

NYU Cinema Studies
Moving Image and Archiving Preservation Program (MIAP)

Fall 2016

Conservation and Preservation: Principles	H72.1802
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Ver. 4 09/07/16 (for class discussion, adjustments may be made)

Instructor: Evelyn Frangakis
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Class Schedule: Mondays 2:00 – 4:00 p.m.,
with some additional alternate scheduling for class and site visits

Office Hours: after class and by appointment

COURSE DESCRIPTION

This course provides 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 Nora Kennedy, Sherman Fairchild Conservator in Charge and Katherine Sanderson, Assistant Conservator of Photographs (see <http://www.metmuseum.org/about-the-met/conservation-and-scientific-research/photograph-conservation/staff>). The first session is on Monday October 31st from 2-5 pm and the second session is on Monday November 7th from 2-5 pm.

*** One Monday or Tuesday classes/site visits will be scheduled at area cultural institutions with one at the NYPL Manhattan central building.

Other site visits and guests may be arranged as student and class interests arise.

Directions and details for all site visits will be provided.

COURSE INSTRUCTIONAL AND LEARNING 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.

GRADING

Evaluation of Student Performance will be based on:

- General preservation survey report (30% of grade)
- Comparative review of two disaster plans assigned by instructor (25% of grade)
- 1-2 page review of each site visit and any class taught by guest speakers (20% of grade)

- Attendance and class participation (25% of grade), including: Readings, films, and essays as assigned and discussed and hands-on preservation activities in class

PLEASE NOTE: Incompletes are not available for this class.

Description of Assignments:

Each written assignment should include the course title, assignment title, student's name, date, and page number. There is no specific required writing style, but citations are required.

Grades will be assessed on adherence to instruction, clarity of presented information and level of its organization, and appropriateness/relevance to the assignment.

Comparative Disaster Preparedness Assignment: Due October 31

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 12 (last class)

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

All written assignments must be submitted by either email (as PDF or Word attachments) or in hard copy in class.

Assignments are due by 4:00 pm on the designated due date.

Late Assignment Policy:

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 LIST OF RESOURCES

Films to be viewed as part of class assignments and discussion:

- *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=gHIQr9GjVXU>
- *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.

Optional recent films for more context on class discussion:

- *Glatfelter Interactive Mill Tour*, http://www.glatfelter.com/learning/interactive_tour.aspx
- *Lady in Gold* (2015)
- *Monuments Men* (2014)

Professional Tools and Broad Resources for Your Exploration:

Students are expected to become familiar with preservation and conservation journals, Internet lists and websites. Class conversation will depend on this familiarity. There is no textbook for the class. Below are resources that will help students explore the world of library, archives and cultural property preservation. Those that are required reading will be found under the specific class session section (by class date and number) where they will be discussed.

General Preservation and Collection Stewardship

- American Alliance of Museums, <http://www.aam-us.org>
- American Alliance of Museums, Registrars Committee, <http://www.rcaam.org/>
- American Association for State and Local History, <http://about.aaslh.org/home/>
- American Institute for Conservation for of Historic and Artistic Works (AIC), <http://www.conservation-us.org/>
- American Library Association, Preservation and Reformatting Section (PARS), <http://www.ala.org/alcts/mgrps/pars>
- American Library Association, www.ala.org
 - ALA Collection Safety and Security Resources, <http://www.ala.org/tools/atoz/safety-and-security>
 - ACRL/RBMS Guidelines for Interlibrary and Exhibition Loan of Special Collections, <http://www.ala.org/acrl/standards/specialcollections>
- 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/component/content/article/6/1682>
- Banks, Paul N. and Roberta Pilette, eds. *Preservation: Issues and Planning*. Chicago: American Library Association, 2000.
- British Library, Preservation Advisory Centre, <http://www.bl.uk/blpac/index.html>
- California Preservation Program, <http://calpreservation.org/cpp/>
- Canadian Conservation Institute, <http://www.cci-icc.gc.ca/index-eng.aspx>
- Center for Research Libraries, <https://www.crl.edu/>
- Connecting to Collections, <http://www.connectingtocollections.org/>

- 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.
- Glatfelter Paper tour, http://www.glatfelter.com/learning/interactive_tour.aspx
- 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 Initiatives are at [http://www.conservation-us.org/our-organizations/foundation-\(faic\)/initiatives/heritage-preservation#.V8x002QrKqQ](http://www.conservation-us.org/our-organizations/foundation-(faic)/initiatives/heritage-preservation#.V8x002QrKqQ)
- Jenkins, Tiffany. *Keeping Their Marbles: How the Treasures of the Past Ended Up in Museums - And Why They Should Stay There*. Oxford University Press, 2016.
- 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 (LC) Preservation Directorate, <http://www.loc.gov/preserv/>
- Marcum, Deanna, "Due Diligence and Stewardship in a Time of Change and Uncertainty," ITHAKA S+R, April 2016, <http://www.sr.ithaka.org/publications/due-diligence-and-stewardship-in-a-time-of-change-and-uncertainty/>
- 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/mushbkI.html>
 - Conserve O Grams, http://www.nps.gov/history/museum/publications/conservoogram/cons_toc.html
- Northeast Document Conservation Center, <http://www.nedcc.org/home.php>
- NEDCC Free Resources, <https://www.nedcc.org/free-resources/overview>
- 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>
- Patkus, Beth. *Assessing Preservation Needs: A Self-Survey Guide*. Andover, MA: NEDCC, 2003. Available at <http://www.nedcc.org/resources/downloads/apnssg.pdf>
- Pew Research Center, *From Distant Admirers to Library Lovers – and Beyond: A Typology of Public Library Engagement in America*, 2014, <http://www.pewinternet.org/files/2014/03/PIP-Library-Typology-Report.pdf> (see also <http://www.pewinternet.org/2014/03/13/library-engagement-typology/>)
- Regional Alliance for Preservation, <http://www.rap-arcc.org/>

- Ritzenthaler, Mary Lynn. *Preserving Archives and Manuscripts*. Chicago, SAA, 1993 and 2009.
- Society of American Archivists, <http://www2.archivists.org/>
 - About Archives, <http://www2.archivists.org/profession>
 - A Guide to Deeds of Gift, <http://www2.archivists.org/publications/brochures/deeds-of-gift>

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/>
- McCann, Laura, Library Preservation: General Collections Care Guides for NYU, <http://guides.nyu.edu/c.php?g=342392>
- McCann, Laura, “*Preservation as Obstacle or Opportunity? Rethinking the Preservation-Access Model in the Age of MPLP*,” *Journal of Archival Organization*, Vol. 11, Issue 1-2, 2013, pp. 23-48.
<http://www.tandfonline.com/doi/abs/10.1080/15332748.2013.871972>
- 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/>
- Phillips, Jessica, “A Defense of Preservation in the Age of MPLP,” *The American Archivist*, vol. 78, No. 2, Fall/Winter 2015, pp.470-487.

Disaster Preparedness and Recovery

- American Institute for Conservation resources, <http://www.conservation-us.org/publications/disaster-response-recovery#.V83c9WQrIU>
- CCAHA Technical Bulletins <http://www.ccaha.org/publications/technical-bulletins>
- 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/>
- 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/
- FEMA (Federal Emergency Management Agency), <http://www.fema.gov/>
 - After the Flood: Advice for Salvaging Damaged Family Treasures, http://www.fema.gov/media-library-data/1452008937293-2c5cf070cabce562b9ae8727abbd7e9/Flood_FIMA_Fact_Sheet_2015_508.pdf
 - Public Assistance Program and Policy Guide (2016), http://www.fema.gov/media-library-data/1456167739485-75a028890345c6921d8d6ae473fbc8b3/PA_Program_and_Policy_Guide_2-21-2016_Fixes.pdf
- NEDCC leaflets, <https://www.nedcc.org/free-resources/overview>
- 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>

Fundraising and Grantsmanship

- Foundation Center, <http://foundationcenter.org/>
- Grantsmanship Center, <http://www.tgci.com/>
- GrantSpace. <http://grantspace.org/> (A service of the Foundation Center. Includes Institute of Museum and Library Services. Grant Applications. <http://www.ims.gov/applicants/default.aspx>)
- Institute of Museum and Library Services. IMLS Guide to Programs and Opportunities, <http://www.ims.gov/resources/publications.aspx>
- Library of Congress and the Foundation Center. Foundation Grants for Preservation in Libraries, Archives, and Museums, 2010 edition. <http://www.loc.gov/preservation/about/foundtn-grants.html>
- National Endowment for the Humanities, <http://www.neh.gov/>
 - Division of Preservation and Access, <http://www.neh.gov/divisions/preservation>
 - NEH's Application Review Process, <http://www.neh.gov/grants/application-process>
 - NEH policies, forms, and other information for organizations with a grant from NEH. <http://www.neh.gov/grants/manage/organizations>
 - NEH Preservation Assistance Grants for Small Institutions, <http://www.neh.gov/grants/preservation/preservation-assistance-grants-smaller-institutions>
- National Historical and Publication Commission, <http://www.archives.gov/nhprc/>
- New York State Library, Education Department, "Some Hints on Basic Grantwriting" <http://www.nysl.nysed.gov/libdev/cp/workbook/hints.htm>
- New York State Library, Division of Library Development. Discretionary Grant Application Workbook, <http://www.nysl.nysed.gov/libdev/cp/workbook/contents.htm>
- Smith, A. (November 01, 2007). Valuing Preservation. *Library Trends*, 56, 1, 4-25. Access via U-M Library/Project Muse: http://muse.jhu.edu/journals/library_trends/

Photography

(Reading lists and handouts will be provided at the Met classes Oct 31, Nov 7)

- 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

SEPTEMBER 12 – Class #1

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

SEPTEMBER 19 – Class #2

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:

- ARL Final Report on Collective Collections
http://www.arl.org/storage/documents/DT_Final_Report_-_Collective_Collections.pdf
- Marcum, Deanna, “Due Diligence and Stewardship in a Time of Change and Uncertainty,” ITHAKA S+R, April 2016, <http://www.sr.ithaka.org/publications/due-diligence-and-stewardship-in-a-time-of-change-and-uncertainty/>

- Ritzenthaler, Mary Lynn. *Preserving Archives and Manuscripts*. Chicago, SAA, 1993 and 2009. (Reading to be provided)
Introduction and Chapters 1-5, *Preserving Archives and Manuscripts*
 - Archives Preservation: Definitions and Context
 - Nature of Archival Materials
 - Causes of Deterioration

SEPTEMBER 26 – Class #3

Topic: Environmental issues that affect collection longevity

Reading:

- 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), Directive 1571, Archival Storage Standards, 2002. <http://www.archives.gov/foia/directives/nara1571.pdf>
- Ritzenthaler, Mary Lynn. *Preserving Archives and Manuscripts*. Chicago, SAA, 1993 and 2009. (Reading to be provided)
 - Creating a Sympathetic

OCTOBER 3 – Class #4

Topic: Institutional readiness for disaster preparedness and recovery

Readings:

- CCAHA Technical Bulletins <http://www.ccaha.org/publications/technical-bulletins>
(Include: Salvaging Art on Paper, Salvaging Photographs, Salvaging Books, Managing a Mold Invasion)
- 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/>
- 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>

OCTOBER 10 – No Class, NYU Break

OCTOBER 17 – Class #5 *WE WILL MEET AT BOBST LIBRARY FOR THIS SESSION*

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 (of Bobst facility and collections)

Reading:

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

OCTOBER 24 – Class # 6

Site Visit 10:00 am - 12:00 pm at the New York Public Library

This session will be at the central building on Fifth Ave and 42nd St. Please enter through the 40th St. entrance and we will meet at the guard’s desk inside that entrance.

- NYPL Photography Division session (11:00 am – 12:00 pm)

OCTOBER 31 – Class # 7 *NOTE CHANGE IN MEETING TIME AND PLACE BELOW*

Class will be held 2:00 – 5:00 pm at the Metropolitan Museum of Art, Photography Conservation Lab

Students should group inside the Education kiosk inside the main entrance, to the left of the central information desk. We will sign in and be escorted to the labs, as they are not open to the public.

Topic: Still Photography Session One (Hands-on Session)

- History of photography
- Chemistry of photography
- Identifying processes and time periods
- Hands-on exercises

Reading:

- Understanding Photographic Processes, <http://www.metmuseum.org/en/about-the-museum/now-at-the-met/features/2011/understanding-photographic-processes>
- 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
- Additional readings will be distributed by Met conservation staff

October 31 - Disaster Plan Assignment Due

NOVEMBER 7 – Class # 8 *NOTE CHANGE IN MEETING TIME AND PLACE BELOW*

2:00 – 5:00 pm, Metropolitan Museum of Art

This hands-on session will take place at the Metropolitan Museum of Art, Photography Conservation Lab.

The class should group inside the Education kiosk inside the main entrance, to the left of the central information desk. We will sign in and be escorted to the labs, as they are not open to the public.

Topic: Still Photography Session Two

- Handling and storing photographs
- Cleaning and mending
- Hands-on exercises

NOVEMBER 14 — Class # 9

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

Choosing appropriate housing options and storage materials

Reading:

- 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/
- Canadian Conservation Institute, <http://www.cci-icc.gc.ca/index-eng.aspx>
- 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/>
- 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>
- Saving the National Treasures, <http://www.pbs.org/wgbh/nova/charters/>

NOVEMBER 21 – Class # 10

Topics:

- Preserving Archives and Manuscripts

- Preservation of Special Formats: Oversized and Mixed Media, Albums and Scrapbooks, Posters and Flat Paper Collections, Other Heritage Materials

Discussion: “More Product, Less Process”

Reading:

- McCann, Laura, Library Preservation: General Collections Care Guides for NYU, <http://guides.nyu.edu/c.php?g=342392>
- McCann, Laura, “*Preservation as Obstacle or Opportunity? Rethinking the Preservation-Access Model in the Age of MPLP*,” *Journal of Archival Organization*, Vol. 11, Issue 1-2, 2013, pp. 23-48. <http://www.tandfonline.com/doi/abs/10.1080/15332748.2013.871972>
- “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>.)
- McCann, Laura, Library Preservation: General Collections Care Guides for NYU, <http://guides.nyu.edu/c.php?g=342392>
- McCann, Laura, “*Preservation as Obstacle or Opportunity? Rethinking the Preservation-Access Model in the Age of MPLP*,” *Journal of Archival Organization*, Vol. 11, Issue 1-2, 2013, pp. 23-48. <http://www.tandfonline.com/doi/abs/10.1080/15332748.2013.871972>
- See sections of the syllabus related to General Preservation and Collection Stewardship as well as Conservation and Collections Care

View:

- *Expert Series – Preserving the Charters of Freedom*, (National Archives and Records Administration) <http://www.youtube.com/watch?v=gHIQr9GjVXU>
- *Saving the National Treasures*, NOVA, 2005.

NOVEMBER 28 – Class #11

Topics:

- Managing collections and selecting for preservation
- The role of preservation in the context of the larger organization
- Organizing for preservation
- The role of vendor services

Reading:

- NEDCC, Selection for Preservation, <https://www.nedcc.org/preservation101/session-9/9selection-for-preservation>
- Teper, Jennifer Hain, “*Selection for Preservation: A Survey of Current Practices in the Field of Preservation*,” *Library Resources and Technical Services*, Vol. 58, No. 4 (2014), pp. 220-232.

DECEMBER 5 – Class #12

Topic: Fundraising

Reading:

- Foundation Center, <http://foundationcenter.org/>
- Grantsmanship Center, <http://www.tgci.com/>
- National Endowment for the Humanities, <http://www.neh.gov/>
- Division of Preservation and Access, <http://www.neh.gov/divisions/preservation>
- NEH's Application Review Process, <http://www.neh.gov/grants/application-process>
- NEH policies, forms, and other information for organizations with a grant from NEH. <http://www.neh.gov/grants/manage/organizations>
- NEH Preservation Assistance Grants for Small Institutions, <http://www.neh.gov/grants/preservation/preservation-assistance-grants-smaller-institutions>
- National Historical and Publication Commission, <http://www.archives.gov/nhprc/>
- New York State Library, Education Department, "Some Hints on Basic Grantwriting" <http://www.nysl.nysed.gov/libdev/cp/workbook/hints.htm>

DECEMBER 12 — Class # 13

Conversation on cultural property and the future of stewardship in society

Reading:

- Merrill-Oldham. J. (2002). Chapter 8. Taking Care - An Informed Approach to Library Preservation. In *To preserve and protect: the strategic stewardship of cultural resources. Essays from the symposium held at the Library of Congress, Oct. 30-31, 2000*, at http://www.nps.gov/history/history/online_books/preserve_protect/contents.html
- ALA Collection Safety and Security Resources, <http://www.ala.org/tools/atoz/safety-and-security>
- Additional articles will 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.

December 12 - Survey Assignment Due