

## Library and Archives Preservation: Selected Bibliography

This bibliography includes core works in each major area of the preservation field. Taken together, the resources constitute a solid "reference shelf" for those responsible for preserving documentary collections in archives, libraries, record offices, and historical societies.

The bibliography is arranged in five sections. The first, "Reference Tools," includes abstracts that index preservation resources. The second, "General Works," includes bibliographies, directories, and titles that provide a broad-based introduction to the primary concepts in preservation. The "Topical Works" section is organized by subject and attempts to include the best couple of works in each area. Included in sections four and five are serial publications and electronic resources.

Highly technical or scientific works and non-English language publications are excluded. Journal articles are included only when they provide information not available in more comprehensive works. Listed sources and availability are subject to change, so these should be verified before placing an order. Many of these titles are available through Research Libraries Information Network (RLIN), OCLC, and other interlibrary loan networks.

### Reference Tools

Some of the following tools are available online or on CD-ROM. Some can be accessed using FirstSearch or Dialog. Contact your local library for further information.

***Art and Archaeology Technical Abstracts.*** Published by the Getty Trust in cooperation with the International Institute for Conservation of Historic and Artistic Works. vol. 1, 1955+, irreg. (Vols. 1-5 published as *IIC Abstracts*.) Available online at [www.getty.edu/conservation](http://www.getty.edu/conservation).

***Library Literature.*** vol. 1, 1936+. Published by H.W. Wilson Company, 950 University Avenue, Bronx, NY 10452.

### General Works

Banks, Paul N. and Roberta Pilette, ed. ***Preservation: Issues and Planning.*** Chicago and London: American Library Association, 2000.

Authored by leading experts in the field, this book presents a concise analysis of the key preservation management issues facing libraries and archives.

Coleman, Christopher D. G., comp. ***Preservation Education Directory.*** 7th ed. Chicago: American Library Association, 1995.

Useful list of the graduate library information science programs that offer preservation courses or courses that cover preservation issues, with an incomplete list of continuing education providers. A full-text version is available online at [www.ala.org/alcts/publications/presed.html](http://www.ala.org/alcts/publications/presed.html).

DePew, John N. ***A Library, Media, and Archival Preservation Handbook***. Santa Barbara, CA: ABC-CLIO, 1991.

Designed to introduce primary preservation processes and techniques required to house and preserve library materials in all types and sizes of institutions. Topics covered include the nature and manufacture of paper; the environment; care and handling; binding and in-house repair of books and paper; brittle books; photographic materials, audio, and magnetic media; surveying the building and collection; disaster preparedness; and sources of treatment services, equipment, and supplies.

Higginbotham, Barbara Buckner and Judith Wild. ***Preservation Program Blueprint***. Chicago, IL: American Library Association, 2001.

An excellent guide to developing a comprehensive preservation program; particularly appropriate for small to mid-sized institutions. Strategies for integrating preservation into all library activities.

Thompson, Don K. and Joan ten Hoor, eds. ***A Core Collection in Preservation***. 2<sup>nd</sup> ed. Chicago: American Library Association, Association for Library Collections & Technical Services, 1993.

Annotated bibliography of over 70 books and major articles on all areas of preservation. Includes acquisition information.

Harvey, Douglas R., ed. ***Preservation In Libraries: A Reader***. New York: Bowker-Saur, 1993.

Provides a general selection of writings covering various preservation topics. Each chapter provides an introduction to a specific topic and a collection of articles addressing that topic. Topics covered are: why library materials deteriorate, surveying the library, environment, care and handling, disaster preparedness, repair, reformatting, cooperative strategies, and developing a library preservation program.

Henderson, Kathryn Luther and William T. Henderson, ed. ***Conserving and Preserving Materials in Nonbook Formats***. Urbana-Champaign, IL: University of Illinois Graduate School of Library and Information Science, 1991.

Collection of papers presented at the Allerton Park Institute addressing the preservation needs of a wide range of non-book materials, including computer-based records, sound recordings, photographic materials, motion pictures, textiles, cartographic materials, and archives.

Morrow, Carolyn Clark, with Gay Walker. ***The Preservation Challenge: A Guide to Conserving Library Materials***. White Plains, NY: Macmillan, 1983.

Excellent overview of preservation information, with useful guidance on administrative concerns such as policy establishment, staffing, and budgeting.

Ogden, Shereilyn, ed. ***Preservation of Library & Archival Materials: A Manual***. Third ed. Andover, MA: Northeast Document Conservation Center, 1999.

The 3rd edition of this quick-reference publication has been revised and expanded. It consists of technical leaflets covering six areas of preservation: planning and prioritizing, the environment, emergency management, storage and handling, reformatting, and conservation procedures. A full-text version is available online at [www.nedcc.org/plam3/manhome.htm](http://www.nedcc.org/plam3/manhome.htm).

Ritzenthaler, Mary Lynn. **Preserving Archives and Manuscripts**. SAA Basic Manual Series. Chicago: Society of American Archivists, 1993.

Comprehensive guide to the field of archival preservation.

Schnare, Robert E. et al. **Bibliography of Preservation Literature, 1983-1996**. Lanham, MD and London: Scarecrow Press, 2001.

An exhaustive bibliography with over 5300 citations to the preservation literature published between 1983 and 1996. The majority of the citations are annotated, and the book is indexed by author and subject.

## Topical Works

### Archives

Garlick, Karen. "Planning an Effective Holdings Maintenance Program." *American Archivist* 53 (Spring 1990): 256-64.

Clear and practical description of the steps necessary to plan and implement an effective holdings maintenance program, written by one of the two staff members who developed this concept at the National Archives. The entire 184-page issue is devoted to archival preservation. Includes major articles on preservation microfilming, holdings maintenance, planning, and education, with excellent literature reviews.

National Association of Government Archives & Records Administrators. **NAGARA Guide and Resources for Archival Strategic Planning**. Albany, NY: National Association of Government Archives & Records Administrators, 1991.

GRASP consists of three tools: a computer-assisted self-study program that employs artificial intelligence to derive and report goals, objectives, and priorities tailored to the institution; a manual on planning strategies; and a 700-page "Resource Compendium" with published and unpublished readings.

Ritzenthaler, Mary Lynn. **Preservation of Archival Records: Holdings Maintenance at the National Archives**. Technical Information Paper No. 6. Washington, DC: National Archives & Records Administration, 1990.

Describes basic procedures to protect and stabilize archival records, including flattening, removal of fasteners, and flat-filing. Clearly described, simple procedures enhanced by good illustrations.

### Building Design and Environment

Lull, William P. **Conservation Environment Guidelines for Libraries and Archives**. Ottawa: Canadian Council of Archives, 1995.

Update of 1991 edition. Discusses general collections environment criteria, assessment, monitoring, and goals for an improved preservation environment. Presents ideals as well as a realistic range of compromises that may be made in new construction and renovation projects.

Swartzburg, Susan G., and Holly Bussey. **Libraries and Archives: Design and Renovation with a Preservation Perspective**. Metuchen, NJ: The Scarecrow Press, 1991.

Discusses library design and how it facilitates preservation. Covers planning; library design, construction and renovation; interior shelving, storage, and design; the environment; safety, security, emergency planning, and insurance; and preservation of library and archival materials.

Thomson, Gary. ***The Museum Environment***. 2d ed. London: Butterworths, 1986.

Thorough discussion of damaging effects of light, humidity, and air pollution (with secondary attention to temperature), with recommendations on how to minimize damage.

### ***Collections Conservation***

Association of Research Libraries, Office of Management Studies. ***Changing Role of Book Repair in ARL Libraries***. SPEC Kit 190. Compiled by Silverman, Randy and Maria Grandinette. Washington: DC, 1993.

Revealing profiles of book repair units in several research libraries demonstrates that book repair has evolved from an isolated activity in a basement to an integral unit of the preservation department. Book repair units are increasingly responsible for more comprehensive and integrated activities, i.e., for collections conservation.

Morrow, Carolyn Clark and Carole Dyal. ***Conservation Treatment Procedures: A Manual of Step-by-Step Procedures for the Maintenance and Repair of Library Materials***. 2nd ed. Littleton, CO: Libraries Unlimited, 1986.

Describes practical techniques with clear instructions for simple repairs, collection maintenance, and protective enclosures.

Paris, Jan. ***Choosing and Working with a Conservator***. Atlanta, GA: Southeastern Library Network, Inc., 1990.

Clear, straightforward discussion of how to locate a conservator, check references and evaluate services, negotiate the treatment plan, and work with the conservator during treatment. Appendices include bibliography, information sources, and lists of regional conservation centers.

### ***Disaster Preparedness and Recovery***

Conservation Center for Art and Historic Artifacts. ***Managing a Mold Invasion: Guidelines for Disaster Response***. Technical Series No.1. Philadelphia, PA: Conservation Center for Art and Historic Artifacts, 1994.

Well-illustrated and informative quick reference to aid in identifying and managing a mold outbreak. Addresses health concerns, use of fungicides, cleaning and disinfecting, and prevention.

Forsten, Judith. ***Disaster Planning and Recovery: A How-To-Do-It Manual for Librarians and Archivists***. How-To-Do-It Manuals for Libraries No. 21. New York: Neal-Schuman, 1992.

Excellent, up-to-date resource on disaster planning and recovery. Includes information on preparing for a variety of disasters, information on insurance, and sample forms. Contains extensive bibliographical references and appendices.

Trinkley, Michael. ***Hurricane! Surviving the Big One: A Primer for Libraries, Museums, and Archives***. Atlanta, GA: Southeastern Library Network, 1993.

Facilitates disaster planning and preparedness. Topics include building design to resist the effects of hurricanes; retrofitting existing structures to improve survivability; the supplies your institution will

need; and the actions you will need to take prior to, during, and after the storm. Information on recovery techniques is also included.

### ***Electronic Formats & Imaging***

Besser, Howard and Jennifer Trant. ***Introduction to Imaging: Issues in Constructing an Image Database***. Santa Monica, CA: The Getty Art History Information Program, 1995.

Concise overview of the technology and system components required to create digital images. Provides theoretical basis and describes hardware and software needed to create, manage, index, and store images. Excellent illustrations depict the nature of digital images, compression, resolution, and display.

Elkington, Nancy E., ed. ***Digital Imaging Technology for Preservation: Proceedings from an RLG Symposium Held March 17 and 18, 1994, Cornell University, Ithaca, New York***. Mountain View, CA: The Research Libraries Group, Inc., 1994.

Eight essays address the primary issues and challenges in using digital technology to support preservation goals in research institutions. Includes five tutorials that focus on technical concepts, including imaging systems components, intellectual preservation, data conversion, quality control, and indexing.

Kenney, Anne R. and Stephen Chapman. ***Digital Imaging for Libraries and Archives***. Ithaca, NY: Department of Preservation and Conservation, Cornell University Library, June 1996.

Updated version of workbook used in the one-week intensive class. Expanded chapters on outsourcing and indexing. Addresses practical applications through case study and "reality check" exercises. An excellent resource.

Mohlhenrich, Janice, ed. ***Preservation of Electronic Formats & Electronic Formats for Preservation***. Fort Atkinson, WI: Highsmith Press, 1993.

Based on a conference held in June 1992 at the University of Wisconsin - Madison, the six essays presented in this publication address the growing preservation concerns related to new electronic formats.

### ***Library Binding***

Merrill-Oldham, Jan and Paul Parisi. ***Guide to the Library Binding Institute Standard for Library Binding***. Chicago: American Library Association, 1990.

Essential reading. Well-illustrated guide that provides a point-by-point discussion of procedures and specifications outlined by the LBI Standard (cited below), including prescriptive recommendations. Appendices include a guide for inspecting library-bound volumes, discussion of non-Standard binding methods, and discussion of key elements of a binding agreement or contract.

National Information Standards Organization and the Library Binding Institute. ***ANSI/NISO Z39.78 - 2000 Library Binding***. Bethesda: NISO Press, 2000.

This standard is performance-based.

Parisi, Paul A. and Jan Merrill-Oldham, ed. ***Library Binding Institute Standard for Library Binding***. 8th ed. Rochester, NY: Library Binding Institute, 1986.

This standard was extensively revised with the goal of making library binding more appropriate as a preservation strategy. Includes specifications for procedures and materials to be used in binding. Essential reference, best used in conjunction with Merrill-Oldham and Parisi's Guide (cited above).

### ***Magnetic Media***

Boyle, Deirdre. ***Video Preservation: Securing the Future of the Past***. New York: Media Alliance, 1993.

Expanded and updated version of an earlier report of a video symposium held at the Museum of Modern Art in New York on June 14, 1991. Contains video collection survey results, symposium notes, and an excellent guide of current and obsolete video recording formats, resources, and bibliography.

Van Bogart, W. C. ***Magnetic Tape Storage and Handling: A Guide for Libraries and Archives***. Publication 54. Washington, DC: Council on Library and Information Resources, 1995.

Guidelines for proper care, handling, and storage to prolong the usable life of information stored on magnetic tape. Includes descriptions of recording technology and mechanisms of deterioration written for those with a non-technical background.

### ***Microforms***

Elkington, Nancy E., ed. ***RLG Preservation Microfilming Handbook*** 1992 ed. Mountain View, CA: Research Libraries Group, 1992.

Outlines procedures and specifications for RLG's cooperative preservation microfilming projects. Remainder provides basic guidelines, good bibliographies, and brief overviews of the various components of preservation microfilming projects.

Elkington, Nancy E., ed. ***RLG Archives Microfilming Manual***. Mountain View, CA: Research Libraries Group, 1994.

Develops a working outline that addresses the critical issues surrounding implementing an archives microfilm project, including administrative considerations, contracting, prefilming operations, bibliographic control issues, inspections, and quality control, and, most importantly, suggestions on how to produce microfilm that can be easily scanned and digitized in the future.

***Preservation Microfilming: A Guide for Librarians and Archivists***. 2d ed. Edited by Lisa Fox for the Association of Research Libraries. Chicago: American Library Association, 1996.

Based on Nancy E. Gwinn's first edition, this new edition provides additional material on administrative aspects of planning and operating an institutional preservation microfilming program with contributions from practitioners, administrators, and organizers. Essential reading.

### ***Photocopying***

Jones, Norvell M. M. ***Archival Copies of Thermofax, Verifax, and Other Unstable Copies***. Technical Information Paper No. 5. Washington, DC: National Archives & Records Administration, 1990.

Based on a study conducted for the National Archives by the Government Printing Office, describes procedures for conducting a simple "peel test" (using drafting tape) to determine if a copying machine is making an archival copy.

Subcommittee on Preservation Photocopying Guidelines, Reproduction of Library Materials Section Copying Committee, Association for Library Collections & Technical Services . **"Guidelines for Preservation Photocopying."** *Library Resources & Technical Services* 38 (July 1994): 288-292.

Provides guidelines for producing quality replacement volumes by means of preservation photocopying. Makes recommendations for paper, binding, and equipment quality and describes the procedures involved in the process. Full text version available online at: [www.ala.org/alcts/publications/guidelines/photocopying.html](http://www.ala.org/alcts/publications/guidelines/photocopying.html).

### **Photographic Materials**

Porro, Jennifer, ed. **Photograph Preservation and the Research Library.** Mountain View CA: Research Libraries Group, 1991.

Based on an RLG symposium held at Stanford University in fall 1990, this publication contains an introduction and five illustrated papers focused on the problem of deteriorating photographic collections.

Reilly, James. **Care and Identification of 19<sup>th</sup> Century Photographic Prints.** Rochester, NY: Kodak, 1986.

This is one of the only comprehensive reference books on the care and identification of 19<sup>th</sup> century photographic prints. An easy-to-use Identification Guide is included with the book.

Ritzenthaler, Mary Lynn, Gerald J. Munoff, and Margery S. Long. **Archives & Manuscripts: Administration of Photographic Collections.** SAA Basic Manual Series. Chicago: Society of American Archivists, 1984.

Addresses all aspects of managing photograph collections, from appraisal and accession through research and publication. Preservation specifically addressed in one chapter.

Wilhelm, Henry. **The Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures.** Grinnell, IA: Preservation Publishing Co., 1993.

In-depth coverage of the permanence of color photographs, as well as storage and handling recommendations.

### **Preservation Planning & Management**

Darling, Pamela W., and Duane E. Webster, comps. **Preservation Planning Program: An Assisted Self-Study Manual,** rev ed. Revised by Jan Merrill-Oldham and Jutta Reed-Scott. Washington, DC: Association of Research Libraries, 1993.

Developed to help libraries plan and implement preservation programs. Outlines a self-study process for assessing needs, setting priorities, and planning a program. Designed to be used in conjunction with the series of seven *PPP Resource Guides*.

Drewes, Jeanne M. and Julie Page, eds. **Promoting Preservation Awareness in Libraries: A Sourcebook for Academic, Public, School, and Special Collections.** Westport, CT: Greenwood press, 1997.

One of the only comprehensive reviews of library user preservation education programs for personnel in school, public, academic, and special collections. It provides practical examples on how institutions can educate and inform their staff and users. The book concludes with useful appendices on effective graphics for displays, bibliographies, and audiovisual lists.

Merrill-Oldham, Jan, Carolyn Clark Morrow, and Mark Roosa. **Preservation Program Models: A Study Project and Report**. Washington, DC: Association of Research Libraries, 1991.

An outstanding resource for program planners. For each of the 10 components of a preservation program, outlines the rationale, administrative issues and policy implications, human and material resources required, and the stages of development that will mark the establishment or upgrading of an institutional program. Provides organizational models for mature preservation programs in different sizes of research libraries, with benchmarks for personnel, production, and budgets in each.

Merrill-Oldham, Jan, and Merrily Smith, eds. **The Library Preservation Program: Models, Priorities, Possibilities**. Chicago: American Library Association, 1985.

Seventeen papers address the history and importance of preservation, offer varied administrative models, discuss organization of a preservation program in relation to institutional priorities and available options, and address fiscal issues. An outstanding publication.

Reed-Scott, Jutta, ed. **Preservation Planning Program**. Washington, DC: Association of Research Libraries, 1993.

An excellent series of seven resource guides offering comprehensive and easy-to-use reprints of articles, documents, and bibliographies concerning the major components of preservation in libraries. Developed primarily for use with the *PPP Assisted Self-Study Manual*. Series includes:

1. *Options for Replacing and Reformatting Deteriorated Materials*. (Jennifer Banks, ed.)
2. *Staff Training and User Awareness in Preservation Management*. (Wesley Boomgaarden, ed.)
3. *Disaster Preparedness*. (Constance Brooks, ed.)
4. *Collection Maintenance and Improvement*. (Sherry Byrne, ed.)
5. *Collections Conservation*. (Robert DeCandido, ed.)
6. *Managing a Library Binding Program*. (Jan Merrill-Oldham, ed.)
7. *Organizing Preservation Activities*. (Michele Cloonan, ed.)

Association of Research Libraries, Office of Management Studies. **Preservation Organization and Staffing**. SPEC kit 160. Compiled by Reed-Scott, Jutta. Washington: Association of Research Libraries 1990.

Organizational charts, planning documents, and position descriptions for various personnel in ARL libraries with full-time preservation administrators.

### **Sound Recordings**

St-Laurent, Gilles. **The Care and Handling of Recorded Sound Materials**. Comp 12. Washington, DC: Council of Library and Information Resources, 1991.

Expanded version of an article prepared initially for the National Library of Canada's *National Library News*. This report provides information on care and handling of recorded sound materials and the nature and composition of the recording media.

Ward, Alan. **A Manual of Sound Archive Administration**. Brookfield, VT: Gower, 1990.

Explores the necessary steps involved in setting up and managing a sound archive: acquiring the material, the necessary documentation, storage, equipment, and the need for a conservation program. Intended for those who are without any formal archival training but have a knowledge of sound recordings, and for those who have knowledge of archives but little experience with sound recordings.

## **Serial Publications - Print**

**The Abbey Newsletter.** 8 issues/year.

Provides timely information on preservation and conservation subjects, including bookbinding, commercial binding, educational programs, publications, supply sources, and news. Essential reading for the full-time preservation specialist.

**CLIR Issues.** Bimonthly.

Includes a section with preservation and access related articles; focus is on digital initiatives. Issues are available online.

**College & Research Libraries News.** 11 issues/year.

Provides timely news from the college and research library field, including preservation, new publications, and grants. This serial contains a specific Preservation News section. An abridged electronic version, *C&RL NewsNet*, is available online.

**Library Resources and Technical Services.** Quarterly.

Provides articles on the latest technical developments in preservation and other technical services.

**Microform and Imaging Review (formerly Microform Review).** Quarterly.

Provides articles on topics related to microform materials and new digital imaging technology. Issues of acquisition, collection development, maintenance, equipment for, and use of microform are all addressed.

**The New Library Scene.** Bimonthly.

Provides information on library binding services, research, and trends with increasing emphasis on the relationship of binding to other preservation concerns. Articles written by binders, librarians, and others.

**The Regional Alliance for Preservation Newsletter.** Quarterly.

A tool for sharing training resources among the nation's regional field service programs. Includes information on training programs, funding opportunities, and cooperative preservation programs.

**WAAC, Western Association for Art Conservation.** Newsletter. Three times a year.

Contains feature articles and regional news, technical exchange, an events calendar, positions available, and a publication section. WAAC also has a membership directory that lists more than 400 manufacturers and suppliers of conservation related materials.

## Electronic Resources

**COOL (Conservation On-line)** [palimpsest.stanford.edu](http://palimpsest.stanford.edu)

Essential resource of conservation information. Includes full-text articles and reports as well as numerous links to a wide range of resources, including conservation related organizations, vendors, and library preservation department home pages.

**Lyrasis, Preservation Field Services Website**  
[www.lyrasis.org/preservation](http://www.lyrasis.org/preservation)

Overview of preservation services, full-text leaflets, information on publications and Audiovisual Loan Service programs, upcoming workshops, frequently asked questions about preservation, and links to related sites. The "What's New" page features program and service news.