

NYU MIAP
Fall 2013

Conservation & Preservation: Principles
H72.1802

Ver. 1.0 09/05/13 (DRAFT in progress, for class discussion)

Instructor: Evelyn Frangakis
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Class Schedule: Fridays, 2:00 – 4:00 p.m., with some additional alternate scheduling

Office Hours: by appointment

Course Description:

An introduction to the basic principles and methods of conserving and preserving the wide range of materials found in libraries, archives, special and heritage collections. Topics include the history of preservation, collections care, maintenance and environmental issues, commercial preservation options, selection for preservation, security, issues in paper and photographic preservation and conservation, disaster planning and recovery, issues relating to non-print materials, preservation reformatting, digital imaging, the preservation and responsibility for cultural heritage, and public policy for preservation.

Two three hour class sessions on still photography have been scheduled at the Metropolitan Museum of Art with photographic conservator Nora Kennedy, the first is on Friday November 22nd from 3-6 pm and the second session is on Friday December 6th from 3-6 pm.

Several Monday or Tuesday classes will be scheduled (at NYPL Manhattan and NYPL Queens for site visits, at least one of which will not be during regular class hours).

Other site visits and guests may be arranged as class interests arise. Directions and details for all site visits will be provided.

Course Objectives:

To introduce students to the:

1. Issues and options for the preservation of collections in all formats
2. Causes of collection deterioration and options for prolonging useful longevity

3. Roles of collection stewards in the conservation and preservation of collections to ensure enduring access
4. Tools available in the conservation and preservation field
5. Need for networking, staff and user education and training.

Students completing this course should:

1. understand the nature of current preservation challenges, their origins and the resources and possible solutions to address them.
2. understand and be able to identify preservation needs and the issues to be addressed in implementing and administering a preservation program.
3. have necessary skills to evaluate technological options and strategies as they relate to specific collections and types of materials
4. understand issues related to fund raising and grant writing for preservation projects and collection needs.
5. be able to see the role of collection care and preservation within the larger institutional environment.
6. understand the role of preservation in the larger context of organizational administration, academic and research support, cultural heritage, and the broader context of societal communication, interaction and inquiry.

Professional Tools

Students are expected to become familiar with preservation and conservation journals, Internet lists and websites.

Evaluation of Student Performance will be based on:

1. General preservation survey report (30% of grade)
2. Comparative review of two disaster plans assigned by instructor (25% of grade)
3. 1-2 page review of any class taught by guest speakers (10% of grade)
4. 1-2 page review of each site visit (10% of grade)
5. Attendance and class participation (25% of grade), including:
 - Readings and essays as assigned
 - Hands-on preservation activities in class

Disaster Preparedness Assignment: Due Friday October 18

Students will complete an assignment related to disaster planning and recovery, resulting in a written report/assessment. Details of the assignment will be provided in class.

Survey Assignment: Due December 13 (last class)

Students will conduct an overview preservation survey of a small library collection and produce a final report of findings and recommendations. Details of the assignment will be provided in class.

All written assignments must be submitted by either email as Word attachments or in class in paper copy.

Late Assignments

Assignments are due by the date and time listed in this syllabus. Students with reasonable cause for delayed work need to negotiate an alternate arrangement with the instructor in advance, if at all possible. Otherwise late work will be dropped two points if submitted in the first 24-hour period past the due date and an additional two points for each 24-hour period thereafter.

Outline of Course Content and Readings:

Films:

- *Art of the Steal*, MAJ Production in association with 9.14 Pictures; produced by Sheena M. Joyce; directed and photographed by Don Argott, 2009.
- *Expert Series – Preserving the Charters of Freedom*, (National Archives and Records Administration) <http://www.youtube.com/watch?v=gHlQr9GjVXU>
- *Glatfelter Interactive Mill Tour*, http://www.glatfelter.com/learning/interactive_tour.aspx
- *Saving the National Treasures*, NOVA , 2005.
- *Slow Fires: On the Preservation of the Human Record*, American Film Foundation; produced and directed by Terry Sanders; written by Ben Maddow and Terry Sanders, 1987.

Texts: There is no text book for the class. A variety of readings will be assigned.

Resources:

General Preservation

- Association of Research Libraries, <http://www.arl.org/>
 - Preservation, <http://www.arl.org/preserv/>
 - *Safeguarding Collections at the Dawn of the 21st Century: Describing Roles and & Measuring Contemporary Preservation Activities*, by Lars Meyer for ARL, May 2009. Available at <http://www.arl.org/bm~doc/safeguarding-collections.pdf>
- Banks, Paul N. and Roberta Pilette, eds. *Preservation: Issues and Planning*. Chicago: American Library Association, 2000.
- Conservation Center for Art and Historic Artifacts, <http://www.ccaha.org/>

- Council on Library and Information Resources, <http://www.clir.org/>
 - Publications, <http://www.clir.org/pubs>
 - *Managing Cultural Assets from a Business Perspective*, by Laura Price and Abby Smith. <http://www.clir.org/pubs/reports/pub90/pub90.pdf>
 - *The Idea of Order: Transforming Research Collections for 21st Century Scholarship*, June 2010. <http://www.clir.org/pubs/abstract/pub147abst.html>
 - *No Brief Candle: Reconceiving Research Libraries for the 21st Century*, August 2008. <http://www.clir.org/pubs/abstract/pub142abst.html>
- Cuno, James. *Whose Culture?* Princeton and Oxford, Princeton University Press, 2009.
- Foundation Center, <http://foundationcenter.org/>
- Glatfelter Paper, Permanence Matters, <http://www.permanencematters.com/>
- Grantsmanship Center, <http://www.tgci.com/>
- Greene, Mark A. and Dennis Meissner. 2005. "More Product, Less Process: Pragmatically Revamping Traditional Processing Approaches to Deal with Late 20th-Century Collection," in *American Archivist*, 63.2 (Fall/Winter). Pre-print available online at: <http://lime.weeg.uiowa.edu/~c024120/Readings/Greene-Meissner.pdf>
- Heritage Preservation, <http://www.heritagepreservation.org/>
 - *Heritage Health Index*. Available at <http://www.heritagepreservation.org/hhi/index.html>
- Kenney, Anne and Deirdre Stam. *The State of Preservation Programs in American College and Research Libraries: Building a Common Understanding and Action Agenda*. Washington: CLIR, 2002. Available at <http://www.clir.org/pubs/abstract/pub111abst.html>
- Library of Congress (LOC) Preservation Directorate, <http://www.loc.gov/preserv/>
- National Archives and Records Administration (NARA), <http://www.archives.gov/> and <http://www.archives.gov/preservation/internal/index.html>
- National Park Service,
 - Museum Handbook Part I, Museum Collections, <http://www.nps.gov/history/museum/publications/MHI/mushbkl.html>
 - Conserve O Grams, http://www.nps.gov/history/museum/publications/consveogram/cons_toc.html
- New York State Library, Education Department, "Some Hints on Basic Grantwriting" <http://www.nysl.nysed.gov/libdev/cp/workbook/hints.htm>
- Northeast Document Conservation Center, <http://www.nedcc.org/home.php>
- Ogden, Sherelyn (ed.) *Preservation of Library & Archival Materials: A Manual*. 3rd ed. Andover, MA: Northeast Document Conservation Center, 1999. The updated version of this manual is available online via leaflets at: <http://www.nedcc.org/resources/leaflets.list.php>
- O'Toole, James M. "On the Idea of Uniqueness," *American Archivist* 57:4 (Fall 1994): 632-658.
- Patkus, Beth. *Assessing Preservation Needs: A Self-Survey Guide*. Andover, MA: NEDCC, 2003. Available at <http://www.nedcc.org/resources/downloads/apnssg.pdf>
- Regional Alliance for Preservation, <http://www.rap-arcc.org/>
- Ritzenthaler, Mary Lynn. *Preserving Archives and Manuscripts*. Chicago, SAA, 1993 and 2009.

Conservation and Collections Care

- American Institute for Conservation (AIC), <http://www.conservation-us.org/>
 - Code of Ethics, <http://www.conservation-us.org/index.cfm?fuseaction=page.viewPage&pageID=858&nodeID=1>
 - Conservation OnLine (CoOL), <http://cool.conservation-us.org/>
 - ConsDistList Archives, cool.conservation-us.org/byform/mailling-lists/cdl/
 - Disaster Response and Recovery, <http://www.conservation-us.org/index.cfm?fuseaction=page.viewpage&pageid=593>
 - Resource Center, <http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&pageId=472>
- Ballofet, Nelly & Jenny Hille. *Preservation and Conservation for Libraries and Archives*. Chicago, IL: American Library Association, 2005.
- Canadian Conservation Institute, <http://www.cci-icc.gc.ca/index-eng.aspx>
- Conservation OnLine (CoOL) <http://cool.conservation-us.org/>
 - Disaster Preparedness and Response, <http://cool.conservation-us.org/bytopic/disasters/>
 - Mold, <http://cool.conservation-us.org/bytopic/mold/>
 - Pest Management, <http://cool.conservation-us.org/bytopic/pest/>
- Getty Conservation Institute, <http://www.getty.edu/conservation/>
- National Archives and Records Administration (NARA), <http://www.archives.gov/> and <http://www.archives.gov/preservation/internal/index.html>
 - Holdings Maintenance, <http://www.archives.gov/preservation/holdings-maintenance/>
- National Institute of Standards and Technology (NIST), Charters of Freedom Project, http://www.100.nist.gov/Charter/charters_of_freedom_project.htm
- Paris, Jan, "Choosing and Working with a Conservator," Andover MA: NEDCC, 2010, <http://www.nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.7-choosing-and-working-with-a-conservator>
- PBS, Saving the National Treasures, <http://www.pbs.org/wgbh/nova/charters/>

Disaster Preparedness

- CCAHA Technical Bulletins <http://www.ccaha.org/publications/technical-bulletins> (Include: Salvaging Art on Paper, Salvaging Photographs, Salvaging Books, Managing a Mold Invasion)
- Dorge, Valerie, and Sharon L. Jones, compilers. *Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions*. Los Angeles: The Getty Conservation Institute, 1999. (281pp.) Available online at http://www.getty.edu/conservation/publications_resources/pdf_publications/
- *Field Guide Response to Emergency Response* (with Emergency Response and Salvage Wheel). [Washington, DC]: Heritage Preservation, 2006.
- Walsh, Betty, "Salvage at a Glance," *WAAC Newsletter*, vol. 19, no. 2, May 1997, <http://cool.conservation-us.org/waac/wn/wn19/wn19-2/wn19-207.html>

- Walsh, Betty, “Salvage Operations for Water Damaged Archival Collections: A Second Glance,” *WAAC Newsletter*, vol. 19, no. 2, May 1997, <http://cool.conservation-us.org/waac/wn/wn19/wn19-2/wn19-206.html>

Environmental Concerns

- **Image Permanence Institute (IPI):**
<http://www.imagepermanenceinstitute.org/index.shtml>
- IPI related sites:
 - eClimate Notebook, <https://www.eclimatenotebook.com/>
 - Dew Point Calculator: <http://www.dpcalc.org/>
- National Archives and Records Administration (NARA), <http://www.archives.gov/> and <http://www.archives.gov/preservation/internal/index.html>
 - *Using Technology to Safeguard Archival Records*, Technical Information Paper 13, 1997. <http://www.archives.gov/preservation/technical/tip13.pdf>
 - NARA Directive 1571, *Archival Storage Standards*, 2002. <http://www.archives.gov/foia/directives/nara1571.pdf>

Photography

- Adelstein, Peter Z. *IPI Media Storage Quick Reference*. Rochester, NY: Image Permanence Institute, 2004.
- Eaton, George T. (1987) “History of Processing and Image Stability” in *Pioneers of Photography: Their Achievements in Science and Technology*. Springfield, VA: SPSE--The Society for Imaging Science and Technology, pp. 87-93.
- Eaton, George T. (1987) *Photographic Chemistry in Black-and-White and Color Photography*. Dobbs Ferry, NY: Morgan & Morgan, Inc. 3rd ed.
- Image Permanence Institute (IPI):
<http://www.imagepermanenceinstitute.org/index.shtml>
- Mustardo, Peter and Nora Kennedy. (1994) *Photograph Preservation: Basic Methods of Safeguarding Your Collections*. Mid-Atlantic Regional Archives Conference (MARAC), Technical Leaflet Series, No. 9
- Norris, D. (1992) “The Conservation Treatment of Deteriorating Photographic Print Materials,” Postprints from *The Imperfect Image: Photographs Past, Present and Future*, The Centre for Photographic Conservation, London, United Kingdom, pp. 301-367.
- Reilly, James. *Care and Identification of 19th Century Photographic Prints*. Rochester, NY: Eastman Kodak Company, 1986. [Back in print and available at <http://www.imagepermanenceinstitute.org/shopping/shopexd.asp?id=34.>]
- Reilly, James. *IPI Storage Guide for Acetate Film*. Rochester, NY: Image Permanence Institute, 2004.
- Reilly, James. *Storage Guide for Color Photographic Materials*. Rochester, NY: Image Permanence Institute, 2004.
- Wilhelm, Henry and Carol Brower. *The Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures*. Grinnell, IA: Preservation Publishing Company. 1993. This seminal publication on photographic materials preservation is available by individual chapter or in its entirety (http://www.wilhelm-research.com/book_toc.html).

CLASS SCHEDULE AND ASSIGNMENTS

Class # 1 – September 6

Introductions

Review syllabus, reading list and assignments

Overview and history of preservation activities, terminology, organizations associated with preservation and conservation of cultural property

Overview of the state of preservation programs in cultural institutions today

Overview of current preservation issues in libraries, archives, museums and heritage institutions

Viewing:

Slow Fires: On the Preservation of the Human Record, American Film Foundation; produced and directed by Terry Sanders; written by Ben Maddow and Terry Sanders, 1987.

Class # 2 – September 13

Introduction to preservation of library and archival collection materials

Discussion of the range of materials and formats contained in research and heritage Collections and the challenges they pose

In class discussion of the challenges of stewardship and the “enemies” of collections

Reading:

- Ritzenthaler, Mary Lynn. *Preserving Archives and Manuscripts*. Chicago, SAA, 1993 and 2009.

Introduction and Chapters 1-5, *Preserving Archives and Manuscripts*

- Archives Preservation: Definitions and Context
- Implementing a Preservation Program
- Nature of Archival Materials
- Causes of Deterioration
- Creating a Sympathetic Environment

Viewing:

- *Glatfelter Interactive Mill Tour*,
http://www.glatfelter.com/learning/interactive_tour.aspx

Class # 3 – September 20 (meet at Bobst Library)

The broad range of topics and concerns that embody the concept of “preservation” in

cultural institutions and how they are addressed through preservation surveys/assessments

Conduct a sample survey walk-through

Reading:

- Patkus, Beth. *Assessing Preservation Needs: A Self-Survey Guide*. Andover, MA: NEDCC, 2003. Available at <http://www.nedcc.org/resources/downloads/apnssg.pdf>

Class # 4 – September 27

Environmental issues that affect collection longevity

Disaster preparedness and recovery

Reading:

See Disaster Resources and Environmental Resources section of syllabus

Class # 5 – October 4

Class discussion and exercise on conservation treatment, collection care, holdings maintenance, storage, handling and education issues

Choosing appropriate housing options and materials

Reading:

See Conservation and Collections Care section of the syllabus

Class # 6 – October 11

Class discussion and exercise on managing collections

The role of preservation in the context of the larger organization

Class exercise: Identifying preservation needs and options

Reading:

- *Managing Cultural Assets from a Business Perspective* by Laura Price and Abby Smith. (Available at <http://www.clir.org/pubs/reports/pub90/pub90.pdf>.)
- *The Idea of Order: Transforming Research Collections for 21st Century Scholarship*, June 2010. <http://www.clir.org/pubs/abstract/pub147abst.html>
- *No Brief Candle: Reconceiving Research Libraries for the 21st Century*, August 2008. <http://www.clir.org/pubs/abstract/pub142abst.html>

Class #7 – October 18

The concept of cultural property and the future of stewardship in society

Reading:

Articles to be assigned from major publications of current events and trends

Viewing:

Art of the Steal, MAJ Production in association with 9.14 Pictures; produced by Sheena M. Joyce; directed and photographed by Don Argott, 2009.

Disaster Plan Assignment Due

Class #8 – October 25

Preservation selection

Fund raising

Preservation planning exercises in class

Reading:

Readings to be assigned from syllabus

Also see General Preservation Section of syllabus

Class # 9 – November 1

Discussion: Preserving Archives and Manuscripts

In class exercise: Outline for a Preservation Plan

Discussion: “More Product, Less Process”

Reading:

“More Product, Less Process: Revamping Traditional Archival Processing” by Mark A. Greene and Dennis Meissner. (Available at <http://ahc.uwyo.edu/documents/faculty/greene/papers/Greene-Meissner.pdf>.)

Viewing:

- *Expert Series – Preserving the Charters of Freedom*, (National Archives and Records Administration) <http://www.youtube.com/watch?v=gHlQr9GjVXU>
- *Saving the National Treasures*, NOVA, 2005.

November 8 – AMIA Conference week – no class

Class #10 – November 15 (*Will need to be rescheduled*)

Two Site Visits to NYPL Manhattan and Queens
Preservation Division
Photography and Prints Division
Archives and Manuscripts Division

Class #11 – November 22

Still Photography – Nora Kennedy, Metropolitan Museum of Art

- History of photography
- Chemistry of photography
- Identifying processes and time periods

Reading:

- Kennedy, Nora. “The Coming of Age of Photograph Conservation” ICOM Committee for Conservation. 11th Triennial Meeting Edinburgh, Scotland. 1-6 September 1996. Preprints Volume II.
- Zinkham, Helena. “Reading and Researching Photographs,” in *Archival Outlook*, January/February 2007. Chicago, IL.: Society of American Archivists. pp. 6-7, 28. Available at http://www.archivists.org/periodicals/ao_backissues/AO-Jan07.pdf

November 29 – Thanksgiving recess, no class

Class #12 – December 6, 3:00 – 6:00 p.m.

Still Photography – Nora Kennedy, Metropolitan Museum of Art

- Handling and storing photographs
- Cleaning and mending

Class # 13 – December 13

Preservation of Special Formats:
Oversized and Mixed Media; Photography; Photo Albums and Scrapbooks;
Posters and Flat Paper collections; Other Heritage Materials

Reading:
CCAHA leaflets