



Preservation 101: Basic Planning for Future Access to Collections.

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As librarians:

We acquire, manage, and maintain access to a set of information assets for our users.



Collections are vulnerable to:

- Inherent decay: acidic paper, vinegar syndrome microforms
- Natural disasters: fire, flood, hurricane, tornado
- Mechanical disasters, HVAC, water, mold
- Human agent, vandalism, theft, arson
- Hardware, software, and file format obsolescence
- Neglect



Preservation is:

Strategically designed initiatives, activities and processes, employed to provide long-term, useful access to information assets for a community of users.



Long term useful access:

Requires developing an organizational culture of that continually plans for and monitors risks to content and develops initiatives to mitigate those risks for your user community.



Defining your user community

- Frequently requires brainstorming to include everyone
- Definition reflected in your organization's mission vision and values statements.
- Some organizations have more than one user community
- Definition should be the foundation for developing policies and plans for preservation



What are your Information Assets?

- Books, Serials, Journals?
- Maps?
- Special Collections, Rare materials?
- Licensed content, e-books?
- Web content or web disseminated information?
- Digitally reformatted publications?
- Archival records?



Assessing risk: collections

- Documentation of holdings
- Age of materials
- Special Collections
- Items with specific historic or artifactual value
- Location of collections in the building?





Brittle paper:

- Acidic paper 1850-1990s
- Heat and humidity speed acidic reaction
- Replacement
- Digital reformatting





Microforms:

Vulnerable to water and humidity

Vinegar Syndrome an issue in older fiche



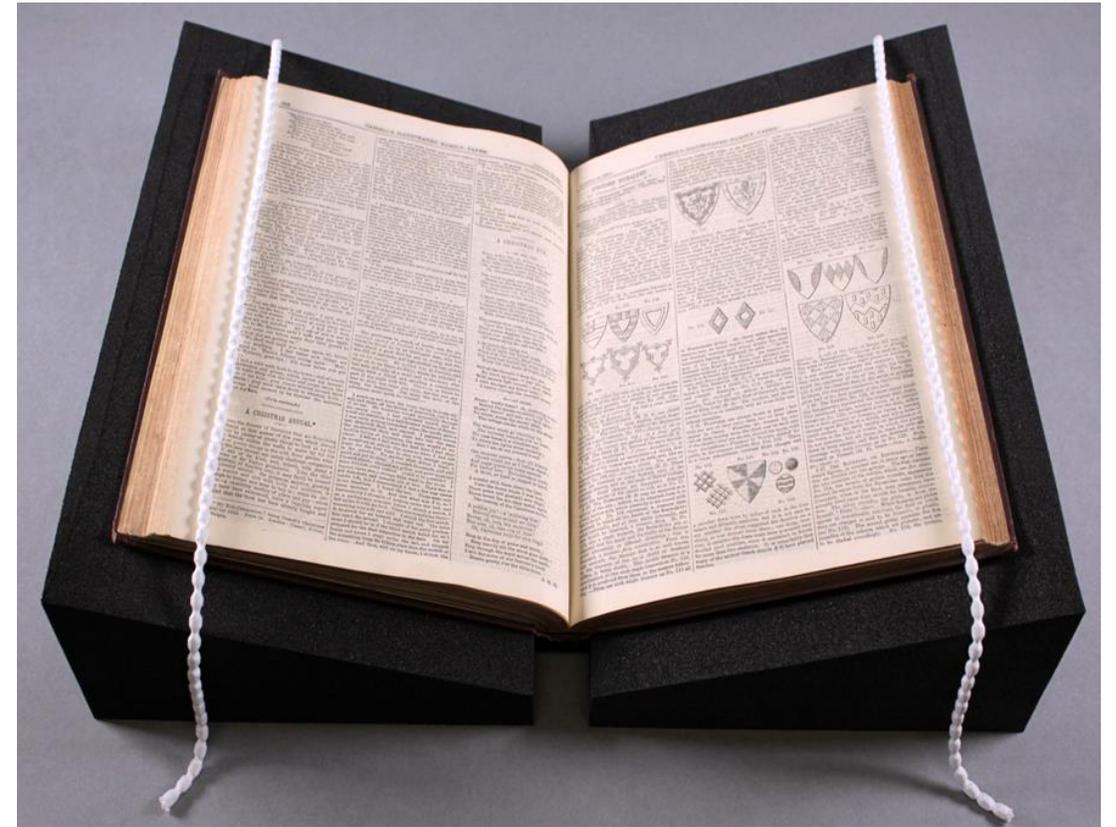


Shelving



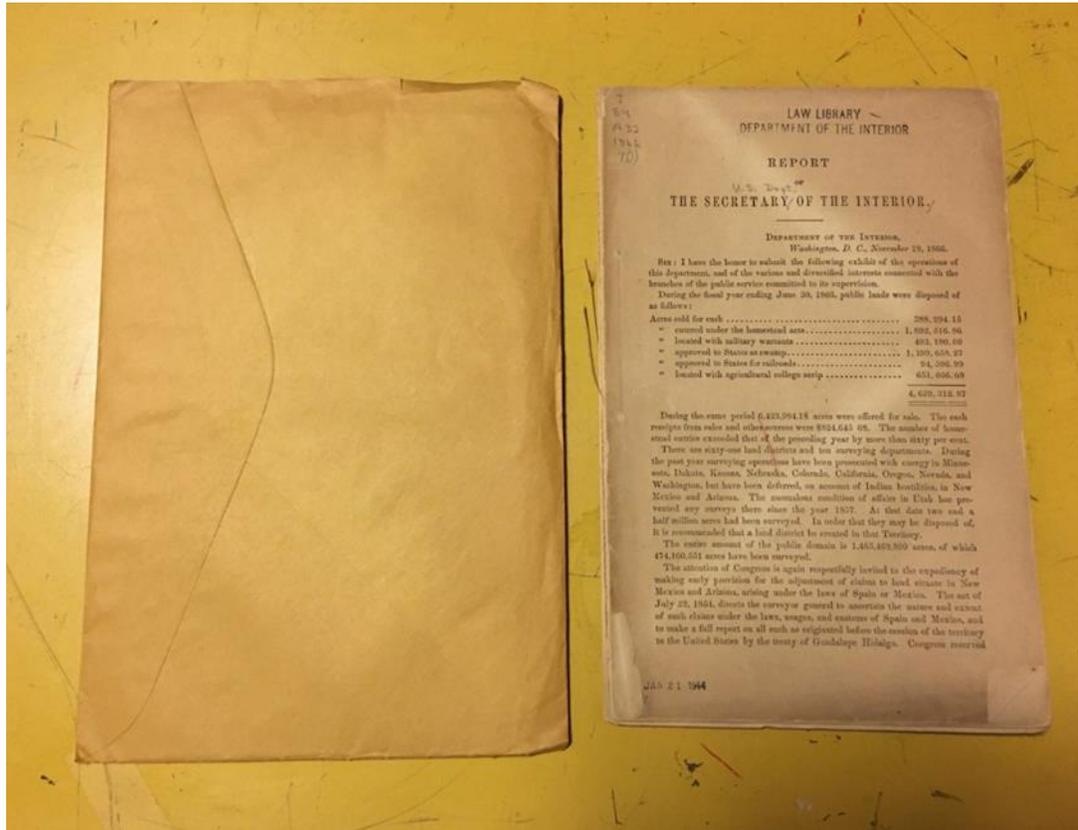


Shelving



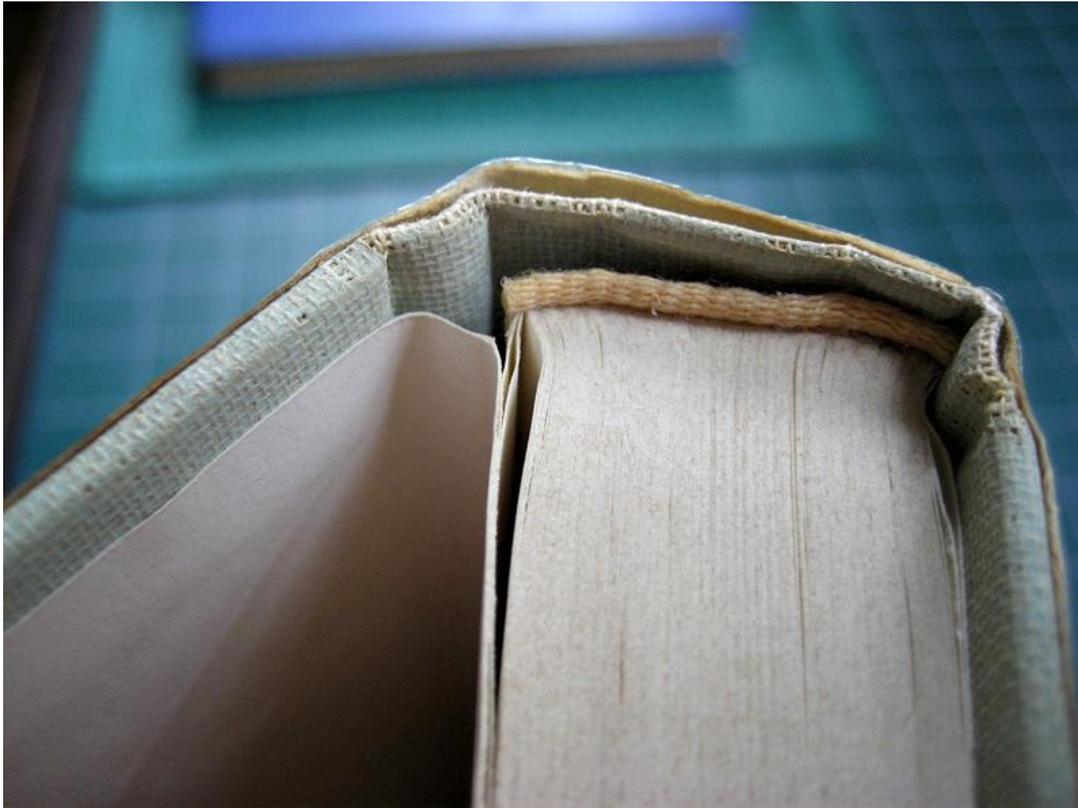


Shelving





Preventative book repair



- Courses available online
- Should be designed to prevent further damage to bindings and paper.
- Materials used in repair should be conservation appropriate
- Never use tape!



Assessing risks:

- The Library Building: Age, type of structure, type of roof and drainage. Type of windows.
- Your location: Type of storms, frequency, floodplain:
- <https://msc.fema.gov/portal/home>





Assessing risks: Water

- Fire suppression
- Hot and cold fresh water
- Hot water radiators
- Hot water to HVAC Heat Exchangers
- Steam to HVAC
- Chiller water to HVAC
- Condensation return
- Rain water
- Sewage





Assessing risks: Water

- Heed the warning signs
- Report signs of leaks as soon as they appear





Assessing risk: Mold



- Humidity consistently above 55% rH
- HVAC System Failure
- Renovation changes airflow
- Attempt to save \$\$\$ on humidity and temp control
- Expensive to clean up!



Fire



- Policy on use of electric space heaters
- Use of extension cords
- Ensure that enough electrical circuits exist for break rooms
- Enforce no smoking policy



Fire

- Arson is a frequent cause of library fires
- Improve sight lines to public areas
- Be aware of suspicious behavior
- Ensure that fire detection and suppression systems are regularly inspected





Plastic sheeting





Floor storage





Mitigating risk:

- Who's responsible?
- Preservation policy (why it needs to be preserved)
- Preservation strategic plan (what will be preserved)
- Standard Operating Procedures (how it will be preserved)



Risk checklist:

- Known building system issues: leaks, drainage, flooding, humidity?
- Collections Stored in the basement?
- Collections stored remotely?
- Materials directly on the floor?
- Collections close to large windows monitored
- Collection items inventoried through the catalog or other documents
- IT systems backed up and restorable
- Building and collection areas monitored



Successful risk mitigation

- The actualization of long-term strategic values and commitments to long-term preservation
- The realization of user community engagement, transparency, reliability, and confidence
- A collection of information assets that can be used long-term into the future



Preservation Networking and Training Opportunities

- Northeast Document Conservation Center, NEDCC
- American Association of Law Libraries
- American Library Association,
- Society of American Archivists
- DLF, Digital Library Federation
- IS&T Archiving
- iPres, International Preservation



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