

University of Tennessee Libraries Preservation Plan

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INTRODUCTION

Purpose of the Preservation Plan

The purpose of this long-range preservation plan is to identify and prioritize needed measures and chart a course of action to preserve the University Libraries collections for current and future generations of researchers.

Many of the actions and priorities outlined in the plan are based on the findings of the Hodges Library Collection Condition Survey completed in 2002. Similar surveys of the branch libraries are underway. The findings of these surveys will be reflected in future updates of this plan.

This plan is a working document. As goals are met and circumstances change, the document will be updated to reflect changing priorities for the preservation of the libraries' collections.

University of Tennessee Libraries Mission Statement

The University Libraries is a major component of Tennessee's oldest land-grant and primary research university. The University Libraries participates in the teaching, research, and public service programs of the institution by providing access to scholarly information. Services include acquisition, organization, management, preservation, and arrangement of collections for access and use; provision of supportive reference and bibliographic instruction services; and participation in a variety of cooperative and reciprocal programs in the area, state, region, and nation.

As a collaborator in the process of teaching, research, and public service, the Libraries' faculty and staff provide leadership in the access, management and use of information, and in advancing research in professional librarianship. Librarians bring relevant information issues to the attention of the University and the scholarly community at large.

Collection Development Policy

Description and Goals of the Libraries Collections

The University Libraries collection is all information that the library makes available to its users, by whatever means. Librarians acquire, organize, manage, and preserve information resources for access and use by the university community. Some information resources are purchased and retained in the local collection, while others are obtained through licensed remote access from a commercial vendor, or borrowed from other libraries. Information resources include materials in a variety of formats.

The University Libraries primary clientele are the students, faculty, and staff of the University of Tennessee. The development of library collections is based on the needs of this clientele to support instruction, research and public service. The collection is developed to meet local needs and in cooperation with consortial partners. The local collection supports most curricular needs, but cannot meet all research needs. The ability to lease or borrow resources is an essential complement to the physical collection.

Allocation of funds for the University Libraries' information resources balances support for curricular needs and research, taking into account the varied nature of academic disciplines. While a major portion of funding supports printed books and journals, expenditures for electronic resources are growing as the amount of scholarly information available in electronic form increases.

Objectives of the Collection Development and Management Program

- Build a collection that meets the research, curricular and information needs of faculty, students and the University community.
- Advance the missions of the Libraries and University through the implementation of relevant programs.
- Set policies and procedures that allow staff to engage in collection management in the most effective manner.
- Conduct liaison relationships with academic departments to represent faculty and student information needs in the development of the collection.
- Spend the state materials allocation and endowed funds to achieve greatest benefit, tracking expenditures closely to ensure the judicious use of resources.
- Manage the collection to protect for the physical condition of the materials, address space needs, and produce service to support new trends in teaching and research. Conduct collection analyses as needed.
- Actively pursue cooperative and coordinated collection development with other libraries.
- Make responsible curatorial decisions regarding replacement, withdrawal, reformatting and preservation of materials.

PRESERVATION AT THE UNIVERSITY OF TENNESSEE

Preservation Mission Statement

The University of Tennessee Libraries preservation program maintains the libraries' research collections in all formats to ensure their availability for current and future generations of researchers. Towards this mission the Preservation Office engages in conservation, library binding, physical processing, environmental monitoring, disaster preparedness and response, user and staff education, and reformatting.

Past and Current Preservation Activities

History of Preservation at UT

A unit that outsources commercial library binding has operated in the library for decades. A more comprehensive approach to preservation began in 1985, with the Preservation Planning Program. A group of librarians chaired by the Associate University Librarian for Technical Services surveyed environmental conditions of the libraries, completed a collection condition survey, and initiated a disaster control program. They wrote complete reports of their findings and developed an initial preservation plan for the library.

A Preservation Matrix, now known as the Preservation Advisory Group, was organized in the early 1990's. Two of the Matrix's major accomplishments were a Disaster Preparedness Manual and a revamped preservation plan, both written in 1994.

Those involved with both the Preservation Planning Program and the Preservation Matrix made sound recommendations and conducted useful studies. Yet the preservation program made little progress in its first fifteen years. The binding unit continued to operate and a minor repair and mending program was begun, but further development took a backseat to other library initiatives.

In 1998, however, preservation again came to the forefront of library activities and goals. A search for a preservation librarian began in 1999, and in 2000 the library hired its first librarian with full time preservation responsibilities. Later that same year, a physical reorganization of the Technical Services and Preservation staff areas created room for a conservation lab. With the new lab, the number and level of in-house repairs increased greatly, reducing the number of materials sent for binding. With a preservation librarian in charge of preservation activities, other activities, such as brittle book review, reformatting, and environmental monitoring are now formal components of the library's preservation program.

Current Preservation Activities

The preservation office consists of the preservation coordinator, 3 full time staff members, 2 half time graduate assistants, and 2 FTE student employees. The office is located on the third floor of Hodges, next to Technical Services, and is part of the Collection Development & Management Team. Preservation activities include the following.

Commercial Library Binding – The library sends approximately 16,000 volumes to Mid Atlantic Bookbindery every year, and this responsibility is carried out by Preservation. The materials bound include periodicals, serials, monographs, theses, and dissertations for all library branches. The staff use ABLE binding software, provided by MAB. The binding unit has 2 FTE staff, including one graduate assistant, and approximately .75 FTE student employees.

Conservation – Preservation repairs approximately 4,000 items per year. Two full time staff members, one of whom spends .5 FTE with Binding, share the duties of the conservation lab. The Conservation Unit consists of 1.5 FTE staff and approximately .5 FTE student employees.

Processing – Preservation handles the physical processing/labeling of all new library materials for which the shelf preparation is not outsourced, as well as any items that are transferred or otherwise need relabeling. The spine labels are produced using the networked catalog's automated labeling feature, although typewriters are still used occasionally for other types of labels and bookplates. The Processing Unit is supervised by one of the graduate assistants and consists of .5 FTE staff and approximately .75 FTE student employees.

Reformatting – Reformatting activities have been limited to preservation photocopying over the last few years, although the library has also reformatted materials to microfilm in the past, and will likely do so again. The library sends approximately 100 items per year to be photocopied at Etherington Conservation Center. This is the responsibility of the Conservation staff.

Brittle Books Review – Conservation staff are responsible for the review of the libraries' brittle materials. Conservation identifies brittle materials, researches the availability of the items from other libraries and in reprint, and provides the subject librarian with the information. Conservation and the subject librarian then agree upon the appropriate course of action for each item.

Disaster Preparedness – Preservation manages the library's disaster response preparedness program. This includes keeping the Disaster Response Manual up-to-date, providing information and training to library employees, and maintaining the libraries disaster response supplies and supply closet.

Preservation Advisory Group – The purpose of this advisory group is to help the preservation librarian determine priorities for and implement the libraries'

preservation program. The preservation librarian chairs the group, and calls meetings as needed. Among other activities, the Preservation Advisory Group assisted in the revision of the Disaster Preparedness Manual and the development of this long-range preservation plan.

Environmental Monitoring – Monitoring the environment in order to detect factors that will contribute to the deterioration of library materials is another responsibility of Preservation. The libraries own two Preservation Environment Monitors received through an NEH/Image Permanence Institute grant. In Fall 2004, both monitors are located in Hoskins Library, one in the Rare Book Room and one in Archives. These monitors record the temperature and relative humidity over time. The data from them is downloaded into a software program called Climate Notebook and analyzed by the preservation librarian.

Collection Surveys – In order to identify needs and prioritize actions, Preservation has begun a collection condition survey project. Hodges stacks, the Agriculture and Veterinary Medicine Library stacks, the Music Library, the Rare Book collection in Special Collections, and portions of the Media Center collections, have been surveyed, and the results are used to develop this plan. The surveys of Hodges and the Agriculture Library were carried out by Preservation staff and students and a School of Information Sciences graduate student. The survey of the Media Center was carried out by a film archivist and consultant.

Staff and User Education – With the goal of promoting preservation awareness and proper handling of library materials, Preservation also coordinates special projects and events for user and staff education. One annual event is the Book Doctor, in which the preservation librarian plays the “doctor” to whom university staff, faculty, and students are invited to bring books from their personal collections for diagnosis and either treatment or referral to a “specialist.” Preservation also creates an exhibit for the library display case most years, highlighting aspects of preservation.

Grant Proposals – In October 2005, the Preservation Coordinator and the Head of Collection Development & Management submitted a proposal to the National Endowment for the Humanities (NEH) for their Grants for Stabilizing Humanities Collections. The project would renovate the Special Collections Stacks, where the Rare Book collection is housed, and the Reading Room to create a stable environment for the collections. The proposed project addresses lighting, temperature, relative humidity, and pollution control. The successful proposals will be announced in June 2006, with projects beginning July 1.

NEEDS AND REQUIRED ACTIONS

Environment

The most economical preservation actions are those that are preventative in nature. The key to preventing or slowing the deterioration of library materials is housing them in suitable and stable environmental conditions. High levels of temperature and relative humidity pose a serious threat to the condition of library collections, and fluctuations in those levels can greatly increase the rate of deterioration, shortening the lifespan of a library's investments. Other factors, such as ultraviolet light and dust are just as important to the condition of library materials.

Ultraviolet Light

Ultraviolet light, from both sunlight and light fixtures, causes irreversible damage to books. The UV rays break down the cloth, leather, or paper covering materials on the books, causing them to fray, split, and tear. The UV rays also speed the rate at which acidic paper will become brittle, leaving the book beyond repair.

According to the completed collection condition surveys, the Hodges Library Stacks collection is most vulnerable to UV damage. 22% of the volumes in Hodges Library stacks have damage caused by ultraviolet light, while 15% of the Music Library's and 16.5% of the Agriculture and Veterinary Medicine Library's collection. The survey of the Rare Book collection in Hoskins also found a high rate of UV damage, 22.6%. In response to these findings, Preservation took light measurements in the Hodges stacks and the Rare Book Room to determine which areas have the highest levels of ultraviolet light. All of the shelves near windows in Hodges have light levels well over the recommended levels. Many outer edges of the Rare Book shelves also have high light levels, while other aisles are too dark. The problems in the Rare Book collection are addressed in the NEH Stabilization grant application. The following steps should be taken.

1. Acquire filters or shades for windows in Hodges stacks areas. The windows and filters together should block all wavelengths shorter than 400 nM.
2. Perform the same light survey in the Music and Agriculture libraries.
3. Reconfigure the lighting in the Rare Book collection so the lights run perpendicular to the shelving ranges. Install indirect lighting and install timers so the lights will automatically turn

off when the room is unoccupied. If NEH does not award the grant, either re-apply or seek other funding.

Dust

Dust is not only a health concern but is also a threat to library materials. The abrasiveness of dust can damage materials, and speed the rate of deterioration.

When the surveys were taken, the Agriculture and Veterinary Medicine Library had the largest percentage of dusty volumes, 39.6%. Hodges Library had 20% of the volumes in the stacks to be dusty, as were 22% of the Music Library collection, and the Rare Book collection also has dust problems. Since these surveys were performed, the Agriculture and Music branches have completed vacuuming and dusting projects, and the Hodges Library vacuuming project was finished in the summer of 2004 by Access and Delivery Services (ADS). ADS also completed another dusting project in summer 2005. The NEH Stabilization grant proposal calls for filters in the Heating, Ventilation, and Air Conditioning (HVAC) systems that would alleviate the dust in the Rare Book collection. In an effort to keep the dust levels down, the Preservation Office will:

1. Coordinate with ADS to vacuum the Hodges stacks periodically.
2. Work with the branch libraries to vacuum branch collections periodically.
3. Through the NEH grant project, select and install appropriate filters in the new HVAC units. If NEH does not fund the project, either re-apply or seek other funding.

Leaks and Mold Growth

With flat roofs on every floor of the building, totaling 53 in all, Hodges Library has struggled with leaks since it was opened. Well aware of the issue, library employees, especially the facilities and circulation staffs, are vigilant, keeping plastic sheeting on hand. When leaks occur, they are usually discovered early, and if any of the library's collections are affected, the materials are treated or replaced immediately. It is, however, a continuing cost and constant concern. There have been numerous instances of alarm concerning mold and mildew.

In July 2003, mold grew on a few ceiling tiles after leaks developed during heavy rains. Preservation documented the problems with photographs, and as the university would not replace the tiles until the roof was repaired, tiles from other parts of the building were used to replace those moldy tiles that were over collections. The moldy tiles in areas not over

collections were removed and not replaced. While this was a good compromise to prevent the spread of mold and still keep a barrier between the leaks and the books, it is not a permanent solution.

In the Summer of 2004, Hodges Library was re-roofed, a project that should have solved the leaking problem. However, in September 2004, after several hours of steady rain, the library developed major leaks. Engineers and Architects determined these leaks were “vertical,” coming in through cracks in the brick mortar and then through the walls in the building. A major renovation project is required to fix this problem, however, the library has not experienced a similar large-scale leak problem since Fall 2004.

Hoskins library also has a long history of leaks in Archives and in the 3rd floor Storage and Preservation Collections. As with the leaks in Hodges, they are usually discovered early and affected materials are treated swiftly.

Until the problem is solved, the following steps can and should be taken:

1. Document every leak in the Libraries, photographing any instances of mold.
2. Supply the Dean of Libraries with copies of the documentation.
3. Continue to work with Facilities to ensure quick response to leaks.
4. Continue to update the Disaster Response plan on a biannual basis and promote it to all departments.

Environmental Monitoring

For long term preservation, it is essential that materials are housed in an environment with safe and stable levels of temperature and relative humidity. High temperatures speed the deterioration of paper and bindings. High levels of relative humidity lead to mold outbreaks, which can be detrimental to library collections. On the other hand, when the humidity is too low, materials will dry out and become brittle much sooner. An environment with fluctuations in levels, however, is the most harmful of all. With changes in temperature and humidity, materials expand and contract, and are weakened, warped, and cracked. It is best to keep a steady rate of temperature between 60 and 70 degrees Fahrenheit and maintain a fixed level of humidity between 30 and 50%.

Hodges Library currently has little control over the humidity levels in the building, and the temperature fluctuates considerably. The situation in both the Agriculture and Veterinary Medicine Library and the Music Library is even more difficult to control, as both libraries are housed in

buildings also used for classroom, office, and research purposes. Hoskins Library has most precarious environmental conditions, with out dated heating and air conditioning systems and wiring not suited to the current uses of the building. The documented evidence of the Libraries' environmental situations is limited but growing. The Preservation has Climate Notebook software and two Preservation Environment Monitors, acquired through an NEH and Image Permanence Institute grant in 2001. The monitors were first stationed in Hoskins library for the duration of the grant trial period. One was in the Preservation Collection and the other in Manuscripts. In February 2003, the monitors were moved, one to the Music Library and one to Documents and Microforms in Hodges, and in March 2003, the monitors were again moved, this time to track conditions in the Rare Books Collection and Archives. Monitors such as these will be essential to the process of stabilizing the environment in the Libraries, a process which will include the following actions:

1. Continue to utilize PEM's and Climate Notebook.
2. Obtain more environmental monitoring equipment to be placed in locations throughout Hodges and the branches.
3. Apply for appropriate grants, such as the NEH Stabilization of Humanities Collections grant, and seek other funding to improve conditions in the Rare Book Room and other library departments.

Education

Everyone who comes into contact with library materials has the opportunity to help prolong the life of those materials. Compared with the amount of time spent in the hands of other library employees and patrons, library materials spend minimal, if any, time in the Preservation Office. The preservation of the library's collections, therefore, depends upon everyone who comes into contact with them. Many of the people handling library materials, however, have had little or no training in the proper handling of materials, much less in the more intricate details of library preservation. User and staff education, therefore, is a necessary component of any preservation program.

User Education

While some patron damage is deliberate and malicious, much of it is done by those who are unaware that they are creating any damage or that the damage they are causing is time-consuming and expensive to repair. It is this damage caused through ignorance or carelessness that a user education program can help prevent.

The Hodges survey showed 26% of volumes have some type of patron damage or mutilation. In the same category, the Music survey found 21%, Agriculture and Veterinary Medicine found 19%, and Rare Books found 8.6%. In the case of older materials, such as the Rare Books, it is possible that most “patron damage” occurred before the books were added to the Libraries’ collections, but this is not the case with most circulating volumes, which are usually bought new. The most prevalent types of patron damage were pencil and pen markings, dog-eared pages, and food and drink damage. Patron education programs should focus on these and other types of damage found in the survey, including, post-it notes, adhesive damage, water damage, and razored out pages or photographs, along with general guidelines for the proper handling of library materials. The Preservation Office will increase user education activities including taking the following actions.

1. Continue with the annual book doctor program and expanding the advertising for the event.
2. Continue to create educational exhibits about preservation in the library’s display case.
3. Periodically update the handouts that are given out at service desks and at special events involving preservation.
4. Set up a kiosk near the information center at the Melrose entrance to Hodge showing Slow Fires or another preservation-related film.

Staff Education

As with library patrons, library staff are often not aware that they are inflicting damage on library volumes. They have not received preservation training or even general guidelines on book handling. The Hodges survey found that 22% of volumes were shelved incorrectly. In the Music Library, this number was 11% and it was 22.5% in the Agriculture Library. The Rare Book collection survey found only 3 volumes, less than .5%, that were shelved incorrectly. When a book is improperly shelved, whether it be on its for edge, leaning, or laying across other books, damage occurs to the binding, textblock, and boards of the book. Damage can also occur when a book is pulled off the shelf or loaded onto a book truck incorrectly. Staff education, therefore, should concentrate on general book handling techniques, but it should also include some of the prevalent problems found in the survey under patron damage. Some of this damage, such as that caused by adhesives and food and drink, also relates to damage staff may inflict on materials.

Much damage can be prevented through staff education activities. The Preservation Office will do the following.

1. Offer specific teams and units educational programs.
2. Continue to create educational exhibits about preservation.
3. Develop a preservation newsletter or contribute a column in the Training newsletter.
4. Develop an online tutorial for library faculty, staff, and student assistants.

Community Awareness

Another way to reach both library staff and users is through community awareness programs. This often has the additional benefit of reaching potential donors. In 2005, Preservation coordinated with the Library Development Office to launch an “Adopt a Book” program, in which library donors can “adopt” an item, paying for conservation or binding treatment. In October, Preservation participated in the “Night at the Libraries” event held for Library Friends and supporters. The Preservation Coordinator created a fun and educational display for the event, which sparked numerous questions and comments from the guests. With the advantages of these types of programs in mind, the preservation program will take the following actions.

1. Plan and propose a Library Friends evening program.
2. Continue the Adopt a Book program, working closely with the new Development Director, when that person is hired.
3. Write short articles about preservation activities to include in the Library Friends newsletter.

Reformatting and Deacidification

Since the mid-nineteenth century, most paper manufacturers have used a paper making process that produced acid paper. In turn, most publishers used this acid paper for printing books, and libraries bought these books for their collections. This acidic paper is a time bomb. Over time the acid will break down the chemical bonds in the paper, creating brittle and unusable paper. Like most libraries, much of the UT Libraries collections is acidic. The Hodges survey found 70% of the books in the stacks to be acidic, and doomed to become brittle without deacidification. (Deacidification is a process that halts, but does not reverse, the deterioration process by neutralizing the acid in the paper.) The

percentage of acidic volumes in the other surveys was as follows: Music – 57% and Agriculture – 27%. The acidity of the paper in the Rare Books survey was not tested because the test leaves small but permanent marks on the paper.

The surveys also found 17% of the Hodges stacks collection, 5.5% of the Music collections, and 15% of the Agriculture collection already brittle and therefore in need of further attention. As with pH levels, the Rare Books could not be tested for brittleness. There are processes, such as paper splitting, by which brittle paper can be made usable again, but such processes are cost prohibitive for circulating collections. The best solution for brittle material in circulating collections is to save the intellectual content by reformatting. Most often, this is achieved through microfilming or preservation photocopying, but another option is digitizing.

Currently UT Libraries' reformatting activities are limited to preservation photocopying of brittle materials, and the library has not yet begun any deacidification activities. The library does have a "Preservation Collection," housed in Hoskins storage for close to 20 years. The purpose of the collection is to house deteriorating materials that should one day be reformatted and to house endangered materials that are at high risk in circulating materials. Some of the titles, however, belong elsewhere, and a bibliographic survey of the collection has been conducted. The results of the survey will soon be distributed to subject librarians for decisions on a title-by-title basis to reformat, withdraw, or move to another location in the library. The goal is to act on each title and no longer have a Preservation collection, and it is largely a reformatting process.

In order to handle the large numbers of acidic and brittle materials in the library's collections, including those in the Preservation Collection, the preservation program will do the following.

1. Consult with subject librarians in order to identify and prioritize materials that are candidates for deacidification or reformatting.
 - a. Begin with the Preservation Collection.
 - b. Use the OCLC Collection Analysis tool to identify the library's unique holdings. Consult with subject librarians about titles to determine which should be deacidified, reformatted, or otherwise treated.
2. Increase the amount of reformatting of all types of materials, including books and multi-media
3. Apply for grants as appropriate
 - a. NEH – Grants to Preserve and Create Access to Humanities Collections
 - b. SOLINET Microfilming Project – for collections relating to Tennessee culture and history

- c. USAIN/NEH Project – microfilming project for Tennessee agricultural materials
4. With the Digital Library Center and in conjunction with the appropriate subject librarians, conduct a pilot “digitization for the purpose of preservation” project.

Digital Preservation

Digital preservation encompasses both the preservation of “born digital” material and items that are converted from analog form to a digital format. Unlike print material, digital collections cannot survive “benign neglect.” In order to preserve digital objects, correct steps must be taken from the beginning of the planning process, before the digital objects are ever created. There must be an expressed institutional commitment to maintaining the materials and a dedication to managing the life cycle of the objects, among other things this commitment must be backed up with funding and expertise. The correct metadata must be used in describing and cataloging the objects, and the objects must be created using the best standards and practices regarding resolution and file types.

As the process of acquiring titles in digital formats is relatively new to all libraries, including the University of Tennessee, and the process of creating digital objects within the library is even newer, the work of preserving digital collections has barely begun. The Digital Library Center is moving in the right direction, however, and has complete several digitization projects. The library and DLC are also involved in two grants, “From Pi Beta Phi to Arrowmont” and “Volunteer Voices,” which are digitizing local and regional materials. While preservation is not the focus of any of the completed or underway digitization projects, there is a preservation component to each.

Digital preservation also offers numerous opportunities for collaboration. The library currently participates in the Lots of Copies Keep Stuff Safe (LOCKSS) project, including the digital theses and dissertations and the LOCKSS DOCS project for government documents. There are other collaborative projects that the library should investigate.

With all of the above in mind, Preservation will take the following actions.

1. Work with the DLC to evaluate current practices that affect the preservation of digital objects and develop a digital preservation statement.
2. Conduct a pilot “digitization for preservation” project in conjunction with the DLC, the CDM Advisory Group, and the appropriate subject librarian(s).

3. Begin digitizing for the purpose of preservation, as an option for reformatting.
4. Continue to participate in the LOCKSS projects.
5. Investigate participation in the Portico project and other similar collaborative projects.

Conservation

An important component to any preservation program is item-level book repair. In any collection, especially a circulating collection, there will be some degree of wear and tear on the volumes, and often the most cost efficient solution is to repair the item in-house. The University Libraries are no different. The results of the Hodges survey show that 40% of the collection has some type of damage caused by regular use. Much of this damage is to be expected and will need to be handled on a continuing basis.

The library has a functioning conservation lab staffed by 1 staff member and .5 FTE student library assistants. The staff member received training from the Preservation Coordinator and SOLINET conservation classes. This level of skill is sufficient for treating most circulating materials. However, the library does not have the expertise necessary to make informed conservation selection or treatment decisions for Special Collections materials, nor is there the expertise needed to treat those materials in-house. While the lab provides adequate space for repairs, efficiency and accuracy of repairs could be greatly improved by better equipment, work benches, and storage.

To be more efficient and perform higher level repairs the following actions need to be taken.

1. Improve the Conservation Lab. Install work benches to replace the current make-shift furniture; install storage cabinets, drawers, and map cases; improve the lighting; purchase an adjustable height work table.
2. Obtain the expertise necessary to make conservation selection and treatment decisions for Special Collections items. Rare Book School at the University of Virginia could provide the necessary training.
3. Obtain professional conservation expertise.

Commercial Binding

Another important component in any preservation program is commercial library binding. Commercial binding is part of the regular maintenance of many serials and periodicals, grouping the volumes together and making them sturdy enough for the stacks. It is also an option for monographs that are damaged beyond the scope of in-house repair.

UT Libraries currently has a contract with Mid-Atlantic Bookbindery, which is part of the ICI Binding Corporation. The contract has recently been extended through June of 2007. Recently, the Binding Unit of Preservation completed the transfer of written binding instructions from rolodex cards to ABLE, the binding software. Binding has also revised procedures to fit the ALEPH integrated library system, and the z-link between ABLE and ALEPH was established in 2005. This link allows for quick transfer of bibliographic information from ALEPH to ABLE, and has radically increased efficiency in preparing monographs for binding.

There are several other opportunities for the library to improve its binding operations, including:

1. Design and implement a weeding project of the serials and periodicals in ABLE, eliminating duplicate records and records of titles the library no longer receives.
2. Evaluate the binding decisions for all serials. Binding currently binds serials based on history and decisions made by subject librarians decades ago. Titles will be reviewed in conjunction with CDM and subject librarians.

Processing

The Preservation Office is responsible for shelf preparation, or physical processing of library materials. The shelf preparation for a large number of new materials is outsourced, and Preservation never sees these materials. All other new materials, gifts, and transfer items do come through Preservation for labeling and security stripping.

The major considerations for Processing activities are accuracy, efficiency, and the long-term effects of the adhesives used in the labels. Accuracy and efficiency were improved when the switch was made to print spine labels directly from Horizon, the library catalog, rather than typing them by hand. When Aleph replaced Horizon, the issue of printing labels had to be addressed again, and Preservation staff worked with Systems to configure Aleph's printing capabilities to match the needs of the library. Preservation now prints all spine labels for directly from Aleph. Typewriters, however, are still used to type labels for items in archival enclosures and to type book plates. Another issue to address is the

type of adhesives used in the labels. Preservation needs to investigate the quality of the adhesives.

The following steps will be taken:

1. Acquire a laser printer and begin printing any non-spine labels through Microsoft Word's label printing feature.
2. Preservation staff will investigate the types of labels used in order to determine the pH content and the long term effect of the labels on the library materials.
3. If necessary, Preservation will recommend a switch to new types of labels with more acceptable adhesives.

<i>ACTION PLAN AND TIMETABLE</i>		
Create educational exhibits about preservation.	1	2006
Develop an online tutorial for library faculty, staff, and student assistants.	1	2006
Identify materials from the Preservation Collection that are priority candidates for deacidification or reformatting.	1	2006
Evaluate current digital preservation practices and develop a digital preservation statement.	1	2006
Evaluate the benefits of participating in Portico.	1	2006
Evaluate the binding decisions for all serials.	1	2006
Acquire a laser printer for Processing.	1	2006
Use the OCLC Collection Analysis tool to identify the Libraries' unique holdings that should be preserved.	2	2006
Send the Preservation Coordinator to Rare Book School	2	2006
Obtain more environmental monitoring equipment.	2	2006
Write short articles about preservation activities for the Library Friends newsletter.	3	2006
Reconfigure the lighting in the Rare Book collection.	1	2007
Select and install appropriate filters in the new HVAC units for Special Collections.	1	2007
Offer specific teams and units educational programs	1	2007
Update the preservation handouts.	2	2007
Perform light surveys in the Music and Agriculture libraries	2	2007
Apply for appropriate environmental improvement grants.	2	2007
Conduct a pilot digital reformatting preservation project.	2	2007
Conduct a weeding project of the serials and periodical titles in ABLE.	2	2007
Investigate the pH content of labels currently used in Processing.	2	2007
Show educational films on preservation at a centrally located kiosk.	3	2007
Develop a preservation column for the Training newsletter.	3	2007
Acquire filters or shades for windows in Hodges stacks areas.	2	2008
Apply for appropriate reformatting grants.	2	2008
Improve the conservation lab.	2	2008
Obtain professional conservation expertise.	2	2008
Plan a Library Friends evening program.	3	2008
Participate in LOCKSS.	1	On-going
Coordinate with ADS to vacuum the Hodges stacks periodically.	1	On-going
Coordinate with branch libraries to vacuum branch collections periodically.	1	On-going

Document every leak in the Libraries, photographing any instances of mold.	1	On-going
Supply the Dean with copies of leak and mold documentation.	1	On-going
Work with facilities to ensure quick response to leaks.	1	On-going
Update the Disaster Response Plan on a biannual basis and promote it to all departments.	1	On-going
Continue to utilize PEM's and Climate Notebook.	2	On-going
Continue with the annual book doctor program.	2	On-going
Continue the Adopt a Book program.	2	On-going
Increase the amount of reformatting of all types of materials.	2	On-going