

Preservation Planning: Selected Bibliography

This bibliography lists and annotates those books, reports, and major articles that are likely to be most useful in preservation planning and administration for librarians and archivists. Some have been chosen for their overall soundness, while others serve as useful models for particular purposes. Annotations highlight the particular strengths of each work.

Listed sources and availability are subject to change, so these should be verified before placing an order. Many of these titles are available through RLIN, OCLC, and other interlibrary loan networks.

Preservation Planning

American Library Association, Association for Library Collections & Technical Services, Collections Management, and Development Committee, Subcommittee on Review of Collections. **Guide to Review of Library Collections Preservation, Storage, and Withdrawal**. Collection Management and Development Guides, No. 5. Chicago: American Library Association, 1991.

Outlines various elements of the review process, including goals, criteria, and physical disposition of materials. Policies and procedures are discussed.

American Library Association (ALA), ALA Order Dept., 155 N. Wacker Dr., Chicago, IL 60606, (800) 545-2433, ext. 7.

Association of Research Libraries, Office of Management Studies. **Basic Preservation Procedures**. SPEC Kit 70. Washington: ARL Office of Management Studies, 1987.

Reproduces procedures for shelving and handling, protective treatment, reproduction, and decision-making from 11 research libraries. Even though the publication is over 15 year old, it provides some good examples.

Association of Research Libraries, 21 Dupont Circle, N.W., Suite 800, Washington, DC, 20036. (202) 296-2296, pubs@arl.org

Association of Research Libraries, Office of Management Studies. **Organizing for Preservation in ARL Libraries**. SPEC Kit 116. Washington: Association of Research Libraries, 1987.

Reproduces initial planning statements, rationales for programs placement, organization charts, and job descriptions from 15 research libraries. Even though the publication is over 10 years old, it provides some good examples.

Association of Research Libraries, 21 Dupont Circle, N.W., Suite 800, Washington, DC, 20036. (202) 296-2296, pubs@arl.org.

Association of Research Libraries, Office of Management Studies. **Planning for Preservation**. SPEC kit 66. Washington D.C.: Association of Research Libraries, 1980.

Reproduces planning and policy statements from 17 research libraries. Even though the publication is over 10 years old, it provides some good examples.

Association of Research Libraries, 21 Dupont Circle, N.W., Suite 800, Washington, DC, 20036. (202) 296-2296, pubs@arl.org.

Association of Research Libraries, Office of Management Studies. ***Preservation Guidelines for ARL Libraries***. SPEC Kit 137. Washington: Association of Research Libraries, 1987.

Reproduces documents from 16 research libraries with active preservation programs; includes preservation policy documents, priority statements, documents related to decision-making, and descriptions of brittle books programs.

Association of Research Libraries, 21 Dupont Circle, N.W., Suite 800, Washington, DC, 20036. (202) 296-2296, pubs@arl.org.

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

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

Association of Research Libraries, 21 Dupont Circle, N.W., Suite 800, Washington, DC, 20036. (202) 296-2296, pubs@arl.org.

Atkinson, Ross W. "**Selection for Preservation: A Materialistic Approach.**" *Library Resources & Technical Services* 30 (Oct./Dec. 1986): 341-53.

Proposes a strategy for selecting materials to be preserved and for choosing the appropriate means to preservation, focusing especially on microfilming. Provocative, the essay suggests an approach to rationalizing the selection process. See also: Child, below.

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.

Boomgaarden, Wesley L. "**Preservation Planning for the Small Special Library.**" *Special Libraries* 76 (Summer 1985): 204-11.

Provides an excellent guide for small institutions with limited funds for preservation.

Brennan, Patricia and Jutta Reed-Scott, comps. ***Automating Preservation Management in ARL Libraries***. SPEC Kit 198. Washington DC: Association of Research Libraries, 1993.

Based on a 1993 survey to determine the status of automation activities within preservation departments in member libraries.

Provides a snapshot of the types of preservation management systems already in place, and of those that are being planned.

Association of Research Libraries, 21 Dupont Circle, N.W., Suite 800, Washington, DC, 20036. (202) 296-2296, pubs@arl.org

Child, Margaret S. "**Further Thoughts on 'Selection for Preservation: A Materialistic Approach.'**" *Library Resources & Technical Services* 30 (Oct./Dec. 1986): 354-62.

Outlines criteria for preservation selection in the context of a nationally coordinated strategy, and discusses the importance of developing selection strategies for archival as well as library materials. In response to Atkinson (above).

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: Association of Research Libraries. 1993.

Helps libraries plan and implement preservation programs in a process that educates and involves a large number of staff members. Outlines a self-study process for assessing needs, setting priorities, and planning a program, with modules on environmental conditions, physical condition of the collection, organization of preservation units, disaster preparedness, staff and user education, and fundraising. Designed to be used in conjunction with the series of seven *PPP Resource Guides*.

Association of Research Libraries, 21 Dupont Circle, N.W., Suite 800, Washington, DC, 20036. (202) 296-2296, pubs@arl.org.

DeCandido, Robert and GraceAnne A. "**Micro-Preservation: Conserving the Small Library.**" *Library Resources & Technical Services* 29 (April/June 1985): 151-60.

Offers background information and practical suggestions for preservation planning and implementation in a small library with limited personnel and funds.

Feather, John, Graham Matthews, and Paul Eden. ***Preservation Management: Policies and Practices in British Libraries***. Brookfield, VT: Ashgate, 1996.

Addresses current developments in library and information service in the area of preservation: managerial attitudes and practices, and policies. Based on a survey of libraries in England, Scotland and Wales.

Ashgate Publishing Company, Old Post Rd. Brookfield, VT 05036, 1-800-535-9544.

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

Describes clear and practical steps 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.

Hamilton, Marsha J. ***Guide to Preservation in Acquisition Processing***. Acquisition Guidelines No. 8. Chicago: American Library Association, 1993.

Examines a library-wide approach to preservation and the role of Preservation and Acquisition librarians in that process. This publication focuses on the role of preservation in the acquisition process.

ALA Order Dept., 155 N. Wacker Dr., Chicago, IL 60606. (800) 545-2433, ext. 7. ALA order code 0-8389-0611-7.

Harris, Carolyn, Carol Mandel, and Robert Wolven. **"A Cost Model for Preservation: The Columbia University Libraries Approach."** *Library Resources & Technical Services* 35 (January 1991): 33-54.

Demonstrates how preservation costs can be identified in various different departments and presents effectively the processes involved in preservation efforts. A good, comprehensive cost model for preservation activities.

Harvard University Library Task Group on Collection Preservation Priorities. ***Preserving Harvard's Retrospective Collections: Report of the Harvard University Library Task Group on Collection Preservation Priorities***. Cambridge, MA: Harvard University Library, 1991.

Covers the broad range of preservation problems and strategic solutions. Excellent model planning document.

Out of Print. May be available through RLIN, OCLC, and other interlibrary loan networks.

Harvey, Douglas R., ed. **"Developing a Library Preservation Program."** Chap. 10 in *Preservation in Libraries: A Reader*. New York: Bowker-Saur, 1993.

Outlines four models of integrating preservation into libraries: small specialized libraries, high-use collections, lower-use retrospective collections, and collections of national importance.

Bowker-Saur, 121 Chanlon Rd. New Providence, NJ 07974. 1-800-521-8111

Jensen, Craig W. **"Developing a Conservation Policy: The Harold Lee Library."** Part 5.2.1 in *Conservation of Library and Archive Materials and the Graphic Arts*. edited by Guy Petherbridge, 287-289. London: Butterworth-Heinemann, 1987.

Provides a case study on the development of a conservation policy for Brigham Young University's Lee Library. Even though the word "conservation" is used, the policy encompasses preservation activities: disaster preparedness, environment, and selection. A copy of the policy is not included.

Out of Print. May be available through RLIN, OCLC, and other interlibrary loan networks.

Merrill-Oldham, Jan, ed. ***Meeting the Preservation Challenge***. Washington, DC: Association of Research Libraries, 1988.

Presents a collection of papers given by preservation officers and library directors at the 1987 ARL Membership Meeting. Papers cover various aspects of preservation planning and program development from the preservation officer and library director's point of view. Concludes with papers on the national context, foundation funding, and international programs.

Association of Research Libraries, 21 Dupont Circle, N.W., Suite 800, Washington, DC, 20036. (202) 296-2296, pubs@arl.org.

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

Outlines, for each of the 10 components of a preservation program, the rationale, administrative issues and policy implications, human and material resources required, and the stages of development. Provides organizational models for mature preservation programs in different sizes of research libraries, with benchmarks for personnel, production, and budgets in each. An outstanding resource for program planners.

Association of Research Libraries, 21 Dupont Circle, N.W., Suite 800, Washington, DC, 20036. (202) 296-2296, pubs@arl.org.

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, varied administrative models, organization of a preservation program in relation to institutional priorities and available options, and fiscal issues. An outstanding publication.

American Library Association (ALA), ALA Order Dept., 155 N. Wacker Dr., Chicago, IL 60606, (800) 545-2433, ext. 7.

Morrow, Carolyn Clark, with Gay Walker. ***The Preservation Challenge: A Guide to Conserving Library Materials***. Old Tappan, NJ: Macmillan, 1983.

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

Macmillan Library Reference, Div. of Macmillan Publishing USA, 200 Old Tappan Rd. Old Tappan, NJ 07675-7095. 1- 800-223-2336 or 1-800-223-2348.

Morrow, Carolyn Clark. ***A Conservation Policy Statement for Research Libraries***. Occasional Papers 139. Urbana-Champaign, IL: University of Illinois Graduate School of Library Science, 1979.

Acts as a "mock "policy statement focusing on logical guidelines. The policy statement is geared towards a conservation department and does not include all possible preservation activities.

Out of Print. May be available through RLIN, OCLC, and other interlibrary loan networks.

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.

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.

Society of American Archivists, 600 South Federal, Suite 504, Chicago, IL, 60605.
(312) 922-0140, ext. 21, info@archivists.org.

Northeast Document Conservation Center. **"Preservation Planning."** in *Preservation of Library & Archival Materials*. Edited by Sherelyn Ogden. Washington, D.C.: American Association of Museums, 1994.

Consists of technical leaflets on preservation planning. These leaflets give an excellent overview of the preservation planning process. Planning methodologies and surveys are highlighted in addition to suggested readings. Excellent quick-reference publication.

American Association of Museums, PO Box 4002, Washington, DC, 20042-4002, (202)-289-9127.

Northeast Document Conservation Center. **Preservation Planning: Guidelines for Writing a Long Range Plan**. Edited by Sherelyn Ogden. Andover, Washington, D.C.: American Association of Museums, 1997.

Assists in writing a long-range preservation plan for collections care. The focus is on museums, historical societies, libraries, and archives that have had a conservation needs assessment and is ready to generate a long-range plan. Extensive worksheets are provided in both print and electronic format: IBM-compatible disk.

American Association of Museums, PO Box 4002, Washington, DC, 20042-4002, (202)-289-9127.

Paulson, Barbara. **"Developing a Preservation Policy and Procedure Statement for the Health Sciences Library."** *Bulletin of the Medical Library Association*. 77 (July 1989): 293-8.

Provides good advice on how to develop a preservation policy and procedure statement. The article is geared towards a health sciences library embedded in a wider institutional setting. A copy of the final policy and procedures statement is included as an appendix.

The Preservation Manager's Guide to Cost Analysis. Edited by Elise Calvi...[et al]. Chicago: American Library Association, 2006.

Provides an explanation of costs analysis methods and a clear understanding of preservation activities, which position the preservation manager to conduct cost analyses in support of a range of management objectives.

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.

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

ALA Order Dept., 155 N. Wacker Dr., Chicago, IL 60606. (800) 545-2433, ext. 7. ALA order code ISDN# 0838906532.

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

Offers a comprehensive and easy-to-use collection of articles, documents and bibliographies concerning the major components of preservation in libraries. An excellent series of seven resource guides developed primarily to be used 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.)
Collection Maintenance and Improvement. (Sherry Byrne, ed.)
4. *Collections Conservation.* (Robert DeCandido, ed.)
5. *Managing a Library Binding Program.* (Jan Merrill-Oldham, ed.)
6. *Organizing Preservation Activities.* (Michele Cloonan, ed.) Association of Research Libraries, 21 Dupont Circle, N.W., Suite 800, Washington, DC, 20036. (202) 296-2296, pubs@arl.org

Ritzenthaler, Mary Lynn. **Photographs: Archival Care and Management.** Chicago: Society of American Archivists, 2006.

An essential tool for custodians of photographs in archives, libraries, historical societies, and similar repositories who manage photographic materials. This authoritative guide provides pragmatic techniques for each aspect of managing collections of images—from appraisal and accessioning through arrangement, description, and research use.

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

A comprehensive guide to the field of archival preservation.

Society of American Archivists, 600 South Federal, Suite 504, Chicago, IL, 60605.
(312) 922-0140, ext. 21, info@archivists.org

Smith, Merrily A., ed. **Preservation of Library Materials.** IFLA Publications 40/41. 2 vols. Munich: K. G. Saur Verlag, 1987.

Volume 1 focuses on theoretical topics, including policy, planning, cooperation, and emerging technologies. Volume 2 provides more technical papers on: reformatting, storage and handling, treatment, environment, pest control.

K G Saur, 121 Chanlon Rd., New Providence, NJ 07974, 1-800-521-8110.

University of Pennsylvania Libraries. **Report on the Preservation Planning Project, University of Pennsylvania Libraries**. Publication 18. Washington, DC: Council on Library and Information Resources, September 1991.

Reports on an innovative preservation planning project, in which consultants were used to drive the strategic planning process and the library actively pursued the possibility of contracting for as many preservation services as possible.

Council on Library and Information Resources, Commission on Preservation and Access, 1755 Massachusetts Ave., NW, Suite 500, Washington, DC, 20036-2188. (202) 939-4750, info@clir.org.

Walker, Gay. **"Advanced Preservation Planning at Yale."** *Microform Review* 18 (Winter 1989): 20-28.

Summarizes of the methods used by Yale to design a new preservation plan. Yale used a preservation planning task force to evaluate and submit a final report. Recommendations made by the task force are included as an appendix.

Needs Assessment & Survey Methods

Appelbaum, Barbara, and Paul Himmelstein. **"Planning for a Conservation Survey."** *Museum News* 64 (February 1986): 5-14.

Advises on how to prepare for a conservation survey and work with a conservator during the process. This article is geared towards museum collections.

Baird, Brian J., Jana Krentz, and Brad Schaffner. **"Findings from the Condition Surveys Conducted by the University of Kansas Libraries."** *College & Research Libraries* 58 (March 1997): 115-126.

Describes the two condition surveys and findings conducted by the University of Kansas Libraries. Good example of how a condition survey can help a library with long-term preservation planning.

CALIPR. 3.0xp Sacramento: California State Library, 1997.

PC-based software (with accompanying manual) that provides an automated tool to assess preservation needs of book and document collections based on a 100-item random sample. Assesses collection needs in terms of condition, risk and value, leading to assignment of preservation priorities. New features include a built-in random number generator for sampling, printed reports that explain background preservation information, and an expanded users' manual.

Calipr Software and manual can be downloaded at no charge directly from the [Berkeley Library Digital Sunsite](#).

DeCandido, Robert. **"The Effective Presentation of Statistics."** *The New Library Scene*. 14 (December 1995): 5-10.

Provides some useful hints on the use of graphics and computers to present effective statistical data. Examples of graphs use data collected in the library binding operation at New York Public Library.

DeCandido, Robert. **"Statistical Methodologies for Preservation."** *The New Library Scene*. 14 (October 1995): 9-10.

Summarizes random sampling for preservation surveys and provides some helpful hints on how to do this realistically.

DePew, John N. **"Surveying the Building and Collection."** Chapter 7 in *A Library, Media, and Archival Preservation Handbook*. Santa Barbara, CA: ABC-CLIO, 1991.

Designed to introduce primary preservation processes and techniques required to survey buildings and collections in all types and sizes of institutions. Sections include building survey check lists, survey methodology, sampling methods and procedures, and analysis.

ABC-CLIO, P.O. Box 1911 Santa Barbara, CA 93116-1911. (805) 968-1911, 1-800-368-6868

Drott, Carl. **"Random Sampling: A Tool for Library Research."** *College and Research Libraries* 30 (March 1969): 119-25.

Describes in detail how to do a random sampling of library materials for statistically valid surveys. After 25 years this article is still being used to plan and execute statistically sound surveys. A primary reference article.

Harvey, Douglas R., ed. **"Surveying the Library: Determining Suitability of Environment and Extent of Deterioration."** Chapter 3 in *Preservation in Libraries: A Reader*. New York: Bowker-Saur, 1993.

Provides insights into the selection of writings following the chapter and outlines two primary areas of needs assessment: environment and condition surveys. Readings provide good examples of the types of surveys described in the chapter.

Bowker-Saur, 121 Chanlon Rd. New Providence, NJ 07974. 1-800-521-8111

Haynes, Douglas. **"Pro-Cite for Library and Archival Condition Surveys."** *Library Resources and Technical Services*. 39 (October 1995): 427-433.

Describes how to use Pro-Cite 2.02 to compile and analyze data for library and archival condition and site surveys.

Holden, Maria. **"Customized Tools for Assessing Preservation and Access Needs."** *Abbey Newsletter* 20 (December 1996): 95-97.

Describes two needs assessment projects done by the Philadelphia City Archives and the New York State Archives. Good description of the needs assessment planning process.

National Research Council, Committee on Preservation of Historical Records. **Preservation of Historical Records.** Washington: National Academy Press, 1986.

Describes a study conducted for the National Archives to assess the condition and preservation needs of its collections. Useful information on the role of environmental conditions, on types of paper deterioration, and on treatment and reformatting options.

National Academy Press, 2101 Constitution Ave. NW, Washington, DC 20418, 1-800-624-6242.

Reynolds, Anne L., Nancy C. Schrock, and Joanna Walsh. **"Preservation: The Public Library Response."** *Library Journal* (15 February 1989): 128-132.

Describes a survey conducted in the Wellesley Free Library to determine the types of damage in its collection and, thus, to support programmatic and financial planning. Shows that a small-scale survey can have great effect in planning.

Smith, Merrily A., and Karen Garlick. **"Surveying Library Collections: A Suggested Approach with Case Study."** *Technical Services Quarterly* 5, no. 2 (1987): 3-18.

Gives excellent guidance on planning and executing a survey of collection condition.

University of Toronto Library, Collection Preservation Committee. **Preservation of Library Materials.** Toronto: Univ. of Toronto Library, 1984.

Describes a condition survey conducted at the University of Toronto Library. Outlines recommendations for treatment with priority rankings and cost estimates. A useful model for others seeking to assess needs, costs, and priorities.

Out of Print. May be available through RLIN, OCLC, and other interlibrary loan networks.

Walker, Gay. **"Notes on Research and Operations: Assessing Preservation Needs."** *Library Resources and Technical Services* 33 (October 1989): 414-419.

Summarizes the various types of needs assessment that are considered the basis of preservation planning: surveys of the building, collection condition, and environment. An excellent short summary.

Walker, Gay, and others. **"The Yale Survey: A Large-Scale Survey of Book Deterioration in the Yale University Library."** *College & Research Libraries* 46 (March 1985): 111-32.

Provides a comprehensive picture of the physical characteristics and aging of a large research collection. Conclusions made are useful in understanding the scope of deterioration of books and paper.

Internet Resources

CoOL (Conservation On-line) <http://palimpsest.stanford.edu/>

Essential resource of conservation information. Full text searchable database of conservation information, people in the field and archives of the Conservation Distribution List. Includes full text articles and reports, as well as numerous links to a wide range of resources including conservation-related organizations, library preservation departments, and full text articles. Many of the library preservation departments have mission statements and procedure manuals on-line <http://palimpsest.stanford.edu/byorg/deptpg.html>