep the work moving. Namde and Johnson have volunteered to temporarily help with the commercial boxing operations. They have been learning the process well and their flexibility is very much appreciated.

Staff have been working hard to improve their knowledge and basic skill sets. The B-Level staff all increased their productivity and two quite significantly, one produced 20% more and the other produced an amazing 160% more Level II and Level III repairs from the previous year. These are both substantial gains and have been the pay off of hard work. The E-Level staff sacrificed some of their own treatment numbers in order to help their colleagues by providing training and answering individual questions as they arose. This is an investment; as skills improve, personnel require less individualized attention.

GCC continues to evaluate how space is used and gather ideas of how to be more efficient with the space we have. A visit to Columbia University and New York University preservation departments gave the staff an opportunity to see how similar work is done in different universities. It also provided an opportunity to examine the impact of space arrangements, workflows, and personnel on how work is performed. Bogus also visited the Harvard and MIT Preservation Departments and brought back work arrangements and photographs (when allowed).

Bogus chaired a task force to create a system-wide Binding Policy and a binding profile for library binding vendor. The group consisted of Christopher Zollo (Arts), Christine Pesch (Divinity), Gerry Hardy (Preparations), and John Morgan (Sciences). The Binding Policy defines what materials get bound and when binding occurs. The policy was completed and approved by LMC. It was sent out and implemented in May. While it is still too early to tell the total effects the policy has had; from May to July we have seen an average of 17% reduction in the amount of monographs bound as compared to the same time period last year. We are being more discerning on what is bound while still protecting library materials. The Task Force took a tour of Bridgeport and invited other personnel throughout the Library. All those in attendance reported that the trip gave them a better understanding of what happened at the bindery and the options available for binding, ultimately helping them perform their binding responsibilities better.

Bogus worked with Cataloging and Metadata Services (CMS) to finalize two longstanding issues. A workflow has been established for materials to be sent to GCC from CMS on a regular basis. Materials are put on a designated book truck in CMS and periodically delivered. The 583 field was also approved for use. This is a useful field for designating various preservation actions.

Projects

All GCC staff worked on the unit goal of improving the GCC portion of the Preservation Department's monthly tour. Each staff member was in charge of a small subcommittee concentrating on one of seven foci: Binding, Deacidification, Models, Repair, Signage/Posters, Takeaways, and an Online presence. Each sub-committee worked

closely with the others to form a cohesive message. This was a difficult project as most of the staff had not lead a group before. Everyone stepped up and worked to achieve the common goal. The work has been completed and mock-ups have been made for posters, brochures, and the website. We are hoping to have them all made sometime in the next fiscal year.

Manuscripts and Archives approached the Preservation Department to help inventory and survey the Killiam Murphy Archive. Namde was chosen to perform most of the work under Christine McCarthy's tutelage. She spent 60% of her time on the project for approximately six months. This required some adjustments to workflows in GCC and had an impact on how many treatments were performed during this time period. A full description of the project can be found in the Special Collections Conservation section of this report.

For approximately two years GCC has worked with the Arts Library Special Collections on the Riverside Press Project. The Riverside Press was a well known printer part of the Houghton Mifflin Company that was active during the height of the publisher's cloth era. They donated their collection of approximately 3,500 brass dies and hand tools to the Conservation Department many years ago. The collection was transferred to the Arts Library Special Collections and needed to be housed for storage. This was a complicated project because of the unique nature of the collection. Bogus developed methods for housing the various pieces of the collection. Mankowski oversaw the Arts Library student workers placing the collection in their housings as well as keeping a basic inventory of the collection.

Bogus worked on planning the move of the Mudd Library collections to West Campus. A case was made for purchasing a Kasemake box making machine and the order was put in. Various workflow scenarios and floor plans were created to determine how the work would be performed. Two job descriptions were written for three positions. Bogus, along with Tara Kennedy, interviewed 10 candidates for the positions. Due to the University's economic situation, the moving of the Mudd collection and all associated work has been put on hold.

Bogus worked with David Walls and Stephanie Sherry on further reducing the reformatting backlog in RaMP. Over the years the types of materials that have been designated for repair has changed. Mankowski and Gregory triaged 8,500 items in the backlog to determine which would be more appropriately treated by other methods than reformatting. About 3,800 had their status changed to rehousing. Gregory worked with two student workers to simply house approximately 3,500 books and sent them to the Library Shelving Facility. Almost 300 books remain as they require more complex housings.

Needs and Challenges:

As in previous years, space continues to be a problem. Renovations have been approved and continue to remain just over the horizon. It is expected that easing some of the space

issues in conjunction with continued training will increase capacity allowing GCC to work on more projects.

GCC is down one position and it can not be filled because of budgetary constraints. After Koenen's retirement there is only one person performing the commercial operations where in the past there have been two. Zemina has done a wonderful job keeping up and communicating when she gets overwhelmed. Commercial boxing has been picked up by other staff but impacts the amount of repair work can be performed. After David Walls left the Library, Bogus has put in significant time into the digital operations in the Department. This takes away from attention usually spent on GCC.

SPECIAL COLLECTIONS CONSERVATION

Christine McCarthy Chief Conservator
Paula Zyats Assistant Chief Conservator

Staffing as of June 30, 2009:

Sarah Dove	Map Conservator	M&P (extended to 11/30/09)
Marie-France Lemay	Paper Conservator	M&P
Laura O'Brien-Miller	Conservator for Walpole	M&P
Margot Curran	Exhibits Preparator	M&P (extended to 6/10)
Karen Jutzi	Conservation Assistant	Level E
Zenaida Lantuch	Conservation Assistant	Level D
Lesley Santora	Conservation Assistant	Level E

Overview

Under the direction of the Chief Conservator and the Assistant Chief Conservator, Special Collection Conservation's (SCC) primary function is item level treatment and the production of custom housing for rare and special collection materials. While Beinecke Rare Book Library (BRBL) is the major client, SCC treats material from all the special collections across the Library. In addition to treatment, SCC provides support for exhibits/loans and consults with curators and other specialists.

In concert with the Preservation Field Services Librarian, SCC staff provide 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. SCC also provides information to the public on conservation practices at the Yale University Library.

Activities

Book Treatments, Overview

In FY 2008-2009, SCC treated a total of 417 bound volumes from the Library's special collections. Treatments included board reattachments, rebackings, text block consolidation or re-sewing, dust jacket repairs, media consolidation, and complete rebinding for materials as diverse as early printed books, bound manuscripts, 19th c. children's literature, modern literary works, and artists' books. The Assistant Chief Conservator and three fulltime conservation assistants carried out this work.

The majority of these treatments, 81% of the total book treatment work, were intermediate or major level treatments, ranging from just over 15 minutes to 50 hours to complete. According to Lab statistics for 2008-2009, most of the treatments completed for bound materials took between 2 and 10 hours. This is fairly typical of special collections treatment work where there are very few true simple or minor repairs (fewer than 15 minutes to execute) due to the age and value of the collection materials.

Book Treatments, Highlights

a. Alchemical Manuscripts, Beinecke Library

Between August 2008 and January 2009, SCC staff, under the direction of P. Zyats, completed treatment for 15 bound alchemical works slated for inclusion in Kathryn James' winter exhibit, *Book of Secrets: Alchemy and the European Imagination, 1500-2000*. Delays in the reopening of the exhibition area at BRBL afforded time to prioritize as many of the volumes as possible for treatments to stabilize their condition prior to exhibition. The items treated included a manuscript by Sir Isaac Newton.

b. Tracts and Pamphlets, Beinecke Library

SCC conservation assistants continued work on an ongoing program to treat tracts and pamphlets from the Beinecke's collections. This year changes were implemented so that SCC staff triage the individual pamphlets and make case-by-case decisions about washing and the selection of papers for the simple wrappers added to some pamphlets for extra protection. These refinements afford better tailoring of the treatments to the needs of the individual objects but maintain the efficiency of a standing protocol. Corresponding changes will be made in the protocols for similar work contracted out to outside conservation vendors.

Paper and Other Non-Book Treatments, Overview

In FY 2008-2009, SCC treated a total of 384 flat paper 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. Treatment work improved the condition of objects as diverse as Victor Hugo manuscripts, Jewish marriage contracts, 15th c. tarot cards, and maps owned by George Washington.

Paper and Other Non-Book Treatments, Highlights

a. Iron Gall Ink Treatment Advances

In December, SCC partnered with the Conservation Department of the Yale Center for British Art to host a three-day workshop, *The Conservation of Iron Gall Ink on Paper*. The workshop provided staff with the most up-to-date research and practical experience with most effective treatment practices related to iron gall deterioration and damage. Following the workshop, SCC conservators were able to apply new techniques and explore treatment for several objects for which there previously were very limited options. After repeating the workshop exercises with samples and analyzing the results, Lemay completed treatment of two Hugo manuscripts using calcium-phytate solution, the newest option for stabilizing the chemical degradation reaction characteristic of iron-gall inks. SCC acquired the necessary new equipment and refined the treatment protocols to suit the nature of the collections and lab space. Now that the set-up work has been completed, SCC is able to take advantage of one of the most important developments over the last ten years for treating the chemical deterioration inherent to iron gall inks.

b. Ketubot (Jewish Marriage Contracts), BRBL

Lemay and Zyats treated 16 ketubot for Nanette Stahl's spring exhibit, *The Art of the Ketubah: A Study in Jewish Diversity*. Treatments completed included surface cleaning, tape removal, and media consolidation for the most at risk items. The SML corridor cases, like all of the cases in SML, lack humidity control. Without treatment and special

preparations, the typical relative humidity fluctuations seen in the corridor cases in the winter, spring, and early summer would have caused distortions of the parchment ketubot, resulting in irreversible loss of pigments and other media from these exceptionally decorated objects.

BRBL On-Site Un-Framing, *New Program*

SCC started monthly scheduled sessions to remove newly acquired prints, art-on-paper, and other objects from unwanted frames and/or acidic mats. These items are difficult to fit into the Quick Repair model as they cannot be stored and worked on safely in the existing BRBL preservation review area where on-site repair typically occurs. Conservator, Lemay, undertook the un-framing work once a month as needed, using one of the classrooms or exhibits room at the BRBL. This continuing program ensures that un-framing needs are regularly addressed and reduces the extra labor and risks associated with the handling and transport of these works to and from the SML lab spaces.

Protective Enclosures and Housings, 2008-2009

Conservation created protective enclosures and permanent storage mats for 1,099 collection items. These enclosures included simple wrap-construction boxes, cloth-covered drop spine boxes, window or sink mats, and portfolios. Unique custom-designed enclosures were also created for oversized parchment documents with wax seals from MSSA and the Walpole Library collections.

BRBL "Quick Box," *New Program*

This year SCC implemented a new "Quick Box" workflow to facilitate regular box-making for oversized and other collection items. A schedule for monthly sessions was put in place for on-site measuring and installation of the books into the completed boxes. Although the redesign of the workflow was undertaken in response to changes in security access protocols, it has created some efficiency in the work and makes it easier for staff to anticipate boxing requests and plan their other work accordingly. This program will be especially useful in the coming year, 2009-2010, with the budget reduction in student hours for box-making.

Projects

George Washington Atlas, Map Department

With the generous support of a Library donor, the Conservation Laboratory continued a project to treat an oversized volume of bound maps that once belonged to George Washington. This year, Map Conservator, Dove completed the removal of damaging linings from all of the 33 oversized foldout maps. Many of the maps have been relined with Japanese tissues and reversible pastes. This work was time-consuming and challenging given lack of a large paper washing sink in the lab and the tenacious nature of some of the old lining adhesives.

Voynich "Cipher" Manuscript, BRBL

SCC worked with curators, Kevin Repp and Kathryn James, to carry out material analysis on the Voynich manuscript, a magical or scientific text reputed to have been created in Central Europe at the end of the 15th or during the 16th century. As the Library's

conservation laboratories lack even basic equipment for analytical testing, SCC arranged to bring in outside experts, Joe Barabe of McCrone Associates, and Greg Hodgins, University of Arizona, who could not only provide the required chemical testing, but were experienced in working with objects of cultural heritage. This analysis will be documented and made available to researchers at some point in the future as part of the manuscript's provenance and other associated documentation.

Killam-Murphy Architectural Drawings

McCarthy worked with Laura Tatum (MSSA), Tara Kennedy, and Ian Bogus to plan an inventory and condition survey for the Killam-Murphy architectural drawings collection. McCarthy adapted the survey tool created by the summer preservation intern for architectural drawings and prints, oversaw the work of staff carrying out the survey, and contributed treatment recommendation and cost estimates based on the survey findings to a funding proposal submitted to the Luce Foundation.

Preservation Priorities Assessment, BRBL

McCarthy and E.C. Schroeder, Head of Technical Services, conducted a series of meetings with BRBL staff to discuss preservation priorities, assess current practices, and identify areas for improvement to ensure alignment resource commitments with the needs. McCarthy and Schroeder met with each of the BRBL curators, and the managers of the processing units, Public Services, and the Digital Studio.

Following this assessment, SCC staff contributed to the redesign the BRBL preservation/conservation triage workflow. They created a new decision tracking flag and shelf organization for this workflow. They also reviewed and re-specified all of the backlog items for treatment using this new flag and system. Key improvements include an agreed upon matrix for curator consultation, simplified specification that focused on the time and level of staff expertise required, rather than dictating treatment types. This streamlined approach saves time in the initial review but also allows Assistant Chief Conservator to request a mix of work for the technicians that better reflects the lab's workflow patterns and helps her to both build skills and capitalize on the technicians' strengths.

Online tracking of materials

SCC converted its long-standing paper-based system for tracking items coming into and leaving the laboratory spaces to an Access database. The database, designed by Jutzi, affords searching based on a variety of pieces of information related to an object and eliminates the need to maintain redundant but separate systems of tracking based on the collection or Library of origin. The new database design also includes receipts for incoming work, a location field to indicate the storage location of each item in the lab, and a way to view the work assigned to each staff member.

Exhibition Support

Exhibit Preparation, Overview

In FY 2008-2009, SCC staff continued to review and treat material for exhibits, mount and support objects, and to help plan and install exhibits for the Beinecke and for Sterling collections. SCC provided assistance for 35 exhibitions over the course of the year. In addition to supporting the work of curators promoting collections, SCC's involvement in

exhibitions facilitated teaching, development and donor relations, and community outreach efforts. With the creation of the exhibits preparator position, SCC centralized activities previously dispersed to individual curators, their support staff, as well as SCC's conservators and technicians. Curators who worked with the preparator this year offered very positive feedback:

- "It's certainly an enormous help to have someone on staff to help with the physical installation, but for me the real value in the position is being able to work with someone who can help to think about and install exhibits in a way which limits the impact of exhibiting on the collections themselves."
- "Having someone dedicated to exhibits prep has been a revelation. It has meant...better exhibit staging to ensure visual appeal, follow-through on measures suggested due to preservation concerns, and the ability to get feedback on all aspects of the design."
- "[The preparator] is an incredible, I would say even indispensable, asset. I curate many exhibits but I am not trained in preparation of materials or in design and display. Her expertise and assistance is invaluable."

Exhibition Preparation, Highlights

Word and Image and *Franco-Belgian Comics*, SML, ALSC, and BRBL

SCC staff worked directly with students assigned to create original exhibits as the culmination of their coursework in two of Prof. Catherine Labio's classes. SCC staff provided considerable guidance and coordination for both exhibits since the students were not experienced in exhibit design or Library staff. SCC helped the students to create timetables, organize their tasks, and build an understanding of how primary source materials are worked into exhibits and the preservation concerns involved in their display.

Loan Support Services, 2008-2009

Every year the Library receives requests to borrow items from its collections for the purpose of exhibition. Many of these loan requests come from major museums in the US and abroad. In addition, collection curators, faculty and other guest curators from the Peabody Museum, the Yale Center for British Art, and the Yale University Art Gallery, draw from the Library's rich special collections for their temporary exhibitions and traveling shows. Non-Yale cultural institutions such as the Musee du Pompidou, J. Paul Getty Museum, and Metropolitan Museum of Art made other loan requests. A number of in-house library exhibits also involved loans of special collections materials between Yale collections and libraries.

In FY 2008-2009, SCC staff assisted curators and other Library staff with over 30 loan requests involving over 100 individual items. These statistics only reflect those loans in which SCC participated in the process: providing pre and post-loan condition reporting, evaluating facilities reports, and/or preparing materials for transport.

To improve the loan process, SCC devised a new template for a pre-approval loan assessment form. This new form was designed to help curators with their loan decisions by providing treatment time estimates and preservation recommendations in a clear and

concise reference document. Once the loan is finally approved, the information from this pre-approval document is easily migrated to the loan condition report required for each item lent. SCC also worked with the BRBL to create a shared database so that all staff involved in any loan may access the complete loan documentation files and stay ahead of deadlines.

Consultations, Education, and Outreach

Throughout the year, SCC staff consulted with members of the campus community and general public, providing information on the care and conservation of collections. These activities included lecturing on the materials and techniques of globe manufacture and other rare cartographic materials for Yale students, sharing experiences from workshops with Library staff and other campus conservation labs, and developing a community outreach program for elementary school children in the New Haven area.

Challenges, Needs and Problems

Laboratory Space and Equipment

The SCC's physical space and aging equipment continued to pose challenges to meeting the demand for treatment work. The SCC's work and staff has outgrown its current lab and the use of satellite spaces in the basement of Sterling created complicated and inefficient workflows for photographic documentation, restocking of SCC supplies, and the production of enclosures.

Staffing

The SCC staffing and space allocations are not sufficient to meet the conservation needs that exist within the Library extensive special collections holdings. General Appropriations funds support only .80 FTE of conservation staff time to address the conservation needs of these collections. This translates into a maximum of 1 item per month (intermediate level treatment) per collection for all of the special collections outside of the BRBL.

Exhibits Support

The current half-time Exhibits Preparator position is not able to fully support all of the need that exists for exhibits programming. Based on the statistics collected in 2008-09, SCC is short at least 0.50 of a position to keep pace with the full Library schedule and serve all of the exhibit spaces. In addition, the lack of consistent policies and procedures across collection, lack of an official registrar, and the need for renovations to many of the exhibit space and cases present very real challenges to the success of exhibit preparation services and/or pose risks for collections.

Loan Support

According to the statistics available for BRBL loans, most of the requests come from non-Yale institutions and the Yale museums. The non-Yale requests generally involved one to two items, with a maximum of eight items per request. The requests from the Yale museums followed a similar pattern, with a maximum number of items of 13 (with one exception for a traveling show that involved over 30 items). The individual requests from other libraries, are very low, but involve a considerably larger number of collection

items per request. The loan requests for each of these three major categories of borrowers each follow different paths and the point at which SCC is alerted to the loan varies widely, with no clear or stated protocol. This often results in rush requests that conservation workflows that are unpredictable and for which little to no stated protocols are in place.

REFORMATING and MEDIA PRESERVATION (RaMP)

Ian Bogus,
Christine McCarthy acting supervisory team
Roberta Pilette

Staffing as of June 30, 2009:

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

Overview

The mission of the Reformatting and Media Preservation Program (RaMP) is to preserve and maintain access to the information content of both paper and media based library resources through the creation of paper and digital surrogate copies. 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, paper, or digital for text based items; multi-media surrogates are generally digital.

In November David Walls left the Library. For the interim RaMP is being supervised by a team. Bogus took on the oversight of the digital projects with McCarthy and Pilette working with staff on various aspects of the microfilming operation. In addition, Pilette took over the coordination of the Islamic digital conversion project. Bogus joined the DPIP/Preservation Team, AMEEL Team, and Cataloging Coordination Committee as part of taking on the digital projects.

Activities

Preparing for the Renovation

For the renovation Room 40 will need to be emptied. As such, a concerted effort has been undertaken to clear away trailing edges of old projects, deal with problems or exceptions that have been set aside, and, in general, to address every book that is currently in the room. In addition the backlog stored in Room 6 needed to be reduced by at least 5,000 volumes in order to fit into the space allocated. Stephanie Sherry and Agnes Wnuk working with Bogus and his staff, as noted above, were able to reduce the backlog.

ReBooks and the Rescue Repository

RaMP has been receiving the digital files produced in the process of creating the paper surrogates. These files are now being uploaded by Sherry into the Rescue Repository.

Projects

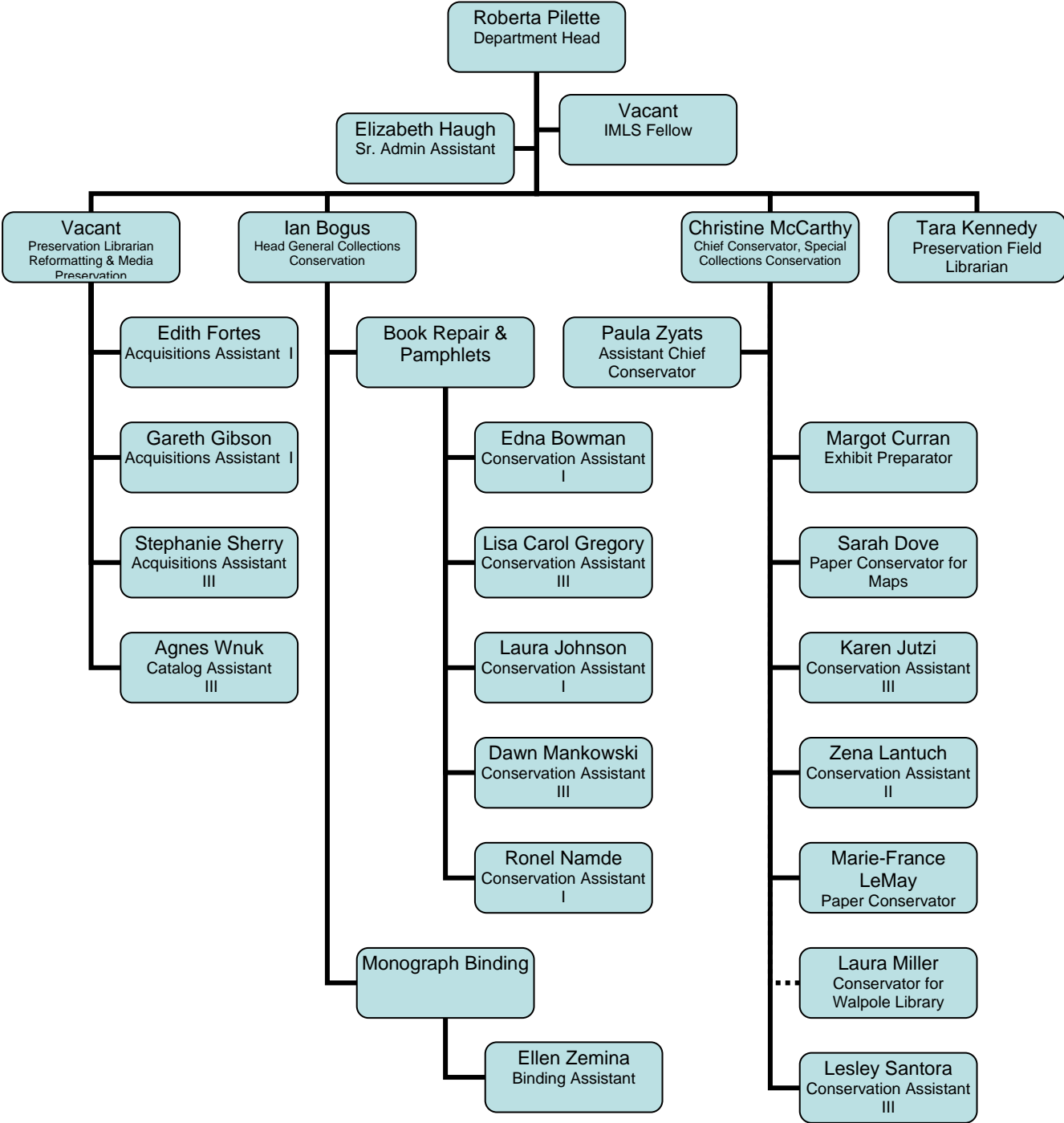
Digital projects

RaMP is involved in a number of digital projects to varying degrees. RaMP staff working with the Mass Digitization Project staff assisted with the quality control of a

sample set of images on the O.C. Marsh papers which are held by the Peabody Museum. Bogus is working with the Arabic & Middle Eastern Electronic Library (AMEEL) project staff in the tracking, shipping and receiving of materials sent to an outside vendor. Pilette coordinates the project for the conversion of the Islamic Tapes held by Manuscript & Archives to digital files which are deposited into the Rescue Repository.

The most extensive involvement comes with the *Yale Daily News* project; a shared project between Digital Production & Integration Program (DPIP) and RaMP. An inventory of the *Yale Daily News* volumes was created and is the basis for a database to track what volumes are in process, which have been completed, and which still need to be digitized. This database has filled a needed communication gap between Preservation and DPIP. RaMP staff are responsible for checking completeness of the volumes before scanning and quality controlling the digital images upon completion of scanning. Bogus worked with Kathleen Bauer to review the *Yale Daily News* quality control procedures. Bogus developed a quality control tool according to the established specifications and trained Gareth Gibson to use it.

Appendix I Program and Staff Organization Chart



Appendix II
Preservation Department Statistics
Fiscal Years 2007 – 2009

Treatment	FY07	FY08	FY09
<i>Volumes treated</i>			
GCC	1,360	1,530	1,277
SCC	258	361	417
Quick Repair	158	277	224
<i>Unbound/flat items</i>			
GCC	0	0	0
SCC	380	497	384
Pamphlets/Pockets	5,640 ¹	5,064 ²	3,579 ³
Book jackets	399	590	328
Monograph binding total	20,594	21,634	21,960
Enclosures	1,196	2,193	1,309
Mats	530	513	223
Cradles/bookmounts	97	129	565
<i>Special Project [stack stabilization]</i>			
Volumes tied	3,813	0	0
Volumes w/bookjacket	3,762	0	0
<i>Encapsulations</i>			
Flat/unbound items	90	49	132
Volumes	0	0	0
number of leaves	0	0	0
<i>Microfilm</i>			
Volumes	4,074	1,693	686
Titles	1,099	766	738
Frames		167,185	242,256
<i>Reformatting Multi Media</i>			
Film/video	0	0	0
Audio	0	0	0
<i>Preservation Photocopying</i>			
Volumes	90	155	134
Titles	188	124	114
<i>Mass Deacidification</i>			
Volumes	6,345	2,533	2,890

Treatment	FY07	FY08	FY09
Unbound/flat items	1,117	859	573
Total Vols/Items treated	49,903	38,077	39,167

¹ 3,262 pamphlets bound in-house
2,378 pamphlets bound by commercial binder

² 2,247 pamphlets bound in-house
2,517 pamphlets bound by commercial binder

³ 1,963 pamphlets bound in-house
1,616 pamphlets bound by commercial binder

Appendix III
Yale University Library
Preservation Department Goals
2008/2009

1. Continue to promote the Preservation Department and its services.
 - a. Develop a curator/subject specialist orientation course
 - b. Develop preservation information handouts
 - Bookmarks on 'Care & Handling' issues
 - Brochures on preservation projects
 - c. Update the department Website
 - d. Make regular contributions to Library publications
 - Preservation column in *Notabene*
 - *Library Links*
 - *Alumni Magazine*
2. Using information developed over the past year, continue to improve department workspaces through:
 - a. Reorganization of spaces as a result of workflow analysis
 - b. Upgrading infrastructure
 - c. Improve documentation of work process
3. Develop better inter-unit relationships
 - a. Work with LHR on team building
 - b. Improve information exchange among the units regarding projects

Reformatting and Media Preservation

1. Reorganize unit workflow to accommodate production services for ReBooks and digital media.
2. Evaluate and update staff job descriptions to better reflect unit goals and services to the library.
3. Document all unit workflows and procedures in writing and include this documentation on the Preservation Department website.
4. Purchase or design a system for tracking special project activities and conversations with curators and bibliographers.
5. Eliminate all backlog books from the RaMP office and room 27 by December 2008.

6. Work with the Head of the Preservation Department and John Vincenti to update and remodel the RaMP Program office.

Special Collections Conservation

1. Treatment Protocols
Design and carry out in-house research and define best practices for the treatment of iron gall ink.
2. Workflow and Service
Continue development of treatment documentation database by testing prototype and exploring recent developments at other institutions.
3. Lab Maintenance and Organization
Implement short-term recommendations for improvements in use of Lab space – focus on supply organization and reference and other files.

General Collections Conservation

1. Staff Development:
 - a. Continue internal cross-training
 - b. Fully train Collection Care staff
2. Begin a Research and Development project of general collections conservation treatments.
3. Outreach:
 - a. Improve Collection Care section of tours. e.g. better cutaways and more staff sharing during tours.
 - b. Create a Collection Care brochure with basic what we do and why.
 - c. Create an “Exhibit of Horrors” w/ Field Services

**Appendix IV
Events Requiring Emergency Response
FY 2009**

Date	Where	Library Materials Affected	Library Staff hours used in response & recovering materials (hours)
7/24/08	SML, Music Library	25 wet books	14.5
8/2/08	BRBL	None	4
8/2/08	SML, CMS	30 wet books	1
8/2/08	SML Frontlog	400 wet books	17
8/16/08	SML, Music Library	12 Paige boxes of wet books	2.5
9/24/08	Mudd Library	Entire NE quadrant of Mudd basement and small portion of second floor folios affected by mold	61
10/2/08	SML stacks	408 wet books	35
Total Staff hours:			135
			Insurance cost for recovery for Frontlog water emergency and Mudd mold abatement: approximately \$150,000